



Please read through the instructions carefully as the guidance provided will assist you in completing the budget template. If you have any further questions on how to complete this template, please contact the team FAILSAFE@exeter.ac.uk



FAILSAFE Reference:	N/A
Lead applicant name:	Mr Example
Lead applicant organisation:	Example University
Project Start Date:	01 July 2025
Project End Date:	30 June 2026

Instructions for Using This Budget Template:

- Input Data Only in Designated Tabs:** Enter all your financial information in the specified tabs. The template is designed to calculate totals and summaries automatically.
- Do Not Edit Calculated Cells:** Cells that display totals or summaries are locked to prevent editing. These values will update as you input data in the relevant sections.
- Follow Copying Guidelines for Application Forms:** When transferring data from this template to your application form, ensure the target fields in the form can accommodate the pasted information.
- Review All Costs Carefully:** Ensure all project expenses, including in-kind contributions, match funding, and institutional costs, are included. The template will calculate the total funding needed based on these entries.
- Double-Check Auto-Generated Fields:** Use the Finance Summary Tab to review auto-populated financial data, but do not manually adjust this tab.
- Capture and Detail Match/Co-Funding:** Ensure that any match funding or co-funding contributions are accurately captured in the designated fields within the template. Clearly detail the source of each funding stream in the required sections.

Steps to Follow:

This template is designed to help you accurately calculate your project budget. As you add information, cells will auto-populate, making the budgeting process quicker and easier.

- Use Provided Guidance:** Follow the instructions in each section. This will ensure you can copy and paste the required information directly into the application form fields, as indicated.
- Copying Information:** When copying from this template to the application form, make sure the target field in the application form has enough space (rows) for the pasted information.
- Include All Costs:** Be thorough in listing all project-related costs, including in-kind contributions, match funding, or institutional costs, the template will automatically calculate the total funding needed.

IMPORTANT: Double-check that all costs are accounted for in this budget template to avoid missing any necessary funding.

Finance Summary Tab: (LOCKED)

This tab **does not require any manual entry**. All values in this section will be automatically generated based on the information you enter in the other tabs. Please **do not attempt to fill in the Finance Summary Tab manually**.

Budget Tabs: (Lead and Co-applicant tabs)

- Complete Each Relevant Tab:** Fill out each budget tab with the actual expenditure details for your project.
- Lead Applicant's Budget:** The Lead Applicant should enter their expenditures in the designated table on their budget tab.
- Co-applicant Budget Tabs:** Each co-applicant should complete their own budget tab as outlined in the original application.
- Automatic Population of Expenditure Totals:** Once you input the actual spend for each line item, the total expenditure figures for both Lead and Co-applicant budgets will automatically populate.
- Copying Data for Reporting:** After the Finance Summary is generated, **copy columns A-E and rows 14 to 27 from the Finance Summary tab**, then paste this data into the designated section of your application form (Word document).

Staff details: (Noted in the lead and co-applicant tabs)

Enter the relevant staff information in the designated cells. This should include all project staff, including those funded through in-kind contributions, institutional contributions, or match funding.

Justification of Resources:

In this section, provide detailed information for each resource used in the project.

- Document Any Changes:** Specify any adjustments made to the originally planned resources and explain the reasons for these changes.
- Complete for All Budgets:** Ensure this section covers all resources listed in both the Lead Applicant and Co-applicant budgets.



MRC Centre
for Medical
Mycology



FAILSAFE Reference:	FR2-3000
Lead applicant:	Mr Example
Lead applicant organisation:	Example University
Project Start Date:	01 July 2025
Project End Date:	30 June 2026

Please note: The values in this tab are automatically generated from the other tabs—please DO NOT fill in this tab manually.

