

IMPLEMENTATION REGULATIONS FOR RESEARCH PROJECTS FUNDED BY  
FUNDACIÓN WWB COLOMBIA RESEARCH FUND 2019-2020

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*Research Directorate*  
*Fundación WWB Colombia*

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### 1. FUNDACIÓN WWB COLOMBIA MISSION

To promote **empowerment processes for women entrepreneurs** with few resources in Colombia, to support them in becoming autonomous women capable of making the right decisions to build a dignified life project and improve their socioeconomic level and that of their families.

### 2. FUNDACIÓN WWB COLOMBIA VISION

By 2020 to be serving 20,000 women entrepreneurs through a comprehensive model in Valle del Cauca with an average increase of 50% in sales in their ventures and a proven decrease in the risk factors of domestic violence.

### 3. FUNDACIÓN WWB COLOMBIA RESEARCH FUND

#### 3.1. AIM

Encourage quality research to identify problems and opportunities for women entrepreneurs in Colombia.

The proposal for the third call by the research project funding program is to: "promote research that aims to study the dynamics, tensions, imaginaries, relationships, conflicts, challenges, and opportunities for entrepreneurship led by or with the participation of women in different contexts in the departments of Valle del Cauca and Cauca, Colombia."

#### 3.2. TARGET POPULATION

Master's or doctoral students of any nationality who require funding for the fieldwork of their dissertation project; national research, technological development and innovation groups recognized by Colciencias; and research groups belonging to foreign institutions with respective accreditation from relevant organizations in the host country, and that demonstrate academic excellence, irrespective of the nationality of its members.

This call seeks to support and promote the following types of research projects:

- Master's degree projects
- Doctoral dissertation projects
- Research projects of national or foreign research groups

Students executing projects approved for funding must be registered to master's or doctoral programs in Colombian educational institutions accredited as "high quality" by the Ministry of National Education, or in foreign institutions accredited by relevant agencies in the host country.

### **3.3.SUPPORT MECHANISM**

Support for research projects will be carried out through a contract or co-financing agreement, in Colombian pesos, which will be given to the beneficiary, as the case may be, to cover the fieldwork costs of the research project approved for funding. The maximum amounts are defined by the Fundación WWB Colombia board of directors and according to the items specified below.

The money will be delivered in two disbursements of 50% each of the total value. The first disbursement will be conditioned by the validation of the research grant, and the second by the approval of the project progress report. As agreed in the approved project timeline, the first disbursement will be made at the beginning of the project, and the second, in the middle of the total funding period. At the end, the contract or agreement will be settled following approval of the project completion report, according to the criteria explained in this regulation.

The amount of the first disbursement may be greater than 50% when required, upon request and written justification of the selected candidate and approval of the evaluation committee. In no case may this amount exceed 70% of the total amount to be financed.

## **4. THE MANDATORY NATURE OF THE REGULATION**

The regulations outlined in this document will be mandatory for Fundación WWB Colombia and for the beneficiaries and they are an integral part of the contract or agreement that is signed.

## **5. LANGUAGE**

Bearing in mind the goal of the call, the official language will be Spanish. Thus, the research proposals for research projects and the required documentation must be sent in Spanish. When there is an original proposal document in another language, it may be attached to the application without replacing the requirement to submit the proposal in Spanish. All other documents submitted in the application and validation process written in a language other than Spanish must be translated. The translation does not have to be official unless the terms of reference and the granting instructions establish otherwise. To this end, it is recommended that the applicant verify this requirement for each document submitted.

## 6. AMOUNT TO BE FINANCED

The maximum amount of the grant will be twenty-three million pesos (COP \$23,000,000) for master's dissertation projects, and up to forty-five million pesos (COP \$45,000,000) for doctoral dissertation projects. For co-financing agreements with research groups, the maximum amount will be up to one hundred million pesos (COP \$100,000,000). All research projects must have a duration of up to (12) twelve months. No aid or agreement may exceed this amount or time frame for funding. For the resources sent documents to the beneficiaries, they will have to sign a contract with Fundación WWB Colombia or any other means considered appropriate by the Foundation.

The total amount of financing granted to each beneficiary will be determined by the evaluation committee taking into account the amount requested. Fundación WWB Colombia will take into account the following information to determine the amount to be financed:

- a. The total cost budget of the research proposal and its congruence with the scope of the research proposal.
- b. The maximum ceilings established in this regulation for each item.
- c. The available counterpart, in the case of projects presented by research groups.

Fundación WWB Colombia has five hundred million pesos (COP \$500'000.000) available to fund the research projects selected in this call.

**Master's degree work:** three (3) master's degree projects will be funded.

**Doctoral theses:** three (3) doctoral dissertation projects will be financed.

**Research projects presented by research groups:** three (3) research projects presented by national and/or foreign groups will be financed. The executing entity must provide a counterpart equivalent to 20% of the total cost of the project, in cash or in kind.

The amount to be financed resulting from the evaluation committee's assessment of each research proposal will constitute the maximum amount of the contract. Fundación WWB Colombia has no obligation to grant any scholarship, nor co-financing for an amount greater than the one deemed appropriate.

## 7. ITEMS TO BE FINANCED

The resources of this call should be used to cover expenses directly related to the fieldwork for the research proposal, including the following items:

- a. **Transport.** Displacements that are required to reach the proposed study fieldwork site(s)<sup>1</sup>.
- b. **Living expenses during fieldwork.** This amount may not exceed USD 40 for lodging and USD 25 for meals, per day.
- c. **Medical insurance (for research groups only).** Health insurance, hospitalization and surgery for members who will perform fieldwork up to the amount established by the university or insurance company, as approved by Fundación WWB Colombia.
- d. **Social security contributions (master's and doctoral students only).** To receive payment, master's or doctoral students who have signed a contract with Fundación WWB Colombia for the provision of services must pay social security contributions corresponding to the contract.
- e. **Transcription costs.** Transcription costs for audiovisual material as required by the project.
- f. **Experiments.** Statistical method that helps to identify which factors could influence specific variables<sup>2</sup>.
- g. **Prototyping costs.** Original built model that has all the technical and operational characteristics of the new product<sup>3</sup>.
- h. **Technical or specialized services.** Subcontracting of national or international scientific and/or technological activities of short duration, which are essential for the development of the project. The purpose of the consultancy and the different tasks entrusted with their deliverables must be clearly explained (distribution of responsibilities)<sup>4</sup>.

