



# H2020 Marie Skłodowska-Curie Actions

**813948-COMETE**  
**Mid-term check**

**Sarah Aronzohn**  
**Vienna, 11/02/2020**



## *Summary:*

1. Purpose of Mid-Term meeting
2. Obligations of the Network
3. Reporting
4. Finance
5. Useful Links

# Mid-term check



## *Mid-Term check*

Contractual obligation: consortia shall organize this check according to Art. 19.1 of the GA

### Objectives:

- Assessment of the recruitment progress and procedure
- Clarification/verification of the eligibility rules for fellows
- Awareness raising on the rights and obligations of fellows and beneficiaries
- Assessment of any deviation of the original training programme
- Constructive dialogue between network participants
- Definition of contingency plans if necessary

# Mid-term check



## ESR's rights:

- Administration: Researcher's Declarations, Grant Agreement provisions awareness, working conditions (employment contracts, eligible allowances, visa issues, administrative support), tuition fees
- Career development plan
- Supervision and integration: quality of the supervision, integration within the research team/the network/ the host institution/the country
- Planned training activities, individual research projects, secondments, PhD courses, planned courses, workshops/conferences, language courses and complementary skills training.

- What's next?
  - Implement any required corrective action
  - Prepare for the next check

# Obligations of Network



## Responsibilities of the Coordinator

Article 41.2b of the GA

- *Monitor implementation of the action*
- *Act as intermediary for all communication between consortium and the REA*
- *Request and review any document or information required by the REA*
- *Submit the deliverables and reports to the REA*
- *Ensure payment to other beneficiaries without delays*
- *Inform the REA of the amounts paid to each beneficiary, if required*
- *Etc.*

***The coordinator cannot delegate those tasks to other beneficiary or subcontract to a third party***



## Responsibilities of the Beneficiaries

Article 41.2a of the GA

- Inform the coordinator of any events likely to affect the implementation of the action
- Submit to the coordinator timely
  - Individual financial statements
  - The data needed to draw up the technical reports
  - Ethics committee opinions and notifications or authorisations for activities raising ethical issues
  - Any other documents or information required by REA

**Beneficiaries** are **jointly** liable for the **technical implementation** of the action. If a beneficiary fails to implement part of the action, other beneficiaries become responsible for it without any additional EU contribution.

**Beneficiaries** have **individual** responsibility for their own **financial statement**.



## Obligations towards recruited researchers - Art. 32.1 GA

- Recruited by the beneficiary under an **employment contract**
- Employed **full-time**
- Be working **exclusively for the action**;
- **Host the researchers at their premises** and provide training as well as the necessary means for implementing the action
- Ensure that the researchers are informed about the description, conditions, location and the timetable for the implementation of the research training activities under the action, and are **adequately supervised**
- Ensure an appropriate **exposure to the non-academic sector**
- Limit **secondments to a maximum of 30% of the actual months** spent implementing the research training activities under the action.



