
NCCR Budget Guidelines

Budgeting, use of grants and eligible costs in NCCRs

Annex 1 to the NCCR Contract

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Contents

1.	Basic principles	3
2.	Financial management of NCCRs	3
3.	Budget	4
3.1	Project budgets	4
3.2	Management budget	4
3.2.1	Support grant and release of the NCCR directors	5
3.2.2	Training posts	5
3.3	Forms of grant	5
3.4	Types of grant/contribution	6
3.5	Reserve	7
3.6	Notes on the financial budget in the progress report	7
4.	Use of the grant	8
4.1	Eligible costs	8
4.2	Ineligible costs	8
4.2.1	General operating expenses and overheads	9
4.2.2	Basic equipment	9
4.2.3	Operating credit for basic equipment and general expenses	9
4.3	Specific provisions on eligible costs	10
4.3.1	Provisions for doctoral students	10
4.3.2	Provisions for post-doctoral students	11
4.3.3	Provisions for other project employees	12
4.3.4	Provisions for Junior Group Leaders	12
4.3.5	Provisions for assistant professors	12
4.3.6	Research equipment	13
4.3.7	Publication costs	13
4.3.8	Costs of travel and events	14
4.4	Collaboration with university offices/units	14
4.5	Charging for preliminary work when an NCCR is launched	14
4.6	Use of SNSF funds and own funds when the NCCR concludes	15
5.	Administration of funds by the home institution	16
6.	Implementation and transitional rule	16

1. Basic principles

These Budget Guidelines are an annex to the NCCR Contract and govern budgeting and the use of grants in NCCRs. The Funding Regulations¹ and their Implementation Regulations² of the SNSF apply to matters not governed by the NCCR Contract. If a specific issue which is not accounted for in the contract causes a conflict between the SNSF regulations and the legal objectives of the NCCR (Research and Innovation Promotion Ordinance, RIPO, Art. 10, para. 4), an exception from the SNSF rules may be granted.

The NCCRs enjoy a high degree of autonomy in the use of financial resources. The NCCR management is responsible for drawing up the budgets for each of the three contractual periods and for the annual budget adjustments during the life of the NCCR. Details are set forth in the rules of procedure of the individual NCCRs. The NCCR management and the home institution manage the entire SNSF grant centrally.

The Budget Guidelines are issued in German and French. An English translation is also available. Only the guidelines in one of the Swiss official languages are legally binding. The budgets and accompanying notes must be drawn up in English.

2. Financial management of NCCRs

Before the contract is signed, each NCCR must present a budget for the contractual periods to cover the four-year duration of the contract. The multi-annual budget contains

- a definitive annual budget for the first contractual year in each case (duration of a contractual year: 12 months)
- provisional budgets for the subsequent contractual years of the contractual period (see NCCR Contract, Art. 13).

In subsequent years, the multi-annual budget (both at NCCR level and for the individual projects) must be adjusted at the end of the ninth month of any contractual year and submitted to the Swiss National Science Foundation (SNSF) together with the progress report.

The budget should be prepared using the "NIRA" (NCCR Integrated Reporting Application: <https://nira.snf.ch/>) online database application developed by the SNSF for NCCRs. Budgets should be updated in "Year # Intermediate Report".

In addition to the budgets, part of the annual financial reporting is also completed in NIRA ("Year # Accounting"). The detailed accounts are processed outside NIRA (NCCR accounting folder) using specific templates prepared by the internal audit unit of the Programmes division. NIRA is not an appropriate tool for accounting within an NCCR; it is used only for reporting consolidated data.

See NIRA Instructions for details of how to use NIRA. NIRA Instructions may be found under "Instructions" in the top navigation bar of NIRA.

¹ Funding Regulations: http://www.snf.ch/SiteCollectionDocuments/snsf-funding_relations_2015_e.pdf

² Implementation Regulations: http://www.snf.ch/SiteCollectionDocuments/allg_ausfuehrungsreglement_e.pdf

3. Budget

An NCCR budget is divided into the **NCCR management budget** on the one hand and the **budgets for the projects, platforms, etc.** on the other.

