

## Costing a study

This document provides general suggestions for potential costings that could occur when you take part in a research study. This form should be used for consideration by staff when reviewing a research proposal or putting a research proposal together to gain a detailed overview of all cost prior to taking part in the study.

<b><u>Staff costs</u></b>	<ul style="list-style-type: none"> <li>• Salaries</li> <li>• Provision for National Pay Awards</li> <li>• Provision for Promotion</li> <li>• Provision for Sick or Maternity leave</li> <li>• Provision for statistical support</li> <li>• Project Management</li> <li>• Studentships</li> <li>• Visiting Professors etc.</li> <li>• Provision for Additional Duty Hours (ADHs) – clinical staff</li> <li>• Casual Assistance</li> <li>• Provision for salary supplements provided by the sponsor</li> <li>• Staff travel time</li> <li>• Administration support</li> </ul>
<b><u>Equipment</u></b>	<ul style="list-style-type: none"> <li>• Building modification</li> <li>• Equipment costs &amp; installation</li> <li>• Maintenance costs/contracts</li> <li>• Renting access to equipment/facilities/laboratories</li> </ul>
<b><u>Computing</u></b>	<ul style="list-style-type: none"> <li>• Computer Supplies</li> <li>• Software licenses</li> </ul>
<b><u>Travel</u></b>	<ul style="list-style-type: none"> <li>• Patient travel costs</li> <li>• Staff travel costs</li> </ul>
<b><u>Consumables</u></b>	<ul style="list-style-type: none"> <li>• Casual Assistance (interviewing, transcription, typing)</li> <li>• Chemicals</li> <li>• Photocopying</li> <li>• Postage</li> <li>• Printing (specialist)</li> <li>• Specialist clothing</li> <li>• Stationery</li> <li>• Telephone calls / Phone contracts (lone worker)</li> </ul>
<b><u>Dissemination</u></b>	<ul style="list-style-type: none"> <li>• Conference costs: <ul style="list-style-type: none"> <li>◦ Attendance; travel; accommodation; printing</li> </ul> </li> <li>• Publication</li> </ul>
<b><u>Other</u></b>	<ul style="list-style-type: none"> <li>• Advertising for jobs if required</li> <li>• Consumer costs</li> <li>• Training (e.g. for use of equipment)</li> <li>• Focus groups (venue hire; refreshments)</li> </ul>