SoilCentral Budget Guide for Call 18-3

In the budget there are two main sections:

- **Part A – Cash Requested**
- **Part B – Contributions (Cash + In-kind)**

The ratio between contributions and cash requested should be as close as possible to the Soil CRC target of at least 2:1 (at least twice as much contributions as cash requested). Note that this is a target, not an absolute requirement. However, where a proposal fails to reach this target, it will be downgraded in its assessment against the 'value' criteria.

The budget section has been designed to be self-intuitive and require minimal information from the project leader. The layout for the budget is created from information that is entered into other sections of the online proposal, particularly from the project team. For all budget sections, there is no need to add totals, this will be completed automatically.
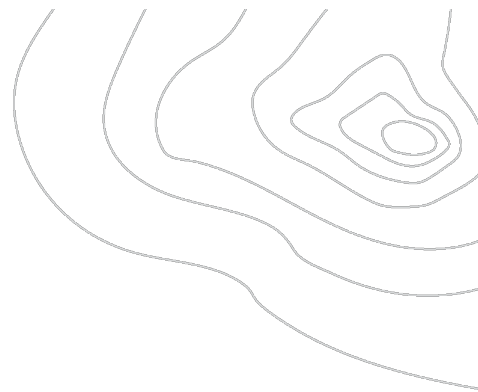
PART A

Salary/Employee

This section must detail all salaries included to run the project. For salaries requested, the staff involved will auto populate from the Project Team entered. If a name is missing here, it is missing from the project team list. For each project team member requesting salary, enter their annual salary (including salary on costs) and their FTE for each year of the project. Add a justification for their role in the project. For example:

Staff Name *self-populate from project team list*	Organisation *self-populate from project team list*		Role in Project *self-populate from project team list*	
	Year 1	**Year 2**	**Year 3**	
Annual Salary (+ on costs) AUD$				
FTE				
Justification				

Operating (Consumables)

This section must detail all costs included to run the project. It includes all operating costs (not only consumables) and they must be **direct costs** to the project. See pages 7-8 of the Call guidelines for further information on what items can be funded by the Soil CRC. In SoilCentral, add each operating cost separately. How this is to be entered will appear as below:

Consumable Name	Organisation	Description
	select from drop down list	
Year 1 Cost AUD$	**Year 2 Cost AUD$**	**Year 3 Cost AUD$**
Justification		

Travel

In this section, detail all travel costs included to run the project. In SoilCentral, the list of staff to which travel can be allocated will be extracted from your project team list. For example:

Staff Name	Organisation	Description
Select from drop down list	*self-populate from project team list*	
Year 1 Cost AUD$	**Year 2 Cost AUD$**	**Year 3 Cost AUD$**
Justification		

Scholarships

This section must detail all costs included for scholarships. Funding for PhD students will only be provided to the following limits:

- Full Stipend: $30,000 per year
- Half Stipend $15,000 per year
- Top-Up Stipend $7,500 per year

Students will only be funded for a period of three years, with potential to request an extension of 0.5 years, subject to need to extend being satisfactorily justified. In SoilCentral, add each student stipend separately. For example:

Student Name	Organisation	Lead Supervisor	Scholarship Type
self-populate from project team list	*select from drop down list*		
Year 1 Cost AUD$	**Year 2 Cost AUD$**		**Year 3 Cost AUD$**
Contribution to Project Outputs (Justification)			

PART B

Staff In-Kind Contributions

This section must detail all staff in-kind contributions included to run the project. For staff in-kind contributions, this will auto populate from the Project Team entered. If a name is missing here, it is missing from the project team list. For each employee, enter their FTE contribution for each year of the project. A justification of their role in the project must be added. The money value of all staff in-kind contributions is automatically calculated as 1 FTE = $250,000 or pro-rata. For example:

Staff Name	Organisation		Role in Project	
self-populate from project team list	*self-populate from project team list*		*self-populate from project team list*	
	Year 1	**Year 2**	**Year 3**	
FTE				
Justification				

Non Staff In-Kind Contributions (Facilities, Equipment, Resources, Services, and Student Support Costs)

This section must detail all non-staff in-kind contributions included to run the project. In SoilCentral, add each non-staff in-kind contribution separately. For example:

Item Name	Organisation	Description
	Select from drop down list	
Year 1 Cost AUD$	**Year 2 Cost AUD$**	**Year 3 Cost AUD$**
Explain Contribution to Project		

Non Staff In-Kind Contributions (Employee Administrative Overheads)

This section details all non-staff in-kind contributions (EAO) included to run the project. In SoilCentral, this is calculated automatically from the staff salaries requested, no user input is required.

Third Party Cash Contributions

Third party (i.e., not a participant in the Soil CRC) cash contributors are welcome to be part of the project. In this section, detail all third party cash contributions included to be part of the project. In SoilCentral, add each third party cash contribution separately. For example:

Item Name	Organisation	Description
	Select from drop down list	
Year 1 Cost AUD$	**Year 2 Cost AUD$**	**Year 3 Cost AUD$**
Explain contribution to Project		