Budget Heading	Budget [£]	Lead Organisation	Co-Applicant/s
		Budget [£]	Budget [£]
Direct: Staff Salary costs	119,250.00	66,750.00	52,500.00
Direct: Equipment costs	14,500.00	7,000.00	7,500.00
Direct: Consumable costs	47,500.00	37,500.00	10,000.00
Other Direct Costs	14,000.00	4,000.00	10,000.00
Overheads	203,128.00	178,128.00	25,000.00
Total Expenditure	398,378.00	293,378.00	105,000.00
*Funding requested	297,202.40	234,702.40	62,500.00
Organisational/Institution contributions	12,500.00	-	12,500.00
In kind contribution	25,000.00	7,000.00	18,000.00
Matched funding	96,750.00	66,750.00	30,000.00
Other	22,000.00	22,000.00	-
Total Income	453,452.40	330,452.40	123,000.00

***Total funding requested by Lead Applicant's institution (for UK academic institutions this should represent 80% fEC) THIS IS FOR MID TO LARGE APPLICATIONS ONLY**



Please do not input or change anything on this page - this will automatically update when you populate the other sheets.



FAILSAFE Reference:	FR2-3000
Lead applicant:	Mr Example
Lead applicant organisation:	Example University
Project Start Date:	01/07/2025
Project End Date:	30/06/2026

Please populate with your information on this tab and it will automatically populate all the other sheets.

SUMMARY - LEAD BUDGET

This is an example of a completed budget for a **lead applicant**.

Please complete all sections for the **LEAD APPLICANT** (co-applicant information is populated in the co-applicant tab); the first five headings cover the expenses for your project as the lead applicant, the rest are funding you have in place to support the project eg matched funding/in kind contributions.

Lead applicant budget summary		
Budget Heading	Budget [£]	Notes
Direct: Staff Salary costs	66,750.00	
Direct: Equipment costs	7,000.00	
Direct: Consumable costs	37,500.00	
Other Direct Costs	4,000.00	
Overheads	178,128.00	
Total Expenditure	293,378.00	
*Funding requested	234,702.40	
Organisational/Institution contributions	-	
In kind contribution	7,000.00	
Matched funding	66,750.00	
Other	22,000.00	
Total Income	330,452.40	

In the notes section please include information/ comments/ or notes relating to the specific budget heading within the lead organisation only.

Please **DO NOT ENTER** your figures here, this will automatically populate from the information you provide below.

*Total funding requested by Lead Applicant's institution (for UK academic institutions only this should represent 80% fEC) THIS APPLIES TO MID TO LARGE APPLICATIONS ONLY, see line 60

PLEASE NOTE: TO AVOID DUPLICATION, YOU CAN COPY AND PASTE THE SECTIONS BELOW DIRECTLY INTO THE RELEVANT FIELDS OF YOUR APPLICATION FORM

Direct: Staff Salary Costs [£]							
Name	Budget	Start date	End date	%FTE Requested	Position	Notes/Comments	
Adam Smith	65,750.00	01/07/2025	30/06/2026	50	PDRA	F37 Salary grade	
Vacancy	1,000.00	01/01/2025	31/01/2025	50	Admin	D18 Salary grade	

Please enter the details for **each member of staff** allocated to the project. If a position is unnamed then please add this as *Vacancy* in the name column.

Direct: Equipment Costs (max £5,000 per item)		
Item	Budget	Notes/Comments
Laptop & IT Equipment	2,000.00	PDRF Laptop equipment
Specialist Lab Equipment	5,000.00	Specialist piece of equipment - see JOR

Ensure that all costs include comments to provide an accurate description of the required equipment, limited to a maximum of £5,000 per item.

Direct: Consumable Costs [£]		
Item	Budget	Notes/Comments
PDRA Consumables	34,000.00	Research materials (more required in the first 6 months)
Lab Re-agents & Chemicals	500.00	Experiments required early in the grant research
Fieldwork Materials Costs	3,000.00	

Please include the materials/consumables required for the project.

