

General enquiries on this form should be made to:

Defra, Science Directorate, Management Support and Finance Team

Telephone No. 020 7238 1612 E-mail: research.competitions@defra.gsi.gov.uk



defra
Department for Environment
Food and Rural Affairs

SID 3 Proposal for a Research Project with Defra

- **SUBMITTING THE FORM:** see *note 1*.

- **ACCESS TO INFORMATION**

The information collected on this form will be stored electronically and used to process your application for a research contract with Defra. It may be sent to any part of the Department, or to individual researchers or organisations outside Defra for the purposes of assessing or reviewing the application. Defra may also disclose the information to any outside organisation acting as an agent authorised by Defra to process research applications on its behalf. If the proposal is accepted for funding, the information may be sent to any part of Defra, or to individual researchers or organisations outside Defra for the purposes of reviewing the project and the information (excluding any CVs) may be placed on the Defra Website to inform the public about Defra's research. Name, address and other details may be held on a database and used by the Department to communicate information to our research contractors.

Defra may be required to release information, including personal data and commercial information, on request under Environmental Information Regulations or the Freedom of Information Act 2000. However, Defra will not permit any unwarranted breach of confidentiality or act in contravention of its obligations under the Data Protection Act 1998. Defra or its appointed agents may use the name, address and other details on your form to contact you in connection with occasional customer research aimed at improving the processes through which Defra works with its contractors.

- **COMPLETING THE FORM**

For guidance on completing this form please see *note 2*. This form is primarily in 'PDF' format for which you will require at least version 6 of Adobe Acrobat reader. A series of click-on notes are provided throughout the form to give advice on the information required and other guidance on completion. The form is structured as follows:

- **Main Section:** this **must** be completed for all proposals. Before completion please read the Financial Guidelines for project cost estimates;
- **Sections A–E:** these request information on types of proposals. You should only complete those sections that directly relate to your proposal. To make these sections appear, click the appropriate button. Once you have successfully added a completed section, a tick will appear in the relevant box.

Section A - Sub-Contractors

Complete if there are sub-contractors to be employed on the project

Click here to view
and complete Section

Section B - Joint Contractor Projects

Complete if a joint contractor project, i.e. the research is to be carried out by more than one organisation. (N.B. This does **not** include sub-contractors.)

Click here to view
and complete Section

Section C - Joint Funded

Complete if Defra is not the sole funder

Click here to view
and complete Section

Section D - Small Businesses

Complete if any of the contractors or sub contractors are small businesses (the definition of a small business is given in note 16).

Click here to view
and complete Section

Section E - Use of animals

Complete if the project involves the use of animals.

Click here to view
and complete Section

■ Main Section

1. (a) Project title (maximum 255 characters)

(b) Please give the Defra project code or competition reference (*note 3*).

(c) If the proposal is not submitted in respect of a competition, please say why the proposal is submitted.

2. Total cost to be charged to Defra (excluding VAT)

£

3. (a) Start date

dd, mm, yyyy

(b) End date

dd, mm, yyyy

(c) Duration

(d) Date submitted to Defra

dd, mm, yyyy

4. Is this work currently or about to be submitted in another application elsewhere? YES NO

If YES: to which organisation

and by what date is a decision expected

dd, mm, yyyy

5 Contact details for project leader/contractor(s) representative to which Defra will direct correspondence on this proposal. For joint contractor or consortium bids only the lead contractor details should be provided here.

● Title

● First name

● Surname

● Position held

● Telephone No. (including national dialling code)

● Fax No. (including national dialling code)

● E-mail address

6. Name and address of organisation

● Organisation title

● Building

● Road

● Town

● County

● Postcode

● Country

■ Main Section

7. (a) **Project description**

In the box below please provide a non-technical summary of your research proposal that would be easily understood by non-scientists (*note 4*). If your proposal is successful this summary will be published on Defra website.

(b) Objectives

Please describe the general objectives of the project and the technical and scientific aims of the research which must be measurable and timebound (please number the objectives). If your application is accepted, these objectives will be included in the agreement between you and the Department. Please, therefore, restrict your entry to the salient points and set these out clearly and concisely.

