Explanation of budget modules

It is possible to apply for the funding of the salary costs of personnel who make a substantial contribution to the research. Funding of these salary costs depends on the type of appointment and the organisation where the personnel are/ will be appointed.

- For university appointments, the salary costs are funded in accordance with the UNL salary tables applicable at the moment the grant is awarded (www.nwo.nl/en/salary-tables).
- For university medical centres, the salary costs are funded in accordance with the NFU salary tables applicable at the moment the grant is awarded (www.nwo.nl/en/salary-tables).
- For personnel from universities of applied sciences and other institutions, the salary costs are funded on the basis of the collective labour agreement salary scale of the employee concerned, in accordance with the Handleiding Overheidstarieven (HOT) 2023. (www.nwo.nl/en/salary-tables).
- For the Caribbean Netherlands, the Dutch government employs civil servants on Bonaire, Sint Eustatius and Saba under different conditions than in the European part of the Netherlands (www.rijksdienstcn.com/werken-bij-rijksdienst-caribisch-nederland/arbeidsvoorwaarden).

NWO will apply a mandatory one-off indexing of the salary costs with respect to:
- UNL rates: for proposals submitted before 1 July and that are awarded funding after 1 July;
- NFU rates: for proposals submitted before 1 August that are awarded funding after 1 August;
- HOT rates: for proposals submitted before 1 January that are awarded funding after 1 January.

The mandatory one-off indexing has no influence on the level of the grant ceiling or on the maximum amount of the grant awarded per proposal. The level of the grant ceiling and the maximum amount of the grant awarded will remain unchanged during the assessment procedure. The mandatory one-off indexing will be applied after the decision-taking about awarding or rejecting proposals has been completed.

The rates for all budget modules are incorporated in the budget template that is provided on the NWO website.

For the budget module “Postdoc”, a one-off individual bench fee of €5,000 is added on top of the salary costs to encourage the scientific career of the project employee funded by NWO. Remunerations for PhD scholarship students (“bursalen”) at a Dutch university are not eligible for funding from NWO.

The available budget modules are explained below:

**Postdoc**

The size and duration of the postdoc appointment is at least 6 full months and at most 36 full-time months. The size and duration of the appointment is at the applicant’s discretion, but the appointment is always for at least 0.5 FTE or for a duration of at least 12 months. The product of FTE x duration of appointment should always be a minimum of 6 full-time months. The material budget is available to cover the costs of a more limited appointment of a postdoc.

**Research leave for applicants**

With this budget module, funding can be requested for the costs of the research leave of the main and/or co-applicant(s). The employer of the applicant(s) can use this to cover the costs of relinquishing him or her from educational, supervisory, administrative or management tasks (not research tasks). The time that is released through the research leave grant can only be used by the applicant(s) for activities in the context of the project. The proposal must describe which activities in the context of the project the applicant(s) will carry out in the time relinquished.

The maximum amount of research leave that can be applied for is the equivalent of 5 full-time months. NWO funds the research leave in accordance with the salary tables for a senior scientific employee (scale 11) at the time the grant is awarded (www.nwo.nl/en/salary-tables).
Personnel universities of applied sciences and TO2 institutes

With the exception of personnel that fall under UNL or NFU rates, costs for the funding of personnel employed at a university of applied sciences will be remunerated in accordance with Table 2.2, column ‘Hourly rate productive hours, excl. Dutch VAT’ from the Handleiding Overheidstarieven 2023 [HOT- Manual Dutch Government Rates] (www.nwo.nl/en/salary-tables).

For the calculation you should use the number of productive hours stated in the valid volume of the Handleiding Overheidstarieven.

Explanation of budget module Material

For each FTE scientific position (postdoc) applied for, a maximum of €15,000 material budget can be applied for per year of the appointment. Material budget for smaller appointments can be applied for on a proportionate basis and will be made available by NWO accordingly. Per 0.2 FTE scientific employee applied for at a university of applied sciences, educational institution or other organisation (with a minimum appointment of 0.2 FTE for 12 months) a maximum of €15,000 in material budget can be applied for per year.

The main applicant is responsible for distributing the total amount of material budget across the NWO-funded personnel positions. The material budget that can be applied for is specified according to the three categories below:

Project-related goods/services

− consumables (e.g. glassware, chemicals, cryogenic fluids, etc.)
− measurement and calculation time (e.g. access to supercomputer, etc.)
− costs for acquiring or using data collections (e.g. from Statistics Netherlands [CBS]), for which the total amount may not be more than €25,000 per proposal
− access to large national and international facilities (e.g. cleanroom, synchrotron, etc.)
− work by third parties (e.g. laboratory analyses, data collection, citizen science, etc.)
− personnel costs for the appointment of a postdoc and/or non-scientific personnel for a smaller appointment size than those offered in the personnel budget modules

