

### General Terms and Conditions relating to the NSI-funded research projects

1. Projects should start as soon as possible after approval, and no later than half a year after the date of approval; any delay beyond this term must be reported to NSI forthwith.
2. Projects must be carried out in accordance with the project plan submitted.
3. Any changes with regard to the contents and/or duration of a project must be submitted to NSI for approval, without delay and duly motivated.
4. The project administration must be kept in such a way that all costs directly attributable to the project can be readily deduced; this means that costs must be entered either under the appropriate NSI budget number for the departments of those involved in the project, or under a separate budget number; NSI must be informed of the budget number at the start of the project.
5. Eligibility for financing by NSI is restricted to the following costs:
  - a. direct costs; indirect costs (overhead) shall not be included in the project budget;
  - b. costs incurred by Maastricht University.
6. Payment of project-related expenses will be done:
  - a. on the basis of actual costs made, but payments shall never exceed the budgeted level of costs; NSI reserves the right to re-claim payments for budgeted costs which appear not to be realised at the end of the project;
  - b. in the case of salaries, after additional receipt of a written statement to the effect that the person to whom these costs relate, has been or will be formally appointed, stating the date of commencement and duration of the appointment; the appointment should occur as soon as possible, but no later than half a year after approval of the project; any delay beyond this term must be reported to NSI forthwith;
  - c. in the case of co-funding by a third party, after additional submission by the applicant of a written co-funding agreement with the third party involved.
7. Advances for project-related expenses must be applied for in writing.
8. The relevant project number must be included in all correspondence.
9. To complete the overview of projects, all publications based on the results of the funded research must be reported to NSI as soon as the articles have been accepted for publication.
10. NSI must be mentioned in all publications that are based on the results of this research.

In case you require support in setting up the budget or running a proper administration of NSI projects, it is advised to contact Rob Levels, financial consultant at SBE:

[r.levels@maastrichtuniversity.nl](mailto:r.levels@maastrichtuniversity.nl).