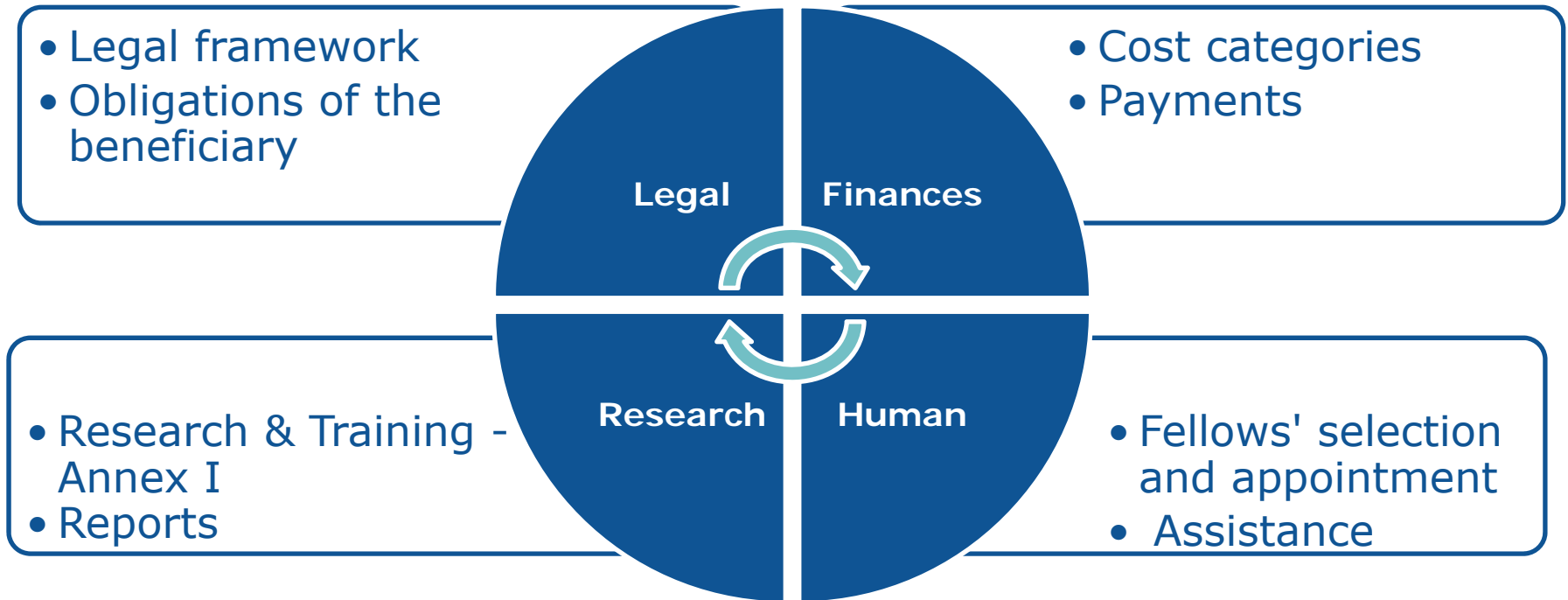**Initial training Networks
Marie Curie ITN Action**

ForSEADiscovery

Forest resources for Iberian Empires: Ecology and Globalization in the Age of Discovery

