

Implementation of an FP7 co-ordination action financed by the Research Potential Programme



CCQCN KICK-OFF MEETING
September, 2013
Heraklion

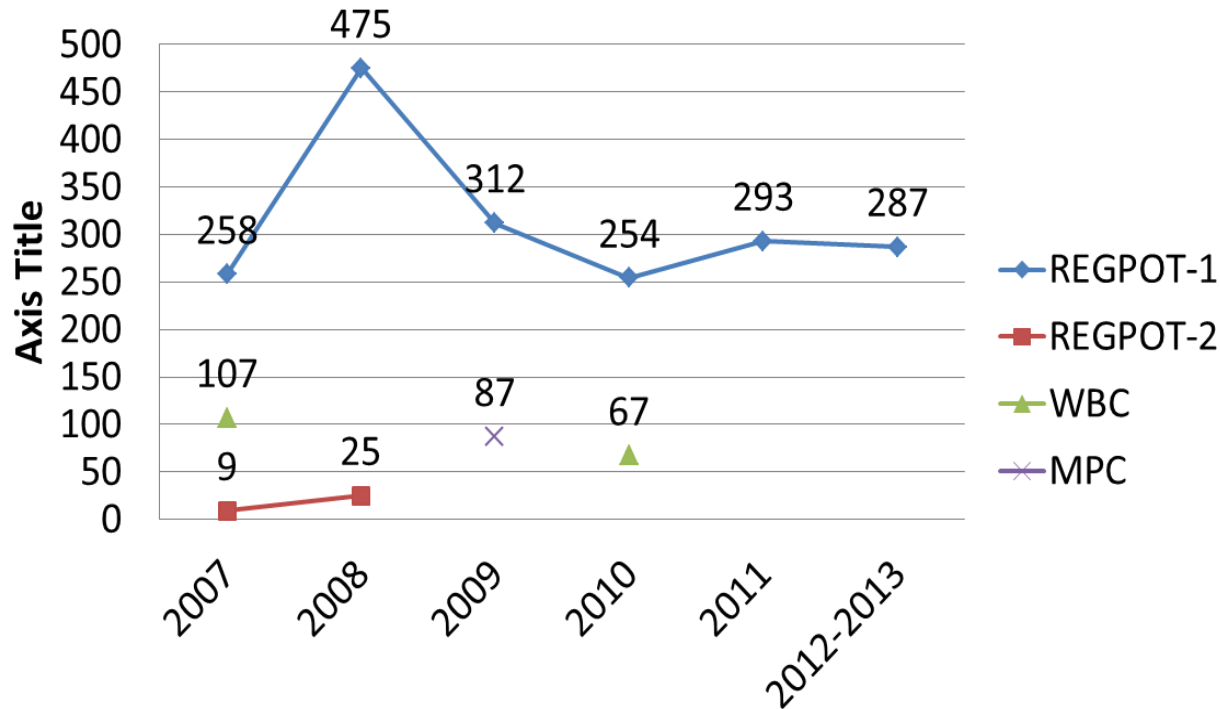
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Research Potential : what it is about?

- Unlock the **research potential** of the EU by building excellence in the **EU convergence** and **outermost regions**;
- Upgrade **research capacity and capabilities**;
- Better connect **excellent and promising research entities** from these regions to the European Research Area (ERA);
- Stimulate **regional socio-economic development** by harnessing research entities as **innovation engines**.

Research Potential : facts and figures

Research Potential - Evolution of submissions



Research Potential : major achievements

Evolution of success rates in % of eligible proposals

- **Entrance gate** for research groups from less favoured regions to EU FP7 research projects and networks;
- Turning the tide from brain drain to **brain gain**;
- **New infrastructure acquisitions** catching up to cutting edge;
- Sustainable **partnerships with top class research institutions** at mutual benefit ;
- **Increased visibility** and recognition via recurrent scientific events;
- Better **competitiveness** at national level;
- Successful liaison with **regional stakeholders and industry**.

Final results - Success indicators (1)

Evolution of success rates in % of eligible proposals

- Increase in the number of **requests by external researchers to spend a period in your institution** from before the start of the project to today;
- Increase in the **number of requests to access your new equipment** from before the start of the project to today;
- Increase in the **number of website hits** from the start of the project to today;
- Increase in the number of **students writing a thesis** on the topics connected with the project;
- Increase in the number of independent **mentions in the media** relative to the action;

Final results - Success indicators (2)

Evolution of success rates in % of eligible proposals

- Increase level of **participation in international conferences**;
- Increase in the **number of publications** from the start of the project to today;
- Increase in the number of **requests by enterprises to engage in further collaborative actions** from the start of the project to today;
- Increase in **participation in FP7 projects** from the start of the project to today.

