Alzheimer's Research UK Cost Guidance

This guidance covers the eligible, conditionally eligible and ineligible costs on Alzheimer's Research UK research grant applications. Please also read the relevant scheme guidelines for further information before you apply.

As an AMRC member, Alzheimer's Research UK only funds direct research costs. All costs requested must be clearly and fully justified in the application and demonstrate a direct link to the proposed research. Please note that Alzheimer's Research UK will remove any ineligible costs prior to funding. Successful applications will receive a Grant Award Letter confirming the awarded costs.

In exceptional circumstances, Alzheimer's Research UK may consider requests for costs not explicitly covered in this guidance where these costs are fully justified and clearly evidenced.

Please contact us at research@alzheimersresearchuk.org if you have any questions.

Summary table

Cost type	Allowable	Not allowable	Conditionally allowable
Salaries	Fixed-term research staff directly employed on the project, plus NI and pension	PI salary on standard schemes; tenured co-applicant salary; duplicated salary costs; recruitment costs; apprenticeship levy	PI salary only via fellowships. Co-applicant salary only in limited justified cases.
Students	PhD studentships where the scheme allows; home/UK tuition fees as per UKRI rates.	Master's students, international fee shortfall, viva, binding, or part-funded studentships. Extra institutional contribution should not be charged to Alzheimer's Research UK	
Visa costs	Global Talent Visa fees and Immigration Health Surcharge for eligible fellows or grant-funded staff	Other visa types; HR costs; taxes; family/dependent visa costs	Usually only if the grant is over 2 years and over £30,000 per year, and the host does not cover it.
Travel & subsistence	Essential project travel, training travel, and named staff conference travel; reasonable subsistence	Unrelated travel; first/business class; insurance; alcohol	International travel normally capped at premium economy. Up to £1,000/year may be vired from other budget lines if not originally budgeted.
Consumables	Lab consumables, scientific shipping, trial/study costs, data storage/sharing, scientific postage, specialist software. Must be direct, reasonable, and project specific. Core facility costs should be under consumables.	General postage; office supplies; standard phone/internet; generic software; contingency	

Computing & training	Laptops up to £1,500 per named person; eligible training up to £1,000/year per person. Training must support research or career development and meet scheme conditions.	General HR or IT training	
Equipment	Scientific equipment purchase, lease, delivery, installation, and grant-specific maintenance	Furniture, standard office equipment, accessories, non-project equipment	Commercial use needs prior approval. Alzheimer's Research UK does not cover ongoing costs after the award ends.
Animals & cell lines	Animal purchase, maintenance, licences, experimental costs; cell line purchase, maintenance, authentication	Animal facility costs and indirect training costs	
PPIE	Grant-specific involvement costs such as contributor payments, travel, childcare, venues, recruitment, and delivery support	Research participation costs; general engagement not specific to the grant; unrelated care costs	
Indirect / institutional costs	None	Overheads, utilities, support staff, insurance, PPE/clothing, HR costs, health and safety costs etc	
Open access	Open access publication fees. More information can be found here Open-access-and-data-sharing-statement-2021.pdf	Costs outside Alzheimer's Research UK open access policy	
Fees & Memberships	None	To professional organisations are not allowable	

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Staff salary costs

(i) Investigators

The Lead Applicant or Principal Investigator (PI) cannot request salary on any Alzheimer's Research UK grant scheme except through a fellowship scheme. Although not encouraged, co-applicants (i.e. Co-Investigators and Collaborators) who do not hold a permanent open-ended or fixed term contract, can request a proportion of their salary reflective of their estimated time involved and this should be justified in the application. However, if co-applicants have tenured or fixed term contracts Alzheimer's Research UK will not pay towards their salaries.

For clinical investigators, we may provide a relevant portion of salary in order for you to deliver a clinical study provided you are an NHS professional primarily working in a clinical setting and require your time be 'bought out' to undertake your role on a research grant. Any requests for contributions to consultant clinician salaries must be provided as a number of programmed activities alongside justification as to why this time cannot be covered by existing arrangements.

(ii) Other scientific research staff

We cover direct costs of salaries for researchers on fixed term contracts working specifically on a funded project. This can include postdoctoral researchers, research assistants, research associates, trial coordinators, data managers and technicians. The proportion of salary requested must be equivalent to the proportion of time the researcher will spend dedicated on the specific Alzheimer's Research UK funded project. Please note we only cover research staff salaries where the salary is not already covered by another source of funding.

Salary costs may include the employer's national insurance and pension contribution, which must not be higher than the rate used by the University Superannuation Scheme or NHS pension scheme. Whilst we support national pay awards up to 5% per annum, please do not include predicted pay awards in the costing of your application.