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<sup>1</sup> All transport costs shall correspond to economy class fares. Expenses will not be financed at fares higher than the economy class fare.

<sup>2</sup> Taken from: Project Management Institute (U.S.). (2000). *A guide to the project management body of knowledge (PMBOK guide)*. Newtown Square, Penn., USA: Project Management Institute: 95

<sup>3</sup> Taken from: Colciencias (2016). TIPOLOGÍA DE PROYECTOS CALIFICADOS COMO DE CARÁCTER CIENTÍFICO, TECNOLÓGICO E INNOVACIÓN. Versión 4 -2016: 15. Available at [http://www.colciencias.gov.co/sites/default/files/upload/convocatoria/Anexo3-tipologia-proyectos-version4\\_1.pdf](http://www.colciencias.gov.co/sites/default/files/upload/convocatoria/Anexo3-tipologia-proyectos-version4_1.pdf)

<sup>4</sup> Ibid.: 34

- i. **Specialized software licenses.** The need to include a value for this item must be justified in the proposal.
- j. **Equipment.** The acquisition of equipment must be fully justified. The acquired equipment must be returned in optimal conditions to Fundación WWB Colombia upon completion of the project.
- k. **Incentives for research participants.** Recognition, in cash or in kind, to the people involved in the fieldwork.
- l. **Childcare for underage children.** When there is no person accompanying the researcher who can take on the responsibility.
- m. **Fees** for members of the research group (or associated groups) who actively participate in the execution of the entire project (NOT for specific contracted services) ONLY for students and/or professionals who do not have a full-time work contract with any institution.
- n. **Others not included in this list.** The expenses included in this item must be fully justified. It is recommended, whenever possible, to use the suggested list of items and to use the "other" option only if strictly necessary.
- o. **Unforeseen situations.**
- p. **Dissemination activity** (according to the goals established in the application requirements) travel expenses for researchers coming to attend this activity may be charged to this item.

Item	Ceiling (% of the total funded by FWWB Colombia)
Transport	50%
Living expenses during fieldwork	50%
Archive Research	No ceiling
Medical insurance (for foreign research groups).	15%
Social security contributions (for master's and doctoral students).	As set out in the budget format (fixed cost)
Transcription costs	15%
Experiments	50%
Expenditure on prototyping	50%
Specialized Software Licenses	25%
Equipment	50%

Incentives for research participants	50%
Childcare costs for young children	40%
Fees (according to established conditions)	20%
Others not included in the suggested list of items	50%
Unforeseen situations	5%
Dissemination activity	10%
Overhead	10%

*Table 1- Ceiling for FWWB Colombia co-financing*

The following expenses will not be covered:

- a. Personal taxes
- b. Enrollment
- c. Supervisor expenses (including field visits)
- d. Expenditure incurred prior to the commencement of the research grant contract.
- e. Publication costs.

**FIRST PARAGRAPH:** if the main project researcher determines that for its proper execution a change of items corresponding to equal to or less than 10% of the approved value is necessary, he or she may make the change without requesting authorization from FWWB Colombia. For a change of item to be made, the items authorized to be financed in this regulation must be taken into account. Adjustments involving amounts greater than this percentage must be approved by the Fundación WWB Colombia Research Directorate.

## 8. EXCHANGE RATE RISK

The amount financed remains in Colombian pesos throughout its term. Fundación WWB Colombia does not assume responsibility for exchange rate fluctuations against the peso. Disbursements to international accounts will be made according to the TRM on the day the disbursement is made.

By accepting the research grant, the beneficiary acknowledges that Colombia has an economy in which the national currency varies against the dollar and that, therefore, these variations do not constitute an unforeseen situation that justifies the non-fulfillment of obligations to Fundación WWB Colombia. Consequently, the beneficiaries assume the entire foreign exchange risk arising from fluctuations in the exchange rate.



## 9. PERIODS AND STATUS

Listed below are the different periods and statuses for the beneficiary and the executing institution, regulated by the following standards:

- a. **Period of Application:** time during which applicants prepare their research proposal and attach the required documentation.
- b. **Funding period:** time during which the applicants process the delivery of the institutional guarantees that support the proposal.
- c. **Validation period:** the contract for service provision or co-financing agreement coming into force.
- d. **Execution period:** time established for the execution of the research project.
- e. **Extension period:** additional time granted by Fundación WWB Colombia to the original project execution period, upon request of the beneficiary, for the completion of the research project. This period may be no longer than six calendar months, and will be subject to approval by Fundación WWB Colombia.
- f. **Suspension period:** project period of suspension requested due to situations of force majeure. Such requests must be fully justified and supported. This period may not be longer than six calendar months, and will be subject to approval by the Fundación WWB Colombia.
- g. **Closing Period:** time corresponding to the submission and approval of the deliverables for project closure and fulfillment of the other obligations established for contract settlement. The deliverables must be sent to the Fundación WWB Colombia no later than two calendar months after the end of the execution period. The request for additional documents, rectifications, and approval of deliverables will be made during the two calendar months following the date of submission of the documents by the beneficiary. The contract will be settled once all the deliverables and requirements agreed at the beginning of the project have been met.

## 10. FUNDING PERIOD

The process begins with the dissemination of the list of research proposals selected by the evaluation committee on the Fundación WWB Colombia website:

<https://www.fundacionwwbcolombia.org/> and simultaneously sending emails to each of them.

