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Contractual and reporting aspects of the I.FAST project

Steering Committee meeting, 3 March 2021

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Based on:

- Provisions of the EC Grant Agreement (GA)
- IFAST Consortium Agreement (CA)

Acronyms used:

StCom = Steering Committee
GB = Governing Board

Contractual status of ARIES

Grant Agreement = contract with the EC

- To be signed by the EC and CERN soon.
- Accession Forms to be signed by the other 47 beneficiaries afterwards.

Consortium Agreement = internal agreement of the Consortium

- Final version sent out for signature: hopefully in March / April 2021
- Signed by all 48 beneficiaries, and 12 partner organisations

Pre-financing of 4.83 M€ = initial payment by the EC

- To be received by Coordinator
- Individual payments to the beneficiaries will be made after the signature of the Consortium Agreement as follows:

70% → at the beginning of the project, subject to the signature of the CA

30% → after the end of the 1st year, subject to the approval of the Y1 report by the GB

Note: beneficiaries with a total EC contribution of < 100,000 € → will receive the full amount of pre-financing in a single instalment at the start of the project.

Project reporting lines

There will be two project reporting lines in ARIES:

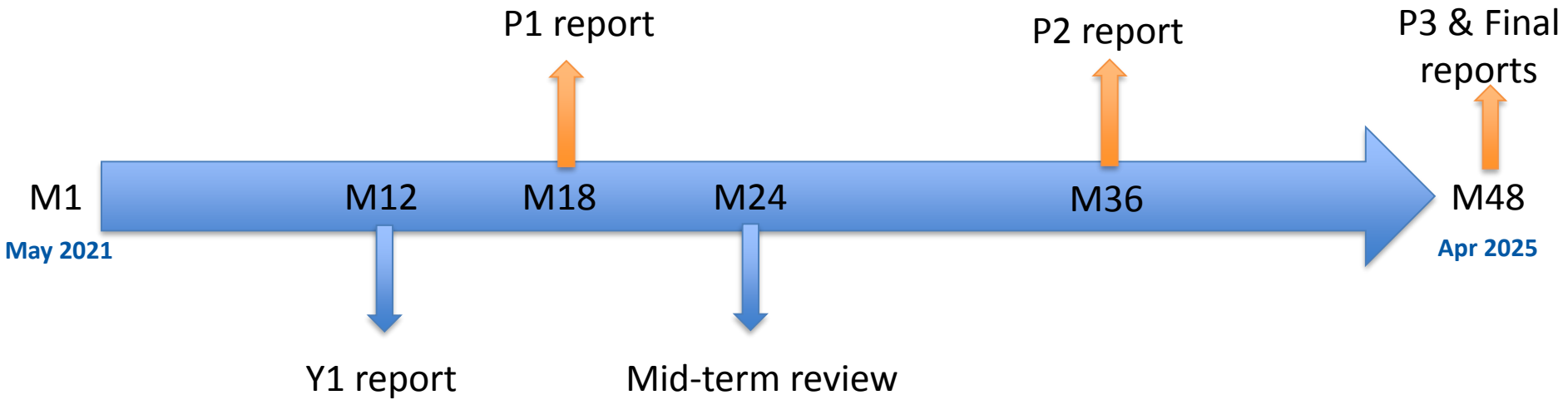
→ **External** = reporting to the EC, covering:

- the Periodic Technical Report
- the Financial Summaries of all beneficiaries and third parties

→ **Internal** = reporting to the project management, serving:

