



## PRACTICAL GUIDE TO THE FINANCIAL MANAGEMENT OF RESEARCH PROJECTS

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## 1. WHICH ADMINISTRATIVE UNIT IS RESPONSIBLE FOR THE FINANCIAL MANAGEMENT OF PROJECTS?

The Research Office (RO) is the administrative unit that provides information and support to the research staff, the governing bodies attached to the Faculty, and the Faculty's Research Committee. Among other functions, it is responsible for the financial and administrative management of the budget allocated to projects, grants and the Faculty's Research Contract Programme.

### Research Office contact details

- Website: [ub.edu/portal/web/dret/oficina-de-recerca](http://ub.edu/portal/web/dret/oficina-de-recerca)
- Staff: Esther Carbó (Manager), Marta Codina, Javier Nebrera
- Email: [recerca.dret@ub.edu](mailto:recerca.dret@ub.edu) (please use the office e-mail address rather than personal addresses)
- Manager's office number: 934 039 307, ext. 21843

## 2. WHAT PROJECTS DOES THE RESEARCH OFFICE MANAGE?

The Research Office manages the following research projects:

- National: State Research Agency, National Plan (Spain's Ministry of Science and Innovation) and other state-wide entities
- Autonomous Community: Government of Catalonia and other autonomic entities
- Local: Barcelona City Council and other local authorities
- UB: Grants awarded by the Office of the Vice-Rector or Vice-Dean for Research, open access, scientific journals, observatories, centres, institutes, IDP-ICE assistance with open access publishing; open access, scientific journals; observatories, centres, institutes, IDP-ICE
- Other types: Agreements, service agreements, contracts, grants and scholarships

The office does NOT manage European research projects. They are managed through the **International Research Projects Office (OPIR)**.

### OPIR contact details

- Address: Baldiri Reixac, 4-8  
PCB, Torre D, Planta 4a  
08028 Barcelona
- Email: [recerca@europea@ub.edu](mailto:recerca@europea@ub.edu)
- Telephone: Promotion - 934 035 383, ext. 39980; Finance - 934 035 382, ext. 35385

### 3. WHAT EXPENSES ARE ELIGIBLE?

Each research grant is governed by its own regulations. The Research Office will clarify any uncertainties and answer any questions raised by the teaching and research staff in relation to any research grant. However, it is also the responsibility of the research staff to be aware of these regulations.

Although several links are provided below, it is important to note that the regulation is specific to each call and is subject to change.

- Instructions for the implementation and justification of projects funded by the Ministry of Science and Innovation: [www.aei.gob.es/sites/default/files/convocatory\\_info/file/2023-02/EJECUCION\\_Y\\_JUSTIFICACION\\_PROYECTOS\\_PID\\_2021\\_20230207.pdf](http://www.aei.gob.es/sites/default/files/convocatory_info/file/2023-02/EJECUCION_Y_JUSTIFICACION_PROYECTOS_PID_2021_20230207.pdf).
- Regulatory guidelines for specific Government calls for proposals: [agaur.gencat.cat/ca/beques-i-ajuts/convocatories-per-temes/Ajuts-per-donar-suport-a-lactivitat-cientifica-dels-grups-de-recerca-de-Catalunya-SGR-Cat-2021](http://agaur.gencat.cat/ca/beques-i-ajuts/convocatories-per-temes/Ajuts-per-donar-suport-a-lactivitat-cientifica-dels-grups-de-recerca-de-Catalunya-SGR-Cat-2021).
- REDICE-22, call for proposal for grants for university research (Institute of Education Research, UB): [ub.edu/ire/es/redice-22-convocatoria-de-ayudas-a-la-investigacion-universitaria](http://ub.edu/ire/es/redice-22-convocatoria-de-ayudas-a-la-investigacion-universitaria).
- Budget execution guidelines (UB) applicable throughout the UB: [ub.edu/finances/pressupost/pressupost2023/pressupost\\_2023.htm](http://ub.edu/finances/pressupost/pressupost2023/pressupost_2023.htm).

#### General eligibility criteria

- Only expenditure incurred between the starting and ending dates of the grant is eligible (expenses from before or after this date are not acceptable).
- Expenditure documents (payment orders) must be drawn up by the Research Office before the end date of the grant or, at the latest, on the end date of the grant.
- Each entity establishes a period in which invoices must be paid (Ministry: three months; Government of Catalonia: on month, etc.), but the payment order must be submitted within the corresponding period of execution.
- Modifications to the requested budget must be made in accordance with the procedure established in each specific call for proposals.
- Only the expenses established as eligible in the regulatory guidelines of each call for proposals will be accepted.



