
Memorandum of Agreement

between

Dr. Navreet K. Bhullar, Plant Biotechnology Group

ETH Zurich (Eidgenössische Technische Hochschule Zürich)

(hereafter Swiss coordinator)

and

**Dr. Ljupcho Jankuloski, Laboratory of Genetics, Department of Genetics
and Plant Breeding, Faculty of Agriculture Sciences and Food,
1000 Skopje, Macedonia**

Dr. David Bedoshvili, Agricultural University of Georgia, Tbilisi, Georgia

**Dr. Saule Sagindikovna Kenzhebeyeva, Al-Faraby Kazakh State National
University, 480078, Almaty, Kazakhstan**

(hereafter Partners)

concerning the SCOPES Research project (SNSF Nr. IZ73Z0_152374 / 1) entitled

**“Genome wide diversity analysis of Balkan, Caucasian and Central
Asian wheat for sustainable bread wheat production”**

Dr. Navreet Bhullar of ETH Zurich; Dr. Ljupcho Jankuloski of Department of Genetics and Plant Breeding, Faculty of Agriculture Sciences and Food, 1000 Skopje, Macedonia; Dr. David Bedoshvili, Agricultural University of Georgia, Tbilisi, Georgia; and Dr. Saule Sagindikovna Kenzhebeyeva, Al-Faraby Kazakh State National University, 480078, Almaty, Kazakhstan; wishing to strengthen their collaboration in international agricultural research, agree to engage in a Swiss National Science Foundation (SNSF) funded research project (SNSF Nr. IZ73Z0_152374 / 1) entitled “Genome wide diversity analysis of Balkan, Caucasian and Central Asian wheat for sustainable bread wheat production” within the SCOPES programme. The SCOPES programme (Scientific co-operation between Eastern Europe and Switzerland), which is financed by the Swiss National Sci-

ence Foundation (SNSF) and the Swiss Agency for Development and Co-operation (SDC), promotes scientific co-operation between research groups and institutions in Switzerland and Eastern Europe as well as the new independent states of the former Soviet Union (NIS).

Article 1: Objectives

- 1.1. The research activities are to be conducted by the parties as per the timetable for the project set out in the project proposal (Appendix A).
- 1.2. Swiss coordinator and the partners in each country accept responsibility for the success of their respective part as well as for the overall project. The Swiss coordinator leads and represents the research consortium before the SNSF and is the responsible grantee for the SNSF. The SNSF addresses all communications concerning the grant to the Swiss coordinator and all the awarded funds are transferred to this person's institution. The entire grant is administered at ETH Zurich, from where funds can be transferred to the institutions of the partners. Each partner is responsible vis-à-vis the SNSF for using the funds received appropriately according to the budget plan agreed with the Swiss coordinator.
- 1.3. The responsible partners in each country will comply with the accomplishment of outreach/capacity building objectives of the project by incorporating the project into their teaching, training and extension activities.

Article 2: Period of assignment

- 2.1. The research project is assigned for a period of three years (July 2014- June 2017).

Article 3: Budget (in CHF) and payments

- 3.1. Funds may only be transferred to researchers who are listed as other grantees in the ruling, to a project specific account.
- 3.2. Funds transferred to the partners are exempt from value-added tax. With regard to the value-added tax legislation, it is important that the funds are not requested via an invoice, but exclusively via a payment request. The Swiss coordinator being the responsible grantee needs to make the payment as per agreement.
- 3.3. The general guidelines about the funds are as follows:
 - 3.3.1 Swiss coordinator, Dr. Navreet K. Bhullar, is the main responsible for managing the research funds and for transfer of funds to partners.
 - 3.3.2 The Swiss coordinator will transfer the funds in 3 - 4 instalments each year to partners. Each partner will be responsible for providing a short progress report to the Swiss coordinator before next transfer can be released.
 - 3.3.3 For projects funded in the framework of funding instruments concerning international cooperation, indirect costs (overhead) are excluded. In exceptional cases only, partners may apply for a maximum of 10% of their budget for overhead costs with prior agreement with Swiss coordinator. However, the amount received must be confirmed by the relevant institution using the appropriate form provided by SNSF.
 - 3.3.4 Individual grants: The payments of the individual grants are to be immediately confirmed with signature by the person(s) receiving the contributions (confirmation from the country specific partner is not enough). The confirmation should include the project number, the duration of involvement, the percentage of working time allotted to the project. A form for individual grants will be available from SNSF. The confirmation certifies that the recipient received the grant provided for his/her research activities in the framework of the SCOPES grant. It is paid only at the home institution of the re-

ipient. During a stay in Switzerland he/she does not receive an individual grant. The confirmation is a receipt and is part of the financial report, which is also signed by the Swiss co-ordinator/main responsible of budget. In general, Individual grants are only meant as additional financial support to existing scholarship/salary and should not be taxed. The maximum of 500 CHF equivalents can be granted as Individual grant per person per month.

