



# Research project budget

Please use the budget breakdown to justify your project costs. Provide line by line information, adding rows where required, for each cost that is specific to your project. We strongly advise that you refer to the budget guidance in the 'Guidelines for applicants' manual before completing your project budget.

## BUDGET SUMMARY

The budget summary will autopopulate based on the figures you have provided in the budget breakdown.

Proposal title: [insert project title here]

Duration of project: [insert project duration here]

If you plan to collect primary data, please provide the expected sample size: [insert sample size here]

Fees	£0
Expenses	£0
Data collection	£0
Other direct project cost	£0
Travel for project team	£0
Overhead	£0
<b>Total budget</b>	<b>£0</b>

## BUDGET BREAKDOWN

### Fees for project personnel

Fee rates in all budget proposals should comply with the guidance and figures set out in the IGC pay matrix (refer to 'Guidelines for applicants').

Principal and co-investigators	Role	Number of days	Daily rate (£)	Total cost (£)	Justification
Other project staff	Role (e.g. Research Assistant, Project Manager, etc.)	Number of days	Daily rate (£)	Total cost (£)	Justification (e.g. RA to perform data analysis and produce data reports)
<b>Subtotal</b>				<b>£0</b>	

<b>SUBTOTAL FEES</b>	<b>£0</b>
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### Data collection

Field/survey staff salaries	Description of item (e.g. 5 surveyors at 20 days each)	Quantity	Rate (£)	Total cost (£)	Justification (e.g. surveyors time will be used to interview 30 households)	Is this cost part of a subcontract? If yes, please specify name of supplier
Field/survey staff travel	Description of item (e.g. daily transport to/from)	Quantity	Cost per Unit (£)	Total cost (£)	Justification (e.g. surveyors visit to 10 districts to carry out baseline survey)	Is this cost part of a subcontract? If yes, please specify name of supplier
Materials	Description of item (e.g. rental of 15 tablets for 30 days each)	Quantity	Cost per Unit (£)	Total cost (£)	Justification (e.g. tablet rental to conduct primary data collection at 200 households)	Is this cost part of a subcontract? If yes, please specify name of supplier
Training	Description of item (e.g. payment for trainer for 1 day training workshop for 30 field staff)	Quantity	Cost per Unit (£)	Total cost (£)	Justification (e.g. to provide data analysis training for back checkers and enumerators)	Is this cost part of a subcontract? If yes, please specify name of supplier
Other data collection costs	Description of item (e.g. incentives, data purchase, software subscription, etc.)	Quantity	Cost per Unit (£)	Total cost (£)	Justification (e.g. purchase of data set to analyse consumer behaviour in 20 districts in Rwanda)	Is this cost part of a subcontract? If yes, please specify name of supplier
<b>Subtotal</b>				<b>£0</b>		

### Other direct project cost

Dissemination costs	Description of item (e.g. food for 10 participants attending workshop)	Quantity	Cost per Unit (£)	Total cost (£)	Justification (e.g. discussion with policy makers on the research findings)	Is this cost part of a subcontract? If yes, please specify name of supplier
Capacity building costs	Description of item (e.g. research methodology training for 1 Research Assistant)	Quantity	Cost per Unit (£)	Total cost (£)	Justification (e.g. to increase RA capacity to analyse and report on the findings for the project)	Is this cost part of a subcontract? If yes, please specify name of supplier
Other direct project cost	Description of item	Quantity	Cost per Unit (£)	Total cost (£)	Justification	Is this cost part of a subcontract? If yes, please specify name of supplier
<b>Subtotal</b>				<b>£0</b>		

### Travel expenses for project team

This relates to travel for Principal and Co-Investigators, Research Assistants, Project Managers, etc. Travel expenses for field and survey staff should be included in the data collection section of the budget.

All travel costs should be in accordance with the rates and guidance in the IGC travel policy (refer to the 'Guidelines for applicants').

International flights	Description of item (e.g. 1 return flight for PI travel from London to Lusaka)	Number of flights	Airfare (£)	Total cost (£)	Justification (e.g. trip to visit policymakers in Lusaka)
In-country travel	Description of item (e.g. fuel for car for 10 days at £5/day)	Quantity	Cost per Unit (£)	Total cost (£)	Justification (e.g. RA to conduct field visits)
Accommodation	Description of item (e.g. accommodation for 1 Research Assistant)	Number of nights	Daily rate (£)	Total cost (£)	Justification (e.g. trip to meet with field staff in Lahore)
Subsistence	Description of item (e.g. subsistence for 1 Research Assistant)	Number of days	Daily rate (£)	Total cost (£)	Justification (e.g. trip to meet with field staff in Lahore)
Other travel costs	Description of item (e.g. transport to/from London airport for PI)	Quantity	Cost per Unit (£)	Total cost (£)	Justification (e.g. trip to visit policymakers in Lusaka)
<b>Subtotal</b>				<b>£0</b>	

<b>SUBTOTAL EXPENSES</b>	<b>£0</b>
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#### Overhead

Projects managed by an institution may charge an overhead. Overheads typically cover the institution's IT infrastructure, insurance costs, electricity, etc. The total overhead **cannot exceed 15% of all direct costs specific to the project.**

Indirect cost	Total direct project cost	Overhead (%)	Overhead amount
	£0		£0

<b>SUBTOTAL OVERHEAD</b>	<b>£0</b>
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<b>TOTAL BUDGET</b>	<b>£0</b>
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#### Instructions

- 1) Please provide detailed information for each project cost, using the columns to show how each cost has been calculated.
- 2) If you are collecting primary data, please ensure you have provided the expected sample size in the budget summary section.
- 3) Please ensure that you provide a short justification for each cost.
- 4) If you plan to use a third party to carry out work on the project, indicate which costs this refers to and the name of supplier. If you have not decided which subcontractor to use, write: supplier TBC.
- 5) Please explain why you have chosen a particular supplier.

**Note:** The IGC performs a thorough review of all project costs and budgets may be subject to negotiation.