



Budget Preparation Guide

**Call for Projects
01/2025**

Budget Preparation Guide for Projects

Implemented by

Biodiversity Research Consortium Brazil-Norway

Initiative

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Glossary of Technical Terms

CAPEX	Capital Expenditure. Investments in capital goods, such as equipment, infrastructure, and other expenses related to the acquisition of long-term assets.
CNPq	National Council for Scientific and Technological Development.
Project Deliverables	Concrete results or products to be delivered at the end of stages or the project, meeting defined requirements.
Project Scope	Set of objectives, deliverables, tasks, and limits defined to carry out a project, ensuring only what is necessary is done.
Opacity Report	Technical document evaluating and recording the level of black smoke emissions from diesel vehicles, verifying compliance with environmental standards.
MPSA	Mineração Paragominas S.A.
NR	Regulatory Standard from the Ministry of Labor.
OPEX	Operational Expenditure. Recurring operational costs, such as expenses for supplies, maintenance, energy, and labor.
PCMSO	Occupational Health Medical Control Program.
PPRA	Environmental Risk Prevention Program.
Technical Reserve	Additional amount included in the budget as a safety margin to cover unforeseen events or variations in projected costs during project execution.
SESC	Social Service of Commerce.
SENAI	National Industrial Training Service.
SUS	Unified Health System.
Telemetry	Technology that allows the measurement, collection, and transmission of data from remote sensors or devices for real-time monitoring and analysis.
NR-20 Training	Training for handling flammable liquids and fuels.

Introduction

This guide was developed to assist in the preparation of budgets for projects submitted to BRC funding calls. The budget is fundamental for the evaluation and approval of a project, reflecting not only its financial feasibility but also its coherence with the planned objectives and actions.

A budget must be realistic, aligned with the project's goals, and adequately forecast the resources required for its execution. Aligning the budget with the project's objectives is essential to ensure efficient and strategic use of resources, increasing the chances of success.

This guide highlights the importance of considering all relevant aspects, including costs related to mandatory norms for fieldwork in mining areas, ensuring compliance and safety. Additionally, the material facilitates understanding BRC's financial requirements and clarifies common doubts about budget preparation. With this guide, we aim to support applicants in building solid, clear proposals aligned with the consortium's expectations.

1. Understanding the Call

Before preparing a project budget, it is essential to understand the requirements established in the funding call. These requirements provide the necessary guidelines to ensure the proposal aligns with BRC's expectations and complies with all formal requirements.

The first step is to analyze the specific criteria related to the budget. Identifying mandatory items to be included is crucial to avoid disqualification due to omissions or inadequacies. Among these items may be costs related to fieldwork or laboratory activities, compliance with legal norms, or specific consortium requirements.

Additionally, it is important to understand the guidelines for budget presentation, such as required formats, submission deadlines, and technical details to be followed. Strict adherence to these guidelines ensures greater clarity and organization, facilitating evaluation by the responsible committee.

2. Steps to Prepare the Budget

2.1. Definition of Project Scope

- Detail all project activities and deliverables.
- Identify necessary resources (human, material, equipment, etc.).

2.2. Identification of Costs

- Classify costs into categories (personnel, materials, services, etc.).
- Estimate costs for each item using market data and historical data from similar projects, as well as future projections, considering inflation and exchange rate variations for imported equipment.
- Include indirect costs (rent, fuel, energy, etc.).
- Include a technical reserve for unforeseen events or equipment maintenance.
- Include administrative fees (value defined by the managing institution, e.g., FADESP).

2.3. Cost Classification

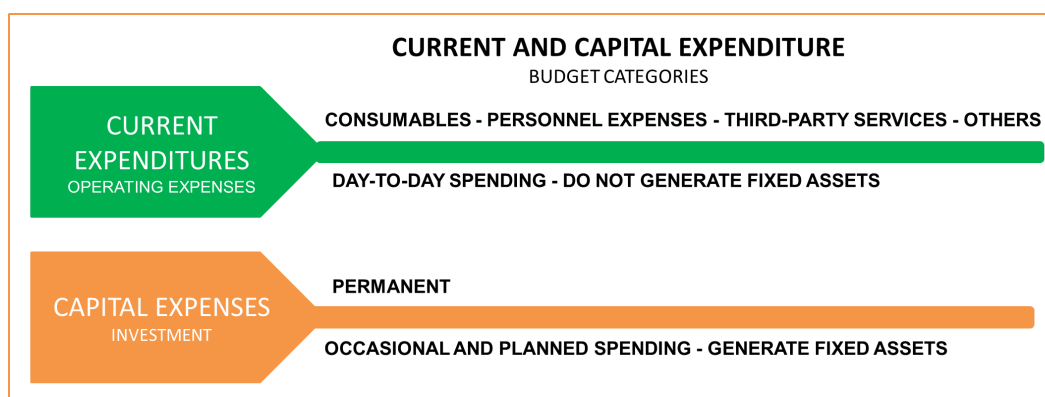


Figure 1: Expense Classification

Public expenses and revenues can be classified according to various aspects. The purpose of these classifications, as indicated, is to facilitate their evaluation before, during, and after execution.

