FAQs: Impact of the coronavirus pandemic on the IKI

Delays for projects already approved

Fixed project expenses and cancellation expenses

How to deal with fixed project expenses that need to be covered despite delays/ interruptions in project activities

How to deal with cancellation expenses for project activities whose cancellation is mandatory/ strictly necessary

How to deal with cancellation expenses for business trips whose cancellation was mandatory/ strictly necessary

How to handle project funds that cannot be spent as planned due to the general conditions caused by COVID-19

How to deal with amendments, delayed submission of project reports or project applications

How to deal with amendments made during the project

How to proceed in case of foreseeable delays of planned project activities

How to proceed if project activities have to be fundamentally adapted/ adjusted

How to proceed if deadlines for the submission of project reports cannot be met

How to proceed if project applications are submitted with delay

How to proceed with funding requests

Delays for projects not yet approved

Please let us know if you are considering amending the project activities

How to deal with delays in agreements with partner organisations or political partners

How to deal with delays regarding the endorsement of new projects

Next steps in ongoing selection procedures

How to deal with delays in the selection of new projects
Delays for projects already approved
Fixed project expenses and cancellation expenses

How to deal with fixed project expenses that need to be covered despite delays/interruptions in project activities

*Personnel expenses, rental expenses for project offices, etc.*

Additional expenses due to fixed expenditures can be reimbursed if they are proven to incur in connection with the project. Further, the principles of economic efficiency and thrift apply. Depending on the status of your project, we kindly ask you to cover unavoidable additional expenditures by using available funds – through e.g. savings in other expenditures – wherever possible. Please note that applications for an extension of your project should only be requested towards the end of a project (see below).

Please attempt to use the period of current restrictions as efficiently as possible for your project. In particular, please continue with those project activities that can still be prepared and/or implemented despite the current circumstances.

How to deal with cancellation expenses for project activities whose cancellation is mandatory/strictly necessary

*Non-cancellable bookings, costs for the cancellation of workshops and events, etc.*

Please cancel contractual commitments (e.g. for events or travel, etc.) as far as possible and proactively seek reimbursement for any expenses incurred from your contractual partners. Kindly check, whether insurance coverage is applicable.

Please inform your project managers at the IKI Secretariat of any foreseeable cancellation expenses. Non-cancellable bookings/cancellation expenses must be proven in writing (it needs to be shown that efforts have been made to obtain a refund). Expenditures incurred due to cancellations (e.g. for rent, technical equipment, services, speakers, catering, etc.) are subject to the audit of your final report. Depending on the audit, they may be eligible for funding. Please document all unavoidable additional expenditure caused by COVID-19 as reference for your request for reimbursement.

Please carry out your planned workshops or events in the form of video conferences if possible.

How to deal with cancellation expenses for business trips whose cancellation was mandatory/strictly necessary

*Business trips (e.g. for country missions, kickoff meetings, events, etc.)*

Please cancel contractual commitments (hotels, rail travel, flights, etc.) as far as is feasible and proactively seek reimbursement of any expenses incurred from your contractual partners. Kindly check, whether valid insurance cover is applicable. Please inform your project manager at the IKI
Secretariat of any foreseeable expenses. Non-cancellable bookings/ cancellation expenses must be proven in writing (it needs to be shown that efforts have been made to obtain a refund). Depending on the audit of your final report, expenditures incurred due to cancellations (e.g. for hotels, flights, rail travel etc. etc.) may be for funding. Please document all unavoidable additional expenditure caused by COVID-19 as a reference for your request for reimbursement.

If possible, please carry out your planned workshops or events in the form of video conferences.

**How to handle project funds that cannot be spent as planned due to the general conditions caused by COVID-19**

Transferring unused funds from 2020 to the following year(s) may be requested informally by e-mail.

Funds that have already been disbursed, but cannot be spent within six weeks must be returned to the BMU. In cases like this, a cash reference number must be requested from the IKI Secretariat.

**How to deal with amendments, delayed submission of project reports or project applications**

**How to deal with amendments made during the project**

The IKI Secretariat provides a form used to apply for amendments during the course of the project. For more information on the content of your amendment request and the procedure itself, please refer to this amendment form. If BMU approves the amendment, you will receive a respective approval in writing. In exceptional cases, an amendment request may be submitted by e-mail, provided that one of the following two scenarios applies:

- Extension of the project duration by a maximum of six months within a financial year, without any other amendments, or
- Transfer of funds to following year(s), without any other amendments.

In these cases, BMU approval may be provided by e-mail.

We are currently exploring options to adjust the administrative processes. Therefore, we kindly ask you to check this website regularly.

**How to proceed in case of foreseeable delays of planned project activities**

*e.g. Specific project activities are delayed, but can probably be carried out at a later stage, uncertainties regarding the fulfilment of contractual obligations*

Please inform your project manager at the IKI Secretariat of any foreseeable delays or bottlenecks in the project implementation as soon as possible.
Amendments made during the course of a project only need to be reported, if:

- they affect the output of the project or
- they cause additional expenditure in the project budget or
- they imply significant changes in the individual approaches.

A request for an extension of the project is possible but should be rather be requested towards the end of the project.

If possible, please conduct your planned workshops or events as video conferences. Also, please cancel contractual commitments (e.g. for venues) as early as possible.

**How to proceed if project activities have to be fundamentally adapted/adjusted**

Please let us know if you are considering making amendments to project activities, or if you believe that such amendments are necessary.

**How to proceed if deadlines for the submission of project reports cannot be met**

*Interim reports or, final reports*

Please timely inform us if deadlines for interim reports or final reports cannot be met. We will reach out to you to find a solution.

**How to proceed if project applications are submitted with delay**

We fully understand that delays in the preparation of project applications occur due to the current situation caused by COVID-19. This particularly applies to the coordination with the consortium and partner organisations or countries. Kindly inform us if deadlines cannot be met. We ask you to use video conferencing and other virtual formats wherever feasible to ensure project preparation and to avoid delays.

**How to proceed with funding requests**

You can currently submit your funding requests by e-mail to IKI6@bmu.bund.de.

Please note that such requests for funding must be made in parallel with the regular procedure, which requires the subsequent submission by post or fax. In addition, the request for funds must still be hand-signed with a legally binding signature and officially stamped. If due to the current circumstances this is not possible, please contact your contact person at the IKI Secretariat. We will ensure that we find a solution.
Delays for projects not yet approved

Please let us know if you are considering amending the project activities

Please let us know if you are considering amending the project activities.

How to deal with delays in agreements with partner organisations or political partners

We understand that the current situation is causing delays, particularly in coordination with the consortium and partner organisations or countries. Kindly let us know if deadlines cannot be met. We kindly ask you to use video conferences and other virtual formats as far as possible to ensure project preparation and avoid delays to the extent possible.

Please inform us of any foreseeable delays or bottlenecks in the project.

How to deal with delays regarding the endorsement of new projects

In general, projects can only be commissioned after they have endorsed. Exceptions can only be made in duly substantiated individual cases.

Next steps in ongoing selection procedures

How to deal with delays in the selection of new projects

We will inform you about intermediate steps in the respective selection procedures on our website. For this reason, we ask you to refrain from making individual enquiries to the IKI Secretariat.