

## Instructions

### Financial and projects monitoring regarding the administrative procedure for HFR Research Grants

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#### **Financial**

##### **1. Amount granted**

The total amount granted is mentioned in the letter of acceptance. It cannot be exceeded. If the granted amount is expected to be exceeded, a request with motivated reasons and supervisor's stamp and signature must be submitted by the project leader and sent to the HFR Research Grants Committee, by email [hfrgrants@h-fr.ch](mailto:hfrgrants@h-fr.ch), **before** any expenses above the granted amount. The Committee will examine the request and decide whether to accept it or not. Without the Committee's validation for any additional expenses, reimbursement is not guaranteed.

##### **2. Grant-number for correspondence and financial purposes**

The Grant-number is mentioned in the letter of acceptance. It is the identification of your project, linked to an account. **It must be stated in all correspondence and financial purposes.**

##### **3. Invoice**

The invoices, annotated with the project number and supervisor's stamp and signature, are to be sent to the accounting service, by email [fonds@h-fr.ch](mailto:fonds@h-fr.ch), for payment. In order to be paid on time, the invoices should be sent **as quickly as possible** to the accounting service. The project leader is responsible for ensuring timely and accurate payment of invoices to suppliers. Only expenses planned according to the initial budget approved by the HFR Research Grants Committee will be accepted.

##### **4. Reimbursement**

For self-paid expenses related to the project, the "[remboursement de frais par un fonds](#)" / "[Rückerstattung von Fondsausgaben](#)" form is to be filled out and sent to the accounting service, by email [fonds@h-fr.ch](mailto:fonds@h-fr.ch), together with the relevant receipts, the project number and the supervisor's stamp and signature. Expenses reimbursement requests must be submitted to the accounting department as soon as possible and no later than the end of the calendar year. Reimbursement cannot be guaranteed for requests submitted after the end-of-year deadline.

Form can be found on the HFR-Intranet (Axis) :

- **(FR)** HFR-Intranet website (Axis) → Travailler à l'HFR → Remboursement de frais → remboursement de frais par un fonds
- **(DE)** HFR-Intranet website (Axis) → Arbeiten am HFR → Rückerstattung Mitarbeiterausgaben → Rückerstattung von Fondsausgaben

## 5. Workforce

- **Regular workforce**

For the employees, including the project leader, who will **work for the project on a regular basis**, a change of their cost centers must be operated. The project leader must inform the HFR Research Grants Committee, the accounting service and the HR service, respectively, by email [hfrgrants@h-fr.ch](mailto:hfrgrants@h-fr.ch), [fonds@h-fr.ch](mailto:fonds@h-fr.ch) and [corinne.cota@h-fr.ch](mailto:corinne.cota@h-fr.ch), **who will work on the project, at which occupation rate and for how long**. This information must be sent as soon as the project has started. If it does not reach the relevant services on time, salaries will be charged on the wrong cost center and it may impact the granted amount afterwards.

- **Occasional workforce**

For the employees who will **work for the project on an occasional basis and employees working outside their standard working hours**, the project leader must inform the HFR Research Grants Committee, the accounting service and the HR service, respectively, by email [hfrgrants@h-fr.ch](mailto:hfrgrants@h-fr.ch), [fonds@h-fr.ch](mailto:fonds@h-fr.ch) and [corinne.cota@h-fr.ch](mailto:corinne.cota@h-fr.ch). Their name, the occupation rate/frequency and the duration must be communicated. In the case of a planned lump sum, this amount must be communicated. This information must be sent as soon as the project has started. If it does not reach the relevant services on time, salaries will be charged on the wrong cost center and it may impact the granted amount afterwards.

The payment of additional salaries is subject to social security contributions. It must therefore be reported to the AVS/AHV/OASI and included in the annual salary certificate for tax purposes. In the case a lump sum is agreed between the project leader and the employee, social security contributions will be additionally charged to the project. Approximately 15% in additional salary-related costs should be included in the project budget.

- **Free workforce**

If HFR's employees or external workforce volunteer to work on the project, **the project leader must first ask for permission from HR service** and inform the HFR Research Grants Committee, respectively, by email [corinne.cota@h-fr.ch](mailto:corinne.cota@h-fr.ch) and [hfrgrants@h-fr.ch](mailto:hfrgrants@h-fr.ch).

