



# H2020 Marie Skłodowska-Curie Actions Project Mid-Term Check

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SMARTHEP – 956086

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REA.A1

# Outline



- 1- Objective of the Mid-term check
- 2- Reporting
- 3- Recruitment, Obligations towards researchers, Roles
- 4- Finance
- 5- Success Stories
- 6- Useful links

# 1. *Objective of the mid term check*

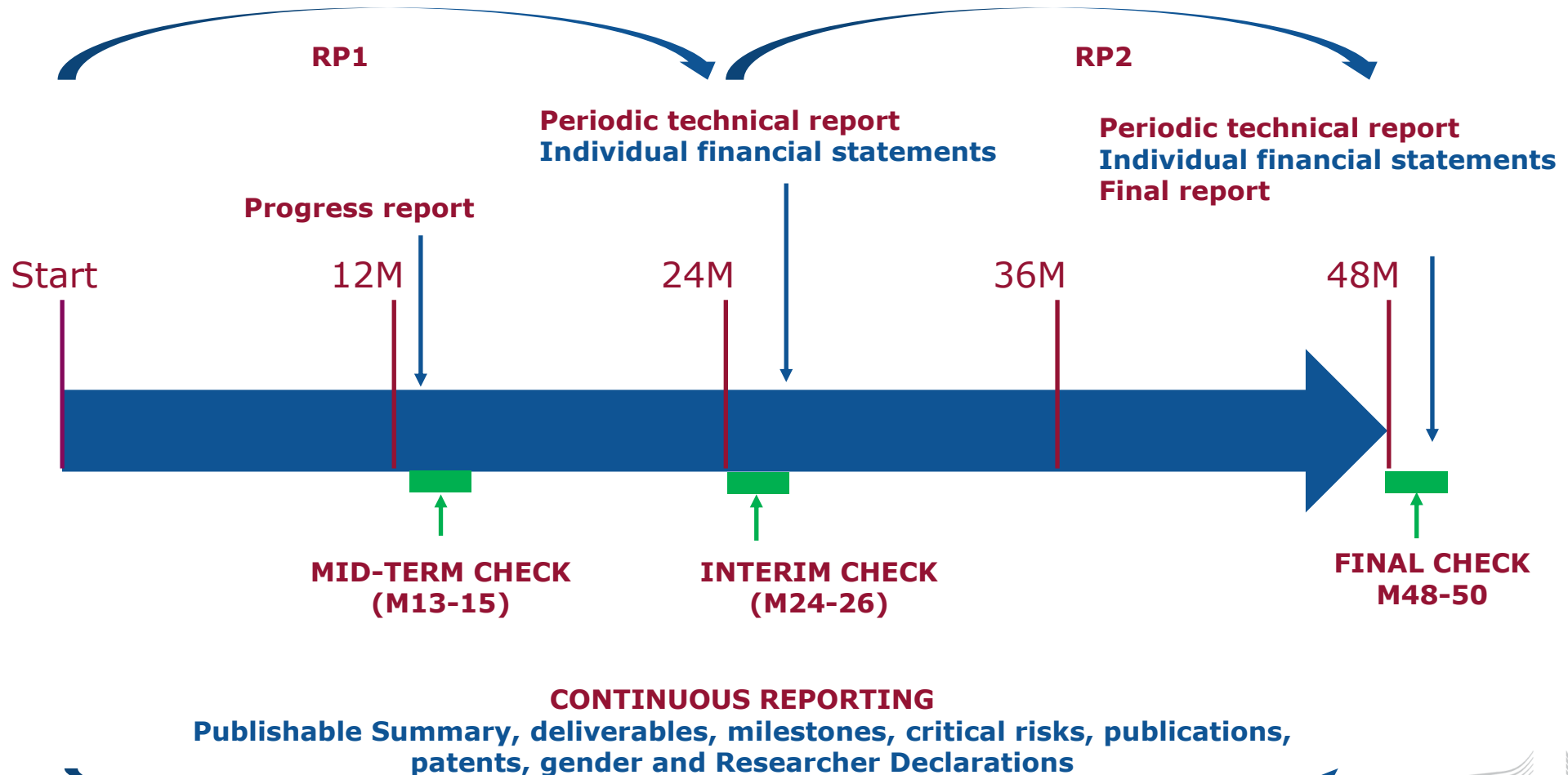
- ✓ *Meet with the consortium*
- ✓ *Rights and obligations of fellows and beneficiaries*
- ✓ *Monitor project implementation and assess project's progress*
- ✓ *Discuss any issue*
- ✓ *Find adequate solutions for the consortium*
- ✓ *Prepare the next step: periodic reporting*