For salary costs, inflation can be included either within the other salary lines (basic salary, national insurance, etc.) or separated into the designated line for inflation. Please set the entries in the inflation line to £0 if it is instead incorporated into any of the other salary lines.

Eligible technical service or specialist costs (e.g. core facilities) should be applied for as consumable costs rather than salaries.

Recruitment costs and apprenticeship levy are both indirect costs and therefore not eligible on Alzheimer's Research UK funded grants. Recruitment costs will need to be covered by your host institution or an alternative source of funding.

(iii) Students

At Alzheimer's Research UK we offer both clinical and non-clinical PhD studentships. We only pay tuition fees in line with UKRI home/UK rates. Supervisors are welcome to recruit international PhD students however any shortfall between the home and international fees must be covered through alternative funding sources and cannot be covered by the student themselves.

In instances when a host institution chooses to provide a stipend higher than the UKRI rate to align with internal policies or other funding sources, this is eligible, provided the additional costs are covered by the host institution.

Please note we do not support part-funded PhD studentships, all four years must be fully funded through this application.

We do not support master's students or any indirect studentship-related costs, such as thesis binding or viva costs.

(iv) Flexible working opportunities

At Alzheimer's Research UK we aim to support and accommodate flexible working arrangements for staff employed on any of our grants, if the employing host institution agrees to the request. Please contact our Research team prior to submission if you intend to undertake an award part-time.

If you are funded by us and your circumstances change, you can request flexible and part-time working. We will try to accommodate changes to your grant, as long as they are in line with the original objectives and the employing organisation agrees.

When applying for Alzheimer's Research UK funding, reviewers will take career breaks, part-time working or other commitments into account when assessing your record of outputs, research achievements and career progression.

This may include, but is not limited to, clinical and teaching commitments, secondments, volunteering, part-time working, time spent in different sectors, periods of parental or long-term sick leave, caring responsibilities, or other personal circumstances. You may also wish to detail any periods where you were unable to work or where your work was disrupted because of the COVID-19 pandemic.

If you are funded by us and are planning to take a period of leave, the Alzheimer's Research UK Research team can support you by pausing or extending your grant. Please see our Change Request guidance for further information.

Visa application and associated costs

Global Talent Visa (GTV) application fees and GTV-associated Immigration Health Surcharge costs are eligible for fellowship applicants and research staff whose salaries are funded by an Alzheimer's Research UK grant and where these costs are not covered by the host institution as standard. The grant must be for more than two years in length and have a value of over £30,000 per year.

More information about the UK GTV fast-track scheme can be found on the government website.

We do not cover other types of visa application costs, HR costs and taxes associated with visa applications nor do we cover visa application costs for family members or anyone else associated with the researcher.

Travel & Subsistence

Costs associated with travel for project specific research collaboration or training are eligible (e.g. where essential travel for multi-institutional face-to-face meeting are required and cannot be met by virtual or digital alternatives).

Conference attendance is only eligible for staff whose salaries are funded by the grant and where attendance directly supports project delivery or dissemination.

If no specific requests for travel and subsistence were made in the original application, the consumables budget may nevertheless be used to cover such costs at the discretion of the Grant Holder. However, in this case, the maximum annual expenditure for these purposes must not exceed £1,000 without specific authorisation from Alzheimer's Research UK. In any instance travel or subsistence costs are only eligible on an Alzheimer's Research UK funded grant if they are directly related to those named on the award. Whilst most subsistence costs are eligible, alcohol as part of subsistence claims is not.

If international travel is required, the travel class for the grant holder and those named on the award is limited to premium economy. If you wish to book first class, you must email your request with justification to Alzheimer's Research UK at research@alzheimersresearchuk.org before purchasing. In addition, associated travel costs such as travel and health insurance are ineligible costs. To note, where possible, researchers should minimise travel and use virtual alternatives instead.

The Grant Holder and any staff employed under the terms of the grant are free to seek (additional) travel grants from other sources.

Consumables & Other Costs

(i) Laboratory Consumables

Laboratory chemicals and materials (e.g. reagents, enzymes, antibodies, gases, proteins, cell/tissue/bacterial culture, plastic ware and glassware) are eligible costs. Including associated charges for shipping, delivery and freight of said consumables. To note, these laboratory consumables should be related to the work and purchased by those named on the Alzheimer's Research UK funded grant.

(ii) Other associated costs

Other costs eligible on an Alzheimer's Research UK funded grant include publication fees for open access publication, please see our open access policy page for more information.

