

# 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.

It is in your best interest to undertake a thorough, realistic and accurate costing. You must provide a clear and full justification for all costs in the justification tab of the budget spreadsheet. 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-, 5- or 6-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.

Current WCAT trainees can apply for project costs only (as salary and PhD student fees are supported by the WCAT scheme). Project consumables costs are not expected to exceed £60,000 over the course of the Fellowship.

## 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-, 5- or 6-years part-time funding. A Whole Time Equivalent (WTE) of between a minimum of 50% and a maximum of 100% (full time) may be requested. The maximum term of part-time awards should be proportionate to 3 years full-time, with shorter terms also permitted.

You should allocate the individual staff member costs to each year of the research, allowing for increments. Use current rates of pay and build in any known annual increments (again at current rates). You will not be able to claim for pay awards retrospectively, once your application is submitted.

**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.

International fees are not supported by the award. If successful, funding would only be provided to cover domestic / home tuition fees and not international fees.

**Total**

Please give the total cost of the application, for each year 1,2, 3, 4, 5 and 6 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.

**1.2 Justification**

Please complete these details in the justification tab of the budget spreadsheet.

**Value for money**

Please explain how the research provides value for money (limit 2500 characters).

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.

**Full justification for all costs**

You must also provide a clear and full justification for all costs listed in the budget (limit 2500 characters).

Details of known costs for each heading, such as breakdown of consumables and equipment, public involvement and likely travel and subsistence costs should be included.