

# Grant Funding Applications – Checklist

## Staff Time – Research Team

- Basic salary
- Oncosts (NI and Superann)
- Increment date and incremental rises
- Inflation (if applicable)
- Whole time equivalent
- Set-up time
- Research related activities
- Time in meetings/training
- Close down time
- Analysis
- Write-up
- Dissemination

## Equipment

- Computers
  - Annual service fee
  - Specialist software
  - Printers
- Audio recording/transcription devices
- Cameras
- Centrifuges
- Measuring devices – eg pedometers, actigraphs, scales
- Specialist lab equipment
- Additional/Specialist diagnostic equipment.

## Travel and Subsistence

- Travel expenses for participants
- Research team travel and subsistence
- Travel to and from any meetings for investigators at other sites
- Patient/public representative expenses
- Travel and subsistence for any training events
- Travel and subsistence for any conference

## Consumables

- Consumables used for taking/analysing samples eg needles, gloves, vials etc.
- Assay kits
- Stationery – paper, envelopes, printer ink, pens, folders etc
- Printing costs – are specialist documents required?

## Other Direct Costs

- Consultancy fees
- Honorarium for patient/public representative
- Room hire for meetings
- Catering for meetings
- Conference fees
- Furniture
- Licences for software or questionnaires etc
- MHRA fees (don't forget annual service charges)
- Registry fees
- Sponsorship fees (contact your sponsor)
- Payments to GPs
- Investigation costs (specifically for research and not part of diagnosis/treatment)
- Placebo costs
- Archiving

## Overheads

### Support Costs

- Staff Identified as Support Cost
  - Estimated band basic salary and oncosts
  - Time to review study (local investigator, support department heads etc)
  - Recruitment time (per participant)
  - Administration time (eg sending letters)
  - Time on study related activities (per participant)
  - Time in meetings/training
  - Time reporting
- Additional outpatient time required for participants
- Additional time as an inpatient for participants
- Additional time in theatre
- Support of other departments for activities over and above routine care
  - pulling medical records
  - pharmacy dispensing
  - additional lab tests

### Excess Treatment Costs

- Drug Costs
- Cost of new clinic or service

### Inflation if appropriate