# EPSRC International Summer School Costs Template

Guidance: Please provide the full cost of the summer school below. Please only enter details into the grey highlighted boxes. **Justification for costs requested should be included within the case for support, not within this template**.

|  |  |
| --- | --- |
| **Title and Name of Applicant:** |  |
| **Title of Summer School:** |  |
|  | **£** |
| **Lecturers:** |  |
| Fees[[1]](#footnote-1) |  |
| Travel Expenses |  |
| Accommodation/Day Delegate Rate |  |
| Meals/Refreshments |  |
|  |  |
| **Delegates:** |  |
| Accommodation/Day Delegate Rate |  |
| Travel expenses |  |
| Meals/Refreshments |  |
|  |  |
| **Other Costs (if applicable):** |  |
| Room Hire |  |
| Equipment Hire |  |
| Course Material |  |
| Publicity/Website |  |
| Admin Costs-Phone/Postage/Wi-Fi/Photocopying/Consumables |  |
| Summer School Dinner and/or excursion[[2]](#footnote-2) |  |
| Secretarial/Technical Support |  |
| Management Fees[[3]](#footnote-3) |  |
| Other (Please specify in the free text box below) |  |
| *< Free Text Box >* |
| **Total Cost:** |  |
| **Contingency**: 5% of the total cost or £1000 (whichever is the least) |  |
| **Total Income:** this is referring to additional sources offunding or sponsorship leveraged from other partners. Please quantify any in-kind (non-direct cash) support. Please provide a breakdown of all income in the free text box below. |  |
| *< Free Text Box >* |
| **Total Funds Requested from EPSRC:**(total cost + contingency – total income = total funds requested from EPSRC) |  |

1. A maximum of £170 per day/£85 per half day, as appropriate [↑](#footnote-ref-1)
2. A maximum of £50 (£60 in London) per delegate in total for a summer school dinner and/or excursion [↑](#footnote-ref-2)
3. If you are using PDRAs or PhD students to manage the school, you may claim costs at the appropriate hourly rate or you can claim a one-off £500 management fee. [↑](#footnote-ref-3)