

Costing projects in Worktribe

Costings on all Queen Mary University of London (QMUL) research are now created in Worktribe.

Only those involved in your project will have access to your project page, including your research managers, investigators, and the JRMO's Pre-Award team. Research leads can request access for additional users, for example, peer reviewers, PDRA, etc from the JRMO Pre-Award team

Key principles

The approval process is now online - via Worktribe.

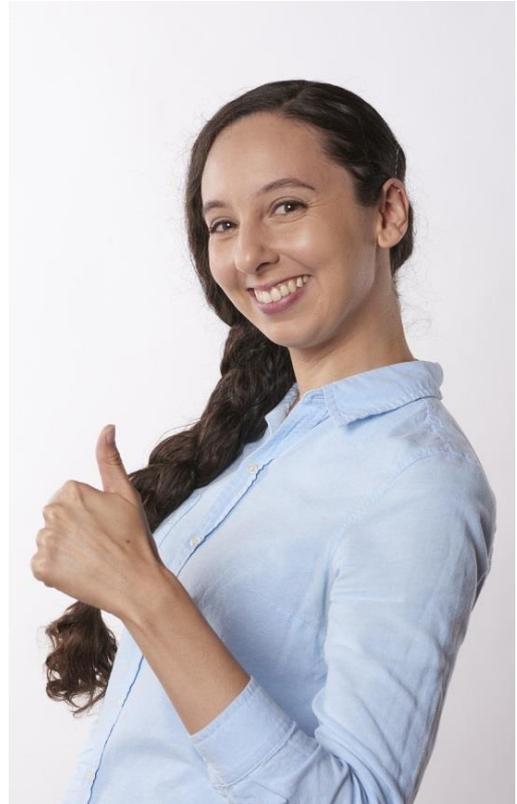
All submitted projects must be approved within the relevant QMUL Department or Institute. Progress of approvals can be monitored in a Comments section on the project page.

On projects led by QMUL, the research lead must spend a minimum of 5 hours per week on the project. In exceptional cases this can be reduced but approval is required by the Vice Principal or Head of Institute.

For every unnamed post in a budget, recruitment costs of £1500 will be added to that budget, where funder rules allow.

It is important to cover the full cost of all study activities for the Sponsor (in other words, direct staff costs, direct non-staff costs, service costs and facilities costs. For more information see the [Full Economic Costing \(FEC\) FAQ on the Research Council UK website](#).

At the bottom of your costing page you will find the line 'contribution to overheads' which shows the overheads generated by the costing (in other words indirect costs, laboratory infrastructure and estates). For a costing to be approved there is a minimum 45% recovery threshold that needs to be met in accordance with the Queen Mary Senior Executive (QME) guidelines.



If the recovery rate is lower than the 45% threshold you will need senior level approval; that is, Head of Institute Approval for the Medical School and Vice Principle level in other Departments.

Note that some funders and funding schemes have specific rules concerning overhead recovery which may not always meet the 45% threshold. This will be taken into account when approving the costing by the JRMO. For further information on overhead guidance rates see [Appendix A](#).

For non-commercial costings allow:

- 7 working days for your request for a costing quote to be processed by the costing officers; and
- 3 working days before a deadline for an authorised sign off.

For commercial projects the JRMO should be informed as soon as the proposal is ready for discussion with a sponsor. The office will lead on the provision of costing, price negotiations and contractual matters. For further explanations on commercially funded projects, and other issues such as protecting intellectual property rights, please refer to [Appendix B](#).

The JRMO will not authorise any application for external grants or commercial contracts that it has not costed.

Your costing

There are eight stages to working within Worktribe.

[Video training guides for all these stages are available by clicking here and logging into the QM Plus training system.](#)

1. Access to Worktribe Costings

In order to use Worktribe away from QMUL you will need to access the QMUL Virtual Desktop Infrastructure (VDI). To obtain VDI, email the IT Service Desk at servicedesk@qmul.ac.uk or telephone 020 7882 8888. Please note this service is only available to those with QMUL login access.

In order to find your project costings search by the six digit Worktribe project number you were given by the JRMO.



