

Redovisning av naturainsatser samt rekvisition för särskilda kostnader inom WASP

- Instruction for Requisition and Reporting In-kind within WASP Research Arenas (WARA) -

1 About this Document

This document describes the process and guidelines for requesting funds within WARA, as well as for companies and organizations to report their in-kind. WASP collects information about in-kind in connection with each requisition, in line with WARA 3.0, and to enable reporting to Knut and Alice Wallenberg Foundation (KAW). In-kind is expected to be provided via engagement in WARA.

1.1 General guidelines

KAW has regulations that impose strict requirements on the documentation and format of requisitions. Linköping University (LiU), as the host university, is responsible for collecting and compiling documentation from participating universities and companies, as well as for requisitioning funds from KAW.

Requisitions and in-kind contribution should only cover costs included in WARA's annual budget, which has been approved by the WASP board. For major budget changes, such as adding new partners or significant changes in the cost categories, approval is required from the WASP Program Director. For consultation, contact the WARA Coordinator at WASP Program Office.

For a requisition to be approved, the in-kind contribution for the WARA, for the current four-month period, must be reported at the time of the request. WARA leaders are responsible for ensuring that requisitions and in-kind contribution submitted by their partners align with the activities and/or efforts included in WARA's annual budget.

1.2 In-kind

Within a WARA initiative, participating companies are expected primarily to provide in-kind corresponding to 50% of the total budget. The combined in-kind contribution from publicly funded actors within a single WARA initiative can count toward a maximum of 10% of the total budget. However, in-kind via universities, higher education institutions or research funding agencies cannot be included.

The basis for calculating companies or organizations in-kind is that the calculation follows the principle of actual cost, without any profit margin or overhead surcharge, see section 3 Cost Documentation and Cost Categories.

2 Requisition Process

2.1 Companies and organizations

Requisition and the reporting of in-kind are carried out in the file [WARA Financial Report](#). Funds are requisitioned based on actual costs, and the requisitioned amount should not include VAT.

Personnel costs, operating costs, and investments included as in-kind or as amounts to be requisitioned must be briefly described and linked to WARA's annual plan and budget according to the instructions in the WARA Financial Report. If there are activities or assignments not covered in

the annual plan and budget, they should be well-motivated in the report. Costs for Open events do not require in-kind. For more information on what qualifies as an Open event, see [Application Funding for Open Events](#).

Requisition and the reporting of in-kind must be made every four months and submitted to LiU no later than the 30th of the month following the end of the four-month period. For the first period, the deadline may be moved forward to May 20 due to public holidays. After compilation, LiU submits the requisition to KAW, and payment from the funder is expected the following month. This means that it may take up to four months before the received requisitions can be transferred further; the final payment date should be set with this in mind.

The requisition and the WARA Financial report for the actual four-month period should be sent via email to economy@wasp-sweden.se and to WARA@wasp-sweden.se and also to Fakturasupport at Linköping University by regular mail (see address below). **Note that the WARA Financial report must be approved by the WARA leader before being sent to WASP.**

Fakturasupport
Linköping University
581 83 Linköping
Sweden

Please note that the requisition must be formal, clearly stating company name, organization number, bank details, etc.

2.2 Universities

Universities request funds according to WASP standard process for requisition. Decision letters are required for everyone for whom the university requests funds. Universities must, like companies and organizations, complete the WARA Financial Report and attach it together with the WASP requisition file for universities. Personnel costs, operating costs, and investments for which the university requests funds must be briefly described and linked to WARA's annual plan and budget according to the instructions in the WARA Financial Report.

3 Cost Documentation and Cost Categories

3.1 Auditability

The cost documentation must be auditable. This means that cost items must be taken directly from the party's accounting records or based on information from the accounting system. The basis for the valuation must be documented.

3.2 Cost categories

The following costs may be included in requisitions and/or reported as in-kind:

- personnel costs (own work) within the WARA or through collaboration and knowledge transfer
- material costs
- travel costs
- costs for the use of infrastructure and equipment and/or licenses for software

3.2.1 Personnel costs – Cost of own work

For personnel costs to be approved, they must be actual, meaning that salaries have been paid and recorded as salary costs. Own work is calculated as the actual salary cost including a maximum of 50% social fees and a maximum of 35% overhead for indirect costs.

3.2.2 Material costs

Approved material costs include materials necessary for the activity/assignment.

3.2.3 Travel costs

Approved travel costs include travel expenses directly related to the implementation of the activity/assignment.

3.2.4 Use of Infrastructure and Equipment

Use of infrastructure and equipment, including for example software, may be included in requisitions or as co-funding. The cost is calculated only to the extent and for the time period during which the infrastructure/equipment is used in the arena. This means that if, for example, equipment is used partially and for a limited time in the project, only the corresponding share of the cost can be included. The calculation basis for estimating the value must be reported.

4 Contact information

WASP Research Arena WARA@wasp-sweden.se

WASP Economy economy@wasp-sweden.se