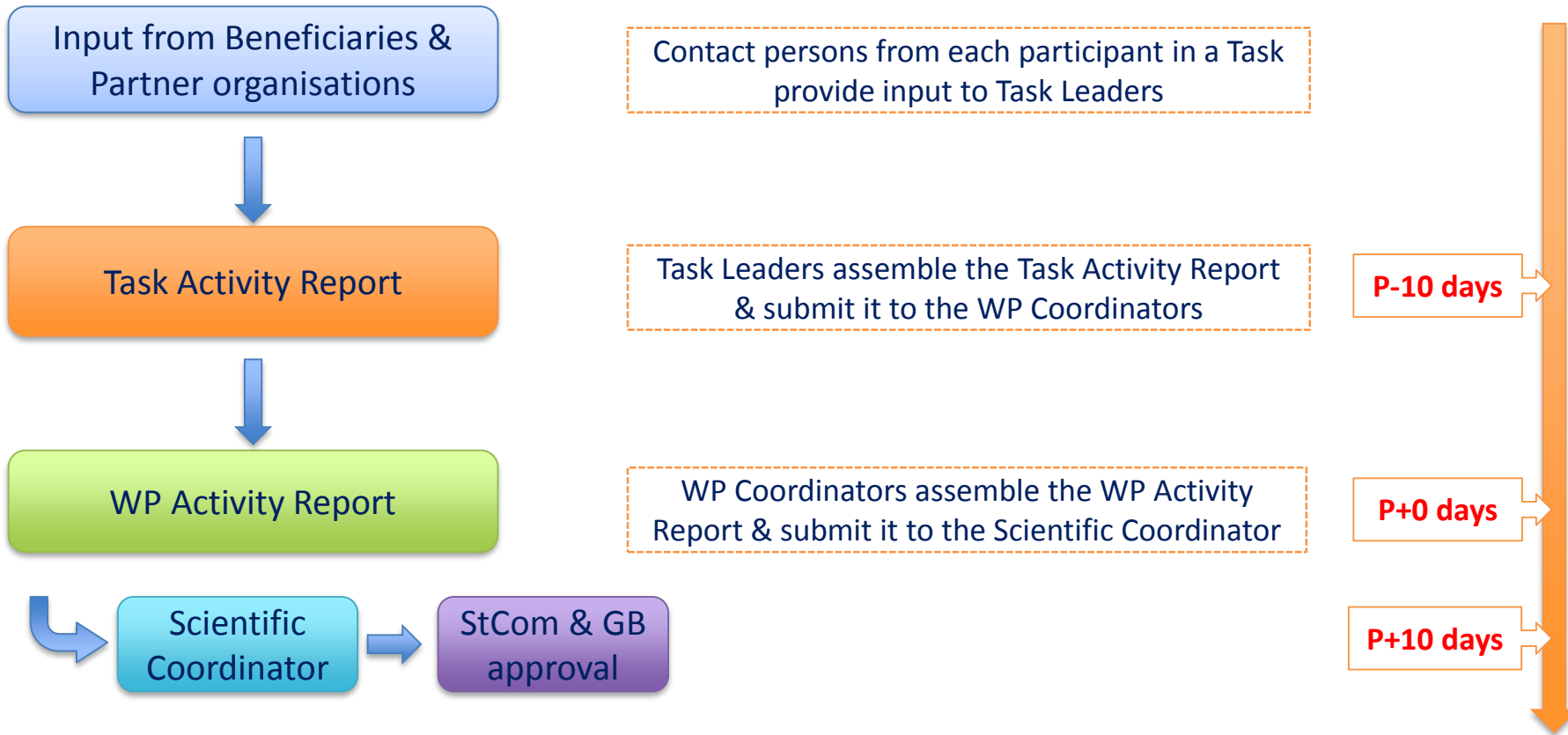
- as **necessary input** for the preparation of the Periodic Reports
- as means for the Coordinator, StCom and the GB to follow-up the **technical progress and full costs of the project**, and in case of problems, to take adequate measures on time, as needed

Project reporting schedule



Project reporting workflow (technical reports)

P = the last day of the reporting period



Project reporting at M12 (Y1)

Purpose: to allow the StCom/GB to follow-up the progress in the 1st year of the project

Content *(based on the template of the Periodic Reports to the EC)*

1. A brief description of the work performed on the Tasks in Y1, achievements, problems encountered and corrective actions taken, as well as major deviations from Annex 1.
2. Description of progress towards Deliverables and Milestones and expected delays, if any, as well as reasons for such delays.
3. Plans for the work to be completed during the next year.

Length: ~4 pages/WP + pictures, tables, graphs

Periodicity: once, at M12 (April 2022)

Covers: M1-M12

Mid-term review at M24

Purpose: to allow the EC Project Officer and the external reviewer to assess the progress in the first 2 years of the project (complementary to the 1st periodic report)

Content (*presentations based on the content of the Periodic Reports to the EC*)

1. A brief description of the work performed on the Tasks in M19-M24, achievements, problems encountered and corrective actions taken, as well as major deviations from Annex 1.
2. Description of progress towards Deliverables and Milestones and expected delays, if any, as well as reasons for such delays.

