

Marie Skłodowska-Curie Actions – COFUND Implementation

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UKRO National Contact Points

- Advice on the **European Research Council** and the **Marie Skłodowska-Curie Actions**
- Websites
 - www.ukro.ac.uk/erc
 - www.ukro.ac.uk/mariecurie
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- Funded by



Department for
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& Industrial Strategy

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Marie Skłodowska-Curie Actions

- Operates on a '**bottom-up**' basis
- For any research and innovation ideas (basic research; market take-up)
- **Mobility** (cross-border and cross-sector) is a key requirement
- Enhance skills of **people behind research and innovation**
- Strong participation across sectors
- Dissemination and **public engagement** - public outreach
- Gender balance – equal opportunities in the research content

- *“Aims at stimulating regional, national or international programmes to foster excellence in researchers’ training, mobility and career development, spreading the best practices of MSCA”*
- Supports new or existing programmes for international, intersectoral and interdisciplinary research training and transnational and cross-sector mobility of researchers
- Two streams

Doctoral
programmes

Fellowship
programmes

COFUND Modes

Doctoral programmes

- Supports **ESRs**
- Doctoral enrolment mandatory
- Training and secondment opportunities with partners, particularly the non-academic sector will be advantageous

Fellowship programmes

- Supports **ERs**
- Not open to permanent employees of the host organisation
- Regular selection rounds allowing fair competition
- Cross-sectoral mobility encouraged

Competitive proposals will offer broad and flexible Fellowships to the selected researchers giving them freedom to define their own research and training project.

COFUND – Key Features

- Standard ‘unit costs’- fixed amounts per researcher /year
- MSCA contribution to COFUND only to be used as contribution to the management of the programme and to the living allowance of the researchers
- Other costs (research costs, travel and mobility allowances, overheads) to be funded from institution’s own resources or other EU programmes
- Maximum EU contribution to single legal entity per call = **EUR 10M**
- Must comply with the MSCA mobility rule
- Programmes of **36-60 months**
- All researchers should be covered by full social security
- Compliance with the Charter and Code

COFUND – Funding Model

- ✓ EU contribution to **living allowance** for contracts with full social security:
 - Early stage researchers (ESR): € 1935 per person-month
 - Experienced researchers (ER): € 2740 per person-month
- ✓ EU contribution to **management costs**: € 325 per person-month

Example (Fellowship programme – ER)

Cost item	Examples of programme costs [€ per person-month]	EU contribution [€ per person-month]
Living allowance	e.g. 4800	2740
Mobility allowance	e.g. 500	
Research costs	e.g. 500	
Management costs	e.g. 600	325
Indirect costs	e.g. 600	
Total	e.g. 7000	3065

€ 3675 <



✓ Minimum amounts for monthly gross remuneration: living + mobility allowances:

- ESR: € 2709
- ER: € 3826

✓ Other cost items may be funded through other resources (including ESIF funds)

Commission contributions

Scheme	Researcher unit cost [person/month] Euros			Institutional unit cost [person/month] Euros	
	Living allowance*	Mobility allowance	Family allowance	Research, training and networking costs	Management and overheads
ITN	3270	600	500	1800	1200
IF	4880	600	500	800	650
RISE	2100			1800	700
COFUND	ESRs		1935	325	
	ERs		2740		

- ▶ * A correction co-efficient will apply to these costs, e.g. UK 139.83% (see MSCA Work Programme table 4)
- ▶ For COFUND: Unit costs are subject to a co-funding rate of 50% as established in the grant agreement. Unit costs are reduced by 50% in case researchers are recruited under fixed-amount fellowships.

MSCA projects



EURAXESS Researchers in Motion

European commission > Euraxess



EURAXESS - Researchers in Motion is a unique pan-European initiative providing access to a complete range of information and support services to researchers wishing to pursue their research careers in Europe or stay connected to it.

JOBS

Employers and funders have jobs and fellowships up for grabs.

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LINKS

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► <http://cordis.europa.eu>

► <http://ec.europa.eu/euraxess>



CORDIS

Community Research and Development Information Service

European Commission > CORDIS > Projects & Results Service > Results page

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Search term: itn
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Search projects

Free text [v] itn [v] [q]

Results 1 - 10 of 709

Order by: Relevance [v] Results/page: 10 [v]

1 2 3 4 5 6 7 8 9 10 > >

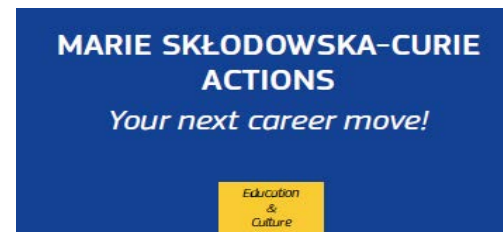
1. [PROJECT] [ADAPT-R - Architecture, Design and Art Practice Training - research](#)
Ref.: 317325
Start date: 2013-01-01, **End date:** 2016-12-31
The ADAPT-r ITN aims to significantly increase European research capacity through a unique and ground-breaking research model: at its core is the development of a robust and sustainable ITN in an emergent Supra-Disciplinary field of research across a range of design and arts ...
Programme: FP7-PEOPLE
Record Number: 106609
Last updated on: 2014-07-18

2. [PROJECT] [GREAT - Gaia Research for European Astronomy Training - ITN](#)
Ref.: 264895
Start date: 2011-03-01, **End date:** 2015-02-28
Gaia is the ESA cornerstone mission set to revolutionise our understanding of the Milky Way. This proposal will shape a critical mass of new expertise with the fundamental skills required to power the scientific exploitation of Gaia over the coming decade and beyond. The GREAT...
Programme: FP7-PEOPLE
Record Number: 96887
Last updated on: 2013-02-12

3. [PROJECT] [TECAS - Towards Tissue Engineering Solutions for Cardiovascular Surgery](#)
Ref.: 317512
Start date: 2013-01-01, **End date:** 2016-12-31
The aim of the TECAS ITN is to integrate the major European contributors in the field of cardiovascular tissue engineering (TE) and regenerative medicine (RM), to generate a coherent framework of expertise which will facilitate the training and career development of early staq...

Useful Links

- UKRO Subscriber factsheet on Marie Curie Actions
https://www.ukro.ac.uk/subscriber/Factsheets/factsheet_msca.pdf
- Commission's Marie Curie Actions websites
ec.europa.eu/research/mariecurieactions and
ec.europa.eu/programmes/horizon2020/en/h2020-section/marie-sklodowska-curie-actions
- UK NCP Helpdesk
Email: mariecurie-uk@bbsrc.ac.uk
Phone: + 32 2 230 0318
Website: www.ukro.ac.uk/mariecurie



Audits - how selected

- Selection of Beneficiaries
- Randomly selected by Commission's central audit service or
- Top-Beneficiary or
- Risky cases, leads from "the outside", OLAF or
- REA operational services (e.g. issues, irregularities etc.).

- Consequences for audits
 - Focus on events triggering the reimbursements of flat rates;
 - Controls of eligibility conditions of work and promotion of the action.

