

# SI & ITP 2023: Kick-off info session

## Frequently Asked Questions

### 1. Who is my programme manager?

Your programme manager is mentioned in the second e-mail you received. For ITP's, Geraldine Mabbe is your main contact person. Regarding SI projects, the programme manager is assigned according to the country of your partner institution.



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### 2. Where can I find all the financial rules and guidelines for VLIR-UOS project?

This can be found in the Financial Framework that has been updated recently. This is the link to our website:

[https://cdn.vliruos.be/vliruos/Financial%20Framework%20FYP2\\_version%201.00.pdf](https://cdn.vliruos.be/vliruos/Financial%20Framework%20FYP2_version%201.00.pdf)

### 3. The Flemish Higher Education Institutions (HEI) are given some time for reviewing the contract, will the legal department from local HEI's also be given some time to review the contract before the legal or vice-chancellor can sign it?

Contracts are shared with Flemish and local HEI's. Please note however, that we work with standard contracts per programme (SI/ITP) and do not expect any modifications.

### 4. When will the first installment occur?

A first installment (Year 1) is transferred to the Flemish Partner latest September 1<sup>st</sup> of the first activity year. However, the installment can only take place once the contract is signed by all parties.

### 5. When is the latest date to start the projects (with all contracts/budgets finalised)?

Officially, the projects will always start September 1<sup>st</sup>. If a contract is not signed before that date, the installments cannot be granted. Consequently, a prefinance has to be made until the contract is signed. Please keep in mind that only costs invoiced from September 1<sup>st</sup> 2023 onwards can be reimbursed.

### 6. We are in the process of starting our local data acquisition for which we are already making costs. I have other unrelated grants which I can use, but is it possible to have that reimbursed as soon as the VLIR budget is available

No, only costs invoiced after the project start-up of 1 September 2023 can be reimbursed.

## **7. Who exactly is the 'partner institution'? Is this the local HEI?**

When we mention 'Partner institution', we refer to the (lead) higher education institution in one of our VLIR-UOS partner countries.

## **8. Is it compulsory for the partner institution to sign?**

In an SI project, the local partner institution always needs to sign, as VLIR-UOS funding = funding of partnerships. In an ITP project it depends on the partner set-up. When an ITP project has a local HEI identified as partner institution, this institution is expected to sign the contract as well.

## **9. Should the legal representative be head of the institution like the rector or the Dean or can it be the local promoter?**

The legal representative is usually a Rector, Vice Chancellor, but in some cases another person with authority is appointed as legal representation. This concerns sometimes a Vice Rector or Director function. It is exceptional that this person would coincide with the role of local promoter. The legal representative must be able by law and legal documentation to represent (sign off) for the local higher education or research institute, in name of the head of the institution.

In a normal constellation the following signatures would be required:

- Rector, or legal representative, Flemish HEI
- Flemish promoter
- Rector / VC, or legal representative, partner institution (local)
- Partner Promoter (=local)

## **10. How often should we report? annually or at the end of the project?**

The project reports on an annual basis. This annual consists in a narrative report of the progress made (Annual progress Report) and an Annual financial report (AFR). The formats and concrete timing will be shared in the coming weeks. This also means the first annual report of projects starting 1 September 2023 will be due only after the 1<sup>st</sup> activity year, running from 1 September 2023 to 31 August 2024, comes to an end.

## **11. At this point, and taking into account VLIR recommendations, can we reschedule visits-time from to Belgium/our partner countries adjusted to the approved budget?**

In terms of activities, these are probably minor issues, you can re-schedule activities within the project period.

## **12. Service contract falls under personnel cost. In this case does it fall under C2? Can you elaborate what Topping up means?**

Service contracts actually resort under operational costs since these are mainly linked to specific project activities. Service contracts related to the payment of personnel can only be applied for persons external to the HEI's. Service contracts are limited in time and scope, since these are not to meant to outsource key tasks in the project which belong to the "core academic business".

Personnel cost concerns employment contracts & topping-up possibilities for staff of the partner HE institution. Topping-up definition: Only for specific programmes: TEAM, ITP and SI an approved activity-based supplement to the salary of staff members of partner institutions can be funded. To be kept to a minimum overall in the project budget and needs to be part of the initial proposal. You can find the details on this in our financial framework document, available on the website.

**13. When should this online form be completed for the ITP and SI projects?**

After receiving the communication, as soon as possible. The deadline for ITP is 26 June and for SI is 21 June, but please check the deadline provided in the email. this information is needed to continue the contract preparations.

**14. Is an analytical accounting system a formal requirement at level of the (local) partner HE?**

An analytical or “double” accounting system is not an obligation. We ask this question mainly to get a better view on the implementation by the partner institutions. If not available we advise a separate project account to be opened. Meanwhile partners can provide the general account number until a specific local account is opened. In case this is not possible please explain in the follow-up tool where this question is asked.