
This document is an English translation of the chapter 7. Budget from the [application instructions](#) (in Swedish) to the call for project funding 2022 in the Swedish Institute (SI) programme Academic Collaboration in the Baltic Sea Region.

7. Budget

For projects granted in the call 2022 the budget should primarily be used for activities and work that aim to support Ukrainian academic target groups and organisations, but all project partners are eligible to use the budget to cover their costs for participation in the 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.

Although mostly short-term mobility is anticipated (up to 10 workdays in duration per visit), also long-term individual mobility is possible within the scope of the grant. Support for up to 6 months in duration per person, as scholarship and travel grant, is allowed and may be covered by the project budget. The SI grant however should not only be used as scholarship for few individuals.

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

The grant cannot cover for daily expense allowances (per diem) during short-term project mobility and meetings.

The grant cannot be used for procurement of equipment.

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.

Enclosure for project budget

The application enclosure for budget (enclosure 6) should provide a detailed plan for how the SI grant is expected to be spent within the project, which the main anticipated activities are, and how they are allocated to the approved SI budget areas (KO = kostnadsområde, Swedish translation).

The project budget should indicate how financial means are spent on these planned main activities, and by which actor within the partnership. If salaries are anticipated to be paid by the SI grant, a calculation of projected work hours and salary should also be included in the budget.

It is recommended to facilitate for traceability between the work plan (enclosure 5) and the project budget (enclosure 6).

Budget areas

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.

Project management and project administration are covered by KO1-KO2. Only the project owner (main applicant to SI) is eligible for costs within KO1 (project management, administration, external audit), while KO2 is dedicated to costs for project administration at partner universities/organisations (not at the project leader).

Costs within KO3-KO9 refer to expenses at all partners included in the project.

| Budget Areas (KO = <i>kostnadsområde</i> , Swed. transl.) | Eligible costs (examples) |
|---|---|
| KO1 Project Management (costs at project owner) | 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. 6 months/person) | Travel expenses, food/accommodation, visa costs. Scholarships for sustained extra living expenses. |
| 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 actual 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/research institute 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.