

Appendix 3

Eligible and Ineligible Costs

Going Global Partnerships (GGP) Grant

ELIGIBLE COST

Please note that the following costs are eligible for funding:

- Travel: Travel fares (economy class) and subsistence costs to the UK/Indonesia. This includes visa fees, vaccinations, quarantine costs, and medical insurance to the UK and Indonesia.
- Local travel in the UK and overseas (public transport to and from the airport and for meetings/visits is encouraged where possible).
- Reasonable accommodation and subsistence costs for staff for visits to their partner institution in the UK or overseas following the British Council travel rate.
- Reasonable hospitality costs (not self-entertaining costs).
- Reasonable production costs (e.g. for the development of materials but not including the staff time relating to such development of materials).
- Consultancy fee (when procure externally and up to 30% of the total project costs).
- Staff costs of temporary research and research assistant personnel, and other temporary staff recruited to work solely on the project.
- Essential equipment for use on the project including consumables, specialist software licenses essential to the collaboration, access fees to facilities or library services. Equipment must be essential to delivery of the project and cannot be expected to be provided by institutions.
- Cost of meetings, training events, workshops, public engagement events and seminars integral to the proposal. Translation and interpreter fees.
- Publication costs directly related to the collaboration - this includes web page development by external providers, if appropriate.

- Online platform and relevant costs for digital delivery can be included.
- Attendance at conferences or other events in Indonesia, UK or virtual event to present outputs and outcomes of the project.
- Monitoring and evaluation costs including final project reporting costs (if needed) and contracting external reviewer with maximum value not more than 30% of total project value.
- All of the above activities must be directly related to the development and delivery of the agreed project. Principal Applicant will be asked to complete expenditure information and provide evidence with receipts to British Council for monitoring and auditing purposes.

INELIGIBLE COST

The following costs are ineligible for funding:

- Participating institutions' staff costs. The funds are not intended to contribute towards the direct costs of full-time staff time associated with the project.
- Promotional activities which are solely concerned with the recruitment of overseas students.
- Institutional overheads including administration fees and other indirect costs.
- Costs associated with Master's and PhD studentships are not eligible under this call (including stipends).
- Purchase or rental of standard office equipment. This includes IT hardware – laptops, personal computers, tablets, smart phones, Mac workstations, computer parts and peripherals, etc. Any standard hardware which would routinely be used by researchers and academics will not be funded.
- Office software and office equipment including desks, chairs, filing cabinets, photocopiers, printers, fax machines.
- Mobile phone costs including rental or purchase, and monthly phone bills.
- Exchange rate costs/loss and other banking related costs.
- IP costs, Patents, copyright, licensing or other IP-related costs.
- Costs relating to the construction, procurement or rental of physical infrastructure, (e.g. office buildings, laboratory facilities). It is expected that rooms and facilities essential for the routine operation of collaboration are provided as an in-kind contribution by the participating institutions. These can be detailed as an in-kind contribution in the budget breakdown.
- Entertainment costs such as: gifts; alcohol; restaurant bills or hospitality costs for personnel not directly participating in the project; excessive restaurant costs; excessive taxi fares.
- No profit or fees to be charged during the period of this grant funding.

TRAVEL RATE (AS OF AUGUST 2021)

Below are costs that are allowed for travel to/in the **UK**:

- **Meals rates:**
 - ❖ Breakfast (if applicable): £5
 - If travelling before 6.30 am or if breakfast is not provided at the hotel
 - ❖ Lunch (if applicable): £8
 - There is no provision for claiming lunch on day trips
 - ❖ Dinner (if applicable): £30
 - If staying overnight

- ❖ Please note you will be reimbursed to the amount you have actually spent (receipts must be provided)
- **Accommodation rates guidance by city:**
 - ❖ Edinburgh: £80 – £90
 - ❖ London: max £150
 - ❖ Manchester: £70 – £80
 - ❖ Elsewhere: £60 – £80

Below are costs that are allowed for travel to/in **Indonesia**:

- **Meals rates:**
 - ❖ Breakfast (if applicable):
 - In Jakarta: IDR 100,000
 - Outside Jakarta: IDR 75,000
 - Reimbursable only if it is not included in hotel room rate; or if you check out the hotel before 6.30 am to catch a flight.
 - ❖ Lunch (if applicable):
 - Claim based on actual receipt with maximum: IDR 299,802 (in Jakarta) or IDR 249,802 (outside Jakarta)
 - ❖ Dinner (if applicable):
 - Claim based on actual receipt with maximum: IDR 328,993 (in Jakarta) or IDR 278,993 (outside Jakarta)
- **Accommodation rates guidance:**
 - ❖ Indonesia: IDR 900,000 – IDR 1,500,000/night (incl. breakfast)