

UNIVERSITY OF NICOSIA

Step-by-Step Guide for the Management of Funded Projects

Research & Innovation Office

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Contents

Introduction	3
Project Management of Funded Projects	3
The Scope of the Guide	4
The 13 Steps of Project Management	4
Appendix A: Rules and Regulations for the Management of Funded Projects	9
A1. Rules and Regulations for Project Organization	10
A2. Rules and Regulations for Budget Categories	11
A3. Rules and Regulations for Completing Timesheets	15
Appendix B: Internal Forms for the Management of Funded Projects	16
M1. Project Overview Form	17
M2. New Employee Data Form	19
M3. Timesheet Template	20
M4. Travel Reimbursement Form	21
M5. Salary Payment Form	23
M6. Bank Identification Form	24
M7. Order Requisition Form	25
M8. Subcontract Request Form	27

Disclaimer

Every effort has been made to ensure the accuracy of the information included in this Guide. Information contained in this Guide is correct as of the last date revised (April 2013). However, the information may be subject to change. The University reserves the right to amend, at any time, the policies and other materials contained in this Guide.

Introduction

The **Research & Innovation Office (R&IO)** aims to assist researchers at the University of Nicosia (UNic) in the effective implementation and management of funded projects. The R&IO is committed to guiding Researchers through the life-cycle of funded projects.

Project Management of Funded Projects

The management of funded projects consists of scientific, administrative, and financial activities. The scientific activities of a project are the sole responsibility of the Project Coordinator (PC)¹ or the Partner Research Coordinator (PRC)² and associated Researchers involved in the project (Fig.1). The administrative and financial activities require the collaboration of the PC/PRC with the R&IO and the Finance Officer (FO) (who will work in close collaboration with the University's Finance Department) (Fig.1). Good collaboration is necessary in order for the projects to be carried out and completed successfully.



Figure 1: Project Management Collaboration

¹ A Researcher will assume the role of **Project Coordinator (PC)** in cases where the University of Nicosia (UNic) is the Host Organisation of the project.

² A Researcher will assume the role of **Partner Research Coordinator (PRC)** in cases where UNic is a Partner in the project.

The Scope of the Guide

The purpose of the current Guide is to inform PCs/PRCs on the steps to be taken to ensure successful administrative and financial management of the projects. PCs/PRCs are required to read the important information outlined in the current Guide as soon as they have been awarded a research grant. By following the 13 steps outlined in Fig.2, PCs/PRCs will be able to manage funded projects effectively and smoothly.

The 13 Steps of Project Management

Fig.2 summarizes the 13 steps to be followed for the successful management of research projects.

