**Section 1: Project Details**

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| **Project Title** |  |
| **Project Acronym** |  |
| **PI Details** | Name |  |
| School/Institute (if other, please explain) |  |
| Telephone |  |
| Email |  |
| Are you currently tied to any particular funding e.g. Fellowship? Please indicate which and the period it covers |  |

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| **Application Deadline** |  |

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| **Application Details (please ask for assistance if you are unsure what to include below or refer to Glossary in Appendix 1)** |
| EU Programme (tick where appropriate) | Collaborative research-driven 🞏 European Research Council 🞏 Marie Skłodowska-Curie Actions 🞏 Other 🞏 Don’t know 🞏  |
| **Please indicate the thematic programme/ call identifier as provided in the Work Programme or Guide for Applicants** |  |
| Is this for a clinical trial (Y/N)? If yes, please ensure you complete ‘Section 4: Clinical Trial costs’ |  |
| Will QMUL be the project co-ordinator (Y/N)? |  |
| Proposed Start Date (please allow at least 8 months from deadline) |  |
| Duration of Project (months) |  |

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| If QMUL is to be the co-ordinating institution please ensure you provide all the details requested below. |
| **Collaborating Partners** |
| **Partner Organisation Name** | **Partner’s PI name and contact email** |
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| **Where QMUL is participating as a partner in the project, please add co-ordinating institution’s details below** |
| **Co-ordinating Institution Name** | **Co-ordinator Contact Person (PI and administrative/financial contact)** |
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**Section 2: Staff Costs**

Please note ‘Hours per week’ is based on the standard TRAC methodology QMUL applies, that is on the basis of a 44-week year at 37.5 hours per week and should exclude time spent supervising and training Post Graduate Students for academic staff. Alternatively, you may wish to indicate your costing need in terms of person months per year or as a percentage of your staff time (based on 37.5 hours per week). Please ensure that whichever costing basis you opt for is used for all staff to ensure consistency. In addition, when selecting your preferred basis, do remember that under EU rules, staff time MUST be recorded except for those to be employed at 100% of time on the project. This is typically done through the use of timesheets.

For permanent staff, please provide information under ‘Directly Allocated Staff costs’ only.

For unnamed staff, please indicate the desired Grade and Point (for advice on appropriate levels please contact your pre-award officer listed in Appendix 1 to this questionnaire) under ‘Directly Incurred Staff Costs’ only.

**To help you decide your requirements and assess whether all costs will be covered, please refer to the document “European RSS – Pre-Award FAQs” available from the JRMO web pages under the ‘European’ tab.**

**If your application is for a Marie Skłodowska-Curie Action, please go straight to Section 2g.**

1. **Directly Allocated Staff Costs – RTD**

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| --- | --- |
| **Investigators** | **State one of: Hours per week/ Person-month per year (PM/Yr)/ % of staff time (DELETE AS APPROPRIATE)** |
|  | **Name** | **School/Institute** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| **Principal Investigator** |  |  |  |  |  |  |
| **Co-Investigator 1** |  |  |  |  |  |  |  |
| **Co-Investigator 2** |  |  |  |  |  |  |  |

1. **Directly Incurred Staff Costs – RTD**

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| --- | --- |
| **Investigators** | **State one of: Hours per week/ Person-month per year (PM/Yr)/ % of staff time (DELETE AS APPROPRIATE)** |
| **Name** | **Grade & Point** | **School/Institute** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
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1. **Studentships – RTD**

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| Will any Studentships be funded with this Project? How many? |  |
| NOTE: Tuition fees cannot be funded through the Horizon 2020 Programme but can be waived at the discretion of the appropriate Vice-Principal |

1. **Support Staff (Technical only) – RTD**

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|  | **State one of: Hours per week/ Person-month per year (PM/Yr)/ % of staff time (DELETE AS APPROPRIATE)** |
| **Name** | **Grade & Point** | **School/Institute** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
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1. **Directly Allocated Staff Costs including administrative staff – Management (if PI is to be the project co-ordinator; administrative support i.e. a part- or full-time project administrator must be appointed in such cases)**

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| **Investigators/Member(s) of staff if currently in post and whose time can be re-allocated by the School or Institute**  | **State one of: Hours per week/ Person-month per year (PM/Yr)/ % of staff time (DELETE AS APPROPRIATE)** |
|  | **Name** | **School/Institute** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| **Principal Investigator** |  |  |  |  |  |  |
| **Member of staff** |  |  |  |  |  |  |  |
| **Member of staff**  |  |  |  |  |  |  |  |

1. **Directly Incurred Staff Costs including administrative staff – Management or to be appointed as project administrator**

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| --- | --- |
| **Investigators** | **State one of: Hours per week/ Person-month per year (PM/Yr)/ % of staff time (DELETE AS APPROPRIATE)** |
| **Name** | **Grade & Point** | **Centre** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
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1. **Marie Skłodowska-Curie Actions (MSCA) only**

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| **Type of MSCA (Innovative Training Network/ Individual Fellowship/ RISE) *Please tick box as appropriate*** | **Is QMUL to co-ordinate? (Y/N)*****If yes and for ITN, please add PI time and project administrator time in 2f. above (and/or discuss with your School’s pre-award support officer)*** | **Number of Researchers to be employed through grant** | **Total number of Months** |
| **ITN** 🞏 **IF** 🞏 **RISE/COFUND** 🞏 |  |  |  |

