



centre for postdoctoral  
development in

**infrastructure  
cities and energy**

# Upcoming C-DICE events / opportunities

Sustainable Construction Masterclass Series – 19 Oct start

EDI in Research Planning, Proposals and Practice (**supporting Fellowships**) – 2 Nov

Networking Grant application deadline – 2 Nov

Dragons' Den – Designing a Business Case in a Day – 9 Nov

Research Technology Development Workshop – 24 Nov

Video Impact Workshop – 1 Dec

Interview Skills workshop (**supporting Fellowships**) – 14 Dec

# Creating a Budget Workshop Agenda

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Welcome & Introduction – *Amy Beierholm*

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Finance Terms – *Caron Bragg*

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How to Create a Budget – *Lennie Foster*

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Budget Template

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Case Studies – *Amy Beierholm*

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Q&A and Next Steps

# Introduction

By the end of this workshop, you should:

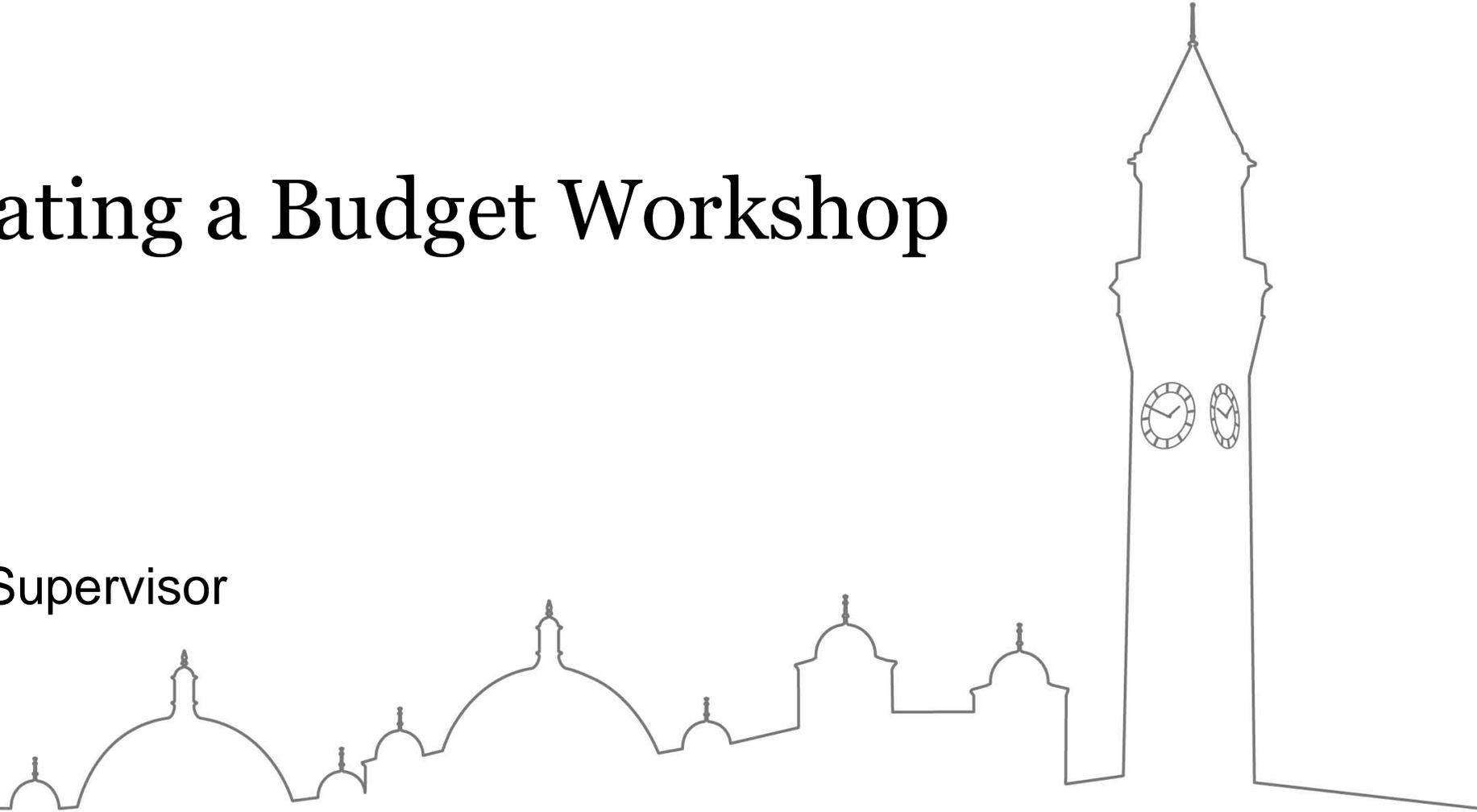
- Know something about research finance terms
- Know how to create a budget for your research proposal
- Have a budget template
- Have a chance to ask questions