Audit documentation:

- Payroll and HR dpt.:
 - a) Payslips
 - b) CV's (ER or ESR)
 - c) Employment contracts (signed and original)
 - d) bank statements
- Other dpt.:
 - Lab book, attendance list, conference abstract, library records, travel expenses, diplomas, publications...

- *Key controls*
 - Full time / Part time ? (financial impact)
 - Required work experience and mobility rules of candidates: not have resided in the country of the host organisation for more than 12 months in the 3 years immediately prior the reference date (exception in the Annex 1);
 - Financial Agreements : contracts and payments made to the researcher;
 - Evidence of the presence of the fellows: (Ingoing / Outgoing)

Some recurring findings of Cofund audits (FP7)

Source: European Commission

- With financial impact:
- Adjustments in fellowship months, due to clerical errors, early terminations or delays not taken into account,
- Fellow worked not full time,
- Fellow showing to be elsewhere instead of at the premises,...
- Costs not claimed for some fellows
- Costs claimed, but fellows never started;
- Etc.

- *Recorded in the Grant Agreement*
 - Article 4.1. Estimated budget - set out in Annex 2.
 - Article 5.1. Maximum grant amount = Max EU contribution
 - Article 5.2 Form of grant, reimbursement rate and form of costs
- The grant reimburses 50 % of the action's eligible costs (see Annex 2).
 - Article 5.3. Final grant amount: depends on the actual extent to which the action is implemented in accordance with the Grant Agreement's terms and conditions.

Eligibility of costs (1)

- *Based on unit costs – predefined in the MSCA WP,*
- *Commission Decision No C(2013)8194:*
 - Costs for researchers ('living allowance')
 - ESR:3710 EUR (50% co-funding rate 1855 EUR)
 - ER:5250 EUR (50% co-funding rate 2625 EUR)
 - Management costs: 650 EUR (50% co-funding rate 325 EUR)
- Fixed amounts that must be multiplied by the number of months the recruited researchers spent on research training activities ('person months').

Eligibility of costs (2)

- General conditions (article 6) :
 - the units must be actually used or produced in the period set out in Article 3 (duration of the grant).
 - the units must be necessary for implementing the action or produced by it, and the number of units must be identifiable and verifiable, in particular supported by records and documentation (see Article 18).
- Specific conditions (article 6 and 15):
 - type of programme; ESR/ER; selection procedure.
 - minimum remuneration threshold: ESR - 2597 EUR; ER – 3675 EUR.

Example of budget:

Source: European Commission

Example of Budget:

In this example, the amount proposed for [living allowance + mobility allowance] for ER complies with the minimum requirement:

[€ 4800+ € 500 = € 5300] > € 3675

As a reminder, required minimum amounts :

ER: € 3675

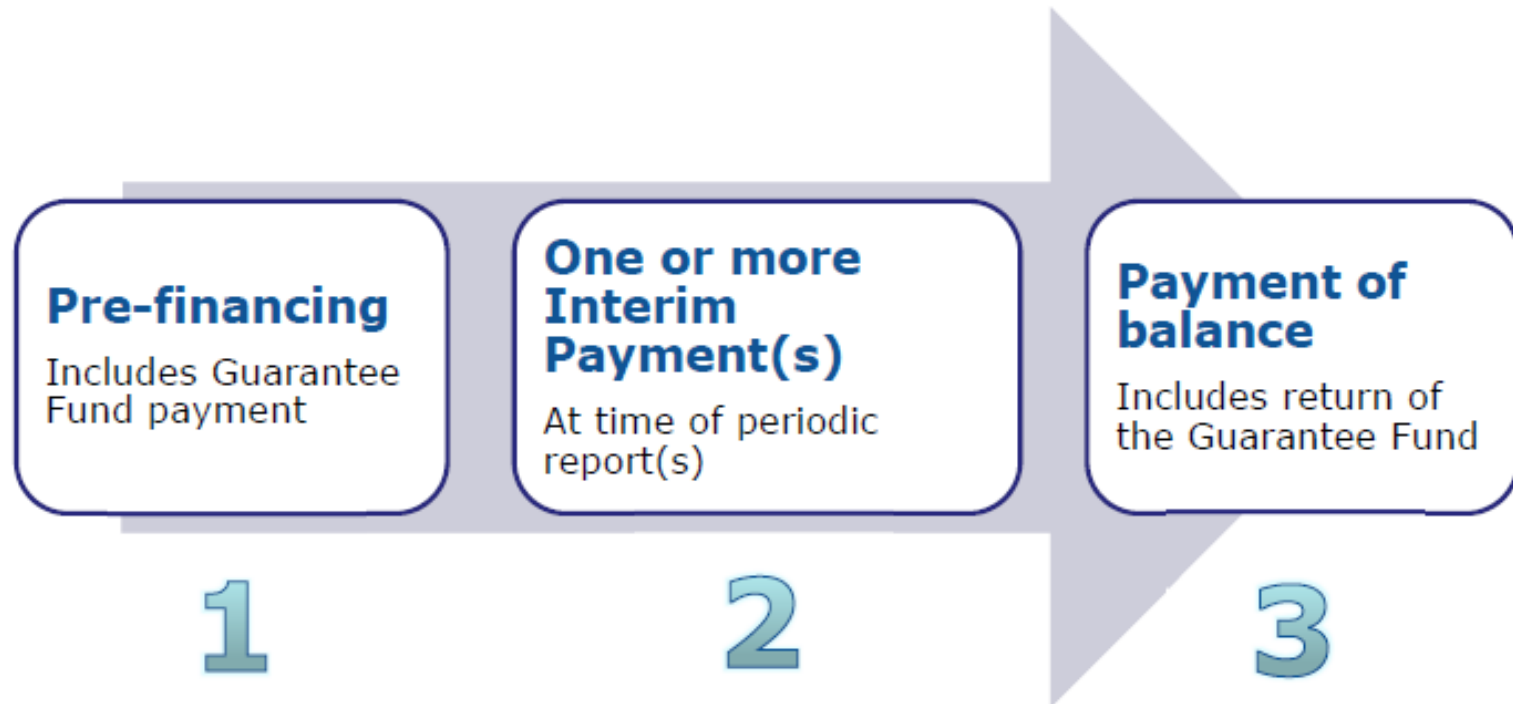
ESR: € 2597

Other cost items than the living allowance and the management costs must be funded through other resources (including ESIF funds)

Example (Fellowship programme – ER)

Cost item	Total cost [€ per person-month]	EU contribution [€ per person-month]
Living allowance	4800	2625
Mobility allowance	500	
Research costs	500	
Management costs	600	325
Indirect costs	600	
Total	7000	2950

Payments lifecycle



1. Pre-financing

- *Article 21.2 of the Grant Agreement*
- Amount of pre-financing – 1 payment
- Payment date: within 30 days, either from the entry into force of the GA or from 10 days before the starting date of the action, whichever is the latest.
 - Amount for the Guarantee Fund: 5% of the maximum grant amount
 - Amount for call 2016: 55%
- *Pre-financing owned by EC until the payment of balance*

Payment Lifecycle – example

- *EU Contribution: €5,000,000*
- *Duration: 60 months*
- *Pre-financing: 55%*
- *Pre-financing amount: €2,750,000 (55% of maximum EU Contribution)*
- ***Of which:***
 - *Guarantee fund amount: € 250,000 (5% of maximum EU Contribution)*
 - *Payment to beneficiary = €2,500,000*