3.1 Project budgets

The budgets for each project must be adjusted annually. The NCCR sets out the relevant responsibilities and procedures in its rules of procedure.

3.2 Management budget

The management of an NCCR is split into four areas. Within the NCCR, management expenditure incurred for **Knowledge and technology transfer, Training and development, Gender equality** and **Communication** should be charged to the relevant area.

Independent and larger projects within the management areas, such as graduate schools or major KTT initiatives, can be entered in NIRA separately as "Other project".

Table 1: Typical expenditure in the management areas

Management area	Expenditure (not an exhaustive list)
Office	<ul style="list-style-type: none"> • Cost of releasing/replacing the NCCR director and co-director • Staff costs for coordination and administration in NCCR management • Expenses for meetings • Consultancy fees, fee for the internal Advisory Board etc.
Knowledge & technology transfer	<ul style="list-style-type: none"> • Staff costs in the area of KTT • Experts' fees • Market, feasibility and other studies relating to implementation • Producing brochures • Patent searches, legal and registration costs for patents • Arranging seminars for specific target audiences • Cost of participating in congresses, trade fairs etc.
Education	<ul style="list-style-type: none"> • Staff costs in the area of education • Arranging seminars, training and development events, etc. • Costs of organising graduate programmes • Travel/accommodation costs of visiting researchers • Training and development of NCCR members (course fees, travel expenses)
Equal opportunities	<ul style="list-style-type: none"> • Staff costs in the area of equal opportunities • Arranging seminars, training and development events, etc. • Expenditure for reconciling career and family (with the exception of 120% support grants!; see NIRA Instructions) • Costs of mentoring • Training and development of NCCR members (course fees, travel expenses)
Communication	<ul style="list-style-type: none"> • Salaries of communication managers • Website costs • Cost of brochures • Expenditure on public relations, outreach

3.2.1 Support grant and release of the NCCR directors

According to the NCCR Contract, the home institution must provide temporary cover or allow the NCCR director official leave in order to relieve him/her of at least 30% of the usual full-time duties as set out in their employment contract (see Art. 4, para. 3).

The **temporary cover** for the NCCR director or co-director is paid in **cash**: the home institution enables the appointment of one or more person(s) to relieve him/her of **duties generally outside of the NCCR** (e.g. teaching obligations).

The support grant is registered as **own contribution from home institution** for the **NCCR director**.

If the temporary cover does not cover the entire relieve duties as stated in the contract, the remainder is given as official leave.

The **official leave** of the NCCR director or NCCR co-director is paid **in kind** as a **contribution from the home institution**: the home institution releases him/her from duties not covered by the NCCR (e.g. faculty management duties, committees, lectures).

Details on the procedures for support grants and release may be found in the NIRA Instructions.

3.2.2 Training posts

Salaries of persons still in education (doctoral students) are budgeted for in the research projects, not the *Education* management area. This does not include special initiatives, such as doctoral programmes, which may be recorded as individual projects.

3.3 Forms of grant

NCCRs work with both **cash** and **in-kind** resources:

Cash: Financial resources that the NCCR management has **at its own disposal**, such as the SNSF grant. Cash grants may also be included in the other types of grant, especially contributions from home institutions and third parties.

In-kind: Resources and funds that the NCCR management does not have at its own disposal. These include payments in kind as well as work and services made available to the NCCR, such as

- Creation and supply of assistant professorships by the home institution,
- Work provided by project leaders as individual contributions from the group (see below) or
- Third party resources made available to the NCCR by a firm in the form of work or services, for example.

For in-kind resources, the NCCR calculates a monetary value (for work provided see Annex 3 of the NIRA Instructions).

Where the use of resources is specified in detail, this must be recorded as an in-kind contribution.

3.4 Types of grant/contribution

The total funding of an NCCR is composed of five types of grant/contribution. They are all reported in NIRA. Cash grants must be accounted for in an audit-ready manner.

