EUinDepth

IRSES Features

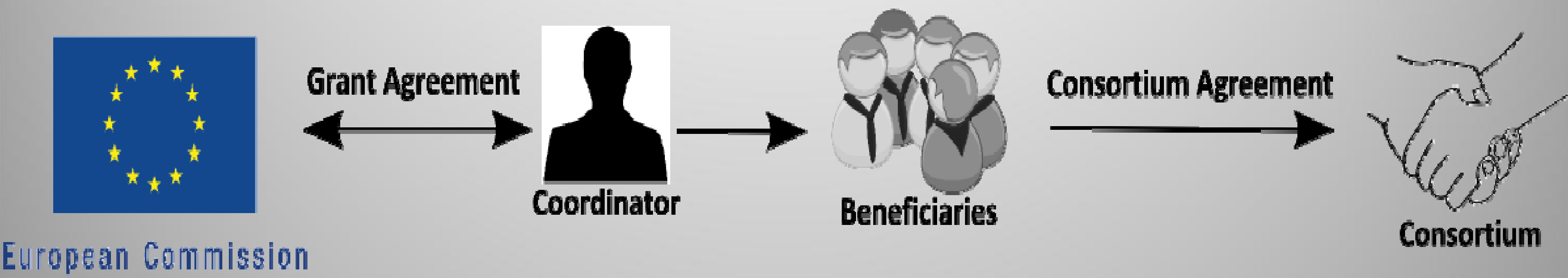
IRSES Objectives

- To **strengthen research partnerships** through **staff exchanges** and **networking activities** between **researcher organisations** from **EU/AC** and countries with which EU has an **S&T agreement** or in the process of negotiating one and countries covered by the **European Neighbourhood** policy.

- To provide support to research organisations to establish or reinforce long-term research cooperation through a coordinated joint programme of exchange of researchers for short periods.

Main features

- Applicants are research organisations
- min. 2 research organisations within EU/ Associated Countries and one or more organisations in third countries
- Partners institutes to select their staff for exchange
- Short term stays between 1 and 12 months
- Researchers keep salary at home institution and return
- Funds cover travel and subsistence of the researcher, as well as networking activities, management costs and overheads (10%).


Grant Agreement
Coordinator
Beneficiaries
Consortium Agreement
European Commission
Consortium

Project Manager (PM): role and responsibilities

- **Overall co-ordination of project execution** in terms of **contractual & administrative issues** i.e.
  - Monitors compliance of partners with their obligations under the Grant Agreement (GA; contract) and consortium agreement (CA)
  - Oversees the implementation of amendments to the GA or CA (if/when required)
  - Reviews that deliverables are consistent with the Description of Work
  - Monitors the day-to-day implementation of project work plan (in consultation with co-ordinator and task leaders)
  - Submits deliverables according to timeplan
  - Aims to ensure smooth inter-partner co-operation
  - Organizes project meetings and reviews (develops agendas, minutes and action plans)
  - Identifies key risks to the project and counter-measures
  - Disseminates key project results to EC policy-makers

- **Financial management** of project in close collaboration with the appointed **financial manager** :
  - Submission of financial statements (prepared by partners)
  - Receipt of EU financial contributions and distribution among project partners in accordance with Annex I
  - Informing the Commission on the distribution of funds to partners

Work-package Leaders: Roles & Responsibilities

- Work-package Leaders shall **co-ordinate the implementation of activities** **in their respective work-package**. Responsibilities include:
  - Develop **WP-specific action-plans** (<u>per trimester</u>) determining required actions/inputs from involved partners in order to produce intermediate results and deliverables
  - Monitor closely (on a day-to-day basis) implementation of action-plans
  - Co-ordinate the communication (e.g. by email, calls, meetings) between partners involved in the work-package.
  - Consult the Co-ordinator on key scientific issues, potential risks and deviations from plan (in cc: always also the Project Manager)
  - Monitor WP progress and report to the Co-ordinator and Project Manager (e.g. in Progress Reports).
  - Integrate all inputs and edit draft and final deliverables prior to forwarding to the Co-ordinator and Project Manager

Partners: Role & Responsibilities

- All project partners are required to carry out the project **jointly *and severally vis a vis the European Commision*** taking all necessary actions to ensure the project is carried out in accordance with the contract (*Grant Agreement)*.

- Each partner should:
  - Carry out the work to be performed as identified in the Description of Work (Annex I)
  - Ensure that tasks assigned are correctly and timely performed i.e. **deliver requested inputs on time and at the expected quality.**
  - Document its activities in **6-monthly interim reports**
  - Inform *promptly* the Project Manager any change in its legal name, address, name of legal representative and **any change with regard to its legal / organizational status**
  - Inform the Project Manager on any event, potential risk/problem which may affect the implementation of the project
  - Take part in project meetings and review meetings (with the EC)
  - Disseminate the projects' results to the research community and public
  - Abide to fundamental ethical principles and avoid any conflicts of interest

Procedure for preparation of deliverables

- All deliverables should use the **standard TEMPLATE for deliverables** (to be used also for outlines and drafts)

- WP leader should develop an initial structure (proposal) of the deliverable and indicative distribution of sections among partners

- Once the structure and allocation is agreed among partners involved, the **WP leader will monitor the smooth collection of all inputs**.
  - if internal WP meetings / workshops are needed, these shall be organised by the WP leader in a location convenient to all partners, in consultation with the Coordinator and Project Manager

- Each deliverable shall be integrated, finalized and edited by the WP Leader.