Hydro Fund Spreadsheet:

After the proposal is selected, the budget must be presented in a specific spreadsheet, considering items related to specific activities. The final document will consist of several spreadsheets, each containing a list of items necessary for the development of the activity. At the end, each spreadsheet will correspond to a line of action, with all its costs considered, presented in the Quantity and Price Table (QQP).

Objeto Contratual: Monitoramento de longo prazo de mamíferos terrestres na área de abrangência da mineração Hydro Paragominas* de acordo com os Anexos listados abaixo, os quais integram o presente instrumento, como se aqui estivessem transcritos:						
ITEM	DESCRIÇÃO ¹	UNID. ²	QUANT.	PREÇO UNITÁRIO	VALOR TOTAL	Participação em Relação
10	Bolsa de Coordenador	Unidade				
20	Bolsa de Pos doc	Unidade				
30	Bolsa de Técnico	Unidade				
40	Material permanente - 1 ano	Verba				
50	Material permanente - 2 ano e 3 ano	Unidade				
60	Material de consumo - 1 ano	Verba				
70	Material de consumo - 2 ano	Verba				
80	Material de consumo - 3 ano	Verba				
90	Serviço terceiro - Manutenção -1 ano	Unidade				
100	Serviço terceiro - Manutenção - 2 e 3 ano	Unidade				
110	Campanhas de Campo	Unidade				
120	Intercâmbio	Unidade				
130	Mobilização	Verba				
Notas/observações:					0,00	0%
Notas/observações: ¹ Descrever os itens de acordo com o escopo e/ou locais da prestação dos serviços. ² Adequar a unidade de medida de acordo com o escopo a ser contratado. ³ Detalhar, na especificação, o que será aceito como despesa reembolsável: hospedagem, alimentação, traslado, etc. Recomendamos verba limitada a 10% do valor estimado para os serviços demandados. Respeitado as diretrizes globais e regionais em vigor. Observar que no item de medição na especificação deverá ter informação pertinente quanto a forma que os itens serão medidos.						

Figure 2. Standard Quantity and Price Table (QQP) for budgeting projects supported by BRC. The items filled in the “DESCRIPTION” and “UNIT” columns are examples and not mandatory items to be considered when constructing the budget.

FADESP Spreadsheet:

In the Foundation's spreadsheet (FADESP, for example), after selecting the proposal, the budget must be presented, costs will be organized by rubrics, considering the total costs per category. The rubrics and items included in each are organized in [Table II, Table III, and Table IV].

3. Budget Structure

3.1. Budget Organization Models

Due to the financial management model adopted by BRC-supported projects, it is necessary to comply with different budget construction standards during the selection, mobilization, execution, and closure stages.

To facilitate proposal submission in Call 01/2025, a simplified budget construction model has been adopted. However, once approved, the project budget will be reorganized into rubrics to meet BRC's different management flows.

Please fill out the template spreadsheet with the budget without altering the formulas to facilitate data reorganization in subsequent budget models.

The budget must be presented in the standard form, available at BRC website - menu "Call for Projects" - <http://www.brcbn.com>

To complete it, include the main budget lines and values and attach a detailed budget in Excel with the calculation memo for each budget item. The budget must include the funding amount requested from the Hydro Fund, the estimated contribution from your institution (infrastructure, salaries, scholarships, etc.), and funding from other sources (if applicable).

The justification for costs is not mandatory, but it is recommended to justify necessary costs not evident in the technical proposal.

3.2. Filling Out the Quantity and Price Table (QQP)

For selected and approved projects, there will be a time to fill out the Table of Quantities and Prices, as per Hydro's standard. The standard spreadsheet for budget construction is the Hydro Fund spreadsheet. The spreadsheet consists of some tabs. Each tab contains designated spaces for filling in items, quantities, and corresponding values.

The first tab of the document refers to the Quantity and Price Table (QQP). This tab summarizes expenses by category, presenting the total projected project value, respective quantities, and unit and total prices. It serves as the basis for planning and controlling project costs, ensuring transparency and financial alignment with the approved budget.

Next, it is recommended to record a Disbursement Timeline, i.e., a detailed plan specifying the dates and amounts expected for the release of financial resources throughout project execution, aligned with the stages, goals, and activities defined in the work plan.

The remaining spreadsheets should be organized by category, which will be defined by the type of project to be executed. Some categories are common to most projects, such as human resources, materials and supplies, equipment, and outsourced services.

The following items provide detailed guidance for constructing budget spreadsheets. It is recommended to read them for proper completion, avoiding the need for revisions or project disqualification.

4. Detailed Breakdown by Category

Each category should contain clearly and objectively specified items. Categories should be organized by tab in the Excel spreadsheet provided as an annex to this Call, with the first tab presenting an executive summary of the budget—the Quantity and Price Table (QQP).

