

Indicative Non-Staff Costs for Academics
(VAT is included unless otherwise stated)

Updated Jan. 2017

These costs are **for guidance only**, and aim to help you to start to estimate non-staff project costs.
They are split into 2 sections: (a) general costs and (b) clinical/lab costs.
There is a separate guidance document with Indicative Staff Costs for Academics.
Your REN Lead (= your Project Officer for most external funding bids) can provide more detailed advice and will also authorise the final application on behalf of the University.

GENERAL COSTS

		Indicative/average cost	Notes
Travel (exc. subsistence etc)	Return train within UK	£125	
	Return flight within UK/EU	£250	
	Return transcontinental flight	£700-£1,000	
	Travel insurance	e.g. Up to 5 days: £7 in Europe; £12 rest of world	https://portal.uea.ac.uk/finance/insurance-policies
	Visa	Depends on country	
	Mileage	£0.45 per mile	
Accommodation	London hotel	£150	
	Provincial hotel	£100	
	Broadview (B&B)	£60 single	
Subsistence	National rate	£50 per day in London, £40 outside London	
	International rate	Depends on country	Use: https://www.gov.uk/government/publications/scale-rate-expenses-payments-employee-travelling-outside-the-uk
Meetings	room hire	Sportspark = £200 (full day); NRP = £150-£750 (full day); London venue (e.g. Woburn House Conference Centre) = £400 per day	Prices depend on size of room and length of hire - also whether AV equipment etc. included
	video-conferencing	£38/hr in working hrs; £58/hr outside working hrs per institution	
	catering	UEA: coffee/tea + biscuit = £2.25 pp; buffet lunch (inc. water) = £5.45 pp. See day delegate rate for whole day conferences	https://portal.uea.ac.uk/campus-kitchen/event-and-hospitality-catering
Conference	hosting conference at UEA, inc. room hire, standard AV, internet access; 3 servings of tea, coffee & biscuits; buffet lunch; car parking; signage on campus; support of conference team.	£1-10 delegates = £36 pp inc 1 meeting room; £11-59 delegates = £32 pp inc 2 rooms; £60-199 delegates = £28 pp inc 3 meeting rooms. Prices exclude VAT.	http://ueaconferences.com/sub_meeting_rooms/
	conference attendance	National = £700-£1000; European = £1,000-£1,500; International = £1,500-£2,000	For fees & travel. Add subsistence costs
Equipment/research instruments/facilities	desktop	£750	
	laptop	£1,500 (high spec.)	
	digital voice recorder	£200	
	data storage	1Tb for 1 year = £100	
	specialist software	Quote needed	
	medical/lab. equipment	Quote needed - speak to relevant facility manager / REN PO	UEA's procurement policy: https://portal.uea.ac.uk/procurement
	special facilities	Quote needed - speak to relevant facility manager / REN PO	www.uea.ac.uk/business/facilities-testing

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Staff-related costs (not salaries)	project staff recruitment	www.jobs.ac.uk = free; £2,000 for national advert; Naturejobs = £600; Science Careers = £500	
	project staff training	£1,000 p.a. for RA	
	student helpers	£8/hr	
Dissemination	open access fee	£2k per article	https://portal.uea.ac.uk/ren/open-access-and-research-data
	website	£1k for basic Liferay microsite; £3-5k for customisations to the site or to write and populate Up to £5k for a basic site + content £20k+ for fully featured bespoke site £500-£1,000 p/a maintenance	Speak to Digital Marketing for more specific costs
	blog	£1,000	
	Venue hire (for presentation)	Norwich Forum: half day = £100-1250; full day = £150-£1750; London venue = £1,750	Add hospitality costs
	printing posters/flyers	Photocopying: A4 = 4p black & white & 25p colour per side; A3 = 8p black & white & 50p colour per side. Printing: A1 laminated = £21.50	https://portal.uea.ac.uk/print-services
Misc	transcription	For individual interviews allow 4 hrs per hr taped; for group interviews allow 7 hrs per hr taped @ £11/hr (Grade 4) OR agency costs = seek quotes	
	translation	£90 per 1,000 words for common European languages	
	DBS check	£26 standard; £48 enhanced	
	Interlibrary loans	£12 per journal	
	mobile phone line/data	2-year contract, up front cost of phone approx £100 + quarterly charge approx £25 (ie £100/yr)	
	project running costs	£100-£500 p.a.	
	Audit costs for EU projects	€325,000 min. of £2,000	

CLINICAL/LAB COSTS

		Indicative/average cost	Notes
General clinical/lab costs	copying & posting questionnaire	Photocopying: A4 = 4p black & white & 25p colour per side; A3 = 8p black & white & 50p colour per side. Printing: A1 laminated = £21.50	https://portal.uea.ac.uk/print-services
	recruiting participants	£500 per advert + letters of invitation + posters etc.	
	payments to participants	min. £10 per participant	
	participant travel	£25 per participant (in Norfolk)	
	automatic randomisation software	£1,000 per trial	
	access to health records/GP notes	£10 per record	