

Presentazione della proposta - aspetti legali e finanziari



Valentina Fioroni

Gestione Progetti APRE

AGENDA

- PARTICIPANT PORTAL: ECAS, PIC
- ACCORDI IN FASE DI PROPOSTA
- MODULISTICA (SINGLE STAGE, TWO STAGES)
 - STRUTTURARE IL BUDGET



RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

HOME

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

EXPERTS

SUPPORT

LOGIN

REGISTER



Horizon 2020 Funding

Starting from 1/1/2014

On this site you can find and secure **funding** for research & innovation projects under the following EU programmes:

- **2014-2020** Horizon 2020 - research and innovation framework programme
- **2007-2013** 7th research framework programme (FP7) and Competitiveness & Innovation Programme (CIP)

Non-registered users

- search for funding
- read the H2020 Online Manual & download the legal documents
- check if an organisation is already registered
- contact our support services or check our FAQs

Registered users

- **submit your proposal**
- sign the grant
- manage your project throughout its lifecycle



WHAT'S NEW



FUNDING



HOW TO



WORK AS AN



MY PERSONAL



INFORMATION



PARTICIPANT PORTAL ECAS ACCOUNT



EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External

EUROPA > Authentication Service > Sign Up

Login New password **Sign Up** Help

! Is the selected domain correct? **External** [Change it](#)

Sign Up

[Help for external users](#)

Choose a username

First name *

Last name *

E-mail *

Confirm e-mail *

E-mail language *



Enter the code *

PARTICIPANT PORTAL PIC

Codice Identificativo del Partecipante (9 CIFRE) cui sono associati i dati
amministrativo-finanziari
 (dati amm.vi dell'ente, status giuridico, metodo di calcolo dei costi indiretti, etc...)

- ✓ Si ottiene tramite registrazione online.(**U**nique **R**egitration **F**acility), ospitata dal *Participant Portal*: <https://ec.europa.eu/research/participants/portal/desktop/en/organisations/register.html>
 - ✓ Presuppone validazione dell'ente da parte della CE
 - ✓ *Obbligatorio* in fase di negoziazione
- ✓ I dati associati al PIC possono essere modificati/aggiornati solo tramite il LEAR (**L**egal **E**ntity **A**uthorized **R**epresentative)

PARTICIPANT PORTAL PIC

European Commission Participant Portal

European Commission > Research & Innovation > Participant Portal > Organisation Search

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT ▾

SABRINA BOZZOLI ▾

- My Organisation(s)
- My Proposal(s)
- My Project(s)
- My Notification(s)
- My Expert Area

H2020 Online Manual

Reference Documents (H2020 & FP7)

Beneficiary Register

Financial Capacity Self-Check

SME Participation

Beneficiary Register H2020 ONLINE MANUAL

The Commission has an **online register of the beneficiaries** participating in the EU research and innovation or education, audiovisual and cultural programmes. This allows consistent handling of the beneficiaries' official data and avoids multiple requests for the same information.

If you want to participate in a project proposal, your organisation needs to be registered and have a **9-digit Participant Identification Code (PIC)** that is the unique identifier of your organisation and will be used as a reference by the Commission in any interactions.

Is your organisation already registered? Search PIC

As you have to register your organisation only once, please see first if it has already been registered.

SEARCH

If you did not find your organisation in the register, you can start its registration below.

Register your organisation

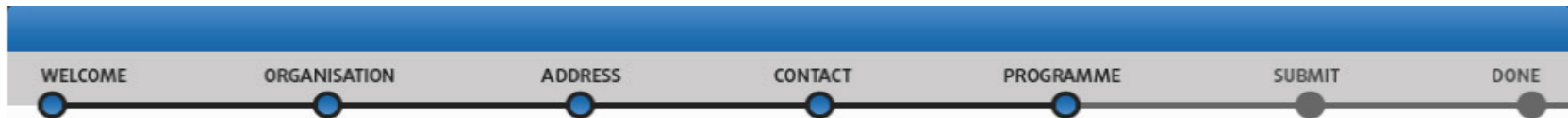
Please note that you need to have a valid ECAS account to start registering your organisation or update its data. Login in the Portal or [create your account](#), if you are a new user.

Please keep the legal data of your organisation at hand. You may check the information that will be necessary for the registration in the [user manual](#). To start registration, click on the button below.

REGISTER ORGANISATION

You can quit the registration process at any time; the data entered can be saved as a draft and you may **continue your registration** at a later time. Save the already entered data by clicking on the **Save draft** button at the bottom of the registration tool before you quit it.

SCELTA PROGRAMMA DI FINANZIAMENTO



Programme-specific data

Thank you for completing the first step in registering your organisation.

Now you can either:

- provide additional information relating to a Specific Programme: select a Specific Programme from the list on the right-hand side and follow the instructions in the submission form pages that will open for the specific programme (you will return to the current page when done), or
- finish your registration and receive the Participant Identification Code

Programme-Specific Information

You can now fill in programme specific information (as H2020 categories, for instance) required for your participation by selecting the relevant programme below. After this step you will be returned here in order to finish registration and obtain your PIC

Programme :

Select programme
 OR
 Finish Registration

If you don't need to define a specific programme you can also finish the registration at this point and obtain a PIC, or you can come back later if you saved your draft

Finish your registration

< Back Save Draft Delete Draft Close

PIC

SME SELF ASSESSMENT

- compilato solo dal LEAR;
- **obbligatorio** per la partecipazione allo STRUMENTO PMI
- sistema testato solo su MOZILLA

Messages Documents Organisation Legal Address Contact Person LEAR Legal Status Enterprise Data FP7 ICM Certification Data Balance Sheet IBBA

Enterprise Data

Please enter your organisation's enterprise data based on the legal documents of the organisation. More information can be found at [SME page](#) of the Participant Portal and in the [SME definition](#) page.

Select year: 2009

Enterprise data for year 2009

I declared my organisation as SME 15-09-1988

Financial year end date ^	Annual turnover in EUR < 50M ^	Annual balance sheet in EUR < 43M	Number of employees < 250 ^	Autonomous
31-12-2009	1035271	745015	11	<input type="checkbox"/>

Perform a new self-assessment:

Based on the most recent self-assessment you submitted

Perform a totally new self-assessment

Resume Draft

[Perform self-assessment](#)

or

I declare my organisation is not SME, effective as of today

[Declare not SME](#)

Research and Innovation (R&I) Filter [Reset filter](#) [Quit](#)



PIC SME SELF ASSESSMENT

http://ec.europa.eu/research/participants/data/support/manual/urf_sme_wizard_guidance.pdf

Beneficiary Register: SME Self-Assessment Guidance

User's Guide

19/06/2014 (Beneficiary Register version 5)

ACCORDI IN FASE DI PROPOSTA LETTERA D'INTENTI

LETTER OF INTENT

PARTICIPATION TO THE *call proposal number*
PROJECT ACRONYM
Title of the project

Between

Name of the coordinator

and

NAME AND ADDRESS OF YOUR COMPANY:
Address

Hereinafter referred to individually as "Party" or collectively as "Parties",

The Parties hereby confirm their participation in the "*Project title*" hereunder *Acronym* Project in response to the call *insert the call reference* within the topic *insert the topic reference*. Exploring opportunities and stimulating research cooperation with Canada"

To support this goal, **NAME OF YOUR COMPANY** shall support and assist *Coordinator name*, the intermediary between **NAME OF YOUR COMPANY** and the European Commission, in finalising the Proposal, according to the schedule established by the European Commission and necessary for *Coordinator name* in order to submit the Proposal in due time to the European Commission.

NAME OF YOUR COMPANY shall provide *Coordinator name* with all pertinent technical and cost data, which either *Coordinator name* or **NAME OF YOUR COMPANY** deems necessary for the preparation of the Proposal as well as all technical support or other such support as may be mutually agreed upon.

Coordinator name shall not modify the technical and cost data supplied by **NAME OF YOUR COMPANY** and included in the proposal released to the European Commission without the prior written consent of **NAME OF YOUR COMPANY**. This consent shall not be unreasonably withheld or delayed. **NAME OF YOUR COMPANY** shall only consider the proposal duly signed by *Coordinator name* authorized representative(s) as the official one.

