



SCHEME FOR NORWEGIAN STUDIES ABROAD

Budget guidelines 2025

Introduction

In the application form in Espresso, a project budget specifying the total cost of each activity must be filled in. The activities supported under this call are named budget categories. Eligible costs and requirements for each budget category is provided below. A detailed budget showing how the funds will be spent for each of the activities must be attached to the application.

Please note that the applicant institution is responsible for ensuring that all cost estimates are within the allowed limits, correctly calculated and sufficiently justified. The grant will only be paid to the applicant institution's 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 and co-financing

Own contribution is project funding that the institution or the participants contribute to the project activities. If the activity is co-financed from own contribution, specified in the detailed budget. Own contribution indicates that the institution is invested in the project and may count positively in the assessment process.

For activity E – Development of Norwegian language studies, we require a minimum of 50 percent own contribution of the total cost of the activity.

The person submitting the application must confirm on behalf of the institution that they will take the necessary steps to ensure that the own contribution requirement is met during the implementation of the project. Confirmation is given by uploading a signed version of the HK-dir declaration of participation.

Institutions who receive grants must document the use of own contribution funds in the project accounts/report.

Budget categories / activities

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) and other relevant learning materials such as subscriptions to newspapers or magazines and digital resources and licenses. The grant may also be used to cover the shipping costs and taxes and fees 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.

The total amount applied for must be entered in the application form. A plan for the procurements must be described in the application, but we do not require you to list all titles and associated costs.

B. Events at the applicant institution and honorarium – 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 honorarium, travel and accommodation for guest lecturers or other external resources. The total amount applied



for must be entered in the application form and the detailed budget attached to the application must specify all the planned costs for the activity.

You may apply for honorarium of up to NOK 4000 per lecturer per workday. The detailed budget must specify the number of persons and days you are applying for.

C. Excursions and events outside of the applicant institution – up to NOK 50 000

This budget category covers costs associated with excursions and other events outside of the applicant institution that are relevant to those teaching and/or studying Norwegian. This may include costs related to participation at conferences and seminars with a relevant Norwegian focus, entrance fees or other related costs. The grant may be used for travel and accommodation costs, but per diem and costs associated with meals are not applicable. The total amount applied for must be entered in the application form. The detailed budget attached to the application must specify all costs for the activity, including the number of planned participants if relevant.

D. Scientific visits in Norway– up to NOK 50 000

This budget category covers costs incurred with short scientific stays of 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. The total amount applied for must be entered in the application form. 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.

E. 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.

The total amount applied for must be entered in the application form. A minimum of 50 percent own contribution of the total cost is required. 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.

F. Administrative fees

Any administrative fee accrued by the institution applying for funding can be included in the budget. The administrative fee is entered into a separate column in the budget in the application form and does not require a detailed budget.

The administrative fee may not exceed 10 percent of the total amount applied for. If the application is not awarded in full, HK-dir may adjust the administrative fee to adhere to the Budget Guideline.

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.
- Salary or other compensation for project coordinators.
- Costs accumulated before June 2025.