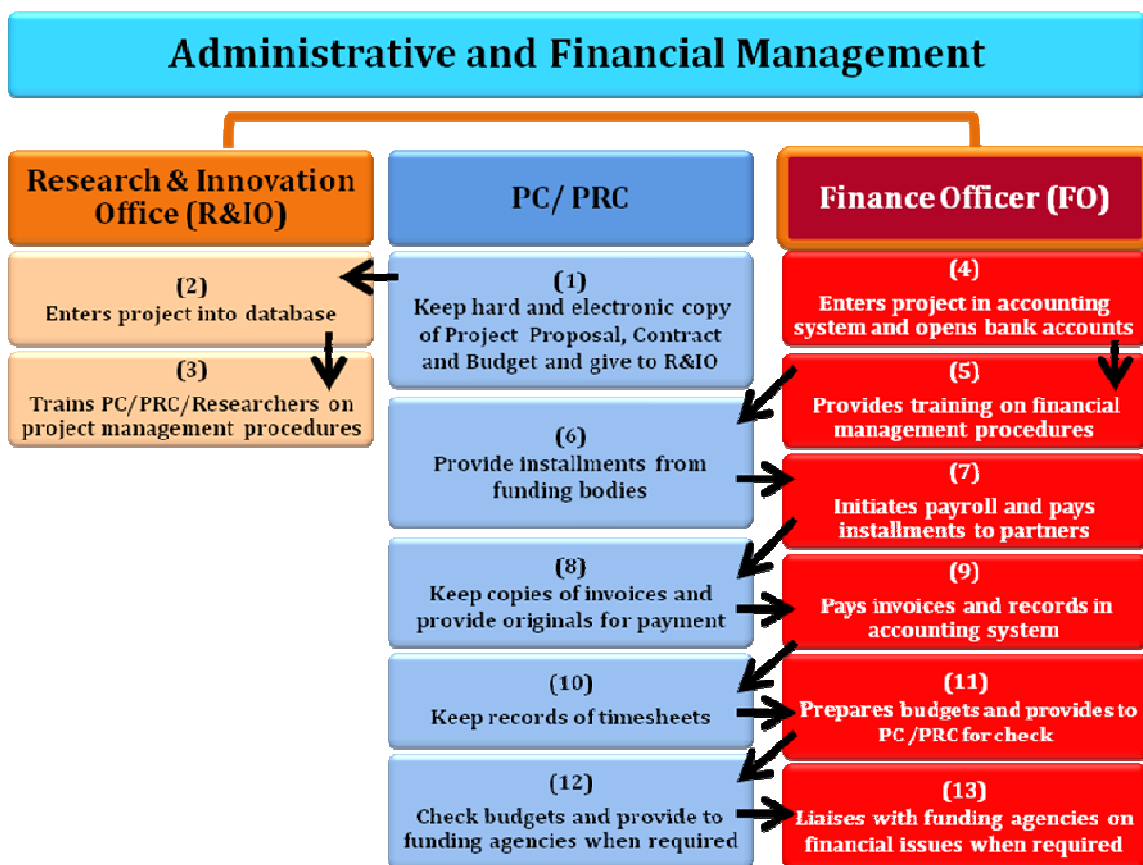


Figure2: 13-Steps to Administrative and Financial Management of Funded Projects

Step 1: The PC/PRC keeps hard and electronic copies of the project documents and provides original project documents (if available) to the R&IO

Following the signing of the Contract, the PC/PRC must:

- Keep hard and electronic copies of the final approved and signed *Contract* (this should include the *Project Proposal* and *Budget*).
- Submit the **original** signed *Contract* (if PC) or a **copy** of the *Contract* (if PRC) and the electronic versions of the *Contract*, *Budget* and the **Project Overview Form** (see Appendix B: Form M1) to the R&IO.

Step 2: The R&IO enters the project into the research project database

- Upon receipt of the *Contract*, *Budget* and the *Project Overview Form*, the R&IO will enter the project into the electronic research project database.

Step 3: The R&IO informs the PC/PRC on project management procedures

- Following the signing of the project *Contract* and the commencement of the project, the R&IO will inform the PC/PRC on the management for the project, in accordance with the rules and regulations of the specific funding agencies and the specific call.
- **All PCs/PRCs engaged in managing funded projects must attend the Information Sessions that are relevant to their projects.**
- For detailed information as to how PCs/PRCs should organize/manage their projects please refer to **Appendix A1: Rules and Regulations for Project Organization**.

Step 4: The FO enters project in accounting system and opens bank accounts

- The Finance Officer (FO) will enter the *Project Budget* into the accounting system and create a coding-system for the various budget categories.
- Specific codes will be assigned according to the categories of each funding agency. Codes will be created for all budget categories and sub-categories.
- The FO will open a separate bank account (with no overdraft) for every project under the University of Nicosia. The signatories of this bank account will be the PC/PRC and the FO.
- For a detailed description of the budget categories and the rules to be followed within each category please refer to **Appendix A2: Rules and Regulations for Budget Categories**.

Step 5: The FO informs the PC/PRC about the financial management procedures

- The FO will inform the PC/PRC on the internal financial management procedures.
- The codes corresponding to the different budget categories and sub-categories will be provided to the PC/PRC. The PC/PRC must use these codes to ensure the correct and consistent identification and declaration of project-related expenses.

Step 6: The PC/PRC provides instalments from funding bodies to the FO**If UNic participates as a *Host Organisation*:**

- The PC will liaise with the funding agency to secure the first instalment of the project.
 - In the event that an instalment must be paid by bank transfer, the PC is responsible for providing the funding agency with all the necessary bank account details.
 - Upon receipt of the instalments from the funding agency, the PC will:
 - submit the relevant cheque to the FO or
 - inform the FO regarding the payment of an instalment via bank transfer
 - The PC must indicate the specific project code assigned by the FO in all oral and written communication.
- The PC, in collaboration with the FO, will be responsible for obtaining the financial information of all Project Partners. Please refer to the **M6. Bank Identification Form (Appendix B)**.

If UNic participates as a *Partner*:

- The PRC will liaise with the PC of the Host Organisation to secure the first instalment of the project.
 - In the event that an instalment must be paid by bank transfer, the PRC is responsible for providing the PC of the Host Organisation with all the necessary bank account details.
 - Upon receipt of the instalment from the PC of the Host Organisation, the PRC will:
 - submit the relevant cheque to the FO or
 - inform the FO regarding the payment of an instalment via bank transfer
 - The PRC must indicate the specific project code assigned by the FO in all oral and written communication.

