



# Specifying burden of proof Profiling Fund

2022 - 2023

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**During the second submission moment, a select group is checked more thoroughly than the others. This selection is made by means of a random sample. The associations in the sample must provide proof of the activities they have organized. In order to provide as much clarity as possible, a list of possible forms of proof to be submitted in the SharePoint has been prepared in this document.**

Make sure that the activity is proven as well and clearly as possible, below is a distinction between good and clear burden of proof Redundant burden of proof only creates confusion. This includes duplicate or nearly identical evidence or invalid evidence. All evidence should include a date.

Each activity should have a description including the name of the activity, date, number of participants, a description of the activity and any contact information for the outside party. Without a description, the evidence will not be reviewed further and no points will be awarded.

**Note! All evidence must be provided in the SharePoint in pdf format.**

## **Study-related activities**

For study-related activities, the following forms of proof are valid:

- Invoices (venue, speaker, catering, etc.);
- Vouchers for expenses incurred for the activity;
- Confirmation of a speaker, organization, location and/or contact person from Hanze University. a confirmation should be after the activity;
- Proof of payment from participants;
- A final approval for disbursement from the HG Activities Fund.

**Note! The burden of proof must be complete. This means that all receipts and invoices must be present. If an activity had multiple speakers, all speakers must confirm.**

## Other activities

For other activities, the forms of proof below are valid.

### Committee competition:

- The committee competition file;
- Financial proof of the prize for the winners;
- The final results of the competition;
- Notification to active members about committee competition (including date).

### Content magazine:

- The description should clearly define the study-related component of the journal;
- Full magazine;
- Proof of publication of the journal;
- Costs related to the magazine.

### Content podcast:

- The description should clearly define the study-related component of the podcast;
- Full podcast;
- Proof of publication of the podcast;
- Charges related to the podcast.

### Almanac:

- The full almanac;
- Proof of issue of the almanac;
- Costs related to the almanac.