The period ends with the review and approval by Fundación WWB Colombia of the institutional guarantees requested in the granting instructions.

Thereafter, and until February 28, 2020, the applicants must accept or renounce financing, and process the delivery of the institutional guarantees required for each modality. It is the responsibility of the applicants to request the documentation in a timely manner (in some cases, this may mean that candidates have to apply to the academic institution before the list of selected proposals is published). If these requirements are not met within the expected time, the selected candidate will lose the benefit.

## 11. VALIDATION PERIOD

With the complete delivery of the institutional guarantees for the proposal, the selected candidates begin the validation period, which includes the following activities:

- a. Acceptance of funding (email notification).
- b. Attend the budget appointment at which the project's minutes will be signed, including the delivery dates for reports and other items.
- c. Send documentation for the creation of the institution or the beneficiary as a supplier of Fundación WWB Colombia.
- d. Signing of the contract by the beneficiary or the executing entity, and of the other documents that support the contracted obligation.
- e. Constitution of a policy in favor of Fundación WWB Colombia with an insurance company legally established in Colombia and approved by the financial superintendency (in the case of research groups).
- f. Applicants must send the documentation (complete and in the required format) requested after signing the contract within a maximum period of two (2) months from the date on which the contract is signed. Failure to do so will be taken as cause for contract cancellation.

The validation period ends when candidates send the supporting documents for the contract to Fundación WWB Colombia. Only then can disbursements begin. From that moment on, the selected candidate or the selected executing institution will become the beneficiary of Fundación WWB Colombia.

## 12. INSURANCE POLICY

In the case of research groups, candidates must provide the Fundación WWB Colombia with a policy covering the following risks through an insurance company legally established in Colombia and approved by the financial superintendency:

RISK	PERCENTAGE	ON THE VALUE	VALIDITY
Advance	100%	Anticipated total	The term of the agreement and four (4) months after the date of issue of the policy.
Fulfillment	10%	Agreement total	The term of the agreement and four (4) months after the date of issue of the policy.
Wages and benefits	5%	Agreement total	The term of the agreement and three (3) more years from the date of issue of the policy.

*Table 2 - Project Insurance Policy Requirements*

## 13. ELIGIBILITY TO QUALIFY AS A BENEFICIARY

A selected candidate becomes a beneficiary of Fundación WWB Colombia Research Fund when he or she meets the following requirements:

- a. Accept the financing offered by Fundación WWB Colombia and provide the information and documents requested in the granting instructions within the stipulated time.
- b. Fully comply with all the requirements for validation in the determined terms.
- c. Attend the budget appointment (face-to-face or virtual) with the Fundación WWB Colombia in which the following will be defined:
  1. Confirmation of the approved budget
  2. Establishment of report dates.
  3. Dates on which disbursements are required
- d. Amount of each disbursement
- e. Accept of these regulations.
- f. Sign the commencement minutes which set out the goals, deadlines and protocols for project implementation.

- g. Sign the contract, insurance policy (only for research groups), and other documents that support the obligation in favor of Fundación WWB Colombia.

#### **14. BENEFICIARY OBLIGATIONS**

The beneficiary undertakes to comply with all the conditions and obligations contemplated in the contract, these regulations and all the documents signed on behalf of Fundación WWB Colombia.

The beneficiary must:

- a. Sign and send by the indicated means and before the date foreseen for the first disbursement, a certificate of knowledge and acceptance of these regulations. In addition, to deliver the contract (via registered mail), the insurance policy (via registered mail), the final budget, the disbursement timeline, any other documents that may be subscribed.
- b. Execute the research project and comply with the goals registered in the contract, in the terms and conditions agreed there, respecting the ethical guidelines stipulated in the project.
- c. Invest the resources granted and disbursed by Fundación WWB Colombia exclusively for the purposes requested in the budget.
- d. Send by post the technical and financial execution reports, in the times established in the contract, in the formats established by Fundación WWB Colombia. If suggestions for adjustments to these reports are made, the beneficiaries must send the signed documents back to the Foundation Headquarters.
- e. Attach to the email sent to the Research Fund and on the web platform all documentation related to the periods of execution, extension, suspension or project closure including the following: execution reports, expense supports, exchange requests, collection accounts, and any other annex related to the call.
- f. Respond to the observations made in the technical and financial execution evaluations, and to WWB requests for information within the times established for this purpose.
- g. Inform Fundación WWB Colombia in writing of any extraordinary situations that affect the execution of the research proposal or require the modification of the scope or budget execution plan within the established times.

- h. Reintegrate to Fundación WWB Colombia the resources of the financing that were not invested according to the approved budget.
- i. Send an analysis document<sup>5</sup> to be published on the Research Fund's Website no later than six (6) months after the date of project closure. This document will be derived from data obtained during the funded fieldwork. Beneficiary researchers will select one aspect of the project results that relates to the following thematic areas: entrepreneurship, women's empowerment, financial inclusion, participatory and collaborative research, ruralities, or leadership<sup>6</sup>.
- j. Submit the documents that accredit the fulfillment of the necessary requirements for the liquidation of the contracted agreement or contract to Fundación WWB Colombia.
- k. Provide a summary of the results of the research project, in plain language, to be published on the Fundación WWB Colombia website.
- l. Carry out one (1) dissemination activity on a topic of the candidate's expertise open to the general public. Fundación WWB Colombia users, researchers, students, collectives, and any other parties interested in the topics to be dealt with in this space will be summoned. The purpose of this activity will be to promote dialogues of knowledge and to contribute to the development of the WWB's line of work in participatory research. The activity may revolve around the funded research proposal or other topics that may belong to the researchers' or research groups' experience and that may be of interest to the target audience. This activity can take the form of conversations, talks, participatory workshop, film-forum, etc.
- m. Send a copy of any publication derived from the funded project to the Research Directorate (virtually and/or physically). In the case of master's and doctoral students, the beneficiary is expected to submit a copy of his/her master's degree research or doctoral dissertation, once it has been approved by the university leading the process; or the submission of a final report (different from the one submitted to the Research Directorate) with the most relevant results of his/her research work.

