Example – how to do a budget

Guidelines
Below is an example of how to make a budget for your 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 (with the exception for Development of Research Applications)
- Lecture fees
- Honorariums
- Costs for work related materials (e.g. literature et.al)
- Travel and accommodation costs for employees of Uppsala University

Should you have any questions please contact Uppsala Forum’s research assistant Mattias Vesterlund (mattias.vesterlund@uppsalaforum.uu.se).