

➤ Will the allocated funding be automatically transferred to my institute or department?

No, **the funds must be requested by each of the partners receiving part of the funding**. This is done using the form “*appel de fonds*” / “*Mittelanforderung*”, which is sent by email to the project leader with the grant notification. See “Read me” document. The funds are transferred in one go at the start of the project.

The distribution of funds between partners and the start and end dates of the project must be confirmed beforehand with the EGTC Eucor. The funds must be called before the end of the calendar year (for example, for the 2023 call, before 31/12/2024).

➤ Can I request an extension of the project or postpone the start date?

The start of the project may be postponed if the originally planned start date has not yet passed. A written request (e-mail) for different start and end dates for the project is sufficient. **An extension of the project (automatically valid for all partners) may be requested from the EGTC Eucor up to four weeks before the end of the project**. The allocation of additional funds is excluded. Changes to start and end dates, as well as changes to the use of funds, must be requested in written form.

➤ Is the budget submitted at the start of the project binding? Do we have to stick to the amounts planned for each expenditure category?

The budget for Seed Money projects is divided into two main categories: staff costs on the one hand (remuneration of employees, trainees) and material costs on the other. **Any conversion of personnel costs into material costs and vice versa must be requested in written form to the EGTC**. Within these categories, however, it is not necessary to stick exactly to the amounts initially given for the different expenditure items. For example, with regard to material costs, it does not matter if you spend €200 more than planned on an event if, at the same time, you have spent €200 less on transport costs.

➤ Can the allocated funds be spent before the start date or after the end of the project?

No. However, if expenditure is incurred before the end of the project (for example by placing an order) and payment is made within six months of the end of the project, the expenditure can be considered eligible.

➤ Are there any expenses that are categorically excluded with Seed Money?

The general **guidelines for Seed Money do not allow the financing of any equipment, construction and furnishing, and tools, regardless of cost or type, with the exception of consumables** (items with a short lifespan). A piece of furniture, a coffee machine, a scanner, a PC or even a screwdriver for example cannot be paid for with Seed Money funds, regardless of the relevance of the purchase for the project implementation.

The guidelines **also exclude rent, maintenance costs, postage and telephony, as well as the possibility of using the awarded funds to finance the employment of the project leaders and main partners in each university**.

Furthermore, the partners must abide by the applicable rules of their respective universities.

➤ What happens if expenses are ineligible, for example because they were incurred after the end of the project, or because they cannot be accepted due to their nature (e.g. equipment)?

When the expenditure is checked by the EGTC Eucor, the amount of these expenses will be deducted from the total eligible expenditure. **Project funds not spent or not used in accordance with the guidelines are to be returned to the EGTC Eucor as notified by the latter** following the control of expenditure.

➤ Are there templates for the final report and the “*Verwendungsnachweis*” / “*justificatif d’utilisation des fonds*”?

You will receive all the necessary documents, including the partially pre-filled “*Verwendungsnachweis*” / “*justificatif d’utilisation des fonds*”, shortly after the end of the project.

➤ I have another question!

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