# *Monitoring Project Implementation*

*Necessary to assess and verify:*

- ✓ *That the project is implemented as described in Annex 1 (scientific assessment)*
- ✓ *That the project's activities comply with the obligations under the Grant Agreement*
- ✓ *To verify that the project is implemented properly, the beneficiaries must submit the deliverables and reports specified in the GA.*
- ✓ *In addition, the Agency will also carry out 3 checks.*

# Project timeline



# 2. Reporting

## Reporting obligations

- ✓ **Deliverables** (as described in DoA)
- ✓ **Periodic report** (within 60 days following the end of the reporting period)
  - ✓ *Periodic technical report*
  - ✓ *Periodic financial report*
- ✓ **Final report** (within 60 days following the end of each reporting period)
  - ✓ *Final technical report*
  - ✓ *Final financial report*

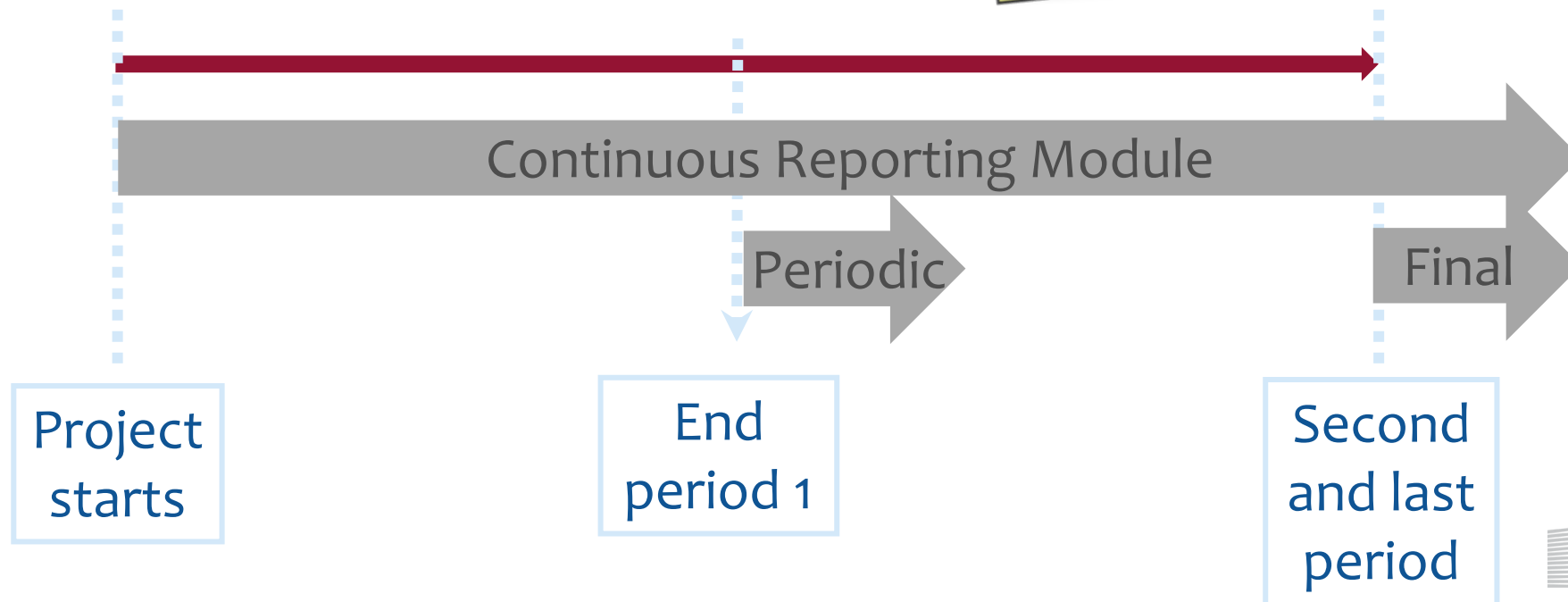
## Project checks

- ✓ **Mid-term check:** after one year, a meeting is organized on-site/remotely to assess the recruitment progress (without expert)
- ✓ **Interim / final check:** at the end of each reporting period, a check is organized to assess the progress of each reporting period (can be carried out remotely or on site with or without an expert)

