

Hydraulic Engineering – Project Guidelines

As of 20 February, 2025

1. Introduction

Given the mission of the department of Hydraulic Engineering it is vital that our staff is involved in various research, innovation and valorisation projects from fundamental to more applied. The project effect is a key factor in the department's budget and in the coming years improvements in overall project effect are needed given the current budget situation. This document describes the guideline for new projects within HE.

The following guidelines apply to all (new) projects and align with the faculty guidelines for projects (included in the appendix).

2. Basic principles:

- All project proposals and budgets must be approved before submission.
- For the external budget: according to legal requirements for universities, for projects with private parties, costs must be charged on an integral cost basis. If the funding scheme requires other tariffs, the contract manager will advise accordingly.
- All project results are always fully transferred to the department. The projects' results serve to cover general (direct and indirect) section costs. Therefore, achieving higher project results on the internal budget has a positive influence on the section and department budget.
- If a funding scheme allows staff to record their own hours, it is expected that hours are included in the budget.
- Projects must meet a minimum project result of 110% in the Direct Costs column ('2nd column') of the internal budget, but preferably a higher result ("squeezing" of project effect to include other non-project relevant costs is not desired).

3. Guidelines for proposal evaluation:

Staff can prepare and submit projects as long as they align with the strategic and financial priorities of the section/department. The following factors will be taken into account when making the decision to support project submission:

- A. The added value to the career development of the staff member leading the project.
- B. The added value for the department, including alignment with the strategic research themes and departmental profiling.
- C. The financial impact of the proposed project in the context of the section's and department's budget situation.
- D. As mentioned, projects are expected to meet the "110% criterion" and if projects do not meet this criterion they will generally not be supported. However, exceptions (i.e. projects below 110%) can be made and the above criteria will also be used for decision making. Generally, there will be more flexibility for younger academic staff to initiate new projects compared to senior staff.
- E. If a project aligns with the department's criteria, the section leader decides on its support. If it deviates from these criteria, the decision will be made by the department chair in consultation with the department board.

4. Internal budget guidelines:

- A. **Use standard rates:** Rates are yearly being updated conform the yearly -Rate Letter-. Contact Contract Management for the latest rates.

Rates to be used in external budget					
Money stream categories TUD	2nd	3rd	3rd	3rd***	4th
Common grants	NWO	EU	RVO	Others	Gifts, Sponsorships etc.
Rates to use	Fixed rates NWO*	Fixed rates EU*	Integral rates RVO*	**Integral rates	**Integral rates

*No deviations permitted and possible

** Base rates. Deviations will be discussed with and approved by department head/section head + must be in confirmation with "Staatssteun policy".

Please contact CM if unclear.

*** Commercial rates for consultancy/lab analyses. Will be processed through 1st money stream.

B. Include all applicable costs in the budget proposal:

- a. Personnel costs:
 - i. additional personnel costs such as PhD candidates and postdocs.
 - ii. Staff supervision hours (if eligible).¹ A minimum number of hours is set in the contract (see table below), and additional hours can be added if deemed necessary.
- b. Material & equipment costs:
 - i. consumables and equipment required for executing the project.
 - ii. Software necessary for the project, such as licences and cloud-based tools.
 - iii. Laptop costs (on average €1,500).
- c. Service costs:
 - i. Subcontracting of specific tasks or expertise.
 - ii. Intellectual property (IP) costs, e.g. legal advice etc.
 - iii. Other project-related costs, such as audit fees. (Check with the project manager if applicable.)
- d. Training, Development, and Travel Costs:
 - i. Graduate School fees (only for PhD candidates, €3,500).
 - ii. Conference costs and travel costs for national and international trips (minimum of €2,500 per year per PhD/Postdoc).
- e. Lab & fieldwork costs – if the project has (substantial) lab costs, these costs should be coordinated with the lab head before submission:
 - i. Technician hours
 - ii. Materials used in the lab.
 - iii. Depreciation costs for lab equipment.
- f. Post Graduation Cost:
 - i. If applicable, PhD defence costs.
- g. Outreach and other
 - i. Organisation of workshops, conferences, summerschool
 - ii. Knowledge dissipation (book, video, website)
 - iii. Other relevant costs

¹ Note: For NWO projects, these costs are not eligible, and whether they should be included in the internal budget will be decided later.

Minimum hours for staff supervision to be included in the budgets.

PhD student	Per year	Total in 4 years	Postdoc	Per year
Supervision co-promotor	70 hours	280 hours	Research interaction with supervisor	50 hours
Supervision promotor	35 hours	140 hours		

The table below provides a general overview of the types of costs typically eligible for funding under each type of project funding.

Costs to be included in external budget****						
Money stream categories TUD		2nd	3rd	3rd	3rd	4th
Common grants		NWO	EU	RVO	Others	Gifts, Sponsorships etc.
Out-of-pocket expenses (direct cash out)	PhD / Postdoc	✓	✓	✓	✓	✓
	GS Fee & laptop	✗	✗	✗	✓	✓
	Conference, training & travel	✓	✓	✓	✓	✓
	Equipment	✓	✓	✓	✓	✓
	Other direct costs (materials e.d.)	✓	✓	✓	✓	✓
	Audit	NA	✓	✗	✓	✓
Projecteffect	Technician	✓	✓	✓	✓	✓
	Staff	✗	✓	✓	✓	✓

**** Starting point. Could deviate depending on grant type.