The Parties undertake to keep as strictly confidential any and all information received from the other Party and agree only to use such information for purposes relating to the preparation of the *Acronym* Project. Therefore, the Parties agree to employ their best efforts so as to prevent dissemination of said information.

In accordance with the FP7 Commission contractual rules, the European contract will enter into force upon signature by *Coordinator name* (the Co-ordinator) and the Commission. **NAME OF YOUR COMPANY** undertakes to sign Form A and returns it to the Co-ordinator as quickly as possible and in any event no later than the delay announced in the European contract.

Date of entry into force:

NAME OF YOUR COMPANY

Coordinator name

Signature
Name:

Signature
Name:

Organization letter head

APRE Agenzia per la Promozione della Ricerca Europea
Agency for the Promotion of the European Research
Via Cavour, 71
00184 ROMA (ITALY)

Subject: Commitment of Participation to the [funding scheme] on [topic title] - call: FP7- xxx-2010-xxx Project Preparation.

I hereby state that [insert full legal name of organisation] will be fully involved in the preparation of the EU FP7 (Call identifier: FP7- xxx-2010-xxx) [funding scheme] on [topic title].

I hereby confirm that [insert name of organisation and name of the respective research department or laboratory]:

- (1) will not participate in any competing action intending to submit proposals or apply funds for a project in the topic FP7- xxx-2010-xxx;
- (2) will keep strictly confidential all information and documents acquired until subsequent signature of the Consortium Agreement or otherwise for 3 years starting from the date of this agreement.

Done in _____, on _____

.....
[name and function]
Signed by a legal representative of the Organisation
[insert name of organisation, stamp]

PLEASE RETURN BY EMAIL TO xxxx@xxx.xx
(Cc xxxx@xxx.xx)

MoU H2020 IPR HELPDESK:

http://www.iprhelpdesk.eu/H2020_MoU



RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > Opportunities

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT

SABRINA BOZZOLI

My Organisation(s)

My Proposal(s)

My Project(s)

My Notification(s)

My Expert Area

GREEN VEHICLES 2014

H2020-GV-2014

Sub call of: H2020-GV-2014-2015

Publication date	2013-12-11	Deadline Date	2014-08-28 17:00:00 (Brussels local time)
Total Call Budget	€129,000,000	Main Pillar	Societal Challenges
Status	Open	OJ reference	OJ C 361 of 11 December 2013

Topic: Next generation of competitive Li-ion batteries to meet customer expectations GV-1-2014





Topic Description Topic Conditions & Documents Submission Service

To access the Electronic Submission Service of the call, please select the **type of action** that is most relevant to your proposal from the list below. You will then be linked to the correct entry point.

To access existing draft proposals for this call, please login to the Participant Portal and select the My Proposals page of the My Area section

Research and Innovation activities **START SUBMISSION**

Horizon 2020

- Calls  
- Search Topics
- Call Updates  

Other EU Programmes 2014-2020

- Research Fund for Coal & Steel
- COSME
- 3rd Health Programme
- Consumer Programme

FP7 & CIP Programmes

LOGIN

FUNDING SCHEME

CREATE DRAFT

PARTIES

EDIT PROPOSAL

SUBMIT

Step 3

Create a Draft Proposal

H2020-GV-2014



Sabrina Bozzoli



GV-1-2014



RIA

THU
28August 2014 17:00:00
Brussels Local Time

167

days left until closure

Configuration OK



You're using Mozilla 11 on Windows. **Adobe Reader** (version 11,0,0,0) is installed.



For more information, please consult the [User Guide](#).

Create a Draft Proposal

Please enter the following information to create a draft proposal. Please note that fields marked with a star (*) are **mandatory**.

Your organisation

PIC* ?

Short name* ?

Search for your organisation PIC

Your Role

Please indicate your role in this proposal

 Main contact Contact person

Your Proposal

Please choose an acronym for your proposal. It will appear also in the "General Information" section of the submission form Part A and can also be updated there.

Please restrict acronym to latin characters

PIC search



Find your organisation

You may enter a (complete or partial) organisation name (e.g. "Oxford" or "University of Oxford"). Entering additional information like country/city usually leads to better results. You may also search based on VAT number of the organisation in international format (e.g. "GB123456789")

Search results for **APRE**

AGENZIA PER LA
PROMOZIONE DELLA RICERCA
EUROPEA

VIA CAVOUR 71
ROMA, IT

PIC 999514191

ApresLabs Ltd

Research and Innovation
Campus Rothamsted
Harpenden, UK

PIC 950343533

Centro Integrado Público de
Formación Profesional Ciutat de
l'Aprent

Ciudad del Aprendiz, 4
Valencia, ES

PIC 949485762

APRECIAL

21 rue d'agen
Colmar, FR

PIC 943529186

APRECA

16 RUE GABRIEL VOISIN
REIMS, FR

PIC 949506617

Fundación Aprendizaje en
Acción

Calle Los Penocos 2120
Santa Cruz de la Sierra,
BO

PIC 946285926

AGRUPACION DE EMPRESAS
INNOVADORAS APREAN
energINNOVACION

CALLE SIERRA DE GIALDA
4

VISAPRESS - Gestão de
Conteúdos dos Média, CRL.

Rua Gomes Freire Nº 183,
4º Esq.
Lisboa, PT

Acteurs, Pratiques, recherches
Européennes et Internationales
pour le développement durable

rue de l'île de conge 29
Cherbourg, FR

Step 3

Create a Draft Proposal

H2020-GV-2014

Sabrina Bozzoli

GV-1-2014

RIA

THU 28 August 2014 17:00:00
Brussels Local Time

167 days left until closure

Configuration OK

You're using Mozilla 11 on Windows. **Adobe Reader (version 11,0,0,0) is installed.**

For more information, please consult the [User Guide](#).

Create a Draft Proposal

Please enter the following information to create a draft proposal. Please note that fields marked with a star (*) are **mandatory**.

Your organisation

PIC* Short name*

999514191 APRE VIA CAVOUR 71 ROMA, IT VAT:IT03929151003

Search for your organisation PIC

Your Role

Please indicate your role in this proposal

- Main contact
- Contact person

Your Proposal

Please choose an acronym for your proposal. It will appear also in the "General Information" section of the submission form Part A and can also be updated there.

Acronym*

Please restrict acronym to latin characters only

Short Summary (max. 2000 characters)*

Character count: 4

Step 4

Manage Your Related Parties

H2020-GV-2014

Sabrina Bozzoli

GV-1-2014

RIA

THU 28 August 2014 17:00:00
Brussels Local Time

167 days left until closure

Acronym	ID	PIC	Contact
Acronym			
TEST			

Configuration OK

You're using Mozilla 11 on Windows. **Adobe Reader (version 11,0,0,0) is installed.**

For more information, please consult the [User Guide](#).

Parties

In this step you as coordinator should manage and review the participants of your proposal. Only you as coordinator can edit the elements on this screen.

Note: Your changes will be applied only after you click the "Save changes" button.

Number of participants: 1 [Add Partner](#)

Consortium eligibility
Call requires at least 3 participant(s) from different EU member states or associated countries, currently you have 1.

1 [Coordinator](#) [Contact](#)

APRE Sabrina Bozzoli - Main contact


AGENZIA PER LA PROMOZIONE DELLA RICERCA EUROPEA
VIA CAVOUR 71, 00184 ROMA, IT
PIC: 999514191


SINGLE STAGE

Step 4


Manage Your Related Parties


H2020-MG-2014_TwoStages

 Valentina Tegas

 MG-1.1-2014

 RIA

 TUE 18 March 2014 17:00:00 Brussels Local Time


 35 days left until closure


Acronym ID PIC Contact

Acronym

TEST

Configuration OK


 You're using Safari 6 on Mac. **Adobe Reader** (version 11,0,0,0) is installed.

 For more information, please consult the [User Guide](#).




Parties

In this step you as coordinator should manage and review the participants of your proposal. Only you as coordinator can edit the elements on this screen.

Note: Your changes will be applied only after you click the "Save changes" button.