Table 2: Definition of the types of grant/contribution

Type of grant/contribution	Definition
SNSF grant	Main grants in accordance with the NCCR Contract and supplementary grants for career development and special measures.
Own contribution from home institution	Resources awarded to the NCCR by the management of the home institution – as a minimum, the contributions guaranteed in writing and defined in the contract. They may be paid in cash or in kind (see 3.3.). The purpose to which own resources may be put are defined in the forms relating to the structural measures and support from the home institution. Contractually agreed cash grants must be paid in cash.
Own contribution from groups	Resources provided by the participating research groups at project level (rather than at NCCR level). These funds may <ul style="list-style-type: none"> • come from the internal university budgets of research groups, • be paid to the NCCR via funds from EU projects for work and contributions in kind (e.g. when ERC Junior Grantees are managing NCCR projects) or • take the form of work calculated as a proportion of the salary of persons in charge of projects, groups and work packages. <p>Money from other SNSF or CTI projects <u>may not</u> be counted as own contributions or third-party contributions. CTI projects are recorded as output.</p> <p>Own contributions from groups should always be recorded as in-kind contributions.</p>
Own contribution from other sources	This heading applies to special forms of funding. Please use this heading only after consulting the SNSF . One example of this special type of contribution would be resources from EU research funding awarded to the <u>NCCR as a programme</u> (rather than to specific projects). As a rule, these contributions are paid in kind (with the donor clearly stating the purpose for which they are to be used), although in very specific cases they may also take the form of cash grants.
Third-party contribution	Third parties are institutions such as companies, administrative bodies, foundations or international organisations (but not research funding organisations) which do not appear as contracting partners in the NCCR Contract. Third-party funding may be designated for the NCCR as a whole or for clearly defined projects within the NCCR. They may either take the form of cash grants to the NCCR (for staff and equipment costs etc.) or be provided in kind (e.g. own staff, equipment).

3.5 Reserve

Each NCCR should budget for a general reserve of approx. 5% of the annual SNSF grant to cover unforeseen expenses (e.g. inflation-linked additional staff costs, maternity leave, unexpected project costs, etc.).

In addition, the NCCR may build strategic reserves (e.g. for calls within the NCCR or for planned major expenditure later in the phase). In such cases, the purpose, scope and time scale for the use of the reserves must be set out in the notes to the financial budget in the progress report, if ordinary budgeting is not appropriate (see 3.6.).

The NCCR lays down the rules regarding who has authority over the allocation and objectives of the reserve (rules of procedure of the NCCR).

The financial scope of the SNSF grant is specified at the start of a grant period and cannot be increased. Additional staff costs and unforeseen expenses must be financed from the funds allocated or from reserves.

3.6 Notes on the financial budget in the progress report

As part of the written progress report, the NCCR director submits notes on the updated financial budget in NIRA. The notes must cover the following aspects of the financial budget:

- a) Comments on major discrepancies between budget and expenditure in the contractual year in question and on major adjustments to the financial budget compared with the original four-year budget. If, at the end of a contractual year, the unused SNSF funds exceed 5% of the SNSF grant for the relevant period, the use to which these funds will be put in the following years must be stated. Accrued reserves must also be explained.
- b) The contributions from the home institution(s) already paid or budgeted must be compared with the contractually agreed grants. In the case of major discrepancies, it is necessary to explain how the agreed sum will be achieved by the end of the contract.
- c) A table showing the providers of third-party funding, in accordance with the guidelines, should appear on the front page of the progress report.

Furthermore, any comments that could make the NCCR's financial situation more transparent to the Research Council and the Support Committee are welcome.

4. Use of the grant

4.1 Eligible costs

Eligible expenses must be directly related to the NCCR.

Costs billed within the home institution may not include a proportion for overheads, amortisation, maintenance or upkeep. The method by which prices have been calculated must be shown on request.

