

## INSTRUCTIONS

**Budget form completion and upload are mandatory for the submission of the reasearch proposal.**

Please note that budget form is one of the documents subjected to peer review.

DO NOT DELETE ANY SECTION.

**PLEASE UPLOAD AS AN EXCEL FILE (files named: CODE\_BUDGET\_Surname e.g. 2019-xxxx\_BUDGET\_Rossi).**

Please fill in the following table	
Role	Name
Leading Unit	
Partner 1	
Partner 2	
Partner 3	
Partner 4	

Example	
Role	Name
Leading Unit	UNIMI
Partner 1	UNIFI
Partner 2	POLIMI
Partner 3	CNR-ISMAC
Partner 4	OXFORD UNIVERSITY

### "PERSONNEL" sheet

Please describe the expenditure for the temporary staff members whose salary is being requested to Cariplo Foundation.

### "OTHER EXPENDITURE ITEMS" sheet

Please describe further expenditure items other than personnel (e.g. consumables, overheads, etc.) and indicate the gross amount including VAT. Those institutions/organizations having the opportunity to deduct the VAT must specify for which fraction of the gross amount the VAT can be deducted.

### "BUDGET SUMMARY" sheet

This sheet is automatically completed by the system according to the data entered in the previous sheets (Personnel and Other Expenditure Items). Thus, this sheet should not be modified.

Check that the data shown in the summary are correct.

**Personnel details**

Expenditure item	Description	Organization	Name	Effort (person months)	Amount	Unit cost	TOTAL	
							Total costs	
							0,00	
							0,00	
							0,00	
							0,00	
							0,00	

Role	Name
Leading Unit	0
Partner 1	0
Partner 2	0
Partner 3	0
Partner 4	0



## Budget Summary

Expenditure item	project					
	Total costs	leading unit	partner 1	partner 2	partner 3	partner 4
A03 - Equipment and software	0,00	0,00	0,00	0,00	0,00	0,00
A04 - Other amortisable costs (patents only)	0,00	0,00	0,00	0,00	0,00	0,00
A06 - Temporary staff	0,00	0,00	0,00	0,00	0,00	0,00
A07 - Sub-contractors and consultants	0,00	0,00	0,00	0,00	0,00	0,00
A08 - Materials and supplies	0,00	0,00	0,00	0,00	0,00	0,00
A09 - Overheads	0,00	0,00	0,00	0,00	0,00	0,00
A10 - Other operating expenses	0,00	0,00	0,00	0,00	0,00	0,00
	0,00	0,00	0,00	0,00	0,00	0,00

Role	Name
Leading Unit	0
Partner 1	0
Partner 2	0
Partner 3	0
Partner 4	0