

## **General conditions for the implementation of projects funded by the City of Vienna Anniversary Fund for the University of Natural Resources and Life Sciences, Vienna, pursuant to § 27 UG**

The projects are carried out according to the BOKU-regulations of §27.

Applicants are informed about the funding decision via email. Proposals that have received a positive funding decision are subsequently referred to as projects, and the corresponding applicants as principal investigators.

The following regulations apply (1-5 general; 6-14 project budget/cost):

1. The amount specified in the information letter on the awarding of the project is the maximum funding amount.
2. Financial reporting is based on actual costs incurred.
3. Funding is granted in the form of a global budget; shifts between the requested cost types in the course of project implementation are possible at any time without separate approval by the board of trustees.
4. By accepting the funding, the principal investigator agrees to submit a final report on the work carried out during the funding period and to grant members of the board of trustees access to project-relevant documents at any time and to provide them with information if requested. The final report consists of the description of the project results and the cost report. The final report is due no later than 3 months after the end of the project.
5. All project-related documents shall be kept in a safe and orderly manner for at least seven years from the completion of the project.
6. The project must start no later than 9 months after being informed about the funding of the project, otherwise the funding will be forfeited.
7. A cost-neutral extension of the project of up to 6 months is possible after informing the Vice Rector for Research and Innovation in due time (at least 1 month before the original end of the project).
8. The funding is paid out in two instalments:
  - 1st instalment amounting to 80 % of the funding amount at the start of the project
  - 2nd instalment amounting to 20 % of the funding amount after the final report has been approved.

The principal investigator is responsible for ensuring that the budget for the project is adhered to.

9. Eligible costs are all expenses attributable to the project in accordance with the call of the "City of Vienna Anniversary Fund for the University of Natural Resources and Life Sciences, Vienna" that were directly and actually incurred for the duration of the funded project. Funds that are not used in accordance with the project must be returned.

Non-eligible costs are:

- Costs that are not directly related to the funded project or that are not clearly attributable to the project
  - Costs incurred before the project start date indicated in the declaration of acceptance
  - Costs that have already been financed under another grant (costs that have been claimed more than once)
10. The funding must be used efficiently and economically.
  11. Personnel costs are to be calculated on the basis of the gross salaries (without overtime allowance) as well as the related taxes for those project staff members who are actually working on the funded project.
  12. For the proof of project-relevant personnel costs, corresponding time records must be kept (by the hour, on a daily basis). For project staff who work exclusively in the funded project, the obligation to record time does not apply; the actual personnel costs can be reported.
  13. For travel expenses, a clear connection to the project must be proven. The travel expenses regulation of the federal government applies.
  14. The overheads are funded in form of 25% flat rate of the direct project costs.