



Example – how to do a budget

Guidelines

Below is an example of how to make a budget for you application.

Travel costs

Round trip flight costs = (A) SEK

(For cost estimations you can call Lingmerths resebyrå, the university travel agency)

Other transport costs (e.g. train tickets) = (B) SEK

Accommodation

Hotel room (e.g. Akademihotellet) cost/day * number of days = (C) SEK

Total cost without OH

Cost without overhead(OH) : (A)+(B)+(C)= (D) SEK

Total cost with OH: D * 1.30 = (E) SEK

(Uppsala Forum covers **30%** OH)

Total funds applied for = (E) SEK

Do please note that there are also costs that you may **not** include in your budget. Uppsala Forum funds does **not** cover costs such as, but not limited to;

- Costs for office space
- Salary costs
- Lecture fees
- Honorariums
- Costs for work related materials (e.g. literature et.al)
- Costs of living (e.g. food)
- Travel and accommodation costs for employees of Uppsala University

Should you have any questions please contact Uppsala Forum's research assistant Stella Marceta (stella.marceta@ires.uu.se).