

# Developing Research Excellence and Mentorship in Southeast Asia (SEA DREAM) Programme

## SEA DREAM Cost Eligibility Guide

Policy ID:	SEAMEO-SDOF-2025-01
Policy Author:	SEA DREAM
Version:	1.0
Approval Details:	SEA DREAM Steering Committee
Effective Date:	26 January 2026
Related Policies/ Procedures/ Guidelines	SEA DRAM Sub-award Funding Policy SEA DREAM Grant Operational Framework SEA DREAM Scheme Sheet

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# 1. STAFF COSTS

Covers staff working full or part-time on project funded by SEA DREAM, including:

- Principal Investigators, Deputy-Principal Investigators, Co-Principal Investigators
- Fellows
- Researchers/Research assistants
- Technicians (e.g. Data Analysts)
- Clinical staff (e.g. Nurses)
- Fieldworkers
- With justification: Grants and Project Support Teams that are not already covered within overhead costs, such as staff involved in:
  - Financial and administrative support
  - Data management
  - Ethics & compliance
  - Monitoring & evaluation
  - Knowledge translation and dissemination

Following costs can be included:

## 1.1 Basic salary and Employer's contributions

The amount of Basic salary and Employer's contributions that we cover will be proportionate to the time individual staff contributes to the award, for example if staff contributes 30% of their time to the award, we will fund 30% of their Basic salary and Employer's contributions.

You can ask for a contribution to your staff's salary and employer's contribution if they hold a permanent, open-ended or long-term rolling contract and have to get their salary from external grant funding.

If you are requesting salary contribution for Principal Investigators, Deputy-Principal Investigators, or Co-Principal Investigators, their employing organisation must:

- Confirm that the respective staff have to get their salary from external grant funding to participate in the research

- Guarantee to provide salary support, including any salary costs not covered by SEA DREAM, if they cannot get it from other sources for the period of time they are working on the grant.

Any locally appropriate statutory obligations and pension scheme costs can be claimed.

*Salary costs cannot be claimed in the following circumstances:*

Staff who are fully funded by a higher education institute, research institute or a healthcare organisation based in High Income Countries (per World Bank definition) outside of Southeast Asia.

### **1.2 Visa, work permit and medical check-up for employment**

These costs can be claimed for staff whose salary is fully or partially funded from the grant.

They include:

- Visa costs for the staff, their partner and dependent children
- Essential associated costs, such as travel to attend appointments at a visa application centre or embassy, and mandatory language tests
- Mandatory medical check-up for employment for staff, their partner and dependent children

### **1.3 Disability-related adjustment support costs**

If the costs for disability-related adjustment support have not been included in the award letter, you can request supplement funding for these costs in addition to the existing grant budget.

### **1.4 Removal and relocation expenses**

These costs can be claimed for new staff starting their post whose salary is fully funded from the grant, based on your existing organisational policies and where relocation expenses are not covered under travel and subsistence. Removal and relocation expenses need to be justified within the application.

Should no specific policies for removal and relocation expenses be in place, removal and relocation expenses can be claimed up to a reasonable range based on received quotations, requiring justification and subject to pre-approval from SEA DREAM.

## 1.5 Collaborators expenses

Collaborators support the delivery of the project but don't lead on a specific component of the research. For example, collaborators can support by:

- Sharing facilities
- Providing access to resources
- Providing expertise on working in different countries
- Sharing subject-specific knowledge and guidance.

Eligible collaborator expenses may include:

- Research assistance or technical staff costs and salary support for
  - Short-term technical support
  - Specific research services
  - Time-bound research assistance

Staff costs and salary support must be clearly limited, activity-based, and not represent the establishment of a research team at the collaborator institution. Personnel costs at collaborator institutions should be:

- Small relative to the total budget
- Clearly tied to specific tasks or deliverables

Collaborator-funded personnel should not lead work packages, lead research themes, or supervise large research teams. They may contribute technical expertise or provide analytical support.

Where proposals request funding for collaborators outside Southeast Asia, applicants should clearly justify the added value of this involvement and justify why the relevant expertise, or activities cannot reasonably be delivered within the Southeast Asian consortium partners. Proposals should also describe how collaboration will contribute to strengthening research capacity in Southeast Asia.

## 2. TRAVEL AND SUBSISTENCE

## 2.1 Travel costs

Covers essential travel costs for staff fully or partially employed on the grant or others contributing (e.g., collaborators, consultants, trainers) to the research to:

- Attend research meetings and conferences
- Visit collaborators and facilities
- Collect samples and undertake fieldwork
- Conduct monitoring and evaluation activities related to the research or consortia work
- Other travel directly related to conducting research

Travel must be essential for the proposed work. It does not include travel to the usual place of work. Like all grant expenditure charged to grants, travel and subsistence costs should be auditable, and the employing organisation must be able to justify and account for all expenditure incurred.

Examples include (but are not limited to):

- Visits (of any length) to undertake research away from the usual place of work
- Trips to facilities for sample collection and fieldwork
- Visits to collaborators, or for collaborators to visit the grant holder
- Visits to archives to collect data for the research
- Attending research conferences, policy dialogues, workshops, trainings, short term study visits

The following costs can be claimed as travel costs:

- Airfare and local transportation
- Freight
- Health and travel related insurances if travelling overseas
- Visa and vaccination costs

Business class flights are ineligible.