Step 7: The FO initiates payroll and pays instalments to partners

- The FO will provide an acknowledgment letter upon the receipt of a cheque for the payment of the first instalment.
- Upon receipt of the first instalment, and in accordance to the funding agency, the FO will initiate the payroll for staff that are engaged in the project and will make all other necessary payments.
- When UNic is participating as a *Host Organisation*, upon receipt of the first instalment and following instructions from the PC, the FO will pay the instalments due to Project Partners.

Payments to Project Partners will be sent within **two (2) working weeks** following the deposit of the funds and provided the Project Partners have sent all required documents and financial information.

- The same procedure is followed for the payment of subsequent instalments.
- If required, please refer to the ***M5. Salary Payment Form (Appendix B)***.

Step 8: The PC/PRC keeps copies of invoices and provides originals for payment to the FO

- The PC/PRC will be responsible for consulting the *Project Budget* prior to committing to the purchase of any project-related items or services.
- The PC/PRC must keep copies of all project-related invoices.
- The PC/PRC must code all **original invoices** in accordance with the codes assigned by the FO and forward these to the FO for payment by the 23rd of each month. Invoices submitted by fax, scan or PDF format will not be accepted. Payments will be made by the 7th of the following month.
- **It will be the sole responsibility of the PC/PRC to adhere to the approved *Project Budget*. Any additional amounts incurred over and above the approved *Project Budget* will not be covered.**

Step 9: The FO pays invoices and records these in the accounting system

- The FO will be responsible for making all project-related payments in accordance with the approved *Project Budget* and to ensure that all accounting entries of the projects are up-to-date.
- Depending on the type of payment, the FO will prepare either a cheque payment or a bank transfer.
- All transactions will be recorded in the accounting system set up for each project.
- A receipt of payment will be obtained and a copy will be given to the PC/PRC.

Step 10: The PC/PRC keep records of timesheets

- All staff are responsible for preparing their individual timesheets on a monthly basis.
- A detailed description of the rules and regulations for completing timesheets is provided in ***Appendix A3: Rules and Regulations for Completing Timesheets***.
- A template of the timesheet is included in ***Appendix B (Form M3: Timesheet Template)***.
- The timesheets must be checked and signed by the PC/ PRC and must adhere to the *Project Budget*.
- The Researchers must submit the approved timesheets to the FO by the 20th of every month.

Step 11: The FO prepares budget reports and provides them to PC/PRC for check

- At the end of each month and prior to the submission of any project reports (Six-month, Interim and Final Reports), the FO will provide the PC/PRC with a *Budget Report*.
- The FO will support:
 - the PC to prepare financial reports (Six-month, Interim and Final Reports) to be submitted to the funding agency
 - the PRC to prepare financial reports (Six-month, Interim and Final Reports) to be submitted to the PC of the Host Organisation.

Step 12: The PC/PRC must check the Project Budget and prepare reports when required**If UNic participates as a Host Organisation:**

- The PC:
 - must check the *Budget Reports* provided by the FO and inform the FO of any changes or alterations that may be required
 - will be responsible for submitting all progress reports (Six-month, Interim and Final) to the funding agency in accordance with the specified deadlines.

If UNic participates as a Partner:

- The PRC:
 - must check the *Budget Reports* provided by the FO and inform the FO of any changes or alterations that may be required
 - will be responsible for submitting all progress reports (Six-month, Interim and Final) to the PC of the Host Organisation in accordance with the specified deadlines.

Step 13: The FO liaises with funding agency on financial issues when required

- The FO will provide his support to PCs/PRCs when required during checks by funding agencies (e.g. Six-month, Interim and Final).
- The PC/PRC must contact the FO to arrange a meeting to review *Project Budgets* for *Project Reports*.
- In the case of Final Reports, PCs/PRCs must contact the FO no later than **two (2) working weeks** following the end date of the project in order to set up an appointment to review the project budget.
- The FO will liaise with the funding agency regarding financial issues if and when they may arise.

