FINANCE GUIDELINES



Research Grants

Our research grants cover the directly incurred costs only. These are the actual costs that are directly associated to the conduct of the research The Charity is funding. Below are some examples of costs that may be requested on grant applications, or included in the reconciliation once a grant has been awarded. Please note:

- Spend on the grant must be in-line with the category and yearly budgets outlined in the award letter
- The Charity reserve the right to challenge or reduce any costs upon application or submission of a budget reconciliation.
- The Charity is not responsible for any fluctuations in exchange rate over the course of the programme. The Charity advises that the Lead Institution establishes a corporate exchange rate agreement if conversion to other currencies is required.

Item	Allowed	Not Allowed
Salaries	For staff to work specifically on the funded project.	Principle Investigator salary.
	Basic salary on the appropriate national pay scale , including National Insurance, Superannuation and London Allowance if applicable.	Salary of anyone who has an open- ended post or whose salary is guaranteed or funded by their institution in any other way. Salary of staff providing core services within the institution e.g.:
	The level of salary must be appropriate for the work and institution. Senior posts must be fully justified.	 Clerical or admin staff Secretarial support Librarians General lab support staff
	Salary increases of up to 5% pa.	Salaries for staff who will be receiving >1 FTE.
		Redundancy, child care, bonus, travel allowance, apprenticeship levy, overtime.
		Research Nurses - clinical trial research nurses should be funded through NIHR Clinical Research Network (CRN) Portfolio.
		The Charity does not routinely pay for posts that are less than 0.2 FTE, and full justification would be required in this circumstance.
PhD students	Student stipend and university tuition fees at the home rate allowed for Quest for Cures grants only.	The Charity does not fund PhD students on any grants other than Quest for Cures.

Version 1.5 October 2021

Item	Allowed	Not Allowed
	The Charity expects PhD students	
	to be allocated full-time on the	
	project.	
	Please include breakdown of	
	stipend and fees in the justification section of the	
	application.	
Laboratory expenses	Laboratory consumables required	Indirect costs (See below sections).
Laboratory expenses	specifically for the research	man eet eeste (ees beien eestene).
	project and where fully justified. A	
	full breakdown must be included	
	when invoiced.	
Animal research costs	Purchase, transportation,	Training costs.
	maintenance.	
	Home office licenses (
	Home office licences (or	
	equivalent animal handling licence) capped at £250 per year	
	for named individuals.	
Software	Specialised software specific to	Generic office software.
	the proposed research.	25.10.10 51.100 501 (1741 5.
Travel - Project	Advanced economy return fares	
-	specifically for;	
	 Project meetings 	
	 Completion of the 	
	research project	
	Damaka aamfanan sissa ah aadal	
	Remote conferencing should be	
	used whenever possible.	
	Full justification will need to be	
	given for any travel requests.	
Travel - Conferences	Advanced economy return fares,	Subsistence.
	accommodation (max £75 per	
	night) and registration specifically	
	to attend conferences.	
	Conferences should be attended	
	to disseminate project results.	
	The Cherity will allow a budget of	
	The Charity will allow a budget of up to 1% of the grant award to be	
	allocated towards conference	
	travel.	
	The Charity expects all	
	conference travel to be budgeted	
	in a cost effective manner.	
Overseas personnel exchange	For collaborative grants, The	Subsistence.
	Charity will support short term	
	personnel exchange between	
	institutions where there is a	
	project need e.g. skill exchange. This can include travel and	
	accommodation.	
	documinodation.	
	However full justification will need	
	to be given and proven to be cost	
	effective.	

