Ideas about budget specification

A general piece of advice is that you need to provide sufficient information to convince the funder that the project is well organized and feasible. This means that the project participants and their areas of responsibility should be described – and in some way linked to the difference work packages or tasks etc.

Usually, it is better to be to more detailed than less detailed. One could aim for using 60-100% of the space allocated by the funder for the budget justification. If 10000 characters are available and the justification is only 1000-2000, then that likely indicates the need to include more details.

## Staff / Salary costs

Much info about costs and time for each person in the project should be obvious in the budget table, and therefor maybe not necessary to explain in text. If it varies a lot between the years an explanation can be needed.

If necessary, motivate why the persons or positions is included in the budget. It could be that you need a technician for certain experimental work or similar.

For PhD students describe how much time the will be active and how much of the time that is included in the budget.

Describe In-kind / co-financing when that is a part of the application (this is often not obvious in the budget table).

## Running cost

Outline the running costs (could be a classical "bench fee" for standard procedures + specific costs for particularly important experimental procedures); service fees and facility fees (with brief motivation for how these have been calculated); major equipment (including what it is, purpose, cost); travel (outlining travel for whom, for what purpose, and estimated cost per travel); costs for computers (when other equipment than standard is needed) and data storage, dissemination (costs for open access publications and other planned activities), communication and outreach.

Adjust the description to how well running costs is specified in the budget table, the less details in the table, the more you need to describe and motivate the costs in text. If you only say Analyses, or Consumables etc. in the budget table you might need to specify what kind of Analyses etc., where they will be performed and way they are needed for the project etc. Experimental costs could be described in more detail, what you will do, when, and how they connect to each other etc.

Travel or conference costs can be specified to explain how it contributes to the project.

Publication costs should be in line with the demands of the call. (Check what SLU can offer)

Data Management costs should be described in case you need to make special arrangements, like storage on external drives (regular storage at SLU is not charged to each project, it is part of the indirect costs)

Describe In-kind / co-financing when that is a part of the application (this is often not obvious in the budget table).

## Equipment

Describe what kind of equipment (and have a plan for it – since equipment usually is handled through depreciation, which is spreading the cost over the equipment’s theoretical life span, often 5 years, which often is a longer time than the project is running).

## Premises

Premises costs is calculated according to the practice of each partner.

For SLU it is done according to SUHF´s model for calculating premises costs for each Department and it is a percentage distributed based on salaries.

## Indirect costs

Indirect costs is calculated according to the practice of each partner.

For SLU it is done according to SUHF´s model for calculating costs for University, Faculty, Library and Department and it is a percentage distributed based on salaries.

## In-kind, Co-financing

Describe any co-financing in money, time or in other ways.

Who will contribute, how much and in what way.

If you apply for 3 years PhD, write how you will finance the last year(s).

Is there In-kind or co-finance not obviously specified in the budget, then it should be described here.