Appendix A:
Rules and Regulations for the Management of Funded Projects

A1: Rules and Regulations for Project Organization

- A separate **Project Folder** should be kept by the PC/PRC for each new project. This is the official Project Folder and must be ready for review by internal and/or external auditors at any given time.
- It is recommended that the **Project Folder** be divided into the following sections:
 - Project Proposal
 - Contract
 - Budget
 - Communication with funding agency
 - Communication with project coordinators and/or partners
 - Monthly timesheets
 - Copies of invoices and receipts*
 - Personnel costs
 - Durable equipment
 - Computers & software
 - Costs for buildings
 - Costs for external services
 - Dissemination and exploitation costs
 - Travel costs
 - Consumables
 - Other specific costs

* All invoices must be coded in accordance with the codes assigned by the FO and stored in chronological order.

A2: Rules and Regulations for Budget Categories

- PCs/PRCs must follow the rules and regulations set out below for each budget category in order to ensure the eligibility of the costs incurred throughout the duration of the project.
- PCs/PRCs should be aware that VAT should be included in the budgeted costs of each project as VAT is not recoverable by UNic.
- In cases in which expenses are considered non eligible or in the case that these expenses are over and beyond the approved budget categories, these will not be reimbursed.
- Budget categories may include, but are not limited to the following:
 - **Staff costs**
 - **Durable equipment**
 - **Computers & software**
 - **Costs for buildings**
 - **Costs for external services**
 - **Dissemination and exploitation costs**
 - **Travel costs**
 - **Consumables**
 - **Other specific costs**
 - **Overhead costs**
- **Staff costs**
 - Staff must keep monthly timesheets to be approved by the PC/PRC and subsequently by the FO. The regulations that should be followed for completing the timesheets are presented in **Appendix A3**.
 - The PC must submit all the timesheets to the FO by the **20th of each calendar month** or the previous working day if the 20th falls on a weekend or public holiday.
 - Non-eligible staff costs include:
 - Overtime
 - Work during weekends and public holidays
 - Bonus
- **Durable equipment**
 - For Cyprus Research Promotion Foundation (RPF) projects, depreciation (the economic life) for durable equipment is 60 months.
 - Funding agencies usually pay for the time the equipment was used during the project.
 - Example: Assume the duration of the project is 3 years. Cost of equipment x percentage of use during the project x duration of the project / depreciation: €1000 x 100% x 36 / 60 = €600 negative balance €400. The agency will pay €600 out of €1000. The remaining €400 is not an eligible expense.
 - In case the negative balance cannot be covered from the project overheads then the PC must apply to the President of the Council for approval at the pre-submission stage (see Submission Guide), indicating the amount that needs to be financed by the University.
 - Please refer to **M7. Order Requisition Form (Appendix B)**.

- **Computers & software**
 - For RPF projects, depreciation (the economic life) for computers & software is 36 months.
 - Funding agencies usually pay for the time the equipment was used during the project.
 - Example: Assume the duration of the project is 2 years. Cost of computer x percentage of use during the project x duration of the project / depreciation: €1000 x 100% x 24 / 36 = €667 → negative balance €333. The agency will pay €667 out of €1000. The remaining €333 is not an eligible expense.
 - In case the negative balance cannot be covered from the project overheads then the PC must apply to the President of the Council for approval at the pre-submission stage (see Submission Guide), indicating the amount that needs to be financed by the University.
 - Please refer to **M7. Order Requisition Form (Appendix B)**.
- **Subcontracting**
 - The R&IO must prepare a Contract with the sub-contractor.
 - The sub-contractor must submit an invoice to the R&IO for the services provided vis-à-vis the project.
 - The invoice must be issued to the organization that requests the service indicating the project code and name and report the suppliers' VAT number and tax identification code.
 - The FO will make the payment and obtain the original receipt.
 - Please refer to **M8. Subcontract Request Form (Appendix B)**.
- **Dissemination and exploitation costs**
 - **Services from suppliers**
 - The PC/PRC must obtain an invoice from the supplier and submit the original to the FO.
 - The invoice must be issued to the organization that requests the service and must include the project code and name and the suppliers' VAT number and tax identification code.
 - The FO will prepare the cheque and the PC/PRC will be responsible to deliver the cheque to the supplier.
 - The PC/PRC must obtain a receipt of payment from the supplier and will submit the original to the FO.
 - **Organization of conference/seminars**
 - Conferences/seminars can only be organized if they are included in the *Project Budget*.
 - The PC/PRC who organize conferences/seminars at the University should:
 - Contact the University's in-house design unit, Mediazone, for the production of promotional material (e.g. invitation cards, posters, banners).
 - Be responsible for dissemination of promotional material.
 - Contact the Office of the Director of Communication or the Events Manager for assistance in promoting their event.
 - Contact the Events Manager/Main Reception to book conference and/or seminar rooms.
 - Contact the Gallery Restaurant or the Millennium Cafeteria to arrange for catering (coffee breaks, lunch, cocktail, etc.).

