



Emerging Security Challenges Division
Science for Peace and Security Programme

Multi-Year Projects (MYP) Handbook

**Applicable to MYP applications submitted as from 2020
(Excluding Special Calls)**

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1. Introduction

The NATO Science for Peace and Security Programme (SPS) seeks to enhance cooperation and dialogue between NATO and its partner nations through civil science and innovation. The SPS Programme funds security-related activities relevant to NATO's strategic objectives which address SPS Key Priorities (see Annex). SPS offers grants for Multi-Year research and development Projects and Events (Advanced Research Workshops, Advanced Study Institutes, and Advanced Training Courses).

This Handbook describes the financial and administrative procedures for the management of **SPS Multi-Year Projects (MYP)** and sets out the general terms and conditions governing grants made under this Programme. Additional procedures, terms, exceptions and conditions may be set out separately, including in the Award Letter or in the approved Project Plan.

This Handbook and its annexes are available on the NATO SPS website: www.nato.int/science.

Grants under the SPS Programme are provided at the sole discretion of NATO. The MYP Handbook and its annexes fully filled-in, along with the signed Award Letter, and any documents annexed to it or incorporated in it by reference, constitute the entire terms and conditions of grants under the SPS Programme. In the event of inconsistencies among these documents, the Award Letter and its annexes take priority over the Handbook and its annexes.

Before an application is submitted, general questions about SPS and Multi-Year Projects should be addressed to sps.info@hq.nato.int. Completed applications must be submitted to sps.applications@hq.nato.int. Queries about approved projects should be directed to the responsible **SPS contact points** indicated in the Award Letter.

1.1. What Do SPS Multi-Year Project Grants Offer?

SPS MYP grants support collaborative applied research and development projects which must:

- ★ **address one or more SPS Key Priorities** (See SPS Key Priorities Annex)
- ★ demonstrate a **clear link to security and defence**
- ★ **establish a research collaboration between a minimum of one NATO and one eligible NATO partner country experts**

and show evidence of, inter alia:

- high quality research and development
- clear and realistic objectives
- solid milestones and deliverables
- substantial cooperation among researchers from NATO nations and partner countries
- realistic budget
- fair budget distribution that reflects the nature of the work and guarantees substantial involvement of researchers from NATO's partner countries
- collaboration between researchers and potential end-users¹ of the project results
- participation of young scientists

SPS provides funding for project-specific costs including:

- equipment and consumables
- project-related training and travel including hosting or attending conferences and seminars
- communications both to the scientific community and to the public
- limited stipends for young researchers

but **not including** salaries or overhead. See sections 3.2 and 3.3 for further details about eligible expenses.

Multi-Year Projects typically last for 24–36 months.

1.2. Budget Range

While there are no hard limits for the budget of Multi-Year Projects, typical three-year projects are in the €150,000–€350,000 range. If your project would require more than €350,000, please send to sps.info@hq.nato.int a one-page abstract of your proposal, with an estimated budget, in order to evaluate whether such a project fits in the overall portfolio of SPS before a full application is developed.

1.3. Who Can Apply?

SPS Multi-Year Projects are collaborations between NATO country co-director(s) who are nationals of and resident and employees in NATO nations, and eligible partner country co-director(s) who are nationals of and resident and employees in NATO's partner countries.

NATO Countries: Albania, Belgium, Bulgaria, Canada, Croatia, Czech Republic, Denmark, Estonia, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg,

¹ Depending on the nature of the project, end users could be (but are not limited to) government ministries, state organisations or regional authorities within a participating country in the project submitted or private, commercial and/or industrial companies. The end-users should be based in a NATO or eligible partner country.

Montenegro, Netherlands, the Republic of North Macedonia, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Turkey, United Kingdom, United States.

