|  |  |  |
| --- | --- | --- |
| Date: ......................  Protocol No..: .....................  Session: .......................... | To: | The Research and Management Committee  of the Special Account for Research Funds |

# Approval for delivering lectures

# (for invited speakers outside the University of Crete)

Project Reference Number: ....................

Principal Investigator: ......................................................

Pursuant to the commitment decision resulting from the last approved annual budget, please approve the following lectures to be delivered in the framework of the project by ….........................................................................................., in his/her capacity ..............………………………………… in the Department …………………….……………… School of ………………………….. of ………………………………………………...

|  |  |  |  |
| --- | --- | --- | --- |
|  | **LECTURE TOPIC** | **LECTURE DATE** | **REMUNERATION** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

The guest speaker’s remuneration will be paid under

proof of expenditure of the Special Account for Research Funds or  invoice of the speaker

**The Principal Investigator**

....................................................

(signature)

|  |  |
| --- | --- |
| **AUDIT OF THE DEPARTMENT FOR PROJECT MONITORING AND SUPPORT** | |
| 1. The expenditure for the lectures is in accordance with special provisions of the financial framework of the project? | YES  NO  There are no special provisions\*  *(\* the Principal Investigator is responsible for the feasibility of the lectures)* |
| 2. The remuneration falls under the limits set by the Financing and Management Guide of the Special Account for Research Funds? | YES  NO |
| 3. The remuneration falls under the budget category: | …………………… |
| 4. Comments deemed appropriate: | |
| Full Name / Signature: |  |