Instruction manual Budget form

This help is an explanation of the file 'Budget Form – NWA Cybersecurity.'

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General remarks

- Only fill in the blue fields in the budget form, the rest will be calculated automatically.
- If you have any questions, please contact us via nwa-cybersecurity@nwo.nl.
- This instruction manual is meant to support you while filling in your budget form. You are responsible for the accuracy of the budget, in accordance with the Call for Proposals Dutch Research Agenda (NWA), Cybersecurity - towards a secure and trustful digital domain.
Personnel costs

How is the budget item 'Personnel costs' subdivided in the budget form?
The budget item is divided into:

- Personnel academic institutes
  - NFU salary table - Personnel positions
  - VSNU salary table - Personnel positions
- Bench fee (only relevant for specific personnel positions within academic institutes);
- Personnel other institutes.

Personnel academic institutes

How should the FTE be used in the calculation?
The budget form calculates with \( FTE \times Months \). The FTE is considered to be the amount of manpower assigned to the project. If the project asks for one full-time postdoc for 3 years, this should be written as 1.0 \( \times \) 36, not as 3.0 \( \times \) 12:

- with 1.0 \( \times \) 36, salary is budgeted for 1 person for 36 months (€ 235,705) and
- with 3.0 \( \times \) 12, salary is budgeted for 3 persons for 12 months each (€ 228,543).

For example:

<table>
<thead>
<tr>
<th>Personnel academic institutes</th>
<th>FTE</th>
<th>Months</th>
<th>Amount (€)</th>
</tr>
</thead>
<tbody>
<tr>
<td>VHNU Postdoc</td>
<td>3</td>
<td>12</td>
<td>235,705</td>
</tr>
<tr>
<td>VHNU Postdoc</td>
<td>1</td>
<td>36</td>
<td>228,543</td>
</tr>
</tbody>
</table>

When will the budget form retrieve information from column 'Amount'? 
This only happens for the personnel position 'Other scientific personnel'. The salary tables are used for all other staff positions. Amounts entered in 'Amount' for the other positions are ignored by the form.

PhD/ professional Doctorate in Engineering (PDEng)/MD PhD

What amounts are covered by NWO for PhD students and postdocs?
Subsidies are provided to university institutions (the institutions mentioned in section 3.1.1 with the exception of university medical centres) in accordance with the most recent VSNU salary tables.
Subsidies are provided to university medical centres in accordance with the most recent NFU salary tables (in Dutch). The budget form automatically uses the most recent salary tables to calculate the amounts.

For example:

<table>
<thead>
<tr>
<th>Personnel academic institutes</th>
<th>FTE</th>
<th>Months</th>
<th>Amount (€)</th>
</tr>
</thead>
<tbody>
<tr>
<td>VHNU PhD/PDEng/MD PhD</td>
<td>1</td>
<td>36</td>
<td>228,543</td>
</tr>
<tr>
<td>VHNU PhD/PDEng/MD PhD</td>
<td>1</td>
<td>36</td>
<td>224,782</td>
</tr>
</tbody>
</table>

Where can Industrial and Societal Doctorates be budgeted?
Industrial and Societal PhDs are defined under the category 'PhD/Doctoral Degree in Engineering (PDEng)/MD PhD'. If an Industrial or Societal Doctorate is appointed, the private or public organisation where the doctorate will obtain his or her PhD will be responsible for (part of) the salary costs. If the Industrial/Societal Doctorate remains in the employ of the private or public organisation, NWO will count the salary contribution of this organisation as a cash contribution.
**Postdoc**

**The category 'postdoc' is not mentioned in the salary tables?**

In the salary table on the NWO website, a postdoc is called ‘senior scientific employee’. The name ‘Postdoc’ is mentioned in the budget form.

**My personnel position ‘Postdoc’ turns red, why?**

This could have multiple reasons:

1. The product of FTE x months should be at least 6 full-time months
2. The product of FTE x months should be at most 48 full-time months.

**Non-scientific personnel**

**How can I use the personnel position ‘Non-scientific personnel’?**

The module must be used together with a PhD/PDEng/MD PhD and/or Postdoc, and can be used multiple times. For example, a project requests resources for:

- NSP-MBO: 0.8 FTE for 12 months and
- NSP-WO: 2.4 FTE for 48 months, in combination with
- PhD: 1 FTE for 48 months.

Please note: this personnel position is not intended for applying for salary costs of personnel at a TO2 institution, university of applied sciences or government knowledge institutions. These fall under ‘Personnel other institutes’.

**My personnel position ‘Non-scientific personnel’ turns red, why?**

This could have multiple reasons:

1. The position must be requested in combination with a PhD/PDEng/MD PhD and/or Postdoc, which you have not (yet) entered in the budget form.
2. The product of FTE x months should be at least 6 full-time months
3. The product of FTE x months should be at most 48 full-time months.

