

Guidelines for the administration of grants for Joint Research Projects (JRP)

for co-ordinators, their partners and the financial administration

1. Scope of the present guidelines

The present guidelines are complementary to the Beitragsreglement and Ausführungsbestimmungen zum Beitragsreglement/Règlement des subsides and Règlement d'exécution général relatif au règlement des subsides.

2. Grant administration

The entire grant for the project, i.e. both for the Swiss side and for the Southern partner(s), will be transferred by SNSF to the financial administration of the institution of the Swiss co-ordinator. The Swiss co-ordinator is responsible for the transfer of funds to the partner(s). For SNSF the grant recipients have sole responsibility for the conformable use of the funds granted.

3. Transfer of funds to the Southern partner

In principle there are various methods for transactions. If the transfer of funds from the Southern institutes to the relevant research teams is reliable, funds may be transferred to the accounts of the institutes. Transfers to Southern partners may also be made to the accounts of individuals participating in a project, provided that the legal requirements of the partner country are taken into consideration. It is not advisable to transfer the whole sum in one go, but rather in (3-monthly or 6-monthly) instalments, especially when no prior transfers have been made to the partner country. Only when the chosen bank and transfer method have proved reliable and when the partnership is going well should larger amounts be transferred.

4. Expenditure

Receipts which are not written in English, German or French should be complemented with a short explanation in one of these languages, either on the official account forms or on the receipts themselves. All receipts for foreign currency transactions should also state the equivalent amount in Swiss francs. The co-ordinator must account for the use of the funds

transferred to the Southern partner. Confirmation that a specific sum has been received by the partner is insufficient.

5. Budget categories

All expenditure must be allotted to a category of the accepted budget. Southern and Swiss expenditure is to be listed separately, i.e. it must be clear what spending relates to which side.

6. Information on budget categories

6.1. Equipment and components (Apparate, Bestandteile / Appareils, composants)

This category comprises all apparatus, appliances and material of permanent value. This may be bought in the partner country, in Switzerland or in a third country (taking service and repairs into consideration). Purchases may be made in the partner country by the leader or a trusted party of the Southern research group to whom the money may be transferred by the project co-ordinator (original receipts must be presented to the SNSF). Material bought in a third country may be paid directly by the co-ordinator in Switzerland. In this case the Southern partner must confirm that he has received the goods.

6.2. Consumables (Verbrauchsmat., Unterhalt / Matériel, entretien)

Includes consumables (e.g. chemicals), maintenance and rental for apparatus. Original receipts must be provided for all expenditure.

6.3. Field expenses (Feldspesen / Déplacements)

Includes all expenses for participation in congresses, workshops, travel and stay in the partner institutions. Research stays in the partner country should also be allotted to this budget category. Research stays in the partner country cannot exceed 6 months per year per person. Any longer stay must be justified. Researchers carrying out a research stay will receive a daily allowance for various expenses. The daily allowance will not exceed CHF 150.- a day or 3500.- a month. A form for this category will be available (see point 8).

6.4. Salaries of the Southern partner

The payments of the salaries are to be immediately confirmed with signature by the person(s) receiving salaries. The confirmation should include the project number, the duration of involvement, the percentage of working time allotted to the project. A form for individual grants (salaries) will be available (see point 8).

6.5. Miscellaneous (Diverses)

Concerns all expenses which are not allotted to the other categories (e.g. publication costs).

7. Currency exchange rate

For currency exchange into Swiss francs, an average course for a longer accounting period may be used (e.g. 01.01.-30.06.2006).

8. Forms

All forms mentioned in this document can be found on the SNSF website:
http://www.snf.ch/E/international/abroad/developingcountries/Pages/_xc_forms.aspx

- Form "*Confirmation accommodation, meals*" – cf. point 6.3
- Form "*Confirmation individual grant*" – cf. point 6.4