



## **ANNEX 3 - BUDGETING PRINCIPLES**

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### **1. Basic Provisions**

Allocation of the funds for projects is based mainly on the provisions of Act of the National Council of the Slovak Republic No. 172/2005 Coll. on Organisation of State Support for Research and Development and on the amendment of Act No. 575/2001 Coll. On Organisation of Government Activities and the Organisation of the Central State Administration, as amended (hereinafter referred to as Act No. 172/2005 Coll.), Act No. 523/2004 Coll. on the Financial Rules of the Public Administration and on Amendments to certain acts as amended (hereinafter referred to as Act No. 523/2004 Coll.), Act of the National Council of the Slovak Republic No. 131/2002 Coll. on Higher Education Institutions and on Amendments to Some Laws, as amended, Act of the National Council of the Slovak Republic No. 358/2015 Coll. on Regulation of Certain Relations in State Aid and de Minimis Aid and on the amendment of certain laws (hereinafter referred to as the State Aid Act), Act of the National Council of the Slovak Republic No. 18/1996 Coll. on Prices as amended, and Act of the National Council of the Slovak Republic No. 343/2015 Coll. on Public Procurement and on Amendments to Certain Acts.

The budgeting of the submitted project proposal shall be developed in accordance with the consolidated version of the public call VV ZV 2026, its annexes and generally binding legal regulations and other guidelines of the Slovak Research and Development Agency (hereinafter referred to as the “Agency” or “SRDA”).

When providing funds outside the public sector, i.e. to natural persons - entrepreneurs and legal entities, these funds **shall not lose their public fund status**. An applicant, who will be provided with public funds, is responsible for their management and while using them, is obliged to maintain the economy, efficiency, expediency and effectiveness in accordance with Act No. 523/2004 Coll.

The maximum amount provided by the Agency for solving one project is **EUR 301,800** for the whole project duration, of which a maximum of EUR 300,000 will be provided for solving the R&D project and of which a maximum of EUR 1,800 will be provided for the R&D popularization.

Under this call, the funds are provided **in the form of current expenditures under Act No. 523/2004 Coll.**

**Fixed assets, i.e. capital expenditures, for the procurement of tangible and intangible assets are not covered by this call.**

### **2. Budgeting Principles Required to Solve the Agency Funds-Based Project**

#### **2.1 General Terms**

Based on § 17 sect. 6 of Act No. 172/2005 Coll. for the basic research project, eligible costs are relevant items of direct and indirect costs.

**Direct costs** of the project solving are, in accordance with § 17 of Act No. 172/2005 Coll., the costs spent on performing the demonstrable direct project - related activities. The direct cost items are set out in section 2.3 below.

**Indirect costs** of the project solving, in accordance with § 17 of Act No. 172/2005 Coll., are the costs of reimbursing the project-related activities that cannot be directly attributed to the project activities. Indirect costs are listed in Section 2.3.

**A cost item** is an item of estimated costs within the project's core budget structure.

**A sub-item of the cost item** is a specific type of cost within the estimated project costs item; for example, a cost item Material contains sub-items as chemicals, laboratory tools, expert literature, and information technology.

**Basic budget structure** consists of the following cost items:

01 Direct running costs

02 Wage and other personnel costs

03 Social and health insurance

04 Travel costs

05 Material

06 Services

07 Energy, water, communications

08 Costs of popularization

09 Indirect costs

10 Total running costs

Total costs from SRDA

Financing from other sources

State (outside sources SRDA)

Foreign

Private

Total costs

## 2.2 Budget and Estimated Costs Breakdown

**The budget and the estimated costs breakdown should be concise and in line with the project intention and objectives following the declared timetable in each project year.** The Agency recommends the principal investigator taking a consultation with the applicant's economic department concerning the budgeting principles presented and respecting the internal guidelines, generally binding legislation and regulations related to the applicant's form of economy.

Amounts in the project budget and the estimated costs breakdown for each project year shall be reported **in whole EUR**.

**Costs of co-operating research organisations (later of the co-operating recipients)** for solution of a part of the project are not considered as costs of services directly related

to the project solution provided by natural persons under an agreement for the performance of a work assignment, by natural persons - entrepreneurs and legal entities pursuant to § 17, sect. 3 d) of Act no. 172/2005 Coll. In the case of granting the Agency's funds to the recipient, the recipient may provide a part of the project funding to the co-operating recipients involved into the project solution, only based on a specific project contract and in accordance with the approved project budget.

