

FINANCIAL WORKBOOK

Quick Reference -Budget Preparation

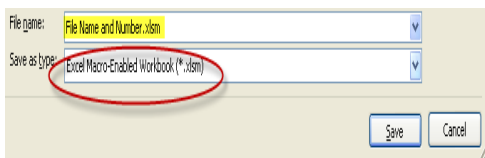
1. Open file and immediately click on enable macros to open workbook. Follow instructions on the workbook welcome page



2. Click yes on the security warning widow to make the workbook a Trusted document



3. Save workbook with file extension XLSM



4. Using the tab button, complete project information screen (refer to page 5 of user guide).

Project Information

General Information

Project Title:

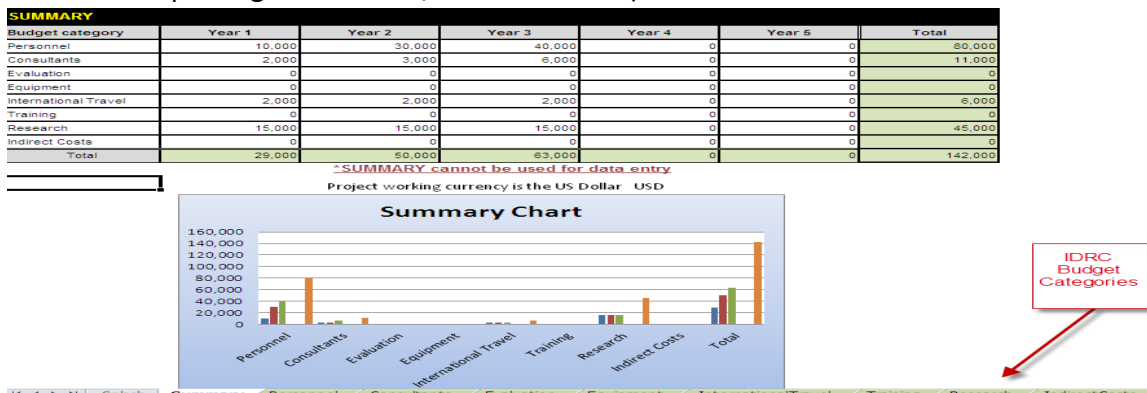
Legal Name of Proposing Institution:

Project working currency (currency used in books of accounts of institution):

Project duration (in months): Duration must include time necessary for all activities paid with grant funds to take place.

NOTE: all fields on this form must be completed BEFORE you can enter your budget information.

5. At this point, the proposed budget form will appear at the “summary sheet”. Do not enter information on the “summary” sheet; it will populate automatically. Click on the budget categories sheets to enter budget information (only data should be entered, avoid putting formulas or/and references).



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6. Enter detailed budget notes for each line item. Use the “add new row “ button if more rows are needed. (Refer to page 7 on user guider for more information on budget notes)

DETAILS OF BUDGET SUBMISSION: RESEARCH EXPENSES (in project currency)
Includes services and materials required to carry out the research. Costs include remuneration of persons who gather data and information or provide casual labour, maintenance and operation of project vehicles, consumable goods and non-capital equipment, computer services, training for project staff for implementation of research activities, in-country travel, reference materials, rent paid for land or premises used in a research activity, and translation of project-related documents.

Item of expenditure	Year 1	Year 2	Year 3	Year 4	Year 5	Total	Budget notes and explanations
Local Travel						0	
Core Contributions						0	
Supplies						0	
Seminars, meetings	15,000	15,000	15,000			45,000	2 workshops planned per year - estimated at 7,500 USD each for up to 10 participants (includes accommodation, airfare, and per-diems).
Network Communications						0	
Printing/Publications						0	
Web site						0	
						0	
						0	
						0	
						0	
Totals for Research	15,000	15,000	15,000	0	0	45,000	

* Double-click in a row to place the cursor at the end of existing text.

Add New Row **Research Expenses Worksheet**

Navigation: Splash | Summary | Personnel | Consultants | Evaluation | Equipment | InternationalTravel | Training | **Research** | IndirectCosts

7. On the “indirect cost” sheet, enter a fixed percentage or amount(s)
 - a. For fixed percentage – click on **percent of budget** button at the bottom left site of the screen
 - b. For amounts – list the indirect cost items and provide costs

Important: Ensure indirect costs do not exceed the 13% allowable by IDRC.

DETAILS OF BUDGET SUBMISSION: INDIRECT PROJECT COSTS (in project currency)
Includes administrative costs not directly related to the research. Costs may include clerical, accounting, or secretarial help, general office expenses, office rental and utility charges, non-capital office furnishings, communications costs, and photocopying. IDRC expects the recipient to absorb the indirect or administrative costs of a project as part of its local contribution. In exceptional cases, IDRC will consider a contribution towards indirect costs. The maximum contribution is 13% of all recipient-administered costs.

Item of expenditure	Year 1	Year 2	Year 3	Year 4	Year 5	Total	Budget notes and explanations
Fixed Rate not used							
Totals for Indirect Costs	0	0	0				

Percent

Indirect Cost as a Percentage

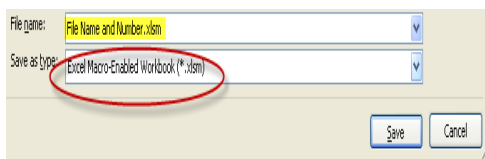
You may enter Indirect Costs as a percentage of your overall budget proposal, or as individual line items - but not both. Please enter the fixed percentage in the box below (do not enter the % symbol) and click OK, or click Cancel.

To cancel the calculation of Indirect Costs as a fixed Percent of Budget, leave the rate blank, then click on OK.

Add New Row **Percent of Budget** **Indirect Costs Worksheet** OVERALL: 0.0%

Navigation: Splash | Summary | Personnel | Consultants | Evaluation | Equipment | InternationalTravel | Training | Research | **IndirectCosts**

8. Complete the “Donor Contributions”, and “Local Contributions” sheets as required
9. Verify information provided, save and ensure file maintains **XLSM** extension



10. Send by email to IDRC representative, along with a dully completed IDRC grant application form

Ensure to follow all the steps as instructed. If you have any questions or issues with the Workbook, please contact info-fw@idrc.ca

The complete integrated Financial Workbook user guide can be downloaded [here](#)