

Preparing invoices for SafeBoosC

SafeBoosC is funded by the Danish Strategic Research Council who has approved the budget covering the 15 partners. Each partner has a defined budget and defined tasks. The funds are held by RH-NEO and will be distributed to the other partners by paying invoices for services that were delivered to carry out the tasks.

NEO-COP will be routinely audited by the external auditors of Rigshospitalet on an annual basis who will send their reports to the Council.

Partners that are not Danish will not be subjected to auditing by the Council nor by RH-NEO.

The invoice must be prepared to specify the task done and the costs according to the budget. The costs must be split into salaries of scientific staff, salaries of technical/administrative (and clinical) staff, and operating expenses. This must fit to the items of the budget (Appendix 3 in the Consortium Agreement). The operating expenses must be split in no. of participants recruited (listed by patient ID), equipment, travel and other expenses. There is no need to indicate the names or titles of staff, the time of their service, nor to provide documentation for expenses.

Invoices are usually prepared when a task is completed. **Please download the “Invoice Template for SafeBoosC” and attach this as a voucher to your actual invoice.**

Do not forget to add a due date of payment on your invoice.

If necessary for a partner’s cash-flow it is possible for RH-NEO to accept invoices for well defined completed parts of a task. Invoices for tasks completed within a financial year must be received by RH-NEO not later than December 20.

By mid. February we also need your Yearly Financial Report. This should include a statement of the actual co-financing of the project. You only need to state the amount and that this is “self-finance” (Except for Spain who also has “funding from other partners”). No further documentation is needed.

Invoices, along with the template should be sent to:

SafeBoosC
c/o Gorm Greisen
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5024 Rigshospitalet
Blegdamsvej 9
2100 Copenhagen Ø
Denmark

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