

Burroughs Wellcome Fund grants do not support indirect costs. BWF defines indirect costs as general overhead and administrative expenses that support the entire operations of an institution/grantee organization, and that may be shared across projects. Expenses that would be incurred regardless of whether the grant is funded are often indicative of indirect costs. For examples of indirect costs, please see the chart outlined below. For questions not addressed here, please contact the **Program Officer** for the award in question.

The following is a list of common direct and indirect costs. We recognize that there are categories of costs that can be considered either direct or indirect depending on grantee accounting practices and the nature of the cost relative to the project's purpose. It is the responsibility of grantees to submit materials that allow us to understand the link between project outcomes and direct costs.

Examples of Common Direct and Indirect Costs

	DIRECT COSTS	INDIRECT COSTS
	The following may be included as direct costs if they are DIRECTLY ATTRIBUTABLE and REASONABLY ALLOCABLE to and SPECIFICALLY REQUIRED to execute the project.	Not allowable
Personnel	<ul style="list-style-type: none"> ■ Salaries and wages of employees working directly on the project.^{1,2} ■ Fringe benefits of employees working directly on the project. ■ Salaries, wages, and fringe benefits of administrative staff for the portion of their work required to execute the BWF grant and manage reporting. 	<ul style="list-style-type: none"> ■ Salaries and wages of employees not working directly on the project. ■ Fringe benefits of employees not working directly on the project. <p><i>Ex: Personnel cost of general management and administrative support personnel, such as executive management (CEO, COO, CFO, etc.) or central operational functions (Accounting, HR, IT, Legal, etc.).</i></p>
Meetings, Travel, and Professional Development	<ul style="list-style-type: none"> ■ Direct costs associated with travel and related expenses for project staff to make trips directly related to the project.³ <p><i>Ex: Professional society membership (for career transition awards), professional society meetings, attendance at workshops or trainings, domestic and international travel. Itemized costs may include registration fees, airfare, lodging, meals, ground travel, etc.</i></p>	<ul style="list-style-type: none"> ■ Travel for staff not directly related to the project.
Supplies/ Materials	<ul style="list-style-type: none"> ■ Costs for supplies and materials used by the project. Typically, these items are low in cost per unit and consumed frequently (typically within a year).⁴ 	<ul style="list-style-type: none"> ■ Supplies and materials not used by the project.

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Participant Support Costs/ Program Costs	<ul style="list-style-type: none"> Direct costs associated with delivering a program activity and enabling the participation of the intended audience. These costs may include but are not limited to stipends/incentives, scholarships, travel and lodging costs for participants, meals provided to participants, etc. 	<ul style="list-style-type: none"> Costs not directly associated with delivering a program activity and enabling the participation of the intended audience. <p><i>Ex: Support for central finance office rather than finance officers specifically supporting the program.</i></p>
Consultants	<ul style="list-style-type: none"> Contracted staff working directly on the project. 	<ul style="list-style-type: none"> Contracted staff for central/general administrative functions, such as accounting or audits.
Equipment	<ul style="list-style-type: none"> Costs for equipment directly used by the project. Equipment costs may include the purchase, replacement, operation, and maintenance of lab, computer, or other equipment. These costs may be pro-rated in cases of partial use.⁴ 	<ul style="list-style-type: none"> Costs for equipment or depreciation on equipment incurred by central operational functions not used on the project.
Evaluation	<ul style="list-style-type: none"> Costs related to evaluating the project being funded. This may include associated costs for evaluation services, such as tools to collect and analyze evaluation data or produce evaluation reports. These costs may be pro-rated in cases of partial use. 	<ul style="list-style-type: none"> Costs related to evaluating other projects not being funded.
Other Direct Costs	<ul style="list-style-type: none"> Team building costs for lab personnel including shared meals. Sub-awards, grants or contracts with other organizations that directly contribute to the project outcomes. Costs that are not classified under any of the existing budget categories, that are required to execute the project. <p><i>Ex: Allocable facilities, utilities and communications expenses that are required to execute the project or disseminate findings.</i></p>	<ul style="list-style-type: none"> Outsourced general operating activities, such as accounting, audits, or IT support. Costs that are not classified under any of the existing budget categories including those that may represent general institutional overhead. <p><i>Ex: Costs for facilities, utilities, and communications associated with central operational functions such as university headquarters, U.S. office of an international NGO, back office of a biotech firm.</i></p>

1 These costs should be substantiated by time keeping and/or an allocation methodology and can include directly attributable and allocable project management and support, project legal or accounting functions (substantiated by timekeeping).

2 Direct personnel funding varies across BWF programs. Personnel costs are not allowable for GDEP, PDEP, or PRISM awards unless directly approved by program staff. See program specific RFP/Agreement for funding limits in this category.

3 Travel may be used for the general professional development of career transition awardees, including but not limited to trainings in leadership, lab management, etc.

4 Supplies and equipment may be used for other projects once the award is completed.