**­Wellcome Trust**

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

**AmendmEnts & notifications**

**Allowable Costs**

**GRANT START DATE**

* Start date can be deferred by up to 12 months without affecting grant duration - [grant start date form](http://www.wellcome.ac.uk/Managing-a-grant/Starting-a-grant/WTD038035.htm)

**Budget reallocation**

Transfer between budget headings depends on Cost Category. Budget lines awarded under Ring-fenced Costs heading are non-transferable e.g. Salary costs. Budget lines awarded under Transferable Costs heading e.g. materials, travel etc. can be transferred within this Cost type between headings awarded. See award letter.

**ADDITIONAL COSTS:**

* Supplementary funding may be considered to cover maternity / paternity / sick leave (less recoverable statutory pay), or in other [exceptional circumstances](http://www.wellcome.ac.uk/Managing-a-grant/Finance-and-employment/WTD004160.htm).

**No-cost extension (NCE):**

* The Trust may consider time only extensions of

up to 12 months (Request in writing at least 1 month before the end date will also require

scientific justification for extension requests of 6 months

 or more).

 **For all NCEs, state the proposed revised end date and provide a statement confirming that grant balances are sufficient for extension period, having first clarified with**

**Research Accounts Office.**

**Other grant amendment notifications**

The Trust should be notified if any changes occur in:

* the Principle Applicant;
* scope of the project;
* third party funding applied
* Written permission from the Trust must be obtained to use equipment funded by the Grant for any purpose other than project research.
* actual or potential conflicts of interest arising.
* any significant increase to the number of animals originally funded by the Grant

**Eligible direct costs**

|  |  |
| --- | --- |
| * salaries / studentships if funding scheme permits (aligned to Trust’s stipend scale)
* animal costs
* equipment purchase, maintenance and access
* computing costs
* consultancy fees
* recruitment costs
 | * materials and consumables
* publication costs with the exception of open access publication costs which are funded separately (see Trust’s policy on open access publishing)
* travel & subsistence (limits apply to funding available)
* fieldwork costs
* expenses incurred by subjects/volunteers involved in research project
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**All eligible costs claimed should be vouchable, directly attributable to the project and incurred within the approved budget and project period.**

 **Ineligible direct costs**

|  |  |
| --- | --- |
| * non-project related expenditure
 | * estate / building costs
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| * Indirect support costs (personnel, finance, library etc.)
* redundancy costs
* waste disposal fees (exceptional arrangements apply to the funding of animal-related research)
 | * radiation protection costs
* ethics reviews
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**Note: Refer to specific call documents for further eligible and ineligible costs.**

* + **Organisation Spend Reports** quarterly or as stipulated in the award letter;
	+ [**End of Grant Spend Report**](http://www.wellcome.ac.uk/Managing-a-grant/End-of-a-grant/wtx022110.htm) within 3 months after the end of the grant period;

**Note:** Failure to submit these financial reports or comply with Trust terms and conditions may result in non-payment of grants and/or financial sanctions.

**Retention:** The Trust will normally retain 10% of the budget until the End of Grant reports have been returned and the research publications detailed in the report comply with the Trust’s open access policy.



**Financial Reporting**