Guidelines TEAM/South initiatives/JOINT projects VLIR-UOS

After signing, the VLIR-UOS contract receives an internal project number (starting with 13V) attributed by the research co-ordination office. This is linked to a so-called wbs-element (looks like B/xxxxx/01, fund IV2).

A wbs-element is created for the total duration of the project and is based on the contractdata, whereby another credit line is made for every activity year. For a project with several activity years for the first year it will be B/xxxxx/01, for the second B/xxxxx/02, the third B/xxxxx/03 etc.

The total budget of your project is prefinanced by UGent. The payments of VLIR-UOS are followed up centrally by the DOZA projectmanagement team. Each project has its own project officer.

The VLIR-UOS project officers are:

- Nancy Terryn
- Elien Demeulemeester
- Valerie Henrist
- Annick Verheylezoon
- Veerle Devriendt

The promotors of the project should fill an IWETO application at the start of the project and send this to iweto@UGent.be.

Expenses

The VLIR-UOS project budgets are mostly subdivided but in SAP they have only one heading "Expenses".

The purchase of equipment/goods and VAT exemption

Each promotor (or proxy) of a VLIR-UOS project is able to purchase goods up until 8.500 euros. More information about purchases above 8.500 euros is to be found here (https://www.ugent.be/intranet/nl/op-het-werk/aankopen/procedure/voor30062017/bevoegdheid.htm).

You can only purchase investment goods that are to be used by the group in the partner country. Ideally the goods are bought in that country, as to help local economy. However in case of a certain reason like availability, the purchase can happen in Belgium (or other country). In that case **VAT cannot** be added on the purchase when made in Belgium or in an EU-country when the good is intended for the partner country. Ghent University has a special exemption clause for that: more information about VAT can be found here (https://www.ugent.be/intranet/nl/op-het-werk/aankopen/aandachtpunten/vrijstelling.htm).

Take care: a certificate of shipment or a confirmation of receipt by the partner will be needed for VAT control purposes. Also take care that sometimes import taxes will have to be paid: as stipulated on the VLIR-UOS contract, the partner organizations are charged with these import taxes.

Note: purchases in a third non-EU country e.g. USA (transit) are far more difficult in terms of recovering the VAT. You can only acquire the VAT when the goods are registered in the 'New Computerized Transit System' and are under customs supervision.

When you purchase the goods in Belgium or in a EU-country, the order is thus **VAT-free**. Follow this up closely as VLIR will not reimburse VAT if it has been paid. Contact your project officer when in doubt.

On the SAP-order form and the final bill the following sentence should be stated: : "**Uitvoer - Vrijstelling van btw – Artikel 42, §3, eerste lid, 10° van het btw-Wetboek – [Vergunning nr. 77.800/B van 2 april 1993](#)**".
The supplier takes over this note from the order form to the bill, together with the VAT-number of Ghent University (BE02 4801 5142).

With purchases made by VWR, Sigma and other firms who offer their directory in SAP try to ask for an order in the "old" way and a final invoice whereon the aforementioned dispensation rule and the VAT-number of Ghent University are stated.

Some companies will ask you to pay including VAT and will reimburse the VAT once they have the confirmation the goods have been shipped.

Advance payment to the partner

To deposit an amount of money to the partner organization, you need to provide your financial project officer with following items:

1. A completed and signed application [SJ03_Aanvraag voorschot VLIR-UOS zuid partner](#).
2. The Annual Financial Report (AFR) 'model 1D' as justification that 60% of earlier advance was spent and documented by scan by the partnerinstitute. The format of this document is to be found here: http://www.vliruos.be/en/ongoing-projects/guidelines-and-forms/guidelines-and-forms-teamsijoint/ ('Annual financial report (AFR)'). This step isn't required for the first advance.
3. The accompanying scans of expenses as in the 1D format.

More information about the procedures and instructions for the application of an advance. (link)

You can observe if and when the advance was paid to the partner in SAP, by checking "*open en vereffende posten*" on that specific "crediteur".

