



# KIC InnoEnergy PhD School Financial Guidelines



KIC InnoEnergy receives funding from the European Institute of Innovation and Technology. (EIT).



These guidelines are valid from the second candidate intake to the KIC InnoEnergy PhD School and onwards. The guidelines in place at the time a student is accepted follow until the student graduation, subject to a maximum of 4 years Full-Time-Equivalent studies. These guidelines are guaranteed as the minimum for this period. They can never be decreased for the completed intake. However, they can increase in the case that the KIC InnoEnergy financial support increases.

## **1. Introduction**

The KIC InnoEnergy PhD School should ensure that the InnoEnergy attributes and criteria, as established in the EIT-regulations and subsequent discussions/decisions in the “EIT Educational Directors group”, the “KIC InnoEnergy Educational Development Unit”, and the “KIC InnoEnergy Executive Board” are duly implemented on the PhD level. This includes also the areas of specialization in the various themes of the Colocation Centers.

As KIC InnoEnergy puts an extra, different and unique, “flavour” to the PhD program than what is customary for the traditionally technical PhD education at most universities, there will be an additional cost for each doctoral candidate in the InnoEnergy PhD School compared to a doctoral candidate in a more conventional PhD program. InnoEnergy must strive to offer excellent “added value activities” for its doctoral candidates.

## **2. Scope of the Budget**

Although the program is naturally split by the different locations of KIC InnoEnergy PhD School Offices, the budget for the program will be presented by the partners (e.g. university), as it is the partners that officially make the contracts and request the funds. Student details will be mainly reported through the local offices, so the program's financial administration brings together the details and presents them appropriately to KIC InnoEnergy SE.

The costs of providing a complete PhD education include advertising, selection, candidate salaries, supervision and laboratory equipment, all courses, conferences, mobility expenses, etc. Of these costs the salaries, particularly in those universities that provide regular university employment for doctoral candidates, form the greatest part. It is the Home Organization that provides the core PhD education including scholarship/salary, supervision etc. These costs are funded from many sources, such as industry, EU, national and regional sources and KIC InnoEnergy innovation projects. It is hoped for the future that some students can have full or partial scholarships, to allow offers to be made directly to a few excellent applicants without any delay.

The KIC InnoEnergy PhD program is, however, a structure on top of core PhD education. The core work of the KIC InnoEnergy PhD School is to provide the added value activities and thus the first priority in the budget must be to ensure that every student within the InnoEnergy PhD School shall have resources available for the mobility, business education etc. The principle adopted in our budget is therefore that its outgoings are the extra costs that the KIC InnoEnergy program entails, and its income is the corresponding cash contribution from the KIC InnoEnergy SE, along with any in-kind contribution of resources and student salaries that are donated by the partners back to the KIC InnoEnergy SE.

The main parts of this budget are therefore costs of doctoral candidate and teacher mobility, business and entrepreneurship education, joint student-activities (e.g. PhD conference), advertising, application and selection procedure and monitoring of students.

**KIC complementary activities (KCA)** to the program may include the non-added-value costs of a student that the universities meet from other funding sources, and donations of teaching, supervision, resources and industrial sponsorship from InnoEnergy partners. As KCA is ultimately made to KIC InnoEnergy, those costs that are already given as KCA through another route (such as an innovation project) cannot be given within the PhD program. For example a salary for one specific doctoral candidate cannot be claimed as **complementary funding** by an Innovation Project and by the KIC InnoEnergy PhD School's office hosting this student.

In order to identify the different cost categories that will appear for the KIC InnoEnergy PhD School these financial guidelines have been established. Each cost is qualified with:

- to which scope it applies (PhD School, PhD Office or doctoral candidate)
- to which timeline it applies: once per year, once per 4 years or different
- cost cap guideline: and its itemization
- whether the cost is supported or not by a scholarship allowance
- within KIC: whether it is budgeted under Education, R&T or Business Creation
- cash-flow and reporting

This is a supporting document to Exhibit 1.3 **PhD School Budget**.

### **3. Program Management of the KIC InnoEnergy PhD School**

The PhD School Coordinator and the PhD School Officer have a significant responsibility. They must ensure the high quality of the PhD School and fulfil the high expectations of the KIC InnoEnergy leadership, as well as of the doctoral candidates, and must thus devote the necessary time for running this team with a similar view and devotion towards the KIC InnoEnergy PhD School activities.

In view of the work involved in setting up and dealing with applications, selection & assessment, mobility, progress-monitoring, PhD Conference, courses, guest lectures, group discussions etc., it is proposed that the equivalent of 0,5 FTE is budgeted for each local office and for the KIC-level program, i.e. 7 administrators (PhD local management in Exhibit 1.3 for local offices, PhD School management for KIC level), plus travel & consumables.

