

## **UKRI-GCRF (Re)Thinking the Off-Grid City: Human infrastructure interactions in the context of urban crises and urban change**

### **Costs incurred by non-UK institutions and partners**

Version: April 2019

#### **Supplementary advice for applicants**

The budget limits on grant proposals refer to the total cost of the research project - this is known as the **full economic costs (fEC)**.

For UK institutions the fEC is not the actual cash contribution paid by the ESRC. The actual cash contribution, known as the 'ESRC contribution', is 80% of the fEC. However, in recognition of the potential effect of the '80% rule' on non-UK organisations, the programme will support **in full (100%)** all the **direct costs** of the research incurred by non-UK institutions. It should be noted that although there is no limit on the proportion of costs allocated to developing countries (ie those on the [DAC list](#)), we would not expect significant costs to go to developed countries (ie not on the DAC list or those likely to graduate from the DAC list during the course of the project) and would not expect the total costs going to developed countries to exceed 30% of the total requested funds.

In addition, developing countries may charge **overhead/indirect costs** of up to 20% of the total direct costs (eg staff costs, T&S, conferences) incurred by that organisation.

If a proposal is recommended for funding, ESRC may ask for evidence of the costing basis for **all** direct and indirect costs, and budgets may be reduced if costs are considered excessive.

#### **Completion of Je-S proposal**

When completing the Je-S proposal it is essential that applicants make it clear which costs will be incurred by UK institutions and which will be incurred by non-UK institutions. This will ensure that, if your proposal is successful, the ESRC can identify any non-UK direct costs which should be funded at 100% fEC and the appropriate level of indirect costs, in line with the guidance above.

It is important to note that where non-UK costs are specified, these refer to the costs incurred by non-UK institutions, and **not** overseas travel and expenses incurred by members of UK institutions.

The following procedure has been agreed to allow applicants to identify costs relating to non-UK institutions. **All costs must be entered in pounds sterling (£).**

- For all proposals, the fEC of the proposed research must be entered into the budget sections of the form as instructed in the Je-S helptext. The Je-S form was originally developed for proposals from UK research organisations and hence automatically calculates the 80% ESRC contribution. **To ensure that non-UK costs that should be paid at 100% are recorded correctly, you must follow the procedures set out below.**
- It is essential that the Je-S proposal names all institutions, known individuals and/or project roles involved in the bid, to ensure costs requested in the budget can be appropriately linked to these. The staff duties section of the Je-S form may be the most appropriate place to enter this information.
- All project costs relating to non-UK institutions must be prefixed as **'non-UK'** and must be entered into the budget section of the Je-S form as follows:
  - Enter non-UK Co-I time allocation under 'Directly Allocated' **but enter the salary rate as zero.** Their salary and any other salary-related costs must then be entered under 'Other Directly Incurred Costs'
  - All other non-UK staff salaries and related costs should be entered under 'Other Directly Incurred Costs'
  - Any non-UK overhead/indirect costs should be entered under 'Other Directly Incurred Costs'
  - Travel and subsistence costs directly incurred by non-UK institutions should be entered under 'Other Directly Incurred Costs'.

These costs **must be clearly identified on the form as non-UK costs in order to be funded at 100%**, using the format 'Organisation: Country: Cost Category: Cost Description' as detailed in the Je-S guidance. In addition they **must be marked as 'Exceptions'** using the tick box: this will allow the Je-S form to correctly calculate the total cost of the project and an accurate figure will be shown. An itemised breakdown of all resources requested to undertake the research project must be included in the 'Resources' section of the Je-S form.

Applicants must also state clearly in the 'Justification for resources' attachment which costs in the proposal relate to non-UK institutions and therefore attract the 100% direct cost rate. Where sufficient justification is not provided for any item it may be cut from any successful award. Please also refer to the appropriate call specification, call-specific Je-S guidance and Je-S helptext for further details.

If a proposal is recommended for funding, ESRC may ask for evidence of the costing basis for all direct and indirect costs, and budgets may be reduced if costs are considered excessive.

## Contact

If you have further questions on any of the above, please email:

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