Cathy Souto Enriquez

Project Officer

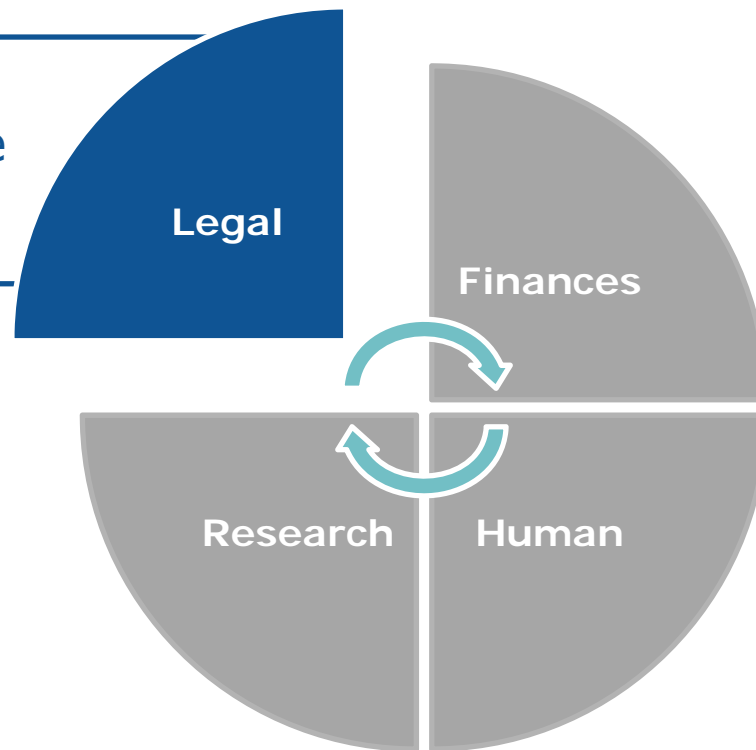Research Executive Agency – European Commission

Madrid, 08 April 2014

Project Structure

The "4" elements

- Legal framework
- Obligations of the beneficiary

- Cost categories
- Payments

Legal **Finances**

Research **Human**

- Research & Training - Annex I
- Reports

- Fellows' selection and appointment
- Assistance

- Legal framework
- Obligations of the beneficiary and consortium

Legal

Finances

Research

Human

Core Grant Agreement

+

Annexes:

- I. Technical Annex - Description of work

- II. General conditions

- III. Specific provisions for ITN (multi-ITN, EID, IDP version)

- IV. Form A: accession to the grant agreement (multi)

- V. Form B: request for accession of a new beneficiary (multi)

- VI. Form C: Financial statement

- VII. Form D: ToR for the CFS; Form E: ToR for the certificate on methodology

European
Commission

Name of beneficiary	**CONSEJO SUPERIOR DE INVESTIGACIONES CIENTIFICAS**
Start date & Duration	01/02/2014 & 48 months
Reporting periods	2 periods (M1-24 and M25-48)
Maximum EU contribution	3,904,166,69 Euro
Pre-financing & Guarantee Fund	2,537,708,35 Euro & 195,208,33 Euro

Bank Account
Special clauses 5bis (Mid term review meeting)+ ethics (special clause 13+15)
Communication addresses (Ana Maria de la Fuente)

Copy to be given to all PIs and recruited fellows
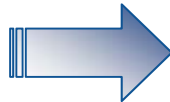
- Unique for each project
- Description of recruitment planning, training, milestones and deliverables
- Set-out the activities for 4 years
- For any modification, **please contact your PO**

All reports (Progress, Periodic, Mid-Term, Final) will be assessed with respect to Annex I

Copy to be given to the beneficiaries and the recruited fellows

Common to all Marie Curie Actions
Different for Mono-Beneficiary and Multi-beneficiaries projects

Definitions

Part A: Implementation of the project

- Organisation of the consortium
- Role of coordinator
- Performance obligation of each beneficiary
- Reporting
- Subcontracting
- Suspension
- Reports, Deliverables
- Confidentiality, Publicity

Part B: Financial provisions

- Eligible costs, interests, receipts
- Guarantee fund
- Audits, financial penalties

Part C: Intellectual Property Rights, use and dissemination

- Foreground
- Access Rights

Final Provisions

- Amendments
- Termination

Copy to be given to the beneficiaries and the recruited fellows

European Commission

Specific for ITNs – be sure you use the right annex (version 2013) !

Definitions

Part A: Implementation of the project

- Performance obligations
- Selection of researchers
- Beneficiary's relationship with the researcher
- Reports and deliverables
- Confidentiality, Publicity

Part B: Financial Provisions

- Eligible costs

Part C: Intellectual Property Rights

- Access Rights

Copy to be given to the beneficiaries and the recruited fellows

Multi - ITN

Requirements:

- All beneficiaries must recruit at least 1 researcher.

- Maximum of **500 researcher months**.

- Minimum of **80%** of researcher months for **ESRs**.

- Maximum **40% of total budget to one country**.

