21. Research budget – 4 August 2016

Draw up the project budget using the budget template (Excel document) that can be downloaded via the funding page. The budget template has been designed such that it can only be completed in accordance with the conditions from the call for proposals. If you enter data that are not in agreement with the conditions then a written explanation or a red marking will appear: if an incorrect number of months or an incorrect FTE size are entered, the cell concerned will become yellow and if both cells on a single line become red then the combination of months and FTEs is incorrect.
Furthermore the Excel document:
- is write-protected; you can only enter information in the white cells and in the dark cells where a choice has to be made from a number of possibilities;
- automatically calculates the amount requested for a number of items (see below) based on details in the call;
- issues a warning if certain budget requirements as stated in the call are not satisfied;
- provides the salary tables that apply for the application; (NB on p. 1 of the template you can see at the top right of the page which salary tables are activated; the salary tables are calculated each year in the month of July);
- is a *tool* for making a budget; no rights may be derived from it.

Please note: there are two different templates, namely one for large projects and one for small projects. Both templates work in exactly the same manner; they only differ with respect to the conditions.

What information can I find in the template?
The template has two parts. The first part (highlighted green) concerns the *project budget*. This is where you enter the personnel (staff) costs (1) and the material (non-staff) costs (2). All of the items together form your total project budget.
The second part (highlighted orange) concerns the *coverage* of the project budget. The coverage partly comes from NWO (standard amounts of k€ 250, k€ 375 or k€ 500 for *large* projects and k€ 125 for *small* projects) and partly from your consortium partners (matching). The coverage (or part of this) always consists of a compulsory in-cash matching (3a) from the private partner(s). If the matching is not completely in cash then the remaining part consists of in-kind matching (3a and 3b) from both the private and/or (semi-) public partners.
The minimum size of the project budget, as equally the minimum size of the coverage in the form of compulsory matching, can be found on p. 6 and p. 7 of the call.
N.B. Other partners can also make contributions to a project but their funding will only count towards the coverage if they completely satisfy the matching requirements posed for private partners. In this case the project budget is always higher than the minimum stated in the call.

How do I complete the project budget?
Start by selecting the total duration of the programme in cell M3. Next in cell AD3, select the maximum contribution that you are applying for from NWO (only in the case of large projects). Then enter the personnel (staff) items (1a) and material (non-staff) items (2a) in the project budget. The items under these two categories are marked with an asterisk (*) the amount is automatically calculated by the template. For the other items the amounts need to be entered manually. Under (1), in the top row, enter the details of the researcher who will be appointed for the entire duration of the project.

Personnel items
Personnel items in the budget template are:
(i*) researchers employed by the knowledge institution (replacements). The amount is automatically calculated after the number of months and FTEs have been entered.
(ii*) researchers who must be given an appointment at the knowledge institution (PhDs and postdocs). The amount is automatically calculated after the number of months and FTEs have been entered.
(iii) non-scientific personnel who work at the knowledge institution (student assistants, programmers).

After the selection of *non-scientific personnel* a white cell appears immediately after *Type of organisation*. Here you can enter the total amount (max. € 30k). The number of months and FTEs are entered in the relevant columns next to this.

Material items
Material costs in the budget template are:
(iv) researchers from Lower and Middle-Income Countries who are financed with a living allowance. You should enter the amount in accordance with the regulations of the main applicant's institute.
(v) Salary costs that are contributed in kind by the consortium partners. Enter the amount using the calculation as described in the section 5.2.2 of the call. You should also state if it is an employee at a junior or senior level by selecting 'Junior collaborator or 'Senior collaborator.
(vi) costs standardly related to the research such as costs for valorisation, travel costs, materials, equipment, or hiring in third parties (programmers et cetera). You should enter the amount. If the coverage is an *in-kind* contribution then you must use the calculation as described in the section *In-kind contributions to be made* from Section 5.2.2 of the call.

How do I enter the coverage of the project budget?
You start by entering the in-cash contribution (3a). The first row is standardly completed with the coverage from NWO. Use the rows beneath to enter the name of each financing party and the size their contribution. By selecting *Yes* or *No* in the column *Co-funder* you state whether the contribution originates from a private and/or (semi-) public partner according to the definitions from the call. If *Yes* then this counts towards the compulsory matching of 20% of the total project budget. Please note: the possible contribution from the (semi-)public partner only counts as coverage if the matching requirements for private partners are completely met! N.B. The template does not give any warning if the total size of the co-financing is correct but if the cash contribution from the private partners entered does not agree with the minimum amount of the call.
If the personnel costs applied for in 1a are higher than the NWO funding, then the in-cash contribution from the partners must be used to supplement the amount needed under 1a. (In the template the size of the in-cash coverage needed for this is shown in the overview under 2a.) You should state per partner whether the pledged amount is intended for this by selecting *Yes* in the column *Addition to NWO funding* and stating *Addition to NWO funding* in the column *Specification required*.
If the cover for the personnel costs from 1 is complete then you can use the contributions from co-financing partners to cover the other (material) costs of the project budget. You do this by selecting *No* for each partner in the column *Addition to NWO funding*. If the pledge covers a specific part of the project budget then in the column *Specification required* you repeat the item concerned under 2 for which the *in-cash* contribution is intended. If it does not matter for which item the funds are intended then in the column *Specification required* you should enter: *For project budget*.
Finally you fill in the columns for the *in-kind* contribution (3b and 3c). If the items stated under 2 are covered via *in-kind* funding from your partners then you enter this here and repeat the specification stated under 2. If there is an *in-kind* contribution in the form of an employee at *junior* or *senior* level then you should state the number of hours contributed here.
If the conditions for co-funding are satisfied but the budget is not yet covered then any additional costs for the appointment can be financed by the institution. You should state the party concerned and the amount and in the column *Co-funder* you should select *Yes*. (Please do this after having entered your private and (semi)public partners, to avoid any confusion in the template about the compulsory matching of 20%.)

When should I draw up by budget and how do I deliver it?
Once your budget is complete and finalised you should save it as a PDF file. To retain the layout you are advised to select *Print* and then *Save as PDF* (or choose *PDF printer*). You should add your budget as an annex to the application. You should submit the budget together with your project proposal as a single PDF file in ISAAC.

Please note: You are advised to complete the budget template well before the deadline so that in the event of any questions you can still obtain assistance from the Responsible Innovation office. There is no guarantee that questions posed shortly before the deadline can still be answered on time.

Please note: the colours shown on Mac computers can deviate from the descriptions given above.