

PEDL Budget Guidelines

General Rules:

- The examples in the budget justification template are for guidance only. Item descriptions and justifications should be specifically tailored to your project and the examples given should be deleted from the final budget version.
- Please ensure you only fill in those categories that are relevant to your project.
- No administrative charges or institutional overheads can be included in the budget.
- All expenditure should be listed in UK Pounds Sterling (£).
- All costs must be broken down (i.e. per day/month, per item). Details can be included in the 'Justification' section, as well as in the budget narrative section of the proposal.
- Budgets should be in the range of £15,000 - £35,000.

Category: Data Acquisition

The items included in this category should relate only to expenditure that is directly linked to the scientific process of data acquisition. Examples of eligible and ineligible items include:

- ✓
 - Data purchase
 - Survey running costs (e.g. materials, communication tools, etc.)
 - Data entry
 - Data analysis tools (e.g. software)
 - Salaries for field staff
- ✗
 - Travel, accommodation and subsistence costs should not be included in this category even if the expenditure is incurred while collecting data. These items should instead be listed under the 'Travel' section.
 - Equipment costs (e.g. phones, laptops, etc) should not be charged to this category.
 - Salaries for PI and Co-PIs and Research Assistants should be listed under the respective Research Stipend and Research Assistant categories.



Category: Travel



This category should contain all items that relate to Travel, accommodation and meals.. These can be linked to different parts of the project and should be split accordingly (e.g. travel to the field location, travel to conferences and workshops, etc.)

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 - Travel (e.g. flights, trains, taxis, car rental, fuel)
 - Meals and accommodation

Category: Research Stipend


This category should include research stipends to be paid directly to the Principal Investigator (PI) and Co-Investigators (Co-PI). The daily rate and number of days to be charged for the research stipend must be supplied for each researcher.




-  • Daily rate for the Principal Investigator's research stipend
-  • Daily rate for the Co-Investigator's research stipend

-  • Fees paid to Research Assistants and support staff
-  • Expenses for the PI and Co-PI (i.e. travel, meals, etc.)

Category: Research Assistance




This category relates to the costs incurred for employing Research Assistants and academic support staff. The daily rate for each Research Assistant and the number of days to be spent on the project must be supplied.



-  • Daily rate for Research Assistants and support staff

-  • The Principal Investigator's research stipend
-  • The Co-Investigator's research stipend
-  • Costs for field staff

Category: Other

This category should contain all project-related costs that do not fit into the other categories.

-  • Equipment (e.g. notebooks, online storage, support software)
-  • Printing and photocopying
-  • Dissemination activities (incl. conference fees)

-  • Indirect costs (overheads, institutional fees etc.)
-  • Contingency costs