

PROJECT QUICK START

(Sections and Annexes refer to the SfP project Management Handbook available at www.nato.int/science (information for grantees))

The official starting date of an SfP project is the date of the first (“initial”) Grant Letter. This Grant Letter has to be signed by each Co-Director and the head of his/her institution. The granted money will only be available after the SfP Programme Office has received all required signatures.

While the signatures for the first Grant Letter are being collected, the Co-Directors should not lose time and already prepare the start of the project. Co-Directors will have to, amongst other issues, agree on meetings and reporting (Section 8), prepare specification and competitive bidding procedures for large equipment (Section 4) and get acquainted with the tax exoneration procedures for their country. SfP funds cannot be used to pay indirect costs such as taxes and customs duty (Section 2.2 and Annex 9 and 10).

The NPD should inform the SfP Programme Office about the effective starting date, which is usually marked by a kick-off meeting.

Please note that the first or “initial” Grant Letter gives the estimated total NATO budget and an indicative budget allocation for each Co-Director. The estimated total NATO budget will be granted step-by-step through “supplementary grants”, depending on the needs and advancement of the project. These grant steps are, in fact, independent from the indicative budget allocations of the Project Plan or Progress Reports.

SfP funds granted through “initial” and subsequent “additional” Grant Letters will be kept on a NATO bank account. Please note that NATO’s financial rules permit payments from this account only until the end of the second year following the date of a Grant Letter!

Payments from a SfP grant will be requested by the Co-Directors through Payment Request Forms (PRF; Annex 1a) that have to be signed by the NPD. All PRFs have to be channelled through the NPD. For easy reference, the NPD should give each PRF that will be sent to NATO a sequential number that he/she should communicate to the Co-Directors. NATO provides an on-line service for the follow-up of PRFs that have been received by NATO. With the submission of the first PRF the Co-Directors will receive their specific “PRF log-book” address.

As soon as the project starts, each Co-Director should prepare a PRF for his/her one-off advance (maximum 7,500 EUR) to be transferred to an “operational account” (Section 3.3). From this advance the Co-Director may pay small items (below 5,000 EUR) in accordance with the budget forecast without additional authorisation from the NPD or NATO.

When needed, a replenishment of the operational account should be requested by the Co-Director. In order to do so, back-up documents of the payments made from the operational account, an overview table of these back-up documents (Annex 1c and 1d) and a PRF in the amount of the total of these back-up documents is required by NATO. NATO will then pay the exact amount that has been paid from the advance which will lead to the filling-up of the account to the originally advanced amount. (The advance has to be closed at the end of the project with a last overview table and back-up documents.)

Amounts greater than 5,000 EUR will be paid by NATO directly to the vendor.

The first six-monthly Progress Report is due if more than six months have passed since the date of the first Grant Letter. The due dates for receiving the Progress Reports by NATO are fixed:

20 April and 20 October