**Other scientific personnel**

**Why is there no distinction between NFU and VSNU in this position? Why is it necessary to enter ‘Amount’ here?**

There is no fixed salary table for this personnel position, this is why there is no NFU or VSNU mentioned in front of it. This is also the reason why ‘Amount’ has to be filled in. Fill in the total amount of money that is applicable for this position. The amount entered in ‘Amount’ will be used in the further calculation.

**For example:**

| Personnel costs |
|-----------------|----------------|----------------|----------------|----------------|
|                | Category       | FTE | Months | Amount | Organisation type |
| Personale academic institutes | VSNU, NFU - Other scientific personnel | 0.5 | 12 | €30,000 | |
|                  |                |     |       |       | € 30,000 |

**Where do I enter an AIOS/ANIOS?**

This personnel position falls under the category ‘Other scientific personnel’.

---

**For example:**

| Personnel costs |
|-----------------|----------------|----------------|----------------|----------------|
|                | Category       | FTE | Months | Amount | Organisation type |
|                | VSNU, NFU - Other scientific personnel | 0.5 | 12 | €30,000 | |
|                |                |     |       |       | € 30,000 |
My personnel position 'Other scientific personnel' turns red, why?
This could have multiple reasons:
1) The position must be requested in combination with a PhD/PDEng/MD PhD and/or Postdoc, which you have not (yet) entered in the budget form.
2) The product of FTE x months should be at least 6 full-time months
3) The product of FTE x months should be at most 48 full-time months.

Research leave
How can I use the personnel position 'Research leave'?
NWO finances the replacement on the basis of the current salary tables for a postdoc. The replacement grant can be used without limitation, up to a maximum of 10% of the budget requested from NWO. For example:
- The total budget of a project is € 1,000,000.
- The budget requested from NWO is € 900,000.
- The research leave-grant can be used up to € 90,000.

What does this mean for the main applicant and/or applicant(s) for whom the research leave is requested? With € 90,000, there is sufficient budget for hiring:
- 1 substitute for 1.0 FTE for 14 months, or
- 1 substitute for 0.25 FTE for 54 months, or
- 2 substitutes,
  o 1 for 0.5 FTE for 13 months and
  o 1 for 1.0 FTE for 8 months.

For example:

<table>
<thead>
<tr>
<th>Personnel costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel academic institutes</td>
</tr>
<tr>
<td>VNOU: Research leave</td>
</tr>
<tr>
<td>VNOU: Research leave</td>
</tr>
<tr>
<td>VNOU: Research leave</td>
</tr>
<tr>
<td>VNOU: Research leave</td>
</tr>
</tbody>
</table>

My personnel position 'Research leave' turns red, why?
Your requested budget for research leave is more than 10% of the total budget requested from NWO ((the sum of) the value(s) next to 'Research leave' is >10% of the value next to 'Total NWO-NWA funding' at the top).

Bench fee
Which personnel positions are entitled to the bench fee?
For the personnel positions 'PhD' and 'Postdoc', on top of the salary costs, there will be a one-off individual bench fee of € 5,000 to encourage the scientific career of the NWO-funded project staff member. Every requested position 'PhD candidate' and 'Postdoc' is allowed this, rounded off upwards: for example, if on the project 3 x 0.8 FTE = 2.4 FTE Postdoc has been applied for, then a bench fee can be applied for 3 individuals.

For example:
Personnel other institutes

Where can I apply for funding for the appointment of permanent personnel employed at a university of applied sciences, TO2 institute or government knowledge institutions?
The salary costs of permanent HBO/TO2/RKI staff who will work on the project for (part of) the duration of the proposed project can be included under ‘Personnel other institutions’ for that duration, according to the ‘handleiding overheidstarieven 2017’. In addition, for temporary staff to be employed at these institutions, the salary costs (also according to the ‘handleiding overheidstarieven 2017’) can also be entered under ‘Personnel other institutions’.

Where can I apply for funding for the appointment of personnel employed at a non-academic organisations in the category applicants, which had been examined by the NWA bureau in the light of the conditions laid down (see paragraph 3.1.2)?
These staff must also be listed on the basis of the rates applicable to ‘Personnel other institutions’, as mentioned in Call for Proposals (see paragraph 6.1.1).

How do I calculate the salary costs for ‘Personnel other institutions’?
In the budget form, select the position you want to request in the ‘Category’ column. The ‘Max hour rate’ column shows the maximum hourly rate that you can state. This maximum rate is mentioned in paragraph 6.1.1 of the Call for Proposals. In the column ‘Rate [/hr]’ you fill in the hourly rate you choose; this can be the maximum rate or less. Finally, in the ‘Hours’ column, you fill in the number of hours you want to set the position. The salary costs are calculated by means of hour * rate.

