

## FutureWORKS Asia Grant allowable expenditures

May 2024

FutureWORKS Asia is funded through a grant from the International Development Research Centre (IDRC) of Canada, and therefore is subject to funding guidelines set out by IDRC. This is a guide for those wishing to apply for research grants under FutureWORKS Asia, to assist applicants in preparing their budgets. Notwithstanding the standard guidelines set out by [IDRC's Guidelines on Acceptable Project Expenditures](#), the following stipulations *also* apply. In administering grants to a successful applicant (i.e., the Recipient), LIRNEasia – the administrative organization for FutureWORKS Asia—will adhere to the parameters set out in these guidelines.

### Allowable expenditures

The following sections describe restrictions which are placed upon the payment for the items, goods, or services set forth in project budgets.

#### 1. Air Travel

Any air tickets purchased by the Recipient with FutureWORKS Asia Funds, directly or indirectly, must be in excursion class or at lower fares. The applicable fare shall be purchased for the most direct and economical routing. The Recipient may reroute or upgrade at the Recipient's own expense.

#### 2. Per Diems for Subsistence

Per diems paid with FutureWORKS Asia Funds to team members and other Project participants while on travel shall not exceed the schedule of maximum per diems in force at the IDRC. Further information on the applicable rates is available from at: <https://idrc-crdi.ca/en/diems>

### 3. COVID-19 Considerations

If required by law, the costs both pre- and post-travel COVID testing, and travel quarantine are eligible expenses. FutureWORKS Asia/LIRNEasia will not cover any direct costs related to treatment for COVID-19 contracted before, while on or after travel.

### 4. Taxes

Outside of Canada, FutureWORKS Asia Funds shall not be used to pay any other form of direct or indirect taxation except where:

- a) consumption-based taxes are embedded in the cost of small goods (supplies, stationary, gas, fuel, petrol, etc.) and services (restaurant and hotel meals, consultants, printing and reproduction, etc.) which are locally procured by the Recipient;
- b) it is more economical to purchase local goods and equipment with the embedded duty and custom taxes than to purchase goods abroad and in addition pay for shipping, insurance, duty and taxes (this provision is not meant to be invoked to circumvent the work involved in getting the tax or duty exemption, where the Recipient is entitled to one and it would cost less to do so);
- c) local taxes cover the cost of utilities (water, sewage, garbage pick-up and other essential municipal services); and
- d) taxes are part of the cost of employment and payable over and above basic salaries (e.g. payroll taxes; employer's contributions to public health care, social security, public pension schemes, etc.).

### 5. Project Indirect Costs

The FutureWORKS Asia/LIRNEasia does not allow the recovery of overhead on its grants. It does however allow the recovery of reasonable indirect costs incurred in the conduct of the Work and in the administration of the FutureWORKS Asia Funds. Indirect costs can include but are not limited to the following:

- a) salaries and benefits of personnel which support and administer the Project, such as secretaries, clerks, accountants, etc.;
- b) stationery and other office supplies;

c) telecommunication cost (unless the nature of the Work has warranted a specific budget line item for that purpose, to be approved in the final budget by LIRNEasia); and

d) computer equipment used for the administration or accounting of the FutureWORKS Asia Fund disbursements.

The Recipient shall keep track of its indirect cost charges in order to satisfy the requirements of any possible audit in accordance that LIRNEasia or IDRC may conduct as per the Grant Agreement that will be signed between the Recipient and LIRNEasia.

Where the Recipient has a policy of recovering its indirect costs through the application of a percentage, it shall be able to satisfy LIRNEasia or its designated auditors that the levy is fair and reasonable, and the Centre shall only allow recovery of indirect costs as a percentage of actual expenditures.

In any event LIRNEasia shall only pay indirect costs up to 13% of the recipient-administered grant value, including the indirect costs of any Sub-recipients, but excluding the amount of the indirect costs themselves.

**In the case of any contradictions between the IDRC guidelines and those contained in this document, the latter shall supersede.**