

## **Financial Regulations for the ANSO Projects (2022, Provisional Version, By ANSO Secretariat)**

### **1. Purposes**

These regulations apply to ANSO projects for collaborative research, training, meeting, association and science-based advisory, and will guide the Principal Investigator and Proponent's Affiliation in terms of:

- i. What costs can/cannot be covered, and to what extent;
- ii. Correct and thorough administration of ANSO Grant by all project members, including scientists and members of collaborating institutions as listed in the final version of the proposal;
- iii. Proper and thorough preparation of ONE Financial Report that covers all expenses, including those of collaborating institutions, that have been made together with the funds from an ANSO Grant.

### **2. Basic Principle**

The Grantee of ANSO Grant should be the same as the institution in the proposal that the Principal Investigator belongs to. If it is different, the Principal Investigator should get permission from the ANSO Secretariat before transferring the Grant.

The Principal Investigator and the Proponent's Affiliation are responsible for the thorough administration and management of ANSO funds. Before accepting an ANSO Grant, the Principal Investigator and the Proponent's Affiliation must be aware of the responsibilities associated with the ANSO Grant, particularly:

- i. Confirming that their institution is able to receive and administer remittances from abroad in a currency other than their own;
- ii. Confirming that their institution can effectively manage fluctuating exchange rates and other financial market changes through, for example, implementation of a risk management plan/strategy, noting that ANSO cannot supplement and/or cover any losses due to fluctuations in the financial market;
- iii. Ensuring proper administration and management of ANSO Grant at the institutions of project collaborators, who must comply with the present Regulations; and
- iv. Confirming that the interest earned through ANSO Grant shall be used to support the project.

As a basic principle, the ANSO Secretariat encourages Principal Investigators to use existing resources available, such as employed staff, office/meeting space and equipment to the maximum extent possible, and to have joint financing arrangements supporting a project.

### **3. Administrative Overheads**

Noting that indirect administrative overheads are allowed no more than 5% of the total grant received.

### **4. Equipment**

ANSO Grant should not be seen as an opportunity to add to normal capital and equipment budgets of organizations/institutions/individuals.

Maintenance/Upgrade costs of any equipment cannot be covered with funds from an ANSO Grant.

### **5. Remuneration**

- i. ANSO Grant cannot be used to replace or supplement the salary of the Principal Investigators and Collaborators, nor for the payments of indirect administrative staff. The Principal Investigators and Collaborators should get the full-salary or part-time fees from their own institutions.
- ii. The part-time employment can only be made based on necessary consideration and needs, and the remuneration should be reasonable in consideration of the related standards and practice of the country and organizations/institutions. Any remuneration must be in compliance with relevant laws of the country in which the part-time position is located.
- iii. The hiring of temporary assistants, preferably postgraduate assistants either for Masters or PhDs is allowed, if it is deemed necessary for the completion of conduct the project/activity. Hiring temporary assistants can only be on a part-time basis, and no full-time employment shall be made with ANSO Grant.
- iv. Expert consulting fees should be paid according to their professional titles and taking into account the remuneration standards of their country, organizations/institutions. The maximum remuneration for an individual expert is US\$300 per time.
- v. ANSO Grant can be used to pay for the lecture fees for trainers of training workshops and the fees for the temporary employment of assistants.

--The maximum honorarium for an individual trainer is US\$300 per training workshop.

- vi. Remuneration shall never exceed more than 20% of ANSO Grant.
- vii. It is necessary to provide an information form of remuneration payment in the annual financial report (Annex 5).

## 6. Travel

Travel costs of individuals for the ANSO project/activity can be covered by an ANSO Grant. The Actual travel costs must be reported in the Financial Report and be accompanied with supporting documents such as invoices, receipts and proof of travel (passport front page copy, boarding passes, train/bus/ship tickets, immigration records, etc.).

- i. For travelling by air, Principal Investigators/Collaborators shall fly economy-class with ANSO Grant. Any travel upgrades are to be at their own expenses.
- ii. ANSO will cover the cost of airport taxes, necessary visas fee, vaccinations, and basic travel insurance.
- iii. For train and ship travels for the ANSO projects and activities, ANSO will only cover the tickets for economy class.
- iv. ANSO will cover the round-trip fare between non-local airport/terminal/station and hotel. The amount should be separately listed in the Claim Form (Annex 2).
- v. If it is necessary to rent cars for the conduct of scientific activities, the need shall be specially explained in detail in the budget plan. The cost of car rental (basic rate for economic cars, insurance, fuel, parking, toll fee) can be reimbursed by actual expenditure based on valid bills (car renting contracts, invoices/receipts, etc.). The maximum cost of a car rental is UD\$100 per person per day.
- vi. ANSO will provide the Daily Allowance for project-related activities only.

a) The daily allowance consists of two parts:

– **An allowance to cover the cost of basic accommodation**, including breakfast. Extra services cannot be covered. Accommodation receipts must be submitted based on actual expenditure up to the maximum allowable (see details in Annex 1) with the project/activity team members' names and valid certificate number listed.

