

# Wellcome Trust Carbon Offset Policy for Travel

## Guidance for Investigators

### Introduction

The Wellcome Trust is committed to reducing the environmental impact of the travel they fund. The Wellcome Trust [Carbon offset policy for travel](#) was first introduced in February 2020.

The Wellcome Trust expects those it funds to:

- Minimise the number of journeys taken by using alternatives such as video conferencing, where possible
- Choose travel that has a lower carbon impact, where practical
- Offset the carbon emissions of journeys they do make

To support this, the Wellcome Trust will pay for the following costs which should be included in grant applications:

- Essential travel costs, even if the low carbon option is more expensive (for example travelling by train instead of flying)
- Project-related resources or activities that provide an alternative to travel such as video conferencing (although it should be noted that the Wellcome will not fund organisation-wide video conferencing packages, high-speed broadband or HD screens)
- Costs to offset the carbon generated by the essential travel.

Guidance around carbon offsetting for Travelling on University Business can be found on the Sustainability Services website:

<https://sites.reading.ac.uk/sustainability/travel/business/>. The University recommends the offsetting scheme offered by the University's contracted travel provider: Gray Dawes Travel.

### How to calculate the carbon offset costs for a Wellcome application

When preparing an application to the Wellcome Trust applicants should:

- Consider the essential travel needed to deliver the objectives of the research project including visits to collaborators, conference attendance, project meetings and training
- Use the [Carbon Footprint calculator](#) to calculate the carbon emissions associated with the travel you are undertaking (include all forms of transport).

Note the different tabs at the top of the page for the different forms of transport.

- Calculate the cost of carbon offset for all travel by multiplying the carbon emissions (in tonnes) by the cost of the offset project. The Sustainability team recommend Legacy International projects as they offer immediate carbon neutrality. These cost between £8.63 and £9.78 per tonne of carbon generated. It is recommended you use £9.78 when calculating the cost of carbon offset.
- Include the costs for carbon offset for all travel required for your proposal as a single line item on the application form in Grant tracker.

For any queries about this policies please contact your [Research Development Manager](#) in the first instance.

## Version control

Version	Keeper	Reviewed	Approved by	Approval date
1.0	RES	Annually	Kirsty Withers	October 2021