



HELCASTS Kick-off Meeting

Information for a good start

RAL, 14 May 2014

Dr Sabri MEKAOU
Project Officer
Sabri.Mekaoui@ec.europa.eu

European Commission
Research Executive Agency
Space Research Unit

OUTLINE

- About us
- Selection and Execution procedures
- Deliverables and periodic reports
- Periodic report - Closer look
- Review – Closer look
- Finance aspect (payments)
- Legal aspects: amendements, info letters
- Publication
- Questions?



European Commission



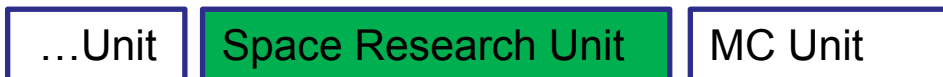
Policy
&
Implementation



Executive Agencies



Implementation



Research Executive Agency

Selection and Execution



FP7

Evaluation



Selection



Negotiation



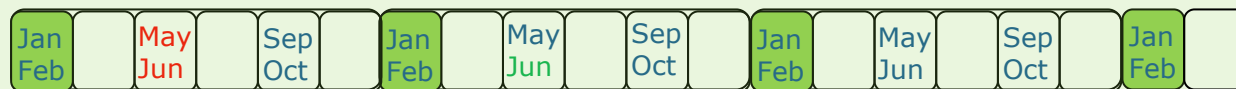
Execution

WP
Milestones
Deliverables



Role of the Project Officer?

Description of Work
DoW/Annex



2014

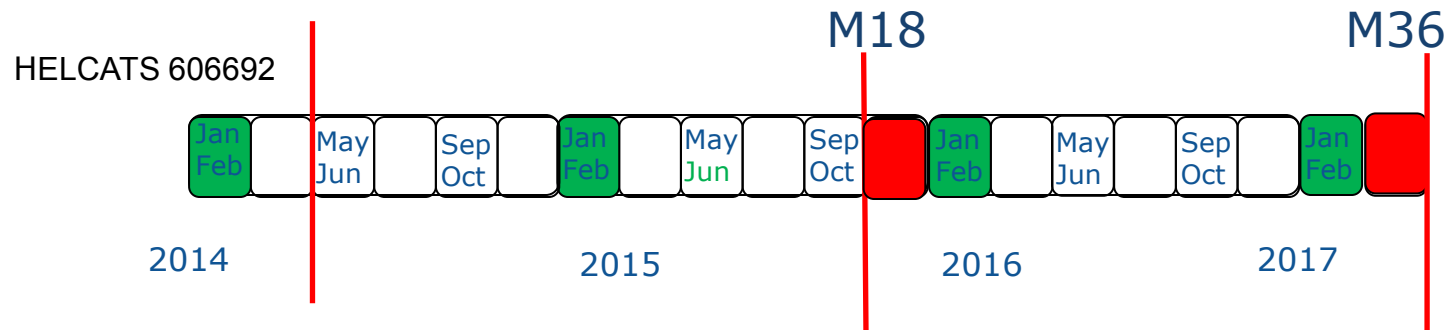
2015

2016

2017

During the course of the project, the consortium submits:

- **Deliverables** according to the timetable specified in the DoW / Deliverables List
- A **Periodic Report** within 60 days of the end of each reporting period (including the final reporting period)
- Review @ M18 (Payment) @ M36 (payment)
+ Mid-Term Review TBD (No payment)



During the course of the project, the consortium submits:

SyGma - System for Grant Management - Mozilla Firefox
 http://sygma.cc.cec.eu.int/6321/sygma/gap/?p7?sessionid=9861

Project: 606692 (HELCASTS) mekaosa (INTERNAL)

