

The Digging into Data Challenge Request for Proposals Addendum for Applicants to the Joint Information Systems Committee (JISC)

Note: This addendum to the Digging into Data Challenge Request for Proposals (RFP) contains funding agency-specific information for those institutions applying to JISC. Please see the Digging into data Challenge web site, <http://www.diggingintodata.org/>, for links to the main RFP and the RFP Addenda for all funders.

JISC Grant Funding 01/09

JISC Content Initiative: The Digging into Data Challenge: Addendum for Applicants to the Joint Information Systems Committee

Introduction

1. The Joint Information Systems Committee (JISC), National Endowment for the Humanities ([NEH](#)) from the United States, the National Science Foundation ([NSF](#)) from the United States, and the Social Sciences and Humanities Research Council ([SSHRC](#)) from Canada invites institutions to submit proposals for the Digging into Data Challenge. This addendum is specific to English and Welsh institutions and should be read in conjunction with the main request for proposals available on the Digging into Data Challenge web site at <http://www.diggingintodata.org/>.
2. The proposal process will be in two stages and interested potential applicants must first send a letter of intent by 15 March 2009. The deadline for receipt of the final proposal in response to this call will be **Wednesday 15 July 2009**. **Late proposals will NOT be accepted. Details of how to submit are in the main proposal.**
3. Funding for eligible institutions in the UK is available for projects starting from January 2010 for up to 15 months. All projects must be completed by the end of March 2011.

Eligibility

4. Proposals may be submitted by Higher Education (HE) institutions funded by HEFCE or HEFCW. FE institutions in England that teach HE to more than 400 FTEs are also eligible to bid provided proposals demonstrate work that supports the HE in FE agenda.

5. Other organisations, including FE and HE institutions in Northern Ireland and Scotland, are not eligible to bid. However, they may be involved as partners in proposals led by institutions funded by HEFCE, HEFCW or FE institutions which meet the criteria outlined above, but they cannot receive more than 50% of the JISC grant allocated to the lead institution. Funds can only be allocated through the lead partner.

Funding Available

6. The maximum overall award per project for the Digging into Data Challenge is 300,000 units where 1 unit can equal 1 USD and/or 1GBP. This amount includes contributions from all of the agencies involved. ¹
7. The JISC is making a total of £200,000 available for this work. Lead institutions from England and Wales may apply for up to £100,000 worth of funding. There is no requirement for English project partners to apply for an equal amount to their international partners. E.g. The English partner could apply for £75,000 while the US partner within the project team could apply for \$50,000.
8. English or Welsh lead institutions must prepare a budget detailing costs and the requested amount from JISC, including staff costs, outsourcing, travel and subsistence (if applicable), equipment and consumables, dissemination, evaluation, and other itemised costs (A budget template is attached at Annex C). Please refer to the session on full economic costs below.
9. **The combined total amount requested must fall within the limits stated in the Award Information section above. All proposals should include budgets from all partners**
10. Further guidance on fEC for JISC-funded research and development projects can be found at:
<http://www.jisc.ac.uk/fundingopportunities/bidguide/fulleconomiccosting.aspx>.
11. For more information about TRAC, see the HEFCE web site at: <http://www.hefce.ac.uk/finance/costing/>. The consolidated TRAC Guidance can be found at <http://www.jcpsg.ac.uk/guidance/about.htm>.

Background

12. JISC supports higher and further education by providing strategic guidance, advice and opportunities to use Information and Communications Technology (ICT) to support research, teaching, learning and administration. JISC is funded by all the UK post-16 and higher education funding councils.
13. The JISC Digitisation Programme (Phases 1 and 2) has already funded 22 projects, due to finish by March 2009
(<http://www.jisc.ac.uk/whatwedo/programmes/digitisation.aspx>). Additional

¹ This paragraph includes an amendment from the previous version of the JISC addendum (Alastair Dunning, June 2009)

work within the programme, such as the JISC-NEH Transatlantic Initiative, has shown the importance of international digitisation, whilst the Enriching Digital Resources strand has illustrated the need to enhance existing digital content. The international Digging into Data call, with its aim of exploiting large corpora of digitised content, is a natural extension of these aims.

14. JISC already supports various bodies whose work facilitates text and data mining activities. Applicants looking for advice on suitable methodologies and tools, or for suggestions on forming potential partnerships may wish to contact the Arts and Humanities e-Science Centre (<http://www.ahessc.ac.uk>) or the National Centre for Text Mining (<http://www.nactem.ac.uk>).

