

## Budget Instructions

A high-level budget is required for Stage 1 submission. Applicants do not need to put together and submit a detailed, line-item budget unless they are invited to develop a Stage 2 proposal. Note that the **budget shall be submitted in United States dollar (USD)** only as grant agreements are signed in this currency.

The value of your requested budget in the Stage 1 should match the value submitted in Stage 2.

The maximum amount of funding you can request depends on the Project Type for which you are applying. Please read the [Wave 7 Grants Framework](#) information note for more details.

Applicants may not request funds in excess of 5 times their annual budget, which should be clearly stated in the uploaded financial audit statement and entered into the Stage 1 application site.

### Budget category 1 – Human resources

- Spending on human resources cannot exceed 15% of the total requested budget.
- If your project plans to hire people in the community to deliver TB services, they can be included in the activities budget category. The human resources budget category should be limited to office-based employees and consultants.

### Budget category 3 – Project-related travel

- This budget line should include all project-related travel expenses.
- This should include the TB REACH Grantee meeting, but please note
  - The dates and location for this meeting are not finalized yet.
  - If you are applying from a country outside Asia, please budget the airfare, per diem (6 nights) and visas for 2 individuals to travel to Bangkok, Thailand. If you are applying from Asia, plan the same but for a travel to Addis Ababa, Ethiopia until further information are provided.

### Budget category 4 - Procurement funds withheld at source for GDF (GeneXpert technology)

- Please use the [TB REACH Xpert Budget Estimation Tool](#), which shows the unit costs for GeneXpert systems, Xpert MTB/RIF cartridges, calibration kits and warranties, as well as estimating the shipping costs for these items.
  - The Xpert MTB/RIF Ultra cartridge is progressively being commercialized and available to a large number of countries. We expect that it will be fully available for Wave 7 projects. The cost for an Xpert MTB/RIF Ultra cartridge is the same as the current price of the Xpert MTB/RIF cartridge.
  - The GeneXpert Omni system is not currently commercially available and we are unsure of timelines at this moment.
  - Costs with associated importation, customs, and domestic transport of equipment and supplies should be in listed in Budget Category 6.

### **Budget category 6 – Procurement of non-medical items**

- Procurement of non-medical costs include any expenses that are not related to medical equipment such as computers, mobile phones, motorcycles, etc. These expenses should not be allocated under “activities” or “IT/Communication” budget category.
- Include any costs with associated importation, customs, and domestic transport of equipment and supplies

### **Budget category 8 – Operational Research**

- Spending on operational research cannot exceed 10% of the total requested budget.
- This budget category may be used to support standalone operational research studies or to support further analyses and results dissemination of project activities.

### **Budget category 9 – Direct Program Support (max 12% of the total budget)**

- Spending on direct program support cannot exceed 12% of the total grant budget.
  - If your project has any sub-awards, the combined primary and sub-recipient direct program support costs cannot exceed 12%. TB REACH does not allow the primary recipient to take a 12% direct program support costs and then the sub recipient to do the same. The effective rate would be 23.5% for each dollar spent by the sub-recipient in this example.
- This spending cap has been requested by the donor agencies which fund the TB REACH initiative and **there is zero flexibility on exceeding this ceiling.**
- Direct Program support costs include any indirect expenses that are not related to direct labour, direct materials, activities, etc.
- **Funding may not be used to set up new offices or to renovate existing ones.**
- TB REACH grantees will be required to provide a certified audit report at the end of their grant period, which is one of the deliverables for the final grant payment. Prospective grantees should budget the cost of the audit under direct program support.

### **Budget category 10 – External monitoring and evaluation (funds withheld at source)**

- TB REACH will withhold these funds at source (Stop TB Partnership / UNOPS) and will directly procure external monitoring and evaluation (M&E) services on behalf of all Wave 7 grantees.
- The amount to budget for these services is still being determined. For the Stage 1 submission, we have inserted a default value of USD 35,000 (except for Special Funding which is USD 7,000 giving the less complexity nature required by this category of project).