



Budget Guidelines for ESF Exploratory Workshops proposers – Call 2012

Basic Rules

- Awards will be up to a maximum value of **15 000 EUR**.
The amount requested may be decreased by the ESF at the time of awarding.
- Exploratory workshop awards are for events with a minimum of **15** and a maximum number of **30 participants** (including speakers and convenors).
- Additional financial support provided by other organisations (if applicable) are welcome and should be mentioned in the budget. The meeting must, however, remain an **ESF event** (see paragraph below).
- **The workshop should be financed mainly by ESF**, i.e. the ESF award should represent no less than 51% of the total workshop budget; awards are not meant to contribute to or subsidise the funding of meetings mainly funded or organised by other organisations, nor to support one in a series of workshops.
- ESF funds are intended to cover the **costs of workshop activities and travel, accommodation and subsistence** for participants.
- The preliminary budget in the proposal should provide a clear indication of the intended use of funds showing the **breakdown** of accommodation expenses, meals and estimated travel costs **in relation to the number of participants** as well as other costs if appropriate, and use of co-sponsoring if applicable.
- A limited number of participants based outside countries with ESF membership may be included in the workshop where such involvement is essential on scientific grounds. In principle, their meeting expenses should be covered by sources other than the ESF. However, the ESF may take into consideration, when sufficiently justified, the partial or total funding of such participants (maximum 2-3) within the ESF budget.
- No participant at an ESF exploratory workshop should be requested to pay a registration fee.
- Honoraria will not be paid from ESF funds* and the organisers of and speakers at ESF exploratory workshops will not be remunerated.
(*inc. e.g. to professional meeting facilitators)



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- Costs for meeting room and equipment rental may be covered from ESF funding, within reasonable bounds. ESF funds cannot be used however to cover auxiliary meeting costs such as simultaneous translation (with the exception of sign language interpretation) , hospitality desk, courtesy gifts, floral arrangements, etc.
- Local administrative costs (if any) charged to ESF must not exceed **10%** of the total ESF award. Such costs include secretarial assistance, printing, photocopying, telephone, fax, email etc.
- Publicity-related expenses such as adverts, posters, etc. will not be covered by ESF since Exploratory Workshops are not open to the public and participants are, in principle, identified at proposal stage.
- ESF funds must not be used for the purchase of equipment (hardware, etc.) or software.
- Should support for publication be required, costs chargeable to ESF are limited to **10%** of the award.