

## Information for completing the budget workbook

In order to make it easier for applicants to fill out the budget workbook, we have compiled the most important information below. Should you have any questions about the worksheets, please do not hesitate to contact us on +43 1 53408-437 or at [citizenscience@oead.at](mailto:citizenscience@oead.at).

### 1. General information

#### a. Structure of the workbook

In the workbook, you will find a separate worksheet for each cost category (personnel costs, travel costs, non-personnel costs and other costs) as well as worksheets for the institution's own contributions and for project revenues (where applicable). The final worksheet provides a complete overview of the budget.

#### b. Organisations required / not required to pay VAT

Grants generally do not cover any value-added tax (VAT) levied on the costs to be funded. In other words, funding is provided only for amounts net of VAT. However, in cases where the funding recipient can provide evidence that his/her organisation is actually required to pay VAT (i.e. the organisation does not charge VAT and cannot deduct this tax from its expenses/purchases), the tax can be treated as a cost component that is eligible for funding.

- If your organisation is required to charge VAT and can deduct this tax from expenses (e.g. business organisations), please enter the net amounts (costs without value-added tax).
- If your organisation is not permitted to charge value-added tax and is itself not exempt from the tax (e.g. universities), please enter the gross amounts (costs including value-added tax).

### 2. Information on individual worksheets

#### a. Personnel costs

Please list each project employee individually and use a new line for each cost item.

#### b. Independent contracts for work and services

Please list each independent contractor individually and use a new line for each cost item.

#### c. Travel costs

Please provide an exact description of each cost item (e.g. train fare to xxx, accommodation costs at conference in xxx, etc.). Please use a new line for each item.

#### d. Non-personnel costs

Please provide an exact description of each cost item (e.g. toner for copier, copying costs, etc.). Please use a new line for each item.

#### e. Other costs

Please provide an exact description of each cost item. Please use a new line for each item.

#### f. Own contributions

In the "Description" field, please indicate the nature/form of each contribution, e.g. personnel costs for Mr. John Doe, travel costs for Ms. Jane Doe, etc.

#### g. Overview

Please insert the final totals from each worksheet in the fields provided on the "Overview" worksheet.