Number of participants: 1 

 1 **Coordinator**

 **Contact**  

 **APRE**

AGENZIA PER LA PROMOZIONE DELLA RICERCA EUROPEA
VIA CAVOUR 71, 00184 ROMA, IT
PIC: 999514191

Valentina Tegas - Main contact



TWO STAGES

next >>

Step 5

Edit Proposal

H2020-GV-2014

Sabrina Bozzoli

GV-1-2014

RIA

THU 28 August 2014 17:00:00
Brussels Local Time

167 days left until closure

Acronym ID PIC Contact

Acronym

TEST

Configuration OK



You're using Mozilla 11 on Windows. Adobe Reader (version 11,0,0,0) is installed.



For more information, please consult the [User Guide](#).

Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself. ?

WARNING: This proposal contains changes that have not yet been submitted...

Administrative Forms

Edit will open the forms in Adobe Reader. ?

edit forms

view history

print preview

Part B and Annexes

In this section you may upload the technical annex of the proposal (only) and any other requested attachments. ?

PART A
Administrative

PART B
Technical

download templates

Technical Annex Section 1-3

upload

Technical Annex Section 4-5

upload

Optional annex 3: Ethics - Supporting Document(s)

upload



<< Step 4 - Parties

validate

submit

3 - Budget for the proposal

Total requested amount / €

TWO STAGES

3 - Budget for the proposal

Participant	Country	(A) Direct personnel costs/€	(B) Other direct costs/€	(C) Direct costs of sub- contracting /€	(D) Direct costs of providing financial support to third parties/€	(E) Costs of inkind contributions not used on the beneficiary's premises/€	(F) Indirect Costs/€ (=0.25(A+B-E))	(G) Special unit costs covering direct & indirect costs	(H) Total estimated eligible costs/€ (=A+B+C+D+F +G)	(I) Reimburse- ment rate	(J) Max. grant / € (=H*I)	(K) Requested grant / €
AGENZIA PER LA PRO	IT	0	0	0	0	0	0	0	0	100	0	0
Total		0	0	0	0	0	0	0	0		0	0

SINGLE STAGE



STRUTTURA DELLA PROPOSTA

PARTE A - BUDGET

3 - Budget for the proposal

(B) Other direct costs/€

Please enter other direct costs necessary to carry out the project. Use one row for each beneficiary. Include costs of linked third parties, if any, in the beneficiary's budget. The various possible types of other direct costs are indicated below:

- travel costs and related subsistence allowances
- costs of equipment, infrastructure, or other assets (depreciation costs, costs of renting or leasing, in-kind contributions against payment or free of charge; full purchase costs are possible only if this option is specifically included in the work programme/for proposals to which you respond)
- costs of other goods and services (e.g. direct costs for consumables and supplies, publications, conferences, patents, certificates on financial statements, certificates on methodology, translations, in-kind contributions against payment or free of charge)
- capitalised and operating costs of large research infrastructures (only for entities that comply with the criteria, see Article 6.2.D.4 of the [Annotated Model Grant Agreement](#))

Deductible VAT (ineligible cost), indirect costs (F), or special unit costs (G) must not be included here. For details on the types of 'other direct costs', their calculation, and the conditions for their eligibility please refer to Article 6.1 (general) and Article 6.2.D (specific) of the [Annotated Model Grant Agreement](#).

There are additional conditions for in-kind contributions of equipment, infrastructure, other assets, goods or other services. For details see Article 11 (in-kind contributions against payment) and Articles 6.4 and 12 (in-kind contributions free of charge) of the [Annotated Model Grant Agreement](#). In-kind contributions and the legal entities making them must be described in the proposal (section 4.2 of the technical annex).

This tool tip is designed to help you fill in the budget table in the proposal submission forms. It does not replace the relevant legal basis and documentation (Financial Regulation, Rules for Participation, Model Grant Agreement) which must be consulted in case of doubt.

Participant	Country	(A) Direct personnel costs/€	(B) Other direct costs/€	(C) Direct costs of sub- contracting/€	(D) Direct costs of providing financial support to third parties/€	(E) Costs of in-kind contributions not used on the beneficiary's premises/€	(F) Indirect Costs / € (=0.25(A+B-E))	(G) Special unit costs covering direct & indirect costs / €	(H) Total estimated eligible costs / € (=A+B+C+D+F +G)	(I) Reimburse- ment rate (%)	(J) Max. grant / € (=H*I)	(K) Requested grant / €
NYIREGYHAZI FOIS	HU	0	0	0	0	0	0	0	100	0	0	
Total		0	0	0	0	0	0	0		0	0	

GUIDA



3 - Budget for the proposal

Participant	Country	(A) Direct personnel costs/€	(B) Other direct costs/€	(C) Direct costs of sub- contracting/€	(D) Direct costs of providing financial support to third parties/€	(E) Costs of in-kind contributions not used on the beneficiary's premises/€	(F) Indirect Costs / € (=0.25(A+B-E))	(G) Special unit costs covering direct & indirect costs / €	(H) Total estimated eligible costs / € (=A+B+C+D+F +G)	(I) Reimburse- ment rate (%)	(J) Max. grant / € (=H*I)	(K) Requested grant / €
NYIREGYHAZI FOIS	HU	0	0	0	0	0	0	0	100	0	0	
Total		0	0	0	0	0	0	0		0	0	

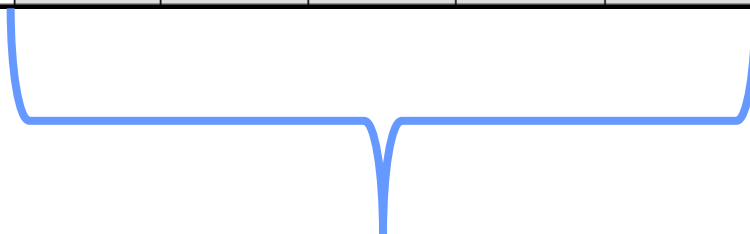
GUIDA



STRUTTURA DELLA PROPOSTA

PARTE A - BUDGET

Participant	Country	(A) Direct personnel costs/€	(B) Other direct costs/€	(C) Direct costs of sub- contracting /€	(D) Direct costs of providing financial support to third parties/€	(E) Costs of inkind contributions not used on the beneficiary's premises/€	(F) Indirect Costs/€ (=0.25(A+B-E))	(G) Special unit costs covering direct & indirect costs	(H) Total estimated eligible costs/€ (=A+B+C+D+F +G)	(I) Reimburse- ment rate	(J) Max. grant / € (=H*I)	(K) Requested grant / €
AGENZIA PER LA PRO	IT	0	0	0	0	0	0	0	0	100	0	0
Total		0	0	0	0	0	0	0	0		0	0



STIMA COSTI DIRETTI

PARTE A - BUDGET

COSTI DEL PERSONALE

(A) Direct personnel costs/€	
	0
	0

TIPOLOGIE DI COSTI ELEGGIBILI:

- remunerazione di base
- remunerazione aggiuntiva (solo per enti no profit)
- consulenti in house (es. co.co.co., co.co.pro., partita IVA, etc...)
- personale distaccato da parti terze
- proprietari di PMI/ persone fisiche che non percepiscono un salario

[(COSTO ORARIO x NUMERO DI ORE LAVORATE SUL PROGETTO) + REMUNERAZIONE AGGIUNTIVA]

COSTI DEL PERSONALE

TIPOLOGIE

CALCOLO DEI COSTI DEL PERSONALE



ACTUAL COSTS

Metodo di calcolo definito nel model Grant Agreement, in linea con le usuali procedure contabili dell'ente

UNIT COSTS



AVERAGE PERSONNEL COSTS

Se in linea con le usuali procedure contabili dell'ente



SME OWNERS AND NATURAL PERSONS WITHOUT A SALARY

Definito dalla Commissione

COSTI DEL PERSONALE

ACTUAL COSTS

REMUNERAZIONE TOTALE

REMUNERAZIONE STANDARD

PAGA BASE



COMPONENTI AGGIUNTIVE

- Previste dalla normative nazionale o dal contratto per remunerare l'attività principale
- Pagamento non soggetto alla discrezionalità del datore di lavoro
- Non legate ad un progetto specifico (esempi: tredicesima, indennità per lavori nocivi o pericolosi, etc...)