- **Secondment duration: maximum 30% fellowship duration** (11 months) Only between beneficiaries and associated partners – not outside the consortium

- **Early Stage Researchers** (ESRs) appointment:
  Minimum of 3 months and maximum of 36 months.
  They will typically be enrolled in a doctoral programme.

- **Experienced Researchers** (ERs) appointment:
   Minimum of 3 months and maximum of 24 months.
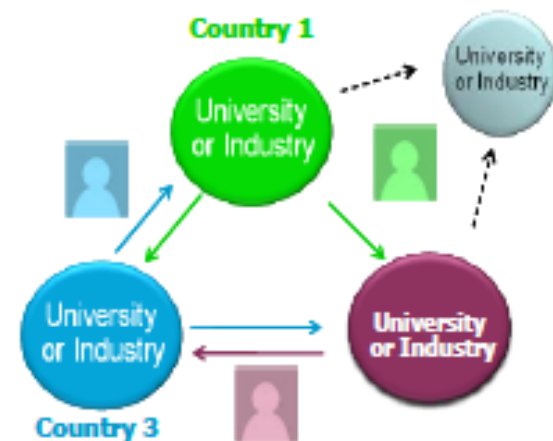
Amendments to the Grant Agreement

A heavy legal procedure...

... to be avoided as much as possible !

Formal amendment:

- Change of Bank details
- Change of contact details

Notification:

- Change of authorised representatives

Should always be discussed with the PO in advance!