Length: 10-12 slides/WP incl. pictures, tables, graphs

Periodicity: once, at M24 (April 2023)

Covers: M1-M24

Periodic reporting to the EC at M18,M36,M48

Periodic reports = official reports to the EC

→ Must be sent to the EC at the end of each reporting period (+2 months for preparation)

Content

1. Publishable summary
2. Work performed by the beneficiaries in the WP during the period, progress towards objectives, milestones and deliverables and the main results achieved so far
3. Progress beyond the state of the art and expected potential impact
4. Overview on the use of resources during the reporting period (per WP and beneficiary)
5. Deviations from Annex 1 and Annex 2
6. Dissemination and exploitation of results (scientific publications, dissemination and communication activities)
7. Critical implementation risks and mitigation actions
8. Gender statistics

Length: ~ 4 pages/WP + pictures, tables, graphs

Periodicity: at M18 (Oct 2022), M36 (Apr 2023), M48 (Apr 2025)

Resources monitoring

I.FAST budget

Full costs = **18.7 M€**

EC contribution = **10 M€**

→ all partners contribute with a certain amount of matching funds and the funding rate for the beneficiaries is variable but typically 40-50%.

Internal Resource Utilisation Summaries (IRUS)

Purpose: to allow the Coordinator and the GB to monitor the utilisation of resources of each participant, WP and project as a whole.

Content: an estimate (not necessarily actual expenditure) of the full costs related to the project.

Periodicity:

- M12, M18, M36, M48 for the beneficiaries
- M12, M24, M36, M48 for the partner organisations

The IRUS summaries will NOT be sent to the EC and do not have to be formally certified.

IRUS for beneficiary	no.	Period
CERN	1	01.05.2021 - 31.10.2022

WP no.	Person-months used (PM)	Estimated personnel costs €	Estimated other direct costs* €	Total direct costs €	Total indirect costs €	Total estimated costs €
WP1				0	0	0
WP2				0	0	0
Total	0	0	0	0	0	0

* Equipment, consumables, travels, computing, services, goods

Provide a brief explanation for any significant deviations from the planned man-power utilisation (over-spending or under-spending exceeding 20% with respect to the planning)

Only the costs reported and claimed on the Individual Financial Statements need to be verified and may be subject to EC and/or external audits.

Periodic financial reporting to the EC

Financial Statements: special forms on the Participant Portal where beneficiaries will report and claim to the EC their EC contribution from Annex 2 of the Grant Agreement

Project 555555 ABC R&I test project
Beneficiary 1: Test account
Legal Name: Test account legal entity
PIC: 999777555 State: VALIDATED
Legal Address: ABC street, BBB city, AAA country

Period No: 1 Duration (months): 6
Reporting Period : [01/07/2014 - 31/12/2014]

Financial Statement

Financial information from contact
No contribution requested? Yes No

Financial Statements

Period	Adjustment	Requested Contribution
01/07/2014 - 31/12/2014 (Period No *1)	No	100,000.00 €

Financial Statement for period '1' (01/07/2014 - 31/12/2014)

Eligible costs: 1

Cost Category	Total	Actions
a) Direct personnel costs declared as actual costs	30,000.00 €	[R]
b) Direct personnel costs declared as unit costs (average costs)	0.00 €	[R]
d) Direct costs of subcontracting	65,000.00 €	
e) Direct costs of providing financial support to third parties	0.00 €	
f) Other direct costs	3,000.00 €	[R]
h) Indirect costs (= 0,25 * (a + b + f - o))	8,000.00 €	
j) Total costs (= a + b + d + e + f + h)	106,000.00 €	
k) Receipts	0.00 €	
m) Maximum EU contribution (100%)	106,000.00 €	
n) Requested EU contribution	100,000.00 €	
z) Requested EU contribution eligible for CFS	106,000.00 €	

