

## **Developing your William Leech Research Foundation application budget – answers to frequently asked questions**

1. All applications involving **costs for researcher or other staff time** require the applicant to give the name of an organisation that would be responsible for making these payments, including ensuring any tax/national insurance/pension obligations or wider employment expenses and requirements are met.
  - i. Applicants should ensure that the stated organisation has agreed in principle that they will take on this responsibility, and that they have been involved in agreeing the costs that are included by the applicant within the project budget, to ensure that all relevant costs have been included at the point of application. In principle, any anticipated direct employment costs are eligible for inclusion within applications, including tax, national insurance and pension costs, as well as any direct costs associated with any reasonable adjustments required in relation to disabilities.
  - ii. The Management Committee also recognises the responsibilities involved for the organisation involved in handling project funds and employment, so may consider budgets that include a management fee or similar in recognition of this role, where this is shown to be good value for money in managing the research. Such budgets will only be considered providing any such proposed management fee does not exceed 10% of the employee's gross staff costs (in this instance excluding any employer's national insurance and employer pension contributions, but including employee national insurance, tax and pension contributions). Any such contribution would normally need to also include:
    - the provision of any office space for the researcher if required (normally on a 'hot desk' basis) and general IT resources (where required).
    - for academic organisations, access to the IT resources generally available to employees of that organisation.
2. **Wider research costs:** Applicants should consider all of the costs that may be needed to successfully carry out the proposed research, to include within the project budget. Any specialist research equipment or costs directly linked to the project proposal can be included separately as items in the budget.
3. **Dissemination:** Applicants should particularly consider any costs required to ensure that research findings can be appropriately shared with both academic and wider groups, including those involved in churches and Christian social action across the region. Project budgets may include associated costs, including for related events, publication of research reports/summaries for particular groups, resources, etc.