

## **Annex 2. NORHED Time and Budget Frames**

A longer-term perspective is required to sustain higher education and research capacities after the projects end.

The programme funding is dependent on the Norwegian Parliament's annual appropriation. The overall annual budget frame for NORHED is estimated in the order of NOK 150 million (including **Norad's Master Programme for Energy and Petroleum, EnPe**), with flexibility for budget growth for the programme as a whole or in specific thematic or geographic areas (i.e. expanding sub-programmes or creating new ones).

Depending on the nature of the sub-programmes, the budget frame for individual projects will be 7-18 million NOK per project for a period of up to five years. This will be further specified for each call.

Norad aims towards a NORHED project portfolio in the range of 40-50 projects.

### **Financial Framework – what NORHED funds can cover**

NORHED projects will include components like; teaching, research, systems strengthening, small scale infrastructure, study programs and curricula development.

NORHED aims at capacity building of research and higher education in the South partner institutions. Thus, NORHED projects should aim at producing academic degrees at the South based institutions. The driving force of the Norwegian-South partnership is the research components which will be of mutual benefit to the partners. As a consequence, hourly rates for research and supervision and teaching of students at the home institution, which are core responsibilities of the academic staff, will not be compensated under the program.

However, there will be need for activities not considered as core responsibilities and therefore will be compensated under the program. These are activities as listed below:

### **Research activities**

Travel, field work and scientific equipment related to the project's research activities can be supported. Basic salaries for the researchers participating in NORHED projects, as mentioned above, cannot be covered by the NORHED Programme. This is also valid for the researchers from the South institutions.

### **Publication and Dissemination**

Costs related to publication and dissemination activities that form part of the objective for the cooperation project can be supported by the NORHED Programme. Dissemination activities include the organisation of and participation in workshops, seminars, conferences etc. Costs for publication of thesis for Master's students and/or PhD fellows admitted to the project may also be included here.

### **Scientific Equipment and Small Scale Infrastructure**

Scientific equipment can be supported by the NORHED Programme. All equipment budgeted for in a NORHED project shall be available to the cooperation project during the project period. The equipment becomes the property of the institution in the South when the cooperation project is terminated. Norwegian institutions shall make necessary equipment available for use at their own institutions.

Small scale infrastructure like construction of a laboratory, renovation and equipping of a lecture room etc, can also be supported when it is a precondition for the implementation and quality outcome of the project.

## **Education activities**

Travel and equipment related to the project's educational activities are expenses that can be supported by the NORHED Programme.

Basic salaries for academic staff from Norwegian institutions participating in NORHED-supported cooperation can be covered by the NORHED Programme at hourly rates when these activities take place in the South. This can include teaching, programme development, curricula development, and supervision of students at all levels (where these are not graduating in Norway). The Norwegian partner institution will be compensated for their academic staff participating in NORHED projects at hourly rates at salary scale 70 (Statens lønnsregulativ). This is calculated based on the upper range of a Post Doc salary.

Norwegian institutions will receive funding for credit points passed by NORHED students in Norway, and for exchange visits to Norway of minimum three months duration carried out by NORHED students. These are the same conditions that apply to students under other cooperation arrangements.

## **PhD and Post Doc**

Costs related to the development of new PhD courses and programmes can be supported by the NORHED Programme. These costs may include expenses related to curriculum development, stakeholders' meetings, exchange visits and other items.

Fellowships for PhD and Post Doc from the South can be funded by the NORHED Programme. If the studies takes place both at institutions in Norway and in the South, the funding shall follow the regulations in the respective country for the period spent at these institutions. The NORHED Programme does not pay any expenses for accompanying families.

NORHED uses the regulations and rates for the State Educational Loan Fund / the Quota Scheme as a model for support for education in Norway. In addition there will normally be other expenses depending on the nature and level of the work (travel, field work, dissertation costs not covered by any of the institutions etc.), which can be included in the budget under other relevant items.