- Contact the Office of General Administration for the preparation of rooms (e.g. cleaning or reorganization of room set up) or for assistance in transporting material within the University.
 - Contact professional conference organizers for big conferences.
 - **Conference participation**
 - When applying for a conference, the PC/PRC must make sure that they apply under the organization which is officially involved in the project (e.g. a researcher should not register under the University of Nicosia participating in a project under the UNRF). The PC/PRC must also include the logo of the participating organizations and the funding agency in posters/oral presentations.
 - The PC/PRC must submit proof of payment of the **conference registration fee** to the FO.
 - For proof of conference participation the PC/PRC must submit to the R&IO:
 - the conference programme (highlighting the date and time of their presentation)
 - a copy of the conference proceedings (if available)
 - copies of any conference posters and/or oral presentations.
- **Travelling costs**
 - Upon return from any project-related trip the PC/PRC must submit the following documents to the FO in order to claim reimbursement:
 - Invoice and receipt of payment for air ticket (economy class)
 - Original boarding passes
 - Invoice and receipt for payment for accommodation
 - Receipt for payment for transport from place of stay to the airport and vice-versa
 - In case the PC/PRC travel abroad for research purposes then they must submit to the R&IO invitations for meetings, agendas and meeting minutes.
- **Consumables**
 - The PC/PRC must obtain an invoice for the purchase of the consumable and submit the original to the FO.
 - The invoice must be issued to the organization that requests the service and must show the suppliers' VAT number, tax identification code and/or identification number and the code and name of the project.
 - The FO will prepare the cheque and the PC/PRC will be responsible to deliver the cheque to the supplier.
 - The PC/PRC will obtain a delivery report from the supplier and will submit the original to the FO.
 - The PC/PRC will obtain a receipt of payment from the supplier and submits the original to the FO.
 - In case the purchase is made online, PCs/PRCs must pay online and submit a copy of the following to the FO for reimbursement:
 - invoice (if available)
 - receipt of payment
 - delivery report
 - The invoice or delivery report and receipt of payment must be issued to the organization that requests the service, clearly highlighting its legal address and the project code.

- **Other specific costs**
 - Specific costs refer to expenses that cannot be classified under any of the other previous categories.
 - If any project-related costs fall under this category please consult with the FO.

- **Overhead costs**
 - Overhead costs refer to costs that derive from research activity and cannot be classified under any of the categories above. These costs typically include electricity, water, telephone calls, secretarial and finance support.
 - Faculty/Researchers must charge the maximum overhead rates allowed through each funding agency, which are typically as follows:
 - **Cyprus Research Promotion Foundation (RPF): 20%**
[Research Proposals submitted under the “Upgrading of Existing Infrastructure” and “New Infrastructure” programmes may be exempt from this rate.]
 - **EU Programmes:**
 - 7th Framework Programme (FP7): 20%
 - Other Programmes: maximum applicable rate per call (typically 7%)
 - The University of Nicosia policy on overhead rates is as follows:
 - The University of Nicosia will claim a *minimum* 10% overhead rate on the total budget received by the University even if the maximum overhead eligible through the EU funding is 7%.

In instances where the maximum overheads eligible through the EU funding is 7% but the University of Nicosia claims the minimum 10% overhead rate:

- The 7% overhead amount will stay with the University to cover the cost of overheads (e.g. electricity and water, telephone calls, secretarial and financial support).
 - The remaining 3% will be set aside in a Research Fund in order to support the research activities of University faculty and researchers.
- Please consult the R&IO as overhead rates may be subject to change.

A3: Rules and Regulations for Completing Timesheets

- The Research & Innovation Office (R&IO) will provide the PCs/PRCs/Researchers with the Timesheet Template upon commencement of the project (an example of a Template is provided in **Appendix B: Form M3**).
- All staff must keep **monthly** timesheets.
- When completing time sheets staff **must** follow the following rules:
 - The number of working hours per month must not exceed **140 hours**.
 - The working days spent on a project must not exceed **17.5 days per month**.
 - The working hours spent on a project must not exceed **8 hours per day**.
 - Hours worked on project-related activities must be declared **from Monday to Friday**. Hours declared on Saturday and Sunday are not eligible.
 - Hours declared on public holidays are not eligible.