Freedom of Information

15. JISC is subject to the Freedom of Information Act 2000 (FOIA). Therefore, potential bidders should be aware that information submitted by them to JISC during this tender process, and throughout the life of any project subsequently funded, may be disclosed upon receipt of a valid request.
16. JISC will not disclose any information received during this tender process whilst the evaluation of the bids received is still underway. The evaluation process is still deemed to be active until such time as all grant letters to successful projects have been sent out.
17. It is JISC policy to make the content of any bid funded by JISC through this call publicly available via the JISC web site shortly after funding has been awarded. Unsuccessful bids will be destroyed one month after the lead institution has been notified that their bid was not successful. However, it should be noted that the contents of unsuccessful bids *may be* disclosed should JISC receive a relevant FOI request prior to destruction taking place.

Terms and Conditions of Grant

18. JISC will oversee and monitor the progress of projects within England and Wales. English and Welsh projects will be expected to follow JISC's Terms and Conditions of Grant. A copy of this is attached at Appendix B to this document. It is the bidders' responsibility to read this. English and Welsh partners will be managed following JISC project management guidelines which can be found at http://www.jisc.ac.uk/media/documents/funding/project_management/projectmanagementguidelines0407.pdf.

Intellectual Property Rights

19. As a general rule, JISC does not seek to retain IPR in the project deliverables created as part of its programmes. However, funding is always made available on the condition that project outputs are made available, free at the point of use, to the UK HE and FE community in perpetuity, and that these may be disseminated widely in partnership with JISC. Where JISC is funding the creation of a national service for the community, there may be a need for

HEFCE, on behalf of JISC's funding partners, to retain ownership of certain rights in order to maintain flexibility of future provision and availability of the service.

20. For outputs, such as reports or model strategies, a non-exclusive licence allowing JISC or its representatives to utilise, archive and disseminate the work will be required.

Further Information

21. If you have any questions about this request for proposals, please contact Alastair Dunning (a.dunning@jisc.ac.uk; Tel: 020 3006 6065) for enquiries relating to content of bids and for general enquiries about the bid submission process Avalon McAllister (a.mcallister@jisc.ac.uk; Tel: 0117 931 7124).

Appendices

- Appendix A: FOI Withheld Information Form (attached)**
- Appendix B: JISC's Generic Terms and Conditions of Grant (attached)**
- Appendix C: Example Budget (attached)**

Appendix A

FOI Withheld Information Form

We would like JISC to consider withholding the following sections or paragraphs from disclosure, should the contents of this proposal be requested under the Freedom of Information Act, or if we are successful in our bid for funding and our project proposal is made available on JISC's website.

We acknowledge that the FOI Withheld Information Form is of indicative value only and that JISC may nevertheless be obliged to disclose this information in accordance with the requirements of the Act. We acknowledge that the final decision on disclosure rests with JISC.

Section / Paragraph No.	Relevant exemption from disclosure under FOI	Justification

Please see <http://www.ico.gov.uk/> for further information on the Freedom of Information Act and the exemptions to disclosure it contains.

Example:

Section / Paragraph No.	Relevant exemption from disclosure under FOI	Justification
2.4	s.43 Commercial Interests	Contains detailed description of our proposed system design which would damage our commercial interests if disclosed, by making this information available to competitors.

Appendix B

Annex to JISC Grant and Contract Letters for Projects Generic Terms and Conditions of Funding

Preamble

1. JISC funds a wide variety of projects on behalf of its funding bodies. These projects include consultancies and supporting studies where the main deliverable is a report, and projects where the deliverables include products or services as well as reports. These generic terms and conditions apply to all projects and define the responsibilities of the lead institution and its project partners.

Adherence to Project Management Guidelines

2. The institution and its partners must adhere to the Project Management Guidelines available electronically at http://www.jisc.ac.uk/fundingopportunities/proj_manguide.aspx. The Guidelines provide initial advice on project planning, project management, the relationships between JISC programmes and projects, evaluation, and dissemination. The Guidelines will be updated from time to time, and the lead institution will be notified of any major changes. It is the responsibility of the lead institution to inform its project partners accordingly.

Submission of Agreed Deliverables

3. The institution and its partners must supply all deliverables specified in the agreed project proposal. The schedule for submitting deliverables must be included in the Project Plan and agreed with the JISC Executive. Any changes to this schedule must be agreed in writing with the JISC Executive.

