GUIDELINES FOR COMPLETING THE DACI
(Section 8 of Universidad de Burgos Anti-Fraud Action Plan)

a) The DACI shall be completed by all persons responsible for expenditure centres at Universidad de Burgos, all persons involved in the relevant procedures and, in all cases, by the person responsible for the contracting authority or the grant-awarding body, the staff responsible for drafting the tender documents, terms and conditions and/or calls for applications, the experts evaluating applications, tenders or proposals, the members of evaluation committees, and any other collegiate bodies involved in the procedure.

b) DACIs shall be completed once the applicants for grants or participants in the procurement procedure are known, in the case of staff serving on evaluation committees, and once the beneficiaries of the grants or the successful tenderer are known, in the case of staff responsible for monitoring the contract, assignment, agreement or grant, or for the financial management of the procurement file.

c) In the case of other collegiate bodies, the DACIs shall be submitted, duly signed by all persons involved, to the Secretariat of the relevant body and shall be incorporated into the corresponding minutes.

d) The documents containing the DACIs completed by the persons involved in the various procedures shall be incorporated into the procurement or grant-award file in order to ensure an adequate audit trail.

e) The DACIs completed by the various persons involved in the procedures described in this section shall be collected and retained by the bodies responsible for each procedure or project phase under their remit.

f) Any refusal by a person required to complete a DACI shall be reported to the Integrity Commission for appropriate action.

g) Appropriate accountability measures shall be taken against any person who provides false information when completing a DACI.

h) The DACI shall be completed in accordance with the template set out in Annex VII to this Plan.