

ARISE-PP BUDGET GUIDELINES

All ARISE-PP applicants are required to submit a detailed budget using the [ARISE-PP Budget Template](#). In addition to the budget information provided in the [Call for Applications](#) and the [Cost Guidelines](#), here are some highlights for your guidance.

Personnel Costs

The budget will include costs for personnel who directly support the programme. Their level of effort (FTE) will be indicated as a percentage of actual salaries paid and applicable institutional benefits for the positions included in the budget request.

- a) Salaries - The Lead Applicant and co-applicants may request a salary. Salary recovery for staff at institutions in low- and middle-income countries can be considered. If no appropriate scale exists, the salary requested should be at a level commensurate with individuals of an equivalent status, employed locally or at other organizations in the country.
- b) Fringe benefits - Fringe benefits are allowable as a direct cost (if not included as an indirect cost) in proportion to the salary charged to the grant. These benefits may include compensation for occupational injuries, life insurance, pension, health insurance, training, and staff development. For grants, these benefits should be in line with the host institution's policy for remuneration and benefits and approved pay scales.

NB: Salary costs should strictly not be charged to any other budget lines.

Travel Costs

Travel shall include a breakdown for accommodation, air travel, ground transfers, meals during travel, Visas, and other travel related expenses. The air travel shall be strictly budgeted for at economy class, regardless of institutional guidelines/exceptions. The budget should include planned meetings which may include conferences and workshops and travel costs to three main meetings planned for ARISE-PP grantees.

Whenever staff use grant funds for travel and subsistence costs, it should always be in relation to the Grant Purposes specified in the funded proposal and all travel and subsistence costs claimed should reflect the actual costs incurred with supporting receipts. AAS does not allow for per diem system, however, if the applicant receives a salary from an organisation in a low- or middle-income country and will be working in a high-income country for more than one month and up to 12 months, they can also ask for up to \$20 a day to cover extra costs, such as transport and incidentals. Air Travel should be at economy class. We may request supporting documentation (e.g. receipts or invoices) from you to confirm the compliance with the above policy.

Capital Costs/Equipment

Equipment refers to items that have a life longer than one year. This line includes the cost of purchasing equipment including laptops and or software and related costs such as installation that is needed to implement the project. These items shall be charged at cost.

NB: Depreciation costs are not allowable.

Student Support Costs

This budget line will cover for salaries/stipends, research costs and fees for Masters and PhD students attached engaged in the ARISE-PP projects.

Materials and Consumables

These are costs for consumable items such as animals, lab supplies, clinical supplies, glassware, chemicals, reagents, etc. used directly while conducting the scope of work for the award.

Communication Costs

These are costs incurred to meet the direct communication needs of the award as defined by the scope of the award. The costs must be directly related to the award and refer to the communication guidance offered by the AAS.

Conferences and workshops

This line includes the costs incurred to run annual meetings and other conferences and workshops that are necessary for the achievement of the scope of the award. Costs here include accommodation, conference package costs, meals and other related costs that can be tied back to a conference/workshop.

Programme Support Costs

These costs cover all direct and indirect administrative costs for managing the grants within the host institutions. Direct programme support costs include but are not limited to; monitoring and evaluation costs, office supplies, stationeries, direct utility bills, direct rental spaces, grant required audits, GFGP certification costs, etc.

Indirect programme support costs consist of costs incurred centrally for the benefit of common or joint objectives for the Institution that ultimately benefit all programmes. They are not directly related to any single project or activity but are a necessary part of the costs of undertaking the project or activity. They include cost categories such as:

- a) Central Support Functions (CSF) costs – these are costs of functions or departments that provide services across the Institution they include, finance, legal, human resources, IT and software, office administration, communications etc
- b) Estate and Premises – these are costs of buildings and utilities for operating the Institutions physical locations. They include rent, on, repairs, insurance, security etc
- c) Office Consumables – these are costs of items used up in the office operations. They include printing, kitchen supplies etc
- d) Governance – these are costs of providing oversight. They include Board costs, Institutional audit etc
- e) Strategy & Fundraising – these are costs that help achieve strategic objectives and resource mobilization. They include strategy, institutional branding etc

Note:

1. Where applicable, the calculation for indirect costs should be supported by the host institution's policies as a percentage or a breakdown of individual costs/activities provided that the rate does not exceed 7% of all eligible direct costs and that the requested project budget (inclusive of indirect costs) is within the grant amount limit of EUR 500,000.
2. See AAS Policies and Procedures for limits and allowable expenses.