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<sup>5</sup> See: <https://journals.sagepub.com/doi/pdf/10.1177/153567601401900301>  
[https://www.springer.com/cda/content/document/cda\\_downloaddocument/9783319316482-c2.pdf?SGWID=0-0-45-1566181-p179904762](https://www.springer.com/cda/content/document/cda_downloaddocument/9783319316482-c2.pdf?SGWID=0-0-45-1566181-p179904762)  
<https://www.apa.org/pubs/authors/new-author-guide.pdf>

<sup>6</sup> It is possible to consider another thematic area in agreement with the Research Directorate.

- n. Comply by the other obligations foreseen in the contract and in these regulations.

**FIRST PARAGRAPH:** if the beneficiary does not comply with any of the obligations established in this regulation or in the contract, the Foundation will have the faculty to terminate the contract or to oblige its compliance with the respective indemnification of prejudices. Fundación WWB Colombia will immediately communicate this determination in writing to the beneficiary.

### 15. EXECUTION PERIOD

This includes the time that the beneficiary takes to complete the research proposal and fulfill each of the goals set forth in the contract or agreement, as the case may be. The period may not exceed 12 months.

Beneficiaries who do not achieve the goals set forth in the research proposal financed by WWB Colombia before 12 months from the date of commencement of the contract or agreement made with WWB Colombia, must repay the resources they obtained in this call.

The period of execution for the research project begins, in all cases, on the date on which WWB Colombia makes the first disbursement of the project. This date is established by WWB Colombia based on the timeline presented by the beneficiary at the time of validation of the contract or agreement.

Any request for extensions to the execution period must be submitted to WWB Colombia with the corresponding support documents for consideration at least 30 calendar days prior to the expiration of the term. The application must be accompanied by a certificate issued by the supervisor of the master's degree or doctoral dissertation project, or the office of the Vice-Chancellor of Research or its equivalent, at the university that endorses the research group. The Foundation may request other documents it deems necessary and reserves the right to approve applications of this type.

### 16. EXTENSION PERIOD

This period exists exclusively to allow the beneficiary to complete the research project originally approved and included in the contract or agreement, in those cases in which it is demonstrated to the satisfaction of Fundación WWB Colombia that the execution period was insufficient. The extension period shall have a maximum duration of six (6) months from the end of the execution period.

The extension period must be requested at least 30 calendar days before the end of the execution period. The request must be made through the platform in the available format, to which the progress report on the technical and financial execution of the research proposal must be attached, as well as a certification stating that the beneficiary genuinely needs additional time to complete the project. This certification must be issued by the master's degree or doctoral dissertation project supervisor in the case of students. In the case of research groups, the certification must be issued by the Office of the Vice-Chancellor for Research or its equivalent, at the university that endorses the research group. Halfway through this period, Fundación WWB Colombia will request the timely delivery of the technical and financial execution supports and reports which, after approval by the Research Directorate, will be a guarantee to make the corresponding second disbursement.

It should be noted that the approval of an extension period does not lead to a supplementary budget granted by Fundación WWB Colombia. If additional resources are necessary to complete the research proposal after the extension period has been formalized, these resources must be assumed by the beneficiary and recognized as an additional counterpart to the project. The response to the extension request will be sent to the beneficiary thirty (30) calendar days after sending the application and may also be consulted on the call's platform.

## **17. SUSPENSION PERIOD**

This period exists to promote the execution of the research proposal under the appropriate conditions for its realization. During the suspension period, the beneficiary is not obliged to carry out the activities proposed for the execution period, including the delivery of reports. The suspension may be requested at any time and up to thirty (30) calendar days before the end of the execution or extension period, as applicable. The suspension period shall have a maximum extension of six months from the date of approval of such period. The request must be made through the platform in the available format, to which the beneficiary must attach the progress report on the technical and financial execution of the research proposal, as well as the letter of support from the supervisor in the case of master's and doctoral students, or the Office of the Vice-Chancellor of Research or its equivalent, at the university that endorses the research group. The response to the suspension request will be sent to the beneficiary thirty (30) calendar days after sending the application and may also be consulted on the call's platform.

## 18. DISBURSEMENTS

Fundación WWB Colombia's disbursements will conform to the disbursement timeline presented by the beneficiary.

The money will be delivered in two disbursements of 50% of the financed value, each one, conditioned by the validation of the funding, for the first disbursement and the approval of the progress report of the project, for the last disbursement. The first disbursement will be made at the beginning of the project. The second disbursement will be made when the execution reports are delivered halfway through the total execution period, as agreed in the project's approved timeline. At the end, the contract or agreement will be settled after approval of the project completion report, according to the criteria explained in this regulation.

The total amount of disbursements may not exceed the budget established in the contract. The characteristics relating to the disbursements are as follows:

- a. **Amount:** the amount established in the disbursements timeline for each item.
- b. **Periodicity:** as established in the disbursement timeline.
- c. **Recipient:** the disbursements will be made to the bank account registered by the user. This account may correspond to the personal account of the student or to the account of the school to which the department is assigned, as agreed between the supervisor and the student.
- d. **Items:** all those items established in the final budget.
- e. **Currency:** Colombian pesos. The Foundation will not be held responsible for exchange risk of the different currencies against the peso.
- f. **Transfer mechanisms:** transfers will be made to the bank account registered by the beneficiary.
- g. **Requirements:** the disbursements will be subject to the fulfillment by the beneficiary of all his/her obligations.



