

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, ie; 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, eg; database search to identify potential participants (for studies not eligible to receive service support costs)
- Courier costs
- Costs of study procedures, eg; 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, eg; 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:

For **UHL:** Martin Maynes, UHL R&D Finance Lead on 0116 2588242, or via email at martin.maynes@uhl-tr.nhs.uk

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