

## UNIVERSITY BOOK WRITING GRANTS (UBWG) 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 Book Writing Grants (UBWG). 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
- Applicants must ensure that the applicable cost limits are reflected in the **UBWG Budget Template** when preparing their budget.

### 1 Salaries

Under the University Book Writing Grants (UBWG), professional or consultancy fees are not eligible for funding. Applicants should therefore not include payments to external consultants, professional service providers, or subject-matter experts as consultancy fees in the project budget. However, the following costs are eligible where they are directly related to the development and production of the proposed book:

#### *Illustrations and Design*

- Costs related to illustrations, graphic design, cover design, figures, diagrams, and other design requirements directly related to the production of the book can be included.
- **Allowable Cost:** MVR 5,000-7,000 (minimum MVR 5,000; maximum MVR 7,000)
- Applicants should provide a clear justification for the requested amount based on the design and illustration requirements of the proposed book.

*Applicants are encouraged to identify and include relevant subject-matter experts and area-specific specialists as members of the book-writing team during proposal development. This will ensure that the required technical expertise is available throughout the project without incurring consultancy costs that are not eligible under the UBWG.*

## 2 Equipment

Applicants are encouraged to make use of tools and equipment previously procured through University Research Grants (URG) and University Book Writing Grants (UBWG) and made available for shared use.

- Where suitable resources are already available at MNU, applicants should utilize these resources instead of requesting new equipment.
- Applicants should indicate the use of existing MNU resources, where applicable, as an in-kind contribution.
- Any request for tools or equipment that are already available through existing URG- or UBWG-funded resources may be deducted from the requested project budget.
- Requests for new equipment must be clearly justified in relation to the development and production of the proposed book.
- The justification must also include 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].
- Any equipment purchased under the UBWG shall remain the property of the Research and Development Office (RDO), subject to the applicable MNU procedures.

## 3 Approvals / Manuscript Services

Applicants may include costs associated with the finalization, review, and approval of the manuscript under this category, within the approved/set funding limit.

### *Eligible costs include:*

- ISBN registration-MVR 2,500  
✓ Covers ISBN approval and registration.
- Layout & Typesetting-MVR 2,000-5,000 (minimum MVR 2,000; maximum MVR 5,000)
- Proofreading & Editing- MVR 2,000-4,000 (minimum MVR 2,000; maximum MVR 4,000)  
✓ Covers language editing and final proofreading

*Applicants should provide a clear justification for each requested service and include realistic cost estimates.*

#### **4 Marketing of the Book**

Applicants can include costs associated with the promotion and dissemination of the published book within the approved funding limit.

- Marketing-MVR 5,000 maximum.
  - ✓ This covers the promotion, publicity materials, and book launch activities

#### **5. Printing of the Book**

Applicants requesting funding for printing must provide sufficient details to support the proposed printing cost.

*The following information should be included:*

- Book Title/Item
- Number of Pages
- Book Size
- Print Type
- Number of Copies

*Applicants should provide a realistic estimate of printing costs and, where possible, attach an official quotation from the printing service provider as supporting documentation.*

#### **6. Other Expenses**

Applicants may include other expenses that are essential and directly related to the development, completion, publication, or dissemination of the proposed book, provided that such expenses are eligible under the UBWG.

*For each proposed expense, applicants must:*

- Clearly specify the item or service;
- Provide the estimated cost;
- Explain the purpose and necessity of the expense; and
- Demonstrate how the expense directly supports the objectives of the proposed book.

*Expenses that are not directly related to the proposed book or that fall outside the eligible expenditure categories of the UBWG should not be included in the budget.*

**-End of the Document-**

*Last updated for UBWG 2026 Call 2*