4. Project deliverables are subject to approval by the JISC Executive, and the framework for approval is outlined in the Project Management Guidelines.

5. Project deliverables will be deposited in the appropriate JISC data centre or managed repository, where appropriate.

Core Project Document Set

6. The lead institution must also supply a core set of documents to indicate how the project work will be planned and implemented, to report on progress, and to inform future auditing and evaluation. It is the responsibility of the lead institution to agree these documents with its project partners prior to submission.

7. The core project documents are listed below and further information about each document is provided in the Project Management Guidelines.

8. Core project documents are subject to approval by the JISC Executive, and the framework for approval is outlined in the Project Management Guidelines.

9. Core project documents will be deposited in the JISC records management system and/or project information management system so they are accessible to the JISC Executive.

Core Project Document	Timing
Project Plan (including an Evaluation Plan, QA Plan, Dissemination Plan, and Exit/Sustainability Plan)	Within 1 month of start date
Project Web Page on JISC Web Site (including copy of accepted Project Plan)	Within 1 month of start date
Project Web Site at Lead Institution	Within 3 months of start date
Consortium Agreement (for projects involving more than one institution)	Within 3 months of start date
Progress Reports (including financial statement)	Default 2 per year; schedule to be agreed with Programme Manager for projects of less than 12 months
Technical and Supporting Documentation (for projects creating technical deliverables)	Timing to be agreed with Programme Manager
Final Report	Draft version 1 month before project end date; final version at project end date
Completion Report (including financial statement)	Project end date

Intellectual Property Rights

10. The ownership of intellectual property rights made, discovered, or created during the period of project funding will be indicated in the funding call/ITT and in the letter of grant.

11. The institution and its partners must ensure that deliverables do not in any way infringe copyright or other intellectual property rights of any third party. For content creation projects, copyright and other intellectual property rights should be cleared before digitisation begins or cleared in stages as a managed part of the creation process. Rights need to be cleared for networked delivery of these resources in learning, teaching and research. It is a matter for the institution and its partners to ensure that their rights are adequately protected.

Jorum Deposit for Learning Resources

12. Jorum [<http://www.jisc.ac.uk/whatwedo/services/jorum.aspx>] is a free national repository that provides a long-term solution for hosting learning and teaching materials. From summer 2009, JorumOpen will be available for staff in UK FE/HE to deposit learning and teaching materials released under Creative Commons or similar licences. JorumOpen will be free to use and open to the world. JISC mandates Jorum deposit for projects creating and releasing learning materials, and strongly encourages its use by all JISC-funded projects.

Charging

13. Funding is made available on the condition that the institution and its partners shall make available deliverables developed by the project free of charge to the teaching,

learning, and research communities during the period of funding, except for a handling and/or usage charge which must be agreed in writing with the JISC Executive.

Programme Meetings and Events

14. Programme meetings and other events are organised by JISC to brief project staff and share knowledge. Two major programme meetings are held per year, and attendance at programme meetings is mandatory. Projects should allocate staff time to participate in programme activities, and the Project Management Guidelines provide guidance on days per year to allow. The project will be provided with a schedule of meeting dates.

15. Projects should also allocate time to liaise with the Programme Manager on a regular basis, and institutions should provide access to the Programme Manager at any reasonable time.

Dissemination

16. The institution and its partners must commit to disseminating and sharing learning from the project throughout the community. The institution and its partners must develop a Dissemination Plan as part of the overall Project Plan and report on dissemination activities in Progress Reports and the Completion Report. Further information about dissemination is available in the Project Management Guidelines.

Project Web Site

17. The institution and its partners must create a web page and web site to explain the project aims and objectives and to disseminate information about project activities and results. The Project Management Guidelines give guidance on the scope, content, and design of web sites.

18. Where appropriate, project deliverables and core project documents may be posted on the project web site. As the project web site is primarily a dissemination vehicle, deliverables and documents posted are considered to be copies, and the masters will be deposited in the appropriate JISC repository.

19. The lead institution or one of its partners must agree to host the web site on their server for a minimum of 3 years after the end of the project and to assist JISC in archiving it subsequently.

Publicity

20. In any publicity material or public presentation about the project it is essential to include an indication that the project was made possible by funding from JISC. Projects and services must adhere to JISC PR Guidelines and to any additional advice established by the JISC Communications and Marketing team in due course. The current JISC Communication and Marketing Toolkit can be found at http://www.jisc.ac.uk/aboutus/marketing_toolkit.aspx.

