

SCOPES 2009 – 2012

Scientific cooperation between Eastern Europe and Switzerland

**Guidelines for the administration of
Joint Research Projects (JRP) and
Institutional Partnerships (IP)****for co-ordinators in Switzerland,
their partners in Eastern Europe and
the financial administration of their research institutions.**

The aim of this document is to provide rules and recommendations in order to facilitate the administration of SCOPES grants for all parties involved (Eastern European and Swiss side). For issues which are not mentioned in this document, the regulations of the following documents must be taken into consideration :

- [Beitragsreglement / Règlement des subsides](#)
- [Allgemeines Ausführungsreglement zum Beitragsreglement / Règlement d'exécution général relatif au règlement des subsides](#)

Both documents can be downloaded by clicking on the above links. Also available on SNSF website: www.snf.ch > International > Europe > Eastern Europe: SCOPES > Forms, regulations and directives

The Swiss co-ordinator (= main applicant) represents the participating research teams/institutions to the SNSF and is responsible for:

- the submission of the proposal,
- the co-ordination and management of the JRP/IP (all SNSF correspondence relevant to the implementation of the supported activities will be addressed to the co-ordinator),
- the distribution of financial support from the SNSF to the partners,
- the submission of the annual scientific reports to the SNSF,
- the submission of the annual financial reports (including the original receipts for all expenditure of the participating partners from Switzerland and Eastern Europe).

1. Grant administration

The entire grant for the project, both for the Swiss side and for the Eastern European partner(s), will be transferred by the 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 Eastern European partner(s). For the SNSF, the grant recipients are responsible for the correct use of the granted funds.

2. Starting date

The project must start within 12 months after the date of the official approval. The starting date must be the first day of a calendar month. The co-ordinator indicates the requested starting date to the SNSF on the form “Antrag auf Beitragsfreigabe” / “Demande de déblocage de subside”. The SNSF confirms the starting date on release of the funds.

3. Release of funds

The grant recipient requests the release of funds, which is made in annual instalments according to the information provided with the decision letter.

Before the first instalment can be done, the Swiss co-ordinator must provide the SNSF with a [lay summary to be published on SNSF's website](#) as well as any necessary authorisation or notification concerning research on humans, animals, etc.

For the release of funds, the following forms are available:

- for the first year: “[Antrag auf Beitragsfreigabe](#)” / “[Demande de déblocage de subside](#)”
- for the following years: „[Antrag auf Auszahlung einer Tranche](#)“ / „[Demande de versement d'une tranche](#)”

The Swiss co-ordinator is responsible for this process. The documents can be downloaded by clicking on the above links. Also available on SNSF website: www.snf.ch > International > Europe > Eastern Europe: SCOPES > Forms, regulations and directives

4. Transfer of funds to Eastern European partners

In principle there are various methods for such transactions. Funds may be transferred to:

Preferably:

- accounts of the institutes of the Eastern European partners (provided that the transfer of funds from the Eastern European institutes to the relevant research teams is reliable),

Alternatively:

- accounts of individuals participating in a project (provided that the legal requirements of the partner country are taken into consideration).

In any case, a **separate account for the project grant** must be opened. In exceptional cases, exceptions can be granted.

It is not advisable to transfer the whole grant in once, but rather in quarterly or half-yearly **installments**, especially when no prior transfers have been made to the partner country. Only when the chosen bank and transfer method have proved reliable should larger amounts be transferred.

5. Budget transfers

Expenditure should follow the accepted budget. Changes in the use of funds are possible but they must be announced **in advance by the co-ordinator to the SNSF**, which will give a final decision. **This is necessary for the reason of traceability for the final audit.**

No request is necessary if the amount to be shifted is less than CHF 20'000.- (once) and if no terms and conditions of the project are breached.

6. Expenditure

Funds may only be used **during the official duration of a project**. Should it be necessary to use funds after the project has officially ended, a request for **prolongation** should be made by the co-ordinator to SNSF **before** project conclusion.

All expenses, which are covered by the SCOPES grant, **must be proved by an original invoice** signed by the recipients. If payments are done based on copies of invoices, a comment must be

made on these copies (deemed to be an original invoice). The receipts must be provided together **with a list of all expenses**. The SNSF has prepared a model Excel list ([list for expenditures for EE](#)). Each partner team must provide a separate list for the attention of the Swiss co-ordinator.

Receipts in Cyrillic or other alphabets of the Eastern European and NIS countries should be complemented with a short explanation in English, German or French, either on the official account forms or on the receipts themselves.

The co-ordinator must account for the detailed use of the funds transferred to the Eastern European partner through the mechanisms outlined above. Confirmation that a specific sum has been received by the partner is insufficient.

7. Budget categories

All expenditure must be allotted to the according budget categories of the approved budget (equipment, consumables, travel costs etc.). Eastern European and Swiss expenditure is to be listed separately, i.e. it must be clear what spending relates to which side.

8. Information on budget categories

8.1 Equipment / Apparate, Bestandteile / Matériel de valeur durable

Only eligible for Eastern European partners. 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 by the team leader in the partner country 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 Swiss co-ordinator. In this case the Eastern partner must confirm that he has received the goods.

8.2 Consumables / Verbrauchsmaterial, Unterhalt / Matériel de consommation

Includes consumables (e.g. chemicals), maintenance and rental for apparatus.

