

General terms and conditions for grants

Linnaeus-Palme Partnership
2020 applications round

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Definitions

Grant application is the application that forms the basis of UHR's decision to award a grant.

The agreement period is to ensure that the processing of the report, additions, payments and recovery can be managed.

Notification letter is UHR's message about the decision to award a grant and an agreement. It is emailed to the project owner. The notification letter regulates which documents are included in the agreement and the order in which they apply.

Granted application is the electronic document that includes supplementary information about the project's scope and the grants decided by UHR. A URL link to the granted application is in the notification letter.

Grant means the financial support provided to the project owner by UHR for the relevant activity period.

Grant recipient is the organisation that receives the granted funding.

The project is the collected work and activities that the project owner has been awarded funding to conduct.

Project participants are the students, teachers or other staff who conduct activities that are funded through the project.

The project period is the period in which all activities and all the project's costs occur.

Project owner is the organisation that submits a project application and to which UHR pays the grant. The project owner is the contracting party vis-à-vis UHR.

Third party is a registered organisation to which the grant is wholly or partly forwarded via the project owner and which is not party to the agreement with UHR. A project participant is not a third party.

The agreement is UHR's and the project owner's obligations and is equivalent to entering a contract. The agreement includes the documents listed below, which have the following order of priority:

1. Additions and amendments approved by UHR
2. Decision and agreement on awarded grant (notification letter via email)
3. Granted project application, including framework application
4. General terms and conditions for grants – Linnaeus-Palme Partnership 2020

Section 1 – Agreement between UHR and the project owner, and grant decision

It is UHR's responsibility that the programme is conducted in accordance with government decisions, the aims and guidelines drawn up by UHR and the financier's terms and conditions.

It is the responsibility of the project owner to ensure that the project is conducted in accordance with the programme's rules and in accordance with the project application.

Once the application has been submitted, the project owner accepts entering into an agreement with UHR. The agreement comes into force on the date that UHR decides to award the grant and applies regardless of whether the amount awarded is equivalent to the amount applied for.

UHR informs the grant recipient of the awarded grant and the scope of the agreement in the notification letter.

Section 2 – Validity of the agreement

An entered agreement is to be regarded as a contract, and the period of this contract is from the date of the decision to 31 December 2022.

The agreement period continues after the end of the project period to ensure the processing of reports and additions, payment of outstanding funds and that necessary repayments are made.

The project period starts on the day the agreement is entered and lasts until 31 March 2022.

Section 3 – Eligible applicants and valid project participants

Eligible applicants are Swedish higher education institutions, which may apply for grants within the Linnaeus-Palme programme at central or departmental levels. Grants are applied for one project round at a time, in up to eight project rounds for a partnership project.

Valid project participants are:

- Teachers who teach at one of the participating higher education institutions.
- Students who are enrolled at Bachelor's or Master's (first or second cycle) level and who have studied at the department for at least a year.
 - Linnaeus students must be Swedish citizens or have permanent residency in Sweden, or Nordic citizens who have been registered in Sweden for a least a year before departure.
 - Palme students must be citizens of one of the valid partner countries.

Section 4 – Valid activities

In partnership projects, it is possible to apply for the following activities:

- Student exchange – at least 10 weeks and a maximum of 40 weeks. Studies must be counted as exchange studies, generate higher education credits and be transferred to the programme at the home department.
- Teacher exchange – at least two and a maximum of eight weeks, including travel days.
- Other activities, such as language classes prior to a teacher exchange, evaluation trips, workshops, themed seminars, digital initiatives or other capacity building or partnership-strengthening activity. These types of activities are open to other participants at the higher education institution, as well as teachers.
- Palme participants (teachers, students and other participants) may also apply for visa trips.

Section 5 – Valid and invalid costs

The grant is used to cover the grant recipient's costs due to conducting the decided project activities during the current period of activity. The grant does not necessarily provide full coverage for the costs that arise in the project.

Costs that are covered by grants, funding from another party or other means, are not valid project costs.

Valid costs for the 2020 project round only apply to approved participants and must:

- be stated in the granted project application,
- be identifiable and verifiable in the project owner's accounts,
- be reasonable and comply with the principles of responsible financial management, in terms of economizing and cost efficiency

Invalid costs include:

- Alcoholic drinks
- Gifts
- Purchases of equipment such as phone, computers or software
- Leisure activities
- Entertainment
- Travel in business class

Section 6 – Payment

A first payment of 80% of the granted amount is made when the agreement enters into force.

A second payment of a maximum of 20% of the granted amount is made after the final report is approved. The second payment may be reduced after UHR's evaluation of the final financial report.

Payment is made in Swedish kronor (SEK) excluding VAT and in accordance with that stated in the notification letter. No requisition is necessary.

Section 7 – Forwarding funds to a third party

If the project includes the forwarding of funds from the project owner to a third party, this must be stated in the grant application. The project owner must always draw up a contract with the third party before the funding is forwarded.

Payment of funding to a third party must always be done via bank transfer to a bank account with two signatories.

The project owner will be responsible for and ensure that all applicable terms and conditions for the funding are continued in the contract with the third party and all subsequent parties, if the funds are forwarded from the third party. There must be a special focus on routines for administration and financial management, and the follow-up of these routines, including measures to counteract corruption.