## **19. CAUSES OF DISBURSEMENTS SUSPENSION**

The following shall be grounds for the temporary suspension of disbursements:

- a. The non-receipt of the certification of compliance with the regulations, the contract, the policy, the final budget and the disbursements timeline, within the term established by WWB Colombia.
- b. The temporary suspension of the execution of the research proposal, due to factors of force majeure or the will of the beneficiary, duly notified and justified by means of the mechanisms established for such purpose on the call's platform (see "SUSPENSION PERIOD").
- c. Non-compliance in the execution of the timeline of activities and the scope of the monitoring indicators proposed in the proposal's execution plan.
- d. Non-compliance with the timely delivery of documentation required for disbursements, such as: technical and financial execution reports, collection accounts or invoices, social security payment certificates, insurance policy, and others specified in the call's Terms of Reference.
- e. The appearance of situations of force majeure that prevent the execution of the research proposal.

The following shall be grounds for permanent suspension:

- a. Not satisfactorily resolving any of the causes of temporary suspension within the deadlines established by WWB Colombia in each case.
- b. Non-compliance in the execution of the timeline of activities and the scope of the follow-up indicators proposed in the execution plan of the research proposal.
- c. Failure to submit satisfactory progress reports on the technical and financial execution of the research proposal.
- d. The appearance of situations of force majeure that impede the execution of the research proposal.
- e. The adulteration of documents, the presentation of false information or the omission of relevant information.
- f. The use of the funds for purposes other than those for which it was granted.

- g. The change in the scope, methodology or goals of the research proposal without prior authorization by Fundación WWB Colombia.
- h. Repeated non-compliance of the beneficiary with its obligations.
- i. Violation or infraction of Colombian laws.
- j. Violation of the rights or non-compliance with the commitments contracted with the participants in the research proposal.
- k. The death or total and permanent physical or mental disability of the leader of the research proposal.
- l. Substantial non-compliance with the ethical guidelines set forth in the research proposal.
- m. The end of the execution period for which the research grant was awarded.
- n. Whenever Fundación WWB Colombia considers it appropriate as a preventive measure to protect its interests.

**FIRST PARAGRAPH:** the suspension of disbursements for any of the definitive causes stated above, except k and m, leads to the immediate liquidation of the contract.

**PARAGRAPH TWO:** in the case of temporary suspension, the resumption of the disbursements will depend on the satisfactory resolution of the cause that generated the suspension and authorization by Fundación WWB Colombia.

## 20. CONDITIONS FOR APPROVAL AND TIMELINE FOR SENDING CLARIFICATIONS

In order to control the research proposals, WWB Colombia requires the main researchers of each research proposal to submit progress reports relating the main technical, administrative and financial aspects of project execution. The number of reports that each project must deliver and the timeline for these deliveries will be agreed in the budget quotation in which each project manager must participate for contract formalization.

The progress report must be unique and self-contained, regardless of the number of entities that participate in the research proposal, nor the role of each entity within the project, i.e., executor, beneficiary, etc. The entities and researchers responsible for the projects may be penalized for the late submission of reports and such penalization may prevent them from participating in other calls.

Progress reports should contain details of any modifications to the initial proposed implementation approved by Fundación WWB Colombia. The second disbursement may be adjusted according to the level of progress in the proposal's budgetary execution, reported in the first progress report.

The project completion report must contain all the clarifications requested in the progress reports required for this final delivery, as well as a detailed list of each of the products resulting from the execution of the research proposal.

The following formats are an integral part of these regulations and will be available on the follow-up platform for the projects approved in each call:

- Certification of knowledge and acceptance of the regulations
- Progress report.
- Completion report.
- Financial execution report.
- Adjustment requests (extension, suspension, change in budget).
- Endorsement by the project supervisor or the Office of the Vice-Chancellor of Research, in the case of research group projects.
- Final assessment of the research project by the supervisor.

## **21. FINAL ASSESSMENT OF THE WORK PROPOSAL IMPLEMENTATION**

For project closure, supervisor must evaluate the development of the research proposal and fill out the "Final assessment of the research project - Tutor" form, which for WWB Colombia certifies that the resources granted through this call were satisfactorily used in the development and fulfillment of the goals of the funded research proposal.

## **22. PROJECT CLOSURE**

The following documents are required by WWB Colombia for project closure:

- a. Finalization report for the research proposal, approved by the WWB Colombia.
- b. Financial execution report certified by a fiscal auditor and approved by WWB Colombia.

c. For research groups: certification of the development and completion of the project, issued by the Office of the Vice-Chancellor for Research or its equivalent, of the institution that endorses the research group.

d. For master's degree and doctoral dissertation projects: Final assessment of the research proposal implementation form for the research project, completed and signed by the supervisor of the research project belonging to the institution in which the student is enrolled.

e. A summary of the results of the research project, written in simple language, and supporting graphic material (where possible), to be published on the WWB Colombia website.

Beneficiaries must bring the project to closure within two (2) months after the end of the execution period by delivering all the documentation that is requested of them in a timely manner and in fulfillment of the agreed timeline.

### **23. CONTRACT SETTLEMENT AND CLOSURE VALIDATION**

Before the end of the project funding period, beneficiaries will be sent an email by Fundación WWB Colombia informing them of the end of this period.

Regardless of whether or not WWB Colombia notifies the beneficiaries, they must send the documents required for the closure of the research proposal and contract settlement.

Once the closure process has been completed, the beneficiaries must comply with the following requirements in order to settle the contract:

- a. Compliance with all the goals set out in the research proposal, verifiable in the projects' completion reports.
- b. The delivery of the products listed in the contract signed for funding validation.
- c. The fulfillment by the beneficiary of all the obligations of the present regulation and of the contract or agreement.

Once the final documents have been delivered and approved by Fundación WWB Colombia, the beneficiaries will have to return any unexecuted money. Only those expenses approved in the budget and that comply with the indications stated in the call's Terms of Reference will be validated.

In the case of research groups, after reviewing the final financial execution report, the closing act of the project will include the amount of money not executed that must be reimbursed, and for which WWB Colombia will issue an invoice.