(c) Approaches and Research Plan

Outline the approaches to be used to achieve the objectives, describing the scientific context where appropriate. Set out the work plan for the life of the project stating clearly how you intend to proceed (please include a GANTT chart if appropriate). The Approaches should be given the same number, and in the same order, as the Objectives and must be clearly cross-referenced to the numbered Milestones set out in Section 8. Where there is more than one contractor, please show clearly the roles of each. If your application is accepted, the Approaches and Research Plan and Milestones will be included in any contract issued. Please, therefore, restrict your entry to the salient points and set these out clearly and concisely.



■ Main Section

8. **Milestones** (*note 5*). These must relate directly to the Objectives and Approaches as detailed in Section 7(b) and (c). (This table is restricted in size, do not attempt to exceed its length or text will be lost).

	Target date (dd, mm, yyyy)	No. of months from start date	Description of milestone (maximum 120 characters)	Cost (£) where required (<i>note 4</i>)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				

9. **Surveys** (*note 6*)

Will the research require a survey to be carried out? YES NO

10. **Risks which might prevent or delay the achievement of project objectives** (*note 7*).

(This box is restricted in size, do not attempt to exceed its length or text will be lost).

■ Main Section

11. Quality assurance *(note 8)*

- (a) Please state what procedures you operate for Quality Assurance, including registration to ISO 9001: 2000, UKAS 17025 or GLP. (This box is restricted in size, do not attempt to exceed its length or text will be lost).

- (b) This Project will be completed in accordance with the measures laid out in the Joint Code of Practice for Research YES NO

- (c) If NO, please list the areas of the Code that you feel cannot be met and describe the remedial actions you intend on taking to ensure future compliance. Please indicate the dates by which you expect each of these actions to be complete. (This box is restricted in size, do not attempt to exceed its length or text will be lost).

12. Statistical input to project *(note 9)*

- (a) Has a statistician's advice been reflected in your proposal, particularly the experimental design? YES NO

If YES, go to (b).

If NO, please explain why you thought this was unnecessary.

(This box is restricted in size, do not attempt to exceed its length or text will be lost).

- (b) What statistical input will be included in the analysis of the results and how will this be reflected in the outputs? (This box is restricted in size, do not attempt to exceed its length or text will be lost).

- (c) Statistical adviser's name, position held and qualifications

13. Benefits and outputs

- (a) Describe and quantify (*note 10*).
(This box is restricted in size, do not attempt to exceed its length or text will be lost).

■ Main Section

- (b) Do you think further research or development will be needed before these benefits can be realised? YES NO

If NO, go to (c). If YES, please give reasons.

(This box is restricted in size, do not attempt to exceed its length or text will be lost).

- (c) Is the proposed research likely to lead to:

(i) protectable results (e.g. patents, design rights etc.)? YES NO

(ii) other commercially negotiable results (such as 'know-how')? YES NO

If YES to (i) and/or (ii), please give details including interest already expressed.

(This box is restricted in size, do not attempt to exceed its length or text will be lost).

14. Communication of results

(a) How will the results be communicated? (*Note 11*).

N.B. In any publication including press articles, the financial support of the Department **must** be acknowledged.
(This box is restricted in size, do not attempt to exceed its length or text will be lost).

(b) What measures will be taken to encourage knowledge transfer?

(This box is restricted in size, do not attempt to exceed its length or text will be lost).

■ Main Section

15. Capital equipment devoted to project

- (a) To assist Defra in assessing your capability to carry through the project successfully, please list the capital assets to be used on the project, e.g. specialist buildings or equipment, animal housing, computers.
(This box is restricted in size, do not attempt to exceed its length or text will be lost).

- (b) If any of the assets listed above need to be purchased for the project and you expect Defra to contribute to the cost, please list details below including estimated cost and any 'in kind' contributions (*note 12*).

N.B. Defra will not contribute to the cost of any new item that will duplicate one already in your possession unless the latter is unavailable for use on the project.

(This box is restricted in size, do not attempt to exceed its length or text will be lost).