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# C-DICE Creating a Budget Workshop

Caron Bragg  
Research Finance Supervisor



# What are DI costs?

Directly incurred costs are those costs that will be spent specifically to enable the research project to be carried out. If the project doesn't go ahead, then these costs would almost certainly not be incurred. The costs charged will be the cash values actually spent and should be supported by an audit trail.

Examples:

- Salary Cost of Research Fellows/Research Assistants/Fellows/Dedicated Technicians/Clerical Staff, including on costs (NI, Superannuation and APL if applicable)
- Equipment / Consumables (Purchased specifically for the Project)
- Travel and Subsistence



# What are DA costs?

Directly allocated costs are a share of the costs of a resource used by a project, where the same resource is also used by other activities. These are different to the Directly Incurred costs listed above because these costs are not exclusively related to any individual project. However, the cost of the resource still needs to be recovered, and making a fair and reasonable charge to all projects using the resource does this.

Example – PI Investigator time



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# What is the difference between DI and DA costs?

The key difference between Directly Incurred costs and Directly Allocated costs is that the latter will be charged based upon an estimate, rather than actual cash values.

# What are infrastructure (or pool) technician costs?

This is a Directly Allocated cost, referred to as Directly Allocated Other, it is included in proposals to cover the costs of using school/college based technician staff on a shared basis, to support your project.

These costs are not supported by an audit trail.



# What are university overheads?

These costs are important as they ensure that the University has a well-maintained infrastructure and administrative support to enable research activities to be carried out. These costs are Estates and Indirect Costs.

These costs replace the previous 'overhead' charge that was applied to research projects. The Estates and Indirect costs are regarded to reflect better the true costs that the University is incurring.

The calculation of Estates and Indirect Costs is a mandatory requirement for all HEI's, and is done using the same methodology to ensure they are calculated in a consistent way. Benchmarking studies were carried out across the sector to ensure this.



# What are university overheads?

Estates: These costs may include building and premises costs, basic services and utilities, and any clerical staff and equipment maintenance or operational costs not already included under other cost headings.

Indirect Costs: These include non-specific costs charged across all projects based on estimates that are not otherwise included as Directly Allocated costs. They include the costs of the Research Organisation's administration such as HR, finance, library and some departmental services.



# Why is it important to know what a cost is?

If you understand what category a cost falls under, you can work out what budget is available to spend.

DI budgets will be available to spend, DA budgets are not available to spend.

If you understand what category a cost falls under, you can work out if you can vire between headings, subject to funder terms and conditions.



# What is meant by fEC?

fEC = Full Economic Cost

Historically, University research had been under-priced and this led to significant under-investment in research infrastructure.

Since September 2005, if you are making an application or bid for any type of research grant or contract, you will need to calculate the full Economic Cost (fEC) of the resources required to undertake and deliver the project.



# What is meant by fEC?

UKRI research grant proposals and fellowship applications submitted should be costed on the basis of full economic costs (fEC). If a grant is awarded, research councils will provide funding at 80% of the fEC. The organisation must agree to find the balance of fEC for the project from other resources.

Universities and other higher education organisations will use the Transparent Approach to Costing (TRAC) methodology to calculate full economic costs. This methodology has been validated by UKRI and is subject to ongoing review.



