

Successful implementation

PACE-NET PLUS



PACIFIC-EUROPE NETWORK FOR SCIENCE, TECHNOLOGY AND INNOVATION

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Overview

- Grant Agreement
- Consortium Agreement
- Reporting & Finance



Note: some changes/simplifications since FP7

Grant Agreement (GA)

- All details entered online
- GA signed between the EC and the project coordinator
- GA lists all partners
- All partners must sign preparation forms, to verify that they have the resources, and to give authority to the coordinator
- SMEs must undergo a viability check (via EC tools)

Grant Agreement (GA)

Final GA includes many documents:

- The signed core which contains basic details of the project and maximum EC funding
- Annex 1: description of work
- Annex 2: estimated budget
- Annex 3: accession forms (including signatures from all partners)
- Annexes 4-6: models for various financial matters
- Signed under Belgian law (for third country participants)
- (note: no more special clauses)

Further info:

http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html

Consortium Agreement (CA)

- An agreement signed amongst partners that can deal with:
 - Responsibilities & liabilities (towards each other)
 - Intellectual property matters (hint: don't give away all of your IP)
 - Non-disclosure provisions
 - Project management
 - Decision making
- A Consortium Agreement is normally required by the EC prior to being able to sign a Grant Agreement
- The EC will shortly offer some model clauses
- Several standard models from FP7 (e.g. <http://www.desca-fp7.eu/>)

Quick note about IP

- **THIS IS NOT LEGAL ADVICE**
- EC waives rights to your IP and to IP generated within the project
- However, they can restrict the use of generated IP
- You *must* grant access (royalty free) to your background to other participants if they need it to undertake their work in the project, but you can put restrictions on it
- Be careful with proposals...

Compliance

- If you get EC funding, you need strict compliance
- Use timesheets
- Create dedicated accounts for funds
 - Work packages
 - Activities (research, demonstration, management, other)
- External audits are possible during the project and up to 2 years after completion



Finance

- Funding: 100% of direct costs (salary, equipment, travel) plus 25% for indirect costs (rent, accounting, etc.)
- Consider exchange rate movements
- Pre-financing (usually between 50-80%)... put it into a high-interest account and keep the interest!
- 5% is mandatorily put into the Guarantee Fund
 - The interest from all contributions across Horizon 2020 are used in case of default by any participants
 - This will be returned to you in your final payment
- EC will always withhold the final 10% (plus 5% from the Guarantee Fund) until the completion of the project

Reporting

- Usually every 18 months
- Scientific & management reports
- Financial report
 - Must report on all expenditure (not just EC funds), in Euros
 - Justify your expenses, i.e. pay attention to *eligible* and *ineligible* costs (you can't claim a "percentage" of a laptop purchase if your time on the project is fractional, nor can you claim for travel not undertaken)
 - Certificate on the Financial Statement (CFS), i.e. audit, when expenditure of EC funds is over €325,000... this is basically to inform the EC on whether you are a "responsible" participant or not
- Use the templates provided by the EC and/or your project coordinator



Other hints & tips

- The EC wants you to succeed... openness leads to flexibility, deceit leads to legal action
- Building relationships within the consortium is key to success
 - Kick-off meeting (in a nice location, for several days)
 - Attend all project meetings in person (request the travel budget in the proposal)
- Demonstrate that you are low risk (i.e. track record, adequate institutional resources, external funding options, etc.)
- Political and cultural sensitivities

Thank you