Other Direct Costs [£]		
Item	Budget	Notes/Comments
Conference Attendance	1,800.00	Costs to travel and attend research conference for PDRA (occurred within first 6 months)
Travel, Accommodation, Subsistence	2,200.00	UK team travel for face to face meeting - twice (first team meeting taken place)

Any other costs for the project should be included such as travel or workshops etc.

Overheads: [£] – please specify e.g. core facilities etc. Please note for seedcorn applications UK academic institutions cannot request overheads.		
Item	Budget	Notes/Comments
Lead Investigator Salary	12,452.00	PI Salary for 2 hrs per week - agreed overheads
Facility Access Charges	10,119.00	Access costs for research facility
Estate Costs	32,789.00	Overheads as per application
Infrastructure Technician Costs	4,782.00	Overheads as per application
Indirect Costs	117,986.00	Overheads as per application

FOR UK MID-LARGE GRANTS APPLICATIONS ONLY - Please include your overhead costs and **ensure you capture the 20% contribution in the section below** (Organisational/Institution contributions).

Organisational/Institution contributions - please note for UK institutions please capture the 20% contribution here (THIS APPLIES TO MID TO LARGE APPLICATIONS ONLY)

Type	No. hrs per wk	Value (£)	Description / Source of Funding/Comments
MID-LARGE ONLY - 20%	2	58,675.60	Institutional Contribution only for Mid-Large overheads
In kind contribution			
Type	No. hrs per wk	Value (£)	Description / Source of Funding/Comments
Lab Equipment Access	2	5,000.00	Access to University lab equipment, institution funding the cost
Volunteer Research Staff	5	2,000.00	Time for event volunteers - costs to support volunteer research staff / from Charity Organisation
Matched funding/Co-Funding Please include the source of this funding			
Type	No. hrs per wk	Value (£)	Description / Source of Funding/Comments
Salary - Adam Smith	18.75	66,750.00	Match funding to support PDRF
Other funding			
Type	No. hrs per wk	Value (£)	Description / Source of Funding/Comments
Additional Funding	N/A	10,000.00	An Example of "Other" could be another funder such as a research council, or endowment funding
Promotions and Advertising	N/A	5,000.00	Social Media and Video funding to raise public awareness of research / source of funds - Government Agency
Event Management Funding	N/A	7,000.00	External Funding for Launch Event Hosting and Management/ Source of funds - Industry Partner

Add any institution or organisational contributions here. For UK Mid to large applicants, you must add your 20% here.

Enter contributions and their assumed value, including hours per week (if applicable; otherwise enter "N/A"), along with a description, source of funding, and any relevant comments.

Enter contributions/co funding, specifying the value, description, source of funding, and any relevant

Enter any additional funding, specifying the value, description, source of funding, and any relevant

To insert additional rows without affecting the formula, please action as follows:

Right-click on the middle row number e.g. line 78
Right-click and insert row.

 This will insert the row without detrimentally affecting the formula.



FAILSAFE Reference:	FR2-3000
Lead applicant:	Mr Example
Lead applicant organisation:	Example University
Project Start Date:	01/07/2025
Project End Date:	30/06/2026

SUMMARY - CO-APPLICANT BUDGETS

Below is an example of a completed budget template for the co-applicants of a project This sheet is **ONLY** for co-applicants, the lead applicant should complete the Lead Budget tab.

Please complete ALL sections: the first five headings cover the expenses for your project as the lead applicant, the rest are funding you have in place to support the project eg matched funding/in kind contributions.

REPEAT for ALL CO-APPLICANTS.