For the academic year 2012-2013, these include:

▪ Cyprus Independence Day:	Monday, 1 October 2012
▪ Greek National Day:	Sunday, 28 October 2012
▪ Christmas:	Monday, 24 to Thursday, 27 December 2012
▪ New Year's Eve:	Monday, 31 December 2012
▪ New Year's Day:	Tuesday, 1 January 2013
▪ Epiphany:	Sunday, 6 January 2013
▪ Green Monday:	Monday, 18 March 2013
▪ Greek Independence Day:	Monday, 25 March 2013
▪ National Day:	Monday, 1 April 2013
▪ Labour Day:	Wednesday, 1 May 2013
▪ Easter:	Thursday, 2 to Tuesday, 7 May 2013
▪ Pentecost (Kataklysmos):	Monday, 24 June 2013
▪ Assumption:	Thursday, 15 August 2013

For the academic year 2012-2013, these include:

▪ Cyprus Independence Day:	Tuesday, 1 October 2013
▪ Greek National Day:	Monday, 28 October 2013
▪ Christmas:	Tuesday, 24 to Friday, 27 December 2013
▪ New Year's Eve:	Tuesday, 31 December 2013
▪ New Year's Day:	Wednesday, 1 January 2014
▪ Epiphany:	Monday, 6 January 2014
▪ Green Monday:	Monday, 3 March 2014
▪ Greek Independence Day:	Tuesday, 25 March 2014
▪ National Day:	Tuesday, 1 April 2014
▪ Easter:	Thursday, 17 to Tuesday, 22 April 2014
▪ Labour Day:	Thursday, 1 May 2014
▪ Pentecost (Kataklysmos):	Monday, 9 June 2014
▪ Assumption:	Friday, 15 August 2014

- Upon completion of the timesheets staff should provide these to the PC/ PRC for approval.
- It is extremely important to follow the above rules in order to ensure that PCs/PRC/Researchers will be entitled to receive all the staff costs that they are due. Failure to follow the above rules may result in the staff receiving a reduced amount of staff costs from the funding agency.

Appendix B:
Internal Forms for the Management of Funded Projects

M1. Project Overview Form				
<i>This Form must be completed by the PC/PRC and submitted to the R&IO</i>				
A. General Project Information				
Project title				
Project code				
Acronym				
Summary (max. 200 words)				
B. Funding				
Funding agency				
Framework				
Programme				
Action				
C. Internal Coordination (UNIC)				
Project submitted under				
Role in project				
Project Coordinator (PC) / Partner Research Coordinator (PRC)				
Department & School				
Contact Details	Tel.:		Fax:	
			Email:	
D. External Coordination <i>(applicable when UNIC is NOT the HOST ORGANISATION)</i>				
Host organisation				
Project Coordinator (PC)				
Contact Details	Tel.:		Fax:	
			Email:	
E. Partners				
Partner No.	Organisation	Country	Contact Person	Email and/or Telephone
1				
2				
3				
(Add more rows)				
F. Schedule				
Year Awarded	Duration (in months)	Start Date	Expected End Date	

G. Budget (Euro)					
	%	Euro	1st instalment	2nd instalment	3rd (Final) instalment
Funding agency contribution					
Own contribution					
Total organization budget					
Total host organization & partners' own funding					
Total project budget					

H. REPORTING			
Report type	Due Date	Date Submitted	Check / Interview Date
Six-month Report			
Interim report			
Final report			

M2. New Employee Data Form

This Form may need to be completed by new employees commencing funded projects under UNIC. Please contact the Finance Officer at the R&IO before completing this form.

Please select payment method

1	Employee through payroll (with social insurance etc) <i>In this case please complete sections A, B and C.</i>	
2	Self –Employed/Company (through invoice) <i>In this case please complete sections A, B and D (an invoice should be provided together with a timesheet to the Finance Officer by the 20th of each month)</i>	

A Employee Details

Full Name:	Surname	First Name	Middle Name
Nationality*	Date of birth	Gender	
Marital Status	Single	Married	Divorced
			Widowed
Identity Card No. or ARC No.		Social Insurance No.**	
(If your nationality is other than Cypriot, it is compulsory to obtain an ARC No.***)			
Home Address			
	(Postcode)		
Home Telephone:		Mobile:	

B Appointment Details

Appointment Start Date			
Employment Details	Full Time	Part Time	Hours per month
Employment Group	Researcher	Independent Researcher	
Gross Salary €		Hourly Rate €	

C Tax Details

All new employees at UNIC must contact the Finance Officer at the R&IO in order to complete the IR59 Income Tax Form.