16. **Staff effort**

- (a) Please list the names and grades/job titles of staff and their input to the project together with their unit costs e.g. daily charge-out rates (*note 13*)

(This box is restricted in size, do not attempt to exceed its length or text will be lost).

(c) **Curriculum Vitae.**

Curriculum Vitae of all staff to be engaged on the project should be detailed in the Word document below.



■ Main Section

17. Estimated project costs (all funding bodies)

Before completing this part of the form you should read the *Financial Guidelines* for project cost estimates.

The table below is a summary table and will automatically calculate total estimated project costs from the cost details you provide for each contractor working on the project. To provide these cost details, please click on the button below and **complete a separate contractor page for each contractor**. If you are a sole contractor you must also complete a separate contractor page.

	Financial years (April – March) (e.g. 04/05)					Total
	Year _____	Year _____	Year _____	Year _____	Year _____	
Costs	£	£	£	£	£	£
Pay costs						
Consumables						
Equipment						
Travel expenses						
Overheads						
Sub contracts/consultancy						
Other						
Total costs* (FINANCIAL year)						

VAT (FINANCIAL year)						
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Total project costs* (PROJECT year)						
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*Excluding VAT. (See also Guidelines (non-competitive work must be costed at current prices)

Contractor costs

The table below must be completed for each contractor working on the project. Please provide a detailed breakdown of your proposal costs with VAT by financial year and a summary of the total project year costs. This should include the total costings of any sub-contractors to be used. Detailed costings for sub-contractors should be given in Section A. Once generated a contractor page cannot be deleted. If you do generate this page in error leave blank.

Contractor name	Financial years (April – March) (e.g. 04/05)					Total
	Year _____	Year _____	Year _____	Year _____	Year _____	
Costs	£	£	£	£	£	£
Pay costs	Description					

	Costs					
Consumables	Description					

	Costs					
Equipment	Description					

	Costs					
Travel expenses	Description					

	Costs					
Overheads	Description					

	Costs					
Sub contracts consultancy	Description					

	Costs					
Other costs	Description					

	Costs					
Total costs* (FINANCIAL year)						

(To calculate click on the 'calculate' button above)

VAT (FINANCIAL year)

(You must manually enter VAT costs)

Total project costs* (PROJECT year)

(You must manually enter total project costs)

**Excluding VAT. (See also Guidelines (non-competitive work must be costed at current prices)*

Are you registered for VAT? YES NO

If YES, what is your VAT registration number

18. Please give below the address to which payments should be made.

● Organisation title

● Building

● Road

● Town

● County

● Postcode

VAT status

● Will charge VAT YES NO

19. **Insurance**

The Department normally requires its research contractors to hold a default minimum of £5 million in insurance cover in respect of any single claim. Please state below the current level of insurance cover you hold in respect of Employer's Liability; Public Liability; and Professional Indemnity, together with the insurer and current insurance certificate number. Should your bid be accepted, you may be required to provide a copy. If you believe lower insurance cover is applicable, you should suggest to what level and explain why. (Note 15).

■ Main Section

Declaration (to be completed by a duly authorised signatory of the proposer's organisation)

I declare that:

- (a) I have read all sections of this proposal, the financial guidelines for project cost estimates, and Defra's standard contractual terms and conditions for a research contract;
- (b) if agreed for funding, the work will be accommodated and administered in our organisation in accordance with the above mentioned terms and conditions;
- (c) the costings in this proposal conform to the above mentioned financial guidelines, and the staff gradings and salaries quoted are correct and in accordance with the normal practice of this organisation;
- (d) no capital equipment proposed for purchase for the project, and included in the project costings, duplicates existing equipment which is available for use on the project;
- (e) Defra may use the information in this application for the purposes outlined on page 1.

dd, mm, yyyy

Signature

Date

Title

● First name

● Surname

● Position held

● Telephone No. (including national dialling code)

● Fax No. (including national dialling code)

● E-mail address

Name and address of organisation

● Organisation title

● Building

● Road

● Town

● County

● Postcode

● Country

For submission of this form, please see note 1

Only to be completed if there are sub-contractors to be employed on the project

To provide cost details please click on the button at the foot of the page for each sub-contractor.

Sub-contractor's details:

Name and address of organisation	
Contact name	
Telephone No.	
E-mail address	
Name and address of organisation	
Contact name	
Telephone No.	
E-mail address	
Name and address of organisation	
Contact name	
Telephone No.	
E-mail address	
Name and address of organisation	
Contact name	
Telephone No.	
E-mail address	
Name and address of organisation	
Contact name	
Telephone No.	
E-mail address	
Name and address of organisation	
Contact name	
Telephone No.	
E-mail address	

Check box if Section A is completed
 Only tick here if you intend the details to be included in your proposal

Note 1

The SID 3 must be submitted electronically. In addition, please send one signed paper copy plus any further paper copies if requested by Defra. If this proposal is being made in response to a Defra competition, the electronic version must be sent as instructed. The competition details will give the deadline for receipt of bids, the number of paper copies needed, and the address to which these must be sent. Defra does not accept unsolicited proposals on this form. If, following discussions with Defra, Defra has asked you to complete this form outside of a competition, please send an electronic version, a signed paper copy and any additional paper copies requested to the Defra person with whom you had the discussion.

Note 2

This form is in primarily PDF format. It requires you to have **Adobe Acrobat Reader 6** on your PC. If you do not have this version it is downloadable free of charge from:

<http://www.adobe.com/products/acrobat/readermain.html>

You must have at least Adobe Acrobat Reader 6 loaded on to your PC before you attempt to complete the form.

The PDF sections of the form are designed to provide Defra with concise information from contractors in each section. We do not expect you to include tables or graphics in these sections as you will have difficulty in formatting the form. The PDF sections are restricted in size and are non-expandable and you should not attempt to exceed their size otherwise text will be lost. The font type and size is set and cannot be amended.

However, there are two sections of the form where Word templates have been embedded for contractors to provide detailed information on a proposal and allow for flexibility in importing text, tables, CVs and/or graphs. You should follow the guidance provided in using these templates.

You should read the additional guidance available in the Notes to help you in completing each section.

To access the relevant note, please click on the reference to the numbered note shown in the section. To return to the question from the Notes page, simply click on the Note title (i.e. **note 1**, **note 2** etc.). This will take you back to the section to which the numbered note refers.

Note 3

This number will be given in the competition details. If your proposal is not submitted in response to a competition you must obtain a project code from the Defra official requesting the proposal.

Note 4

This is your opportunity to explain to the outside world what this project will deliver. Please provide a general summary of the project objectives and approaches, and the anticipated results – in particular what benefits this project will achieve for Defra and the taxpayer. Please remember your audience and that this will almost certainly include non-scientists, avoid jargon and explain acronyms.

Note 5

Based on your research plan, please give milestones (i.e. points at which progress can be assessed) with targets for monitoring progress of the research towards the scientific objectives. These should number no more than 6 per project year. Where work is seasonal, you need only express milestones in date form but if work is not seasonal, you must express milestones in date form and in terms of numbers of months from the proposed start date e.g. month 15. The dates will be formatted automatically.

Each milestone description should not be more than 120 characters. If your application is accepted, the Milestones will be included in the agreement between you and the Department.

For certain projects, the Cost column must show payments to be made at milestone points. Where a competition is held, the competition details will state whether these milestone payments apply. If in doubt, you must check with Defra before submitting your proposal.

Note 6

Controls apply to all Government sponsored statistical surveys where there is a potential burden on businesses and/or local authorities (generally, surveys of households and individuals are outside the controls). Surveys are only acceptable if they form an essential part of the project. Where a survey is proposed, Ministerial and Defra Survey Control Unit approvals are required and time must be allowed for this before an agreement is signed. Separate approvals may be required by Survey Control Units for Wales and Scotland if respondents are within these countries. The

Defra officer responsible for assessing your project will seek the necessary approvals, but proposers should note that a research contract cannot be placed for a project containing a survey until provisional approval of the survey has been obtained.

Note 7

Please give details of any particular factors which might cause delays in the achievement of the project objective(s). What are the chances of this happening; what are the probable consequences; and what steps will you take to prevent this happening?

