
**The Project for Integrated Rural Development of Nepal through Strengthening
Research and Development Capacity of Kathmandu University (2017-2020)**

Guidelines for Pilot Program Budgeting & Accounting

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1. Budgeting Guideline

1-1. Basic Principles of Budgeting

- Executable Budgeting
 - The project budget should be set at a relevant level that is universally considered to be reasonable and executable to achieve the project's goal.
 - Make sure that the initial budgeting is completed with care so that the budget can be executed as planned. For any change to the budget after the project is launched, obtain approval from PMC and KOICA or follow the relevant procedures to revise the budget before it is spent.

- Detailed Budgeting
 - In principle, any budget item for which a clear calculation basis is not provided will not be approved.
 - Make sure to provide detailed calculation grounds for each budgeted item.
 - For example, instead of simply writing "Workshop Expense x 2 (times) = NRP 20,000," provide detailed accounting of the individual cost items for the workshop (such as venue rental and printing expense) as well as their unit cost and quantity.

- Efficient Budgeting
 - Project expenses should be budgeted at the minimum level required to achieve the project goal. Ensure that the costs for meals, meetings and clerical work, in particular, are not overstated.
 - If possible, the KOICA's grant should be budgeted under an item related to the activities that directly affect the project results.
 - KOICA's grant should be calculated with only the labor cost and material purchase. However, Calculation for other items in KOICA's grant is necessary, it should be approved by PMC or KOICA
 - The following items are not allowed in the budget:
 - The cost of gifts, tourism, keepsakes and entertainment
 - The general purpose equipment or tools

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| <ol style="list-style-type: none">1. Office equipment (printers, photo-copiers, fax machines, binding machines, scanners, etc.)2. Computers and accessories (external hard drives, USB drives, output devices, etc.)3. Electronics (cameras, refrigerators, electric fans, etc.) |
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4. Widely used software such as MS-word, Excel, vaccine programs, Alzip, etc.

- * May be charged to the matching fund by participating institution(s) if necessary for the smooth operation of the project
 - The cost of acquiring the project site and other real estate
 - The cost of using or renting facilities, equipment and other materials owned by an individual participant of the project team
 - Taxes and dues paid by the institution to the central or local government in Nepal
 - Items subsidized by other government agencies

- **Base Currency for Budgeting**

- In principle, the project budgets should be set in both NRP and USD.
- The participating institutions may share the project cost in NRP. In this case, the total project cost can be calculated in NRP based on the NRP-USD exchange rate that is used by the Nepal government for its own budgeting.
- Project funds budgeted in USD will be directly wired to the participating institution's USD account.

1-2. Guidelines for the Budgeting

- **Do Not Charge the Same Cost Line Item to Both KOICA' grant and Participating Institution's matching fund**
 - It's not permitted to budget both KOICA's grant and participating institutions' matching funds under the same sub-cost line item.

(E.g.) Do not include both KOICA and the Partner under the same cost line item.

When budgeting for “Project XXX Printing Expense (USD 1 hundreds),” you are not permitted to split the cost 50:50 between KOICA and the Participating institution(s).

<Example>

(Item) “Project XXX Printing Expense” : KOICA USD 50/ Participating institution(s) USD 50	X, Not Permitted
(Item 1) “Meeting Materials Printing” - KOICA USD 50 (Item 2) “Info Package Printing” - Participating institution(s) USD 50	O, Permitted
(Item 1) "Pamphlet Preparation Expense" - USD 50 (Item 2) "Preparation Expense of Web Posters in Local Language" - USD 50	O, Permitted

- Consistency between the Budget Execution Schedule and the Project Schedule
 - Set the budget execution schedule in line with the project schedule and consider how to substantiate budgeted amounts and supporting documents when calculating the budgets.

1-3. Budgeting Criteria

- Budget Match by Institution

Types of Participating institution	KOICA grant		Participating institution's Matching Fund	
	Maximum Grant	Proportions of KOICA grant to Total Project Budget	Percentage of Matching fund to Total Project Budget	Proportions of Cash Burden in Matching Fund
University	USD 40,000	Not more than 90 %	More than 10%	-
Research institute	USD 40,000	Not more than 90 %	More than 10%	-
Industry	USD 40,000	Not more than 80 %	More than 20%	More than 40%
NGO	USD 40,000	Not more than 80 %	More than 20%	More than 40%
Preliminary entrepreneur	USD 40,000	Not more than 90 %	More than 10%	More than 20%

※When establishing a consortium, the share of matching fund burden among the participating institutions shall be decided autonomously, but the institutions shall share responsibilities over the project performance achievement rate.