Open Access

21. JISC supports unrestricted access to the published output of publicly-funded research and wishes to encourage open access to research outputs to ensure that the fruits of UK research are made more widely available.

22. JISC firmly believes in the value of repositories as a means of improving access to the results of publicly-funded research and is investing significantly in this area. A national support project is available to help institutions develop repositories and share practice <http://www.jisc.ac.uk/whatwedo/programmes/reppres/repsupport.aspx>.

23. JISC expects that the full text of all published research papers and conference proceedings arising from JISC-funded work should be deposited in an open access institutional repository, or if that is not available, a subject repository. Deposit should include bibliographical metadata relating to such articles, and should be completed within six months of the publication date of the paper.

24. Which version of the article should be deposited depends upon publishers' agreements with their authors but JISC mandates that articles should be made available through publishers that adopt the RoMEO "green" approach as a minimum (for further information see <http://www.sherpa.ac.uk/romeoinfo.html#colours>). Authors should go to another journal if the journal chosen does not adopt the RoMEO "green" conditions.

25. JISC mandates the deposit of the native version (Word, PPT, etc.), with PDF as well if wanted, but certainly with a format from which usable xml can in principle be derived (not PDF).

Evaluation

26. JISC undertakes evaluation of its development projects and programmes to ensure that knowledge and results are shared with the wider community and to improve the development programme itself. Projects are required to participate in programme evaluation activities organised by JISC.

27. The institution and its partners are also required to undertake evaluation of their work. The institution and its partners must develop an Evaluation Plan as part of the overall Project Plan and report on evaluation results in Progress Reports and the Final Report. Further information about evaluation is available in the Project Management Guidelines.

Exit/Sustainability Plan

28. Funding is for a limited term as set out in the letter of grant. The institution and its partners must develop an Exit/Sustainability Plan as part of the overall Project Plan to document the planning needed to get the best value from the work that has been funded. This will include an assessment of what should happen to deliverables and options for sustainability after funding ceases. Where the institution and its partners wish to exploit deliverables on a commercial basis after funding ceases, they should submit a business plan with economic models that demonstrate how the product or service will be self-sustaining. Further information about exit/sustainability is available in the Project Management Guidelines.

Adherence to Standards

29. The institution and its partners must use the technical standards stipulated by JISC and where unstipulated open standards wherever possible. Any deviation should be justified in the proposal and any alternative be designed with re-use by others in mind. Ease of interoperability between systems is key to the provision of next generation technologies for education and research, and projects are expected to work with JISC to address this issue. It is the responsibility of the lead institution to inform its project

partners accordingly. Relevant standards can be found in the JISC Standards Catalogue <http://standards.jisc.ac.uk/>.

Quality Assurance

30. The institution and its partners must put in place appropriate formal quality assurance procedures to ensure that deliverables are fit for purpose and comply with specifications, JISC guidelines on standards and best practice, and accessibility legislation. Projects must develop a QA Plan as part of the overall Project Plan describing the QA procedures they will put in place and supply evidence of compliance when deliverables are submitted. Further information about QA is available in the Project Management Guidelines.

Payment Schedule

31. The schedule of payments will be indicated in the letter of grant. If more than one institution is involved in a project or service, payments will be made to the lead institution. It is the responsibility of the lead institution to disburse the funds to its project partners.

32. Payment is conditional upon satisfactory progress with milestones and deliverables. The institution and its partners must supply deliverables and core project documents on schedule or subsequent payments may be withheld.

33. At the end of the project, any unspent funds should be returned to JISC unless a formal agreement is reached with the JISC Executive about how these funds may be spent to further support the work of the project.

34. For financial audit, the procedures of the lead or fund-holding institution will apply. In general, JISC does not intend to send financial auditors to projects. However, there remains the possibility that JISC's auditors may wish to audit projects. Project fund holders are required to make themselves available for a visit by members of the JISC Executive or nominees on reasonable notice.

Staff Development

35. Funding is for a limited term as set out in the letter of grant. Near the end of the project funding, institutions should inform project staff about career development opportunities. These might include information about job vacancies within the institution or opportunities for training and career guidance.

Compliance with UK and EU Legislation

36. The institution and its partners must comply with any UK or EU legislation or any international Treaty obligations currently in force or introduced during the timescale of the project that has implications for the conduct of projects or the deliverables/documents they supply. JISC will endeavour to inform the lead institution of relevant legislation and supply guidance for compliance. It is the responsibility of the lead institution to inform its project partners accordingly. Further advice and guidance is available from the JISC Legal Information Service (<http://www.jisclegal.ac.uk/>), email: info@jisclegal.ac.uk, tel: 0141 548 4939.