Core Grant Agreement:

Article 1: Accession to the grant agreement of the other beneficiaries

Article 2: Scope

Article 3: Duration and start date

Article 4: Reporting periods

Article 5: Maximum community financial contribution

Article 6: Pre-financing

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Some of the Annexes:

Annex I: DoW (Description of Work),

Annex II: General Conditions (related to **financial issues**)

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- **All reports (scientific and financial parts) have to be submitted electronically via the Participant Portal:**

<http://ec.europa.eu/research/participants/portal/>

- The financial reports will be submitted via the Participant Portal through **Forms C** but paper versions signed by the authorised person have still to be sent **by regular mail**.

Art II.5.1 : Approval of reports and deliverables at the end of each reporting period

At the end of each reporting period, the Commission shall evaluate and approve project reports and deliverables and disburse the corresponding payments within **105** days of their receipt.

During the course of the project

To be submitted:

1. The **deliverables** identified in Annex I to the Grant Agreement, according to the timetable specified in the Deliverables list.
2. A **periodic report** within **60 days** of the end of each reporting period (**including the last reporting period**).

The **periodic report** comprises:

- a) An **overview, including a publishable summary of the progress of work** towards the objectives of the project, including achievements and attainment of any milestones and deliverables identified in Annex I. This report should include the **differences** between work expected to be carried out in accordance with Annex I and that actually carried out,
- b) An explanation of the **use of the resources**, and
- c) A **Financial Statement (Form C – Annex VI to the Grant Agreement) ...**, together with a **summary financial report ...**

At the end of the project

In addition to the periodic report for the last period of the project, a final report has to be submitted, within 60 days after the end of the project.

This final report shall comprise:

- a) A **final publishable summary report** which includes: an executive summary, a summary description of project context and objectives, a description of the main S&T results, the potential impact (including the socio-economic impact of the project) and the main dissemination activities and exploitation of results/foregrounds
- b) **A plan for the use and dissemination of foreground**, to spread awareness.
- c) A **report** covering the wider societal implications of the project, in the form of a **questionnaire**, including gender equality actions, ethical issues, efforts to involve other actors.

Financial issues– Budget, eligible direct costs

- Eligible costs, upon condition that they are
 - ➔ Actual
 - Incurring during project duration
 - ➔ In accordance with usual accounting and management principles and practices
 - ➔ Recorded in the accounts of the beneficiaries
 - ➔ Used for the sole purpose of achieving the objectives of the project

- Some ineligible costs (**identifiable indirect taxes such as VAT, etc**)

Some Financial Issues

Art II.7 Subcontracting.....

Art II.7.3 Minor tasks

The criteria to decide whether a subcontract concerns minor tasks are qualitative and not quantitative:

Examples:

- *Organisation of the rooms and catering for a meeting*
- *Printing of material, leaflets, etc.*

Art II.14.3 Non-eligible costs

- Identifiable VAT is not eligible.

The particular case of airport taxes

In general, airport taxes are not real taxes in the sense of tax law but a fee for a service delivered by a public or semi-public body in charge of a (public) service, such as airports (independent of the fact that that some airports might have a private legal form). In this case the airport taxes imposed by these authorities may be considered a fee and therefore eligible

Art II.15 Identification of **direct** and indirect costs

Direct costs

Direct costs are all those eligible costs which can be attributed directly to the project and are identified by the beneficiary as such, in accordance with its accounting principles and its usual internal rules.

Example: **The cost of personnel assigned to the project**
Only the costs of the actual hours worked by the persons directly carrying out work under the project may be charged.

Indirect costs

Indirect costs are all those eligible costs which cannot be identified by the beneficiary as being directly attributed to the project, but which can be identified and justified by its accounting system as being incurred in direct relationship with the eligible direct costs attributed to the project.

Some Financial Issues

In Art II.15 (a.1) **Time recording system**.... Working time to be charged must be recorded throughout the duration of the project by **timesheets**.... In the absence of timesheets, the beneficiary must substantiate the cost claimed by reasonable means (alternative evidence) giving an equivalent level of assurance, to be assessed by the auditor.

