

To whom it may concern,

SAIA, n. o. has been established the Programme Operator of the EEA Scholarship Programme Slovakia by the Government Office of the Slovak Republic as the National Focal Point of EEA Grants in Slovakia. The EEA Scholarship Programme Slovakia is funded by the EEA Grants (85%) and state budget of the Slovak Republic (15%) and one of its measures focuses on strengthening inter-institutional cooperation between higher education institutions.

All supported projects were selected based on the compliance with the criteria and conditions set in relevant Call for proposals. The Project contract and Partnership agreement binds the Project Promoter and project partners to follow obligations towards the Programme Operator set in the Project contract and/or Partnership agreement.

The projects shall be implemented in the period of eligibility of expenditures set in the Grant Offer Letter. Any material implementation of expenditure as well as any financial implementation of expenditure must start and end (i.e., the expenditure must be made/paid) within the period of eligibility of expenditures.

Projects are financed in a form of first advance payment, which will be disbursed to the Project Promoter's account at the maximum of 80% of the project grant within 15 working days from the conclusion of the Project contract. The Project Promoter is eligible to receive the second advance payment only if at least 40% of the total eligible project costs were settled. The second advance payment may be at the most 10% of the project grant.

The Project Promoter shall regularly submit Project Interim Report (PIR), which includes settlement of expenditure incurred during the designated reporting period (January – April, May – August, September – December) and contains summary information about the Project Promoter and all project partners. Partners are obliged to submit to the Project Promoter mainly the *List of the accounting documents* realized in the given reporting period and documents proving the *physical progress* of the project. PIR also represents a request for the second advance payment, if desired.

If more than 10% of the provided project grant remained unsettled over two reporting periods and the Programme Operator attributes this to omission of duties of Project Promoter or project partner, the Programme Operator may request the Project Promoter to return provided project grant.

The Programme sets special rules for the eligibility of expenditures related to the international mobility – flat rates of daily allowances/scholarships:

#### Scholarships (monthly scholarship rate)

- for longer time period:
  - students and PhD students – for stays from 8<sup>th</sup> day (1<sup>st</sup> month),
  - staff – for stays from 11<sup>th</sup> day (1<sup>st</sup> month),
- includes expenditures for accommodation, board and necessary additional expenditures

	From Donor States to Slovakia	From Slovakia to Donor States
Students and PhD students	600 EUR/month	1,125 EUR/month
Staff	1,000 EUR/month	2,100 EUR/month

In case of stays longer than one month following principles for calculating eligible amount of scholarship applies:

- **up to 3 days** – not entitled to additional scholarship
- **from 4 to 15 days** – entitled to 1/2 of the amount of monthly scholarship rate
- **from 16 to 31 days** – entitled to full amount of monthly scholarship rate

**Daily allowances (scholarships paid in the form of daily allowances)**

- for shorter time period:
  - students and PhD students – for stays up to 7 days, including 7<sup>th</sup> day,
  - staff – for stays up to 10 days, including 10<sup>th</sup> day,
- includes expenditure for accommodation, board and necessary additional expenditures

	From Donor States to Slovakia	From Slovakia to Donor States
Students and PhD students	80 EUR/day	150 EUR/day
Staff	100 EUR/day	210 EUR/day

For the last day of stay, the participant is entitled to a third of the amount of daily allowance rates above (i.e. 70 EUR/day for a Slovak participant to Donor States, 33.30 EUR/day for participant from the Donor States to Slovakia).

As far as personnel costs are concerned, between the employer and the employee must exist a contract-based employment relationship or other legal contract-based relationship. The employment relationship must be established in accordance with applicable national legislation. The actual working arrangements must be in accordance with the provisions of the contract and the national legislation concerning, without limitation, remuneration and overtime work.

The contract or other document concluded under applicable legislation or the organisation's internal rules shall contain the following:

- A reference to the project in which the employee takes part;
- The proportion of the employee's work relative to the other work activities, where applicable;
- The agreed gross monthly wage or hourly pay rate;
- Specification of the project works, which must be consistent with the project application;
- Specification of the outcomes of the works, where applicable.

The statement of work may not be submitted if:

- the employee is involved in the project by 100 % and is paid a monthly wage, while in the employment contract the amount of monthly gross wage is defined;
- the employee is not involved in the project by 100 % and is paid a monthly wage, while in the employment contract the amount of monthly gross wage is defined, together with the proportion of the employee's work in the project.

Yours faithfully

Programme Operator