Guidance on final RTD-Project Budget Forms

1   Introduction

Final RTD-project budget forms are requested to adjust to necessary implementation of various decisions.

In short please pay attention to the major requested changes listed below:

- 14% budget cut on your requested funding from Nano-Tera.ch

- 2nd party funds (SNSF, CTI, EU, etc.) cannot be accounted as matching funds

To save time, please note that changes brought to this final guidance document versus the initial one submitted with the 2008-call are highlighted by using green characters.

2   Structure of the budget forms

Two final budget forms have to be submitted for RTD-projects:

- **"RTD Project Budget Details_final.xls"**

- **"RTD Project Budget Overview_final.xls"**

The first form, **"RTD Project Budget Details_final", must be submitted to and filled out by each institution involved in your project (one form per institution and per project).** In this form, details about Nano-Tera.CH funds and Matching Funds in various in kind and in cash contributions are provided with own contributions, second party (SNSF, CTI, EU, etc.) and third party funds (large industries, small and medium enterprises).

The Principal Investigator has to coordinate the submission of the form to the corresponding co-investigators at each institute involved in his project and to recall the filled out forms in time for submission.

The second form, **"RTD Project Budget Overview_final"**, gives an overview about all funding categories over the whole project. In this form please fill out the key data that are to be collected from the "RTD Project Budget Details_final". For this sake you need all information of the "RTD Project Budget Details_final" forms filled in by the involved institutions in your RTD project.

2.1 RTD-Project Budget Details

In the following, some information on filling in the forms is given. **For each involved institution one form has to be filled out**. This form contains four tables representing the following four funding categories:

1. General Information
2. Nano-Tera.CH Funds
3. Own Contribution
4. Second-Party Funds (SNF, CTI, EU etc)
5. Third-Party Funds (large industries, SME etc)

Sheets 1 to 3 have to be filled in, while sheets 4 and 5 only need to be filled in if available or when Second- and Third-Parties already exist.

2.1.1 General Information

On the first sheet, "General Information", key data such as project-title, main applicant are requested to identify the RTD project for which the financial data are provided. Key data of the involved institution are requested as well, with in particular the financial and controlling contact person, as well as total requested funding from this institution.

2.1.2 Nano-Tera.CH Funds

The sheet "Nano-Tera.CH Funds" is subdivided in four expense categories and a closing total:

1. Personnel
2. Equipment
3. Consumables & Processing Costs
4. Miscellaneous
5. Total Nano-Tera.CH funds

2.1.3 Own Contribution

The sheet "Own contribution" is subdivided into five expense categories and the total:

1. Personnel
2. Equipment planned to be purchased from the institution's budget
3. Existing infrastructure made available to Nano-Tera.CH

4. Consumables

5. Miscellaneous

6. Total Own Contributions

Please also fill out these sections accordingly.

2.1.4   Second- and Third-Party Funds

As mentioned in chapter 1.1 the second- and third-party funds have to be filled when and if existing. For this category of funds you have to fill out the name and the address of the contract partner and the annually contributed amount.

2.2   RTD-Project Budget Overview

The form **"RTD-Project Budget Overview"** gives an overview over the whole project. Here funding and expense categories are subdivided in six tabs:

 To fill in the forms accordingly, please make sure to coordinate input from the forms filled out by the co-investigators.

The first sheet contains general information such as project title, main applicant, total amount etc. The other sheets are consolidations of all funding and expense categories for each institution and each year over the whole duration of the planned project.

3   Determination of adjusted Nano-Tera.ch funding and matching funds

Requested funding from Nano-Tera.ch will:

- 14% budget cut per approved project on the initially requested funding

Matching funds:

- 2nd party funds cannot be accounted for matching funds
- 3rd party funds have to be guaranteed via the partner institution

Please recall that matching funds have to reach a minimum of 53% of the total budget

4   Confirmation of own contribution

Own contributions requested by the applicants of the various institutions will be negotiated with the respective rectories on RTD projects selected by the SNSF. This also means that the budgets of the approved projects may be adjusted after approval by the SNSF but will have to fill the requirements set in the present communication.

5   Short explanations and definitions

A brief explanation and definitions about some terms used in the forms are given below:

Terms	Explanation/Definition/Examples
Consumables & Processing costs *Nano-Tera.CH Funds* *Own Contribution*	Consumables: items needed for carrying out routine protocols and experiments in the laboratory which are non-reusable Processing costs: incurred costs for access to specific equipments made available by third parties not directly involved in the project.
Equipment *Nano-Tera.CH Funds*	The year of acquisition has to be filled in.
Equipment planned to be purchased from the institution's budget *Own Contribution*	Pieces of equipment a lab intends to purchase. This can include long term investment apparatuses. The equipment is to be charged in the year of acquisition.
Existing infrastructure made available to Nano-Tera.CH *Own Contribution*	Can include an instrument or specialized services and /or personnel the laboratory has which it will be made available to the affected project. Most infrastructures already exist at the labs. Therefore this infrastructure is eligible for the first year. "CHF eligible in 2008" means the amount of the acquisition minus depreciation. Example: Year of acquisition 2006 Amount paid in 2006: CHF 100'000.- Period of Amortization: 10 Years Value in CHF 2009: 70'000.- Depreciation-Rates: Equipment: 10 Years IT/Informatics: 5 Years

	Please note: For each infrastructure a receipt, proof of payment or statement will be requested.
Miscellaneous *Nano-Tera.CH Funds* *Own Contribution*	Direct costs such as travel expenses, outsourced tasks and services present at each institution that will be applied to the project with the adequate rate of dedication and use.
Personnel (CHF) *Nano-Tera.CH Funds* *Own Contribution*	Whole costs per person have to be totaled (gross pay, employer's contribution plus other social charges) according to full-time equivalent (FTE) percentage.
Personnel (Functions) *Nano-Tera.CH Funds* *Own Contribution*	The functions for personnel are defined for Nano-Tera.CH and Own Contributions: Nano-Tera.CH Funds: Senior Researcher, PostDoc, Technician, PhD-Student, Assistant and Other Own Contribution: Professor, Assistant Professor, Senior Researcher, PostDoc, Technician, PhD-Student and Scientific Assistant
Research Group *Nano-Tera.CH Funds* *Own Contribution*	Research Group means not the subproject but the head of the research group e.g. Professor. *Please note: The Research Group has to fill in for each position in the form.*
Year *Nano-Tera.CH Funds* *Own Contribution*	One year means a project year and not a calendar year.