



Organisation Universitaire Interaméricaine
Inter-American Organization for Higher Education
Organización Universitaria Interamericana
Organização Universitária Interamericana

FUNDING OPPORTUNITY FOR UNIVERSITY COLLABORATIVE RESEARCH ON IMPLEMENTATION OF THE UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS

Guidelines for Project Expenditures

This appendix describes allowable project expenditures and budget category to the submission of a budget proposal. It considers the direct costs related to the project activities and in-kind contribution.

For any questions about eligible expenses please write to : sdg@oui-iohe.org

1. Direct costs related to the project activities

1.1. Research expenses

In this category you may include all costs related to carrying out the research and disseminating the research findings. These costs may include such items as payments to people who gather data or provide casual labour, the maintenance and operation of project vehicles, consumable goods, computer services, stationery and other office supplies, in-country travel, reference materials, conference registration, dissemination costs, equipment rentals for seminars and conferences.

1.2. Consultants

You may include expenses related to acquiring the services of a consultant for a specific activity within your project that cannot be executed by a research team member. Costs may include fees, travel, accommodation, per diem and support services hired directly by the consultant and billed to your project. You must provide a note explaining the reason for the need to hire an external consultant.

1.3. International Travel

This category includes costs for ground transportation, accommodation, meals, airfare in economy class, departure taxes, and other expenses related to international travel by project staff. You must use your institution's own travel-management processes to handle travel.

1.4. Training

Under this category you should include all expenses related to registration, tuition fees, research and training expenses required for project execution.

1.5. Indirect costs

Budget proposal will allow indirect costs up to 12% of all recipient-administered costs. Indirect project costs consist of administrative costs not directly related to the research.

2. In-kind Contribution

In-kind contributions are considered essential to the research or research-related activities and may include:

- Cash-equivalent goods or services, which, if not donated, would have to be purchased with project funds.
- All remuneration and benefits that are paid to project staff and advisors participating in the project.
- Release time for academics and researchers based on their time commitment to the project, their research role, and the policy of your institution.
- In-kind contributions could also include the time of individuals (non-faculty) within partner organizations which support and administer the project, such as secretaries, clerks, and accountants.
- Access to special equipment, space, data sets, etc.