FINANCE GUIDELINES

THE BRAIN TUMOUR CHARITY

Research Grants

Our research grants cover the directly incurred costs only. These are the actual costs that are directly associated to the conduct of the research The Charity is funding. Below are some examples of costs that may be requested on grant applications, or included on invoices once a grant has been awarded. All costs invoiced must be in-line with the category and yearly budgets outlined in the award letter. The Charity reserve the right to challenge or reduce any costs upon application or invoice submission. The Charity is not responsible for any fluctuations in exchange rate over the course of the programme. The Charity advises that the Lead Institution establishes a corporate exchange rate agreement if conversion to other currencies is required.

Item	Allowed	Not Allowed
Salaries	For staff to work specifically on the funded project. Basic salary on the **appropriate national pay scale**, including National Insurance, Superannuation and London Allowance if applicable. The level of salary must be appropriate for the work and institution. Senior posts must be fully justified. Salary increases of up to 5% pa.	Principle Investigator salary. Salary of anyone who has an open-ended post or whose salary is guaranteed or funded by their institution in any other way. Salary of staff providing core services within the institution e.g: - Clerical or admin staff - Secretarial support - Librarians - General lab support staff Salaries for staff who will be receiving >1 FTE. Redundancy, child care, bonus, travel allowance, apprenticeship levy, overtime. Research Nurses - clinical trial research nurses should be funded through NIHR Clinical Research Network (CRN) Portfolio. The Charity does not routinely pay for posts that are less than 0.2 FTE, and full justification would be required in this circumstance.
PhD students	Student stipend and university tuition fees at the home rate allowed for **Quest for Cures grants only.** The Charity expects PhD students to be allocated full-time on the project. Please include breakdown of stipend and fees in the	The Charity does not fund PhD students on any grants other than Quest for Cures.

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Item	Allowed	Not Allowed
	justification section of the application.	
Laboratory expenses	Laboratory consumables required specifically for the research project and where fully justified. A full breakdown must be included when invoiced.	Indirect costs (See below sections).
Animal research costs	Purchase, transportation, maintenance. Home office licences (or equivalent animal handling licence) capped at £250 per year for named individuals.	Training costs.
Software	Specialised software specific to the proposed research.	Generic office software.

Travel - Project	Advanced economy return fares specifically for;
	   - Project meetings
	   - Completion of the research project
	
	Remote conferencing should be used whenever possible.
	
	Full justification will need to be given for any travel requests.	

Travel - Conferences	Advanced economy return fares, accommodation (max £75 per night) and registration specifically to attend conferences. Conferences should be attended to disseminate project results. The Charity will allow a budget of up to 1% of the grant award to be allocated towards conference travel. The Charity expects all conference travel to be budgeted in a cost effective manner.	Subsistence.
Overseas personnel exchange	For collaborative grants, The Charity will support short term personnel exchange between institutions where there is a project need e.g. skill exchange. This can include travel and accommodation. However full justification will need to be given and proven to be cost effective.	Subsistence.
Access charges for use of equipment and facilities	Use of research facilities at the host organisation if they're essential to the project.	Access charges for equipment purchased using a Grant from The Charity
Service Charges	Covers charges from an external supplier to deliver a piece of work eg. sequencing costs.	

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Item	Allowed	Not Allowed
Publication costs (Open Access)	You may include open access costs for publications arising from the grant. However, The Charity expects all REF returnable institutions to access open access funds through this process, rather than through the grant.	
Equipment		The Charity does not routinely pay for equipment. It is expected that host institutions provide infrastructure and equipment required for research. Any equipment included in applications will need to be fully justified, whereby the equipment is required solely for the project, and is integral to the outcomes. Quotes will need to be submitted alongside the application for any equipment >£500.
Overhead Costs		Includes; - estates, for example building and premises - research, technical and administrative staff whose time is shared across several projects - administration, such as personnel, finance, library, and room hire
Computer accessories	Storage costs for large datasets	Includes; - Drives - Cases - Chargers - Batteries - Printer ink
Personal computer		Not allowed.
Recruitment Costs		Not allowed.
Furniture (eg desks, chairs, lab furniture, telephones, cabinets)		Not allowed.
Utilities costs (eg electricity, gas, water)		Not allowed.
Clothing (lab coats, gloves, protective clothing)		Not allowed.
Standard telephone and internet costs		Not allowed.
Fees to professional organisations		Not allowed.
Insurance (eg travel, IT equipment)		Not allowed.
Stationery		Not allowed.
Training courses		Not allowed.
Catering		Not allowed.