

ESA Project Funding Procedure

28 October 2015

Subject

Some issues of general interest may require data collection, development/evaluation of analytical test methods etc. ("projects"). In specific cases it might be appropriate that ESA bears the costs for these projects.

Aims and objectives of this document

For the funding of specific projects out of the ESA budget defined conditions and requirements have to be observed. This document will give guidance to the process of proposing projects and the conditions of funding.

General conditions:

- A proposal for ESA project funding can be presented only by ESA full or associated members;
- The project must be in general interest with the work and aims of ESA and its members;
- Results will probably support the positions of ESA and its members.

Specific conditions:

- Results of funded work must be presented in due time to serve the intended purpose and
- in a form that is required by the recipient.

Application procedure:

- 1.) Application for funding must comprise a description of the project, describe the purpose/aim of the work and a cost estimation.
- 2.) A project assessment team will be established by the Board and/or the Technical Commission. Its task is to check if the conditions and requirements are met. The assessment team will check inter alia if
 - the problem is of general interest;
 - there is a need to spend money for the specific work;
 - the budget covers only costs that should be paid by ESA.
- 3.) On recommendation of the project assessment team the Board will decide about the financing of the project.

Accounting after finalization of the project

After the project has been finalized a fully itemized expenditure report must be submitted to the ESA Board.

Eventual overpayments have to be reimbursed within 4 weeks.