



## Financial terms and conditions scientific research

*This is an English translation of the original Dutch text, furnished for convenience only. In case of any conflict between this translation and the original text, the latter shall prevail.*

### General

- The final budget will be determined by KiKa upon granting of a research proposal. The approved budget might differ from the requested budget. The requested budget will, in principle, not be increased during the project.
- The budget should be realistically distributed over the years the project is running
- It is not allowed to exceed the requested budget.
- A budget neutral extension of the duration of the project can be requested no later than 4 months before the project end date. Such requests will be substantively reviewed.
- An increase of the approved budget might be granted in exceptional cases. This requires a well-founded request and time schedule adherence. It is not allowed to request extra budget if the original budget has already been exceeded.
- It is the project leader's responsibility to use the available sources optimally, allowing the research to be executed in the best possible way. Shifting of budget between (sub)categories is allowed up to a maximum of 5% of the amount that was originally requested for a specific (sub)category. If the project leader believes larger shifts are necessary for optimal execution of the research, permission for shifting of part of the budget between the different requested expense categories should be requested beforehand and approved by KiKA. If properly justified, such requests will generally be approved by KiKa.
- Compensation for overhead costs can be requested up to a maximum of 16% of the total personnel costs.

### Personnel costs

Remuneration for personnel costs are granted for the duration of the project, to enable hiring of researchers and/or research supporting personnel. Personnel costs for employees appointed in the Netherlands are calculated based on the "CAO-UMC" and a fixed indexation.

If applicable, the salary costs will be updated at the moment the project is granted. The

remunerations will not be adjusted during the project.

For personnel appointed in the Netherlands: the following conditions apply:

Funding for the basic salaries of PhD students will be as set out in the CAO-UMC for PhD students.

Other employees will be compensated according to the following salary scales (irrespective of the actual scaling or allowances):

- Physician-researcher (arts-onderzoeker): scale 10.4
- Postdoc: scale 11.2
- Technician level 1 (MBO level): scale 7.5
- Technician level 2 (HBO-level): scale 9.3
- Research nurse: scale 9.3
- Datamanager: scale 9.3

For each category, the amounts of the remunerations are fixed. Remunerations are index-linked, to compensate for salary rises.

According to the ZonMw granting conditions, remuneration for personnel costs is composed of the following components:

- Basic salary (including 8% holiday allowance and 8.3% end-of-year allowance)
- Allowance for social security costs to be paid by the employer (30,2%)
- Allowance for other staff costs (7,2%)
- 'End-of-project' allowance

For personnel that will be appointed outside of the Netherlands, standard salary costs and allowances used within the specific institutes/centra can be requested. However, the sum of the percentages for the different remuneration categories (holiday allowance, end-of-year allowance, social security costs, and allowance for other staff costs) cannot be more than 54%.

- The 'postdoc category' is meant for compensation of postdocs or researchers at a comparable level.
- For each PhD student, physician-researcher, and postdoc, a personal budget up to €1500/year can be requested. This personal budget is intended to be used for stimulation of the scientific career of the employee and should be used for e.g. conference visits, or costs that are related to the thesis defence. This budget cannot be requested for other personnel categories.

The 'allowance for other staff costs' includes compensation for advertorial costs, education costs, and costs for temporary replacement in case of absence or illness. The 'end of project allowance' is intended for extension, loyalty premiums, non-standard placement on the salary scale et cetera. The 'end of project allowance' consists of 1 month of the last received basic salary and supplements for each year the project has run.

### **Material costs**

For projects in which laboratory work is carried out, a maximum of € 15.000/year can be requested per FTE for material costs without further specification. This budget can be used for items such as consumables (enzymes, antibodies, cell culture materials, disposables

etc.), courier costs and purchasing and housing of laboratory animals. For projects in which no laboratory work is performed, but desk research is performed, a maximum of € 2.000 can be requested per FTE without further specifications.

If higher amounts are requested, all material costs should be specified.

### **Costs that are not eligible for funding**

- Indirect staff costs, for instance for project supervision.
- Costs for infrastructure, such as laboratory furniture, office automation, laptops, and depreciation of equipment that is not specifically purchased for the project. The institution in which the research is carried out is expected to finance these costs.
- Other housing costs.
- Costs for reporting, secretarial support, et cetera.
- Costs for financial auditing.
- Publication costs
- Costs for which the personal budget is intended (such as conference visits); for these, no additional funding can be requested.

Funding for purchasing of laboratory equipment will be granted in exceptional cases only. Only equipment that is specifically purchased for the project and that is not considered to be part of “standard lab equipment” might qualify for funding.