

SEED MONEY GRANTS 2020 BUDGET

Please read these instructions very carefully

- Fill in the budget tables in the following pages and present the contributions of each partner.
- Contributions from both the Swiss and Latin American research institution partners are mandatory; mutual commitment is an essential indicator for the sustainability of the project.
- In principle, Seed Money Grants only cover expenses incurred in Latin American countries and Switzerland. Expenses outside of Latin America and Switzerland can only be covered in exceptional cases and upon previous consultation with the Leading House.
- Travel expenses of up to CHF 2,000 per person may be granted. This covers all travel expenses per person within Switzerland and Latin America (e.g. flights, car, train, bus etc.). Travel insurance as well as costs for visa can be covered within this limit.
 Only economy class flights and train tickets (2nd class) can be covered, taxi and Uber rides will only be covered as exception and must be thoroughly justified.
- Costs for accommodation and consumables can be granted. Please indicate the estimated costs in detail.
 Accommodation: max CHF 120-150/night in Switzerland, max CHF 60-80/night in Latin America, depending on the country.
 Consumables: max CHF 60/day in Switzerland, max CHF 40/day in Latin America, depending on the country.
- Seed Money Grants can cover expenses for travel or accommodation related to fieldwork but are not be used to pay for salaries. The outsourcing of project-tasks (e.g. data collection and processing) can only be covered in exceptional cases.
- Seed Money Grants cannot cover hardware and other equipment normally provided by Universities. Software can be funded in exceptional cases.
- **Financial Contributions by the Swiss and Latin American partner's institutions** are to be included in the budget (page 3/4)
 These contributions are deducted from the budget and need to be included in the budget. Please see example below.

EXAMPLE BUDGET AND CONTRIBUTIONS

	Total Budget of projected costs needed by the Swiss partner(s)	CHF	Total Contributions by the Swiss partner(s) institution	CHF
Costs for Accommodation	researcher A: 5 nights Zurich, 5 x 140.00 = 700.00 researcher B: 5 nights Zurich, 5 x 140.00 = 700.00	1'400.00	1/2 accommodation researcher A	- 350.00

- **In-Kind and Third Party Contributions** are not to be listed in the budget as such. Please make reference of these on page 5.
 - **In-Kind Contributions** (if applicable), e.g. salaries, free use of infrastructure, hardware, provision of goods etc.
-> contributions made by the Swiss or Latin American partner's institutions without any money being paid towards the project.
 - **Third-party Contributions** (if applicable) e.g. grants, scholarships, awards.
-> contributions made by external partner(s) through effective payments.

Swiss Principal Investigator	Family name(s), First name(s)	
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Total Budget requested. Including the project <u>budget needed by both partners minus contributions.</u>	Costs (CHF)
Total budget requested by Swiss partner(s) – from page 3	+
Total contributions made by Swiss partner(s) – from page 3	./.
Total budget requested by Latin American partner(s) – from page 4	+
Total contributions made by Latin American partner(s) – from page 4	./.
Total requested Seed Money Grant	=

Matching funds	Contributions (CHF)
Total in-kind contributions , made by the Swiss partner(s)'s institution – from page 5	
Total in-kind contributions , made by the Latin American partner(s)'s institution – from page 5	
Total third party contributions , made by external Swiss partner(s)'s – from page 5	
Total third party contributions , made by external Latin American partner(s)'s – from page 5	

BUDGET AND CONTRIBUTIONS – SWISS SIDE

Cost that get covered by the Swiss partner(s) get deducted from the total of the budget; hence, they need to be included in the budget.

	Total Budget of projected costs needed by the Swiss partner(s) institution		Total Contributions by the Swiss partner(s) institution	
		CHF		CHF
Travel expenses				
Costs for accommodation				
Costs for consumables				
Costs for equipment				
Other project related costs				
Total (to transfer to page 2)				

BUDGET AND CONTRIBUTIONS – LATIN AMERICAN SIDE

Cost that get covered by the Latin American partner(s) get deducted from the total of the budget; hence, they need to be included in the budget.

	Total Budget of projected costs needed by the LatAm partner(s) institution		Total Contributions by the LatAm partner(s) institution	
		CHF		CHF
Travel expenses				
Costs for accommodation				
Costs for consumables				
Costs for equipment				
Other project related costs				
Total (to transfer to page 2)				

IN-KIND CONTRIBUTIONS

Contributions made **by the Swiss or Latin American partner's institutions**, in form of goods or services, not money.

e.g. salaries, free use of infrastructure, hardware, provision of goods etc.

by the Swiss partner(s)'s institution	CHF	by the Latin American partner(s)'s institution	CHF
Total (to transfer to page 2)		Total (to transfer to page 2)	

THIRD PARTY CONTRIBUTIONS

Contributions made **by external partner(s)** through effective payments.

e.g. grants, scholarships, awards, etc.

by external Swiss partner(s)	CHF	by external Latin American partner(s)	CHF
Total (to transfer to page 2)		Total (to transfer to page 2)	

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