

Framework Programs

Governance,

Financial Management,

Intellectual Property Protection & Exploitation,

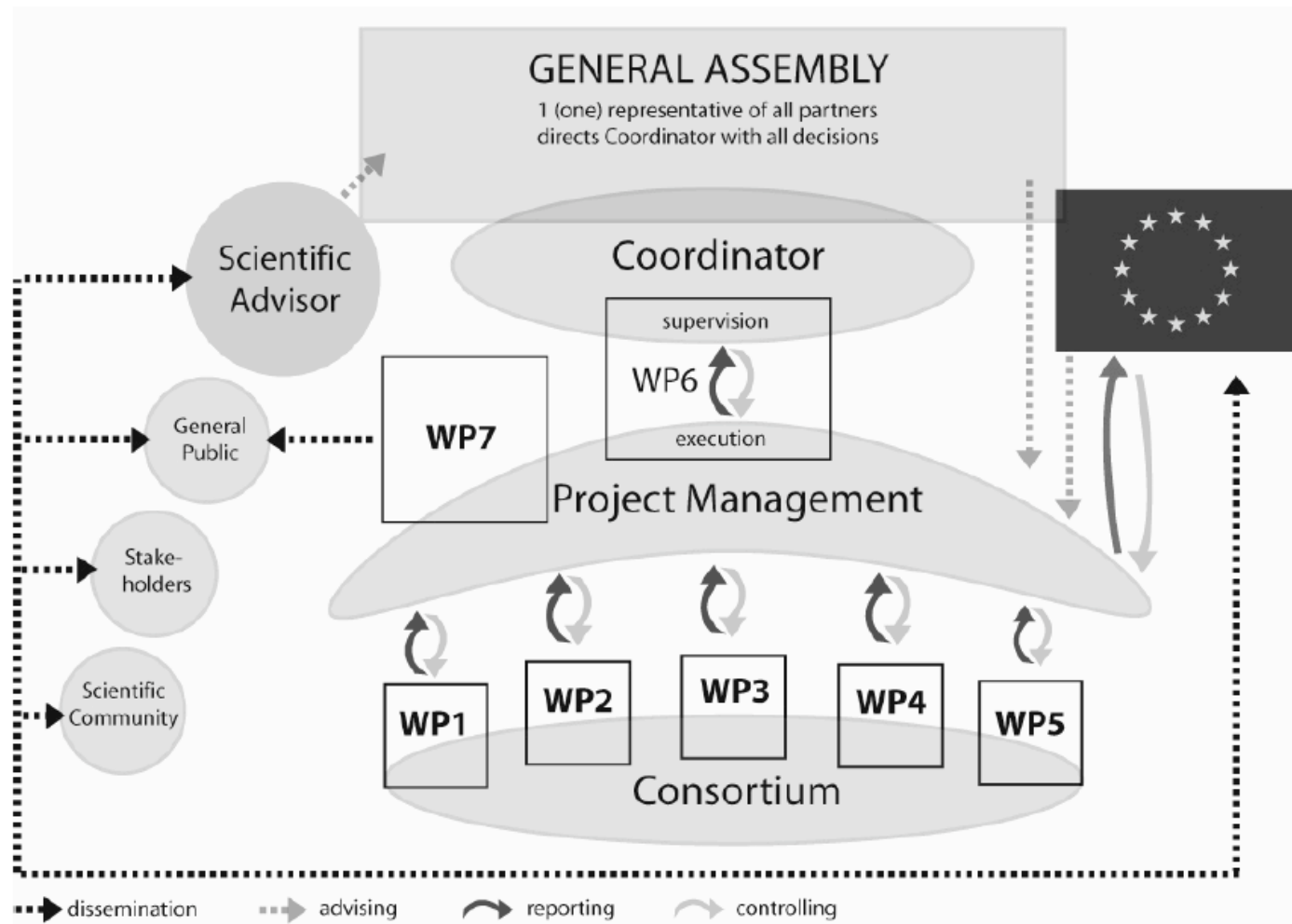
Electronic Proposal Submission Service

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innovation, investments, industry*