Use the shortened code FBL1N (*Crediteuren postenlijst*). Complete the 2000xxxxx number and tick-off every cell under "*soort*". The date of payment can be seen in the last column.

Coordination costs and bench fee/supervision allowance (budget transfer)

The payment regarding the co-ordination cost in Belgium and the bench fee can be done through the form for budget transfer : budgetoverdracht. Or you can use the Apollo tool "overbooking-interne transfer"

Remark : coordination cost in Belgium can be transeferred on during the year to which it applies.

You should fill following information on the form or on the online tool

- wbs-element of the project
- wbs-element (**E/xxxxx/0x**) *van kas* to where it may be transferred
- The total sum
- Reason for budget transfer (for example PhD student XY 3 months stay febr-april 2017) and if necessary proof for justification (budget table for the coordination costs)

Payment of scholarships to students or per day to visitors

If you have a "*Kasboek*" with the department that allows you to take cash money, you can pay the scholarships or per diem yourself and book them on the WBS of the project

When this is not possible or when the scholarship needs to be paid on a bank account, the Research Coordination Office is responsible. Therefore you need to pass on the details for the payment to your financial project officer, and this ultimately one month before the arrival of the scholarship student.

Stays of foreign visitors and scholarship students

Visitors (maximum 21 days)

1. Send an invitation letter to the visitor (e-mail)

2. Complete the DGD form (DGD form) and deliver this to your financial project officer; this way the procedure for application of a visa can be started.

3. Search a hotel (max 100 euro/night) or a studio of Ghent University.

4. Arrange an insurance Sluit een verzekering af

(See below for the form needed upon claims)

5. Sign up as a visitor of Ghent University Registreer als bezoeker aan de UGent

Note: state your DOZA project officer's name in the open text box on the application form; this way the handling will go smooth

6. Be sure to pay the per diem (75 euros/night): you can do it yourself if your department has a "Kasboek". If not, you can request an authority letter in which case the visitor can collect the money at ING Bank on the Kouter via your financial project officer.

For the categories below, be sure to read the [richtlijnen en beursbedragen voor bursalen](#) *(Short term allowances, Study scholarships and PhD scholarships).*

Short term stay allowances, maximum 6 months

1. Send an invitation letter to the visitor (e-mail)

2. Fill out the DGD form ([DGD form](#)) and send it to your financial project officer to start the procedure for the application of visa

3. Book a room. With a stay of maximum 3 months, the booking of the room in a home of the Ghent university is linked to the application of the visitors card (see nr 6).

4. Open a bank account

5. Arrange an insurance [Sluit een verzekering af](#)

(See below for the form needed upon claims)

6. Register as:

• Visitor: visitor card (< 90 days) (Bezoekerskaart (< 90 dagen))

Note: state your contact in our department on the application form; this way the handling will go smooth

• Trainee (>90 days): Application form (Invulformulier stagiair, Invulformulier stagiair)

• Exchange student: Procedure student card exchange student (Procedure studentenkaart)

7. Inform the exchange student to sign up in the **vreemdelingenregister van de Stad Gent.** The student fills out the "arrival form" and mails this to internationalstudent@gent.be. As subject you note "annex 33". In the e-mail you mention the name, nationality, permanent address in Belgium and the period of the stay.

Note: example letter [Dienst Vreemdelingenzaken (DVZ)](#)

IMPORTANT! Inform the student that he/she needs to fill out a ['declaration of departure' form](#) and send it/hand it over in person to Stad Gent. When the student doesn't unsubscribe, this may cause troubles when he/she returns to Belgium on a later date. More information about departure and unsubscribing here [hier](#).

8. Payment of the scholarship on a bank account happens through your financial project officer. Clearly transmit the duration, the amount of money, eventual extra fees, etc.

The scholarship is calculated per day and not per night.

When the student doesn't have a Belgian bank account at disposal yet, the payment can happen through a letter with which the student can collect the money at ING Bank (Kouter). You request this letter also through your financial project officer.