Accessibility

37. In line with Government legislation and social inclusion initiatives, JISC is committed to providing resources that are accessible to a diverse range of users. In order to

achieve this, JISC advise that all resources including the project web site meet good practice standards and guidelines pertaining to the media in which they are produced, for example HTML resources should be produced to W3C html 4.01 strict (<http://www.w3.org/TR/1999/REC-html401-19991224/>) and use W3C WAI guidelines to double A conformance (<http://www.w3.org/WAI/WCAG1AA-Conformance>). Further advice and guidance is available from the JISC TechDis Service (<http://www.techdis.ac.uk>), e-mail: helpdesk@techdis.ac.uk, Tel: 01904 754 530.

Data Protection

38. The institution and its partners must accept responsibility as the data controller or Joint Data Controllers as defined by the Data Protection Act 1998 ('the Act') for the personal data collected and processed as a result of this project. Neither HEFCE nor the funding bodies accept responsibility for any breaches of the Act which occur due to the actions of project staff or agents directed by them.

39. HEFCE is the recognised data controller for JISC. In line with the requirements of the Data Protection Act 1998, the institution and its partners hereby grant HEFCE permission to hold the names, job titles, and work contact details of project staff to enable administration of the programme that the project is part of and to keep project staff up to date with information pertinent to it.

40. The institution and its partners also grant HEFCE permission to hold these contact details as part of the main JISC Contacts Database and Project Information Management System. They will be used to contact staff or send them information from other JISC sources relating to forthcoming events or initiatives which may be of interest.

41. This information is made available to the JISC Executive, staff within the Regional Support Centres and staff within other JISC-funded services and initiatives only for the purposes described above. Contact details held within the Project Information Management System are also published on the project pages on the JISC web site (<http://www.jisc.ac.uk/projects>). This data will be held until such time as the institution instructs HEFCE otherwise or for the lifetime of HEFCE.

42. Any institution which prefers that project details were not held as part of the JISC Project Information Management System or Contacts Database, or would like any further information about how this data will be processed, should contact the JISC Executive.

Freedom of Information

43. The institution and its partners should be aware that educational institutions are listed as public authorities under Schedule 1 of the Freedom of Information Act 2000 ('the Act'). The information created by project staff during the course of the project and as described in their original bid is therefore covered by the provisions of the Act.

44. Neither HEFCE nor the funding bodies accept any responsibility for the project's compliance with the Act for information held by the project staff. This is deemed to be the responsibility of their host institution(s).

45. HEFCE will comply with the terms of the Act for information relating to the project or programme of which it is part that is held by the JISC Executive. Project staff should therefore be aware that any contracts, information or communications in written form

(including email) which are sent to the JISC Executive (including the Programme Manager) may be made available to the public on receipt of a valid request and unless covered by one of the classes of exempt information listed in Part 2 of the Act.

**JISC Executive
December 2008**

**Appendix C
Template Budget²**

Directly Incurred Staff	Jan 10 –March 10	April 10–March 11	TOTAL £
Post, Grade, No. Hours & % FTE	£	£	£
Etc.	£	£	£
Etc.	£	£	£
Total Directly Incurred Staff (A)	£	£	£
Non-Staff	Jan 10 –March 10	April 10–March 11	TOTAL £
Travel and expenses	£	£	£
Hardware/software	£	£	£
Dissemination	£	£	£
Evaluation	£	£	£
Other	£	£	£
Total Directly Incurred Non-Staff (B)	£	£	£
Directly Incurred Total (C) (A+B=C)	£	£	£
Directly Allocated	Jan 10 –March 10	April 10–March 11	TOTAL £
Staff	£	£	£
Estates	£	£	£
Other	£	£	£
Directly Allocated Total (D)	£	£	£
Indirect Costs (E)	£	£	£

² See overleaf for further guidance and an explanation of the terms directly incurred, directly allocated and indirect costs.

Total Project Cost (C+D+E)	£	£	£
Amount Requested from JISC	£	£	£
Institutional Contributions	£	£	£
Percentage Contributions over the life of the project	JISC X %	Partners X %	Total 100%

No. FTEs used to calculate indirect and estates charges, and staff included	No FTEs	Which Staff
------------------------------------------------------------------------------------	----------------	--------------------

Explanation of Terms

All applications from UK HE institutions for development funding from JISC should be costed on the basis of full economic costs (fEC). fEC is the total cost of a project.

