

FINANCIAL REGULATION FOR SIMONS FOUNDATION TARGETED GRANT FOR INSTITUTE OF MATHEMATICS, VAST

On behalf of Institute of Mathematics, Vietnam Academy of Science and Technology (VAST), we submit below a proposal of financial regulation for supporting different groups in Simons foundation targeted grant for Institute of Mathematics, VAST, for the extended period June 2021 to May 2024. The construction of this regulation is based on the justification of budget in the awarded application no. 558672 and the approved no-cost extension request. This regulation is also in line with the Institute’s standard practices.

Upon the approval of Simons Foundation, the articles in this proposal are the rules of the usage of this grant.

The following terminology are used:

- **Visiting scientists:** those, who are selected from the Visiting Professorship program in the *Thematic programs, conferences and workshop program*.
- **Invited speakers:** those, who are invited to deliver talks at conferences, workshops in the *Thematic programs, the Conference and workshop program*.
- **Lecturers:** those, who are invited to deliver lectures at *Scientific schools for graduate students program*.
- **Supervisors:** those, who are invited to supervise students at the *Research Experiences for Undergraduates*.
- **Postdocs:** those, who receive scholarship within the *Postdoctoral fellows program*.
- **Participants:** those, who participate at conferences, workshops in the *Thematic programs and the Conference and workshop program* or at the *Scientific schools for graduate students program* or the *Research Experiences for Undergraduates*.

The currency used below is **US Dollar**.

I. Rules for supporting Visiting scientists (incoming and outgoing)

A. Short term visiting scientists (those, who stay at most 2 weeks)

No	Content	Supporting detail	Required documents	Remark
1.	Travel costs	Round flight or train ticket	(1) Receipt (2) Flight/train ticket (3) Invitation letter signed by PI/ Head of the Institute(with a statement confirming the travel support)	
2.	Accommodation	Up to \$80 per night	(1) Receipt (2) Invitation letter signed by PI/ Head of the Institute(with a statement confirming the accommodation support)	

3.	Per diem	Up to \$50 per day	(1) Invitation letter signed by PI/ Head of the Institute(with a statement confirming the daily allowance support) (2) Signature of the recipient	
4.	International Health Insurance	Up to \$150	(1) Receipt (2) Insurance contract/documents (3) Invitation letter signed by PI/ Head of the Institute (with a statement confirming the insurance support)	
5.	Quarantine expenses and/or PCR-test fee	Up to \$2000	(1) Receipt (2) Invitation letter signed by PI/ Head of the Institute (with a statement confirming the support)	

Table 1. Details of the financial regulation for Short term visiting scientists

B. Long term visiting scientists (those, who stay longer than 2 weeks)

No	Content	Supporting details	Required document	Remark
1.	Travel costs	Round flight or train ticket	(1) Receipt (2) Flight/train ticket (3) Invitation letter signed by PI/ Head of the Institute (with a statement confirming the travel support)	
2.	Accommodation	Up to \$1000 per month	(1) Receipt (2) Invitation letter signed by PI/ Head of the Institute (with a statement confirming the accommodation support)	
3.	Per diem	Up to \$50 per day	(1) Invitation letter signed by PI/ Head of the Institute (with a statement confirming the daily allowance support) (2) Signature of the recipient	
4.	International Health Insurance	Up to \$100 per month	(1) Receipt (2) Insurance contract/documents (3) Invitation letter signed by PI/ Head of the Institute (with a	

			statement confirming the insurance support)	
5.	Quarantine expenses and/or PCR-test fee	Up to \$2000	(1) Receipt (2) Invitation letter signed by PI/ Head of the Institute (with a statement confirming the support)	

Table 2. Details of the financial regulation for Long term visiting scientists

II. Rules for supporting Lecturers/Supervisors

No	Content	Supporting details	Required documents	Remark
1.	Travel costs	Round flight or train ticket	(1) Receipt (2) Flight/train ticket (3) Invitation letter signed by PI/ Head of the Institute (with a statement confirming the travel support)	
2.	Accommodation	Up to \$80 per night	(1) Receipt (2) Invitation letter signed by PI/ Head of the Institute (with a statement confirming the accommodation support)	
3.	Per diem	Up to \$70 per day	(1) Invitation letter signed by PI/ Head of the Institute (with a statement confirming the daily allowance support) (2) Signature of the recipient	
4.	International Health Insurance	Up to \$100 per month	(1) Receipt (2) Insurance contract/documents (3) Invitation letter signed by PI/ Head of the Institute (with a statement confirming the insurance support)	
5.	Quarantine expenses and/or PCR-test fee	Up to \$2000	(1) Receipt (2) Invitation letter signed by PI/ Head of the Institute (with a statement confirming the support)	