# How it works – IT tools

- ✓ Continuous reporting module
- ✓ Periodic reporting module

Electronic submission  
via Funding and Tender  
Opportunities Portal



# Continuous reporting

- Submission of deliverables plus periodic reporting information that can be entered at any time during the life of the project



- **Publications tab:**

- Open Access to all peer-reviewed scientific publications is mandatory
- Visibility of EU Funding

- **Researchers' tab:**

- **Researcher's declarations** are the basis for **IFS** (Individual financial Statement) and need to be **updated** in case of change (particularly before submission of periodic reports and in case of **sick / maternity leave**)
- Secondments are to be encoded under this tab (attention: **30% rule**)
- Check of recruitment / eligibility and mobility



# 3.1 Recruitment / eligibility

- **Mobility rule- Mandatory trans-national mobility at the time of recruitment**

- NOT have resided or carried out their main activity (work, studies, etc.) in the country of the recruiting beneficiary for more than 12 months in the 3 years immediately before the (1st) recruitment date.

**→ The mobility rule applies to the beneficiary where the researcher is recruited, and not to beneficiaries to which the researcher is sent or seconded.**

- **Early Stage Researcher' s experience:**

- NOT have a doctoral degree AND be in the first four years (full time equivalent research experience) of their research career (from the date on which the researcher obtained the degree entitling him/her to embark on a doctoral programme).

# *Recruitment procedure*

- Respect the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers and ensure that the researchers are aware of them;
- **Advertise and publish vacancies internationally**, including on the web-sites requested by the Agency;
- Recruit the researchers, following an **open, transparent, impartial and equitable recruitment procedure**, on the basis of:
  1. their scientific skills and the relevance of their research experience;
  2. the impact of the proposed training on the researcher's career;
  3. a fair gender representation (by promoting genuine equal access opportunities between men and women throughout the recruitment process)
- Ensure that no conflict of interest exists in or arises from the recruitment.

## 3.2 Obligations of beneficiaries towards recruited researchers (Art 32.1)

- Ensure that the researchers enjoy the same standards and working conditions as those applicable to local researchers holding a similar position;
- Ensure that the employment contract specifies:
  - the **monthly support** for the researcher under the grant
  - the obligation of the researcher to **work exclusively for the action**
  - the arrangements related to the Intellectual Property rights between the beneficiary and the researcher during implementation of the action and afterwards
  - the obligation of the researcher to ensure the **visibility of EU funding** in communications or publications and in applications for the protection of results;
- Assist the researchers in the administrative procedures related to their recruitment;

# Obligations

- inform the researchers about:

- the description, conditions, location and the timetable for the **implementation** of the research training activities under the action and the name of the supervisor
- ensure that the researchers do not receive, for activities carried out in the frame of the action, **other incomes** than those received from the beneficiaries
- ensure that the researchers do not have to bear any costs for the implementation of the action as described in Annex 1 (**and no visa-related fees or tuition fees**)
- **host** the researchers at their premises
- provide **training** and the necessary **means** for implementing the action
- ensure that the researchers are adequately **supervised**
- ensure that a **career development plan** is established and support its implementation
- ensure an appropriate exposure to the non-academic sector

# Obligations

## Questionnaires



### ➤ WHAT

- Evaluation questionnaire - at the end of the fellowship
- Follow-up questionnaire - two years after the fellowship

### ➤ WHO

- Each recruited researcher

## 3.3 Role of the Coordinator

### ➤ Article 41.2b of the GA

- Monitor that the action is implemented properly
- Act as intermediary for all communication between consortium and the REA
- Request and review any document or information required by the REA
- Submit the deliverables and reports to the REA
- Ensure that all payments to other beneficiaries are made without unjustified delay
- Inform the REA of the amounts paid to each beneficiary

**! Coordinator cannot delegate these tasks to any other beneficiary or subcontract them to a third party**

# 3.3 Role of the Beneficiaries

## ➤ Article 41.2a of the GA

- Keep the Participants Portal Beneficiary Register up to date
- Inform the coordinator of events likely to affect the implementation of the project
- Timely submit to the coordinator:
  - ✓ Individual financial statements
  - ✓ Data needed to draw up the technical reports
  - ✓ Ethics committee opinions/notifications/authorizations for activities raising ethics issues
  - ✓ Any other document required by the REA

**!** Beneficiaries are jointly liable for the technical implementation of the action.

**!** Beneficiaries have individual responsibility for their own financial statement.

# EU contribution for ITN recruitments

Researcher			Institution	
Living * allowance	Mobility allowance	Family allowance	Research, training and networking costs	Management and indirect costs
<b>3.270</b>	<b>600</b>	<b>500</b>	<b>1.800</b>	<b>1.200</b>

\* A country correction coefficient applies to the living allowance. This coefficient is the one applicable to the country of the beneficiary, as listed in the Work programme.