For each item, fill in:

- Description: Briefly explain the item and its purpose.
- Quantity: Specify the exact quantity needed.
- Unit of Measure: Indicate whether it is units, meters, kilograms, hours, etc.
- Unit Cost: Specify the cost per unit.
- Total Cost: Multiply the quantity by the unit cost.
- Justification (optional but recommended): Explain why the item is essential for the project.

5. Main Categories for Budget Composition

- Human Resources: Salaries, per diems, fees, research grants, and other team-related costs.
 - o Research grant values must follow the CNPq Table. Link: https://www.gov.br/cnpq/pt-br/aceso-a-informacao/bolsas-e-auxilios/copy_of_modalidades/tabela-de-valores-no-pais

- For categories not listed in the CNPq table, Table I and the following criteria should be used to help define the appropriate amounts:
 - Budget impact of the research grant – the total annual cost of research grants must not exceed 30% of the total project budget.
 - Workload.
 - Level of responsibility within the project.
 - The duration of the research grant must not exceed the planned project execution period.

Table I. Research grant values for categories not listed in the CNPq table.

Role	Equivalent Grant Level
Coordinator	Technological and Industrial Development (DTI) – B
Postdoctoral Researcher	Junior Postdoctoral Fellowship (PDJ)
Research Assistant	Technological and Industrial Development (DTI) – C
Research Assistant (undergrad)	Scientific Initiation
Auxiliar de campo ou motorista	Produtividade em Desenvolvimento Tecnológico e Extensão Inovadora - DT

Source: http://memoria2.cnpq.br/view/-/journal_content/56_INSTANCE_0oED/10157/25314#DTI

Table II. Items included in the rubrics.

Rubric	Included Items	Sub-items
Current Expenses	Fixed-term Contracts	
	Per Diems	Meals, lodging, and urban transportation within the municipality where the employee has permanent duties.

Table II. Items included in the rubrics.

Rubric	Included Items	Sub-items
	Financial Aid for Students	Financial aid for scientific studies and research conducted by individuals as students, as per Article 26 of Complementary Law No. 101/2000.
	Financial Aid for Researchers	Financial aid to researchers, individually or collectively, excluding students, for scientific and technological research in various modalities.
	Consumable Materials (See Table 02)	Goods consumed during use with a short lifespan (up to 2 years), such as cleaning supplies, office materials, chemicals, and food. (See Table 02)
	Materials, Goods, or Services for Free Distribution	Records the value of budget expenses for acquiring materials, goods, or services for free distribution, such as textbooks, medicines, food, and other distributable items, except those for cultural, artistic, scientific, or sports awards.
	Travel and Transportation Expenses	Records budget expenses for purchasing tickets (air, land, river, or sea), boarding fees, insurance, chartering, tolls, vehicle rental or use for transporting people and their luggage.
	Consulting Services	Records budget expenses from contracts with individuals or legal entities providing technical consulting, financial or legal audits, or similar services.
	Other Third-Party Services by Individuals (See Table 03)	Expenses with third-party services by individuals not classified under specific expense items. (See Table 03)
	Per Diems for Temporary Collaborators	
	Other Third-Party Services by Legal Entities	Records the value of expenses with other third-party services by legal entities.

Table II. Items included in the rubrics.

Rubric	Included Items	Sub-items
	FADESP Operational Costs	
	Tax and Contribution Obligations	
Capital Expenses	Software	
	Works and Installations	Records the value of expenses for ongoing works, improvements, and installations that become part of the property.
	Equipment and Permanent Material	Records the value of expenses for acquiring equipment and materials that retain their physical identity and serve as means for producing other goods or services, such as measuring and guidance devices, communication equipment, medical, dental, laboratory, and hospital equipment, household appliances, collections and bibliographic materials, printing machines, audio, video, and photo equipment, various machines and utensils, data processing equipment, office machines and furniture, and vehicle accessories.

Table III. Items included in Consumable Materials.

Item	Description
Transportation Rental	Vehicle rental.

Table III. Items included in Consumable Materials.

Item	Description
Travel and Transportation Expenses	Fuel expenses for internal combustion engines of road vehicles, tractors, boats, and stationary or portable generators, and all lubricating oils for hydraulic, hydro-pneumatic, transmission, and high/low-temperature graphite grease systems. Additives—hydrated alcohol—shock absorber fluid—hydraulic transmission fluid—gasoline—greases—diesel oil—crankcase oil—brake hydraulic fluid and others.
Fuels and Lubricants for Other Purposes	Expenses with fuels and lubricants for purposes not covered in previous items.
Vehicle Maintenance Materials	Expenses with materials for applying and maintaining road vehicles, armored vehicles, and tractors, such as distilled water, shock absorbers, batteries, rubber, horns, accelerator cables, clutch cables, air chambers, carburetors, brake pads, clutch collars, ignition condensers and points, belts, clutch discs, ignition, homokinetic joints, vehicle lamps and lights, brake linings and pads, hoses, motor replacements, windshields, bumpers, clutch plates, tires, repairs, retainers, mirrors, bearings, mats, valves, spark plugs, and similar.
Gas and Other Bottled Materials	Expenses with industrial gas, water treatment gas, lighting gas, medical gas, and noble gases for scientific laboratory use, such as acetylene, carbon dioxide, freon, helium, hydrogen, liquefied petroleum gas, nitrogen, oxygen, and others. Also includes expenses with gas, chemical powder, pressurized water, and other materials for fire extinguisher refills.
Animal Feed	Expenses with food for cattle, horses, mules, buffaloes, goats, pigs, sheep, poultry, and wild animals in captivity (zoos or laboratories), such as alfalfa, birdseed, green grass, bran, flour, cornmeal, corn grain, balanced feed, mineral salt, vitamin supplements, and others.
Animals for Research or Slaughter	Expenses with animals for research and slaughter, including fish, shellfish, mammals, bees for studies, honey production, and other animals for genetic studies or food, such as cattle, goats, guinea pigs, monkeys, rats, frogs, and others.