## 6. Financial monitoring

On a semi-annual basis, the accounting service provides the HFR Research Grants Committee and HR service, respectively, by email [hfrgrants@h-fr.ch](mailto:hfrgrants@h-fr.ch) and [corinne.cota@h-fr.ch](mailto:corinne.cota@h-fr.ch), information on all ongoing projects and their expenses. The faster the accounting service receives the invoices and the relevant forms, the most efficient the settlement can be prepared. All inquiries concerning the financial monitoring must be addressed to the HFR Research Grants Committee, by email [hfrgrants@h-fr.ch](mailto:hfrgrants@h-fr.ch).

## **Projects**

### **7. Start of the project**

The project leader must inform the HFR Research Grants Committee, the accounting service and the HR service, respectively, by email [hfrgrants@h-fr.ch](mailto:hfrgrants@h-fr.ch), [fonds@h-fr.ch](mailto:fonds@h-fr.ch) and [corinne.cota@h-fr.ch](mailto:corinne.cota@h-fr.ch), about **the start date of his/her project**. The duration of his/her project will be shifted accordingly.

### **8. Annual activity report**

An annual report needs to be submitted to the HFR Research Grants Committee **by March 31<sup>st</sup> of the following year**. The annual report must summarize the activities that took place in the previous calendar year. The first report is due in the year following the start of the project. The activity report must, at least, contain the following sections :

- a summary of the activities undertaken in the reporting period;
- information on achieved results and work in progress must be given;
- next steps.

The annual report should be sent to the HFR Research Grants Committee by email, [hfrgrants@h-fr.ch](mailto:hfrgrants@h-fr.ch). Non-submission of the annual report may lead to the suspension of the grant and reimbursement of spent amounts.

### **9. End of the project**

At the end of the project, the project leader must send a final activity report, in PDF form to the HFR Research Grants Committee by email [hfrgrants@h-fr.ch](mailto:hfrgrants@h-fr.ch).

### **10. Extension of the duration of the project**

If the duration of the project must be extended, the project leader, with the supervisor's validation, must inform the HFR Research Grants Committee, the accounting service and the HR service, respectively, by email [hfrgrants@h-fr.ch](mailto:hfrgrants@h-fr.ch), [fonds@h-fr.ch](mailto:fonds@h-fr.ch) and [corinne.cota@h-fr.ch](mailto:corinne.cota@h-fr.ch), about the reasons of the extension. The initial granted amount remains the same in case of an extension.

### **11. Stop of the project**

If the project must be stopped, the project leader, with the supervisor's validation, must immediately inform the HFR Research Grants Committee, the accounting service and the HR service, respectively, by email [hfrgrants@h-fr.ch](mailto:hfrgrants@h-fr.ch), [fonds@h-fr.ch](mailto:fonds@h-fr.ch) and [corinne.cota@h-fr.ch](mailto:corinne.cota@h-fr.ch) about the reasons of the discontinuation.

### **12. Change of the project leader**

In case of change of the project leader, due to the end of the contract or any other reasons, the project leader with the supervisor's validation, must inform the HFR Research Grants Committee, the accounting service and the HR service, respectively, by email [hfrgrants@h-fr.ch](mailto:hfrgrants@h-fr.ch), [fonds@h-fr.ch](mailto:fonds@h-fr.ch) and [corinne.cota@h-fr.ch](mailto:corinne.cota@h-fr.ch).

The new project leader must explicitly communicate to the HFR Research Grants Committee his acceptance to take over the project according to the defined terms.

## Useful links

- All information about the Research projects and Fellowships :
  - o FR : <https://www.h-fr.ch/nos-recherches/bourses-de-recherche>
  - o DE : <https://www.h-fr.ch/de/forschung/forschungsgrants>
- Reimbursement form
  - o FR : <https://axis.hfr.ch/rh/rembfrais/default.aspx> → “remboursement de frais par un fonds”
  - o DE : <https://axis.hfr.ch/rh/rembfrais/default.aspx> → “Rückerstattung von Fondsausgaben”

## Contact

- HFR Research Grants Committee : [hfrgrants@h-fr.ch](mailto:hfrgrants@h-fr.ch)
- Accounting service : [fonds@h-fr.ch](mailto:fonds@h-fr.ch)
- HR service : [corinne.cota@h-fr.ch](mailto:corinne.cota@h-fr.ch)