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Ministry of Science and Technological Development

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**MINISTRY OF SCIENCE AND TECHNOLOGICAL DEVELOPMENT OF MONTENEGRO**

**Call for co-financing scientific research projects**

**INSTRUCTIONS AND METHODOLOGY FOR COMPLETING THE PROJECT  
FINANCIAL PLAN**

Podgorica, May 2023

## ➤ Project Financial Plan

**A financial plan, prepared in a separate MS Excel form (“Project Financial Plan” - form 2), should be enclosed as an integral part of the project application.**

*The Financial Plan should include the cost items specified in as much detail as possible, as well as elaboration and detailed calculations (price, quantity, description of products and services). The financial plan should present cost breakdowns per year, i.e., for 12, 24 or 36 months.*

*The amount of funds requested from the Ministry of Science and Technological Development **may not exceed:***

- €130,000 if the project involves full-time employment of young researchers<sup>1</sup> (for which a maximum amount of €36,000 is provided for the entire project duration, but not exceeding 50% of the total funds for project implementation);
- €85,000 if the project does not involve full-time employment of young researchers.

The Ministry will provide co-financing for the project, in the following proportions:

- up to 100% of the total project value for basic research;
- up to 90% of the total project value for applied research; and
- up to 80% of the total project value for developmental research.

**The applicant shall ensure financial contribution to the project implementation for applied and developmental research<sup>2</sup>, which can be in the form of their own funds, funds from partner institutions, donations, etc. It is not acceptable for this financial contribution to be sourced from other national or international projects.**

*A statement regarding the applicant's own contribution to the project implementation financing (depending on the type of research: at least 10% for applied research, or at least 20% for developmental research, of the total project value) is a mandatory and integral part of the application documentation.*

**The own contribution can have the form of a monetary or non-monetary (“in kind”) contributions.<sup>3</sup>**

For approved projects, the Ministry may make adjustment to the amount of total co-financing, in consultation with the applicant, before signing the contract for project implementation.

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<sup>1</sup> Young researchers are: students of doctoral studies (PhD student) and individuals who have obtained an academic doctoral degree within the past 5 years, i.e., after 1 January 2018.

<sup>2</sup> Law on Scientific Research Activity (Official Gazette of Montenegro 80/10, 57/14 and 82/20):

- **Basic research** entails theoretical or experimental work primarily aimed at acquiring new knowledge or exploring new areas of research, with long-term application objectives.
- **Applied research** entails creative work conducted for the purpose of applying the outcomes of basic research in specific domains within the scientific field.
- **Developmental research** entails creative work based on the findings of applied research undertaken with the aim of developing new technologies, producing new or enhancing existing materials, products and devices, or introducing new or improving existing procedures, systems and services.

<sup>3</sup> In the Financial Plan, costs co-financed by the Ministry, as well as costs co-financed by the institution, are clearly separated.

## **Funds for the implementation of scientific research project include:**

- **personnel fees;**
- **gross salaries and other work-related income;**
- **material costs; and**
- **administrative and overhead costs.**

## **Personnel costs** are calculated for:

- project manager - monthly gross amount of **€1,150.00**;
- active researchers who have a full-time employment contract with the institution, or who do not have a full-time employment contract with the institution but have been engaged in the project to conduct research - monthly gross amount of **€900.00**;
- research associates who have a full-time employment contract with the institution, or who do not have a full-time employment contract with the institution but have been engaged in the project to work on their doctoral thesis - monthly gross amount of **€650.00**;
- professional assistants - monthly gross amount of **€450.00**;
- technical assistants - monthly gross amount of **€300.00**;

**Personnel fees can amount to up to 40% of the total funds for project implementation.**

## **Young researchers' gross salaries**

Gross salaries and other work-related income are calculated for active researchers and research associates who are engaged in the project for the purpose of being employed at the institution.

*One or several young researchers can be employed full-time, with a total gross amount not exceeding €50,000 for the entire project duration. The monthly gross salary for a young researcher is €1,200 if they are an active researcher, or €1,000 if they are a research associate.*

## **Material costs**

Material costs include costs for materials and chemicals; costs of laboratory and ICT equipment, small equipment and consumables; costs of production and non-production services provided by other persons for the purpose of the project; travel costs and other costs related to the project implementation.

- Costs for materials and chemicals; costs of laboratory and ICT equipment, small equipment and consumables; costs for production and non-production services provided by other parties for the needs of the project are calculated based on real market prices available at the time of completing the project financial plan.

The costs of purchasing computers necessary for project work are permitted in the amount of up to €3,000 within the project's budget.

This item allows for requesting the materials, equipment and services directly serving the fulfilment of project objectives.

- Travel costs

Within the projects, travel costs for all team members can be co-financed, for trips in Montenegro, the region and abroad.

*The following costs are allowed in this category:*

- *daily allowances;*
- *transportation costs;*
- *accommodation costs; and*
- *registration fees.*

***The total amount of travel funds per researcher may not exceed:***

- ***€300 for travel within Montenegro;***
- ***€800 for travel to countries of the region (Bosnia and Herzegovina, Republic of Albania, Republic of Croatia, Republic of Kosovo, Republic of North Macedonia, Republic of Slovenia and Republic of Serbia);***
- ***€1800 for travel other countries.***

*The amount of daily allowance must comply with the **Regulation on reimbursement of expenses of employees in the public sector (Official Gazette of Montenegro 040/16, 028/18 and 108/20).***

Transportation costs are calculated based on real market prices (economy class transportation tickets, transportation costs by private car). Taxi transportation costs can only be accepted with appropriate justification (e.g., when public transportation is unavailable, for transfers from/to the airport is between 10:00 p.m. and 7:00 a.m., etc.).

Accommodation costs are calculated based on real market prices, and should not exceed the rates of hotels with a maximum of 4 stars.

When completing the application, the Financial Plan (form 2) should include the total number of trips, i.e., the annual travel cost amount for each research year.

### **Administrative and overhead costs**

Administrative and overhead costs include fees for the administrative management of the project, as well as the institution's costs for electricity, telephone, postal services and similar costs, which are necessary for the project implementation.

**Administrative and overhead costs make up 10% of the total amount of personnel fees, excluding young researchers' gross salaries.**

The item "Administrative and overhead costs" does not require detailed breakdown in the project financial plan.

***Funds allocated for project implementation may not be used for:***

- a) costs related to construction, renovation, or leasing of workspace;*
- b) debt and costs arising from debt obligations;*
- c) interest payments;*
- d) losses due to exchange rate differences.*

*Note: All costs must be directly related to project activities. Only costs incurred during the contracted period of project implementation are eligible. Excessive or unnecessary, i.e., unjustified costs, as well as those that do not comply with the Rulebook, are ineligible.*