Table III. Items included in Consumable Materials.

Item	Description
Hunting and Fishing Materials	Expenses with materials used in hunting and fishing, such as hooks, weighted net cords, bait, nylon lines, diving masks, reels, rubber fins, nets, diving suits and accessories, and others.
Veterinary Medications	Expenses with materials and medications for veterinary use, such as vaccines and medicines.
Pharmacological Materials	Expenses with medications or components for drug preparation, such as medicines, serums, vaccines, and others.
Hospital Materials	Expenses with consumable materials used in hospitals or clinics, such as hypodermic needles, cotton, cannulas, catheters, gauze pads, drains, adhesive tape, surgical threads, scalpel blades, gloves, syringes, clinical thermometers, and similar.
Chemical Materials	Expenses with elements or chemical compounds for manufacturing chemical products, laboratory analyses, and pest or epizootic control, such as acids, insecticides, water treatment chemicals, chemical reagents, salts, solvents, and substances for combating insects, fungi, and bacteria.
Laboratory Materials	Expenses with utensils used in laboratory analyses, such as mortars, rods, gas nozzles, beakers, dyes, paper filters, fixatives, flasks, funnels, metal clamps, microscope slides, special lamps, rubber gloves, metals and metalloids for analysis, tweezers, corks, glassware (volumetric flasks, beakers, pipettes, Erlenmeyer flasks, graduated cylinders, thermometers, test tubes, and didactic laboratory materials).
Biological Materials	Expenses with samples and similar biological materials used in studies and research on living beings and artificial insemination, such as culture media, semen, and similar.
Seeds, Plant Seedlings, and Inputs	Expenses with any type of seed for planting and seedlings of fruit or ornamental plants, as well as inputs for fertilization, such as fertilizers, clay, ornamental plants, buds, bulbs, grafts, fertilizers, potted or bare-root seedlings, seeds, soil, tubers, xaxim, and others.

Table III. Items included in Consumable Materials.

Item	Description
Office Supplies	Expenses with materials used directly in administrative work, public offices, research centers, schools, universities, etc., such as agendas, steel pins, stamp pads, pencil sharpeners, diskette files, paper trays, notepads, calculator paper rolls, erasers, notebooks, pens, process covers, stamps, cardboard, binders, clips, glue, staples, correction fluid, envelopes, spatulas, stencils, knives, staple removers, adhesive tape, typewriter and calculator ribbons, chalk, rubber bands, graphite, staplers, staples, file guides, postal address guides, printed forms, file dividers, seals, pencils, mechanical pencils, type cleaners, record books, papers, folders, thumbtacks, hole punches, tweezers, acrylic plates, plastics, pencil holders, registers, rulers, postage stamps, scissors, inks, toner, transparencies, labels, and others.
Educational and Sports Materials	Expenses with materials used or consumed directly in educational and sports activities for children and adults, such as whistles, balls, caps, special boots, educational toys, shorts, T-shirts, cleats, ropes, treadmills, knee pads, gloves, teaching materials, socks, motorcycle goggles, skates, kimonos, rackets, sports nets, tennis and ballet shoes, ankle braces, swimming caps, informative booklets, and others.
Materials for Celebrations and Honors	Expenses with consumable materials used in celebrations and honors, including decoration and buffet items, such as flower arrangements, drinks, sweets, snacks, commemorative plaques (except for free distribution), and others.
Data Processing Materials	Expenses with IT supplies, including replacement parts, such as ink cartridges, plastic protectors for computers and printers, blank CD-ROMs, diskettes, smartcard readers, replacement mice and keyboards, mouse pads, computer and peripheral parts, ink cartridge refills, laser printer toner, magnetic cards, token readers, flash drives, external hard drives, and others.
Packaging Materials	Expenses with materials applied directly in preserving, accommodating, or packaging any product, such as wire, string, plastic, wooden, cardboard, and Styrofoam boxes, ropes, crates, steel or metallic tapes, adhesive tapes, bottles and jars, wrapping paper, cardboard, bags, sacks, and others.

Table III. Items included in Consumable Materials.

