

## CHANSE Knowledge Exchange Facilitator (KEF)

### Costings Guidance for Non-UK Institutions and Partners

The budget limits on grant proposals refer to the total cost of the research project - this is known as the **full Economic Cost (fEC)**.

For **non-UK institutions**, funders will support **in full (100 per cent)** all the **direct costs** of the research incurred by non-UK institutions.

For **UK institutions**, funders will support 80 per cent of the fEC. This is in line with UKRI's standard policy.

#### Indirect Costs

In addition, non-UK institutions and partners may charge **indirect costs** on staff salary and other staff-related costs (i.e. statutory contributions analogous to UK National Insurance or Superannuation contributions). Indirect costs cover the following category of costs:

- Building and premises costs
- Basic services and utilities
- Any clerical staff and equipment, maintenance or operational costs not already included under other staff headings
- Costs of the research organisation's administration such as personnel, finance, library and some departmental services.

Indirect costs may **not** be charged in relation to non-staff related direct costs, e.g. equipment, consultancies and conferences as well as travel and subsistence costs.

A rate of **up to 20%** of staff salary and other staff-related costs, should be applied for indirect costs and entered under the "Other Directly Incurred Costs" section of the Je-S form:

If your proposal is recommended for funding, UKRI may ask for evidence of the costing basis for all direct and indirect costs, and budgets may be reduced if costs are considered excessive.

#### Completion of Je-S proposal

When completing the Je-S proposal it is essential that applicants make it clear which costs will be incurred by non-UK institutions. These should be claimed at 100 per cent fEC in line with the guidance above, this means using the exceptions category.

It is important to note that where non-UK costs are specified, these refer to the costs incurred by non-UK institutions, and **not** overseas travel and expenses incurred by members of UK institutions.

The following procedure has been agreed to allow applicants to identify costs relating to non-UK institutions. **All costs must be entered in pounds sterling (£). You must use a current exchange rate, and identify the rate used in the “Justification for Resources” attachment<sup>1</sup>.**

1. For all proposals the full economic costs of the proposed research must be entered into the budget sections of the form as instructed in the Je-S helptext. The Je-S form was originally developed for proposals from UK research organisations and hence automatically calculates the 80 per cent UKRI contribution. **To ensure that non-UK costs that should be paid at 100 per cent are recorded correctly, you must follow the procedures set out below.**
2. It is essential that the Je-S proposal names all institutions, known individuals and/or project roles involved in the bid, to ensure costs requested in the budget can be appropriately linked to these. The staff duties section of the Je-S form may be the most appropriate place to enter this information. Including this information only within attachments is insufficient for these purposes.<sup>2</sup>
3. All project costs relating to non-UK institutions must be prefixed as **‘non-UK’** and must be entered into the budget section of the Je-S form as follows:
  - PIs must enter their time allocation under ‘Directly Allocated’ **but must enter the salary rate as zero**. Their salary and any other salary-related costs must then be entered under ‘Other Directly Incurred Costs’
  - Non-UK Co-Investigator time allocation and salary costs should be entered under the standard Co-I section and marked as an ‘Exception’ using the Cost Type tick box. All other non-UK Co-I related costs, whether fieldwork, equipment or travel and subsistence, should be entered in the ‘Other Directly Incurred’ section, marked as Exceptions (using the tick box), prefixed with ‘Non UK’, and marked as Co-I costs.
  - Non-UK Researcher time allocation and salary costs should be entered under the standard Researcher staff section and marked as an ‘Exception’ using the Cost Type tick box. All other non-UK Researcher related costs, whether fieldwork, equipment or travel and subsistence, should be entered in the ‘Other Directly Incurred’ section, marked as Exceptions (using the tick box), prefixed with ‘Non-UK’, and marked as Researcher costs.
  - All other non-UK staff salaries and related costs should be entered under ‘Other Directly Incurred Costs’.
  - Any non-UK indirect costs should be entered under ‘Other Directly Incurred Costs’.
  - Travel and subsistence costs directly incurred by non-UK institutions should be entered under ‘Other Directly Incurred Costs’.

These costs **must be clearly identified on the form as non-UK costs in order to be funded at 100 per cent**. In addition they **must be marked as ‘Exceptions’** using the tick box: this will allow the Je-S form to correctly calculate the total cost of the project and an accurate figure will be shown.

---

<sup>1</sup> If you are successful, funds provided will be made on the basis of the pounds sterling identified in the application – there is no provision for altering funds in line with fluctuating exchange rates.

<sup>2</sup> Please note this does not mean that all partner institutions will need to be registered on Je-S: this requirement only applies to the institutions of the principal investigator (PI) or co-investigators (Co-Is).

An itemised breakdown of all resources requested to undertake the research project must be included in the 'Resources' section of the Je-S form.

4. Applicants must also state clearly in the 'Justification for resources' attachment which costs in the proposal relate to non-UK institutions and therefore attract the 100 per cent direct cost rate. **Where sufficient justification is not provided for any item it may be cut from any successful award.** Please refer to appropriate Je-S helptext (<https://je-s.rcuk.ac.uk/Handbook/Index.htm>) for further details.

**Please note:** All cost should be at current prices, with no allowance for inflation.

## Due Diligence process

Most non-UK institutions and some UK organisations will not currently be recognised to hold UK Research Council grants. Lead institutions which are not recognised to hold UK Research Council grants will have to complete and pass the Research Council Due Diligence process before any grant can be confirmed. In order to minimise administrative burdens and costs to both applicants and UKRI staff, **formal recognition will only be pursued if the grant is successful.**

All grants will be awarded to the institution of the principal investigator, and this institution will be responsible for the proper disbursement and accountability of all monies received. In order to be eligible to hold UKRI grants, institutions must be recognised as meeting specific criteria relating to mandate, research infrastructure, governance and accountability.

No grant can commence until full UKRI eligibility has been granted following this process.

Further details of the recognition process for research organisations can be requested by contacting UKRI, but in broad terms it covers:

- Research infrastructure, intellectual capacity and critical mass of researchers to undertake high-quality social science research
- Institutional governance and accountability structures
- Audit and accountability procedures
- Sources of core funding and other funding.

This process takes approximately 8 weeks.

## Contact

If you have further questions on any of the above please email: [CHANSE\\_KEF@esrc.ukri.org](mailto:CHANSE_KEF@esrc.ukri.org)