**The estimated cost budget (VV-C)** needs to be developed as follows:

- **specifically** for the applicant and for each co-financing organisation involved in the project, as proposed in the application;
- structured by the individual project years;
- structured by individual cost items and sub-items of the project budget in accordance with the project objectives declared in the application.

Breakdown of the estimated costs covered by the Agency should be developed so to justify their **direct relation to the project research and popularization activities**.

## 2.3 Project Cost Planning Principles

In the project budgeting, it is possible to plan the estimated cost items and sub-items related to the project solution in the structure and limits as below.

**01 Direct running costs** are the costs spent of carrying out the demonstrable direct project-related activities.

### 02 Wage and other personal costs

Wage and other personal costs are dedicated **exclusively for the research team members (hereinafter referred to as RTM)**, while based on VV-A3 of the Project they are divided into:

- scientific staff and Ph.D. students, i.e. research team members - **the nominal**;
- technical and administrative staff, i.e. research team members - **the others**.

The wage costs for RTM (the nominal and the others) can be applied as follows:

1. wages of the employees admitted under the employment contract exclusively for the project solution (full, and/or part-time employment);
2. the relevant part of the wage corresponding to the personal capacity through which the employee is participating in the project solution in case of employees who do not work exclusively for the project solution;
3. costs under contract for the works performed outside the employment relationship, which were concluded in direct connection with the project solution in accordance with the Labour Code.

Any concurrent combination of points 1. to 3. for a single employee (i.e. RTM) is inadmissible. In a given project, one RTM can be assigned to only one organisation and within this organisation to one position only (the nominal or other), while any combination of modes of his/her remuneration as stated above is inadmissible.

The reasoning and breakdown of the required costs **need not to be specified** separately for individual RTM (persons). The estimated amount of funds and the estimated number of "the nominal" **and** other researchers (persons) in the breakdown according to the above-mentioned forms of funding (points 1.- 3.) are stated.

Costs on technical and administrative project staff shall be applied under the item Wage and costs in position "the other RTMs", they **cannot be included in "Services" item**.

Within the item Indirect costs shall be applied to wage and other personnel costs of the service staff (**not of the research team members**), including the cost of compulsory health and social insurance (e.g. for economic project management, administrative and accounting works, temporary staff, etc.).

In case those also full time Ph.D. students of the study program participate at the project, the possibility and manner of their remuneration must be governed by the generally binding legislation and internal regulations of the organisation, which has full responsibility for their maintenance.

### 03 Social and Health Insurance

The costs of compulsory social and health insurance are covered under the legislation in force, following 02 Wage and other personal costs.

### 04 Travel costs

They represent the costs spent on domestic and foreign business trips, which are demonstrably related directly to the project solution related **exclusively to the RTMs (the nominal and the others)** up to the amount as entitled under Act No. 283/2002 Coll. as follows:

- travel costs (travel tickets, air tickets, use of service vehicles, fuel and the necessary costs of transporting by taxi in justified cases);
- accommodation costs;
- subsistence costs;
- documented necessary extra costs (visa, conference fees, travel health insurance abroad, tolls/fees and parking fees demonstrably related to the business trip covered within the project solution).

Costs of **domestic and foreign scientific conferences** for the **nominal RTMs** are conditioned by their **personal attendance** at a conference, including presentation of their contribution, which needs to be published an abstract at least in a publicly available place/portal/website.

Travel costs of popularization demonstrably related directly to the publication/presentation of the project solution results for the public are only eligible for lectures at universities, colleges, secondary and elementary schools and for participation in scientific events.

Costs of scientific conferences (domestic and foreign) for the other RTMs **are not** an eligible.

**The pocket money** provided to Slovak researchers in their foreign business trips **is not an eligible cost**.

An estimate of the expected costs **may be in breakdowns on domestic and foreign business trips indicating the expected number of trips, participants and focus (e.g. domestic conferences, foreign conferences, expert seminars, working meetings)**. Expected costs breakdown is given in the light of the information known at the time the application is prepared, and the breakdown **must show a direct relevance** to the project solution.