Where justified, personal computing costs such as laptops for those named on an Alzheimer's Research UK funded grant are eligible up to £1,500 per person. Specialised software and licenses specific to the work to be carried out by named personnel is also eligible.

Clinical research study costs including clinical trial registration costs, dissemination of results from these studies, recruitment and travel costs for participants and patients, see more under the 'Patient & Public Involvement & Engagement' section.

Data storage, management and sharing costs are eligible but must be reasonable and proportionate to the work carried out on the grant.

Postage and courier costs are eligible only for scientific materials, general postage costs are not eligible.

(iii) Training

As part of your funding application (for Fellowships, PhD's, Pilot and Project Awards), we encourage you to ask for costs for ECR training, if it is not already being offered at your host institution. The training must help you advance in your dementia research career.

You can ask for up to £1,000 per year, per person named on the award for this training, provided these costs are fully justified and those requesting training are employed for 12 months or more on the grant and are working at least 50% full time equivalent.

The costs can be for career development, technical and research skills training. Examples include:

- Leadership training, for example the EMBO leadership and management course

- Grant management skills

- Budget and people management

- Reproducibility and integrity

- Equality, diversity and inclusion

Equipment

Costs can include the purchase, lease, delivery and installation of scientific equipment specifically for the purpose of the Alzheimer's Research UK funded grant. We also encourage purchase of second-hand or refurbished equipment where this is a viable alternative to purchasing new equipment. Equipment maintenance costs are eligible where equipment is solely purchased and used for a grant.

Any apparatus/equipment purchased on a grant is donated to the Institution/Department in which the investigator works, solely for the benefit of his or her research and for use solely in medical research, diagnosis or treatment related to the grant. If the Institution is a registered charity, it is possible to obtain exemption from the payment of VAT for equipment donated for medical research.

Should any ancillary activity be carried out using this equipment for commercial gain (that is use for which charges are levied) then Alzheimer's Research UK prior written approval must be obtained, and such agreement may well be conditional and dependent on Alzheimer's Research UK sharing in any financial benefit that results.

The general principles embodied concerning the relocation of the Grant Holder and Co-applicants during the tenure of the award will apply also to any equipment provided by the grant.

After the award has ended Alzheimer's Research UK will not be responsible for any further associated costs associated with any equipment. If the grant holder and institution/department deem the

equipment redundant and wish to sell the equipment after the end date of the award, then that is eligible and does not require Alzheimer's Research UK approval.

Animal & Cell line Costs

(i) Animal research costs

Animal purchase, transportation and maintenance costs (including food), Home Office licence (for grant staff) and experimental costs are eligible.

This includes:

- The purchasing and transporting of animals
- Animal maintenance (including food) and experimentation costs
- Home office project licenses are eligible
- Personal animal licenses and training for named staff on the Alzheimer's Research UK funded grant are eligible

Animal handling trainings costs and facility costs are ineligible as indirect costs.

(ii) Cell line research costs

Purchasing from cell banks, maintenance and authentication of cell lines are eligible costs. This includes mycoplasma screening and STR profiling for human cell lines.

Clinical Research Costs

Costs requested should be proportionate to the complexity and scale of the project. Eligible costs include:

- Samples and data (including imaging data): collection and storage, processing, specialised applications and software, sample management system
- Drug management: pharmacy, storage, distribution
- Participant recruitment and reimbursement: travel, incentives, informed consent, randomisation, communication with participants
- Ethics: applications, close-out activities, archiving
- Trial related costs: site initiation visit, trial registration, audit and monitoring (Contract Research Organisations [CROs] costs are eligible where they deliver project specific functions and represent value for money)
- Other project specific activities: e.g., data sharing, repository fees, research database licenses

Please note that for clinical research studies taking place in the UK a **Schedule of Events Cost Attribution Tool (SoECAT)** will be requested to be submitted with your full application. This tool is designed to reflect clinical research activities and attribute them costs in a transparent and consistent way. The SoECAT form can be downloaded from the NIHR Central Portfolio Management System

(CPMS) (which requires the creation of an account) and must be signed by an AcoRD specialist. Please familiarise yourself with the SoECAT guidance before applying.

Patient and Public Involvement and Engagement (PPIE)

Definitions:

Engagement – Sharing research knowledge with a wide range of audiences, including people affected by dementia. Engagement should be a two-way process and involve sharing information, interacting and listening to different audiences.

Involvement – When people with lived experience work in partnership with researchers and charities to design or deliver projects or services. Involvement is often described as doing research 'with' or 'by' people, rather than 'for' or 'to' them.

Research participation – When someone takes part in a study or trial. This might involve providing data, biological samples or testing a new treatment. They are making an essential contribution, but they are not influencing how it is set up or run. These are not considered PPIE costs.

