**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.
* Don’t make the budget too small to avoid financial deficits. A reasonable budget for regular research projects is 700-800K. Budgets >1M need to be properly substantiated in the proposal.
* Use categories (1-8) from the table below when specifying the budget, and do not add any more details to the categories. These categories will likely be implemented by KWF in the future. 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 .
* All budget modifications require an 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**

|  |  |  |
| --- | --- | --- |
| **Category** | **Description** | **Costs** |
| **1** | **Academic personnel** |  |
| *1.1* | PhD Student |  |
| *1.2* | Postdoc |  |
| **2** | **Supporting personnel** |  |
| *2.1* | MBO |  |
| *2.2* | HBO |  |
| *2.3* | Academic |  |
|  |  |  |
| **3** | **Additional personal budget** |  |
|  |  |  |
| **4** | **Materials** |  |
| *4.1* | Lab materials (lump sum, incl. consumables) |  |
| *4.2* | Other lab materials (large expenses, non-lump sum) |  |
| *4.3* | Experimental Animals |  |
| *4.4* | Equipment/ICT |  |
| *4.5* | Travel costs |  |
| *4.6* | Internal service provider/inclusion center |  |
| *4.7* | *Additonal category (t.b.d. by KWF)* |  |
| *4.8* | *Additonal category (t.b.d. by KWF)* |  |
|  |  |  |
| **5** | **External service provider/inclusion center** |  |
|  |  |  |
| **6** | **Other** |  |
| *6.1* | Open access costs |  |
| *6.2* | Accountant costs |  |
|  |  |  |
| **7** | **Patient participation** |  |
|  |  |  |
| **8** | **Internship abroad** |  |
|  |  |  |
| **Total** |  |  |

**Template budget table for KWF projects**