

Explanatory Notes Budget Vici 2023

In general, for filling in the budget in Mijn ZonMw:

- **Use one row each for each staff member, type of equipment, type of investment or type of material (e.g., data management costs). All persons and items should be listed separately. Additional rows for costs (as many as you need) can be added by pressing on the “Add”-button.**
- **Co-financing.** This the co-financing ‘in kind’ and co-financing ‘in cash’ from other parties.
- **Grant recipient’s contribution.** This the co-financing ‘in kind’ and co-financing ‘in cash’ from your host institute
- Do not forget to upload in section **6 Attachments** an authorised letter guaranteeing per contributing party that they are willing to meet these costs.

Instruction for filling in the budget costs in Mijn ZonMw

- Gross salary of the applicant → 1.1 Personnel
- Gross salaries of additional (support) staff plus surcharge of the sum of the salaries → 1.1 Personnel
- Acquisition costs of investments → 1.2 Material costs
- Acquisition costs of materials → 1.2 Material costs
- Acquisition costs of equipment → 1.3 Equipment costs
- Acquisition costs of databases → 1.2 Material costs
- Travel and subsistence costs → 1.5 Other costs
- Subsistence costs while working at research institutes outside the Netherlands → 1.5 Other costs
- Costs for knowledge transfer and knowledge utilisation → 1.4 Implementation costs
- Costs for open access publishing. → 1.4 Implementation costs

Notes Budget

State in broad terms what resources will be required to conduct the proposed research. The cost estimates should cover the entire period of the grant. List the nature of the post (for example ‘applicant’) and both the intensity of each appointment (in FTE – full time equivalent) and the total duration of each appointment (in months). The maximum amount of each Vici grant is € 1,500,000 to be spent over a period of 5 years. If the proposed research is to be of shorter duration, the maximum grant amount will be reduced accordingly.

Costs which can be covered under the scheme are:

- Gross salary of the applicant (plus surcharge of that sum to cover the employer’s contributions, holiday pay, etc.). All salary costs of the Vici-project must be included in the budget chart (3a), even if the institution pays (part of) these salary costs.
 - **Please note that if the prospective host institution covers (part of) the salary of the applicant and/or support staff for their work on the Vici project, this is considered an in kind contribution. This requires an authorised letter guaranteeing that the institution is willing to meet these costs (see section 3c, below).**
 - The actual salary scale of the staff will be set by the prospective host institution. It is advisable to contact the financial department of the host institution directly for the correct figures. Please note as well that you cannot request a so-called ‘bench fee’, meaning a standard amount that does not need

to be specified any further.

- Gross salaries of additional (support) staff plus surcharge of the sum of the salaries.
- Acquisition costs of investments, materials and equipment or databases.
- Travel and subsistence costs associated with attending conferences, visiting other research institutes, etc.
- Subsistence costs while working at research institutes outside the Netherlands.
- Costs for knowledge transfer and knowledge utilisation.
- Costs for open access publishing. See <https://www.nwo.nl/beleid/open+science>

Non-reimbursable costs are those for infrastructure (accommodation and office automation) and other overhead and unforeseen or non-specified costs. Laptops are in principle non-reimbursable, as they are considered common office equipment. Only particular specialised equipment may be eligible for funding. Please contact NWO in before listing specialised infrastructure costs.

For further information please consult the financial department of your prospective host institution as well as the Vici 2023 Call for Proposals, appendix 7.1.

Important note on budgets including contributions from parties other than NWO:

If your host institution or a third party contributes to your project (salary or otherwise), the application must be accompanied by an authorized letter guaranteeing to cover these costs. A standard format of a letter of guarantee can be found on the [NWO website](#). The amount must be explicitly stated in the letter of guarantee. This guarantee must be signed by the dean/manager of the institution or by a person with authority to sign on behalf of the body issuing the guarantee. The contribution from NWO will never exceed € 1.500.000, but as a result of co-financing contributions your overall budget may exceed €1.500.000. A scanned version of the signed letter of guarantee must be submitted as a separate PDF-file in Mijn ZonMw.

Co-funding

In the event of a contribution by a third party, a 'Declaration co-funding', signed by the co-funding party ('in cash' or 'in kind'), must be uploaded with the full proposal. It is important that this party is explicit about the amount of the contribution in the Declaration. The Declaration is unconditional and does not contain any resolutive conditions. For more information on co-funding, please consult the Call for Proposals Vici 2023 3.5.5.

Please note that NWO rules for in-cash and in-kind contributions apply.

Contributions by the university

If the prospective host institution intends to cover part of the costs of the project, the full proposal must be accompanied by a letter from the prospective host institution guaranteeing to cover the excess costs. A template for this declaration is available on the funding page.

Please note that NWO rules for in-cash and in-kind contributions apply.

Allocation IP rights

The following applies with respect to making agreements about intellectual property rights and publication (IP&P): for projects awarded funding by NWO SSH, ZonMw and NWO-Science the project leader is responsible for the allocation of IP rights to the project results.

The NWO conditions with respect to IP rights and the publication procedure are stated in Chapter 4 of the NWO Grant Rules 2017.

Additional (applications for) funding for overlapping

project(s)

Please include details of any additional (application for) funding for projects that partly or fully overlap with this application, whether from NWO or from any other institution (e.g. ERC). No double funding is permitted: Costs that are funded through other sources are not eligible for NWO financing.

Projects are funded by NWO based on the budget and content presented in the proposal. It is not possible for NWO to fund part of the project if other parts are funded through another source, other than through the additional funding stated in the budget as co-funding and contribution by the university.