

Procedure for closing of grants

v4 (8. June 2018)

1. Duration of a grant

A grant is usually closed once the funding period (as mentioned in the grant contract) is finished. Once a grant is closed, any remaining money goes back to the EORTC. This is already mentioned in all of our contracts.

2. Extension of grant duration

A no-cost extension of the duration is possible upon request by the PI:

2.1. for up to 2 years: by sending an **email to the treasurer** with a short explanation why the extension is necessary. The treasurer can decide on his/her own if the situation is clear. If the treasurer wishes to consult with the EC, this is possible. The decision must be given to the PI within 4 weeks after the receipt of his/her request. This extension must be requested at latest **2 months** before the original expiration of the contract.

2.2 if the PI needs another extension, up to 5 years altogether (i.e., the previous 2 + another 3 years): This must be decided by the EC. The PI must list the remaining money and explain how he/she will make sure that the project will be finished within that time successfully. This extension must be requested at latest **6 months** before expiration of the first extension of the contract.

3. Reassignment of budget within grant

The budget of the grant was originally approved for certain reasons. Therefore, the money per budget category (e.g., personnel, travel, per patient payment) should in principle be spent according to plan.

3.1. However, it is possible to reassign up to **5000 euros to different expense categories within the project** by sending a request and explanation to the **treasurer**. This request must be sent to the treasurer at least **2 months** before the final closure of the project (see 2.1 and 2.2). It is possible to request this also for projects 1 year into a 2- or 3-year contract.

3.2 All reassignments of **more than 5000 euros** need approval by the **EC** and there is no guarantee that this will be granted. The PI must send an email with outlining the requested reassignments and the reason why these are needed. This request must be sent to the EC at least **6 months** before the final closure of the project (see 2.1 and 2.2). It is possible to request this also for projects 1 year into a 2- or 3-year contract.

4. Responsibilities

The PI must ensure that all collaborators know when the project's closing deadline is (i.e. the original date of the grant closure and potential extensions) and that they submit their invoices in time. The last date a collaborator invoice will be accepted is **2 months** before the closing date. The PI informs:

whom?	when?	about:
the collaborators	at least 6 months before closing date	the date of the grant closure
the collaborators and the treasurer	at least 6 months before closing date	the euros per collaborator that can be invoiced
the collaborators	at least 4 months before closing date	that invoices will be accepted up to 2 months before the closing date

Procedure for “final” closure of already “closed” grants

There are a couple of grants that are marked as “closed” but where in fact some money is still available in.

We propose the following procedure:

Day 1	The secretary of the QLG informs the Group about this procedure.
+ up to 4 weeks	PI contacts Kathy Taylor (kataylor@uni-mainz.de) and asks how much money there is still in the grant (if he or she does not know this.)*
+ up to 3 weeks	Kathy Taylor sends this information to the PI (with a table of which collaborators have not sent in their invoices)
+ 1 week	PI informs all collaborators who still have money in the grant that the grant will be really closed now and that they must submit their (last) invoices within the next 2 weeks.
+ 2 weeks	Invoices of collaborators are accepted up to this date
+ 2 weeks	Accounting will send out the money to the collaborators.
+ 1 week	Kathy Taylor checks the bank transfers and the account and informs the PI how much money there is still in the grant.
+ 2 weeks	If there is money left, the PI can apply for a reassignment up to 5000 euros (see previous page, point 3.1) for this project. Reassignments of more than 5000 euros are not possible because this grant is actually already closed and the PI should have checked everything before.
+ 2 weeks	If a reassignment was applied for and granted, the last invoice of the PI must be submitted within this time frame.
+ 2 weeks	Accounting will send out the money to the PI. Kathy Taylor will inform Accounting that the remaining budget goes back to the EORTC.
	The grant is now really closed. Kathy Taylor will document that in her files and inform the EC, PMDC and HQ.

* Nota bene: it is the responsibility of the PI to contact the treasurer and her assistant. It is not the responsibility of the EC to chase PIs so that they spend their money. The only service we offer in this respect is that the secretary of the Group will inform all members of this procedure. Then a PI must check whether his or grant is closed. They can always ask the treasurer, but they must take the initiative.