

Guide for applicants

Budget guidelines for the submission of a project proposal in the INTER programme

Eligibility of Expenditures

If not otherwise stated in the specific calls (may change from call to call), there are no funding maxima defined by the FNR, but the project plan should be cost-efficient (see selection criteria) in relation to the intended outcomes. This funding may not have the purpose or effect of producing a profit for the beneficiary. This funding may in no case result in a duplicate funding of operating costs, acquisition costs or staff costs. The expenditure listed must be essential for implementation of the project.

Certain types of expenditure may be indicated on a lump-sum basis (e.g. if they relate to operations routinely performed by the partner in question), provided the expenditure does not differ significantly from the actual cost and these operations are acceptable to the FNR. Where appropriate, calculations for lump sums need to be provided.

The FNR distinguishes between direct costs and indirect costs (see below).

1 Budgetary Flexibility

Applicants should note that during the course of the project, budgetary flexibility is given in order to allow for appropriate project management. A reallocation of funds within a budget heading does not require the prior approval of the FNR and does not result in an addendum to the contract, provided the specific rules of the various budget headings are adhered to (a budget heading is defined as one of the main titles of the budget – e.g.: Consumables, Travel etc.).

A reallocation of funds between budget headings is not subject to the prior approval of the FNR provided that it satisfies the following criterion:

- The reallocation does not modify the budget heading from which it is taken or transferred to by more than 20%.

The 20% rule is NOT applicable to:

- increase unit rates applied to personnel costs or modification resulting in changes to profiles of personnel;
- the budget heading “overheads”.

In cases involving a variation greater than 20%, a request for a modification has to be sent to the FNR at least 30 calendar days before the date the modification should take place. This request has to be fully substantiated and justified. After approval by the FNR, an addendum to the contract will be prepared if necessary. This addendum will be signed by both parties and will become an integral part of the contract. If the request is deemed unfounded by the FNR, the beneficiary will be advised in writing.

3 Direct Cost

Direct costs are expenditures that are to be directly incurred for the particular project and are supported by an auditable record.

VAT is not an eligible cost in case the institute can reclaim VAT from the Luxembourg tax authorities in conformity with Luxembourg indirect tax regulation.

3.1 Personnel Costs

The payroll costs of all staff, full or part-time, who work on the project, and whose time can be supported by a full audit trail may be included. The need for such staff should be justified in the application form. The FNR will not cover costs of persons already funded by the State or by other funding sources.

The FNR will only finance the profiles of the personnel indicated in the budget sheets of the application and changes of profile (e.g. Post-doc to technician) have to be requested in writing in advance and receive formal approval by the FNR. An addendum to the contract will be prepared if necessary.

The project may involve researchers who still need to be hired by the institutions but the respective responsible persons in the institutions need to make sure that the project is able to start at the latest 6 months after formal approval by FNR. The applicant should state how he/she will make sure that the new personnel are in place for the start of the project.

Lump sums for staff categories may be used provided these are based on a real-figure calculation (which must be added and explained in the application form).

In order not to limit the funding of PhD students to a project funding limited in time, salaries for PhD students will not be covered by FNR project funding. They should be covered by internal institutional funding or the PhD grant scheme (AFR: Aides à la formation-recherche, www.fnr.lu). Please be aware that the AFR funding decision may take some time. In order not to jeopardize the start of the project, the FNR encourages applicants to submit AFR proposals before the final funding decision of the FNR. Additional costs (overhead, consumables, etc.) for PhD students are eligible project costs.

The FNR encourages the involvement of (Bachelor or Master) students in the project in order to strengthen their interest in research.

The FNR expects project staff to use timesheets so that their actual time is recorded against a project to form the basis of the costs charged. Where a person is contracted to work 100% of their time on a single project (whether they are working full-time or part-time), timesheets are not necessary as their costs can only be charged to that activity. In all other cases, timesheets or project time records are required. This includes those who may be contracted to work on two or more projects, since it is essential when charging to have a means of recording and verifying the actual time applied to each activity.

