

# SI-TEAM financial guidelines - General intro

Update of 31 March 2022, based  
on policy decisions of  
19/11/21, 23/11/21, and 25/03/2022  
(Bureau UOS)



1. Introduction
2. Budget lines
3. Financial framework



# 1. Introduction



- Principles of **alignment** with financial guidelines of the partner universities through negotiation (in particular in the context of local guidelines for travel, mileage, scholarships, etc.)
- We fund **cooperation**
  - The share of investment costs in the overall budget is to be kept as limited as possible, taking into account the project objectives
  - Key aim is to **improve the basic conditions** in which **academics** have to **do “their job”**
  - Academic personnel is to be provided by either the partner university or the Flemish universities
  - Selected input or in-kind cofunding is assumed by the local universities (office space, waivering of tuition fees, staff support, renovation of buildings, etc)
- **Document status:** this powerpoint is for now the only info provided in view of project proposal writing. A full/final financial guidelines document will be made available before September 2022.

## General (1)

- Currency : EUR (specific EUR bank account to be opened by the local partner university for the management of the funds)
- Overall budget project and detailed budget per activity year
- Budget lines:
  - A. Investment costs
  - B. Operational costs
  - C. Personnel costs
  - D. Scholarship costs
  - E 1. Coordination costs Flemish
  - E 2. Coordination costs Partner university

## General (2)

- Project budget divided in **budgets per activity year**
- Activity year: 12-month period (1 Sept year 'X' to 31 August year 'x+1')
- Only invoices dated within activity period (12 months) are acceptable / original invoices
  - Date related expenses (e.g. mission related expenses, subscription costs, scholarship costs, etc.) need to be accounted for in the respective activity year

# New guidelines – budgeting rules

## Budgeting rules for project formulation

- overall 45% of any TEAM budget is to be budgeted and spent within the first 3 activity years

## Budget transfer (roll-over between activity years)

- roll-over of budget between activity years is possible, however it is mandatory to spend 50% of your planned budget of Y 1 and Y 2 at the end of Y2

## Budget lines

**(Note: At least 45% of your overall TEAM budget needs to be budgeted (and spent) within the first 3 activity years)**

A. Investment costs (indic. max. of 25%)
A.1. General: investment costs
A.2. Vehicles
A.3. ICT
B. Operational costs
B.1. General: goods & services
B.2. Dissemination & uptake (events)
B.3. ICT (operations and services)
B.4. International mobility & subsistence
B.5. Local mobility & subsistence
C. Personnel costs (indic. max. of 25%)
C.1. Employment contracts
C.2. Topping-up
D. Scholarship costs
D.1. Short term scholarship allowances in Belgium
D.2. Study scholarship allowances in Belgium
D.3. Research scholarship allowances in Belgium
D.4. Short term scholarship allowances in partner country
D.5. Study scholarship allowances in partner country
D.6. Research scholarship allowances in partner country
<b>Total A-D</b>
E. Coordination Costs
E.1. In Belgium (lump sum 5% of the A-D total)
E.2. Local coordination costs (lump sum 5% of the A-D total)
<b>TOTAL</b>

## Budgetformat

- New sub-budget lines
- New budgeting rules



## 2. Budget lines



# A - INVESTMENT COSTS

- Goods with a long service life / assets that are being depreciated
- All goods are intended for the partner university / universities
- All costs relating to the shipment of material and equipment, including packaging, transport and insurance are to be included under A if they are included in the same invoice
- Purchases in Belgium: law of public expenditure is to be followed and in view of export VAT exemption is to be obtained in Belgium and locally no import taxes are paid (negotiate with national government in view to obtain tax exemption)
- All investment goods are to be listed in a project/institutional inventory and **labelled**. Local rules to be followed for defining the threshold for a good being considered 'investment'. For VLIR-UOS min. threshold of 750 EUR (VAT excluded))
- ***Indicative max 25% of the total budget in the case of SI & TEAM***

# Investment – specific sub-budgetlines

## A.1 (general)

<b>A.1. General</b>	
Definition	General investment costs, except for A2 Vehicles and A3 ICT related investment costs
Examples	lab infrastructure, equipment, furniture, minor infrastructure works, ..

