

Guidelines for the design of expenditures and financial accounting reports for Innovational Research Incentive Scheme grants

Version: July 2016

1. The starting point for the expenditure of funds awarded to you is the **final budget** you submitted. This final budget serves to support the **financial accounting**.
2. In your proposal you have already stated which budget items are necessary for the realisation of the research under the heading *Cost Estimates*. As this distribution of items has already been assessed and approved on intrinsic grounds (can the proposed research be carried out with these?) then this provides the foundation for drawing up the final budget.
3. The final budget should, for the purpose of excluding possible omissions, be drawn up in consultation with the financial manager of the recipient institution. The budget provides the basis for the financial management of NWO and of the recipient institution, as well as for the accountant who shall have to issue an auditor's report in retrospect for the annual accounts.
4. The *format* (see attached form and explanation below) in which the final budget must be presented is the same as the *format* in which the financial accounting must be presented after the project has been completed.
5. Within 3 months after the end date of the grant you should submit not just a final scientific report but also an auditor's report for all financial transactions attributed to the research project. The grant received and the costs booked for the research are part of the standard auditing procedure by the accountant for the purpose of the annual accounts.
6. NWO can establish the (provisional) grant on the basis of the financial accounting report received. The final establishment and possible payment take place once the final reports have been approved. In addition to this a general qualification is made for the event that any shortcomings emerge following the financial audit of institutions.

Notes for the form Final budget / Financial accounting report

General

- The budget submitted with the application for an Innovational Research Incentives Scheme grant is based on the direct personnel and material costs that can be subsidised for the research.
- The accounting system for the grant should take place at the recipient institution.
- The grant should be awarded one unique accounting system number. The accounting system should be set up in accordance with the final budget, in which a clear distinction is made between personnel and material costs.

Staff costs

The calculation of eligible staff costs must be based on actual gross salaries and (maximum) associated costs as specified in the current Dutch agreement on the funding of academic research ('*Bekostiging wetenschappelijk onderzoek*'). The maximum associated costs on 1 July 2016 are as follows:

1. Holiday pay 8.0 %
2. End-of-year bonus 8.3 %
3. Allowance raise 25.1 % (employer's contributions)
4. Additional mark-up 7.2 % (to cover other costs associated with terms of employment etc.)

The currently prevailing standard percentages should be taken into account when drawing up the budget. The new standard percentages shall be adjusted each year on 1 July.

The annual staff costs based on the actual gross monthly salary are calculated by using the table below:

	a	b	c	d	e	f	g	h
	Gross monthly salary (excluding holiday pay and the end-of-year bonus)	Gross annual salary	Holiday Pay	End-of-year bonus	Basis for mark-up	Allowance raise	Additional mark-up	Expected total staff costs
Percentages			8,0%	8,3%		25,1%	7,2%	
		(a x 12)	(b x 8 %)	(b x 8,3%)	(b+c+d)	(e x 25,1%)	(e x 7,2%)	(e+f+g)
Year 1								
Year 2								
Year 3								
Totals								

The percentages are based on the table of staff costs that came into force on 1 July 2016 under the agreement on the funding of academic research mentioned above. These percentages are the maximums that may be used in estimating the staff costs of the project. The mark-up of 7.2% is a general amount to cover other costs of terms of employment etc. This percentage may be reduced or even omitted. The funds released by doing so can then be used elsewhere in the project budget.

If the applicant is to devote no more than 25% of his/her working time to non-research activities (teaching/administration/management), the entire salary may be covered by the grant. If more than this amount of time is to be spent on such activities, the grant application should relate only to the proportion of working time to be directly devoted to the research.

During your project, you have to ask NWO for permission on any changes with regard to the content of your research project, personnel or finances- linked to the original approved budget.

NB: recipients of Veni grants are not permitted to appoint additional research staff and must seek permission from NWO for the appointment of any other additional staff.

Non-staff costs

The amount allowed for non-staff costs directly associated with the project is likewise based on the current agreement on the funding of academic research.

Direct non-staff costs eligible for funding under the Scheme are:

- general costs, such as travel and subsistence costs (not including regular commuting) and costs of attending conferences, materials, equipment and access to databases,
- costs of knowledge transfer, organising workshops, and organising and/or participating in conferences,
- costs of knowledge valorisation (activities which give the research results added economic or social value),
- costs of internationalisation (costs associated with developing and strengthening international cooperation between researchers in relation to the subject of the research).

Infrastructure costs (accommodation and office automation) and overheads are not eligible for funding.