FACTSHEET

Guidance on using X5 to cost teaching replacement for a Leverhulme Trust application

When costing replacement teacher costs in X5 the FEC will include the Salary, Estates and Indirect costs of the applicant, whereas the price will be the replacement costs of teaching only. You will need to create two posts in X5:

**Step 1:** The first post will be for the applicant – Either select DI staff or if you have selected DA staff, select ‘Cost type’ DI. Enter hours per week / effort level indicated on the application form – Figure. A below.

![Step 1: Creating a post for the applicant](image)

**Step 2:** The 2nd post will be the salary costs of the replacement teaching – DI Admin. Please select ‘Admin’ role for this post as it does not attract Estates or Indirect costs for the purpose of calculating the FEC of the project. Funder budget heading is ‘Replacement teaching’ – A maximum of one year’s (33%) teaching replacement per grant over the course of a three-year grant may be awarded, pro rata for grants of different lengths, or for those with less than full-time contracts. The replacement should not be someone currently studying for a research degree. The staff replacement should normally start at the most junior point of the lecturer scale of the institution concerned. Figure. B below.

![Step 2: Creating a post for the replacement salary](image)

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Step 3: Under the price tab, expand the DI staff section – Figure. C below.

Scroll down to the DI staff expanded section and change the reimbursement rate for ‘Actual %’ for the PI to 0%. This ensure only the teaching replacement costs are pulled through to the Price – Figure D below.

Step 4: To show the figures for the replacement teaching in years, click on ‘show years’ – Figure E below

This now gives you the correct FAC and reimbursement rates and the price for the teaching replacement.

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