



UNIVERSITY RESEARCH GRANT BUDGET GUIDELINE

This guideline is provided to assist applicants in accurately completing the budget table as shared. It is aligned with the instructions and funding limitations stated in the budget sheet. All applicants are required to strictly follow this guideline when preparing their budget. Budgets that do not adhere to these guidelines will be returned to the applicant for revision. Upon receipt of the revised budget sheet, the application will then be considered for the University Research Grant (URG). Applicants will be given a **maximum of three (03) days to revise** and resubmit their budget.

General Tips

- Only fill in blue cells (as instructed).
- All cost entries should be in Maldivian Rufiyaa (MVR).
- Use realistic and justifiable quantities with clear cost bases (e.g., per unit, per trip, per person).
- Use MNU in-kind contributions wherever available to reduce cash costs.

1 Remuneration, Other Compensation

1.1 Under the URG, only the research assistant fee is eligible for funding. Professional fees are not covered under this grant scheme.

1.1.1 Research Assistant

Maximum budget: MVR 30,000 (can be split over months)

Example:

- Unit: Month
- Maximum per month: MVR 5,000

1.2 Data Collection and Enumeration

For the data collection fees given to the enumerator for each questionnaire or form include Focus Group Discussion cost. University Research Grant separately do not fund for the focus group discussion. Food and other compensation are for the enumerators as well as the interviewees are not funded under University Research Grant.

1.2.1 Enumerator Fees

Data package per enumerator: (maximum) MVR 50

Per form (lengthy form): (maximum) MVR 80

Per form (short form): (maximum) MVR 60

2 Equipment, Machinery, Tools

When requesting equipment funding, researchers should provide a compelling justification for the need, the benefits of the equipment, and the proposed use.

All applicants are required to return the equipment, machinery and tools to RDO upon completion of the research project.

2.1 *Tools and Equipment*

- If the required tools and equipment for the research are available at the Maldives National University (MNU) under the resource-sharing scheme, researchers must include the usage cost of these resources as **in-kind (In-kind) contributions**.
- If the existing MNU tools and equipment cannot fulfill the objectives of the proposed project, researchers must provide a **clear justification** outlining the necessity for new tools/equipment.
- The justification must also explain how the newly acquired tools and equipment will support **future research and learning purposes** at MNU beyond the project's completion.
- When stating the cost of tools and equipment, researchers should provide **realistic cost estimates** and, where possible, **attach official quotations** for the proposed items. [These quotations can be included as attachment in the proposal].

2.2 *Measuring Equipment*

When requesting measuring equipment, applicants must ensure that the request is fully justified in relation to the research objectives. Each request must include the verified market price from a credible source to support the proposed cost. It is important to note that all equipment procured under this project will remain the property of Research Development Office (RDO). All applicants are required to return the equipment to RDO upon completion of the research project.

3 ICT Hardware, Software

All applicants are required to return the ICT hardware, software to RDO upon completion of the research project

- Only include items under this section if they are not available at the Maldives National University (MNU).
- ICT hardware and software that are already available at MNU—such as SPSS, NVivo, and similar software accessible through the IT department—must not be listed under this section.
- Instead, their usage should be recorded as in-kind contributions.
- Any software not available through MNU may be included under this section, with supporting justification and cost details where applicable.
- Laptops, iPads, cartridge, A4 paper and similar personal electronic devices are not eligible for funding under the University Research Grant and should not be included in the budget.

4 Transport, Travel

Transport and travel costs must be included in accordance with the government-approved rates. Eligible costs include, Domestic flight tickets (e.g., Maldivian airline fares) and public transport ferry fares. Private launch hire or speedboat costs are not covered under the University Research Grant (URG) and should not be included in the budget.

4.1 Domestic Travel

- Travel per round trip (airfare): Max MVR 3,500
- Public ferry only where available
- Accommodation per night: MVR 500
- Meals per day: MVR 350
- Airport taxi one-way Male: (maximum) MVR 85 [Domestic Terminal]
- Airport taxi one-way Hulhumale phase 2: (maximum) MVR 95
- Airport taxi one-way Hulhumale phase 1: (maximum) MVR 85

5. Dissemination

Under dissemination URG will fund only local dissemination cost only. Cost related to Costs related to overseas travel for dissemination purposes, including participation in international conferences, workshops, or any other dissemination-related activities abroad, are not eligible for funding under the University Research Grant (URG) and should not be included in the budget.

5.1 Domestic dissemination

Under domestic dissemination funding will only be provided for the dissemination where applicant is required to use MNU facilities as hall hire.

Funding will be provided for dissemination catering cost.

Catering cost max: MVR 4,000 (MVR 20/head)

- Unit: Person
- Unit Cost: MVR 20

***Note:** Overseas dissemination of research findings, including participation in international conferences, is not supported under the University Research Grant (URG). Such activities are only eligible for funding through the dedicated International Conference Fund, subject to approval and availability of funds.*

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