REMUNERAZIONE AGGIUNTIVA



ALTRI BONUS

- Eleggibile solo per enti no profit
- Soggetta ai criteri di eleggibilità
- Potenzialmente scaturente da un progetto specifico

COSTO ORARIO



ACTUAL PERSONNEL COSTS CALCOLO

ACTUAL PERSONNEL COSTS=
ore lavorate sul progetto x costo orario

COME ?

COSTO ORARIO = $\frac{\text{SALARIO ANNUALE}}{\text{ORE PRODUTTIVE ANNUALI}}$

ACTUAL PERSONNEL COSTS

CALCOLO COSTO ORARIO

Per il **COSTO ORARIO**, non sarà più possibile rendicontare adjustments nel successivo reporting period

Si utilizzeranno gli importi certificati alla chiusura dell'anno finanziario e disponibili alla fine del periodo di rendicontazione

Esempio:

Progetto con 2 periodi di rendicontazione di 18 mesi a partire dal 1.03.2014 fino al 31.08.2015. L'anno finanziario del beneficiario chiude il 31.03 di ogni anno.

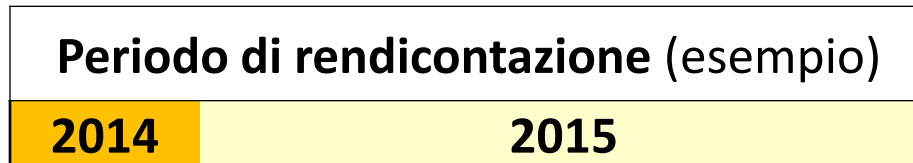
Calcolo del costo orario:

1. Da 1.03.2014 a 31.03.2014 – sulla base degli importi disponibili alla chiusura dell'anno finanziario il 31.03.2014;
2. Da 01.04.2014 a 31.03.2015 - sulla base degli importi disponibili alla chiusura dell'anno finanziario il 31.03.2015;
3. Da 01.04.2015 a 31.08.2015 - sulla base degli importi disponibili alla chiusura dell'anno finanziario il 31.03.2015

01/03/2014

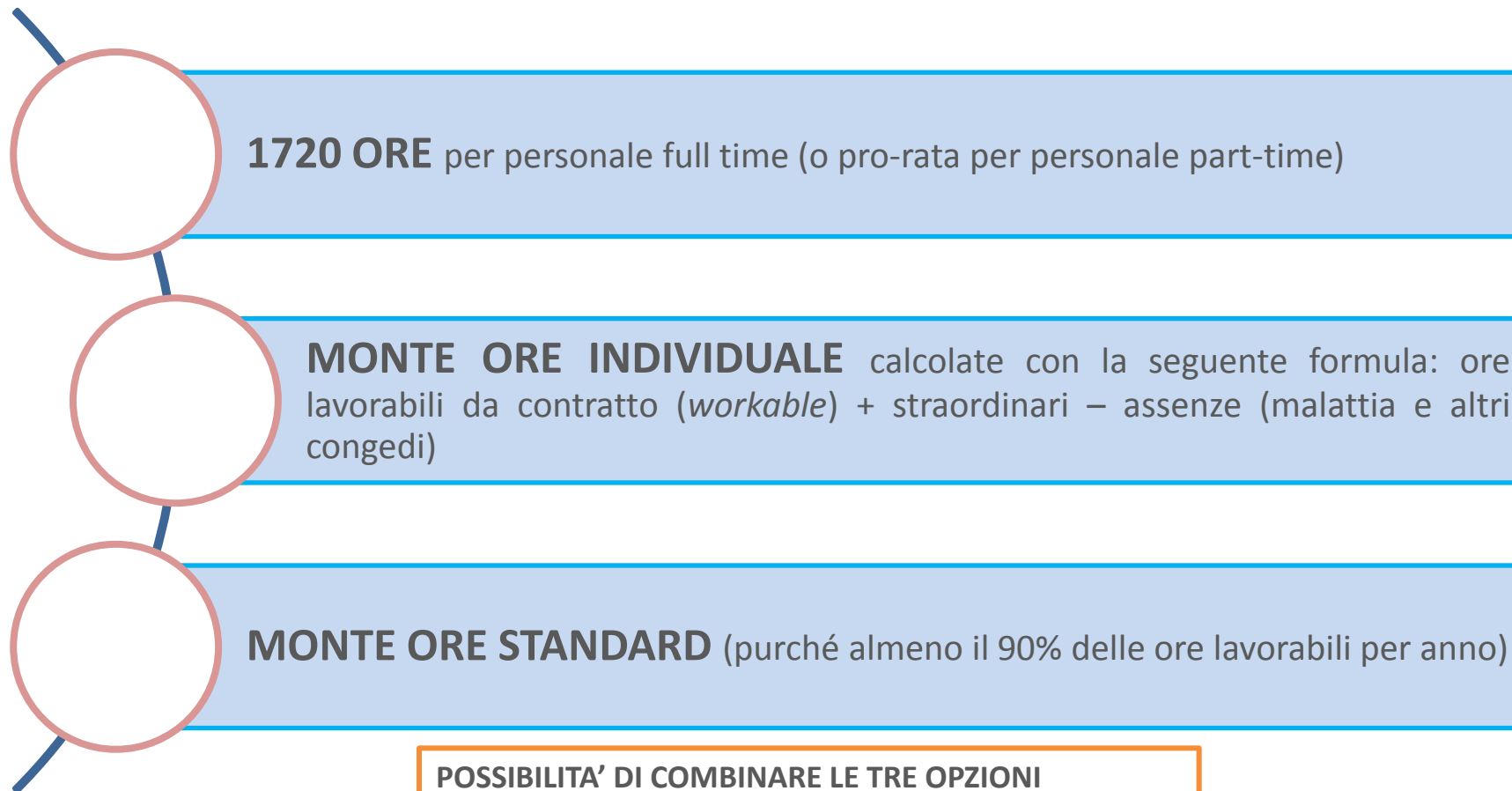


31/08/2015



ACTUAL PERSONNEL COSTS

ORE PRODUTTIVE ANNUALI



POSSIBILITA' DI COMBINARE LE TRE OPZIONI

Esempio:

Beneficiario X calcola il costo orario come segue:

- Ore produttive annuali individuali per i ricercatori
- Ore produttive annuali standard per gli insegnanti
- 1720 per il personale amministrativo

ORE PRODUTTIVE ANNUALI UNIVERSITA' ITALIANE



*'...the Italian law Gelmini does not preclude or exclude in itself the use of any of the three options for the calculation of productive hours. Option 1 (i.e. 1720 hours) can be used by any beneficiary. Option 2 and 3 require both that the employment contract, applicable collective labour agreement or national working time legislation allows determining the number of annual workable hours. In the case of the Italian Universities, the Italian law Gelmini fixes the number of annual workable hours at 1500. **Thus, if an Italian University wants to use option 2 (i.e. individual annual productive hours), generally speaking it would apply the formula: 1500 + overtime – absences (sick leave and special leave) to calculate the individual annual productive hours.***

*Option 3 (i.e. standard annual productive hours) can also be used if the number of standard annual productive hours is calculated in accordance with the beneficiary's usual cost accounting practices. By definition, this requires that the entity has a usual cost accounting practice under which it determines the standard annual productive hours. Italian law Gelmini provides that 1500 hours are fixed for the purposes of reporting of research projects. **Consequently, we may conclude that 1500 are to be regarded as the number of standard annual productive hours applied by Universities in accordance to their accounting system (here framed by the law Gelmini). This conclusion is confirmed by the practices observed under FP7 projects.** Therefore, in this case, the number of 1500 could not be reduced under option 3 as both the number of working hours and the number of productive hours would be the same in accordance to the usual cost accounting practices. Here the difference with option 2 would be that, under option 3 all personnel working full time would apply 1500 hours, while under option 2 that number may fluctuate depending on the individual person (for overtime and absences) and supporting evidence would have to be kept at individual level...'*

ACTUAL PERSONNEL COSTS

BORSE DI RICERCA Legge 240/2010 (art.18, comma 5, lettera f)



If the *"natural persons"* receive of a stipend/scholarship or a fellowship instead of a regular salary from the university, these fees (or part of them) may be eligible under personnel costs provided that they comply with the requirements described in the general conditions provided for in Article 6.1 of the model Grant Agreement (i.e. necessary for carrying out the action; actual, incurred during action duration, efficient and economic, etc.).