"Guide for Amendments in FP7" available on Marie Curie website

Article II.2 of Annex II

- Intermediary for any communication between REA and the beneficiaries

- Administration and distribution of financial contribution of the EU

- Keep records and financial accounts

- Inform the REA of the distribution of the financial contribution

- Review reports to verify consistency before transmitting them to the REA

- Monitor compliance by beneficiaries with the GA

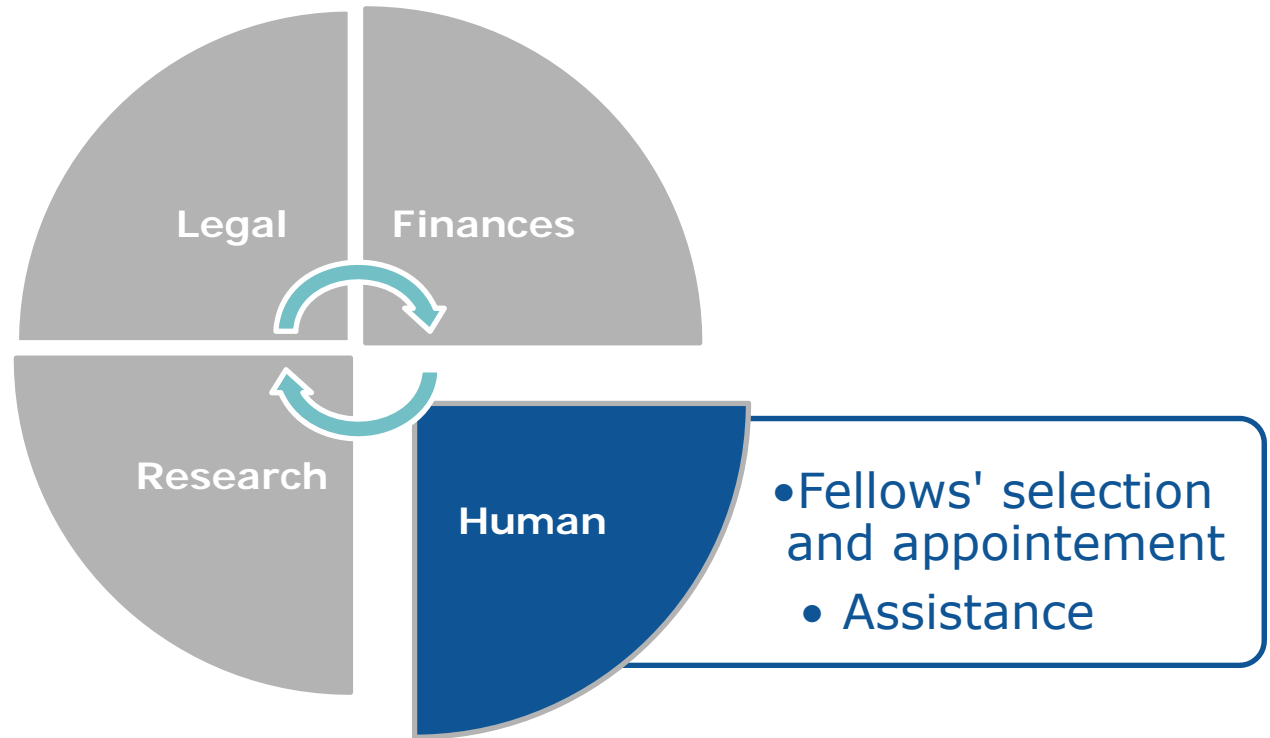**CORE COORDINATION TASKS CANNOT BE SUBCONTRACTED**

Obligations of the Network

- Carry out the work as identified in **Annex I** (efficiently and timely)

- Select fellows according to **eligibility criteria**, conclude employment contracts

- Execute, by due dates, all **payments to the researcher** (respecting Marie Curie rates)

- Provide **all needed infrastructures & conditions** for the successful completion of the project

- Inform all **fellows about their rights and obligations** as Marie Curie fellow as well as on project content

- Provide **reasonable assistance to the fellows** in all administrative procedures

- Provide information to REA and Court of Auditors (up to 5 years after the project completion)

European Commission

Legal

Finances

Research

Human

- Fellows' selection and appointement
- Assistance

Recruitment policy and process

The researchers to be recruited may be nationals of any country

Early-stage researchers (ESR) :

Less than 4 years experience in research (full-time equivalent) after the degree that gives access to doctoral training

**Experienced researchers (ER) :**

PhD or more than 4 years full time research experience BUT (only for ITN) maximum 5 years of full time research experience at the moment of the recruitment

Mobility rule:

The researcher must not have resided or carried out his/her main activity (work, studies, etc) in the country of his/her host organisation for more than 12 months in the 3 years immediately prior to his/her recruitment. Short stays, such as holidays, are not taken into account.

Recruitment based on "Transparent, Impartial,
(see also Annex III.3.4)

- *Publication of vacancies*
- *Recruitment criteria*
- *Equal opportunities*
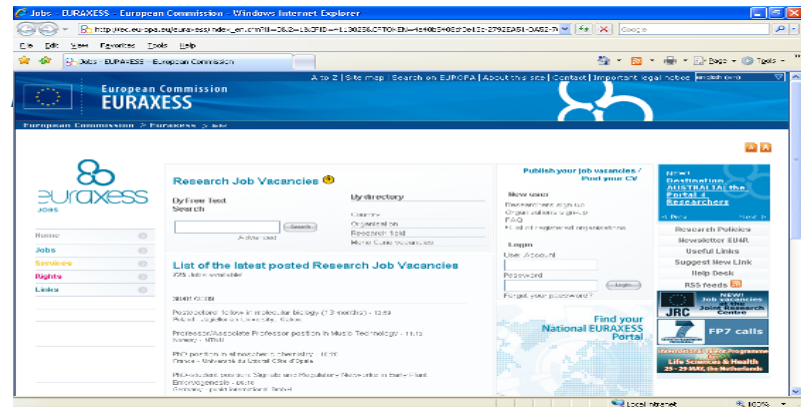
- **Contract type**

Employment contract (Type A contract)

- **Full time dedication**

Researcher must **devote him/herself full-time** to the project

- **Recruitment duration**

Recruitment period = **min. 3 months** and **max.36 months** (full-time eq.)

Best practice for the recruitment process

1) Establish a good strategy in advance to attract and select best candidates
2) Advertise widely and timely

Publish your vacancies on Euraxess – link to relevant Job databases

Declaration on the Conformity

- Contract/agreement with researcher MUST be in line with rules
(social security, duration, payments, etc.) – See Annex III

- This is certified by a Declaration on the Conformity - DoC

- One DoC per recruited researcher and institution

- DoC to be submitted within 20 days of appointment

DoC must be duly signed by both researcher & host institution:
- Hard copies should be kept by the host institution
- Electronic submission via the Participant Portal (PP)

European
Commission

- Categories of costs
- Payments
- Financial Reports

Finances

Legal

Research

Human

Costs categories

1. FELLOW

Cost **Category 1** ➔ Living allowance (salary)

Cost **Category 2** ➔ Mobility allowance

2. PROJECT

Research, training and networking

Cost **Category 3** ➔

Contribution to networking costs, training, consumables, events, etc.

