
NATIONAL BREAST CANCER FOUNDATION

GRANT EXPENDITURE GUIDELINES

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1. Overview

These guidelines provide overarching principles for preparing budgets for all NBCF grant applications. They outline eligible expenditure categories, common examples, and items that will not be supported. Applicants must refer to the scheme-specific guidelines for any additional requirements, allowances or restrictions that apply to the particular grant scheme.

Where clarification is required, please contact the NBCF Research Team at research@nbcf.org.au.

Grant funds must only be used for costs that are directly related to the conduct and successful delivery of the approved research project and must align with the signed Funding Agreement and approved budget.

2. Salary Support

NBCF grants may support the labour costs of employees who are directly engaged in the core scientific, clinical, or technical activities of the project, as listed in the grant application.

An employee is defined as a staff member paid a regular salary or wage, with standard tax instalments withheld. Eligible salary expenditure includes all salary and salary on-costs (e.g. payroll tax, workers compensation, leave loading, and superannuation).

Salary costs may only be claimed for work conducted during the approved project term and only for work that directly contributes to project activities.

Costs associated with leadership or general administrative personnel (e.g., executives, finance, legal services) are not eligible, even if they contribute to project management.

There is no maximum salary cap; however, all salary requests must be reasonable, fully justified and in line with institutional salary scales.

2.1 Investigator Salaries

Salary support may be requested for:

- Principal Investigators (PIs)
- Co-Investigators (Co-Is)
- Associate Investigators (AIs)

Requirements:

- The FTE requested must be consistent with the time committed to the project as specified in the application
- Salaries will be funded pro-rata for partial FTE
- NBCF will not support salaries for investigators who are based outside Australia

NBCF is committed to supporting researchers and clinician-researchers at all career stages. Applicants are strongly encouraged to include early- and mid-career researchers in the investigator team.

Applicants are also strongly encouraged to include consumers as AIs on their grant application and that appropriate remuneration is offered.

2.2 Additional Personnel Salaries

Salary support may be requested for research personnel **necessary** for successful delivery of the project, including:

- Research assistants and research officers
- Junior or senior postdoctoral researchers
- Specialised personnel (e.g., bioinformaticians, statisticians, technical project managers)
- Technical staff
- PhD stipends (new: supported across all schemes)

Requirements:

- Staff may be supported at full-time or part-time FTE proportional to their contribution
- Titles and salary levels must be commensurate with institutional scales
- Personnel must be directly involved in the research project
- NBCF will not support salaries for personnel based outside Australia
- External contract or consultancy services should be included in “Other Research Costs”

3. Infrastructure, Equipment, Consumables, and Other Research Costs

NBCF supports project-specific costs that are directly required for the conduct of the approved research.

Itemisation Requirements:

- Costings relating to equipment or infrastructure must be full itemised
- Costings relating to consumables:
 - Items ≤ \$5,000 may be grouped as a single aggregated entry
 - Items > \$5,000 must be individually itemised

Eligible budget items include:

- Materials and consumables required for research (e.g., laboratory supplies, biological reagents)
- Clinical study costs, including participant reimbursement and reasonable clinical testing costs (e.g., MRI, PET, CT, ultrasound, genotyping, biochemical assays)
- Equipment directly required for the project
- Purchase of services required for the conduct of the project (e.g., medicinal chemistry services, CROs, consultants, contractors etc.)
- Animal facility costs that are direct project requirements, including:
 - Purchase of animals
 - Housing and care costs directly associated with the approved research
- Specialised computing requirements essential to the project
- Sample collection, analysis, storage and transfer/courier costs directly associated with the project
- Data collection, analysis, storage and transfer costs directly associated with the project
- Domestic or international travel essential to the project, limited to economy class
- Consumer remuneration and reimbursement (e.g., travel reimbursement, meeting participation)
- Publication costs
- Staff training or development directly related to the research project

4. Ineligible Budget Items

NBCF will not support institutional overheads or general costs **unrelated to the approved project**.

Ineligible items include, but are not limited to:

- Operations and maintenance of buildings
- Use of institutional facilities and libraries
- Hazardous waste disposal
- Institutional regulatory or compliance costs
- Personal memberships of professional organisations
- Staff training or development not directly related to the research project
- Institutional overheads and administrative costs
- General research infrastructure not directly related to the project, including:
 - Physical space and associated services
 - Animal facility infrastructure or maintenance
 - Furniture
 - Office/laboratory services
 - Ethics/governance costs for unrelated or overarching projects
 - Computer networks and utilities
 - Personal computers
 - Utilities (electricity, gas, water)
- Health insurance, travel insurance, foreign currency fees, airport taxes, passports, and visas
- Personal subscriptions (e.g., private journal subscriptions)
- Personal communication costs (mobile, telephone, internet)
- Patent and intellectual property costs
- Entertainment and hospitality costs
- Airline club memberships
- Purchase of reprints

5. Co-Funding Requirements

NBCF seeks transparency on total project value and partnership contributions. Therefore:

- All co-funding secured from external sources (e.g., institutions, universities, government, philanthropic or not-for-profit organisations) must be itemised and reported where requested in the application
- Co-funding may consist of cash or in-kind contributions relevant to the project

This information assists NBCF in demonstrating research value, leverage, and donor impact.

6. Final Note

These guidelines provide a consolidated overview of eligible and ineligible expenditure across all NBCF schemes. However, **individual grant schemes may include additional requirements**, and applicants must always refer to the scheme-specific guidelines when preparing their budgets.

For further assistance, contact: research@nbcf.org.au.