

Important reminders: NRW strategy project BioSC

1. Invoice processing

All invoices on material expenses, travel expenses, investments, outsourced services etc. must include details on the project. Where reference to the project is obvious, a note on the invoice is sufficient. Where reference to the project is not immediately obvious, please use a supplemental sheet to provide information and attach it to the invoice.

2. Absences

Each employee working on the project must maintain an absence sheet where holiday and sick leave are listed. Please use the official template.

- From day one of absence, **each employee financed by project funds** must
 - notify the relevant HR department of their unfitness for work/sick leave (regulations on the submission of a doctor's note remain unaffected) and
 - update their sheet with the respective absence.
- **All** holidays for **each** employee financed by the project must be noted accordingly on the absence sheet from day one.
- Where holidays were requested but not taken, absence sheets must be corrected immediately.

Please keep in mind that the sponsor/project-executing organization does generally not count absences listed as sick leave and/or holidays as hours worked; moreover, initially these count as funding-relevant incorrect entries.

3. Timesheet

Each employee working on the project must record hours worked on a timesheet. Please use the official template for this.

- Timesheets must be signed by the employee and the project leader.
- Timesheets must be checked with regard to accuracy and completeness by the project leader.
- The description of performed work on timesheets should be sufficiently detailed to demonstrate reference to the project (e.g. vague descriptions such as "office" are insufficient). **IMPORTANT**
- Please also keep in mind to only include net working hours on timesheets (time for breaks etc. must be deducted).
- Work carried out on weekends/holidays is not eligible for funding.
- Regulations on working time (e.g. a maximum of 10 hours of work per day) must be adhered to.

Important: Keeping record on timesheets as per BioSC project requirements does not mean that documentation as per legislation on minimum wages is no longer necessary. This may result in two timesheets needing maintenance in parallel.

4. Procurement / Placing of orders

Informationsblatt für Projektleitung und Sekretariate

For placement of orders, conditions concerning Contracts for Supplies and Services (VOL) must be adhered to. This means that procurement/placing of orders with a value starting €500 net must be arranged via the dedicated department (Section 5.3 - Acquisitions).

5. Eligibility of expenses

- **Travels abroad** do not need to be indicated beforehand.
- **Internal service charges** (e.g. use of internal printing department, plot orders or use of university-owned vehicles) are not eligible.
- **Stationery** is only eligible in justified exceptions.
- **Repair charges and maintenance** work will only be reimbursed for appliances acquired for the specific project. Otherwise, these costs are not eligible for reimbursement.
- **Central Chemical Supply Eendenich (ZVE):** Orders via ZVE are generally eligible. It is important to note that ZVE usually adds a service charge of two percent to any order. This service charge is not eligible.

6. Annual validity of funds

Available funds per budget year must be spent as requested and approved -> **It is imperative to keep in mind funds are valid for a year!**

Exceptions from this rule and transfer into the following year are only possible with specific reasons. Prior agreement between Project Management Jülich (PTJ) and the Ministry of Innovation, Science and Research (MIWF) is required.

Invoices must be booked until December 31. of each year for the respective budget year. If the "valuation date" (date of payment) is situated in the following year, the invoice can only be settled in the following year.

7. Validity period extension/Laufzeitverzögerungen

A request for validity period extension without affecting funds is only possible in cases where major obstacles, which cannot be compensated for, arise for the completion of the project and where the project aim is at risk.

8. Requests for payment of funds

Requests for funds are created by Section 7.2. Necessary paperwork (e.g. original timesheets and absence sheets for all relevant project employees) is requested separately by Section 7.2 for each request for funds. In order to be able to meet the submission due date for requests for payment of funds, project leaders and relevant employees should submit the paperwork **promptly**.

9. Interim Report / Partial Report

Interim reports are created by Section 7.2.

Partial reports are the responsibility of the project leader and are sent directly to the project management entity by the project leader (**the interim report must be submitted by February 28 each year**). Section 7.2 receives a notification as to when the partial report was submitted.

10. Final report on expenditures of funds / Final project report

Section 7.2 is responsible for creating the final report on expenditures of funds.

The final project report must be created by the project leader, using the electronic template provided by Section 7.2. As this form requires an authorized signature, it needs to be submitted to Section 7.2 for signing. The actual final project report (structured according to final project report form) needs to be submitted to Section 7.2, together with this form. Section 7.2 will then send the final report on expenditures of funds to the project-executing organization

11. Utilization report

Utilization reports are to be created by the project leader. Required forms are made available to you electronically by Section 7.2. Utilization reports **for projects from phase 1** must be submitted by February 28. The first utilization report is due by February 28, 2018, the last utilization report is due by February 28, 2022.

As utilization reports require an authorized signature, Section 7.2 must receive them for signing. In order to be able to meet due dates, Section 7.2 must receive utilization reports by January 31.

12. Address of project-executing organization

Geschäftsstelle BioSC
c/o Forschungszentrum Jülich / IBG-2
52425 Jülich