Research Budget Guide (RGS_Budget_Template.Final.2027)

Completing a research budget can be an overwhelming task for researchers. Good Clinical Practice (GCP) guidelines emphasise that research budgets should be robust enough to support ethical conduct, participant safety, and data integrity. A properly constructed budget is considered a component of study quality management, ensuring that necessary resources are available to adhere to the protocol and regulatory requirements.

This Research Budget Guide will help you complete the budget template required for applications to the 2027 Gold Coast Health Collaborative Research Grant Scheme, ensuring labour and non-labour costs can be clearly budgeted for and in-kind, or no cost, amounts can be accounted for alongside cash requested.

Related documents:

- Research Budget Template – Excel
- Research Budget Template – Worked example (PDF)

Applicants for **Capacity Building and Collaboration Building Grants** with a budget allocation of up to $25,000 per grant, should review the grant application and proposed budget with their line manager/ Head of Department to ensure feasibility.

For **Major Research Project Grant** applications with a budget allocation of up to $150,000 per grant, it is expected that the Major Grant application and proposed budget will be reviewed and verified by the applicant's line manager and financial delegate prior to submitting the application to ensure feasibility (e.g. Head of Department and/ or Executive Director). Applicants may wish to seek additional budget verification.

Planning and Procurement

Determining what needs funding and how this will be achieved should be considered during the study planning phase. When preparing the budget, the following principles should be adhered to:

- All budget items must be clearly documented in the required budget template and closely align with expected costs.
- Funds can only be used for discrete and specified costs as outlined in the budget. Discrete costs refer to specific activities or phase of a project that are supported by funds provided under this grant only.
- Include full justification of all labour and non-labour costs associated with undertaking the research project.
    - Where relevant, obtain quotation(s) to support the budget development and compliance with Procurement Procedures
    - Please refer to the Department of Health Costing template for calculating labour and non-labour expenses.
    - Please read the instructions and use the 'Data Input' tab to calculate estimates and refer to the summary tab for calculation results.
    - The Summary tab provides the breakdown of costs by Financial Year that you can input into the Simplified budget.
- Familiarisation with procurement rules will assist researchers in planning their budget and it is recommended that sufficient time be provisioned to request and receive quotation/s during the planning phase (if required) as researchers may need to request multiple quotes.

When obtaining a quote from an external provider during budget preparation, it is recommended that it is clearly documented whether a service attracts goods and service tax (GST). Only the GST exclusive amount should be considered for budget purposes. Please refer to the PRO2328 Procurement Procedure for further information.

Labour costs

Salary costs should be calculated as per Queensland Health wage rates by professional stream. To assist with labour calculations, we highly recommend utilising the Queensland Health Costing template which calculates on-costs to cover superannuation, loadings and other allowances as detailed in relevant awards.

The Queensland Health Costing template has been designed to achieve a consistent approach to calculating labour and non-labour expenses. QHEPS is updated each financial year to remain current.

Labour costs should align with the tasks required for the study. For example, medical officer labour should not be used for activities which do not require this level of qualification, whether the team has identified a medical officer as being the individual who will undertake the work.

Labour hours are required to be converted into FTE Medical 40/80hr = 0.50FTE Annually, all other streams use 40/76hrs = 0.50FTE Annually. Hours to be converted on a pro rata annual basis.

Gold Coast Health - Research Grant Scheme Budget Version control: RGS_Budget_Template.Final.2027 **2027**

Budget Summary	Cash Requested	In-Kind or no cost	Total	
Labour costs				Principal Investigator(s):
1) Human Resources	$17,033.10	$4,678.44	$21,712	Grant Sheme ID Number: Example RGS_CCB_007
Non-labour costs				
2) Infrastructure and Equipment	$2,485	$0	$2,485	
3) Consumables and Running	$0	$100	$100	These cells automatically populate, calculating
4) Other Costs (e.g. dissemination)	$2,000	$ -	$2,000	the $ amounts as entered below
Totals	$ 21,518.10	$ 4,778.44	$ 26,296.54	

Project Title:

Ensure you complete the information here

NOTE: Please enter your budget details in the yellow shaded cells.