2. Budget Review

You can request any changes to your budget using either the 'Comments' tab in Worktribe or by emailing research.preaward@bartshealth.nhs.uk

Any supporting documents such as a Proposal or Support letters should be uploaded and stored in the 'Documents' tab on your Worktribe project page.

If your proposal is being peer reviewed within your School or Institute, the JRMO officer will need to be provided with the name of the person who is doing the review in order to give them viewing rights. The JRMO officer will provide the peer reviewer access to your project page who will be invited to leave a comment in the section entitled Peer Review.

Please note, comments cannot be removed or deleted once they are entered.

3. Budget Page Explanation

There are 5 columns on your Budget page:

- The description of the costed item to the left
- 'Cost to HEI' which is an [estimated Full Economic Cost \(FEC\)](#) including QMUL indexation policy
- 'Cost to Funder' which is a total value being applied for within a Funder regulations
- 'Price to Funder' that is an estimated value to be awarded
- 'Surplus/Deficit' shows the Price to Funder less the cost to HEI

The two most important columns are 'Cost to Funder' and 'Price to Funder':

4. Budget Summary Export

If you require a hard copy of the budget of your project for any reason you can export a financial report at any time.

To do this open the 'Budget' tab at the top, and click on 'Actions' to the right of the page, the drop down menu will give you the option to 'Export'. This will open a new window which will allow you to chose the appropriate submission report. Most options will provide the budget details in Excel format.

For EU proposals the 'Horizon 2020' option should be used. The 'Generic Submission Report' will give a yearly breakdown with National Insurance and other detailed information.

5. Budget versions

If you wish to explore your budget options to allow for changes to income streams, open the 'Budget' tab at the top, and click on 'Actions' to the right of the page, the drop down menu will show the 'Budget Version' button.

This allows you to view and explore the various stages and different budget versions. Each time you adjust the budget it becomes a different version. The last version when you submit the application will be the only version sent.

Please note that a Submitted Budget is the budget sent at the time of submission to the funding body. The Active Budget will be the budget that has been agreed with the funding body and is your 'live' budget. You will need to make this version active otherwise it only remains a budget version. Once active it will be displayed when you are logged into your project page.

6. Involving several departments

A project can include costs from various QMUL departments.

The upper row of tabs allows costs of such budgets to be viewed as a whole, the tab labelled 'All' which contains the entire financial information, or you can create a tab for each department to view the other partial budgets for each school or institute individually.

The budget summary can be exported as a whole or as partial budgets depending on which tab has been chosen as an active tab (see Budget Exports).



7. Document upload

All the files and documents related to the project can be stored on your project page.

To store a document select the 'Documents' tab, then the 'Add Document' tab, choose the file you want to upload and create a name for it. Select the relevant tag for the document you are uploading from the dropdown list and click on the 'Update' button.

8. Communicating through Worktribe Comments

The 'Comments' tab in Worktribe allows you to leave comments, track all the changes made on the project page and to monitor progress of approvals.

The 'Add Comment' button provides a drop down menu of people to whom you are writing, select their names then write your comment and click on the 'Submit' button. All of the selected people will receive an email informing them that you have left a comment.

Please note that, once submitted, comments cannot be deleted.

[Video training guides for all these stages are available by clicking here and logging into the QM Plus training system.](#)

JRMO

Revised September 2018



Appendix A

Overhead rates

Funder Category	Rate	Comment
FEC bearing awards (RCUK, NIHR)	45% of DI Staff	The overhead percentage, 39% is below the accepted college threshold for a research council application.
Commercial, Service	120% of DI Staff or Full FEC	The overhead percentage, 00% is below the accepted college threshold for a commercial service agreement .
Investigator initiated contracts	50% of DI Staff	The overhead percentage, 00% is below the accepted college threshold for an investigator initiated contract.
Collaborative	50% of DI Staff	The overhead percentage, 00% is below the accepted college threshold for a collaborative contract.
Special Request - eg - Studentships		Please contact the JRMO costing officer for further information

Authorising Officers should request justification from the PI and This along with the authorisation should be sent to the JRMO.