Version 1.5 October2021

Access charges for use of equipment and facilities	Item	Allowed	Not Allowed
Service Charges Covers charges from an external supplier to deliver a piece of work e.g. sequencing costs.	Access charges for use of	Use of research facilities at the	Access charges for equipment
essential to the project. Charity			
Covers charges Covers charges from an external supplier to deliver a piece of work e.g. sequencing costs.			1 ·
supplier to deliver a piece of work e.g. sequencing costs. Publication costs (Open Access) However. The Charity expects all REF returnable institutions to access open access funds through the process, rather than through the grant. Equipment Equipment Equipment The Charity does not routinely pay for equipment. It is expected that host institutions provide infrastructure and equipment required for research. Any equipment included in applications will need to be fully justified, whereby the equipment is required solely for the project, and is integral to the outcomes. Quotes will need to be submitted alongside the application for any equipment >SS00. Includes; estates, for example building and premises research, technical and administrative staff whose time is shared across several projects administrative staff whose time is shared across several projects. administrative staff whose time is characteristic administrative staff whose time is shared across several projects. Brives Computer accessories Storage costs for large datasets Computer accessories Storage costs for large datasets Includes; Drives Cases Chargers Batteries Personal computer Recruitment Costs Batteries Printure (e.g., desks, chairs, lab furniture, telephones, cabinets) Utilities costs (e.g. electricity, gas, water) Utilities costs (e.g. electricity, gas, water) Utilities costs (e.g. electricity, gas, water) Not allowed.	Service Charges		
Publication costs (Open Access) However, The Charity expects all REF returnable institutions to access open access funds through this process, rather than through the grant. Equipment Equipment The Charity does not routinely pay for equipment. It is expected that host institutions provide infrastructure and equipment required for research. Any equipment included in applications will need to be fully justified, whereby the equipment is required solely for the project, and is integral to the outcomes. Quotes will need to be submitted alongside the application for any equipment \$2.500. Includes: - estates, for example building and premises research, technical and administrative staff whose time is shared across search, technical and administration, such as personnel, finance, library, and room hire Computer accessories Storage costs for large datasets Computer accessories Storage costs for large datasets Furniture (e.g. desks, chairs, lab furniture, telephones, cabinets) Personal computer Recruitment Costs Purniture (e.g. desks, chairs, lab furniture, telephones, cabinets) Utilities costs (e.g. electricity, gas, water) Not allowed.	3.1		
However, The Charity expects all REF returnable institutions to access open access funds through this process, rather than through the grant.			
REF returnable institutions to access open access pen access sunds through this process, rather than through the grant. Equipment Equipment Equipment The Charity does not routinely pay for equipment. It is expected that host institutions provide infrastructure and equipment required for research. Any equipment included in applications will need to be fully justified, whereby the equipment is required solely for the project, and is integral to the outcomes. Quotes will need to be submitted alongside the application for any equipment \$\cdot \cdot \c	Publication costs (Open		Costs for open access publication
Equipment Equipment Equipment The Charity's Open Access Policy. The Charity's Open Access Policy. The Charity does not routinely pay for equipment. It is expected that host institutions provide infrastructure and equipment required for research. Any equipment included in applications will need to be fully justified, whereby the equipment is required solely for the project, and is integral to the outcome. Quotes will need to be submitted alongside the application for any equipment \$2500. The Charity does not routinely pay for equipment. It is expected that host institutions provide infrastructure and equipment is required solely for the project, and is integral to the outcome. Quotes will need to be submitted alongside the application for any equipment \$2500. The Charity's Open Access Policy. The Charity does not routinely pay for equipment. It is expected that host institutions provide infrastructure and equipment is equipment is expected with applications will need to be fully justified, whereby the equipment \$2500. The Charity's Open Access Policy. The Charity does not routinely pay for equipment. It is expected that host institutions provide infrastructure and equipment is equipment in equipment is expected that host institutions provide infrastructure and equipment is equipment applications will need to be fully justified. The Charity does not routinely pay for equipment is equipment in equipment. It is expected that host institutions provide infrastructure and equipment is equipment. It is expected that host institutions will line due infrastructure and equipment is equipment is equipment is equipment. It is expected that host institutions provide infrastructure and equipment is equipment. It is expected that host institutions will line applications will need to be fully justified. The Charity does not requipment is equipment i			
through this process, rather than through the grant. The Charity does not routinely pay for equipment. It is expected that host institutions provide infrastructure and equipment required for research. Any equipment included in applications will need to be fully justified, whereby the equipment is required solely for the project, and is integral to the outcomes. Quotes will need to be submitted alongside the application for any equipment 2,2500. Overhead Costs Overhead Costs Storage costs for large datasets Computer accessories Storage costs for large datasets Storage costs for large datasets Computer accessories Storage costs for large datasets Printer ink Personal computer Personal computer Recruitment Costs Furniture (e.g. desks, chairs, lab furniture, telephones, cabinets) Utilities costs (e.g. electricity, gas, water) Clothing (lab coats, gloves, protective clothing) Standard telephone and internet costs Pees to professional organisations Not allowed.	1.0000,		