Table 3. Details of the financial regulation for Lecturers

III. Rules for supporting Invited speakers

No	Content	Supporting detail	Required documents	Remark
1.	Travel costs	Round flight or train ticket	(1) Receipt (2) Flight/train ticket (3) Invitation letter (with a statement confirming the travel support)	
2.	Accommodation	Up to \$80 per night	(1) Receipt (2) Invitation letter signed by PI/Head of the Institute (with a statement confirming the accommodation support)	
3.	Honorarium	Up to \$100/1 lecture	(1) Signature of the recipient	
4.	International Health Insurance	Up to \$100 per month	(1) Receipt (2) Insurance contract/documents (3) Invitation letter signed by PI/ Head of the Institute (with a statement confirming the insurance support)	
5.	Quarantine expenses and/or PCR-test fee	Up to \$2000	(1) Receipt (2) Invitation letter signed by PI/ Head of the Institute (with a statement confirming the support)	

Table 4. Details of the financial regulation for Invited speakers

IV. Rules for supporting Postdocs

No	Content	Supporting detail	Required documents	Remark
1.	Travel costs	Round flight or train ticket	(1) Receipt (2) Flight/train ticket (3) Award letter signed by PI/ Head of the Institute (with a statement confirming the travel support)	
2.	Accommodation	Up to \$2000 per year	(1) Award letter signed by PI/ Head of the Institute (with a statement confirming the accommodation support) (2) Signature of the recipient	
3.	Salary	Up to \$1300 per month	(1) Working contract	

4.	Research grant (attending conference, small equipment, stationary, ...)	Up to \$1000 per year	(1) Receipt or (2) Flight/train ticket and (3) Invitation letter from conference organizers	
5.	International Health Insurance	Up to \$100 per month	(1) Receipt (2) Insurance contract/documents (3) Invitation letter signed by PI/ Head of the Institute (with a statement confirming the insurance support)	
6.	Quarantine expenses and/or PCR-test fee	Up to \$2000	(1) Receipt (2) Invitation letter signed by PI/ Head of the Institute (with a statement confirming the support)	

Table 5. Details of the financial regulation for Postdoc

V. Rules for supporting Participants/Undergraduate students

No	Content	Supporting details	Required documents	Remark
1.	Travel costs	Round flight or train ticket	(1) Receipt (2) Flight/train ticket (3) Invitation letter signed by PI/Head of the Institute (with a statement confirming the travel support)	
2.	Accommodation	Up to \$30 per night	(1) Receipt (2) Invitation letter signed by PI/ Head of the Institute (with a statement confirming the accommodation support)	
3.	Meal	Up to \$20 per day	(1) Signature of the recipient	

Table 6. Details of the financial regulation for Participants

VI. Related activities

No	Content	Supporting details	Required document	Remark
1.	Coffee & Tea break in School, Workshop or Conference	Up to \$10/ participant/day	(1) Receipts	
2.	Banquet for Schools Conferences/Workshops	Up to \$30/participant	(1) Receipts (2) Contract (if applicable)	
3.	Local transportation during conference,	According to the real costs	(1) Receipts (2) Contract (if applicable)	

	workshop or school			
4.	Administrative fee, renting lecture hall, stationery, printing, etc...	According to the real costs	(1) Receipts (2) Contract (if applicable)	

Table 7. Details of the financial regulation for other activities

VII. Other direct costs

No	Content	Supporting detail	Required document	Remark
1.	Salary/subvention for the staffs		(1) Decision letter by the Head of the Institute (2) Working contract	
2.	Compensation for PI and other scientific members		(1) A report of the individual's percent effort on the grant (2) Decision letter by the Head of the Institute	
3.	Honoraria for committee members	Up to \$100 per session	(1) Invitation letter (2) Signature of the recipient	
4.	Travel and hotel costs for committee members	According to the real costs	(1) Receipt (2) Electronic ticket (3) Invitation letter	
5.	Honoraria for refereeing work	Up to \$100 per report	(1) Invitation letter (2) Referee report	
6.	Honoraria for activity organizers, secretary		(1) Decision letter by the Head of the Institute (2) Signature of the recipient	
7.	Subvention for graduate research assistants		(1) Decision letter by the Head of the Institute (2) Working contract	
8.	Small equipment for online activities	According to the real costs	(1) Decision letter by the Head of the Institute (2) Sale contract or receipt	

Table 8. Details of the financial regulation for other direct costs

VIII. Indirect costs

Indirect costs are used for common objectives related to the costs of using the Institute's facilities and administration and are not specifically associated with the activities of the grant.

Financial Officer

Signing Officer

Nguyen Ngoc Anh

Doan Trung Cuong