

# CATHI Project Administration

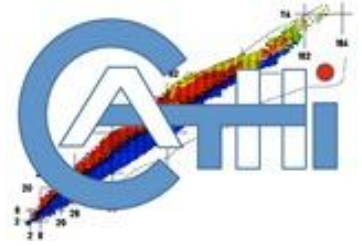
**Seamus Hegarty**  
**Human Resources Department**  
**Marie Curie Actions administrator**

CATHI General Meeting  
CERN  
14 November 2011





## Outline

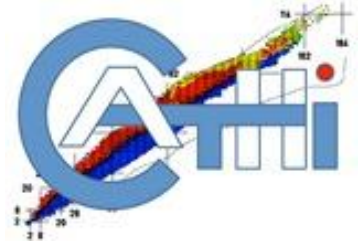


- Marie Curie Actions at CERN
- What are Marie Curie Initial Training Networks?
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- Money
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- Contacts





## Marie Curie Actions at CERN

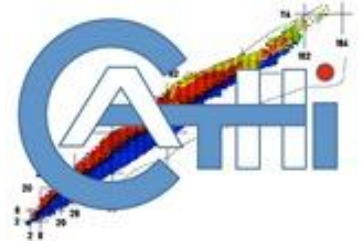


- FP6 (2002-2006)
  - Early-Stage Training
  - Research Training Networks
  - Individual European Fellowships
- FP7 (2007-2013)
  - Initial Training Networks
  - Individual Fellowships
  - Industry-Academia Partnership Pathways
  - COFUND
- You are part of a growing community





## What are Marie Curie Initial Training Networks?

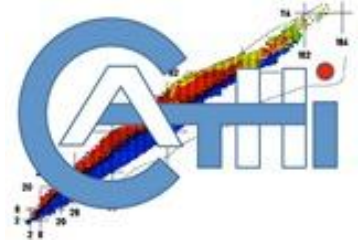


- Initial Training Networks (ITN)
  - are aimed at improving the career perspectives of researchers who are in the first 5 years of their career
  - offer structured training in well-defined scientific and/or technological areas
  - provide complementary skills and expose the researchers to other sectors including private companies
  - can be mono-site or multi-site
    - CATHI is mono-site





## Our contract with the European Commission

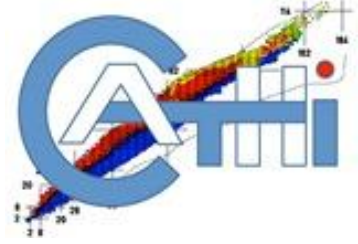


- Recruited Fellows have received the following documents:
  - Grant Agreement
  - Annex I – **very important reference document!**
    - describes the project content
    - is used in assessment of project's success
    - details number of researchers & money
  - Annexes II & III
- The Project Officer





## Admin/finance procedures

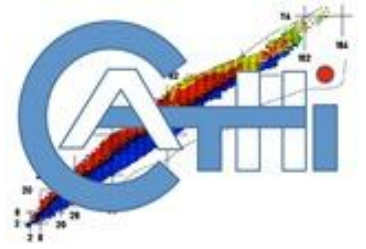


- CERN is responsible for administration and finance
- Budget for researchers managed by CERN's Human Resources Department
  - close collaboration with Budget and EU offices in Directorate Services + Internal Audit
- **All payments must be approved by WPLs before commitment**
  - incl. travel by researchers at CERN + associated partners
- Ineligible expenditure will be refused





## Your magic numbers?

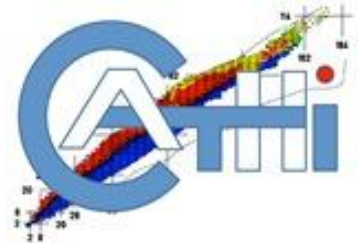


- For the Fellows : 18993
- For everybody else : 18992





## Money – what are we paid for?



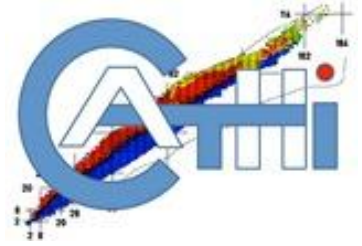
- Eligible expenses for the activities carried out by the researchers : salary component + participation expenses for training and events
- Eligible expenses for the activities carried out by the host organization = contribution to the research/training/transfer of knowledge programme expenses + to the organization of international conferences, workshops and events + management activities
- **N.B. the Brussels contribution does not cover purchase of project equipment – this includes desktop computers and mobile phones**







## Money – who can claim what & how?

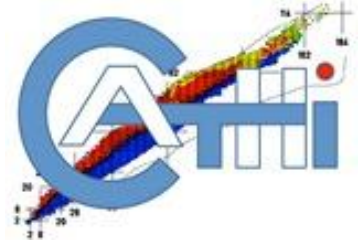


- Researchers : training courses, conferences, books, travel
- Associated partners : travel expenses to be paid on your behalf by CERN
- All travel claims must be accompanied by :
  - copy of approval *obtained prior to travel*
  - tickets & **all** boarding cards for travel
  - receipts / proof of purchase
  - no papers, no refund by Brussels





## If in doubt...



- For specific Marie Curie questions
  - Seamus
  - Yacine
- For work-related / training questions
  - Your supervisor
- For admin-related questions
  - Your local assistant
  - Your Departmental Administrative Officer

