
This document is an English translation of the chapter 8. Budget from the [application instructions](#) (in Swedish) to the call for project funding 2021 in the Swedish Institute (SI) programme Academic Collaboration in the Baltic Sea Region.

8. Budget

To realize the proposed project, the SI grant may be used to support a wide variety of activities, including mobility, conferences/workshops, study visits, communication, analysis and education/trainings. The grant can be used for salaries concerning project-related tasks, procurement of services, studies/reports. However, the grant cannot cover for daily expense allowances (per diem) during short-term project mobility and meetings.

For long-term mobility (up to a semester in duration per person) the grant may be used as scholarships for travel expenses and living costs. A requirement is that the visit forms an integral part of project-related activities, e.g. analysis, development or testing. A maximum of 20 % of the SI grant can be used for long-term mobility.

Indirect costs, i.e. *overhead*, may be covered but not exceeding 15 % of the SI grant.

The project budget should be proportionate to the overall work plan and activities planned. It should reflect the whole project and provide the partners with possibilities to participate in the joint work and activities.

The SI grant should primarily be used for expenses belonging to the following budget areas. Other costs, not belonging to any of the specified budget areas may be part of the overall project budget but should then preferably be covered by other sources of funding than the SI grant. Costs within areas KO3-KO9 may be taken at all partners, while KO1 is dedicated to costs at the project leader (main applicant to SI). Costs at KO2 should only concern project administration at the partner universities/organisations (not at the project leader).

An overview of the project budget should be indicated in the application form (section G) but also provided separately and more detailed as an attachment (enclosure 5). It is recommended to facilitate for traceability between the detailed budget, and the project work plan (enclosure 4).

Budget Areas (KO = <i>kostnadsområde</i> , Swed. transl.)	Eligible costs (examples)
KO1 Project Management (costs at project leader)	Project management, administration, financial oversight, final reporting, external audit
KO2 Project Administration (costs at partners)	Project administration at partner universities/organisations
KO3 Implementation	Planning and implementation of common activities within the project (e.g. salary during planning, implementation, contribution to final report)
KO4 Meetings	Rent of venue, lecturer/expert/moderator, interpretation/translation, conference equipment, food/beverages
KO5 Analysis and follow-up	Implementation or procurement (externally, or within partnership) of analyses, studies, reports, or other expert support*
KO6 Communication (external)	Articles, news briefs, interviews, publications, activities in social media
KO7 Mobility (short-term, max. 10 workdays per visit)	Travel expenses (e.g. for meetings/workshops, conferences, study visits), food/accommodation, visa costs
KO8 Mobility (long-term, max. 1 semester in duration)	Travel expenses, food/accommodation, visa costs. Scholarships for sustained extra living expenses. <i>See requirements above. Max. 20 % of the SI grant.</i>
KO9 Overhead (OH)	Indirect costs, e.g. support functions, venues, office props/consumables. <i>Max. 15 % of the SI grant.</i>

*In some cases, also experts from non-programme countries may be involved with funding from the SI grant. The need for sourcing of such expertise from non-programme countries should be motivated in the application.

The agreement with SI

The SI grant requires an agreement between the main applicant (a Swedish university) and SI. The main applicant acts as project leader and is the formal recipient of the SI funding. The project leader is responsible for the project budget and the grant from SI.

According to SI policy regarding project funding, 90 % of the grant is paid after the agreement between the project leader and SI has been finalized. Remaining 10 % is paid depending on usage of funds, and upon SI approval of the final report and external audit.

Information to partner organisations

By default, the SI grant is provided to the Swedish university acting as main applicant/project leader. Costs however may be covered for all partners in the project, given that the costs meet SI budget rules and are confirmed by the project leader. Procedures for handling of expenses within the partnership should be discussed and agreed upon in advance.

Funding can also be forwarded within the partnership, but this requires a separate agreement between the project leader and the partner. This agreement should contain at minimum all requirements and terms from the agreement between SI and the project leader. Forwarded funds may be subject to external audit according to the same procedure and standard as for the grant handled by the project leader.