The following costs are eligible in principle. They may be booked as "cash" or "in-kind":

- Gross salaries (excluding overheads) for
 - a. Doctoral students,
 - b. Postdocs and Junior Group Leaders (where appropriate, also assistant professors, see 4.3.5.)
 - c. Other employees; these include graduate staff who are not working towards a doctorate; staff with doctorates who are not aiming at an academic career; technical and administrative employees; auxiliary staff
- Employer contributions to salaries (only necessary in the case of cash grants)
- Research equipment and material of enduring value (see 4.3.6.)
- Research costs (consumables, field expenses)
- Cost of using services and infrastructure at the institutions
- Cost of computer time, cloud computing and data procurement
- Cost of travel, academic events, networking events or internal events run by the NCCR (see also 4.3.7)
- Cost of career and gender equality measures implemented by the NCCR (see 4.3.1 and 4.3.2).
- Cost of NCCR knowledge and technology transfer (KTT)
- Cost of fostering young academics and promoting equal opportunities in the NCCR.
- Cost of science communications by the NCCR
- Cost of Open Access publications ("golden road" and Open Access digital book publications)
- Cost of accessing special, project-specific literature (but no subscriptions, see 4.2.2) and software.
- Cost of data storage and making data accessible (open data), in accordance with the SNSF Funding Regulations and the General Implementation Regulations for the Funding Regulations.

4.2 Ineligible costs

The following types of costs must be borne by the institutions (home institutions and institutions of the sub-project leaders); they may not be charged to the NCCR:

- General operating expenses and overheads (see 4.2.1)
- Cost of procuring and operating basic equipment (4.2.2)
- Salaries of project leaders (exception: assistant professors (4.3.5) and Junior Group Leaders (4.3.4))

4.2.1 General operating expenses and overheads

General operating expenses and overheads are costs that cannot be allocated directly to a project. Examples of such indirect costs include:

- Depreciation and amortisation costs
- Maintenance and upkeep of non-project-specific infrastructure
- Cost of electricity, water, waste disposal, rent, ICT infrastructure
- General costs of administration and support (e.g. IT, financial administration) of the home institutions and the institutions of the sub-project leaders

4.2.2 Basic equipment

"Basic equipment" refers to the cost of purchasing and operating the basic equipment normally required for administration, management and research in the specialist area concerned. Examples of costs for basic equipment include:

- Buildings and building maintenance (including sanitation, electricity, water, heating, insurance, ICT networks)
- Maintenance and repair of non-project-specific instruments and equipment
- Renting premises
- Furniture and fittings
- Libraries, textbooks and subscriptions to journals
- Resources (including software) and items that form part of the basic equipment and normal operations of the scientific institution

Furthermore, the equipment and maintenance of the work stations for researchers, administration and management form part of the basic equipment. Office equipment, postage, telephone costs, copying costs, business translations and similar, as well as work computers and the accompanying software are not chargeable to any type of grant. The rules on charging for IT infrastructure are set out in section 4.3.6.

4.2.3 Operating credit for basic equipment and general expenses

Art. 4, para. 4 of the NCCR Contract states that the institutions must make the requisite basic equipment available to the NCCR at their own expense. If the institutions (home institutions, institutions of the sub-project leaders) charge the relevant costs to the NCCR, the institutions must at the same time make an adequate operating credit available to the NCCR. This operating credit does not go through the NCCR's books.

The NCCR director ensures that approved costs are recorded correctly and makes sure that the costs of the basic equipment and general expenses are not charged to the NCCR's usual accounts and are not recorded in NIRA.

4.3 Specific provisions on eligible costs

4.3.1 Provisions for doctoral students

The SNSF stresses that theses should be of an appropriate scope to allow students to obtain a doctorate within three to four years. Doctoral students should be able to focus on their research work.

Salary and minimum work-time percentage

A minimum of 60% of the student's working hours (calculated in relation to a full-time post of 100%) should be devoted to working on their thesis (minimum work-time percentage for this protected time). The salary scale for doctoral students is independent of the work-time percentage.

Doctoral students may spend up to 20% of their time on other tasks for the institution and the NCCR, provided that this does not affect the protected time of 60% set aside for the research project. The minimum work-time percentage, the SNSF scale for doctoral students³ (in the sense of a minimum salary) as well as the SNSF rules on part-time work apply to all doctoral students in the NCCR, irrespective of the type of grant to which the salary is billed.

Doctoral students in receipt of SNSF funding may be employed only in accordance with the SNSF scale for doctoral students³. The NCCR is free to enhance the standard salary with other types of grant, or to pay higher salaries to doctoral students whose employment is fully funded by means of other types of grant.

