**Instructions budget form**

***This instruction manual is an explanation of the file ‘Budget form KIC’.***

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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 EMAILADRES CALL.
* This instruction manual is meant to support you while filling in your budget form. You yourself are responsible for the accuracy of the budget, in accordance with the call for proposals NAAM CALL.

# Summary

**A warning in red text appears next to the (sub)totals reported in the ‘Summary’ section, what does it mean?**

The call for proposals can limit the maximum project budget as well as the maximum amount of funding that may be requested from NWO. In addition, the call for proposals prescribes a minimum percentage of required co-funding by parties other than NWO, and indicates what proportion of this co-funding should be of private origin. If you do not meet (one or more of) these conditions described in the call for proposals, (one or more of) these warnings will appear.

# 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 (e.g. universities of applied sciences).

## Personnel academic institutes

How should the FTE be used in the calculation?

The budget form calculates with *FTE x 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 x 36*, not as *3.0 x 12*:

* with 1.0 x 36, salary is budgeted for *1 person for 36 months* and
* with 3.0 x 12, salary is budgeted for *3 persons for 12 months* *each*.

When will the budget form retrieve information from column ‘Amount’?

This only happens for the personnel position 'Other scientific personnel'. For such positions, you need to specify the amount yourself based on which tariff / salary scale is used. Please note that the tariffs used here need to match the positions requested and need to be in line with the call for proposals. 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 of the call for proposals 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. Both sets of salary tables can be found on [the NWO website.](https://www.nwo.nl/en/funding/funding+process+explained/salary+tables) The budget form automatically uses the most recent salary tables to calculate the amounts.

## Industrial/Societal Doctorates

**Where can Industrial and Societal Doctorates be budgeted?**

Industrial and Societal PhDs are defined under the category 'VSNU – Industrial/Societal Doctorate’. If an Industrial or Societal Doctorate is appointed, the private or public organisation involved is responsible for at least 25% of the salary costs. The I/SD will be appointed at a knowledge institution and the contribution of the private or public organization should be listed as in-cash co-funding on the budget form (Please indicate that this co-funding concerns the I/SD position under ‘Description’). Should the actual salary of the person filling the PhD position exceed the VSNU PhD student tariffs, this excess may be listed as in-kind co-funding by the public or private organisation that pays these extra salary costs.

## 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 university of applied sciences. 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.

Where do I enter an AIOS/ANIOS?

This personnel position falls under the category 'Other scientific personnel'.

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 maximum amount of research leave that can be applied for is the equivalent of five full-time months. This amount may be divided amongst different (co-)applicants and spread out over a longer time period than five months if desired.

My personnel position ‘Research leave’ turns red, why?

Your requested combined budget for research leave is more than the equivalent of five full-time months of postdoc salary.

## Bench fee

Which personnel positions are entitled to the bench fee?

For the personnel positions ‘PhD’, ‘PDEng’, 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', ‘PDEng’ and 'Postdoc' is allowed this, regardless of the size of their appointment (# FTE).

## Personnel other institutes

Where can I apply for funding for the appointment of permanent personnel employed at a university of applied sciences?

The salary costs of permanent HBO 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'.

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 section 6.1 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*.

# 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 PDEng) can be requested. Additionally, a maximum of € 15,000 for each junior, medior, or senior position at a university of applied sciences (with a minimum appointment of 0,2 FTE for 12 months) can be requested for each year of the appointment. However, if this maximum is not sufficient for conducting your research, it is possible to deviate from it, 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 form.

# Investments

Red text appears next to the line where the investment is located, why is this?

Several kinds of texts can appear:

* *Total amount cannot be smaller than the NWO funding.*

You request more money from NWO in the budget than the actual costs of the investment are (value in column G (Amount by NWO) is greater than the value in column B (Total amount)).

* *At least 25% of the investment should be covered by the host institute.*

For both types of investment (equipment and data collection), the beneficiary institution must contribute a minimum of 25% to the total cost of the investment. The amount requested from NWO for investments (column G) may not exceed 75% of the total amount (column B).

* *Total amount cannot be smaller than the sum of amount NWO and amount Institute.*

The total value of the investment is smaller than the sum of the requested contributions by NWO and the knowledge institution. (Value in column B (Total amount) is smaller than the sum of column G (Amount by NWO) + C (Amount by institute).)

* *Total amount cannot be larger than the sum of amount NWO and amount Institute.*

The total value of the investment is larger than the sum of the requested contributions by NWO and the knowledge institution. (Value in column B (Total amount) is larger than the sum of column G (Amount by NWO) + C (Amount by institute).)