Labour costs

1) Human Resources. # Please review the Department of Health costing template for calculating labour expenses.

Position	Year	Justification / Detail	Hourly rate#	Hours	Cash requested	In-kind or no cost	Total cost
Project manager - HP4.1	When adding the year, please only add 1 or 2 as per this example 1	Based on experience with similar studies we anticipate 3 hours/week will be required for the first year of the study 3 hours/week x 52 weeks = 156 hours. In year 2, this will be supported 1 hour/week. Starting HP4.1 with annual increment	$60.34	156	$12,708.59	$0	$12,708.59
Provide overall study management including study start up (ethics, governance and development of study materials, RA training), data entry, cleaning, and preliminary analysis. This position requires a senior clinician who can independently lead the conduct of the study and supervise research assistants. He/she will be required to hold GCP certification and have experience in managing clinical trials.	2		$61.60	52	$4,324.50	$4,678	$9,002.94
							$0.00
(if you new more lines, please add row/s above this line by right clicking, then click on 'insert').				Totals	$17,033.10	$4,678	$21,712

Your budget must account for cash requested from the grant scheme (labour and non-labour costs) and any In-Kind or no cost contributions.

In-kind contributions

In-kind contributions are an indirect cost to Gold Coast Health. In-kind is where no actual funds are available to cover the cost, but the Department has confirmed support through providing staff hours (Labour costs) or supplies (Non-Labour costs), for example this could be clinical time to collect data (in-kind labour costs) or use of equipment or printing (in-kind non-labour costs).

In-kind contributions must be recorded in the budget template, and be approved by the financial delegate of the cost centre, certifying that the cost centre can absorb the additional costs.

No cost

Labour costs are considered "no cost" when the research activity is a normal requirement of the staff member's position, generally this is listed in the individuals' role description or employment contract.

Although there is neither a direct nor indirect cost to Gold Coast Health, **no cost** is an important component of the Research Budget to capture time and resources committed to research that is not directly or indirectly (in-kind) funded.

It helps identify if a project is at risk of being under-resourced as no cost can include hours spent on the project as dedicated research time stipulated in your role description or volunteered time outside of work hours. For example, a Gold Coast Health CI may collaborate with an academic co-investigator, the academic might have 0.4FTE of their workload dedicated to research and they might contribute 50% of this time (0.2 FTE) to the project at no cost.

Non-labour costs

2) Infrastructure and Equipment — # Please review the Department of Health costing template for assistance with calculating non-labour expenses. Applicants must obtain quotation(s), noting that multiple quotes may be required depending on cost thresholds (refer to Procurement Procedures).

Item	Year	Justification / Detail	Unit cost	Quantity	Cash requested	In-kind or no cost	Total cost
Trundle Wheel	1	Required to measure distance for 6MWT	$50	1	$50		$50
Stopwatch	1	Required for timing of 6MWT	$20	1	$20		$20
Tape measure	1	Required for Short Physical Performance Battery	$20	1	$20		$20
Microfet push digital dynamometer	1	Required for assessment of quadriceps strength	$2,145	1	$2,145		$2,145
Fitbit Versa	1	Required to assess physical activity on the ward	$250	1	$250		$250
(if you new more lines, please add row/s above this line by right clicking, then click on 'insert').				Totals	$2,485	$0	$2,485

3) Consumables and Running

Item	Year	Justification / Detail	Unit cost	Quantity	Cash requested	In-kind or no cost	Total cost
Incidental printing	1	Printing of educational materials and CRF	NA	NA	$0	$50	$50
Incidental printing	2	Printing of educational materials and CRF	NA	NA	$0	$50	$50
							$0
(if you new more lines, please add row/s above this line by right clicking, then click on 'insert').				Totals	$0	$100	$100