– **A daily subsistence allowance (DSA)**. ANSO defines DSA as a special allowance provided to cover the basic needs of lunch and dinner and local transportation for project travels. If the meals and local transportation are arranged by meeting organizer or local host organizer, no such allowance can be claimed.

- b) The daily allowance rates are tabulated in Annex 1: “ANSO Daily Allowance Rates (2020)”.
- c) Relevant expenses should be listed in the Claim Form (Annex 2) and signed by the payee.
- vii. The above items should be included in the budget in accordance with the relevant standards established by ANSO.
- viii. Travel expenses that will not be covered by the ANSO include:
  - a) Transportation and accommodation expenses paid to an agency as a package;
  - b) The transportation and accommodation expenses for applying for and issuing the visa;
  - c) Additional premium payments for travel insurance over basic insurance.
  - d) Local transportation expenses (taxi; bus; subway) not related to travel.

## 7. Meeting Expenses

ANSO Grant can cover the following expenses of project meeting:

- i. Meeting venue and necessary facility renting cost (encourage using the meeting room and facilities from Collaborators’ institutions).
- ii. Meeting registration fee.
- iii. Tea/Coffee break and reception (once only during the meeting) shall be reimbursed based on actual expenditure and in the principle of economy.
- iv. For meeting dining standards, please refer to the DSA of relevant countries in Annex 1, and alcoholic beverages are not allowed. Dining not related to the meeting are not allowed to be reimbursed.
- v. Other miscellaneous expenses for a meeting shall not exceed US\$500, including office supplies and documents printing for meeting purpose.
- vi. The travel and accommodation expenses of invited guests and the expenditure standard shall refer to *term 6. Travel*.
- vii. The registration sheet (Annex 4) signed by participants of the meeting should be submitted with financial report.

## 8. Publication, Dissemination and Others

Cost on project publication and outcomes dissemination can be covered by ANSO Grant. Intellectual property fee, purchasing necessary data and tools etc. could be covered by ANSO Grant agreed upon in advance with the ANSO

Secretariat.

### **9. Consumable materials cost**

It refers to the procurement and transportation, loading and unloading, sorting and other expenses of various raw materials, auxiliary materials, low-value consumables, etc. consumed in the process of project implementation. If the total material budget is more than 20,000 US dollars (inclusive), it should explain in detail its relevance to the project task, the necessity of purchasing, and the rationality of the quantity.

### **10. Other Expenses Not Permitted**

Any costs for tokens, souvenirs, etc. to project members, participants of any events, resources persons, among others, cannot be covered with funds from an ANSO Grant.

### **11. Invoice and Remittance**

- i. The Overseas Grantee of the ANSO Project must confirm, in writing, that its bank account is able to receive international remittance in US Dollars.
- ii. The Principal Investigator shall not split ANSO Grant without authorization.
- iii. Remittance bills must be submitted in the format specified by the ANSO Secretariat for approval before any remittance can be made (Annex 3).

### **12. Financial Report**

The project is required to submit an annual financial report together with the project progress report within one month right after the conduct of the project. The financial report submitted to the ANSO Secretariat should include:

- i. Detailed breakdown of each item.
- ii. Supporting documents for each item must be included in the financial report (copies of the invoices, receipts, claim form, statement of relevance to ANSO programs. Non-English invoices/receipts must be translated into English and marked with the US dollar conversion rate and the US dollar amount.).

- iii. The financial report should be signed by both Principal Investigator and Financial Principal of the Grantee.
- iv. Upon closure of the project, the Principal Investigator must submit copies of all remittance bills and claim form to the Secretariat.

### **13. Return of Unspent Funds**

1. Except the final year of the project, the unspent funds can be moved to next year's budget plan by clarification of the unspent reasons in the annual financial report and project report. Under special circumstances (such as epidemic situation), if the remaining funds in each year are less than or equal to 20% of the annual funds, it can be applied for moving to the next year to uses, by clarification of the unspent reasons in the annual financial report and project report. The remaining funds can be not used to offset the next year's project budget.

2. If there are unspent funds after the final financial report is submitted and approved by ANSO Secretariat, said funds must be returned from the Grantee to the ANSO Secretariat in US Dollars.

1) In the event that any bank remittance fee exceeds the amount of unspent funds to be returned to ANSO, and where this can be proved by a statement or list of charges of the bank of the Grantee, said funds may be retained by the Grantee.

2) In the event that funds returned to the ANSO Secretariat with reference to the following procedures:

– The Principal Investigator/Proponent's Affiliation must return the stipulated amount within 30 days after the refund notice is issued.