Projects should be costed using the TRAC Research indirect and estates charge-out rates, and TRAC fEC methods for Research. However, this does not affect their classification as Research or Other/Other Services Tendered for reporting in annual TRAC, HESA, the financial statements or with regard to Customs and Excise (VAT) treatment.

If a project is not classified as Research under annual TRAC the Research charge-out rates should still be used. However, there is no need to amend the denominator or the numerator of the charge-out rate calculations to try to incorporate these projects.

Academic-related staff who lead or work directly on a project should be classified as 'researchers' when costing the project and should be allocated indirect/estates costs. They should be included in the annual TRAC time allocation collection exercises when those are carried out, and their time on projects should be included in the denominator of the indirect and estates charge-out rate calculations when they are next calculated.

Further guidance on fEC for JISC-funded research and development projects can be found at: <http://www.jisc.ac.uk/fundingopportunities/bidguide/fulleconomiccosting.aspx>.

Cost Headings

Directly Incurred

These are costs that are explicitly identifiable as part of the project, are charged at cash value actually spent and can be supported by an audit record. They include:

Staff – payroll costs requested for staff, full- or part-time, who will work on the project and whose time can be supported by a full audit trail during the life of the project.

Directly incurred staff should be completing timesheets if they are not 100% chargeable to the project.

Unless a member of staff will be spending 100% of their time on a project, all estimates of time on a project should be made in numbers of hours or days, for each year of the project. This should then be converted to a FTE for use in calculating the indirect and estate costs charges.

Where a post graduate research (PGR) student is carrying out some of the work on a project, the fEC associated with that student should be included on the project application.

This will include:

- Stipends/maintenance costs
- The principal investigator's (PI) supervision/training time
- Indirect and estates costs on the PI time
- Indirect and estates cost on the PGR FTE (weighted by 0.2 for indirect costs, and 0.5 or 0.8 for estates).

Tuitions fees should not be included in the fEC.

Travel and Expenses – funds for travel and subsistence for use by staff who work on the project where these are required by the nature of the work. This should include attendance at programme meetings (two per year) and other relevant meetings dependent upon the project/programme.

Equipment – the cost of individual items of hardware or software dedicated to the project, including VAT, e.g. a computer for a newly recruited member of staff for the project.

Dissemination – the cost of any dissemination activities proposed for the project.

Evaluation – the cost of any formative or summative evaluation activities proposed for the project.

Other Costs – costs of other items dedicated to the project, including consumables, recruitment and advertising costs for staff directly employed on the project.

Directly Allocated

These are the costs of resources used by a project, which are shared by other activities. They are charged to projects on the basis of estimates rather than actual costs and do not represent actual costs on a project-by-project basis. They include:

Staff – proposals will need to show the costs of any principal investigators/project directors and any co-investigators/co-directors if their time charged to the project is based on estimates rather than actual costs. This may also include the costs of technical and clerical staff, and if a project is buying a small amount of one or more of a person's time.

Estates – these costs may include building and premises costs, basic services and utilities, and any equipment maintenance or operational costs not already included under other cost headings.

Institutions should use the non-laboratory estates rate if desk-based work (not requiring specialist computing facilities) is done by staff in laboratory departments.

Work carried out by academic-related staff such as librarians or IT managers would normally be categorised as non-laboratory but this would depend on the type of project.

Other Directly Allocated – these costs may include, for example, access to institutional research facilities such as equipment and IT systems.

Indirect Costs

These include non-specific costs charged across all projects based on estimates that are not otherwise included as Directly Allocated costs. They include the costs of administration, such as personnel, finance, library and some departmental services.

NB: The budget section of the proposal should clarify the FTEs used to calculate the indirect and estates charges, and indicate which staff have been included.

Indexation

Costings for subsequent years should factor in inflationary increases for salaries and other costs. All costings should be inclusive of any VAT applicable.

Project Partners

Funding for project partners, e.g. staff time, should be clearly identified in the proposal under the relevant heading. Resources to be provided by project partners, whether cash or in-kind contributions, should also be clearly identified in the proposal.

Justification of Costs

All costs associated with the project must be fully justified.

Virement

Directly Incurred Costs can be vired within the overall Directly Incurred budget heading, however, Directly Allocated and Indirect Costs cannot (they do not vary from the estimates made on project application).