#### 4. HOW ARE RESEARCH EXPENSES MANAGED?

For the acquisition of goods and services (desktop computers, laptops, etc.) and travel arrangements (flights, hotels, etc.), you should contact the administrative staff of your department. All other expenses are managed through the Research Office.

To process the hiring of personnel (Administrative and Service Staff, predoctoral and postdoctoral researchers), you should contact the General Affairs Office to request a cost estimate and the contract request form. The Research Office will process the financial document, and upon completion of the contract, the financial regularization will be carried out.

##### 4.1. PURCHASE ORDERS

Purchases of goods and services are managed by means of a purchase order through the administrative staff of the department. The purchase order is a mandatory official document for all purchases at the UB.

- Purchase of products most frequently used by members of the UB: [ub.edu/portal/web/compres/com-i-que-comprar](http://ub.edu/portal/web/compres/com-i-que-comprar).
- Regulations: [ub.edu/portal/web/compres/normativa](http://ub.edu/portal/web/compres/normativa).

##### 4.2. TRAVEL

- Travel policy: [ub.edu/portal/web/compres/politica-de-viatges-ub](http://ub.edu/portal/web/compres/politica-de-viatges-ub).
- Travel quote request (SP): [ub.edu/formulariscompres](http://ub.edu/formulariscompres).  
This is the first step and the only way you can start arranging a trip with one of the approved agencies. Fill in the required fields of the form and add further information in the comment fields (the form is sent directly to the agency).
- Booking a trip (SV/AG):  
[ubarcelona.sharepoint.com/:w:/s/extub/uni/compres/ETGZtlvP5lBMhb5mLXwfu54BbtmkY7ePZuj6K0RHuL7Hvg?e=68rdos](http://ubarcelona.sharepoint.com/:w:/s/extub/uni/compres/ETGZtlvP5lBMhb5mLXwfu54BbtmkY7ePZuj6K0RHuL7Hvg?e=68rdos).  
This form is the means by which you can request the booking of a previously budgeted trip or stay. You must indicate the transport or accommodation selected from those budgeted as specifically as possible. This form is sent to the agency to book a journey or accommodation once it has forwarded us the quote (SP).

##### 4.3. REQUEST FOR CONFERENCE REGISTRATION

- Registering for a conference (SV/IC):  
[ubarcelona.sharepoint.com/:w:/s/extub/uni/compres/EUhOzioWq\\_Zlr-EFI7Woq4oBW9DCv4wpzpxG8NTJZqWSqw?e=uW7CMg](http://ubarcelona.sharepoint.com/:w:/s/extub/uni/compres/EUhOzioWq_Zlr-EFI7Woq4oBW9DCv4wpzpxG8NTJZqWSqw?e=uW7CMg).



This form is used to arrange conference registrations. You can request registration and payment or only payment if you have already registered.

#### 4.4. PER DIEM COMPENSATION FOR TRAVEL-RELATED EXPENSES AND MEALS

##### Per diems

	BARCELONA MADRID	RESTA D'ESPANYA	ESTRANGER
Viatges finançats amb fons de la UB, postgraus i altres, si no estan subjectes a restriccions específiques	120 €	102,56 € (Tarifa BOE Grup 1)	Segons país Tarifa BOE Grup 1
Viatges amb fons procedents del Ministeri d'Economia i Competitivitat (Mineco), del FIS i de qualsevol altre organisme finançador que regula els límits i l'elegibilitat mitjançant el RD 462/2002	72,57 €		Segons país Tarifa BOE Grup 2

- Link to the Royal Decree: [boe.es/buscar/act.php?id=BOE-A-2002-10337](http://boe.es/buscar/act.php?id=BOE-A-2002-10337).
- Further information can be found at: [ub.edu/portal/web/compres/instruccions-normes-i-procediments](http://ub.edu/portal/web/compres/instruccions-normes-i-procediments).
- Use the following form to request reimbursement of per diems (SV/UB):  
[ubarcelona.sharepoint.com/:w:/s/extub/uni/compres/ET8\\_VpMoNY5lotU1niR7iBoBRVuvz4mNCIcrE0CdYVxIlg?e=ly96vS](http://ubarcelona.sharepoint.com/:w:/s/extub/uni/compres/ET8_VpMoNY5lotU1niR7iBoBRVuvz4mNCIcrE0CdYVxIlg?e=ly96vS).