## 05 Material

This item enables to plan the costs on material necessary in the project solution, i.e. **material directly related** to fulfilment of the identified project research objectives. This is mainly:

- the costs on operating machines (including propellants for their operation), instruments, equipment, technics and tools;
- special machines, instruments, equipment, technics and tools;
- information technology;
- purchase of software and licenses;
- general material (paper, toner, etc.);
- specific material (laboratory animals, feed, kits, chemicals, etc.);
- purchase of books and magazines, and others.

The breakdown of the cost item shall identify **the intended type of material, quantity, amount of the planned costs**, following the project research activities.

Item Material **may not include** costs on tangible and intangible **fixed assets**, i.e. capital costs.

## 06 Services

**They represent costs directly related to the project solution provided by:**

- natural persons (not research team members) under Agreement for the Performance of a Work Assignment;
- natural persons (entrepreneurs) and legal persons

The service costs may be mainly as follows:

- rental costs and repairs of the instrumentation used for the project solution;
- transportation and courier services (Postal and communication services must be classified under cost item 07);
- rental cost of the premises used to solve the project;
- the cost of subscriptions to magazines, licenses, rental of bottles, rental of equipment, access to databases, etc.;
- costs associated with publishing the project findings **exclusively to the expert public** (e.g. publication of an article in a professional journal, preparing and printing the poster, a fee favoured by the conference organiser solely for the purpose of publishing the findings in a conference publication without personal attendance);
- costs related to preparation of the scientific publication, monograph, etc. (page break, graphic editing, language proof readings, translations, reviews, etc.) for their publishing and printing in a maximum of 101 pieces, while restricted for commercial purposes;
- costs of patent protection of the project findings and utility models;
- popularization costs **demonstrably** related to the publication/presentation of the results of the project to the general public are eligible only in case of publication of articles in printed and electronic media;
- popularization costs demonstrably related to the rental of premises and audio-visual equipment for the purpose of providing lectures at universities, colleges, secondary and elementary schools and scientific events;
- the cost of analyses, searches, expert consultations and special measurements costs related to the project's activities;
- the cost of organising conferences, seminars and other working meetings may include e.g., expenses for publishing and printing conference volume for the conference participants + maximum of 20 pcs, refreshments ("coffee breaks"), rental of premises, equipment, etc.

However, expenses for promotion, popularization, gifts, and promotional items (such as branded mugs, pens, notebooks, etc.) are not eligible;

- the costs for purchasing gift vouchers and/or meal vouchers exclusively as a form of reward for research respondents (participants). The use/distribution of these vouchers must be documented and assigned to named respondents (participants) of the research;
- online conference participation fees (refund of fees for **domestic and international online scientific conferences** for the **nominal RTMs** are subject to their **active in-person participation, i.e. incl. presentation** of their contribution, which needs to be published an abstract at least in a publicly available place/portal/website);
- bank charges related to management of the account to which the funds have been allocated by the Agency under the terms and conditions, and the fees related to the payments for the direct project activities.

The service costs breakdown **specifies the type and amount of the estimated service costs**, specification of which **gives a direct relation** to the research activities of the project in solution.

## **07 Energy, water, communications**

The costs for energy, water, and sewage represent direct project-related expenses, the **amount of which can be quantified** in connection with the implementation of project activities (e.g. operating costs of a specialized device that can be precisely measured or quantified based on equipment documentation). Otherwise, they are considered part of regular indirect costs.

Communication costs represent the estimated **postal and communication services directly related to the project research activities**.

## **08 Costs of popularization**

### **a) Travel Costs**

These represent expenses for domestic and foreign business trips demonstrably directly related to the promotional/popularization activities of the project, limited exclusively to the research team members (RTM) and those who are active participants in the promotional activities of the project (e.g., participants in student science competitions, etc.) up to the amount entitled under Act No. 283/2002 Coll. on travel reimbursements, as amended.

### **b) Material**

Under this item, costs for materials necessary for the promotional activities of the project can be claimed, i.e., materials directly related to achieving the established promotional goals of the project. Capital expenditures are not permitted.

### **c) Services**

These represent costs **directly related to the promotional activities of the project** provided by individuals who are not members of the project team.

