

ForSeaDiscovery

Marie Curie Initial Training Network (MCITN)

Cristina Ramos

European Project Manager

Instituto de Historia (IH)

Consejo Superior de Investigaciones Científicas (CSIC)

Kick-off Meeting - Madrid, 8 April 2014

CONTENT OF THE PRESENTATION

- BUDGET IN DETAIL
- ADMINISTRATIVE DOCUMENTS PACKAGE
- PAYMENT OF THE PRE-FINANCING

BUDGET IN DETAIL: by partner & by cost categories

FORSEADISCOVERY CONSORTIUM		
1	CSIC-HI	SPAIN
2	UNLA	PORTUGAL
3	USC	SPAIN
4	UWTSD	UNITED KINGDOM
5	MA Ltd	UNITED KINGDOM
6	WU	THE NETHERLANDS
7	UL	THE NETHERLANDS
8	RUG	THE NETHERLANDS
9	UdL	FRANCE

A maximum EU contribution of 3.904.166,69 EUROS

Where is it recorded?

- Grant Agreement - Article 5
- Annex 1 - Part D
- GPF - Form A3.2

BUDGET IN DETAIL: by partner & by costs categories

THE COST CATEGORIES

FELLOWS:

- Living allowance (salary) → Cost category 1
- Mobility allowance → Cost category 2

RESEARCH, TRAINING AND NETWORKING → Cost category 3

MANAGEMENT → Cost category 4

OVERHEADS → Cost category 5

BUDGET IN DETAIL: by partner & by costs categories

COST CATEGORY 1 - Monthly living allowance

For whom?

- Recruited fellows

Employment contract

- Fellows should always be paid with employment contract

What does it include?

- Monthly salary for the fellow before any deductions: contributions of both employers and employees to social security, pension, taxation, voluntary deductions (depending of National Laws)

BUDGET IN DETAIL: by partner & by costs categories

COST CATEGORY 1 - Monthly living allowance

How much?

- Depends on 2 factors
 - Level of experience:
 - ✓ Early-stage researcher
 - ✓ Experienter researcher (4-10 years' experience)
 - Country Correction Coefficient (in Work Programme and Annex 1)

How is the monthly salary calculated?

- Annual base rate * country coefficient / 12

What are the base rates?

Researchers Categories	EUR / year
Early-stage researchers	38.000
Experienced researchers (< 10 years' experience)	58.500

BUDGET IN DETAIL: by partner & by costs categories

FORSEADISCOVERY CONSORTIUM			without correction coefficients				Corrections coefficients	with correction coefficients			
			LIVING ALLOWANCE					LIVING ALLOWANCE			
			n°	ESR	n°	ER		n°	ESR	n°	ER
1	CSIC-HI	SPAIN	1	114.000,00	1	117.000,00	97,70	1	111.378,00	1	114.309,00
2	UNLA	PORTUGAL	2	228.000,00	0	0,00	85,00	2	193.800,00	0	0,00
3	USC	SPAIN	2	228.000,00	1	97.500,00	97,70	2	222.756,00	1	95.257,50
4	UWTSD	UNITED KINGDOM	2	228.000,00	0	0,00	134,40	2	306.432,00	0	0,00
5	MA Ltd	UNITED KINGDOM	0	0,00	1	117.000,00	134,40	0	0,00	1	157.248,00
6	WU	THE NETHERLANDS	1	114.000,00	0	0,00	104,10	1	118.674,00	0	0,00
7	UL	THE NETHERLANDS	1	114.000,00	0	0,00	104,10	1	118.674,00	0	0,00
8	RUG	THE NETHERLANDS	2	228.000,00	0	0,00	104,10	2	237.348,00	0	0,00
9	UdL	FRANCE	1	114.000,00	0	0,00	116,10	1	132.354,00	0	0,00
TOTAL			12	1.368.000,00	3	331.500,00			1.441.416,00		366.814,50

1.699.500,00

1.808.230,50

BUDGET IN DETAIL: by partner & by costs categories

COST CATEGORY 1 - Monthly living allowance

Can we pay the fellow less?

