

## AUFF NOVA 2016 Budget Guidelines

The AUFF NOVA Financial Guidelines are to be followed for the administration of AUFF NOVA grants issued in 2016 where Aarhus University Research Foundation issues the grant. The financial guidelines are meant to serve as a help to those, who administer the grants in order to ensure that all projects under the AUFF NOVA programme are administered according to and based on the same financial guidelines. The financial guidelines are made by AU Economy in collaboration with AU Research Support and External Relations.

### Partial grant

The research must be done by employees of Aarhus University. However, under special circumstances, permission to extern subcontracting can be allowed. Permission must be obtained beforehand by contacting Jane Chor (for contact details, please see below). If such permission is granted, a copy of the letter must be forwarded to [projektenheden@au.dk](mailto:projektenheden@au.dk)

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### Lump sum

The AUFF NOVA grant is allocated as a lump sum for the period indicated in the most recently approved budget. The first project year starts 1 January 2017. The grant is to be used only to cover expenses related to the specific activity applied for and for expenses deemed relevant and necessary to implement the activity. A reallocation of expenses of up to 25% is allowed for the various items included in the budget. If fundamental changes are required in relation to the basis on which the grant was given, a written permission to make such fundamental changes must be applied for and approved. Examples of fundamental changes are; e.g. a change of recipient of the grant, a change in the research group, a change in the management group, a change in the funding period, a significant change in the reallocation of the items in the budget, as well as changes related to the research objective of the project. In the case of a fundamental change, it is the grant holder's responsibility to forward to the grant provider all relevant statements and pieces of information in relation to the changes. Changes can only become effective once a written approval has been obtained by the grant provider. For any questions relating to this matter, please contact: Jane Chor (please find contact details below).

Side 1/2

### Delays

If the project is not expected to be completed according to the approved end date, an extension of the project end date must be applied for as soon as possible and no later than three months before the originally approved end date.

### Allocation of funds

When a grant is allocated, an internal invoice must be forwarded to the AUFF account number 108685. The total project amount must be invoiced to this account.



AU Economy ensures that the money is allocated by the foundation and the university.

Side 2/2

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### **Accounts**

The AUFF NOVA projects must deliver both annual accounts and final accounts. The annual accounts must be delivered by 1 April the following year, whereas the final accounts must be presented three months after the project end date, at the latest. For projects, final accounts must only be delivered, and these must also be delivered no later than three months after the project end date.

### **Contact details**

For questions concerning the administration of grants, please contact:

Preben Kappelgaard Krog, AU Økonomisekretariatet, Projektenheden, tel. +45 8715 2868, [preben.krog@au.dk](mailto:preben.krog@au.dk)

For any other questions and for questions relating to project changes please contact:

Jane Chor, tel. +45 2165 6715, [jchor@au.dk](mailto:jchor@au.dk)

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