**Financial checklist KWF for applicants**

* **Contact your financial controller** at an early stage during the writing phase of the proposal to discuss the financial aspects of your project.
* Do not make the budget too small to avoid financial deficits. A reasonable budget for regular research projects is 700-800K. Budgets >1M need to be sufficiently substantiated in the proposal.
* Use categories (1-7) from the table below when specifying the budget, and do not add any more details to the categories. Indications for certain costs are provided in the comments.
* Please note that you cannot shift costs *between* categories without prior permission by KWF. *E.g.* remaining material budget cannot be used to pay salary costs .
* There may be max 20% shift in costs in subcategories that fall under ‘materials’ and ‘external servicproviders/inclusion centers’. **All other budget modifications require prior exemption by KWF.**
* Personnel costs are based on NFU salary tables. If you hire a more experienced (hence more expensive) person, **these additional costs will not be funded**.
* For external service providers a price quote needs to be provided. Add 5% to the indicated price to account for future cost increases and specify this in the proposal.
* Keep in mind that **KWF does not cover overhead costs**, and that these costs must be covered by other means.
* If the budget is not fully spend during the project, the **remaining money must be returned to KWF**
* For detailed information download ‘KWF Financieringsvoorwaarden’ from: <https://www.kwf.nl/onderzoek/programma-onderzoek-implementatie/downloads>

|  |  |  |
| --- | --- | --- |
| **Category** | **Description** | **Costs** |
| **1** | **Personnel (Academic & Supporting)** |  |
| *1.1* | Academic PhD Student |  |
| *1.2* | Academic Postdoc |  |
| *1.3* | Supporting MBO |  |
| *1.4* | Supporting HBO |  |
| *1.5* | Supporting Academic level |  |
|  |  |  |
| **2** | **Additional personal budget** |  |
|  |  |  |
| **3** | **Materials** |  |
| *3.1* | Lab materials (lump sum, incl. consumables) |  |
| *3.2* | Other lab materials (large expenses, non-lump sum) |  |
| *3.3* | Experimental Animals |  |
| *3.4* | Meeting and travel costs |  |
| *3.5* | Internal service provider/inclusion center |  |
| *3.6* | Other |  |
|  |  |  |
| **4** | **External service provider/inclusion center** |  |
|  |  |  |
| **5** | **Publication and accountant costs** |  |
| *6.1* | Publication costs |  |
| *6.2* | Accountant costs |  |
|  |  |  |
| **7** | **Patient participation** |  |
|  |  |  |
| **Total** |  |  |

**Template budget table for KWF projects**