

18. Costing research

18.1 Background

The guiding principles in the Higher Education Sector and NHS (through the UK policy framework for health and social care research, 2017¹) is that through accountability and transparency all research undertaken in the public sector must be seen to offer the taxpayer value for money. Therefore, all research, whether funded through Barts Health or Queen Mary using internal resources or externally funded (for example, Research Council, DH, charity, industry), must be fully costed.

The costing of research projects is a multi-disciplinary task. It will be led by the Joint Research Management Office (JRMO)'s Costing and Contracting Team, working in conjunction with the principal investigator, relevant Barts Health and Queen Mary service departments (e.g. IT, Clinical Pathology, Pharmacy, Imaging, Animal House etc), Barts Health and Queen Mary Finance Departments. All costing with the exception of Barts Health commercially sponsored clinical trials that are required to use the National Costing Template Portal, will be costed using the Worktribe Research Management System.

18.2 Policy

Both Barts Health and Queen Mary will undertake to establish the Full Economic Cost (FEC) of all projects, including PhD Doctoral Training Partnerships and Queen Mary consultancy, regardless of its source of funding, including all direct costs and an apportionment of corporate overheads and other relevant support services, estates and indirect costs as appropriate in line with the relevant Queen Mary and Barts Health overhead policies. The JRMO will apply national costing values where these have been agreed with specific funding bodies.

The JRMO will assign a Worktribe unique record to each project, review the costing request, any protocol or specification and liaise with the principal investigator, service departments and collaborating institutions, as appropriate, to calculate the direct and indirect costs of the project.

The JRMO will define and document the full cost for the project, ensuring that in all cases the costs of all participating organisations are fully assessed and included in the final FEC costing.

The final costing will require approval from the JRMO, clinical department, Institute, Division or School as appropriate prior to submission to funding organisation.

The final application, study protocol or project specification and all supporting documentation must be provided to the JRMO by the Principal Investigator or a nominee and uploaded onto the Worktribe system. At this point, the Principle Investigator must declare any conflicts of interest that might affect the process of establishing a full and fair economic cost for the activity.

¹ UK policy framework for health and social care research at: <https://www.hra.nhs.uk/planning-and-improving-research/policies-standards-legislation/uk-policy-framework-health-social-care-research/>

The full cost of the project and its method of calculation must be treated as confidential. The costing of such projects must, in all cases, including expressions of interest, outline applications or first stage applications, be undertaken by the JRMO and the methods used to determine full cost can only be relayed to funders with the agreement of the office.

This policy applies to both Barts Health and Queen Mary.