In the case of doctoral and master's students, after reviewing the final financial execution report, a credit note must be processed in the name of WWB Colombia accompanied by a bank statement for the amount to be returned. The amount will be agreed upon in the closing act signed by the project's main researcher and the Fundación WWB Colombia Research Fund Coordinator.

#### **24. CONSEQUENCES OF NONCOMPLIANCE**

Beneficiaries who fail to comply with any of their obligations may be liable to the following:

- a. Letter of reprimand, a copy of which may be sent to the beneficiary's supporting institution.
- b. Temporary suspension of disbursements.
- c. Definitive suspension of disbursements.
- d. Execution of the compliance policy for the research groups or the termination of the contract or obliging compliance in both cases with compensation for damages in the case of master's and doctoral students.
- e. Those indicated in the contract signed by the beneficiary.

#### **25. INTELLECTUAL PROPERTY RIGHTS**

The data and information collected during the fieldwork period, the property rights over the results of the funded research project, and the moral rights over the research results are the property of the beneficiary.

#### **26. RESULTS PUBLICATION**

Beneficiary individuals/groups will submit to WWB Colombia, during the closing period and as a requirement for completion, a publishable article, derived from the funded fieldwork, to be disseminated on the WWB website. To do so, beneficiary individuals/groups will select an aspect of the project results that relates to the following thematic areas: entrepreneurship, women's

empowerment, financial inclusion, participatory and collaborative research, ruralities, and leadership, or with the thematic area of the research field in which the project is inscribed<sup>7</sup>

## 27. INSTANCES FOR REQUESTS AND COMPLAINTS

The beneficiary may request Fundación WWB Colombia to reconsider its decisions. The request must be duly supported.

## 28. GLOSSARY

**Research grant:** the total amount of money that Fundación WWB Colombia will disburse for the fieldwork of approved research projects and that is established in the budget. It includes all the money that Fundación WWB Colombia will disburse during the project execution period.

**Beneficiary:** the candidate or executing institution that, selected by Fundación WWB Colombia, has accepted the research grant offered in writing and complied with the procedures established for funding validation.

**Selected candidate:** the person or research group that has requested a research grant from Fundación WWB Colombia and whose proposal has been accepted to receive the research grant.

**Certification of compliance with the regulations:** a document that must be signed by the beneficiary in evidence of his/her acceptance and knowledge of the terms and conditions contained in the regulations and other documents. This certification must be signed by the beneficiary.

**Email:** official means of communication between Fundación WWB Colombia and the beneficiary.

**Service delivery contract:** contract by virtue of which the beneficiary is obliged to execute the approved research proposal, and comply with the goals and deliverables stipulated therein, in exchange for the WWB research grant.

**Co-financing agreement:** the contract that governs the relationship between the beneficiary research group and Fundación WWB Colombia, and includes all the details and conditions for the WWB call for funding of research projects.

**Disbursement timeline:** a document containing the description of the amounts, items and dates on which the disbursements of the research grant will be made.

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<sup>7</sup> See section 12 "research field" in this document.

**Documents:** the additional documents signed between the beneficiary and the WWB Colombia on the occasion of the awarding of the research grant, including the budget, the disbursement timeline, the contract, the policy, and any other guarantees that WWB Colombia may require.

**Status:** the beneficiary's situation with respect to the WWB, according to the period in which he/she is, as defined in these regulations.

**Funding instructions:** a document explaining the steps that a beneficiary must follow in order to accept and validate the WWB research grant.

**Budget:** a detailed list of the items to be implemented for the research proposal, in correspondence with the fulfillment of the proposal's goals, and includes the expected expenses and income, according to the disbursement and execution timeline. In the case of research groups, the budget includes the counterpart provided.

**research proposal:** a document outlining the execution plan for the proposed fieldwork in accordance with the call's Terms of Reference.

**Research/dissertation project:** a research project in which the fieldwork will be financed or co-financed by Fundación WWB Colombia.

## 29. LIST OF DOCUMENTS PER PERIOD

<b>Applicaton</b>			
<b>Modality</b>	<b>Name of the document</b>	<b>Submission/applicati on platform</b>	<b>Does it have a standardized FWWB format</b>
<b>Master's dissertation project</b>	Master's Degrees research proposal web application form	Platform	Yes
	Student budget form	Platform	Yes
	Applicant C.V.	Annex uploaded by the applicant	No
	Supervisor C.V.	Annex uploaded by the applicant	No
	Guarantor endorsement form - signed by the research project supervisor.	Annex uploaded by the applicant	Yes
	Expected results form	Annex uploaded by the applicant	Yes
	Activities and related budget form	Annex uploaded by the applicant	Yes
	Bibliography consulted	Annex uploaded by the applicant	No
<b>Doctoral dissertation project</b>	Master's degrees research proposal web application form	Platform	Yes
	Student budget form	Platform	Yes
	Applicant C.V.	Annex uploaded by the applicant	No
	Supervisor C.V.	Annex uploaded by the applicant	No



	Guarantor endorsement form - signed by the research project supervisor.	Annex uploaded by the applicant	Yes
	Expected results form	Annex uploaded by the applicant	Yes
	Activities and related budget form	Annex uploaded by the applicant	Yes
	Bibliography consulted	Annex uploaded by the applicant	No
<b>National or foreign research groups</b>	Application web form	Platform	Yes
	Budget form for research groups	Annex uploaded by the applicant	Yes
	Main researchers C.V.s	Annex uploaded by the applicant	No
	Expected results form	Annex uploaded by the applicant	Yes
	Activities and related budget form	Annex uploaded by the applicant	Yes
	Bibliography consulted	Annex uploaded by the applicant	No