ACTUAL PERSONNEL COSTS

CONTRATTI A PROGETTO



If the employment contract does not allow determining the annual workable hours you would have to calculate the hourly rates for Horizon 2020 by dividing the annual personnel cost by 1720 hours. This is in particular the case for employment contracts that fix a salary to remunerate a task or a duty to be accomplished irrespectively of the time needed to complete such task or duty.

ACTUAL PERSONNEL COSTS

REMUNERAZIONE AGGIUNTIVA

GENERALMENTE INELEGGIBILE

ECCEZIONE per ORGANISMI NO PROFIT se:

- rientra nelle pratiche usuali del beneficiario ed è riconosciuto tutte le volte in cui è richiesto lo stesso tipo di lavoro/esperienza

ESEMPI:

ACCETTABILE: Un salario normale è riconosciuto per attività di insegnamento, una remunerazione aggiuntiva per attività di ricerca

NON ACCETTABILE: Remunerazione aggiuntiva riconosciuta per l'utilizzo dell'inglese, la partecipazione ad azioni internazionali o multi partner

- I criteri utilizzati per calcolare la remunerazione aggiuntiva sono oggettivi e generalmente applicati dal beneficiario, indipendentemente dalla fonte di finanziamento

ESEMPI:

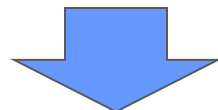
ACCETTABILE: Tutti I professori che svolgono attività di ricerca oltre alle attività di insegnamento, ricevono un pagamento aggiuntivo pari al 10% del loro salario

NON ACCETTABILE: Il Direttore decide di pagare una remunerazione aggiuntiva (del 10% del salario) al professore che svolge attività di ricerca

COSTI DEL PERSONALE

PROPRIETARI DI PMI/ PERSONE FISICHE

PROPRIETARI DI PMI E PERSONE FISICHE CHE NON PERCEPISCONO UN SALARIO



Calcolo dei costi del personale sulla base del **costo orario unitario** ricavato dall'utilizzo delle *Monthly living allowance* per i ricercatori esperti delle *azioni Marie Curie Individual Fellowship*
 Tempo produttivo annuale= 1720 ore

FORMULA PER IL CALCOLO DEL COSTO ORARIO:

$4650/143 \times \text{coefficiente correttivo del Paese}/100^*$

* http://ec.europa.eu/research/participants/data/ref/h2020/wp/2014_2015/msca/h2020-wp1415-msca-if_en.pdf

COSTI DEL PERSONALE

TIME SHEET (MODELLO CE)

TIME RECORDING FOR AN HORIZON 2020 ACTION																	Month	Year																	
Title of the Action												Grant Number																							
Beneficiary's name:																																			
Person working in the action																																			
Name of the person												Type of personnel <small>(see art. 6.2.A grant agreement)</small>																							
Reference <small>e.g. Work Package</small>	DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Σ		
Σ Hours																																			
Short description of the activities carried out in the month:																																			
Signed (Name of the person):												Signed (Name of the supervisor):																							
Date:												Date:																							
Signature:												Signature:																							

NON OBBLIGATORIO!

COSTI DEL PERSONALE SELF-DECLARATION

Declaration on a person working exclusively in a Horizon 2020 action

Horizon 2020 Action			
Title of the action		Grant Number	
Reporting period covered by this declaration ¹			
Period number	From (date)	To (date)	
Entity's name (beneficiary or third party)			

[Name of the person working exclusively for the action]

This document certifies that has worked for the beneficiary/third party exclusively in the Horizon 2020 action mentioned above during (chose one below)²:

- The whole reporting period
- From the start date of the reporting period until *[insert date]*/...../.....

NON OBBLIGATORIO!

Signature: for the entity (beneficiary or third party)	Signature: person working exclusively for the action
Name: (Name of the supervisor signing on behalf of the entity)	

PARTE A - BUDGET

ALTRI COSTI DIRETTI

(B) Other direct costs/€
0
0

TIPOLOGIE DI COSTI

- **VIAGGI** dello staff di progetto e degli esperti esterni coinvolti nell'attività (se previsto in Annex I)
- **ATTREZZATURE** (in alternativa: quota di ammortamento per % utilizzo; prezzo di acquisto se previsto dal WP; leasing; contributo in kind della parte terza)
- **ALTRI BENI o SERVIZI** (consumabili, costi di disseminazione e di IPR, CFS, costi di traduzione)
- **COSTI OPERATIVI DELLE INFRASTRUTTURE DI RICERCA DI VALORE SUPERIORE AI 20M€** (previo *ex ante assessment* della Commissione)

PARTE A - BUDGET

SUBCONTRATTI

(C) Direct costs of sub- contracting /€	
	0
	0

CONDIZIONI DI ELEGGIBILITA'

- no 'core task', ma '*limited part of the action*'
- Non possono riguardare i task di coordinamento (es. distribuzione pagamenti, report, etc...)
- Vanno indicati nell'Allegato I
- Stipulati "on business conditions", "best value for money"
- Trasparenza, parità di trattamento, motivazione
- no subcontraenza tra beneficiari o affiliati

PARTE A - BUDGET

SUBCONTRATTI vs ALTRI BENI/SERVIZI

SUBCONTRATTI	ACQUISTO ALTRI BENI O SERVIZI
Implicano l'esecuzione di task di progetto, così come previsti nell'Annex I	Necessari ai fini dell'implementazione di task di progetto
Vanno evidenziati in fase di proposta e successivamente indicati nell'Annex I del GA	Non vanno necessariamente specificati in fase di proposta, né indicati nell'Annex I del GA
Colonna C) del budget in fase di proposta	Colonna B) del budget in fase di proposta
Non sono presi in considerazione ai fini del calcolo dei costi indiretti	Sono presi in considerazione ai fini del calcolo dei costi indiretti

TRE TIPOLOGIE DI PARTI TERZE.IL BENEFICIARIO PUO':

1. UTILIZZARE CONTRIBUTO *IN KIND* (a titolo oneroso/gratuito) DI PARTI TERZE (*colonna E, se non nei locali del beneficiario*)
2. ASSEGNARE PARTE DEL LAVORO AD UNA *LINKED THIRD PARTIES* (*nelle colonne cui il costo afferisce*)
3. SOSTENERE COSTI DIRETTI ASSOCIATI AL SUPPORTO FINANZIARIO EROGATO A PARTI TERZE (*colonna D*)

COSTI DI PARTI TERZE

1. CONTRIBUTO IN KIND

A TITOLO ONEROSO

[ES. ospedale mette a disposizione di un'università un'attrezzatura medica per svolgere attività di ricerca]

- DISCIPLINA **ART.11 GA**
- IN FASE DI PROPOSTA, SPECIFICARE NEL PAR. 4.2 DELLA PARTE B
- COSTO ELEGGIBILE = PAGAMENTO RISORSA MESSA A DISPOSIZIONE DALLA TERZA PARTE (\leq costo terza parte)
- EX POST AUDIT SU CONTABILITA' PARTE TERZA

GRATUITAMENTE

[ES. professore dipendente di un'università pubblica, il cui stipendio viene pagato dal Ministero, ma rendicontato dall'Università]

- DISCIPLINA **ART.12 GA**
- IN FASE DI PROPOSTA, SPECIFICARE NEL PAR. 4.2 DELLA PARTE B
- COSTO RENDICONTABILE = VALORE RISORSA MESSA A DISPOSIZIONE DALLA TERZA PARTE
- EX POST AUDIT SU CONTABILITA' PARTE TERZA
- SE SPECIFICO PER PROGETTO= RECEIPT

COSTI INDIRETTI:

- **Risorse utilizzate presso il beneficiario (Colonna F)**
- **Risorse utilizzate presso parte la terza.** In tal caso, il costo della parte terza verrà evidenziato nella colonna E e non incluso nel computo dei costi indiretti del beneficiario. La parte terza tuttavia può rendicontare i costi indiretti sostenuti al beneficiario che li imputerà tra i suoi costi diretti

