



THE UNIVERSITY *of* EDINBURGH  
Edinburgh Research Office

# ACCORD Update 2

## Costings

22nd September 2022

Dr Jennifer Hazelton, Head of Research Funding  
University of Edinburgh Research Office



**Our role is to enable world class  
research**



**£359m**

Research funding won in 2020/2021

**£1.24bn**

Value of research funding applications submitted in 2020/21

**~2400**

Active grants we support

**2834**

Number of research funding applications submitted in 2020/21

**~350**

Organisations funding our research



# How your Research Funding Specialist can support your application:



- First point of contact
- Costings
- Liaison with other institutions
- Non-technical aspects
- Layman's critique for technical aspects
- Scheme compliance and eligibility criteria
- Letters of support.

# Benefits of careful budgeting

Getting your budget as complete and realistic as possible will help your project go smoothly. Discuss it with us in good time to give you the best chance of having your project funded.

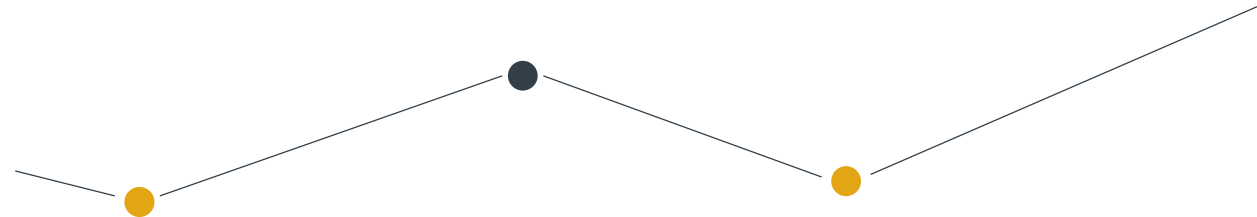
A correctly-costed project:

- increases your chance of success
- minimises the risk of research outcomes not being delivered
- increases support for your work from your school or department
- makes award management much easier



# Importance of full economic costing (fEC)

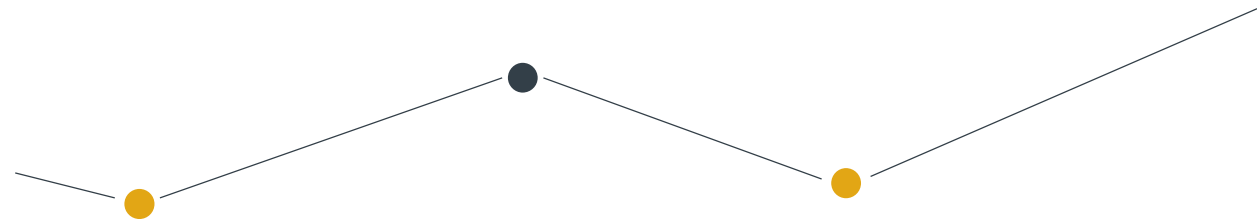
- For many major non-commercial funders, including UKRI, the EC, and charities, pricing is prescribed to us.
- The Uni measures financial viability of research projects by how much cost is recovered and funder contribution to overheads.
- Projects not reaching minimum fEC recovery and contribution to overheads levels require approval. For funding from industry, commerce, and public corporations; recovery and contribution to overheads require approval if less than 100%.



