

COSTING OF TECHNICIANS UNDER FEC

I) Current Position

There are three categories of technicians available to universities: Directly Incurred, Directly Allocated Pool and Directly Allocated Infrastructure.

NOTE: Prior to 1st February 2008, only Directly Incurred technicians (i.e. those technicians dedicated to a research project whether in a full-time or part-time capacity) could be included within costings for external research funding. All other laboratory technicians (i.e. those charged to general funds) were accounted for within the Directly Allocated Estates rate, and therefore these staff (or proportion thereof) could not be separately costed within a project costing because this would have constituted double counting. As of 1st February 2008, the Directly Allocated Estates rate no longer includes the costs of laboratory technicians. Instead, separate rates for Directly Allocated laboratory technicians are used.

II) Technician Categories

Type of technician DI / DA	When included?	Justification required?	Comments
Directly Incurred Technicians: dedicated to the support of a specific project(s).	If the technician is dedicated to the project (either in a full-time or part-time capacity). The PI decides if a technician required and if so, adds specific details to the application.	Yes. Subject to peer review.	Costed to cover <u>actual expenditure</u> (based on pay scales) InfoEd calculates the DI cost of the technician (named or unnamed) based on actual pay scales. Charged directly to project(s) via labour distribution (payroll)
Directly Allocated Pool Technicians: Support more than one research project (incl. research projects, institution-/own funded research and support for postgraduate students (PGRs))	PI decides if technician time required and, if so, estimates the number of hours required.	Yes. Subject to peer review.	Costed as an <u>average rate per hour</u> . The time estimated must exclude any activity either considered as directly incurred or infrastructure. See Appendix A for costing guidance Charged to project via journal
Directly Allocated Infrastructure technicians: provide support to Teaching, Research or Other including Health & Safety, stores, workshops, lab equipment maintenance, lab management, administration, etc	Included in all applications as one of two mandatory rates (Clinical and Non-Clinical) per academic FTE (mirroring the calculation of the estates rate).	No. Not subject to peer review.	Costed as an <u>average rate per FTE</u> (mirroring the Estates rate calculation) See Appendix B for costing guidance Automatically charged to project by recurring journal (mirroring Estates charging mechanism)

Imperial's approach to the costing of Technicians is summarised below:

- 1) **DIRECTLY INCURRED:** Technicians who are dedicated (either full or part time) to supporting specific research projects
- 2) **DIRECTLY ALLOCATED POOL:** Technicians supporting a number of research projects (excluding Directly Incurred or infrastructure support)
- 3) **DIRECTLY ALLOCATED INFRASTRUCTURE:** Technicians supporting infrastructure

III) How to calculate Directly Allocated Technicians

- Pool Technicians

Pool Technicians are similar to Directly Incurred technicians in that they support specific research projects, but they are costed using an **hourly rate**. This category of staff is set up in InfoEd. Instructions on how to include the time of this category of staff is detailed in **Appendix A**.

- Infrastructure Technicians

Infrastructure Technicians are defined as those that provide support including Health & Safety, Stores, Workshops, Laboratory Equipment Maintenance, and Laboratory Management and Administration etc. **Inclusion of the costs of Infrastructure Technicians (£/FTE) is mandatory for all Departments assigned a Laboratory Estates rate (i.e. all Departments except the Business School and Mathematics).**

Infrastructure Technician rates are set as two Institutional Rates (Clinical and Non-Clinical) which are attributed to Departments and Divisions to mirror the laboratory type and must not be overridden, unless the project is to be undertaken off-site.

As the FEC Costing is developed on InfoEd, the Infrastructure Technician costs are automatically calculated as a **Rate per FTE** under Directly Allocated costs. Some Funders require the Infrastructure Costs to be detailed separately (e.g. Research Council Applications). Instructions on how to extract these costs from InfoEd are detailed in **Appendix B**.

NOTE: No Infrastructure Technicians are associated with Non-Laboratory Departments.

IV) Timesheet Provisions

Technical Staff will be required to enter information about technical activity on timesheets if there is a Funder requirement for specific research projects, e.g. European Commission.

