

Research Project Proposal Budget Template

New Horizons for Science and Religion in Central and Eastern Europe

Please fill in this budget form according to the activities of your proposed project. You do not need to fill in all the fields of the form. Please look at the definitions at the end of the form for clarification of each section.

Project Title:	
Project Leader:	
Institution:	
Total Requested:	

Project Activities

Personnel	Description	
Principal Investigator Salary		
Other Personnel Costs		
Travel & Accommodation		
Administration Costs		
Other		
Personnel Total		
Events Organized	Description	
Honoraria		
Travel & Accommodation		
Venue		
Media		
Other		
Events Total		
Other Project Activities	Description	
Website/media		
Data Collection & Analysis		
Publication Costs		
Equipment/IT/Software		
Other		
Other Project Total		
Third Party Contributions Total		
Project Expense Total		

Definitions for filling in the budget template

Personnel Costs	
Principal Investigator Salary	Remuneration for the project leader, or part or whole salary replacement at home institution for the duration of the project.
Other Personnel Costs	Payments to individuals involved in the project activities such as consultants, post-doctoral researchers, research assistants etc.
Travel & Accommodation	Reasonable air or rail fare, car allowances, and overnight accommodation for project PI, and project team. Please note that the IRC will not cover first class or business travel.
Administration Costs	Overheads of institution receiving the grant for financial administration, or any costs related to outsourced financial administration. (Please discuss this with your institution.)
Other	Any other personnel costs expected for your project not including those covered below.
Events Organized by Grantee	
Honoraria	Any <i>ex gratia</i> payments made contributors not formally hired on the project such as keynote speakers.
Travel & Accommodation	Reasonable air or rail fare, car allowances and overnight accommodation, required for people attending your event. Please note that the IRC will not cover first class or business travel.
Venue Hire	Costs related the event venue including basic hiring cost, catering, parking during the course of the event etc.
Media	Expenses related to recording an event, such as services of video engineer, lighting, sound, post production editing. Include also costs related to the production of any printed materials (posters, programmes, name badges etc.) such as graphic design, printing etc.
Other	Costs for any other expenses, such as those included in the list below, relevant to your event(s).
Additional Project Related Activities	
Website/media	Costs for a project website, including (but not limited to) development, and maintenance. Expenses for other media including online videos, printed materials etc.
Data Collection & Analysis	Costs related to collecting and analysing data. For example, payments to participants in research studies, scanner time, costs associated with fielding a survey, costs associated with outsourced preparation or analysis of data.
Publication Costs	Costs related to the publication of research carried out by project team including monographs, articles, and translations such as outsourced translation, editing services of a native speaker, publisher's costs, printing costs etc.
Equipment/IT/Software	Include the costs for all equipment, IT costs, software licenses, or maintenance, that will be purchased for the primary purpose of your project's activities.

Other	Include costs for any expenses not so far described, such as those included in the list below, that are required for your project.
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Totals

Third Party Contributions Total	The total amount of support your project will receive towards covering its costs from third parties such as your home institution, or other grant awarding bodies.
Project Expense Total	The total cost of project including expenses covered from third party contributions. If you are not going to receive any third party contributions this will be the same as the amount you are applying for.

"Other" Possible Project Related Activities

Administrative	Shipping costs, supplies, storage, photocopying, transcription.
Audio/Visual	Expenses related to recording an event, services of video engineer, lighting, sound.
Books and Periodicals	Costs of books and periodicals necessary for the completion of the project activities.
Communications	Expenses related to the printing/publications, advertising/publicity, press releases, etc..
Facilities	Rent, utilities, insurance, telecommunications, security alarm.
Production	Audio/visual media production expenses (e.g., films, DVDs, webcasts).
Support Personnel	Expenses associated with hiring of extra personnel to aid with conference planning and event responsibilities.
Sustenance	Food and beverage expenses related to project related event.
Translation	Expenses pertaining to translation services such as live translation at events.