

Balliol Interdisciplinary Institute

Financial guidance for applicants

The Balliol Interdisciplinary Institute funds small grants to drive collaborative and interdisciplinary research involving College members. This document is intended as guidance for applicants, dealing with some common issues and questions around acceptable costs. It is not intended to be comprehensive and additional questions can be directed to the Institute at bii@balliol.ox.ac.uk.

Typical permissible expenses

- 1. Funding to organize a meeting, conference or similar event:** Possible costs include venue hire, reasonable catering costs, travel and accommodation for speakers, AV support including for streaming.
- 2. Dissemination:** Expenses necessary to bring the results of the project to an appropriate audience and/or realise its impact. This could include the costs of publication, or for development of a website.
- 3. Employment of casual labour:** Where justified it may be possible to apply for funding for casual labour costs to complete certain tasks necessary for the development of the project. Examples might include literature surveys, translation work, data entry etc. Employees would come under the College's casual employees' framework and salary scale. UK employment law must be followed, including the requirement for appropriate right to work checks.
- 4. External consultants and services:** If necessary to deliver the project. Examples might include software development or design services.
- 5. Research materials and consumables:** For example the acquisition of samples for experimentation, or of reagents and laboratory ware needed to conduct specified research.
- 6. Funding for applicant travel:** This may be fundable if it falls under the remit of one of the other fundable categories, for example 2 above, or if it is necessary to meet with key collaborators, interviewees or similar. Support solely for applicants to attend externally organised meetings or conferences it is unlikely to be fundable through the BII.
- 7. Access to information and data:** For example access to online data resources, acquisition of materials for research through inter-library loans and similar.
- 8. Other expenses:** The above is not intended to be prescriptive, other than the exceptions below. Costs that fall outside of these categories but are necessary to deliver the project will be considered on their merits

Costs unlikely to be fundable via the BII

- 9. Funding for individual students for research related to their degree:** BII projects are not intended to support the DPhil or Master's degree research costs of individual graduate students, and applications seeking for such support are unlikely to be successful.
- 10. Overseas employment:** Employing people outside the UK will not be supported. As detailed above, employment of casual employees on projects must satisfy UK law including appropriate right to work checks.
- 11. Buyouts and self-funding:** BII funding will not normally be available to buy out the time of employees from within or without the University. In general BII funding will not be available for applicants to fund their own salaries, however exceptions may be made, for example, in the case of Graduate Students devoting time to specific, quantifiable, research activities that would come under 3 above. Note this will not apply to general project activities including management, organisational and dissemination activities.
- 12. Teaching:** BII funding will not be available to support teaching costs.