3.4. Not eligible costs:

- Expenditure incurred before and after the dates of the project
- Interest of debt, purchase of land and buildings
- Fines, financial penalties and expenses of litigation, bribes
- Activities supported from other sources
- Pay taxes or duties of any kind, nor to buy insurances of any kind in any of the countries involved
- Administrative costs

3.5. Upon expiry of the grant, any unused funds need to be repaid to SNSF no later than 30 days after compiling the final financial report, unless the funds in question amount to less than CHF 50.

3.6. The maximum budgeted amounts* for the project comprise of the following items:

Partner /category of funds	Year 1	Year 2	Year 3	Total
Swiss coordinator	20,000	20,000	20,000	60,000
Partner- Macedonia				
Research funds	20,000	20,000	20,000	60,000
Partner- Georgia				
Research funds	20,000	20,000	20,000	60,000
Partner- Kazakhstan				
Research funds	20,000	20,000	20,000	60,000

*The breakdown of budgeted items will be separately agreed between Swiss coordinator and each partner based on the local research needs and the instalments will be determined accordingly.

3.7. Research funds include: Consumables (e.g. chemicals), maintenance and rental for apparatus. Original receipts must be provided for all expenditure. Field expenses also include expenses for participation in congresses, workshops, travel and stay in the partner institutions concerning the project. Research stays in the partner country should also be allocated in this budget category based on a flat rate. Research stays in the partner country should not exceed 3 months per year per person. All these expenses need to be agreed and approved by the Swiss coordinator in advance using the appropriate forms provided by the SNSF.

Article 4: Reporting

Scientific reporting

4.1 Each partner provides a short research progress report to the Swiss coordinator, based on which decision for further transfer of funds can be made (managed on a 3-4 times each year basis depending on transactions planned each year).

- 4.2 Each partner provides a detailed research progress report to the Swiss coordinator, two months ahead of the deadline for the comprehensive report submission required by the SNSF. Therefore, individual partner country reports should reach the coordinator by April 2015, April 2016 and April 2017.
- 4.3 Based on country reports, a comprehensive progress report has to be submitted by the Swiss coordinator to SNSF every 12 months. The report has to cover all subprojects being carried out at the partner institutions. The progress report has to follow the provided guidelines.
- 4.4 In general, it is recommended to enter output data on SNSF projects (scientific publications, scientific events, knowledge transfer events, collaborations, etc.) in addition to sending the scientific reports. Swiss coordinator can update and complete these data at any time via mySNF, i.e. even after the conclusion of the project, but no later than the due date of a scientific report. The SNSF is only interested in data that are directly linked to the funded project and uses these data for the following purposes:
1. Along with the scientific results and the progress made in the preceding project, the data provide a basis for the evaluation of follow-up projects.
 2. The data are entered in the web-based research database p3 (p3.snf.ch), where researchers and the general public can gain information on the research work funded by the SNSF.
 3. The data serve as a basis for aggregated and anonymised quantitative analyses, e.g. with regard to the number of publications and patents produced in connection with SNSF projects in the course of a year.

Financial reports

- 4.5 Responsible grantee (Swiss coordinator) must annually submit a financial report. The financial report and the corresponding receipts should be submitted in electronic form via mySNF. The financial report has to cover the project parts in Switzerland and the partner countries. All the financial transactions can be audited.
- 4.6 The partners are responsible for the compilation of a financial report at their institution on the funds allocated to them and for the transmission of this report along with all receipts to the Swiss coordinator / responsible grantee ahead of the annual submission deadline.
- 4.7 The partners have to complete the appropriate excel list for financial reporting (Appendix B) and submit it with the relevant receipts. Receipts which are not written in English, German or French should be complemented with a short explanation in one of these languages, either on the official account forms or on the receipts themselves. The original receipts are to be appropriately retained in each country and an electronic/ scanned version should be sent to the Swiss coordinator. All receipts for foreign currency transactions should also state the equivalent amount in Swiss francs.
- 4.8 The responsible grantee solely enters his/her project costs in his/her financial report along with the instalments transferred to the project partners. The responsible grantee or the grant administration office compiles a financial overview of all sub-projects, reviews it and submits it along with all reports and receipts to the SNSF. This financial overview also serves as the basis for the figures to be entered in mySNF. If possible, the financial reports and receipts should be submitted exclusively in electronic form via mySNF. For this reason, the other grantees should make their reports available to the responsible grantee in electronic form.