3. INSTITUTION

Management

Cost **Category 4** ➔

Costs associated with the ITN project management requirements

Overheads

Cost **Category 5** ➔ Indirect costs

Reporting and finances - Summary

Contract Signature Project starts	1st periodic Report (after the 2 first years)	2nd periodic Report & Final Report

Project duration: 4 years

Pre-financing	Intermediate payment	Final payment
65% of total EU contribution	Max. 25%	Max. 10%
of which 5% are for the Guarantee Fund		Plus the 5% of GF
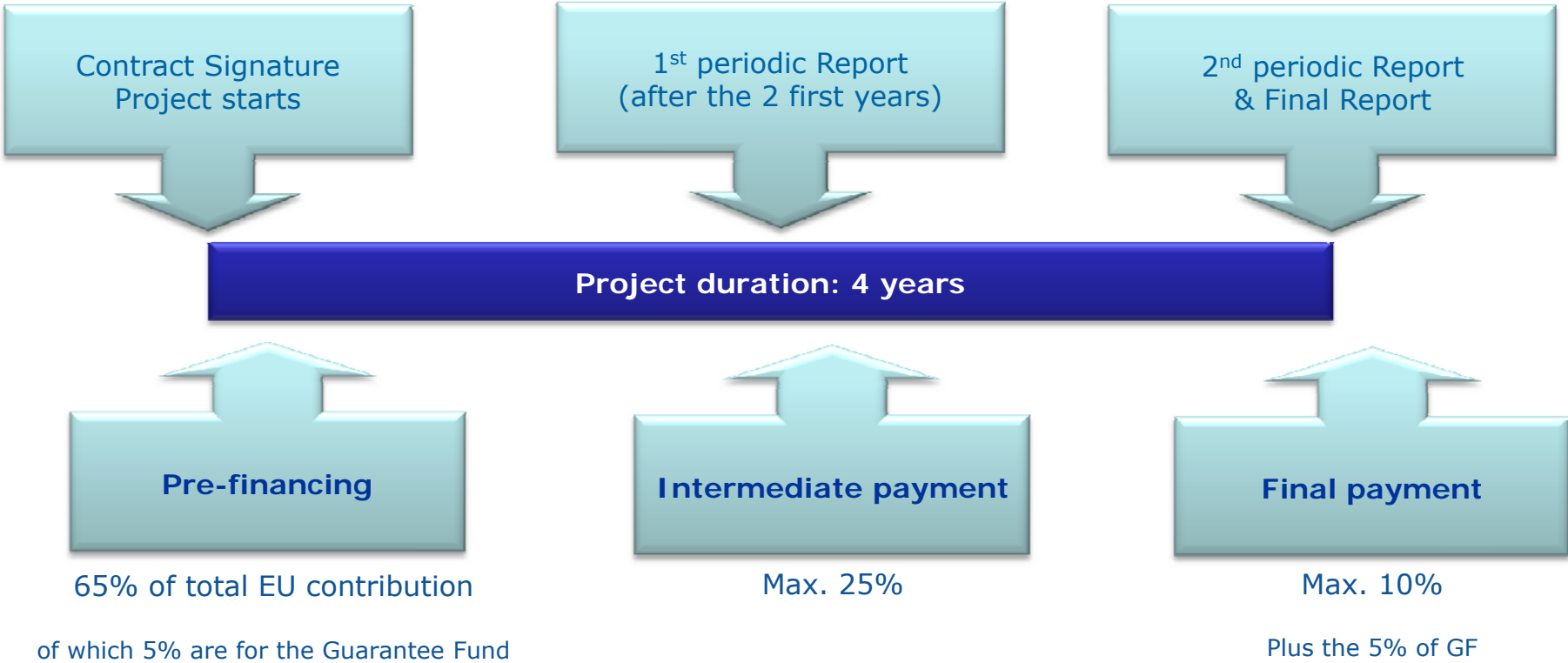
Content
of the presentation

INSTITUTION

Legal   Finances

Human

Research

- Research & Training
- Annex I
- Reporting

Year 2

Year 3

The project lasts 4 years,

with reports every year…

Well nearly that !

