

## SHER – Joint/Double Degree Programme (Phase 2)

### SHER Financial Guidelines (Phase 1): Budget and Financial Report Summary

#### 1. General Requirements

- Programme costs must occur within the programme period; expenses before or after are ineligible.
- Up to three (3) projects may be selected under this call with an indicative amount per project of €26,667, total grant envelope available €80.000, the selection committee reserves the right to determine final allocations based on proposal quality.
- Unused funds must be refunded to WUS Austria.
- Full financial report is due after the end of the period (26.02.2027) within 1 months in the form of the annexed budgeted Excel table 2a. All invoices and proof of payments need to be indexed according to the Item No.: A1, A2, A3,...,B1, B2, B3,... .

#### 2. Financial Report Requirements

- All expenses require detailed justification and supporting documentation (invoices, proof of payment, etc.).
- Invoices must include issuer name/address, date, description of goods/services, amount and currency, and proof of payment, originals or certified copies are required.
- Invoices must be in German, English or Italian (or include meaningful translations).
- Proof of payment is either a bank statement showing the transaction to the recipient or a petty cash extract showing the cash outflow.
- All documents must be maintained to provide a clear audit trail and may be subject to inspection by WUS Austria or ADA.

#### 3. Eligible Costs

- Accreditation procedures and associated quality assurance costs, promotional campaigns, Capacity-building initiatives such as workshops and faculty training, mock-simulations and similar, collaborative engagements with EU partners.

##### Eligible costs shall be allocated as follows:

- **Staff Costs:** Fees for experts related to accreditation and programme development. Documents: service contracts, copy of the service provided, invoices, proof of payment.
- **Travel/Subsistence Costs:** For partner staff only, based on Austrian RGV guidelines. Includes airfare, subsistence rates, and visa costs. Documents: travel bills, boarding tickets, invoices, proof of payment.
- **Workshop Costs:** One catering per event day. Documents: agenda, signed participant list, invoices, proof of payment.
- **Printing/Publishing Costs:** For materials, websites, or promotions. Documents: invoices, proof of payment.

- **Other Costs:** Translation, mailing, communication, and necessary office supplies. Documents: invoices, proofs of payment.
- **Overhead costs (Indirect Costs):** Capped at 5 % of the eligible direct costs. No invoices required.

#### 4. Ineligible Costs

- Expenditures not directly tied to program accreditation or launch.
- Excessive/extravagant expenses.
- Costs outside eligibility period, covered by other funding or lacking documentation.
- Interest owed and/or doubtful debts.
- Equipment such as furniture, motor vehicles of any kind, mobile phones and similar items.
- VAT, that is recoverable by national regulation - unless the beneficiary can show that he is unable to recover it, according to the applicable national legislation.
- Hospitality costs exceeding one catering per workshop day, i.e. one catering/meal per workshop day is eligible.
- Overhead costs exceeding the 5% limit.

#### 5. Payment Schedule

- 70% upon contract signing.
- 30% after programme objectives are met and all invoices according to these guidelines are submitted together with the final report (excel table)

For more details, contact the SHER Programme Office: **+383 38 241 472**, Prishtina, Kosovo.