SyGma Grant Agreement Data

Deliverables

Number	Title	Lead Beneficiary	Nature	Dissemination	Effort	End Month
WP1	Management					
D1.1	HELCASTS website launch	STFC	Other	Public	1	3
D1.2	Minutes of the kick-off meeting	STFC	Report	Restricted to other programme participants (including the Commission Services)	0.5	2
D1.3	Progress report to the Commission (6 months)	STFC	Report	Restricted to other programme participants (including the Commission Services)	0.5	7
D1.4	Cost statement and annual progress report - Year 1	STFC	Report	Restricted to other programme participants (including the Commission Services)	0.5	13
D1.5	Progress report to the Commission (18 months)	STFC	Report	Restricted to other programme participants (including the Commission Services)	0.5	19
D1.6	Cost statements and annual progress report to the EU - Yr 2	STFC	Report	Restricted to other programme participants (including the Commission Services)	0.5	25
D1.7	Progress report to the Commission	STFC	Report	Restricted to other programme participants (including the Commission Services)	0.5	31
D1.8	Final HELCASTS cost statements and annual progress report to the EU	STFC	Report	Restricted to other programme participants (including the Commission Services)	1	36
D1.9	Final public report	STFC	Report	Public	2	36
WP2	Producing a definitive catalogue of CMEs imaged by STEREO/Hi					
D2.1	Catalogue of observational parameters of HI-1 manually-identified CMEs	STFC	Other	Public	13.5	3
D2.2	Report on the feasibility of automatic identification of CMEs in HI-1 data	ROB	Report	Restricted to other programme participants (including the Commission Services)	14	1
D2.3	Report on the inter-comparison of the manual and automated CME catalogues	STFC	Report	Restricted to other programme participants (including the Commission Services)	12	1
D2.4	Report in which the manual and automated HI CME catalogues are compared to pre-existing coronagraph CME catalogues	STFC	Report	Restricted to other programme participants (including the Commission Services)	8	2
D2.5	Scientific management of HELCASTS	STFC	Other	Restricted to other programme participants (including the Commission Services)	4	3
WP3	Deriving/cataloguing the kinetic properties of STEREO/Hi CMEs based on geometrical and forward modelling					
D3.1	Provision of time-elongation maps for the catalogued CMEs and incorporation of the results of the geometrical fitting into the	STFC	Other	Public	15	12



At the end of the project, the consortium submits:

A **Final Report**, within 60 days after project's end, comprising:

- A final publishable summary report covering results, conclusions and socio-economic impact of the project
- A plan for the use and dissemination of the foreground, to spread awareness
- A report covering the wider societal implications of the project, in the form of a questionnaire (gender equality actions, ethical issues, etc.)

After receiving the final EU payment, within 30 days, the coordinator shall submit a **Report on the distribution of the Community financial contribution** between beneficiaries.



In addition to formal reporting requirements, the Coordinator should also send a **quarterly e-mail** (roughly one page) to the Project Officer giving:

- Overview on status of the activities, progress made, problems encountered or foreseen(if any), way ahead
- Confirmation that the deliverables are in line with the work plan. And if not, elaborate on reasons and suggest corrective actions.

NB!

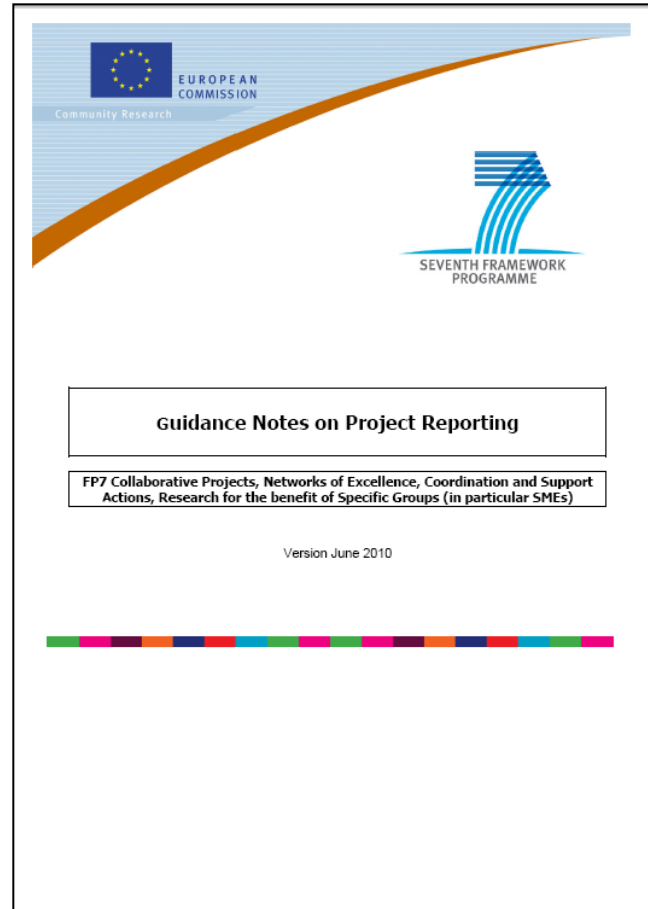
Be pro-active!

