



# SCHEME FOR NORWEGIAN STUDIES ABROAD

## Budget guideline

### Introduction

When you apply for a grant for Norwegian studies at universities abroad we require you to set up a project budget in our application portal Espresso. The budget categories are the activities that we support in this call. Each budget category/activity have its own grant limit. Supplementary information regarding eligible costs and requirements is provided below for each budget category.

As an attachment to the application, you must upload a detailed budget. The budget must estimate the costs you will use the funds for in each of the activities. If the activity is co-financed from own contribution/funds, or by participants, this must be specified in the detailed budget.

Please note that it is the institution that is entered as applicant that is responsible for ensuring that all cost estimates are within the allowed limit, correctly calculated and sufficiently justified. The grant will only be paid to the applicant institutions bank account.

Shortcomings and errors in the project budget may result in HK-dir reducing the grant. If key activities in the project cannot be carried out as a result of such budget reductions, it could lead to the project being assessed as incomplete and therefore receive a lower grade in the ranking of applications.

### Own contribution

Own contribution is financing of the project that the institution itself contribute to the project activities. For activity F – Development of Norwegian language studies, there is a requirement of own contribution. The institutions own contribution must be calculated on the percentage stated in the call for applications.

The person with legal responsibility at the applicant institution must confirm on behalf of the applicant institution that they are familiar with the own contribution requirement and that they will take the necessary steps to ensure that this is met during the implementation of the project. Confirmation is given by uploading a signed version of the HK-dir declaration of participation, cf. 'Application requirements' in the call for applications.

For those who receive grants, fulfilment of the own contribution will be one of the conditions HK-dir controls during the project implementation. Use of own contribution funds must therefore be documented and shown in the project accounts/report.

## Budget categories / pre-defined activities in the call for applications

### **A. Procurement of Norwegian literature and learning materials – up to NOK 10 000**

This budget category may cover costs for the procurement of syllabus books (non-fiction and fiction), DVD's, subscriptions to newspapers, magazines, and dictionaries, as well as other relevant learning materials such as digital resources and licenses. The grant may also be used to cover the shipping costs and taxes and fees directly linked to shipping from Norway to abroad. All items procured using the grant shall belong to and remain at the institution and may only be lent to teachers and/or students.

In Espresso the total amount applied for must be entered. A detailed list with estimated costs of the planned procurements must be specified in the detailed budget attached to the application, including estimates for shipping cost, and/or applicable fees.



### **B. Events at the applicant's institution – up to NOK 50 000**

This budget category covers costs to organise conferences, seminars and other events with relevant Norwegian academic content at the applicant institution. The grant may amongst other things be used for renting premises, simple catering, advertising and interpreting services, as well as travel and accommodation for guest lecturers.

In Espresso the total amount applied for must be entered. The total amount should not include the honorarium cost for guest lecturers which should be listed in budget category C. The cost of guest lecturer's honorarium should however be subtracted from the total cost of the event. (E.g. two guest lecturers and two days' work = NOK 16 000 (4000 x 2 x 2). You may now apply for up to NOK 34 000 to cover other event costs). The detailed budget attached to the application must specify all the planned costs for the activity. If the activity also has co-financing from own contribution the detailed budget should specify the amount.

### **C. Honorarium for guest lecturers – up to NOK 4000 per lecturer/workday**

This budget category covers honorarium for guest lecturers or external resources who contribute to the teaching of Norwegian at the applicant's institution. The honorarium is only applicable to specified events, not guest lectures to regular course offerings.

The total amount applied for must be entered into Espresso. The detailed budget attached to the application must show the honorarium calculation, per person and per day if applicable.

### **D. Excursions – up to NOK 50 000**

This budget category covers costs associated with excursions and student gatherings that are relevant to those teaching Norwegian and those studying Norwegian at the applicant's institution. In addition to costs directly associated with the activity, it may also include travel and accommodation costs abroad. In addition, it may also be used to cover participant fees at external conferences and seminars with relevant Norwegian studies focus.

The total amount applied for must be entered into Espresso. The detailed budget attached to the application must specify all the planned costs for the activity, including the number of planned participants if relevant. If the activity also has co-financing from own contribution or participants, the detailed budget should specify the amount.

### **E. Scientific visits in Norway– up to NOK 50 000**

This budget category covers costs incurred with short scientific stays up to three months at a Norwegian higher education or research institution. Eligible cost includes travel costs and accommodation costs up to NOK 15 000 per month.

In Espresso the total amount applied for must be entered. In the detailed budget the estimated travel costs and accommodation costs per month should be included. Please note that an official invitation letter from the Norwegian higher education or research institution must be submitted as an attachment to the application.

### **F. Development of Norwegian language studies – up to NOK 100 000**

This budget category covers costs associated with establishment of Norwegian language studies, as well as further development of existing or new Norwegian courses at universities without a Norwegian Visiting Lecturer financed through the Scheme for Norwegian Studies Abroad.

In Espresso the total amount applied for must be entered along with own contribution. It is a requirement of 50 % own contribution. The detailed budget attached to the application must specify



all the planned costs for the activity. Please note that an official letter from the institution's management outlining the institution's commitment and planned course activity must be attached to the application.

#### **G. Administrative fees**

Any administrative fee accrued by the institution applying for funding can be included in the budget. The administrative fee may not exceed 10 % of the total amount applied for. The administrative fee is entered into a separate column in the budget in Espresso and does not require a detailed budget.

#### **The following cost are not applicable in any of the activities:**

- Honorarium and travel costs associated with visits from authors. Applications for such visits must be submitted to [NORLA](#).
- Technical aids, office supplies or other learning-related consumables.
- Subsistence allowance/meals for guest lecturers.
- Compensation for project coordinators.