

## **Cure Parkinson's Guidance for Applicants: Grant Budgets, Eligible and Ineligible Costs**

This guidance booklet supports applicants in preparing research budgets for Cure Parkinson's grant applications. All applicants must complete the Cure Parkinson's Research Project Budget Template and ensure that all requested costs are fully justified.

Project budgets may not increase by more than 10% from the estimated total cost provided in Stage 1 Applications. Preclinical projects must not exceed £250k at Stage 2. The final project budget may be lower than the Stage 1 estimation but must not exceed by it by more than 10%.

### **1. General Budget Principles**

Cure Parkinson's funds **directly incurred costs** that are specifically and exclusively attributable to the research project.

We do **not** fund indirect costs or overheads, including:

- General operating expenses of the Host organisation
- Estate and infrastructure costs
- Costs related to existing staff or facilities

All budget lines must include clear justification in section 1.10 of the Stage 2 application form.

### **Inflation**

Applicants should include expected inflation within their budget for the grant lifecycle, with:

- Clear justification and details for the selected inflation rate
- A breakdown in the application budget

### **Currency and Exchange Rates**

- Budgets must be completed in **GBP (£)**.
- For applications in a currency other than GBP the host organisation must provide an exchange rate as published on [www.xe.com](http://www.xe.com) for the date of submission.
- Applicants must provide evidence of the published exchange rate on the named sheet of the budget template.

- If awarded, this fixed exchange rate will apply for the entire grant lifecycle.

**Currency reconciliation of successful projects:**

- When submitting a grant invoice, host organisations must apply the historical exchange rate stated in the submitted budget.
- Cure Parkinson's is not liable for exchange-rate losses.
- Any gains resulting from exchange-rate fluctuations must either:
  - Be used for approved grant activities, or
  - Returned to Cure Parkinson's at grant closure.

**Budget Submission:**

The application budget must be:

- Signed and dated by the Principal Investigator (PI)
- Submitted using the official Cure Parkinson's budget template

**2. Eligible Costs** ✓

Cure Parkinson's funds direct costs including the following categories:

**Staff Costs**

Eligible staff costs include:

- Project-specific research staff salaries
- Employer's National Insurance contributions
- Employer's pension contributions

Salary costs will be reimbursed at actual cost, up to the approved budget amount.

**Requirements for each staff member:**

- Position title
- Name (if in post)
- Full-time equivalent (% FTE) for time on the grant

- Duration of time (in months) on the project per year
- Include National Insurance (NI) and pension costs in salary lines
- Indication if they are an **Early Career Researcher (ECR)** based on the provided definition

**ECR Definition:**

- Postdoctoral researchers or non-PhD careers up to 7 years FTE post-PhD

**Staff roles that may be included:**

- Directly employed research staff completing work on the project
- Principal investigators supervisory time
- Scientific pooled staff - technicians or specialist support staff only if their time is directly attributable to the project

**Staff roles that cannot be included:** ✘

- Staff whose time forms part of pooled, general, or enabling research services e.g. IT, HR services
  - These are typically included within institutional estates or overhead costs
  - Infrastructure technicians providing general operations support

**Research Costs**

Eligible costs include:

- Research consumables and materials
- Drug costs (pharmacy, relabeling, storage, distribution)
- Animal purchase, housing, and procedural costs
- Participant recruitment, reimbursement, and involvement costs
- Medical and study-related procedures
- Trial site costs including, ethics related costs, sample storage and biobanking

- Other costs directly related to the project e.g. travel and dissemination costs, data sharing costs

**Patient and Public Involvement (PPI)**

Costs associated with PPIE are eligible, including:

- Participant compensation for involvement
- Travel for involvement activities
- Meeting costs and access requirements
- Materials required for involvement activities

For more information read the [NIHR payment guidance for involving people in research](#).

**Travel Costs - research dissemination and sharing purposes only**

Travel funding is restricted to within the grant period and as follows:

Eligible Travel	Value
ECR conference travel	£500 (within continent)
	£1,000 (international)
PI travel	<b>Not funded</b> ✘

**Allowable travel costs must be:**

- For the sharing or presenting of project results directly related to the grant
- Developing research collaborations and networks directly related to project work
- Booked with basic/economy class for travel and standard rooms for accommodation
- Evidence of booking invoices must be provided within project invoices for payment

### Dissemination Costs

Costs to support publication and dissemination of research findings are eligible up to **£2,500** within the grant total and can include:

- Open access publication costs
- Conference presentation materials
- Dissemination to community and patient groups

### Contract Research Organisations (CROs)

CRO costs are eligible under the following conditions:

- CRO must be named in the application
- Costs must be fully justified
- If CRO costs exceed 50% of the total project budget, the application must include three competitive quotes

### 3. Ineligible Costs



Cure Parkinson's does **not** fund costs that are indirect and not specifically linked to the project. This means allocated costs shared across multiple projects and includes:

#### Operational expenses and overheads

- Estate costs
- Utilities
- General facility maintenance
- Library services
- IT infrastructure or services
- Administrative support costs
- Apprenticeship levy fees
- NHS treatment costs

**General Equipment and Personal Items**

- Mobile phones
- Laptops or computers for general use
- Office furniture or equipment not required for specific grant activity
- Medical equipment shared across multiple activities e.g. scanners, microscopes

**Internal Institutional Fees**

- Bench fees
- Living expenses
- Tuition fees
- PhD studentships or PhD salary lines

**Travel Not Funded**

- PI travel
- General conference attendance unrelated to project dissemination
- Travel not essential to project delivery

**4. Payment and Reporting**

Cure Parkinson's reimburses actual project expenditure up to the approved budget amount. Reimbursements are issued every six months, in arrears, and must be supported by:

- A scientific progress report
- A detailed financial statement of expenditure submitted in Cure Parkinson's template
- Financial breakdown for the invoice period of incurred costs e.g. payroll or consumable purchases

**Budget Changes During the Grant Cycle**

While Cure Parkinson's does not generally expect requests for additional costs during the grant period, some flexibility between budget lines is permitted:

### **Within Staff Costs**

- Transfers within staff cost categories to existing funded positions (requests for new positions would require a request for change) - permitted without prior approval but must be reported retrospectively via the scientific reporting process and statement of expenditure.

### **Within Non-Staff Costs**

- Transfers within non-staff cost categories to existing budget lines (requests for new budget lines would require a request for change) - permitted on the same retrospective reporting basis as above.

Any permitted changes made to the grant budget must be reflected in an updated statement of expenditure provided at the time of the corresponding report.

### **Staff vs Non-Staff Costs**

- Transfers between staff and non-staff costs - **not permitted** without prior approval through the CP Request for Change process.

### **Cost Extensions**

If a cost extension is requested—typically due to significant project delays or unforeseen additional expenses—applicants must submit a formal cost extension request. All requests are independently reviewed by the CP Research Committee and, depending on their nature, may also undergo external peer review.

### **Changes to Scientific Scope or Aims**

Any request to modify or expand the scientific scope, objectives, or aims of the project requires a request for change or submission of a new grant application through the formal application process.

## **5. International funding**

As an international funder, Cure Parkinson's recognises that eligible costs can vary between countries and funders. Our cost framework is aligned with other UK funders, and all international and commercial applicants must similarly review and comply with the terms outlined in our grant contract to be eligible for funding.

Applicants are encouraged to contact us with any questions or uncertainties regarding eligible or ineligible costs by emailing [research@cureparkinsons.org.uk](mailto:research@cureparkinsons.org.uk).