In case of problems/ questions do not hesitate to contact the Project Officer!

Periodic Report – Closer look



European
Commission



ftp://ftp.cordis.europa.eu/pub/fp7/docs/project_reporting_en.pdf

An **overview** (incl. **publishable summary**) of the work progress towards the objectives including reached milestones and submitted deliverables. It should also discuss the differences between work expected to be carried out and work that actually was carried out

A *high level description* on the use of the resources

A Financial Statement (**Form C**) from each beneficiary and **summary** financial report for the whole consortium

NB! Be consistent with the figures and explain any deviations from the DoW!

How did you spend your budget? Any deviations from the DoW?

- **Personnel**

The person-months should indicate the individual input of the experts and their position / qualification (not the identity/name). KEEP TIMESHEETS!

- **Other direct costs**

The travel costs should include in a consistent manner: destination, number of persons travelling, amount and explanation (including dates).

Durable Equipment (e.g. computer)? Consumables?

NB! Full price and the depreciation value should be stated. Durable equipment is subject to depreciation, according to the national accounting rules of each partner

- **Subcontracting**

As per the DoW except for minor subcontracts.

Travel - Participation in conferences, WS and other events etc.

- The participation can be charged to a project **ONLY** if justified by a presentation of the project activities and results
- The participation "just to listen and network" cannot be charged to a project
- The participation of several project partners and/or several representatives of the same partner has to be clearly justified
- Be prepared to provide the Project Officer with a copy of the submitted paper and/or the presentation and the event agenda (as supporting documents to the Periodic Report)

Please see the Financial Guidelines at:

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

Review process – Closer look



The REA may initiate a **(technical) Project Review** at any time during the implementation of the project but usually the reviews are held following the end of each reporting period

- Usually the review takes place 3 weeks after the submission of the Periodic Report
- Participation TBD on a case-by-case basis; usually at least the Coordinator and the WP leaders
- REA is assisted by independent external reviewer(s)
- The external reviewer(s):
 - - gives external advice to the REA on the project for the period in question
 - - assists the REA by recommending any reorientation that may be required

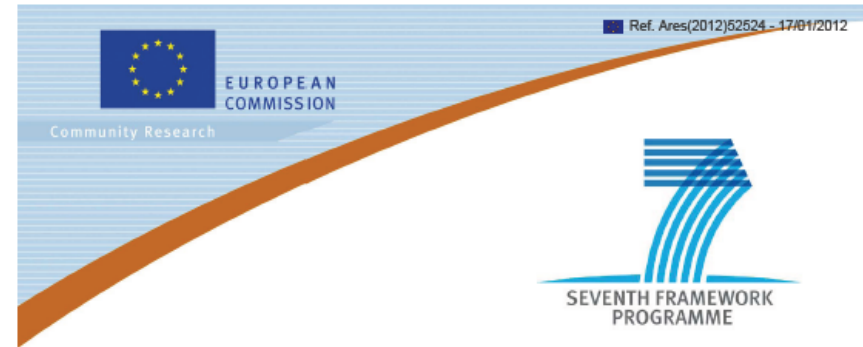


The external reviewer(s) assess:

- the degree of fulfilment of the project work plan and the related deliverables;
- the beneficiaries' contributions and integration within the project etc.
- the continued relevance of the objectives;
- the resources utilised in relation to the achieved progress;
- the management procedures of the project;

The Coordinator will be informed on the outcome in the form of a Review Report. See templates:

ftp://ftp.cordis.europa.eu/pub/fp7/docs/project_review_en.pdf



Guide to Financial Issues relating to FP7 Indirect Actions

Version 16/01/2012

Disclaimer

This guide is aimed at assisting beneficiaries. It is provided for information purposes only and its contents are not intended to replace consultation of any applicable legal sources or the necessary advice of a legal expert, where appropriate. Neither the Commission nor any person acting on its behalf can be held responsible for the use made of these guidance notes.



