

BHF Research Professors' Costing Policy

The award is available to further the Professor's BHF research objectives and may not be used to cover overheads. Virement between budget headings is allowed without prior approval but details and justification for expenditure will be requested in annual reports. Sanctions, including repayment, will be applied for any deliberate misuse of funds.

ITEM	Allowed	Not Allowed
Salaries	Staff employed on fixed term contracts to work specifically on the Professor's research objectives. Short term bridging for staff and PhD students. Basic salary on the appropriate national pay scale and standard on costs or the current BHF stipend rate. BHF must be provided with staff details in advance of appointment. Failure to do so will prevent invoices being reimbursed	Administrative and departmental support staff, PhD programmes, local pay awards, PhD tuition and college fees, apprenticeship levy, redundancy, childcare, eye care, health insurance
Laboratory expenses	Laboratory chemicals and materials, and associated costs for delivery	
Animal research costs	Purchase, transportation, maintenance, home office project and personal licences and training costs	Facility licence costs
Outsourcing	Funds to outsource a specifically defined piece of work on a contracted/fee-for-service basis. BHF approval must be sought in advance if > 50% of the total annual award is required	
Intellectual property costs	Patent filling, maintenance costs, freedom to operate searches	
Equipment	Small items of equipment essential to the Professor's research objectives. BHF approval must be sought in advance for items costing > £50,000, including a letter confirming an	VAT

	institutional contribution of 50% or more. Maintenance and service costs	
Personal computers, laptops and tablets	For staff funded directly on the Research Professorship	Computer accessories (eg drives, cases, chargers, batteries)
Software	Scientific software	Generic office software
Data management and sharing costs	Archiving, repository fees, data storage and data management services	
Access charges for use of equipment and facilities	Where BHF has provided significant funding towards infrastructure and / or core facility support reduced access/charge-out costs should be requested	
Training courses	Reasonable costs related to the Professor's research objectives	Non science specific, general HR, IT, degree awarding programmes
Travel	Advanced economy return fares for staff funded directly on the Research Professorship for travel relating to the Professor's research objectives, up to £10,000 per year. Remote conferencing should be used whenever possible to minimise carbon output. Subsistence (up to £45 per day), hotel accommodation (up to £150 per night), conference registration fees, abstract submission and poster printing	Non essential travel, taxis unless public transport cannot be used, tips, visa/ETA fees, customs fees, travel insurance, car hire, petrol, parking fines, alcoholic beverages, Wi-Fi charges
Fees and memberships to professional organisations	For the Professor	Staff in the Professor's department
Staff recruitment costs		Not allowed
Furniture (eg desks, chairs, lab furniture, telephones)		Not allowed
Stationery		Not allowed
Subscriptions to AI tools (eg Chat GPT, Microsoft Copilot)		Not allowed
Utilities costs (eg electricity, gas, water)		Not allowed
Mobile phones, telephone and internet costs		Not allowed
Insurance (eg travel, IT equipment)		Not allowed
Catering		Not allowed

Staff events (eg Away Days, socials)		Not allowed
Insufficiently evidenced costs (no copy of invoice or receipt)		Not allowed

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