#### Can I buy my own travel tickets and book accommodation and request reimbursement?

Yes. Because greater flexibility in the booking procedure makes it possible to find better opportunities for savings, room availability, etc. by directly handling these arrangements rather than going through the agency, at its meeting of 5 December 2017 the Governing Council agreed that the Vice-Rector for Economic Affairs and the General Manager would issue an instruction regarding the possibility of directly purchasing transport tickets and booking accommodation with payment in advance.

To complement and further develop that agreement and the proposed instruction, on 22 January 2018, the following instruction went into effect (available in Catalan only): [\*Instrucció conjunta del Vicerector d'Economia i del Gerent, sobre compra directa de bitllets de transport i reserva d'allotjament mitjançant pagament avançat per part del viatger amb ulterior rescabament a càrrec de pressupostos de la UB\*](#). Article 3 of this instruction identifies non-reimbursable expenses (management expenses, VAT, etc.).

#### Documentation necessary for reimbursement: INVOICE

The invoice **must be issued to the UB** (not to the person incurring the expense) and include the following information:

##### UB tax details

University of Barcelona



Gran Via de les Corts Catalanes, 585  
08007 Barcelona  
NIF: Q0818001J  
VAT: ESQ0818001J

Use this form to process the reimbursement of expenses covered by the traveller (SV/UB):  
[ubarcelona.sharepoint.com/:w:/s/extub/uni/compres/ET8\\_VpMoNY5lotU1niR7iBoBRVuvz4mNCIcrE0CdYVxllg?e=ly96vS](https://ubarcelona.sharepoint.com/:w:/s/extub/uni/compres/ET8_VpMoNY5lotU1niR7iBoBRVuvz4mNCIcrE0CdYVxllg?e=ly96vS).

### Documentation required for the reimbursement of expenses

Invoices and other documents do not in themselves prove that a service has been paid for. For this reason, the documentation submitted must sufficiently prove that the service has been paid for and clearly identify the beneficiary and the payer. The following documents must be presented:

- **Proof of expenditure: INVOICE** (with the **tax information of the UB**, not of the person paying for the expense).
- **Proof of payment: bank statement with payment details.** If payment has been made by credit card, a screenshot showing the card number and the charge.
- **Bank details: account holder.** These details are not necessary if the bank details are the same as those on file for the purpose of depositing the researcher's salary.

## 5. SPECIFIC RESPONSIBILITIES OF PRINCIPAL INVESTIGATORS

### 5.1. WHAT NEEDS TO BE DONE TO CORRECTLY PROCESS EXPENSES?

#### Authorization of expense reports


- The person responsible for the funds (principal investigators) must authorize or reject the expense reports in their inbox (SAP), which is access through each user's personal area. See the images on the following page.
- The person responsible for the funds should consult Atenea-Ecofin regularly to authorize expense reports.
- The Research Office will send an e-mail to the person responsible for the funds only if urgent authorization is required.




### Destaquem




03-10-2023. COMUNICATS  
Retirada del logotip del 150è aniversari



28-09-2023. SERVEIS  
Compartir cotxe, la nova manera de desplaçar-se a la Universitat de Barcelona



27-09-2023. CONCURSOPAS  
Descobreix els descomptes en cursos, serveis i productes de la UB al Pla d'avantatges



22-09-2023. CONCURSOPAS  
Nous cursos d'aranès de nivell A1 i B1 a la Universitat de Barcelona

### Teletreball

### Unitats administratives

### Agenda

### Dreceres

- App SòciUB
- Atenea-ECOFIN**
- Business Intelligence
- Campus virtual
- Concursos i oposicions
- Correcció i traducció de documents
- Correu electrònic
- CRAI
- Director
- Estadístiques acadèmiques

### Novetats

Totes les novetats +

Darreres novetats Comunicats ConcursosPDI ConcursosPAS Personal Serveis Recerca Docència Avisos

05-10-2023. CONCURSOPAS  
Anunci de resultat de la prova i convocatòria d'entrevista de contracte temporal d'interinitat al lloc vacant de tècnic/a especialista (grup III) codi del lloc 00044771, a l'Administració de Centre de Física i de Química Departament de Física de la Matèria

