



Finance Eligibility Guidance

Direct Vs Indirect Costs

- Prostate Cancer UK does not fund full economic costs (fEC), but will pay for the Directly Incurred Costs related specifically to the planned research. Such costs must be directly related to the agreed research and must be supported by an audit record. Direct costs may include: salaries, research consumables, equipment (where absolutely necessary and agreed before commencement of award), dissemination activities (including travel to collaborator meetings and conferences), patient and public involvement etc.
- Grants cannot be used for Directly Allocated Costs (resources used by the project that are also shared with others, such as estate costs), with the exception of fees relating to the use of core equipment/services/research facilities absolutely necessary for the project (see 'Equipment' section below).
- We will not cover Indirect Costs or any other non-attributable overhead costs in your budget. However, such costs may be eligible under the [Charity Research Support Fund](#).
- In addition, whilst we are aware of the latest policy regarding the apprenticeship levy, we do not consider this to be a directly incurred cost related specifically to the proposed research. This is therefore not an eligible cost and should not be included within the proposed budget.

Cost attribution for clinical research

- Research supported by Prostate Cancer UK must comply with the Department of Health's guidance on "[Attributing the costs of health and social care research and development \(AcoRD\)](#)".
- As stipulated in AcoRD, there are three types of costs associated with clinical research within the NHS:
 - **Research Costs**
Costs of the R&D activity itself; such as data collection, analysis, trial registration, dissemination of results, and the salaries and employers costs of staff employed directly to carry out the research.
 - **NHS Support Costs**
Any patient-related costs associated with the research that will end once the research activity has stopped. These could include extra diagnostic tests, appointments, nursing care and staff time taken to obtain informed consent from participants.
 - **Treatment Costs**
Patient care costs that would continue were the service/treatment to continue after the R&D activity stops. For this purpose it is assumed that the service/treatment being studied will continue to be offered after the end of the project. Treatment Costs cover all types of patient care including diagnostic tests, preventative measures, care services, rehabilitation and

health promotion. Where the service/treatment being studied is more expensive than standard care, the difference is deemed an Excess Treatment Cost.

- Prostate Cancer UK will only fund “Part A” Research Costs associated with a study. We will not fund “Part B” Research Costs, NHS Treatment Costs or NHS Support Costs but you will be automatically eligible to claim these costs from other sources. For a list of eligible “Part A” Research Costs, please refer to [Annex A of the “Attributing the costs of health and social care research and development \(AcoRD\)”](#) guidance.
- Prostate Cancer UK is a member of the Association of Medical Research Charities (AMRC) and as such any associated “Part B” Research Costs will be met by the Department of Health, where the activity is undertaken by existing staff employed by the NHS, National Institute for Health Research Clinical Research Networks (NIHR CRN) or other organisations funded by the NHS to provide patient care services. For further details on “Part B” Research Costs please refer to [Annex A of the “Attributing the costs of health and social care research and development \(AcoRD\)”](#) guidance.
- Grants therefore cannot be used for: Patient care, Treatment and healthcare Support Costs associated with clinical research that ought to be covered by other sources of funding (see below).
- NHS Support Costs should be accessible through local NIHR Clinical Research Networks (NIHR CRN). Prostate Cancer UK is a NIHR non-commercial partner organisation and any clinical studies funded by us will automatically be adopted by the appropriate research network. The charity will expect any clinical studies it funds to be integrated with the work of, and receive support from, the local Clinical Research Network. Further information can be found at: <http://www.crn.nihr.ac.uk/>
- Treatment Costs, including Excess Treatment Costs, are funded through normal NHS commissioning arrangements for patient care. Where Excess Treatment Costs are unusually high and the study involves only a few centres, it is sometimes possible to apply for a subvention from the Department of Health.
- If you wish to apply for a grant to support clinical research you must first discuss the costs with the NHS institution involved before you submit your application. Any costs considered to be incorrectly attributed will be queried and may be removed.

Staff & Employment Costs

- It is permissible to include the salary costs for staff positions that would be directly employed through this grant. This includes, but is not restricted to: postdoctoral researchers, graduate research assistants, technicians, research nurses or anyone else who would be employed directly on the project.
- Grants cannot be used to cover departmental/institutional support staff or services, including: administration, HR services, libraries, IT support, telephone and infrastructure maintenance. Such costs may be eligible under the [Charity Research Support Fund](#).
- Grants must not be used for off-setting the salary of any applicant whose salary is supported from core institution funds, or by another external source such as a fellowship. If specialist expertise is required, for instance a statistician or a health economist etc., then you may include a reasonable allocation for the proportion of their time that would be committed to the grant as long as suitable justification is provided.
- Researchers with greater than 5 and less than 10 years post-doctoral research experience can be a Lead Applicant on a Research Innovation Award. We recognise that experienced post doctoral researchers who have the expertise and experience required to lead a research project may not yet have their salary met by core institutional or fellowship funding. As we are keen to grow good post doctoral researchers towards independence, where an eligible post doctoral researcher is to lead the research as Principal Investigator it is permissible for their salary to be

included in the grant budget. In this instance they must truly be leading the research and must have a senior academic (usually the research group head) as a Co-Applicant or Joint Lead Applicant.