# Clinical research

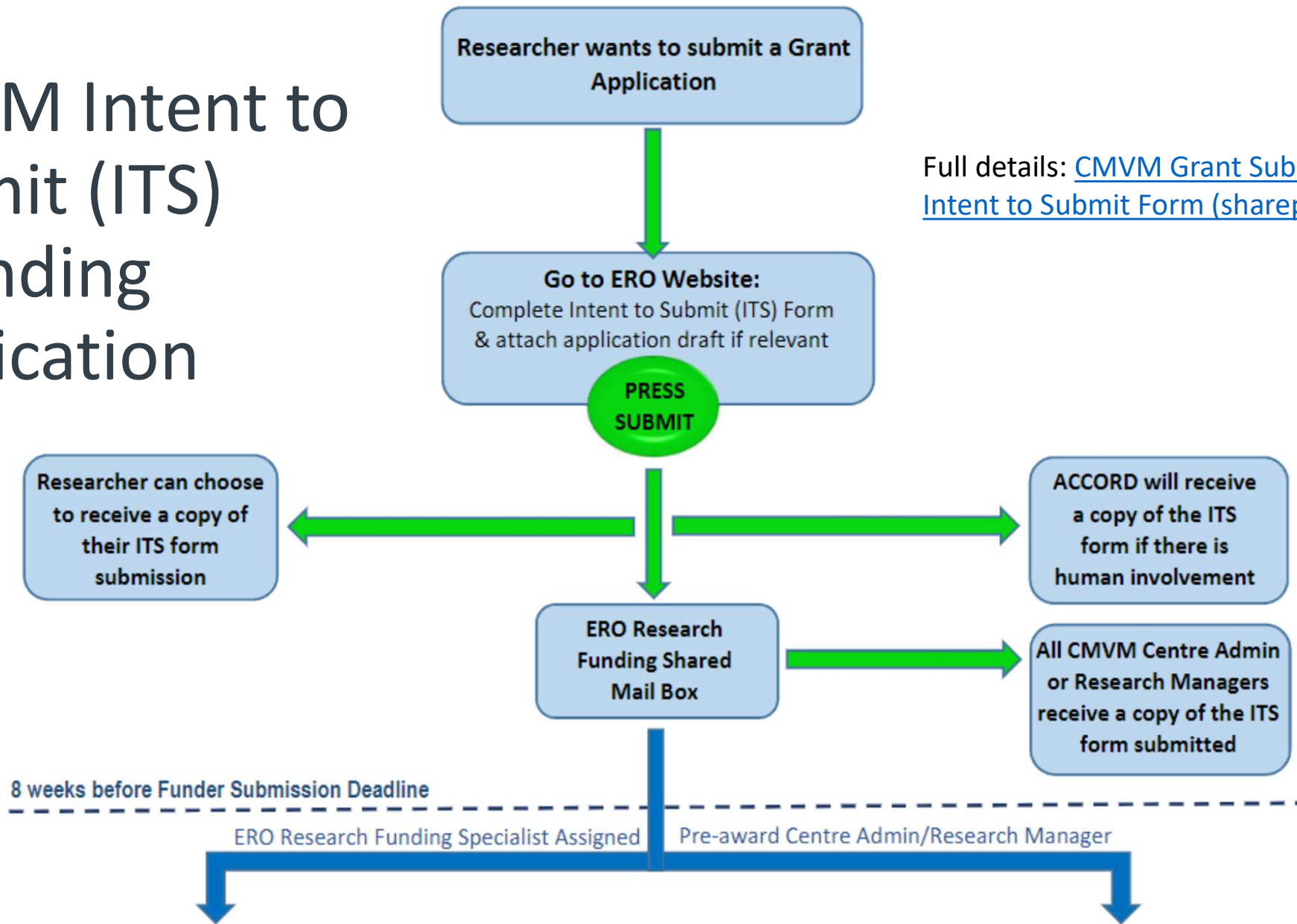


- NHS staff, support and treatment costs are provided by NHS R&D. Contact your RFS for more information on procedures.
- Contact your RFS early if a SoECAT form is needed.
- Researchers in CMVM need to complete the Intent to Submit.



