

HERAS – Programmatic Partnerships

Guidelines for the Budget and Financial Report

1. General requirements

The HERAS consortium, led by World University Service Austria (WUS Austria), as the contractor of the Austrian Development Agency (ADA) for the HERAS project has to meet all requirements laid down in the “General Terms and Conditions of Contract” of the ADA.

The budget and the financial report on project accounts have to cover the entire project/partnership period. Only costs generated during the project/partnership period are considered as eligible. Costs incurred before the start and after the end of the project/partnership are not eligible.

At least two public higher education institutions – one from Kosovo and one from Austria – must be involved in the partnership. The coordinating institution must be an Austrian partner institution. The coordinating institution will sign the contract and be responsible for reporting and accounting. If the proposed activities require the involvement of more than two partners in order to be implemented successfully, the involvement of more than two partners is possible. This has to be well motivated and described in the project proposal. The Programmatic Partnerships is a program for universities, if duly justified also NGOs or companies can be involved as partners. This refers specially to projects that deal with applied science approaches. For NGOs and companies no staff costs can be covered and the share of the budget needs to be adequate.

The requested grant should not exceed the amount of 40,000 EUR. Min. 10% of the proposed total budget must be contributed as co-financing by the partnership.

2. Requirements for the financial report

2.1. General requirements

- All costs estimated in the budget and declared in the financial report must be fully detailed and justified.
- All expenses have to be supported by invoices. The final report has to cover in tabular form according to each budget heading (staff costs, travel and subsistence costs, equipment and material costs, printing and publishing costs, other costs) the correspondingly numbered invoices.
- All invoices have to be submitted as originals or copies of originals. Copies are accepted, if the project accounts are embedded in the accounting system of an Austrian university. In this case, the universities have to confirm that (1) the copies of the invoices with the respective amount correspond to the original invoices and that (2) they are only submitted to WUS Austria for funding within the HERAS project (8116-00/2016). Otherwise originals have to be provided.
- All invoices have to be issued either in German, English or accompanied by a meaningful translation.
- An invoice absolutely has to contain the following:
 - Name and address of the issuer of the bill (invoice)
 - Place and date of issue
 - Exact specification of the object purchased or of the service
 - Currency, amount, and tax, if any

- Balancing endorsement (= confirmation that the bill has been duly paid; this can also be proved by submission of a confirmation of the money transfer/statement of account).
- VAT shall not be covered unless the beneficiary can show that he/she is unable to recover it according to national legislation.
- Transfers between the different budget headings are accepted to a maximum of 10% of the amount under the condition that the total costs of the project/partnership are not exceeded.
- In case the entire budget is not used up by the end of the project/partnership, the remaining amount has to be refunded to WUS Austria.

2.2. Staff costs

The staff costs budget must not exceed 50% of the total project costs. Furthermore, min. 50% of staff costs must be budgeted for partners from Kosovo.

Staff costs are eligible for staff of the partner institutions when they perform administrative and academic tasks which are directly necessary to the achievement of the project. Staff costs are primarily eligible for Kosovan personnel.

Please note the following:

- Staff costs have to be based on local rates.
 - Please specify staff cost for each partner in the project separately, based on local and daily rates and the actual person days required for the project.
 - Staff costs of project partners that are companies are not eligible.
 - If applicable, please include all salary related costs, such as tax, health insurance, employer's share of contribution to taxes.
- ➔ Supporting documents which have to be provided:
- An invoice has to contain the following information:
 - Item/content of work done
 - Number of days within the respective period, costs per day
 - Amount due
 - Valid signature and (if applicable) institutional seal
 - Invoices issued by individual persons have to contain a balancing endorsement (= endorsement confirming that the bill has been duly paid; this can also be proved by submission of a confirmation of the money transfer/statement of account).

2.3. Travel and subsistence costs

Only staff members of the project partners are eligible for refund of travel and subsistence costs for project specific travel. The purpose, destination, number of persons and duration of the travel should be clearly stated in the budget. Travel and subsistence costs will be calculated based on the guidelines of the Austrian Reisegebühreenvorschriften (RGV). The use of the columns (1, 2a, 2b, 3) depends on how the members of the institutions are categorized but must not exceed category 2b; we recommend the use of category 2a.

Please note the following:

- Travel and subsistence includes international and in-country travel costs.
- Purpose, date and duration of travel, costs and number of flights, subsistence rates and number of days have to be specified on your travel bills.

- Visa costs should be also included under travel costs.
- ➔ Supporting documents which have to be provided: boarding tickets, invoices

2.4. Equipment and material costs

The equipment and material budget must not exceed 20% of the total project costs. The equipment purchase is allowed only if the partnership action cannot be implemented without the respective equipment, which has to be explained in the project description.

Eligible costs are material expenses (equipment and expendables), equipment and costs for educational material directly necessary to the project/partnership.

Equipment is only eligible for Kosovan partners. Full justification must be given for its purchase and usage during the project/partnership period and beyond, and a letter of confirmation stating the current and future use of the equipment has to be provided to WUS Austria.

Two competitive bids must be obtained if the net procurement value is from EUR 1,000 -7,000; three competitive bids must be obtained if the net procurement costs are above EUR 7,000. For purchases exceeding the amount of EUR 22,000 a public procurement proceeding has to be implemented.

Each piece of equipment should be set up and recorded in the inventory of the institution in which it is installed. The institution shall be the sole owner of such equipment. Please note that all equipment purchased must bear an ADA sticker.

- ➔ Supporting documents which have to be provided: invoices, competitive bids

2.5. Printing and publishing costs

Costs related to printing and publishing (including in electronic form as well as web design and websites) and other forms of promotion and dissemination of the results (e.g. flyers, promotion material, newspaper announcements).

- ➔ Supporting documents which have to be provided: invoices

2.6. Other costs

This section should only include costs which do not fall into the categories above, such as translation and interpreter costs, bank fees, office supplies, mailing costs, communications costs directly necessary to the project/partnership. All costs listed here must be fully detailed and justified.

- ➔ Supporting documents which have to be provided: invoices, bank statements

2.7. Overhead costs

For overhead costs max. 10 % of the eligible costs that are going to be covered through the grant (i.e. funds provided by HERAS) can be used. Please note this only refers for eligible costs and does not include the co-financing amount.

2.8. Ineligible costs

The following costs are considered ineligible:

- excessive or reckless expenditure;
- expenses incurred outside the eligibility period;
- costs declared which are/were already covered by another donor / source of financing;
- interest owed and/or doubtful debts;
- equipment such as furniture, motor vehicles of any kind, mobile phones;
- hospitality costs (e.g. costs for drinks, lunches, dinners and coffee breaks);
- VAT, unless the beneficiary can show that he is unable to recover it, according to the applicable national legislation;

2.9. Co-financing

Min. 10% of the total budget must be contributed as co-financing by the partnership (i.e. a grant of 40,000 EUR requires min. co-financing of 4,000 EUR; the total project budget would be 44,000 EUR). Preferably co-financing in cash, however in duly justified cases also in-kind contributions may be accepted and accounted for the total co-financing.

The same basic criteria as outlined above apply on grant and co-financed costs. Thus, also co-financed costs must be reported by clear supporting documentation. Co-financing in cash (e.g. coverage of actual costs for staff, travel, printing, equipment or other costs directly necessary to implement the project) must be proven by copies of invoices. In exceptionally accepted cases of in-kind contributions (contributions without direct payment/flow of money), a signed and sealed document indicating the estimated value of the contribution must be provided in order to be included for in the financial report.