



BioN Grant Budget

Eligible period

15.01.2010-14.01.2013

Estimated budget of the action

PROJECT COSTS	€
I STAFF COSTS (INCL. REPLACEMENT COSTS)	317.348,00
II TRAVEL COSTS, COST OF STAY AND INSTITUTIONAL COSTS	487.992,00
III EQUIPMENT	98.000,00
IV PRINTING AND PUBLISHING	38.900,00
V OTHER COSTS	12.000,00
ELIGIBLE DIRECT COSTS (total I-V)	954.240,00
VI INDIRECT COSTS	66.796,00
TOTAL ELIGIBLE COSTS	1.021.036,00

PROJECT FINANCE	€
Co-financing: at least 10% of the total eligible direct costs (from the own resources of the partnership)	95.880,00
Tempus grant: includes financing to a maximum of 90% of the total eligible direct costs (from the EU) and indirect costs	925.156,00
TOTAL PROJECT FINANCE	1.021.036,00

Budget headings

Staff costs	Academic and administrative personnel involved in the project
Mobility	Costs of stay, Travel costs, Institutional costs (Institutional costs are eligible for “student study periods” abroad only) Visas and insurance
Equipment	Stationary computers; laptop computers; digital projectors; copy machines; office and professional software, books, journals, software for Library, Web broadcasting equipment, data storage software.
Printing & publishing	Course materials, printouts, readers, dissemination booklets, everyday administration, etc
Other costs	External translation and external language courses, inter-project coaching, bank charges, exchange gains and losses
Co-financing	Must be spent from the own budget for any costs except overheads
Overheads (max 7%)	Communication costs, infrastructure costs, office supplies, photocopies

Payment Arrangements

1st Pre-financing – 60 % of total amount

2nd Pre-financing - 30 % of total amount

only when 70% of 1st pre-financing has been spent and after progress report on project actions

Paying of Balance – 10% of total amount

after final technical implementation report with final financial statement of all costs

Payment Arrangements

Request for payment from HU

Please, send estimated budget with cost headings and timetable for using the grant and bank details of your institute to Katri/Olga.

Reporting documents

Form 1: Convention for staff costs

Form 2: Individual mobility reports

+ copies of all financial documents proving costs covered by Tempus

Reimbursement from HU

Form 3: Travel expenses report (with signature)

+ original receipts and tickets