COSTI DI PARTI TERZE RECEIPT

ENTRATE GENERATE DAL PROGETTO

(fatta eccezione per i risultati)

**ENTRATE GENERATE
DALLA VENDITA DI ASSETS
GENERATI DAL PROGETTO**

RECEIPT

CONTRIBUTI IN KIND:

- Specifici per il progetto
- A titolo gratuito

CONTRIBUTI FINANZIARI
specificamente diretti al finanziamento
dei costi eleggibili del progetto



REGOLA NO PROFIT DA APPLICARE A LIVELLO DI PROGETTO E NON PER BENEFICIARIO

COSTI DI PARTI TERZE

2. LINKED THIRD PARTIES

- DISCIPLINA **ART.14 GA**
- REQUISITI PARTE TERZA: LINK GIURIDICO CON IL BENEFICIARIO; STESSE CONDIZIONI DI ELEGGIBILITA' H2020 DEL BENEFICIARIO
- LA PARTE TERZA SVOLGE PARTE DEL LAVORO DEL BENEFICIARIO E RENDICONTA DIRETTAMENTE I SUOI COSTI DIRETTI e INDIRETTI
- IN FASE DI PROPOSTA,
 - SPECIFICARE NEL PAR. 4.2 DELLA PARTE B
 - **IL BUDGET (per tipologia di costo) VA INCLUSO IN QUELLO DEL BENEFICIARIO!!!**

[ES. Affiliati, Joint Research Units, Associazioni/Fondazioni e loro membri, etc..., ma anche accordi di collaborazione, purchè non limitati all'azione]

LINKED THIRD PARTIES

LEGAL LINK



*'...linked third parties may be either "**affiliated entities**" (in the meaning of Article 2.1(2) of the Rules for Participation) or entities with a legal link. When the only relation between two entities is a capital link, i.e. ownership of part of the issued share capital, in order for the entity to be considered as a linked third party it must fulfil the definition of affiliated entity (e.g. holding more than 50 % of the nominal value). **If the entity does not fulfil the conditions of an affiliated entity, the capital link alone would not be sufficient for this entity to be considered a linked third party.***

*The other option would be, therefore, to have a "**legal link**". As explained in the AGA, the legal relationship established between the third party and the beneficiary must be broad and not specifically created for the work in the GA. It also must have a formal external recognition either in the **framework of a legal structure** (e.g. joint research units, the relationship between an association and its members) **or through an agreement or contract not limited to the action** (e.g. collaboration contract to carry out research topics not limited to the action through sharing of common infrastructures and resources – joint laboratory – separate from those of the legal entities composing them). Collaboration agreements or contracts between legal entities to carry out work in the action are therefore not covered by this case and both legal entities should be beneficiaries'*

COSTI DI PARTI TERZE

3. SUPPORTO FINANZIARIO (CASCADING GRANTS)

(D) Direct costs of providing financial support to third parties/€	
	0
	0

SOLO SE PREVISTO SPECIFICAMENTE DAL TOPIC

- lista delle attività previste/categorie di soggetti
- criteri di attribuzione
- criteri di calcolo
- max contributo UE per parte terza (generalmente non più di 60.000€ per ciascuna parte terza)
- il support finanziario può assumere anche la forma di un premio a seguito di una gara competitiva

ICT 12 – 2015: Integrating experiments and facilities in FIRE+

Specific Challenge: The validation of research results in large-scale, real life experimental infrastructures is essential for the design and deployment of products, applications and services on the Future Internet. There is a need for more experimentally-driven research, which can be served well on top of available infrastructures.

Scope:

a. Research & Innovation Actions: proposals are expected to cover one or more of the themes identified below, but not necessarily all of them.

Proposals for the integration of experimental facilities, testbeds and laboratories into FIRE+. The resulting experimental infrastructure must be extensive, span various technologies and allow for integration on demand in response to experimenters' and users' needs.

Collaborative projects for experimentally-driven research on top of existing experimental infrastructures including necessary extensions, adaptations or reconfigurations that serve the experiments. Proposals in any of the areas under point a. of topic FIRE+ are encouraged.

The action may involve financial support to third parties in line with the conditions set out in Part K of the General Annexes. The consortium will define the selection process of additional users, experimenters and suppliers for which financial support will be granted (typically in the order of EUR 50.000 – 150.000¹⁶ per party). At least 50% of the EU funding should be allocated to this purpose.

b. Innovation Actions

Proposals for technically mature experiments on top of FIRE+ facilities for close-to-market products, applications or services. Proposed collaborative projects must include at least one SME and should be conducted with financial or other support and/or participation of a European or a National Agency; they must have a clear innovation and business perspective (e.g. based on new business models, including SMEs and start-ups).

ESEMPIO

PARTE A - BUDGET

UNIT COST

(G) Special unit costs covering direct & indirect costs	
	0
	0

TIPOLOGIE DI UNIT COST (comprensivi di costi diretti+indiretti)

- MISURE ENERGETICHE AGGIUNTIVE
- STUDI CLINICI
- ACCESSO ALLE INFRASTRUTTURE

CALCOLO SPECIFICO PER CIASCUNA TIPOLOGIA DI UNIT COST

STRUTTURA DELLA PROPOSTA

PARTE B

Cover page

1. Excellence

1.1 Objectives

1.2 Relation to work programme

1.3 Concept and approach

1.4 Ambition

2. Impact

2.1 Expected impacts

2.2 Misure to maximise impact

- a) Dissemination and exploitation of results
- b) Communication activities

3. Implementation

3.1 Work plan – work packages, deliverables and milestones

3.2 Management structure and procedures

3.3 Consortium as a whole

3.4 Resources to be committed

4. Members of the consortium

5. Ethics and Security

TWO STAGES: FIRST STAGE

2. Impact

2.1 Expected impacts

⚠ Please be specific, and provide only information that applies to the proposal and its objectives. Wherever possible, use quantified indicators and targets.

- Describe how your project will contribute to:
 - the expected impacts set out in the work programme, under the relevant topic;
 - improving innovation capacity and the integration of new knowledge (strengthening the competitiveness and growth of companies by developing innovations meeting the needs of European and global markets; and, where relevant, by delivering such innovations to the markets;
 - any other environmental and socially important impacts (if not already covered above).
- Describe any barriers/obstacles, and any framework conditions (such as regulation and standards), that may determine whether and to what extent the expected impacts will be achieved. (This should not include any risk factors concerning implementation, as covered in section 3.2.)

2.2 Measures to maximise impact

a) Dissemination and exploitation of results

- Provide a draft 'plan' for the dissemination and exploitation of the project's results' (unless the work programme topic explicitly states that such a plan is not required). For innovation actions describe a credible path to deliver the innovations to the market. The plan, which should be proportionate to the scale of the project, should contain measures to be implemented both during and after the project.
 - ⚠ *Dissemination and exploitation measures should address the full range of potential users and uses including research, commercial, investment, social, environmental, policy making, setting standards, skills and educational training.*
 - ⚠ *The approach to innovation should be as comprehensive as possible, and must be tailored to the specific technical, market and organisational issues to be addressed.*
- Explain how the proposed measures will help to achieve the expected impact of the project. Include a business plan where relevant.
- Where relevant, include information on how the participants will manage the research data generated and/or collected during the project, in particular addressing the following issues:²
 - What types of data will the project generate/collect?
 - What standards will be used?

² For further guidance on research data management, please refer to the H2020 Online Manual on the Participant Portal.

[Proposal Acronym]



Section 4: Members of the consortium

⚠ This section is not covered by the page limit.

⚠ The information provided here will be used to judge the operational capacity.

