



Checklist Budget

Use

You need to establish a detailed budget for project drafts and submissions. This list will help you check if you have considered the most important and expensive items.

Costs for personnel

Project manager(s)

		no of days	cost per day	total cost
<input type="checkbox"/>	Detailed project planning			
<input type="checkbox"/>	Contracts and agreements			
<input type="checkbox"/>	Project work (implementation phase)			
<input type="checkbox"/>	Feedback/Documentation			
<input type="checkbox"/>	Project management/Information			
<input type="checkbox"/>	Residential retreats with project team			
<input type="checkbox"/>	Meetings (with representatives of the responsible institution)			
<input type="checkbox"/>	Meetings (with project team)			
<input type="checkbox"/>	Meetings (with steering committee)			
<input type="checkbox"/>	Meetings (with advisory group)			
<input type="checkbox"/>	Presentations of the project			
<input type="checkbox"/>	Reports/Publications			
<input type="checkbox"/>	Working with the media (e.g. press conferences)			
<input type="checkbox"/>	Preparation and conduct of milestone meetings			
<input type="checkbox"/>	Congress participation			
<input type="checkbox"/>	Participation in workshops and other meetings			
<input type="checkbox"/>	Further education and training			
<input type="checkbox"/>	Recruiting personnel			
<input type="checkbox"/>	Time for unforeseen events			
<input type="checkbox"/>				

Remarks:

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Project team (collaborators)

		no of days	cost per day	total cost
<input type="checkbox"/>	Project work (implementation phase)			
<input type="checkbox"/>	Feedback/Documentation			
<input type="checkbox"/>	Residential retreats with project team			
<input type="checkbox"/>	Meetings (with representatives of the responsible institution)			
<input type="checkbox"/>	Meetings (with project team)			
<input type="checkbox"/>	Meetings (with steering committee)			
<input type="checkbox"/>	Meetings (with advisory group)			
<input type="checkbox"/>	Presentations of the project			
<input type="checkbox"/>	Reports/Publications			
<input type="checkbox"/>	Congress participation			
<input type="checkbox"/>	Participation in workshops and other meetings			
<input type="checkbox"/>	Further education and training			
<input type="checkbox"/>	Time for unforeseen events			
<input type="checkbox"/>				

Secretarial work

		no of days	cost per day	total cost
<input type="checkbox"/>	Correspondence			
<input type="checkbox"/>	Accounting			
<input type="checkbox"/>	Contracts and agreements			
<input type="checkbox"/>	Administration of personnel			
<input type="checkbox"/>	Further education and training			
<input type="checkbox"/>	Time for unforeseen events			
<input type="checkbox"/>				

Remarks:

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Additional costs for personnel*

		Reference	unit cost	total cost
<input type="checkbox"/>	Social contributions (in Switzerland:) old age pension, etc.)			
<input type="checkbox"/>	Accident insurance, health insurance			
<input type="checkbox"/>	13 th salary (if agreed by contract)			
<input type="checkbox"/>	Salary increases during the duration of the project (if agreed by contract)			
<input type="checkbox"/>				

*if not included in the 'cost per day' on page 1/2

Remarks:

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Operating and material costs

Meetings, conventions, events

		no of days	cost per day	total cost
<input type="checkbox"/>	Travel expenses			
<input type="checkbox"/>	Flat rate for use of meeting and convention facilities/hotels			
<input type="checkbox"/>	Hotel nights*			
<input type="checkbox"/>	Meals and snacks*			
<input type="checkbox"/>	Rental of meeting rooms and infrastructure*			
<input type="checkbox"/>	Fees for moderators and/or speakers			
<input type="checkbox"/>				

*if not included in an agreed flat fee

Mandates to third parties*

		no of hours/days	cost per hour/day	total cost
<input type="checkbox"/>	Advisory and consultation fees (professional support, quality development, supervision, etc)			
<input type="checkbox"/>	Fees for translations (questionnaires, publications, etc.)			
<input type="checkbox"/>	Fees for other services (programming, etc.)			
<input type="checkbox"/>	Hourly wages for temporary assistance (Interviews, transcriptions, etc.)			
<input type="checkbox"/>				

*Flat rate for the self-employed plus VAT (government tax). Temporary workers are paid at an hourly rate plus social contributions.

Material costs (infrastructure and material)

		no of months	cost per month	total cost
<input type="checkbox"/>	Lump sum for infrastructure (responsible institution)			
<input type="checkbox"/>	Rooms (offices, meeting rooms)*			
<input type="checkbox"/>	Acquisition or rental of electronic equipment (computers, printers, etc)*			
<input type="checkbox"/>	Acquisition or rental of other equipment			
<input type="checkbox"/>	Cost for printing and copying*			
<input type="checkbox"/>	Cost for telephone and internet access*			
<input type="checkbox"/>	Postal charges*			
<input type="checkbox"/>	Software licences			
<input type="checkbox"/>	Electronic devices and other small items*			
<input type="checkbox"/>	Office material*			
<input type="checkbox"/>	Subscriptions (online-data, journals)*			
<input type="checkbox"/>	Professional literature (books, articles, reports, etc.)*			
<input type="checkbox"/>				

*if not included in a flat rate for the use of the infrastructure

Remarks:

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Advertising, public relations

		no of days	cost per day	total cost
<input type="checkbox"/>	Announcements in newspapers and journals			
<input type="checkbox"/>	Layout and printing of brochures, reports, etc.)			
<input type="checkbox"/>	Design and updating of a website (registration, hosting, updating)			
<input type="checkbox"/>				

Research, product development

		no of days	cost per day	total cost
<input type="checkbox"/>	Questionnaire (layout, printing, mailing)			
<input type="checkbox"/>	Printed media (brochures, books)			
<input type="checkbox"/>	Audiovisual products (films)			
<input type="checkbox"/>	Electronic media (CD-ROM, web page)			
<input type="checkbox"/>				

Taxes and fees

		Reference	total cost
<input type="checkbox"/>	Value added tax (exclusive of pre-tax deduction)		
<input type="checkbox"/>			

Remarks:

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