

**Guidelines
for the administration
of grants awarded by
the Aarhus University Research Foundation**

The university administers grants in accordance with the rules on grant-funded research activities in the Danish Ministry of Finance's budgetary guidelines.

1. Setting up the grant

To gain drawing rights to a grant, a project grant must first be registered according to the same procedure the institution follows for other external grants. In other words, grants awarded to DJF, DMU, ASB and DPU are administered locally.

The Accounting Office at 8000 C transfers the amount of the grant from AUFF, and automatically transfers this amount to the grants which are to be administered at 8000 C.

DFJ, DMU, ASB AND DPU must send an electronic invoice to the 8000 C Accounting Office to have the amount of the grant transferred. EAN NO. 8942 5798000420236. The invoice must include a reference to the journal number quoted in AUFF's notice of award.

2. Payroll, payment of invoices, etc.

The grant recipient is responsible for authorising payroll and operating expenses.

Wages are paid out by the Payroll Office, which is responsible for ensuring that wages are paid out in accordance with current collective agreements, seniority allowances, ATP, pension, reports to the tax authorities, holiday cards, etc.

Invoices must be sent electronically to the department's own EAN number, etc.

The transfer of grant funds takes place administratively in cooperation between the research foundation and the Accounting Office.

3. Concluding grants

The grant recipient must contact the department when the last voucher has been sent to payment in order to close out the grant.

Grants will not be adjusted to reflect changes in such economic indicators as wage and/or price levels. Unused grant funds **cannot** be transferred to other grants which the grant recipient might dispose over.

The grant recipient should monitor expenses closely. In particular, grant recipients should monitor payroll expenses in order to ensure that there are sufficient funds to honour pay agreements, including holiday pay, cf. section 3.

4. Assistance with financial administration

For assistance with financial administration, please contact the Accounting Office, tel. 8942 1204 - 8942 1183 - 8942 1245.

The Accounting Office cannot assume responsibility for ensuring the adequacy of a grant.

Any questions regarding salary and wages should be directed to the Personnel Office.