# Research Bursaries – supplementary information – financial breakdown

This information is additional to the instructions given on the Research Bursary pro forma.

The Pro forma states as follows:

*‘Financial breakdown*

*This will include:*

*Amount requested and why for example, salary costs, travel and subsistence and conference fees.*

*This should be in the form of an* ***itemised*** *list of each separate cost. Maximum allowed £10,000, in practice we anticipate bids for smaller amounts than this.’*

## Further detail as follows

Try and be as *realistic* and as *accurate* as you can. This shows the reviewers that you have thought carefully about the costs of the project and reflects on your ability to carry out and manage a project.

### Salary costs

This can be for the Principal Investigator, Research Associates or Assistant or anyone else involved on the project. It should include the full gross salary costs including, National Insurance, Tax and pension.

### Travel

This can be for travel to meetings, conference and/or to carry out any data gathering. The cheapest options are always preferred, for example, standard class on train travel. Again, a realistic figure always gives the reviewer’s confidence in your bid.

### Subsistence

This can be for food and drink that you need whilst travelling. We have no set upper limit for this but we ask that you make this realistic and perhaps follow the guidance on daily rates set by your institution.

### Conference fees

We prefer applicants to show that they will disseminate their findings as widely as possible. One way of doing this is by submitting research papers to appropriate conferences. You can ask for the full conference fee to attend the conference of your choice if that fits in with your dissemination plan.

### Accommodation

This can also be included and should be realistic. We prefer that you seek out competitively priced accommodation.

### Other costs

You explain what these are in a similar manner as described above. NB: We will ***not*** fund equipment costs.

### Examples

Here are two examples from successful bids:

#### Example 1

Research Assistant 1 – 250 hours (Experiment, blog and training) £3,877.50

Research Assistant 2 – 75hrs £ 827.25

RA 1 travel 10 trips (destinations redacted) £ 176.00

RA2 travel 10 trips (destinations redacted) £ 176.00

X travel 4 trips (destinations redacted) £ 343.20

Conference fees , travel and accommodation X4 £4,000.00

Shopping voucher prize as inducements to participate £ 200.00

Misc travel £ 400.00

**Total £9,999.95**

#### Example 2

PI time buy-out 40 hours (data analysis, project coordination) £ 1,322.00  
RA 150 hours (experiments and data analysis) £ 3,101.00  
RA trips to (destinations redacted) to conduct experiments (x4) £ 206.00

RA and PI trips to (destinations redacted) meet with Y (x2) £ 206.00  
Trips for X to (destinations redacted) (x3) £ 160.00  
Conference fees, travel and accommodation (x3) £ 1,800.00  
Miscellaneous travel and other expenses (including pamphlet printing) £ 400.00  
**Total £ 7,195.00**