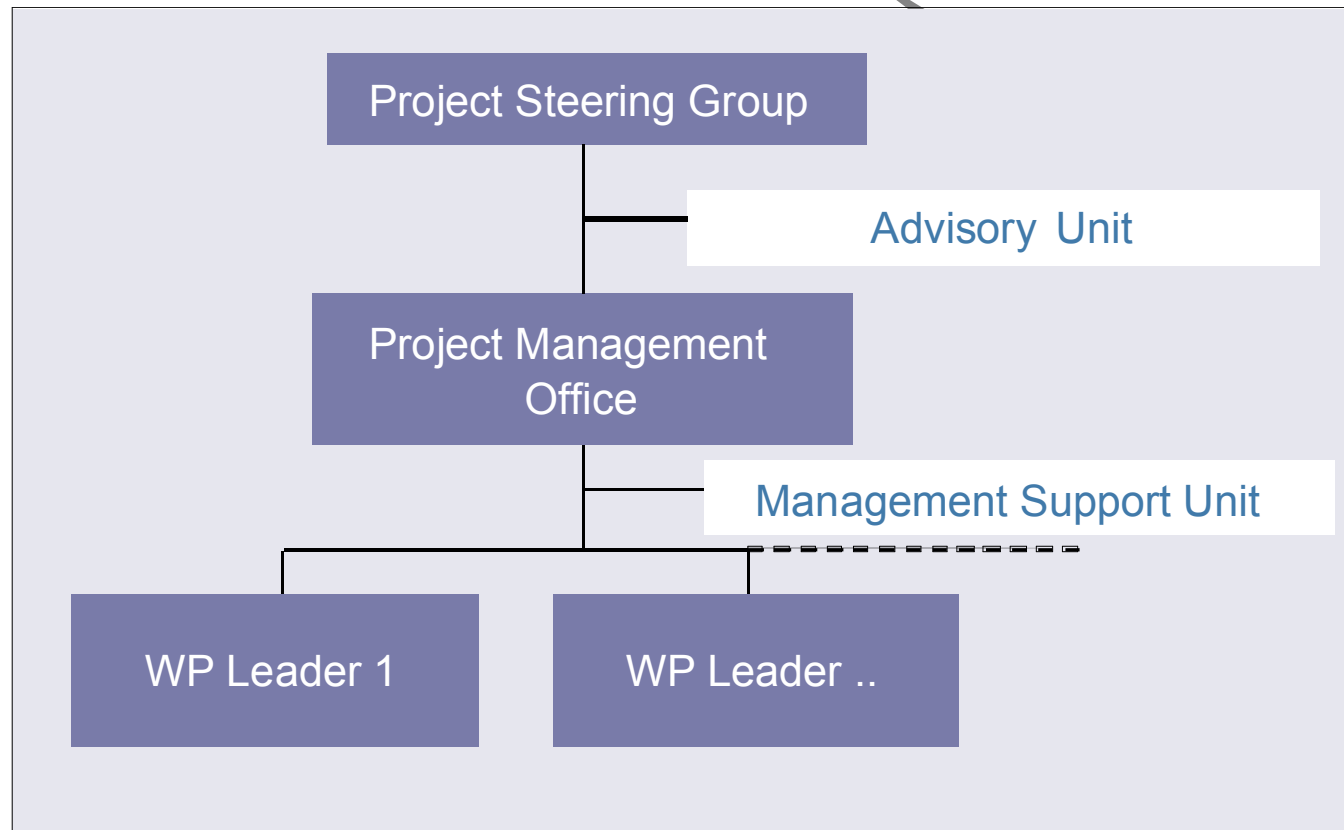
Governance

Governance structure for large consortia: **complex** decision making



Governance

Governance structure for large consortia: **simpler** decision making; **preferred**



Eligible Costs = Direct Costs + Indirect costs

- **Direct Costs**
 - **There are no Direct cost categories in FP7**
 - All costs related to project are eligible
 - Main categories: **Personnel, consumables, equipment, travel, subcontracting, other**
 - **Subcontracting** allowed only for tasks **out-of-reach** to participants BUT necessary for project (*GMP production, CRO, pharmacokinetic studies, etc.*)
 - **Equipment:** only cost of leasing or depreciation allowed
 - Own accounting practices should be applied

Indirect costs calculation

- **Real Indirect Costs:**
 - Accessible to All
 - Real & documented indirect **costs** associated with the project
- **Simplified method:**
 - Accessible to All
 - Flat Rate % based on Direct Costs
 - Negotiated directly with Commission for the Duration of FP7
- **Special Transition Flat Rate:**
 - Available to Public bodies & SME
 - **60%** of Direct Costs
- **Standard Flat Rate:**
 - Alternative to Real Indirect Costs for Large Enterprises
 - **20%** of Direct Costs
- **Lump Sum:**
 - Lump sum for IPIC countries (developing world countries)

Ineligible Costs

- **Any element of profit**
- **Financing charges Provisions**
- **Indirect taxes (VAT)**
- **Equipment Costs**
 - Purchase cost of capital equipment
 - Only depreciation or lease costs for the accounting period can be charged to the project
 - Must be supported by proper evidence
- **Third Party Contributions**
 - If **donated** or given specifically for the project, they are **income** to the project
 - Third party must provide evidence of cost