## Obligations towards recruited researchers - Art. 32.1 GA

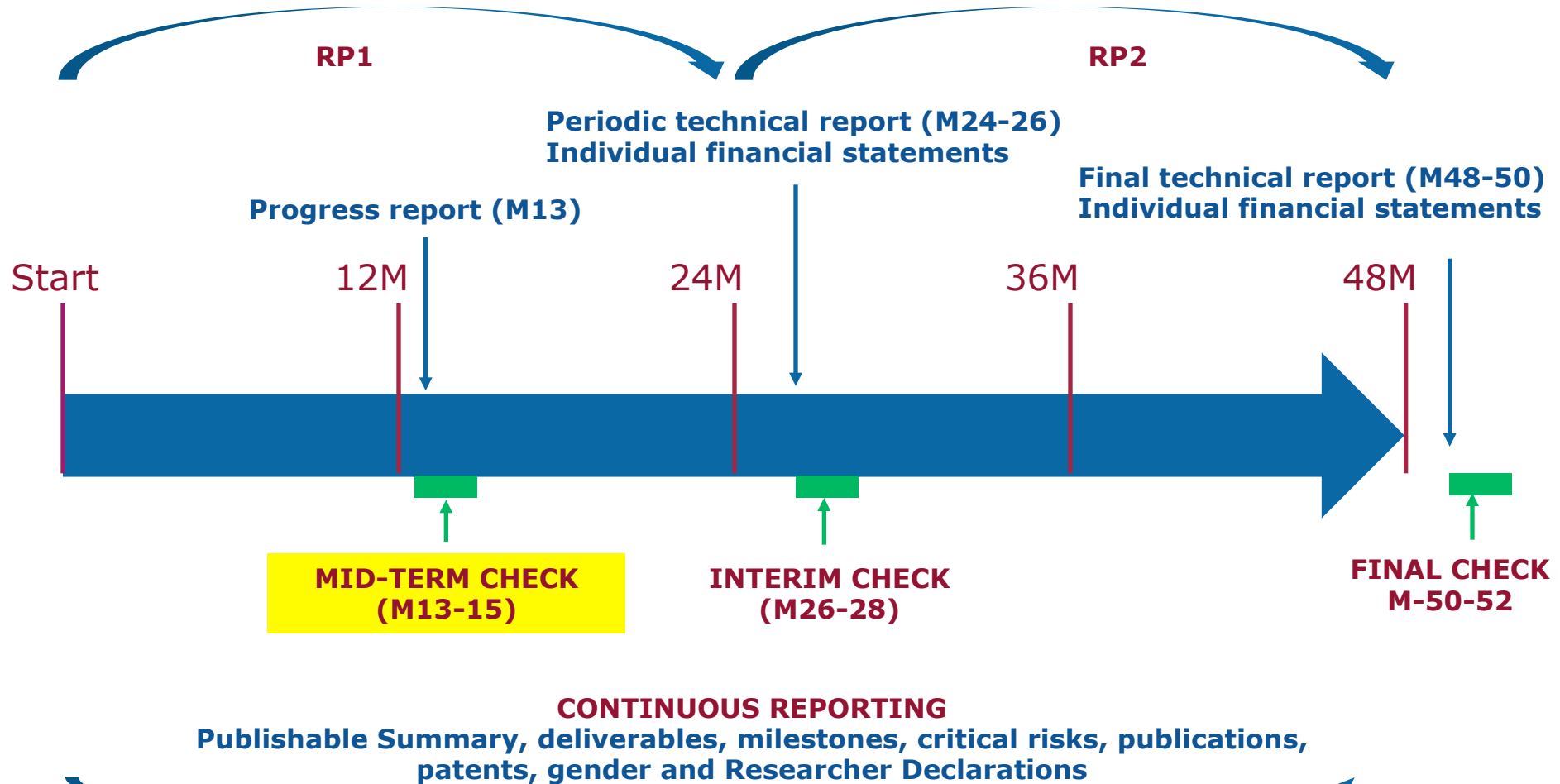
- Ensure that the researchers enjoy at the place of the implementation at least the same standards and working conditions as those applicable to local researchers holding a similar position
- Ensure that the employment contract specifies:
  - the arrangements related to the IP rights between the beneficiary and the researcher during implementation of the action and afterwards
  - the obligation of the researcher to ensure the visibility of EU funding in communications or publications and in applications for the protection of results
- Recruited researchers must NOT be requested to pay visa-related fees or tuition fees for their research training and/or PhD degree programme (e.g. student registration, access to student services (e.g. library, computing), teaching, supervision, examination and graduation) neither from their own funds, nor from the researcher unit cost

# Reporting

# REA Monitoring Project Implementation

- ✓ Covers technical, legal & administrative aspects
- ✓ **Technical implementation:** project needs to be implemented as as described in Annex 1 (Description of the action – DoA) of the Grant Agreement (GA),
- ✓ **Legal & administrative implementation:** the project's activities need to comply with the obligations under the GA.
- ✓ In order for the Agency to verify that the project is implemented properly, the beneficiaries must submit any information requested, and in particular the deliverables and reports specified in the GA.

# Project timeline



# Monitoring Project Implementation

**1. Continuous reporting:** as soon as the GA is signed, the 'continuous reporting' module is available.

Allows consortium to continuously update publishable summary, deliverables, milestones, Researcher's Declarations etc. and allows the REA to monitor project. It is a continuous task that can take place at any moment during the active period of the project.

A MID-TERM CHECK is organized on-site to assess the project after one year (M13-15)

**2. Periodic reporting:** at the end of each reporting period, the coordinator has 60 days to submit a period/final report (Art. 20 of the GA).

