

# SIRCA Research Grant Budget Submission Guidelines

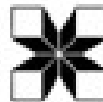
 **THE SINGAPORE INTERNET RESEARCH CENTRE**



WEE KIM WEE SCHOOL  
OF COMMUNICATION  
& INFORMATION

**IDRC**

International Development  
Research Centre



**CRDI**

Centre de recherches pour le  
développement international



# Strengthening ICTD Research Capacity in Asia

The project budget should be submitted as a separate MS Excel document. Please show costs in your local currency and Singapore Dollars (SGD) converted based on the current exchange rate<sup>1</sup>.

Approved qualifying costs of a project include:

i. Expenditure on Manpower (EOM).

(1) Salaries, and allowances for research staff (research fellow, research assistant, technical officer, and other research staff approved by SIRCA on an exception basis), and stipends of part-time graduate research students employed specifically for the funded project are allowed.

(2) Salaries and compensation for Principal Investigators, Co-Investigators, clerical and support staff are **not allowed**.

(3) Overtime pay, general staff insurance and recruitment costs are **not allowed**.

ii. Expenditure on Equipment

(1) New equipment needed directly for the project is allowed. Each piece of equipment must be individually identified and its cost (including bank charges, delivery and installation where necessary) estimated. If the purpose of the equipment is not clear from the proposal, it must be indicated with a budget note.

(2) General purpose IT and communication equipment like computers, office productivity software, PDAs, mobile phones, workstations and printers are **not allowed** unless these are deemed to be necessary for carrying out the research work.

(3) General furniture and office equipment such as facsimile machines, photocopier machines, etc., are **not allowed**.

iii. Other Operating Expenses (OOE)

(1) Operating expenses necessary for the successful execution of the funded project are allowed. These include expenses for travel for collaboration and conferences, costs for training, materials and other consumables, and computing / services / facilities and equipment rentals. Each of these items should be included separately and the purpose for these needs to be noted in the budget notes. Operating expenses are limited to 13% of the total research budget.

(2) Outsourcing of any part of the research work is strictly not allowed.

(3) Travel components that are allowed include round-trip airfare on economy class, tourist-class hotel accommodation, daily subsistence and conference registration fees. Please note that SIRCA will fund the attendance of one (1) PI for the SIRCA workshops and conference.

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<sup>1</sup> For exchange rates, go to <http://www.ratesfx.com/rates/rate-sgd.html>; <http://sg.finance.yahoo.com/currency>; or <http://www.exchangerate.com/>



(4) Publication page charges for journal papers or additional pages in conference papers are allowed up to a maximum of SGD1,000 per paper.

(5) Staff retreat and payments for fines/penalties are not related to the research work, and thus not allowed.

(6) The following costs are not allowed.

- Audit, legal, marketing or consultancy fees
- Refreshments and entertainment expenditure
- Patent filing and related costs
- Refurbishments/renovations/adaptations
- Lease/Rent
- Insurance
- Purchase of books, manuscripts or reports
- Basic laboratory consumables
- Purchase of vehicles
- Other costs not specifically related or justified for the project



# Strengthening ICTD Research Capacity in Asia

	Units	Cost/Unit (in local currency)	Total Costs (in local currency)	Total Cost (in \$SIN)	Year 1	Year 2	Justification
<b>PERSONNEL</b>							
1 Graduate Student	50 day	100	5,000.00	500.00	250.00	250.00	
1 Research Interviewer	2 months	2,000	4,000.00	400.00	4,000.00	0.00	
<b>TOTAL SALARIES/WAGES</b>			<b>9,000.00</b>	<b>900.00</b>	<b>4,250.00</b>	<b>250.00</b>	
<b>RESEARCH EXPENSES</b>							
Transcription	per page/word						
Translation	per page/word						
Training	Elaborate						
Field expenses	Elaborate						
<b>TOTAL FOR RESEARCH</b>							
<b>EQUIPMENT</b>							
Data Storage	Elaborate						
Personal Computer	Elaborate necessity						
<b>TOTAL FOR EQUIPMENT</b>							
<b>SUPPLIES &amp; OPERATIONS</b>							
Telephone	months						
Photocopying	copies						
Off-site space rental	months						
Office Supplies	months						
<b>TOTAL FOR SUPPLIES &amp; OPS</b>							
<b>TRAVEL</b>							
Local travel	Number trips						
Local travel allowances	Number trips						
<b>TOTAL FOR TRAVEL</b>							
<b>TOTAL BUDGET</b>			<b>9,000.00</b>	<b>900.00</b>	<b>4,250.00</b>	<b>425.00</b>	
EXCHANGE RATE AS AT DATE XX YY 2008: 1SGD=10 LOCAL CURRENCY							