

How to Use This Cost Log

Please read the below carefully before filling in the cost log and submitting your claim.

- 1) The cost log should be completed by the recipient project lead named on the award letter.
- 2) Each collaborator is assigned a specific tab. Please ensure the correct tab is used when inputting the data.
- 3) In Cell C5 of each collaborator's tab, please fill in the the dates the claim relates to.
- 4) **Part A is for internal use only**, please do not change anything. The 'Grant Value' column reflects the 'Eligible latest cost' per category detailed in the relevant collaborator's budget table in Flexigrant.
- 5) In **Part B - Cost Details**, please provide a full breakdown of your expenditure for this project. You should first select the appropriate cost category from the dropdown menu in each cell in the Type of Cost column, and then insert a description of that cost in the Description column. Examples are given in the Description column to demonstrate the level of detail that is required.
- 6) Only eligible costs that are detailed in the application form and have been awarded can be claimed. Please refer to the guidance document of the specific grant scheme for further information on eligible and ineligible costs.
- 7) Virement between the approved budget for travel, consumables and non-Royce Facilities is permitted without prior approval from Royce. Any virement into or out of Staffing or Subcontractors must be approved via the change request process before the end of the project.
- 8) No virement from/to Royce Facilities, Royce Application Scientists, Indirect Costs and Overheads is allowed.
- 9) Transfers of budgets between collaborators is not possible.

For HEIs

ICP Number (ICPR6XXX)	
Project Title	
Organisation Name	
Dates / period the claim relates to	

Total claim	
£	-

Part A (For Internal Use Only)

Type of Cost	Grant Value	Spend	Variance (£)	Variance (%)
Total Staffing Costs		£ -	£ -	#DIV/0!
Total Consumables Costs		£ -	£ -	#DIV/0!
Total Travel and Subsistence Costs		£ -	£ -	#DIV/0!
Total Indirect Costs		£ -	£ -	#DIV/0!
Total Royce Application Scientist Costs		£ -	£ -	#DIV/0!
Total Royce Facilities Costs		£ -	£ -	#DIV/0!
Total Non-Royce Facilities Costs		£ -	£ -	#DIV/0!
Total Subcontractor Costs		£ -	£ -	#DIV/0!
TOTAL	£ -	£ -	£ -	

Part B - Costs Details

Royce Facilities Only		100% Royce	
Location of Facilities	Description	Total cost	Comments
<i>Royce Manchester</i>	<i>Insert description of facilities/equipment used e.g. X-ray photoelectron spectroscopy</i>		£ -
			£ -
			£ -
			£ -
			£ -
			£ -
			£ -
			£ -
			£ -
Total Royce Facilities:		£ -	£ -

[illegible]

If the **total cost** of your claim includes irrecoverable VAT, please detail the amounts included and an explanation of why it can't be recovered from HMRC

Explanation		Amount

For RTOs, Charities and Not-for-Profit Organisations

ICP Number (ICPXXX)	
Project Title	
Organisation Name	
Dates / period the claim relates to	

Total claim	
£	-

Part A (For Internal Use Only)				
Type of Cost	Grant Value	Spend	Variance (£)	Variance (%)
Total Staffing Costs		£ -	£ -	#DIV/0!
Total Overheads Costs		£ -	£ -	#DIV/0!
Total Consumables Costs		£ -	£ -	#DIV/0!
Total Travel and Subsistence Costs		£ -	£ -	#DIV/0!
Total Royce Facilities Costs		£ -	£ -	#DIV/0!
Total Royce Application Scientist Costs		£ -	£ -	#DIV/0!
Total Capital Usage/Equipment Usage Costs		£ -	£ -	#DIV/0!
Total Subcontractor Costs		£ -	£ -	#DIV/0!
TOTAL	£ -	£ -	£ -	

Part B - Costs Details				
Royce Facilities Only Location of Facilities	Description	Total cost	100% Royce	Comments
Royce Manchester	Insert description of facilities/equipment used e.g. X-ray photoelectron spectroscopy		£ -	
			£ -	
			£ -	
			£ -	
			£ -	
			£ -	
			£ -	
			£ -	
			£ -	
Total Royce Facilities:			£ -	

All Other Costs Type of cost	Description	Total cost	100% Royce	Comments
Staffing	Insert description e.g. PI Staff Costs 0.2 FTE for 5 months		£ -	
Staffing	Insert description e.g. PDRA 0.5 FTE for 5 months		£ -	
Overheads	15% of actual staffing costs		£ -	
Consumables	Insert description e.g. Consumables - RS - steel stock		£ -	
Travel and subsistence	Insert description e.g. Travel - mileage for project meetings at Company 1 [dates]		£ -	
Royce Application Scientists	Insert description of Application Scientist usage e.g. 0.4 FTE over 3 months		£ -	
Capital usage/equipment usage	Insert description of usage		£ -	
Subcontractor	Insert description of subcontractor work		£ -	
			£ -	
			£ -	
			£ -	
			£ -	
			£ -	
			£ -	
			£ -	
			£ -	
Total Other Costs:		£ -	£ -	

For Companies

ICP Number (ICPXXX)	
Project Title	
Organisation Name	
Dates / period the claim relates to	
Business Size**	Spinout/Microbusiness/ Small Enterprise
Type of RD&I Project**	Industrial Research

**Mandatory

Royce Contribution %
70%

Total claim
£ -

Part A (For Internal Use Only)					
Type of Cost	Grant Value	Spend	Variance (£)		Variance (%)
Total Staffing Costs		£ -	£ -		#DIV/0!
Total Overheads Costs		£ -	£ -		#DIV/0!
Total Consumables Costs		£ -	£ -		#DIV/0!
Total Travel and Subsistence Costs		£ -	£ -		#DIV/0!
Total Capital Usage/Equipment Usage Costs		£ -	£ -		
Total Subcontractor Costs		£ -	£ -		#DIV/0!
TOTAL	£ -	£ -	£ -		

Part B - Costs Details				
Type of cost	Description	Total cost	% Royce	Comments
Staffing	Insert description e.g. CTO Hours 0.1 FTE for 2 months		£ -	
Staffing	Insert description e.g. Engineer Hours (Technical Lead) - 0.5 FTE for 1 month		£ -	
Staffing	Insert description e.g. Graduate Engineer Hours - 0.6 FTE for 1 month		£ -	
Overheads	15% of actual staffing costs		£ -	
Consumables	Insert description e.g. Swagelok tubing parts, rails and valves		£ -	
Consumables	Insert description e.g. Lab consumables		£ -	
Travel and Subsistence	Insert description e.g. Project meeting 13th Jan Leeds University: Sheffield to Leeds XX mileage		£ -	
Travel and Subsistence	Insert description e.g. Project meeting 13th Jan Leeds University: Return train travel Sheffield to Leeds		£ -	
Travel and Subsistence	Insert description e.g. Project meeting 13th Jan Leeds University: Station parking		£ -	
Capital usage/equipment usage	Insert details of usage		£ -	
Subcontractor	Insert description of subcontractor work		£ -	
			£ -	
			£ -	
			£ -	
			£ -	
			£ -	
			£ -	
Total Other Costs:		£ -	£ -	

If the **total cost** of your claim includes irrecoverable VAT, please detail the amounts included and an explanation of why it can't be recovered from HMRC

Explanation	Amount