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Community research

Brussels, 4-5 June 2009
SENSEnet Project
Kick-off Meeting

FP7: Marie Curie Actions
Initial Training Networks (ITN)

European Commission
REA – Unit P4

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Summary

- Contractual documents
- Recruitment
- Reporting
- Dissemination
- Eligible costs
- Payments
- Audits
- Useful links





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Contractual documents

- Grant Agreement (GA)
- Annex I - Description of Work
- Annex II - General conditions
- Annex III - Specific provisions
- Annex IV - Form A: Accession of beneficiaries to the GA
- Annex V - Form B: Request for accession of a new beneficiary to the GA
- Annex VI - Form C – Financial statement
- Annex VII - Form D – Terms of reference for the certificate on the financial statements and Form E - Terms of reference for the certificate on the methodology





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Contractual documents

- Any provision of the **GA** shall take precedence over the provisions of any of the Annexes
- The provisions of **Annex III** shall take precedence over the provisions of Annex II, and both shall take precedence over the provisions of Annex I
- Eventual **special clauses** shall take precedence over any other provisions of the GA



Recruitment

Annex III, art. III.3:

Eligible researchers: MS, AC, ICPC and OTC

	Eligibility Criteria at the time of recruitment	Duration of appointments	
INITIAL TRAINING	Early stage researchers (≥ 80%)	0 ≤ Research experience ≤ 4 years No PhD	3-36 months
	Experienced researchers	PhD or at least 4 years of research experience & Research experience ≤ 5 years	3-24 months
Transfer of NEW COMPETENCES	Visiting scientists (a limited number)	Experienced researchers (experience >> 4 years) with outstanding stature in international training and collaborative research	≥ 1 month Multiple stays



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Recruitment

Annex III, art. III.3:

Visiting Scientists recruitment:

- The selection of visiting scientists must be justified in terms of transfer of knowledge and to strengthen supervision
- The visiting scientist can be involved under the project to benefit from the project activities for duration of at least 1 month up to a maximum of 24 months (full-time equivalent)





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Recruitment

Annex III, art. III.3:

Trans-national mobility:

- Nationals of any country other than the country of the premises of the host institution
- Nationals of ICPC or OTC can only be recruited by hosts located in MS or AC
- Researchers must not have resided or carried out their main activity in the country of the host for more than 12 months in the 3 years immediately prior to their recruitment

NEW! Rule for mobility starting from Work Programme 2009:

Researchers must not have **resided** or **carried out their main activity** in the country of the host for more than 12 months in the 3 years immediately prior to their recruitment





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Recruitment

- How to publish a vacancy:
 - Go to the **Marie Curie ITN project management** web page:
http://cordis.europa.eu/fp7/mariecurieactions/itn-manage_en.html
 - “Project Implementation” → “Recruiting Researchers” → “Publish a vacancy”
- NB: Vacancy tool on SESAM (**to be made available**):
 - All open positions for the project to be entered into the **SESAM** vacancy tool:
<https://webgate.ec.europa.eu/sesam/index.do>
 - The coordinator is responsible for overall management of this process and for consistency of the data
 - The vacancies will be automatically published on EURAXESS Portal
 - When a researcher is selected, the Coordinator must update the information





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Reporting

- *Annex II, art. II.4:*
 - **Periodic report** for each reporting period - within 60 days after the end of each respective period
 - Overview of the progress of the work
 - Explanation on use of resources
 - Financial statements + summary financial report
 - **Final report** - within 60 days after the end of the project
 - Final publishable summary
 - Report covering the wider societal implications of the project
 - Plan for the use and dissemination of foreground
 - **Report on the distribution of the EC financial contribution** - 30 days after receipt of the final payment
 - *Eventual **certificates on financial statements** and **certificates on the methodology***
 - **Deliverables** identified in Annex I shall be submitted as foreseen therein





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Reporting

- *Annex III, art. III.5:*
 - In addition to the provisions of Article II.4, the consortium shall submit:
 - a **database report**, to be updated annually and suitable for publication in an electronic database. The database report shall be submitted initially within two months of the project start date
 - a **mid-term review report**, to be the basis of the discussion at the mid-term review meeting, at least one month before the date of the meeting





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Reporting

- Three types of **questionnaire** to be submitted by MCA-fellows to assess integration into the research environment & training, career progress, etc., at three different stages of their fellowships:
 - Mid-term assessment questionnaire (at mid-term)
 - Evaluation questionnaire (at the end of fellowship)
 - Follow-up questionnaire (2 years after fellowship)
- Contractual obligation of each beneficiary to ensure that each researcher completes ALL questionnaires provided by the Commission (Art.III.2.2)





