

Overview of EuCARD-2 Administrative and Reporting aspects

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- **Grant Preparation Forms**

(admin / legal information + budget commitments)

Status: signed by all beneficiaries in Nov-Dec 2012

- **Grant Agreement**

(contract with the EC, including Annex 1 / Description of Work)

Status: signed by CERN, then by EC on 12.4.2013

- **Grant Accession Forms**

(accession documents for each beneficiary)

Status: signed by all beneficiaries within 45 days after 12.4.2013

- **Consortium Agreement**

(governing structure of the Consortium, IPR issues, etc.)

Status: final version to be released for signatures very soon

- **Project Deliverables**

- format: **reports** (regardless of the nature i.e. hardware, software, design specification, database)
- responsibility: **lead beneficiary**, under the coordination of the Task leaders
- schedule: defined in Table WT2 of DoW (Annex 1 of GA)

- **Project milestones**

- format: **different** (short reports, minutes, web-sites, technical notes)
- responsibility: **lead beneficiary**, under the coordination of the Task leaders
- schedule: defined in Table WT4 of DoW (Annex 1 of GA)

We may expect strict scrutiny by the EC as regards the schedule of Ds and achievement of Ms

- **Periodic Reporting (M18, M36, M48)**
 - scientific report: S&T progress for each period, achievement of Ms and Ds, deviations from programme of work (2 pages per Task)
 - financial report: resource utilisation summary (estimated full costs), financial statement (Form C) and justification of costs on the Form C
 - flexible cost reporting model: beneficiaries may select a fraction of the full costs to be reported to the EC
- **Additional reports**
 - 1st Annual Report: S&T progress in M1-M12 for each Task + resource utilisation summary per WP and beneficiary
 - Mid-term Report: S&T progress in M19-M24, to be used by the EC and the evaluation panel at the Mid-term Review of EuCARD-2

Conclusions

- In addition to the challenging S&T programme of work of EuCARD-2, the Consortium has a number of **contractual obligations**, specified in the Grant Agreement, Annex 1/DoW, and the Consortium Agreement.
- For the EC, the success of the project will be measured by:
 - the timely submission and quality of the Ds
 - achievement of Ms
 - acceptance of Periodic Reports
 - **NOT (so much) by the S&T results!**
- The Coordination Office relies heavily on the WP Coordinators and Task Leaders for the S&T aspects, and on all beneficiaries for the administrative and financial aspects.
- Together, using the experience of EuCARD-1, we intend to make EUCARD-2 a successful project in all aspects, including the contractual obligations.