NATO partner nations: Afghanistan, Algeria, Armenia, Australia, Austria, Azerbaijan, Bahrain, Belarus, Bosnia and Herzegovina, Colombia, Egypt, Finland, Georgia, Iraq, Ireland, Israel, Japan, Jordan, Kazakhstan, the Republic of Korea, Kuwait, Kyrgyz Republic, Malta, Mauritania, the Republic of Moldova, Mongolia, Morocco, New Zealand, Pakistan, Qatar, ~~Russian—Federation~~², Serbia, Sweden, Switzerland, Tajikistan, Tunisia, Turkmenistan, Ukraine, United Arab Emirates, Uzbekistan.

Applications must thus be developed and submitted jointly by one or more applicants from NATO nations, and one or more from NATO partner countries. The principal applicants, referred to as project *co-directors*, shall have their own budget allocated in the MYP application. In general, an application shall have no more than one co-director per institution. The co-directors are responsible for the planning and progress of work performed at their institution, and all work together to ensure the success of the project. Other *project participants* are not assigned their own budget and are not considered co-directors, for example students or post-doctoral researchers, further researchers at a given institute, etc.

The primary co-director from a NATO country and the primary co-director from a NATO partner country are referred to respectively as the **NATO country Project Director (NPD)** and **Partner country Project Director (PPD)**; each project will have one NPD and one PPD. In addition to overseeing work at their own institutions, the NPD and the PPD have joint responsibility and authority for the overall technical management of the project including project reporting as described below.

All applicants must be affiliated with a government, academic, or other non-profit institution. For-profit private companies are not eligible for SPS funding although their participation as end-users is encouraged.

Applicants should note that they may not hold more than one SPS grant at a time. Prospective co-directors should ensure that any other SPS activity directed by either of them is formally closed before applying.

2. The Life of a Project

2.1. Application and Evaluation

2.1.1. Project Plan

Multi-Year Projects begin as a Project Plan developed collaboratively by the prospective co-directors. The Project Plan describes the purpose and objectives of the project in detail. It describes the management and organization of the project and the responsibilities of key personnel, includes

² Due to the 1 April 2014 decision of NATO foreign ministers to suspend all practical civilian and military cooperation between NATO and Russia, no Russian participation in SPS activities is allowed until further notice.

a detailed work plan and budget, criteria for success, an intellectual property rights (IPR) agreement among the participants and their institutions, and end-users if applicable³, CVs of all co-directors, and written commitments from the identified *end-users*, including a statement of their interest and any involvement in the project. It is essential that the co-directors ensure that the NPD institution can receive and manage NATO SPS Funds. In addition, the Project Plan will establish milestones to be used as the basis for progress reporting and payments.

NATO publishes deadlines for each round of evaluation. Please check our website regularly for submission deadlines and application priorities and materials.

2.1.2. Peer-Review

Project Plans are reviewed and evaluated by the **Independent Scientific Evaluation Group (ISEG)**, a group of scientists and experts from NATO countries nominated by, but not representing, their respective governments.

2.2. Approval and Award

Projects recommended by the ISEG are considered by NATO Allies, who are responsible for the final decision.

The SPS Advisors may propose and negotiate with the co-directors, based on the budget proposed in the Project Plan, an agreed *project budget*. This budget consists of both the fixed *budget ceiling* and a *Schedule of Payments* linked to project reporting. The agreed project budget will be set out in the Award Letter and will form part of the terms and conditions of the grant.

Once a proposal is approved, an Award Letter informing the co-directors of the decision and detailing the conditions of the award, both financial and technical, is issued to the co-directors from the SPS Office⁴. Upon receipt, the Award Letter must be signed by all project co-directors and an authorized representative of their institutions and the fully executed original retained by the NPD. An electronic version of the fully executed Award Letter should be returned to the SPS Office within the timeframe indicated in the Award Letter. The signed Award Letter, its appendices and documents included in it by reference, along with the MYP Handbook and its fully filled in annexes, forms the contract between NATO on the one side and the co-directors and their institutions on the other.

2.3. Acceptance, Initial Payment and Kick-Off

An SPS Project is formally established upon confirmation of receipt by the SPS Office of the electronic version of the fully executed Award Letter and associated requested documents.

