# Summer School Costs Template

## Important Notes

* All costs must comply with the [UKRI Travel & Subsistence Policy](https://www.ukri.org/publications/ukri-travel-subsistence-and-expenses-policy/ukri-business-expense-claims-business-travel-and-subsistence-policy/#section-annex-b:-expense-rates)
* Costs exceeding limits will not be funded by STFC.

|  |  |  |
| --- | --- | --- |
|  | £ Cost per person/day/unit  (If applicable) | TOTALS £ |
| **Lecturers/Tutors:** |  |  |
| Fees: £170.00 Full Day / £85.00 Half a Day |  |  |
| Travel Expenses - (please refer to the UKRI Travel policy above when budgeting for travel costs) |  |  |
| Accommodation: not to exceed £170.00 per night including breakfast and VAT within Edinburgh and London or £120.00 per night for all other places. |  |  |
|  |  |  |
| **Delegates:** |  |  |
| Accommodation: not to exceed £170.00 per night including breakfast and VAT within Edinburgh and London or £120.00 per night for all other places. |  |  |
| Meals/Refreshments: Expenses not to exceed £25.00 Dinner, £15.00 Lunch, £7.50 Breakfast outside of the summer school course, this could be whilst travelling leading up to the summer school and post summer school if not provided (for eligible students). |  |  |
| Conference Dinner: Cost not to exceed £50 per delegate or £60 per delegate within London. This should be a three-course meal with refreshments included. **Please note:** **no alcohol is permitted during the summer school**. |  |  |
| Day Delegate Rate Meals/Refreshments – This should include refreshments, breakfast (if not included within the accommodation rate), and lunch as a minimum within the price. |  |  |
|  |  |  |
| **Other Costs (if applicable):** |  |  |
| Administrative Costs - |  |  |
| Management Fees - |  |  |
| Room Hire - |  |  |
| Equipment Hire - |  |  |
| Entertainment/Excursions – A risk management assessment and plan is required for excursions planned for Summer Schools. |  |  |
| Contingency - |  |  |
| Course Material - |  |  |
| Reception / Icebreaker |  |  |
|  |  |  |
| **Total Cost:** |  |  |
| **Income/Sponsorship:** |  |  |
| **Total Funds Requested from STFC:** |  |  |

## What You Need to Know About Costs and Limits

1. Lecturers/Tutors

### Fees

* £170.00 per full day
* £85.00 per half day  
  *(In accordance with UKRI Fees Policy)*

### Travel Expenses

* Must comply with the [UKRI Travel and Subsistence Policy](https://www.ukri.org/publications/ukri-travel-subsistence-and-expenses-policy/ukri-business-expense-claims-business-travel-and-subsistence-policy/#section-annex-b:-expense-rates)
* Economy class travel only

### Accommodation

* £170.00 per night (London/Edinburgh)
* £120.00 per night (other locations)
* Includes VAT and breakfast.

**2**. Delegates

### Accommodation

* Same rates as above
* Must comply with the [UKRI Travel and Subsistence Policy](https://www.ukri.org/publications/ukri-travel-subsistence-and-expenses-policy/ukri-business-expense-claims-business-travel-and-subsistence-policy/#section-annex-b:-expense-rates)

### Meals/Refreshments

* Breakfast: £7.50
* Lunch: £15.00
* Dinner: £25.00  
  *(Only reimbursed if not provided during travel or course)*
* Must comply with the [UKRI Travel and Subsistence Policy](https://www.ukri.org/publications/ukri-travel-subsistence-and-expenses-policy/ukri-business-expense-claims-business-travel-and-subsistence-policy/#section-annex-b:-expense-rates)

### Conference Dinner

* Max £50 per delegate (£60 in London and Edinburgh)
* Must include three courses and refreshments.
* No alcohol permitted.

### Day Delegate Rate

* Should include breakfast (if not included in accommodation rate) or morning snack, lunch, and refreshments.
* Must cater to dietary requirements.

## 3. Other Costs

### Administrative Costs

* Up to £2,500
* Covers Wi-Fi, consumables, photocopying, website/publicity, and support.

### Management Fees

* One-off £500
* For organisers of the Summer School or Short Course

### Room Hire / Equipment Hire

* No set limit.
* Requires justification.

### Entertainment/Excursions

* No set limit.
* Requires risk assessment and justification.

### Course Material / Reception / Icebreaker

* No set limit.
* Requires justification.

### Contingency

* 5% of total cost or £1,500 (whichever is less)

All applications received will be reviewed by the Education, Training and Careers Committee in November 2026. Applicants will be contacted with feedback and the outcome of their summer School application by January 2027.