

Regulation for grant allocation at the Ubbo Emmius Fund

1 Definitions

- *Grant*, a financial scholarship or subsidy intended for a specific objective
- *Grantee*, the recipient of a grant

2 General provisions

- 2.1 The Ubbo Emmius Fund provides grants and scholarships to the University of Groningen in accordance with the prevailing Articles of Association and objectives of the foundation, and in line with the policy and Articles of Association of named funds.
- 2.2 In principle, all applications are handled by one or more of the following committees:
 - M20 PhD Scholarship assessment committee
 - Grants Advice Committee (CAB) for the selection and/or assessment of applications
 - Various committees of Named Funds¹
- 2.3 If a named fund *does not* have its own committee or process for nominating and selecting applications, applications will be submitted to, and assessed by, the CAB.
- 2.4 If a named fund *does* have its own assessment committee, a request for a grant/ funding will be assessed in accordance with its own specific objectives and Articles of Association and assessment committee.
- 2.5 All communication concerning the application, assessment, allocation and completion will take place online, i.e. via the UEF applications portal (www.application-portal.uef.nl)
- 2.6 The following provisions apply to all types of applications.

3 Budget

- 3.1 Every year, the Board of the UEF sets the total budget for calls for proposals in the subsequent calendar year. The Investment Advisory Committee advises the Board of the UEF in this respect.

¹ This refers to existing committees or the boards of named funds, such as the Eric Bleumink fund, the Reva fund, the J.P. Nater fund, etc.

4 Costs that are eligible for a grant

- 4.1 Only costs that specifically relate to the project submitted in the application are eligible for a grant. These costs can be divided into the following categories:
 - Personnel costs
 - Bench fee
 - Material costs
- 4.2 The bench fee amounts to a maximum of €25,000 (per 4 years) and is intended to cover individual costs made by PhD students and senior members of academic staff. The bench fee is also intended to cover the costs of completing a PhD and attending national and international conferences.
- 4.3 Material costs are project-specific costs including the cost of nondurables, materials, small tools and research resources that do not retain their economic value, such as certain software. This also includes the cost of national and international travel and accommodation and the costs of organizing symposiums or conferences.

5 Application and Disbursement process

- 5.1 There are usually two assessment moments per year: 1 February and 1 October.
- 5.2 Applications for grants can only be made on the basis of a published and open call for proposals on the UEF application portal (www.application-portal.uef.nl).
- 5.3 The Board of the UEF appoints a Grants Advice Committee (CAB). The CAB can give the Board of the UEF solicited or unsolicited advice regarding expenditure. The duties of the CAB include the following:
 - at least twice a year, assessing applications for grants against the call for proposal, the Articles of Association, the fund's Articles of Association, and prevailing policy and conditions.
 - advising the Board of the UEF about allocating grants.
 - advising the Board about new calls for proposals.
- 5.4 A call for proposals must be approved by the Board of the UEF. The Board of the UEF must then request advice from the CAB.
- 5.5 Aspects of calls for proposals include:
 - an individual application and allocation process. The appendices to every call for proposals must publish an application and allocation process valid for that call.
 - individual specific conditions and selection criteria.
 - an individual budget.
- 5.6 A call for proposals can involve several assessment rounds.
- 5.7 The UEF's *general conditions for grants* apply to all calls for proposals.
- 5.8 Grant applicants will receive confirmation of receipt of the application by email with a grant reference number, notification of the meeting at which the application will be discussed, and information about the method of informing them about decisions that have been made.
- 5.9 When the decision-making process on a grant has been completed (conditional allocation), applicants will be notified by email.
- 5.10 Every allocation letter must state a) the grant reference number, b) the amount of the conditional grant allocation, c) the conditions involved, d) the reporting deadlines to be eligible for payment of the grant, and e) the last possible date on which the report must be submitted.

6 Payment process

- 6.1 In accordance with the provisions of the grant agreement, the UEF will not make the grant payable until it has received an original copy of the grant agreement, signed by a legal representative of the grantee, and the definitive budget.
- 6.2 The UEF pays grants on the basis of advance funding. The specific payment method is agreed with the legal recipient of the grant or scholarship and laid down in the grant agreement.
- 6.3 The grant agreement can specify that a grant will be paid in the form of advance instalments. This is mainly applicable to multi-year grants. A grant agreement that specifies payment in instalments will also set conditions regarding interim reporting by the grantee.
- 6.4 A grant will be definitively approved once the grantee has submitted a final report before the deadline stated in the *general conditions for grants* (Art. 3).
- 6.5 The final report submitted by the grantee must include a) a substantive report showing that the deliverable concerned has been delivered and that the conditions of the grant agreement have been satisfied, and b) a financial report showing absorption of the budget from the application, with an explanation of any substantial deviation between the actual expenditure and the budget.
- 6.6 The grantee will be sent confirmation of receipt of the final report, after which the CAB will decide on the amount to be allocated by assessing the final report against the application and the prevailing conditions. The grantee will be notified of this decision by email with an indication of the payment date.
- 6.7 The CAB monitors grantees to ensure that they submit the final report by the deadline stated in the agreement. If this deadline is not met, the CAB will send a reminder. The grantee's right to the total amount of grant allocated will cease in accordance with the *general conditions for grants* (Art. 3.6) and the specific conditions laid down in the agreement.
- 6.8 Grantees have the right to ask for the deadline for the final report to be deferred if they have valid reasons. The CAB can grant a deferral of up to three months by email. If a grantee asks for the deadline to be deferred by more than three months, the matter will be put to the committee concerned for decision. If the committee agrees to defer the deadline by more than three months, the grantee will be sent a letter of confirmation.

7 Final provision

- 7.1 The Board evaluates and amends these allocation regulations where necessary every year.
- 7.2 The policy on allocation is brought to the attention of each of the committees responsible for implementation.