

Important reminders: EIP – project leaders/employees

Personnel

Documents/information required

- Employment contracts
 - o Certified copies of each employment contract of every employee on the project
 - o Classification in ability groups based on proof of qualification – both form part of the work contract
 - o Employees who work on the project only partially must submit documentation confirming their secondment. (Applies to lead partners only. Employees of the University of Bonn must dedicate 100 percent of their working hours to the project (please refer to Circular 06/2016 - EFRE Guidelines applicable to EIP-Agrar)
- Evidence of cash flow
 - o Must be submitted with each request for payment
- Timesheets
 - o Required for part-time employees only
 - o May only be signed for a completed month (which means at the earliest on the last day of the respective month)
 - o Employees exclusively working on the project must submit a "declaration of exclusive employment" for each month of employment
 - o Timesheets available at <https://www.uni-bonn.de/forschung/forschungsdezernat/7.2-drittmittelservice-projektmanagement/eip-agrar>

Travel expenses

- To be billed according to the Travel Expenses Act of the respective German state (LRKG)
 - o For the University of Bonn, application via Section 3.1 – Professors, Appointments and Travel Expenses

Procurement/placement of orders €500 net and above

- Direct purchase
 - o All purchases incl. of additional costs of up to € 499,99 net. No bidding process is required, but documentation showing that purchase was done cost-effectively (price list comparisons, online shopping = price comparison must be submitted)
- Single-tender action
 - o All purchases from € 500 net must be arranged via Section 5.3 – Acquisitions
 - o Conditions concerning Contracts for Supplies and Services, Part A (VOL/A) apply
 - A minimum of 3 comparable and suitable offers are required for single-tender actions

Expenses not eligible for funding

- **Value-added tax**
- Discounts and early payment discounts
- Patent application
- For additional information, please refer to the approval notification

Payment only during period of implementation!

- Validity period defines settlement period – nothing more.

Deadlines

- ~~Requests for payment/invoicing of partners to be submitted to the lead partner by~~
 - o June 30
 - o December 12

The following must be submitted for above:

- o Original invoices
- o Documentation on placement of orders process (see above)
- o Timesheets or declaration of exclusive employment (see above)
- o Documentation outlining which agricultural areas in specific are chosen and used for the project