

## **ANNEX 2: Individual Eligibility Criteria and Funding Regulations**

### **Name of Country/ name of Funding Party**

BELGIUM / CIUF-CUD – Interuniversity Council of the French-speaking Community of Belgium, University Development Cooperation Committee

### **Who can apply?**

- 1) French-speaking universities of Belgium are eligible for funding by CIUF-CUD, i.e.:
  - Université libre de Bruxelles, Brussels, Belgium
  - Université catholique de Louvain, Louvain-la-Neuve, Belgium
  - Université de Liège, Liège, Belgium
  - Université de Mons, Mons, Belgium
  - Facultés universitaires Saint-Louis, Brussels, Belgium
  - Faculté universitaires Notre-Dame de la Paix à Namur, Namur, Belgium.
- 2) African partner institutions that meet the following criteria are also eligible for funding by CIUF-CUD:
  - the institution is a university that provides a public service function (public institution or functional public service); *and*
  - the institution is non-for-profit; *and*
  - degrees awarded by the institution are recognised by government authorities in the relevant country; *and*
  - the institution is non eligible for funding by any other ERAfrica Funding Party; *and*
  - the institution is established in one of the following countries: Benin, Burkina Faso, Burundi, Cameroon, Madagascar, Morocco, Niger, Democratic Republic of the Congo, Rwanda, Senegal.
  - the institution is part of a consortium which counts at least one of the listed above French-speaking universities of Belgium (possible funding can be awarded by CIUF-CUD within this very consortium).

Companies from the private sector (SMEs, Enterprises, Industry, ...) and any other legal entities such as NGOs, are allowed to participate without funding from CIUF-CUD, and at their own expenses.

### **Regulations concerning Industry participation**

Companies from the private sector (SMEs, Enterprises, Industry, ...) and any other legal entities such as NGOs, are allowed to participate without funding from CIUF-CUD, and at their own expenses.

## What types of funding are eligible?

### Direct costs:

#### Costs of personnel

Personnel costs are not eligible for funding by CIUF-CUD.

#### Mobility costs (travel and subsistence expenses)

##### *Travel expenses*

Domestic and international travel costs incurred by members of the CIUF-CUD funded project's partner institutions are eligible for funding by CIUF-CUD. In this matter, the most economical means of transport consistent with effective pursuit of the project should be used. International travel costs are only covered up to the cost of an economy class ticket. Upgrades to business class are to be done at one's own expense. For transportation between home and the airport and between the airport and hotel, the most economical means available should be used. In certain cases, travel by private automobile may be authorised, in which case the reimbursement is made on the basis of mileage rates in accordance with published official rules (see [http://www.fedweb.belgium.be/fr/actualites/2012/20120702\\_indeminite\\_kilometrique.js?p?referer=tcm:119-185552-64](http://www.fedweb.belgium.be/fr/actualites/2012/20120702_indeminite_kilometrique.js?p?referer=tcm:119-185552-64)).

Expenses incurred from side trips or other items not directly related to the project implementation will not be covered and are to be done at one's expense.

##### *Living expenses*

Living expenses incurred on short-term trips (that shall have a duration of less than one month) by members of the CIUF-CUD funded project's partner institutions are eligible for funding by CIUF-CUD.

Living expenses include a lump-sum living allowance calculated using per diem rates that cover all costs except for housing. The per diem amount differs based on the destination country. The maximum authorised amounts can be found online at <http://www.cud.be/content/view/486/597>.

The living expenses also include housing expenses, which are reimbursed upon submission of a hotel bill. Only the expenses for overnight stays are included in the housing cost (spending for breakfast, the restaurant, the bar, etc. come out of the per diem). The amounts authorised per night vary based on the destination country. The maximum authorised amounts can be found online at <http://www.cud.be/content/view/486/597>.

The living costs may not include any entertainment expenses (hospitality and representation expenses such as meals, reception).

### Costs related to organising seminars and workshops within the project

In general all costs directly related to the preparation and the implementation of events like workshops, conferences etc. are eligible. Costs for the events should be requested by the partner in the hosting country.

### Acquisition of material and small-scale research equipment

Investment costs (costs incurred in the acquisition of durable goods, and generally subject to depreciation over several years) related to small scale equipment are not eligible for funding by CIUF-CUD unless the small-scale equipment is intended to benefit one African partner institution of the project consortium as defined here under “Who can apply? (2)”.

### Operating costs

Operating costs (costs incurred for keeping investment goods in perfect working order or for the acquisition of everyday consumer goods or services, or any goods that are fully depreciated within the year of acquisition: maintenance, consumables, documentation, small equipment, replacement parts, fuel, reprography, communications,...) are not eligible for funding by CIUF-CUD unless they are intended to benefit one African partner institution of the project consortium as defined here under “Who can apply? (2)”.

For these “local” operating costs, preference is given to local purchases. However, operating costs are accepted on an exceptional basis in Belgium when they relate to expenses for specific items that cannot be obtained locally, such as expenses for detailed analysis or translation.

As with goods, project partners are required to comply with their countries’ laws on public procurement.

### Shipping costs

Costs incurred for the shipment of capital goods or operating assets to one African partner institution of the project consortium as defined here under “Who can apply? (2)” are eligible for funding by CIUF-CUD. This includes the cost of travel, packaging, handling, insurance, taxes, customs, warehousing and transportation.



### Subcontracting

The general rule is that applicants shall implement joint research project and shall have the necessary resources to that end. However, it is accepted that as an exception certain parts that are not "core" parts of the project may be subcontracted. Subcontracting is only eligible when it deals with support services like rent of locations, translation costs, costs for technical equipment in the context of the organisation of events or printing services, etc.

### **Eligible costs as indirect costs:**

Eligible costs as indirect costs are the general project expenses related specifically to project management (overheads) are eligible for funding by CIUF-CUD.

For CIUF-CUD the eligible overhead rate may be up to 10 % of the actual direct costs expenses (not the forecasted budget). If applicable, this 10% may be shared between the Belgian institution and the African partner institution of the project consortium as defined here under "Who can apply? (2)". This budget item shall be a lump sum (no supporting documentation required).

### **Max. funding duration:**

Up to 36 months

### **Special submission procedures:**

Not applicable

### **Further provisions:**

Not applicable

### **For more information please contact ERAfrica Information Point:**

#### **Ms. Anne-Marie ANDRÉ**

Cooperation Networking Manager  
Université de Liège  
PACODEL - site de Gembloux  
Passage des Déportés 2  
B-5030 Gembloux  
Belgium  
[am.andre@ulg.ac.be](mailto:am.andre@ulg.ac.be)