

Procedure for closing of grants

V5 (27 February 2023)

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 additional years: by sending **email to the treasurer** with a short explanation (there is a form for this) 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 should be requested at latest **2 months** before the original expiration of the contract.

2.2 If the PI needs another extension: 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 should 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 outlining the requested reassignments and the reason why these are needed. This request should 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 of the project 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 need to submit their invoices in time. **The PI informs:**

whom?	when?	about:
the collaborators and the treasurer	at least 6 months before closing date	the euros per collaborator that can be invoiced
the collaborators	at least 2 months before closing date	the last date on which invoices will be accepted for the project.