Year 1

Year 4

END

START
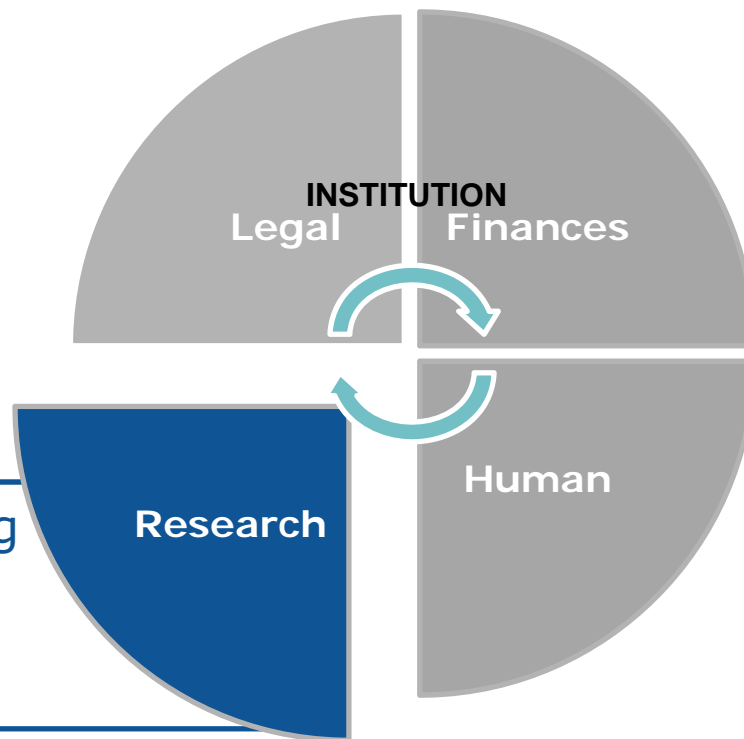
Progress report

When?

> within 30 days after 12 & 36 months of project
>
> NO financial report required

What?

> Contract deliverables update
>
> Progress of the work – research projects and training
>
> Ethics documents/approvals if applicable

- Pre-filled general part with some editable fields
- Free text sections
- Attachments
- Submitted electronically via the PP

Mid-term report

When?

Between month 18-22 (agreement between you and your PO)

External reviewer (possibly) accompanying REA PO

What?

Mid-term report – (updated Progress report) covering period from beginning of the project till the date of MTR (to be sent 1 months before MTR)

Draft agenda and instructions available on MC website

Mid-Term Assessment questionnaires to be filled in by all researchers via SESAM (at least 2 weeks before MTR)

- **Submitted electronically via the PP**
- **Fellows' questionnaires via SESAM**

Periodic report

When?

    Period 1 **(1 month - 24 month)**

    Period 2 **(25 months - end of the project)**

    within **60 days** *after each reporting period (P1 & P2)*

What?

    -Declaration by coordinator
    -Publishable summary
    -Overview of work progress and project objectives
    -Project management with justification on incurred costs
    -Ethics documents/approvals if applicable
    -Financial Statement for each participant (Form C)
    -Certificate on financial statement **(CFS)**-
Applicable to each beneficiary with claimed EU contribution ≥ 375 k€

    ▪ **Periodic report and Form C submitted via the PP**

Final report

When?

> **Within** 60 days **after end of project**

What?