Master student (Study Scholarship), minimum 6 months – maximum 2 years

1. A registration at Ghent University registratie aan UGent happens through the Student Administration office. After consent to participate the programme, the student administration office sends an admission letter.

2. Complete the DGD form (DGD formulier) and deliver this to your financial project officer; this way the procedure for application of a visa can be started.

3. Book a room

4. Open a bank account

5. Arrange an insurance Sluit een verzekering af

See below for the form about claiming medical costs (Europe).

6. Inform your scholarship student to sign up in the vreemdelingenregister van de Stad Gent. **Note**: example letter Dienst Vreemdelingenzaken (DVZ).

IMPORTANT! Inform the student that he/she needs to fill out a 'declaration of departure' form on departure and send it/hand it over in person to Stad Gent. When the student doesn't unsubscribe, this may cause troubles when he/she returns to Belgium on a later date. More information about departure and unsubscribing here hier.

7. Payment of the scholarship on a bank account happens through your financial project officer. Clearly transmit the duration, the amount of money, eventual extra fees, etc.

The scholarship is estimated per day and not per night.

When the student doesn't have a Belgian bank account at disposal yet, the payment can happen through a letter with which the visitor can collect the money at ING Bank (Kouter). You request this letter also through your financial project officer.

PhD scholarship student

1. The promotor submits a PhD dossier at the student administration office through the PhDWizard. This PhD file is presented to the dean/faculty council for approval. After approval the Student Administration office sends an admission letter to the student.

2. Send an invitation letter to the student if needed (e-mail)

3. Complete the DGD form (DGD formulier) and deliver this to your financial project officer; this way the procedure for application of a visa can be started.

4. Book a room. With a stay of maximum 3 months, the booking of the room in a home of Ghent university is linked to the application of the visitors card bezoekerskaart (< 90 dagen)

Note: state your project officer as contact on the application form; this way the handling will go smooth

5. Open a bank account

6. Arrange an insurance Sluit een verzekering af

See below for the form about claiming medical costs (Europe).

7. Inform your scholarship student to sign up in the vreemdelingenregister van de Stad Gent. **Note**: example letter Dienst Vreemdelingenzaken (DVZ)

IMPORTANT! Pass to the student that he/she needs to fill out a 'declaration of departure' form on departure and send it/hand it over in person to Stad Gent. When the student doesn't unsubscribe, this may cause troubles when he/she returns to Belgium on a later date. More information about departure and unsubscribing here hier.

8. Payment of the scholarship on a bank account happens through your financial project officer. Clearly transmit the duration, the amount of money, eventual extra fees, etc.

The scholarship is calculated per day and not per night.

When the student doesn't yet have a Belgian bank account at disposal, the payment can happen through a letter with which the student can collect the money at ING Bank (Kouter). You request this letter also through your financial project officer.

Application budget transfers, budget shifts and extensions to VLIR-UOS

What to do with an application for:

- A budget transfer between operating years
- A budget shift between budget posts
- An extension of the duration of the project

Procedure and needed documents for TEAM2017 : Budget reallocation, budget transfer or extension. You send these completed forms to Herman.Diels@vliruos.be with your project officer in cc.

When the changes are approved of, the financial project officer of Ghent University adjusts in SAP.

For TEAM2017: see contract, budget transfer to the next year happens automatically. Budget shifts are followed up during reporting and only relevant with changes of more than 30% during the whole project time.

Reporting

Each project submits an Annual **Financial** Report (AFR) and an **Annual Progress** Report (APR). Both reports are to be presented to your financial project officer at least 1 month before the VLIR-UOS deadline of 28/02.

You will be contacted by your project officer on the procedure for this.

You can find the formats of the financial and activity report here: 'Guidelines and forms TEAM/SI/JOINT'

Payments and reimbursement to VLIR-UOS

Payments to and from VLIR-UOS are supervised by your financial project officer.

Helpful links and documents

- VLIR-UOS richtlijnen en formaten
- Aangifteformulier medische kosten (European)
- Aangifteformulier verlies bagage (European)