### Equipment The Charity does not routinely pay for equipment. It is expected that host institutions provide infrastructure and equipment required for research. Any equipment included in applications will need to be fully justified, whereby the equipment is required solely for the project, and is integral to the outcomes. Quotes will need to be submitted alongside the application for any equipment >£500. Includes: - estates, for example building and premises - research, technical and administrative staff whose time is shared across several projects - administrative staff whose time is shared across several projects - administrative, staff whose time is shared across several projects - administrative, staff whose time is shared across several projects - administrative, staff whose time is shared across several projects - administrative, staff whose time is shared across several projects - administrative, staff whose time is shared across several projects - administrative, staff whose time is shared across several projects - administrative, staff whose time is shared across several projects - administrative, staff whose time is shared across several projects - administrative, staff whose time is shared across several projects - administrative, staff whose time is shared across several projects - administrative, staff whose time is shared across several projects - administrative, staff whose time is shared across several projects - administrative, staff whose time is shared across several projects - administrative staff whose time is shared across several projects - administrative, staff whose time is shared across several projects - administrative staff whose time is shared across several projects - administrative, staff whose time is shared across several projects - administrative, staff whose time is shared across several projects - administrative, staff whose time is shared across several projects - administrati			
The Charity does not routinely pay for equipment. It is expected that host institutions provide infrastructure and equipment required for research. Any equipment included in applications will need to be fully justified, whereby the equipment is required solely for the project, and is integral to the outcomes. Quotes will need to be submitted alongside the application for any equipment >£500. Overhead Costs Includes; - estates, for example building and premises - research, technical and administrative staff whose time is shared across several projects - administration, such as personnel, finance, library, and room hire Computer accessories Storage costs for large datasets Computer accessories Storage costs for large datasets Includes; - Drives - Cases - Chargers - Batteries - Printer ink Not allowed.			
for equipment. It is expected that host institutions provide infrastructure and equipment required for research. Any equipment included in applications will need to be fully justified, whereby the equipment is required solely for the project, and is integral to the outcomes. Quotes will need to be submitted alongside the application for any equipment is required solely for the project, and is integral to the outcomes. Quotes will need to be submitted alongside the application for any equipment >x5500. Includes; - estates, for example building and premises - research, technical and administrative staff whose time is shared across several projects - administrative, such as personnel, finance, library, and room hire Computer accessories Storage costs for large datasets Includes; - Drives - Cases - Chargers - Batteries - Printer ink Personal computer Recruitment Costs - Not allowed.	Equipment	a modgir and grants	The Charity does not routinely pay
host institutions provide infrastructure and equipment required for research. Any equipment included in applications will need to be fully justified, whereby the equipment is required solely for the project, and is integral to the outcomes. Quotes will need to be submitted alongside the application for any equipment >£500. Overhead Costs Includes:			
infrastructure and equipment required for research. Any equipment included in applications will need to be fully justified, whereby the equipment is required solely for the project, and is integral to the outcomes. Quotes will need to be submitted alongside the application for any equipment >£500. Overhead Costs Includes;			
required for research. Any equipment included in applications will need to be fully justified, whereby the equipment is required solely for the project, and is integral to the outcomers. Quotes will need to be submitted alongside the application for any equipment >£500. Overhead Costs Includes;			
Any equipment included in applications will need to be fully justified, whereby the equipment is required solely for the project, and is integral to the outcomes. Quotes will need to be submitted alongside the application for any equipment >£500. Includes: - estates, for example building and premises research, technical and administrative staff whose time is shared across several projects			
applications will need to be fully justified, whereby the equipment is required solely for the project, and is integral to the outcomes. Quotes will need to be submitted alongside the application for any equipment >£500. Overhead Costs Includes:			required for research.
applications will need to be fully justified, whereby the equipment is required solely for the project, and is integral to the outcomes. Quotes will need to be submitted alongside the application for any equipment >£500. Overhead Costs Includes:			Any equipment included in
Justified, whereby the equipment is required solely for the project, and is integral to the outcomes. Quotes will need to be submitted alongside the application for any equipment >£500. Overhead Costs Includes: - estates, for example building and premises - research, technical and administrative staff whose time is shared across several projects - administrative staff whose time is shared across several projects - administrative, such as personnel, finance, library, and room hire - Computer accessories Storage costs for large datasets Includes: - Drives - Cases - Chargers - Batteries - Printer ink Personal computer Recruitment Costs Furniture (e.g. desks, chairs, lab furniture, telephones, cabinets) Utilities costs (e.g. electricity, gas, water) Clothing (lab coats, gloves, protective clothing) Standard telephone and internet costs Fees to professional organisations Not allowed.			