For example:

<table>
<thead>
<tr>
<th>Category</th>
<th>Hours</th>
<th>Rate [/hr]</th>
<th>Max hour rate</th>
<th>Organisation type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td>2000</td>
<td>€ 80</td>
<td>€ 25</td>
<td>TO2 institute</td>
</tr>
<tr>
<td>Management/sector</td>
<td>2000</td>
<td>€ 112</td>
<td>€ 112</td>
<td>University of applied sciences</td>
</tr>
<tr>
<td>School/teacher</td>
<td>2000</td>
<td>€ 70</td>
<td>€ 72</td>
<td>Other</td>
</tr>
</tbody>
</table>

Sub total: € 398,000
Total personnel costs: € 398,000

Material costs

Orange text appears next to ‘Total material costs’, why is that?
A maximum of € 15,000 per year per FTE scientific position (i.e. PhD, postdoc and scientific positions at the other academic institutes (junior, medior and senior level with a minimum appointment of 0.2 FTE for 12 months)) can be requested. However, if the maximum amount of € 15,000 per year per FTE scientific position is not sufficient for conducting of the research, it is possible to deviate from this maximum, provided this is well-founded in the application.

The orange text appears to indicate that you have applied for more than € 15,000 per year per FTE scientific position. You must motivate the request for additional material costs in the application.
Knowledge utilisation

Red text appears next to the line where the activity is located, why is this?
The warning is:
- The total amount of knowledge utilisation should be at least 5% of the amount requested from NWO.

In the application, at least 5% of the total budget requested from NWO must be reserved for activities in this area (value next to 'Total knowledge utilisation' is <5% of the value next to 'Total NWO-NWA funding' at the top).
The length of the cell makes that the warning is not fully readable.

Internationalisation

Is it okay if nothing is entered here?
Yes. The budget item 'Internationalisation' is not a compulsory budget item. It can be left empty.

Money follows Cooperation

Is it okay if nothing is entered here?
Yes. The budget item 'Money follows Cooperation' is not a compulsory budget item. It can be left empty.

Co-funding

What information is relevant in the 'Description' box?
Please describe briefly what the subsidy will be spent on. ‘Description’ refers to an explanation of how the subsidy amount requested has been spent, not to an explanation from the co-funder. In the case of in-kind co-funding, it is mandatory to provide a brief description. In the case of in-cash-co-funding, if it has not been determined in advance for which parts of the project the co-funding will be used, the 'description' may be left blank.

For example:

<table>
<thead>
<tr>
<th>Co-funding</th>
<th>Description</th>
<th>Organisation type</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In-kind co-funding</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name co-funder</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foundation A</td>
<td>Material costs, WP1</td>
<td>Foundation</td>
<td>€30,000</td>
</tr>
<tr>
<td>Government B</td>
<td>Personnel costs, WP2</td>
<td>Governmental organisation</td>
<td>€20,000</td>
</tr>
<tr>
<td>Company C</td>
<td>Industrial/several doctorate salary (part)</td>
<td>Business large</td>
<td>€50,000</td>
</tr>
</tbody>
</table>

Sub total: €150,000

| **In-cash co-funding**        |             |                   |       |
| Name co-funder                |             |                   |       |
| NGO D                         | Design education, WP4 | NGO | €50,000 |
| Company F                     | Measurements and screens, WP2 | Business SME | €100,000 |

Sub total: €150,000

Total co-funding: €300,000

Can co-funding from one party be displayed across multiple lines?
This is allowed for the type of co-funding: if a party provides both in-kind and in-cash co-funding, the party must be mentioned in both boxes. If a party provides only in-kind or only in-cash co-funding, this may not be displayed across multiple lines; per type of co-funding, a party must display the total amount in one line. Detailed information on the co-funding must be provided in the application and in the letter of support.
In the appendix (letter of support), amounts must be filled in, should these correspond to amounts filled in under 'Co-funding' in the budget form?
Yes. In a letter of support, the co-funder declares support for both the content and financial aspects of the project and confirms the co-funding pledge. The amounts in this letter should correspond to the amounts indicated in the budget form.

<table>
<thead>
<tr>
<th>Amount in the letter of support:</th>
<th>Amount in the budget form:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[in case of in-cash co-funding] &lt;xxx,xxx&gt; =</td>
<td>Value (column F)</td>
</tr>
<tr>
<td>[in case of in-kind co-funding] Total estimated value =</td>
<td>Value (column F)</td>
</tr>
</tbody>
</table>