- Details of Budgeting Criteria

Item		Execution Standard
1. Direct Cost	Labor Cost	Internal Researcher Wage <ul style="list-style-type: none"> Internal researcher means a full-time researcher (including professor or lecturer) or an employee who receive salary from a participating institution. The amount of regular wage multiplied by the participation rate is calculated in matching fund as in kind. The wage must not be paid in cash from KOICA's grant.
		External Researcher Wage <ul style="list-style-type: none"> Employment contract is signed between the researcher(s) and a participating institution. The wage is to be confirmed by the participating institution. The wage amount multiplied the rate of participation in a project is calculated in the budget. The wage can be paid in cash from KOICA's grant. Undergraduate, graduate, and Ph.D program students' wages should be calculated depending on participation rate and based on participating institution's rule.
	Research Materials	<ul style="list-style-type: none"> Reagent, materials and research analysis fee, data processing and management fee

		<ul style="list-style-type: none"> • Prototype, pilot model, test equipment manufacturing expense
	Research Equipment/Tools	<ul style="list-style-type: none"> • Research facility or equipment lease- related expenses and additional expenses • In principle, this expense can't be paid by KOICA's grant. If necessary, it should be calculated in KOICA's grant under approval from PMC or KOICA
	Research Activity	<ul style="list-style-type: none"> • Researchers' domestic business trips and local travel expense • Project-related printing, copying, slide production, public utility charges, taxes and other fees, office supplies, maintaining research environment, supplies, etc. • Domestic training expense, information technology expense, books and literature purchases, meetings, seminar hosting expense, manuscript fee, technological expense, patent information investigation expense, etc. • Project related meals • In principle, this expense can't be paid by KOICA's grant. If necessary, it should be calculated in KOICA's grant under approval from PMC or KOICA • It is recommended that this expense is paid by the participating institution's matching fund
	Research Allowance	<ul style="list-style-type: none"> • Principal investigator and participating researchers' reward or incentive(should be calculated within 10% of researchers' wage)
2. Overhead Cost		<ul style="list-style-type: none"> • Should not exceed 5% of KOICA's grant • Human Resources Support <ul style="list-style-type: none"> - HR Support Salary : R&D related participating institution affiliated HR salary - Designated Administrative Support Salary : Administrative support for the principal investigator's grant settlement, etc • Research Support <ul style="list-style-type: none"> - Collective Support Expenses : Institution's collective support expenses for research development - Lab Safety Management Expense : Training expenses for lab safety and prevention, safety related insurance, and expenses related to accident compensation - Research Security Management Expense : Security equipment, security and prevention training, and miscellaneous prevention measures - Institution's Research Activity : Research facility and equipment-related books and database purchase, lab management expenses, conference support expenses, paper publication expenses and miscellaneous expenses to support research activities(applicable only if not previously budgeted as direct expense) • Research Performance Application <ul style="list-style-type: none"> - Intellectual Property Application, Registration Expense : Expenses for application and registration of intellectual property directly related to research, expenses for value evaluation and transfer of technology(patent maintenance expense can be executed for 2 years after patent registration only if a chance of technology transfer exists)

2.Accounting Guidelines

2-1. Opening Bank Accounts to Manage Project Funds

- To manage the project funds, the lead research institution should open dedicated bank accounts for project funds
- When there are multiple participating institutions involved in a project, open bank accounts under the lead research institution's name.
- The bank account should be opened under a institution name.
- Reset the account balance to zero if an existing bank account is used.
- When involved in multiple projects, make sure to use separate bank accounts for each project.
- The participating institution's matching fund should also be managed through a separate bank account.

2-2. Principles of Executing the Project Budget

- Spend within the project period: The project budget should be spent for the project goal and activities during the project period based on the starting date and closing date of the project stated in the project contract. Any spending executed outside the project period is not allowable.
- Spend as planned: The budget should be spent according to the budget execution plan included in the project agreement.
- Return KOICA's grant balance: The unexecuted amount within the project period should be returned. When returning the balance of KOICA's grant, the return amount should be specified in the final report and notified in a official document.
- Spend matching funds within the project period: The participating institution's matching funds should be fully spent for the purposes of project plan. If the balance of the matching funds occurs within the project period, the corresponding amount from KOICA's grant should be returned.

