



Ymchwil Iechyd
a Gofal **Cymru**
Health and Care
Research **Wales**



Llywodraeth Cymru
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Health and Care Research Wales Integrated Funding Scheme

Detailed Budget Guidance for Applicants

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General Information

As part of your application form, you are required to complete a detailed budget breakdown form:

- The template requires a breakdown of direct and indirect costs.
- This may be contained within an offline Excel document, or online on the Health and Care Research Wales Research Management System. Your application form will specify the exact format in which you are expected to provide this information.
- For non-commercial studies, NHS Support Costs are funded via Health Boards and Trusts as part of their NHS R&D allocations. Researchers should contact their local NHS R&D Department for guidance on how to apply for NHS Support cost funding. Please refer to this area later in the guidance document for more information.
- Costs should be based on current prices. It is in your best interests to undertake a thorough, realistic and accurate costing as the financial information provided will be used to assess value for money.
- The year profile in the template is based on the anticipated start date of the proposed research. For example, if your research is expected to start on 01 December 2024, then the second year of research will begin on 01 December 2025.
- Payments will be made to the contracted organisation only and the contracted organisation will be responsible for passing on any money due to their partner organisation(s).
- Appropriate sub-contracts must be put in place for any element of the research which is to be paid to another organisation.
- All applications are expected to have appropriate NHS, HEI, commercial and other partner organisation input into the finance section of the application form.
- Please ensure that each un-named co-applicant is given a unique identifier. Cost for unnamed applicants should not be aggregated and input as a total figure.
- Further itemisation of costs and methods of calculation may be requested to support the application at a later date including when contracting.

Information on Different Types of Organisations

Higher Education Institutions (HEIs)

Higher Education Institutions (HEIs) should determine the Full Economic Cost (FEC) of their research using the Transparent Approach to Costing (TRAC) methodology. For HEIs, up to 80% of FEC will be paid provided that TRAC methodology has been used.

NHS Organisations

For applications where the contractor is an NHS organisation, up to 100% of direct costs will be paid.

Commercial Organisations

For a commercial organisation/consultancy, please fill in direct costs and indirect costs. Indirect costs should be charged in proportion to the amount of staff effort requested on the funding application form. Up to 100% of costs will be paid.

Other Partner Organisations

For other partner organisations (e.g. charity or NGO), please fill in direct costs and indirect costs. Indirect costs should be charged in proportion to the amount of research staff effort requested on the funding application form. Up to 100% of costs will be paid.

Direct Costs

These are costs that are specific to the research, which will be charged as the amount actually spent and can be supported by an audit record. They should comprise:

1. Staff Posts and Salaries

This section of the detailed budget breakdown represents an overview of salary cost for the applicants directly contributing to the research, breaking down salary and on-costs individually.

- The costs in this section should be input at 100%. Where the organisational type is selected as HEI, the financial form will automatically calculate the salary at 80% FEC.
- Please list all individuals working on the research, including the role and grade.
- If there are any applicant(s) whose costs are not being claimed, these roles should be disclosed on the form and an explanation included.
- Where applicants are already receiving salaries funded by NIHR, these should be declared in the application.

2. Annual Costs of Post and Salaries

This section of the detailed budget breakdown represents the annual costs of each individual contributing to the research. The following information need to be input:

- The costs in this section should be input at 100%. Where the organisational type is HEI, the financial form will automatically discount the costs to 80% FEC and show what amounts are eligible for funding by Health and Care Research Wales
- Current rates of pay and known annual increments should be included. Pay awards cannot be claimed for retrospectively once your research is underway.
- The 'Annual Costs of Staff Posts' section requires some further information including confirmation of:
 - Whether the member of staff or line represents 1 Full Time Equivalent (FTE) or less
 - How long the member of staff is expected to work on the project in calendar months
 - Based on the annual increment input, the spreadsheet will then calculate the cost of the staff member that can be attributable to the application/project
 - The input allows for a varying FTE and month mix across each year of the project
- Individuals should be listed in the project even if they are fully funded by another project or if their contribution is small.
 - Where they are fully funded by another project, it is not permitted that they would be double-funded by Health and Care Research Wales, but their involvement does need to be disclosed and explained.
 - Where their overall contribution is small, the application form should explain how they will be able to give a valuable contribution to the project in the time given.
- Shared staff costs, for example pooled staff, IT technicians or laboratory staff should be disclosed in this section.