Trequired solely for the project, and is integral to the outcomes. Quotes will need to be submitted alongside the application for any equipment >£500. Includes:			
is integral to the outcomes. Quotes will need to be submitted alongside the application for any equipment >£500. Overhead Costs Includes; - estates, for example building and premises - research, technical and administrative staff whose time is shared across several projects - administration, such as personnel, finance, library, and room hire Computer accessories Storage costs for large datasets Includes; - Drives - Cases - Chargers - Batteries - Printer ink			
will need to be submitted alongside the application for any equipment >x5500. Discludes: - estates, for example building and premises - research, technical and administrative staff whose time is shared across several projects - administrative, such as personnel, finance, library, and room hire Computer accessories Storage costs for large datasets - Drives - Cases - Chargers - Batteries - Printer ink - Not allowed. Personal computer Recruitment Costs - Not allowed. Not allowed. Not allowed. Not allowed. Standard telephone and internet costs - Fees to professional organisations Insurance (e.g. travel, IT equipment) - Stationery - Not allowed. Not allowed Not allowed.			
the application for any equipment x€500. Dincludes; - estates, for example building and premises - research, technical and administrative staff whose time is shared across several projects - administration, such as personnel, finance, library, and room hire Computer accessories Storage costs for large datasets Cases - Chargers - Batteries - Printer ink Personal computer Recruitment Costs Furniture (e.g. desks, chairs, lab furniture, telephones, cabinets) Utilities costs (e.g. electricity, gas, water) Clothing (lab coats, gloves, protective clothing) Standard telephone and internet costs Fees to professional organisations Insurance (e.g. travel, IT equipment) Stationery Training courses Not allowed. Not allowed.			
Overhead Costs Includes: estates, for example building and premises research, technical and administrative staff whose time is shared across several projects administration, such as personnel, finance, library, and room hire Computer accessories Storage costs for large datasets Computer accessories Storage costs for large datasets Drives Cases Cases Chargers Batteries Printer ink Not allowed. Recruitment Costs Not allowed. Furniture (e.g. desks, chairs, lab furniture, telephones, cabinets) Utilities costs (e.g. electricity, gas, water) Clothing (lab coats, gloves, protective clothing) Standard telephone and internet costs Fees to professional organisations Insurance (e.g. travel, IT equipment) Stationery Not allowed. Training courses Not allowed. Training courses Not allowed. Training courses Not allowed. Not allowed. Training courses Not allowed. Training course Not allowed. Training courses Not allowed. Training courses Not allowed. Training courses Not allowed. Training course Training course Training course Training course Trai			
Includes; - estates, for example building and premises - research, technical and administrative staff whose time is shared across several projects - administration, such as personnel, finance, library, and room hire - ro			
- estates, for example building and premises - research, technical and administrative staff whose time is shared across several projects - administration, such as personnel, finance, library, and room hire Computer accessories	Overhead Costs		
and premises - research, technical and administrative staff whose time is shared across several projects - administration, such as personnel, finance, library, and room hire Computer accessories Storage costs for large datasets Includes; - Drives - Cases - Chargers - Batteries - Printer ink Personal computer Not allowed. Recruitment Costs Not allowed. Furniture (e.g. desks, chairs, lab furniture, telephones, cabinets) Utilities costs (e.g. electricity, gas, water) Clothing (lab coats, gloves, protective clothing) Standard telephone and internet costs Fees to professional organisations Insurance (e.g. travel, IT equipment) Stationery Training courses Not allowed. Not allowed.	Overneau Costs		
- research, technical and administrative staff whose time is shared across several projects - administration, such as personnel, finance, library, and room hire Computer accessories Storage costs for large datasets Computer accessories Storage costs for large datasets Includes; - Drives - Cases - Chargers - Batteries - Printer ink Personal computer Recruitment Costs Inotallowed. Not allowed.			
