



To
Accounting & Finance
University of Vienna
Universitätsring 1
A – 1010 Vienna

Data Record Sheet for Financing of § 27 Projects (FIN / F1)

Event Management by VAM (Conference and Event Management)

Yes – VAM will be the invoice auditor

No

Project Information

Number and name of the organisational unit:

Title of project (max. 40 characters):

Project leader (last name, first name):

Project administrator (last name, first name):

Invoice Auditor (last name, first name: max. 6 persons; "Rechnungsprüfer*in" in German):

For detailed information: [Q-Flow Invoice Verification Information Sheet](#)

Project Duration (from pre-conference planning to post-conference follow up): Start (DD.MM.YYYY):

End:

Subsidy amount (University of Vienna, aggregated):

EUR

Classification of Scientific Disciplines

(6-digit ÖFOS Code: http://www.statistik.at/kdb/downloads/pdf/OEFOS2012_EN_CTI_20190903_162012.pdf)

Code: Ratio: %

Code: Ratio: %

Code: Ratio: %

Code: Ratio: %

Code: Ratio: %



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Overhead Policy

All externally subsidised, third-party-funded projects, except conferences, are subject to a minimum contribution amounting to 20% of the overhead costs incurred. [Overhead policy](#) of the University of Vienna:

Overhead ratio: %

Project Leader Bonuses:

In accordance with the Overhead Policy, 3 percentage points of the overhead proceeds are to be paid to the Project Leader as a gross amount added to their monthly salary. (Partially) Waiving the Project Leader bonus is possible. In this case, the amount shall be credited to the relevant third-party-funded project. Please tick as appropriate (multiple entries not possible):

- 3 percentage points of overhead proceeds (= payment of full bonus amount)
- 2 percentage points of overhead proceeds (= waiving 1/3 of bonus)
- 1 percentage points of overhead proceeds (= waiving 2/3 of bonus)
- 0 percentage points of overhead proceeds (= waiving of full bonus amount)

For the purpose of internal reference number allocation, we attach copies/send scans of the project contracts as concluded with the client and signed by both parties.

Any modifications or extensions of the contracts shall be submitted copies without undue delay to the Department of Accounting and Finance.

**Signature of the Head of the Institution
(e. g. Head of Department, etc.)**

Date

Last name, first name and signature