

Annex III. Instructions on Justifying Projects of the
Real Madrid-Universidad Europea Chair
Real Madrid International School - Universidad Europea

O. BASIC ISSUES

▪ **When will the project by the beneficiary need to be justified?**

Two justifications:

- At six months: a partial, exclusively economic justification.
- Upon conclusion of the project: a full technical and economic justification, within one month from project conclusion.

Upon conclusion of the project, together with the technical report, a summary must be included in article format with conclusions or at least part thereof for publication in KRONOS, the scientific magazine on Sports Science of UEM.

The requirements and format for the article are available at: <https://g-se.com/es/journals/kronos/autores>

Furthermore, the research team on the project accepts the commitment to provide UEM with the communication results stemming from the project: publication references, congress presentations, prizes and other mentions to which the research team may have access through the project submitted to this call for applications during the two years following award of the funding. Said results must be reflected in a summary-file according to the instructions contained in Annex III (Report on Communication Results stemming from the Project).

▪ **When will the funding be provided to the beneficiary?**

1. 50% upon signing the agreement, following issue of an invoice by the beneficiary.
2. Remaining 50% upon project conclusion, following full justification of the costs, a certified statement of expenditure and issue of an invoice by the beneficiary. In the event that the final justified amount is lower than the amount awarded, this second invoice shall be for the outstanding amount up to the total sum actually spent.

▪ **How will an expense be considered economically justified?**

1. With a certified statement of expenditure signed by the legal representative of the entity making reference to each one of the justified costs (see Assessment Report templates).
2. Furthermore, copy of the invoice corresponding to the justified costs forming part of the afore-mentioned certified statement of expenditure shall need to be attached.

1. GENERAL ISSUES

The **budget for justification** is understood as the **fundable budget according to the terms of the call for funding applications** and the **agreement signed between the Real Madrid International School - Universidad Europea and the beneficiary**.

2. FUNDABLE CONCEPTS

The fundable budget consists of all or some of the following **concepts**:

- a) Staffing costs
- b) Execution costs
- c) Indirect costs: up to a maximum of 15% of the total direct costs attributed to the project

Only those costs incurred and invoiced within the period commencing on the start date and concluding on the end date of the project (as defined in the agreement) will be accepted.

Changes to the initial award conditions:

Changes may be requested under exceptional circumstances, with approval from the legal representative of the entity and including grounds for the change, in the following cases:

- Changes to the approved budget. For changes to concepts in the approved budget in excess of 20%, and provided they can be offset by reductions to other concepts, a request will need to be made in advance.

The request will need to be justified and the changes will only be authorized if they favor or improve achievement of the objectives set for the project.

For changes to concepts in the approved budget that do not exceed 20%, no request will need to be made in advance.

Under no circumstances can such changes alter the total amount of the funding provided.

- Changes to the research group. Due to the addition or removal of researchers.

Additions: this must be documented by attaching the CV, accreditation of involvement with hours assigned and the date on which the persons affected were added.

Removals: the date on which the persons affected were removed must be stated.

- Extensions. Under exceptional circumstances and following a request, very short and duly justified extensions may be granted.

The request for any changes must be made no later than one month prior to conclusion of the project execution period, sent to the Director of the School of

Doctorate Studies and Research of Universidad Europea de Madrid and signed by the legal representative of the beneficiary and lead researcher on the project.

For changes to be considered as approved, they must be expressly authorized by the financing entity.

3. DOCUMENTARY EVIDENCE TO BE PROVIDED

The beneficiary must accredit any investments made and costs incurred, by means of a Certified Statement of Expenditure, together with a numbered list of invoices corresponding to the costs by concept, bearing in mind that said costs may only relate to the members of the research team and the authorized concepts.

Said Certified Statement of Expenditure must be signed and stamped by the legal representative of the entity, as well as by the lead researcher on the project.

→ General requirements:

Any receipts must be copies of the originals, and no amendments or deletions may be accepted.

The invoices issued to the entity receiving the funds must contain:

- Number and, where appropriate, serial number
- Name and surname(s) or company name, tax ID number and registered address of the issuer and the entity
- Description of the operation and total payment
- Place and date of issue

Only those costs effectively paid by the funding beneficiary will be accepted.

a) Staffing costs:

- Staff contracted temporarily to take part in the project and with no ties to those permanently contracted by the applying organization
- Internships organized under the project.

→ Documentary evidence: receipts, salaries or invoices pertaining to contracted staff. In the case of interns, evidence of payment of the scholarship (clearly identified bank movement)

Under no circumstances will costs defined as salary bonuses for staff on the workforce of the beneficiary be admitted.

b) Execution costs:

- Purchase of small scientific-technical equipment:

The devices and equipment involved will be those that were initially approved, or included in subsequently approved changes, respecting the names of the application or the approved change.

→ Documentary evidence: Supplier invoices.

- Bibliographical material:

The bibliographic material involved will be that which was initially approved, or included in subsequently approved changes, respecting the names of the application or the approved change.

→ Documentary evidence: Supplier invoices.

- Perishable material:

→ Documentary evidence: Supplier invoices.

- Travel and allowances:

This type of cost will only be accepted when relating to persons taking part in the project and provided that they are **identified by name**.

The term 'allowances' is understood as the amount incurred daily to meet the cost of accommodation and living expenses stemming from a period of stay away from the primary residence. That defined by the beneficiary will be accepted in this regard.

Private vehicle. Evidence in this regard will be that defined by the beneficiary.

→ Documentary evidence:

- Settlement summary forms
- Supplier invoices
- Hotel and travel ticket receipts

c) Indirect costs: up to 15% of the total direct costs awarded to the projects

This relates to costs that form part of the costs attributable to the project or action but that, due to the nature thereof, cannot be allocated directly because they cannot be individualized (for example, electricity consumption, telephone bills, etc.). In order to be attributed to the project, these must be included in the fundable budget established in the agreement.

To calculate these costs, a percentage of **15% will be applied to the validly justified direct costs, without the need to provide spending receipts**.

→ Invoices in a foreign currency must be accompanied by bank documents showing the exchange rate into Euros that was used.

The beneficiary of the funding will be required to keep all documentary evidence - invoices, payment receipts, etc. - for at least four years following presentation of the documentary evidence and facilitate any checks aimed at guaranteeing the correct execution of the project or action included therein.

4. COOPERATIVE PROJECTS

For cooperative projects or activities, the funding applicant will act as sole representative and will be required, after receiving documentary evidence from the other participants, to submit all documentary evidence related to completion of the project or activity.

Each participant will be required to justify the costs relating to their part of the project or activity.

No compensation of budgets to be justified between the various participants will be accepted that have not previously been approved by means of the pertinent amendment decision.

5. NON-COMPLIANCE

Failure to comply with the requirements established in the call for applications, the terms and conditions appearing in the corresponding award decision or the failure to submit justification within the established deadline will lead to a loss of the right to receive the funding or, in the event that the funding has already been received, the obligation to return the funding received.

6. CONTACT TELEPHONE NUMBER AND ADDRESS

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