**Section 3: Non-Staff Costs (please note: where the total budget request exceeds €325,000 the EU Unit will apply a one-off cost of €3,000 in addition to cover an external audit for the Certification of Financial Statements submitted to the EC at the end of the project)**

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|  | **Amount (€)** | **Details – give yearly breakdown if possible** |
| Consumables (e.g. data, licences, subscriptions, computers to be used at 100% of time exclusively on the project) |  |  |
| Travel & Subsistence – RTD only |  |  |
| Travel & Subsistence – Management only |  |  |
| Major equipment > £10,000 (to be depreciated over useful life) |  |  |
| New Equipment 2 (if to be differentiated from ‘Consumables’ and ‘Major Equipment > £10,000’) |  |  |
| Project workshops – RTD only |  |  |
| Project meetings – Management-specific only |  |  |
| Publications/ Open Access Fees |  |  |
| Project website development/maintenance costs |  |  |
| IPR costs |  |  |
| Subcontracting – use of external services; please discuss first with your Pre-Award support officer |  |  |
| Any Other Costs 1 |  |  |
| Any Other Costs 2 |  |  |
| Any Other Costs 3  |  |  |

**Section 4: Clinical Trial costs (non-staff or if to be performed by NHS Trust on behalf of QMUL)**

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|  | **Amount (€)** | **Details – give yearly breakdown if possible** |
| Per patient cost – average based on treatment and controlled arms; NHS Trust to provide costing to QMUL where latter is the applicant |  |  |
| Reimbursement of patients’ expenses |  |  |
| Drugs/Medications and any other medical equipment if separate from per patient cost above; details required per patient or total costs for the project |  |  |
| Major equipment > £10,000 (to be depreciated) |  |  |
| Costs for samples (e.g. assays/ tissue bank/ cell processing/ genomics/ screenings etc) |  |  |
| Survey/interview costs (if different to patients’ expenses) |  |  |
| Subcontracting; services provided by external party – please discuss in advance with the EU Unit |  |  |
| Any other costs  |  |  |
| MHRA Certification (and any other MHRA-related) costs |  |  |

**Section 5: Any Other Information – please add anything you feel may be of help to us in generating the budget costing you require**

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**Appendix 1**

**Further instructions for completing and submitting the questionnaire and glossary of terms**

* Once you have completed this pre-costing questionnaire to the best of your ability (and/or where QMUL is not the co-ordinator, the availability of information provided by the co-ordinating institution on QMUL’s likely share of the budget), please send this questionnaire to the relevant Pre-Award support officer for your School/Institute:
	+ Reuben Almeida for the following Schools/Institutes:
		- SMD: Barts Cancer Institute, Wolfson Institute of Preventive Medicine
		- S&E: Electronic Engineering and Computer Science, Biological and Chemical Sciences, Mathematical Sciences
		- HSS: Economics and Finance, History, Law (including Centre for Commercial Law Studies), SLLF
	+ Greg Dow for the following Schools/Institutes:
		- SMD: Blizard Institute, Institute of Dentistry, William Harvey Research Institute
		- S&E: Engineering and Materials Science, Physics and Astronomy
		- HSS: Business and Management, Geography, Politics and International Relations

**Glossary of terms used in this questionnaire**

***EU Programme/types*** – this questionnaire has been designed for proposals to be submitted under Horizon 2020 for ERC, Marie Sklodowska-Curie Actions and research and innovation projects involving several partners (collaborative research-driven). However, it also covers proposals for other non-H2020 schemes, which are administered by the EC’s Research Executive Agency. These include proposals to be submitted under Erasmus and other Lifelong Learning Programme schemes (2014-2000), study tenders to the European Space Agency, European Defence Agency, European Parliament, Executive Agency for Health and Consumers among others.

***Proposed Start Date*** – this should be from the first day of the month you propose and we recommend you allow at least eight months from the deadline for the project to start. The EC may sign the Grant Agreement well before this but the EU Unit cannot generate a HOD note or authorise any vacancies tied to the project until the GA is signed so this should allow you enough time for recruitment.

***TRAC*** – TRansparent Approach to Costing. This is the standard methodology applied by UK universities for calculating their full economic costs and QMUL’s staff costs are calculated on this basis.

***Allocated staff costs*** - These are the costs of resources used by a project that are shared by other activities and must be charged to the project as actual costs.

***Incurred staff costs*** - Directly incurred staff posts include all staff, full or part-time, who will be recruited to work on the project and whose time can be supported by a full audit trail during the life of the project.

***RTD*** – This is the EC’s ‘traditional’ term for research activities and stands for Research & Technical Development (now referred to as Research & Innovation)

***Management*** – Where QMUL is to be the co-ordinator of a collaborative project involving at least three partners from three separate countries thereby forming a consortium (EU Member or Associated States), it takes on the responsibility of managing the consortium’s activities, which essentially involve financial and scientific reporting to the Commission and dealing with issues on a day-to-day basis on the consortium’s behalf; such activities require additional (incurred) staff time through the appointment of an administrator to work exclusively on the project (according to the basis of the contract on which they are appointed) and some of the Principal Investigator’s time. The EU Unit will advise on these.