Article 5: Information

The partner in each country, through the Co-ordinator, shall immediately inform the SNSF of any occurrence and/or event likely to affect the execution and/or the successful conclusion of the planned project.

Article 6: Ownership of Intellectual Property

In respect of any discovery and/or invention derived from the execution of the project, the grantees shall consult and agree on the ownership of any intellectual property and/or the terms of commercial exploitation. In their consultations, the grantees shall have regard to their relative contributions as to the discovery and/or invention made. Being the main responsible, the Swiss coordinator will lead the process of securing IP rights. The Swiss coordinator and partners shall duly inform the SNSF of any agreements concluded and/or measures taken in view of protecting and/or exploiting such discoveries and/or inventions.

Article 7: Publication and Exploitation of Results

- 7.1 The results obtained from this project are aimed at publication in international peer reviewed journals. Prior to publication/presentation of results derived from the project, the partners shall ensure that consent is obtained by all the relevant parties involved in their creation. In general, the results presented from all participating institutions will be co-authored by all participating individuals as per their respective contribution. In general, the Swiss coordinator will be the lead last author on all the joint publications. The order of authorship will be decided jointly by the project partners and in case of authorship conflicts between the participating partners, Swiss coordinator may make the decision on the author appearance order in the publication.
- 7.2 The partners in each country (Macedonia, Georgia and Kazakhstan) will ensure sound data collection, quality control, data analysis and interpretation for experiments conducted at the local sites.
- 7.3 For any publications arising from associated project activities in a particular partner institution (e.g. an associated PhD project), the individual partner for that country will be responsible for preparation of the manuscript(s) and send to the Swiss coordinator, who will support in publication process and serve as co-author.
- 7.4 Plagiarism is a serious offence in scientific publication. Therefore all the researchers involved will ensure that the manuscripts produced from the project are free of Plagiarism.
- 7.5 Swiss coordinator and partners shall state in any printed matter (publications, conference proceedings, etc.) that the activities laying ground to the published results were carried out in the framework of the programme SCOPES using the following text: "This work was supported by the Swiss National Science Foundation and the Swiss Agency for Development and Cooperation in the framework of the programme SCOPES Scientific co-operation between Eastern Europe and Switzerland."
- 7.6 The partners, through the Swiss coordinator, shall send a copy of all published papers to the SNSF.

Article 8: Confidentiality

The partners and the Swiss coordinator shall hold confidential and shall not disclose to any third party secret or proprietary information received from each other in the framework of the execution of the project without written consent.

Article 9: Corruption

The partners and the Swiss coordinator are obliged, neither to offer directly or indirectly advantages of any kind to third parties, nor to accept directly or indirectly gifts or other advantages, which could be interpreted as bribery or as illegal practice.

Article 10: Modifications and Amendments

No modifications and/or amendments to this Co-operation Agreement shall enter into effect before having been agreed in writing by the involved parties, represented by the Coordinator.

Article 11: Breach of Co-operation Agreement

In the case of any improper use of the allocation made to each partner country or of violations of any terms and conditions of this Co-operation Agreement by the involved parties, the Swiss coordinator is entitled to terminate the Co-operation Agreement with immediate effect, to stop further payments and to take any appropriate action in order to remedy and/or mitigate damages.

Article 12: Entry into Force and Termination

This Co-operation Agreement shall enter into force upon signature by the coordinator and the partners. The Cooperation Agreement shall end upon fulfilment of all contractual obligations by the parties.

Article 13: Applicable Law and Jurisdiction

The Cooperation Agreement shall in all respects be governed by the Laws of Switzerland. In case of any difference and/or dispute with respect to the Co-operation Agreement, the Parties shall endeavour to reach an amicable resolution of such difference and/or dispute. Failing such efforts, the difference and/or dispute shall be settled by the competent courts in Switzerland.

Signature of Swiss coordinator:



Date: 5.08.2014 Place: ZURICH

Dr. Navreet Bhullar

ETH Zurich

Swiss coordinator -SCOPES project IZ7320_152374 / 1

Signature of each partner:



Date: 6.08.2014 Place: SKOPJE

Dr. Ljupcho Jankuloski

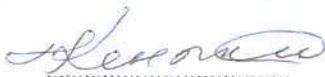
Laboratory of Genetics, Department of Genetics and Plant Breeding, Faculty of Agriculture Sciences and Food, 1000 Skopje, Macedonia



Date: 7.08.2014 Place: Tbilisi

Dr. David Bedoshvili

Agricultural University of Georgia, Tbilisi, Georgia



Date: 7.08.2014 Place: Almaty

Dr. Saule Sagindikovna Kenzhebayeva

Al-Faraby Kazakh State National University, 480078, Almaty, Kazakhstan

Appendix A: The Proposal

Appendix B: Financial reporting sheet for partner countries