# CMVM Intent to Submit (ITS) a Funding Application

Full details: [CMVM Grant Submission: Intent to Submit Form \(sharepoint.com\)](https://sharepoint.com)

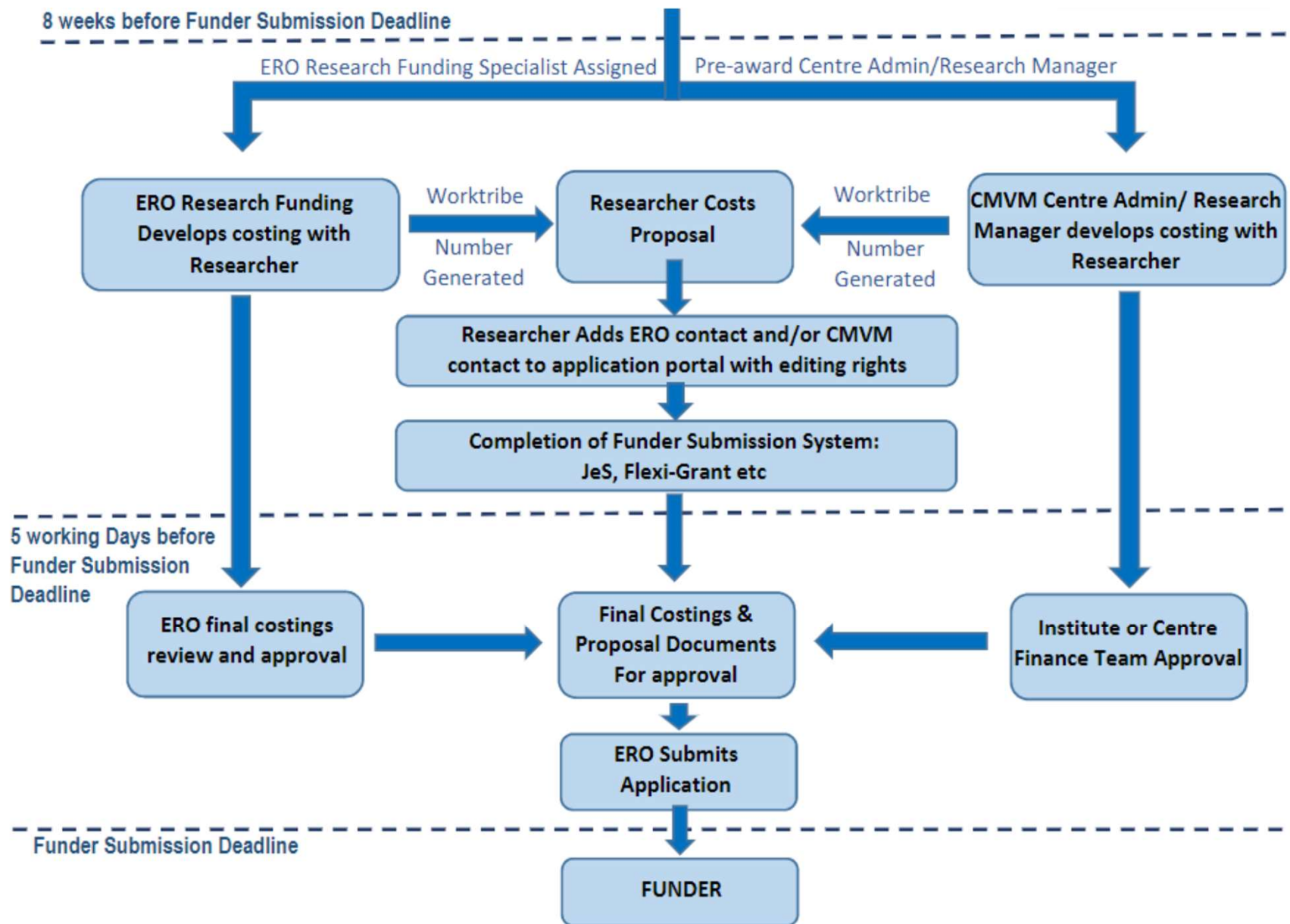




# Timings

- N.B. Research Support Staff work 9-5. If deadline falls outside these times and they are submitting on your behalf, you must ensure all documentation is completed no later than 4:30pm so your proposal can be submitted on time

Timings	Researcher
<b>8 weeks before Funder Submission Deadline *</b>	<b>1. Intent to Submit (ITS) Form:</b> Recommended to be completed <b>8 weeks</b> before the Funder Submission Deadline but <b>no later than 5 working days</b> before the funder submission deadline.  <b>2. Proposal development:</b> If prior to submitting an ITS form to the ERO website you have a partially developed proposal please attach it to the ITS form.



