Annex 2 – Eligible and Ineligible Costs

Eligible costs

The following costs are eligible for funding:

* Travel: Travel (economy class) and subsistence costs to the UK/China, visa fees, vaccinations, quarantine costs (not exceeding GBP800 per person for 14 days), medical insurance, and roaming charges during travel essential to the project, to the UK and China.
* 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 when visiting their partner organisation in the UK or overseas.
* Reasonable hospitality costs (excluding self-entertaining costs).
* Reasonable production costs (such as for the development of materials but excluding time spent by staff in relation thereto).
* Consultancy fee (for external procurement and up to 20% of the total project costs).
* 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 (up to 30% of the total project costs).
* Essential equipment for use in the project including consumables, specialist software licences essential to the collaboration, access fees for facilities or library services. Equipment must be essential to project delivery and beyond the scope of institutional provision.
* 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, including web page development by external providers, if appropriate. Open access publication is encouraged.
* Online platform and relevant costs for digital delivery can be included.
* Attendance at conferences or other events in China, the UK, or virtual events to present the outputs and outcomes of the project.
* Monitoring and evaluation costs.
* All the foregoing activities must be directly related to the development and delivery of the agreed project. Partners will be asked to provide the British Council with information on expenditure, supported by receipts for monitoring and auditing purposes.

Ineligible costs

The following costs are ineligible for funding:

* Full economic costs (FECs).
* Promotional activities solely concerned with the recruitment of overseas students.
* Institutional overheads including administration fees and other indirect costs.
* Costs associated with Master’s and PhD scholarships (including stipends).
* Purchase or rental of standard office equipment (except specialist equipment essential to the research). This includes IT hardware – laptops, personal computers, tablets, smartphones, Mac workstations, computer parts and peripherals, etc. Any standard hardware routinely used by researchers and academics will not be funded.
* Office software and office equipment including desks, chairs, filing cabinets, photocopiers, printers, and fax machines.
* Mobile phone costs including rental or purchase, and monthly phone bills.
* Exchange rate costs/losses and other banking-related costs.
* IP costs, patent, copyright, licensing, or other IP-related costs.
* Costs relating to the construction, procurement, or rental of physical infrastructure (e.g., office buildings, laboratory facilities). Rooms and facilities essential for routine collaboration are provided as an in-kind contribution by 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, and excessive taxi fares.
* No profit or fees must be charged during the period of this grant.