

Steps to Delivering Project Success

By following these steps, the Project Coordinator and team can ensure effective financial management, compliance, and accurate reporting throughout the project's duration.

Steps	Actions	Details	Deadline/Timeframe	Key Documents/Forms	Notes / Tips
1. Compliance Requirements	1.1 Review funding agency's terms and conditions	Understand sponsor and IUS policies, allowable costs, and reporting standards	<ul style="list-style-type: none"> Before applying Continuously after getting the funding 	<ul style="list-style-type: none"> Funding agreement OSP Rulebook 	<ul style="list-style-type: none"> Review carefully before implementation. If something is not clear, immediately contact OSP. OSP will seek additional clarification from the funding agency, if necessary.
	1.2 Ensure proper budget allocations	Budget must justify costs with details on services, costs, and timelines	<ul style="list-style-type: none"> During budget preparation/application stage Throughout project implementation 	<ul style="list-style-type: none"> Approved budget 	<ul style="list-style-type: none"> Keep detailed justification If there is a need for budget reallocation, contact OSP with clear justification and complete the OSP Form F-143.
	1.3 Manage project funding	Use funds effectively and keep accurate records	<ul style="list-style-type: none"> Throughout project implementation 	<ul style="list-style-type: none"> Budget table in a OneDrive folder Financial Reports 	<ul style="list-style-type: none"> At the start of your project, you will have access to a OneDrive folder containing your budget spreadsheet and transaction/payment details Record regularly
2. Meet with OSP	2.1 Discuss the project implementation in detail	Ensure alignment with OSP policies and procedures	<ul style="list-style-type: none"> Immediately after project is approved 	<ul style="list-style-type: none"> Grant Agreement 	<ul style="list-style-type: none"> Prepare any questions regarding the project timeline, payments (for both internal and external team members), travel, equipment, consumables, and related matters.
	2.2	Sign Project Engagement			

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	Go over OSP forms and procedures	Agreement between IUS Project Coordinator and IUS	<ul style="list-style-type: none"> ▪ After IUS signs the grant agreement with the funding agency 	<ul style="list-style-type: none"> ▪ Project Engagement Agreement 	<ul style="list-style-type: none"> ▪ The Project Engagement Agreement outlines the duties and responsibilities of the Project Coordinator.
3. Financial Matters	3.1 Staff payment requests	To pay internal and external project team members	<ul style="list-style-type: none"> ▪ For payments of IUS full-time employees, submit payment request form to OSP by the 20th of each month. ▪ For payments for external project team members who are BiH citizens, submit payment request form to OSP by the 10th of each month. ▪ For payments to external project team members who are not BiH citizens, please submit the payment request form by the 1st of the month. ▪ For foreign project team members, submit payment request by the 1st of the month. ▪ Payments are made as defined by the project coordinator's payment schedule or as required by sponsor's guidelines. 	<ul style="list-style-type: none"> ▪ Approved budget ▪ Form F-60 ▪ Information Sheet for external experts and part-timers ▪ Part-Time Contract ▪ Notarized Power of Attorney for Foreigners, if required. ▪ JIB 	<ul style="list-style-type: none"> ▪ Payments for IUS full staff members go on their salaries. They are paid at the same time as their regular salary. ▪ Payments for external project team members are made through part-time contracts. The amount stated in the contract is a gross amount and includes 17% VAT. ▪ For external foreign project team members, IUS must apply for their tax identification number (JIB). A foreign project team member must provide a notarized power of attorney authorizing IUS to obtain the JIB on their behalf. As obtaining the notarized power of attorney and processing the JIB takes time, it is essential to start the procedure early. ▪ External project members are paid by the 10th of the following month.
3. Financial Matters	3.2	To purchase equipment,		<ul style="list-style-type: none"> ▪ Approved budget ▪ Form F-145 	<ul style="list-style-type: none"> ▪ Account for customs and shipping costs when considering the equipment.

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					<ul style="list-style-type: none"> OSP together with Finance office will assist with claim preparation and purchases/payments.
<p>4. Ethics & Legal Compliance</p>	<p>4.1 Follow IUS and sponsor ethics codes</p> <p>4.2 Obtain ethical and legal approvals</p>	<p>To avoid conflicts of interest</p> <p>To follow IUS and sponsor ethics codes regarding data protections, intellectual property rights, confidentiality, etc.</p> <p>To seek approvals from IUS Ethics Committee for sensitive research involving human subjects or animals prior to starting</p>	<ul style="list-style-type: none"> Throughout project duration Before initiating sensitive research 	<ul style="list-style-type: none"> IUS Ethics Policies Ethics Committee Approval Forms 	<ul style="list-style-type: none"> Maintain transparency, disclose conflicts early. Critical to obtain timely approvals to avoid project delays.

For any additional questions or matters, please contact the Office of Sponsored Projects.