

## Head and Neck 5000 Costing Policy

Head and Neck 5000 core funding does not extend to support all project proposals or access to, and use of, biological samples / digital histology images. Researchers are expected to meet all costs linked to data access and provision. Charges will be generated on a cost recovery basis unless a grant proposal incorporating appropriate costings is submitted as a result of a direct collaboration with HN5000. The cost will vary depending on the type and volume of data and / or samples requested. It will reflect the actual cost to HN5000.

After a project proposal has been agreed in principle, an accurate costing will be generated for the researcher. Current baseline charges are outlined in the table below. We reserve the right to charge an additional fee if a specific project generates additional costs to HN5000 beyond those that are tabulated. In recognition of support so far, and to improve opportunities for early career researchers, core data may be provided without charge to BAHNO, BSOMP members, NHS employees and early career researchers at our discretion.

Data and / or samples will be released on completion of all necessary paperwork and invoice settlement, or receipt of a purchase order number. Our quote for costs will be accurate at the time of issue however, it is the researcher's responsibility to re-confirm the costs if there is a significant delay in starting the project / requesting the physical transfer of samples. Some of our fees are set by external laboratories and changes may be beyond our control. VAT will be charged in addition to the costs outlined in the table below when applicable. Postage / courier fees may be added on a project specific basis.

HN5000 may be able to provide pathology support to some researchers e.g. lab work and advice / interpretation of histological slides / images and tissue-based biomarker studies. Requests will be considered on a case-to-case basis and may incur additional costs.

**Table 1: Costs**

Item	Fee (exc VAT)	Notes
Tier 1 – simple dataset	£1,000	Core dataset of baseline values, demographics, diagnosis, treatment, major risk factors, follow up data; variables from data-capture and questionnaire
Tier 2 – complex data requirements	£2,000	Complex datasets requiring linkage to a simple dataset eg genome wide genetic data, somatic genetic data, , Histopathology reporting datasets,, Digital histology (H&E) and biomarker (eg p16 and HPV ISH) images
Histology unstained FFPE tissue sections on glass slides +/- scrolls	Per project fee	Project specific costing
Plasma / saliva samples	Per project fee	Project specific costing

FFPE Tissue blocks	Per project fee	Project specific costing. Fee will cover retrieval, pathologist review (for sample adequacy), refiling on return
Amendment fee (to add additional data to a dataset that has already been provided)	£250	No fee for changes within first 3 months

### Costs for grant applications

If you are planning to submit a grant application and wish to access HN5000 data and /or samples for your project (including for personal fellowships and PhD studentships), contact us beforehand. This requirement extends to researchers who are based at the University of Bristol. Please contact us at [headandneck5000@uhbw.nhs.uk](mailto:headandneck5000@uhbw.nhs.uk) to discuss further before submitting your grant application.

Sufficient time is required to review and cost your project. We request you submit your project proposal at least four weeks prior to submission to the funder (if you are requesting plasma saliva or DNA, we require a minimum of eight weeks). Please consider the potential for fluctuating exchange rates - it is advised that you include a small amount of contingency if baseline funds are not costed in GBP.

Any negotiations with funders regarding changes in funds requested *must* involve the HN5000 Executive at all stages. The Executive are happy to provide a letter of support once your Head and Neck 5000 project proposal has been considered and a budget agreed.

If there is a requirement to re-submit a grant application to an alternative funder following an unsuccessful bid, it is advised that costings are reviewed and updated. You must submit an amendment to your original HN5000 project proposal indicating a change in funder and outlining any change in costs.