Subject to the receipt and acceptance of all required documentation, an initial payment for the first six months of project activities will be made to the institutional account of the NPD. For auditing

³ or a waiver, agreed by all participants and their institutions, stating that an IPR agreement is not necessary; NATO makes no claim to intellectual property developed under MYP grants.

⁴ Formally the *Science for Peace and Security Programme Management and Budget Unit in the NATO Emerging Securities Challenges Division*.

purposes it is highly recommended that NATO funds not be mingled with funds from any other source.

The NPD and his/her institution are accountable for SPS funds and responsible for the execution of the overall budget. Please refer to Section 3.

The co-directors should plan a kick-off meeting to be held either in person or via teleconference no more than 60 days after all required documentation is received by the SPS Office. The SPS Office must be informed of the date of this meeting which will serve as the effective start date for the project and the basis for determining the milestone reporting dates (Info tab of the Budget workbook refers).

2.4. Reporting

A reporting schedule linked to technical progress will be established in the Project Plan. Progress Reports as detailed below shall be provided to the SPS Office in order to evaluate the implementation of the project.

The Progress Report comprises a Financial and a Technical Report, which will be due for each milestone after the effective start date of the project. A signed statement must be provided by the NPD together with the Progress Report that certifies that the technical and financial reports are accurate and in line with the provisions of the MYP Handbook.

The Financial Report is composed of:

- MYP Detailed Budget excel workbook, including updated spending projections for the remainder of the project, any proposed modifications to the budget within the approved ceiling, and an updated Property tab.
- Signed Financial Record (FR) sheet of the MYP Detailed Budget.
- Justification for each expense reported in the Financial Record (FR) tab numbered in accordance to the entry in the FR tab to which they correspond.
- Signed Grantee Account Form (NPD Institution) with current date corresponding to the report date.

Templates for Progress Reporting are in annex.

The Progress Report is linked to technical milestones, as defined in the Project Plan, with at least one milestone after the first six months of the project implementation and at least one milestone (and thus one Progress Report) per 12 months.

In addition to Progress Reports, co-directors shall keep the SPS Office informed regularly, with:

- timely informal updates on project events and milestones and related communication efforts: project meetings;
- purchase and installation of significant equipment;
- project-related conferences;
- publication of project-related articles or patents; etc.

2.5. Visual Identity Guidelines

Both informal updates and Progress Reports should include high quality multimedia content in order to allow NATO to promote the project to the public. All publications, presentations, and other externally distributed materials stemming from the grant shall comply with **SPS Visual Identity Guidelines** (provided to project co-directors and available [on the SPS website](#)) and shall credit NATO support with the following or a substantially comparable sentence: “*This research was [in part] sponsored by the NATO Science for Peace and Security Programme under grant id. [GXXXX].*”

2.6. Milestone Assessment and Payment

The Progress Reports will be reviewed by the SPS Advisor who will be the co-directors’ primary contact in the SPS Office. In addition, the SPS Office may, at its discretion, appoint an external evaluator with expertise in the project’s technical area. Both the SPS Advisor and the external evaluator will review progress reports and work with co-directors to ensure that the project remains on target. A mid-term assessment including, whenever feasible, a site visit by the SPS Advisor and/or external evaluator may be conducted following the most suitable milestone as agreed by the co-directors and the SPS Office.

Following the Initial Payment, NATO will make subsequent payments in accordance with the Schedule of Payments provided that project progress and reporting are satisfactory to SPS, and subject to available budgetary credits. If satisfactory progress is not made or if other terms and conditions of the grant have not been fully complied with, the SPS Office reserves the right to withhold payments, impose modifications to the budget or the project, or to terminate the project.

2.7. Project Close-out

After the technical activities of a project have been completed, the co-directors shall prepare a Final Report detailing project activities, technical or scientific progress, and the future implementation of the results. A final project evaluation will be conducted, including a site visit by the SPS advisor and/or external evaluator whenever feasible. Upon confirmation by NATO of successful completion of the project, the equipment as detailed in the Property tab of the Budget workbook may be used by the Co Directors’ respective institutions free from the restrictions in Section 3.2.1 Equipment, Property Inventory and Ownership.