4.1. Participants (applicants)

Please provide, for each participant, the following (if available):

- a description of the legal entity and its main tasks, with an explanation of how its profile matches the tasks in the proposal.
- a curriculum vitae or description of the profile of the persons, including their gender, who will be primarily responsible for carrying out the proposed research and/or innovation activities;
- a list of up to 5 relevant publications, and/or products, services (including widely-used datasets or software), or other achievements relevant to the call content;
- a list of up to 5 relevant previous projects or activities, connected to the subject of this proposal;
- a description of any significant infrastructure and/or major items of technical equipment, relevant to the proposed work;
- [any other supporting documents specified in the work programme for this call]

4.2. Third parties involved in the project (including use of third party resources)

Please complete, for each participant, the following table (or simply state "No third parties involved", if applicable):

Does the participant plan to subcontract certain tasks (please note that core tasks of the action should not be sub-contracted)	Y/N
<i>If yes, please describe and justify the tasks to be subcontracted</i>	
Does the participant envisage that part of its work is performed by linked third parties ¹	Y/N
<i>If yes, please describe the third party, the link of the participant to the third party, and describe and justify the foreseen tasks to be performed by the third party</i>	
Does the participant envisage the use of contributions in kind provided by third parties (Articles 11 and 12 of the General Model Grant Agreement)	Y/N
<i>If yes, please describe the third party and their contributions</i>	

¹ A third party that is an affiliated entity or has a legal link to a participant implying a collaboration not limited to the action (Article 14 of the Model Grant Agreement).

Section 5: Ethics and security

⚠ This section is not covered by the page limit.

5.1 Ethics

If you have entered any ethics issues in the ethical issue table in the administrative proposal forms, you must:

- submit an ethics self-assessment, which:
 - describes how the proposal meets the national legal and ethical requirements of the country or countries where the tasks raising ethical issues are to be carried out;
 - explains in detail how you intend to address the issues in the ethical issues table, in particular as regards:
 - research objectives (e.g. study of vulnerable populations, dual use, etc.);
 - research methodology (e.g. clinical trials, involvement of children and related consent procedures, protection of any data collected, etc.);
 - the potential impact of the research (e.g. dual use issues, environmental damage, stigmatisation of particular social groups, political or financial retaliation, benefit-sharing, malevolent use, etc.).

- provide the documents that you need under national law (if you already have them), e.g.:
 - an ethics committee opinion;
 - the document notifying activities raising ethical issues or authorising such activities.

⚠ If these documents are not in English, you must also submit an English summary of them (containing, if available, the conclusions of the committee or authority concerned).

⚠ If you plan to request these documents specifically for the action you are proposing, your request must contain an explicit reference to the action title.

5.2 Security²

Please indicate if your project will involve:

- activities or results raising security issues: (YES/NO)
- 'EU-classified information' as background or results: (YES/NO)

² Article 37.1 of Model Grant Agreement. Before disclosing results of activities raising security issues to a third party (including affiliated entities), a beneficiary must inform the coordinator — which must request written approval from the Commission/Agency; Article 37. Activities related to 'classified deliverables' must comply with the 'security requirements' until they are declassified; Action tasks related to classified deliverables may not be subcontracted without prior explicit written approval from the Commission/Agency; The beneficiaries must inform the coordinator — which must immediately inform the Commission/Agency — of any changes in the security context and — if necessary — request for Annex 1 to be amended (see Article 55)

[Proposal Acronym]

¹ Large research infrastructure means research infrastructure of a total value of at least EUR 20 million, for a beneficiary. More information and further guidance on the direct costing for the large research infrastructure is available in the H2020 Online Manual on the Participant Portal.

PARTE B – IMPLEMENTATION

WP MANAGEMENT

WP INIZIALE /FINALE

PARTNER COINVOLTI:

- Solo Coordinatore?
- Coordinatore e WP Leaders?
- Coordinatore e Project Management Office?
- Tutti?

TASKS TIPICI:

- Governance
- Comunicazione
- Riunioni di progetto (tiene conto del n. di partner, criticità progetto, ecc...)
- Reporting (tiene conto dei reporting period ufficiali)
- Controllo Qualità
- Distribuzione dei pagamenti/Aspetti finanziari
- ecc...

DELIVERABLES TIPICI:

- Rapporti periodici/Intermedi
- Definizione procedure di qualità

MILESTONES TIPICHE:

- riunioni di progetto
- nomina Advisors, ecc...

DURATA = intero progetto

BUDGET= no limiti formali, ma tra il 7% e il 10% del tot. Contributo UE

Table 3.1a: Work package description

For each work package:

Work package number	Start Date or Starting Event						
Work package title							
Participant number							
Short name of participant							
Person/months per participant:							

Objectives

Description of work (where appropriate, broken down into tasks), lead partner and role of participants

Deliverables (brief description and month of delivery)

WP MANAGEMENT ESEMPI

CSA con 6 partners, 500.000€
contributo UE, durata 36 mesi
(2 reporting period)



Il coordinatore è il partner
principalmente coinvolto nell'attività di
MNG, ma gli altri partner
contribuiscono in misura minima
(es. reporting)

Work package number	4						Start date or starting event:	1	
Work package title	Management								
Activity Type ²²	MGT								
Beneficiary number	1	2	3	4	5	6			
Beneficiary short name	APRE	TG	ICA	PKC	DLR	IP			
Person-months per beneficiary:	8,50	0,20	0,20	0,20	0,20	0,20			

Objectives

- Manage the Consortium;
- Ensure proper communication within the Consortium;
- Coordinate the activities;
- Maintain an efficient relation with the European Commission and report to the Scientific Officer;
- Prepare reports for the European Commission.

Description of work and role of beneficiaries

Task leader: APRE

Task 4.1 Administrative management

APRE will be responsible for all contractual documents (management report, periodic report, cost statement, etc.) as defined in the grant agreement of the project. APRE will collect the necessary information from the partners, elaborate the reports and transmit them to the EC. Further information will be provided to the EC whenever necessary. APRE will also organize each year, in close collaboration with the host organization, the 3 consortium meetings. APRE will also organize the virtual consortium meeting at the beginning of the second year (through a "Flash meeting"²³). APRE will elaborate the agenda, will send convocations, will lead the meeting and will elaborate and distribute the minutes. APRE will keep up relations with the partners and will represent them when liaising with the European Commission. The **Consortium Agreement** will define Access2Canada's procedures for administrative, financial and legal management.

Task 4.2 Project management and monitoring

Task leader: APRE

APRE will be responsible for overall management and monitoring of project activities. APRE will monitor the progress, budget allocation and refine and update the work plan if necessary. The interim report will be the main tool for assessing the progress towards Access2Canada's expected results and ultimately, its specific objective.

Task 4.3 Communication Management

Task leader: APRE with inputs from all beneficiaries as needed

An e-mail based communication flow with the entire consortium will be established in order

coordinator will be the intermediary between the consortium and the project officer, in order to ensure the coordination with the European Commission.

Deliverables (brief description and month of delivery)

D4.1. 4 Consortium meeting reports: agenda list of participants, points of discussion and decisions (M 1-36)

D4.2. 2 Periodic Reports (M 18, 36)

D4.3. 1 Final Report (M 36)

D4.4. Interim report form (M 9, 27)

Milestones

M1 Kick off meeting(M1)

WP MANAGEMENT ESEMPI

Work package description

Work package number	1	Start date or starting event:						Month 1
Work package title	Project Management							
Activity Type	MGM							
Participant	██████	██████	██████	██████	██████	██████	██████	██████
Participant id.	1	2	4	6	7	13	16	18
Person-months per beneficiary:	38	3	2	3	3	3	3	34

Objectives

- Lead the ██████████ project to technical, organisational and financial achievement;
- Set up and run the project decision-making bodies;
- Define tasks along with responsibilities and a work distribution between the participants and the related resource requirements;
- Ensure and monitor the overall consortium objective is met with high quality, on time and within budget;
- Provide Reports and other Grant Agreement requirement.

Description of work

Project management will be aimed at monitoring progress in o decisions and actions to ensure that the project will deliver objectiv an adequate amount of resources.

Task 1.1 Project Bodies Functioning (Resp.: APRE)
Two bodies are in charge of project management, helping the C Governing Board (GB) and (2) the Steering Committee (SC). All r in the Consortium Agreement (CA) under discussion among the relations and rights among participants and vis-à-vis the European decision-making procedures, methods for reviewing the technical w disputes and the distribution of the EC grant. Also the Confidential right issues, relating to ownership, protection, use, dissemination ar will be adequately dealt with in the Consortium Agreement.

