

Doctoral Fellowship Award

Guidance on completing the Doctoral Fellowship Budget and Justification document

Section 1 - Doctoral Fellowship Finance Guidance

You should contact your institution's finance office or research division for assistance when completing this section. Please note only directly incurred costs can be claimed for the Doctoral Fellowship Award.

The grant award will be based on the figures given in the finance spreadsheet, so costs must be as accurate as possible. Please note that inflationary uplift cannot be considered after an award has been made.

All costs under each heading should be as detailed as possible, with an itemised breakdown of consumables and equipment, and likely travel and subsistence costs where known. Guidance about what should be included under each heading is given below. No overheads or indirect costs are allowed.

Funding can be requested to cover directly incurred salary costs of the applicant for 3 years full-time funding, or 4- or 5-years part-time funding, their PhD tuition fees, and the costs of an appropriate research project and training and development programme.

It is expected that the cost of the whole award will not exceed £300,000.

1.1 Directly Incurred Costs

Salary Costs

Funding can be requested to cover directly incurred salary costs of the applicant for 3 years full-time funding, or 4- or 5-years part-time funding,

Consumables

Costs such as printing, and stationery should be included here.

Travel and subsistence

Travel and subsistence costs expected to be incurred whilst carrying out the research or pursuing training and development opportunities should be included here.

NB: travel and subsistence costs incurred *after* submission of the thesis to the University cannot be claimed under this award, unless it is for approved dissemination purposes.

Public Involvement

Costs associated with Public Involvement. These are likely to include out of pocket expenses, payment for time and any relevant training and support costs.

Training and development

Costs towards training and development opportunities for the student should be included here. The cost of any specialist training undertaken to carry out the research should also be included in this section.

Equipment

It is assumed that the Host Institution will provide workspace and basic equipment for the student to carry out the project. If, however, additional equipment is likely to be required, these costs should be included here. A breakdown of significant purchases must also be included, and a detailed list of any equipment expected to incur costs, whether hired or purchased.

Other

Costs for technical, administrative or other (non-academic) research support (within the financial limits of the award) should be clearly stated and justified. Known dissemination costs can be included here.

Tuition fees

Health and Care Research Wales Faculty will pay tuition fees where they are reasonable.

Advice and senior level academic support would generally be the role of the Supervisor and as such would be covered by the tuition fees.

Total

Please give the total cost of the application, for each year 1,2, 3, and 4 and 5 if applicable, and the total. Please note that this is the figure which will be considered when funding decisions are made. This figure cannot be increased after your application has been submitted.

VAT

Please indicate the value of any additional VAT that would be applied to the cost of this project (if applicable).

Grand total

Please give the total amount of grant being sought, including VAT if applicable. This figure should also be provided in section B of the Application Form.

Health and Care Research Wales Faculty reserves the right to request a further breakdown of all costs prior to an award being made.