Note: The special salary rules for doctoral students allow a reduced work-time percentage at the same salary in cases where the student has care responsibilities, for example.

Career path and gender equality measures

Under the terms of their employment in the NCCR, doctoral students are eligible for the following career path measures: mobility grants and support grants for childcare for students with family responsibilities. The NCCR management submits an application to the SNSF (NCCR unit) for grants for these career measures⁴. A limited budget is available to the NCCR programme for career and gender equality measures. Grants are awarded while funds last. Supplementary grants from the SNSF for career measures and mobility grants are added to the SNSF tranche. The costs incurred should be booked to the projects concerned. The NCCR may plan and finance its own supplementary career measures (see 3.2)

³ [Annex 12 of the General Implementation Regulations for the Funding Regulations](#)

⁴ See "Guidelines for requesting a 120% support grant" under NCCR in the NIRA download area

Date of commencement of doctoral thesis by doctoral students

The date of matriculation counts as the date of commencement of the doctoral thesis.

The commencement of work on the doctoral thesis may be postponed for up to one year from matriculation in the following circumstances in particular:

- a. Maternity leave, paternity leave, adoption leave or parental leave;
- b. Incapacity to work through illness or accident;
- c. Responsibilities as a carer;
- d. Public service, particularly military or civilian service;
- e. Professional development, particularly internships, clinical work;
- f. Obligatory attendance of a course for doctoral students before commencing the thesis.

Length of employment of doctoral students

The maximum funded period of employment for doctoral students is four years.

If interruptions for reasons a-f, as set forth in the preceding paragraph, should occur during the employment period, the time frame for the maximum length of employment may be extended by up to one year. Employment is still funded for four years even if the time frame has been extended. This does not include supplementary funding where the salary continues to be paid in the case of maternity, adoption, illness, accident or military and other types of service.

In justified exceptional cases, doctoral students may also be funded for longer than four years in the NCCR through grants other than those provided by the SNSF.

4.3.2 Provisions for post-doctoral students

The SNSF advocates young researchers becoming academically independent as soon as possible and obtaining the qualifications needed to fill demanding posts at universities and other research institutions.

Post-doctoral students are persons seeking to achieve academic independence after obtaining a doctorate; they generally hold temporary academic posts. The postdoc phase serves in particular to qualify the person to develop and manage research projects independently, and to qualify them for academic management roles. With this in mind, postdocs should as far as possible be able to concentrate on the research work for which they are employed. A postdoc position should usually last not longer than five years.

The rules set forth below apply to postdocs.

Career path and gender equality measures

Under the terms of their employment in the NCCR, doctoral students are eligible for the following career path measures: mobility grants and support grants for childcare for students with family responsibilities. The NCCR management submits an application to the SNSF (NCCR unit) for grants for these career measures⁵. A limited budget is available to the NCCR programme for career and gender equality measures. Grants are awarded while funds last. Supplementary grants from the SNSF for career measures and mobility grants are allocated to the SNSF tranche. The costs incurred should be booked to the projects concerned. The NCCR may plan and finance its own supplementary career measures (see 3.2)

⁵ See "Guidelines for requesting a 120% support grant" under NCCR in the NIRA download area

Salary and work-time percentage

The work-time percentage of postdocs should usually be 100% and should not fall below 50%. Only a small proportion of their time should be spent on duties not directly connected with developing their academic career prospects.

The minimum salary for postdocs is the lowest rung of the SNSF salary range for employees with doctorates as set forth in Annex 12 of the General Implementation Regulations for the SNSF Funding Regulations³.

Date of commencement of post-doctoral phase

The postdoc phase usually commences on the date of the *viva voce* or on the date the doctoral thesis is officially accepted.

The commencement of the postdoc period may be postponed for up to one year in the following circumstances in particular:

- a. Maternity leave, paternity leave, adoption leave or parental leave;
- b. Incapacity to work through illness or accident;
- c. Responsibilities as a carer;
- d. Public service, particularly military or civilian service;
- e. Professional development, particularly internships, clinical work;

Length of employment of postdocs

Postdocs may be paid for a maximum of five years.