Following costs can be claimed for **carbon offset costs**:

- Low carbon modes of travel even if this is more expensive than a less environmentally sustainable option (for example you can claim train fares instead of the cost of flying).

- Project-related resources or activities that provide an alternative to travel, such as video conferencing, communication and file-sharing software.
- Costs to offset the carbon emissions generated by the essential travel. If carbon offsetting for travel is not part of your organisational sustainability strategy you can claim a similar level of costs for other sustainability initiatives, if your organisation has our approval for them.

## 2.2 Education and Caring responsibility costs

### Caring responsibility

Childcare and any other caring responsibility costs for any staff fully or partially employed on grant to attend a conference, policy dialogue, workshops, trainings, short-term study visits, or similar, that is directly related to the grant, provided:

- The staff is fully or partially employed on grant under SEA DREAM
- The event is directly related to the grant
- The conference organiser and the employing organisation are unable to cover the costs
- The caring costs are over and above what they would normally pay for care

Up to 50.00 USD per event day including travel days, up to a total maximum of 700.00 USD per event, can be claimed for any staff member employed on the grant for each event to cover caring costs.

This cannot be used for usual/normal caring costs (for example the cost of childcare or care for the elderly required during the researcher's usual working hours).

### Education

If the staff is away for more than 12 months we will cover:

#### Local nursery or school fees

Staff can request for these costs if they are in a location where there is not free local education of the same standard as in their home country.

Costs include:

- Local nursery school fees up to a maximum of 570 hours a year for 3- to 4-year-olds up to a maximum of 12,000.00 USD a year for each child for the published termly fees only.

- Local junior or secondary school fees up to the end of secondary school education, up to a maximum of 12,000.00 USD a year for each child for the published termly fees only.

#### Local international school fees

Staff can claim for these costs if local schools do not provide the same standard of education as in home country. We will only pay the published termly school fees.

We will not cover the costs of:

- Extracurricular activities, including field trips
- Other extras costs including, but not limited to, uniforms, sports kit and equipment, transport, meals, books and electronic equipment

#### Boarding school fees

We will consider paying the cost of boarding school fees in your home country if:

- A local international school is not available at your overseas duty station.
- Both parents, guardians or the sole care giver live outside the home country.

The allowance covers:

- Up to a maximum of 12,000.00 USD a year for each child for the published termly fees only.
- The cost of return airfares at the start and end of each school term, in line with our carbon offset policy for travel.

Following cost will not be covered:

- Additional annual leave airfares
- Extracurricular activities, including field trips
- Other extras including, but not limited to, uniforms, sports kit and equipment, transport, meals, books and electronic equipment

We will cover the cost of providing special needs education as far as possible. Please contact us to discuss your needs. If funding for costs for education support has not been included in award letter, supplement funding can be requested for these costs in addition to the existing grant budget.

You can ask for these costs if you are in a location where there isn't free local education of the same standard as in your home country. We would not usually expect to provide an education allowance if staff will be working in a high-income country.

### **2.3 Subsistence/per diem costs**

Costs can be claimed for staff fully or partially employed under the grant or others contributing to the research to work away from employing organisation or others contributing to the research such as collaborators, consultants, trainers, etc.

Like all grant expenditure charged to grant, travel and subsistence costs should be auditable, and the employing organisation must be able to justify and account for all expenditure incurred. Costs for travel to the regular workplace is not included.

Subsistence/per diem is only available on trips of up to one month. If the employing organisation has a subsistence policy, use their rates as per the policy. If the employing organisation does not have a subsistence/per diem policy, it is required to develop an appropriate policy upon instalment of the grant.

#### **Up to one month**

If the staff is away for **up to one month** you can request for subsistence/per diem costs. These include accommodation, meals and incidentals. If the travel and subsistence are for remote locations where receipts are not available, up to 20.00 USD a day can be claimed for each person.

Subsistence/per diem costs can include as per limitations above:

- Accommodation
- Meals and refreshments
- Mobile internet charges for travel abroad
- Incidentals

#### **More than one month and up to 12 months**

If the staff is away for more than one month and up to 12 months, we will fund reasonable rental costs only, including serviced apartment. Subsistence/per diem will be allowed up to one month (i.e. first month of the travel). Appropriate rates should be discussed with the employing and host organisation, as appropriate.

Staff can ask for up to 80kg of additional baggage or unaccompanied airline freight for outward and return journeys, if the staff is away for more than one month and up to 12 months. However, the most economical options should be chosen, booked in advance where possible.

If the staff is from a low- or middle- income country and will be working in another country for more than one month and up to 12 months, the staff can also ask for up to 10.00 USD a day to cover extra costs, such as local transport and incidentals.

### More than 12 months

If the staff is away for more than 12 months, the costs of housing can be claimed. This should be discussed with the employing and host organisations, as appropriate.

Subsistence/ per diem is allowed up to one month (i.e. first month of the travel). We will cover the direct expenses you have to pay to find and rent a home. The cost of utilities or any refurbishment will not be covered.

If the staff is away for more than 12 months, staff can claim for the costs of shipping personal items at the beginning and end of overseas work. We will pay the full cost of transporting:

- half a standard shipping container if staff is travelling alone.
- a whole standard shipping container (20ft) if the staff is travelling with a partner and/or dependants.