administrative staff whose time is shared across several projects - administration, such as personnel, finance, library, and room hire Computer accessories Storage costs for large datasets Includes; - Drives - Cases - Chargers - Batteries - Printer ink Personal computer Recruitment Costs Not allowed. Furniture (e.g. desks, chairs, lab furniture, telephones, cabinets) Utilities costs (e.g. electricity, gas, water) Clothing (lab coats, gloves, protective clothing) Standard telephone and internet costs Fees to professional organisations Insurance (e.g. travel, IT equipment) Stationery Training courses Not allowed. Not allowed.			•
is shared across several projects administration, such as personnel, finance, library, and room hire Computer accessories Storage costs for large datasets Includes; Drives Cases Chargers Batteries Printer ink Not allowed. Recruitment Costs Furniture (e.g. desks, chairs, lab furniture, telephones, cabinets) Utilities costs (e.g. electricity, gas, water) Clothing (lab coats, gloves, protective clothing) Standard telephone and internet costs Fees to professional organisations Insurance (e.g. travel, IT equipment) Stationery Training courses Not allowed. Not allowed. Not allowed.			
projects			
Computer accessories Storage costs for large datasets Includes; Drives Cases Chargers Batteries Printer ink Personal computer Not allowed. Furniture (e.g. desks, chairs, lab furniture, telephones, cabinets) Utilities costs (e.g. electricity, gas, water) Clothing (lab coats, gloves, protective clothing) Standard telephone and internet costs Fees to professional organisations Insurance (e.g. travel, IT equipment) Stationery Not allowed. Not allowed. Not allowed. Not allowed. Not allowed.			
Computer accessories Storage costs for large datasets Cases Cases Chargers Batteries Personal computer Recruitment Costs Furniture (e.g. desks, chairs, lab furniture, telephones, cabinets) Utilities costs (e.g. electricity, gas, water) Clothing (lab coats, gloves, protective clothing) Standard telephone and internet costs Fees to professional organisations Insurance (e.g. travel, IT equipment) Stationery Not allowed. Personal computer Not allowed.			
Computer accessories Storage costs for large datasets Includes; - Drives - Cases - Chargers - Batteries - Printer ink Personal computer Recruitment Costs Furniture (e.g. desks, chairs, lab furniture, telephones, cabinets) Utilities costs (e.g. electricity, gas, water) Clothing (lab coats, gloves, protective clothing) Standard telephone and internet costs Fees to professional organisations Insurance (e.g. travel, IT equipment) Stationery Not allowed. Training courses Storage costs for large datasets Includes; - Drives - Cases - Chargers - Batteries - Printer ink Not allowed. Not allowed. Not allowed. Insurance (e.g. travel, IT equipment) Stationery Not allowed. Not allowed.			
Storage costs for large datasets			
- Drives - Cases - Chargers - Batteries - Printer ink Personal computer Recruitment Costs Furniture (e.g. desks, chairs, lab furniture, telephones, cabinets) Utilities costs (e.g. electricity, gas, water) Clothing (lab coats, gloves, protective clothing) Standard telephone and internet costs Fees to professional organisations Insurance (e.g. travel, IT equipment) Stationery Not allowed. Training courses - Drives - Cases - Chargers - Batteries - Printer ink Not allowed. Not allowed. Not allowed. - Not allowed.	Oamanatan aaaaaniaa	Characta casta faulares datacata	
- Cases - Chargers - Batteries - Printer ink Personal computer Recruitment Costs Furniture (e.g. desks, chairs, lab furniture, telephones, cabinets) Utilities costs (e.g. electricity, gas, water) Clothing (lab coats, gloves, protective clothing) Standard telephone and internet costs Fees to professional organisations Insurance (e.g. travel, IT equipment) Stationery Not allowed. - Cases - Chargers - Batteries - Printer ink Not allowed. Not allowed. Not allowed. - Not allowed.	Computer accessories	Storage costs for large datasets	
- Chargers - Batteries - Printer ink Personal computer Recruitment Costs Furniture (e.g. desks, chairs, lab furniture, telephones, cabinets) Utilities costs (e.g. electricity, gas, water) Clothing (lab coats, gloves, protective clothing) Standard telephone and internet costs Fees to professional organisations Insurance (e.g. travel, IT equipment) Stationery Training courses - Chargers - Batteries - Printer ink Not allowed. Not allowed. Not allowed. - Not allowed.			
- Batteries - Printer ink Personal computer Recruitment Costs Not allowed. Furniture (e.g. desks, chairs, lab furniture, telephones, cabinets) Utilities costs (e.g. electricity, gas, water) Clothing (lab coats, gloves, protective clothing) Standard telephone and internet costs Fees to professional organisations Insurance (e.g. travel, IT equipment) Stationery Training courses Not allowed. Not allowed. Training courses Not allowed.			