# Timings and PI role

<b>Between ITS form submission date and 5 working days before Funder Submission Deadline</b>	<ol style="list-style-type: none"><li>1. Creates record on funder submission portal and gives ERO access.</li><li>2. Starts initial costing including completing ERO costing forms and liaises with ERO Research Funding Specialist.</li><li>3. Approaches Head of Department/Partners for letters of support, if required.</li><li>4. Confirm detailed cost request to ERO.</li><li>5. Send near final draft to partners as appropriate.</li></ol>
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<b>5 working days before Funder Submission Deadline</b>	<ol style="list-style-type: none"><li>1. Finalise budget.</li><li>2. Send final application to ERO and CMVM Institute/Centre where appropriate.</li><li>3. Can work on the <b>Scientific Case for support</b> up to <b>5h</b> before the Funder Submission Deadline.</li><li>4. <b>No further changes to budget</b></li></ol>
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# Clinical and non-clinical deadlines

- If submitting an ITS form for a **non-clinical trial** 5 working days prior to funder deadline, you must also submit a near-to-final application and have completed funder submission system for final costings review & approval by ERO/Institute or Centre Finance Team.
- Non-clinical trial submitted to ERO for costings within 5 working days of the funder deadline needs formal approval from PI's Centre Head; uploaded via the ITS form, for the application to be submitted.
- If an ITS form for a **clinical trial** is submitted less than 4 weeks before funder submission deadline, formal approval from PI's Centre Head will be required to ensure submission.
- Clinical trial application submitted to ERO for costings within 5 working days of the funder deadline will not be costed or submitted.

# Tight funder deadlines



Funders may have a very short turnaround, making it impossible to submit ITS within the 8 week time frame.

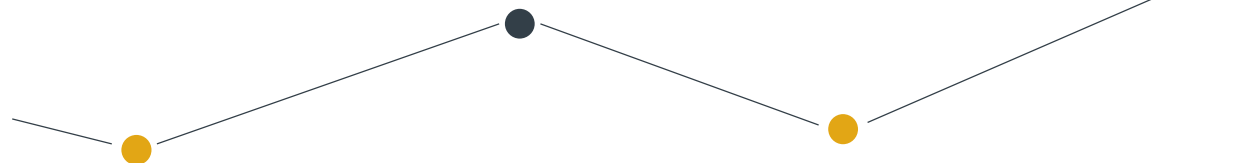
If so, submit ITS as soon as you become aware of the call, then engage with RFS and/or your Centre/Institute Pre-award Admin immediately. We will do our best to help you.

# Project costings and budget categories

- Staff costings provided in line with approved salary scales, expected increments and future pay rises. Include necessary on-costs (e.g. pension, NI).
- If involving staff from other Schools or Centres at Edinburgh, consider their costs. Each unit will need to approve the application before we can complete formal submission
- If other HEIs are involved, they will need to provide their own staff and overhead costings so request them well in advance (we can support liaison).

## Directly incurred: Staff

Item	Description	Considerations
Direct staff	PDRAs, RAs, Research Associates, Research Fellows.	<ul style="list-style-type: none"><li>• What level of expertise do you need? Choose a suitable pay scale</li><li>• How much time they will spend on the project (full-time or part-time)?</li><li>• Do you require, e.g. project management/outreach support (usually for complex proposals)?</li><li>• Do you require teaching cover?</li></ul>
Temporary staff	Employed on hourly rates or casual contracts.	<ul style="list-style-type: none"><li>• E.g. Data analyses and transcription.</li></ul>



