

# Appendix 1: Notes for the completion of an FP form

The FP form (Financial Planning; Excel file) should be submitted with the application form, as a separate appendix in PDF format.

## Notes

- Personnel credits are entered per establishment post. For each person, enter a training place number, a personnel category, the extent of the appointment, the number of months and the accompanying rate (page 3). Check that you have the most recent personnel rates. The rates are set as from 1 July each year but may be adjusted in the interim.  
When calculating the amount, take into account the extent of the appointment (the personnel rates are based on 1 fte) and the year of appointment (start in month 13 is rate from month 13).  
**NB:** In view of their salary structure, PhD students are always appointed at the rate from month 1.
- Material credit and investment credit are entered inclusive of Dutch VAT.
- Material credit, foreign travel credit and investment credit are entered as a total.
- The personnel credit, material credit, foreign travel credit and investment credit combined, constitute the total necessary financial resources.
- In the case of co-funding in kind, enter the official name of the co-funder, a brief description of the material and/or personnel contribution and the capitalised amount. This co-funding is not included in the four credits mentioned above, but does count towards the total project costs.
- In the case of co-funding in cash, enter the official name of the co-funder and the amount pledged by the co-funder. This amount should be entered as a negative amount.  
These financial contributions are used by NWO domain TTW to cover part of the project costs. NWO domain TTW collects the financial contribution and then allocates it to the project.
- All co-funding requires a letter of support in English from the co-funder, stating the amount pledged.
- Research proposals with budgets that do not meet the compulsory co-funding requirement (graduated scale) are not considered.
- Unallocated credits cease to apply at the end of the project.