Name of the Partner 1:		YEAR 1				
DIRECT COST						
1. Personnel	Name, First Name	Function	Pers.*month	€/month	Estimated amount	FNR Financial contribution
					-	
					-	
					-	
					-	
					-	
					-	
					-	
					-	
Totals:			0,0		€ 0	€ 0

Please indicate for each person working on the project (in section 7 of the application form and the excel sheet respectively):

- Name and first name
- Function or staff category (post-doc, research nurse, PhD student etc)
- How many person*months the person will work over the course of the project
- Monthly salary (lump sums for staff categories may be used)
- Whether the person is already on the payroll or will be recruited specifically for the project in section 7
- How much of the estimated amount is to be covered by the FNR

3.2 Equipment

This heading provides for new equipment dedicated to the project. This includes, but is not limited to, laboratory/workshop equipment (including computers and servers), software and installation costs.

Please indicate in section 7 of the application form and the Excel sheet respectively:

- the precise nature of equipment with specific technical requirements;
- its unit cost and number of units;
- its relevance to the project;
- the necessity of the equipment taking into account the equipment currently available in the institution;
- its expected useful life (technical and financial) and its use beyond the project;
- its use by other national or international research groups/institutions (if applicable).

Large equipment which is more expensive than € 25,000 will only be funded to the pro-rata of its use within the project, duly taking into account the depreciation rules within the research organisation.

For equipment which is to be developed during the course of the project and where the development costs exceed € 25,000 (total costs, not individual assembly parts). It is recommended to foresee own institutional co-funding and to indicate the co-funding source for all equipments.

The FNR may decide to limit its funding on a case by case basis.

For equipment costs over € 100,000 (FNR part and own funding combined), a business and/or utilisation plan is required at submission stage.

The FNR will only finance equipment listed in the original proposal. Additional equipment has to be requested in writing in advance and receive formal approval by the FNR. This modification will not result in an addendum to the contract.

2. Equipment	Designation	Description	Number of Units	Price per unit	Estimated amount	FNR Financial contribution
					-	
					-	
					-	
					-	
	Total Equipment +				€ 0	€ 0

3.3 Consumables

The applicant needs to indicate the nature (chemicals, Glassware, etc.) of the consumables and justify the estimation of the total costs and requested budget in section 7 of the application form.

The total amount can be indicated as a lump sum in accordance with the institutions' rules.

Lump sums for various consumable categories may be used provided these are based on reasonable assumptions.

3. Consumables	Designation	Description			Estimated amount	FNR Financial contribution
		Total Cons. Cost			€ 0	€ 0

3.4 Travel Cost

The FNR will cover the real expenses for travel, subsistence and conference fees. Expenditures should be in accordance with an institution's own regulations.

To avoid administrative burdening at submission and in order to give the applicant team the necessary flexibility, the budget for travel expenses, subsistence and conference fees is calculated on a lump sum basis:

€ 1,500 per year and per 12 person*months (in relation to the total project effort).

It is therefore essential to provide the total person*months effort of all the people working on the project. If the project team requires a higher budget for travel, please justify in detail the amount in section 7 of the application form.¹

¹ For travel by car calculate 0,40 €/km.

Please note that within the Accompanying Measures of the FNR (www.fnr.lu), conference participation of young researchers (also within an FNR-funded project) may be covered if the funds provided within the FNR programme are not sufficient.

4. Travel Cost	Designation	Description		Estimated amount	FNR Financial contribution
	Lump sum	Based on person months	T. pers*mon*1200€/12=	-	
	Additional travel costs				
	Total Travel Cost			€ 0	€ 0

3.5 Subcontracting

This line provides for expenditure on services provided by subcontractors. Contracting partners may subcontract specific services (limited in time) which are essential for the project but do not represent core elements of the project work which cannot be directly assumed by one of the contracting-partners and where this proves necessary for the performance of their work under the project. In case the subcontracted service fulfils these criteria, please describe the service, indicate the price (market price) and specify the reason why you resort to a third service in section 7 of the application form:

- Why an expert or technical assistance is needed.
- How many hours' work the subcontractors are expected to provide.