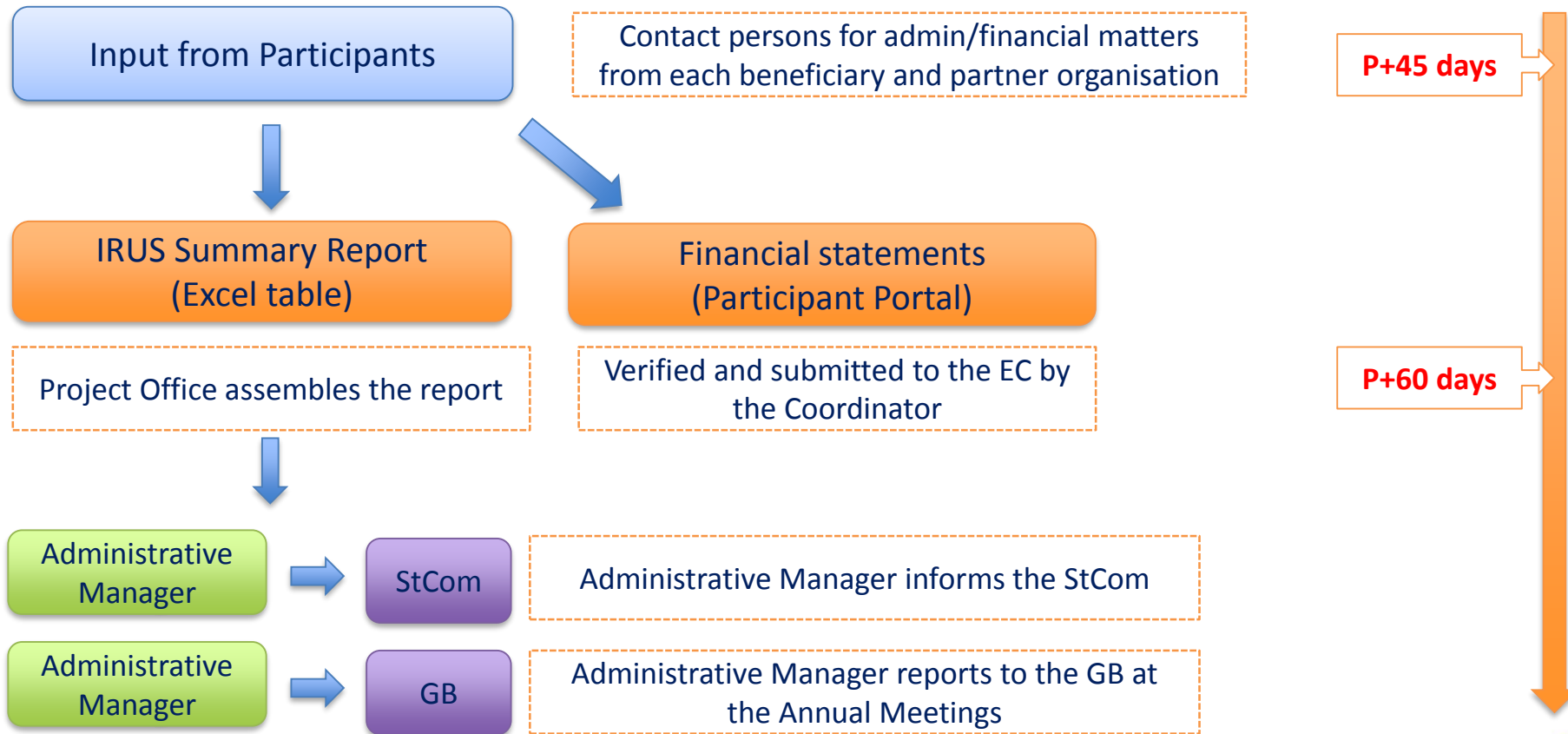
Additional Information for indirect costs:
Use of 'costs of in-kind contributions not used on premises?' (o) Yes No

- Each beneficiary will need to complete on the Participant Portal its Financial Statement (and the financial report of their Third Parties), including explanations on the use of resources (UoR)
- The PDFs of the Financial Statements and UoR will be generated automatically by the system

