

**JOY WELCH POST-DOCTORAL GRANTS FUND  
COSTING GUIDANCE SHEET**

**Student / sessional/casual rates**

<b>Students</b>		<b>Sessional/Casual Research</b>	
Daily rate	£130.65 (incl. holiday pay)	Daily rate	£138.53 (incl. holiday pay)
Hourly rate	£17.42 (incl. holiday pay)	Hourly rate	£18.47 (incl. holiday pay)

\*Casual/sessional contract pay rate for posts of 12 weeks or less, costs include an allowance for holiday pay. Ensure for students that the hours on your project do not exceed their employment limitations.\*

**Research support staff rates**

<b>Mid-grade 6</b>		<b>Mid-grade 7</b>	
Daily rate	£236.96	Daily rate	£269.35
Hourly rate	£31.60	Hourly rate	£35.92

\*Use these rates for posts longer than 12 weeks.\*

**Non-staff costs** (typical items on a small research project)

1. Standard ISS laptop - £800 incl. VAT
2. Lightweight ISS laptop - £1,200 incl. VAT (Details [here](#))
3. Lancaster University food and dining team catering rates ([here](#))
4. External venue hire - [www.tagvenue.com](http://www.tagvenue.com) - Search by city/number of attendees / costs to find prices and packages for venue hire and catering
5. Transcription costs are dependent on e.g. number of speakers, turnaround time, and the audio complexity. Rates range from **£1.15 to £1.50 per minute** for standard 'two-speaker' recordings – if possible, obtain a quote.
6. Contact [Creative Studio - Lancaster University](#) on campus to obtain a quote for all things relating to printing, leaflets, reports and posters.
7. UK daily meal expense allowance - £25 (based on a full day away from campus)
8. Overseas daily meal expense allowance - £14-£60 (Country banding [here](#))
9. Car hire – various rates [here](#) – in the interests of the environment please utilise public transport where possible.

TRAVEL & SUBSISTENCE	COST
<b>Return Train Journeys (off-peak anytime return)</b>	
London	£121.10
Nottingham	£75.10
Manchester (Victoria)	£31.50
Leeds	£43.60
Birmingham	£125.00
Glasgow	£81.60
Liverpool	£25.70
Edinburgh	£82.80
<b>Return Eurostar</b>	
London to Paris, Brussels	£298 - £390
<b>Accommodation</b> per night	
London, UK	Up to £250
Major cities outside London	Up to £250
Other cities outside London	Up to £110
Europe	3* / 4* equivalent
USA	3* / 4* equivalent

<b>Return Flights</b>	
Europe	£55 - £450
North America	£400 - £1000
South America	£500 - £1,250
Africa	£700 - £1,250
East Asia	£500 - £900
Australia	£900 - £1,700
extra baggage	£21 - £48

Please note these travel costs are estimates based on average journey costs – Please check for your specific travel dates where you can, to cost as accurately as possible using Expedia, Trainline etc.