

Proposal Budget Guidelines

The Executive Committee studies budgets in applications in detail. The guidelines below are provided to ensure a smooth review process.

In the **Proposed budget area of the grant proposal form on good grants**, you are requested to provide a breakdown of the proposed budget.

Please split up your study budget in the following categories:

- Personnel costs
- Data acquisition costs
- Material costs and other preparation costs
- Dissemination costs

If you are **applying for a workshop or a symposium**, please also provide details about:

- Honoraria, including preparation time
- Venue costs and entrances fees
- Travel costs and expected costs for hotel costs and meals

Personnel costs

Personnel costs are typically the largest cost constituents in proposal budgets. These can be budgeted for the preparation of the study or workshop, data acquisition and data analysis. Try to estimate the numbers of hours/days that will be spent on the project to the best of your knowledge. Please apply appropriate local hourly or daily rates when calculating personnel costs, but note that these should not exceed the EuroQol Group Foundation's **3 categories for maximum daily rates**, i.e.:

- (1) €138.50 per hour/ €1108.00 per day for **senior researchers**, e.g. for investigators with leadership roles, who are at least associate professor level: experienced researchers with PhDs and a substantial publication list.
- (2) €105.50 per hour/€844.00 per day for **less experienced researchers**, e.g. assistant professor or post-docs.
- (3) €55.25 per hour/€442.00 per day for **students and office staff**.

The above daily rates we pay are intended to provide a fair and reasonable reimbursement for researchers' time. **EuroQol does not separately allow budgeting of overhead costs for institutions.**

Please note that the Executive Committee expects applicants to use the 3 categories for budgeting personnel costs. Applicants must provide a justification if they choose to budget research staff at higher daily rates that described above. Furthermore, a justification should be provided for any team member budgeted at the maximum daily rate. At the discretion of the Executive Committee, the budget for personnel costs will be approved, or a lower budget proposed.

EuroQol Office staff members can participate in EuroQol-funded studies. Please discuss your plans with the Scientific Director or the Executive Director prior to submitting such a proposal.

When EuroQol Office staff is participating in your project, please insert a line item under Personnel costs titled 'EQ Office Staff' to specify their hours, using the day rate for senior researchers: €135.75 per hour/ €1086.00 per day. In **section 9, Budget requested from EuroQol**, specify this amount separately. The total amount will determine what review procedure is required (refer to guidance to applicants).

Under the category of **Data acquisition costs**, it is acceptable to have the following costs as line items:

- Respondent's fees and travel costs
- Interviewer costs and their travel costs
- Office/room rent for data acquisition outside the University
- If an agency/ outside company is used, please provide a copy of their invoice/ cost proposal

As a rule, it is not acceptable to request funding for buying computer hardware to be used for data acquisition. Renting computer hardware for a study is acceptable.

For EQ-VT studies please add €25.000 for EQ-VT costs (software development, training, support etc.). Upon approval by the Exec this will be provided as in-kind support. In **section 9, Budget requested from EuroQol**, specify this amount separately as in-kind support.

Under the category of **Material costs and other preparation costs**, it is acceptable to have the following costs as line items:

- Secretarial support, stationary, telephone costs etc. (usually not more than 5 % of total budget).
- Processing costs for human subject protection/ethics approval, if applicable

It is not acceptable to request funding for computer hardware or software to be used for data analysis or manuscript writing.

Under the category of **Dissemination costs**, it is acceptable to budget for one researcher to attend an international congress to present the results of the study. Allowable costs include:

- (1) An economy class airline ticket
- (2) Meeting registration fee.

The applicant is required to seek funding from other sources for other dissemination costs, such as board and living, hours spent away the office, co-presenters of the study results etc. As a rule, costs of publishing e.g. in open access journals, are not reimbursed, although exceptions are possible for strategic important studies.

Please contact [Bernhard Slaap](#) (Executive Director) [Elly Stolk](#) (Scientific Director) or [the Grants Management Team](#) if you have any comments, questions or suggestions on Research Proposal budgeting.