Promotion of the program is currently covered under the budget of education promotion and not part of local offices specific budget.

### **4. Cost for a doctoral candidate inside KIC InnoEnergy PhD School**

#### **a. Salary and scholarships**

The salary/scholarship (different terminologies exist in different countries, but in both cases this means the financial amount that the doctoral candidates will receive "in the pocket", before or after income tax, and with/without any cost for social security, as depends upon the national legislations) of most doctoral candidates will be funded from either KIC InnoEnergy sources outside KIC InnoEnergy (if these will allow KIC InnoEnergy partners to share the acquired knowledge) or by the KIC InnoEnergy "Innovation Projects".

## **b. KIC InnoEnergy Added Value Activities (KAVA)**

### **I. EIB1 Module, including Economics Module (estimated duration one week):**

- a. This is a full “InnoEnergy Added Value Activity” and can as such be covered by the “InnoEnergy Educational Budget”
- b. Budget assumptions (**total 2’100 Euro/student**):
  - i. Operational costs: 1200 €
  - ii. Travel, Subsistence & Accommodation: 900 €

### **II. EIB2 Module (estimated duration 2-4 weeks):**

- a. This is a full “InnoEnergy Added Value Activity” and can as such be covered by the “InnoEnergy Educational Budget”
- b. Budget assumptions (**total 5’000 Euro/student**):
  - i. Operational costs: 2900 €
  - ii. Travel, Subsistence & Accommodation: 2100 €

### **III. Soft Skills & Networking Module (estimated duration 3-5 days):**

- a. This is a full “InnoEnergy Added Value Activity” and can as such be covered by the “InnoEnergy Educational Budget”
- b. Budget assumptions (**total 1’500 Euro/student**):
  - i. Operational costs: 600 €
  - ii. Travel, Subsistence & Accommodation: 900 €

### **IV. Technology (estimated duration one week):**

- a. This is a full “InnoEnergy Added Value Activity” and can as such be covered by the “InnoEnergy Educational Budget”
- b. Budget assumptions (**total 2’100 Euro/student**) per module:
  - i. Operational costs: 1200 €
  - ii. Travel, Subsistence & Accommodation: 900 €

### **V. Other courses, not offered by KIC InnoEnergy PhD School:**

- a. Doctorate candidates who will ask to attend one training (so-called “School”) or conference which is not offered by KIC InnoEnergy PhD School Curriculum can ask to be funded up to 1200€ once in their whole period in the PhD School. This allowance will cover the training costs and the Travel, subsistence and accommodation fees.

### **VI. International mobility**

- b. The mobility of the doctoral candidates is one of the key attributes for the InnoEnergy. If the doctoral candidate goes abroad he/she will continue working on the research topic/project, and as such there will be no extra cost for the “sending institution” (it may be that the “sending” institution might have some fixed cost anyway). However, for the mobility to be fruitful for the doctoral candidate (as well as the project) there must be resources set aside at the “receiving institution”. Presently an amount **15’000€ is budgeted per doctorate candidate**. On the basis of these assumptions, the maximum allowance to the **host university is 1’000 € per month, in the limit of 6’000€ per doctorate candidate**; the maximum allowance to the **home university is 1’500 € per month in the limit of 9000€/doctorate candidate**.

## **5. Curriculum Development**

The curriculum development is aimed at developing courses to be used in the different modules of the KIC InnoEnergy Added Value activities (EIB 1 or EIB 2 Module, Technology Modules, Economic Modules, Soft Skills & Networking Modules).

The cost for the development is budgeted ad-hoc based on a proposal by the curriculum developer. The operational costs of courses proposed in KIC InnoEnergy Curriculum are covered by KIC InnoEnergy SE.

If the Candidate follow a course outside the ones offered by KIC InnoEnergy PhD School, the operational costs shall be covered per Candidate and per Local Office.

## **6. Cash flow**

- a. Upon approval of the KIC InnoEnergy Business plan by the EIT the KIC will pre-finance up to 70% of the budgeted cost according to Exhibit 1.3.

## **7. Reporting**

- a. Upon finalization of the calendar year all partners will have to submit their annual Cost Statement reflecting all cost incurred for the budgeted activities. All cost reported for the PhD Office/Program will need to reflect real cost incurred and will require supporting documents. The reporting should follow the budget structure of Exhibit 1.3 for each year.



Clean Coal Technologies



Electricity Storage



Energy Efficiency



Energy from Chemical Fuels



Renewable Energies



Smart and Efficient Buildings and  
Cities



Smart Electric Grid



Sustainable Nuclear and Renewable  
Convergence