APPENDIX 1: NHS RESEARCH COSTS FORM

Costing Considerations for Research where the University will act as Sponsor:

**Staffing Costs**

- Does the study take place on NHS premises?
- Are any NHS staff involved in the research, i.e.; any ward or clinic staff expected to distribute study information or assist with participant identification or carry out any study related procedures?
- Do any staff need to be employed specifically to do the research?

**Treatment Costs**

You should seek advice about treatment costs from NHS Trust Finance Office. These may not be funded by the grant – but could prevent the study going ahead if there are significant unplanned additional treatment costs for the NHS.

**Service Support Costs**

You should seek advice about service support from NHS Trust. These include:
- Screening
- Consenting costs
- Patient Safety Costs

**Research Costs**

- Patient refreshments
- Training
- PPI costs (patient involvement)
- Travel / Parking expenses
- Clinical Consumables, blood bottles, syringes etc
- Administrative Consumables, postage, stationery etc
- Payments to participants
- Payments to Primary Care practices for assistance with research, e.g.; database search to identify potential participants (for studies not eligible to receive service support costs)
- Courier costs
- Costs of study procedures, e.g.; X-rays, MRI, ECG etc
- Pharmacy support
- Radiology support
- Laboratory support both NHS labs and external labs (may be in UK or global)
- Any other external providers, e.g.; CTU
- Translation
- Counselling

**Study in GP surgeries**

Where study is being planned to be conducted in GP surgeries, then the relevant CCG should be contacted.

*For multi-site studies some or all of these costs may apply at other sites.*
**Associated Study Costs (Sponsor responsibilities)**

- Regulatory fees
- Archiving
- Monitoring and audit – Is there enough money for the study duration?
- Insurance – additional premium may be due depending on the type of study and risk. Please refer to the Insurance SOP Reference S-1017 UoL

YOU MUST SEEK APPROVAL FOR NHS COSTS FROM RELEVANT R&D OFFICE AT THE NHS TRUST BEFORE GRANT SUBMISSION

**NHS Trust R&D Contact Details:**

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For **other NHS Trusts**: [R&D Forum website](#)