### Overview:

Length of trip	Types of costs	Eligible costs	Ineligible costs
All	Outward and return travel	<ul style="list-style-type: none"> <li>• Airfare and local transportation</li> <li>• Freight</li> <li>• Health and travel related insurances if travelling overseas</li> <li>• Visa and vaccination costs</li> </ul> <p>There is no set limit on the amount that can be requested for travel, but only essential travel should be requested.</p> <p>We will pay for reasonable low carbon modes of transport even</p>	<ul style="list-style-type: none"> <li>• Tips</li> <li>• Airport Lounges</li> <li>• Costs for partner or dependents unless duration of travel is more than 12 months or agreed by SEA DREAM (for shorter trips for example where a parent needs to take a very young baby).</li> <li>• Cost of business class flights.</li> </ul>

		<p>if they are more expensive than other modes with higher carbon emissions (for example trains instead of planes).</p> <p>Travel should be booked in advance where possible.</p>	
<b>Up to 1 month</b>	<p>Subsistence/ per diem costs (accommodation, meals, incidentals)</p>	<p>Daily allowance costed according to the employing organisation's normal subsistence rates.</p> <p>If the employing organisation does not have an agreed subsistence policy, it is required to develop an appropriate policy upon instalment of the grant.</p> <p>In the vast majority of cases, expenditure needs to be evidenced with receipts.</p> <p>If the travel and subsistence are for remote locations where receipts are not available, up to 20.00 USD a day can be claimed for each person. Employing organisations still need to justify and account for the expenditure.</p>	<p>Costs for partners or dependents</p>
<b>1-12 months (replaces subsistence costs after the first month)</b>	<p>Accommodation</p> <p>Baggage/ shipping costs</p> <p>Subsistence</p>	<p>Reasonable actual rental costs (including serviced apartments).</p> <p>The applicant should discuss appropriate rates with their employing or host organisation as appropriate. We expect applicants to choose the most economical options, booked in advance where possible.</p> <p>Daily allowance (subsistence/per diem) for the first month costed according to the employing organisation's normal subsistence rates.</p> <p>Staff can ask for up to 80kg of additional baggage or unaccompanied airline freight for outward and return journeys.</p>	<ul style="list-style-type: none"> <li>● Costs to cover accommodation for partner or dependents (unless agreed by employing organisation)</li> <li>● Household staff, for example Au pairs, cleaners, cooks, gardeners, tradespersons</li> <li>● Home and/or contents insurance</li> <li>● Utilities</li> <li>● Refundable deposits</li> <li>● Refurbishment</li> <li>● Mortgage payments of any kind</li> </ul>

		<p>If the staff is from a low- or middle- income country and will be working in another country for more than one month and up to 12 months, the staff can also ask for up to 10.00 USD a day to cover extra costs, such as local transport and incidental.</p>	
<p><b>More than 12 months (replaces subsistence costs after the first month and the allowance available for 1–12-month trips)</b></p>	<p>Accommodation</p> <p>Baggage/ shipping costs</p> <p>Education</p> <p>Subsistence</p>	<p>Reasonable actual rental costs. Based on family and business need. A maximum allowance should be set in consultation with the employing or host organisation, using current market rates.</p> <p>Includes the direct expenses to find and rent a home.</p> <p>Daily allowance (subsistence/per diem) for the first month costed according to the employing organisation’s normal subsistence rates.</p> <p>Staff can ask for the costs of shipping personal items at the beginning and end of overseas work. We will pay the full cost of transporting:</p> <ul style="list-style-type: none"> <li>• half a standard shipping container if the staff is travelling alone</li> <li>• a whole standard shipping container (20ft) if staff is travelling with a partner and/or dependants.</li> </ul> <p><i>Local nursery or school fees</i> Staff can ask for these costs if they are in a location where there is not free local education</p>	<ul style="list-style-type: none"> <li>• Costs for hotels (excluding serviced apartments).</li> <li>• Household staff, for example Au pairs, cleaners, cooks, gardeners, tradespersons.</li> <li>• Home and/or contents insurance</li> <li>• Utilities</li> <li>• Refundable deposits</li> <li>• Refurbishment</li> <li>• Mortgage payments</li> <li>• Expenses related to purchasing a property</li> </ul>