2-3. Execution of the Project Budget (Receipts, Expenditures, Remittances, etc.)

- Management of Expenditures
 - Qualifying Evidence to Support the Spending of Project Funds

Category		Nepal (\$, NRP)
Principle	Tax invoice	○
	Sales slip from check cards paid by the bank account exclusively for project funds	○
Others	Account transfer confirmation through the bank account exclusively for project funds	○
	Account transfer confirmation on a deposit without a bank book	○
	Manual receipt	△
	Blank receipt	△
	Cash disbursement statement	△

- Principles of Spending Project Funds

- As execution after the granting is the principle, KOICA's grant can also be spent after its actual granting

- Spending details before payment of KOICA's grant is not recognized

- Basic principles: Make payments with a check card paid with the domestic bank account exclusively for the project funds and receive card sales slips, and attach the slips as supporting documents on expenditure approval forms.

◦ Other ways of spending

- When check cards paid by the 'bank account exclusively for project funds' can't be used, it is possible to spend as below

Category	Other Payment Methods - Nepal(\$, NRP)
Account Remittance	(1) <u>In the case of receiving a tax invoice and transferring the amount to the counter party's account</u> , receive confirmation of the account transfer or certificate of deposit without a bank book (transactions through online banking can also be printed out as supporting documents) issued by financial institutions after the account remittance and attach them as supporting documents to the expenditure approval forms with <u>together with an invoice</u> .

Cash Spending	<p>(1) In the case of receiving an invoice and spending in cash, receive <u>manual receipts (or blank receipts)</u> and attach all of these to the expenditure approval forms.</p> <p>(2) After cash spending, in the case where the amount does not exceed the legal reference amount (NRP 5,000), receive a manual receipt and attach it to the expenditure approval forms as supporting documents.</p> <p>(3) After cash spending for a purchase transaction with small-scale business people who find it difficult to issue manual receipts, in the case where the amount does not exceed the legal reference amount (NRP 1,000), receive a <u>blank receipt</u> and attach it to the expenditure approval forms as supporting documents.</p> <p>(4) After cash spending other than purchase (e.g., cost of a convention for residents, daily staff labor costs, etc.), receive <u>cash disbursement statements</u> and attach them to the expenditure approval forms as supporting documents.</p>
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◦In the case of spending project funds for account remittance and submitting an invoice together, the amount is recognized without a limit. However, in the case of cash spending for inevitable reasons, the amount is recognized within a limit in the case where manual receipts (or blank receipts) are received.

※In the invoice, there should be clear information that explains what transaction the invoice is about both in Nepalese and English.*

(*) Essential information to be stated in the invoice: order number, name of product, quantity, unit price and quality, name of seller/buyer, company name, signature

◦Incorrect examples of manual receipts:

- Among the details of project fund spending, the entire amount is not recognized when several manual receipts under NRP 5,000 for the same item (purchased from the same business on the same date) are submitted.
- The entire amount of manual receipts failing to meet the essential information* is not recognized.

(*) Essential information to be stated in manual receipts

- Receipts with the seller's business name, address and contact number printed and a legible stamp containing such information are also recognized as a form of manual receipt.
 - However, it is limited to those with the total amount, among the information related to the transaction, written in letters.
- E.g., When the total amount of the transaction is \$50, write FIFTY DOLLARS ONLY or U.S. DOLLAR FIFTY ONLY, etc.

◦If small-amount transactions with the same vendor occur frequently while executing the

project, you can put them together in a consolidated schedule containing the details of the transactions that took place over a certain period of time (such as one week), which can then be submitted once signed off by the vendor. (Individual transactions listed in the schedule should be backed by qualifying evidence and the manual receipts should all have the required information.)

- Blank receipts are recognized as legal supporting documents when project funds are spent in USD or local currency in transactions with small-scale business people* who find it difficult to issue manual receipts, and when the amount does not exceed NRP 1,000. The total amount of the blank receipts received separately from the same transaction counterpart on the same date cannot exceed NRP 1,000.