## **Scholarships**

Scholarships for Master's students from the South can be funded where the Master programme is taken as part of competence building for permanent staff at the partner institution in the South. NORHED does not fund Master Scholarships in general, due to challenges with sustainability for such incentives. The intention is that the Program established will continue after the NORHED project is completed. It is also difficult to justify why these students should receive scholarships while students in other fields would not. Providing scholarships to studies in fields included in the NORHED Programme might encourage students to apply for these studies, not out of interest and abilities, but for financial reasons.

In order to ensure equal opportunities for education, exceptions might be granted for students from underrepresented or marginalized groups/areas.

## **Gender Equality and Inclusion**

NORHED projects shall establish mechanisms to ensure improved gender balance and inclusion of marginalized groups. Such mechanisms can include scholarships.

Women involved in NORHED projects as students, PhD candidates or projects managers will be granted maternity leave of a minimum three months, or according to local regulations.

### **Training of Technical and Administrative Staff**

In line with the aim of capacity building set out in the NORHED Programme, expenses related to the training of technical and/or administrative staff from the institutions in the South are supported by the NORHED Programme.

Training should be related to the implementation of the cooperation project. Salaries will be compensated. If training is offered in Norway or in a third country, the budget should include travel expenses and costs related to daily allowance and accommodation.

Training of technical and administrative staff can be provided by the partner institutions, or by consultants contracted for a specific purpose.

### **Institutional Development**

NORHED aims at contribute to stronger institutional capacity including administrative capacity and infrastructure. NORHED can cover development of libraries, laboratories, student administration, e-learning approaches and other capacity development activities.

### **Project Management**

Partner institutions can receive compensation by NORHED for the time spent by the project coordinator on management and coordination where his/her time has to be substituted by the department. Compensation is intended to cover replacement staff.

Compensation is allocated according to the relevant rates/regulations at the home institution.

The maximum project management workload for a partner is set to three (3) full-time months per year for each institution depending on the scope of the project, and reflecting the institutions involvement.

### **Consultancy**

NORHED projects can contract consultants for specific activities where this is more relevant and/or cost effective than bringing competence from the Norwegian partner institution. This can apply to capacity building within the administration or infrastructure projects of the Higher Education Institution.

### **Travel**

Visits to Norway will be covered according to the standards of Norwegian national regulations. With regard to travels, economy tickets are standard. Regulations established by the individual institution concerning visiting academic staff shall be used. For Norwegian travelers, stays abroad are calculated according to the official Norwegian regulations (*Statens Reiseregulativ*). For visits to countries other than Norway, funding is based on the regulations of the home country or home institution. Travel in the home country should be calculated in accordance with the national regulations or regulations established by the home institution provided they do not exceed Norwegian allowance limits.

### **Administrative Costs**

The administration costs are meant to cover indirect expenses. Direct costs that can be linked to the implementation of the project are not covered by administrative costs, but as part of the grant.

Administration contribution will help to manage grants from Ministry of Foreign Affairs and Norad. Breakdown of administrative costs is not required.

Administration costs have a maximum rate of 7 %. This applies to the projects with high involvement.

The project administration costs should be distributed between the partners, based on the workload of each institution, and according to approved plans and budgets.

Below is a list of what the Ministry of Foreign Affairs and Norad considered as indirect costs. Any deviation from this list must be justified in particular.

#### **Contribution to:**

- Salaries for staff of grant recipients
- Accounting and auditing
- Rent and related costs (lighting, heating, cleaning, etc.)
- Use of buildings and equipment
- Normal maintenance costs
- Communication (telephone, postage, bank) unless the measure consumption can be documented
- Taxes, fees and charges
- Printing / copying of material
- Rental of equipment used in daily operations and that are not directly related to the project
- ICT services and equipment
- Office Supplies
- Bank Guarantees
- Legal assistance

#### **External Financing**

All partner institutions are required to report on activities which are funded by external financial contributors in their annual reports.

Although the Norad-funded activities are a priority in the NORHED Programme, NORHED emphasizes the positive effects of co-funding with other programmes and/or agencies. It should be noted, however, that the same activities cannot be funded by more than one programme (no double funding).