		<p>of the same standard as in their home country. Costs include:</p> <ul style="list-style-type: none"> <li>• local nursery school fees up to a maximum of 570 hours a year for 3- to 4-year-olds up to a maximum of 12,000.00 USD a year for each child for the published termly fees only</li> <li>• local junior or secondary school fees, up to the end of secondary school education up to a maximum of 12,000.00 USD a year for each child for the published termly fees only.</li> </ul> <p><i>Local international school fees</i> Staff can claim for these costs if local schools do not provide the same standard of education as in their home country. We will only pay the published termly school fees.</p> <p><i>Boarding school fees</i> We will consider paying the cost of boarding school fees in your home country if:</p> <ul style="list-style-type: none"> <li>• a local international school is not available</li> </ul>	<p>We will not cover the costs of:</p> <ul style="list-style-type: none"> <li>• extracurricular activities, including field trips</li> <li>• Other extras including, but not limited to, uniforms, sports kit and equipment, transport, meals, books and electronic equipment.</li> </ul> <p>We will not cover the costs of:</p> <ul style="list-style-type: none"> <li>• additional annual leave airfares</li> <li>• extracurricular activities, including field trips</li> <li>• other extras including, but not limited to, uniforms, sports kit and equipment, transport, meals, books and electronic equipment.</li> </ul>
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		<ul style="list-style-type: none"> <li>• both parents, guardians or the sole care giver live outside the home country.</li> </ul> <p>The allowance covers:</p> <ul style="list-style-type: none"> <li>• up to a maximum of 12,000.00 USD a year for each child for the published termly fees only</li> <li>• the cost of return airfares at the start and end of each school term, in line with our carbon offset policy for travel.</li> </ul> <p>We will cover the cost of providing special needs education as far as possible. Please contact us to discuss your needs.</p>	<p>We would not usually expect to provide an education allowance if staff are working in a high-income country.</p>
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### 3. MATERIALS AND CONSUMABLES

SEA DREAM will meet the costs of materials and consumables required to carry out the proposed research, including:

- Laboratory chemicals and materials (e.g. reagents, isotopes, peptides, enzymes, antibodies, gases, proteins, cell/tissue/bacterial culture, plasticware and glassware)
- Research-dedicated computing costs such as software and software licenses, and computer consumables.
- Gloves (disposable and surgical)
- Associated charges for shipping, delivery and freight
- Archival photocopying and printing associated with field work.
- personal Protective Equipment (PPE) that is project-specific and appropriate, but beyond basic PPE what is expected for the setting (for example lab coats and protective footwear are excluded as they should be available to anyone working in the lab, and an organisation providing a BSL4 facility should provide the necessary kit for people to work in it).

Following costs will be paid only when they are specifically justified by the nature and type of research undertaken (e.g., for clinical, epidemiological qualitative research studies, policy work and guideline development):

- Stationery and other miscellaneous office expenses (e.g., notepads, diaries, pens, staples, hole punches, post it notes, glue sticks)
- Printing and photocopying (e.g., printers, printer toner, cartridges, photocopying charges)
- Telephones (e.g., mobile and landline telephones and contracts, phone cards)
- Questionnaires, newsletters and other materials involved in delivering clinical, epidemiological and qualitative research studies
- Conservation materials
- Materials relating directly to hosting conferences, policy dialogues, workshops and interviews (e.g., workshop packs)

### **Costing**

- All requests must be itemised and justified
- A breakdown of costs should be provided

### **Ineligible cost**

- Laboratory cleaning and waste disposal costs (e.g. waste containers, bin bags)
- General laboratory maintenance and repair (e.g. key cutting, wall brackets, installation of electrical points)
- Clothing (e.g. laboratory coats, shoes) and other personal protective equipment.
- Shared office catering (e.g. coffee, teabags, milk, kitchen rolls, washing up liquid)

- Bench fees

Shared costs not directly linked to specific research activity cannot be claimed outside of overhead costs.

## 4. EQUIPMENT

### 4.1 Equipment costs

We will fund justified equipment items essential to the project. This includes:

Purchase, delivery, installation, maintenance and training.

- No restrictions on the amount or type of equipment.
- Equipment upgrades if essential to the project and the upgraded equipment will be used primarily for SEA DREAM award.
- Leasing or maintenance if it is better value than buying the equipment, satisfies requirement needs and the host organisation's procurement department has approved this approach.
- Discounted/negotiated prices, rather than list prices, should be quoted wherever possible.

We will cover VAT and import duties if:

- No regular exemptions on equipment used for medical research apply
- Your employing organization is based in a Lower- or Upper-Middle Income Country, and you can show that VAT and import duty costs cannot be recovered by your employing organization.

You can also ask for specialised equipment if:

- It is essential to the success of the proposed research project
- It is not available at the Consortium Lead or Consortium Member Organisations, or through collaboration with collaborators, and
- Staff from the Consortium Lead or Consortium Members will be the main users and have priority access to the equipment.

If a complete piece of specialised equipment costs 150,000.00 USD or more and is purchased by or will be located in an organisation based in a High-Income Country, we expect a contribution of at least 25% of the total costs, including maintenance, from the procuring organisation or another source. In some cases, we may expect a larger contribution.

We will discuss this with you after we have assessed your application. Contributions can include benefits in kind, such as refurbishment or the underwriting of a key support post. Multi-component items must not be broken down into component parts to avoid this contribution.

### **Ineligible costs**

Equipment insurance and disposal costs cannot be claimed:

- Insurance cover (except where it is received as part of a core award). The procuring organisation or the organisation that retains ownership over the equipment is responsible for adequately insuring the equipment.
- Replacement or repair of SEA DREAM-funded equipment that has been stolen, damaged or destroyed during its useful lifetime.
- The procuring organisation or the organisation that retains ownership over the equipment is responsible for disposal costs.

### **4.2 Equipment maintenance costs**

Covers maintenance costs for:

- Equipment purchased on grants for the length of the award
- Existing equipment that is essential for the research activities and is environmentally sustainable and cost effective to maintain.