## Atenea-ECOFIN

ital	 <p>Nou Portal de producció i informes de gestió econòmica Entorn de treball productiu per als usuaris de gestió financera i administratius. Informes de gestió econòmica per a PDI i PAS.</p>	 <p>Nou Portal de formació de gestió econòmica Entorn per a la realització de la formació en el sistema.</p>
pressupost	 <p>Aplicació d'autorització de la despesa Entorn web per autoritzar documents de despesa R,A,D, Os, MCs i Notes de càrrec.</p>	 <p>Proves d'aplicació d'autorització de la despesa Entorn de proves web per autoritzar documents de despesa R,A,D, Os, MCs i Notes de càrrec. Els usuaris podran sol·licitar documents de prova a autoritzar.</p>
acions	 <p>Signatura de contractes menors Signatura de contractes menors nascuts a SAP.</p>	 <p>Manuais Manuais per a formadors, per a usuaris de l'Àrea de Finances i per a usuaris en general.</p>
ments		



R,A,D (0)

Obligacions (0)

Modificacions de crèdit (0)

Notes de càrrec (0)

Actualitzar RAD

Aprovar

Rebutjar

## 5.2. WHAT FINANCIAL INFORMATION IS AVAILABLE TO ME ABOUT MY PROJECTS AND GRANTS?

- You can request the balance for a project from the Research Office at any time.
- You can request a list of expenses charged to the project from the Research Office at any time (list 15).
- You can also consult the expenses charged to the project (not including personnel expenses) in the Research Project Manager in the GPR application by following this link: [ub.edu/portal/web/iub/detallservei/-/recurs/1051544/gestor-de-projectes-de-recerca-gpr-](http://ub.edu/portal/web/iub/detallservei/-/recurs/1051544/gestor-de-projectes-de-recerca-gpr-).

Àrea TIC > Catàleg de serveis i tràmits > Fitxa servei

### Gestor de projectes de recerca (GPR)

\*Servei Recerca Sol·licitud / consulta No ATIC - Altres unitats

#### Descripció:

El GPR (Gestor de Projectes de Recerca) és una plataforma web al servei dels investigadors per a una gestió integrada dels projectes de recerca durant el seu cicle de vida, compartida amb col·laboradors i tècnics de suport.

Des de l'Àrea TIC donem suport a les consultes dels usuaris i gestionem les modificacions de perfil d'usuaris de la aplicació GPR.

 Accés al GPR

 Ajuda sobre aquesta aplicació

## 5.3. HOW SHOULD I JUSTIFY PROJECT EXPENSES TO THE AWARDING BODY?

The granting body establishes how you have to substantiate expenses: Ministry / Government of Catalonia / Barcelona City Council / UB.

### 5.3.1. Justification of Ministry projects

The researcher is responsible for submitting a scientific report. You can consult all the information in the link for each call for proposals (example of the 2021 call for proposals: [aei.gob.es/convocatorias/buscador-convocatorias/proyectos-generacion-conocimiento-2021/ejecucion-justificacion](http://aei.gob.es/convocatorias/buscador-convocatorias/proyectos-generacion-conocimiento-2021/ejecucion-justificacion)). You will have to submit an interim report halfway through the project in addition to a final report.

The scientific report, both the final and the interim reports, includes a financial section in which you list and justify each expense incurred. The following is an example of the financial section of the scientific report to be filled in by the researcher.



### E. Gastos realizados hasta la mitad del periodo de ejecución del proyecto

Debe cumplimentarse este apartado **independientemente** de la justificación económica anual enviada por la entidad. Se deben incluir los principales conceptos de gastos con su importe, no el desglose de las facturas del proyecto, para valorar su adecuación a los objetivos y actividades realizadas en el proyecto. Es **indispensable** especificar si el gasto estaba previsto en la solicitud original.

<b>E1. Gastos de personal</b> (indique número de personas, situación laboral y función desempeñada en el proyecto)					
	Nombre	Situación laboral	Función desempeñada	Importe	Previsto en la sol. original (S/N)
1					
2					
<b>Total gastos de personal:</b>					

**Nota:** Cree tantas filas como necesite

<b>E2. Material inventariable</b> (describa el material adquirido)				
	Equipo	Descripción del equipo	Importe	Previsto en la sol. original (S/N)
1				
2				
<b>Total gastos material inventariable</b>				

**Nota:** Cree tantas filas como necesite

The Research Office will send the grant-holding researcher a spreadsheet listing the expenses charged during the corresponding year/s for inclusion in this section of the report

Remember that it is important to demonstrate the link between the expenditure and the project (in the scientific report, you have to justify the eligibility of the expense based on the budget submitted in the project application) in order to avoid requests for explanations and the possible withdrawal of funds.

