SwissCollNet – Financial Report

**Guarantee letter template for salary costs**

**GENERAL INSTRUCTIONS**

The following guarantee letter is required for the submission of a financial report in the frame of a SwissCollNet project.

The letter represents a confirmation of all salary costs (SwissCollNet contributions and matching funds) of persons dedicated to the project and hired by the institutions of the grantees or co-grantees (including permanent staff). This document must be attached to the receipts of the institution in a single pdf and then uploaded on the submission portal by the main grantee.

**This document does not apply to external staff hired under a mandate. In this case, invoices or receipts must be provided.**

The text below is provided as a template to the institutions. It can be modified and should use the official institutional layout.

**LETTER CONTENT (for main and co-institutions)**

 To whom it may concern

**Guarantee letter for the coverage of salary costs.**

This document certifies that [**INSERT** the institution/legal entity (main or co)] employed the collaborators below for their activity in the framework of the SwissCollNet project [**INSERT** project number] under the conditions indicated in the individual account (remuneration, duration, rate) submitted in the [**CHOOSE** intermediate/final] report [**CHOOSE** 2023/2024].

**Personnel involved**

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| --- | --- | --- |
| **Last name** | **First name** | **Position** |
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Signature of a legal representative of the institution:

Place, date and signature

Stamp of the legal entity (institution)

Printed name and function of the signing person

E-mail address