

University of Sussex - Full Economic Costing Checklist – not exhaustive

This list serves as a prompt for some of the direct costs to consider when calculating the full economic cost. Managers should be involved.

Research staff costs (un-named, new appointment)

Salary (including NI and superannuation)

Advertising cost for post [e.g. £2000 per advert]

Recruitment costs (interview expenses)

Relocation expenses [up to £2500 University allowance]

Work permit, visa (varies - local cost abroad)

NB. Under IT/Other equip

NB. Under IT/Other equipment include office equipment for new individual (incl. office computer)

IT Equipment and consumables

New/upgrade to office computer for PI or Co-Is

Laptop(s) if required

Software purchases & software licences

Specialist hardware purchase or upgrade

Hardware maintenance contracts

Additional memory/storage requirements or charges

Computing consumables (printer consumables, discs etc.)

Equipment - scientific and technical

Purchase cost incl. VAT (if >£25k, quote obtained through [Procurement](#), page 18 onwards)

Whole life costing incl. depreciation & disposal (e.g., if disposal is complex)
Transport to Sussex
Import and other duties
Room alterations/refurbishments if applicable
Installation and commissioning
Insurance

Maintenance and service contracts / other arrangements