Following the receipt of Reports and Deliverables and the Review the REA may:

Approve the reports and deliverables: REA disburses the corresponding payments within 105 days of their receipt unless the time-limit, the payment or the project has been suspended.

Suspend the time limit if reports/deliverables have not been supplied, are incomplete, unclear or raise doubts concerning the eligibility of costs claimed.

Suspend the payment at any time for the amount intended for the beneficiary(ies) concerned: for details see Article II.5 of Annex II (General conditions) to the grant agreement.

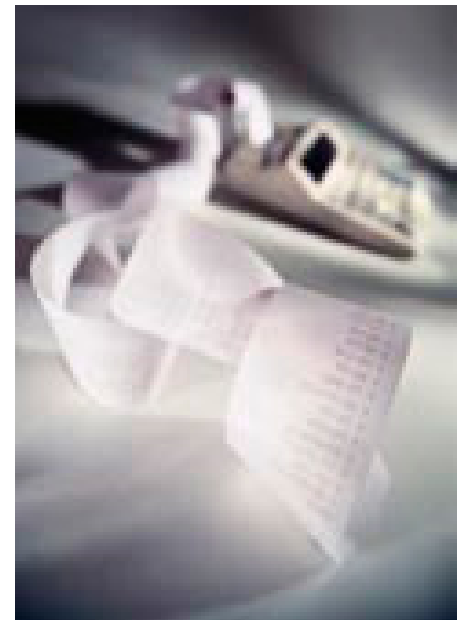
Reject the reports and/or deliverables by giving an appropriate justification and, if appropriate, start the procedure for termination of the GA.



Interim Payments are linked to submission of:

- A complete and correct Periodic Report;
- Deliverables; and
- Electronic (and signed) Form Cs

Once the Reports and Deliverables are approved, the REA will disburse the corresponding payments within 105 days





Payments are linked to the actual costs incurred by the beneficiaries

No proof of costs has to be given to REA, "just" detailed explanation

If one partner overspends, the consortium agrees how much this partner can claim as EU contribution, i.e.

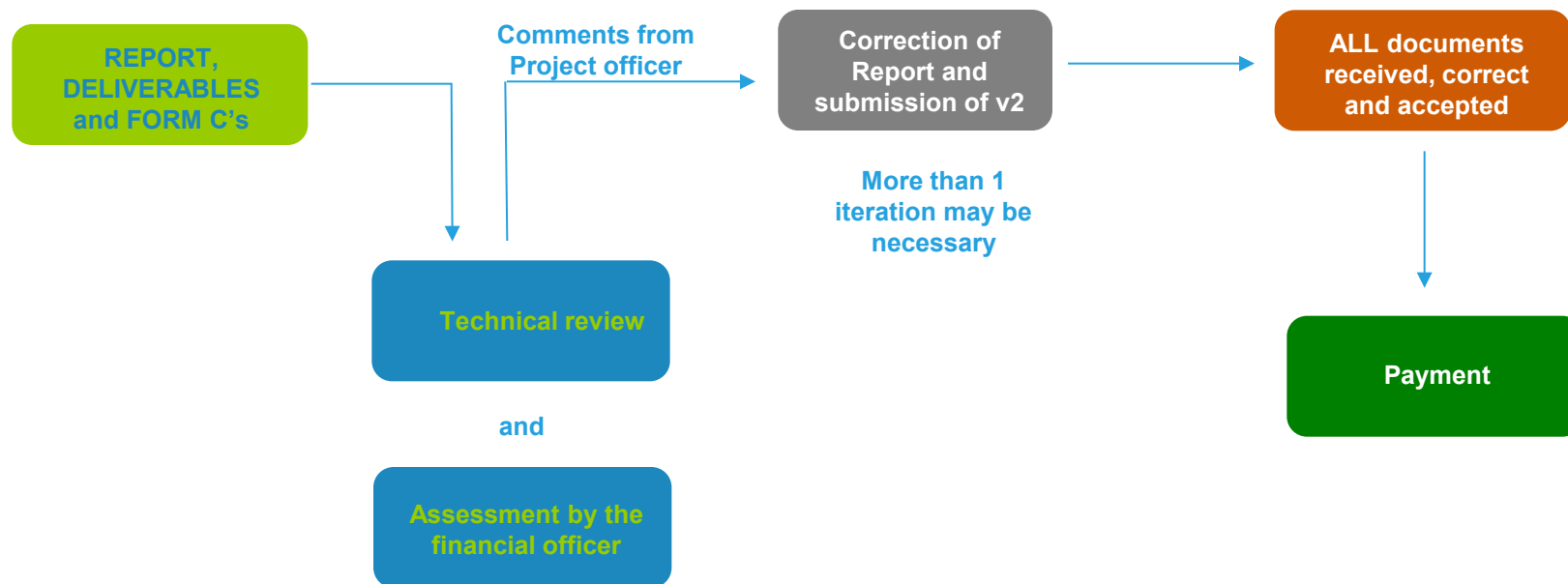
- full amount if the overspending is due to anticipated work,