8.3 Travel costs / Feldspesen, Reisen / Déplacements, voyages

This budget category includes all travelling within the framework of the JRP and IP.

Research and exchange stays for Swiss and Eastern European researchers in their respective partner countries as well as conference participation in Europe and within the framework of a project are covered financially. Flat rates (max. CHF 150.- per day, CHF 3'600.- per month) to cover accommodation, meals, insurances, public transport need not be accounted for in detail. Expenses for stays in Switzerland for visiting researchers from Eastern Europe are generally **limited to 3 months per person and year**.

For participation in conferences **outside Europe and the NIS**, a written permission must be requested from SNSF in advance and must explain the link to the SCOPES grant if funded through SCOPES.

Travel must be generally undertaken with public means of transport. For car travel (only if necessary), expenses of max. CHF -.60/km are allowed.

Flights should be booked according to the best cost/performance ratio and **only in Economy Class**. As proof that a trip has been undertaken, original receipts (passenger receipts) are to be provided to SNSF with the financial report.

For all journeys, the purpose, the destination, the duration and the date must be indicated.

For **overnight stays**, the effective accommodation costs can be claimed for hotels (up to 3-star-category). It is also possible to request for a flat rate per diem:

- Maximum flat rate for hotel in larger cities (including breakfast and meals): CHF 160.-
- Maximum flat rate for hotel in smaller cities (including breakfast and meals): CHF 120.-
- Maximum flat rate per meal: CHF 25.-
- Maximum flat rate per breakfast: CHF 10.-

A form is available ([confirmation for accommodation](#)).

For field trips in the Eastern European countries expenses can also be listed in a separate form ([confirmation for field expenses](#)).

8.4 Overheads / Indirekte Kosten / Coûts indirects

Only eligible for Eastern European partners. Covers possible running costs and maintenance for the administration of Eastern European institutions which must not exceed 10% of the total grant for the Eastern partners. A receipt from the head of the institution covering the total amount should be included, but no details are necessary. A form is available ([confirmation for overhead in EE](#)).

8.5 Individual grants / Individueller Beitrag / Contribution individuelle

Only eligible for Eastern European partners and for Joint Research Projects. Individual grants support researchers **at their institutes in Eastern Europe**. They are **supplementary** to the normal salaries of Eastern European researchers, which should already take social security reductions into account. The payments are to be **confirmed with signature** by the person(s) receiving individual grants. The confirmation should include the project number, the duration of involvement and the percentage of working time allotted to the project. A form is available ([confirmation for individual grant](#)).

Individual grants may not be financed for the duration of a stay in Switzerland of more than one month.

8.6 Other costs / Verschiedene Ausgaben / Dépenses diverses

This category covers all expenses, which are not covered by the above budget categories (e.g. costs of publication, compensation for test persons, translations, service providers, royalties for external databases).

9. Currency exchange rates

For currency exchange into Swiss francs, an average course for a longer accounting period may be used. The SNSF recommends the following currency site which provides currency and foreign exchange rates to customers:

<http://www.oanda.com/currency/converter/>

The use of another rate must be justified.

All receipts in foreign currency transactions should also state the equivalent amount in Swiss francs and should be identical with the figures in the Excel list.

10. Reporting

The Swiss co-ordinator must submit to the SNSF:

- An annual scientific report (single copy; special guidelines will be available on the website),
- An annual financial report (single copy; the usual financial forms of the SNSF may be used by the co-ordinator/Swiss financial administration).

For each financial report, the following should be provided:

- [Formular für finanziellen Bericht](#) / [Formulaire pour rapport financier](#)
- Excel lists for expenditures (one per partner team, a model list is provided by the SNSF)
- Receipts according to the Excel lists
- Signed confirmations concerning accommodation/meals, individual grants, overhead, etc. (see chapter 13.)

The Eastern European partners must support the co-ordinator providing the reports on their contributions to the JRP / IP.

11. Reimbursement of unused funds

In the case of funds remaining after the project has been completed, the grant holder is obliged to return the remainder if it exceeds CHF 50.- to the postal checking account (PC 30-3767-5 Schweizerischer Nationalfonds, 3012 Bern). Please note the grant number.

12. Excess expenditure

Should expenditure for the project exceed the amount granted by the SNSF, the difference must be covered by the grant recipient(s).

13. Forms

The following forms and documents can be found on the SNSF website: www.snf.ch > International > Europe > Eastern Europe: SCOPES > Forms, regulations and directives

- Beitragsreglement / Règlement des subsides (German / French)
- Allgemeines Ausführungsreglement zum Beitragsreglement / Règlement d'exécution général relatif au règlement des subsides (German / French)
- Antrag auf Beitragsfreigabe / Demande de déblocage de subside
- Antrag auf Auszahlung einer Tranche / Demande de versement d'une tranche
- Form „confirmation for accommodation“ (English)
- Form „confirmation for individual grant“ (English)
- Form „confirmation for overhead in EE“ (English)
- Form „confirmation for field expenses “ (English)
- Formular für finanziellen Bericht / Formulaire pour rapport financier (German / French)
- Form « list for expenditures for EE” (English)
- Guidelines for interim scientific report (English)
- Guidelines for final scientific report (English)

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