3. Travel, Subsistence and Conference Fees

This section includes journey costs, subsistence and conference fees. Where applicable, you will need to include the travel and subsistence costs of your Project Advisory Group, Steering Committee and/or Data Monitoring and Ethics Committee. Travel and subsistence costs relating to dissemination should also be included here, as should costs relating to overseas travel.

Journey Costs

Enter the total cost of transport for all journeys for destination/purpose. If travel is by car, apply your institution's mileage rates (however this should not exceed Welsh Government approved mileage allowance payments, which is 45p per mile for the first 10,000 miles and 25p thereafter).

Travel by the most economic means possible is encouraged, and Health and Care Research Wales schemes do not fund first class aeroplane or rail travel.

Subsistence

Subsistence covers accommodation (if necessary) and meals associated with the travel, excluding any alcoholic beverages.

Conference Fees

Health and Care Research Wales will usually fund one international conference attendance. Where national or international conference fees are included, a statement naming the conference or purpose of travel and the benefit to the research must also be made; failure to adequately justify your attendance at a conference will mean the scheme will not fund this cost.

4. Equipment

Essential items of equipment plus maintenance and related costs not included as part of estates should be input in this section. These can be lease or purchase costs. The purchase cost of pieces of equipment, valued up to £5,000 excluding VAT, will be considered.

Pieces of equipment costing more than £5,000 to purchase will usually need to be leased. Where applicants are leasing equipment with a purchase price of more than £5,000 a comparison of leasing versus purchasing costs must be provided in the 'Justification of Costs' section.

Items of equipment valued at £250 or more must be itemised separately; however grouping same type equipment is permitted, as long the number of items being requested is specified. Costs of computers are normally restricted to a maximum of £650 each excluding VAT and a statement of justification must be included, in the relevant 'Justification of Costs' section for any purchase above this limit.

Equipment must exclude VAT, unless your organisation is unable to reclaim/recover the VAT on a piece of equipment. You will need to seek expert advice from the organisation purchasing the equipment regarding its VAT status. If you check the 'VAT cannot be reclaimed' column, VAT at 20% will automatically be calculated into the overall cost of that item.

5. Consumables

This section includes non-reusable items specific to the research. Please itemise and describe the requirements fully (e.g. postage, stationery, photocopying). These items should be research specific, not just general office costs which should be covered by indirect costs.

6. Patient and Public Involvement

Please itemise and describe fully the costs associated with Patient and Public Involvement. These are likely to include out of pocket expenses, payment for time and any relevant training and support costs.

7. Dissemination Costs

Any costs associated with publication, presentation or dissemination of findings (except related travel and subsistence or consumables costs) should be included here.

During the course of your project and throughout review and publishing phase you may choose to submit an article based on your research to an Open Access publication. Depending on the publication you may be subject to an article processing charge (APC). APC rates vary but are usually within the range of £300 and £3000. Open Access publications usually list their APC rates on their websites. Where possible you should include an estimate for any APC in your funding application, since Health and Care Research Wales expects that APCs will be covered by the funding award.

Applicants wishing to collaborate with the SAIL database should ensure they cost in the necessary data analyst or training time. Any costs associated with publication, presentation or dissemination of findings (except related travel and subsistence or consumables costs) should be itemised and included here. Any large costs should be further detailed with a breakdown of constituent parts or a timescale profile of the costs.

8. Other Direct Costs

These are costs, not identified elsewhere, that are specifically attributed to the research. For example, external consultancy costs, specialist publications, computer licensing, recruitment and advertising costs.

If external consultancy costs are included in this section they must be fully justified in the 'Justification of Costs' section. Please specify the hourly rate and the number of hours and note that consultants must not be people who are already employed by the applicant's institution. If they are, any costs should be entered as direct costs in the 'Details of Posts and Salaries' and 'Annual Costs of Posts' sections.

Please note that for organisations claiming indirect/overhead costs, costs such as recruitment of staff, and general training (e.g. in common IT packages) are costs that should be covered by the indirect costs element of the award being sought and should not appear in this section.

Indirect Costs/Overheads

NHS Indirect Costs cannot be claimed through Health and Care Research Wales. Health and Care Research Wales NHS Researcher Support and Portfolio Development (RS&PD) can be used to contribute to the cost of hosting Health and Care Research Wales supported research.

HEI Indirect Costs

Total HEI indirect costs must be fully justified. HEIs are permitted to claim estate and other indirect costs. These costs are calculated on the basis of TRAC methodology.

HEI indirect costs are based on the number of full-time equivalent research staff working on the research and the indirect/estates charges set by an institution. Where staff from more than one HEI are working on the research there may be different indirect/estates charges for each one. Please list each of these on a separate line.

The applicant(s) should consult their HEI Finance Departments for the appropriate figures to include in the estate charges and other indirect cost sections.

Commercial/Other Partner Organisation Indirect Costs

Commercial/Other Partner Organisations can claim indirect costs which are the costs of resources used by the research that are shared by other activities.

Indirect costs can be charged in proportion to the amount of research staff effort requested on the grant. Commercial/Other Partner Organisations should calculate them, using their own cost rates. Total Commercial/Other Partner Organisation indirect costs must be fully justified.

They comprise:

- General office and basic laboratory consumables;
- Premises costs;
- Library services/learning resources;
- Typing/secretarial;
- Finance, personnel, public relations and departmental services;
- Usage costs of major research facilities;
- Central and distributed computing;
- Charge out rates for shared equipment;
- Cost of capital employed.

Please seek advice from your finance department about the appropriate cost for this section.

NHS Support and Treatment Costs (incl. Excess Treatment Costs/Savings)

The finance section includes a section that asks researchers to provide an estimate of the patient care costs associated with the research (if applicable). An explanation of why these costs are being incurred and the basis on which the estimations have been made should be fully detailed under the relevant 'Justification of Costs' section.

The advisory panel will take NHS Support and Treatment and Excess Costs into account when considering the value for money of the research. It is important that you consider these costs and discuss them with the NHS organisation(s) involved in order to avoid any delay in commencing the research. If these costs have not been included in your application, adequate justification for their absence is required. Please be aware that the research award does NOT include NHS Support and/or Excess Treatment Costs.

NHS Support Costs for research relating to secondary care will be funded via the Local Health Boards and Trusts. NHS Support for Primary, Emergency care and Public Health studies can be accessed through a central mechanism managed by Health and Care Research Wales.

NHS Treatment Costs will need to be met by the NHS through normal patient care commissioning arrangements. The funding for Excess Treatment Costs (ETCs) can be accessed through a central mechanism in Wales.

A representative of the NHS organisation incurring any NHS Support and Treatment / Excess Treatment Costs must sign off the application. The 'Declarations and Signatures' page is intended to ensure that the aforementioned organisation is satisfied that all NHS Support and Treatment Costs in the application are correct and is prepared to source funding for these costs.

1. NHS Support Costs

These are the additional patient care costs associated with the research, which would end once the R&D activity in question has stopped, even if the patient care service involved continues to be provided. These might cover items such as extra patient tests, extra in-patient days and extra nursing attention. Researchers should contact their local NHS R&D Department.