Maintenance costs for new equipment requested will be provided, normally in proportion to the SEA DREAM's funding of that equipment, e.g. we would provide 50% of the maintenance costs if equipment is being purchased with 50% SEA DREAM and 50% non-SEA DREAM funds.

New equipment should be covered by a manufacturer's warranty for the first year after its purchase. Where the maintenance contract is negotiated as part of the capital purchase cost, we will fund reasonable maintenance for up to four years after the initial period of warranty on all equipment, up to the total duration of the SEA DREAM award.

Maintenance costs for existing equipment over five years old (or that will become five years old during the lifespan of the grant), whether originally funded by SEA DREAM or another source, will be provided if the equipment is essential to the proposed research and it is cost effective to keep maintaining it. Maintenance charges may not be requested where there is a mechanism in place to recoup maintenance costs through access charges.

If the award duration is more than five years, longer maintenance contracts can be requested if it is cost effective. The organisation owning the equipment must claim the full maintenance costs within the grant period. It is the responsibility of the organisation owning the equipment to maintain SEA DREAM-funded equipment whilst the grant award is active.

#### 4.3 Computing costs

Cost of computing equipment can be requested for staff whose salary is fully or partially funded by the grant.

This includes:

- Computing hardware, for example, laptops, up to a maximum of 2,000.00 USD for each item, unless more expensive items have been included in your award letter.
- Software, software licences and other recurring computing costs linked to the project.

If specific computing hardware/software is required to undertake the research, the full cost requested should be allowed (funding for replacement computers for part way through the grant would not ordinarily be allowed, but a maintenance contract to extend the life of the computers purchased at the start of the grant can be requested).

If the computing equipment is not specifically justified in research terms, then no more than 2,000.00 USD per desktop/laptop per person should be allowed. Examples where the 2,000.00 USD rule would apply include requests for computers to keep up to date with current research publications and to prepare documents or presentations. Other devices (such as smartphones/tablets) will not be provided instead of desktop/laptops but can be requested if required by the research.

## 5. TRAINING AND DEVELOPMENT

### 5.1 Continuing professional development costs

**Cost for Individuals** can be claimed for:

1. Project-specific skills training as required by your research:
  - Applying organisations can ask for costs to cover training for the technical and research skills their staff need to deliver their proposed research.
  - Applying organisations can ask for any research skills training they need for each staff fully or partially employed under a SEA DREAM grant per specifications below.
  - Applying organisations will need to justify these costs in their application.

2. Career-based continuing professional development of up to 2,000.00 USD for training and course fees per person per year. Examples include, but are not limited to:
  - Research leadership, professional and people management skills
  - Career development support
  - Responsible conduct of research
  - Diversity and inclusion
  - Promotion of a healthy research culture
  - Understanding and reducing the environmental impact of research
  
3. We will also provide professional training and capacity development for Research Support Staff fully or partially employed under a SEA DREAM grant such as staff involved in:
  - Grant management support
  - Financial and administrative support
  - Data management
  - Ethics & compliance
  - monitoring & evaluation
  - knowledge translation and dissemination

Applying organisations will need to justify these costs in their application.

All three types of continuing professional development support can be claimed for staff employed **with a total contract duration of at least 12 months** and working on the grant for at least 25% full time equivalent.

Profession-specific skills retention: the practice, knowledge and time necessary to maintain and improve the skills required by your profession, for example clinicians who need to practise a certain number of hours to retain registration - we will not pay for this training (other than the time needed to do it). The cost of belonging to professional bodies/organisations is not included.

**Organisations** can claim costs for:

Conducting Training and Development Workshops and Meetings on:

- Research specific skills
- Leadership and mentorship skills
- Knowledge transfer
- Cross-organisational and cross-sector learning

These events must include at least 50% of participants fully or partially funded under the grant or funded within another SEA DREAM grant.

The following costs can be claimed for up to 2,500.00 USD per day, up to a total amount of 12,500.00 USD per such event:

- Fees for trainers, moderators, and translators (excluding accommodation and international travel which may be claimed under other appropriate cost categories).
- Venue
- Meeting materials (for example prints, stationaries, markers, flipcharts)
- Catering directly related to the event (e.g., coffee breaks, lunch). Dinner and reception costs cannot be claimed.
- Local transportation for international participants

Organisations may fund international participants from Southeast Asian Lower-Middle Income Countries who are not fully or partially funded under a SEA DREAM grant, covering the following costs:

- Accommodation
- Airfare (we do not cover business class travel)
- Visa fees and travel insurance directly related to participating in the event

## **5.2 Research Master's and PhD fees, and Fellowship related costs**

### **Students and Fellows from SEA Lower- and Upper Middle-Income Countries**

We cover Research Master's and PhD fees as well as fellowship related costs for students and fellows from Southeast Asian Lower- and Upper-Middle Income Countries conducting their study or fellowship at a SEA DREAM funded Consortium (Consortium Lead or Member), including organisations based in High-Income Countries and based outside of Southeast Asia.

### **Students and Fellows from SEA High-Income Countries**

We also cover Research Master's and PhD fees as well as fellowship related costs for students and fellows from Southeast Asian High-Income Countries conducting their study or fellowship at a SEA DREAM funded Consortium organisation (Consortium Lead or Member) based in a Southeast Asian Lower- or Upper-Middle Income Country. We will not cover Research Master's and PhD fees as well as fellowship related costs for students and

fellows from Southeast Asian High-Income Countries to conduct their studies or fellowship at organisations/institutions based in Southeast Asian High-Income Countries.