2. Interim Payment (1)

- *Article 21.3 of the Grant Agreement*
- Reimbursement of the eligible costs incurred for the implementation of the action during the period.
- Number of reporting periods: 2
- RP1: from month 1 to X
- RP2: from month X+1 to end of the project

Interim Payment (2)

- Payment amount: up to the *accepted* amount of cost claim
- Limit to 90% of the maximum grant amount
- i.e. 10% of the maximum grant amount must be retained until end of grant
- Payment deadline: 90 days after receipt of full report.
- 'stop-the-clock' for any missing/unclear information and any missing deliverables (e.g. Researcher Declarations)

Interim payment – example

- *EU Contribution: €5,000,000*
- *Pre-financing: €2,750,000*
- *60 months: 2 Reporting Periods*
 - *1st Reporting Period: months 1 - 24*
 - *2nd Reporting Period: months 25 - 60 (end of the project)*
- *90% of EU contribution: €4,500,000*
- *Max payable = €4,500,000 – pre-financing amount = €1,750,000*
- *1st Reporting Period: cost claim submitted for €3,500,000. All*
- *costs accepted.*
- *Payment amount = €1,750,000*

3. Payment of balance

- Article 21.4 of the Grant Agreement: the payment of the balance reimburses the remaining part of the eligible costs incurred by the beneficiary for the implementation of the action.
 - Payment is subject to the approval of the final report.
 - Reports required 60 days after the end of the grant.
 - Payment amount: calculated by the Agency by deducting the total amount of pre-financing and interim payments (if any) already made, from the final grant amount=accepted cost.
 - Includes return of the Guarantee Fund amount.
 - Payment deadline: 90 days after receipt of full report.
 - 'stop-the-clock' for any missing/unclear information and any missing deliverables.

Financial reporting

- **Electronic only**
- Individual Financial Statement (Annex 4 to the GA) for the beneficiary of the GA.
- No paper copies required by REA.
- Declaration of cost: beneficiary indicates the number of implemented person months (for researchers recruited under the action) and the costs are automatically calculated by the IT-system.

Financial payment example

[print format .as](#)

MODEL ANNEX 4 FOR H2020 MSC-COFUND — MONO

FINANCIAL STATEMENT FOR BENEFICIARY [name] FOR REPORTING PERIOD [reporting period]

		A. Costs for researchers (living allowance)			B. Institutional costs		Total costs		Reimbursement rate %	Maximum EU contribution	Requested EU contribution
		A.1 Costs for researchers in programmes implemented by the beneficiary		A.2 Costs of providing financial support to costs for researchers in programmes implemented by a partner organisation		Unit		€	€	€	
Number of units (person-months)		Costs per unit	Total ³	Costs per unit	Total ³	€	€				
Employment											
Fixed amount fellowship											

Check box for researchers recruited under an employment contract: <input type="checkbox"/>	I confirm that the total remuneration costs for each researcher per month are equal to or higher than EUR ⁴
Check box for researchers recruited under a fixed-amount fellowship agreement: <input type="checkbox"/>	I confirm that the total costs of each fixed-amount fellowship per month are equal to or higher than EUR ⁴

The beneficiary hereby confirms that:
 The information provided is complete, reliable and true.
 The costs declared are eligible (see article 6).
 The costs can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 17, 18 and 22).

¹ Please declare all your person-months, even if you exceed the estimated budget (see annex 2). Only person-months that were declared in your individual financial statements can be taken into account lateron, in order to replace other costs that are found to be ineligible.

² see Article 6 for the eligibility conditions
³ See Article 5 for the forms of costs
⁴ Total = Costs per unit x Number of units (person-months)
 DP: 2597,00; FP: 3675,00
⁵ DP: 1298,50; FP: 1837,50

- *Guidance by business process – reporting, amendments etc.*
 - *Links to the relevant articles of the Annotated Grant Agreement.*
 - *The H2020 Online Manual updated regularly.*
-

Online manual

Source: European Commission

The screenshot shows the 'RESEARCH & INNOVATION Participant Portal' website. The breadcrumb trail is 'European Commission > Research & Innovation > Participant Portal > Funding Guide'. The navigation menu includes 'HOME', 'FUNDING OPPORTUNITIES', 'HOW TO PARTICIPATE', and 'EXPERTS'. The 'HOW TO PARTICIPATE' menu item is circled in red. Below it, the 'H2020 Online Manual' link is also circled in red. The main content area is titled 'H2020 Online Manual' and contains the following text:

The H2020 online Manual offers:

- an overview of all steps you need to know for the electronic management of proposals or grants;
- easy navigation by process steps;
- a brief descriptions on how to complete your tasks.

Links and references to:

- Guidance notes, templates
- User manuals of the relevant tools
- Frequently asked questions

At the bottom of the page, there is a button labeled 'H2020 ONLINE MANUAL' and a footer with '© European Commission'.

Online manual continued...

The screenshot displays the 'H2020 Online Manual' website. On the left is a blue sidebar menu with a tree structure of links. The main content area on the right is white and features a top navigation bar with 'My Area - User account & roles'. Below this, the page is organized into several sections: 'Grants' (with sub-sections for applying for funding, evaluation & grant signature, and grant management), 'Working as an expert', and 'Cross-cutting issues'. Each section contains a series of buttons or arrows representing different steps or topics.

H2020 Online Manual

- My Area - User account & roles
 - Login with ECAS
 - Roles & access rights
 - Terms and Conditions of Use
- Grants
 - Applying for funding
 - Find a call
 - Horizon 2020 structure and budget
 - What you need to know about Horizon 2020 calls
 - Find partners or apply as individual
 - Register in the Beneficiary Register
 - Registration of your organisation
 - LEAR appointment
 - Validation of potential beneficiaries
 - Financial viability check
 - Data update
 - Certifications
 - Submit a proposal
 - Get prepared
 - Electronic proposal submission
 - From evaluation to grant signature
 - Eligibility check
 - Evaluation of proposals

My Area - User account & roles

Grants

Applying for funding

- Find a call
- Find partners
- Register an organisation
- Submit a proposal

Evaluation & Grant signature

- Eligibility check
- Evaluation of proposals
- Grant preparation
- Grant signature

Grant management

- Keeping records
- Amendments
- Reports & payment requests
- Deliverables
- Dissemination & exploitation
- Communication
- Checks, audits, reviews & investigations

Working as an expert

- Expert registration
- Contracting & payment
- Expert roles & tasks

Cross-cutting issues

- International cooperation
- Ethics
- Gender
- SMEs
- Intellectual property
- Links to regional policy
- Social Sciences & Humanities
- Innovation procurement

Continuous Reporting

- *Deliverables are uploaded in the IT-tool through the **continuous reporting** module*
 - *Researcher Declaration* within 20 days of the start of the research training activities, one for each researcher;
 - *Other Deliverables* identified in Annex 1, in accordance with the timing and conditions set out in it.
- **In H2020 the deliverables are submitted via the Participant Portal**