Appendix B

Commercial costings: Types of Research and Development Contracts

Material Transfer Agreements

Seldom used in practice, but cover the donation of reagents or other materials for use in research studies. Their primary use is in a situation where a researching organization (like the Trust or Medical School) cannot find suitable materials to complete their research and ask companies to provide free stocks, for use solely on the project. Companies seldom give anything for nothing and will often want the results of the project passed to them or they will reserve Intellectual Property Rights on any developments. In effect they get a lot of work out of the Trust or College for very small capital investment.

Donations

Donations are normally given to Trusts and College's for specific purposes and can be used as directed by the donor. Large sums can be made available for investment, the interest on which pays for a range of research activities. These funds are normally managed by the Special Trustees who have the ability to accrue interest on base capital and either add it to investment funds or distribute the interest to researchers in the form of project grants. Other donations of equipment, drugs and so on can be given for specific research projects, but like MTA's companies giving these donations seldom provide something for no return.

Sponsored posts

Are normally fairly broadly based arrangements funded by a variety of sponsors. They normally involve a program of work set out in a project specification drawn up by the Principal Investigator. Normally these projects are not fully funded by the sponsor. They do provide valuable resources in terms of full time researchers who can contribute significantly to a department's research program.

Government grants

The government fund a comprehensive range of research programs either directly from the various departments' funds or through the Research Councils. These grants are awarded by letters of grant, which should be really viewed as contractual arrangements. They come with a lot of procedural and regulatory baggage and the rules differ widely between funding bodies. No negotiations are permitted on the terms and conditions of grant.

Major charity grants

These are very similar to Research Council grants. Major sponsors are The Wellcome Foundation, British Heart Foundation, Institute for Cancer Research, etc. Each charity again has its own specific rules and historically has been reasonably relaxed as to the use to which funds are put. Lately, however, there have been significant changes to the law relating to

the governance of charitable organisations and they now have much stricter rules in place to control projects that they fund.

Research contracts

Mainly relate to work commissioned by industrial or commercial research sponsors. Research protocols are produced by the sponsors who then approach the Trust or the College to carry out the work. They are obliged to pay the 'Full Cost' of the work. In return they will expect a quality product with all the results with ownership of any Intellectual Property rights arising from the project vesting in the company. Many of these contracts are for Clinical trials of drugs or medical devices. These projects are strictly controlled by various regulatory and advisory bodies, so contracting can be extremely complex and a something of a minefield for the research administrator.

What we will look for when negotiating contracts

The starting point is always to consider carefully the principal contracting objectives. On key issues one has to be firm, but we can afford to be flexible as long as the sponsor is 'reasonable' in its approach.

Contracts must be between the Organization and the Sponsor

Historically many commercial contracts were signed off by individual members of staff. This prevented the relevant organization from vetting contracts although it was legally bound (vicariously) to them. It also opened the Investigator to potential civil actions for breach of contract. Investigators are subject to disciplinary action if they sign off contracts without an ultimate authorising signatory.

One Contract for all services

Including direct costs and service support costs; for example Pathology, Imaging, Pharmacy. Historically companies would often conclude contracts with each of the services individually, often with conflicting terms and conditions. This is no longer the case, whereby now every aspect of the contract is negotiated between the Research & Development Office and the sponsor.

All contracts conform to Legal, Ethical and Regulatory requirements

No project that involves our patients, the use of their personal details, their blood or tissue samples etc can proceed without Ethics Committee approval. The Ethics committee's primary role is to protect the interests of our patients. They are independent of the Trust and College and conform to nationally agreed guidelines.

Contracts will not be signed until suitable financial arrangements are in place

- That all the direct staff and non-staff costs are included

- That indirect costs are included: pharmacy, imaging, pathology etc
- That reasonable payment terms are negotiated i.e. payment includes a reasonable non-returnable advance
- Phased payments are included.
- VAT is included for commercial research.
- Late payment penalties are considered.

Contracts should include the following key sections:

- Project details: Title, definitions, key personnel.
- Reference to pertinent legislation and guidelines
- References to key support documents in appendices.
- Indemnities (Negligence, Breach of contract, Statutory duties, Product liability)
- Confidentiality section
- Publication Clause
- Intellectual Property ownership
- Financial schedule
- Term and termination clauses
- Signatory page