Sveriges lantbruksuniversitet
Swedish University of Agricultural Sciences

SLU Artdatabanken

Financial report, funding for taxonomic research

A follow-up of the financial year is to be submitted no later than 20 February of the following year.

1. Contact information

Administrating organisation

Name of organisation

Address of organisation

Corporate identity number

Name, responsible manager

Telephone number, responsible manager

Email address, responsible manager

Project leader

Name, project leader

Telephone number, project leader

Email address, project leader

2. Basic information about the contract

Contract reference number

SLU.dha.	

Funding granted (total, SEK)

Project title in Swedish

Project title in English

Contract period start date

Contract period end date

If applicable: Extended disposition period end date

If applicable: Extended disposition period decision date

Current accounting period start date

Current accounting period end date

3. Financial reporting

In the financial report, the administrating organisation's total costs per year must be reported for the part of the project financed by SLU Swedish Species Information Centre. The accumulated funds to be obtained via other sources (according to the application) must be listed in the "Other costs" column. See instructions at the bottom of the form.

The fact that SLU Swedish Species Information Centre makes a partial payment of funding does not mean that SLU Swedish Species Information Centre has taken a final decision regarding whether or not the partial payment is justified. See the general terms and conditions of the contract.

Unused funding reported in the final financial report must be refunded to SLU Swedish Species Information Centre within 30 days of the date on which the final report was sent in. Refunds are to be sent to bank giro 5050-7920 with reference 9111803-75911503.

Specified costs	**Year 1**	**Year 2**	**Year 3**	**Year 4**	**Year 5**	**Total**	**Other cost that is co-financed**
1. Salaries, incl. social security contributions							
2. Operating costs							
3. Equipment depreciation							
4. Premises costs							
5. *Subtotal*							
6. Indirect costs							
7. *Total cost of the project*							

4. Signature

It is hereby certified that the above report corresponds with the administrating organisation's recorded costs for the activity and that the funding allocated by SLU Swedish Species Information Centre has been used for the correct purpose and in accordance with the established contract.

Signature, responsible manager for administrating org.

Name in block letters

Place and date

5. Instructions

1. Contact information

In case of unchanged contact information, only the name of the project leader and the administrating organisation is to be entered.

2. Basic information about the contract

Retrieve the requested information from the signed contract. If a decision has been made to grant an extended contract period, the decided end date, as well as the date of SLU Swedish Species Information Centre's decision in the case, must be specified.

Annual reports refer to the accounting for a single year within the framework of an ongoing contract. The final report refers to the accounting for the entire project period and is only made in connection with the completion of the project. The current form is provided on the SLU Swedish Species Information Center webpage.

3.Financial report

The totals are normally quoted without VAT. Indirect costs, including premises costs, must be specified. In the summary table field "Other costs", it should be indicated whether the project has funding from another source, i.e., funding not applied for from the Swedish Taxonomy Initiative but which are relevant to the implementation of the project.

In the case of the annual report, it is sufficient that only the column for the current year is filled in, but in the final report the columns for all years must be filled in.

4. Signature

Signing can be done either electronically via https://edusign.sunet.se/ or by hand on paper. If the report is signed on paper, the original report must also be sent by post to the address below. If the report is signed electronically, higher education sector employees will already have an account linked to eduSign. Select your higher education institution and then follow the steps. If you are not employed in the higher education sector, you first need to create an eduID, which can be done on https://eduid.se/. To log in to eduSign, search for "eduID Sweden" in the list of higher education institutions.

SLU Swedish Species Information Centre
The Swedish Taxonomy Initiative Research Office
PO Box 7007
SE-750 07 Uppsala

The report must be received by SLU Swedish Species Information Centre no later than 20 February of the year following the accounting year to which the report relates.