- No

Can we pay the fellow more?

- Yes, the top-up cannot be charged to the project, but from other funds yes

Must I pay at the actual level of experience of the fellow or the level foreseen in the Grant Agreement?

- You must pay according to the experience of the fellow. Researchers eligible as ERs cannot be recruited/paid as ESRs.

What if the fellow changes level of experience during the project?

- The fellow is always paid at the level correct at the time of recruitment to the project.

BUDGET IN DETAIL: by partner & by costs categories

COST CATEGORY 1 - Monthly living allowance

We operate on a 14 month pay regime, can we use this for the fellows?

- Yes, provided the fellow receives the full amount owed and it is clearly stated in the contract with the fellow and the reports.

Do we always pay the fellow in euro?

- No, the fellow can be paid in the local currency, but the costs must be reported in euro.

BUDGET IN DETAIL: by partner & by costs categories

COST CATEGORY 1 - Monthly living allowance

What records do we need to keep for EU audit purposes?

- Evidence of the eligibility of the fellow.
- Employment contract/agreement with the fellow.
- Proof of payment of the salary to the fellow and the deductions for social security, etc.
- Evidence that the fellow worked on the project: this can include lab books, conference abstracts, library records, etc.

BUDGET IN DETAIL: by partner & by costs categories

THE COST CATEGORIES

FELLOWS:

- Living allowance (salary) → Cost category 1
- Mobility allowance → Cost category 2

RESEARCH, TRAINING AND NETWORKING → Cost category 3

MANAGEMENT → Cost category 4

OVERHEADS → Cost category 5

BUDGET IN DETAIL: by partner & by costs categories

COST CATEGORY 2 - Monthly mobility allowance

For whom?

- All recruited fellows

How much?

- Depends on 2 factors

- Family status of the fellow*:
 - ✓ With family = € 1.000 per month
 - ✓ Without family = € 700 per month

(The Commission has transferred / paid an average of € 850 per month)

- Country Correction Coefficient

* Family: persons linked to the researcher by (i) marriage, or (ii) a relationship with equivalent status to marriage recognised by the national legislation of the country of the host organisation or of the nationality of the researcher, or (iii) dependent children maintained by the researcher.

BUDGET IN DETAIL: by partner & by costs categories

COST CATEGORY 2 - Monthly mobility allowance

FORSEADISCOVERY CONSORTIUM			without correction coefficients				Corrections coefficients	with correction coefficients			
			MOBILITY ALLOWANCE					MOBILITY ALLOWANCE			
			n°	ESR	n°	ER		n°	ESR	n°	ER
1	CSIC-HI	SPAIN	1	30.600,00	1	20.400,00	97,70	1	29.896,20	1	19.930,80
2	UNLA	PORTUGAL	2	61.200,00	0	0,00	85,00	2	52.020,00	0	0,00
3	USC	SPAIN	2	61.200,00	1	14.000,00	97,70	2	59.792,40	1	16.609,00
4	UWTSD	UNITED KINGDOM	2	61.200,00	0	0,00	134,40	2	82.252,80	0	0,00
5	MA Ltd	UNITED KINGDOM	0	0,00	1	20.400,00	134,40	0	0,00	1	27.417,60
6	WU	THE NETHERLANDS	1	30.600,00	0	0,00	104,10	1	31.854,60	0	0,00
7	UL	THE NETHERLANDS	1	30.600,00	0	0,00	104,10	1	31.854,60	0	0,00
8	RUG	THE NETHERLANDS	2	61.200,00	0	0,00	104,10	2	63.709,20	0	0,00
9	UdL	FRANCE	1	30.600,00	0	0,00	116,10	1	35.526,60	0	0,00
TOTAL				367.200,00		54.800,00			386.906,40		63.957,40

422.000,00

450.863,80

BUDGET IN DETAIL: by partner & by costs categories

COST CATEGORY 2 - Monthly mobility allowance

Is the mobility allowance taxed?