For further information, please see: [Identify study costs in the NHS and social care | Health Care Research Wales \(healthandcareresearchwales.org\)](https://healthandcareresearchwales.org)

2. NHS Treatment Costs / Excess Treatment costs

The NHS Treatment costs are the patient care costs that would continue to be incurred if the patient care service in question continued to be provided after the R&D activity has stopped. In determining NHS Treatment costs you must assume that the patient care service being assessed will continue even though there may be no plans for it to do so. Where patient care is being provided which differs from the normal, standard, treatment for that condition (either an experimental treatment or a service in a different location from where it would normally be given), the difference between the total Treatment Costs and the costs of the 'usual standard care' (if any) constitutes Excess Treatment Costs/Savings, but is nonetheless part of the Treatment Cost, not an NHS Support or Research Cost. These costs should be determined in conjunction with the local NHS R&D Department.

For further information, please see: [Identify study costs in the NHS and social care | Health Care Research Wales \(healthandcareresearchwales.org\)](https://healthandcareresearchwales.org)

3. Excess Treatment and Support Costs – Schedule of Events Cost Attribution Template (SoECAT)

Since October 2018, researchers applying for certain clinical research awards are required to complete a SoECAT as part of the grant application process. This allows funders to receive reassurance that the cost activities within the study have been attributed correctly in line with AcoRD.

You will therefore need to complete and upload a SoECAT, this document captures and calculates the different activities and costs associated with clinical research in a standardised consistent way. Your SoECAT will need to be signed off by an AcoRD specialist, and you will need to submit your form to the specialist at least 10 days before the grant deadline.

For more information, please also see the [frequently asked questions](#) which covers AcoRD, ETCs and SoECAT. You can contact the AcoRD specialists for support if required:

- Mike Holloway michael.holloway@wales.nhs.uk
- Dr Helen Hodgson helen.hodgson@wales.nhs.uk
- Or contact research-fundingsupport@wales.nhs.uk for more information

Summary of Costs

- Health and Care Research Wales schemes currently fund HEIs at a maximum of 80% of full economic cost, NHS organisations at 100% of direct costs and commercial/other partner organisations at 100%.
- After the finance breakdown has been complete, the spreadsheet automatically calculates the funding requested and presents this in the “summary of costs” section including information on staff and organisational costs.

Justification of Costs

Please provide a breakdown of research costs associated with undertaking the research and provide justification for the resources requested. This should include the following costs: staff costs, travel, subsistence and conference fees, equipment (including lease versus purchase costs), consumables, patient and public involvement and any other direct costs.

- You should indicate here how this research will potentially benefit the NHS. For example, where appropriate, describe the likely cost savings or benefits in terms of numbers of patients treated, treatment times, etc.
- Note that some proposals will have included full cost benefit analysis as part of the design; for others, a broad indication of likely benefits is all that is required. You should describe the value for money of the research itself – the strength of the research team and contribution of each member, ways of recruiting the sample, of administering interventions, etc.
- Please provide a breakdown of the NHS costs associated with undertaking the research and provide justification for the resources required. If there are no NHS Support or Excess Treatment Costs associated with the research you must explain why you think this is the case.

Major resources of expenditure in the proposed project

Please provide justification for the major sources of expenditure in the proposed project. For example, any large pieces of equipment / large numbers of equipment or high dissemination / travel costs.

Allocation of research costs

Please provide a breakdown of research costs associated with undertaking the development work and justification for the resources requested, including detail of the costs requested for each member of the research team and a breakdown of what aspects of the proposed project these costs relate to.

NHS Support and Excess Treatment cost allocations

Please provide an explanation of the NHS costs (support and Treatment / Excess treatment) associated with the development work, stating why they would be incurred and providing the basis on which the estimations have been made.

Useful Links

For further information on finances and funding, please refer to the [Health and Care Research Wales website](#).

For further information on ECTs, please see [the following link](#).

For further information on AcoRD Wales and guidance please see:

[Guidance link](#)

[Guidance Annex A](#)

[Guidance Annex B](#)