

University of Sussex – Full Economic Costing (fEC) Costing Checklist
<p>This list serves as a prompt for some of the direct costs to consider when calculating the full economic cost of an externally funded project. This is not an exhaustive list. Costs can be claimed against the grant if eligible.</p> <p>For any costs not covered by the Funder, please speak to your ADRI/HoS about school match-funding.</p> <p>For specific cost or guidance on where to find these, please ask your RDM or check the Non-Staff costs guidance on Worktribe</p> <p>For guidance on costing staff, please see “Minimum staff Time” guidance on Worktribe</p>
Research Staff costs (un-named, new appointment)
Salary costs
Advertising cost for post [e.g. £1,500 for basic advert or £2,000 for more advanced]
Recruitment costs (interview expenses)
Relocation expenses [up to £2,500 University allowance]
Work permit, visa (varies - local cost abroad)
Office equipment for new individual (e.g. computer) not covered by University
Research and support staff costs (named staff – currently employed at UoS might include statistician, project management, administration)
Salary
Work permit (if extension required)
Renewal of office equipment if required (e.g. computer)
Visiting Researcher costs
Visa costs (depends on local fees)
Subsistence / travel costs / accommodation/ bench fees
Support staff and other staff on project costs (new appointment)
Salary
Advertising cost for post
Recruitment costs (interview expenses)
Relocation expenses
Work permit, visa etc.
Office equipment for new individual (incl. computer)
Temporary staff
Hourly salary rates (might require recruitment via Reed, ask your RDM)
Pooled (project specific) technician support or named technicians
IT Equipment and consumables
University scientific facilities (e.g. MRI, NMR, microscopy, tissue culture)
Consumables
New/upgrade to office computer for PI or Co-Is
Software purchases & software licences
Specialist hardware purchase or upgrade
Hardware maintenance contracts
Additional memory/storage requirements or charges
Computing consumables (printer consumables, discs etc.)
Equipment - scientific and technical
Purchase cost incl. VAT (if >£25k, quote obtained through Procurement , page 18 onwards)
Whole life costing incl. depreciation & disposal (e.g., if disposal is complex)
Transport to Sussex

Import and other duties
Room alterations/refurbishments if applicable
Installation and commissioning
Insurance
Maintenance and service contracts / other arrangements
Costs of training for operation, safety licences etc.
Running costs and consumables
Equipment – other
Purchase & whole life costing as above inc. maintenance and service contracts or other arrangements
Web / IT / Facilities
Web site development costs
Data Storage costs (via IT Service Desk)
Data Analysis costs
Technical sample analysis
Transcription costs
Inter Library loans
Research Work Overseas
Travel, Accommodation, Subsistence
Vehicle hire, mileage
Translation / Interpreting costs
Insurance
Visas
Global Mobility costs
Network / internet connection costs (e.g. hotel)
Conferences [Average attendance costs - UK - £850, EU - £1500, US/CAN/other overseas - £2000]
Registration fees
Travel, Accommodation, Subsistence
Poster production costs and/or conference publication costs
Fees (incl. VAT)
Consultancy fees
External fees (third party services / sub-contracts)
Publication costs
Publishers' fees/page charges/colour illustration charges
Open Access Charges [approx. £2000 per article, the Library can advise, link here]
Courier/postage or electronic media costs
Cartography, photography, drafting etc.
Offprint purchase
Other dissemination (report design and printing costs, web development, leaflets, etc.)
Hosting events / workshops
Venue hire / catering / speaker costs / participant packs / IT
Costs of collaborative projects
Salary
Travel, Accommodation, Subsistence
Meetings and hospitality
Specialist disposal or archiving/storage of materials
Confidential disposal (e.g. paper or electronic data)
Chemical disposal, radioactive materials, sharps etc.
Archiving costs – cataloguing and storage (includes long-term sample storage)

General operational office costs
Stationery
Photocopy
Printing / Colour printing
Postage