

Checklist for applicants

1. Find the funding source appropriate for your research
2. Check information about deadlines, amounts, forms, terms and conditions of donator and in particular the indirect cost rate approved by the donator
3. Have a dialogue with the head of your subject area ("biträdande prefekt") about your intentions to apply
4. For your budget - check current indirect cost rate (OH) of the Department (**30,18%** for the year 2018). This year's rate is relatively low so for projects ranging from 2019 and beyond, we recommend that you use an OH of 35%.
5. Check LKP (Social security contributions) at Lund University is 50,04% (For a person born in 1938-1951 it is 28,63%; for person born before or in 1937 it is 6,15%)
6. Estimate approximately salary raise per year – at least 2%
7. Estimate approximately raise for other direct costs per year - 1%
8. Please check figures in your budget with Anders Nyström before approval by the Head of Department
9. Leave a copy of your application signed by the Head of Department to Anders Nyström

Example – how to calculate?

Direct cost

Gross salary: 35 000 SEK **LKP:** 50,04 **Holiday pay:** 5,04%

Indirect costs

OH and local costs: 35%

Example 1. Calculation for LABOR costs (one year, 40% participation in the project)

Direct cost salary: $35\,000 * 1,5004 * 12 * 0,4 = 252\,067$ SEK

Indirect cost: $252\,067 * 0,35 = 88\,223$ SEK

TOTAL COSTS: $252\,067 + 88\,223 = 340\,290$ SEK

Example 2. Calculation for LABOR costs (one month, person of 40 years)

Direct cost salary: $35\,000 * 1,5004 = 52\,514$ SEK

Direct cost for holiday pay ¹⁾: $52\,514 * 0,0504 * 1/12 * 35 = 7\,720$ SEK

Indirect cost: $(52\,514 + 7\,720) * 0,35 = 21\,082$ SEK

TOTAL COSTS: $52\,514 + 7\,720 + 21\,082 = 81\,316$ SEK

1) If your participation in the project is shorter than one year you have to calculate for holiday pay (4,60% + 0,44%= 5,04% of your gross salary for each vacation day) and add this cost to the total. The number of vacation days depends on the person's age and the duration of the project. <30 years gives you 28 vacation days per year, 30-39 gives you 31 vacation days per year, and >39 years gives you 35 vacation days per year. One month gives a 40 year old person 2.92 vacation days.

Remember: the TOTAL always includes the indirect costs.

Please contact Anders Nyström if you need personal advice or administrative support with your budget and always notify him when you have applied for a grant or a stipend.