



Forum for European-Australian Science and Technology cooperation

EU projects life cycle

Monash University, 18th November 2009

FEAST www.feast.org

info@feast.org

+61 2 6125 7884

The Forum for European–Australian Science and Technology Cooperation (FEAST)

- Information portal: www.feast.org
- Support helpdesk (European programs, FP7, COST, ...)
- **FP7 National Contact Point (NCP):**
 - Finance-legal NCP
Jean-François Desvignes-Hicks
info@feast.org, +61 2 6125 7690

RTD in Europe

European programs
(not only European Commission!)

Member states

Associated countries

Framework Programmes (FP7)

European Science Foundation (ESF)

Eureka

EIT

National programs

National programs

Cooperation

Ideas

People

Capacities

Euratom

JRC

COST

10 themes

ERC

Marie Curie

FP7

- 2007-2013
- €53.2 billion
- 60% in cooperative RTD projects
- Member states (27) + Associated countries + ICPC + Australia (third country)

Content

- Collaborative Projects
 - Proposals – negotiation – grant agreement
- Marie Curie international fellowships
 - Proposals
- COST actions
 - Joining an Action

Proposals

- Annual Work Packages describing calls details:
 - Budget per project
 - Number of projects
 - Topics
 - Other conditions
- Each project will be submitted by a European coordinator
- Consultants specialized in FP projects have a very high success rate when helping a consortium
- Main resource: Guide for applicants

Building *Work Packages*

- Part B of the proposal contains the detailed description of the project.
- Each Work Package is geared toward micromanagement:
 - Deliverables
 - Milestones
- The scientific/technological content must include training, knowledge transfer and dissemination (with dedicated Work Package)

Building budgets

- The financial details relevant to the EC are included in Part A (eligibility)
- Detailed budget included in Part B. *Only Part B is reviewed by evaluators*
- The EC financial contribution varies across activities:
 - RTD 50-75% (SMEs and public research organisations)
 - Demonstration 25-50%
 - All other 100%
- Indirect costs calculation method declared once for FP7 must be applied and is covered by the EC:
 - 60% flat rate
 - 20% flat rate
 - Actual real or simplified cost
- Exception: for Coordination Support actions, EC contribution toward indirect costs is capped at 7%

Submission

- The Coordinator manages application and access
- The full submission on the online system: EPSS – www.epss-fp7.org
- Part A.2 for each applicant
- A commitment letter can requested by the coordinator to prevent ideas “transfer” between proposals (not an EC requirement)
- Two stage evaluation: first submission 5-6 pages

Evaluation

- Single or two stage evaluation have the same overall outcomes
- The Evaluation Summary Reports (ESR) are provided to the coordinator and should forward it to all partners
- Evaluation outcomes include:
 - Invited to negotiation (main listed),
 - Reserve list,
 - Rejected.
- Redress can be requested by coordinators but rarely successful

Negotiation

- Important stage – use it or loose it: the actual requests from each partners are analyzed by the EC with consideration to the ESR and “internal” policies
- Funding and Australia eligibility is to be confirmed to negotiators:
ftp.cordis.europa.eu/pub/fp7/docs/guideline-third-country-participants_en.pdf
- The EC finance and scientific officers attached to each project are the key contacts

Preparing the Grant Agreement (GA)

- All details entered on the NEF website:
webgate.ec.europa.eu/ecas
- Part A.2 to be signed by all parties to verify that all partners have the resources to conduct the project and the authority to sign the GA.
- Organisation's bank details (variable forms)
- SMEs: viability check by the EC (criteria and tools available on CORDIS)
- The GA is signed between the EC (DG RTD) and the Coordinator's institution, and it lists all partners (Article 1)

The GRANT Agreement (GA)

The complete GA includes numerous documents:

- The signed core which contains the projects specific details and maximum EC contributions
- Annex 1: description of work (edited Part B)
- Annex 2: general conditions- **not negotiable**
- Supporting annexes 3-6
- Annex 7: guidelines for audit certificates (Form D, Certificate of Financial Statements),
- Special clauses: to adapt the Core in article 7
- Signed under Belgian law (in most cases for FP7)

The GRANT Agreement (GA)

Main reference source

- Guide to Financial Issues relating to FP7 Indirect Actions

ftp.cordis.europa.eu/pub/fp7/docs/financialguide_en.pdf

- Standard model grant agreement (also available for ERC and Marie Curie)

cordis.europa.eu/fp7/calls-grant-agreement_en.html#standard_ga

The Consortium Agreement

- Not part of the GA, but the signature of a Consortium Agreement can be part of the GA
- The call fiche will state if mandatory
- The format is open to all projects, and no EC template is provided
- Many projects use generic template:
 - Ex: DESCAs model (www.desca-fp7.eu)
- Important for governance (large projects)
- Important for IPR (back/fore ground)
- Signed by all partners – not the EC

Starting the project

- From the Start date (signature date or specified date)
- All partners must have completed the requested forms for the GA to continue
- Pre-financing: up to 80% of the EC contribution if authorized by the EC
- Guarantee Fund (5% of EC contribution) will be returned to the project as part of the final payment.
- Pleasing the funder:
 - Kick-off meeting, logo, acronym and website
- Attention: make sure you receive the correct version of the GA, and correct Part A is signed

Strict compliance (1)

- Timesheet: use coordinator template or generic template
- Dedicated accounts for FP7 project:
 - WP
 - activities
- External audits always possible (5 years after completion)
- Periodic reports (min 18 months):
- Explanation of the use of resources for each partner
- Form C: Force
- Certificates: EC contribution > €375,000

Timesheets

- Timesheets: use coordinator template or generic template
- Dedicated accounts for FP7 project to be able to report on:
 - Each Work Packages
 - Type of activities (management, RTD, other)
 - Receipts and third parties contributions
- External “ex-post” audits are always possible (5 years after completion)
- Periodic reports (min 18 months): the coordinator’s pain
- Explanation of the use of resources (€) for each partner

Strict compliance (2)

- Form C: Force, financial reporting tool for each beneficiary. webgate.ec.europa.eu/ecas
- Certificate of Financial Statements (audit certificates): EC contribution > €375,000
- Report on all expenditures detailed in the Annex 1, not only EC funding
- Minimize reporting with special clauses (i.e. 9)

General compliance

- Regular reports to coordinator to monitor progress and expenditures (6 month)
- Deliverables and milestones can be delayed if justified. But the coordinator has to liaise with scientific officer.

Marie Curie international fellowships

- Incoming or outgoing fellowships
- Detailed work plan
- The other activities make the difference:
 - Dissemination
 - Knowledge transfer
- Important resources: Guide for applicants available on the call page

COST

- New COST action: open proposal with 2 collection dates (March, September)
- Joining a COST action:
 - Letter of proposal from Australian institutions,
 - Chair and management committee formal approval,
 - Confirmation with the COST office (email to COST director, AAS, FEAST)