We will expect a justification of how the salary support, and the research funding applied for, will lead to independence for the individual at the end of the project, and a statement should be provided by an appropriate authority at the proposed host institution (at the Full Stage) detailing how the post-doc will be supported by the institute at the end of the award. We will not be prepared to meet the salary of a post doctoral PI more than once and we would expect post doctoral PIs to spend a minimum of 80%FTE on the funded project. Any subsequent successful fellowship applications should result in their salary being removed from this grant at the point that the fellowship is taken up.

- Eligible staff costs may include the employee's basic salary, any employer's contribution and London allowance where applicable. You should also include allowances for annual pay awards and inflation (your university/institute finance office should be able to advise on appropriate pay and inflation levels).
- Research Innovation Awards are not a mechanism to solely support PhD Students or Clinical Fellows. However, in very exceptional circumstances it may be permissible to include an allowance for a PhD Student or a Clinical Fellow working towards a PhD qualification. In such instances, the studentship/fellowship must form part of a larger project and must be robustly justified as the most appropriate way to deliver the proposed research. Proposals aiming to solely support a PhD Student or Clinical Fellow will not be accepted, but should instead be submitted through the relevant training & development scheme (or any Major Award scheme where specified). If you are considering including a PhD Studentships and/or Clinical Fellowship in your Research Innovation Award application, we strongly recommend that you discuss this with a member of the Research Team at Prostate Cancer UK before submitting your proposal.
- The number and seniority of any staff to be employed on the project must be carefully considered and clearly justified within the application. Applications are assessed for value for money and so any salary costs that appear to be excessive will be queried and may be reduced, and any costs considered inappropriate will be removed.
- In addition, grants cannot be used for: redundancy costs, costs of maternity, paternity or sick leave, or for staff recruitment and advertising costs.
- Any further specific eligibility criteria/restrictions for any of our Major Award schemes will be provided in the corresponding call guidance notes.

PhD Studentship Awards only

- For PhD Studentships we will not pay the salary for the Supervisor or Co-Supervisor; however, the studentship can include a tax-free stipend and tuition fees for the student.
- Tax-free stipends are fixed at £16,000 for year 1, £16,500 for year 2 and £17,000 for year 3.
- The charity will only fund home/EU student fees, in accordance with the requirements of the University or Institute. If a non-EU student is recruited, any extra fees must be borne by the institution. College fees will not be funded.
- Students based at institutions within the M25 will also receive a London weighting of £2,000 per annum.
- We will not consider applications which request for a stipend, research expenses or fees alone.
- We will not fund part-completed PhDs.

- We consider scientific conferences to be an important part of PhD student training, and to this regard, £300 is allowed in each of the first two/three years for attendance at national conferences, and £1,000 in the final year for an international conference. Attendance alone will not be supported, and the student must present their work as a poster or oral presentation at at least one of the conferences they attend. Attendance to any conference must be clearly specified and justified within the proposal, along with any travel, accommodation and subsistence costs (excessive costs will be queried and may be reduced). We will not cover the costs for the Supervisor to attend conferences, even if it is to present the findings from this study (this should be done by the student).

Equipment

- Grants cannot be used for Directly Allocated Costs, other than fees relating to the use of core equipment/services/research facilities that are essential to the project. For such fees, the cost per sample/unit time should be stated, for example: DNA sequencing or flow cytometry – please state the cost per hour or per sample.
- Applications intended solely or primarily to fund the purchase of equipment are not eligible, and equipment should only be included if essential for the project. Expensive items of equipment will be approved in only the most exceptional circumstances. If allowed, the piece of equipment must be purchased within the first half of the grant and should not represent a substantial proportion of the overall budget.
- Any equipment awarded is donated to the Research Institution and is provided solely for the benefit of the research grant. All equipment will remain the property of Prostate Cancer UK and should not be used for other projects without written permission from Prostate Cancer UK. Please see our terms and conditions for more details.
- The Research Institution must ensure that any equipment purchased through the grant is appropriately insured and maintained throughout the lifetime of the grant. However, please note that such costs should not be met through the grant but borne by the host institution.
- The inclusion of funds for computer equipment or software is permissible only if absolutely essential for the project. However, such costs should not exceed £1,000 per item unless absolutely necessary and a robust justification is provided (excessive costs may be reduced or removed).
- Grants cannot be used for stationery, photocopying and postage charges, unless it is a direct expense of the research project.

