

**Terms and conditions  
for  
grants awarded by  
the Aarhus University Research Foundation**

**1. General conditions for project grants**

Grants must be spent in accordance with the stated purpose, budget, etc. and under the conditions described in the notice of award.

Grants are awarded as a fixed amount which is not subject to adjustment to reflect changes in such economic indicators as wage and/or price levels.

Grants are awarded on the following terms:

- 1.1. When funding from another source is received in addition to an AUFF grant, and the total amount of funding received thus exceeds the amount of the original AUFF grant, the amount of the AUFF grant will be reduced by the difference, so that the total funding available to the grant recipient equals the original value of the AUFF grant.
- 1.2. Any grant funds which are not spent must be refunded to AUFF.
- 1.3. The agreed budgets and schedules must be adhered to. The grant recipient is obligated to inform AUFF in the event that it becomes necessary to change the agreed project plan of work or schedule.

**2. The grant period and reporting requirements (project grants)**

- 2.1. The calendar year in which the grant is awarded is termed the grant year (*bevillingsåret*). The two subsequent calendar years are termed the reporting year (*rapporтерingsåret*) and the settlement year (*tilbageføringsåret*) respectively.
- 2.2. The grant is awarded for the period until the end of the reporting year.
- 2.3. Immediately after the grant period ends, a written account describing the project's execution and results must be submitted.

At the same time, the Accounting Office on the main campus in Århus must be informed that the grant is to be concluded.

AUFF's report form must be used.

In the event of the extension of the grant period, the final report will be postponed accordingly.

- 2.4. An extension of up to one year may be granted on the basis of an application which includes a new proposed expiry date and a satisfactory explanation.
- 2.5. An extension of the deadline for repayment may be granted for up to one additional year after the end of the settlement year.

### **3. Employment and remuneration of grant-funded staff**

Employees must be hired according to the standard procedures at Aarhus University.

### **4. Travel**

The least expensive form of travel must always be chosen (coach class).

Travel expenses must be settled as specified in the university's travel policy and according to the current rules for government employee travel. Employees must use the university's work-related travel forms when settling travel expenses.

If funding for the same trip has been provided by another source, correct, authorised and complete accounts must be submitted to the foundation, including documentation.

### **5. Printing publications**

Authorised, correct invoices for printing should be sent electronically to the department's EAN number and forwarded to the Accounting Office.

If changes in the budget for publication have occurred since the grant application was accepted, a final budget must be attached. The budget must include funding from other sources along with estimated proceeds.

When a work is published with support from AUFF, royalties will only be paid on special agreement with the foundation.

### **6. Purchasing scientific equipment, books, etc.**

The procurement policies of both the university and the Danish government must be complied with.

Authorised, correct invoices and related documents should be processed according to the same procedures as for other vouchers.

Grant recipients purchasing scientific equipment abroad are advised to submit an application for temporary customs exemption to SKAT (the Danish Tax and Customs Administration) before making a purchase.

All purchased equipment, books, etc. are the property of Aarhus University, and it is the grant recipient's responsibility to ensure that all purchases are registered in accordance with current rules, including books in the department library.

## **7. Symposiums**

In the case of funding for symposiums and similar arrangements, the grant recipient must provide notification of any expected proceeds from the sale of publications and similar materials produced in connection with the symposium. Any such proceeds must be paid to the foundation.

## **8. The administration of grants**

AUFF grants are administered by the University Accounting office unless otherwise indicated in the notice of award.

## **9. Inquiries etc.**

Inquiries regarding applications to and grants from the Aarhus University Research Foundation (with the exception of inquiries on accounting and payroll-related issues) should be directed to Administrative Officer Lise Poulsen (8942 1140) or Chief Adviser Per Møller Madsen (8942 1142).

## **10. Please send report forms to**

The Aarhus University Research Foundation  
Finlandsgade 14  
8200 Århus N