2.8. Changes to the Project Plan

Should unforeseen circumstances require changes to a project already underway, the SPS Advisor will work with the co-directors to ensure the best way forward.

Changes of a co-director will require the agreement of the remaining co-directors and approval of the SPS Office.

Changes to the institution of a co-director require the official agreement of both the old and new institutions as well as approval of the SPS Office.

Changes to the project budget, within overall budget ceiling, are possible in the course of the project.

- Changes to a Co-Director's budget item lines which, alone or together, are **less than 5%** of their own overall budget must be approved by the NPD who must also promptly notify the SPS Office.
- Changes of **5% or more of the overall budget, or a re-allocation of funds** between Co-Directors, require the agreement of all co-directors and approval **in advance** by the SPS Office.
- All approved changes will be incorporated into the Budget workbook and reflected in the next Progress Report.

3. Finance

3.1. Use of NATO SPS funds

Co-directors will manage funds in accordance with the budget and other conditions of the SPS Award Letter and with the financial regulations in place at the NATO Project Director's institution and/or in accordance with any sub-agreement that the co-directors and their institutions might set up amongst themselves for the financial management of the project.

The NPD and his or her institution will receive and manage all project funds, as described below. The NPD retains ultimate responsibility for financial aspects of the project including, but not limited to, accepting the funds by their institution, distributing the funds accordingly and monitoring the expenditure by the other co-directors, as well as preparing the Financial Report due to the SPS Office as part of the Progress Report.

For any procurement equal and/or higher than 20,000 EUR, a competitive bidding process should be launched in order to acquire the equipment/service needed to implement the project objectives.

The NPD also has responsibility for maintaining proper documentation and justification for all expenses, including those of other co-directors, in accordance with his or her institution's financial rules. The NPD's institution shall withhold or withdraw approval of any expenditure that contravenes a term of NATO's requirements as set out in the Award Letter, the MYP Handbook, or any other written communication, or the institution's own financial policies or controls. The NPD's institution shall consult with the SPS Office whenever the Institution is uncertain as to NATO's financial requirements.

In general terms, the financial regulations must comply with fundamental procurement principles such as competition, transparency, fairness, integrity, etc., as specified in the World Trade Organisation Government Procurement Agreement. Furthermore, they must contain standards of conduct governing staff engaged in the award and management of contracts under the award. These standards must include provisions to avoid real or apparent conflicts of interest and to prohibit the acceptance and solicitation of favours or gratuities from potential or actual recipients of grant funds (i.e. vendors and service providers). Co-directors must also inform NATO promptly of any changes to the applicable financial rules as they are made.

Should NATO, in its sole discretion, require any additional conditions, they will be included in the Award Letter or communicated to co-directors in writing.

In the event of any discrepancy between the rules imposed by NATO (whether by way of the MYP Handbook, the Award Letter, or otherwise) and the financial rules of the institution, the former take precedence.

NATO funds must be used only for **project-specific costs** reflected in the Budget workbook. Any misuse of funds or material non-compliance with the award conditions may lead to the immediate termination of the grant and to further action as set out in section 5.

3.2. Eligible Expenditures for Funding

In order to be eligible for funding, costs must be:

- incurred during the duration of the project by the co-directors' institutions;
- in line with the approved Budget workbook;
- incurred in connection with the project and necessary for its implementation;
- identifiable and verifiable, in particular recorded in the co-directors' institutions accounts in accordance with the accounting standards applicable in the country where the institution is established;
- reasonable, justified and must comply with the propriety and sound financial management principles and best practices.

In particular, costs include the following items:

3.2.1. Equipment, Property Inventory and Ownership

- Purchase of project-specific equipment (including dedicated IT equipment, consumables, and spare parts) necessary to implement the project;
- Costs necessary for shipment and installation of project-specific equipment;
- Costs necessary for repair and maintenance of the newly acquired project-specific equipment.