Periodicity: at M18, M36, M48

Resources monitoring & reporting workflow

P = the last day of the reporting period



Deliverable and milestone reports

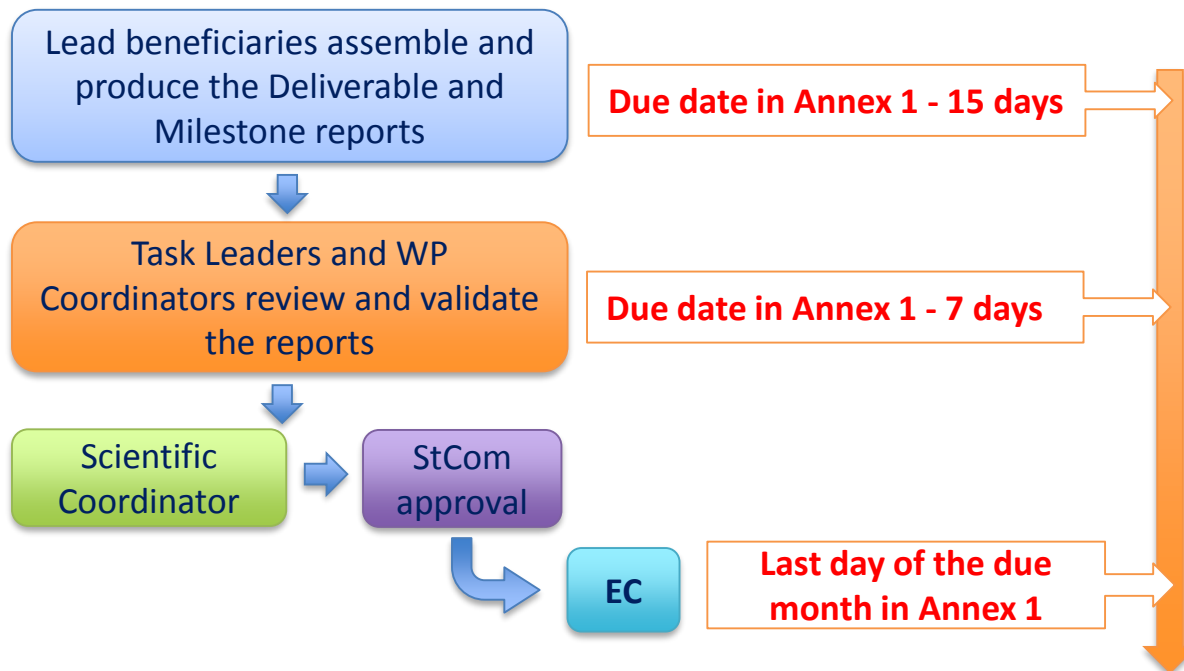
Deliverables = committed contractual outputs of the project

Milestones = checkpoints indicating the progress of the project

N.B. each Deliverable and Milestone has to be associated with a **written report**, regardless of their nature (website, prototype, database etc.)

Deadlines → the reports must be sent to the EC according to the timetable indicated in Annex 1.

All delays will be flagged on the Participant Portal and will require a written justification.



EC payments to I.FASTS

	Amount	Percentage
Max EC grant	10 M€	100%
Pre-financing	5.33 M€	53.3%
Guarantee Fund	0.5 M€	5%

→ Effective pre-financing received = 4.83 M€

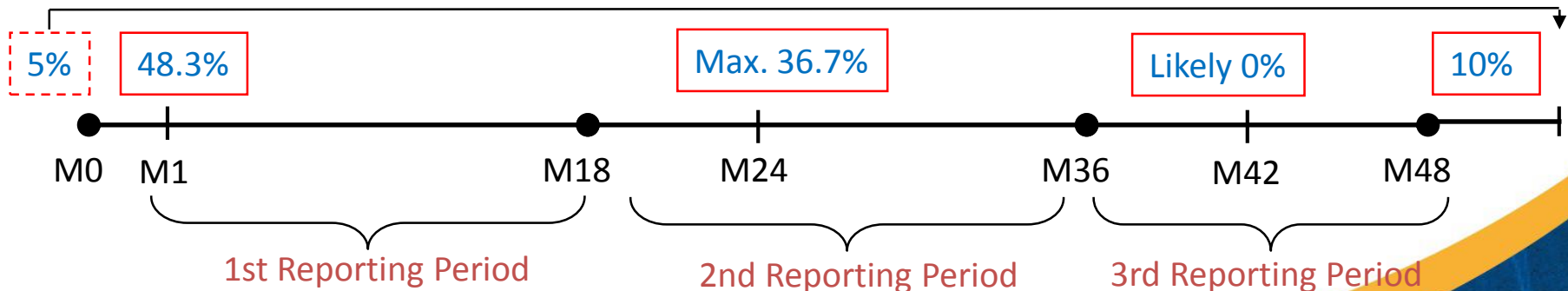
	Percentage
1 st pre-financing instalment	70% *
2 nd pre-financing instalment	30%
P1 payment	According to the spending profile**
P2 payment	According to the spending profile**
Final payment	10% + 5% after the Final report is approved

When?

- ← At the start of the project
- ← After Y1
- ← M18+2+3
- ← M36+2+3
- ← M48+2+3

* beneficiaries with a total EC contribution < 100,000 € = 100% pre-financing

** cumulative payments to beneficiaries are **limited to a maximum of 85%** of their EC contribution



Pre-financing 1st instalment (~May 2021)