# Research England

Research England is part of UK Research and Innovation (UKRI), along with the seven discipline focused research councils (eg. EPSRC) and Innovate UK.

Research England administers funds that support research and knowledge exchange in the UK's universities and other higher education institutions.

They do this through:

- formula-based funding, which is allocated annually
- competitive funding, which is applied for and awarded on a one-off basis
- funding for national facilities and initiatives.



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# Q&A

Thank for inviting me 😊



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# How to create a budget

1. List all your activities.
2. Double check the funding rules.
3. Cost each item.
4. Use a spreadsheet!
5. Justify your budget.

# 1: Activities

- Write a step-by-step plan with as much detail as you can.
- You don't need to add figures yet.
- Travel – be specific as you can, each trip should be a separate budget line.
- Read it to a friend
  - Use any questions they ask to refine / add extra info to your budget

# 2: Double check the funding rules.

- Check what is and isn't allowed
- Check % FEC

## Notes on C-DICE Fellowship

- Allowed: staff time, travel, subsistence, and overheads.
- Allowable: consumables and experimental costs, email [Cdice-enquiries@lboro.ac.uk](mailto:Cdice-enquiries@lboro.ac.uk).
- Matched Funding: Mentors time, collaborators time, use of equipment, consumables and data.
- Maximum of £65,000 in directed incurred and £75,000 in directed allocated costs.

# 3: Cost each item

- Estimated cost v actual cost
- Research Office figures: Submit these as they are given to you!
- Software / consumables: Should be able to submit near exact costs
- Travel / substance costs: Approximation, ok to be round numbers
- Cost output e.g. journal costs, printing
- Cost of outreach, meeting rooms, websites, fliers
- Account for inflation
  
- DON'T FORGET VAT

# In-kind contribution / Matched funding

- What it is
  - Anything you can put a monetary value to – that's not an actual cost to your budget
- How to get it
- Acknowledging it
  - Case for support
  - Letters of support
- Be creative
- Go through itemised list to identify potential sources of matched funding

# 4: Justifying your budget

- Justification of resources is the narrative of your line-by-line costs
- Make sure budget and justification of cost match!
- Could you justify it to the average person in the street

[Framework for responsible innovation](#)

# Budget Template – C-DICE Fellowship

Category	Description	Amount
DI Staff	1 year salary at Gr X, Sp XX (including NI, superannuation, and apprenticeship)	
DI Int'l Travel		
DI UK Travel		
DI Consumables		
		DI Total
DA Estates	Estates Costs	
DA Other	Infrastructure / Pool Technician	
DA Indirects	Indirect Costs	
		DA Total
		Total Project Value
	In-kind / cash contributions	
		Total Award requested from C-DICE

# Case Study 1

Category	Description	Amount
DI Staff	1 year salary at Gr 7, Sp 33 (including NI, superannuation, and apprenticeship)	£49,750.10
DI Int'l Travel	1 international conference (£1,000 flight, £1,500 hotel, £600 conference fees)	£3,100.00
DI UK Travel	2x travel to UKCRIC facility @£350 per trip (£65 train, £95 x 3 nights' hotel) 2x travel to ERA facility @£400 per trip (£100 train, £100 x 3 nights' hotel) 2x UK conferences @£825 each (£250 conference fee, £75 conference gala, £50 train, £150 x 3 nights' hotel)	£700.00 £800.00 £1,650.00
DI Consumables	Laptop (£1,200), Software (£800)	£2,000.00
	DI Total	£58,000.10
DA Estates	Estates Costs	£16,309.00
DA Infra Tech	Infrastructure Technician	£1,503.00
DA Indirects	Indirect Costs	£63,207.00
	DA Total	£81,019.00
	Total Project Value	£139,019.10

