



Specifying burden of proof Profiling Fund

2022 - 2023

During the second submission moment, a select group is checked more thoroughly than the others. This selection is made through sampling. The associations in the sample must provide proof of the activities they have organised. To provide as much clarity as possible, a list of possible forms of evidence to be submitted in the SharePoint has been drawn up in this document.

Make sure the activity is proved as well and clearly as possible, below is a distinction between good and clear burden of proof Redundant burden of proof only creates confusion. For example, this is duplicate or almost 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 details of the external party. Without a description, the evidence will not be checked 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, organisation, location and/or contact person of 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 this.

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 the 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 magazine;
- 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;
- Costs related to the podcast.

Almanac:

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