EC contribution

- Reimbursement of **eligible costs (EC = Direct + Indirect Costs)** varies according to Cost Model and Activities
- **Management** : Limited to **7%** of total Commission contribution

	EC	EC	EC	EC	Indirect costs flat rate
Type of activity	RTD ¹	DEM ²	OTH ³	MGT ⁴	% of Direct Costs
PUBLIC: Universities, No-Profit, Research Institutes, etc.	75%	50%	100%	100%	60%
Small Medium-size companies (SME) ⁵	75%	50%	100%	100%	60%
Large enterprises	50%	50%	100%	100%	20%

1. *RTD: Research and Technological development*
2. *DEM: Demonstration activities: clinical trials, validation of prototypes, GMP production, etc.*
3. *OTH: Training & Innovation dissemination activities*
4. *MGT: Management*
5. *SME: less than 250 employees, turn-over < € 50M, annual balance sheet < 43 M*

EC contribution

– Example of calculation

Direct Costs (DC) Budget (€)	
Personnel	120.000
Subcontracting	0
Other Direct Costs	
Equipment (<i>Depreciation or leasing costs</i>)	10.000
Travel & Lodging	20.000
Consumables	60.000
Other	40.000
Total Direct Cost Budget	250.000
Indirect Costs @ 60% of DC	150.000
Total Eligible Costs (EC)	400.000
EC contribution @ 75% of EC	300.000
<i>% of EC contribution vs. total Direct costs</i>	120%

EC contribution

– Budgeting Form: Part A

- Complete only cells in yellow

THE BUDGET FOR THE PROJECT			
CONSORTIUM ACRONYM			BIOFERTIL
PART A : PARTICIPANTS DETAILS			
Country			
Participant's #			
Participant's Name			
Participant's Acronym			
Principal Investigator's#			
Principal Investigator's surname			
Type (PUBLIC,SME,LE)			
Indirect Costs Calculation Method			
	Average Cost per Month	Person	
PERSONNEL COSTS			
Personnel			
Principal Investigator		5000	
Senior Scientist (s)		3000	
Junior Scientists (s)		2500	
Technician (s)		2000	

EC contribution

– Budgeting Form: 1 sheet x WP

PART B: DIRECT ELIBIGLE COSTS - TOTAL PERIOD

WORKPACKAGE NUMBER

1

TYPE OF ACTIVITY (RTD, DEM, OTH)

MGT

Project Duration (years)

5

	Person on the project	Average Months per Month	Cost Person	Total
Personnel				
Principal Investigator		2,00	5.000	10.000
Senior Scientist (s)		7,00	3.000	21.000
Junior Scientists (s)		10,00	2.500	25.000
Technician (s)		10,00	2.000	20.000
Total		29,00		76.000
Subcontracting				10.000,00
Other Direct Costs				
Equipment				0,00
Travel & Lodging				10.000,00
Consumables				25.000,00
Animal studies				0,00
Training				0,00
Innovation Related				0,00
Other				10.000,00
Total Other Costs				45.000,00
Total Direct Cost Budget				131.000,00
Indirect Costs				72.600,00
TOTAL ELIGIBLE COSTS				203.600,00
EC CONTRIBUTION				
		<i>of which</i>		
Direct Costs				98.250,00
Indirect Costs				54.450,00
Total EU Contribution				152.700,00
				116,6%

Payments

- **EC Payments**
 - **EC payments are made to the Coordinator who distributes to Participants**
- **Pre-financing**
 - Commission will advance **70-80%** of first 18 months expenses
 - Based on Implementation Plan & Budgets by Consortium
- **Financial Reporting**
 - Expenditure reported in a Cost Statement and supported by an Audit Certificate becomes settled and is deducted from pre-financing
 - Frequency: every **12 months**
 - Must be submitted within 45 days of the end of the period
- **Further advance**
 - Based on new 18 month Implementation Plan and Budgets
 - Balance of pre-financing adjusted to **70-80%** of next 18 months
 - No audit certificate = no more pre-financing

IP PROTECTION & EXPLOITATION

IP PROTECTION & EXPLOITATION

Definitions

- **Background :**
 - information and knowledge (including inventions, databases, etc.) held prior to accession to the grant agreement, as well as any intellectual property rights (IPR) needed for carrying out the project or for using foreground.
 - **IPR:** only those intellectual property rights for which the application was filed before the accession of the participant to the Grant Agreement are included.
- **Foreground:**
 - results, including information, materials and knowledge, generated in a given project, whether or not they can be protected.
 - Includes protected IPR (*copyrights, design rights, patent rights, plant variety rights, rights of creators of topographies of semiconductor products, databases*) and unprotected know-how (e.g. confidential material).