# Investment – specific sub-budgetlines apart from A.1 (general)

A.2. Vehicles	
Definition	The purchase of different kinds of vehicles or means of transportation (electrical, motorized or other). Includes all costs prior to or related to the purchase and commissioning of a vehicle (registration, documents, shipment, ...).
Examples	cars, motorcycles, bicycles, ... (non-exhaustive list)
A.3. ICT	
Definition	ICT refers to all Information and Communication Technologies. This covers equipment, software and services. Includes also all costs related to the purchase, shipment, installation and commissioning of ICT equipment, software and services.
Examples	LAN networks, servers, laptops, software licences, video conferencing hardware, applications, ... (non-exhaustive list)

## B - OPERATIONAL COSTS

- *These costs are defined as costs incurred for the purchase and/or operational use of goods or services that are **directly related to a specific project activity.***
- In the case of operational goods we can say that, these usually have a:
  - (1) **limited service life**, or
  - (2) cannot function on their own (e.g. **spare parts**), or
  - (3) **are strongly activity-related**
- In the case of personnel related service contracts, these are with **third parties, external to the HEI**

# B. Operational Costs – specific sub-budgetlines

B.1. General : Goods & Services	
Definition	<p>All operational costs, goods or services, with the exception of those costs under the specific categories B.2. “Dissemination &amp; Uptake”, B.3. “ICT”, B.4. “International mobility &amp; subsistence” &amp; B.5. “Local mobility &amp; subsistence ».</p>
Examples	<ul style="list-style-type: none"><li>- shipping costs,</li><li>- consumer goods</li><li>- non-durable laboratory equipment, chemicals,</li><li>- documentation, books, copies</li><li>- minor materials, spare parts,</li><li>- project related office supplies,</li><li>- Fuel</li><li>- representation costs,</li><li>- subscription costs,</li><li>- services rendered by third parties, ... (non-exhaustive list)</li></ul>

# B. Operational Costs – dissemination & uptake

## B.2. Dissemination & Uptake

### Definition

- costs related to the **distribution of information and materials, produced by the project, to both the general public or specific targeted audiences.**
- this involves communicating knowledge effectively and synthesizing and repackaging project results for (non-) expert audiences and stakeholders.

*We define **dissemination & uptake** as interactions with the general public or specific targeted audiences to disseminate information or materials produced by the project.*

### Examples

Dissemination and stakeholder events, publications for the general public/ targeted audiences, ...

# B. Operational Costs (B3)

## B.3. ICT (operations & services)

### Definition

ICT refers to all Information and Communication Technologies. This covers operational goods, software and small equipment that does not fall under A.3.

### Examples

- maintenance of ICT equipment and software,
- optimization of software,
- systems and equipment,
- (recurring) license fees, ...



# B. Operational Costs (B4)

## B.4. International Mobility & Subsistence

### Definition

International travel costs comprise all costs incurred for door-to-door journeys in the context of a VLIR-UOS project by project members (from Flemish and partner HEI's) or external experts involved in a project activity.

### Examples

- transportation,
- overnight expenses,
- visa costs,
- per diem/allowance/subsistence, insurance,
- healthcare related costs (COVID-19) & CO2-compensation.

# B – comments regarding international mobility and subsistence

- International travel costs are the costs linked to the travel (door to door) by Belgian and local personnel
- Types of expenses
  - Plane ticket, including airport tax
  - Service fee of the travel agent or airline company
  - Indirect travel costs :
    - Visa
    - International passport
    - Costs arising from obtaining the necessary certificates
    - Healthcare related costs: obligatory vaccinations; COVID 19 testing (see website VLIR-UOS)
    - Travel insurance
- Residential costs are costs linked to the stay abroad of Belgians or local personnel.
  - Hotel accommodation costs in the partner country (indicative max. per country)
  - Hotel accommodation in Belgium : indicative max. € 100 / night
  - Per diem
    - Calculation of the per diem: number of nights abroad
    - In Belgium : € 75 / day
    - Mission : max. three weeks !! (if recycling/training involved then see also ‘short term scholar’)

# B. Operational Costs (B5)

## B.5. Local Mobility & Subsistence

Definition	<p>All costs incurred for journeys within Belgium or within the partner country by project members (from Flemish and partner HEI's) or external experts involved in a project activity.</p> <p>Local per diem max. 25 EUR/per day. (Hotel and transportation invoices to be booked separately).</p>
Examples	<p>Includes transportation, overnight expenses &amp; per diems/allowances/subsistence.</p>

## New in FYP 2: personnel related Service contracts to be booked as B – Operational costs

- Service contracts should be linked to project activities and support operational activities. A budget B consisting mainly of service contracts would be very questionable.
- Type of service contracts:
  - Technical or non-technical ad-hoc support services (lab work, data collection and basic analysis)
  - Consultants only selectively if no institutional experts nor Flemish expertise available or too costly (travel)

## C - PERSONNEL COSTS – basic principles

- Academic staff that bears responsibility for the implementation of (parts of) the partner project is made available by both the Flemish universities and the partner university.
- No personnel can be hired on the programme for employment in Belgium.
- ***Indicative max 25% of the total budget in the case of SI & TEAM (& also keep track of personnel related service contracts under B, in order to limit these)***

# C Personnel costs (C1)

## C. Personnel Costs

### Definition

All costs connected to the employment or subsidizing of (temporary) employees through an employment contract with the institution, within the project duration. This includes also topping-up.

