Dear applicant,

in order to facilitate budget preparation for the submission of the EJP Soil full proposal, you will find a BBSRC proforma below.

Notes for preparing the budget forms:

* The budget must be prepared according to the funding rules described in the BBSRC Grants Guide (https://bbsrc.ukri.org/documents/grants-guide/).
* The EJP Soil budget form must be filled with costs in Euro (€), using the exchange rate £1 = €1.131 (European Central Bank average exchange rate October 2020 to April 2021). Should there be significant changes to the exchange rate in the coming months, you will be given the opportunity to adjust the budget accordingly.
* Fill in the BBSRC budget form in British Pounds (£) and Euro using the exchange rate above.
* Record the 20% research organisation contribution and any additional in-kind contribution in the “Own Contribution” table of the EJP Soil form.
* Please do not use the “overheads” section on the EJP Soil form.
* Make sure that the “Requested Funding” on the EJP Soil form corresponds to the total “Research Council contribution” (green box) on the BBSRC form.
* Please send the completed BBSRC proforma to [luke.williams@bbsrc.ukri.org](mailto:luke.williams@bbsrc.ukri.org) once your consortium coordinator has submitted the full proposal.
* The BBSRC proforma supplied to BBSRC after full proposal submission must match the proforma of the Je-S submission (Je-S submission for successful applications only).

Please do not hesitate to contact me if you require any further information.

Thank you,

Dr Luke Williams

BBSRC

[luke.williams@bbsrc.ukri.org](mailto:luke.williams@bbsrc.ukri.org)

UK Budget Information for EJP Soil proposals

Summary of Resources Required for Project

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Financial resources   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Summary fund heading | Fund heading | Full economic Cost  (£) | Research Council contribution (Requested Funding)  (£/€) | % RC contribution | | Directly Incurred | Staff (Personnel) |  |  | 80 | |  | Travel & Subsistence (Travel) |  |  | 80 | |  | Other Costs (Consumable & Equipment/Subcontracts) |  |  | 80 | |  | Sub-total |  |  |  | |  |  |  |  |  | | Directly Allocated | Investigators (Personnel) |  |  | 80 | |  | Estates Costs (Consumables & Equipement) |  |  | 80 | |  | Other Directly Allocated (Consumables & Equipment) |  |  | 80 | |  | Sub-total |  |  |  | |  |  |  |  |  | | Indirect Costs | Indirect Costs (Personnel) |  |  | 80 | |  |  |  |  |  | | Exceptions | Staff (Personnel) |  |  | 100 | |  | Other Costs (Consumables & Equipment) |  |  | 100 | |  | Sub-total |  |  |  | |  |  |  |  |  | |  | Total |  |  |  | |

Summary of staff effort requested

|  |  |
| --- | --- |
|  | Months |
| Investigator |  |
| Researcher |  |
| Technician |  |
| Other |  |
| Visiting Researcher |  |
| Student |  |
| Total |  |

Comments on Budget

Staff (Personnel)

Directly Incurred Posts

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | EFFORT ON PROJECT | |  |  |  |  |  |  |
| Role | Name /Post Identifier | Start Date | Period on Project (months) | % of Full Time | Scale | Increment Date | Basic Starting Salary | London Allowance (£) | Super-annuation and NI (£) | Total cost on grant (£) |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | | | | | | | | | Total |  |

Applicants

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Role | Name | Post will outlast project (Y/N) | Contracted working week as a % of full time work | Total number of hours to be charged to the grant over the duration of the grant | Average number of hours per week charged to the grant | Rate of Salary pool/banding | Cost estimate |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | | | | | | Total |  |

Exceptions

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Role | Name /Post Identifier /Institution | Start Date | London Allowance (£) | Fees | Stipend |
|  |  |  |  |  |  |

Travel and Subsistence (Travel)

|  |  |
| --- | --- |
| **Destination and purpose** | **Total £** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total £/€** |  |

Other Directly Incurred Costs (Consumables & Equipment/Subcontracts)

| **Description** | **Total £** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total £** |  |

Other Directly Allocated Costs (Consumables & Equipment)

| **Description** | **Total £** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total £** |  |

Estates Costs £ (mandatory) (Consumables & Equipment)

|  |  |
| --- | --- |
| Amount (mandatory) |  |
| Description |  |

Indirect Costs £ (mandatory) (Personnel)

|  |  |
| --- | --- |
| Amount (mandatory) |  |
| Description |  |

At a glance - How to fill in the EJP Soil Budget Plan

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Organisation name | Personnel | Travel | Consumables/ Equipment | Subcontracts | Requested Funding | Total Own Contribution | Total Costs |
| The 4 categories should contain the sums of the Research Council Contribution for: | * Directly Incurred Staff * Directly Allocated Investigators * Indirect Costs * Exceptions - Staff | * Directly Incurred Travel & Subsistence | * Directly Incurred Other Costs * Directly Allocated Estates Costs * Other Directly Allocated * Exceptions – Other Costs | * Directly Incurred Other Costs | Research Council Contribution | 20% Research Organisation contribution plus any other own contribution |  |
| *Overhead* | Do not use! | Do not use! | Do not use! | Do not use! |