On the following page you can see an example of the travel spreadsheet filled in by the Research Office and provided to researchers to link expenses to the project.



REFERENCIA:												IMPORTES										Observaciones (11)			
Nº de factura/Nº de Justificante (1)	¿Quién Viaja?	Vinculación con el proyecto (2)	Tipo de gasto (3)	Motivo del gasto (4)	Ciudad a donde viaja	País a donde viaja	Itinerario	Fecha de inicio del viaje (5)	Fecha de fin del viaje (5)	Fecha inicio del congreso (en su caso)	Fecha fin del congreso (en su caso)	Medio de locomoción (6)	Importe de Locomoción (7)	Kilómetros recorridos en vehículo particular (en su caso)	Itinerario Kilómetros recorridos en vehículo particular	Importe Kilometraje (vehículo particular) (10)	TOTAL Locomoción	Alojamiento: nº de noches	Alojamiento: Importe por noche	TOTAL Alojamiento	Manutención: nº de días		Manutención: Importe por día	TOTAL Manutención	TOTAL (Locomoción+Alojamiento+Manutención)
																0,00	0,00				0,00			0,00	0,00
																0,00	0,00				0,00			0,00	0,00
																0,00	0,00				0,00			0,00	0,00
																0,00	0,00				0,00			0,00	0,00
																0,00	0,00				0,00			0,00	0,00

(1) Debe coincidir con la codificación del gasto imputado al proyecto en JUSTIWEB

(2) Vinculación con el proyecto: Debe elegir entre las opciones:

- IP
- Equipo investigación
- Personal contratado
- Personal en formación
- Resto del personal

(3) Tipo de gasto: Debe elegir entre las opciones:

- Viajes y dietas
- Jornadas de seguimiento AEI
- Estancias Breves (1 a 3 meses). Sin limitación de número
- Estancias Breves (máximo 1 mes y una estancia durante el proyecto)
- Estancias Breves (1 a 3 meses por año)

(4) Motivo del gasto: Debe justificarse la vinculación con el proyecto y constar en el informe de seguimiento. Debe indicar la página donde se encuentra.

(5) Las fechas de los viajes han de coincidir con las fechas del congreso/curso/workshop y hasta un día antes y un día después. No se aceptan fechas anteriores o posteriores salvo que se acredite la existencia de un motivo relacionado con el desarrollo del proyecto.

(6) Indicar medio de locomoción empleado.

(7) Incluir desglosados los importes de los diferentes conceptos relacionados con la locomoción, excepto el importe por kilometraje (para uso vehículo particular) para los que se consignarán en las columnas (8) y (9) los kilómetros recorridos y el itinerario, respectivamente. El importe por kilometraje se calculará automáticamente en la columna (10).

(11) Anotar información complementaria, por ejemplo recorrido de taxi, en su caso, importe de inscripciones a congresos y conferencias, si dicho importe se ha incluido en el mismo Nº de Justificante, etc.





#### **5.4. THE GRANTING BODY HAS REQUESTED JUSTIFICATION: WHAT SHOULD I DO?**

- The Research Office will prepare explanatory statements and other required documentation (indirect costs).
- The Research Office will send the statements to the researcher for his or her approval and signature.

##### **Requirements of the Ministry:**

- Explanatory statements will be submitted from the Research Office if we are authorized to do so (ministerial page - justifications). If the Research Office is not authorized, we will send you the documentation to upload to the application. Please notify the Research Office once the documentation has been uploaded to be signed by the Vice-Rector for Research.
- It is very important to submit the required documentation before the deadline in order to avoid penalties.

##### **Requirements of the Government of Catalonia or the Barcelona City Council:**

- Responses are submitted via EACAT.
- The Research Office sends the documentation to Research Management / OAMR, which will forward it to the awarding body in question.

Amounts claimed from the UB (including interest) for the incorrect justification of research projects attributable to the researcher may be reimbursed with funding available to the researcher for non-finalist projects or projects for which justification is not required, including those managed by entities of the University of Barcelona Group and internal grants.

Repeated incorrect justification of research projects (three or more infractions) may additionally entail the possibility of partially withholding payment for research project management in accordance with the amount claimed from the University.