The costs for popularization can be planned across multiple years of the project, up to a maximum amount of EUR 1,800. Pursuant to the specific conditions of the public call, the transfer of funds from budget item 08 – Costs of popularization to other budget categories is

not permitted. Funds allocated under this budget item may be used exclusively for project popularization in accordance with the conditions set out above.

### 09 Indirect costs

The indirect costs associated with the project solution covered by the Agency's funds **shall not exceed 20 %** of the total costs spent on the project solution provided by the Agency in each financial year.

Indirect costs are of current costs character, and they are the costs to reimbursing the project-related activities that cannot be directly attributed to the project R&D and popularization activities.

Indirect costs shall be summarized, **the breakdown is not required**.

**10 Total running costs** - are the sum of direct and indirect current project costs.

## 3. Financing from other sources

Co-financing represents funds to cover the costs of the project outside of the resources requested from the Agency. From the source point of view, co-financing is divided into state, private or foreign, which needs to be specified in the draft budget. Applicants from all sectors, including public, state and non-profit, can participate in project co-financing. **The obligatory project co-financing** is considered financing from the applicant who is considered to be a company/business/enterprise according to the article No. 107 of the Treaty on the Functioning of the European Union and financing from the co-operating research organisation who is considered to be a company/business/enterprise according to the article No. 107 of the Treaty on the Functioning of the European Union and under the valid terms of the SRDA state aid scheme.

## 4. Ineligible project costs

Ineligible costs are all the costs that **go beyond** the conditions set out in **chapter 2** of this document. Also all costs contrary to the relevant provisions of Act No. 172/2005 Coll. are considered ineligible costs, for example:

- value added tax costs of VAT payers;
- **costs related to financial transaction tax;**
- **various membership fees in domestic and foreign organisations** (the fee can only be accepted if connected to admission fees of libraries, and/or with a discount for the purchase of literature and magazines necessary for the project solution);
- fees for usual trainings, courses and seminars (e.g. language, statistical, computer courses, courses in personal development, etc.);
- costs of popularization and promotion of the project results to the public other than set out in the Chapter 2 - 04 Travel Costs, 06 Service and 08 Costs of popularization,
- costs of gifts and advertising items, etc.;
- costs for gift vouchers and meal vouchers (except when used as a form of reward for research respondents/participants);
- costs for activities not related to the research activities of the project (e.g. creation of a website), except under Chapter 2 – 08 Costs of Popularization;
- costs of printing monographs, book publications, textbooks, course literature, etc. **for commercial purposes;**
- costs of ethics commission;

- publishing of professional journals, apart from those planned in the Chapter 2 – 08 Costs of popularization;
- costs of a business trip which was not made, in case no relevant reason for not making this business trip is proven;
- costs incurred before and/or after completion of the project solution;
- insurance of vehicles and other property;
- tolls/fees not related to a business trip covered in connection with the implementation of the project;
- accreditation fees;
- costs for alcoholic beverages;
- waste removal and disposal fees (except for the specific one related to the project solution);
- costs of promotion, marketing, advertising, sale and distribution of products, etc.;
- interests on debt and other financial commitments irrelevant to the project solution;
- costs of procurement and/or reconstruction of premises;
- costs of procurement and/or renewing the office furniture; and of equipping the work areas;
- public procurement costs;
- consultancy costs (e.g. legal), general consultations (e.g. intellectual property protection), etc.;
- costs of repair, maintenance and depreciation of passenger vehicles;
- the Social fund contributions;
- contributions over the compulsory insurance;
- bank charges other than related to management of the account for which the funds have been allocated by the Agency under the terms and conditions, and non-specified bank charges not related to the fulfilment of the project objectives;
- costs for providing meals (especially breakfast, lunch, and dinner) during the organization of conferences, seminars, and professional meetings, excluding expenses for refreshments ("coffee breaks").

## **5. Basic Principles of Using the SRDA Funds**

The costs listed in the project must relate to the research and popularization activities of the project under solution and must comply with these principles. The costs must be defined briefly, clearly and unambiguously, and must relate to the project-related activities, actions, procurement. The project-related costs must be applied exclusively within project implementation period set forth in the SRDA conditions.