OR

- only the budget share agreed for the reporting period and lower than the amount which could be claimed.

Payments to the beneficiaries are at the responsibility of coordinator.

The coordinator does not have to provide any proof of transfer to beneficiaries during the life-time of the project (shall only submit a report on the distribution of the financial contribution between beneficiaries within 30 days after receipt of the final payment).





Where to find documents?



http://cordis.europa.eu/fp7/

ABOUT CORDIS | CONTACT | SEARCH | LEGAL NOTICE | English (en)

CORDIS
Community Research and Development Information Service

European Commission > CORDIS > Home

Home | News and Events | Funding Programmes | Projects and Results | Top Stories | research*eu magazines | Research Partners | National and Regional | Share

Discover EU research... [New Search \(Beta\)](#) | [Map Search](#) | [Advanced Search](#)
Search all CORDIS

Do not miss

CORDIS launches Top Stories service highlighting EU-funded research results

Latest research*eu results magazine

November 2013 - Special feature: 'Spotlight on international cooperation under FP7'

Stay Tuned

Email notification

Log in

User name

password

Forgot your user name or password?

Not yet registered?

Research Funding

7th Framework Programme (FP7)

[Calls](#) | [Partners](#) | [National Contact Points](#) | [Projects](#) | [Documents](#)

Previous Framework Programmes: [FP6](#) - [FP5](#) - [FP4](#)

Practical guide for EU Funding
Find your way to the right funding scheme

European Research Area (ERA)
Free movement of knowledge

Latest news

Professors challenge previous notions of the Renaissance
A team of researchers are leading a ground-breaking study, which challenges the notion of the Renaissance as an era dominated by secular thinking. The project DD.POP ('Domestic Devotions: The Place of Piety in the Italian Home') is...

Releasing the untapped biotech potential of the sea
While marine microorganisms have long been identified as an untapped biotechnological potential, their exploitation has been hampered by the expense of isolating their valuable novel chemicals and molecules...

Advancing MRI scans for foetal development
Mapping the development of babies while they are still in the womb is a European project which aims to design techniques designed to detect problems earlier, and develop appropriate therapies. The dHPC ('Dev...

Help us...

... to improve CORDIS

Events

'International Conference on Scientific Computing', Paphos, Cyprus
[Event Date: 2013-12-03]

Most important!
FIND A DOCUMENT OR GUIDELINES

Guidance documents:

