Instruction manual Budget sheet

This help is an explanation of the file 'Budget Form NWA-ORC 2022'.

Table of contents

General remarks ........................................................................................................ 1
Personnel costs ........................................................................................................ 2
  Personnel academic institutes ............................................................................. 2
  Bench fee ............................................................................................................ 4
  Personnel other institutes .................................................................................. 4
Material costs .......................................................................................................... 5
Small investments (up to €150,000) .................................................................. 5
Large investments (€150,000 to €500,000) ........................................................ 6
Knowledge utilisation and entrepreneurship .......................................................... 6
Internationalisation and Money follows Cooperation ............................................ 6
Project management ............................................................................................... 6
Co-funding .............................................................................................................. 6

General remarks

- Use the budget form with version date 18 October 2022;
- Only fill in the blue fields in the budget form, the rest will be calculated automatically;
- Please note that you also have to mention both type and the name of the beneficiary organisation at ‘name organisation’. For some institutes, such as NCB Naturalis or ARCNI, this means that you have to both select the institute at ‘organisation type’ and fill the name at ‘name organisation’;
- If you have any questions, please contact us via nwa-orc2022@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 National Research Agenda, Research along Routes by Consortia (NWA-ORC) 2022.
**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
  - UNL-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?

- Column A: Each line is for one individual position; make your choice from the dropdown menu;
- Column C: Enter the number of FTE of the appointment here (max 1.00);
- Column D: Indicate here the duration of the appointment in whole months. Thus, a 3-year appointment is a 36-month appointment;
- Column F: Select the organisation type from the dropdown menu;
- Column G: Enter the name of the organisation here;
- Column H: Here you will find the automatically calculated amount that will be budgeted.

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

You can fill in column E (‘Costs’) only for the position ‘Other scientific personnel’. For all other positions, standardized salary tables are used. The amount you enter in column E (in whole euros) will be automatically included in column H.

**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 UNL-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.

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

Industrial and Societal Doctorates (I/SD) can be listed as a specific position under 'personnel academic institutes'. Such positions are funded on the basis of the UNL-fee for PhD students. See section 7.2 of the Call for proposals.

Industrial and Societal doctorates are understood to be PhD students who will do their research at both the knowledge institution and an organisation that is not a (co-)applicant. The research should be an integral part of the project.

In the case that an Industrial or Societal Doctorate is appointed, the private or public organisation which is involved in the doctorate should assume responsibility for at least 25% of the salary costs. This contribution may be part of the minimum required co-funding and, in that case, should always be in cash.

The intended PhD student may be employed by the knowledge institution or the organisation. The activities realised by the PhD student must always fall under fundamental or industrial research. The salary costs of the PhD student are always remunerated in accordance with the valid UNL rate. NWO
will fund a maximum of 75% of this amount and at least 25% of the amount must be contributed by the organisation that is not a (co-)applicant. Any additional salary costs – due to an actual salary that is above the UNL rate – should be covered by the employer and may be contributed to the project in the form of in-kind funding. For the calculation of a surplus, the employer costs minus the UNL rates for an appointment of the same size is assumed. The support/grant may not be transferred to the organisation that is not a (co-)applicant.

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' (column A) turns red, why?
The description of the position 'Postdoc' (columns C, D, F, G) is incomplete and/or incorrect. Column I contains a short description of the error message. Once you have amended this, the staff option in column A will turn black.

Non-scientific personnel
How can I use the personnel position ‘Non-scientific personnel’?
Funding for the appointment of NSS required to realise the research project can only be applied for if funding for a PhD student or postdoc is also applied for.

This includes personnel such as student assistants, programmers, technical assistants or analysts. Depending on the level of the position, the appropriate salary table for NSS at MBO, HBO or university level applies. The size of the appointment is at least 6 full-time months and at most 48 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. See section 7.1 of the Call for Proposals.

Please note: this personnel position is not intended for applying for salary costs of personnel at a TO2 institution, university of applied sciences, government knowledge institutions or other co-applicants. These fall under 'Personnel other institutes'. Salary costs for such personnel can be entered under 'Personnel of other institutions' and fall under the HOT.

My personnel position 'Non-scientific personnel' (column A) turns red, why?
The description of the position 'Non-scientific personnel' (columns C, D, F, G) is incomplete and/or incorrect. Column I contains a short description of the error message. Once you have amended this, the staff option in column A will turn black.

Other scientific personnel
Why is there no distinction between NFU and UNL-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 UNL-mentioned in front of it. This is also the reason why 'Costs' has to be filled in. Fill in the total amount of money that is applicable for this position. The amount entered in 'Costs' 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' (column A) turns red, why?
The description of the position 'Other scientific personnel' (columns C, D, F, G) is incomplete and/or incorrect. Column I contains a short description of the error message. Once you have amended this, the staff option in column A will turn black.

Research leave
How can I use the personnel position ‘Research leave’?
The maximum amount of research leave that can be applied for is the equivalent of 5 full-time months. The total funding requested for research leave in the NWA-ORC call may not exceed 10% of the total budget requested from NWO. NWO funds the research leave in accordance with the salary tables for a senior scientific employee (scale 11)

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.