Item	Description
Cleaning and Hygiene Materials	Expenses with materials for personal hygiene, workplace cleaning, hospitals, etc., such as ethyl alcohol, anti-corrosives, disposable razors, plastic buckets, insecticide pumps, doormats, wax, trash cans, toothpaste, disinfectants, deodorizers, detergents, toothbrushes, clothes and shoe brushes, dusters, sponges, rags, flannel, insecticides, furniture polish, hoses, mothballs, trash scoops, steel wool, cleaning cloths, toilet paper, utensil cleaning paste, soap dishes, removers, squeegees, soap, soap bars, trash bags, saponaceous, caustic soda, paper towels, brooms, and similar.
Uniforms and Sewing Supplies	Expenses with uniforms or any fabric or synthetic material for clothing, sewing threads, and other materials used directly or indirectly in clothing production, such as jackets, sewing articles, aprons, blouses, buttons, shoelaces, shoes, pants, shirts, covers, hats, belts, elastics, ties, lab coats, threads, overalls, socks, fabrics, military or civilian uniforms, zippers, and similar.
Maintenance Materials for Real Estate/Installations	Expenses with consumable materials for applying, maintaining, and replacing any public property, such as asbestos, sanitary appliances, smooth and barbed wires, sand, dumpsters, manholes, buoys, gravel, brushes, metal cables, lime, pipes, ceramics, cement, glue, wire conduits, connections, elbows, frames, locks, iron, gaskets, grilles, waterproofing, acoustic and thermal insulators, windows, knees, tiles, sinks, sandpaper, wood, concrete frames, spackle, nipples, wallpaper, screws, sinks, pigments, doors and gates, nails, solvent rollers, siphons, blocks, toilet lids, iron plugs, tanks, stucco nets, tiles, bricks, paint, faucets, brushes, concrete tubes, valves, varnish, glass, gas heaters, and others.
Maintenance Materials for Movable Property	Expenses with components, parts, accessories, and spares for applying, maintaining, and replacing movable property, such as cables, keys, copier cylinders, air conditioner compressors, typewriter spheres, stove hoses, replacement parts for appliances and machines, and materials for musical instrument repairs.
Electrical and Electronic Materials	Expenses with consumable materials for applying, maintaining, and replacing electrical and electronic systems, devices, and

Table III. Items included in Consumable Materials.

Item	Description
	equipment, such as plugs, sockets, gutters, capacitors and resistors, switches, electronic circuits, conductors, electronic device components, diodes, circuit breakers, electrodes, battery eliminators, switch mirrors, wires and cables, insulating tape, fuses, switches, lamps and fixtures, batteries, pins and plugs, bakelite plates, reactors, receptacles, resistors, starters, supports, power outlets, and similar.
Protection and Safety Materials	Expenses with consumable materials used directly in protecting people or public property, rescuing people or animals, or rescuing vehicles, aircraft, and boats, as well as any other item applied directly in survival activities in the wild, at sea, or in various emergencies, such as boots, padlocks, special shoes, helmets, keys, belts, vests, thimbles, umbrellas, canvas, gloves, canvas hoses, masks, glasses, cardboard cabins, and similar.
Audio, Video, and Photo Materials	Expenses with consumable materials used directly in filming, developing, enlarging, and reproducing sounds and images, such as special paper sheet holders, photo albums, speakers, antennas, vinyl recording articles, blank films, blank audio and video tapes, special lamps, materials for radiography, microfilming, and cinematography, frames, photo development paper, tongs, developers, and similar.
Communication Materials	Expenses with materials used in communications, such as components, printed or integrated circuits, replacement parts or accessories, chips, and parts of communication equipment. Materials for radio, radiotelegraphic, telegraphic, and other installations.
Visual Signaling Materials	Expenses with materials used for identification, visual signaling, addressing, and similar, such as general signage plates, sector and section indicators, vehicle plates, material inventory tags, traffic signs, traffic cones, badges, and employee identification buttons.
Promotional Materials	Expenses with materials for institutional or government promotional dissemination, such as banners, illustrative panels for events, promotional banners, plaques, etc.

Table III. Items included in Consumable Materials.

Item	Description
Bibliographic Materials	Expenses with bibliographic materials such as newspapers, magazines, periodicals, medical yearbooks, statistical yearbooks, books in general, and similar, including CD-ROMs and materials for public libraries.
Meteorological Materials	Expenses with meteorological materials, such as radiosondes, latex balloons, etc.
Tools	Expenses with all types of tools used in workshops, carpentry, gardens, etc., such as pliers, drills, toolboxes, knives, wrenches, hoes, spatulas, soldering irons, sickles, saw blades, files, axes, hammers, shovels, pickaxes, pointers, plumb bobs, saws, pruning shears, measuring tapes, and similar.
Miscellaneous (Others)	Records the value of expenses with miscellaneous consumable materials not covered in previous sub-items.

Table IV. Other Third-Party Services by Individuals.