- Subsequently, the WP Leader shall forward it to the Co-ordinator (cc: Project Manager) at least **3 weeks** prior to the deadline who will initiate the process for internal or external review as appropriate (see next slides).

Internal review of deliverables (quality control)

- Deliverables that require internal review shall be reviewed by the designated internal reviewers (project partner with relevant know-how)
  - at least **3 weeks** prior to deadline submission and returned back to the WP leader at least **10 days** prior to the deadline.

- The WP leader should send the final version of deliverables **3 days** prior to deadline (to the Project Manager and Coordinator).

Knowledge Management and document repository

- All deliverables and other background material shall be made available to project partners via a web-based tool

- WP Leaders will have the ability to upload documents to the repository (with a username & password)

- The Project Manager will ensure that all final versions of deliverables (as submitted to the EC) are uploaded

- Moreover, all major reports and research results will be made publicly available through the project website (to be monitored by the Co-ordinator)

Communication via the project mailing list

- Every project should use two emailing lists:

1. A technical project mailing list to be used by persons who are involved in the **scientific/technical implementation** of the project are included

2. A project mailing list to be used by partners when they wish to address an issue ***affecting all project partners***. The Project Manager and Coordinator shall use this mailing list for issues pertaining to all partners (e.g. preparation of plenary meetings, distribution of minutes etc.)

Bilateral, intra-WP electronic communication

- WP leaders are responsible for co-ordinating intra-WP communication means. (Via “informal” mailing lists per work-package).

- In order to ensure the smooth co-operation and development of “communication history”, **ALL bilateral, intra-WP and other email communications** should have the Project Manager copied in cc, <u>even on apparently minor issues</u>;

Communication via conference calls

- Telephone conference calls can be organised among project partners (e.g. among work-package partners).

- **Brief minutes** should be distributed by the WP leader (or other designated person) via email to:
  - the affected partners
  - the Coordinator
  - and Project Manager

Project meetings and Reviews

- **Plenary project meetings** (involving all partners) will be organised approximately every 6 months at a different location (face-to-face or web)

- It is important that all partners are present at plenary meetings, even if they do not have an active role in the given period.

- The Project Manager shall distribute:
  - the agenda at least 2 weeks prior to meetings
  - minutes & action plan within 10 days after meetings

- **Other meetings** e.g. intra-WP workshops can be organised if considered necessary.

- **THIS WILL BE CLARIFIED WITH THE Project Officer:** Annual reviews may be held for the evaluation of the project' progress by the EC

Eligible Staff

Staff can be any person who has any type of **contract** including stipends according to the law of the country where the institution is located

Researchers can be ESR and ER, Technical and Managerial staff

Their participation must be justified in the proposal for the benefit of the objectives of the project

Reporting calendar

Reports (Participant Portal)	within 30 days after 12 months	within 60 days after 24 months	within 30 days after 36 months	within 60 days after 48 months	within 30 days after Final payment
Mid-term report	x		x		
Periodic report:					
• Periodic report (by Coordinator)		x		x	
• Financial Statements (Forms C) (by each beneficiary)		x		x	
• Summary Financial report (by Coordinator)		x		x	
Final Report				x	
Distribution report					x

- **? DO WE NEED ONLY THE E-REPORTING?**
- **For this we need to make the special ammendment.**

Internal end External Communication

1. Are meetings organised as planned?
2. Which meetings have been planned/have already taken place?
3. What is the function of the meetings?
4. Who are the attendees of the meetings?
5. How are the minutes of the meetings taken?

Administrative Aspects

1. Is the project agreement information up-to-date?
2. Are there changes in the contracting organisation?
3. How is the project work organised?
4. Does the project have a steering group?
5. What is/are the method(s) of communication within the partnership?
6. How often the Partners are contacted?
7. How is the progress of the project work followed?
8. How is the project work documented?
9. Does the project have a project website?
10. What is the content of the website?

Payment Mechanisms (1)

- Pre financing shall be paid to the coordinator within 45 days following the date of entry into force of the grant agreement

- 5% of total Community Funding paid as a contribution to the Guarantee Fund

- Interim Payments
  - **Corresponding to the costs accepted for the period**
  - **Payments until 10% retention is reached**

- Final Payment
  - **Including reimbursement of the 5% contribution from the guarantee fund**
  - **Taking into account the declaration of receipts at participant level**

Guarantee Fund: Principles

- All beneficiaries contribute to the Fund to insure against financial losses of the project funded under FP7
- The contribution equals to 5% of the EC financial contribution to each project and it is disbursed when the pre-financing is paid
- Financial interest generated by the Fund will serve to cover financial risk
- The amount contributed to the Fund will be reimbursed at the end of the action

Financial Issues: Preparation of Financial Statements

- The financial statement (form C) is a report that has to be completed by each contractor, presenting his costs for the reporting period, in a standard form.

- Costs shall fulfill some initial conditions :
  - be necessary for the project
  - be incurred during the duration of the project
  - exclude any profit margin

- All costs must be reported in EUR. Accounts in currencies other than EUR shall be reported on the basis of exchange rate that would have applied either:
  - On the date that actual costs were incurred or
  - On the basis of the rate applicable on the 1st day of the month following the end of the reporting period.

Financial Issues: Important Notes

- Timesheets
  - Timesheets should be kept for all people charged to the project
  - The person in charge of the work designated by the contractor should certify the timesheets
  - Certified time sheets must include the person’s identity and its time spent on the project (the project needs to be identified by acronym and contract number)
  - Productive hours must be calculated according to the contractor’s normal practices