Periodic Reporting



Project Periodic Reports

- *Periodic Report (within 60 days following the end of each reporting period)*
- **Periodic technical report**
- **Periodic financial report**
- *Final Report (in addition to the periodic report for the last reporting period)*
- **Final technical report**
- **Final financial report**
- **In H2020 the periodic and final reports are submitted via the Participant Portal**

- **Within 20 days of the start of the research training activities, one for each researcher:**
 - - **Start date – end date of the fellowship**
 - - **Name and Surname**
 - - **Gender**
 - - **Birth date**
 - - **Nationality**
 - - **E-mail...**

- *1.- Report on evaluation and selection*
- Deviations from the Evaluation Procedure described in Annex I?
- Number of applications/How many eligible/ineligible?
- Dates when the evaluation and selection took place
- Call opening – Call closing
- Names and Affiliations of experts involved (From which countries? Gender? Sectors?)
- Was the evaluation done remotely or onsite?
- Was there a briefing of the experts?
- Number of experts evaluating each proposal?
- Number of proposals passing/failing evaluation
- Number of fellows finally selected under the specific Call (and in the reserve list, if relevant).

- *2.- Report on dissemination activities*
- Dates of Call Publication and places where it was published (Supporting documents required)
- Flyers, brochures, or other information produced
- Presentations conferences and meetings or other events
- Published articles in the press
- Any other means of advertising the programme
- Quantitative information, for instance.
- Number of Conferences
- Number of press releases
- Number of Flyers

- *3.- Call Publication*
- Inform the Project Officer by sending the link to the Euraxess website where the Call has been published
- *4.-Report on ethical issues*
- Separate presentation on ethics

Periodic Reporting

- *Part A*
- Information imported from the continuous reporting module.
- *Part B – narrative part*
- Explanation of the work carried out and overview of progress
 - Objectives
 - Explanation of the work carried per Work Package
 - Impact
 - Explanations on deviations from DoA
- Information entered in the IT tool
- PDF document

Periodic financial report

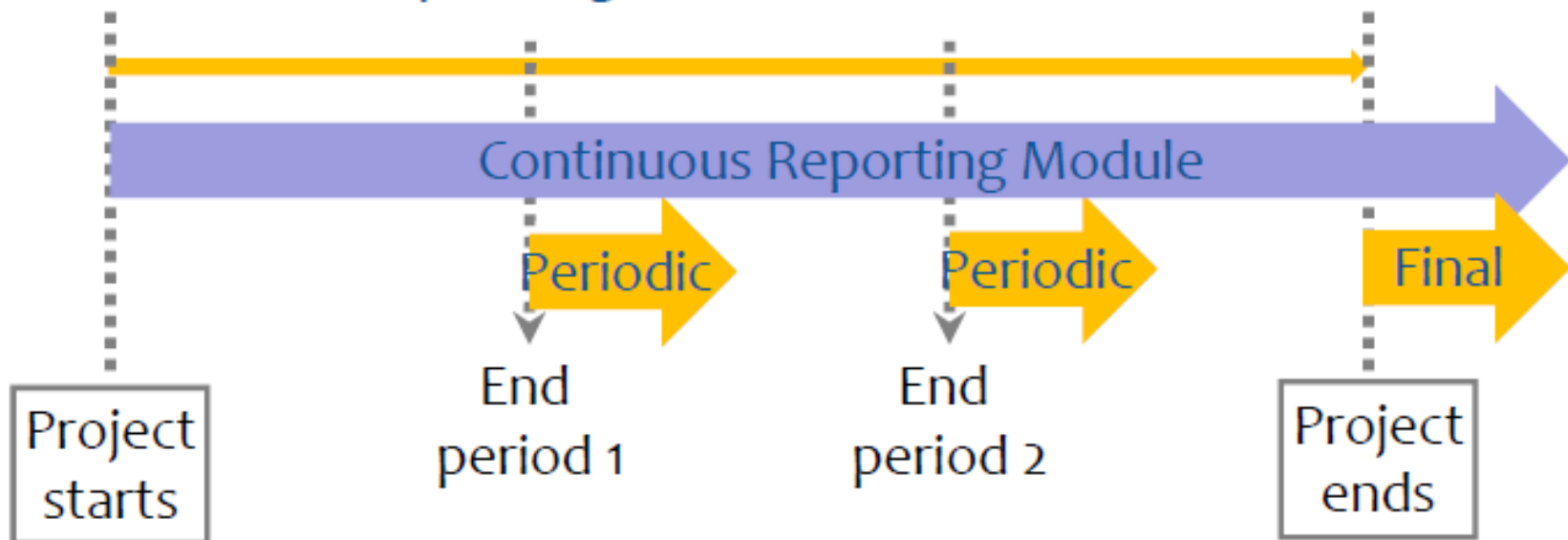
- *Financial statement (Annex 4 to the GA)*
- *A periodic summary financial statement including the request for payment*