### Students and Fellows from non-Southeast Asian Countries

We also cover Research Master’s and PhD fees as well as fellowship related costs for students and fellows from non-Southeast Asian Countries conducting their study or fellowship at a SEA DREAM funded Consortium organisation (Consortium Lead or Member) based in a Southeast Asian Lower- or Upper-Middle Income Country. We will not cover Research Master’s and PhD fees as well as fellowship related costs for students and fellows from outside of Southeast Asia to conduct their studies or fellowship at organisations/institutions based outside of Southeast Asia.

Students/Fellows from	Conducting study/fellowship at SEA DREAM funded Consortium organisation based in	Eligibility:
SEA Lower- and Upper Middle-Income Countries	SEA Lower- and Upper Middle-Income Countries	Yes
SEA Lower- and Upper Middle-Income Countries	SEA High-Income Countries	Yes
SEA Lower- and Upper Middle-Income Countries	Non-Southeast Asian Countries	Yes
SEA High-Income Countries	SEA Lower- and Upper Middle-Income Countries	Yes
SEA High-Income Countries	SEA High-Income Countries	No
SEA High-Income Countries	Non-Southeast Asian Countries	No
Non-Southeast Asian Countries	SEA Lower- and Upper Middle-Income Countries	Yes
Non-Southeast Asian Countries	SEA High-Income Countries	No
Non-Southeast Asian Countries	Non-Southeast Asian Countries	No

We will **not** cover Research Master’s and PhD fees as well as fellowship related costs for students and fellows conducting their studies or fellowship at non-SEA DREAM funded organisations. Funds cannot be reallocated from other budget lines to cover costs for additional Research Master’s or PhD students, or Fellows.

## Master's and PhD

We cover studentship/scholarship costs for Research Master's and PhDs directly related to the funded research activities such as:

- Tuition fees
- Stipend/living allowance
- Research expenses or additional expenses related to dual/joint Master's or PhD (e.g. travel, equipment, data access) if not already covered within other cost categories of the funded activities.

## Fellowships

We cover fellowship costs directly related to the funded research activities for:

- Post-doctoral fellows
- Other research fellowships related to funded activities

Including:

- Stipends/living allowance, if no salary is provided
- Research expenses (e.g. travel, equipment, data access) if not already covered within other cost categories of the funded activities.
- Expenses for conference travel, or mentorship activities if not already covered within other cost categories of the funded activities.

# 6. DIRECT RESEARCH

## 6.1 Animal research costs

You can ask for funds to buy animals if they are essential to your research activities in alignment with our Use of Animals in Research policy. This includes:

- Buying and transporting animals essential to your research activities.
- Animal maintenance, food, procedures, licences, relevant staff training, appropriate estates and equipment depreciation (but not building depreciation).

SEA DREAM will fund the full costs of animal research, so we will provide directly incurred costs and other specifically agreed costs. Where the organisation is calculating costs using a full cost recovery methodology, we will pay the full economic cost charge-out rates for animal house facilities, less building depreciation.

If the organisation is not calculating costs on a full cost recovery basis, the following items may be charged:

- Purchase and transportation of animals
- Food and maintenance charges, e.g. diet, bedding, disinfectant, disposal bags
- Labour costs, e.g. pro rata support of an animal technician's time spent on a specific project
- Equipment maintenance, e.g. isolators, containment facilities
- Housing equipment, e.g. animal cages, specific for the project
- Microbiological monitoring, e.g. allergens, health of animals
- Waste disposal, e.g. bedding, clinical waste, animal carcasses
- Procedural charges, e.g. injections, operations, blood sampling
- Personal and project licences
- specific and relevant training and environmental enrichment costs, including training for animal husbandry, welfare and associated training for animal technicians

We also cover costs related to compliance with local, national and international legislation, guidelines, and processes regarding the use of animals in research.

### **Ineligible costs**

- Building depreciation costs.
- Estates costs, and cage and equipment depreciation costs, if the organisation does not calculate animal house costs using a full economic cost charge-out rate model.
- Full charge out rates where Wellcome provides/provided significant funding towards infrastructure and/or core support of the facility (e.g. Wellcome Trust Centre support, Joint Infrastructure Fund/Science Research Investment Fund building awards).

### **SEA DREAM reserves the right to:**

- Review and challenge the costing methodology used by organisations to calculate animal house facility charge-out rates.
- Ask for more details from the organisation where a large number of animals and/or substantial costs are requested.

## **6.2 Clinical, epidemiological**

This includes:

- Questionnaires, newsletters and other materials associated with clinical, epidemiological and qualitative research studies
- Clinical trial registration costs
- Transportation and storage costs
- Other costs directly related to clinical, epidemiological and qualitative research that can be justifiable and auditable

We will fund clinical trials in any global region (except where it will involve the transfer of funds into mainland China).