Each co-director is accountable for instruments, tools, and other non-expendable items purchased in whole or in part with NATO funds. For equipment with an initial value equal to or over €2,500, co-directors must, on delivery, affix a NATO SPS label to the instrument itself if feasible (and if not to an associated item, for example the user's manual), and inform the NPD who will enter the details in the Property tab in the Budget workbook. Labels will be provided by the SPS Office (sps.admin@hq.nato.int) on request. Such equipment may only be used in connection with the project during the project's lifetime.

The property inventory may be audited at any time by NATO, their representative, or local authorities. If any item of property has been damaged, destroyed, or cannot be located, the circumstances must be immediately reported to the NPD and the SPS Office and details given in the Property tab of the Budget workbook.

Following confirmation by NATO of successful completion as per section 2.7, the equipment as detailed in the Property tab may be used by the Co Directors' respective institutions free from the restrictions set out above.

3.2.2. Training

Training may include, but is not limited to:

- instruction on new equipment or techniques with the manufacturer or in the laboratory of another project participant;
- a seminar/course organized within the framework of the project to train multiple project participants simultaneously;
- workshop for young researchers to disseminate/consolidate knowledge acquired during the project.

SPS does not support fellowships. Training should thus be of limited duration; strong justification would be required beyond three months per year for any trainee.

3.2.3. Communication and Publication

- Purchase of journals and books necessary for the project;
- Expenses for publication of scientific results;
- Expenses for Intellectual Property Right protection (i.e. filing of patents generated in the course of the project);
- Communication and publicity activities for dissemination of the results to a broader public in both NATO and partner countries involved in the project, for example for:
 - hiring professional photographers to take high-resolution pictures;
 - production of promotional and/or informational video clips to present the aims, ongoing work, equipment and exercises of the project to a larger audience;
 - creating a public project website containing all relevant information as well as regular updates about the project;
 - organizing and participating in public exhibitions (local/national media should be invited to these events where possible), etc.

3.2.4. Travel

- Travel and accommodation for project participants for project meetings;
- Travel and accommodation for project participants for project-relevant conferences, workshops, and seminars, including conference fees.

Travel must be necessary for the project and approved by the NPD. All travel costs must be limited to the needs of the project. Costs related to travel extensions (for other professional or private reasons) are not eligible. All travel must be accomplished by the most economic means. Air fare shall be restricted to Economy and hotels in accordance with institution regulations. Incidental costs such as pressing, laundry and room services, minibar, etc., are not eligible.

3.2.5. Consumables

- Costs for consumables and supplies (e.g. raw materials etc.) specifically used for the purpose of the project.

3.2.6. Stipends

Stipends are intended to supplement the income of young researchers involved in SPS projects. They must be under 40 years old at the date of award and nationals and residents of a NATO or NATO Partner country. A Curriculum Vitae (on the template in annex) must be submitted to the SPS Advisor for each potential stipend recipient, along with a description of his or her role in the project, specific tasks attributed, as well as an indicative timeframe for their engagement in the project. Before being paid any stipend from NATO funds, the SPS Advisor must have confirmed approval of the potential stipend recipient.

Maximum stipends for young scientists are:

- €400/month for researchers without a Ph.D., including Ph.D. students
- €500/month for researchers with a Ph.D.

An SPS project will support up to two stipend recipients for each co-director. Co-directors may not themselves receive SPS stipends.

Following approval of a proposed stipend recipient by the SPS Advisor, stipends should be paid following each work period, but at least monthly. Stipends may be paid by the NPD either into the institutional account of the supervising co-director or, preferably, directly into the personal account of the stipend recipient. Stipends must never be paid to a co-director's personal account. A payslip, receipt signed by the stipend recipient (see annex), or equivalent documentation confirming payment of SPS funds to the recipient, is required for each payment and should be retained and submitted electronically as with other justifying documents.

