



## Budgeting and Financial Reporting Frequently Asked Questions

### **Do I use the same form for periodic reporting that I used for the budget?**

Yes, every year you fill out the appropriate period on the actual column. Please make sure you do not change any figures reported in the approved budget or in the previous period.

### **How do I fill out yellow forms as opposed to the blue form?**

The yellow forms apply to the funding requested from EDCTP. Please note that the first yellow form is for the Project Coordinator, while subsequent yellow forms are for Project Collaborators. The blue forms apply to Member State or third party cofunding.

Lines 63 to 240 on the blue form only need to be filled out with respect to “in kind” cofunding. Where funding is being requested from the common pot or by direct cash received by the grantee from the donor directly, the figures only need to be placed in cells L42 and L46 respectively.

### **Do I need written confirmation of the cofunding included in the budget form?**

Yes. Written confirmation on the letterhead signed by an authorised person must be provided to EDCTP to substantiate the values entered in the budget forms before your budget can be approved.

### **I do not have sufficient cofunding for my project. What can I do?**

Please contact your ENO and EDCTP project officer(s) enquiring whether there is common pot cofunding available for your project. Please note that this cannot be guaranteed, so please try to secure as much cofunding by yourself.

### **Why is EDCTP asking about supplements received by the persons working on the project?**

It has come to EDCTP’s attention that several research institutions do not apply an upper limit to the amount of money that a person working on a grant may be earning, and therefore we wish to know how much extra the total staffs working on the project are asking EDCTP to supplement their wages.

### **Does EDCTP pay a salary supplement to staff involved on the project?**

Yes, as long as they are working with an African institution and are being paid a government-based salary, subject to the amount of other supplements already being received from other grants.

### **What do I do if I discover - after my budget has been approved - that I omitted certain costs which are necessary to carry out the project?**

Please contact the EDCTP Finance department and ask if it is possible to change or include new items. Please note that the overall amount cannot be increased, but it may be possible to vire between lines. If this is approved, you will need to submit a revised budget form, accompanied by a signed written explanation and request.

### **Why are the cells protected after the budget has been agreed?**

This is a standard practice to ensure that the budget is not altered in any way after it has been approved. This is also to prevent any changes to previously reported numbers occurring after you submit your annual periodic report.

### **What does overhead include?**

Please see the financial guidelines. Basically this covers all utility charges and any internal charges such as bench fees and administration fees.



**Do I need to fill out a separate line for each member of staff involved in the project in the salary section in the budget?**

Not necessarily. In case several people, such as nurses, are fulfilling the same job category, you can enter the correct multiple in the box in column E. For example, if five nurses are working full-time, then you enter 500%; if 5 nurses are working half-time on the project, then you enter 250%.

**Over what period of time do I report my financial returns?**

Financial returns run for 12 month periods from the date of the signing of the contract. Therefore successive financial reports run from the anniversaries of the signing of the contract and therefore will all be of 12 months except the last one which be less than 12 months as it will be from the final anniversary to the date of the end of the project.

**Why do I need to report on the level of interest received on my project?**

EDCTP requires this information with respect to the interest received by the Project Coordinator only and not on funds received by the project collaborators. Where interest exceeds 1% of the value of the grant, this will be deducted from future EDCTP payments.

**Under what circumstances do I need to submit an audit report to EDCTP?**

One audit certificate is required for each coordinator/collaborator where the funding received by that individual site exceeds €250,000 over the life of the grant. The audit certificate should be returned at the end of the grant, covering the financial return for the whole duration of the grant.

**Is it possible to send a scanned copy of the periodic return by e-mail?**

Yes, as long as this is signed.

**Are overheads calculated on all costs included in the budget or are some items left out?**

Overheads are calculated on all costs included in the budget.

**What does EDCTP consider as capital equipment? Is there a cost limit?**

Any single item inclusive of freight charges and import duties with an individual value over €10,000 (this includes vehicles) and can include second hand equipment which is specifically for clinical trial laboratory machinery only.

**I am confused as to the overhead. It used to be 20% but now it seems to be shown as 10% - why has it changed?**

Since April 2008 EDCTP has changed its overhead policy to 10% across all grants (this has been included in the new financial guidelines sent to you when you received your contract). Some grantees indicated that 20% of the value of the grant going as overhead was not accommodating to them because there was little benefit from the overheads that were taken over by their institute, which effectively meant the grant was being conducted with 20% less funding. Now you can itemize up to another 10% and only 10% goes as an overhead, ensuring that the grantee will fully benefit from the grant. The overall limit for each grant will remain the same. It also means you can itemize computers (PCs) and laptops, which were formerly covered by overheads at 20% but can now be budgeted for with the 10% rule.

**What format do I use for the budget as a small grant?**

You can use your own format for the budget. If the budget is under €250,000 you do not need to use any EDCTP templates. Any template we sent out before was for the application stage. After approval for funding you can use any layout you prefer.

**Who is entitled for an EDCTP supplements?**

EDCTP salary supplements is only paid for those staff earning less than €3,000 Euros monthly gross inclusive of basic wages and supplements provided by other institution.



**Can I still use the unspent funds after the project has ended?**

No. Any cost incurred after the end of the grant is considered ineligible and so cannot be paid.

**Can I include expense incurred related to the project before the effective date of the grant agreement?**

No. Any cost incurred before the effective date is considered ineligible even it is cost related to the projects. Please note that the effective date is on the last date the grant agreement was signed by the EDCTP signatories.

**Who do I contact if I have questions on the budget forms or annual returns?**

You can contact the Grant Financial Assistant [Mary Jane Coloma-Egelink](#).

**Related documents:**

- [Work Packages budget application form](#)
- [Instruction for budget forms](#)
- [Example of salaries and wages computation](#)