Note 8

From 1 June 2004, it is expected that all Defra-funded research will be performed in compliance with the requirements of the Joint Code of Practice for Research. Defra reserves the right to audit projects against the Code.

This application will **not** be automatically rejected if the project will not be performed under quality assurance measures that fully meet the Code's requirements. However, you will need to specify at (Section 11, (c)) which quality assurance measures you feel are not yet in place (or are not relevant) and, where appropriate, state the timescale in which these will be addressed to meet the Code's requirements. Where quality assurance measures require development, appropriate interim project management arrangements should be outlined with the project milestones. These factors will be taken into account in appraising this proposal and managing the project if the proposal is successful.

The Project Leader is responsible for all the work carried out on the project, including work supplied by **sub-contractor(s)**. You should therefore assure yourself that the contribution they provide to the project is carried out in accordance with your stated compliance with the Code of Practice.

Note 9

It is important that the appropriate level of statistical expertise has been applied to the research Defra funds. In particular, Defra needs to be assured that a statistical adviser has been consulted, where necessary, about the proposed research.

Note 10

Please describe and quantify the benefits which may arise from this project, how the results will be used and who will make use of the results of this research - e.g. Defra, industry or consumers - including the level of interest/impact on industry. Where the project specification has been supplied by Defra, you should draw on this when completing this section.

Note 11

Please list anticipated numbers and if possible expected dates for submission of publications in refereed journals, trade journals or the press, presentations or demonstrations to the scientific community or trade organisations, publications for end-users; and internal reports or publications. Where the project specification has been supplied by Defra, you must include any communication requirements laid down in that specification. Additionally, Defra invites you to add any proposals of your own to communicate the results.

Note 12

Section (d) of the Financial Guidelines explains how equipment costs should be treated in your costings. On rare occasions, Defra will meet the full purchase price because it wishes to own the equipment for possible transference to another contractor in due course, e.g. air monitoring equipment. Please state clearly in this section if Defra is to fund the full cost of a piece of equipment.

Note 13

This information is required for Defra's initial assessment of a proposal. You should only provide names, grade/job title, a brief summary of project activities and costs. Please do not repeat the level of detail of a CV required in section 16(c).

Note 14

You should show here the staff days expected to be spent on the project, including both scientists and assistants, during each year of the project. Please make an entry for each member of staff and cross-reference to Section 16 (a) by, for example, using initials of staff member. If it is helpful in order to clarify your proposal, entries for individual staff can be broken down by task.

Note 15

The standard contract clause requires a minimum cover of £5 million in respect of any single claim unless a different level of insurance is agreed. This minimum cover has been set to reflect the level currently reached by such claims generally. Most contractors that the Department deals with have such cover. However, some contractors may not, or may consider that the risk involved with a particular project justifies a lower figure. Defra will accept a lower insurance figure where it agrees it is commensurate with the risk. Contractors should state whether they believe a lower insurance figure is reasonable and provide justification.

It is the Department's policy to hold contractors responsible for any costs incurred through the latter's negligence or breach of contract. The standard clause places no financial limit to this responsibility and therefore the contractor remains liable even though the claim may exceed the limit of the contractor's insurance.

Note 16

For this purpose, a small business:

- has fewer than 250 employees; and
- has an annual turnover of no greater than €40 Million (about £26M) or alternatively a balance sheet total of no higher than €27 Million (about £17M); and
- independent (that is less than 25% of the business is owned by enterprises that do not conform to the other criteria – this rule need not apply to investments that are held by public investment corporations, venture capital companies or other institutional investors provided they do no exercise control over the business).

Charities, university spin-offs, individuals and groups are deemed to be small businesses if they fulfil the above criteria. Further details of this initiative can be found at <http://www.defra.gov.uk/science/default.htm>

Financial Guidelines

The following Notes are to help you provide all the details necessary for the project costs.

(a) Pay costs

You should include the costs of personnel working directly on the project. Defra is willing to accept pay calculations on the basis of average pay costs. In this event you should indicate the average pay used for the grade(s) in question.