Person : Prof. W.

Number of hours envisaged i.e. according to the employment contract: 20 hours/week

2008 January

Indicate the time in hours Only the yellow cells are writable

Date	1	2	3	4	5	6	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	
Day	Sun	Mo	Tue	Wed	Thu	Fri	Sat	Sun	Mo	Tue	Wed	Thu	Fri	Sat	Sun	Mo	Tue	Wed	Thu	Fri	Sat	Sun	Mo	Tue	Wed	Thu	Fri	Sat	Sun	Mo		
EU-Projects																																
R&D Activities																																
Project x			3	4	7	8							3,5			3	2	8	9	4										7	58,5	
Project y			5	5			5,5																								15,5	
Project z																															0	
Total R&D	0	8	9	7	8	5,5	0	0	0	0	0	0	3,5	0	0	3	2	8	9	4	0	0	0	0	0	0	0	0	0	7	74	
Demonstration																																
Project x																															0	
Project y																															0	
Project z																															0	
Total Demonstration	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Management																																
Project x													8	3,5			5				1										17,5	
Project y																															0	
Project z																															0	
Total Management	0	0	0	0	0	0	0	0	0	0	0	0	8	3,5	0	0	0	5	0	0	1	0	0	0	0	0	0	0	0	0	17,5	
Other Activities																																
Project x								3								5															8	
Project y																															0	
Project z																															0	
Total Other	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	
Internal and National Projects																																
Teaching						2,5										6	1			3											12,5	
B																															0	
C																															0	
Total	0	0	0	0	0	2,5	0	0	0	0	0	0	0	0	0	6	1	0	0	3	0	0	0	0	0	0	0	0	0	0	12,5	
Absences																																
Annual Leave																									8	8	8	8			32	
Special Leave						0																									0	
Illness									8	8	8																				24	
Total Absences	0	0	0	0	0	0	0	0	8	8	8	0	0	0	0	0	0	0	0	0	0	0	0	0	8	8	8	8	0	0	58	
Total productive hours	0	8	9	7	8	8	3	0	0	0	0	8	7	0	5	9	8	8	9	8	0	0	0	0	0	0	0	0	0	7	112	
Total hours																																168

Signed:

Approved:

Productive hours per project:	Project x: 84
	Project y: 15,5
	Project z: 0

Technical, administrative and **financial** management

ROLE OF THE COORDINATOR

- Intermediary, contact with the Commission – single entry point: submits all documents and informs the Commission
- Consolidates reports from participants and work-packages
- Reports on use of financial resources
- Chairs the Steering Committee (by default)
- Oversees the project progress, makes proposals to adapt the project plan



Role of Consortium partners

- **Take all measures to ensure that the project is carried out according to the tasks assigned in the DOW**
- **Inform the coordinator of any event which may affect project's implementation and of any circumstances affecting**
- **Communicate to the Commission via the coordinator by default , but exemptions possible (e.g. major problems conflicts etc.)**
- ...

ROLE OF THE PROJECT OFFICER

- **Monitors** the scientific, technological and financial execution of the project
- **Assess** the eventual deviations to the DoW proposed by the Coordinator during the project's implementation
- **Assess** the eventual **amendments** proposed by the Coordinator during the project's implementation
- Carries out **assessment**, analysis and approval of project deliverables



Assessment of periodic reports - approach

- Done by the **Commission services** (*external experts may assist*)
- checks **coherence of activities** / results and DOW and ROK work programme
- Assesses **achievement** of objectives and milestones
- examines appropriate **use of resources** (e.g. personnel costs and other major cost items consistent with the principle of economy, efficiency and effectiveness)
- Evaluates **performance** of scientific and financial **management**
- Flags **success stories** and proposes communication approach...



Assessment of periodic reports – decision..

- to **accept or reject** the deliverables;
- to allow the *project* to continue without **modification of Annex I** or with minor modifications;
- to consider that the *project* can only continue with **major modifications**;
- to initiate the **termination** of the *grant agreement* or of the participation of any *beneficiary* according to Article II. 38 of the *grant agreement*;
- to issue a **recovery order** regarding all or part of the payments made by the Commission and to apply any applicable sanction.

THANK YOU
for your ATTENTION

I count on ALL of you
to make this project a real 'SUCCESS'