**Breast Cancer Campaign**

**Main Financial Terms and Conditions for Research Awards**

**Allowable Costs**

**AmendmEnts & forms**

**Eligible direct costs**

|  |  |  |
| --- | --- | --- |
| * salaries
* PhD stipend and fees (PhD studentship grant only)
* Essential small pieces of equipment (including PCs)
* access charges for shared equipment
* authentication / validation of cell lines
 | * laboratory materials and consumables
* microarray or sequencing costs
* animal costs
* travel related to research proposal e.g. participant expenses
* software licenses
* pathology service costs
* statistician advice/consultancy costs
 |  |

**All eligible costs claimed should be vouchable, directly attributable to the project and incurred within the approved budget and project period.**

Travel to conferences – To qualify for the conference travel award available to Project Grants and PhD studentships, the grant holder/researcher must present work funded by Campaign (oral/poster presentation) and costs must have been included in the award application. Campaign will provide up to £1000 for the costs of travel, registration and accommodation for one international conference and £300 per year for national conferences. PhD students may also use the award for travel for training purposes in new techniques.

 **Ineligible direct costs** – costs relating to the following cannot be claimed under Campaign projects:

|  |  |
| --- | --- |
| * recruitment
 | * animal licence costs
 |
| * large equipment (unless in exceptional circumstances approved within Project Grant application)
* overhead, including infrastructure costs/use of facilities, utilities, General postage & stationary
* Central admin/technician salaries
* salary costs for tenured contracts
 | * equipment maintenance
* non-project related expenditure
* publication or printing costs
* purchase of books
* training courses
* General office expenses e.g. photocopying, printing, postage etc with possible exception is case of epidemiological/

questionnaire based studies if approved in application |

**Note: Refer to specific call documents for further detail of eligible and ineligible costs.**

**extensions:**

* Up to 3 months with or without costs

may be considered if requested at least 3 months before current project end; grant extension request form to be obtained from and submitted to grants\_admin@breastcancercampaign.org

* Extensions of up to 12 months may be considered in exceptional circumstances – requires full application form at least 6 months before the current project end date;
* Project underspend at the project end date may be used to fund up to 3 months further research time, if approved by Campaign at least 2 months in advance of current end date.

**GRANT IN ABEYANCE**

Campaign approval is required to put a project in a period of abeyance (up to 12 months) if:

* + a period of maternity leave is taken by the researcher (noting that as Campaign does not employ the researcher, the charity is not responsible for covering any cost incurred for maternity leave);
	+ a researcher leaves and the position is not immediately filled.

**NOTIFICATIONS TO CAMPAIGN:**

Campaign requires to be given in writing the names, qualifications, career plans and tenure of all individuals working on the project.

Campaign must receive advance written notification of personnel changes accompanied by additional approvals for the following changes:

* PI (approval in writing by researcher and any co-applicants);
* PhD supervision (approval) by the new supervisor, the second supervisor and the student);

Campaign must also approve any other changes to be made to the project.



**Financial reporting will be in the following form:**

1. Quarterly invoice in arrears based on expenditure incurred
2. An Expenditure breakdown form must accompany every research invoice raised.

If invoice includes expenditure relating to Conference Travel award, above must also be accompanied by a completed Conference Travel Expenditure form

Payments of invoices will not begin until a signed start date form has been received.

**Financial Reporting**