				Consortium conditions	
				70% or 100%	30%
		Max EC Contribution	Prefinancing	1st Installment	2nd Installement
		(Grant Agreement)	Distribution	May-21	May-22
1	CERN	2,975,837.50	1,438,321.46	1,438,321.46	
2	ESS	110,000.00	53,166.67	37,216.67	15,950.00
3	RHP	50,000.00	24,166.67	24,166.67	0.00
4	TalTech	25,000.00	12,083.33	12,083.33	0.00
5	BI	95,000.00	45,916.67	45,916.67	0.00
6	CEA	399,137.50	192,916.46	135,041.52	57,874.94
7	CNRS	333,875.00	161,372.92	112,961.04	48,411.87
8	SOLEIL	53,000.00	25,616.67	25,616.67	0.00
9	THALES	258,125.00	124,760.42	87,332.29	37,428.12
10	BNG	94,281.25	45,569.27	45,569.27	0.00
11	BT	95,000.00	45,916.67	45,916.67	0.00
12	DESY	284,500.00	137,508.33	96,255.83	41,252.50
13	GSI	353,000.00	170,616.67	119,431.67	51,185.00
14	HIT	60,000.00	29,000.00	29,000.00	0.00
15	HZB	41,000.00	19,816.67	19,816.67	0.00
16	ILK	120,000.00	58,000.00	40,600.00	17,400.00
17	KIT	127,000.00	61,383.33	42,968.33	18,415.00
18	USI	147,000.00	71,050.00	49,735.00	21,315.00
19	WWU	55,000.00	26,583.33	26,583.33	0.00
20	Wigner RCP	24,637.50	11,908.12	11,908.12	0.00
21	CNR	70,000.00	33,833.33	33,833.33	0.00
22	COMEB	157,000.00	75,883.33	53,118.33	22,765.00
23	ELETTA	168,000.00	81,200.00	56,840.00	24,360.00
24	INFN	1,015,012.50	490,589.37	343,412.56	147,176.81
25	KYMA	275,000.00	132,916.67	93,041.67	39,875.00
26	PICCOLI	30,000.00	14,500.00	14,500.00	0.00
27	Polimi	73,000.00	35,283.33	35,283.33	0.00
28	RTU	213,000.00	102,950.00	72,065.00	30,885.00
29	UT	50,000.00	24,166.67	24,166.67	0.00
30	VDL-ETG	262,000.00	126,633.33	88,643.33	37,990.00
31	INCT	130,000.00	62,833.33	43,983.33	18,850.00
32	IEE	60,000.00	29,000.00	29,000.00	0.00
33	STU	40,000.00	19,333.33	19,333.33	0.00
34	CIEMAT	314,562.50	152,038.54	106,426.98	45,611.56
35	CYCLOMED	27,000.00	13,050.00	13,050.00	0.00
36	Elytt	89,906.25	43,454.69	43,454.69	0.00
37	NNK	85,000.00	41,083.33	41,083.33	0.00
38	GE	27,000.00	13,050.00	13,050.00	0.00
39	Scanditronix	59,937.50	28,969.79	28,969.79	0.00
40	UU	164,500.00	79,508.33	55,655.83	23,852.50
41	PSI	273,687.50	132,282.29	92,597.60	39,684.69
42	DLS	83,000.00	40,116.67	40,116.67	0.00
43	HUD	50,000.00	24,166.67	24,166.67	0.00
44	RHUL	65,000.00	31,416.67	31,416.67	0.00
45	TMD	67,000.00	32,383.33	32,383.33	0.00
46	UKRI	339,000.00	163,850.00	114,695.00	49,155.00
47	ULANC	70,000.00	33,833.33	33,833.33	0.00
48	UOXF	40,000.00	19,333.33	19,333.33	0.00
	Total	10,000,000.00	4,833,333.33	4,043,895.33	789,438.00

Conclusions

- ✓ The **success of I.FAST** will be measured by the EC by the acceptance (or rejection) of the Periodic and Deliverable Reports → cooperation and commitment from all participants, as well as Task Leaders and WP Coordinators will be essential for the success of the project.
- ✓ The **Internal Project Reporting** line:
 - will help the beneficiaries, WP Coordinators and Project Office in the preparation of the Periodic (and Final) Reports
 - will allow the Management, StCom and GB to follow-up the progress of the project and the utilisation of resources (full costs)
- ✓ The preparation of the **Periodic Reports** is the responsibility of the Project Office:
 - input from all WP Coordinators for the Scientific Report
 - input from all beneficiaries for the Financial Statements
- ✓ The preparation of the **Deliverable Reports** is the responsibility of the Lead Beneficiary, under the coordination of the Task Leaders and WP Coordinators, with input from all contributing participants.
- ✓ The **Coordination Office** will endeavour to ensure efficient follow-up and monitoring of the progress of the project, keeping the reporting workload at a reasonable level → templates and Reporting Guidelines will be made available to the beneficiaries.