Service	Description
Per Diems for Temporary Collaborators in the Country	Records the value of expenses with per diems paid to service providers for public administration, excluding statutory or CLT public servants.
Per Diems for Temporary Collaborators Abroad	Records the value of expenses with per diems paid abroad to temporary service providers without ties to public administration.
Commissions and Brokerage Fees	Records the value of expenses with commissions and brokerage fees from services provided by brokers, dispatchers, auctioneers, and similar.
Copyrights	Records the value of expenses with copyrights on scientific and literary works, including royalty payments to authors.

Table IV. Other Third-Party Services by Individuals.

Service	Description
Professional Technical Registrations	Records the value of expenses with services provided by technical professionals in areas such as administration, law, architecture, accounting, economics, engineering, statistics, and others.
Conferences, Exhibitions, and Shows	Records the value of expenses with direct payments to speakers, exhibitors, and artists for services rendered.
Storage	Records the value of expenses with remuneration for renting warehouses, silos, and other storage locations for goods and products, including stock guarantee expenses.
Selection and Training Services	Records expenses for professional instruction and orientation, recruitment, and training by individuals.
Freight and Parcel Transportation	Records the value of expenses with services provided by individuals for freight and cartage, parcel shipping, merchandise transportation, and others.

6. Mandatory Expenses

Consider costs related to obtaining the following documents for all personnel accessing mining areas:

- Health plans and/or valid health insurance.
- Physical fitness certificate (except for vehicle drivers).
- Occupational Health Certificate (ASO) and complementary exams (for vehicle drivers only).
 - **Clinical:** Directed anamnesis with criteria for psychiatric evaluation, fatigue, DQ (CAGE, AUDIT), and sleep.
 - **Physical exam focusing on:** Balance (Romberg) and motor coordination.
 - **Ophthalmological evaluation.**

- **ECG.**
- **Laboratory tests:** Blood count and glucose.
- Vaccination card (hepatitis B, yellow fever, diphtheria, and tetanus) or SUS certificate with all vaccines and updated doses.
- 3X4 photo.
- NR-20 Training.
- **Personal Protective Equipment (PPE):**
 - Uniforms must have reflective strips (long-sleeved shirt and pants).
 - Impact and glare-resistant goggles.
 - Light-duty gloves for mechanical risks (nylon knitted gloves with nitrile foam coating on palms and fingers or polyurethane-coated palms and fingertips).
 - Cut-resistant gloves (for machete handling): Knitted gloves with polyethylene yarns interwoven with steel wires, polyurethane-coated palms and fingertips, and elastic cuffs.
 - Snake-proof safety leggings: Leggings with or without Velcro closure, certified for protection against venomous animals.
 - Knee-protection leggings (for machete handling).
 - Safety boots for general use in Hydro Paragominas operational areas must have:
 - Composite toe cap.
 - Puncture-resistant insole.
 - Electrical current protection (electrical insulation) with heel energy absorption.
 - Fuel oil resistance.
 - Slip-resistant material.

Safety in Remote Area Activities

Application

Applies to all employees (owned and contracted) working in remote areas, such as mineral research, topography, dams, gabions, vegetation clearing, degraded area recovery, roads, mine edges, pipeline easements, and transmission lines.

Concept

Generally, remote areas refer to geographically isolated or hard-to-reach locations, characterized by distance from urban centers and human habitation, often without phone or radio signals, and scarce resources like water, food, and medical services. These regions typically have limited infrastructure and may be surrounded by dense forests or mountainous terrain, increasing the risks involved in conducting activities.

Health and Safety (INS 18.01.028)

- Sunscreen.
- Icaridin-based mosquito repellent (20% concentration, e.g., Exposit Extreme).
- Flexible canteen for carrying water on the back (if activity requires continuous movement).
- All activity performers must have good physical fitness, with a mandatory **medical certificate issued by a cardiologist** declaring health conditions and fitness for remote area work.
- People accessing forest areas must carry sound equipment (whistles or horns).
- For machete use: Mandatory to have a handle, sheath with support and safety lock, and no tip (cut the machete tip to prevent accidents).
- Use lightning detection equipment for atmospheric discharge monitoring.

Personal Protective Equipment (INS 18.01.028)

In remote areas, workers face additional risks like wild animals, weather conditions, rough terrain, etc. Proper PPE use is essential to ensure safety, comply with legislation, and maintain team efficiency. Mandatory items include:

- Noise suppressors.

- Hard hats (when applicable).
- Anti-twist, rigger, or forestry safety boots.
- Safety helmet with chin strap.
- Escape hood or balaclava.
- Life vest (when applicable).
- Waterproof safety overalls (when applicable).
- Anti-impact, anti-cut, and leather gloves.
- Safety goggles.
- PVC leggings or forestry boots.

Note: Waterproof safety overalls are PPE for operations requiring contact with liquids up to the abdomen, worn over clothes to protect against moisture.

Attention: For preparing standard documents (PPRA, PCMSO, etc.), include mandatory exams requested for vehicle drivers.

For vehicle drivers, additional requirements include:

- OFF ROAD Training.

