

HRB Budget Guidance for European Joint Transnational Calls (2024)

Additional guidance on Costs

Note that the below categories are used by HRB for contracting and may not match the central application. Please include these in the most appropriate heading within the application and ensure that your budget submitted to HRB (at full proposal stage) aligns overall with the application. All costs should be in line with Host Institution policies.

Personnel costs	Must be listed for each salaried personnel under each of the following subheadings (a-c):
a) Salary	<p>Gross Annual Salary (negotiated and agreed with host institution). Applicants should use the IUA Researcher Salary Scales.</p> <p>Applicants are advised that public sector pay increases to 1st October 2024 (inclusive) have been agreed. Please apply a salary contingency of 3% per annum from 1st October 2025. Please note this contingency should be applied cumulatively on 1st October year on year.</p> <p>Applicants should include annual pay increments for staff and related costs (pension contribution, employer's PRSI contribution, and overhead contribution) in the budget.</p> <p>Note: The HRB does not provide funding for the salary or benefits of academic staff within research institutions that are already in receipt of salary or benefits. The HRB does not provide salary or buy out time for collaborators</p>
b) Employer's PRSI	Employer's PRSI contribution is calculated at 11.05% of gross salary.
c) Employer Pension Contribution	<p>Pension provision up to a maximum of 20% of gross salary will be paid to the Host Institution to enable compliance with the Employment Control Framework (an additional 5% employee contribution is part of the salary).</p> <p>If applicable, state the amount of employer contribution based on the pro rata salary and note the % of pro rata salary used to calculate this for reference.</p> <p>Exceptions apply where Circular letter 6/2007 applies.¹</p>
Student Stipend	<p>PhD Student Stipends are not supported under this scheme. A stipend for academic based post graduate MSc candidates is allowed in line with current government guidelines as a flat rate, which is currently €25,000 per annum for up to two years.</p> <p>The stipend is tax exempt and in no circumstances the stipend can be used to support postgraduate fees.</p>

¹ Circular Letter 6/2007 states that the pensions contribution of all Public Health Service employees who, on or after 1 June 2007, are granted secondments or periods of special leave with pay to enable them take up appointments with other organisations, including other Public Health Sector organisations, will be increased to 25% of gross pensionable pay. The rate of 25% of gross pensionable pay referred to in this context is the pension contributions to be paid by the body to which the employee is seconded – it does not include any pension contributions which employees make themselves. Where no such arrangements are in place, the HRB will not be liable for costs.

	<p>Please note that the HRB does not support stipends different than the current HRB rate (€25K).</p>
<p>Student Fees</p>	<p>PhD Student Fees are not supported under this scheme. The HRB support a maximum contribution to postgraduate MSc fees of €5,500 annually for individuals registered for a higher degree for up to two years.</p> <p>Where the rate of the final year is reduced in line with the Institutional policy the HRB reserves the right to recover the unspent fees.</p> <p>Please note:</p> <ul style="list-style-type: none"> • Postgraduate fees are paid at EU level only. • The HRB does not support fees for MD degrees.
<p>Running Costs</p>	<p>For all costs required to carry out the research including materials and consumables, survey costs, travel for participants, transcription costs, data access costs etc.</p> <p>Maintenance costs of animals are allowed for pre-clinical animal models only.²</p> <p>Access to necessary special facilities or services which are not available in the host academic or clinical institutions. i.e., consultancy fees, methodological support, Clinical Research Facilities support, MRI facilities etc. will be considered under running costs as long as they are detailed in an accompanying 'Infrastructure Agreement Form'.</p> <p>Travel, events and subsistence costs that are associated with running the project or coordinating the consortium should be included here. Those associated with dissemination should be included under Dissemination Costs.</p> <p>Costs associated with PPI should be included in a separate section, below.</p> <p>The following costs are ineligible and will not be funded: PhD stipends and fees, external training courses/workshops, inflationary increases, cost of electronic journals, maintenance contracts on equipment, hospitality and entertainment costs, technology transfer or patent costs, conference costs, journal subscriptions, relocation expenses.</p> <p>Note: Please see a list of costs that fall within the overhead contribution below and which should not be listed under running costs.</p>
<p>PPI costs</p>	<p>All PPI-related costs for the grant (except salaried personnel), such as but not limited to:</p> <ul style="list-style-type: none"> • Compensating PPI contributors for their time (for example for time spent reviewing material/ participation in advisory groups) • Travel expenses for PPI contributors

² The maximum HRB allowable per diem rates for the maintenance of the most common strains of small animals are: mice (€0.50), other laboratory rodents (€1) and rabbits (€2). All per diem rates are inclusive of VAT. Maintenance costs for research involving large animals or other types of small animals must be agreed on a case-by-case basis.