D Invoice Details

If the invoice issued is not in your name but under a company, please provide the following:

Company Name	
Employee's Signature	

* If your nationality is other than Cypriot, please provide in the remarks section below your Passport No.

** If you do not have a Social Insurance No. please contact the Finance Officer at the R&IO for further information.

*** If you do not have an ARC No. please contact the Finance Officer at the R&IO for further information.

Remarks:

Employee's Signature:

Date:

Finance Officer Signature:

Date:

M4. Travel Reimbursement Form

Please see the notes below before completing this Form.

Travel Cost		Euro	Travel Information	
A.	AIR TICKET COST		PROJECT TITLE:	
	Total Cost		PROJECT CODE:	
B.	SUBSISTENCE ALLOWANCE <i>Note: No. of Overnight Stays x Max. Eligible Daily Rate</i>		TRAVEL FROM (CITY/COUNTRY):	
	Total Cost		TRAVEL TO (CITY/COUNTRY):	
C.	Travel To-From Airport <i>Note: Public services must be used. Under special circumstances private service may apply. Subject to approval.</i>		HOTEL CHECK-IN DATE:	
	Total Cost		HOTEL CHECK-OUT DATE:	
D.	Other <i>Note: Any Other Costs must be fully explained under Comments. Subject to approval.</i>		NO. OF APPROVED OVERNIGHT STAYS	
	Total Cost		MAX. ELIGIBLE DAILY RATES FOR SUBSISTENCE COST <i>Note: As Approved by the EU/Rates Annexed to the Contract</i>	
E.	Total Travel & Subsistence Cost (A+B+C+D)		PURPOSE OF THE TRIP:	
ADDITIONAL COMMENTS:				
Approved By:				
Project Manager:		Signature:		Date:

PAYMENT RECEIPT	
I verify that all above information is correct and that I have received the total amount of Euros from the Organization as reimbursement for the above approved trip.	
Name:	
Signature:	
Date:	
SUPPORTING DOCUMENTS CHECK LIST	
ALL ORIGINAL DOCUMENTATION MUST BE SUBMITTED IN ORDER TO BE REIMBURSED	
EMPLOYEES MUST KEEP COPIES OF ALL ORIGINALS	
Air Ticket Invoice & Receipt	
Boarding Passes	
Hotel Invoice & Receipt	
Travel to and from the Airport Invoice & Receipt	
Agenda	
Signed Attendance list	
TRAVEL POLICY	
<p>Travel and Subsistence Costs may be claimed only for journeys directly connected to specific and clearly identifiable project-related activities and approved budget. Any approved trip includes the following eligible expenses provided that the employee submits all required original documentation to the Financial Officer:</p> <ul style="list-style-type: none"> - Air flight tickets (most economic fair where possible) - Travel to-and-from the airport only (provided the most economic transportation is used where possible) - Subsistence allowance for each overnight stay paid on the basis of a daily allowance ceiling rates specified by the project - Subsistence rates cover accommodation, meals and all local travel costs. - The maximum number of eligible days is based on the number of approved meeting dates <u>plus</u> one day (i.e. If you have a two day meeting then you are eligible for three full subsistence days) <p>Note: In calculating the number of days for which to apply the daily subsistence rate it should be noted that a FULL day normally includes an overnight stay. In duly substantiated cases, a full day's allowance without an overnight stay may be allowed with a pro rata reduction for accommodation)</p>	

M5. SALARY PAYMENT FORM

This Form may need to be completed by new employees commencing funded projects under UNIC. Please contact the Finance Officer at the R&IO before completing this form.

Month:	
Year:	

Project Title:	
PC/PRC:	
Internal Project Code (as provided by the Finance Officer):	

Tel:	
Fax:	

For the Payment of (please indicate with an - x -):*	
Researcher(s)	
Independent Researcher(s) (IR)	

Item #	Name	Surname	Researcher/IR	Period (month)	Total hours	Hourly rate	TOTAL
1							€
2							€
3							€
4							€
5							€
6							€
7							€
8							€
9							€
10							€
TOTAL							€

Other Comments and/or Special Instructions

IMPORTANT NOTES:

1. For salaries to be approved and paid at the end of the month the Time Sheets, duly signed by both parties (PC/PRC and Researcher/IR), must be submitted by the 20th of each month.
2. Should individual timesheets **NOT** be submitted together with this Form then there will be a delay in payment.
3. All payments will be made by cheque issued in the name of the Research and Independent Researcher.