- [ERC Grant Schemes - Guide for Peer Reviewers Applicable to the ERC Proof of Concept \(Work-Programme 2011\)](#) [PDF]
- [Short guideline on proposal submission and negotiation with third country participants](#) [PDF]
- [Practical Guide to EU funding opportunities for Research and Innovation](#) [PDF]
- [Flat rates subsistence](#) [PDF]
- [Wiki on FP7 Periodic Report and NEF \(Forms C on-line tool for Information Society and Media DG projects\)](#) [HTML]
- [Presentation of FORCE \(Forms C on-line tool for Research DG projects\)](#) [PDF]
- [Amendments Guide for FP7 Grant Agreements](#) [PDF] Version 2: 2010-02-01
- [Guidance notes for beneficiaries and auditors on certificates issued by external auditors](#) [PDF] Version: 2010-07-01
- [Guide to Financial Issues](#) [PDF] Version 4: 2011-02-28
- [SME owners and natural persons without a salary: hourly rate calculation tool](#) [XLS ZIPPED]
- [Guide to Intellectual Property Rules \(IPR\)](#) [PDF] Version 3
- [Checklist for the Consortium Agreement](#) [PDF]
- [Checklist for a Coordination Agreement for Coordinated Calls \(Option 2\)](#) [PDF]
- [Negotiation Guidance Notes](#) [PDF] Version: 2010-09-10
 - [Online NEF documentation](#) [PDF]
 - [Templates for Description of Work](#) [DOC] Version: 2010-05-17
- [Negotiation Guidance Notes for COFUND projects](#) [PDF] Version: 2010-07-22
- [Guidance notes on project reporting](#) [PDF] Version: 2010-06 and:
 - [Template for periodic report](#) [DOC]
 - [Template for final report](#) [DOC]
- [Guidance notes on project technical review](#) [PDF] Version: January 2011
 - [Template for technical review](#) [DOC]
- [ERC Guidance notes for preparing the Grant Agreement](#) [PDF]
- [ERC Guides for Grant Holder \(Part I & Part II\)](#) [PDF]
- [ERC Grant Schemes - ERC Guide for Peer reviewers Applicable to the ERC Starting Grants and Advanced Grants \(Work-Programme 2011\)](#) [PDF]
- Marie Curie Actions Negotiation Guidance Notes are tailored by individual actions and will be distributed to successful applicants at the start of the negotiation period.

Research Executive Agency



The coordinator and/ or the person in charge of the administrative and financial issues in the coordinating organisation must read at least the following documents:

- Guide to Financial Issues
- Guidance Notes on Project Reporting
- Amendments Guide for FP7 Grant Agreements



Prefinancing

- If 2 reporting periods: 60% of EU contribution
- If 3 reporting periods: 160% of the average EU contribution per period
- Paid to the coordinator within 45 days following the date of entry into force of the Grant Agreement

Guarantee Fund

- 5% of maximum EU contribution
- At the final payment, the amount contributed to this Fund shall be returned to the beneficiaries via the Coordinator
- NB! No collective financial responsibility in FP7 as was the case in FP6 (still collective scientific responsibility)



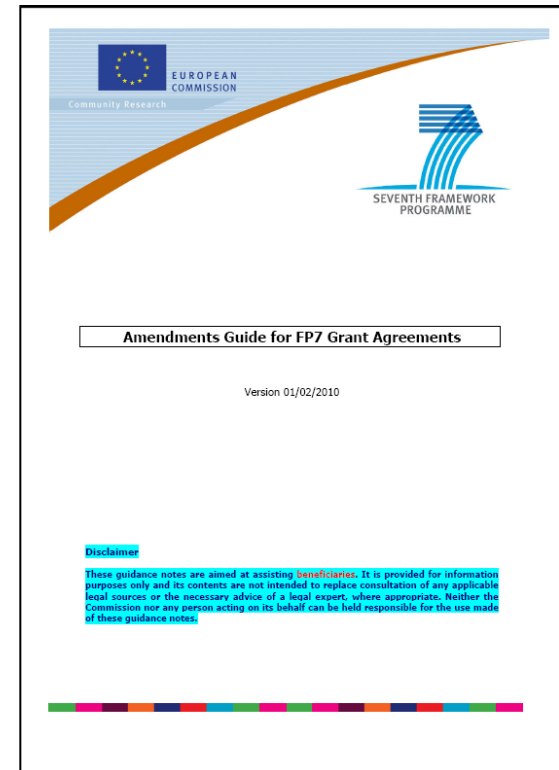
European
Commission

Research
Executive
Agency

Legal aspects: Amendment and Information letters



- An amendment allows the parties to modify the Grant Agreement (GA) during its lifetime.
- An amendment to GA is a legal act modifying the commitments initially accepted by the parties and which may create:
 - new rights,
 - impose new obligations on the; or
 - modify significant parts of the GA (incl DoW).



