

**PORK CRC  
BUDGET JUSTIFICATION FOR  
FULL RESEARCH & DEVELOPMENT PROPOSALS**

**Guidelines for applicants**

**General Information for applicants;**

- Budget items must be justified. Provide information as per the headings provided. If there are any items that are not adequately or clearly justified under the headings below please provide additional information.
- Requests for increased funding after the Project has been approved are unlikely to be successful.
- The Pork CRC will add the current percentage of GST (10% at the time of writing) to all project costs upon invoice. Do not include GST in the application.
- Project proposals should be budgeted for the duration of the project and include financial support from all sources' including the Pork CRC and third parties (please provide the names and addresses of any third parties involvement).
- The duration of a project may vary from a few months to a few years but projects cannot be funded beyond the term of the Pork CRC.
- Provision for inflation calculations should be at a maximum 3.0% p).
- Budgets should provide an estimated start date (eg. March 2006) and date of completion (**eg June 2008**).
- Budget estimates should be based on the financial year (eg. 01 July 2006 – 30 June 2006), not calendar year.

**(a). Project Staff - Salaries and on-costs:**

Budgets should show all staff to be funded by the CRC. Showing their;

- Names (if known),
- Corresponding salary, and
- Salary related on-costs for their expected levels of involvement in the project. Please note that on-costs greater than 29% will need to be justified in detail.

Provision for contingencies, i.e. redundancy payments, long service leave, salary increments, maternity leave etc should not be included.

**(b). Travel costs:**

Budgets should include all details of domestic travel required to achieve the Project outcomes.

Applicants **should not** include domestic or international travel costs for conferences in their Research Proposals. The Research & Development Committee of the Pork CRC will consider applications for domestic and international travel for conferences any time during the year.

In determining the cost of meals and incidentals, the Pork CRC uses the benchmarks published from time to time by the Australian Taxation Office. What are reasonable travel and meal amounts for 2005-2006 can be found in the Australian Taxation Office Determination TD 2005/32 at [www.ato.gov.au](http://www.ato.gov.au).

In determining the cost of car travel, the Pork CRC uses the Australian Taxation Office benchmarks. This is repeated in Appendix A.

**(c). Operating costs:**

Budgets should include all expenses and minor capital items directly related to the project. Items exceeding \$5,000 should be shown separately. Do not use imprecise descriptions such as 'general stores'.

**(d). Capital items:**

This will include capital items directly related to the project. Capital Items exceeding \$5,000 should be shown – and applied for - separately.

**(e). In-kind contribution:**

In-kind contribution should detail the commitment of staff to the project as Full-Time Equivalent (FTE) in accordance with the DEST "2004 Selection Round Guidelines for Applicants" standard dollar amounts (Appendix B) and in line with the organization's contributions to the Pork CRC. These FTE's must be new, eg, not already committed to other CRC-related activities. (Please provide the name(s) of the committed staff if known).

**(f). Other in-kind contributions:**

Other in-kind contributions include major in-kind contributions of overheads, infrastructure and resources. These contributions must be listed in detail, **do not** use general headings such as overheads, infrastructure and resources. Examples are specialist equipment and unique facilities that will be essential for the success of the proposed project. The valuation must be in accordance with the Valuation Principles, clause 17.2(d) of the Participants Agreement (Appendix C) and must exclude the value of Intellectual Property contributions.

**(g). Funding from other sources:**

The budgets should detail funds, which are being sought, or currently being received from other Government agencies or Industry collaborators, including other R&D Corporations. The 'lead' agency must be clearly identified and/or nominated. The funding must be directly going to the proposed project and each funding source should be listed separately. The source(s) of industry funds should be shown, with in-kind and cash contributions listed separately. Please ensure the proposal indicates the nature of the in-kind funding and the expectation of the contributing organisation(s). The method used to value in-kind contributions should be stated.

## Appendix A:

### Car Travel rates

These rates allow for the total running costs of the car, including decline in value, petrol, insurance and repairs, so you cannot claim any of these costs in addition to the specified rates per business kilometre.

Engine capacity		Cents per kilometer
Ordinary car	Rotary engine car	2008-09 income year
1600cc (1.6 litre) or less	800cc (0.8 litre) or less	58 cents
1601cc - 2600cc (1.601 litre - 2.6 litre)	801cc - 1300cc (0.801 litre - 1.3 litre)	69 cents
2601cc (2.601 litre) and over	1301cc (1.301 litre) and over	70 cents

## **Appendix B.**

### **In-kind staff resources**

The nominal value of in-kind staff resources from private sector and public sector participants will be calculated by applying the DEST “2004 Selection Round Guidelines for Applicants” standard dollar amounts to the full-time equivalent (FTE) numbers for the various categories of staff (covering salary and on-costs). These amounts are;

- Category 1 - \$170,000 for Programme Leader/Senior Manager;
- Category 2 - \$120,000 for Project/Theme Leader/Key Researcher/Manager;
- Category 3 - \$90,000 for Researcher/Professional;
- Category 4 - \$70,000 for Other (support staff – technical, administrative, etc).

## Appendix C.

### Valuation Principals

All **cash contributions** - whether tied or untied - are considered equal.

#### **In-kind staff contributions**

The nominal value of in-kind staff resources from Participants will be calculated by applying standard dollar amounts to the full-time equivalent (FTE) numbers for the various categories of staff (covering salary and on-costs). These amounts are:

- Category 1 - \$170,000 for Programme Leader/Senior Manager;
- Category 2 - \$120,000 for Project/Theme Leader/Key Researcher/Manager;
- Category 3 - \$90,000 for Researcher/Professional;
- Category 4 - \$70,000 for Other (support staff – technical, administrative, etc).
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#### **Other non-staff in-kind contributions**

Major in-kind contributions of overheads, infrastructure and resources to be supplied to the CRC for its specific use will be identified separately as 'other non-staff in-kind contributions'. Alternatively, participants may use a multiplier of 1.54x the dollar value of their recorded in-kind staff contributions.