

ABINEP - instructions for payment of subjects

CASH	BANK TRANSFER 
Application for money - 2 weeks before the money should be used!	
Send by house post to the coordinator: <ul style="list-style-type: none"> • the filled and PI-signed ABINEP form < 500€ • Advance for payment of subjects (internal message per faculty) 	Send by house post to the coordinator: <ul style="list-style-type: none"> • the filled and PI-signed ABINEP form < 500€
Get the money from the cash point at Universitätsplatz 2, building 6, ground floor, left side by Ms. Brandes	The coordination confirms the availability of the money by email
Payment of subjects	
Spend the money within max. time of 6 weeks	The subjects issue invoices (see NEW forms)
Use payment sheets of your research group. Do not forget to refer to ESF funding!	The invoices of the subjects have to be confirmed by ABINEP investigators (fellow or supervisor) and sent to the coordination (Every 2 weeks are possible)
	The coordination confirms the processing of the invoices by email to the ABINEP investigator
	!! The amount of all invoices may differ from the cost estimation by a maximum of 1-2 subjects. If you have 3 or more additional volunteers, please make a new application for money. Fewer volunteers will not be a problem.
Statement of accounts	
Case 1: all money was spend <ul style="list-style-type: none"> • Send the original payment sheets to Ms. Brande • Send copies of payment sheets to the coordinator 	Not applicable, already included in invoices of subjects (see payment of subjects)
Case 2: some money is left <ul style="list-style-type: none"> • Bring this money AND the original payment sheets to Ms. Brandes AND receive a receipt for the return money • Send copies of payment sheets AND the original receipt for the return money to the coordinator 	
The application for new money is possible at the earliest 2 weeks before settlement of the previous money.	
In exceptional cases private money can be used. If this is the case, a cost estimation must be sent by email to the coordination at the latest on the same day. The ABINEP order form must be submitted as soon as possible	