An INTERIM and FINAL CHECK is organized remotely to assess the progress of each reporting period (can be carried out on site if necessary)



# 1. Continuous reporting

## Researcher's Declaration - *Art. 19 of the GA*

- To be submitted by each beneficiary within 20 days after the recruitment of each researcher

### Contains:

- personal data (name, date of birth, nationality, gender, family charges, past country of residence, email of researcher, etc.)
- Data related to the project allowances: start date and end date of recruitment/secondment, hosting institution, etc.
- In case of maternity/parental leave, sick leave ... the **researcher's declaration should be updated**



- *If something was wrongly encoded, a researcher's declaration can be re-opened by the EU officer and corrected by the beneficiary.*
- **Secondments** are additional periods of research training with another beneficiary or partner organisation.  
All beneficiaries need to report all secondments which took place.
- There is an automatic calculation of the costs in the **Financial Statement** based on the duration (in person months) in the Researcher Declarations.  
The costs are not editable.

**Thus RDs are the basis for IFS (Individual financial Statement) and need to be updated in case of change (particularly before submission of periodic reports).**

# Researcher Declaration



Gender Researchers

New Researcher Declaration

Researcher Information Recruitment Information Recruitment Period

+ Add Period

Recruitment Period 1

Start Date 04-10-2016

End Date 12-10-2016

Working Time Commitment Full Time

Full Time  
Suspension  
Part Time  
Maternity Leave  
Paternity Leave

Recruitment Period 2

Start Date

End Date

Working Time Commitment

Delete Period

Recruitment Period 3

Start Date

End Date

Working Time Commitment

Delete Period

Ok Cancel

Full Time (100%)  
Suspension (0%)  
Part time (1 – 99%)  
Maternity Leave (0%)  
Parental Leave (0%)





### Deliverables:

- *Art. 19 of the GA*
- *To be uploaded directly on the PP by the Coordinator*
- *Scientific deliverables and other deliverables as defined in Annex 1 of the Grant Agreement.*
- **In case of an update of a deliverable, the PO needs to be notified and re-opens the session**
- **In case of late submission of a deliverable, the PO needs to be notified**



- **Summary for publication** – will be published in CORDIS
- **Milestones** - to be indicated whether the milestone has been achieved or not and select the delivery date.
- **Dissemination** - an estimation of the budget dedicated to the communication and dissemination activities should be indicated for statistical reasons
- **Patents** - lists the Registered Intellectual Property Rights, which have been generated by the project.
- **Training activities** - network-wide organised
- **Gender** – researchers and other workforce involved in the project



- **Publications** – to be listed all publications where the fellows are authors. Link to be provided.

### Open access to peer-reviewed publications:

- Each beneficiary must ensure open access (free of charge, online access for any user) to all peer-reviewed scientific publications relating to its results (art. 29.2 GA).

In particular, it must:

- (a) as soon as possible and at the latest on publication, deposit a machine-readable electronic copy of the published version or final peer-reviewed manuscript accepted for publication in a repository for scientific publications;
- (b) ensure open access to the deposited publication —via the repository — at the latest within 6 months of publication

# Acknowledgment of EU funding

Any communication/outreach/dissemination activity related to your project needs to **acknowledge the EU funding** you have received, according to the grant agreement that you have signed.



*This project has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No [number].*

Acknowledgement  
of EU funding

[http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/acknowledge-funding\\_en.htm](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/acknowledge-funding_en.htm)



## Periodic reporting

*Project monitoring most relevant at certain periods in project's life, in particular after each reporting period at the time of payments.*

- Reports from art. 20 of the GA
  - **Periodic report**
  - **Final report**
- Predefined templates in the system



## 2 Periodic reporting – INTERIM CHECK

➤ **WHEN** -Within **60 days** following the end of 1st reporting period

➤ **WHAT:**

1. Technical Report has 2 parts:

- Part A (publishable summary, deliverables, milestones, etc., answer to H2020 KPIs) – **retrieved from Continuous Reporting**
- Part B (explanation work carried out, overview of progress, explanation on deviations from DoA) – **uploaded as .pdf in Participant portal**

2. Financial Report

- **Individual financial statements (IFS)** for each beneficiary

➤ **HOW** Via PP → MP

# Reporting Periodic reporting



## Financial report - Individual financial statements

print format A4

Number of units:  
Automatically filled in  
from Researcher's  
Declaration(s)

