

# **Financial rules for awarding grants for projects within the Mobility Programme**

These rules determine the granting of financial support (grant) to SAS organisations for the solving of international projects within the Mobility Programme and the grant management policy.

## **1. General principles**

- 1.1.** Financial support is approved by the Presidium of SAS (P SAV) based on a proposal from the Vice-President of the SAS for International Relations (PZS SAV) after discussion in the SAS Commission for International Relations or other ad hoc commission approved for this purpose.
- 1.2.** Financial support from SAS funds can be provided only for costs related to the project solution within the SAS organisation.
- 1.3.** The grant beneficiary is the SAS organisation, which will appoint the responsible project leader and a team of his/her co-workers participating in the project solution.
- 1.4.** Funds for a given calendar year are allocated to the grant beneficiary by a breakdown sheet, signed by the Vice-President of the SAS for International Relations. The administrative agenda is provided by the SAS Office (Department of International Cooperation).
- 1.5.** Only eligible project costs can be covered from the grant, i.e. temporal and material costs related to its solution, which must be substantiated and accountable.
- 1.6.** The share of the grant in the eligible costs is up to 100%.
- 1.7.** The items of eligible costs are specified in point 2 of these financial rules. Unless the call requests otherwise, items in the material category (under point 2.2.) and services (under point 2.3.) may together account for a maximum of 30% of the total allocated funds.
- 1.8.** All exceptions to the rules are approved by the Vice-President of the SAS for International Relations.

## **2. Items of eligible costs**

**The items of eligible costs include:**

### **2.1. Travel allowances**

This includes travel allowances related to the business trips of the project leader and members of the project team according to Act no. 283/2002 Coll. on travel allowances, as amended, including business stays and trips in connection with active participation in conferences: reimbursement of proven travel expenses (travel tickets, flight tickets), reimbursement of proven expenses for accommodation, meals, reimbursement of proven necessary expenses (e.g. car parking fees, internet, local transport, vignettes); in the case of a business trip abroad, in addition to the reimbursement of proven necessary incidental expenses, pocket money, reimbursement of proven expenses for insurance of necessary medical expenses abroad and other proven expenses related to the foreign business trip may also be reimbursed.

### **2.2. Material**

Material costs include general material directly related to the solution of the project - office

paper, office supplies, books and specialised literature, toners, chemicals, laboratory glassware and equipment, personal protective equipment in the laboratory and the field; animals, feed and other material. Material costs also include the acquisition of small tangible assets and the necessary computer technology as part of the Mobility Programme project solution.

### **2.3. Services**

The services provided by the supplier method which are directly related to the project solution, which can be evidenced by a separate supplier document or proven in another objective way. The following are considered eligible costs - conference fees; contracts, consultations, counselling, costs of publishing project results (publishing and editorial costs), including costs of securing rights to these research and development results; membership fees in the institutions if membership is demonstrably necessary or economically advantageous for the grant; postal services; operating costs, repairing and maintaining the assets used exclusively for the project solution; bank fees, taxes and grant-related fees.

### **3. Items of ineligible costs**

Ineligible costs include personal expenses, direct capital expenditures and indirect (overhead) costs. Ineligible costs also include costs for the acquisition and/or reconstruction, renovation, repair, maintenance of buildings and rooms, office furniture, workplace equipment commonly used by the organisation. Next, expenses for the publication of periodicals, textbooks and scripts, fees for ordinary training, courses and seminars; marketing, advertising, promotion and representation expenses, gift and advertising items, hospitality; financial expenses (debt interest, financial leasing expenses, etc.) and other expenses that are not related to the project solution and costs falling in the period before the beginning and/or after the end of the project solution.

### **4. Grant award**

- 4.1.** The Vice-President of the SAS for International Relations will notify the grant beneficiary of the decision of P SAV on the award of a grant and send him/her a breakdown sheet setting out the terms and conditions for the financing of the project and the obligations of the grant beneficiary and the project leader.
- 4.2.** The breakdown sheet shall enter into force and effect upon signature by the Vice-President of the SAS for International Relations.
- 4.3.** Funds from the SAS chapter budget will be provided to SAS public research institutions in the form of a regular transfer.

### **5. Management principles**

- 5.1.** The grant is managed by the grant beneficiary in accordance with the Act of the National Council of the Slovak Republic no. 523/2004 Coll. on budget rules of the public service, as amended and the valid economic classification, applicable legislation, these financial rules and according to the disposition of the project leader.
- 5.2.** When drawing on the grant, the beneficiary must follow the breakdown of the project budget stated

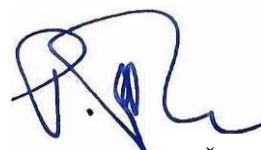
in the breakdown sheet. Any change, based on factual justification, is possible only with the consent of PZS SAV.

- 5.3. The grant beneficiary is obliged to continuously monitor the drawing of the grant and the progress of the project solution. He/She is responsible for ensuring that the grant is used according to the disposition of the project leader. If he/she finds that these instructions are in conflict with the regulations on the management of state property or that the funds are used inefficiently, he/she suspends the execution of the disposition and informs PZS SAV.
- 5.4. The beneficiary keeps separate accounting records on a separate analytical account for the management of the allocated grant funds.
- 5.5. All accounting documents by which the beneficiary proves the drawing of the grant must meet the requirements of the accounting law.
- 5.6. The grant beneficiary annually submits to the PZS SAV a detailed overview of the use of the allocated funds in the partial, or final reports.

## 6. Returning of allocated funds

The grant beneficiary will report the unused funds in the given year to the chapter of the SAS (ETO Ú SAV and PZS SAV) no later than 30. 11. of the given year and, at the same time, transfer the unused funds to the account of the SAS Office.

*These rules were approved by the Presidium of SAS by Resolution no. 232. C at its 8th meeting on 10. 02. 2022. The financial rules shall enter into force on the day following the day of their publication on the website of the SAS. On this day, the financial rules approved by the resolution of the P SAV no. 982.C dated 02. 04. 2020 shall become invalid.*



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