If interruptions for reasons a-e, as set forth in the preceding paragraph, should occur during the employment period, the time frame for the **maximum length of employment** may be extended by up to one year. The **maximum funding period** remains five years even if the time frame has been extended. This does not include extensions to the funding where the salary continues to be paid in the case of maternity, adoption, illness, accident or military and other types of service.

4.3.3 Provisions for other project employees

For other project employees (graduate employees not working towards a doctorate; employees with a doctorate who do not hold a tenure-track position; technical and administrative staff; auxiliary staff), the minimum salary is the lowest rung of the applicable SNSF salary range as set forth in Annex 12 of the General Implementation Regulations for the SNSF Funding Regulations³. In other respects the SNSF abides by the local regulations and salary scales of the employer institutions.

4.3.4 Provisions for Junior Group Leaders

Junior Group Leaders lead a (sub-)project in the NCCR and are entered in NIRA as "Project leader" or "Project co-leader". Nevertheless, their salaries may be paid from SNSF funds for no more than four years. Junior Group Leaders are young, very well qualified researchers who are usually appointed to this role up to a maximum of five years after obtaining their doctorate. Requests for exceptions may be considered, particularly on the grounds of family responsibilities.

4.3.5 Provisions for assistant professors

Assistant professors should usually be funded by the relevant institution. Initial funding using SNSF resources may be requested by submitting an application with justified reasons, provided that the university concerned has undertaken to provide

the subsequent funding. However, funding from SNSF resources may not exceed four years. The SNSF cannot guarantee to provide any funding beyond the end of a grant period.

4.3.6 Research equipment

Research equipment is always treated as a functional unit. For example, a microscope together with its associated special table and attached computer for analysis are all regarded as one unit.

The following provisions do not apply to research equipment that is an agreed contribution to the NCCR under the terms of the NCCR Contract.

Large sets of equipment and functional units that form an overall part of the usual fittings of an institute or laboratory in the NCCR's research field count as basic equipment (see 4.2.2) and may not therefore be charged to the NCCR. This refers in particular to the installation (or partial installation) of laboratories.

However, individual items of equipment that complement the existing equipment may be charged to the NCCR under the following conditions.

- Items of research equipment costing up to CHF 20,000 which will be used primarily for NCCR purposes may be purchased with SNSF funds.
- More expensive pieces of research equipment may be purchased with SNSF funds if the following conditions are met:
 - They are needed primarily to conduct experiments or investigations in the NCCR,
 - They do not replace existing equipment, unless the replacement adds important new functions.

Before items are purchased, it is recommended that the SNSF is consulted on whether the cost of the equipment is an eligible expense. In the third phase of an NCCR, the stipulation regarding *primary use in the NCCR* should be clarified with the SNSF in each individual case if the operating life of the item extends beyond the end of the NCCR.

PCs and IT hardware

PCs/computers and IT hardware may be purchased with SNSF funds if the following conditions are met:

- They are not used as work station computers,
- They are used to conduct experiments, investigations or evaluations, such as processor-intensive modelling or analysis, or for controlling special apparatus and robots.

4.3.7 Publication costs

Costs and fees of scientific Open Access e-publications including digital book publications in accordance with the General Implementation Regulations⁶ of the SNSF may be charged to any type of grant.

All other costs of scientific publications must be met using funding types other than SNSF grants. Such costs include in particular traditional book publications, page fees,

⁶ Implementation Regulations:

http://www.snf.ch/SiteCollectionDocuments/allg_ausfuehrungsreglement_e.pdf

printing fees or other publication fees, costs for green road Open Access or author fees for hybrid journals.

The cost of print products for the purpose of knowledge transfer or communication (e.g. brochures) may also be covered using SNSF resources by prior agreement with the SNSF. Book publications or book series in the area of knowledge transfer (e.g. printed teaching materials, illustrated volumes, catalogues accompanying exhibitions etc.) must be specified in the relevant strategies.

4.3.8 Costs of travel and events

Travel costs (including accommodation) may be paid for using NCCR funds. Unless otherwise specified in the NCCR Contract, the scales and guidelines of the relevant home institution apply.

Half-Fare and GA travelcards may not be charged to any type of grant.

