

## PEER Budget Spreadsheet Template – Research Tenders

### 1. Budget Summary

Nature of costs	Amount (EUR)
Personnel	
Travel & subsistence	
Other specific costs	
<b>Total ex. VAT</b>	
VAT <sup>1</sup>	
<b>Total with VAT</b>	

<sup>1</sup> A statement regarding VAT should be included within the proposal

### 2. Institutional contribution

Please provide details of any financial contribution expected from your institution in support of the project. If the contribution is intended for a particular aspect of the project, please specify in the comment section.

Currency	Amount of contribution	Comment

### 3. Summary of costs per task

Task	Description	No. of person days for task	Costs per task <sup>2</sup> (EUR)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
	<b>Totals</b>		

<sup>2</sup> Include all costs related to each task, not just personnel costs

### 4. Personnel costs

Staff Member	Staff category <sup>3</sup>	No. of days	Cost per day (EUR)	Cost per staff member (EUR)
	<b>Totals</b>			

<sup>3</sup> Provide an indication of the staff category e.g. Project Leader, Senior Researcher, Researcher, Administrator

5. Travel and subsistence

Reason for travel / destination	No. of persons	No. of days	Travel costs (EUR)	Subsistence costs (EUR)	Total Amount per trip (EUR)
<b>Totals</b>					

6. Other costs

Description of cost (specify relevant task if appropriate)	Amount (EUR)
<b>Total</b>	