Personal computer Recruitment Costs Not allowed. Furniture (e.g. desks, chairs, lab furniture, telephones, cabinets) Utilities costs (e.g. electricity, gas, water) Clothing (lab coats, gloves, protective clothing) Standard telephone and internet costs Fees to professional organisations Insurance (e.g. travel, IT equipment) Stationery Training courses Not allowed. - Printer ink Not allowed. Not allowed. Not allowed. Not allowed. Not allowed.			1
Personal computer Recruitment Costs Not allowed. Furniture (e.g. desks, chairs, lab furniture, telephones, cabinets) Utilities costs (e.g. electricity, gas, water) Clothing (lab coats, gloves, protective clothing) Standard telephone and internet costs Fees to professional organisations Insurance (e.g. travel, IT equipment) Stationery Training courses Not allowed. Not allowed. Not allowed. Not allowed.			
Recruitment Costs Furniture (e.g. desks, chairs, lab furniture, telephones, cabinets) Utilities costs (e.g. electricity, gas, water) Clothing (lab coats, gloves, protective clothing) Standard telephone and internet costs Fees to professional organisations Insurance (e.g. travel, IT equipment) Stationery Training courses Not allowed. Not allowed. Not allowed. Not allowed.	Parcanal computer		
Furniture (e.g. desks, chairs, lab furniture, telephones, cabinets) Utilities costs (e.g. electricity, gas, water) Clothing (lab coats, gloves, protective clothing) Standard telephone and internet costs Fees to professional organisations Insurance (e.g. travel, IT equipment) Stationery Training courses Not allowed. Not allowed. Not allowed. Not allowed.			
lab furniture, telephones, cabinets) Utilities costs (e.g. electricity, gas, water) Clothing (lab coats, gloves, protective clothing) Standard telephone and internet costs Fees to professional organisations Insurance (e.g. travel, IT equipment) Stationery Training courses Not allowed. Not allowed. Not allowed. Not allowed.	11001 WITHINGTO COOLS		
cabinets) Utilities costs (e.g. electricity, gas, water) Not allowed. Clothing (lab coats, gloves, protective clothing) Not allowed. Standard telephone and internet costs Not allowed. Fees to professional organisations Not allowed. Insurance (e.g. travel, IT equipment) Not allowed. Stationery Not allowed. Training courses Not allowed.			NOT AllOWEU.
Utilities costs (e.g. electricity, gas, water) Clothing (lab coats, gloves, protective clothing) Standard telephone and internet costs Fees to professional organisations Insurance (e.g. travel, IT equipment) Stationery Not allowed. Training courses Not allowed. Not allowed. Not allowed.			
gas, water) Clothing (lab coats, gloves, protective clothing) Standard telephone and internet costs Fees to professional organisations Insurance (e.g. travel, IT equipment) Stationery Not allowed. Training courses Not allowed. Not allowed. Not allowed.			Not allowed
Clothing (lab coats, gloves, protective clothing) Standard telephone and internet costs Fees to professional organisations Insurance (e.g. travel, IT equipment) Stationery Not allowed. Not allowed. Not allowed. Not allowed. Not allowed.			Not allowed.
protective clothing) Standard telephone and internet costs Fees to professional organisations Insurance (e.g. travel, IT equipment) Stationery Not allowed. Training courses Not allowed. Not allowed.			Not allowed
Standard telephone and internet costs Fees to professional organisations Insurance (e.g. travel, IT equipment) Stationery Not allowed. Training courses Not allowed. Not allowed.			Not allowed.
internet costs Fees to professional Not allowed. Insurance (e.g. travel, IT equipment) Stationery Not allowed. Training courses Not allowed.			Not allowed
Fees to professional organisations Insurance (e.g. travel, IT equipment) Stationery Not allowed. Training courses Not allowed.			Not allowed.
organisations Insurance (e.g. travel, IT equipment) Stationery Training courses Not allowed. Not allowed.			Not allowed
Insurance (e.g. travel, IT equipment) Stationery Training courses Not allowed. Not allowed.	-		Not allowed.
equipment) Not allowed. Stationery Not allowed. Training courses Not allowed.			
StationeryNot allowed.Training coursesNot allowed.			Not allowed.
Training courses Not allowed.			
Catering Not allowed.			
	Catering		Not allowed.

Version 1.5 October2021