

## Joy Welch Post-Doctoral Grants Fund

2025-26

### Costing Help Sheet

#### Student and Sessional/Casual Researcher Rates

For posts of up to 12 weeks. Rates include an allowance for holiday pay. For students, ensure that the hours on your project do not exceed their employment limitations.

Student		Sessional/Casual	
Daily rate	£137.85	Daily rate	£145.65
Hourly rate	£18.38	Hourly rate	£19.42

#### Research Support Staff Rates

For posts of longer than 12 weeks. Includes pension contributions.

Mid-Grade 6 (SP 31)		Mid-Grade 7 (SP 37)	
Daily rate	£240.98	Daily rate	£276.61
Hourly rate	£32.13	Hourly rate	£36.88

#### Non-Staff Costs

For typical items on a small research project.

- Recruitment charge:** £255. Must be included where research staff are employed for longer than 12 weeks.
- Standard ISS laptop:** £800 (inc. VAT). Details [here](#).
- Lightweight ISS laptop:** £1,200 (inc. VAT). Details [here](#).

4. **Lancaster University Food and Dining Team catering rates:** Details [here](#).
5. **External venue hire:** Search [here](#) by event type, number of attendees, and location.
6. **Transcription costs:** Dependent on e.g. number of speakers, turnaround time, and audio complexity. Rates range from £1.15 to £1.50 per minute for standard 'two speaker' recordings. If possible, obtain a written quote.
7. **Printing, leaflets, reports, posters:** Obtain a quote [here](#).
8. **UK daily meal expense allowance:** Check rates [here](#).
9. **Overseas daily meal expense allowance:** Check rates by country [here](#).
10. **Car hire:** Check rates [here](#). In the interests of the environment, please use public transport where possible.
11. **Travel and accommodation:** Estimates below based on average journey costs. Please check for your specific travel dates where you can, to cost as accurately as possible, using Expedia, Trainline, etc.

	<b>Cost</b>
<b>Return train journeys (Off-Peak Anytime Return)</b>	
London	£177.20
Nottingham	£78.60
Manchester (Victoria)	£23.80
Leeds	£42.30
Birmingham	£128.60
Glasgow	£103.10
Liverpool	£26.90
Edinburgh	£86.60
<b>Eurostar (Return)</b>	
London to Paris, Brussels	£340
<b>Return flights (Economy unless pre-approved by HoD/S)</b>	
Europe	£55-£450
North America	£400-£1,000
South America	£500-£1,250
Africa	£700-£1,250
East Asia	£500-£900
Australia	£900-£1,700
[Extra baggage]	£21-48
<b>Accommodation (per night)</b>	
London	Up to £200
Other UK cities outside London	Up to £150
Overseas	3*/4* equivalent