IP PROTECTION & EXPLOITATION

General Principles

- **IPR rules must be clearly established in the Consortium Agreement**
- **General Principles:**
 - **Sole Ownership:** Foreground is owned by the participant generating it.
 - **Joint Ownership:** when generated jointly it will be jointly owned, unless the participants concerned agree on a different solution.
 - **Joint owners must agree among themselves the terms of joint ownership**
 - **Transfer of ownership:** possible, however
 - notice must be given in relation to access rights of other participants, unless Consortium agreement states that no prior notification is necessary with regard to a specifically identified third party

IP PROTECTION & EXPLOITATION

Protection

- **EC Guidelines**
 - Valuable foreground should be protected.
 - Protection is not mandatory in all cases
 - The decision *not* to protect foreground should preferably be made in consultation with the other participants
 - Other participants may wish to take ownership.
 - If valuable foreground is left unprotected, the Commission may take ownership.
 - Commission must be informed by the Coordinator in the latter case.

IP PROTECTION & EXPLOITATION

Access rights to background

- **EC Guidelines:**
 - Are rights provided to other participants for implementation of project
 - Do not include sub-license rights, unless otherwise agreed
 - Can be defined freely
 - Exclusions are possible, must be explicit

FP7

	Access rights to background	Access rights to foreground resulting from the project
	Yes, if a participant needs them for carrying out its own work under the project	
For carrying out the project	Royalty-free unless otherwise agreed before acceding to the grant agreement	Royalty-free
	Yes, if a participant needs them for using its own foreground	
For use (exploitation + further research)	Either fair and reasonable conditions or royalty free-to be agreed	

Electronic Proposal Submission Service

- **General aspects**




- Mandatory for submission, no other way
- Comprises Forms:
 - A1: to be completed by Coordinator
 - A2: to be completed by each participant
 - A3: Budget forms
- Allows uploading of pdf versions of the project until the deadline; the last uploaded version will be the one considered
- Coordinator: remember to click on **Submit proposal**

Electronic Proposal Submission Service

Log in URL: <https://www.epss-fp7.org/epss/welcome.jsp>

Welcome to EPSS, the Electronic Proposal Submission Service

Call Selected: FP7-ERANET-2008-RTD
Sub-Scheme Selected: CSA-CA

I am the coordinator of a proposal and I need a user name and a password		REGISTER¹
I already have an online user name and a password		LOGIN
I am a participant (not the coordinator) in a proposal and I need a user name and password		CONTACT YOUR COORDINATOR

Electronic Proposal Submission Service

Form A1: Coordinator

CORDIS: EPSS

[Prepare Proposal](#) [Change Password](#) [Check Validation](#) **[Submit Proposal](#)** [Logout](#)

[General](#) [Proposal Setup](#) [Part A](#) [Part B](#) [History](#)

[Proposal Participants](#)

Participant ID	Organisation short name	A2-Link	A3-Link	E-mails(s)	
1	ITER			info@bioinnovit.com	Edit details

[Add Participant](#)

Organisation Short Name:

Participant E-mail(s):

[Method of determining Indirect Costs](#) [need info?](#)

Cost Model:

Status of your organisation: [need info?](#)

Non Profit Organisation yes no
Public Body yes no
Research Organisation yes no
Higher, secondary education establishment yes no

[add participant](#)

Electronic Proposal Submission Service

Form A2: Each participant



EUROPEAN COMMISSION
7th Framework Programme on
Research, Technological
Development and Demonstration

Collaborative Project
Small or medium-scale
focused research project

A2.1: Participants

Proposal Number

Proposal Acronym

Participant Number

If your organisation has already registered for FP7,

enter your **Participant Identity Code**

Organisation Legal name

Organisation short name

Administrative Data

Legal address

Street name

Number

Town

Postal Code/Cedex

Country

Internet homepage

Electronic Proposal Submission Service

Form A2.1: Each participant



EUROPEAN COMMISSION
7th Framework Programme on
Research, Technological
Development and Demonstration

Collaborative Project
Small or medium-scale
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A2.1: Participants

Proposal Number

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If your organisation has already registered for FP7,

enter your **Participant Identity Code**

Organisation Legal name

Organisation short name

Administrative Data

Legal address

Street name

Number

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Postal Code/Cedex

Country

Internet homepage

Electronic Proposal Submission Service

Form A2.1: Each participant

Status of your Organisation

Certain types of organisations benefit from special conditions under the FP7 participation rules.