> **Report covers whole project period**

> To be **submitted together** with *Periodic report for period P2*, *Form C* & **CFS**

> Final report **includes:**
>
> > Final publishable summary report
> >
> > Public part (dissemination activities, publications)
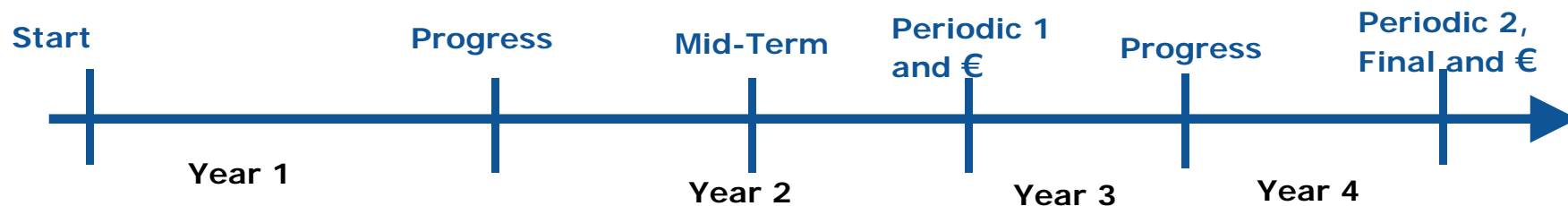> >
> > Confidential part (list of patents, trademarks, exploitable foreground)
> >
> > Scientist-in-charge questionnaire

> - **Submitted electronically via the PP**

Reporting summary

Report	Within 30 days after 12 months	At least 30 days before MTR	Within 60 days after 24 months	Within 30 days after 36 months	Within 60 days after 48 months
Progress	Yes	Yes		Yes	
Periodic report					
- Periodic report			Yes		Yes
- Financial Statement (Form C)			Yes		Yes
Certificates (CFS)			Yes		Yes
Final report					Yes

Start **Progress** **Mid-Term** **Periodic 1 and €** **Progress** **Periodic 2, Final and €**

Year 1 **Year 2** **Year 3** **Year 4**

Researchers Questionnaires

Three types of questionnaire to be submitted by MCA-fellows to assess integration into the research & training, career progress, etc.:

- **Mid-term questionnaire**

  When? At Mid-term review stage (around month 22)

- **Evaluation questionnaire**

  When? At the end of appointment/employment period

- **Follow-up questionnaire**

  When? 2 years after the end of appointment/employment period

  How?

  https://webgate.ec.europa.eu/sesam-fp7/questurl.do

SESAM

For all reports

Electronic submission via PP

The minimum...not enough
- Persons-months "deliverables" update
- Progress of the work – research projects and training
- Limit to rigid PP report format

The usual...
- Synthesis of achievements & future work (deviations)
- **Use attachments – real technical report**
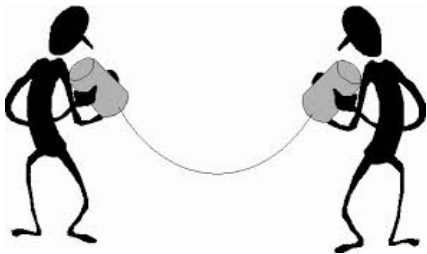
The ideal...
- Analysis and go-beyond

> **- Your PO reader likes concise, illustrated and substantiated information**
> **- Communicate to your PO the serious issues immediately, don't wait for the next report...**

Best practices :

A constructive dialogue with your Project Officer

- Role of the Project Officer

- Communicating on project success… but also on major concerns & challenges

- Bring and discuss well in advance all questions and difficulties related to project implementation

- Distinguish issues related to internal arrangements (IPR, consortium agreement,etc.)

Why?
➢ **Valuable source of feedback**
➢ **Find appropriate solutions together**

http://ec.europa.eu/research/mariecurieactions/funded-projects/how-to-manage/itn/index_en.htm

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Marie Curie Actions fellowships - How to manag...

Page ▾ Safety ▾ Tools ▾ ❓ ▾

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Initial Training Networks (ITN)

Marie Curie Actions fellowships - How to manage my project - ITN

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General advice

Grant agreement negotiation

Project management

Your Marie Curie Grant Agreement is managed by the Research Executive Agency (REA). For more information on REA please visit the website.

Guide for Applicants

- The Guide for Applicants contains the essential information to guide you through the process of preparing and submitting a proposal, but also on how to implement your project. Work programmes and hence also the Guides for Applicants are revised each year, so make sure you refer to the guide for the call under which your project was funded. These documents are available from the Call pages.