Multiple warnings may come at the same time. The limited length of the cell can cause certain warnings to be not fully readable.

In the case of an investment, the institution pays 25% of the costs. Does this required matching count towards the minimum co-funding required by the call for proposals?

No, the contribution from the institution cannot count towards the minimum of co-funding required by the call for proposals. In addition, the institution contributing to the investment will generally be one of the organisations from which employees may participate as a main applicant or co-applicant in the call, and as such cannot participate as a co-funder in MISSION calls. Please note that the institution contributing to the investment must confirm its contribution in writing.

# Knowledge utilisation

Red text appears next to *‘Total knowledge utilisation’*

Two warnings may be shown:

* *The total amount of knowledge utilisation should be at least 5% of the total project budget*
* *The total amount of knowledge utilisation may not exceed 20% of the total project budget.*

In the application, at least 5% but no more than 20% of the total project budget must be reserved for activities in this area (value next to 'Total knowledge utilisation’ should be >5% and <20% of the value next to 'Total project budget incl. co-funding' at the top).

The length of the cell makes that the warning is not fully readable.

# Internationalisation and Money follows Cooperation

Is it okay if nothing is entered here?

Yes. The budget item 'Internationalisation and Money follows Cooperation' is not a compulsory budget item. It can be left empty.

**Orange text appears next to the *Internationalisation* subtotal**

The subtotal for Internationalisation costs may not exceed € 25,000. If this maximum is not sufficient for realising your research, then you may exceed it, but should justify this in the full proposal application form.

The orange text appears to indicate that you have applied for more than € 25,000 here.

**Red text appears next to the *Money follows Cooperation* subtotal**

The subtotal for Money follows Cooperation costs may not exceed 50% of the total funding requested from NWO. This subtotal should therefore add up to 50% or less of the value next to ‘Total NWO funding requested' at the top. The red text appears to indicate that you exceed this limit. Please note the rules and conditions concerning Money follows Cooperation stated in the call for proposals when using this budget module.

# Project management

Red text appears next to the line where ‘Total project management’ is located, why is this?

The following warning may appear:

* *The total amount of programme management should be at most 5% of the budget requested from NWO.*

Proposals may include budget for project management costs up to a maximum of 5% of the total budget requested from NWO (value next to ‘Total project management’ is 5% or less of the value next to ‘Total NWO funding requested’ at the top). The limited length of the cell makes that this warning is not fully readable.

# Co-funding

What information is relevant in the 'Description' box?

Please describe briefly what the co-funding will be spent on, if applicable. ‘Description’ refers to an explanation of how the co-funding will be used in the project. In the case of in-kind co-funding, it is mandatory to provide a brief description that explains what is contributed and how the value listed under ‘Amount’ is calculated (e.g. 100 hours of personnel costs at €99/hr). In the case of cash co-funding, the 'description' should be left blank, unless this co-funding is used to (partially) fund an Industrial / Societal doctorate.

Can co-funding from one party be displayed across multiple lines?

This is necessary when a party provides both in-kind and in-cash co-funding. Moreover, if a party contributes co-funding in multiple ways each individual contribution should be entered in its own row in the budget form. This may for instance occur if a party provides in-kind co-funding in terms of equipment as well as personnel, or in-cash co-funding of an Industrial/Societal Doctorate as well as a general cash commitment. Detailed information on the co-funding must be provided in the application and in the letter of commitment.

In the letters of commitment, the amount of co-funding should be specified. Should these amounts correspond to the amounts filled in under 'Co-funding' in the budget form?

Yes. In a letter of commitment, the co-funding organisation declares support for both the content and financial aspects of the project and specifies as well as confirms the co-funding pledge. The amounts in the letter of commitment should exactly correspond to the (total) contribution of the co-funding organisation as indicated in the budget form.

**If (part of) the in-kind co-funding from consortium partners will cover costs related to knowledge utilisation, should these be listed in the section *Co-funding* or *Knowledge Utilisation?***

It should be listed in the section Co-funding. There, the description in the column ‘Description’, as well as your budget description in the application form, should make clear that this co-funding contribution is part of the project budget going towards knowledge utilisation costs.

Since such in-kind co-funding will not be listed in the section ‘Knowledge Utilisation’, it will not be automatically counted towards the minimum percentage of the total project budget that should be spent on knowledge utilisation costs. If, for this specific reason, the budget form displays a warning that your project budget does not meet this minimum, you may safely ignore the warning and submit your budget form to NWO. NWO will do its own calculations and check if your budget indeed matches the requirements and conditions listed in the call for proposals.