

Appendix 4

Eligible and Ineligible Costs

UK-Thailand HEI Partnership Research Grant: Pre-Service English Language Teacher Education in Thailand

ELIGIBLE COST

Please note that the following costs are eligible for funding:

- Travel: Travel fares (economy class) and subsistence costs to the UK/Thailand. This includes visa fees, vaccinations, quarantine costs, and medical insurance to the UK and Thailand.
- Local travel in the UK and overseas (public transport to and from the airport and for meetings/visits is encouraged where possible).
- Reasonable accommodation and subsistence costs for staff for visits to their partner organisation in the UK or overseas following the British Council travel rate.
- Reasonable hospitality costs (not self-entertaining costs).
- Reasonable production costs (e.g., for the development of materials).
- The cost of staff time for full-time personnel working directly on the project, plus the costs of temporary personnel and other temporary staff recruited to work solely on the project.
- External Consultancy fee (when procure externally and up to 30% of the total project costs).

- Translation/interpretation costs (where procured externally)
- Essential equipment for use on the project including consumables, specialist software licenses essential to the collaboration, access fees to facilities or library services. Equipment must be essential to delivery of the project and cannot be expected to be provided by institutions.
- Cost of meetings, training events, workshops, public engagement events and seminars integral to the proposal. Translation and interpreter fees.
- Publication costs directly related to the collaboration - this includes web page development by external providers, if appropriate.
- Online platform and relevant costs for digital delivery can be included.
- Attendance at conferences or other events in Thailand, UK or virtual event to present outputs and outcomes of the project.
- Monitoring and evaluation costs including final project reporting costs and contracting external reviewer with maximum value not more than 30% of total project value.
- All of the above activities must be directly related to the development and delivery of the agreed project. Partners will be asked to complete expenditure information and provide evidence with receipts to British Council for monitoring and auditing purposes.

INELIGIBLE COST

The following costs are ineligible for funding:

- Full economics costs (FECs). E.g. Institutional overheads including administration fees and other indirect costs
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- Costs relating to activities which have already taken place at the outset of the project
- Purchase or rental of standard office equipment. This includes IT hardware – laptops, personal computers, tablets, smart phones, Mac workstations, computer parts and peripherals, etc.
- Office software and office equipment including desks, chairs, filing cabinets, photocopiers, printers, fax machines.
- Mobile phone costs including rental or purchase, and monthly phone bills.
- Exchange rate costs/loss and other banking related costs.
- IP costs, Patents, copyright, licensing or other IP-related costs.
- Costs relating to the construction, procurement or rental of physical infrastructure, (e.g. office buildings, laboratory facilities). It is expected that rooms and facilities essential for the routine operation of collaboration are provided as an in-kind contribution by the participating institutions. These can be detailed as an in-kind contribution in the budget breakdown.
- Entertainment costs such as: gifts; alcohol; restaurant bills or hospitality costs for personnel not directly participating in the project; excessive restaurant costs; excessive taxi fares.
- No profit or fees to be charged during the period of this grant funding.

travel rate (as of August 2021)

Below are costs that are allowed for travel to/in the **UK**:

- **Meals rates:**
 - ❖ Breakfast (if applicable): £5
 - If travelling before 6.30 am or if breakfast is not provided at the hotel
 - ❖ Lunch (if applicable): £8
 - There is no provision for claiming lunch on day trips
 - ❖ Dinner (if applicable): £30
 - If staying overnight
 - ❖ Please note you will be reimbursed to the amount you have actually spent (receipts must be provided)
- **Accommodation rates guidance by city:**
 - ❖ Edinburgh: £80 – £90
 - ❖ London: max £150
 - ❖ Manchester: £70 – £80
 - ❖ Elsewhere: £60 – £80

Below are costs that are allowed for travel to/in **Thailand**:

- **Meals rates:**
 - ❖ Breakfast (if applicable):
 - Claim based on actual receipt with maximum: THB 300
 - Reimbursable only if it is not included in hotel room rate; or if you check out the hotel before 6.30 am to catch a flight.
 - ❖ Lunch (if applicable):
 - Claim based on actual receipt with maximum: THB 800 (Bangkok)/ THB 400 (elsewhere)
 - ❖ Dinner (if applicable):
 - Claim based on actual receipt with maximum THB 1300 (Bangkok)/ THB600 (elsewhere)
- **Accommodation rates guidance:**
 - ❖ Claim based on actual receipt with maximum THB 4000 (Bangkok)/ THB 2000 (elsewhere)