
THE NATIONAL BREAST CANCER FOUNDATION GRANT EXPENDITURE GUIDELINES

Budget items that will be supported by NBCF are those that are integral to achieving the approved research and have been clearly outlined in the grant proposal. The use of grant money must be within the conditions stipulated in the signed Funding Agreement and consistent with the approved budget.

Please see examples below of budget items that will and will not be supported. If further clarification is required contact the National Breast Cancer Foundation Research Team.

ACCEPTABLE BUDGET ITEMS:

Grant funds must only be used for costs associated directly with the Project. Budget items that will be supported include:

- Materials required to conduct the approved research-laboratory supplies, consumables, purchase of animals
- Reimbursement of reasonable costs associated with clinical studies
- Reasonable medical diagnosis costs for clinical trial participants (MRI, PET, CT, ultrasound, genotyping, biochemical analysis)
- Equipment
- Purchase of services directly required for the successful conduct of the project
- Cost of animal agistment and animals purchased which are a direct requirement of the research project
- Specialised computing requirements that are essential for the proposed project
- Data collection and analysis
- Travel costs essential to the project, including economy travel costs for domestic and/or international travel, as per the approved budget

UNACCEPTABLE BUDGET ITEMS:

Grant funds cannot be used for institution overhead costs or expenses of the Research Personnel or the Administering Institution. Budget items that will not be supported include:

- Operations and maintenance of buildings
- Use of facilities and libraries
- Hazardous waste disposal
- Regulatory and research compliance
- Networking costs

- Institutional overheads and administrative costs
- Personal memberships of professional organisations and groups
- Non project related staff training and development costs
- Research infrastructure-
 - Physical space and all the services associated with it
 - Furniture for research staff
 - Administrative services
 - Office and laboratory services
 - Ethics/governance costs for unrelated or overarching projects
 - Staff training and development
 - Animal house facilities
 - Computer networks and basic network utilities
 - Personal computers
 - Utilities (electricity/gas/water)
- Health insurance, travel insurance, foreign currency, airport and related travel taxes, passports and visas
- Personal subscriptions (private journal subscriptions)
- Communication costs (mobile, telephone, internet)
- Patent costs
- Entertainment and hospitality costs
- Airline club memberships
- Purchase of reprints

SALARY AND SALARY ON-COSTS:

Claiming salary on-costs as part of NBCF awards is **not allowed**, except as set out in the approved budget of the Grant Application.

Salary on-costs include:

- Severance and termination payments
- Extended leave payment
- Fringe benefits tax
- Annual leave and Long service leave entitlements that accrues during their employment on the project
- Payroll tax
- Workers compensation
- Parental leave entitlements
- Sick leave
- Superannuation