For vehicles and diesel-powered equipment (rental/subcontracting):

- Opacity Report: Certification and Technical Responsibility Annotation (ART) by the professional, Opacimeter Measurement Record.
- Telemetry Report.
- Vehicle technical manual.
- Maintenance plan.
- Vehicle document (CRLV).
- Equipment photos (front, rear, left and right sides).
- Contract between parties.
- Lessor 's CNPJ card.
- Company TAG, as per REF 20.01.003.

Requirements for vehicles accessing mining areas (first level) and dams

Only vehicles **accessing mining areas** must also meet:

- Rotating light on the vehicle roof, solar-powered.
- Minimum flag height of 2.0 m above the vehicle roof.
- Reflective stickers (2 colors) around the vehicle.
- Two doors per bench line.
- Reverse alarm connected to the reverse gear system.
- 4x4 traction vehicles, any color except red in mine and dam areas.
- Light 4x2 pick-up vehicles with traction control (CT), stability control (CE), and off-road tires (minimum 50/50 off-road).
- Rollover protection: Pick-up vehicles must have external rollover protection (ROPS) "santantonio."

Off-Road Safety Requirements

- Off-road tires with minimum characteristics (80% off-road, 20% on-road - 80/20).

Requirements for vehicles accessing pipeline and transmission line areas

Light vehicles must be classified as pick-ups and meet:

- 4x4 traction vehicles, any color.
- Two doors per bench line.
- Headrests for all occupants in front and rear seats.
- Side protection bars designed to deform and absorb impact.
- Airbags for front-seat occupants with functioning indicator.
- Brakes: Vehicles must have an anti-lock braking system (ABS) on all wheels.
- ABC or PQS fire extinguisher for vehicles with only a winch.
- Supplementary brake light mounted high on the rear.
- Laminated windshield and tempered side and rear windows.
- Rollover protection: Pick-ups must have internal and external ROPS designed by a licensed professional.
- Rear window protection grill to isolate cargo from the rear window.

7. Financial Timeline

After selection and approval of the proposal, present a disbursement forecast throughout project execution (Figure 4). The disbursement timeline is a financial planning tool used in projects or contracts to define the dates and amounts expected for payments over time. It serves as a control and monitoring tool for financial resources, ensuring payments are made according to project progress or established contractual milestones.

CRONOGRAMA DE DESEMBOLSO																
					Ano 01											
ITEM	DESCRIÇÃO	UNID.	QTD	PREÇO UNITÁRIO (R\$)	Mês 01	Mês 02	Mês 03	Mês 04	Mês 05	Mês 06	Mês 07	Mês 08	Mês 09	Mês 10	Mês 11	Mês 12
10	Bolsa de Coordenador	Unidade	0	-	-	-	-	-	-	-	-	-	-	-	-	-
20	Bolsa de Pós doc	Unidade	0	-	-	-	-	-	-	-	-	-	-	-	-	-
30	Bolsa de Técnico	Unidade	0	-	-	-	-	-	-	-	-	-	-	-	-	-
40	Material permanente - 1 ano	Verba	0	-	-	-	-	-	-	-	-	-	-	-	-	-
50	Material permanente - 2 ano e 3 ano	Unidade	0	-	-	-	-	-	-	-	-	-	-	-	-	-
60	Material de consumo - 1 ano	Verba	0	-	-	-	-	-	-	-	-	-	-	-	-	-
70	Material de consumo - 2 ano	Verba	0	-	-	-	-	-	-	-	-	-	-	-	-	-
80	Material de consumo - 3 ano	Verba	0	-	-	-	-	-	-	-	-	-	-	-	-	-
90	Serviço terceiro - Manutenção - 1 ano	Unidade	1	-	-	-	-	-	-	-	-	-	-	-	-	-
100	Serviço terceiro - Manutenção - 2 e 3 ano	Unidade	2	-	-	-	-	-	-	-	-	-	-	-	-	-
110	Campanhas de Campo	Unidade	0	-	-	-	-	-	-	-	-	-	-	-	-	-
120	Intercâmbio	Unidade	0	-	-	-	-	-	#	-	-	-	-	-	-	-
130	Mobilização	Verba	0	-	-	-	-	-	-	-	-	-	-	-	-	-

Figure 4. Example of a spreadsheet filled with items related to the disbursement schedule. The items listed in the "Expense Lines" column are examples and not mandatory for budget construction.

How to Fill Out a Disbursement Timeline:

- **Project Identification:** Start with the project or contract name and other relevant data.
- **Project Stages or Milestones:** List the stages or milestones that generate the need for financial disbursement.
- **Disbursement Description:** For each stage, describe the type of payment or disbursement to be made.
- **Values:** Indicate the total amount to be paid in each phase.
- **Payment Dates:** Establish the months planned for each payment.

8. Tips and Considerations

- **Realism:** The budget must be realistic and reflect the project's actual costs.
- **Detail:** The more detailed the budget, the greater its credibility.
- **Transparency:** All information must be clear and transparent.

