

EOS Call 2021 – Full proposal step

How to properly enter the budget details in the online EOS platform?

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1. General information

Complete the different sections of the budget (personnel, operating costs and consumables, coordination costs, equipment).

Each amount has to be indicated in **EURO** and in an **integer format** (no decimal numbers). Make sure your budget is valid before submitting the application (you can use the print preview option of your application).

All requested budgets have to be clearly justified.

The budget has to respect the **following regulations**:

- Each EOS consortium may apply for a yearly total consortium budget of maximally €1.000.000.
- Each research group from a TYPE I institution must apply for a yearly budget of minimal €120.000.
- Each TYPE I institution may apply for a yearly budget of maximally €700.000.
- The total cost for equipment can amount up to €300.000 per EOS consortium (with a maximum of €150.000 per research group of TYPE I, II or III institutions).
- The cumulative contribution from subcontractors shall not exceed 20% of the total consumables requested in the total EOS budget. Please carefully read [the EOS FAQ](#) for more instructions on subcontracting modalities.
- At least one PhD student should be recruited by each community (at least one at a TYPE-FL and one at a TYPE-FR institution) (also see [FAQ](#) for more information).
- The difference between the total requested budget of the Flemish research groups of TYPE I-FL and TYPE II-FL institutions and the total requested budget of the French-speaking research groups of TYPE IFR and TYPE II-FR institutions cannot exceed 20%.
- Up to 10% of the total budget of an EOS research project can be allocated to all included TYPE II, TYPE III and TYPE IV host institutions.

The **EOS budget simulator**, taking into account all the budget conditions as laid out in the EOS regulations, is available online as a supportive tool to properly prepare your budget requests: https://www.fwo.be/media/1024250/eos_call2021_budget-simulator_final.xlsx .

Please also consult the other documents available on the [EOS programme webpage](#) ([Rules and Regulations](#), [FAQ](#), [Indicative staff costs](#), ...).

2. Personnel

For each requested personnel, add a line in the budget section **respecting the personnel category** and indicate the following information:

Research group / Category of personnel / Starting date / Duration in months / Total cost for the entire duration / Motivation (from 100 to 2000 characters)*

** This cost will be linearly distributed over the requested duration (e.g.: €200.000 for a staff for 48 months means €5.0000 per year)*

Please carefully check with the employing host institution that the amount requested for the staff member corresponds to his/her status (e.g. mobility situation, stipend, salary, seniority ...) and to his/her salary scale.

Categories of personnel:

- Predoctoral researchers: PhD students in the frame of the EOS research project
- Postdoctoral researcher: Holder of a PhD degree at the time of hiring
- Technician : Holder of a bachelor's degree
- Non-doctoral researcher: Holder of a master's degree (typically database administrator, data engineer, lab manager...) who will not realize a PhD in the frame of the EOS research project

For more information about the indicative costs, please consult [this document](#).

3. Operating costs and consumables

For each cost requested, add a line in the budget section and indicate the following information:

Research group / Type of costs / Description (from 5 to 200 characters) / Justification (from 100 to 2000 characters) / Amounts per year

The following costs can be charged:

- Consumables required for the execution of the EOS research project
- Fees for job students, pollsters and expenses resulting from the invitation of a guest researcher in the research department
- Small equipment of less than €20.000 per unit, required for the EOS research project
- Fees for study stays and participation in conferences abroad provided they are in line with the awarded EOS research project
- Access to and dissemination of research results will be funded according to the respective rules of F.R.S.-FNRS and FWO
- Research-related travel costs in Belgium and research-related travel costs to and from the foreign partners included in the EOS consortium
- For institutions contracted with FWO, costs for a CO₂ contribution linked to research-related air travel, to the extent that such travel is in line with the awarded research project
- Use of super computer infrastructure
- Subcontracting fees (max. 20% of the total consumables requested in the total EOS budget. For instance, the costs of using specialized equipment of a platform, sample processing, etc.) are allowed, including between partners. These shall always be routine tasks, without any creative input. Please be aware that in no case the subcontracting option can be used to pay overhead. TYPE IV institutions are not allowed to use subcontracting fees.
- For institutions of TYPE I-FR contracted with F.R.S.-FNRS, costs related to a true research partnership with a university clinic¹

¹ The Board of F.R.S.-FNRS allows university clinics to invoice their services without VAT when they are involved in the projects as true research partners in their own right. In order to do this, the involvement of the university hospital targeted by the collaboration in the scientific part must be described by assigning it one or more tasks in the application. If you foresee a budget for this kind of partnership, **please contact the F.R.S.-FNRS concerning VAT.**
Warning: Only the services of a CHU or a department of a CHU listed in this [appendix](#) are eligible for VAT exemption.

4. Coordination fees

For each cost requested, add a line in the budget section and indicate the following information:

Research group of the Spokesperson-Coordinator / Description (from 5 to 200 characters) / Justification (from 100 to 2000 characters) / Amounts per year

Only for the spokesperson-coordinator: coordination costs for the consortium directly linked to the EOS research project are allowed **up to 5%** of the total EOS consortium budget. Eligible coordination costs are expenses validated by the spokesperson-coordinator to coordinate the implementation and dissemination of the EOS project and need to be properly justified. For example:

- meeting room and catering, travel, parking and visa costs related to a project coordination meeting
- costs of creating and maintaining a website related to the EOS project
- costs related to the organization of a colloquium
- costs of publications of job vacancies on specialized sites
- costs for administrative personnel justified in the context of project coordination. The research activities cannot be supported by the coordination budget.

5. Equipment costs

For each equipment requested, add a line in the budget section and indicate the following information:

Research group / Description of the equipment, including the accessories (from 5 to 200 characters) / Justification (from 100 to 2000 characters) / Amount

Requested equipment funding can take the form of matching funding.

TYPE I, II and III institutions are not allowed to request equipment for the last project year.

TYPE IV research groups **are not allowed** to request equipment.

Small equipments of less than €20.000 per unit have to be charged under "Operating costs and consumables".

6. Overheads

If allowed by the government, overheads can be paid to the host institutions in accordance with guidelines to be laid down by the respective governments and the funding agencies FWO and F.R.S.-FNRS. The overhead is transferred directly to the host institutions, except for TYPE IV institutions, and does not need to be requested in the EOS application form. For TYPE IV institutions, the overhead can be requested through the responsible TYPE I institution. Apart from these overheads, the following items shall not be charged to an EOS project budget:

- costs of renting, heating, lighting and maintaining premises and furniture, as these are costs that are normally to be borne by the host institution;
- management or administration costs.