

External funding guidelines

These guidelines aim to prevent financial and legal problems arising in projects that are externally funded. The guidelines were approved by the vice-chancellor on 25/05/2015. They apply to *grant applications* and *commission tenders* and to the *contract proposals* and *contracts* these applications and tenders result in. It is the *head of department* (or equivalent) who is responsible for creating and maintaining procedures for the application of these guidelines.

Application / tender

1. **The project leader is to**, as soon as possible prior to the final date for applications:
 - a. Inform the head of department about the planned application/tender.
 - b. With the support of a department economist, make an application budget in SLU's project calculator.
2. **The project leader is recommended to**, as early as possible prior to the final date for applications, register application/tender for review to *externalfunding@slu.se*. This applies when the application/tender meets at least one of the following requirements:
 - i. involves subcontract with a party outside of SLU,
 - ii. involves intellectual property rights to a significant extent. *Policy for intellectual property rights*,
 - iii. is a tender that comprises more than SEK 2 million coming to SLU,
 - iv. is an application where the amount applied for to SLU is over SEK 20 million,
 - v. involves a US counterparty, US funding or other clear US interests.
3. **The head of department is to**:
 - a. As early as possible prior to the final date for applications, decide whether the application/tender has the prerequisites to become a fully funded project. *Separate guidelines for co-funding*.
 - b. Approve the project calculator (see 1b above) and sign the application/tender following their own assessment, providing the funding body doesn't have other rules.
 - c. Ensure that the application/tender submitted and project calculator (see 1b above) are registered in SLU:s documentation system without delay.

Contract proposal / contract

4. **The project leader is to**, as soon as possible prior to the contract proposal being signed:
 - a. Inform the head of department that external funding has been granted.
 - b. With the support of a department economist, make a contract budget in SLU's project calculator.
5. **The project leader is recommended to**, as early as possible prior to the contract being signed, register the contract proposal for review to *externalfunding@slu.se*. This applies when the contract proposal meets at least one of the following requirements:
 - i. contains subcontract with a party outside of SLU (e.g. EU consortium agreements),
 - ii. contains intellectual property rights to a significant extent. *Policy for intellectual property rights*,
6. **The head of department is to** (6a & 6b as soon as possible prior to the contract proposal being signed):
 - a. Register the contract proposal for review to *externalfunding@slu.se*. This applies when the contract proposal meets at least one of the following requirements:
 - i. is a proposal for a commission contract with more than SEK 2 million coming to SLU,
 - ii. is a proposal for a grant contract with more than SEK 20 million coming to SLU,
 - iii. contains a US counterparty, US funding or other clear US interests.
 - b. Make a decision regarding co-funding when necessary.
 - c. Approve the project calculator (see 4b above) and sign the contract following their own assessment, providing funding body does not have other rules.
 - d. Ensure that the signed contract and the project calculator are registered in SLU's documentation system without delay.