## Directly incurred: Non- Staff

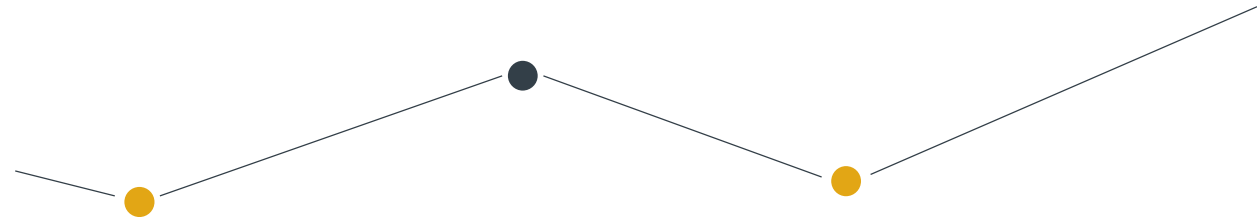
Item e.g.s	Description	Considerations
Subcontracts	A service from an external organisation.	<ul style="list-style-type: none"> <li>• E.g. Sample processing, and expertise to run focus groups.</li> <li>• Obtain a quotation for the work.</li> </ul>
Travel and Subsistence	Travel costs, accommodation, subsistence, and meeting/conference registration.	<ul style="list-style-type: none"> <li>• Cost every journey you and your team members need to take related to the project.</li> <li>• Include, e.g. air fares, taxes, car travel, parking fees, train fares, hotels, meals, visits/secondments from researchers outside the University, visits/secondments to external institutions, and travel and subsistence for advisory board members.</li> </ul>
Consumables	Materials required to deliver the research project.	<ul style="list-style-type: none"> <li>• E.g. datasets, software licenses, workstations, equipment costing less than £10,000 inc. VAT, consumables related to equipment items, specialist publications, open access publication fees (if permitted), data storage, video and website production.</li> <li>• Hardware: desktops (monitor, keyboard, mouse), laptops (docking station), tablets</li> <li>• Data storage, sharing and archiving; high-performance computing, virtual servers</li> </ul>
Equipment	Over £10,000 inc. VAT. Purchase, maintenance contracts, control computers) & consumables	<ul style="list-style-type: none"> <li>• Include, e.g. VAT and/or import taxes, delivery costs, insurance, installation costs, project related running costs, and environmental costs such as air conditioning.</li> <li>• Refer to <a href="#">UoE Procurement</a> for info on preferred suppliers and preferential rates etc.</li> <li>• Contact Estates to confirm space and installation requirements.</li> </ul>
Specialist research facilities and services	N.B. some research facilities may be listed as Directly Allocated, please consult your RFS or local Research Office.	<ul style="list-style-type: none"> <li>• e.g. <a href="#">Edinburgh Clinical Trials Unit</a></li> <li>• <a href="#">Edinburgh Clinical Research facilities</a></li> <li>• For all animal costs, see <a href="#">Bioresearch &amp; Veterinary Services(secured)</a> and obtain forms from Vince Ranaldi (rodents) and Carl Tucker (zebrafish)</li> <li>• <a href="#">Edinburgh Genomics</a> for Sequencing, Training and Bioinformatics.</li> <li>• <a href="#">ISD Scotland</a> for Data Linkage.</li> </ul>
Study participants and PPI / patient focus groups: expenses, refreshments		Discuss with trial support staff, Edinburgh CTU, your RFS or your local Research Office.

## Directly allocated

Item	Description	Considerations
Existing Staff	Investigator time (PI, Co-Is)	<ul style="list-style-type: none"><li>• Include enough PI/Co-I time to complete the work.</li></ul>
Research facilities	Use of national or international research facilities	<ul style="list-style-type: none"><li>• E.g. ARCHER computing time, Diamond Light Source beam time, and the National Crystallographic Service.</li></ul>
Pool staff	Technical staff to work specifically on the project	
Estates	Calculated based on research staff time	<ul style="list-style-type: none"><li>• Calculated automatically</li></ul>
Infrastructure Technicians	Calculated based on research staff time	<ul style="list-style-type: none"><li>• Calculated automatically</li></ul>

## Indirects

Item	Description	Considerations
Indirect costs	Calculated based on research staff time	Calculated automatically





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