Authorized by (signature): _____ **Date:** _____
Name (PC/PCR): _____

FOR INTERNAL USE BY RESEARCH & INNOVATION OFFICE

Received by (signature): _____
Date: _____
Finance Officer: _____

M6. BANK IDENTIFICATION FORM

Project Title:	
Project Code (if available)	
Partner Name:	
Country	

Account Name	
Account Name-1	
Address	
Town/City	Postcode
Country	

1-The name or title under which the account has been opened and NOT the name of the account holder

Contact	
Telephone	Fax
Email	

Bank	
Bank Name	
Branch Address	
Town/City	Postcode
Country	
ACCOUNT NUMBER	
IBAN-2	
<i>If applicable</i>	
SWIFT or BIC Number	
SORT Code	

2-If the IBAN Code (International Bank Account Number) is applied in the country where your bank is situated

DATE + SIGNATURE OF ACCOUNT HOLDER

M7. ORDER REQUISITION FORM: Durable Equipment, Computers & Software, Cost of External Services, Access, Other Specific Costs and Consumables

UNIVERSITY OF NICOSIA

Date:

Project Title:
PC/PRC:
Internal Project Code (as provided by the Finance Officer):

Tel:
Fax:

For the purchase of (please indicate with an - x -):*	
Durable Equipment	<input type="text"/>
Computers & Software	<input type="text"/>
Cost of External Services	<input type="text"/>
Access	<input type="text"/>
Other Specific Costs	<input type="text"/>
Consumables	<input type="text"/>

BILL TO:
 University of Nicosia
Project Title:
 Research & Innovation Office
 46 Makedonitissas Ave, 1700 Nicosia, Cyprus
 Tel #: 00357 22841 500

PAYMENT ORDER

Date:
P. Order #
Supplier

Vendor Information

Vendor
Address
Country
Telephone
Email
Website

SHIP TO (if applicable):
 University of Nicosia
Project Title:
 Research & Innovation Office
 46 Makedonitissas Ave, 1700 Nicosia, Cyprus
 Tel #: 00357 22841 500

Item #	CATALOGUE # (if applicable)	DESCRIPTION	VENDOR	QTY	UNIT PRICE	TOTAL
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	€
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	€
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	€
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	€
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	€

Other Comments and/or Special Instructions

SUBTOTAL	€
VAT RATE	
VAT	€
S & H	€
OTHER	€
TOTAL	€

VENDOR requires pre-payment :	YES	NO
<i>If yes, please specify amount:</i>		

For Internal Use*	*to be checked against approved budget
Project Funds	Yes
Project Code	No
Approval of Order	(Authorized Signature)
Date:	
ORDER by:	Date:
PC/PCR	

NOTE: PAYMENT TERMS

Local suppliers by check to be collected from the R&IO Finance Officer upon presentation of an invoice

Overseas suppliers by bank transfer after completing the **Bank Identification Form**

M8. SUBCONTRACT REQUEST FORM

UNIVERSITY OF NICOSIA

Month:	
Year:	

Project Title:	
PC/PRC:	
Internal Project Code (as provided by the Finance Officer):	

Tel:	
Fax:	
Email:	

Request for Subcontract			
Was the subcontract approved within the original contract		YES	NO
If NO, attach the request made and the approval obtained from the Funder/Sponsor			

Contact Information		
Is the subcontractor:	For Profit	Private
	Non For Profit	Public

Subcontract Legal Name:			
Is the subcontractor from abroad?	<i>Name of Country</i>	EU:	Other:
Value Added Tax			

Budget Period:	From:		To:		Total Amount:	
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Address:			
Telephone:		Fax:	
Website:			

Legal Representative (Name/Surname):		Are the contact details the same as above:	YES		
			NO	if NO please provide contact details:	
How often do you want subcontractor to submit invoices?	Monthly		Quarterly		Scheduled (provide schedule)

Payment details*:	Bank transfer		Check		Bank deposit	
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**Should the payment be via bank transfer or deposit please obtain the full payment details of subcontractor with the Bank Identification Form and attach it to this Form*

Check list of required documentation:	
Annex I	Bank Identification Form
Annex II	Number of TENDERS as required by the Funding Agency (will vary according to amount & Funding Agency)

Other Comments and/or Special Instructions

I certify that I understand my responsibilities for monitoring this subcontract in accordance with my institutions and funding agency policies and guidelines

Authorized by (signature): _____ **Date:** _____

Name (PC/PCR): _____

FOR INTERNAL USE BY RESEARCH & INNOVATION OFFICE	
Received by (signature): _____	Date: _____
Finance Officer: _____	