Automatically filled in  
based on unit costs

Name of fellows:  
Automatically filled in  
from Researcher's  
declarations

MODEL ANNEX 4 FOR H2020 MSC-ITN — MULTI

NT FOR BENEFICIARY [name] FOR REPORTING PERIOD [reporting period]

Name of the fellows <sup>6</sup>	Number of units (person months)

Eligible <sup>1</sup> costs (per budget category)										EU contribution			
A. Costs for recruited researchers					B. Institutional costs					Total costs	Reimbursement rate %	Maximum EU contribution	Requested EU contribution
A.1 Living allowance		A.2 Mobility allowance		A.3 Family allowance	B.1. Research, training and networking costs			B2. Management and indirect <sup>2</sup> costs					
Unit		Unit		Unit	Unit			Unit					
Costs per unit <sup>4</sup>	Total <sup>a 5</sup>	Costs per unit <sup>4</sup>	Total <sup>b 5</sup>	Costs per unit <sup>4</sup>	Total <sup>c 5</sup>	Costs per unit <sup>4</sup>	Total <sup>d 5</sup>	Costs per unit <sup>4</sup>	Total <sup>e 5</sup>	$f = a+b+c+d+e$	g	h	i

**All information is retrieved from Researcher Declarations (RDs)  
Corrections only in RDs**

Total beneficiary			
-------------------	--	--	--

Total beneficiary													
-------------------	--	--	--	--	--	--	--	--	--	--	--	--	--

**Checkbox 1:** I confirm that the total amount of the allowances used (including compulsory deductions) for the researcher is equal to or higher than the living allowance, the mobility allowance and the family allowance as set out in Annex 2 of the Agreement or that any underpayments in Reporting Period 1 will be corrected by the end of the action.

**Checkbox 2:** Did you receive any EU/Euratom operating grant during this reporting period? YES  NO   
If yes, pls indicate how many of the total person-months (see 'total beneficiary' above) were incurred DURING the period covered by the operating grant?

Number of person-months	
-------------------------	--



## Submission of periodic report – H2020 principle

- **Coordinator** prepares **Periodic Technical Report**, based on the input from all beneficiaries
- **Beneficiaries** (including Coordinator) prepare their **Individual Financial Statements (IFS)**, signed electronically (FSIGN) and submit to Coordinator
- Coordinator "marks for submission" all reports to be submitted to REA
- Coordinator submits all parts in one package – **Single Submission**.

*NB: In case of need the coordinator can decide to submit a package without some IFS (beneficiaries didn't submit their IFS on time and blocking payment for whole consortium), those beneficiaries will not have any opportunity to submit their IFS within the same reporting period, only in the next reporting period!*





## 2. Periodic reporting - FINAL CHECK

### ➤ WHEN

Within **60 days** following the end of the last reporting period

### ➤ WHAT

➤ Report covers whole project period

➤ **Final technical report**

➤ **Final financial report** (final summary financial statement created automatically by the electronic exchange system, consolidating the individual financial statements for all reporting periods)

➤ To be submitted together with Periodic report for last RP

### ➤ HOW

Via PP → MP

# Finances



## Funding Mechanism

- Fully based on unit costs
- 1 researcher month = 1 unit
- Amounts in EUR per unit cost
- Total costs = unit costs x number of units (researcher months)
- The eligibility of the **Institutional costs** is linked to the eligibility of the **Costs for the recruited researcher**

**1 unit**  
=  
**1 month of eligible ESR**



## Costs categories summary

**1 unit  
=  
1 month of  
eligible ESR**

A. Researcher			B. Institution	
<u>Living allowance*</u>	Mobility allowance	Family allowance	Research, training and networking costs	Management and indirect costs
<b><u>3 270</u></b>	600	500	1 800	1 200

\* Multiplied by the country coefficient



# A. Costs for recruited researchers

## A1. Living allowance:

- + **How much?** Monthly reference rate (EUR 3270) must be multiplied by the Country Correction Coefficient of the recruiting beneficiary. No change in secondments.
- + **What does it include?** Monthly salary for the fellow before any deductions: contributions of both employers and employees to social security, pension, taxation, voluntary deductions.

## A2. Mobility allowance

- + **How much?** Fixed amount of EUR 600 per month .
- + **Purpose** - Contribution to household, relocation and personal travel expenses (private costs of the ESRs). Professional costs (e.g. secondments) are covered by the budget category B1 'research, training and networking costs'.