(b) Inflation

- (i) If the project is submitted under a competition, a percentage to cover inflation can be built into the price, but please bear in mind that overall cost is a factor in the selection process.
- (ii) If the project is not submitted under a competition, costings must be submitted at current prices, and Defra will add an allowance for inflation in line with the Treasury's forecast GDP deflator.

(c) Consumables

These will be essentially scientific laboratory supplies, (e.g. glassware, chemicals) costing individually up to £2,000 in value which are purchased from third parties. Please give brief details.

(d) Equipment

Capital equipment is a fixed asset costing over £2,000 in value which is expected to yield continuous service beyond the year in which it is purchased. It includes items such as scientific and information technology equipment. The equipment must be essential to carrying out the project. Three quotations must be obtained for each item of equipment. (See note (ii) below.)

For new equipment Defra will usually only fund that proportion of its working life (normally 5 years) to which it is used solely on the project (i.e. if a project is of 3 years duration Defra will fund 3/5th of the cost at the rate of 1/5 each year. Where equipment has a useful life of more than 5 years and/or is used for other purposes, you should make an appropriate reduction in the annual rental charged to Defra. Where new equipment is required please give details of the make, model, price and the year when each item is to be purchased and its purpose. Likewise,

please indicate when equipment is to be leased and give details of the costs of rental for each year.

A piece of equipment may need to be allocated full-time to a project. In such a case, the fact that an organisation owns a similar piece of equipment for use on other projects does not remove the need here for that equipment to be either purchased or hired, although the usual rules on the amount to be paid will apply. It is however for the contractor to justify such a purchase.

You may be asked by Defra to provide the following as appropriate:

- (i) the original purchasing invoice or top copy of the rental agreement. This will be returned immediately after a copy has been taken; and
- (ii) the original written quotations obtained from three different suppliers.

N.B. In appropriate cases e.g. where it can be shown that the technical specification of equipment precludes all but a single supplier, a single written quotation will be acceptable.

On rare occasions, Defra will meet the full purchase price of a piece of equipment. This is where Defra wishes to own the equipment for possible future transference to another contractor in due course, e.g. air monitoring equipment.

(e) Travel expenses

Visits to conferences and similar functions in the U.K. or elsewhere will not normally be regarded as an eligible cost. Exceptionally, however, such costs may be funded where you can demonstrate to Defra's satisfaction that the visits are essential to the project.

Where travel and subsistence costs are necessary, please give brief details.

(f) Overheads

This covers central and departmental costs (direct) that underpin the research activities and costs which cannot readily be uniquely assigned to particular research projects indirect These may include the following:

- financial services (finance, accounting, tendering, marketing);
- personnel services;

- staff facilities (transport, health and safety, training, welfare, laundry);
- departmental services (administration, library, secretarial, printing, minor stores items and laboratory and workshop support);
- staff management, and cover for maternity and long-term sickness benefits.

In line with Government policy, Defra is committed to meeting the full economic costs of all proposals submitted by the UK universities.

(g) Sub-contracts, consultancy fees, etc.

Please give brief details.

(h) Other costs

You should include here items which do not readily fit under the headings provided e.g. laboratory/analytical services, laboratory animals, servicing of equipment, any non-equipment rental charges, recruitment costs, computer software, stationery items, student registration fees and glasshouse heating.

You should provide a short explanation of the requirement.

(i) VAT

Please follow these notes carefully because, in certain circumstances, VAT can be reclaimed from HM Customs and Excise, thereby lowering the cost of the research.

(i) Defra is an eligible body under the VAT (Education) Regulations 1994. If your organisation is also an eligible body, you should not charge VAT on the total price of the research services you provide to Defra. You may, however, include in your price, any VAT in respect of services/items purchased in order to carry out the research, provided you are ineligible to reclaim this VAT from HM Customs and Excise. This also applies if you are not a registered trader.

(ii) If your organisation is not an eligible body,

and is registered for VAT, you must charge VAT at the standard rate on the total price of the research done for Defra. Defra can recover this VAT under S41 of the VAT Act 1994.