Section 8 – Reporting

When the project is completed, the project owner must submit a final report to UHR. This must include a narrative report, a financial report and, for projects with that must be audited, and auditor's report. All parts of the report must have been submitted to UHR by the end of the project period, 31 March 2022. The project owner is also responsible for ensuring that UHR's participant questionnaire is answered by the **Swedish** department's participants straight after the end of an exchange period, and for including the compiled results of the questionnaire in the final report. The participant questionnaire is in the application system.

The narrative report must answer the questions asked on "Mina sidor" (My Pages) in the administration system.

The financial report must fulfil the requirements stated in the instructions for financial reporting.

The auditor's report must fulfil the requirements stated in Section 9 of this document.

When the final report is submitted, the project owner certifies that the submitted information is correct. If the final report has not been entered in the system by the final reporting deadline, UHR may request that the project owner repays all or parts of the granted funding.

The final report is required even if the projected has been terminated early.

Section 9 – Audit

If the granted funding from UHR exceeds SEK 300,000 the project owner is responsible for the final report being examined by an auditor. The audit must be conducted by an authorised or approved accountant who is external, independent and qualified. UHR has produced a template to describe the task of the auditor. This must be used. The template states that an audit under ISA 800/805 and under SNT 4400, with specific questions, must be included in the auditor's tasks.

If the auditor has remarks to make, the higher education institution must also submit a management response to UHR.

The auditor's report must be submitted with the final report, by 31 March 2022.

Section 10 – Anticorruption and ethical guidelines

Receiving, requesting or offering bribes or other inappropriate reward or benefit of any kind that may be illegal or inappropriate behaviour is forbidden. This applies to all parties linked to the project.

Throughout the project period, the project owner must work actively to prevent and counteract all forms of corruption and fraud.

The project owner must immediately inform UHR if there is any suspicion of corruption or fraud. The project owner must immediately take action to stop corrupt behaviour where such is established and, where relevant, even take legal measures. The project owner must keep UHR continually updated on how the case is proceeding.

The project owner must demand that project participants are familiar with the Government Offices of Sweden's ethical guidelines for working abroad, and that organisations to which funding has been forwarded, including their staff and consultants, also work actively to prevent and counteract corruption and fraud.

Section 11 – Intellectual property rights and publicising information

Sida and UHR have free rights to use material and results that the project owner produces within the project. These rights of use are free of charge and unlimited in time; they include the right to disseminate and replicate results and use them in other contexts.

If the project's final report includes photographs or film of recognisable people, they must have provided written consent for this material being used for information purposes. This does not apply to photographs or films that contain random members of the general public, who could only hypothetically be identified, not to public figures acting in their official capacity.

If the project owner produces information materials or publicises the project in another way, the project owner must show that the project is funded by Sida.

The names “Styrelsen för internationellt utvecklingssamarbete”, “Sida”, “Universitets- och högskolerådet” or “UHR” or their translations may not be used in a manner that can be perceived as if Sida or UHR participated in the design or support the opinions that are presented.

Section 12 – Security

The project owner must ensure that project participants who travel abroad are informed about the Ministry for Foreign Affairs’ travel information and, where necessary, consult with the relevant foreign authorities prior to and during the time abroad.

If the Ministry for Foreign Affairs’ travel information exists or is introduced prior to departure and advises against “non-essential travel”, “all travel” or “encourages Swedish citizens to leave the country/region”, the project owner must ensure that project participants do not travel to the country/region.

If, after departure, the Ministry for Foreign Affairs advises against “non-essential travel”, “all travel” or “encourages Swedish citizens to leave the country/region”, the requirement for a specific number of exchange weeks under Section 4 of this document is terminated. The project owner must ensure that project participants immediately follow the advice and leave the country/region.

The project owner is responsible for all project participants having insurance cover.

Section 13 – Validation of final grant, recovery and repayment

The final amount for the project grant is validated by UHR after the project owner has submitted the final report and it has been approved by UHR.

If the final validated grant amount is lower than the amount granted in the application, this is primarily regulated by reducing the second payment to the project.

If the final validated grant amount is lower than that already paid, UHR may demand the repayment of the part of the grant that has not been used, including interest, from the project owner.

UHR is also entitled to demand repayment of paid grants, wholly or partially, if the project owner has not submitted the final report as instructed, is unable to show that the grant has been used in accordance with the approved grant, or if the project owner has contravened the terms and conditions of the agreement in some other way.

Repayments must be received by UHR no later than 20 days from a request for repayment being sent.

Section 14 – Changes to a project or terminated project

Granted exchanges may be conducted in a different semester to that stated in the application, provided they are conducted in the valid project period.

If the project owner wishes to make changes to how the grant is used within the project, these changes must receive written approval from UHR before being implemented.

If the project owner assesses that the project can no longer be conducted efficiently and true to purpose, the project owner may make a written request that the project and agreement are terminated. If the project is terminated after UHR has paid the grant to the project owner, a final report must be submitted. UHR can also demand that the final report is examined by an auditor.

Reporting of the granted funding must comply with UHR's "Instructions for financial reporting" for the current programme round.

Under Section 13 of this document, the project owner must repay excess funding.

Section 15 – The right to amend terms and conditions

UHR retains the right to, when necessary, amend the above terms and conditions after agreement has been reached with the project owner. If amendments are made, the project owner receives written information about what the amendment entails and is then entitled to withdraw from the agreement.