More information on Timesheets can be found at:

<http://www.imperial.ac.uk/research-and-innovation/research-office/managing-projects/timesheets/>

V) Exceptions

When applying for a proportion of technician time less than 100% FTE (i.e. Pool Technician), certain funders may not accept an average hourly rate as an acceptable costing basis, e.g. charities, European Commission (CEC). Under these conditions, technicians working <100% on a single project should be priced as Directly Incurred and charged to projects using the College's Labour Distribution module (payroll). If timesheets are also a Funder requirement, these must be regularly reconciled to ensure that the time charged equals the time spent.

VI) Entering Technician costs onto Research Council proposals

Instructions on how to include the costs of Technicians on the Joint Electronic Submission (JeS) system (used by all Research Councils) is detailed in **Appendix C**.

VII) Further Information

More information on costing and pricing can be found at:

<http://www.imperial.ac.uk/research-and-innovation/research-office/costing-and-pricing/>

Appendix A

How to cost a Directly Allocated Pool Technician

(i) Pool Technicians are similar to Directly Incurred technicians in that they support specific research projects, but they are costed using an hourly rate. This category of technician should be costed within InfoEd as follows:

(ii) On the **Budget Items** screen (within **Budget Summary**), click the **Add Staff** button (see Figure below):

Budget Items ? Completed ☐ ?

"Initial" Budget Version

Add Staff **Add Direct Cost** (*) - Supervisor Role Period 1 Period 2 Period 3

Directly Allocated Costs ?							
Open	Name/Item	Category	FTE				Cost
	Allsort, Alan Professor	PI	0.40	12,401	13,331	14,331	£ 40,063
	Imperial_09-Lab Non-Clinical	Estate Charges		17,142	17,844	18,576	£ 53,562
	Imperial_09-Lab Non-Clinical	Infrastructure Technician		1,814	1,889	1,966	£ 5,670
Total				31,357	33,064	34,873	£ 99,295

Directly Incurred Costs ?

(iii) A new pop-up screen is displayed. Click 'P' on the alphabetical picklist of the **Select Existing Staff** section. Scroll down to find 2 options: **Pooled Technician (Grade 1a-3b) All Labs** and **Pooled Technician (Grade 4) All Labs**, then select the appropriate one (see Figure below):

Select Existing Staff **Create New** **Select** **Close**

A B C D E F G H I J K L M N O **P** Q R S T U V W X Y Z

Name:

Pooled Technician (Grade 1a-3b), All Labs	Imperial College
	Infectious Diseases
	Chemical Engineering and Chemical Technology
	Translational Neurosciences
	Infectious Disease Epidemiology
	Surgery and Cancer - Administration
Pooled Technician (Grade 1a-3b), All Labs	Imperial College
Pooled Technician (Grade 4), All Labs	Imperial College




(iv) On the **Budget Items** screen (within **Budget Summary**), **Pooled Technician (Grade 1a-3b) All Labs** or **Pooled Technician (Grade 4) All Labs** will be displayed as a separate budget item.

To add costs, click on the Open icon  adjacent to **Pooled Technician (Grade 1a-3b)** or **(Grade 4) All Labs** (see Figure below):

Budget Items ? Completed ☐ ?

"Initial" Budget Version

Add Staff **Add Direct Cost** (*) - Supervisor Role Period 1 Period 2 Period 3

Directly Allocated Costs ?							
Open	Name/Item	Category	FTE				Cost
	Lai, Cindy Miss	PI	0.00	0	0	0	£ 0
	Pooled Technician (Grade 1a-3b), All Labs	Pooled Technician	0.00	0	0	0	£ 0
	Pooled Technician (Grade 4), All Labs	Pooled Technician	0.00	0	0	0	£ 0
Total				0	0	0	£ 0

(v) The costing details for **Pooled Technician (Grade 1a-3b)** or **Pooled Technician (Grade 4) All Labs** will be displayed (see Figure below).

- The **Salary Model** will default as **Paybands** – do NOT change this
- The **Payband** field will default as **Pooled Technician** – do NOT change this
- The **Estate Type** field will default as **None** – do NOT change this

To cost Pooled Technician time, click on the **Edit** icon  and enter the number of hours **Per Week** (or **Total Hours**) for the project. Click on the **Save** icon (see Figure below).





Budget Detail for Pooled Technician (Grade 1a-3b), All Labs Click to add new staff

Salary Setups ?

Salary Model ?	Fund Heading ?	Personnel Type ?
PayBands	Directly Allocated Costs	Staff

Payband Setup details ? Payband Pooled Technician (Grade 1a-3b)

Time and Effort Levels on Project ? Show Calculation Details ?

Period Start - Period End	FTE	Hours	Cost	Edit	Del
01-Apr-2016 - 31-Mar-2019	1.00	37.50	0		
01-Apr-2016 - 31-Mar-2019			15.00		

Estate Type None Per Week Total Hours

Project Periods

Project Periods	Salary	Hours	Cost
Apr-16 - Mar-17	£ 0.00	0.00	£ 0.00
Apr-17 - Mar-18	0.00	0.00	0.00
Apr-18 - Mar-19	0.00	0.00	0.00
Apr-16 - Mar-19	£ 0.00	0.00	£ 0.00




(vi) The Pool Technician costs will be calculated, and the HEI indexed value will be displayed on the **Budget Items** screen (see Figure below). Pool Technician Costs are inflated using the current College TRAC Payband inflation rate.

Budget Items ? Completed ?

"Initial" Budget Version

Add Staff Add Direct Cost (*) - Supervisor Role Period 1 Period 2 Period 3

Directly Allocated Costs ?

Open	Name/Item	Category	FTE	Cost
	Lai, Cindy Miss	PI	0.00	£ 0
	Pooled Technician (Grade 1a-3b), All Labs	Pooled Technician	1.20	£ 52,219
	Pooled Technician (Grade 4), All Labs	Pooled Technician	1.20	£ 81,462
	Total		42,240	£ 133,681

Appendix B

How to cost a Directly Allocated Infrastructure Technician

(i) Infrastructure Technicians are defined as those that provide support including Health and Safety, Stores, Workshops, Laboratory Equipment Maintenance, and Laboratory Management and Administration etc. The Infrastructure Technician rates are set as two Institutional Rates (Clinical and Non-Clinical) which are attributed to Departments and Divisions to mirror the laboratory type and must not be overridden, unless the project is to be undertaken off-site.

(ii) **Inclusion of the costs of Infrastructure Technicians (£/FTE) is mandatory for all Departments assigned a Laboratory Estates rate (i.e. all Departments except the Business School and Mathematics).**

(iii) As staff costs are added, the Infrastructure Technician rate is calculated automatically on InfoEd. Some funders require these rates to be separated out on an application, e.g. Research Councils.

(iv) As the FEC Costing is developed on a proposal, the Infrastructure Technician cost is automatically calculated as a **Rate per FTE** under Directly Allocated costs as shown on the **Budget Items** screen (within **Budget Summary**).

Setup Questions

Project Summary

Budget Summary

» Budget Items

Price (Recovery)

fEC Summary

RC Summary

Versions

Budget Periods and Setups

Investigator Credit

Keywords

Attachments

Budget Items (?)

Completed ☐ (?)

"Initial" Budget Version

Add Staff

Add Direct Cost

(*) - Supervisor Role

Period 1

Period 2

Period 3

Directly Allocated Costs (?)

Open	Name/Item	Category	FTE				Cost
	Behr, Teddy Professor	PI	0.40	12,401	13,331	14,331	£ 40,063
	Imperial_09-Lab Non-Clinical	Estate Charges		2,017	2,099	2,185	£ 6,301
	Imperial_09-Lab Non-Clinical	Infrastructure Technician		213	222	231	£ 667
Total				14,631	15,652	16,747	£ 47,031

(vi) On the **FEC Summary** screen (within **Budget Summary**), the Infrastructure Technician costs will appear in the Directly Allocated Costs section. Use either the un-indexed (first column) or indexed (second column) values, depending on the funder's requirements.

Budget Summary (?)									
Proposal No.	PTNG00185				Short Title	training example			
PI	Professor Teddy Behr				Start Date	01-Jan-2010			
Department	Chemistry				End Date	31-Dec-2012			
Sponsor	Engineering & Physical Sciences Research Council								

Infrastructure Technicians are NOT associated with Departments assigned a Non-Laboratory Estates rate

Appendix C

Entering Technician costs onto Research Council proposals (Joint Electronic Submission (JeS) system)

The Joint Electronic Submission (JeS) system is used by all Research Councils.