### **6.3 Fieldwork costs**

We cover fieldwork costs if they are essential and justifiable. Costs can include:

- Survey and data collection, including communication and data collection services and any associated costs such as essential field materials, venue hire, travel costs and language translation services
- Reasonable research-associated costs related to the feedback of health-related findings including access fees to a referral pathway, or a social worker to support identified individuals but not any healthcare-associated costs for those individuals afterwards
- The purchase, hire and running costs of vehicles dedicated to your research project

Other fieldwork costs that are not listed here can also be claimed with proper justification.

### **6.4 Subject and volunteer expenses**

This includes:

- Recruitment of participants and patients
- Participatory fees
- Treatment costs for control group participants in clinical trials where this is not met by other sources
- Post-research health monitoring related to a volunteer's participation until end of the grant period according to research protocol
- Cost related to monitoring and treatment of adverse events at any stage of the research
- Travel for subjects and volunteers
- Interviewee expenses

### **Ineligible cost**

- Indemnity insurance cover against claims made by subjects or patients associated with a research programme are not covered.

### **6.5 Communication and data collection devices**

Including mobile and landline phones, tablets and associated contracts required to conduct research activities.

### **6.6 Data management and sharing plan costs**

Includes costs associated with delivering data management and sharing plans.

- A research project might budget the fees associated with depositing their data into a specific data repository.
- A research project might incur costs for hiring a data management consultant/service provider to support data organization and documentation.
- Costs for creating and maintaining a data dictionary to ensure data clarity and usability.
- Statistical analysis

### **6.7 Ethical approval**

Researchers can ask for the costs of the ethical review process in their grant application if the:

- Organisation is based in a low-income country, or lower or upper middle-income country per World Bank definition
- Ethical review process remains independent
- Actual costs of the ethical review can be claimed

We will not pay a percentage of the total cost of the grant.

### **6.8 Equipment access charges**

Eligible costs include:

- Service contracts
- Materials and consumables
- Staff time associated with running a piece of equipment directly related to the research activities

No depreciation costs can be claimed.

## 6.9 Facility access charges

Covers use of research facilities if they are essential to the project. Costs can include:

- Materials and consumables
- Maintenance and service contracts
- Staff time costs for dedicated technical staff

We do cover these costs if related to animal housing facilities. If the facilities or equipment were paid for by another funded grant, you can only ask for access charges if:

- The grant has ended
- Any support for running costs and maintenance contracts has ended

### Ineligible cost

- Estates and utilities
- Depreciation and insurance
- Contributions towards other staff time/departmental technical (unless dedicated to operating the equipment or facility), administrative and management staff time, even when calculated on a directly incurred cost basis
- Bench fees are not allowed as they are standard flat-rate charges levied per person, regardless of need or level of use of specific facilities/equipment. They are typically charged for the use of standard laboratory facilities, equipment and services.

## 7. OUTREACH AND DISSEMINATION

### 7.1 Open access publication costs (academic papers)

#### Research articles

If your organisation receives open access block funding from Wellcome or other sources, you can ask them to cover eligible open access article processing charges.

If you are at an organisation that does not receive open access block funding from Wellcome or other sources, you can request open access publication costs in your application as indicated in your output management plan.

We will fund reasonable article processing charges (APCs) for research articles published in fully OA journals or platforms that:

- Are indexed by [Directory of Open Access Journals \(DOAJ\)](#)

- Have a agreement (Participation Agreements and Options or PMC) with the National Library of Medicine (NLM) to deposit the Version of Record [PDF] in PMC and allow that content to be shared with Europe PMC.

We do not cover the costs of open access publishing in subscription journals. Grant applicants cannot ask for these costs in their grant application, and grant holders will not be allowed to use their grant funds to pay for these costs. You cannot use this funding to cover any non-open access publication costs, including page and/or colour charges.

### **Monographs and book chapters**

We also provide funds to support reasonable open access fees for monographs and book chapters.

### **7.2 Poster costs**

Costs of producing, displaying and presenting posters (for example at conferences) can be claimed.

### **7.3 Public engagement, patient involvement, and dissemination activity costs**

We cover the costs that are essential to the project, including:

- Materials, including printing and publishing
- Other costs relating to engagement activities essential to carry out your research, such as collaborating with people with lived experience, patient involvement and community engagement and outreach
- Dissemination of research results and findings related to SEA DREAM-funded research activities

### **7.4 Costs to host/a contribution towards the cost of hosting:**

- A conference
- A session within a conference
- A policy dialogue
- A symposium
- A seminar series/webinar
- A townhall
- Advisory board meetings, if appropriate.

The meetings or conferences must be directly related to your research, or aspects of your consortium activities, for example engagement with policy makers, communities, other

experts, patients, or health practitioners. If a conference or meeting is only partially related to SEA DREAM funded research activities, associated costs should be covered proportionally.