Reporting

Reports	within 30 days after 12 months	at least 30 days before Mid-Term Review	within 60 days after 24 months	within 30 days after 36 months	within 60 days after 48 months	within 30 days after Final payment
Progress report (by CO)	√	√		√		
Periodic report:						
– Periodic report (by CO)			√		√	
– Financial Statement (Form C) (by each beneficiary)			√		√	
–Summary Financial report (by Coordinator)			√		√	
–Certificates on Financial Statement (if required)			√		√	
Final Report (by CO)					√	
Distribution report (by CO)						√

See Guidance Notes on Project Reporting for ITN Projects





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Reporting

- All reports, documents, declarations on conformity, notifications, questionnaires **must be**:
 - Submitted via SESAM
 - <http://webgate.ec.europa.eu/sesam/index.do>**
 - Printed out & duly signed
 - Sent by post to the EC services





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Reporting

- *Annex II, art. II.5:*
 - Commission has **105 days** to evaluate and execute the corresponding payment
 - **No tacit approval of reports**
 - After reception Commission may:
 - Approve
 - Suspend the time-limit requesting revision/completion
 - Reject them giving justification, possible termination
 - Suspend the payment





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Dissemination

- *Annex II, art. II.29:*
 - At least **45 days of prior notice** on any dissemination activities to beneficiaries
 - Statement to be included:
 - *"The research leading to these results has received funding from the European Community's Seventh Framework Programme (FP7/2007-2013) under grant agreement n° [xxxxxx]."*
 - Any dissemination activity shall be reported in the **plan for the use and dissemination of foreground**, including sufficient details/references to enable the Commission to trace the activity
 - An electronic copy of the **published version or the final manuscript** accepted for publication shall also be provided to the Commission if this does not infringe any rights of third parties





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Eligible costs

Annex III, art. III.8:

Eligible expenses for the activities carried out by the researchers

	Managed by the researchers			Managed by the host institution
ESR and ER	Monthly living and mobility allowance Allowance rates adjusted by applying a country correction factor	Travel allowance <i>Based on direct distance between place of origin and host institution</i>	Career Exploratory allowance <i>2000€ for each researcher with a stay of at least 1 year</i>	Participation to training / networking activities <i>-300€/researcher-month: non laboratory projects</i> <i>-600€ /researcher-month: laboratory projects</i>
			Visiting scientists	





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Eligible costs

Annex III, art. III.8:

Eligible expenses for the activities carried out by the host organisations

- Contribution to the research/training/ToK programme expenses
 - *Fixed amount of 600€ / researcher-month*
- Contribution to the organisation of international conferences, workshops and events
 - *Fixed amount of 300€ / researcher-day for researchers from outside the network and for the duration of the event*
- Management activities
 - *7% of the total EC contribution for Multi-site ITN*
 - *3% of the total EC contribution for Mono-site and Twinning ITN*
- Contribution to overheads
 - *10% of direct costs (except subcontracts)*






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Payments

- GA, art. 6; Annex II, artt. II.5 and II.6:
 - **Only one pre-financing** (paid 45 days after the Commission signature of the Grant Agreement)
 - 5% of total contribution transferred to the **Guarantee Fund** 
 - **Interim payments** based on financial statements
 - Within 105 days of receipt of the reports if they are accepted
 - The EC will pay interest in case of late payment
 - **Final payment** corresponding to the amount accepted for the last reporting period plus any adjustment needed





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Participant Guarantee Fund

- **No more collective financial responsibility** as under FP6
- Instead: establishment of a participant **Guarantee Fund** to cover risks
 - The Fund belongs to all beneficiaries of GA under the FP7
 - All beneficiaries contribute to the Fund to insure against financial losses of the project
 - The contribution equals 5% of the EC financial contribution foreseen for each participant
 - In principle the amount contributed to the Fund will be reimbursed at the end of the action
 - Financial interest generated by the Fund will serve to cover financial risk





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Audits

- Audit certificates of FP6 are now called **Certificates on Financial Statements** (Annex II, art. II.21)
 - Mandatory when requested funding reaches 375,000 Euro per beneficiary
- **Financial audits and controls** (Annex II, art. II.21)
 - The EC may, at any time during the implementation of the project and up to five years after the end of the project, arrange for financial audits to be carried out, by external auditors, or by the EC services themselves including OLAF
- **Technical audits and reviews** (Annex II, art. II.22)
 - The Commission may initiate a technical audit or review at any time during the implementation of the project and up to five years after the end of the project





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Useful links

- <http://ec.europa.eu/mariecurieactions>
Section « How to manage my project »
- http://cordis.europa.eu/fp7/find-doc_en.html
- Legal documents
- Guidance documents
 - Amendments Guide for FP7 Grant Agreements
 - Guidance Notes on Audit Certification
 - Guide for beneficiaries
 - Guide to Financial Issues
 - Guide to IPR
 - Checklist for the Consortium Agreement
 - Guidance notes on project reporting and templates for reports
 - Guidance notes on project technical review
 - Financial guidelines for Marie Curie projects to be published





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Thank you for your attention!

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