# BENCH FEE COMPUTATION FORM

A bench fee may be levied at the time of admission to reflect the actual costs of research projects when it is thought that the usual fees/research grants do not cover these. These should consist of items that are over and above what basics should be available to the student and reflect the special additional costs associated with the student’s research project.

The lists below provide examples of items which you may wish to include within the bench fee computation and are not intended to be prescriptive. In some circumstances, there be other classes of items and you are invited to amend or add to this form as appropriate. You should ***not*** attempt to include items such as a new computer for the student's use, interlibrary loans, photocopying, staff time and large equipment.       Sponsors vary in their attitude to travel and some overseas governments have separate arrangements for their students attending conferences.

B**ench fees are capped at £12k per annum for wet lab projects and £5k per annum for dry lab projects**.

**Please note some international sponsors limit bench fee awards and you are advised to contact the** [**Marketing, Recruitment and International Office**](https://www.gla.ac.uk/myglasgow/externalrelations/contact/#tab=0) **prior to completion of this proforma should you require clarification on individual international sponsoring bodies**

Please specify costing ***averaged for each year*** of research period.

**NAME OF STUDENT:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **CONSUMABLE ITEMS** | **£** |
| General consumables (e.g. plasticware, chemicals, etc) |  |
| Special reagents/materials |  |
| IT consumables (e.g. photography, film, DVD, data storage media) |  |
| Tissue/cell culture |  |
| Gloves and protective clothing |  |

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| **OTHER ITEMS** | **£** |
| Purchase of additional special equipment |  |
| Access costs to specialised equipment not available to University of Glasgow |  |
| Animal costs |  |
| Specialised computation |  |
| Fee to external agency for supervised practice placement |  |
| Patient/volunteer expenses |  |
| Laboratory assays |  |

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| **TRAVEL AND TRANSPORT** | **£** |
| Travelling costs\* - students |  |
| Travelling costs\* - staff |  |
| Subsistence costs\* - staff (fieldwork supervision, etc) |  |
| Transport of samples |  |

\* Where this is integral to the research. It should not normally cover conference attendance.

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| **TOTAL ANNUAL BENCH FEE** | **£** |
| **ACCOUNT CODE TO BE PAID INTO** |  |

**INSTITUTE/SCHOOL:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| **AUTHORISED SIGNATURES** | | | |
|  | Name | Signature | Date |
| ***Principal Supervisor*** | *…………………………………* | *………………………………* | ………… |
| ***Postgraduate Convener*** | *…………………………………* | *………………………………* | ………… |

**Please return the completed form to External Relations Admissions on completion together with the applicant’s graduate studies application form. A copy of this form should also be lodged with the Graduate School**