Task 1.2 "Quality assurance" (Resp.: ██████████)
SC is in charge of evaluating technical progress (milestones and assessing the project results, feedback of the results into redefini goals, and overall coherence. In this role, the SC will be in charg status of each work package, and will ensure the high quality of th will be standardised by inter-laboratory quality control to establish to join the efforts and complementary capabilities of the parti

Task 1.3 "Financial issues" (Resp.: ██████████)
The Community financial contribution will be distributed among partners, in accordance with the Grant Agreement, the Consortium Agreement and the decisions taken by the consortium. Main activities: (i) the transfer of EC contribution; (ii) the budget assessment, according to the project activities and following the decisions taken by the consortium.

Task 1.4 "Reporting" (Resp.: ██████████)
Enhance and facilitate the reporting process to the EC. Manage the reporting process and appropriate exchange of information with partners. Evaluating, binding and sending the periodical Reports and Annexes (██████████, ██████████, ██████████).
The task envisages the main following activities: (i) Activity Report of major achievements during the reporting period; collecting the WP Leader's reports to be made accessible to project partners on the protected Web site (██████████, ██████████, ██████████, ██████████, ██████████); (ii) Define templates for reporting and specific guidance for project participants, utilise a specific reporting web-based tool; summarizing a number of rules and suitable procedures concerning the reference documents, the financial matters (payments, costs, financial statements, audits); reporting issues, such as explanation of the use of the resources, nomenclature, deliverables, formats and deadlines (██████); (ii) Management report: Collecting the Partners' Financial Report, giving homogeneity to all the information provided by the partners both in terms of content and editing; ensuring consistency between the expenses claimed by the partners and the activity performed (██████); (iii) Collecting the Form C and Audit Certificates, if any, verifying missing data (██████████); (iv) FAQ, general provisions governing the role and responsibilities of the partners, financial and contractual aspects (██████, ████████).

Deliverables

- 1.2-1 Definition of quality control procedures (M11)
- 1.2-2 Monitoring of project obligations (Del. & Mil. periodic status check) (M6, M12, M18, M24, M30, M36, M42)
- 1.4-1 Project reporting templates and guidance (M10)
- 1.4-2 Periodic reports (M14, M26, M38, M50)
- 1.4-3 Final Report (M50)

CP/CSA con 21 partner, 7.000.000€ contributo, durata 48 mesi (4 reporting periods)

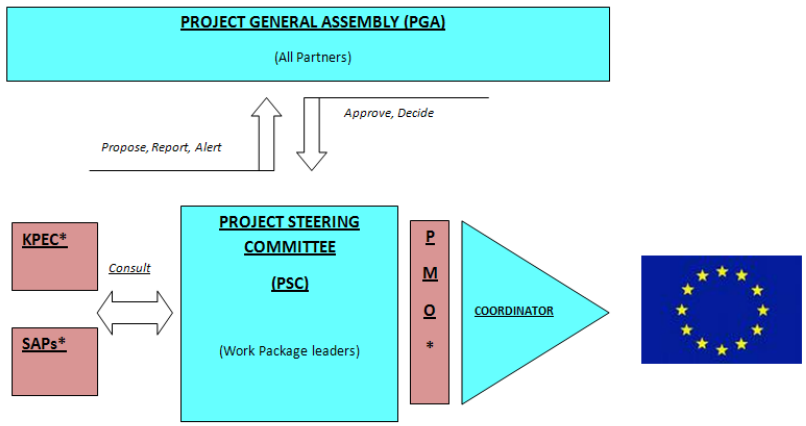


Il coordinatore si avvale del supporto di un Project Management Office nell'attività di MNG, nonché del contributo di tutti i WP Leader (i WP Leader sono coinvolti in quanto parte dello Steering Committee)

PARTE B - IMPLEMENTATION MANAGEMENT STRUCTURES AND PROCEDURES

DESCRIZIONE DETTAGLIATA DI QUANTO SCHEMATIZZATO NEL WP MANAGEMENT

- ✓ **MECCANISMO DECISIONALE**
(organi, composizione, ruolo)
- ✓ **ORGANI DI GESTIONE** →
- ✓ **CONTROLLO QUALITA'**
(indicatori, eventuale coinvolgimento di esperti esterni)
- ✓ **PIANO DI GESTIONE DEI RISCHI ASSOCIATI ALL'ATTIVITA'**
(di ricerca/gestione) →



*KPEC: Knowledge Protection & Exploitation Committee
 *SAPs: Independent Scientific Advisory Panels
 *PMO: Project Management Office

Table 3.2b: Critical risks for implementation

Description of risk	Work package(s) involved	Proposed risk-mitigation measures



PARTE B - IMPLEMENTATION

CONSORTIUM AS A WHOLE

FOCUS SU:

- **Partner principali**
 - Ogni partner ha un ruolo chiaramente definito (complementarietà – partnership verticale)
 - Mappa delle competenze (tabella?)
 - Diverse tipologie giuridiche (Univ. PMI, Enti pubblici, ecc...)/Distribuzione geografica (Nuovi Stati Membri? Paesi Terzi?)
 - Collegare i risultati del progetto ai partner
- **Coinvolgimento *stakeholders* esterni**
 - Comitato consultivo
 - Utilizzatori finali: Comitato di valutazione
- **Coinvolgimento Paesi Terzi Industrializzati (no finanziamento automatico)**
 - Giustificare coinvolgimento (perché è essenziale?)

PARTE B - IMPLEMENTATION

RESOURCES TO BE COMMITTED

MESI UOMO



Table 3.4a: Summary of staff effort

Please indicate the number of person/months over the whole duration of the planned work, for each work package, for each participant. Identify the work-package leader for each WP by showing the relevant person-month figure in bold.

	<u>WPn</u>	WPn+1	WPn+2	Total Person/ Months per Participant
Participant Number/Short Name				
<u>Participant Number/ Short Name</u>				
Participant Number/ Short Name				
Total Person/Months				

ALTRI COSTI DIRETTI
(solo se > 15% dei costi del
personale)



Table 3.4b: 'Other direct cost' items (travel, equipment, other goods and services, large research infrastructure)

Please complete the table below for each participant if the sum of the costs for 'travel', 'equipment', and 'goods and services' exceeds 15% of the personnel costs for that participant (according to the budget table in section 3 of the proposal administrative forms).

Participant Number/Short Name	Cost (€)	Justification
Travel		
Equipment		
Other goods and services		
Total		

COSTI GRANDI
INFRASTRUTTURE DI
RICERCA



Please complete the table below for all participants that would like to declare costs of large research infrastructure under Article 6.2 of the General Model Agreement⁶, irrespective of the percentage of personnel costs. Please indicate (in the justification) if the beneficiary's methodology for declaring the costs for large research infrastructure has already been positively assessed by the Commission.

Participant Number/Short Name	Cost (€)	Justification
Large research infrastructure		

PARTE B - IMPLEMENTATION

MEMBERS OF THE CONSORTIUM

Section 4: Members of the consortium

⚠ This section is *not covered* by the page limit.

⚠ The information provided here *will be used* to judge the operational capacity.

4.1. Participants (applicants)

Please provide, for each participant, the following (if available):

- a description of the legal entity and its main tasks, with an explanation of how its profile matches the tasks in the proposal.
- a curriculum vitae or description of the profile of the persons, including their gender, who will be primarily responsible for carrying out the proposed research and/or innovation activities;
- a list of up to 5 relevant publications, and/or products, services (including widely-used datasets or software), or other achievements relevant to the call content;
- a list of up to 5 relevant previous projects or activities, connected to the subject of this proposal;
- a description of any significant infrastructure and/or any major items of technical equipment, relevant to the proposed work;
- [any other supporting documents specified in the work programme for this call]



PARTECIPANTI

4.2. Third parties involved in the project (third party resources)

Please complete, for each participant, the following table (or simply state "No third parties involved", if applicable):

Does the participant plan to subcontract certain tasks (please note that core tasks of the project should not be sub-contracted)	Y/N
<i>If yes, please describe and justify the tasks to be subcontracted</i>	
Does the participant envisage that part of its work is performed by linked third parties ¹	Y/N
<i>If yes, please describe the third party, the link of the participant to the third party, and describe and justify the foreseen tasks to be performed by the third party</i>	
Does the participant envisage the use of contributions in kind provided by third parties (Articles 11 and 12 of the General Model Grant Agreement)	Y/N
<i>If yes, please describe the third party and their contributions</i>	



PARTI TERZE