# Annex 2: Project Costs

Applicants should complete and submit **one** funding request template per project. Please note that some funders require an additional budget request to be submitted; for further information on individual funders’ requirements, please refer to Annex 1.

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| --- | --- | --- | --- |
| Name/Organisation[[1]](#footnote-1)   | Country/Funding Agency  | Costs (EUR) | Additional funding from external and/or institutional sources  |
| Personnel  | Equipment  | Consumables | Travel and Meeting costs | Dissemination and KE Costs  | Outsourcing  | Other costs (please specify) | Overheads (if applicable) | Total  |  |
| Project Overall Principal Investigator:*Name/Organisation*  |  |  |  |  |  |  |  |  |  |  |  |
| Principal Investigator for a National Research Team:*Name/Organisation*  |  |  |  |  |  |  |  |  |  |  |  |
| Principal Investigator for a National Research Team:*Name/Organisation* |  |  |  |  |  |  |  |  |  |  |  |
| **Total funding**  |  |  |  |  |  |  |  |  |  |  |

*Please insert additional rows if necessary. Please use the Justification of resources attachment to provide further details on requested funding.*

***Personnel*** should comprise all staff related costs (including RAs, PhD students, administrative personnel) such as gross salary and all additional taxes, social insurance payments, etc.

***Equipment*** is material used for the project that exceeds €10,000. Equipment/material with a cost below this should be listed under “Other costs”. Costs related to collection (e.g. survey) of data should be mentioned here, if over €10,000.

***Travel and meeting costs*** also include subsistence costs as well as other costs necessary for the organisation of the project meetings (e.g. hiring venues, catering, etc).

***Consumables*** are goods that must be replaced regularly (e.g. office supplies).

***Dissemination and Knowledge Exchange costs*** may include both costs for scientific publications (e.g. Open Access publications) and other dissemination materials (e.g. reports, leaflets, websites, etc), events, exhibitions or other knowledge exchange activities targeting users and the general audience.

***Overheads*** are all eligible costs which cannot be identified as being directly allocated to the project but which can be justified in line with the National Eligibility Rules. They usually comprise costs connected with infrastructures and the general operation of the organisation such as rental or depreciation of buildings, water/gas/electricity, maintenance, insurance, supplies and petty office equipment, communication and connection costs, postage, etc. and costs connected with horizontal services such as administrative and financial management, human resources, training, legal advice, documentation, etc. Please refer to the national eligibility rules.

***Other costs*** should list any other costs that cannot be categorized in the above sections. Depending on the requirements of their agency and in order to be consistent with the amounts stated in their national funding files, applicants may need to state and specify diverse type of costs in this category.

1. Only one Project Overall Investigator per project. The number of Principal Investigators for a National Research team must correspond with the number of participating countries in a project (minimum three countries). [↑](#footnote-ref-1)