## A3. Family allowance

- + **How much?** Fixed amount of EUR 500 per month.
- + **For whom?** All recruited fellows who have family at the time of recruitment.



### ***B.1 Research, training and networking costs***

+ **How much?** Fixed amount of EUR 1 800 per implemented person-month

+ **What is it used for?** To contribute to expenses related to, for example:

- Research costs
- Training courses
- Participation of researchers in training events and conferences
- Secondments (including travel and accommodation)
- Co-ordination between participants
- Tuition fees (if any): *MSCA-ITN researchers may NOT be requested to pay tuition (enrollment etc) fees for their research training and/or PhD degree programme from their own funds.*



## *B.2 Management and indirect costs*

+ **How much?** Fixed amount of EUR 1 200 per implemented person-month

+ **What is it used for?**

- Costs associated with the preparation of the reports and other documents required by the REA:
  - Researcher declarations, deliverables, 1<sup>st</sup> year progress report, periodic reports and final report.
- Personnel costs of the Project Manager.
- Maintenance of the consortium agreement.
- The overall legal, ethical, financial and administrative management for each of the beneficiaries.
- Indirect costs of the action.



## Records

Records must be kept for 5 years after the final payment has been made.

### What records do we need to prove the number of units declared?

- Evidence of open, transparent recruitment.
- Evidence of the eligibility of the fellow in terms of researcher experience, mobility and family status (e.g. CVs, copies of diplomas, ...)
- Employment contract with the fellow.
- Proof of payment of the researcher's allowances and of the deductions for social security etc.
- Evidence that the fellow was recruited and worked **full time** and exclusively on the action at the beneficiary's premises (or on secondment): this can include lab books, conference abstracts, library records, etc.
- Records and other supporting documentation on scientific and technical implementation of the action.

### Is the fellow obliged to keep timesheets?

- No → Timesheets are not an obligation for MSC Fellows but can be used if in line with local practices.





## *Maternity and parental leave*

**Can a fellow take maternity or parental leave?**

- Yes, in accordance with national legislation.

**Are the costs of the leave eligible under the action?**

- No, the researcher's activity in the action is suspended during the maternity/parental leave.

## Sub-contracting

- ❑ No subcontracting concept for ITN.
  - *In case of need, the normal institutional and national practices have to be followed.*
- ❑ The coordinator's core tasks cannot be delegated to another beneficiary or subcontracted to a third party (see Article 41.2).

## Exchange rate

- Financial statements must be drafted in euro.
- Beneficiaries using another currency must convert the costs into euro at the average of the daily exchange rates published in the Official Journal of the European Union, calculated over the corresponding reporting period.

<http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>

# Useful links

## 5. Useful links



### \* Marie Skłodowska-Curie Actions website

<http://ec.europa.eu/research/mariecurieactions>

### \* Documents

#### ➤ Annotated Model Grant Agreement

[http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/amga/h2020-amga\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf)

#### ➤ Marie Skłodowska-Curie Actions Work Programme 2018-20

[https://ec.europa.eu/research/participants/data/ref/h2020/wp/2018-2020/main/h2020-wp1820-msca\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/wp/2018-2020/main/h2020-wp1820-msca_en.pdf)

#### Guide for Applicants ITN 2018

[https://ec.europa.eu/research/participants/data/ref/h2020/other/guides\\_for\\_applicants/h2020-guide-appl-msca-itn\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/other/guides_for_applicants/h2020-guide-appl-msca-itn_en.pdf)

## 5. Useful links



**\* Information package for MSCA fellows :**

[https://ec.europa.eu/research/mariecurieactions/sites/mariecurie/files/msca-itn-fellows-note\\_en.pdf](https://ec.europa.eu/research/mariecurieactions/sites/mariecurie/files/msca-itn-fellows-note_en.pdf)

**\* Register to Marie Curie Alumni Platform (for MC fellows):**

<https://www.mariecuriealumni.eu>

**\* Register as an expert (for PIs):**

<http://ec.europa.eu/research/participants/portal/desktop/en/experts/index.html>

**\* Research enquiry service:** <http://ec.europa.eu/research/enquiries>

**\* IPR Helpdesk :** <https://www.iprhelpdesk.eu/>

**\* Euraxess Portal:** <http://ec.europa.eu/euraxess/>



**Thank you !**

***[sarah-amalia.aronzohn@ec.europa.eu](mailto:sarah-amalia.aronzohn@ec.europa.eu)***