Total Co-Applicants (SUMMARY)		
Co-Applicants Summary (All)		
	Budget (£)	Notes
Direct: Staff Salary costs	52,500.00	
Direct: Equipment costs	7,500.00	
Direct: Consumable costs	10,000.00	
Other Direct Costs	10,000.00	
Overheads	25,000.00	
Total Expenditure	105,000.00	
Funding requested	84,000.00	
Organisational/Institution contributions	12,500.00	
In kind contribution	18,000.00	
Matched funding	30,000.00	
Other	0.00	
Total Income	60,500.00	

Co-Applicant 1		
	Budget (£)	Notes
Direct: Staff Salary costs	52,500.00	
Direct: Equipment costs	7,500.00	
Direct: Consumable costs	10,000.00	
Other Direct Costs	10,000.00	
Overheads	25,000.00	
Total Expenditure	105,000.00	
Funding requested	84,000.00	
Organisational/Institution contributions	12,500.00	
In kind contribution	18,000.00	
Matched funding	30,000.00	
Other	0.00	
Total Income	60,500.00	

PLEASE NOTE: TO AVOID DUPLICATION, YOU CAN COPY AND PASTE THE SECTIONS BELOW DIRECTLY INTO THE RELEVANT FIELDS OF YOUR APPLICATION FORM

Direct: Staff Salary Costs (£)

Name	Budget	Start date	End date	%FTE Requested	Position	Notes/Comments
Bob Smith	40,000.00	01/12/2024	30/11/2025	100	PDRA	Researcher
Jane Doe	10,000.00	01/01/2025	31/10/2025	15	Manager	Project Manager
Vacancy	2,500.00	01/01/2025	27/02/2025	10	Admin	Staff time through Temporary Resource Bank

Direct: Equipment Costs (max £5,000)

Item	Budget	Notes/Comments
PDRA Laptops & IT Equipment	3,500.00	2x Laptops from PDRA's for Research
Camera Equipment	2,000.00	Digital Camera for Vlogging and Public Awareness
Portable GPS (Location Tracking)	2,000.00	GPS for Fieldwork (Location Tagging and Tracking)

Direct: Consumable Costs (£)

Item	Budget	Notes/Comments
General consumables	1,000.00	General consumables (Chemicals, media, tubes, Petri-dishes, tips, 96 wells & 6wells in white and clear)
Genetic Transformations kits and items	5,000.00	Genetic transformations (enzymes cell wall degradation, cloning kits, restrictionenzymes)
Lab materials	4,000.00	Consumables required for MS-HPLC analyses (solvents, columns, syringes)

Other Direct Costs (£)

Item	Budget	Notes/Comments
Conference Attendance	1,800.00	Attendance costs for Research and Dissemination Conferences
Travel, Accommodation, Subsistence	6,000.00	UK team travel for face to face meetings (twice)
Translation Services	2,200.00	Support for translation of research to English language and for publications.

Overheads: (£) - please specify e.g. core facilities etc. If you are adding overheads for a co applicant from the same institution, please check you only apply for the overheads required across the organisation e.g. only once per institution if this is applicable. **Please note for seedcorn applications UK academic institutions cannot request overheads.**

Item	Budget	Notes/Comments
Mid-Large ONLY - Academic Lead	11,000.00	Co-Investigator time cost - (2hrs per week)
Mid-Large ONLY - Estate Costs	1,500.00	Use of facilities and estates costs
Mid-Large ONLY - Infrastructure Technician Cost	500.00	Technical support costs
Mid-Large ONLY - Indirect Costs	12,000.00	Organisation rates costs

Organisational/Institution contributions - please note for UK institutions please capture the 20% contribution here - FOR MID TO LARGE APPLICATIONS ONLY

Type	No. hrs per wk	Value (£)	Description / Comments
MID-LARGE ONLY - 20%		21,000.00	Institutional Contribution only for Mid-Large overheads
Admin & Project Management		12,500.00	Admin and Project Management Funding / from Co-Applicant Organisation 1

Please **DO NOT** ENTER your figures here, this will automatically populate from the information you provide below.

In the notes section please include information/comments/ or notes relating to the budget headings across all co-applicants.

In the notes section please include information/ comments/ or notes relating to the specific budget heading within the first co-applicant organisation only.

Please enter the details for **each member of staff** allocated to the project. If a position is unnamed then please add this as *Vacancy* in the name column.