– Evidence of the bank remittance (e.g., remittance slip) must be submitted to the ANSO Secretariat, clearly showing the date of the remittance and exchange rate (if applicable) used by the bank.

– ANSO will provide an invoice to the Principal Investigator/ A Proponent's Affiliation.

If a Principal Investigator is unclear on any of the above, please contact the ANSO Secretariat for advice.

Annex 1:

ANSO Daily Allowance Rates (2020)

- i. The accommodation rates are maximum allowable rates for each country. Note the accommodation rate will be paid based on the actual costs as given in the receipts attached to the Financial Report

**Table of ANSO Daily Allowance Rates (2020)**

No.	Country/Region	Accommodation (US\$)	Daily Subsistence Allowance (US\$)
<b>Asia</b>			
1	China	100.00	60.00
2	Pakistan	120.00	50.00
3	Tajikistan	120.00	60.00
4	Kazakhstan	140.00	60.00
5	Kyrgyzstan	140.00	60.00
6	Mongolia	90.00	50.00
7	Uzbekistan	100.00	50.00
8	Nepal	90.00	50.00
9	Iran	120.00	60.00
10	Thailand	100.00	55.00
11	Turkey	120.00	60.00
12	Bangladesh	110.00	60.00
13	Laos	100.00	50.00
14	Sri Lanka	120.00	60.00
15	Other Asian Countries	100.00	55.00
<b>Europe</b>			
16	Armenia	95.00	65.00
17	Belarus	140.00	65.00
18	Belgium	110.00	65.00

19	Bulgaria	100.00	50.00
20	Hungary	140.00	60.00
21	Poland	150.00	60.00
22	Romania	100.00	65.00
23	Russia	150.00	75.00
24	Slovenia	120.00	50.00
25	Serbia	100.00	60.00
26	Slovakia	100.00	50.00
27	North Macedonia	95.00	60.00
28	Greece	150.00	70.00
29	Montenegro	100.00	60.00
30	Other European countries	110.00	60.00
<b>America</b>			
31	Brazil	150.00	70.00
32	Mexico	120.00	70.00
33	Uruguay	100.00	70.00
34	Chile	120.00	70.00
35	Other South American countries	110.00	65.00
36	North American countries	180.00	75.00
<b>Africa</b>			
37	Morocco	110.00	65.00
38	Egypt	130.00	60.00
39	Ethiopia	150.00	60.00
40	Kenya	140.00	55.00
41	Other African countries	130.00	60.00
<b>Oceania and Pacific Islands</b>			

<b>42</b>	<b>New Zealand</b>	<b>150.00</b>	<b>80</b>
<b>43</b>	<b>Other Oceania and Pacific Island countries</b>	<b>120.00</b>	<b>70</b>

Annex 2:

## Claim Form

**Project Title/Meeting Title**

**Name:**

Dr. XXXXXXXXXXX

**Affiliation/Contact address:**

Tel: XXXXXXXXXXX; Fax: XXXXXXXXXXX

E-mail: xx@xxxx.xx.xx

Items	Local Currency	US\$	Remark (Exchange Rate)
Two-way Airfare			
Hotel* (if accommodation not paid by PI)			
DSA*			
Airport-hotel Transport*			
Visa Fee			
Other Special Expenses			

\*Filled by the Principal Investigator

Signature of the payee:

Date:



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Annex 3:

Invoice No.: \_\_\_\_\_

Date: DD/MM/YY \_\_\_\_\_

# INVOICE

## INSTITUTION LETTERHEAD

Name Of Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

PARTICULARS	AMOUNT
Project No.: Project Title: Principal Investigator's Name:	
	US

*Please make remittance of the aforementioned amount by electronic transfer to the following account:*

Account No.: \_\_\_\_\_

Name of the Account Holder/Beneficiary: \_\_\_\_\_

Name of the Bank: : \_\_\_\_\_

Bank Code: \_\_\_\_\_

Name of the Branch: \_\_\_\_\_

Exact Address of the Branch: \_\_\_\_\_

SWIFT/IBAN Code (if any): \_\_\_\_\_

Other information (if needed): \_\_\_\_\_

## SIGNATURE

Principal Investigator: \_\_\_\_\_

Financial Principal of Grant: \_\_\_\_\_



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Annex 4:

**Registration Form (Meeting title, date and location)**

No.	Name	Affiliation	Email	Signature

Annex 5:

Information Form of Remuneration Payment

Name	Affiliation	Age	Work Description	Duration	Standard (USD/day)	Total Payment	Email & Tel	Signature
Summary (the total amount can not exceed 10,000 USD per year)						Local Currency: USD: Exchange Rate:		
Signature of the Principal Investigator:  Date				Signature of the Head of Finance Department:  Date				