

THE PASET AFRICA REGIONAL SCHOLARSHIP AND INNOVATION FUND

PROPOSAL BUDGET GUIDELINES

FOR RESEARCH AND INNOVATION GRANTS

All funds should be entered in USD

The following are the descriptions of the budget categories for which you will be asked to provide itemized expenses:

1. **Personnel Costs:** This budget line will cover the necessary staff required to facilitate award implementation. RSIF will allow coordination allowance of \$100 p.m for up to 2 research team members who are central to facilitate the reporting and overall project implementation. Projects are flexible not to charge coordination allowance and instead use the funds for other direct project costs.
2. **Capital Assets:** Within this category you can include all equipment that has a useful life of more than one year and costs more USD 1,000 per unit. This includes the cost of purchasing equipment including laptops and or software and related costs such as installation that is needed to implement the project. These items shall be charged at cost.
3. **Renovations and Minor Civil Works:** This line covers renovations to existing facilities and, or minor civil work etc. Only allowable to Research Award and Cooperability Grant. Should not exceed 10% of the total budget.
4. **Research Supplies and Services:** These are costs for consumable items such as lab supplies, clinical supplies, glassware, chemicals, reagents, etc. used directly in the course of conducting the scope of work for the award. They include, project consumables, consultancy for special out-sourced services, casual labour (wages), publication costs etc.
5. **Travel and Transport:** This category includes costs for ground transportation, accommodation, meals, airfare, departure taxes, and other expenses related to local or international travel by project staff. You must use your institution's own travel-management processes to handle travel, but the class of travel must be economic on a most direct route.
6. **Operational costs:** These costs cover all direct related to the project activities such as printing, copy, scan, telephone, internet connectivity charges, bank charges etc
7. **Overhead:** These consist of costs incurred centrally for the benefit of common or joint objectives for the Institution that ultimately benefit all programmes. They are not directly related to any single project or activity but are a necessary part of the costs of undertaking the project or activity. Grant applicants can only charge a max of 10% in overheads to the project. Any extra uncharged percentage based on the institutional rate can be considered part of matching funds to the project. **Please note that the calculation for overhead costs should be supported by the Institutional policies.** These include:
 - Costs of functions or departments that provide services across the Institution they include, finance, legal, human resources, IT and software, office administration, communications etc.
 - Costs of buildings and utilities for operating the Institutions physical locations. They include rent, on, repairs, insurance, security etc.
 - Costs of items used up in the general office operations. They include printing, kitchen supplies etc.
 - Governance costs such as board meetings
8. **Special Note on student costs:** Proposals that have integrated PhD students should **only** include relevant research costs for the student's part of the research that will be supported through the project. RSIF sponsored PhD students will receive tuition, stipend and travel costs

for “sandwich placements” from RSIF as provided in their students’ contracts, these costs will not be covered under the research and innovation grant project budgets.

Matching Funding guidelines

1. Matching funding can be provided as Cash or In-kind by either the African Host University or the collaborating partners
2. Cash contributions include actual funds provided to co-finance project implementation.
3. **In- Kind contribution:** This is the computed value of any services and/or resources provided by a university or a collaborating partner in support of the project
4. Matching funds (cash and in-kind) should be clearly outlined in the budget, indicating the activity and type of expense supported
5. The following can be considered in-kind contribution:
 - i. Indirect costs (overheads) not charged or subsidized to the project
 - ii. Real property or equipment used for the project
 - iii. Supplies e.g lab supplies, workshop, office supplies etc
 - iv. Volunteer services furnished by partner’s professional and technical personnel, consultants, and other skilled and unskilled labor that are key to activity implementation
 - v. Other goods and services directly benefiting the project etc
6. Fair valuation of the matching funding, i.e. use the current market value of the item or for employee services, the employee rates as per contract should be used as a basis for valuing the service
7. **Note that**
 - Matching funding committed to the proposal is auditable
 - Costs contributed as matching funding must be considered “allowable”
 - Costs should be verifiable from the partner’s records