

Questions & Answers on Institutional Collaboration Projects Training regarding the OKP 1-year extension

The Dutch Ministry of Foreign Affairs has extended the management of the Orange Knowledge Programme with one year. With this Q&A we hope to answer questions you may have regarding the extension for ongoing projects.

How do I request a budget-neutral extension (BNE)?

The format for requesting a budget neutral extension can be found on our website, under the name '[Format for a request for a Budget Neutral Extension for Institutional Collaboration Projects](#)'. The request should be soundly substantiated and include a revised budget. The format and its annexes can be submitted to Nuffic by using [Delta](#). Delta has a tab called 'attachments', where you can upload the request and its annexes. For more information about using Delta, please consult the [Delta manual](#).

When should I request a budget-neutral extension (BNE)?

You can request a budget-neutral extension at any time, but no later than 3 months before the end date of the project (cf. art. 4.7.1 GO&C ICP). If your project is coming to an end before or on the 31st of December 2021, this means that this deadline is coming up very quickly. Therefore, as an exception, you can submit your request until the 15th of October 2021. If you have already received a BNE before, it is the latest end date that you should use to calculate the deadline for the submission of the request. For example, if you have received a BNE until the 31st of March 2022, you have until 31st December 2021 to submit your request. The request for a BNE can be combined with the submission of a progress report.

Until when can I request a budget-neutral extension (BNE)?

You can request an extension that runs until 31 March 2023. However, you should only request as much time as you need to complete the project. Please remember that the request should be soundly substantiated.

Even with extra time it has become clear that we will not be able to achieve (some of) the outputs (in full). What should I do?

According to art. 4.1.4 GO&C ICP you have the obligation to inform Nuffic immediately in writing as soon as it becomes clear that the outputs and/or outcomes for which the grant was awarded will not be achieved, will not be achieved in time or will not be achieved in full or the grant obligations will not be met.

If it has become clear to you that you can no longer achieve the outputs (in full), despite the possibility of extra time for implementation, you can combine the request for a budget-neutral extension with a request for a revision of the outputs.

This means that you do not need to submit a separate format to request a change in the outputs/outcome, as long as you include the following questions and answers in your request for an extension:

- the reasons why the achievement of the outputs is no longer possible - despite the possibility for extra time;
- which (sub-)outputs will no longer be achieved;
- your coping mechanism (i.e. the compensatory measures) and changes in the logical framework for the remaining project period;
- how you propose to revise the outputs.

In this case, the request should be accompanied by a revised logical framework.

With an extension my project becomes longer than 2 years and 4 months. Does this mean that I will have to submit a Mid-Term Evaluation?

Yes. Projects that are longer than 2 years and 4 months must submit a mid-term evaluation (cf. art. 4.6.3 GO&C ICP). The grant addendum will contain a revised reporting schedule, in which the responsible country manager will clearly include this obligation. Please consult our website for more information about performing a Mid-Term Evaluation and further guidelines. You may include the costs for the Mid-Term Evaluation under the cost category 'Contingencies' in your revised budget, as submitted with the BNE request.

Will I need to submit an additional progress report?

This will depend on how much extra time for implementation you have requested. The general guideline is that a progress report can only cover a maximum period of 1 year and 4 months. If the last period of implementation becomes longer than 1 year and 4 months, the responsible country manager will adjust the reporting schedule to include an additional progress report. This adjusted reporting schedule will become part of the grant addendum. You may include the costs for the additional progress report under the cost category 'Contingencies' in your revised budget as submitted with the BNE request.

I will have to submit an additional progress report. Do I also need to submit an additional audit report?

Yes. Art. 5.8.11 states that: "The costs of an audit will be reimbursed under the condition that the actual costs for the audit must be included beforehand in the grant budget." However, considering the exceptional situation, the costs for this extra audit report can be paid for out of the contingencies. Please process this accordingly in your revised budget.

We have already reached the limit on management costs. Can we still apply for an extension?

Yes. Nuffic has decided to increase the previous limit on management costs from 20% to 25%. In addition to this flexibility, the previous measure announced in the letter 'Measures related to Corona' (contingencies of max. 5% may be used to exceed the max. amount of 20%) also stays in place.

This means that you can shift up to a maximum of 5% towards management costs from other cost categories; and also use the contingencies for this purpose (max. of 5%) – leading to an overall total of max. 30% of the grant amount to be allocated to project management costs.

Please be aware that this reallocation of project funds from other cost categories towards management costs is only allowed in cases where project partners have already spent 90% of their initial management budget (excl. the 5% contingencies that may be reallocated towards management fees as a result of the COVID-19 measures) at the time of submitting their BNE request. Budget revisions must not affect the outputs/outcome of the project, unless your BNE request also includes a request for changes in the outputs and/or outcome.

The other rules and regulations from the GO&C regarding management costs remain in place (e.g. At least 30% of these management costs should be allocated to the participating Country A Partners combined, to ensure sufficient ownership).

Who can I contact with project specific questions?

For project specific questions, you can contact the responsible country manager.