## 4. Finance

- Fully based on unit costs
- 1 person-month = 1 unit
- Amounts in EUR per unit cost
- Total costs = cost per unit x number of units

**1 unit  
=  
1 month of  
eligible ESR**

Automatically filled in from Researcher's declarations

Automatically filled in based on unit costs

# Individual financial statements

print format A4

Number of units: to be filled in by beneficiary

MODEL ANNEX 4 FOR H2020 MSC-ITN — MULTI

FOR BENEFICIARY [name] FOR REPORTING PERIOD [reporting period]

Eligible <sup>1</sup> costs (per budget category)											EU contribution				
A. Costs for recruited researchers						B. Institutional costs				Total costs	Reimbursement rate %	Maximum EU contribution	Requested EU contribution		
A.1 Living allowance	A.2 Mobility allowance	A.3 Family allowance	B.1. Research, training and networking costs		B.2. Management and indirect <sup>2</sup> costs										
Form of costs <sup>3</sup>		Unit		Unit		Unit		Unit		Unit					
Costs per unit <sup>4</sup>	Total <sup>5</sup>	Costs per unit <sup>4</sup>	Total <sup>5</sup>	Costs per unit <sup>4</sup>	Total <sup>5</sup>	Costs per unit <sup>4</sup>	Total <sup>5</sup>	Costs per unit <sup>4</sup>	Total <sup>5</sup>	Costs per unit <sup>4</sup>	Total <sup>5</sup>	f = a+b+c+d+e	g	h	i
Total beneficiary															

**Checkbox 1:** I confirm that the total amount of the allowances used (including compulsory deductions) for the researcher is equal to or higher than the living allowance, the mobility allowance and the family allowance as set out in Annex 2 of the Agreement or that any underpayments in Reporting Period 1 will be corrected by the end of the action.

**Checkbox 2 :** Did you receive any EU/Euratom operating grant during this reporting period? YES  NO

If yes, pls indicate how many of the total person-months (see 'total beneficiary' above) were incurred DURING the period covered by the operating grant?

Number of person-months	
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# MSCA ITN: researcher costs

- **A.1 Monthly living allowance**  
*Gross monthly income including compulsory deductions under national law; country correction coefficient applies*
- **A.2 Monthly mobility allowance**  
*To cover private costs related to the mobility (e.g. relating to travel and accommodation)*
- **A.3 Monthly family allowance**  
*For researchers with family, to reduce family-related obstacles to researcher mobility*

# ***MSCA ITN: institutional costs***

- ✓ Institutional costs are designed to help the consortium **implement the action** by covering all research expenses, training and networking activities foreseen in the Description of Action (DoA) **for the benefit of the recruited researchers.**
- ✓ The eligibility of the institutional costs is directly linked to (and conditional on) the **eligibility** of the costs of the recruited researchers.

# ***MSCA ITN: institutional costs***

- ***B.1 Research, training and networking costs***

- ✓ Costs for training and networking activities
- ✓ Costs for research expenses
- ✓ Visa-related fees (even if incurred before the recruitment date) and travel expenses
- ✓ Additional costs arising from each secondment (up to 30% of the fellow's contract duration) which require mobility from the place of residence (e.g. travel/accommodation)
- ✓ Tuition fees

- ***B.2 Management and indirect costs***

- ✓ The overall legal, ethical, financial and administrative management for each of the beneficiaries
- ✓ Costs associated with the preparation of the reports and other documents required by the REA
- ✓ Indirect costs of the action

## ***B1. Research, training and networking costs***

*The use of institutional costs is decided by the beneficiary*

### **➤ How is it distributed between the beneficiaries?**

- Calculated according to the person-months implemented per beneficiary*
- The full amount must be reported by the beneficiary recruiting the fellow*
- The consortium can agree to distribute it differently, in which case it should be addressed in the consortium agreement, but not in the reports*