## C.1. Employment Contracts

### Definition

All costs connected to the employment or subsidizing of (temporary) employees through an employment contract with the institution, within the project duration. This includes also topping-up.

# C Personnel costs (C2)

## C.2. Topping-up

### Definition and general principles

- Supplement to the salary of university staff involved in the project
- Indicative max. 40% of gross salary
- Justification: salary slip
- To be kept to a minimum → standard academic responsibilities

## D - SCHOLARSHIP COSTS

- The general principle for a project/embedded scholarship is that it contributes to capacity building at level of the involved department of the partner institution.
- Scholarship costs are costs linked to having scholars study / conduct research either in Belgium or in the country/region of origin
- A new system is being developed, currently we provided in the excel calculation rates based on the following slides
- “Scholarship allowance” instead of “scholarship”

### Different types of allowances

- **Short term:** Education, training or research stays up until 6 months for which no degree is awarded
- **Study:** Bachelor, master, graduate, postgraduate
- **Research:** Predoc, PhD, postdoc



# Scholarship Allowances: study/research

## Common monthly allowances “all-in” (lump sum), except for flight tickets

Study	1.400 EUR/month (no distinction 1- and 2-year programmes)
Research	1.900 EUR/month + 310 EUR research & supervision when in Belgium (up to max 24 months)

- » board and lodging in Belgium
- » insurance
- » logistical allowance
- » indirect travel costs
- » Tuition or registration fee

### This does not include:

- » airline tickets (contrary to earlier info on new guidelines, taking into account major differences per country)
- » research and supervision cost will be apart

# PhD Scholarships in a project

- Considering that persons who are granted a PhD scholarship as part of a project are expected to be under contract at the partner institution, deloading from normal duties – academic and/or administrative – is expected so that sufficient time can be devoted to the scholarship.
- The Flemish institution is committed to ensure that study or research stays of scholars, being selected partner institution scientists, are organised in such a way that the results are of maximum benefit to the project.
- The Flemish institution and the partner institution will jointly establish procedures and criteria for selection of candidates for study or research stays abroad. The selection of scholars is the joint responsibility of the Flemish and local promoter.

# D - SCHOLARSHIP COSTS- Guidelines

## Short term scholarship (allowance)

- Indirect travel costs : 200 EUR (lump sum)
- Airline ticket : 1.400 EUR (upon justification)
- Insurance : 2 EUR / day (upon justification)
- Bench fee : 16 EUR / day (lump sum)

The allowance is differentiated on the basis of the duration of the programme and stay with a maximum of 1500 EUR for 31 days/one month:

- 7 days-14 days: daily allowance of 100 EUR
- 15 days - 31 days: standard allowance of 1500 EUR (not pro rata!)
- >31days – 3 months: allowance based on monthly fee of 1500 EUR (pro rata). For stays longer than one month the allowance is calculated pro rata, by multiplying the total number of days by the allowance of 1500 EUR, and dividing this amount by 31

Extra costs possible (esp. for accommodation, indirect travel costs)

## D - SCHOLARSHIP COSTS – local

- Local Scholarships
  - As a general principle local scholarships may be funded from the project budget but the amounts are to be in line with university and national guidelines
  - Types of scholarships that can be identified:
    - Short-term scholarships or in the region
    - Study scholarships (e.g. Master) in partner country or in the region
    - Exceptionally: local PhD scholarships
- As members of staff/contracted by the partner institution, Flemish sandwich PhD scholars should receive the necessary facilities when in home country

# 3. Financial framework



## Max. budget for TEAM

- TEAM: Max. 280.000 EUR
- Exception: possible topping-up of 20.000 EUR can be requested in the case of inter-institutional setting on the local/partner or Flemish side

**General recommendation: spread the budget in such a way that you can take into account slow upstart in view of setting out administrative project management procedures, opening of local accounts, etc.**

**Thank you!**