Participant Portal



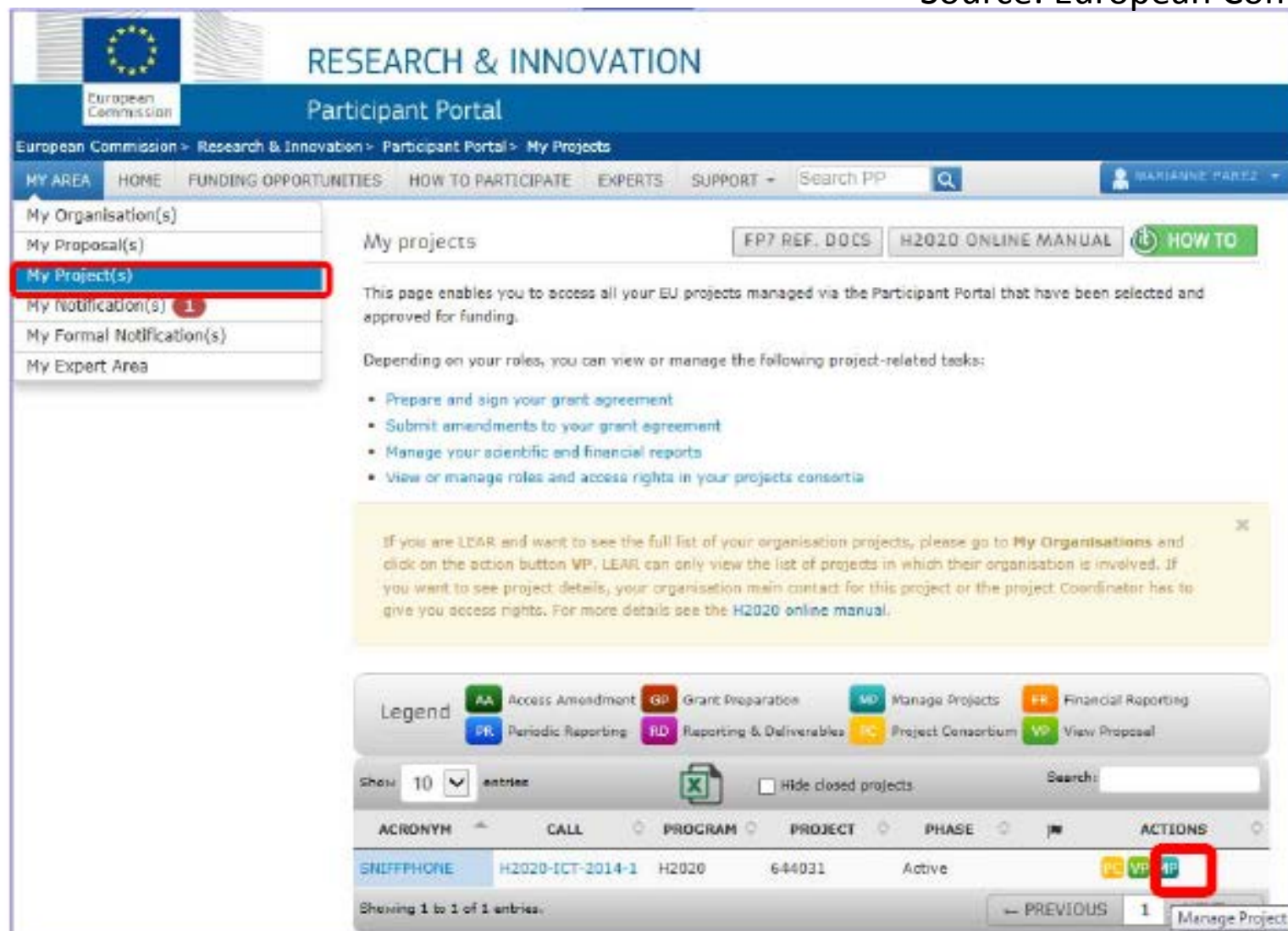
Source: European Commission

- *Continuous reporting module*
- *Periodic reporting module*



My projects

Source: European Commission



RESEARCH & INNOVATION
Participant Portal

European Commission > Research & Innovation > Participant Portal > My Projects

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT - Search PP [Q] [BARIANNE PAREZ]

My Organisation(s)
My Proposal(s)
My Project(s)
My Notification(s) 1
My Formal Notification(s)
My Expert Area

My projects [FP7 REF. DOCS] [H2020 ONLINE MANUAL] [HOW TO]

This page enables you to access all your EU projects managed via the Participant Portal that have been selected and approved for funding.

Depending on your roles, you can view or manage the following project-related tasks:

- Prepare and sign your grant agreement
- Submit amendments to your grant agreement
- Manage your scientific and financial reports
- View or manage roles and access rights in your projects consortia

If you are LEAR and want to see the full list of your organisation projects, please go to My Organisations and click on the action button WP. LEAR can only view the list of projects in which their organisation is involved. If you want to see project details, your organisation main contact for this project or the project Coordinator has to give you access rights. For more details see the [H2020 online manual](#).

Legend

- AA Access Amendment
- GP Grant Preparation
- MD Manage Projects
- FR Financial Reporting
- PR Periodic Reporting
- RD Reporting & Deliverables
- PC Project Consortium
- VP View Proposal

Show 10 entries [X] Hide closed projects Search: []

ACRONYM	CALL	PROGRAM	PROJECT	PHASE	ACTIONS
SNIFFPHONE	H2020-ICT-2014-1	H2020	6-44031	Active	[PC] [VP] [MP]

Showing 1 to 1 of 1 entries. [PREVIOUS] 1 [Manage Project]

Continuous reporting

Source: European Commission

European Commission

RESEARCH & INNOVATION

Participant Portal - Grant Management Services

Help

Marianne PAREZ

MY PROJECT

HORIZON 2020

Call: H2020-ICT-2014-1
Type of Action: RIA
Acronym: SNIFFPHONE
Current Phase: Grant
Management:
Number: 644031
Duration: 42 months
Start Date: 15 Feb 2015
Estimated Project Cost: €5,806,455.00
Requested EU Contribution: €5,806,455.00
Contact: Heidi RAJENBACH

Latest Legal Data
Process List
Document Library
Communication Center

H2020 ONLINE MANUAL

HOW TO

European Commission

Activated at the time project

Launch new interaction with the EU +

Continuous Reporting
644031 - SNIFFPHONE
01 Feb 2015
Started Completed

Continuous reporting data

Process specific documents

Process specific communications

Proposal Management & Grant Preparation
644031 - SNIFFPHONE
25 Apr 2014
Submitted Informed Invited Prepared Signed Paid

Process specific documents

Process specific communications

Periodic reporting

Source: European Commission

RESEARCH & INNOVATION Help

Participant Portal - Grant Management Services Paolo RUGGERI

Activated at the end reporting period

MY PROJECT Launch new interaction with the Service +

HORIZON 2020

Call: H2020-Adhoc-2014-20
Type of Action: CSA
Acronym: SMEINNOAUSTRIA
Current Phase: Grant Management
Number: 643298
Duration: 6 months
Start Date: 2014-07-01
Estimated Project Cost: €113,007.50
Requested EU Contribution: €90,405.00
Contact: Erwan LE GUEN

Latest Legal Data
Process List
Document Library
Communication Center

H2020 ONLINE MANUAL **HOW TO**

Periodic Reporting 01/01/2015
REP-643298-1 - period 07/2014 > 12/2014
Draft Submitted Reviewed Paid

Periodic Report 1 projectNo 643298 composition

Process specific documents
Process specific communications

Continuous Reporting 01/07/2014
643298 - SMEINNOAUSTRIA
Started Completed

Continuous reporting data

Process specific documents
Process specific communications

Proposal Management & Grant Preparation 10/04/2014
643298 - SMEINNOAUSTRIA
Submitted Informed Invited Prepared Signed Paid

Process specific documents
Process specific communications

© European Communities - Version 1.7

Submit deliverables when they are due

- **Publications**
- **Dissemination**
- **Patents**
- **Gender**
- **Researchers (researcher declarations)**
- **Information to be entered in the IT tool at any time during the life of the project.**

Periodic reporting module

- Beneficiaries complete on-line the financial statements
- The coordinator will be able to upload the Part B of the periodic technical report (narrative part)
- At the time the coordinator submits the periodic report, the IT tool will capture the information from the continuous reporting module in order to generate automatically the Periodic report.
- The periodic technical report will be 'locked for review' by the coordinator before its submission. Make sure the information in the continuous reporting module is up-to-date before the periodic report is 'locked for review'. Updates entered after this step will be included in the periodic report of the following period.

