



### What are eligible and ineligible costs?

#### Eligible costs:

Directly Incurred Costs are those items that are charged directly to the project. They are verifiable and auditable and include:

Research Associates' salaries, salaries for anyone charged to the project, e.g. contractors

Travel & subsistence, including costs related to overseas visits such as visas, vaccines, malaria prophylaxis

Materials, consumables and equipment

Ethics fees

#### Ineligible costs:

Directly Allocated Costs: for e.g. building and premises cost, basic services and utilities, equipment maintenance or operational costs

Indirect Costs: Overheads and administration costs

We do not pay PI salaries, PhD stipends, students' fees, bench fees and publication costs.

### What travel, accommodation and subsistence costs can be covered?

If the African PI comes to live and work in Cambridge for a few months, their accommodation and subsistence costs can be covered by the grant. The rates (including the daily subsistence rate) can be found [here](#).

We recommend that you investigate college accommodation, which are reasonably priced, but strongly advise that you plan well ahead and avoid visits in October.

Cambridge-Africa also pays for return economy tickets

### How do I find a collaborator at the University of Cambridge?

Please search our [Researchers' Database](#) and if you find anyone with shared interests, please contact us we can make the connection. If you cannot find any suitable collaborators, we do our best to find a suitable match for you, although, this is not always possible depending on your field of interest and the workload of relevant people in Cambridge.

### Can Cambridge-Africa help with getting a UK visa?

The actual cost of the visa can be budgeted for in the application, as it is part of the eligible costs, however Cambridge-Africa does not deal with the application and processing of visas. The host (Cambridge PI) department can help with issuing an invitation letter. Further resources are available from the University, including the [International Engagement Hub](#) and [Human Resources](#).

### Can I submit 2 applications with the same collaborator or another collaborator?

This is allowable providing that they are 2 entirely different projects, but please note that because of a large number of applications we usually receive, it is unlikely that both of the projects will get funded.

Please note that our system doesn't allow the second submission and applicants need to contact Cambridge-Africa ALBORADA Research Fund Coordinator [alboradafund@cambridge-africa.cam.ac.uk](mailto:alboradafund@cambridge-africa.cam.ac.uk)

## For Departmental Grant Administrators & Accounts

### Do I need to create a Worktribe to apply?

No. A Worktribe record is *not* required at the application stage. Full instructions on the Worktribe process will be shared with successful applicants and their departmental Research Grant Administrators once funding decisions have been made.

### How do departments receive the funds?

Awards will be activated by the Research Operations Office on receipt of signed Award and Collaboration Agreement Letters where Collaboration Agreement Letters are issued. You will be provided with the grant number and project code when the grant is activated.

NIAB, Wellcome Trust – Sanger, Babraham and other Cambridge University affiliated research institutes should invoice the Department of Veterinary Medicine for the full amount of award.

### How do I send money to Africa?

As per the T&Cs, the Cambridge department is in charge of managing the funds. It is expected that the Cambridge University Department will **advance** the proportion of funds required for use by the collaborating institution on execution of the collaboration agreement and will subsequently reconcile expenditure against the advance.

### Do I need to complete a Due Diligence form for a new African institute?

As the maximum amount of award is £25,000 you do not need to complete a Due Diligence form

Please do not hesitate to contact [alboradafund@cambridge-africa.cam.ac.uk](mailto:alboradafund@cambridge-africa.cam.ac.uk) should you have any further questions.