## ***B2. Management and indirect costs***

### **➤ How it is split between management and overheads?**

- *Split between management and overheads decided by beneficiaries*
- *Ensure enough budget is allocated to implement the management tasks described in the Annex 1*

### **➤ How is it distributed between the beneficiaries?**

*It is a decision of the consortium. The distribution should be addressed in the consortium agreement*

# Finance

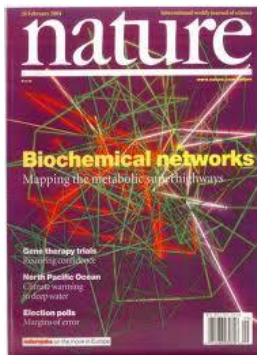
## Exchange rate

- *Financial statements must be drafted in **Euro**.*
- *Beneficiaries using another currency must convert the costs into euro at the average of the daily exchange rates published in the Official Journal of the European Union, calculated over the corresponding reporting period.*

<http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>

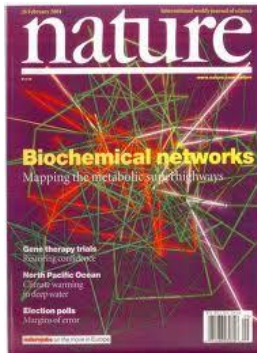


# 5. Success Stories: criteria



- Positive impact on the citizen or society
- Interest to the public at large
- Very high scientific quality
- Product being developed or brought to market
- Generated lasting collaborations
- Developed an entrepreneurial culture
- Significant outreach activities
- Positive impact on a researcher's career
- Fellow's award or publication in a very high quality journal
- Promoted rights of researchers (e.g. gender balance, equal opportunities, family friendly)

# Success Stories



- *If a project is identified as a success story:*
  - *EU's Communication services are writing articles to published in EU's media*
  - *DG RTD/EAC promote the projects through social media, fellow of the week, etc.*
  - *We use the projects in EU's events (e.g. researchers' night, open doors, other ad hoc events)*
- *Reputational added value for the projects*
- *Projects promoted at the European level: networking benefits.*

# 6. Useful links

- [Marie Skłodowska-Curie Actions website](#)
- [Research enquiry service](#)
- [IPR Helpdesk](#)
- [Euraxess Portal](#)
- [Marie Curie Alumni Platform](#) (for MC fellows)
- Register as an [expert](#) (for PIs)
- [REA Website](#)
  
- Documents
  - [Annotated Model Grant Agreement](#)
  - [Marie Skłodowska-Curie Actions Work Programme 2018-2020](#)
  - [Guide for Applicants ITN 2020](#)
  - [Information package for MSCA fellows](#)
  - [Guidelines on Supervision](#)

# Useful links

- **Funding & tender opportunities - Single Electronic Data Interchange Area (SEDIA)**

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

- **Funding & tender opportunities – H2020 Online Manual**

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/manuals>

- **Continuous Reporting**

[http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grantmanagement/reports/continuous-report\\_en.htm](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grantmanagement/reports/continuous-report_en.htm)

# Useful links

- **Grant Management System (How To)**

<https://webgate.ec.europa.eu/funding/display/ECResearchGMS/1.+Grant+Management+Services+tool>

- **Dissemination & Exploitation of results**

[http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grantmanagement/dissemination-of-results\\_en.htm](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grantmanagement/dissemination-of-results_en.htm)

- **Audits relevant information**

<http://europa.eu/!RF87tY>

[http://ec.europa.eu/research/participants/data/ref/h2020/other/gm/audit/h2020-iap\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/other/gm/audit/h2020-iap_en.pdf)

# Useful links

- **Coordinators info day website**

[https://ec.europa.eu/info/itn-2020-coordinators-info-day\\_en](https://ec.europa.eu/info/itn-2020-coordinators-info-day_en)

- **Open Access & Data Management & Open Research Europe platform**

[https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-datamanagement/open-access\\_en.htm](https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-datamanagement/open-access_en.htm)

<https://open-research-europe.ec.europa.eu/>

- **The European Code of Conduct for the Recruitment of Researchers**

<http://www.allea.org/wp-content/uploads/2017/03/ALLEA-European-Code-of-Conduct-for-Research-Integrity-2017-1.pdf>

# Thank you



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