*Table 3 - List of documents for application period*

Funding period			
Modality	Name of the document	Submission/application platform	Does it have a standardized FWWB format
<b>Master's dissertation project</b>	Letter of presentation from an academic or social body at national, regional or local level that accredits the relationship with the researcher and guarantees local anchorage of the knowledge produced [Foreign applicants].	Annex to be sent by applicant(s) by email	No
	Grade transcript	Annex to be sent by applicant(s) by email	No
	Certificate of study issued by the educational institution in which the candidate is enrolled. This document must include the candidate's cumulative grade point average.	Annex to be sent by applicant(s) by email	No
	Colombian bank account certificate	Annex to be sent by applicant(s) by email	No
	General budget form signed by project supervisor	Annex to be sent by applicant(s) by email	Yes
	Ethics Committee endorsement certificate	Annex to be sent by applicant(s) by email	No
	Letter signed by legal representative(s) of participating grassroots community and/or social organizations [Collaborative projects only].	Annex to be sent by applicant(s) by email	No

	Application form signed and adjusted (proposal) with changes incorporated as required by the Academic Committee.	Annex to be sent by applicant(s) by email	Yes
<b>Doctoral dissertation project</b>	Letter of presentation from an academic or social body at national, regional or local level that accredits the relationship with the researcher and guarantees local anchorage of the knowledge produced [Foreign applicants].	Annex to be sent by applicant(s) by email	No
	Certificate of study issued by the educational institution in which the candidate is enrolled. This document must include the candidate's cumulative grade point average.	Annex to be sent by applicant(s) by email	No
	Colombian bank account certificate	Annex to be sent by applicant(s) by email	No
	General budget form signed by project supervisor	Annex to be sent by applicant(s) by email	Yes
	Ethics Committee endorsement certificate	Annex to be sent by applicant(s) by email	No
	Letter signed by legal representative(s) of participating grassroots community and/or social organizations [Collaborative projects only].	Annex to be sent by applicant(s) by email	No
	Application form signed and adjusted (proposal) with changes incorporated as required by the Academic Committee.	Annex to be sent by applicant(s) by email	Yes

<b>National or foreign research groups</b>	Application form signed and adjusted (proposal) with changes incorporated as required by the Academic Committee.	Annex to be sent by applicant(s) by email	Yes
	Ethics Committee endorsement certificate	Annex to be sent by applicant(s) by email	No
	Institutional endorsement form signed by the legal representative of the academic institution.	Annex to be sent by applicant(s) by email	Yes
	General budget form signed by the research team leader and legal representative of the academic institution that endorses the proposal.	Annex to be sent by applicant(s) by email	Yes
	Letter signed by legal representative(s) of participating grassroots community and/or social organizations [Collaborative projects only].	Annex to be sent by applicant(s) by email	No
	Letter of presentation from an academic or social body at national, regional, or local level that accredits a relationship with the researcher and that guarantees local anchoring of the knowledge produced [When the research team belongs to a foreign academic institution].	Annex to be sent by applicant(s) by email	
	Letter signed by legal representative(s) of participating grassroots community and/or social organizations	Annex to be sent by applicant(s) by email	No

Table 4 - List of documents for Funding period

<b>Evaluation</b>			
<b>Modality</b>	<b>Name of the document</b>	<b>Submission/application platform</b>	<b>Does it have a standardized FWWB format</b>
Master's and Doctorates	Assessment form for master's and doctoral proposals	Forms to be sent by email	Yes
Research groups	Form for research groups	Forms to be sent by email	Yes
All modalities	Academic Committee assessment form	Forms to be sent by email	Yes

Table 5 - List of documents for evaluation period

<b>Validation</b>			
<b>Modality</b>	<b>Name of the document</b>	<b>Submission/application platform</b>	<b>Does it have a standardized FWWB format</b>
<b>Master's Degrees</b>	Funding acceptance [Email Notification]	By email	No
	Acceptance of budget quotation	Acceptance via email	No
	Single tax register	Document to be sent to WWB headquarters	No

	Citizen ID	Document to be sent to WWB headquarters	No
	Supplier relationship form	Document to be sent to WWB headquarters	Yes
	Certification of active bank account	Document to be sent to WWB headquarters	No
	Proof of social security payments	Document to be sent to WWB headquarters	No
	Invoice for first disbursement	Document to be sent to WWB headquarters	No
	Income certification form for natural persons	Document to be sent to WWB headquarters	No
	Copy of the document showing WWB-approved budget and disbursement dates signed by the beneficiary and his/her guardian.	Documents to be sent to WWB headquarters / Digital backup to be sent by email	No
	Letter of acceptance of the regulations for the implementation of research projects	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
	Contract with Fundación WWB Colombia	Document to be sent to WWB headquarters	Yes
<b>Doctorate</b>	Funding acceptance [Email Notification]	By email	No
	Acceptance of budget quotation	By email	No

	Single tax register	Document to be sent to WWB headquarters	No
	Citizen ID	Document to be sent to WWB headquarters	No
	Supplier relationship form	Document to be sent to WWB headquarters	Yes
	Certification of active bank account	Document to be sent to WWB headquarters	No
	Proof of social security payments	Document to be sent to WWB headquarters	No
	Invoice for first disbursement	Document to be sent to WWB headquarters	No
	Copy of the document showing WWB-approved budget and disbursement dates signed by the beneficiary and his/her guardian.	Documents to be sent to WWB headquarters / Digital backup to be sent by email	No
	Income certification form for natural persons	To be sent to WWB headquarters / Digital backup to be sent by email	No
	Letter of acceptance of the regulations for the implementation of research projects	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes

	Contract with Fundación WWB Colombia	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
National or foreign research groups validation	Insurance Policy	Documents to be sent to WWB headquarters / Digital backup to be sent by email	No
	Funding Acceptance [Email Notification]	By email	No
	Acceptance of budget quotation	To be sent to WWB headquarters / Digital backup to be sent by email	No
	Certification of active bank account	Documents to be sent to WWB headquarters / Digital backup to be sent by email	No
	Supplier relationship form (In the case of foreign legal entities, the following fields on the supplier relationship form must be filled in: Company name, Name of establishment, Name of legal representative, initiation date of the legal entity, Location data and Information regarding the legal representative).	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
	Single tax register of the academic institution that endorses the project	Document to be sent to WWB headquarters	No



