

Instructions

From the 18th of November

Regarding the administrative procedure for HFR-Grants

External invoices:

The billing address for HFR-Grant related invoices is as follows:

Hôpital fribourgeois
HFR-Grants
Chemin des Pensionnats 2-6
Case postale
1708 Fribourg

The invoice must state the project number of the related research/study project (the HFR Grant supervisor will communicate this number once the project has been approved). The research/study project manager and the “senior physician” must endorse the invoices and forward them to the DFIN by internal mail or as a PDF via e-mail (comptafournisseur@h-fr.ch) for payment.

For self-paid expenses in connection with the research/study project, the “remboursement de frais payés par le-la collaborateur-trice” form is to be completed as usual and sent to the DFIN together with the relevant receipts, the project number and the supervisor’s visa.

Resource use:

If additional or already employed personnel work **exclusively** on the research/study project, a modification request must be filled out (cost center change: 47001) to transfer the concerned employees to the new cost center for the duration of their employment on the corresponding research/study project. The head of research/study must make this notification and send it to the DFIN as soon as the project has started.

If a person **does not** work exclusively for the research/study project, the head of research/study must report the hours spent on the project monthly and per person (at least quarterly) to the DFIN.

If volunteers or similar are used for research/study purposes and are recorded/maintained in an HFR system (IT), the head of research/study must clarify with the DFIN in advance, whether a financial evaluation is necessary enabling a change of specific settings, which will allow such an evaluation.

Billing:

On a quarterly basis, the DFIN prepares and provides the HFR Grant supervisor and the Head of Research/Study with an account showing the status of the costs already incurred per project. The faster the DFIN receives the above-mentioned information, the more time efficiently the settlement can be prepared.

If a settlement is required during the course of the year, the DFIN must be informed as soon as possible so that the settlement can be prepared completely and correctly.