All covered costs must be substantiated.

5. Subcontracting	Subcontractor	Type of work		Estimated amount	FNR Financial contribution
	Total Subcontracting			€ 0	€ 0

3.6 Other Costs

This heading provides for costs that are not reflected in the budget sheet. They include, but are not limited to:

- Documentation (not expected in institutional libraries)
- Initial submission costs for the protection of a patent, license, trademark etc.
- Costs generated by the use of existing equipment within partner institutions. This may include rental/access charges for equipment or analysis costs. Please specify in the application form:
 - The type of equipment in question.
 - Justification of the costs.
 - Information on whether the existing equipment was purchased by the State.

4.2 External Financial Contribution

Sources of funding outside of the FNR and the contracting institution should be indicated. The grants Aides à la formation-recherche (AFR) are considered an external source of funding. Please indicate the total of the (projected) AFR grant support in the Excel sheet. Other external financial contribution could be a donation by a charitable organisation, revenues from licenses, etc.

Contributions by non-contracting partners (i.e. the partner's research effort in the frame of the project) are not considered as an external source of funding. These contributions should be indicated in the excel sheet 'NON-CONTR. P.':

External Sources of Funding				
External financial contribution	Name of the organization	Type of contribution		Estimated amount
	Bourses formation recherche	Grants		
	Total External financial contribution			€ 0,00

5 Contribution by Non-contracting Partners

Please provide in the Excel sheet 'NON-CONTR. P.' an estimation of the contributions of each of the non-contracting partners to the project in terms of person efforts and estimated budget.

Contributions by Non-contracting Partners			
	Name of Institution	Estimated Total person*months	Estimated Total Budget
Partner 1			
Partner 2			
Partner 3			
Partner 4			
Partner 5			
Partner 6			
Partner 7			
Partner 8			
Partner 9			
Partner 10			
	Totals:	0,00	0 €

6 Project Summary Sheet

The Excel sheet 'SUMMARY' provides an overview of the budgetary and person*months efforts by each project partner.

Note: This worksheet does not have to be completed manually but will be automatically populated with the data that you input in the sheets mentioned above.

PROJECT OVERVIEW					
Project Number	-	Acronym	-		
Project PI	-	Date	-		
FNR Contributions to Contracting Partners					
	Coordinator	Contracting Partner 1	Contracting Partner 2	Contracting Partner 3	TOTAL
Direct Costs	-	-	-	-	-
1. Personnel	- €	- €	- €	- €	- €
2. Equipment	- €	- €	- €	- €	- €
3. Consumables	- €	- €	- €	- €	- €
4. Travel Cost	- €	- €	- €	- €	- €
5. Subcontracting	- €	- €	- €	- €	- €
6. Others	- €	- €	- €	- €	- €
Indirect Costs					
7. Overhead	- €	- €	- €	- €	- €
Total FNR Contribution	- €	- €	- €	- €	- €
External financial contribution	- €	- €	- €	- €	- €
Budget of Contracting Partners	- €	- €	- €	- €	- €
FNR contribution per year					
	Name	Year 1	Year 2	Year 3	TOTAL
Coordinator	-	- €	- €	- €	- €
Contracting Partner 1	-	- €	- €	- €	- €
Contracting Partner 2	-	- €	- €	- €	- €
Contracting Partner 3	-	- €	- €	- €	- €
TOTAL	-	- €	- €	- €	- €
TOTAL BUDGET AND PERSONNEL EFFORT					
	Name	TOTAL	Total Person' months		
Coordinator	-	- €	0,00		
Contracting Partner 1	-	- €	0,00		
Contracting Partner 2	-	- €	0,00		
Contracting Partner 3	-	- €	0,00		
Non-contracting Partner 1	-	- €	0,00		
Non-contracting Partner 2	-	- €	0,00		
Non-contracting Partner 3	-	- €	0,00		
Non-contracting Partner 4	-	- €	0,00		
Non-contracting Partner 5	-	- €	0,00		
Non-contracting Partner 6	-	- €	0,00		
TOTAL PROJECT BUDGET	-	- €	0,00		