

University of Sussex - Full Economic Costing Checklist – not exhaustive

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.

The PI should know the resource needs of the project so this list will not necessarily cover all areas of their specific project particularly for science projects when other staff such as Technical Services Managers should be involved.

Research staff costs (un-named, new appointment)

Salary (including NI and superannuation)

Advertising cost for post [e.g. £2000 per advert]

Recruitment costs (interview expenses)

Relocation expenses [up to £2500 University allowance]

Work permit, visa (varies - local cost abroad)

NB. Under IT/Other equipment include office equipment for new individual (incl. office computer)

Research and support staff costs (named staff – currently employed at UoS might include statistician, project management, administration)

Salary (including NI and superannuation)

Work permit etc. (if extension required)

NB. Under IT/Other equipment include renewal of office equipment if required (e.g. computer)

Visiting Researcher costs

Visa costs (depends on local fees)

Subsistence / travel costs

Support staff and other staff on project costs (new appointment)

Salary (including NI and superannuation)

Advertising cost for post

Recruitment costs (interview expenses)

Relocation expenses

Work permit, visa etc, if likely to be required

NB. Under IT/Other equipment include office equipment for new individual (incl. office computer)

Pooled (project specific) technician support (DA)

Temporary staff – hourly rates including NI and superannuation

University scientific facilities (e.g. MRI, NMR, microscopy, tissue culture)

IT Equipment and consumables

New/upgrade to office computer for PI or Co-Is

Laptop(s) if required

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 (e.g. cylinder gas supplies etc.)
Equipment – other
Purchase & whole life costing as above inc. maintenance and service contracts or other arrangements
Research Work Overseas
Travel
Subsistence
Accommodation
Vehicle hire
Local casual fieldworker hire
Translation / Interpreting costs
Insurance
Visas
Medical
Network / internet connection costs (eg hotel)
Web site development costs (consult Tony Hudson , Web Team Manager)
Data Storage costs, see here for more information
Data Analysis costs
Technical sample analysis
Transcription costs
Inter Library loans
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
Conference field trips/excursions
Consultancy fees
External legal fees (third party services / sub-contracts / consortium agreements)
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
Travel
Meetings, hospitality, couriers
Overseas conference calls etc.
Legal fees (consortium agreements / sub-contracts)
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)
Exceptional (project specific) postage/copying/printing
General operational office costs (but not if Funder pays indirect)
Telephone & Fax
Stationery
Photocopy
Printing / Colour printing
Postage

Directly-allocated and Indirect costs These are calculated on the basis of Academic / Research project time
PI and Co-I salary – time to charge
University Estate cost Calculated per FTE researcher/investigator; annual rate published
University Technician Infrastructure rate (lab departments) Calculated per FTE researcher/investigator; annual rate published
University 'Indirect' cost Calculated per FTE researcher/investigator; annual rate published