

Leeds Teaching Hospitals NHS Trust (LTHT) Research & Innovation General Costings Checklist

The LTHT R&I Department can review your application to support you to identify costs including salary costs for staff, travel, research costs, consumables, equipment, dissemination, impact and archiving to name a few.

The scope of the costs and overall budget that can be requested is very much dependent upon the stipulations of the funding body, and also the type of application. It is essential that the applicant(s) review the funder's guidance notes for details of the costs that are eligible to be included in the application, as justification of the costs requested will be required and to be aware of any caps or restrictions on certain aspects of the budget.

Below is a checklist of costs to consider:

Salaries

- Lead applicant
- Shared staff
- Support staff such as research assistants, PhD students
- Collaborators, other principle investigators

Travel and subsistence

- Training and development, overnight accommodation, meals, mileage
- Trial Management Groups
- Steering Groups
- Conferences (this is usually capped to a maximum figure), overnight accommodation, meals, mileage
- Overseas travel (this is usually capped at a maximum figure)
- Research costs; recruitment, travel to participants, participant travel

Equipment

- IT such as a laptop or high spec computer
- Research specific equipment

Consumables

- Research specific consumables associated with carrying out the proposed research
- Printing, postage, photocopying
- Transcription

Patient Public Involvement

Typically, this section of the budget includes out of pocket expenses, payment for time and any relevant training and involvement in supporting the PPI elements of the grant application.

- Focus groups
- Travel, subsistence, room bookings
- Collaborative dissemination

INVOLVE have produced a number of useful payment-related resources which can be found [here](#):

Training and Development

If you are applying for a fellowship award, there will be a section of the budget to include costs for training and development.

- Short courses & workshops
- MSc modules
- Leadership courses
- Tuition fees (PhD level)

Other Direct Costs

These are costs, not identified elsewhere within the budget, that are specifically attributed to the research. For example, the use of research facilities, external consultancy costs, computer licensing costs.

- LTHT, NIHR Clinical Research Facility costs
- Clinical Trials Unit associated costs
- Open access publication costs
- Other dissemination activities
- Archiving costs

NHS Support and Treatment costs

It is important that you consider NHS Support and Treatment costs and discuss them with the NHS bodies or providers of NHS services involved. A cost attribution tool has been created by the Health Research Authority (HRA) in partnership with charity funders and research sponsors. This is to ensure that the attribution of study activities complies with the Department of Health and Social Care Guidance on [Attributing the Costs of Health and Social Care Research and Development \(AcoRD\)](#).

As part of the funding application, researchers are required to complete the Schedule of Events Cost Attribution Tool (SoECAT). This captures the different costs associated with clinical research and attribute them accordingly. The totals for excess treatment costs and NHS support costs calculated by using the SoECAT can be entered directly into the application form. The latest version of the SoECAT can be downloaded from the NIHR website [here](#).

I) NHS Support Costs

These are the additional patient care costs associated with the research, which would end once the research activity has stopped, even if the patient care service involved continues to be provided. These might cover items such as extra patient tests, extra inpatient days and extra nursing attention.

Please contact the LTHT R&I Department for advice on NHS Support Costs.

II) 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 research 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.

Please read the following guidance on the funding of excess treatment costs prior to completing your application <https://www.england.nhs.uk/ourwork/research/etc/>.

For further information, please do not hesitate to contact the LTHT R&I Department to discuss your funding application and the associated costs.