Periodic reporting module - steps

- *The beneficiary receives a notification and logs on to the Participant Portal.*
- *The beneficiary completes the Financial Statement and the Technical Part of the Periodic Report. Then e-signs and submits the Financial Statements to the Coordinator.*
- *The Coordinator approves the elements of the Periodic Report & submits to the EU Services.*
- *The EU Services review the submitted Periodic Report and accept or reject it.*
- *Interim Payment*

Summary of submission of periodic reports

Source: European Commission

Beneficiaries (including the coordinator)

- **Financial statement:** Type → Lock for review → Sign & Submit
- **Technical Report:** Type → Lock for review

Coordinator

- **Financial statements:** Check →
Redo
Include
 - **Technical Report:** Check → Accept & Include
- } Submit to EU

Requests for changes

- **1.- Information Procedure**
- **2.- Amendments**

1.- Information Procedure

- *Applicable for changes that have to be reflected in the contract, but which does not depend on the agreement of the parties.*
- **The LEAR** will act directly via PP (you will be requested to provide supporting documents if needed)
- (PP- My Area- My Organization)
- **For the following:**
 - To notify about changes in the beneficiary details (legal name, legal address, VAT, ...)
 - Change of legal status
 - Universal transfer of rights and obligations

2.- Amendments

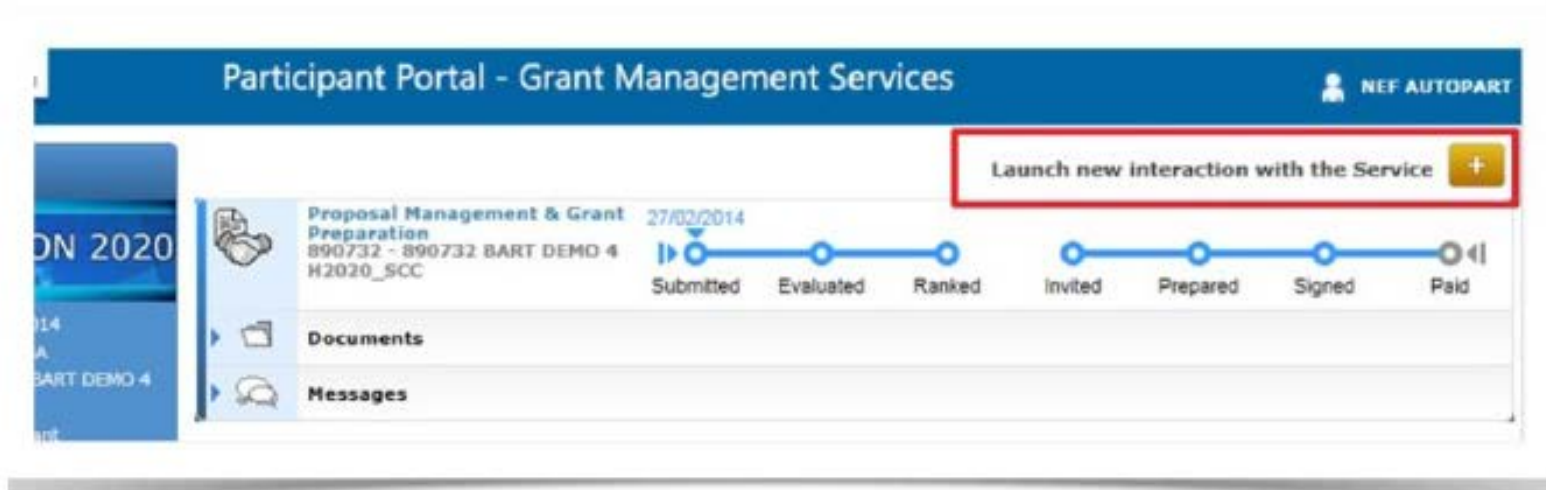
- **Changes in the Grant agreement, for instance:**
 - Change of bank account for payments
 - Change of the action's starting date
 - Changes of Annex 1 (description of the action)
 - Change of reporting periods
 - Change of the action's duration
- **It is recommended to request prior verification from the project officer**
- • (Via PP- MP)

Amendments - Main steps

- Launch the amendment preparation in the Participants Portal
- Compose the amendment
- Request from the PO an "unofficial" review (not compulsory)
- Sign & Submit the amendment
- EU services accept or reject the amendment

Amendments

The Coordinator (or the EC) launches the amendment request and prepares all data



Source: European Commission



This will create the request for amendment. Please wait for the reference number to appear.



An **amendment request reference number**, containing the project number, is being created. This number is important, because it will be used to trace the amendment.



Source: European Commission

The screenshot displays a workflow for a 'Consortium Requested Amendment' (AMD-890730-1) dated 26/11/2014. The workflow consists of five stages: Launched, Prepared, Requested, Admissible, and Decision. The 'Launched' stage is currently active, indicated by a yellow play button icon. Below the workflow, there is a 'Cancel amendment' button and a task labeled 'Amendment preparation' with a warning icon, which is highlighted by a red box. To the right of this task are two buttons: 'Involve PO' and 'Lock for review'. At the bottom left, there are sections for 'Documents' and 'Messages'.

Option: Involving the Project Officer for a difficult amendment request

During the preparation of a **difficult** amendment request, it is recommended to involve the Project Officer. Validation rules are very flexible so the Project Officer can easily be involved. Clicking the **Involve PO button**, notifies the PO and hands the session over to the her/him to either make an unofficial review of the amendment and/or to apply some modifications on the amendment data.

 Only the Coordinator Contact Person can perform this action.



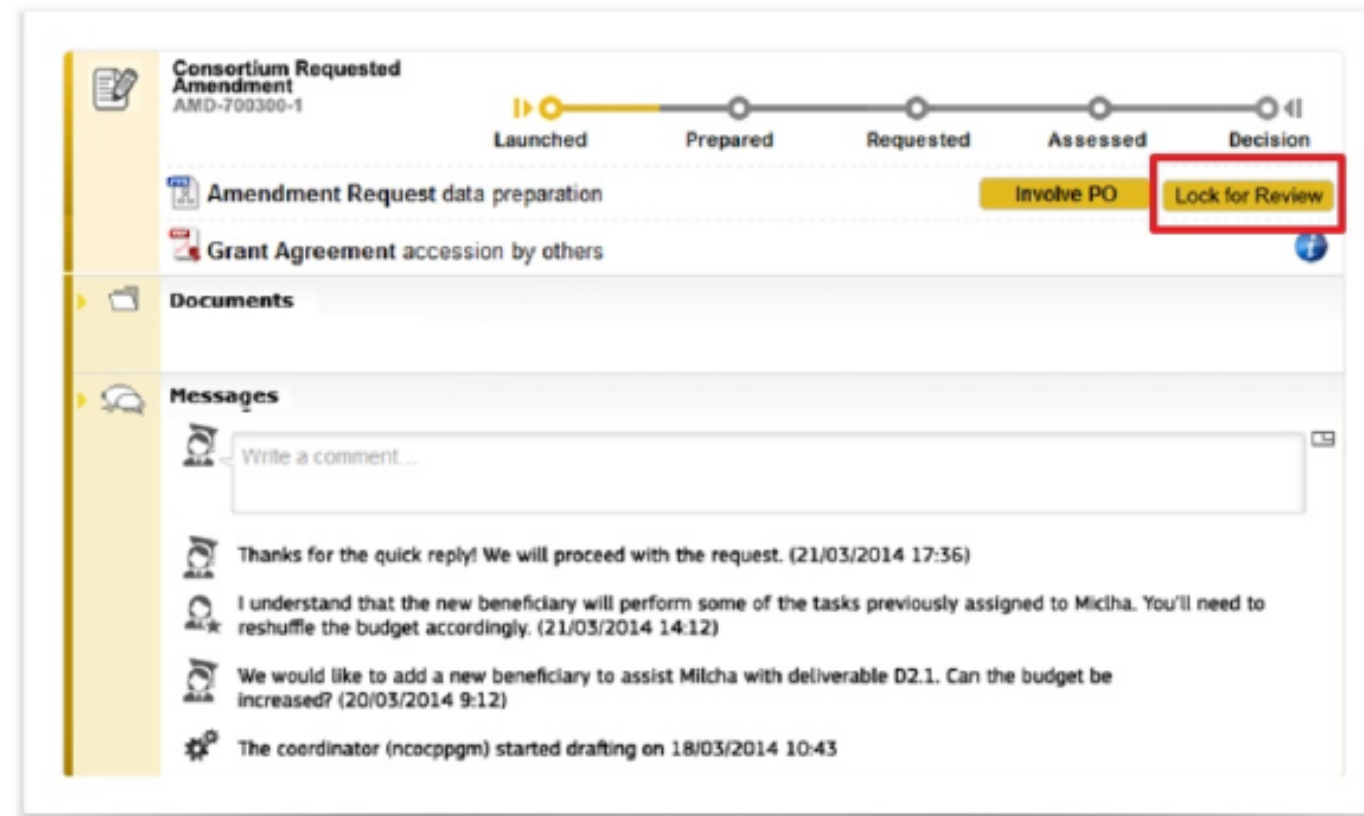
The screenshot displays the 'Consortium Requested Amendment' interface for AMD-700300-1. At the top, a progress bar shows the workflow stages: Launched (active), Prepared, Requested, Assessed, and Decision. Below the progress bar, the 'Amendment Request data preparation' section contains two buttons: 'Involve PO' (highlighted with a red box) and 'Lock for Review'. The 'Grant Agreement accession by others' section includes a Facebook icon. Below these are sections for 'Documents' and 'Messages'. The 'Messages' section features a text input field for comments and a list of messages, including one from 'ncocppgm' dated 18/03/2014 10:43.

