

## **Annex 10b: Agreement on the administration of a grant**

(Clause 5.2 in conjunction with Clause 5.1 para. 3 General implementation regulations for the Funding Regulations)

### **Agreement between**

**the Swiss National Science Foundation (SNSF) .....**

**and**

**..... (administration office)**

**concerning the administration of**

**grant no. ....**

**grantee .....**

### **I. Object of agreement, aim**

In principle, the recipients of SNSF grants must arrange for their grants to be administered by a recognised grant administration office (GAO).

Should this not be possible, however, pursuant to Article 37 paragraph 3 of the Funding Regulations in conjunction with Clause 5.1 paragraph 3 of the General implementation regulations for the Funding Regulations of the SNSF (IR), grants may be administered by the grantees themselves or by another office that assumes this fiduciary role.

This Agreement regulates the administration, monitoring and due diligence duties of the administration office provided for in Clause 5.1 paragraph 3 IR.

## **II. Legal framework**

The administration of SNSF grants is based on the following:

1. Funding Regulations of 27 February 2015;
2. General implementation regulations for the Funding Regulations of 9 December 2015 (including Annexes);
3. SNSF provisions relating to individual funding schemes (regulations and calls).

## **III. Requirements to be met by the administration office**

The administration office must be in a position to and must commit itself to administering the grant in accordance with the provisions issued by the SNSF and in accordance with this Agreement.

## **IV. Rights and obligations of the administration office**

### **1. Grant administration; principles**

The administration office takes care of the administration of the above-mentioned SNSF grant. It is obliged to manage and disclose the SNSF grant separately from the office's other funds.

### **2. Financial reporting**

The administration office prepares the interim and final financial reports as prescribed by the SNSF (in terms of layout and degree of detail), generally doing so annually. The administration office ensures that these are submitted to the SNSF on time.

### **3. Grantees from different institutions**

If the SNSF has awarded a grant to several recipients, it will pay the full amount to the administration office of the corresponding grantee (Article 32 paragraph 3 of the Funding Regulations). In such a case, the administration office of the corresponding grantee will carry out the financial reporting for the full amount.

### **4. Filing and archiving of receipts**

In principle, the original copies of all receipts must be submitted to the SNSF. Electronic submission is permissible if the administration office can show that it has its processes audited and observes the ten-year obligation to archive.

### **5. Monitoring of eligible costs**

The administration office is obliged to check that the grantees are invoicing their institution only for eligible costs pursuant to the SNSF provisions governing the grant.

### **6. Monitoring of salaries and employment conditions**

The administration office is obliged to review (where necessary together with the responsible personnel department of the institution) whether the salaries, employment conditions and social security contributions with regard to employees being funded by an SNSF grant comply with the SNSF provisions (Annex 12 of the General implementation regulations).

#### **7. Information for the attention of grantees**

The administration office will keep the grantees regularly informed of the account balance for their grant.

#### **8. Call-up of annual instalments**

The administration office will ensure that the grantees call up the annual instalments in good time.

#### **9. Procedure in the event of inconsistencies and breaches**

The administration office will make the grantees aware of any inconsistencies or breaches of the SNSF provisions governing the use of the grant without delay and arrange for the required corrective measures to be taken.

#### **10. Information for the attention of the SNSF**

In the event of conflicts and serious breaches of the SNSF provisions governing the use of the grant, the administration office will inform the SNSF without delay. In particular, the SNSF should be informed immediately if grantees are permanently or temporarily impeded from carrying out their work. In this event, no payments may be debited to the SNSF grant until such time as the situation has been resolved. The SNSF will issue the necessary instructions in such cases.

## **V. Rights and obligations of the SNSF**

#### **1. Information for the attention of the administration office**

The SNSF undertakes to make information that is relevant to grant administration available on its website.

#### **2. Non-payment**

The SNSF may refrain from paying out instalments to grantees if interim or final reports are outstanding or if conditions or limits imposed by the SNSF have not been fulfilled or observed.

#### **3. Instructions**

The SNSF may issue the administration office with written instructions in individual cases.

For the SNSF:

For the grant administration office: