

Researcher Diversification Initiative | Exploratory Small Grant Funds for Researchers Based in Africa

Budget Instructions

1. Please submit your budget using the excel template provided and include detailed budget notes in the description column.
2. The exploratory grant is capped at a maximum of \$10,000.
3. Break Down Personnel Costs: Clearly list all personnel involved in the project, including their roles and responsibilities and time spent on the project. Specify salaries, and any other personnel-related expenses (salaries or stipends must be realistic and the unit should be stipulated). Ensure to include justification for each cost, showing how they directly contribute to the research objectives.
4. In country expenses: these can include questionnaire design, programming, piloting, enumerator hiring, training, translations, transcription services etc.
5. Detail Travel and Communication: Include detailed estimates for travel and communication expenses. This should cover costs for field visits, transportation, accommodation, and any communication expenses like internet and phone charges incurred during the research. Provide a rationale for each trip and its necessity to the project's success.
6. Other Project Management Costs: Specify other miscellaneous expenses under the 'Project Management: Other' category. This might include printing, materials and supplies, and any fees if applicable. Justifications should demonstrate the direct relevance of these costs to the research activities.
7. Funding and Total Costs Alignment: Ensure the total budget aligns with the funding request from the grant. List all expenses in a detailed and organized manner,

showing both the requested amounts from the grant (RDS Funding) and any additional funding sources, along with total costs.

8. Summary and Totals: Provide a clear summary of the budget, including a total cost breakdown by category. This summary should highlight the total funding request from RDS and any other contributions, providing a clear view of the overall financial needs and resources for the project.

Ineligible Costs

The following costs should not be included in the budget:

- Costs not included in the approved budget
- Costs incurred before or after the approved project time period
- Debts and provisions for possible future losses
- Items already financed from other sources
- Asset purchases

Overhead/Indirect costs

The overhead rate should not exceed 15% of the direct project costs.

Time Period

The grant period spans a maximum of six months. However, the budget template permits activities to extend over two years. For instance, activities could commence in November 2024 with a projected completion date of March 2025. Any activities being implemented in 2024 should be listed under year 1 and 2025 activities under year 2.

Agreement Type

Awards are typically made on a cost-reimbursement basis. Researchers are expected to submit invoices for approved expenses after the contract with IPA has been finalized.