It remains a responsibility of stipend recipients to comply with any national tax laws/regulations and *inter alia* to report and pay to the national tax administration/authority any sort of taxation or income levy that may be applicable.

3.2.7. Other

- Sub-contracting covering part of projects as further specified in Section 3.4;
- Third party services (i.e. analysis of samples done by a laboratory, research institute, etc.);
- Costs incurred by an External Advisory Board (high-profile academics and researchers that provide scientific advice);
- Man-days necessary to assemble specific pieces of equipment or develop specific software tools or to pursue specific research for the project;
- Man-hours solely dedicated to the management of the project.
- Other eligible project-specific requirements which do not fall directly under a specified budget category.

Note that 1 man day corresponds to 8 working hours. The man-days reimbursement **shall not** be considered as a reimbursement of salaries for project participants and it should be used **only** to cover the time spent by project participants on specific tasks that go beyond their normal duties (i.e. development of a specific software developed in house instead of being procured from an external source).

The cumulated costs in category 3.2.7 shall be **clearly justified at the time of the application** and shall **not exceed** 15%⁵ of the overall budget.

Note that, at the time of the payment request, an official statement from the institution of affiliation of the participant in the project showing the number of actual hours spent on the administrative management of the project (with reliable time records either on paper or in a computer based time recording system), would be required as justification of payment for the man hours spent within the project. Only the NATO country Project Director institution (NPD) shall be entitled to receive man-hours for the management of the project and that should be reflected in the budget table accordingly.

Note that justifications of payment documents shall have to be provided for all expenses under this category.

It remains a responsibility of the man-day payment recipients to comply with any national tax laws/regulations and *inter alia* to report and pay to the national tax administration/authority any sort of taxation or income levy that may be applicable.

3.3. Expenditures Not Eligible for Funding

Expenses not falling in one of the categories described in the preceding sub-sections shall be considered ineligible.

In particular, for the sake of clarity, the following expenses are ineligible under the SPS Programme:

- Salaries or related benefits;
- Overheads;
- Construction, rental or use of buildings;
- Depreciation of equipment already available;
- Maintenance of premises and vehicles;
- Purchase of general office equipment and supplies such as copy machines, fax machines, printers, etc.;
- Language courses.

It is expected these expenses be covered through self-funding or national sources.

3.4. Subcontracting (see also 3.2.7)

If necessary (lack of expertise, capacity etc.) to implement the project, the co-directors' institutions may award subcontracts to cover the implementation of certain tasks of the project.

Sub-contracting may cover only a limited part of the project, while the co-directors' institutions shall keep the implementation of the bulk of the project. Sub-contracting shall not put into question the decision of awarding the grant by transforming the co-directors' institutions as mere intermediaries in the implementation of the project.

⁵ In case the percentage is higher than 15% these budget categories will be negotiated with the SPS Advisor.

The justification for the sub-contracting must be provided and the tasks to be implemented and the estimated cost for the subcontract must be set out in the MYP Detailed Budget submitted at the time of the application.

3.5. Documentation and justifications of use of funds

For at least five years after official closure of the project, the original certified or justifying documentation must be retained by each co-director, and approved copies by the NPD, for all the expenses from the budget of the NATO SPS grant.

The same Budget workbook as submitted at time of application is used throughout the course of the approved project.

All payments from the project account must be recorded on the Financial Record (FR) tab of the MYP Detailed Budget excel workbook which must be kept up to date and ready for inspection by NATO at any time.

Following grant acceptance and each milestone reporting period the Budget workbook will be updated and returned to the NPD for use in the preparation of the next report.

3.5.1 Grant Acceptance

- Award Letter duly completed with all signatories (original of which to be retained by NPD).
- Intellectual Property Rights (IPR) Agreement / or waiver, if not already provided in the Project Plan
- Other documentation as specified in the Award Letter
- Kick-off/effective start date.
- Grantee Account form with current date signed by NPD and, if required, authorized signatory of the NPD Institute, together with an official bank statement.

The SPS Office will request transfer of the first payment tranche and return the updated MYP Detailed Budget workbook to the NPD for preparation of the Milestone 1 report.

3.5.2 Milestone XX

- Technical Report (template at annex)
- MYP Detailed Budget excel workbook with FR, applicable Milestone and Property tabs completed.
- Signed FR sheet of the MYP Detailed Budget (may be provided as a separate .pdf).
- Justifications for expenses for the reporting period as entered in the FR tab of the Budget Workbook, in sequential numerical order marked corresponding to the item number (column A) e.g. Milestone XX, No. 001
- Grantee Account form with current date signed by NPD and, if required, additional signatory authority of the NPD Institute.

When approved by the SPS Advisor, the SPS Office will request transfer of the next tranche of funds if applicable and return the updated MYP Detailed Budget workbook to the NPD for preparation of the next Milestone report.

3.5.3 Final Milestone

- Final Report (template at annex)
- MYP Detailed Budget excel workbook with FR, applicable Milestone and Property tabs completed.
- Signed FR sheet of the MYP Detailed Budget (may be provided as a separate .pdf).
- Justifications for expenses reported in the FR tab of the Budget Workbook, in, sequential numerical order marked corresponding to the item number (column A) e.g. Final Milestone, No. XXX
- SPS Programme Questionnaire completed either by each Co-Director or by the NPD as a joint submission.
- Only if a payment is required, Grantee Account form with current date signed by NPD and, if required, additional signatory authority of the NPD Institute.

4. Inspection and Audit

Co-directors shall allow NATO representatives or its authorized agents access to their premises and facilities to carry out monitoring reviews and compliance audits, provide them with access to all accounts, records and other information relating to a project, and respond fully and accurately to any inquiries NATO may make for the purpose of verifying adherence to the terms and conditions of the grant or NATO requirements.

The financial records of the project, including the updated MYP Detailed Budget workbook and justifying documents must be made available to the SPS Office upon request. A summary consisting of an account statement from the NPD's institution shall be made available within one week of the Office's request, while a reasonable delay, not to exceed four weeks, will be accorded for justifying documents.

Furthermore, co-directors shall:

- (a) provide in a timely manner any information about the grant that NATO reasonably requests;
- (b) contribute to the monitoring, review and evaluation of NATO's granting programmes by participating in mid-term reviews, evaluation studies, surveys, workshops, audits and other activities organized for the purpose of collecting information to assess progress and results;
- (c) make their students, researchers, and staff available to participate in the monitoring, review and evaluation of NATO's programmes, policies and processes.

5. Legal Conditions

Grants under the SPS Programme are unilateral grants, made at the sole discretion of NATO. NATO may decline to make any grant or to withhold any grant payment at its sole discretion, in whole or in part.

Without limiting the generality of the foregoing, in the event of any default by a co-director, or if a co-director fails to comply with any of the terms and conditions set out in the MYP Handbook, its annexes, or the Award Letter and its annexes, other written communications from NATO, or the

financial regulations in place at the NPD's institution, NATO may at its sole discretion suspend (whether in whole or in part) the grant and the payment of any funds, or may terminate the grant. In such circumstance, NATO may at its sole discretion require repayment of some or all unexpended funds, or expended funds, and co-directors are jointly and severally liable for repayment of such monies.

6. Annexes

- SPS Key Priorities
- SPS MYP Eligible Countries & Definitions
- SPS MYP Application Instructions
- SPS MYP Application form
- SPS MYP Application – Acceptance of Funds
- SPS MYP Sample Intellectual Property Rights Agreement
- SPS MYP Detailed Budget excel workbook

Reporting:

- SPS MYP Template – Stipendiary CV (for SPS approval of proposed stipend recipients)
- SPS MYP Template - Stipend receipt
- SPS MYP Report – Technical Progress
- SPS MYP Report – Technical Final
- Gxxxx_EVAL_SPS Programme Questionnaire 201912 (to be sent with Final Report).