In addition, as a rule, per employee for which research leave is requested, no more than the equivalent of five full time months may be requested. Practically speaking, this means that in the form the research leave must be entered in multiple rows, and that for each row no more than (the equivalent of) 5 months * 1,0 fte can be entered.

My personnel position 'Research leave' (column A) turns red, why?
The description of the position 'Research leave' (columns C, D, F, G) is incomplete and/or incorrect. Column I contains a short description of the error message. Once you have amended this, the staff option in column A will turn black.

Bench fee
Which personnel positions are entitled to the bench fee?
For the budget modules “PhD student”, “PDEng” and “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.

Indicate in column D whether or not you are requesting the benchfee. Request = 1, do not request = 0.

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 NWA-ORC project can be included under 'Personnel other institutions' for that duration, according to the 'handleiding overheidstarieven (HOT) 2021’. In addition, for temporary staff to be employed at these institutions, the salary costs (also according to the ‘handleiding overheidstarieven (HOT) 2021’) 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 3.1.1)?

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 7.1).

**How do I calculate the salary costs for 'Personnel other institutions'?**

- In column A, enter a description of the position you wish to request;
- In column B, select a scale*;
- In column C, enter the total number of hours to be worked by the staff concerned;
- In column D, enter the actual hourly rate;
- In column E, enter the number of whole months in which the hours will be worked;
- In column F, specify the type of organisation;
- In column G, enter the name of the organisation;
- In column J, display the amount that will be included in the budget as the product of the number of hours (column C) times the hourly rate (column D).

* Please note: the starting point is always the hourly rate that you have chosen for. For instance: the hourly rate of the employee to be appointed is €60. Then you select in the form scale 8, even if the employee is not appointed in scale 8 of your organisation.

A red text appears in column I, why?
The description of the position 'Personnel other institutions' (columns A to G) is incomplete and/or incorrect. Once you have amended this, the error message in column I will disappear.

**Material costs**

Material costs can be project-related goods/services, travel and accommodation costs for the personnel positions applied for and implementation costs. See the Call for proposals Section 7.1.

For each FTE scientific position (PhD student, postdoc, PDEng) 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 applicant is responsible for distributing the total amount of material budget across the NWO-funded personnel positions.

* 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

**Small investments (up to €150,000)**

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

In this budget module, funding can be requested up to a maximum of €150,000 for investments.
Large investments (€150,000 to €500,000)

In the case of an investment, the institution pays 25% of the costs. Does this required matching count towards the minimum co-funding requirement of 10%?

No, the contribution from the institution does not count towards the minimum co-funding requirement of 10%.

Please note that the institution concerned must confirm its contribution to the investment in writing. A template is available (‘Contribution to investments’).

In the appendix ‘Contribution to investments’, amounts must be filled in, should these correspond to amounts filled in under ‘Investments’ in the budget form?

Yes. The institutional contribution to the investment must be confirmed in writing by the institution concerned, the amounts in this letter should correspond to the amounts indicated in the budget form.

<table>
<thead>
<tr>
<th>Amount in the template ‘Contribution to investments’</th>
<th>Amount in the budget sheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paragraph 1: € &lt;bedrag&gt;</td>
<td>Amount by institute (columns D)</td>
</tr>
<tr>
<td>Paragraph 2: € &lt;totale kosten investeringen&gt;</td>
<td>Total amount (column C)</td>
</tr>
<tr>
<td>Paragraph 2: € &lt;bedrag NWO-bijdrage&gt;</td>
<td>Amount by NWO (column H)</td>
</tr>
</tbody>
</table>

Knowledge utilisation and entrepreneurship

Red text appears in column I, why is this?

The warning is:

- The total amount of KU 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.

- The total amount of knowledge utilisation may not exceed 20% of the amount requested from NWO.
  In the application, no more than 20% of the total budget requested from NWO must be reserved for activities in this area.

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.

Project management

Red text appears in column I, next where 'Total project management' is located, why is this?

For all proposals budget for project management should be reserved up to a maximum of 5% of the total budget requested from NWO. The main applicant must adequately justify this post in the project proposal.

Co-funding

Make sure that the specified hours and/or rates (in kind co-funding) and amounts (in cash co-funding) mentioned in the budget sheet exactly match the hours/rates and amounts as mentioned in the letters of support!

What information is relevant in the 'Description' box?

- Column A: describe briefly here what the grant will be spent on. 'Description' concerns explanation of how the requested grant amount will be spent, e.g. 'Materials, WP1' or 'ID/SD salary (partly)'. It is not an explanation of the co-funding as such;
- Column D (only in case of in-kind co-funding): indicate the number of units or hours;
- Column E (only in case of in-kind co-funding): indicate the rate per unit or hour;
- In column F, indicate the type of organisation;
- In column G, type the name of the organisation;
- Column H (only for in-cash co-financing): indicate the amount of co-financing

**Can co-financing from one co-funder be displayed across multiple lines?**

Only when a co-funder provides both in-kind and in-cash co-funding, the co-funder must be mentioned in both boxes. If a co-funder provides only in-kind or only in-cash co-funding, this may not be displayed across multiple lines; per type of co-funding, a co-funder 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.