

General Guidelines for Budget Planning

If you are currently developing a project proposal, then you must be aware of one of its most critical steps: budget planning. Thus, below are some crucial guidelines for budget planning and general advice on GJU guidelines.

Cost Categories:

Project budgets can include a host of cost categories depending on the nature of your project. Below is a non-exhaustive list of some of the major cost categories that turn up in most budgets:

1. Staff Costs
2. Travel & Transportation Costs
3. Equipment, Materials, and Services
4. Indirect Administrative Costs/ Overhead

1. Staff Costs:

The cost for compensating project team members for their work on the project, and is usually calculated using a person/ days unit of measure.

GJU Staff Team members	Non-GJU Staff Team members
Calculated based on GJU daily rate and can be requested from the Finance Department.	Calculated based on GJU's average rates and can be requested from the Finance Department based on each position's required academic level and experience. * Social security contributions must be incorporated into the calculations.

* In exceptional cases, the funding agency may have its own standard rates that it requires us to use for the staff cost calculations. If so, then they may be used, on the condition that this is clearly required and approved by the funding agency as per their regulations.

2. Travel & Transportation Costs:

The Travel & Transportation Costs shall be calculated based on the funding agency's official rates and regulations in terms of the flight, accommodation, and per diems. If no such funding agency regulations are available, then they shall be calculated in accordance with GJU's travel regulations as detailed below:

International Travel, accommodation, and per diems	Local Transportation, accommodation, and per diems
<ul style="list-style-type: none"> Flight costs can be covered (considering cost efficiency and the economical use of funds). Travel allowances are calculated in accordance with Article 19 of the Jordanian Governmental Travel and Transportation Bylaws and its Amendments No. (56) of 1981, and shall cover all stay costs, per diems, local transportation, and Visa fees. 	<p>Local Transportation, accommodation, and per diems shall be calculated in accordance with Article 18 of the Jordanian Governmental Travel and Transportation Bylaws and its Amendments No. (56) of 1981.</p>

3. Equipment, Materials, and Services:

- For materials and equipment to be purchased from the project's funds, please take note that in addition to any specific regulations of the funding agency, the procurement regulations at GJU ([Government Procurement Bylaw No. 8 of 2022](#)) must be followed.
- The amount of time required for procurement of the requested goods/ services will vary according to their estimated values and based on the government procurement guidelines and any additional funding agency requirements. Please make sure to incorporate this into your planning, particularly with regard to the schedule and timeline of the project and any milestones related to certain materials and equipment.
- The estimated costs of the Equipment, Materials, and Services will vary depending on the type of goods/ services needed and the nature of your project. In all cases, the economic use of funds and average market rates must be considered.

4. Indirect Administrative Costs/ Overhead:

- Please note that as per Article 15.B of the IPO’s regulations, you are kindly requested to incorporate a **10%** overhead into the project budget to account for the indirect costs of running the project. With an exception to the funding agencies that do not allow for this according to their regulations.

All costs listed in the budget must directly correspond to the detailed activities listed in your technical proposal.

Please take the above notes into account when preparing the project's budget estimates, and kindly refer to the [IPO regulations](#) and the [IPO team](#) for any further information.

* If the funding agency doesn’t have its own budget template, you may develop your own, or ask the IPO or the Finance Department to help provide one. For assistance, here is a link to a basic [draft budget template](#) to be used for reference.