	Invoice for first disbursement	Documents to be sent to WWB headquarters / Digital backup to be sent by email	No
	Copy of the document signed by the legal representative of the academic institution that endorses the project, showing budget and dates.	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
	Contract with Fundación WWB Colombia	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
	Medical insurance for foreign members	Documents to be sent to WWB headquarters / Digital backup to be sent by email	No
	Letter of acceptance of the Implementation Regulation	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes

Table 6 - List of documents for validation period

Execution			
Modality	Name of the document	Submission/application platform	Does it have a standardized FWWB format
Master's Degrees	Technical execution progress report	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
	Invoice for second disbursement	Documents to be sent to WWB headquarters / Digital backup to be sent by email	No
	Social security payment form	Documents to be sent to WWB headquarters / Digital backup to be sent by email	No
	Financial performance report	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
	Request for master's / doctoral degree changes	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes

	Endorsement of changes - Tutor	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
	Support documents for financial execution report (receipts)	Documents to be sent to WWB headquarters / Digital backup to be sent by email	No
	Final assessment Tutor	Envío digital por email	Yes
<b>Doctorate</b>	Technical execution progress report	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
	Invoice for second disbursement	Documents to be sent to WWB headquarters / Digital backup to be sent by email	No
	Social security payment form	Documents to be sent to WWB headquarters / Digital backup to be sent by email	No

	Financial performance report	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
	Support documents for financial execution report (receipts)	Documents to be sent to WWB headquarters / Digital backup to be sent by email	No
	Request for master's / doctoral degree changes	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
	Endorsement of changes - Tutor	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
<b>National or foreign research groups</b>	Technical execution progress report	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
	Request for group changes	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
	Endorsement of group changes signed by the legal representative (research groups)	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes

	Invoice for second disbursement	Documents to be sent to WWB headquarters / Digital backup to be sent by email	No
	Certification of the development and completion of the project, issued by the office of the Vice-Chancellor for Research or its equivalent, of the institution that endorses the research group.	Documents to be sent to WWB headquarters / Digital backup to be sent by email	No
	Financial performance report	To be sent to WWB headquarters / Digital backup to be sent by email	No
	Support documents for financial execution report (receipts)	To be sent to WWB headquarters / Digital backup to be sent by email	No

*Table 7 - List of documents for execution period*

<b>Extention</b>			
<b>Modality</b>	<b>Name of the document</b>	<b>Submission/application platform</b>	<b>Does it have a standardized FWWB format</b>
<b>Master's Degrees</b>	Request for master's / doctoral degree changes	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
	Endorsement of changes - Tutor	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
	Technical execution progress report	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
	Financial execution report	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
<b>Doctorate</b>	Request for master's / doctoral degree changes	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes

	Endorsement of changes - Tutor	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
	Technical execution progress report	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
	Financial execution report	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
<b>National or foreign research groups</b>	Request group changes	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
	Endorsement of changes - legal representative	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
	Technical execution progress report	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
	Financial execution report	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes

Table 8 - List of documents for extension period

<b>Suspension</b>			
<b>Modality</b>	<b>Name of the document</b>	<b>Submission/application platform</b>	<b>Does it have a standardized FWWB format</b>
Master's Degrees	Request for master's / doctoral degree changes	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
	Endorsement of changes - Tutor	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
	Technical execution progress report	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
	Financial execution report	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
Doctorate	Request for master's / doctoral degree changes	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
	Endorsement of changes - Tutor	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes



	Technical execution progress report	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
	Financial execution report	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
National or foreign research groups	Request group changes	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
	Endorsement of changes - legal representative	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
	Technical execution progress report	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
	Financial execution report	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes

Table 9 - List of documents for suspension period

Closure			
Modality	Name of the document	Submission/application platform	Does it have a standardized FWWB format
Master's Degrees	Work proposal completion report	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
	Financial execution report signed by supervisor and beneficiary	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
	Final assessment form signed by the research project supervisor belonging to the institution in which the student is enrolled.	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
	Analysis article derived from the funded fiedwork for publication in WWB media.	Documents to be sent to WWB headquarters / Digital backup to be sent by email	No
	A summary of the results of the research project, written in plain language, and supporting graphic material (where possible), to be published on the Fundación WWB Colombia website.	Documents to be sent to WWB headquarters / Digital backup to be sent by email	No
Doctorate	Work proposal completion report	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes

	Financial execution report signed by supervisor and beneficiary	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
	Final assessment form signed by the research project supervisor belonging to the institution in which the student is enrolled.	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
	Analysis article derived from the funded fieldwork for publication in WWB media.	Documents to be sent to WWB headquarters / Digital backup to be sent by email	No
	A summary of the results of the research project, written in plain language, and with supporting graphic material (where possible), to be published on the Fundación WWB Colombia website.	Documents to be sent to WWB headquarters / Digital backup to be sent by email	No
<b>National or foreign research groups</b>	Work proposal completion report	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes
	Financial execution report signed by the financial director of the institution endorsing the proposal and the leader of the research team.	Documents to be sent to WWB headquarters / Digital backup to be sent by email	Yes

	Certification of the development and completion of the project, issued by the office of the Vice-Chancellor for Research or its equivalent, of the institution that endorses the research group.	Documents to be sent to WWB headquarters / Digital backup to be sent by email	No
	Analysis article derived from the funded work for publication in Fundación WWB media.	Documents to be sent to WWB headquarters / Digital backup to be sent by email	No
	A summary of the results of the research project, written in plain language, and supporting graphic material (where possible), to be published on the Fundación WWB Colombia website.	Documents to be sent to WWB headquarters / Digital backup to be sent by email	No

*Table 10 - List of documents for closing period*