

## Vrije Universiteit Amsterdam quote (insert department/institute) – (client)

The parties:

- I. The Stichting VU (VU Foundation), which as a special institution in the meaning of the Higher Education and Research Act (WHW) maintains Vrije Universiteit Amsterdam, with its registered office in Amsterdam and its principal place of business at De Boelelaan 1105, 1081 HV Amsterdam, represented in this matter by the Director of Operations of the Faculty of Science, Dr E.I.V. van den Hengel (hereinafter referred to as “VU Amsterdam”)

and

- II. (Client), registered in XXXXXX, represented by XXXXX (hereinafter: “the Client”)

SUBJECT: Quote for research activities at VU Amsterdam (department) - (client)

Date: XXXX (always before the start of a research project)

*brief description of the quote, timeline and table of contents*

Example:

The following document sets out a quote for the activities that the XXXX department of VU Amsterdam will carry out in the period MM YYYY – MM YYYYYY within the framework of XXXXX XXXXX XXXX

The quote below includes the following components: (1) reason, (2) objective, (3) methodology, (4) result, (5) team of researchers (parts 1 to 5 together constitute the research plan), (6) budget, (7) conditions.

### 1. Reason

*Why are you writing the quote? What is the research question? Provide a concise description of the client’s problem.*

*Mention the contacts with the client that led to this quote (e.g. telephone calls, request for quote).*

### 2. Objective

*What is the objective of the research to be carried out?*

Example sentences:

XXXX will focus on the objective of ‘Monitoring and evaluating the new working method for the various parties involved, including employees, clients (and also citizens), municipalities and the organization itself’.

In doing so, we will examine (1) *factors* (including barriers and opportunities at professional, team, organizational and environmental level) that influence the process of guiding teams towards greater cooperation on the basis of their mission and vision, in addition to (2) *action perspectives* (including interventions) that can further the transition towards increased cooperation.

With this objective, the activities of XXXX (in relation to the activities of XXXX in particular) contribute to ...

### 3. Methodology / why VU Amsterdam?

*Brief account of what enables VU Amsterdam to carry out this research effectively. How does VU Amsterdam compare with other parties in terms of expertise?*

Example sentences:

XXXX distinguishes itself by ...

The activities of (department at VU Amsterdam) are guided by the validated methodology of XXX, developed by researchers of ...

... is well-suited to the study of ..., because it is a form of research with a practical orientation, with a specific focus on integrating evaluation (reflection) and action in change processes. The methodology centres on the issues and problems of professional practice and encompasses the needs of the various individuals involved. In doing so, XXXX is actively focused on optimizing professional practice. The combination of evaluation and action makes structural change possible.

### 4. Result

*What result and/or deliverables are we going to achieve?*

*What activities are part of the research and what end products will result from it?*

Example:

1. Drawing up evaluation frameworks for reflection
2. Developing a reflection tool
3. Website
4. Report
5. Presentation

In any case, the project will deliver the following end products:

1. Report showing the analysis and evaluation results of the study.

## 5. Team of researchers

*Provide a brief description of the project team and the role/task of each member*

Example:

- XXXX (senior researcher): Reflection on and supervision of the research activities.
- XXXX (senior researcher): Reflection on, supervision and execution of the research activities.
- XXXX (mid-level researcher): Supervision and execution of the research activities.
- Junior researcher (vacant): Execution of the research activities.

## 6. Budget

The total cost of this quote is EUR XXXX (excluding VAT).

*Below is the budget, presented for the research activities of VU Amsterdam (department).*

*Items stated:*

- *Project duration*
- *Incl. or excl. VAT*
- *Other relevant details*
- *Cost for additional work*
- *Additional items*

*N.B. for various commercial projects, a breakdown of the total budget is not required.*

*Sample budget:*

	May 2019 – August 2019	September 2019 – February 2020	Total
<b>Staff:</b>			
XXXX	0.00 FTE	0.00 FTE	€0
XXXX	0.05 FTE	0.05 FTE	€3,292
XXXX	0.1 FTE	0.1 FTE	€5,151
Junior researcher	0	0.4 FTE	€9,311
Travel expenses			€1,000
Publication and conference costs			€2,500
Materials			€1,200
Overheads			€4,491
<b>Total</b>			€26,945 (excluding VAT)

## 7. Conditions

*In principle, VU Amsterdam's own general terms and conditions always apply, otherwise contact IXA. Always attach VU Amsterdam's general terms and conditions.*

VU Amsterdam's general research terms and conditions (see attachment) apply to this quote.

### *Billing*

*Payment terms (as stated in the Terms & Conditions):*

- *25% after approval of the research proposal*

- *Modifications: in the event of modifications, 25% of the additional costs will be paid after confirmation of the modification by the parties concerned.*
- *The remaining amount will be paid on completion of the assignment.*

### ***Invoice requirements***

- *The supplier will send their invoice plus attachments in a single pdf file by email to [invoice@vu.nl](mailto:invoice@vu.nl).*
- *The correct address must be stated on the invoice:  
Vrije Universiteit Amsterdam  
FIN/FSC/BA HG 1E-20  
Ref: 2900 / Faculty of Science  
De Boelelaan 1105  
1081 HV Amsterdam*
- ***Please note!** Stating order number on invoice:  
When ordering through the Esize webshop, the supplier is obliged to state the order number on the invoice. VU Amsterdam staff should enter the internal order number, cost centre or WBS number when placing their order. If an order is not placed via the web shop, these data (order number, cost centre or WBS element) must be communicated to the supplier.*
- ***Please note!** Stating contact person on invoice:  
Purchases not ordered through Esize must include the name of VU Amsterdam's contact person, in addition to an order number/cost centre or WBS number.*

## **8. Validity**

The period of validity of the quote is XX days after signature of the quote on behalf of VU Amsterdam.

Looking forward to an inspiring collaboration,

Dr E.I.V. van den Hengel  
Director of Operations  
Faculty of Science  
Vrije Universiteit Amsterdam

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(signature)

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(date)

Signature for agreement:

[Client]

Name:

Position:

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(signature)

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(date)

Appendix: VU Amsterdam's General Terms and Conditions