Travel and accommodation costs for the personnel positions applied for

− travel and accommodation costs
− conference attendance (maximum of two per year per scientific position applied for)
− fieldwork
− work visit

Implementation costs

− national symposium/conference/workshop organised by the project researchers
− costs for Open Access publishing (solely in full gold Open Access journals, registered in the “Directory of Open Access Journals” (https://doaj.org/)
− costs data management
− costs involved in applying for licences (e.g. for animal experiments)
− audit costs (only for institutions that are not subject to the education accountants protocol of the Ministry of Education, Culture and Science), maximum €5,000 per proposal; for projects with a duration of three years or less, a maximum of €2,500 per proposal applies

Costs that cannot be applied for are:

− basic facilities within the institution (e.g. laptops, office furniture, etc.)
− maintenance and insurance costs

If the maximum amount is not sufficient for realising the research, then this amount may be deviated from, if a clear justification is provided in the proposal.
Citizen science

Involving citizens (citizen science) can contribute to the quality of the research. With the help of citizens, data and insights can be acquired that would not otherwise be available for research. NWO also funds citizen science. Applicants can use the budget module “material, project-related goods/services, work by third parties” to request a remuneration for the involvement of citizens in projects. The budget module offers a possibility and is not a requirement. Applicants are free to decide whether it is worthwhile involving citizens in the project and what exactly they use this budget for (for example, reimbursement of expenses of citizens, skills training for citizens or technical devices for the participating citizen).

Researchers are responsible for ensuring the responsible use of citizens\(^1\) and for safeguarding the quality of the work and data. This means that involving citizens in the research is not without obligations and continuously requires time and attention. With respect to the management of citizen science, NWO gives the following advice to researchers:
- Organise enough interaction moments, preferably by combining virtual and physical events;
- Ensure regular feedback to participating citizens, for example through the project manager.

A good implementation of citizen science also requires that:
- The researchers are transparent towards citizens/participants about the objectives, methods and phases of those parts of the research project that citizens are part of.
- The researchers explicitly state and safeguard the quality standards. For citizen science, the same principles and standards apply as for the assessment of scientific practice in general. The Netherlands Code of Conduct for Research Integrity also applies to citizen science. This therefore means that participating citizens must comply with privacy legislation.
- Researchers should fully recognise the participation of citizens who take part in the research, for example through acknowledgements in scientific publications.

Explanation of budget module Knowledge utilisation

The aim of this budget module is to facilitate the use of the knowledge\(^2\) that emerges from the research. The budget applied for may not exceed \(€25,000\).

Knowledge utilisation takes many different forms in different scientific fields. Examples include producing a teaching package, conducting a feasibility study into potential applications, filing a patent application, or employing a business developer. It is up to the consortium to specify in the proposal which costs are required.

Travel expenses for co-funders are explicitly not eligible for funding in this module. However, travel expenses for cooperation partners and external parties in the social practice of the project are eligible. The budget applied for should be adequately specified in the proposal.

More examples of costs consortia can budget within this module:
- Specific activities to promote knowledge utilisation towards intermediary or other parties not funded in the projects, e.g. knowledge platforms. These activities include joint learning, training and communication activities.
- Stakeholder\(^3\) engagement: activities organised by the consortium aimed at involving stakeholders, such as consultation workshops, expert meetings, round table meetings, etc.
- Communication: activities organised by the consortium such as national and international learning events, development of videos, blogs, newsletters and other media communications. This may include the hiring in of communication expertise.
- Skills development: Activities aimed at developing skills beyond the levels of individual students, PhD students or postdocs, such as developing courses for stakeholders or Master’s students.

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1 By ‘responsible use’, NWO means that the use of citizens must have a clear added value for the research, that consideration is given to health & safety and privacy legislation, for example, and that clear agreements are made about the hours worked, supervision and training. This can, for example, be realised by means of a volunteer's agreement (see for example https://www.movisie.nl/tool/model-vrijwilligersovereenkomst - in Dutch).

2 In this budget module, the definition for “knowledge transfer” as used by the European Commission in the Framework for State aid for research and development and innovation (PhEU, 2014, C198) applies.

3 A stakeholder is any person or group that can influence or is influenced by the achieving of goals.
Explanation of budget module Internationalisation

The budget for internationalisation is intended to encourage international collaboration. The budget applied for may not exceed €25,000. The amount requested must be specified. If the maximum amount is not sufficient for realising the research, then it may be deviated from if an adequate justification is provided in the proposal. Funding can be requested for:

- travel and accommodation costs in so far as these concern direct research costs emerging from the international collaboration and additional costs for internationalisation that cannot be covered in another manner, for example from the bench fee;
- travel and accommodation costs for foreign guest researchers;
- costs for organising international workshops/symposia/scientific meetings.