Licences, approval & sponsorship

- Please note that funding will not be released to successful applicants until all regulatory approvals for the project are in place.
- Any costs associated with obtaining ethical approval and/or animal licencing are not eligible.
- It is a requirement that any cell lines to be used in the proposal are authenticated/validated appropriately at the outset of the project, and as such you may include reasonable costs in your application to conduct these checks.

Dissemination costs

- We encourage research findings to be freely available and disseminated as widely as possible; however publication costs should not be included within the application budget. Instead, requests to cover open access publication charges arising from successful proposals should be made directly to the Prostate Cancer UK Research Team once the manuscript has been

accepted for publication by the journal. Additional funds will be granted (outside of the project budget) to cover the cost of successful claims. Any publication costs included within the application budget will be removed.

Please note, this will only be for papers directly arising from the grant, and additional funds will not be awarded to cover publication costs for work that was not funded directly by Prostate Cancer UK.

- For Research Innovation Awards and any Major Award schemes, we will also allow the inclusion of a reasonable amount of funds for one individual working on the project to attend national/international conferences, ONLY when results from the grant are presented in either oral or poster form. This may include the cost of any associated travel and accommodation; however, the total cost MUST NOT exceed £1,000 per year of the project. If these costs are exceeded then they will be queried and removed. You should therefore carefully consider and be specific about the conferences that you plan to attend.
- It is also permissible to include any necessary travel to visit collaborators.
- For all travel associated costs, you must clearly specify and justify any travel plans. Any excessive travel costs will be queried and may be reduced/removed. (PLEASE NOTE - standard class travel must be used unless cheaper alternatives are available, and tickets must be purchased in advance where possible to benefit from cheaper rates).
- Travel and/or accommodation to attend any Prostate Cancer UK organised events should not be included within the grant budget. Expenses for attending such events will be dealt with separately.

Other

- All consumable costs must be broken down in as much detail as possible, with sufficient justification provided in the relevant section of the application form.
- Projects can include a period of research outside the UK where there is a collaborator based overseas. However, research must be conducted predominantly in the UK and Prostate Cancer UK will not make any direct payments to non-UK institutions or pay invoices in any currency other than UK pounds.
- If a project is to incur any overseas costs, such costs must be stated in UK pounds. Where necessary, amounts must therefore be converted into UK pounds using HMRC exchange rates at the time of the application submission. Within the 'Justification of Budget' section of the application you should confirm the conversion rate used (and the date this was calculated). <https://www.gov.uk/government/publications/hmrc-exchange-rates-for-2016-monthly>
- We note that Fellowship awards which include a travel placement abroad may be detrimentally affected by fluctuations in exchange rates. Therefore, for Fellowship awards ONLY, we will consider awarding a supplementary payment (of an amount at our sole determination) to compensate for fluctuations in exchange rates that occur during the period of time spent outside of the UK. Approval for such a supplement must be obtained from us before the corresponding travel placement takes place, and the additional expenditure must be included within the final invoice for the project (in UK pounds sterling).
- The Research Institution and/or the Principal Investigator may not be in receipt of any financial assistance from another source in respect of the same project, except with the knowledge and written permission of Prostate Cancer UK (where the financial assistance can be shown to be additional and complementary to the grant).
- If the project is to involve the use of animals, then you may include a reasonable allocation for the purchasing and maintenance of the animals. In your application you must clearly justify why an animal model is necessary (and why other approaches are not possible), as well as the number and species of animal to be used. You must also demonstrate how the project plan

has been refined to adhere to the 3Rs by using the minimum number of animals possible and causing the least suffering (please refer to www.nc3rs.org.uk for further details). Animal costs should be listed separately from other research expenses and must be split into purchase and maintenance costs. Any animal costs that are not fully justified and which appear excessive will be queried and may be reduced/removed.

- In usual circumstances the grant should not be subject to Value Added Tax (VAT); however, should it be, then any funds requested will be treated as inclusive of any VAT.
- Once funding has been awarded, any changes in budget allocations must be approved in advance and in writing by Prostate Cancer UK. Any increase in the total budget will not be permitted under any circumstances and any monies remaining unspent at the end of the grant cannot be made available for other purposes.

Contact Us

If you have any queries regarding the above eligibility and costing of your application, please contact the Research Team at Prostate Cancer UK via:

Email: grants@prostatecanceruk.org OR research@prostatecanceruk.org.