

## Supplementary information to the budget proposal template

**This instruction supplements the NOS-HS exploratory workshop call document 5 February 2021  
Appendix 2, Workshop budget proposal (template 29 January 2021)**

The NOS-HS workshop grant is intended to enable networking activities. It is not intended for ordinary research costs. The grant may be used to cover necessary and justified costs related to organising the workshop series (2 or max. 3 workshops) and disseminating the results. You may apply funding for the purposes listed here. **Please explain all costs on the budget proposal form.**

### 1. Networking costs

Examples of direct workshop related costs are e.g. travel, accommodation, conference facilities, and catering for participants and speakers, moderate fees for external keynote speakers, any relevant online conference costs. (Online form Tab 6, budget post Services; for travel, budget post Travel.)

When organising online or hybrid workshops during the Covid-19 pandemic, funding can be used for direct costs such as IT support service or to purchase required software or for indirect cost such as training for participants. Approval of IT costs will be a temporary exception due to the exceptional situation created by the Covid-19 pandemic. (Online form Tab 6, budget post Services; for software, budget post Other.)

### 2. Disseminating costs

Disseminating or publishing costs must be directly connected to the workshop series outcomes. Examples of such costs are publishing costs, including e.g. language revision and open access costs. Please be realistic and note that all costs must be finalized before the end of the funding period. (Online form Tab 6, budget post Services.)

### 3. Limited assistant fees

The grant may not be used for scholarships or any salary costs of the applicants. This network funding is not intended for salaries with university overheads either. Note that indirect (overhead) costs are covered up to a flat rate of 10 % of the total grant amount.

However, assistant fees may be included. Limited amounts of the grant (e.g. one month per workshop meeting) may be used for fees for temporary/part-time assistants preparing and running the workshops and websites and technical assistance for preparing joint publications deriving from the workshop series. (Online form Tab 6, budget post Services.)