Ensure that all costs include comments to provide an accurate description of the required equipment, limited to a maximum of £5,000 per item.

Please include the materials/consumables required for the project.

Any other costs for the project should be included such as travel or workshops etc.

FOR UK MID-LARGE GRANTS APPLICATIONS ONLY - Please include your overhead costs and **ensure you capture the 20% contribution in the section below** (Organisational/Institution contributions).

Add any institution or organisation contributions here. **For UK Mid to large applicants, you must add your 20% here.**

In-kind contribution			
Type	No. hrs per wk	Value (£)	Description / Comments
Data Sharing (Datasets)	N/A	15,000.00	Existing research data - shared access valued at £15,000/ from Co-Applicant Organisation 1
Facility Use	1.00	1,000.00	Conference Rooms and AV access/ from Co-Applicant Organisation 1
Training Sessions	2.00	2,000.00	Project Management Training / from 3rd Party

Enter contributions and their assumed value, including hours per week (if applicable; otherwise enter "N/A"), along with a description, source of funding, and any

Matched funding/Co-Funding Please include the source of this funding			
Type	No. hrs per wk	Value (£)	Description / Comments
Data Collection Tool	N/A	3,000.00	Matched Funding for shared access to the Data Collection tool
Travel Bursaries	N/A	2,000.00	Financial Support to increase travel, Accomodation and Subsistence budget
Staff Funding PDRA	18.00	25,000.00	Additional funds for PDRA to increase FTE

Enter contributions/co funding, specifying the value, description, source of funding, and any relevant comments.

Other funding			
Type	No. hrs per wk	Value (£)	Description / Comments
Scholarships	25,000.00		Scholarship Fees Funding/ from Endowment

Enter any additional funding, specifying the value, description, source of funding, and any relevant comments.

Co-Applicant 2		
	Budget [£]	Notes
Direct: Staff Salary costs	0.00	
Direct: Equipment costs	0.00	
Direct: Consumable costs	0.00	
Other Direct Costs	0.00	
Overheads	0.00	
Total Expenditure	0.00	
Funding requested	0.00	
Organisational/Institution contributions	0.00	
In kind contribution	0.00	
Matched funding	0.00	
Other	0.00	
Total Income	0.00	

To insert additional rows without affecting the formula, please action as follows:
Right-click on the middle row number e.g. line 78
Right-click and insert row.
 This will insert the row without detrimentally affecting the formula.

REPEAT FOR ALL CO-APPLICANTS

PLEASE NOTE: TO AVOID DUPLICATION, YOU CAN COPY AND PASTE THE SECTIONS BELOW DIRECTLY INTO THE RELEVANT FIELDS OF YOUR APPLICATION FORM

Direct: Staff Salary Costs [£]						
Name	Budget	Start date	End date	%FTE Requested	Position	Notes/Comments

Direct: Equipment Costs (max £5,000)		
Item	Budget	Notes/Comments

Direct: Consumable Costs [£]		
Item	Budget	Notes/Comments

Other Direct Costs [£]		
Item	Budget	Notes/Comments

Overheads: [£] - please specify e.g. core facilities etc. If you are adding overheads for a co applicant from the same institution, please check you only apply for the overheads required across the organisation e.g. only once per institution if this is applicable. Please note for seedcorn applications UK academic institutions cannot request overheads.		
Item	Budget	Notes/Comments

Organisational/Institution contributions - please note for UK institutions please capture the 20% contribution here - FOR MID TO LARGE APPLICATIONS ONLY			
Type	No. hrs per wk	Value (£)	Description / Comments
MID-LARGE ONLY - 20%			Institutional Contribution only for Mid-Large overheads

In-kind contribution			
Type	No. hrs per wk	Value (£)	Description / Comments

Matched funding/Co-Funding Please include the source of this funding			
Type	No. hrs per wk	Value (£)	Description / Comments

Other funding			
Type	No. hrs per wk	Value (£)	Description / Comments

