

Grant Costing Guide

BERA grants provide funds for the directly incurred costs of research projects (as distinct from those awards made in response to specific research tenders). These are the proposed costs that are explicitly identifiable as arising from the planning, conducting, and development of the research for the duration of the project. We do not fund on a proportion of full economic costs basis (fEC) (full estate, indirect and/or other overhead costs).

Grant funding cannot be used to pay for BERA membership. Applicants must be members of BERA, unless applying for the [Curriculum Investigation Grant](#). A range of our grants do include free BERA membership as part of the award, and this is separate to any funds available for the grant.

This guidance has been drafted to provide guidance on the proposed costs which can be covered by a BERA grant, for finance officers and applicants prior to submitting grant applications. Queries about any additional items should be sent to membership@bera.ac.uk

Item	Allowed	Not Allowed
Salaries for staff employed on a fixed term contract to work specifically on the funded project	Research assistants, data managers etc. Basic salary of the appropriate level on the appropriate national pay scale	Redundancy, childcare costs, tuition fees
Academic/ practitioner/ principal investigator time	Academic/ practitioner/ principal investigator (or cover costs where appropriate), including reasonable teaching or research buy-out on a pro-rata basis.	fEC costs or institutional overheads
Equipment	Small items of equipment essential to the research project (e.g. audio recorder) Consumables – purchase of datasets, photocopies, etc and any minor items that will be used during the course of the project	VAT, maintenance, service costs
Research costs	Costs of interpreters in the field and transcription costs of interviews. Hire of rooms and facilities.	
Participant Incentives	All incentives must adhere to the highest ethical standards (e.g. vouchers)	
Software	Costs of specialised software specific to the proposed research	Generic office software
Catering/ subsistence	Refreshments for participants	Research/ collaborative meetings
Training	Training costs specifically required to carry out the proposed research	Personal development

<p>Travel for research/ conferences</p>	<p>The most cost-effective method of travel, specifically to carry out the research project, normally in line with BERA's own policy.</p> <p>Remote research/ conferencing should be used wherever possible to minimise carbon output.</p> <p>Conference attendance where it is intrinsic to the research.</p>	
<p>Insurance</p>		<p>Not allowed</p>
<p>Clothing/ Furniture</p>		<p>Not allowed</p>
<p>Fees to professional organisations</p>		<p>Not allowed</p>
<p>Utilities, standard telephone and internet costs</p>		<p>Not allowed</p>
<p>Publication Costs</p>		<p>BERA will copy-edit, design, publish and market the public facing final report</p>