



# Budget, work plan and reporting

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# Budgeting

- Total budget available is up to US\$15,000
  - Up to US\$7,500 is offered as an honorarium for the researcher.
    - A portion can be redistributed to increase the amount available for research costs
  - Up to US\$7,500 (or greater if the honorarium is redistributed) is provided to cover the cost of research,
    - Includes all expenses to join the three training workshops and curriculum workshop (anticipated to be up to US\$2,400)
  - Total hardware (laptop computer, camera etc) is not permitted to be greater than US\$800 of the research costs to be covered.

***Budget (up to US\$15,000).***

28. Amount Justification (include detailed information e.g. on rates):

<i>Item</i>	<i>Amount in US\$</i>
Salary <sup>1</sup> (up to US\$7,500 maximum)	
Equipment	
Travel	
Consumables	
Meetings/workshops	
Others (specify)	
TOTAL	

29. Are there other sources of financial and/or in-kind support for this project?

For salary, “Please indicate daily or monthly rate and include as part of justification declaration of any other income received from other sources.”

# Budgeting

- The project covers the cost to join the annual Mekong Forum on Water, Food and Energy in 2015 and 2016.
- Seven individual competitive grants of up to US\$1,200 are available for research fellows to join a relevant policy event.
- Each fellow is expected to work an average of at least 2.5 days per week (average) on their research project.
- Will need a letter of support from your university

# Timeline of deliverable

- July 6<sup>th</sup> 2015: Submit full research design
- July 14<sup>th</sup> 2015: Submit full literature review
- End of July: Mentor confirmed and feedback received
- End of Jan 2016: Mid-term research report and financial report; First blog by this date
- End of June 2016: Submit policy brief and conference paper
- End of Sept 2016: Final research report and financial report. Second blog by this date.
- Oct 2016: WLE Forum on Food Water Energy (Yangon)



# Reporting

- Research report (final)
  - Final report should be 80-100 pages for main section (double spaced, 12 pt times new roman)
  - Mid-term report should be a research “update” on progress plus final design (total approx 40 pages)
- Financial reporting
  - We need receipts for all expenditures (even relatively small ones, such as taxi rates)
  - We will provide a receipt book
  - For fieldwork expenses, all costs are at actual cost (per diems are not permitted)
  - We will send a template excel spreadsheet shortly