Reporting & General Project Management

- Marie Curie Actions Financial Guidelines 2007-2010 Work Programmes 🔴 (427 KB)
- Marie Curie Actions Financial Guidelines 2011-2012 Work Programmes 🔴 (422 KB)
- Marie Curie Actions Financial Guidelines - Frequently Asked Questions 🔴 (193 KB)
- Coordinators briefings September 2012 🔴 (7 MB)
- Eligibility of Tuition Fees in Marie Curie Action Cost Statements in FP7 🔴 (222 KB)
- Guidance Notes on Project Reporting for ITN Projects 🔴 (220 KB) 💬
- Participant Portal
- Researchers Questionnaires
- Guide to Financial Issues relating to FP7 Indirect Actions 🔴 (779 KB) 💬
- IPR Helpdesk
- Amendment Guide for FP7 Grant Agreements 🔴 (271 KB) 💬
- ITN Mid-Term Review Guidelines 🔴 (113 KB) 💬
- Contact persons for ITN projects 🔴 (79 KB) 💬

Recruiting Researchers

- Publish a vacancy 💬
- Submit a Declaration of Conformity via Sesam
- The European Charter for Researchers & The Code of Conduct for the Recruitment of Researchers

FAQ

Publish your MCA funded job vacancies

Open calls

FP7-PEOPLE-2013-IRSES
Deadline:17/01/2013

FP7-PEOPLE-2013-IEF
Deadline:14/08/2013

FP7-PEOPLE-2013-IOF
Deadline:14/08/2013

FP7-PEOPLE-2013-IIF
Deadline:14/08/2013

• See all open calls

Latest jobs opportunities

PhD Thesis Student (m/f), Subject: Membrane Protein Nano-diffraction and Serial Crystallography, ref. EUCFR205
Join the ESRF to develop nano-beam serial crystallography techniques applied to membrane proteins.

ESR Position DREAMS-ITN:

http://ec.europa.eu/research/mariecurieactions/about-mca/contacts/index_en.htm

Google

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RESEARCH & INNOVATION
Marie Curie Actions

European Commission

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FAQ
about Marie Curie Actions

Enquiry service
If you can't find an answer to your questions in the FAQ service, please submit it to the Enquiry Service.

PRESS
Marie Curie Actions program is managed by Education and Culture DG 💬 of the European Commission (our Commissioner: Androulla Vassiliou 💬).

If you are a journalist, please get in touch with our spokesperson, Dennis Abbott on: dennis.abbott@ec.europa.eu
or (+32-2) 295 92 58.

You can also contact European Commission press officer in your country 💬.

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Search

Open calls

FP7-PEOPLE-2013-NIGHT
Deadline:08/01/2013

FP7-PEOPLE-2013-IAPP
Deadline:16/01/2013

FP7-PEOPLE-2013-IRSES
Deadline:17/01/2013

FP7-PEOPLE-2013-IOF
Deadline:14/08/2013

• See all open calls

Latest jobs opportunities

PhD Thesis Student (m/f), Subject: Membrane Protein Nano-diffraction and Serial Crystallography, ref. EUCFR205
Join the ESRF to develop nano-beam serial crystallography techniques applied to membrane proteins.

ESR Position DREAMS-ITN: Dereverberation by inverse solution of the acoustic wave equation on a finite element grid

MARIE CURIE ACTIONS
National Contact Point service

Choose a country

FP7 contacts
in third countries

Choose a country

Mozilla Firefox

Local intranet | Protected Mode: Off

100%

FR 16:13 18/01/2013

Mid-term Review

It's a contractual obligation *Article 7 (Special Clause 5bis)*

A dialogue between the consortium and the REA on the project status and implementation*, future plans, etc...*

To be organised *between* **month 20-22***, preferably*
- To help **solving** any problematic issues
- To **prepare** for the Periodic Report

Date ***to be agreed with PO well in advance!***
- *An external expert may be present*
- *Guide for MTR with draft template agenda on MCA website*

Useful links:

EURAXESS
http://ec.europa.eu/euraxess/

CORDIS
http://cordis.europa.eu/fp7/home_en.html

RTD
http://ec.europa.eu/research/index.cfm

REA
http://ec.europa.eu/rea/index_en.htm

Thank you very much
for your attention!

Cathy.souto.enriquez@ec.europa.
eu