**The research budget: Did you remember...?**

- *Questions to help you* *prepare a budget*

Salaries

*What payroll costs are associated with carrying out your project?*

*At which point in time will the payroll costs occur?*

*For how many hours/months/years will the employee in question affiliated with the project?*

*Do you already know the identities of the members of the project group, or do they have to be recruited?*

For example, you may have payroll costs for the following staff groups:

* Professors
* Associate professors
* Assistant professors
* Postdocs
* Research assistants
* PhD students
* Laboratory technicians/bioanalysts
* Administrative staff
* Student workers

Equipment

*Does the project require the purchase of new equipment?*

Many foundations require you to solicit quotes on equipment and attach them as an appendix to the proposal.

Operations

*What operation expenses are associated with the project?*

For example:

* Access to databases or libraries
* Laboratory animals
* Disposable materials/utensils
* Chemicals
* Analysis of material, for example biological material
* Costs relating to test subjects (transport, food and drink, …)
* Tuition fees, PhD students

Operations, continued

*What meetings, courses, trips and communication activities are associated with the project?*

For example:

* Stays abroad (indicate the name of the university/hospital, length of stay, specify budget items)
* Field work (indicate destination, participants, length, and specify budget items)
* Conference participation (indicate the number of conferences per year per participant, destination/name of conference if possible)
* International meetings/seminars/workshops (indicate the number per year, expected number of participants)
* Publications (articles, including Open Access as well as books)
* Communicating the results of the project, for example through websites, videos,....

Co-financing

*Does your institution cover project-related expenses?*

For example:

* VIP salaries
* TAP salaries
* Operation and maintenance of equipment
* Facilities
* Software licenses

External funding

*Have you applied for or received external funding for the project?*

* Which budget items have you already received funding for?
* Which budget items have you applied to have funded by other foundations?

Overhead

What foundation are you applying for funds from, and who will administer your grant?

The percentage used in the calculation of overhead varies from foundation to foundation, and can also depend on the institution that is to administer the grant. Always use the percentage indicated in the foundations call for proposals. Many private foundations do not fund overhead.