Pool Technicians and Infrastructure Technicians are entered on JeS as separate costs in the section ***Other Directly Allocated Costs*** (see Figure below):

BBSRC bioscience for the future

Other Directly Allocated Costs

Home: Documents: Document List: With Owner

Document Actions Cancel Prev Save Next

Scheme: Standard

Project Title: TEST proposal

Organisation: Imperial College London **Department:** Grants Administration

[Add New Other Directly Allocated Costs Item](#)

Description	Amount (£)	
edit Pool staff costs	10,000.00	delete
edit Infrastructure Technicians	10,000.00	delete
	20,000.00	

➤ Infrastructure Technicians

The cost of Infrastructure Technicians should be entered against the description 'Infrastructure Technicians' from the dropdown list. Enter the total costs covering the full project period (see Figure below):

Document Actions Cancel Prev Save Next

Scheme: Standard

Project Title: TEST proposal - 30/8/05

Organisation: Imperial College London **Department:** Grants Administration

Description

Infrastructure Technicians ▼

Amount

10000


➤ **Pool Technicians**

The cost of Pool Technicians should be entered against the description 'Pool staff costs' from the dropdown list. Enter the total costs covering the full project period (see Figure below):

Document Actions		Cancel	Prev	Save	Next
Scheme:	Standard				
Project Title:	TEST proposal - 30/8/05				
Organisation:	Imperial College London	Department:	Grants Administration		
Description					
Pool staff costs ▼					
Amount					
10000					

NOTE:

Although it is possible to add a Technician post under 'Staff' and select either 'Directly Incurred' or 'Directly Allocated' as the Cost Type, this section should only be used when entering costs for **Directly Incurred Technicians** (see Figure below):

<ul style="list-style-type: none"> Impact Summary Resource Summary Other Support Related Proposals Related Proposals Related Grants Staff Researcher Technician Other Staff 	Scheme: Standard Project Title: TEST proposal - Organisation: Imperial College London Department: Grants Administration Add New Technician Item  <div>Name</div>
---	--

Document Actions		Cancel	Prev	Save	Next
Scheme:	Standard				
Project Title:	TEST proposal - 30/8/05				
Organisation:	Imperial College London	Department:	Grants Administration		
Specify by name or post identifier?					
<input checked="" type="radio"/> Staff Name <input type="radio"/> Post Identifier					
Name:					
<input type="text"/> <input type="button" value="Select"/> (opens in a new window)					
Cost type:					
<input checked="" type="radio"/> Directly Incurred <input type="radio"/> Directly Allocated 					

Full guidance can be found on the JeS website: <https://je-s.rcuk.ac.uk/Handbook/Index.htm>

Guidance on Completing a Standard Grant Proposal	
Non-Staff Resources	
Other Directly Allocated Costs	
This section may include, for example,	
<ul style="list-style-type: none"> • The salary costs of support staff working on the project, full or part-time, whose activity is not supported by an auditable record • A share of the costs of departmental support staff whose work supports a range of projects and activities, including infrastructure technicians • The costs of access to major or small research facilities attributed on the basis of charge-out rates. In accordance with TRAC, the total FEC of a grant containing charges for use by the project of existing research facilities must not include any net depreciation costs if the facility was purchased with Research Council funding 	
<p>Please note that input is restricted to one item per category below with the exception of Research Facilities/Existing Equipment.</p> <p>Select from the list of items given.</p>	
List item	Guidance
Pool staff costs	Costs for research, technical, administrative and other support staff, whose costs are not included in the estates or indirect costs and whose time is shared across several projects or activities and will not be supported by an auditable record. The need for these resources (but not the basis of costing) must be justified in the Case for Support/Justification of Resources.
Research facilities/existing equipment	Charge out costs for use of major or small research facilities. The need for the requested amount of access to the facility/must be justified in the Case for Support/ Justification of Resources, but you do not need to justify the charge out rates. Multiple entries are allowed for this category.
Infrastructure Technicians	Infrastructure technicians do not require justification in the Case for Support
Animal costs	The animal costs section of the form must be completed. This section will then be populated automatically. The need for animal costs must be justified in the Case for Support/Justification of Resources
Other	Any other resources that will be used by the project but will be shared by other projects/activities and will be charged to the project on the basis of estimates rather than actual costs. A description should be provided and the need for these resources (but not the basis of costing) must be justified in the attachments Case for Support/Justification of resources