Source: European Commission

a. Lock the amendment request for review.

The amendment request can be locked for review (the data are locked, a pdf is generated ready for electronic signature), in order to assess the request. This means that nobody can edit any data any more at this point.

 Only the Coordinator Contact Person can perform this action.



Consortium Requested Amendment
AMD-700300-1

Launched Prepared Requested Assessed Decision

Amendment Request data preparation **Involvement PO** **Lock for Review**

Grant Agreement accession by others

Documents

Messages

Write a comment...

Thanks for the quick reply! We will proceed with the request. (21/03/2014 17:36)

I understand that the new beneficiary will perform some of the tasks previously assigned to Micliha. You'll need to reshuffle the budget accordingly. (21/03/2014 14:12)

We would like to add a new beneficiary to assist Milcha with deliverable D2.1. Can the budget be increased? (20/03/2014 9:12)

The coordinator (ncocppgm) started drafting on 18/03/2014 10:43

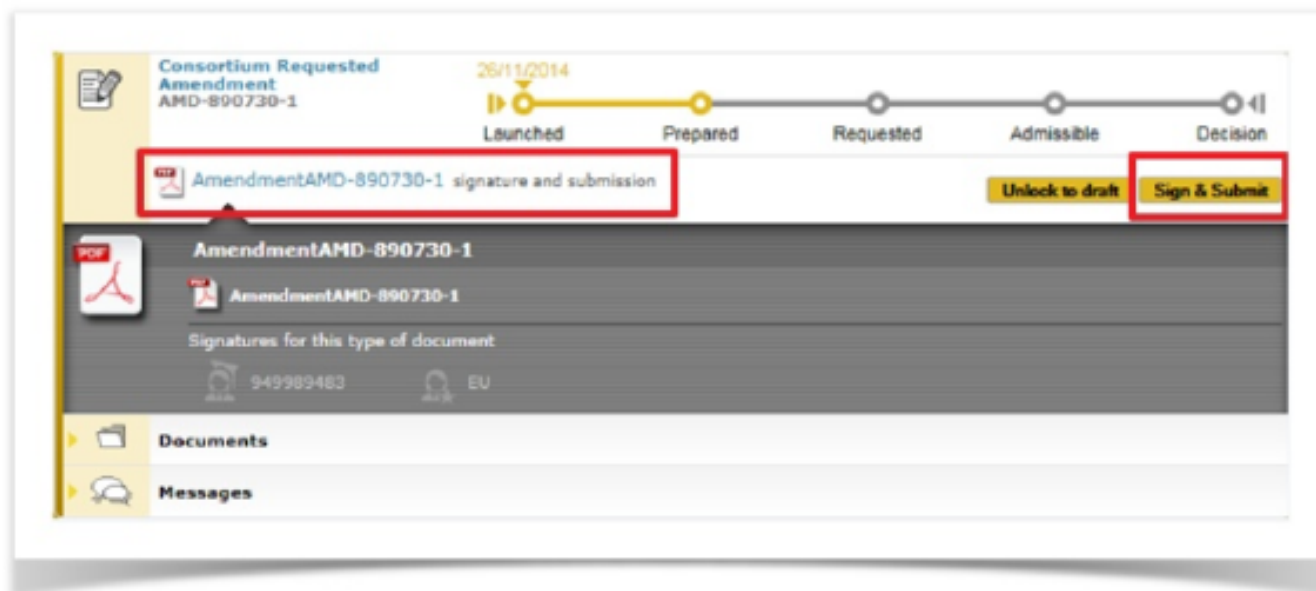
Source: European Commission

b. Sign and submit the amendment

After reviewing the request, the Project Legal Signatory (PLSIGN) logs in to the Participant Portal. He then **Signs and submits** the amendment request to the EU. In case he would like to make some changes to the request he can click the **Unlock to draft** button and send it back to the people who prepare the amendment request (Coordinator Contact Person).

i Only the Project Legal Signatory can sign and submit the amendment request.

! Please be aware that in case new beneficiaries have been added, they will have to sign their declaration and accession forms electronically, before you can sign and submit.

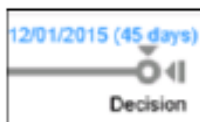


The screenshot displays the 'Consortium Requested Amendment AMD-890730-1' page. At the top, a progress bar shows the stages: Launched (26/11/2014), Prepared, Requested, Admissible, and Decision. Below the progress bar, a document titled 'AmendmentAMD-890730-1 signature and submission' is shown with a red box around it. To the right of this document are two buttons: 'Unlock to draft' and 'Sign & Submit', with the latter also highlighted by a red box. Below the document list, there is a section for 'Signatures for this type of document' with two entries: '949989483' and 'EU'. At the bottom left, there are sections for 'Documents' and 'Messages'.