(*) Small-scale business people

- Limited to cases where business people or micro-enterprise owners that are not registered as corporations or are in the form of street vendors without a company name, not in the form of permanent shops, who find it difficult to issue receipts

- The entire amount of blank receipts failing to meet the essential information* is not recognized.

(*) Essential information to be stated in a blank receipt

- When the seller's business name, address and contact number is not printed and manually written, it is recognized as a form of blank receipt.

- Keeping Accounting Books

- ① Payment Ledger (to record the payments of project costs : one for KOICA's grant and another for participating institution's matching fund)
- ② Statement of Receipts and Expenditures (to record the receipt of project funds): one for KOICA's grant and another for participating institution's matching fund
- ③ Evidence of spending

- As the accounting evaluation can only be conducted after the Payment Ledger and Statement of Receipts and Expenditures are submitted, make sure to keep them separately.
- The Payment Ledger and Statement of Receipts and Expenditures should be kept for KOICA's grant and participating institution's matching fund separately (i.e., there should be

two sets of payment ledgers and two sets of statements of receipts and expenditures).

◦ Bank accounts, accounting books (such as the payment ledger and the statement of receipts & expenditures) and supporting documents should be managed and kept separately from the general accounts of the participating institution.

· If a participating institution is carrying out two or more projects, keep them separately for each project.

- Management of Receipts

- Recognize the receipt of the project budget as revenue

- When KOICA' grant or participating institution's matching fund is deposited, it should be recorded as revenue in the statement of receipts & expenditures and the revenue approval form should be prepared.

- How to recognize interest income in the project budget

- Interest accrued within the project period: The bank interest accrued based on KOICA's grant should be included in the project budget and recorded as revenue in the statement of receipts & expenditures.

- Interest accrued after the project completion report is submitted: Recognized as miscellaneous income of the participating institution

- Deposit any amount spent incorrectly back into the bank account

- When depositing an incorrectly spent amount back into the bank account, do not record it as a "receipt" in the statement of receipts & expenditures, but instead enter it as a negative expenditure in the payment ledger.

- Make sure to prepare a (negative) expenditure approval form for the deposit.

- The need to deposit back into the bank may arise not just when cash has been withdrawn mistakenly, but also in normal spending transactions described below.

- Purchased an item with a card designated for project spending and then cancelled the purchase
- Received a tax invoice after transferring money for an item to the seller's bank, but then cancelled the transaction and had the money transferred back to the project-only bank account
- Received cash receipts, payment slips, bills, etc., after spending cash, but then partially cancelled the transaction and received a refund
- Remitted money to the wrong place or transferred the wrong amount by mistake, and then received the money back
- Withdrew cash after completing an expenditure approval form to pay conference attendance fees, but had to deposit it back to the bank account since the attendees did not receive the cash

- **Comparative Quotes & Bidding**

- When spending project funds, make sure to use the cost rates and criteria defined by each participating institution and provide clear grounds for calculation to ensure the proper use of funds, while also endeavoring to save the budget.
- Hold bidding to procure a service or an item worth NRP 2 million or above and obtain at least two quotes to buy a single item priced NRP 20,000 or above.
- The Quote Comparison/Bidding Outcome Report should have details such as the bidding title, budget, names and numbers of vendors that tendered for the bidding, the vendor who was awarded the bid and the reason why the vendor was chosen. Price information obtained from Internet search results on lowest prices can substitute as comparative quotes.
- Refrain from choosing products with poor quality but instead seek quotations for products with reasonable quality.
- For tools and materials, it is recommended to procure them at the project site, given issues like customs clearance and maintenance.
- For the settlement of cost for the purchase of tools and materials, attach the contract and the completion report if they are governed by the terms and conditions of the contract (if in the local language, it should also be in English).
- General-purpose tools and materials, as determined by a prior approval from KOICA or PMC, should be listed and managed in an asset book. Once the project is complete, they should be transferred to the participating institution, and the related documents (such as the asset book and the written confirmation of the hand-over) should be submitted to PMC.
- Make sure to obtain prior approval from KOICA or PMC if it is impossible to get comparative quotes or hold a bidding process because the project area is underdeveloped or monopolistic.

2-4. Settlement of Project Costs

- **Documents Required for Settlement & Timing of Submission**

- The settlement of accounts is included as part of the mid-term report and final report submitted to PMC.

