

*This document has been prepared to assist beneficiaries of GIAN funding. It is a suggested approach but may be changed by beneficiaries as required.

GIAN [Project name.....]

Memorandum of Understanding
Concerning the obligations of the stakeholders (i.e. parties that agree to receive a subsidy) to each other and to the GIAN

1. General Provisions

- By accepting the subsidy from the GIAN, the stakeholders, signatories of this document, agree to jointly complete the [“ ”] project appended to this document (Appendix 1) and make a commitment to each other to achieve a common goal.
- They acknowledge the financing decision by the GIAN of up to CHF [.....] for a period of [.....] month(s) commencing on [.....].
- They accept that withdrawal from the programme or any other reduction of the activities in their domain shall place them under the obligation to return all or part of the subsidy received from the GIAN.
- They have taken cognizance of the conditions of acceptance of the subsidy which appear in the document entitled “Règlement concernant les droits et devoirs des bénéficiaires de subsides GIAN” (Regulation concerning the rights and duties of recipients of GIAN subsidies) and to which they are bound.
- The undersigned partner institutions themselves contribute, in addition to the budget, an amount estimated at CHF [.....] (in the form of salaries for collaborators, infrastructures, documentation, money, etc.), in accordance with the budget attached hereto (Appendix 2).

2. Common Objectives

They agree to pursue, throughout the implementation phase, the common objectives put forth in the application. To this purpose:

- information on the tasks and methodology shall be shared on a regular basis throughout the research project; at the same time, the researchers shall meet at least once every [...] week(s);
- a detailed schedule shall be drawn up and then updated by and for the team to harmonise the execution of the programme;
- a simple mechanism, by e-mail, shall be set up to allow ongoing sharing of information on the progress of the work;
- detailed general provisions shall be established before the allocation of the mandates for information and speedy return of possible comments; their final version submitted to the authorised representative shall be accompanied by the financial procedures to be respected;

- one or more common seminar(s)/symposium(s) shall include all the parties, resource persons and an audience of professionals for a plenary presentation.

3. Organisation of the Work and Information

- The project coordinator and his/her substitutes (who shall be designated by mutual agreement) shall act as a focal point for all information or comments concerning the execution and/or progress of the programme which may require the attention of all the parties.
- Nevertheless, thanks to the information technologies available, networking should facilitate direct contact between the parties to resolve the issues.
- In the event of any differences or conflicts, the programme co-ordinator shall be responsible for finding a solution, even an arbitrated solution.

4. Publication

All publications (scientific publications, reports on the activity of the institution, articles, interviews) and all presentations (seminars, symposiums) shall include the mention that this programme involves other partners and the support of the GIAN.

5. Financial Flows

- The project is under the full responsibility of the project co-ordinator. [Name of the academic institute, in principle, but may be another institution] shall assume all financial responsibilities, without management fees, and shall collect the funds provided by the GIAN and by other funding parties.
- [Name of the academic institute], without additional fees, shall ensure the payment of the expenditures and shall keep detailed accounting records along with all supporting documents.

6. Additional Financing

- The parties in this research programme agree to seek additional financing in order to acquire, as much as possible, the means put forth in the original application to achieve the goals in the best possible manner.
- All contacts made in view of this search for additional funds must specifically mention that this programme is financed by the GIAN and involves other partners.
- In the chart of accounts, the expenditures made possible by such additional funds shall not be deducted for the GIAN but shall appear in the project report, for information purposes.

However, if the GIAN finds financing for the project from other funding parties, it may keep or recover a part of the funds that it had allocated to the project not exceeding the financing amount from the third party.

7. Audit

- In accepting the subsidy of the GIAN, the stakeholders accept that all the expenses incurred within the scope of this project shall be subject to an audit.
- A copy of the audit report, duly certified, shall be submitted to [name of the academic institute] for transmission to the GIAN.
- All the stakeholders as well as (name of the academic institute) accept a possible control on the part of the GIAN, within a scope that corresponds to generally accepted practices and proportionate to the amounts received. Within such a scope, the auditor of [name of the academic institute] may request access to the supporting documents in the possession of the other stakeholders.

Signed on [.....]

For [name of the academic institute]:

For [name of the international organisation]:

For [other partners]: