Tenure Track Pilot Programme

Project Implementation Guidelines for Principal Investigators

The Tenure Track Pilot Programme is financed based on the Framework Agreement between the Swiss Federal Council and the Government of the Republic of Croatia Concerning the Implementation of the Swiss-Croatian Cooperation Programme to Reduce Economic and Social Disparities within the Enlarged European Union and its annexes. The terms in the masculine gender used in these Guidelines are neutral and refer to persons of either gender.

These Guidelines were adopted by the Board of the Croatian Science Foundation at its 140. session, held on 14.06.2019 (Decision, Class: 120-02/19-02/15, File No.: 63-02/01-19-2) and amended at the 141. Session on 10.07.2019 (Decision, Class: 120-02/19-02/17, File No.: 63-02/01-19-2).

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1. Introduction

The Tenure Track Pilot Programme (TTPP) is a joint venture of the Croatian Science Foundation (HRZZ, hereinafter: the Foundation), Ministry of Science and Education (MoSE) and École Polytechnique Fédérale de Lausanne (EPFL) that focuses on preparation of a model for career development of top young researchers in Croatia. With this programme, the EPFL will transfer its rich expertise on the tenure track scheme. Tenure track is defined as "a fixed-term contract advertised with the perspective of a tenured, i.e. permanent, position at a higher level, subject to positive evaluation and without renewed advertising of and application for the next position"[1]. The TTPP has been designed to support excellent young researchers at the early stage of their career where they can start their own independent research groups and to enable them to gain competences and conditions for the employment as professors or senior scientists at universities and scientific institutes. Through the development of research groups within the Croatian public research organisations, the TTPP aims to increase the quality of research activities performed by research organisations and the quality of doctoral programmes for the next generations of young researchers.

These Guidelines are intended as a tool that should help research group members with the implementation of their research Projects, with a special focus on reporting requirements to the Croatian Science Foundation. These guidelines are based on general regulations of the Foundation, especially the Rules on the Conditions and Procedures for the Allocation of the Foundation's Funds (*Pravilnik o uvjetima i postupku dodjele sredstava za ostvarivanje svrhe Zaklade*), the Framework Agreement between the Swiss Federal Council and the Government of the Republic of Croatia concerning the Implementation of the Swiss-Croatian Cooperation Programme to Reduce Economic and Social Disparities within the Enlarged European Union, signed on 30 June 2015, Project Agreement between the Swiss Agency for Development and Cooperation and the Ministry of Regional Development and EU funds, the Collaboration Agreement between the Croatian Science Foundation and École Polytechnique Fédérale de Lausanne and the Programme Implementation Agreement between the Ministry of the Regional Development and EU funds, the Ministry of Science and Education and the Croatian Science Foundation.

2. Establishment of the research group

A typical research group funded within the TTPP will be composed of a Principal Investigator, 1-2 doctoral students and 1-2 postdoctoral researchers. PhD student(s) are expected to be employed in the first year of Project implementation for a period of 4 years, while postdoctoral researchers can be employed for a maximum of 48 months each, pursuant to the Croatian Scientific Activity and Higher Education Act (*Zakon o znanstvenoj djelatnosti i visokom obrazovanju*, Official Gazette

[1] https://www.ub.edu/portal/documents/34829/458399/LERU_AP17_tenure_track_final%5B1%5D.pdf/71d48297-0158-4785-bbcf-b2976575e769.

No. NN 123/03, 198/03, 105/04, 174/04, 02/07, 46/07, 45/09, 63/11, 94/13, 139/13, 101/14, 60/15, 131/17). The doctoral student's thesis must correspond to the research topic of the Project. All research group members should actively participate in the Project and their roles have to be clearly described in the Work Plan of the Project.

The salaries of members of the research team shall be calculated based on the coefficients defined in the Regulation on Job Titles and Coefficients for Job Complexity in Public Services (*Uredba o nazivima radnih mjesta i koeficijentima složenosti poslova u javnim službama*, Official Gazette No. 25/2013). Within the Project, experts may be employed to the following positions with the following coefficients:

- the Principal Investigator shall be employed to the position Head of Laboratory/Head of Research Group (Cro. *voditelj laboratorija*), with the applicable coefficient of 2.182;
- Postdoctoral researchers shall be employed to the position of the same title (Cro. *poslijedoktorand*), with the applicable coefficient of 1.600;
- PhD students shall be employed to the position of Teaching Assistant (Cro. *asistent*), with the applicable coefficient of 1.406.

All persons whose salaries are financed from the Project funds shall be employed at the Host Organisation of the Principal Investigator, i.e. their employment contract shall be concluded with the Host Organisation in question.

Pursuant to Article 15 of the Grant Award Contract for the Call "Tenure Track Pilot Program", prior to concluding an employment contract with young researchers, the Principal Investigator shall be obliged to notify the Foundation about the selected candidate(s), delivering all supporting documentation related to the employment process. The supporting documentation shall include:

1. The public tender,
2. List of sources in which the tender was published (Official Gazette, Euraxess, daily newspapers, etc.), including a copy (e.g. scan/print screen/link) of the published tender in the Official Gazette, Euraxess, etc.
3. Curricula vitae of the selected candidate(s),
4. Report of the tender selection board,
5. Decision of the Host Organisation on the choice of the candidate.

The employment contract may not be concluded before the Foundation's written approval. Upon conclusion of the employment contract and no later than 8 days after its conclusion, the Principal Investigator shall deliver the following documentation to the Foundation:

1. Copy of the concluded employment contract;
2. Revised Financial Plan and Work Plan of the Project, with the name of the young researcher (doctoral students and postdoctoral researchers) clearly indicated in the budget items concerned.

3. Obligations of the Host Organisation

Upon submission of the proposal, the Principal Investigators also submitted the Host Organisation Support Letter, in which the Host Organisation committed, *inter alia*, to:

- enable appropriate working conditions for the Principal Investigator as well as research freedom and independence in selecting and managing the research group and controlling the budget, while adhering fully to the principles of the European Charter for Researchers;
- provide full support to the Principal Investigator and his team members during the Project implementation, in particular laboratory and office space;
- ensure that all the activities are performed under the independent scientific guidance of the Principal Investigator;
- ensure the necessary scientific autonomy of the Principal Investigator (in particular as regards the selection of research group members, control over the budget etc.);
- support the Principal Investigator in managing the research group and provide appropriate administrative assistance (particularly as regards the general management, financial reporting, organization of Project meetings and general logistics of the Project);
- ensure that the Principal Investigator has teaching commitments at a Croatian university that will make him eligible for a scientific or scientific-teaching rank upon conclusion of the Project.

Furthermore, the Host Organisation shall consent to the equipment purchased by the Project's budget being placed within the Host Organisation, which shall remain at the unrestricted disposal of the Project and shall not be diverted without prior written approval of the Foundation. At the end of the Project, the Host Organisation will acquire ownership of the equipment if not differently decided by the Board of the Foundation and the Swiss Agency for Development and Cooperation.

4. Mentorship

The Host Organisation shall nominate **a mentor for the Principal Investigator**, who will not be remunerated. The nomination should be delivered on forms provided by the Foundation (Attachment_Mentor nomination.doc), signed by the mentor and the Head of the Host Organisation. The CV of the mentor shall be attached to the nomination. The mentor shall be obliged to sign the Declaration of Confidentiality and Personal Data Protection (Attachment_Declaration_of_Confidentiality_GDPR_Mentor.doc).

Mentors will be chosen based on the following criteria: a) scientific activities – publications, projects, patents, international cooperation, b) mentorship experience and c) field of research of the Principal Investigator. The mentors shall have at least 10 years of work experience after the PhD award.

The role of the mentors is to advise the Principal Investigator throughout the Project and regularly discuss his/her research strategy, results and application to other sources of funding in order to secure sustainability of the research group and plans for new projects. The Croatian mentor shall also be required to co-sign the narrative reports of the Principal Investigator for mid-term and final evaluation of the Principal Investigator, which will be performed by international experts (see Section 7.3 below).

Additionally, EPFL will also nominate one mentor for each Principal Investigator following the same rules. He/she will visit the Principal Investigator once a year during Project implementation. The visit will usually be planned during the 10th month of every Project year so that the mentor can prepare input for the report on the progress of the Principal Investigator. The maximum duration of each visit is 8 days. Travel organisation and expenses of the Swiss mentor shall be covered by the Foundation. During these visits, the Swiss mentor should meet with both the Principal Investigator and the Croatian mentor and both mentors should provide clear oral feedback to the Principal Investigator on his/her progress.

Upon his/her return to Switzerland, the Swiss mentor shall prepare a report on his visit. The Croatian mentor should also prepare a separate report. Both reports shall be included in the periodic project reports as well as in the report for the mid-term and final evaluation of the Principal Investigator. The following elements should be included in the report:

- a critical review on the overall implementation of the Project;
- the context of implementation (support of the Host Organization, research team, laboratory, teaching commitments at a Croatian university, other);
- comparison of the candidate's abilities, especially with respect to other scientists who have achieved success in the field;
- the requirements of the Principal Investigator's position, especially with respect to the Project and to the obligations within the Host Organisation;
- other activities within the Host Organization the Principal Investigator is involved with;
- conclusion and recommendation.

The reports, signed by the respective mentors, shall be delivered no later than 30 days to the following email address: ttp@hrzz.hr. The report form shall be provided by the Foundation. The reports shall not be immediately visible to the Principal Investigator, but rather would be delivered to the Principal Investigator after the evaluation of the reports has been finished, together with the opinions of the reviewers and independent evaluation expert.

5. Payments by the Foundation

The funds will be transferred to the Host Organisations by the Foundation, in accordance with the approved Financial Plan. Expenses in the Financial Plan have to be planned according to the reporting periods, i.e. expenses in the first reporting period have to be planned in that reporting period. Expenses are grouped by categories, as per Section 6. “Eligible Costs” below. The Financial Plan and Work Plan have to be consistent: all costs in the Financial Plan have to be coordinated, e.g. all costs have to be justified by the Project activities and have to be connected with the Work Plan of the Project.

In order to secure transparency of Project costs and implementation, Host Organisations are obliged to open a separate accounting book for the TTPP Project in their accounting systems with clear accounting and bookkeeping codes.

The first instalment will be transferred by the Foundation after the Grant Award Contract has been signed by all parties. The first instalment will be sufficient to cover the costs of the first 12 months of Project implementation.

The remaining instalments will be transferred after the Foundation has approved the financial reports. Interim financing, if needed, will be provided in line with existing procedures of the Foundation. When submitting the financial reports, the Principal Investigator should also deliver a Request for Interim Payment (Attachment 7). The amount of interim payment shall not exceed 30% of the instalment for the following Project year as per the last approved Financial Plan. The interim payment will be executed after the report has been administratively accepted, i.e. when the Foundation asserts that the submitted documentation is complete.

6. Eligible costs

Eligible costs must be directly connected to the Project. All costs may be expressed with VAT included, provided that VAT is not recoverable by the Host Organisation pursuant to national regulations. All purchases will need to be justified by appropriate documentation (invoices, receipts, service contracts, etc.).

Double financing is not allowed. Expenditure which is already financed from another source shall not be reported to and may not be financed within the Tenure Track Pilot Programme.

The budget shall be broken down into 5 categories:

1. Personnel costs;
2. Equipment and maintenance;
3. Research costs;
4. Mobility allowance;
5. Overhead costs.

Costs that will be considered eligible in each of the categories are given below.

1) PERSONNEL COSTS

- Total costs of the Principal Investigators', PhD students' and postdoctoral researchers' salaries (gross amount, including costs of commuting to and from work, vacation and Christmas bonuses);

Personnel costs do not include:

- Salary supplements;
- Honoraria for the Principal Investigator or research group members, or other researchers/parties.

Expenses planned for salaries cannot be reallocated for other purposes. If the salaries are paid at the beginning of the next reporting period, but before the report submission deadline for the current reporting period, and the complete justifying documentation can be provided, they can be included in the report for the current reporting period.

2) EQUIPMENT AND MAINTENANCE

Acceptable costs are as follows:

- New equipment needed for the implementation of the Project*;
- Upgrades of existing equipment (new and additional parts of existing equipment)*;
- Equipment maintenance (servicing)*;
- Technician (service/work contract, invoice)**.

* Only for the equipment that was planned in the Project Proposal. The visibility of the Foundation and the Swiss-Croatian Cooperation Programme funding must be ensured for the equipment bought, upgraded, maintained or serviced. The Principal Investigator shall cooperate with the Foundation regarding the visibility and shall clearly highlight the support within the abovementioned programme.

** Technician cannot be employed on the Project, but their services can be outsourced if no such expertise can be provided by the Host Organisation.

Equipment and maintenance costs do not include:

- Depreciation costs;
- Bank fees.

Customs, transport and import charges for equipment from abroad **can be included** in this category. The purchase of equipment in the last year of the Project implementation is not acceptable, except for in well justified cases and upon previous approval by the Foundation's Board.

3) RESEARCH COSTS

Research costs include costs that are directly related to Project activities and that occurred within the duration of the Project. If necessary and justified by the nature of the Project, research costs can include:

- Field research (subsistence costs: travel, accommodation, *per diems*);
- Intellectual and graphic services (design and print of surveys and questionnaires, the Project's web site if needed for the implementation of any part of the research);
- Literature (books, publications and journals related to the research) for work funded by this Project;
- Laboratory and vet services;
- Memberships (only in exceptional cases if the Principal Investigator's membership is strictly related to the research);
- Computers for team members;
- Dissemination and promotion of Project results costs (work materials, booklets, publications in journals, proofreading, translations, design, printing, binding and similar);
- Dissertation printing costs (only for the purpose of thesis defence);
- Other costs strictly related to the implementation of main Project activities needed for the achievement of Project results.

Research costs **do not include**:

- Costs classified as overheads: water/gas/electricity, phone, internet, postage, photocopying, accounting and maintenance/cleaning costs;
- Bank fees and exchange rate losses;
- Scholarships;
- Fees;
- Honoraria;
- Administrative costs (e.g. accounting);
- Computer services (e.g. maintenance of IT system and similar, except for basic software for the purpose of Project implementation).

4) MOBILITY ALLOWANCE

Includes costs related to trainings of research group members, conference and congress costs (only if related to the Project).

The following costs **are eligible** within this category:

- Trainings for the Principal Investigator and research group members (only short visits – up to 2 weeks, courses/seminars/workshops – travel, accommodation, *per diems*, attendance fees);

- Participation in meetings, conferences, congresses (accommodation, travel, *per diems*, health insurance for abroad and registration fees for the Principal Investigator and team members);
- Hosting foreign scientists (for up to one week – travel, accommodation and *per diems*);
- Organizing workshops and conferences (equipment and space rental – only if it is not possible to organise it within the Host organisation, proofreading, translation, design, printing, binding, catering, supplies for participants and similar).
- Relocation costs: maximum acceptable amount is HRK 60.000,00 and eligible expenditures are as follows:
    - One-way plane tickets for the Principal Investigator, his/her spouse and children, economy class and up to HRK 7.500,00 per person traveling. By their nature, these costs can be incurred before the Project start date;
    - Moving expenses for personal belongings. Three quotes shall be provided and the maximum amount of the reimbursement shall be equal to the lowest quote. These costs can be incurred before the Project start date;
    - Temporary accommodation for up to three months and up to HRK 4.000,00 per month – utility bills, agency provisions and other personal administrative expenses are not acceptable;
    - Taxes and surtaxes on relocation costs that are in line with national regulations and provided that the given maximums per individual costs within this budget item as well as the given maximum for relocation costs in total (HRK 60.000,00) are respected.

General information regarding mobility costs:

- Accommodation costs: eligible for hotels and other available accommodation of up to 3*. In exceptional cases (events of great importance with eminent guests and similar justified cases), costs of hotels or other accommodation of 4* and 5* category will be eligible. The invoice has to contain detailed specifications (number of nights, price per night, duration of stay).
- Travel costs: economy travel class and public transportation should be used whenever possible.
- Hosting foreign scientists: only acceptable for arrivals to the Host Organisation (travel, accommodation and *per diems*).

The following costs **are not eligible** within this or any other category:

- Publishing scientific and professional books or publishing scientific journals and journals for the popularization of science, i. e. scientific and professional books, according to the following classification:
    - monography,
    - secondary school textbooks,

- reference works (encyclopaedia, dictionaries, grammar and spelling works, manuals, historical reviews, classical work about history of science / culture, archive materials etc.),
- scientific conference proceedings (is eligible only if it is a conference organised by the Project),
- work collections of one or more authors,
- activities for the promotion of science (e.g. popular science books and other works).

The abovementioned applies to original works in Croatian language or translations (from classical or non-existent language to Croatian, from Croatian to other language or from one language to Croatian) as well as revised editions of previously published text.

5) OVERHEAD COSTS

Up to 5% of the Project budget may be paid to the Host Organisation for covering their costs connected with infrastructure and general operations that are caused by the Project. This means that these costs do not need to be justified by invoices or similar, but are paid as a **lump sum**. These costs shall be justified by the Overhead Costs Report Form (Attachment 2D), signed by the Principal Investigator and the Head of the Host Organisation and authorised by a stamp, which should be delivered together with the periodical report.

Overhead costs include: water/gas/electricity, phone, internet, postage, photocopying, accounting and maintenance/cleaning costs. No additional costs can be charged to the Project later on and any overlapping with Project expenses or any other sources should be avoided.

6.1. General remarks regarding costs:

- The Project funds have to be spent in a transparent way. The Principal Investigators are obliged to choose the most economically advantageous offer and adopt the equal treatment approach for all potential suppliers or contractors. Any type of facilitation and conflict of interest is not acceptable.
- Rules on the conflict of interest should always be complied with, regardless of the amount of expenses.
- For catering, only costs for food, hot and cold beverages are allowed, but not for alcoholic drinks.
- The cost of health insurance abroad is acceptable cost; but only the cost of health insurance for the employee covered by Host Organisation in line with the national rules when the employee is travelling related to the Project activities.
- Service and work contract directly connected to the implementation of the Project (for technician, intellectual services but not for the research group).

Furthermore, the following costs **are not eligible in any category**:

- expenditure incurred before and after the dates of eligibility defined with the Grant Agreement (excluding **relocation costs** as defined above, which, by their nature, will necessarily be incurred before the start date of the Project);
- bank fees;
- interest of debt, purchase of land/real estate;
- fines, financial penalties and expenses of litigation;
- losses connected with currency exchange,
- costs which exceed the usual market prices;
- VAT, if it could be recoverable by the beneficiary under national regulation;
- activities supported by other entities; and
- the purchase of equipment, materials and supplies not directly necessary for the Project.

7. Reporting obligations of the Principal Investigator

The Principal Investigator shall be obliged to submit the following reports to the Foundation:

1. Financial reports for the following Project periods: months 1-12, months 13-24, months 25-36, months 37-48, month 49-end month of Project;
2. Scientific report (including the report on the progress of PhD students) covering months 1-12 of the Project (see Section 7.1. and 7.2. below);
3. Scientific report (including the report on the progress of PhD students) covering months 13-30 of the Project (see Section 7.1. and 7.2. below) and Report for the mid-term evaluation of the Principal Investigator covering months 1-30 of the Project (see Section 7.3. below);
4. Scientific report (including the report on the progress of PhD students) and Report for the final evaluation of the Principal Investigator (see Section 7.3. below), both covering months 31 of the Project to 1 November 2023 (see Section 7.1. and 7.2. below);
5. Final Scientific report (including the report on the progress of PhD students) covering the period from 1 November 2023 (see Section 7.1. and 7.2. below) to end of Project, i.e. 30 April 2024.

Guidelines for filling each report are provided in the following sections.

Project monitoring will be conducted in line with the Foundation's existing regulations, primarily the Manual for monitoring financed projects. Each report will be evaluated by independent reviewers. The Report Evaluation Manual for TTPP projects will be published as a separate document in due course.

7.1. Periodic reporting on Project level

The Principal Investigators shall submit **scientific and financial reports as well as the final reports** to the Foundation in Croatian or English, with expenses expressed in HRK.

Scientific reports shall inform on the advancement of their Project, providing information about timelines and progress made in implementing the research plan as well as the establishment and running of their new laboratory.

Financial reports will compare expenditures with the approved budgets and will also be checked against the guidelines established at the start of the programme and against initially set objectives of all Principal Investigators and their research groups.

All periodic and final reports need to be co-signed by the Principal Investigator and the head of the Host Organisation. The scientific and financial report have to be submitted no later than **10 days after the end of respective reporting periods (in case of periodic reports) or 20 days after the end of the Project (in case of final report)**.

After the scientific and financial reports and the supporting documentation have been submitted, the Office of the Foundation will check whether all required documents have been delivered. In case it has been established during the administrative check that some documents are missing (e.g. empty table, receipt, contract, etc.), the Principal Investigator shall have 5 (five) working days to deliver additional documents. If the documents are not delivered by the said deadline, the expense concerned will be deemed as unacceptable. The scientific reports are sent to external evaluation, while the financial reports are checked by the Office of the Foundation to verify the eligibility of the costs as well as the amount of unspent and improperly spent funds. Upon completion of the evaluation process, the Foundation’s Board shall adopt a decision on the resumption of financing and establish the amount of the next instalment.

7.1.1. Guidelines for completing scientific reports

The scientific report should contain all relevant information regarding the implementation of the Project based on which progress of the Project will be evaluated. Evaluation will be based on the delivered information.

The scientific report comprises two parts: **a descriptive report form** and **the accompanying table** used for collecting information about the progress of the Project during the reporting period. The information provided in the descriptive report should at all times correspond to the information provided in the financial reports.

The Principal Investigator shall be obliged to answer all questions related to his/her Project. If all tables reflecting the results of the Project have not been completed, the tables will be returned to the Principal Investigator for supplements as this could affect the evaluation of the report. Tables marked “Optional” may be left empty, unless they refer to a Project activity or expected outcome.

When completed, the descriptive report forms shall be printed and properly validated (signed by the Principal Investigator and Head of the Host Organisation and bearing the Organisation's official stamp), scanned and delivered to the Foundation.

7.1.1.1. Guidelines for completing the descriptive report forms

Depending on the final mark awarded to the previous periodic report, Principal Investigators shall complete one of the three available descriptive report forms: Regular Descriptive Report Form, Descriptive Report Form – A or Exceptional Report Form. When submitting the first periodic report, the Principal Investigators shall submit only the Regular Descriptive Report Form. Descriptive Report Form – A is to be submitted if the report for the previous period obtained an A mark, while Exceptional Report Form is filled out if the report for the previous period was evaluated with a C mark.

- The forms shall be completed with the information on the Principal Investigator, Project, Head of the Host Organisation and the period for which the report is being submitted.
- New rows may be added to the tables. The space provided for the answers in the forms may be expanded, unless indicated otherwise.
- The Principal Investigator and the Head of the Host Organisation shall verify the accuracy of the delivered information by means of their signatures.

Note: information on the Head of the Organisation and the research group members may be different from the information provided upon submission of the Project Proposal, only if the Head of the Host Organisation changed and if the Foundation approved the change of team members. The Principal Investigators are asked to pay special attention when filling in the required information.

If additional materials were produced during Project implementation (publications, published papers, presentations, news articles, etc.), they should be attached to the report.

Furthermore, if the Project includes data collection or tests that are to be conducted, within a certain time period, at an organisation different from the organisation with which the Grant Agreement had been concluded, a consent form from the organisation at which the research is to be implemented should be delivered (in free form), properly validated by the Organisation's Head and Principal Investigator. The said consent form should also contain reference to the time period during which the data were collected at the organisation different from the organisation with which the Grant Agreement had been concluded as well as the purpose of data collection.

7.1.1.1.a. Regular Descriptive Report Form (Attachment 1A)

1. Project Implementation

- ❖ **Question 1.1. Planned Project results**: please list the Deliverables that have been planned in the current Work Plan of the Project.

- **Question 1.2. Explain any deviations from the realization of the Work Plan**: if some of the planned Deliverables have not been achieved, please list them here, along with an explanation as to why they have not been achieved.
- **Question 1.3. Have any new research questions or new courses of research arisen? If yes, which?** Explain in detail if it became evident during Project implementation that the course of research should be changed and how this would affect further implementation of the Project and the planned activities.
- **Question 1.4. List the evaluators' recommendations from the previous periodic report and describe how you applied them** (applicable from the second periodic report onward): this question can be left empty in the first periodic report.

2. Research group

- **Question 2.1. Please explain changes, if any, to the composition of the research group (expansion or reduction of team members) and the roles of individual members within the contracted role**: please explain in detail in case any changes in the composition of the research group or in the roles of individual Project team members occurred during Project implementation and how this would affect the implementation of the Project and the planned activities in the future.

3. Project collaboration

- **Question 3.1. List the organizations with which collaboration has been established as part of Project implementation**: please state in which form collaboration with other organizations has been established (e.g. training, staff exchange, technology exchange, financing etc.).

4. Other

- **Question 4.1. State possible risks to the realization of the Work Plan in the following period and what is intended to be done for eliminating those risks**: please list all realistic risks and all measures that have been undertaken or are planned to be undertaken related to their elimination. If an individual risk cannot be eliminated, please state so.
- **Question 4.2. List any other issues you consider relevant for Project implementation in the reporting period**: any comments related to the implementation of your Project that have not been covered by previous questions, but which you consider should be highlighted, may be provided here.

7.1.1.1.b. Descriptive Report Form –A (Attachment 1B)

1. Project summary in the reporting period

- Please describe the Deliverables and Milestones achieved in the reporting period.

2. Project Implementation

- **Question 2.1. Explain any deviations from the realization of the Work Plan**: if some of the planned Deliverables have not been achieved, please list them here, along with an explanation as to why they have not been achieved.

3. Research group

- **Question 3.1. Please explain changes, if any, to the composition of the research group (expansion or reduction of team members) and the roles of individual members within the contracted role**: please explain in detail in case any changes in the composition of the research group or in the roles of individual Project team members occurred during Project implementation and how this would affect the implementation of the Project and the planned activities in the future.

4. Project collaboration

- **Question 4.1. List the organizations with which collaboration has been established as part of Project implementation**: please state in which form collaboration with other organizations has been established (e.g. training, staff exchange, technology exchange, financing etc.).

5. Other

- **Question 5.1. State the possible risks to the realization of the Work Plan in the following period and what is intended to be done for eliminating those risks**: please list all realistic risks and all measures that have been undertaken or are planned to be undertaken related to their elimination. If an individual risk cannot be eliminated, please state so.
- **Question 5.2. List any other issues you consider relevant for Project implementation in the reporting period**: any comments related to the implementation of your Project that have not been covered by previous questions, but which you consider should be highlighted, may be provided here.

7.1.1.1.c. Exceptional Report Form (Attachment 1C)

If the previous periodic report has been marked with a C, the Principal Investigator shall have **six months** to submit an exceptional report.

1. Evaluators' comments

- The form should list the remarks provided by evaluators in the Evaluation Form of the previous report that was marked with a C.

2. Have the evaluators' comments been taken into account?

❖ Here you should state whether the remarks provided by evaluators have been taken into account in the implementation of the Project in the previous six months for which the exceptional report is being submitted

3. Description of results achieved in line with the evaluators' comments

7.1.1.2. Guidelines for completing the table attached to the descriptive report (Attachment 1D)

- Information in all tables should be compatible and the numbers of Objectives should correspond to the numbers defined in the last approved version of the Work Plan.
- Tables 1, 2, 3 and 4 are mandatory, while the remaining tables shall be completed only if applicable.
- New rows may be added to the tables, if necessary.
- The tables are attached to the regular periodic and final reports, but not to the exceptional reports.

Table 1. Deliverables: The table should be filled in with all deliverables envisaged in the Work Plan for the reporting period, accompanied by an indication whether each deliverable has been accomplished or not. If additional deliverables emerged, they should also be listed, along with a remark in the "Comments" section that this is an unplanned deliverable. The deliverables shall be numbered according to the existing numbering in the last approved version of the Work Plan. In cases when the deliverables have not been numbered, ordinal numbers should be used. The deliverables are paired with the Project objectives, e.g. all Deliverables within Objective 1 shall be labelled as D1.

In case some of the deliverables have not been accomplished, the comments should briefly explain the reason and whether the planned deliverable will be accomplished in the following Project implementation year. The final column should contain a link or a document should be attached proving that a particular objective has been accomplished.

Deliverables are "tangible" evidence of Project progress that should be accomplished by the time the Project or part of the Project is finished. Each group of activities shall deliver one or more deliverables during their implementation. The following may be deliverables: publications (scientific journals, bulletins, videos), finished prototype (technical, commercial), reports (draft standards, manuals, procedures, strategies), data (statistical, databases, trends, indicators), software (algorithm, codes, integrated systems), intellectual property rights (patent, copyright, trademark), educational (teaching materials, CDs), meetings (workshops, seminars, conferences). Each deliverable should be labelled with the month in which it was accomplished (e.g. M3). The deliverable should be adequately described so that the evaluators could assess its implementation (it should contain, for example, number of samples, description of the methodology, number of used and analysed samples, number of users etc.). In addition, all research requiring ethics approval should contain a report on the fulfilment of ethical norms and procedures.

Table 2. Milestones: The table should list all milestones envisaged in the Work Plan for the reporting period and each milestone should be labelled as accomplished or not. Milestones shall be numbered according to the existing numbering in the last approved version of the Work Plan. In cases when the milestones have not been numbered, ordinal numbers should be used. In case some of the milestones have not been accomplished, the comments should briefly explain the reason.

Milestones are control points (important events) at which important decisions related to the next stage of a Project are made. For example, a milestone can be accomplished at a time when significant progress has been made and such progress is a pre-condition for the next stage of Project implementation. Milestones indicate the status of a Project, accomplished objectives and requirements for change of course.

Table 3. Staff: The table should be filled in with information on the persons involved in the implementation of the Project, including consultants, technicians and other staff with valid employment contracts; numerical data should also be provided.

Table 4. Research group: The table should be filled in with all members of the research group that took part in Project activities during the reporting period. The field "Role within the Project" should list all Project activities with which the person was involved, in line with the Project proposal.

<u>The tables below are not mandatory and they shall be completed only if they are applicable to your Project:</u>

- **Table 5. Training**: This table shall be filled in if any team members and/or Principal Investigator were scheduled to attend trainings in the reporting period. For all trainings financed from the Project funds, the required information on the training should be provided in order to justify the eligibility of costs. Please list all research group members that participated in the trainings and the training activities in which they participated. The field "Organisation" should contain the name of the organisation at which the activity was conducted. If several persons participated in the same activity, the activity may be listed only once. The field "Skills acquired" should describe the new knowledge and abilities acquired during training.
- **Table 6. Number of doctoral dissertations resulting from the Project[2]**: This table should be filled in only if the doctoral dissertations that have been produced and defended are directly related to the topic and activities of the Project, including dual theses.[3]

[2] Considering that the work conducted in the first year of Project implementation alone is not expected to result in a doctoral dissertation, published doctoral dissertations shall not be accepted as deliverables in Year 1 of Project implementation.

[3] The term "dual thesis" refers to the situation when a doctoral student is attending a doctoral course at two different Organisations in two countries, with a supervisor at both Organisations, resulting in a single dissertation, which, in such a case, is considered a dissertation defended at both courses.

- **Table 7. List of doctoral dissertations and graduation/Master theses**: This table should be filled only if any doctoral dissertations and/or graduation/Master theses whose production was directly related to Project activities have been defended in the reporting period.
- **Table 8. List of research papers (with national or international peer review) arising from Project activities[4]**: This table should list all research papers arising from Project activities, with the support of the Foundation indicated, which have been peer reviewed by international or national experts and have been registered in the international bibliographic databases (CC, WoS, Scopus, ERIH, etc.). Special attention should be paid to the information being entered correctly, as indicated in the first column: *Authors, Paper Title, Journal title, Number, Volume, Year, Publisher, Pages*. All papers should be labelled with a quartile (from Q1 to Q4), with the exception of papers in the Humanities, which can be labelled as A1. **Table 8a** should list Books and Book chapters published as a result of Project activities.

Only papers that are the result of Project activities and in which the support of the Foundation has been duly indicated may be included in the periodic report.

- **Table 9. List of other publications resulting from Project activities:** This table should list all other scientific publication, with special attention paid to the applicable information being entered correctly, as indicated in the first column: *Authors, Paper Title, Publication title (if different from Paper Title), Number (if applicable), Year, Publisher, Place of publishing (if applicable), Pages*.
- **Table 10. List of dissemination activities**: This table should list all dissemination activities, which may include conferences, workshops, websites/apps, news articles, videos, media reports, presentations, exhibitions, discussions, interviews, films, posters etc. All research group members that participated in the dissemination activity should be listed as well as their role in the activity.
- **Table 11. List of all patent applications, trademarks, industrial designs etc.**: This table should be filled in if this has been envisaged in the Work Plan or is a Project Deliverable.
- **Table 12. Newly established collaborations**: If the Project activities resulted in newly established collaborations with organisations in Croatia and abroad, this table should list the information about the organisations and key persons with which collaboration has been established. The description shall contain information as to whether a collaboration agreement has been signed and what the collaboration entails (e.g. expert visits, student exchange etc.).

[4] The publications shall not be acceptable if:
- the support of the Foundation has not been properly indicated;
- they are not a result of activities listed in the current Work Plan;
- their final versions were sent to the journal's Editorial Board (final revision before acceptance) before the Project start date;
- they have not been accepted for publishing.

- **Table 13. Applications to international funds and calls**: If the Project activities resulted in the submission of applications to international funds, they should be listed in this table.
- **Table 14. Other:** This table should list all Project outcomes that have not been adequately covered in pervious tables.
- **Table 15. Social and economic impact**: Please indicate all answers related to your Project.

The report should be accompanied by a registry of equipment. Please keep in mind that the information in the reports and the registry should correspond in full.

7.1.2. Guidelines for completing the Financial Report

Financial reports are submitted with the aim of determining the efficiency of fund usage and purpose-specific utilization of public funds. A financial report consists of the Financial Report Form and the corresponding financial documentation. All costs covered by the Foundation's contribution should be realised, charged, disbursed and documented in accordance with the applicable legislation and acts.

When spending funds, the Principal Investigator shall be obliged to choose the most economically advantageous offer in accordance with the principles of transparency and equal treatment for potential bidders or contractors. No form of favourable treatment or conflict of interest shall be deemed acceptable.

Upon realization of envisaged expenses, all beneficiaries of funds shall be obliged to abide by the rules preventing conflict of interest, regardless of the amount of the expense.

7.1.2.1. Completing and delivering the Financial Report Form (Attachment 2A)

The Financial Report Form shall be delivered in the form of an **Excel table**. A separate PDF document, which shall be a scanned version of the Financial Report Form that has been signed by the Principal Investigator, should also be submitted.

The Financial Report shall contain only those expenses incurred and effectively paid by the end of the reporting period or, only in the case of salaries, by the submission date of the Financial Report.

All expenses entered in the financial report need to be coherent with the last approved Financial Plan for the reporting period. Items not related to the implementation of the Project or that have not been previously approved by the Foundation shall not be entered in the financial report.

The Financial Report Form comprises two columns: the column "**Planned expenses**" and the column "**Realised expenses**". The column "Planned expenses" shall contain items and amounts corresponding to the last approved Financial Plan for the reporting period. The column "Realised expenses" shall contain the realised expenses that should correspond in full to the items from the last approved Financial Plan, i.e. within an individual budget item, only costs related to that budget item and approved in the Financial Plan may be entered. In addition, new items may be introduced and departures from the approved amounts form the Financial Plan are allowed, but not exceeding 10% of the amount approved for the regular reporting period and only within a category, not between categories. Guidelines for the permissible deviations are provided in Section 7.1.2.3. below.

The items in the Financial Report Form should be numbered in the same manner as in the last approved version of the Financial Plan.

The total amount in the column "Realised expenses" (TOTAL (1+2+3+4+5)) in the Financial Report must not be higher than the total amount in the column "Planned expenses" from the last approved Financial Plan of the Project.

All expenses in the Financial Report form shall be entered in the same manner as in the Financial Plan within the same categories: 1. Personnel costs, 2. Equipment and maintenance, 3. Research costs, 4. Mobility allowance, 5. Overhead costs. Expenses within each category shall be entered as items (1.1, 1.2, 1.3, etc.) or sub-items (1.1.1, 1.1.2, etc.), depending on their layout in the Financial Plan.

In case a single item or sub-item includes several receipts (corresponding certificates), each receipt (corresponding certificate) shall be entered on a single row.

If an individual receipt is paid from several funding sources, the report shall contain only the amount covered by the Foundation. The receipt or other corresponding certificate submitted with the report should clearly indicate which expenses are covered by the Foundation's funds and their amount.

In case an item in the financial report refers to the servicing of equipment (in line with the Financial Plan), the full name of the serviced equipment, manufacturer's name, serial number and stock number of the serviced equipment shall be entered in the Financial Report Form.

The Financial Report Form does not have to be submitted in case of exceptional reports unless requested by the Foundation.

Additional guidelines for completing the Financial Report Form are provided in the comments section of the provided Excel document. In case of doubt, Principal Investigators are highly encouraged to get in touch with the Foundation via the following email: ttp@hrzz.hr.

Apart from the Financial Report Form, the Principal Investigator shall also deliver the following documents:

1. Declaration on the prevention of double financing (Attachment 2B, in Croatian), signed and duly authorised by the Head of the Host Organisation;
2. Declaration on VAT status for each reporting year (Attachment 2C, in Croatian), signed and duly authorised by the Head of the Host Organisation;
3. Overhead Costs Report Form (Attachment 2D), signed by the Principal Investigator and signed and duly authorised by the Head of the Host Organisation;

4. Supporting documentation (see Section 7.1.2.2. below).

7.1.2.2. Supporting documentation

All expenses entered in the Financial Report Form should be justified by corresponding documents. Each document (invoice, travel order, contract or other documents) submitted with the report shall be labelled with the number of the corresponding item in the Financial Report Form (e.g. 1.1., 1.2. etc., or, in case of sub-items, 1.1.1., 1.1.2., etc.).

The original documents shall be labelled with the code "TTP-2018-07-Project Number".

If an individual invoice (or certificate) refers to several items in the Financial Plan, the invoice (or certificate) concerned should indicate which amount pertains to which item in the Financial Report.

For **purchases within Croatia**, the following documents are required:

- invoice/receipt (R1/R2) in HRK, issued to the name of the Host Organisation; offers or pro forma invoices are not acceptable[5];
- bank statement showing that the payment has been executed;
- other supporting documents, in line with existing internal procedures.

For international purchases, the following documents are required:

- invoice/receipt in a foreign currency, which should be issued to the name and address of the Host Organisation; offers or pro forma invoices are not acceptable;
- exchange rate at which the goods/services were paid – can be stated on the invoice;
- bank statements showing that the payment has been executed – visible payment in Croatian Kuna (HRK) and in foreign currency (if applicable).[6]

If the payment of a particular expense is executed by a natural person from his/her own funds, and the Host Organisation refunds the amount in question to this natural person from its bank account, the bank statement showing the refund in question should be delivered, along with the supporting documentation (travel order, receipts and other attachments).

If **VAT charges** are included in the report and the VAT is not printed on the invoice (e.g. invoice for international purchases of goods/services), the amount of the VAT should be subsequently entered by hand on the invoice, and documents showing the calculation and payment of the VAT expense (bank statement) should be delivered. VAT is an eligible cost only if the Host Organisation is not entitled to VAT return, pursuant to legislative acts in force. For this purpose, the Declaration on VAT Status, duly signed by the Head of the Host Organisation, shall be delivered.

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[5] In exceptional situations, an advance payment invoice may be delivered instead of a receipt. In other situations when receipts are non-existent and goods/services were paid in advance pursuant to an offer/invoice, the report should also be accompanied by a request for transferring unspent funds to the next Project period with an identical purpose.

[6] The amount in HRK presented in the Financial Report Form of the Project.

For the purchase of new equipment, upgrade of existing equipment, services and all other procurements within the Projects the Host organisation should act in accordance with the internal rules of the Host Organisation and the Public Procurement Act. The complete documentation on the procurement procedure should be delivered as well as the bank statement showing the paid amount. Apart from this, **the Host Organisation should also deliver its Regulation on the implementation of procurement below the threshold for goods, services and works as well as potential amendments to the Regulation.**

For equipment servicing, the receipt should be accompanied by a work order as well as a bank statement showing the paid amount.

For salaries, fees, incentives, bonuses and rewards to employees, the following documents shall be delivered:

- for salaries: signed payslips with salary statements, Remuneration, Income Tax, Surtax and Contributions Report Form (Cro. *JOPPD obrazac*), bank statement showing the disbursed salary amount and employment contract (one-off delivery);
- for disbursed daily travel allowances, incentives, bonuses and rewards to employees: payslips with calculations of the amounts in question, JOPPD Form, bank statement showing the disbursed amount, the regulation pursuant to which the employer is obliged to pay entitlements to employees which the Foundation deems eligible costs (in case the employees' entitlements are established in the collective agreement, the collective agreement shall not be delivered);
- for fees disbursed pursuant to a works contract/service contract: payslips with calculations of fees pursuant to a works contract/service contract and the works contract/service contract in question, JOPPD forms, bank statement showing the disbursed amount.

Payslips for the final month of a reporting period shall be acceptable as the expense of the reporting period in question, regardless of the fact that the actual payments were executed in the first month of the following Project period.

For costs of official trips/field research, the following documents shall be delivered:

- travel order/order for calculating fieldwork allowances, duly signed and authorised, including all documents used for calculating the order (trip report, either within the travel order or on a separate A4 sheet, signed by the person sent to the trip, receipts calculated within the travel order, boarding pass, transportation tickets, etc.), bank statement showing the disbursed amount; in exceptional cases, when a specific travel cost (invoice for accommodation or transportation) was not calculated within the travel order, the same supporting documents as for other expenses in HRK and in foreign currencies should be delivered;
- for all expenses calculated within the travel order in a foreign currency, the bank's currency exchange rate used upon calculation should be shown in the travel order, and the bank

statement showing the disbursed amount in HRK and in the foreign currency should be attached.

If a specific travel order is to be disbursed as second income, pursuant to applicable legislation of the Republic of Croatia, apart from all documents delivered as attachment to the travel order referred to above, the following documents should also be attached: payslip with the calculation of second income, JOPPD form, proof of VAT payment (if applicable) and bank statement showing the payment.

For justifying relocation costs, the following documents shall be delivered:

- plane tickets for the Principal Investigator, his/her spouse and children, one-way, economy class (ticket/invoice, boarding pass, bank statement for payment confirmation);
- temporary accommodation for up to three months, monthly rent only (invoice/contract, bank statements for payment confirmation);
- moving expenses for personal belongings (three quotes and the level of the reimbursement shall be maximum equal to the lowest quote, invoice, bank statement for payment confirmation);
- taxes and surtaxes on relocation costs: JOPPD, payment slip, calculation documents, bank statement for payment confirmation.

All documents referred to above shall be delivered in PDF format. The documents shall be arranged in the following manner:

- Create folders corresponding to the categories in the Financial Report Form, e.g. 1. Personnel costs, 2. Equipment and maintenance, etc.;
- Within the folders, create sub-folders corresponding to the items within each category, e.g. 1.1. Principal Investigator salary, 1.2. Postdoc salary, etc.;
- Place documents justifying the costs of an individual item into each sub-folder, with clear document names.

N.B. *Please avoid long folder and sub-folder names when saving the supporting documents to electronic media.*

7.1.2.3. Deviations not exceeding 10% of the approved amount for a regular reporting period

In order to facilitate Project implementation, the Principal Investigator is allowed to deviate from the approved budgets of his/her Projects in a regular reporting period in the amount of up to 10%, for which no prior approval from the Foundation is required. Such deviations are possible only between items within the same budget category and should be communicated to the Foundation within the periodic report at latest. The deviations may not change the total amount of the funds as envisaged in the Financial Plan for the period concerned or the total amount in a specific category, apart from in exceptional cases and upon prior approval by the Foundation. Deviations between categories are possible upon prior approval by the Foundation, except for the category Overhead Costs, whereby funds may be transferred from this category to other categories, but not vice versa. The amount in the category Salaries may not be reallocated for other purposes, apart from in exceptional cases; however, amounts from other categories may be reallocated to the category Salaries. For any deviation exceeding 10% within a single category, the Principal Investigator shall seek prior approval of the Foundation by submitting the Request for Amendments (Attachment 5). Any deviation exceeding 10% on an annual level for which the Foundation's approval has not been sought shall be considered inappropriately committed funds, therefore unacceptable. All deviations should be necessary and justified for the implementation of the Project, which will be assessed by the evaluators during the periodic report evaluation.

Pursuant to Article 2 of the Grant Award Contract, amendments to the Work and Financial Plans may be proposed **no more than 4 (four) times in a reporting period**. This limitation shall exclude cases when public tenders (e.g. for the employment of team members, public procurement, etc.) were cancelled and would have to be repeated (e.g. due to lack of suitable candidate) or were prolonged (e.g. due to submitted appeals). The Principal Investigators are required to notify the Foundation of such situations, but the Request for Amendment is to be submitted only upon the finalisation of the public tendering process.

7.2. Reporting on the progress of doctoral students

All doctoral students financed by the Foundation are subject to continuous monitoring. For this reason, the Principal Investigators will be required to **report on the progress of doctoral students** working on the Project within the periodic reports. The form for these reports will be provided by the Foundation and they will be submitted as supporting documentation to the periodic scientific reports.

The report shall contain the following sections:

1. Description of the Project activities in which the doctoral student participated in the reporting period;
2. Description of the doctoral student's progress with his/her doctoral studies (courses attended, dissertation progress, etc.);
3. Description of the doctoral student's dissemination activities (list of published papers, conferences attended, etc.).

The evaluation of the Doctoral Students' Progress Report will be made in line with the existing procedures of the Foundation. The evaluation process and criteria will be described in more detail in the Report Evaluation Form for TTPP projects, which will be published in due course. The Foundation will notify the Principal Investigator of the evaluation results and the Decision of the Board on the Doctoral Students' Progress Report.

7.3. Mid-term and final evaluation of Principal Investigators

The Principal Investigator will have to submit files for his/her **mid-term and final evaluation**. Mid-term evaluation is expected to be carried out **by mid 2022**. The Foundation will communicate the exact timeframe of the mid-term evaluation to the Principal Investigators in writing. The final evaluation will be conducted **during the final year** of Project implementation, i.e. at least 6 months before the end of the Project.

Principal Investigators will be invited by the Foundation to submit their candidature file for evaluation, which will consist of the Principal Investigator's Report Form (Attachment 4) and accompanying documentation. The Report Form will be available on the Foundation's website. The candidature file is to be prepared with support of the Croatian mentor, who should co-sign it. The teaching file shall be part of the overall candidature file. Non-compliance with this requirement shall be equivalent to a negative evaluation.

Mid-term and final evaluation of the Principal Investigators will be organized by the Foundation and the EPFL. The evaluation process and criteria will be described in more detail in the Report Evaluation Manual for TTPP projects, which will be published in due course. It will be conducted by three international experts per Project, jointly proposed by EPFL and the Foundation.

The Principal Investigators will be evaluated based on the following Evaluation Criteria:

1. Teaching;
2. Research;
3. Potential;
4. Miscellaneous activities

In case of negative mid-term evaluation, the Grant Agreement will be terminated. The Board of the Foundation, upon recommendation by the Steering Committee of the TTPP, may adopt a separate decision regulating the process of closing down the work of the research group. Based on positive evaluation of the mid-term report, the Steering Committee and the Board of the Foundation will adopt a decision on further financing.

8. Highlighting the financial support of the Foundation, EPFL and the Swiss-Croatian Cooperation Programme

The Principal Investigator and the Host Organisation shall be obliged to highlight the role of the Foundation, EPFL and the Swiss-Croatian Cooperation Programme in the funding of the Project, in line with the commitments defined in the general regulations of the Foundation. This support shall be indicated on all equipment acquired through Project funds, at all announcements, events, documents and publications referring to the results and implementation of the Project.

The Principal Investigator shall also be obliged to send a written invitation to the Foundation to all public events, promotions and presentations organised in relation to the Project.

The financial support of the Foundation, EPFL and TTPP shall be indicated, whenever possible, by highlighting the logos of the Foundation, EPFL and the Swiss-Croatian Cooperation Programme and the following sentence: "Ovaj je rad financiran u okviru 'Programa izvrsnosti u visokom obrazovanju – Tenure Track Pilot Programme' Hrvatske zaklade za znanost i École Polytechnique Fédérale de Lausanne projektom **TTP-2018-07-XX PROJECT TITLE**, a putem sredstava Švicarsko-hrvatskog programa suradnje" or its English translation, "This work is financed within the Tenure Track Pilot Programme of the Croatian Science Foundation and the Ecole Polytechnique Fédérale de Lausanne and the Project **TTP-2018-07-XX PROJECT TITLE**, with funds of the Croatian-Swiss Research Programme." The logos referred to above can be requested via e-mail.

The proposed manner of highlighting the financial support of the Foundation, EPFL and TTPP is provided in the box below:

Ovaj je rad financiran u okviru 'Programa izvrsnosti u visokom obrazovanju – Tenure Track Pilot Programme' Hrvatske zaklade za znanost i École Polytechnique Fédérale de Lausanne projektom TTP-2018-07-XX PROJECT TITLE, a putem sredstava Švicarsko-hrvatskog programa suradnje. / This work is financed within the Tenure Track Pilot Programme of the Croatian Science Foundation and the Ecole Polytechnique Fédérale de Lausanne and the Project TTP-2018-07-XX PROJECT TITLE, with funds of the Croatian-Swiss Research Programme.

The BENEFICIARY shall hold exclusive liability for the content of this publication.

9. Registry of equipment

This section refers to the delivery of information on the purchased equipment and/or equipment upgrade and labelling the equipment purchased from the Foundation's funds.

For the purpose of ensuring that all equipment (co-)financed from the Foundation's funds is listed in a single database, all such equipment will be added to a registry of equipment. For this purpose, Principal Investigators shall complete the table "Registry of equipment" (Attachment 6. Equipment Register with information related to the reporting period and attach it to the periodic reports.

The available information should improve the utilization of existing equipment; encourage collaboration between scientific-research organizations and researchers themselves, as well as between the science and economy sectors. Information related to equipment purchase, such as generic names of equipment, are significant for financial monitoring processes and monitoring Project implementation.

All equipment purchased through the Foundation's funds within TTPP should be labelled in the following manner:

Ova je oprema financirana je u okviru 'Programa izvrsnosti u visokom obrazovanju – Tenure Track Pilot Programme' Hrvatske zaklade za znanost i École Polytechnique Fédérale de Lausanne projektom TTP-2018-07-XX PROJECT TITLE, a putem sredstava Švicarsko-hrvatskog programa suradnje / This equipment is financed within the Tenure Track Pilot Programme of the Croatian Science Foundation and the Ecole Polytechnique Fédérale de Lausanne and the Project TTP-2018-07-XX PROJECT TITLE, with funds of the Croatian-Swiss Research Programme