- **Alignment with Objectives:** The budget must align with the project's objectives and available resources.
- **Administrative Fees:** Inclusion of administrative fees is mandatory for calculating the total budget amount.

9. General Recommendations

- **Research values:** Use three quotes to determine the average cost of each item.
- **Avoid underestimations:** Ensure values are realistic, considering possible price adjustments.
- **Include a contingency margin:** Reserve a percentage (usually between 5% and 10%) for unforeseen events.
- **Ensure consistency:** Align the budget with the activities and goals described in the project.
- **Be transparent:** Provide as much detail as possible to facilitate call evaluation.

10. Quick Links

- Menu "Call for Projects" - BRC Website: <https://brcbn.com/>
- Call 01/2025
- Budget Proposal Form
- Book of EPI
- BRC Research Program 2024-208

Annex - Budget Planning Support

This section aims to provide practical suggestions for budget preparation, including references to suppliers and services that can meet the call's requirements. Here, you will find recommendations for companies offering vehicle rentals suitable for fieldwork in mining areas, locations providing mandatory training for planned activities, and other essential services.

It is important to note that hiring these suggested services or companies is not mandatory. The information provided in this section is intended only to facilitate planning and budget preparation, offering examples that meet BRC's requirements.

Applicants are free to seek alternative suppliers, provided they meet the specifications outlined in the call.

❑ **Vaccines:**

o All required vaccines are provided free of charge by SUS. You can find the nearest Municipal Health Unit (UMS) at the following link:

<https://sesma.belem.pa.gov.br/fale-conosco/unidades-de-saude/>

❑ **Mandatory Exams for Vehicle Drivers:**

o Complementary exams must be included in the Occupational Health Certificate (ASO).

❑ **Acquisition of Personal Protective Equipment (PPE):**

The PPE must comply with the specifications outlined in the MPSA PPE Handbook.

The PPE used by employees must be similar to the equipment approved by Mineração Paragominas, as specified in the PPE Handbook.

❑ **Occupational Health Certificate (ASO) or Physical Fitness Certificate:**

Drivers must undergo an ASO; all other personnel only need a Physical Fitness Certificate.

Suggestion: CEMETRA - <https://www.cemetra.com.br/>

❑ **NR-20 Training – Safety and Health at Work with Flammable and Combustible Materials**

- Available at SENAI - <https://cursos.sesisenai.org.br/>
- Available at SENAC - <https://www.pa.senac.br/cursos>
- Available at Instituto Santa Catarina - <https://www.institutosc.com.br/>
- Available at Solução Company - <http://somasolucao.com.br/treinamentos.html>

❑ **Theoretical and Practical Exams – INS 02.002 Mine Traffic**

• Full guidelines can be found in the “Hydro-BRC_Needs, Expectations and Requirements for Field Activities_EZA”, prepared by Hydro. Available at menu “Call for Projects” - <http://www.brcbn.com>

- Exams are provided by Hydro. Contact to schedule, free of charge:

o talita.silva@hydro.com; josileia.ribeiro@hydro.com; maria.santos@hydro.com

Vehicle Rental:

- At the time of rental, it is recommended to request a vehicle that meets all legal requirements. If the rental company does not provide any mandatory report, document, or equipment, it will be necessary to obtain it through the project (see item 6. Mandatory Expenses).

- **To obtain the Opacity Test Report:**

- o The rental company itself is responsible for obtaining the opacity test report; the project coordination is in charge of monitoring whether the required documentation is being issued.

- **For the Calibration Certificate and the Professional's Technical Responsibility Certificate (ART):**

- o The calibration certificate and the ART are part of the opacity test documentation.

- **For Telemetry:**

- o According to the requirement established in item 06 of INS 18.01.002, the report must include the following items: driver, speed, location, and time.

OFF ROAD Training:

- Empresa Solução - <http://somosasolucao.com.br/treinamentos.html>
- Empresa Curso Técnica - <https://www.tecnica4x4.com/>
- SENAI Paragominas - raiane.peniche@senaipa.org.br,
mayara.pgn@senaipa.org.br;
- Empresa PROSEG - <https://www.prosegpa.com.br/>

Hotels in Paragominas:

- Pousada Beija Flor
 - o Estr. da Mineração, KM 25, Paragominas - PA, 68630-899
 - o Phone: (91) 98716-2179

- Hotel Renascer
 - o 336, R. Paulo Roberto Galvão Costa, 45 - Centro, Paragominas – PA.
 - o Phone: (91) 98311-2760
- Hotel Panorama
 - o R. Quinze de Novembro, 30 - Centro, Paragominas - PA, 68625-200
 - o Phone: (91) 99275-1022

Negotiation Tips:

Negotiating efficiently with suppliers can help reduce costs and optimize the project budget. Here are some guidelines for proponents:

- o Research and compare quotes.
- o Establish partnerships for discounts.
- o Consider collective purchases.
- o Evaluate quality and cost-benefit.
- o Define clear deadlines.
- o Maintain detailed records.