● **Organisations in category (i) above**

Include the VAT that your organisation cannot recover from HM Customs and Excise within the price for the service/item under the appropriate section. For example, The price under 'Sub-Contractor' should include any VAT charged by the sub-contractor (do not separately identify the VAT element). You should enter nothing in the VAT line at the foot of the cost table as this would result in double-counting.

● **Organisations in category (ii) above**

Insert the VAT to be charged in the VAT line at the foot of the cost table.

Include no VAT charges elsewhere in the cost table as this would result in double-counting.

(j) Ineligible costs

The following are excluded from eligible costs:

- interest charges;
- hire purchase interest and any associated service charges;
- profit earned by a subsidiary or by an associated undertaking on work sub-contracted under the project;
- Contingency allowances expressed as an arbitrary percentage overall addition to eligible costs.

■ Main Section

Sub-Contractor costs

Please complete the table below for each sub-contractor. Please provide a detailed breakdown of your proposal costs with VAT by financial year and a summary of the total project year costs. If the sub-contractor is itself sub-contracting work on the project, insert these details under Other costs in the table.

Contractor name	Financial years (April – March) (e.g. 04/05)					Total
	Year _____	Year _____	Year _____	Year _____	Year _____	
Costs	£	£	£	£	£	£
Pay costs	Description					
	Costs					
Consumables	Description					
	Costs					
Equipment	Description					
	Costs					
Travel expenses	Description					
	Costs					
Overheads	Description					
	Costs					
Other costs	Description					
	Costs					
Total costs* (FINANCIAL year)						

(To calculate click on the 'calculate' button above)

VAT (FINANCIAL year)						
-----------------------------	--	--	--	--	--	--

(You must manually enter VAT costs)

Total project costs* (PROJECT year)					
--	--	--	--	--	--

(You must manually enter total project costs)

**Excluding VAT. (See also Guidelines (non-competitive work must be costed at current prices)*

Are you registered for VAT? YES NO

If YES, what is your VAT registration number

■ Main Section

Sub-Contractor costs

Please complete the table below for each sub-contractor. Please provide a detailed breakdown of your proposal costs with VAT by financial year and a summary of the total project year costs. If the sub-contractor is itself sub-contracting work on the project, insert these details under Other costs in the table.

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	Year _____	Year _____	Year _____	Year _____	Year _____	
Costs	£	£	£	£	£	£
Pay costs	Description					
	Costs					
Consumables	Description					
	Costs					
Equipment	Description					
	Costs					
Travel expenses	Description					
	Costs					
Overheads	Description					
	Costs					
Other costs	Description					
	Costs					
Total costs* (FINANCIAL year)						

(To calculate click on the 'calculate' button above)

VAT (FINANCIAL year)						
-----------------------------	--	--	--	--	--	--

(You must manually enter VAT costs)

Total project costs* (PROJECT year)					
--	--	--	--	--	--

(You must manually enter total project costs)

**Excluding VAT. (See also Guidelines (non-competitive work must be costed at current prices)*

Are you registered for VAT? YES NO

If YES, what is your VAT registration number

■ Main Section

Sub-Contractor costs

Please complete the table below for each sub-contractor. Please provide a detailed breakdown of your proposal costs with VAT by financial year and a summary of the total project year costs. If the sub-contractor is itself sub-contracting work on the project, insert these details under Other costs in the table.

Contractor name	Financial years (April – March) (e.g. 04/05)					Total
	Year _____	Year _____	Year _____	Year _____	Year _____	
Costs	£	£	£	£	£	£
Pay costs	Description					
	Costs					
Consumables	Description					
	Costs					
Equipment	Description					
	Costs					
Travel expenses	Description					
	Costs					
Overheads	Description					
	Costs					
Other costs	Description					
	Costs					
Total costs* (FINANCIAL year)						

(To calculate click on the 'calculate' button above)

VAT (FINANCIAL year)						
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(You must manually enter VAT costs)

Total project costs* (PROJECT year)					
--	--	--	--	--	--

(You must manually enter total project costs)

**Excluding VAT. (See also Guidelines (non-competitive work must be costed at current prices)*

Are you registered for VAT? YES NO

If YES, what is your VAT registration number