Type	Description	What to Submit	Submit to
Mid-term settlement (within 30 days)	Half period settlement for the given project duration	<ul style="list-style-type: none"> • Letter on the submission of the mid-term report • Project Work Plan • Mid-term Project Report • Documents for the settlement of project funds <ul style="list-style-type: none"> - Statement of Receipts & Expenditures, Payment Ledger and Consolidated Schedule of Project Costs • Various supporting documents related to the use of project funds <ul style="list-style-type: none"> - Expenditure approval forms, receipts, payment slips, tax invoices, etc. - Notifications on changes in the project, approval letters, etc. • A copy of each of the other documents <ul style="list-style-type: none"> - Supporting documents on performance, etc. 	Program management Support Team Office at KU
Final settlement upon completion of the project (within 45 days)	Full period settlement for the given project duration	<ul style="list-style-type: none"> • Letter on the submission of the final report • Project Work Plan • Project Final Report • Documents for the settlement of project funds <ul style="list-style-type: none"> - Statement of Receipts & Expenditures, Payment Ledger and Consolidated Schedule of Project Costs • Various supporting documents related to the use of project funds <ul style="list-style-type: none"> - Expenditure approval forms, receipts, payment slips, tax invoices, etc. - Notifications on changes in the project, approval letters, etc. • A copy of each of the other documents <ul style="list-style-type: none"> - Supporting documents on performance, etc. • PR materials (for posting on the website) 	

- Preparing Documents for Settlement

- Payment Ledger and Statement of Receipts and Expenditures

- The principle is to keep the Payment Ledger and the Statement of Receipts and Expenditures using the predefined templates. Make sure to prepare separate templates for the KOICA's grant and the participating institution's matching fund.
- The Payment Ledger is used to record the payments of project costs that are charged by KOICA's grant and the participating institution's matching fund.
- The Statement of Receipts and Expenditures is used to record the receipt and expenditure of project funds.
- The amount paid for each transaction should be recorded in the Payment Ledger by date and by item. It should also be classified by source of funds (KOICA's grant vs. Participating institution's matching fund).

- As the amounts paid in the local currency is affected by the exchange rate applied.
- The Payment Ledger should be submitted with spending details from the starting date to the end date of the project, and related supporting documents should be submitted with details on the subject.
- The submitted Payment Ledger and Statement of Receipts & Expenditures cannot be revised afterwards and thus should be reviewed before submission.

- Principles of Evidence

- Details on deposit and withdrawal transactions that are recorded in the bank account book and the details from the Payment Ledger and supporting documents (expenditure approval forms, revenue approval forms, external evidence, etc.) should be consistent with each other.
- File one expenditure approval form and one qualifying piece of evidence for each payment transaction (based on the cost item) according to the principle of “one document per transaction.”
- Input one line for each piece of evidence in the Payment Ledger. Be specific when describing the payment details.
- All of the details input in the Payment Ledger, including serial number of the expenditure approval form, amount in the attached evidence, cost sector and category, etc., should be consistent with those in the supporting documents.

- Cautions to Take When Submitting Copies

- For all projects, the principle is to submit the original documents of evidence and receipts (for both KOICA’s grant and participating institution’s matching fund). However, if it is difficult to do so because local laws require that the original documents be retained, obtain approval for the submission of copies (those that are stamped as certified true copies of original documents) in line with the local laws and regulations.
- The stamp for the certified true copy should include the “project name” and “participating institution’s name”.
- If the participating institution is registered outside Nepal: Submit the relevant local laws, registration license, tax laws and other local regulations.

- Submission of Documents for Settlement

- Documents that are submitted should be divided into main documents (Payment Ledger, Statement of Receipts and Expenditures, a copy of the bank account book, etc.) and supporting documents (accounting evidence, expenditure approval forms and other

evidence).

- Accounting evidence and other documents should be made easy to understand by using a reference number according to the order of payments in the Payment Ledger.
- Supporting documents should be numbered by project (or line item) and by date for reconciliation with the corresponding spending transactions. For submission, they should be filed in different folders (in size A4 and by project) for different activities.
- The receipt should have the same date, amount and purpose of spending as appears in the Payment Ledger.
- If the receipt and supporting documents are written in Nepalese language, make sure to provide a English translation as well. (Receipts written only in the local language are not accepted as evidence.)
- In principle, all of the supporting documents should be filed in three-ring (or two-ring) binders.
- Use binders with the standard letter size of A4. The participating institution can choose the binder's inch capacity considering the volume of evidence submitted. Make sure to label the project name and the institution name on the face of the binders so that they can be distinguished from other projects' documents and number the pages.