	<ul style="list-style-type: none"> • Training in PPI in research • Costs associated with PPI contributors attending conferences, workshops or training • PPI event facilitator costs • Room hire for PPI events/meetings. • Hospitality for PPI events/meetings • Companionship or childcare costs for PPI contributors while attending events, meetings, etc. <p>Note:</p> <ul style="list-style-type: none"> • PPI participants supported by salaries, should be listed and justified under the personnel heading. • All costs should be in line with Host Institution policies.
<p>Equipment</p>	<p>Funding for suitably justified equipment can be included in this section. equipment costs cannot exceed €10,000 (including VAT). All costs must be inclusive of VAT, where applicable.</p> <p>The HRB <u>will not</u> fund stand-alone computer and laptop related accessories, such as docking stations, monitors and keyboard as these are considered standard piece of office equipment that should be available at the Host Institution, and are supported by overheads.</p> <p>Dedicated laptops that are required specifically for the project because of the mobile nature of the research, will be considered where appropriately justified. The <u>maximum amount</u> allowed for a laptop is €1,200, including VAT if applicable. Individuals requesting a high spec computer will be required to submit a quotation to the HRB at contracting stage. Clear justification and rationale for the type of computer and costs requested must be provided in all cases.</p>
<p>Dissemination Costs</p>	<p>The HRB will contribute to Costs associated with publication of results, seminar/conference/workshop attendance (provide details of name and location, where possible) and any other means of communicating/reporting research outcomes as detailed in the dissemination and knowledge exchange plan, as well as costs related to data sharing.</p> <p>Please refer to the HRB policy on Open Access to Published Research.³ Please list dissemination costs under the following categories: publications, conferences, other activities (expanded as necessary).</p> <p><u>Publications:</u> HRB grant holders are required to ensure that open access to all peer-reviewed scientific publications relating to the output of their project are in line with the HRB Policy on Open Access.⁴</p>

³ <http://www.hrb.ie/research-strategy-funding/policies-and-guidelines/policies/open-access/>

⁴ <https://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/open-access/>

	<p><u>Conferences/Other events:</u> Events, travel and subsistence costs that are associated with running the project and/or coordinating the consortium should be listed in Running Costs (or PPI Costs if relevant) and costed as appropriate (the below limits do not apply).</p> <p>Costs are calculated on a lump sum basis of €1,500 per person (Grant holder and/or research personnel employed in the Grant) for the total of one year less than the overall term of a Grant. Additionally, these costs can be cumulative during the award, which means the expenditure does not have to be at the maximum of €1,500/year. For example, for a project with a three-year duration: costs for two years can be requested, up to €3,000 per person, which could be budgeted as €1,500 per year 2 and 3, €500 in year 2 and €2,500 in year 3, or €3,000 in year 3, etc.</p>
<p>FAIR Data Management Costs</p>	<p>Costs related to data-related and data management activities in line with best practice of data management and stewardship and the FAIR principles incurred during the lifetime of the project. Please see table below for further guidance.</p>
<p>Overhead Contribution</p>	<p>In accordance with the HRB Policy on Overhead Usage,⁵ the HRB will contribute to the indirect costs of the research through an overhead payment of 30% of Total Direct Modified Costs (TDMC excludes student fees, equipment, and capital building costs) for laboratory or clinically based research and 25% of Total Direct Modified Costs for desk-based research. This should be calculated and included in your application (note the maximum budget, including overheads, is €430,000 for partners and €530,000 for coordinators). It will be finalised by HRB staff at pre-contracting stage.</p> <p>The following items are included in the overhead contribution: recruitment costs, bench fees, office space, software, contribution to gases, bacteriological media preparation fees, waste fees, bioinformatics access. Therefore, these should not be included in the budget as direct costs.</p>

⁵ <http://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-usage-of-research-overheads/>

Additional guidance on FAIR Data Management Costs

People	Staff time per hour for data collection, data anonymisation, etc
	Staff time per hour for data management/stewardship support, training, etc
Storage and computation	Cloud storage, domain hosting charge
Data access	Secondary data access, costs for preparing data for sharing (e.g. anonymisation)
Deposition and reuse	Costs for depositing research data and metadata in an open access data repository
	Defining semantic models, making data linkable, choosing the licence, defining metadata for dataset, deploying/publishing
Others	Please provide explanations.
Notes	<i>The HRB is currently not covering the cost of long-term preservation of data</i>
	<i>This list is not exhaustive and aims to provide examples only of eligible costs</i>