All PPIE activities should be purpose-driven and deliver clear benefit to both the research and people affected by dementia. PPIE must be specific to the proposed grant and should not be used to support wider, general-purpose activities or research participation. If you intend to include PPIE costs and would welcome support with budgeting for involvement, please refer to the NIHR PPIE Cost Calculator here for guidance.

Typical eligible PPIE costs include the following:

Payments and rewards

Public contributors may be rewarded for their involvement in research through financial payments (or honoraria) for each activity undertaken, or through non-monetary recognition such as access to training opportunities or conference attendance. Any payments or vouchers made to individuals must be administered in line with your institution's policies and procedures.

Any such payments should be clearly justified, including an explanation of how and why the activity has been costed in this way. For further advice on setting and managing payments, see the NIHR Payment guidance for researchers and professionals involving people in research.

Fee, donation or gift to groups or networks

Where you are working with a partner organisation, community group, or service user network, a fee, donation, or gift may be offered to the group in recognition of their involvement or support. Any such

payments should be made in accordance with your local finance arrangements and governance procedures.

Funds for additional training or learning

In some cases, funding may be requested to support training or learning opportunities for those involved in PPIE activities. This can include training required to enable individuals to fulfil their role effectively, as well as additional opportunities offered as a form of recognition or reward.

Travel and Other Expenses

Examples of eligible costs include, but are not limited to:

Travel, Accommodation and Subsistence

Reasonable travel, accommodation and subsistence costs may be claimed for public contributors who engage in in-person activities such as steering groups, advisory boards, or other formal meetings.

Childcare

In some cases, childcare costs may need to be covered to support individuals' involvement in PPIE activities. Guidance on average childcare costs is available here, and any payments should be made in line with institutional policies.

Carer costs

Where public contributors involved in the research have caring responsibilities, funding may be used to cover the cost of a replacement carer to enable their involvement. Guidance on average home care costs is available here and any payments should be made in line with institutional policies.

Personal assistants

If public contributors require a personal assistant in order to get involved in the research, the cost of this support may be covered in line with the host institution's policies.

Meeting, Activity & Event Costs

Examples of eligible costs include, but are not limited to:

Recruitment

Reasonable costs associated with recruiting public contributors for population or behavioural studies may be requested. This may include the use of recruitment agencies where necessary to support inclusive involvement, improve representation of under-represented groups, or ensure the effective and timely delivery of the research. All recruitment costs must be clearly justified and demonstrate value for money.

Venues and catering

Where appropriate, funding may be requested to cover the cost of venue hire and catering for PPIE activities, such as focus groups or in-person meetings. All costs should represent value for money and be reasonably priced.

Photography and/or videography

Where appropriate, funding may be requested to cover the cost of photography and/or videography to support PPIE activities, for example to document events, record workshops, or support dissemination and engagement activities. Any such activity should be clearly justified, represent value for money, and comply with relevant consent, safeguarding, and data protection requirements.

Involvement staffing

Where appropriate, funding may be requested to support staffing costs that are essential to the effective planning, coordination, and delivery of PPIE activities. Requests must be clearly justified, with the role and level of input directly linked to the proposed PPIE approach. This may include roles such as administrative support, a public involvement coordinator, a community engagement lead, and/or an independent facilitator. Staffing costs should be proportionate to the scale and complexity of the activities described and demonstrate clear value for money.

Other costs

If you wish to include PPIE-related costs that are not covered above, please contact us at **research@alzheimersresearchuk.org** to discuss whether these costs may be considered eligible.

Ineligible Costs

- Any and all indirect costs
- Furniture e.g. chairs, desks, miscellaneous laboratory furniture
- Phone and computer accessories
- Standard telephone and internet costs
- Apprenticeship Levy
- Insurance e.g. laptops, travel, health etc
- Departmental support staff e.g. general lab support staff, secretarial support etc
- Laboratory coats, shoes and protective clothing
- Visa costs for family members or any other members associated with the researcher
- Studentship-related costs e.g. thesis binding or viva related costs
- First class/business class travel
- General care costs
- Alcohol (as part of subsistence claims)
- Utilities e.g. electricity, gas and water
- Standard IT charges e.g. per unit IT costs, generic office software
- HR associated costs e.g. recruitment, redundancy costs
- Health and safety costs e.g. first aid kits, radiation protection costs
- Master's students or international tuition fees
- Principle investigator salary
- General HR or IT training costs
- General postage costs
- Contingency costs
- Fees and memberships to professional organisations
- NHS treatment, support, or routine care costs