- **Ban on Revisions to the Documents Submitted**

- It is not permitted to delete or partially amend the letters with chemicals or through other methods if they describe amounts, quantities and other details in the accounting books and supporting documents related to the balance of funds.
- If there is something that must be corrected, added or deleted, cross out the original record twice in red and make a correction to the right or upper side of the original text after putting the author's signature (or stamp) while making sure that the original text remains legible.
- The amount related to a supporting document that contains any change made for an illegitimate reason will not be permitted at all. PMC or KOICA may also require a full refund of the grant depending on the severity of the matter.

- **Retention of the Documents for Settlement**

- In principle, all of the supporting documents that are related to accounting should be retained for 5 years. If the participating institution retains the original documents after receiving approval from KOICA or PMC, it should retain them separately for different sources of funds

(KOICA vs. the participating institution) and is required to provide the documents when requested by PMC or KOICA.

2-5. Review on the Settlement of Project Costs

- Review Criteria

- The review of the settlement will be finalized after the accounting firm appointed by KOICA checks and reviews the documents that support the project costs charged to KOICA and the participating institution.

[Criteria for Review on Documents for Settlement]

Topic	Review Criteria	Considerations
Review on Legitimacy of Budget Approval & Changes	Was it approved and changed in line with the budgeting and accounting guidelines?	<ul style="list-style-type: none"> 1 See if the budget includes any impermissible items. 1 KOICA's grant should not be appropriated for cost items budgeted under the participating institution and vice versa.
Review on Actual Progress Made vs. Project Work Plan	Check if the project has been properly executed as planned.	<ul style="list-style-type: none"> 1 Review them in light of the project plan and the changes made through the proper process. 1 Key changes to the contents of a project need prior approval from KOICA or PMC
Review on Actual Progress Made, Amounts & Details of Project Spendings	Check if the progress made on the project and the details of the project funds spent are consistent.	<ul style="list-style-type: none"> 1 The creation of a new cost item is subject to prior approval. 1 Request the return of project funds used for other purposes that are not related to the project.
Review on Supporting Documents	Check if the supporting documents are adequate and proper.	<ul style="list-style-type: none"> 1 Submit the supporting documents that are required by the project budget guidelines.
Review on Related Accounting Books	Check if the Payment Ledger, project bank account and related evidence are consistent.	<ul style="list-style-type: none"> 1 Any inconsistency in terms of the dates and amounts spent should be announced in writing in advance.

- Examples of Non-Allowable Uses of Funds

- As a result of the accounting firm's review, non-allowable costs can be identified as follows:

Examples of Non-Allowable Costs	Non-Allowable Amount
<p>The amount in the evidence is not consistent with the amount in the Payment Ledger (if the former is less than the latter)</p>	<ul style="list-style-type: none"> - The difference is not allowable - How to calculate the “difference not allowable”: “Amount stated in payment ledger” – “Amount stated in the supporting doc” - If details other than the amount (such as date and description) are inconsistent or if the evidence shows a greater amount than the Payment Ledger, it can be counted as non-allowable in the evaluation. ※ If the supporting document is not deemed reliable, it can be counted as non-allowable.
<p>If the partner institution has created a new cost item that is not included in the initial plan or arbitrarily used the funds without prior consultation with or approval from KOICA</p>	<ul style="list-style-type: none"> - The entire amount in question
<p>Used the funds for other purposes than those originally stated</p>	<ul style="list-style-type: none"> - The entire amount in question

※ Other than the examples above, there can be other non-allowable costs identified through the accounting firm’s review process on the documents for settlement. The participating institution may submit additional materials to have the costs recognized as allowable.

2-6. Return of Unspent Project Funds

- Participating institutions shall return the remaining balance of the KOICA’s grant and the interest on the grant when there are remaining funds after the final settlement of the project funds.
- The unspent should be sent back to PMC’s account.
- Within 14 days after being notified of the completion of the accounting review for settlement
- Return unspent funds to the designated KOICA’s grant and submit a letter that includes the date and amount of return and a copy of the fund transfer receipt.