

Research Project Costing Request

Note: [help and guidance for preparing data management plans is available here](#)

Note: [help with Impact is available here](#)

Project title

Short title or acronym (8 Characters)

Proposal type

Funder

Funder scheme (including link to funding opportunity)

Funder deadline

Deadline

Deadline notes

Proposed start date

Duration

Is this a Clinical Trial?

Multi-institution bid?

LU lead?

LU matched funding required?

Notes (e.g.details of match funding, name of lead partner and institution, letter of support)

Lead LU department

Project directly linked to LU research institute?

Further LU institute(s) and/or Centre Affiliations

Is this project associated to the Cockcroft Institute?

Lancaster PI name

Time commitment (even where
funding does not pay for staff time)

Duration

PI time commitment notes

Other staff and students in lead department (for unnamed posts please indicate grade and spine point)

Name or post

Role

Time commitment

Duration

Name or post

Role

Time commitment

Duration

Name or post	Role	Time commitment	Duration
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Name or post	Role	Time commitment	Duration
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Other staff and students (lead department) notes - include details of expected promotions of staff during the duration of the grant

Lead department non-staff costs - please provide consolidated costs by category. **For complex cases it may be easier to discuss with RSO.**

Select item	Cost (incl VAT)	Notes
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Select item	Cost (incl VAT)	Notes
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General notes

COSTING CHECKLIST

Staff costs

Investigator time

❓ Costing PI/Co-I time

Principal and co-investigator time should be costed as an appropriate percentage taking into account the expected workload

❓ PI/Co-I holding fellowship

If the PI or any co-investigator is fully-funded (or substantially funded) through an externally awarded fellowship, please add a note on the costing pro forma

❓ Emeritus PI/Co-I

If the PI or any co-investigator is Emeritus, please add a note to the costing pro forma

❓ Staff promotion

If promotion is likely during the lifetime of the grant, please add a note to the costing pro forma

Named research and support staff

❓ Existing contract status

Do named staff have an existing employment contract with LU? Does the contract run until at least the start date of the proposed project? If no, please discuss with RSO

❓ Staff promotion

If promotion is likely during the lifetime of the grant, please add a note to the costing pro forma

Unnamed research staff*

❓ Appropriate starting salary

- Grade 6 is appropriate for staff who have obtained their PhD fairly recently
- Grade 7 is appropriate for staff with a few years postdoctoral experience
- ***For other categories of staff please discuss starting salaries with RSO**

Non-staff costs

❓ VAT

Has VAT been taken into account, where appropriate, for all non-staff costs? In particular, check whether any quotes for subcontracting include VAT. **If you are uncertain, please discuss with RSO**

❓ Equipment costs

Additional information will be required when equipment (usually individual items >£10K) is requested, including space implications, please contact your RDO for details. [Where appropriate consider whether a UPS system should be included to protect your kit and activity from power outages]

❓ Open access and page charges

Have open access and page charge costs been included where the funder permits (not UKRI)

❓ Equipment access charges

Have you used approved rates for access charges (LU equipment)? If you are unsure, please discuss with RSO

❓ Staff training and development

Have costs been included for researcher/staff training and development opportunities, where the funder permits?

❓ Consumables (stores charges)

Internal stores charges must be for the sole use of the project, items such as gloves, stationary and blue roll are not eligible on UKRI grants, please check with your costing team for more information