





## **A1: Memorandum of Understanding for the Young Investigator Research Grant Award**

### **Article 1:**

Financial management of the award will be performed by the Institution of the awardee.

### **Article 2: Scientific reports**

- 2.1 A progress report (max. 2 pages) has to be delivered every 6 months, including statements concerning necessary revisions of the research program.
- 2.2 A final research report (max. 10 pages) must be submitted within 2 months of project completion and must include an extended summary (max. 2 pages).
- 2.3 The second progress report (after one year, max. 2 pages) and the extended summary of the final research report will be published in the IHSS Newsletter.
- 2.4 Publications arising from the IHSS Young Investigator Research Grant should acknowledge the support of the IHSS.

### **Article 3: Financial reports**

- 3.1 A formal YIG budget year extends from September 1 to August 31.
- 3.2 For the funded proposals, the budget becomes part of the grant agreement. Revisions to the grant budget can only be made with prior approval of IHSS.
- 3.3 A periodic financial report has to be delivered 12 and 18 months after signature of the agreement. This should contain
  - [i] the list of the expenses accomplished to that time, accompanied by copies of all the corresponding accounting documents,
  - [ii] a financial forecast for the upcoming 6-months period has to be delivered after 12 months.
- 3.4 A final financial report will be delivered by the end of the grant period. This will include copies of all documents regarding the expenditure of funds and the activities supported by the grant.

### **Article 4: Eligible expenses**

- 4.1 Eligible expenses are all those specified in the approved grant application.
- 4.2 Typically, these include researcher's salaries, consumables, scientific equipment, travel expenses. The budget has to be used according to the application, any changes should be justified.
- 4.3 Inasmuch as the IHSS Young Investigator Research Grant is exclusively intended to provide a modest amount of support for young scientists (such as post-doctoral researchers or researchers in their first academic appointments), it is anticipated that grantee institutions will waive all overhead costs. If the grantee institution's bylaws do not allow overhead costs to be



waived, then overhead costs should not exceed 10%, to be deducted from the total approved grant amount.

- 4.4 No secretarial and/or administrative salaries are allowed; funds may not be used to support contractors, consultants, or visiting faculty.
- 4.5 The Grantee will keep adequate records to document the expenditure of funds and the activities supported by the grant.
- 4.6 The Grantee agrees to return to IHSS any part of the grant amount unencumbered at the end of the grant period, not later than 30 days after the end of the grant period.

#### **Article 5: Payment**

- **35 %** of the total grant amount will be paid by IHSS at the start of the research period,
- **30 %** after the end of the first year, after submission and approval of the corresponding scientific and financial reports by IHSS,
- **20 %** after the end of the third semester, after submission and approval of corresponding scientific and financial reports,
- **15 %** at the end of project, after submission and approval of final scientific and financial reports.



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**Attachment A2: Proposal**