Source: European Commission

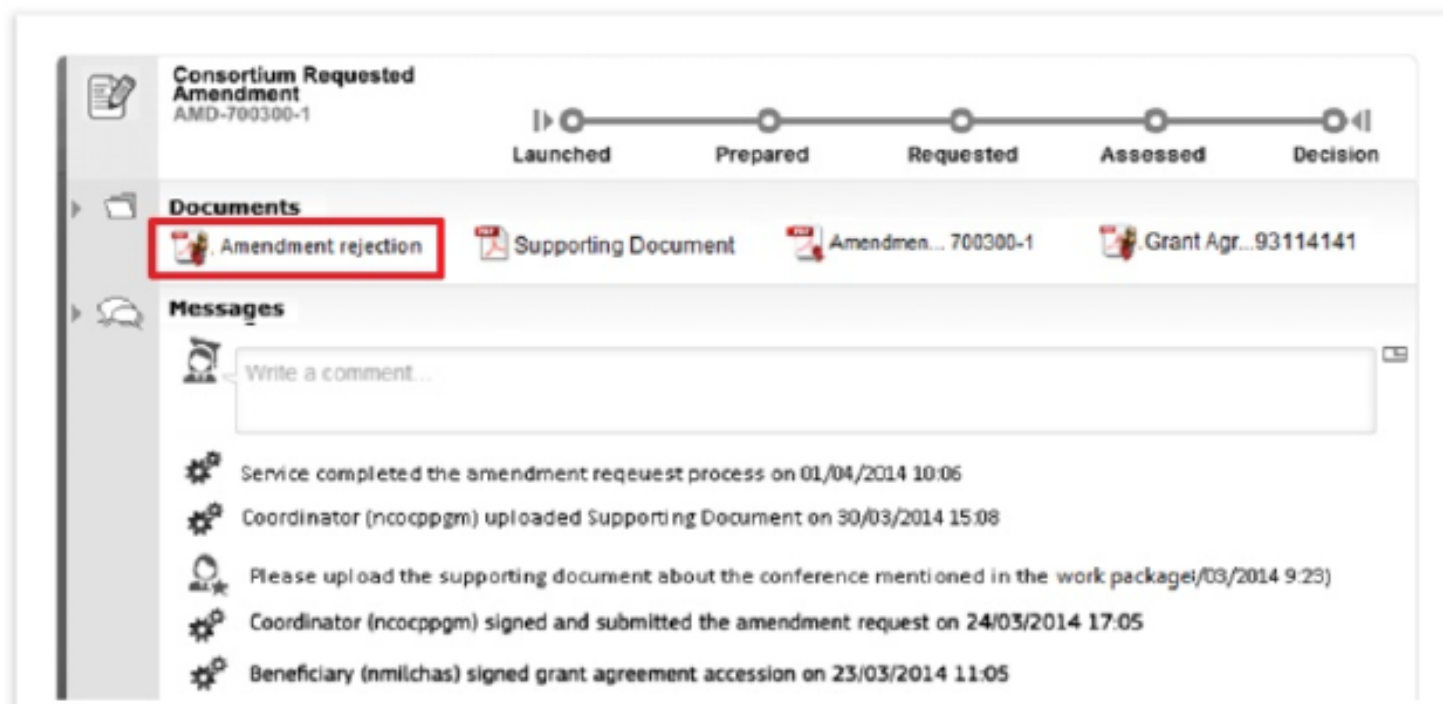
Step 5: The EU Services accept (and countersign the amendment) or reject (and makes available a rejection letter).

On completion of the assessment, the amendment is accepted or rejected and countersigned by the EU. The metro line moves to the



status **decision** in both cases and the process is closed and the process box will turn black.

In case the amendment request is **rejected**, a letter motivating the rejection will be available.



Consortium Requested Amendment
AMD-700300-1

Launched Prepared Requested Assessed Decision

Documents

- Amendment rejection
- Supporting Document
- Amendmen... 700300-1
- Grant Agr...93114141

Messages

Write a comment...

- Service completed the amendment request process on 01/04/2014 10:06
- Coordinator (ncocppgm) uploaded Supporting Document on 30/03/2014 15:08
- Please upload the supporting document about the conference mentioned in the work package(03/2014 9:23)
- Coordinator (ncocppgm) signed and submitted the amendment request on 24/03/2014 17:05
- Beneficiary (nmilchas) signed grant agreement accession on 23/03/2014 11:05

Communication

Art. 20.3 Periodic reports — Requests for interim payments

- [...] The report must also detail the exploitation and dissemination of the results and – if required in
- Annex I – an updated "plan for the exploitation and dissemination of the results"
- A summary for publication by the Agency

Art. 20.4 Final report — Request for payment of the balance

- [...] a ‘final technical report’ with a summary for publication containing:
 - (i) an overview of the results and their exploitation and dissemination;
 - (ii) the conclusions on the action, and
 - (iii) the socio-economic impact of the action.
-

Art. 38.1.1 Obligation to promote the action and its results

- providing targeted information to **multiple audiences** (including the media and the public), in a strategic and effective manner and possibly engaging in a two-way exchange.
-

- Any communication activity that is expected to have a "major media impact" (i.e. online and printed press, broadcast media, social media, etc.) with a potential for national and international outreach must be first notified to the Agency.
- The beneficiary is free to choose the **type** of communication, for instance:
 - a press release for the general public;
 - an interview in a local radio station;
 - a brochure to explain the action to school or university students (...)

- **Articles 29.4 & 38.1.2 Information on EU funding**
- **Any dissemination of results, communication activity related to the project (1) and any infrastructure, equipment and major results (2) must:**
 - display the EU emblem
 - include the following statement/s:

- **(1)**“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]”.
- **(2)**“This [infrastructure][equipment][insert type of result] is part of a project that has received funding from the European Union’s Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No. [number]”.

Selecting researchers



Art.15.1.1 Procedure and criteria for selecting researchers in programmes:

- - Doctoral Programmes
- - Fellowship Programmes
- H2020 COFUND Grant Agreement Art. 15.1.1
- H2020 Annotated Grant Agreement page 474-478

Doctoral Programmes:

- Researchers must be selected following an open, transparent, merit-based, impartial and equitable selection procedure, as described in Annex 1.
- Vacancies must be internationally advertised and published (including on the web-sites requested by the Agency).
- The beneficiary/partner organisation must publish vacancies as widely as possible
 - at international level and
 - on web-sites requested by the Agency (e.g. on EURAXESS Jobs).

Fellowship Programmes:

- Researchers must be selected following an open, transparent, merit-based, impartial and equitable selection procedure, based on international peer review, as described in Annex 1.
- Selection committees must bring together diverse expertise, have an adequate gender balance and include members from other countries and with relevant experience to assess the candidates.
- The beneficiary/partner organisation must publish calls for proposals as widely as possible:
 - at international level and
 - on web-sites requested by the Agency (e.g. on EURAXESs Jobs).
- H2020 COFUND Grant Agreement Art. 15.1.1
- H2020 Annotated Grant Agreement page 474-478

- **Location of the webpage - don't hide it!**
- **Content of the webpage (no language barrier):**
- General and specific information about the project
- Guide for Applicants; remuneration rates; FAQs
- Application, evaluation process and call dates (*see next slide*)

Source: European Commission

- Application, evaluation process and call dates:
 - Eligibility criteria
 - If/how career breaks are taken into account
 - Evaluation criteria
 - Ethics
 - Time schedule
 - Selection /number of fellowships
 - Redress procedure
 - Feedback for applicants (nr. of eligible, evaluated, selected fellows)

 - Contact
-

- **Guidance for project participants**
- http://ec.europa.eu/research/participants/data/ref/h2020/other/gm/h2020-guide-comm_en.pdf

Any questions?
