

NTD-SC Expression of Interest Budget Checklist

- Please utilize this checklist as you build your budget for all NTD-SC projects.
- The approved budget will be used as a comparison against actual financial reporting.
- Please note: budgets MUST be submitted in the NTD-SC template.
 - Categories in the template should NOT be modified.
 - If using the “other” category, please explain and justify.
 - Budgets should include detailed line item justifications.

Non-allowable Expenses (must be removed from budget prior to submission)

- Contingencies
- Incidentals
- Computers, phones, etc. not solely designated for this project
- Alcoholic beverages
- Debts or losses on other agreements or contracts
- First Class Airfare; only basic, least expensive, unrestricted flight should be charged
- Entertainment costs
- Goods or services for personal use
- Publication Costs (BMGF portal provides cost-free publishing for approved research projects)
- Honorariums
- Equipment over \$5000 without pre-approval
- Airfare and associated costs for international conferences
- Indirect costs for government agencies
- No more than one indirect cost, even if multiple agencies are involved
- Student/Graduate school tuition and/or funding

Items to consider

- The donors prefer that personnel costs of individuals outside of the country where research is taking place be kept to a minimum.
 - Personnel costs are limited to levels of effort on the project. No allowances on top of monthly salaries are allowed.
 - International flights of PIs or Co-PIs should be limited to what is absolutely necessary for project completion.
 - Costs associated with per diems/field allowances, vehicle rentals, etc. must be supported by documentation.
 - While COR-NTD does not have a budget ceiling for funding, projects must demonstrate value for money and costs must be directly associated with activities outlined in the proposal.
 - Rent, utilities, etc. are all considered indirect costs and should not be listed as separate line items.
 - Where applicable, translation costs of field tools should be included in the budget. Note: all reports submitted to the NTD-SC need to be in English.
 - If tablets, laptops, mobile phones, etc. need to be purchased for project completion, a detailed explanation of what will be done with the items after project completion is needed.
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