The Commission also collects data for statistical purposes.

The guidance notes will help you complete this section.

The status of the organisation is set by the proposal coordinator. If you would like to modify this information, the coordinator must modify it in the proposal set-up page

Non-profit organisation yes no

Public body yes no


Research organisation yes no

Higher or secondary education establishment yes no

Main area of activity (NACE code)

Electronic Proposal Submission Service

Form A2.2: Each participant

Proposal Submission Form		
	EUROPEAN COMMISSION 7th Framework Programme on Research, Technological Development and Demonstration	Collaborative Project Small or medium-scale focused research project
		A2.2: Participants

1. Is your number of employees smaller than 250? (full time equivalent) yes no
2. Is your annual turnover smaller than € 50 million? yes no
3. Is your annual balance sheet total smaller than € 43 million? yes no
4. Are you an autonomous legal entity? yes no

You are NOT an SME if your answer to question 1 is "NO" and/or your answer to both questions 2 and 3 is "NO".

In all other cases, you might conform to the Commission's definition of an SME.

Please check the additional conditions given in the guidance notes to the forms

Following this check, do you conform to the Commission's definition of an SME yes no

Electronic Proposal Submission Service

Form A3.1: Each participant

Proposal Submission Form		
 EUROPEAN COMMISSION 7th Framework Programme on Research, Technological Development and Demonstration	Collaborative Project Large-scale Integrating Project	A3.1: Budget

Proposal Number: Proposal Acronym: Participant Number:

There are different methods for calculating indirect costs. The various options are explained in the guidance notes. Please be aware that not all options are available to all types of organisations.

The method of determining indirect costs is set in the Proposal setup page.
 If you would like to modify this information, you have to do it from the proposal set-up page.

Special transitional flat rate


My legal entity is established in an ICPC yes no
 and I shall use the lump sum funding method

	RTD	Demonstration	Training	Type of Activity Coordination	Support	Management	Other	Total
Personnel costs (in €)	800000	0	0	0	0	126563	0	926563
Subcontracting (in €)	0	0	0	0	0	7500	0	7500
Other direct costs (in €)	533333	0	0	0	0	154688	62500	750521
Indirect costs (in €)	800000	0	0	0	0	168750	37500	1006250
Lump sum, flat-rate or scale of unit (option only for ICPC) (in €)	0	0	0	0	0	0	0	0
Total budget (in €)	2133333	0	0	0	0	457501	100000	2690834
Requested EC contribution (in €)	1600000	0	0	0	0	457500	100000	2157500
Total Receipts (in €)								0

Validation Errors
 No Validation Errors

Electronic Proposal Submission Service

Form A3.2: Total budget

Proposal Submission Forms												
			EUROPEAN COMMISSION 7th Framework Programme on Research, Technological Development						A3.2: Budget			
Participant Nr	Organisation Short Name	Organisation country	Estimated budget (whole duration of the project)								Total receipts	Requested EU contributions
			RTD	Demonstration	Training	Coordination	Support	Management	Other	Total		
1	FEDUNIN A	IT	2066666	0	0	0	0	457500	150000	2674166	0	2157500
2	RU	NL	1786667	0	0	0	0	7500	50000	1844167	0	1397500
3	ULB	BE	1693333	0	0	0	0	7500	0	1700833	0	1277500
4	K.U.Leuven	BE	840000	0	0	0	0	7500	0	847500	0	637500
5	ICL	UK	840000	0	0	0	0	7500	0	847500	0	637500
6	UNIMAN	UK	666667	0	0	0	0	7500	0	674167	0	507500
7	XENTION	UK	1133333	0	0	0	0	7500	50000	1190833	0	907500
8	UNANTES	FR	666667	0	0	0	0	7500	0	674167	0	507500
9	NCB	ES	520000	0	0	0	0	7500	0	527500	0	397500
10	USZ	HU	840000	0	0	0	0	5000	0	845000	0	635000
11	UNIBE	CH	640000	0	0	0	0	7500	50000	697500	0	537500
12	HUJI	IL	666667	0	0	0	0	7500	0	674167	0	507500
13	TAU	IL	933333	0	0	0	0	7500	0	940833	0	707500
14	BIOGEM	IT	520000	0	0	0	0	7500	0	527500	0	397500
15	3iC	IT	0	0	0	0	0	280000	0	280000	0	280000
16	RYTMION	HU	666667	0	0	0	0	7500	0	674167	0	507500
Total			14480000	0	0	0	0	840000	300000	15620000	0	12000000

Evaluation procedure



Evaluation procedure in FP7