Journeys should usually be made on public transport. Car expenses may be exceptionally charged if the use of a private car saves a substantial amount of time and money.

The cost of visiting scientific events which are directly related to the NCCR, as well as internal NCCR events, may be met using NCCR funds.

As a general rule, the cost of full meals at business lunches/dinners or external and internal events should not exceed CHF 80 per person.

The costs for full-day NCCR events (e.g. team building events and retreats for NCCR participants, etc.) should not exceed CHF 120 per person.

4.4 Collaboration with university offices/units

In order to achieve the objectives in the management areas, it may be useful to collaborate with relevant university offices, such as equal opportunities units or technology transfer units. The direct costs of services provided by these offices may be met by the NCCR, provided that they are provided specifically for the NCCR and are not part of the unit's normal service offering.

The costs of internal units within the home institutions, especially those dealing with equal opportunities, coordinating training programmes and fostering knowledge and technology transfer, may not be charged to any type of grant.

4.5 Charging for preliminary work when an NCCR is launched

Preliminary scientific work carried out before the start date agreed in the NCCR Contract may not be charged to the NCCR.

Preliminary management work may only be charged to the first year of the contract or the "SNSF grant" or "Contribution from home institution" funding types to a limited extent. This covers work by the management team such as setting up the organisation, advertising vacancies and recruiting staff.

Work carried out by individual research groups before the official start date cannot be retrospectively charged to the NCCR.

4.6 Use of SNSF funds and own funds when the NCCR concludes

Along with the final progress report (usually the 11th progress report), the NCCR submits a financial budget for year 13 stating how any expected positive balances from the SNSF grant and the home institution's contribution will be used.

The SNSF issues specific rules on the organisational arrangements for concluding NCCRs.

After the NCCR has concluded, any remaining funds may in principle be used for:

- Extending doctoral projects. Exceptionally and by special application only, funds may be allocated to doctoral students' projects for up to three months after the NCCR has concluded.
- Ongoing structural measures (in consultation with the home institution/s).
- Final administrative and management tasks (including staff salaries) and structurally relevant activities. The management areas close within one year of the formal end of the NCCR.

The 13th financial report is due twelve months after the end of the NCCR contract.

5. Administration of funds by the home institution

According to Art. 4, para. 2b and Art. 16, para. 1 and Art. 17 of the NCCR Contract, the (first) home institution to which the NCCR director is affiliated administers the grants on a fiduciary basis. Administration for the following types of funding must be conducted by the offices responsible for administering the grants:

- SNSF grant,
- Cash contribution from the home institution(s),
- Cash grants contractually guaranteed to the NCCR as a whole by third parties (third-party funding).

The following arrangements apply to centralised management:

1. The grant administration office at the home institution to which the NCCR director is affiliated sets up a separate account for the "SNSF grant" for each NCCR cost centre (management, reserve, projects).
2. The grant administration office(s) at the home institution(s) set(s) up two separate accounts – one for its own contribution and one for the third-party funding destined for the NCCR as a whole rather than for individual projects ("Home institution's own contribution", "Third-party funding").
3. The project managers send all invoices for equipment and materials (e.g. instruments, consumables, expenses) to the NCCR management.
4. The NCCR directors or NCCR management countersign these invoices and forward them to the grant administration office at the home institution to which the NCCR director is affiliated.
5. The institutions participating in the NCCR network request the funds for salaries via the NCCR management. The payment methods (payment in advance or arrears, quarterly, per semester) are specified by the participants themselves.
6. At the end of each contractual year, the grant administration office at the home institution to which the NCCR director is affiliated prepares a financial report for the attention of the NCCR management, which uses it as the basis for the financial report to the SNSF (see Art. 18 of the NCCR contract).

6. Implementation and transitional rule

The revised budget guidelines will be implemented on 01 August 2016 and will be effective from that date on.

During the transition phase the revised guidelines will be applied provided that the NCCR does not suffer any disadvantages.

For the NCCRs of the third and fourth series a transition phase is effective until the end of the contract year.

For the NCCRs of the second series the transition phase is effective until the termination of the NCCR (13th financial report).