See: ftp://ftp.cordis.europa.eu/pub/fp7/docs/amendments-ga_en.pdf

When should the Coordinator submit an **Amendment request**?

- If any GA provision needs to be modified and / or
- In case of major/ significant modification to the DoW

When is an **Information Letter** sufficient?

- Changes to contact point/ authorised representative, legal address/ name
- In this case the LEAR of the concerned beneficiary should update the information in the Participant Portal

NB!

Beneficiaries are allowed to transfer budget between different activities and between themselves without an amendment, if:

- the amounts are minor and the needs are clearly justified
- the work is carried out as planned in the DoW (i.e. output and max EU contribution remain)
- the Project Officer agrees upfront

Publication Issues



The beneficiaries shall, throughout the duration of the project, take appropriate measures to **engage with the public** and the media about the project and to **highlight the EC financial support**.

Any publicity, including at a conference or seminar or any type of information or promotional material must specify that the project has received EC research funding and **display the European emblem**.



Any publicity made by the beneficiaries in respect of the project must specify that it reflects **only the author's views** and that the **Community is not liable** for any use that may be made of the information contained therein.



All publications shall include the following statement:

The research leading to these results has received funding from the European Community's Seventh Framework Programme ([FP7/2007-2013]) under grant agreement n° [606692]

(see Article II.30. of the Grant Agreement).

During and after the project, the coordinator shall provide **references and an abstract of all scientific publications** relating to foreground at the latest two months following publication (see Article II.30. of the Grant Agreement).

As part of the Final Report, the coordinator will be required to submit **a full list of publications relating to foreground of the project.**



Helpdesk for IT related questions:

EC-FP7-IT-HELPDESK@ec.europa.eu

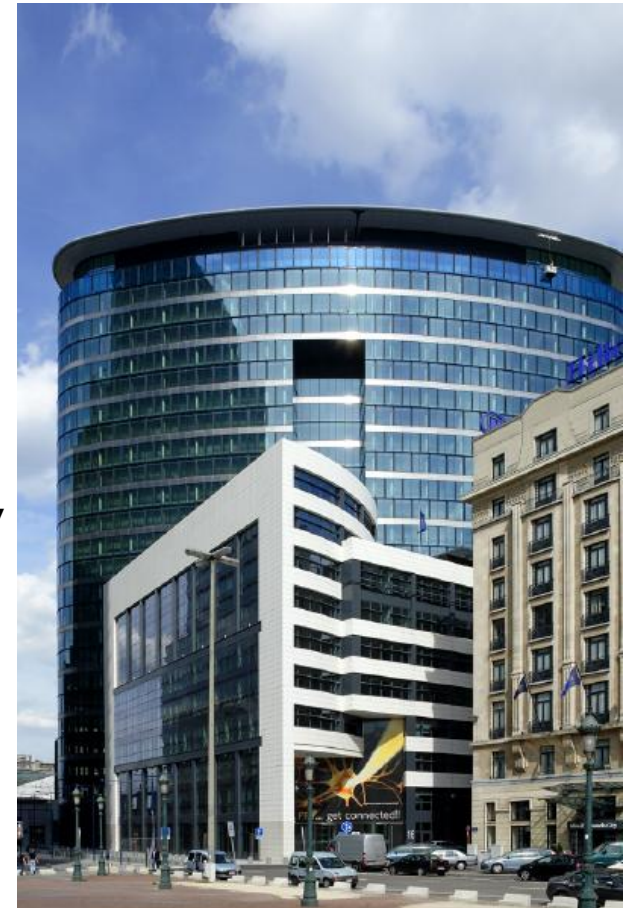
Tel: +32 2 29 87288 (08:30 – 16:30 CET)

I wish you a lot of success !

European Commission Research Executive Agency

<http://ec.europa.eu/research/rea>

@ sabri.mekaoui@ec.europa.eu
✉ COV2 17/089 ▪ 1049 Brussels ▪ Belgium
site 16 Place Rogier ▪ 1210 Brussels
☎ +32 229 67501
📄 +32-2-29 79646



Copyright © 2007-2009 Close
Comfort