Costs can include:

- Travel and accommodation for keynote speakers, panelists, and moderators
- External room hire and catering
- Event publicity and conference materials
- Childcare and other caring responsibility costs for delegates, within the limitations specified under 2.2
- Any costs related to accessibility and inclusion

Organisations may fund international participants from Southeast Asian Lower-Middle Income Countries, that are the targeted audience of the dissemination activities, and who are not fully or partially funded under a SEA DREAM grant, covering the following costs:

- Accommodation
- Airfare (we do not cover business class travel)
- Visa fees and travel insurance directly related to participating in the event

## 8. OTHER COSTS

### 8.1 Convening and catering costs

Convening meetings/workshops for:

- Research and consortium specific planning and project management activities
- Monitoring and evaluation related meetings between consortium members

Following costs are eligible to be claimed:

- Venue
- Meeting materials (for example prints, stationaries, markers, flipcharts)
- Catering directly related to the event (e.g., coffee breaks, lunch)

### Ineligible costs

Shared (cross-organisation) catering costs cannot be claimed which include:

- Coffee machines, kettles and vending machines
- Tea and coffee
- Catering, room and venue hire for Christmas parties, staff leaving parties and miscellaneous social events
- Other organisation-wide non-research related activities including team building

## **8.2 Furniture**

Costs for furniture such as chairs, desks, filing cabinets, or other essential office furniture related to a specific staff whose salary is fully funded under the grant can be claimed. Appropriate costs for additional furniture that are required to undertake the research, or any research-related activities are allowed but requiring proper justification within the proposed budget. Non-essential items such as footrests, coat hooks and miscellaneous laboratory furniture are ineligible.

## **8.3 Monitoring and Evaluation**

Costs related to following activities can include:

- Monitoring and evaluation specific tools, materials, software, or data bases e.g., survey tools, data visualisation tools, subscription costs to retrieve relevant research metrics, if not already available within your organisation
- Service contracts for external evaluators to evaluate proposed research activities and consortium work

## **8.4 Patent and registered design filing costs**

Costs of drafting, filing and prosecuting applications for registered intellectual property rights to the point of grant, to protect SEA DREAM-funded intellectual property can be claimed. Costs for renewing, exploiting, or asserting intellectual property against third parties cannot be claimed.

## **8.5 Service charges and consultancy fees**

This includes costs charged by an external supplier to deliver a piece of work (for example, sequencing costs, antibody production, large-scale data storage or providing expert consultancy advice) directly related to the proposed research. Consultancy fees directly related to the proposed activities and consortium work. This may include support to develop organisational policies required for the implementation of the award.

## **8.6 Health and safety**

To ensure a safe working environment, cost necessary for research related activities including radiation protection costs, protective clothing, first aid kits and signage can be claimed. Project-specific personal protective equipment (PPE) appropriate to the standard

expected for the setting are also eligible. Any items which are not directly related to the research activities are considered ineligible.

### **8.7 Publication procurement costs (specialist publications)**

Research-relevant publications that are not available in your organisation's library are eligible.

### **8.8 Recruitment costs**

Costs for staff to be employed on the grant, this includes:

- Advertising
- Interviewees' travel expenses
- Other recruitment related costs

### **8.9 Other ineligible costs**

Following costs cannot be claimed:

- Ad hoc estate costs, cleaning, waste, other disposal costs (not including animal research related costs)
- Installation of electrical points

## **9. SUB-AWARDS**

Sub-awards refer to a legal agreement through which the Administering Organisation (as the primary recipient of the prime award and acting as the pass-through entity transfers a portion of the award funding and associated programmatic responsibility to a Consortium Member Organisation (the subrecipient).

The subrecipient is responsible for carrying out a specific part of the overall activities as outlined in the terms of the original (prime) award. The Administering Organisation is responsible for ensuring that subrecipients comply with the SEA DREAM Eligible Cost Policy. All eligible and ineligible costs apply to sub-awards.

## 10. OVERHEADS

You may be able to claim a contribution toward overhead costs depending on the location and type of organisation. Applying organisations can request overheads if they are a:

- university outside of the UK
- research organisation that does not receive core funding from Wellcome for overheads
- charitable or not-for-profit organisation
- small or medium-sized commercial organisation

### **Sub-award funding**

Administering organisations may sometimes sub-award activities taking place in other organisations. The sub-awarded organisation is eligible to receive overheads if they fulfil the above criteria.

**Eligible Costs** may include:

- Estates, for example building and premises.
- Utilities such as electricity, gas and water costs, and landline phone charges, based on an estimate proportionate to activities funded under the grant.
- Standard IT charges, based on an estimate proportionate to activities funded under the grant.
- Technical, administrative and institutional support services to the research activities, such as grant management costs, personnel, IT, procurement, finance, library, and room hire; not covered within staff costs.

Any overheads that we provide must directly support the activity funded by the grant. Costs covered within your requested overheads cannot be charged as direct costs.

Organisations which have an externally validated overhead rate may request their contribution based on this rate. If an organisation cannot provide an externally validated rate, then they will be required to provide a breakdown of the costs requested.

In either case, the total overhead cost must be no more than 20% of the total direct project costs requested:

1. Staff costs
2. Travel and Subsistence
3. Materials and Consumables
4. Equipment

5. Training and Development
6. Direct Research
7. Outreach and Dissemination
8. Other Costs

### **How to apply for these costs**

If you are requesting funds for overheads, in your application you will need to provide a letter from your Finance Director providing information on how you have calculated these costs.

If your organisation has an externally audited or otherwise verified methodology for calculating overhead rates, then the letter must include:

- Confirmation of the validated rate
- How the rate was arrived at/who provided the rate
- When the rate was last reviewed
- Where details of the rate can be found

If your organisation does not have an externally audited or otherwise verified methodology for calculating overhead rates, then the letter must include:

- A breakdown of the costs requested
- Confirmation that the request is a true representation of the costs incurred