# Case Study 1

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DI Staff	1 year salary at Gr 7, Sp 33 (including NI, superannuation, and apprenticeship)	£49,750.10
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DI Consumables	Laptop (£1,200), Software (£800)	£2,000.00
	DI Total	£58,000.10
DA Estates	Estates Costs	£16,309.00
DA Infra Tech	Infrastructure Technician	£1,503.00
DA Indirects	Indirect Costs	£63,207.00
	DA Total	£81,019.00
	Total project value	£139,019.10
	University overheads waiver	-£6,019.00
	Total Award requested from C-DICE	£133,000.10

# Case Study 2

Category	Description	Amount
DI Staff	15 months' salary at Gr 8, Sp 39 (including NI, superannuation, and apprenticeship)	£80,144.44
DI UK Travel	2x travel to Delivery Partner 1 @£250 per trip (£50 mileage, £100 x 2 nights' hotel) 2x travel to Delivery Partner 2 @£400 per trip (£100 train, £100 x 3 nights' hotel) 1x UK conferences @£775 each (£300 conference fee, £75 conference gala, £100 train, £150 x 2 nights' hotel)	£500.00 £800.00 £775.00
DI Cons	Survey participant awards 100x @£25 each	£2500.00
		DI Total
		<b>£84,719.44</b>
DA Estates	Estates Costs	£15,273.75
DA Infra Tech	Infrastructure Technician	£1,966.25
DA Indirects	Indirect Costs	£68,777.50
		DA Total
		<b>£86,017.50</b>
		Total Project Value
		<b>£170,736.94</b>

# Case Study 2

Category	Description	Amount
DI Staff	15 months' salary at Gr 8, Sp 39 (including NI, superannuation, and apprenticeship)	£80,144.44
DI UK Travel	2x travel to Delivery Partner 1 @£250 per trip (£50 mileage, £100 x 2 nights' hotel) 2x travel to Delivery Partner 2 @£400 per trip (£100 train, £100 x 3 nights' hotel) 1x UK conferences @£775 each (£300 conference fee, £75 conference gala, £100 train, £150 x 2 nights' hotel)	£500.00 £800.00 £775.00
DI Cons	Survey participant awards 100x @£25 each	£2500.00
	DI Total	£84,719.44
DA Estates	Estates Costs	£15,273.75
DA Infra Tech	Infrastructure Technician	£1,966.25
DA Indirects	Indirect Costs	£68,777.50
	DA Total	£86,017.50
	Total Project Value	£170,736.94
	Cash contribution from Delivery Partner 1 for 3 mo. Salary (£15,572.27) + Survey	-£18,072.27
	University overheads waiver (£11,017.50) & salary waiver (£1,647.17)	-£12,664.67
	Total Award requested from C-DICE	£140,000.00

Net-zero,  
Sectoral  
moment

## Any questions?

- *Please type your questions into the chat window*

*OR*

- *Raise your hand and ask the question*

# Creating a Budget Workshop

From 18/10/2022 10:00 to 18/10/2022 11:00

--- PLEASE NOW MARK YOUR ATTENDANCE AT THIS ACTIVITY ---

## Mobile App Users

1. Open the Inkpath App

2. Press this button



3. Scan this QR Code



4. Confirm attendance

**Complete**

## Web Users

1. Open [webapp.inkpath.co.uk](https://webapp.inkpath.co.uk)

2. Press this button



**Record Attendance**

3. Enter this unique code

**3793950691**

4. Press

**SUBMIT**

5. Confirm attendance

**Complete**

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Interview Skills workshop (**supporting Fellowships**) – 14 Dec

# C-DICE: Get involved

Follow us:

- Twitter (@CentreDICE)
- Linked-In (C-DICE)
- URL: [cdice.ac.uk](http://cdice.ac.uk)

If you have further queries, please contact:

- Amy Beierholm [A.Beierholm@cdice.ac.uk](mailto:A.Beierholm@cdice.ac.uk) for Fellowships
- Lennie Foster [L.A.Foster@lboro.ac.uk](mailto:L.A.Foster@lboro.ac.uk) for Dragons' Den and general budget questions
- Sharon Henson [S.A.Henson@lboro.ac.uk](mailto:S.A.Henson@lboro.ac.uk) for Sandpit



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[www.cdice.ac.uk](http://www.cdice.ac.uk)