- Normally yes, it depends on local taxation rules
- Some institutes offers to operate this as a 'virtual real cost' category in accordance with their administrative procedures. This means that fellows can submit receipts for rent, household bills, etc. Which can be used to grant partial exceptions from tax

What records do we need to keep for EU audit purposes?

- Same as for living allowance and
- Evidence of the eligibility for the mobility allowance

What if the family status changes during the project?

- The mobility allowance is calculated for the family status at the time of recruitment to the project

BUDGET IN DETAIL: by partner & by costs categories

THE COST CATEGORIES

FELLOWS:

- Living allowance (salary) → Cost category 1
- Mobility allowance → Cost category 2

RESEARCH, TRAINING AND NETWORKING → Cost category 3

MANAGEMENT → Cost category 4

OVERHEADS → Cost category 5

BUDGET IN DETAIL: by partner & by costs categories

COST CATEGORY 3 - Contribution to research / training / transfer of knowledge

How much?

- Fixed amount of € 1.800 per fellow-month recruited

What is to used for?

- Publication of vacant positions
- Training courses, etc
- Research costs (purchase of books, translations and editorial work, purchase of small equipment, journals costs, tuition fees, etc...)
- Conference attendance, etc
- Coordination between participants including network meetings
- Secondment costs
- Specific 'ForSeaDiscovery Workshops'

The Scientist in Charge of each institution is the responsible of this money, and he/she decide how expend this category, not the ESR o ER.

BUDGET IN DETAIL: by partner & by costs categories

COST CATEGORY 3 - Contribution to research / training / transfer of knowledge

FORSEADISCOVERY CONSORTIUM			RESEARCH, TRAINING AND TRANSFER OF KNOWLEDGE COST							
			Nº ESR	MONTHS	FLAT-RATE	TOTAL	Nº ER	MONTHS	FLAT-RATE	TOTAL
1	CSIC-HI	SPAIN	1	36	1.800	64.800,00	1	24	1.800	43.200,00
2	UNLA	PORTUGAL	2	72	1.800	129.600,00	0	0	1.800	0,00
3	USC	SPAIN	2	72	1.800	129.600,00	1	20	1.800	36.000,00
4	UWTSD	UNITED KINGDOM	2	72	1.800	129.600,00	0	0	1.800	0,00
5	MA Ltd	UNITED KINGDOM	0	0	1.800	0,00	1	24	1.800	43.200,00
6	WU	THE NETHERLANDS	1	36	1.800	64.800,00	0	0	1.800	0,00
7	UL	THE NETHERLANDS	1	36	1.800	64.800,00	0	0	1.800	0,00
8	RUG	THE NETHERLANDS	2	72	1.800	129.600,00	0	0	1.800	0,00
9	UdL	FRANCE	1	36	1.800	64.800,00	0	0	1.800	0,00
TOTAL						777.600,00				122.400,00

BUDGET IN DETAIL: by partner & by costs categories

COST CATEGORY 3 - Contribution to research / training / transfer of knowledge

What documents to keep for an audit?

- For the purposes of the Grant Agreement, we do not need to keep detailed records of what the money was used for
- However, we must comply with the accounting rules of our institution, as they normally require more records
- In the case of an audit by the EU, we will need to provide the same evidence as required for categories 1 and 2

BUDGET IN DETAIL: by partner & by costs categories

COST CATEGORY 4 - Management activities

In the case of our ITN all the 'management activities' will be organised and pay by the Coordinator.

What is it used for?

- Kick-off meeting - Madrid
- Salary of the person recruited to manage the project
- To develop and maintain the ForSeaDiscovery webpage
- Supervisory board meetings
- Associated partners costs
- Costs associated with the preparation of the reports and other documents required by the REA
- etc

Certificate of financial statement (CFS)

- Applicable to each beneficiary with a EU contribution higher or equal € 375.000

BUDGET IN DETAIL: by partner & by costs categories

COST CATEGORY 5 - Overheads

How much?

- 10% of direct costs

What records do we to keep for EU audit purposes?

- None → beneficiaries do not report on the use of the overheads

BUDGET IN DETAIL: by partner & by costs categories

COST CATEGORY 4 & 5 - Management activities & Overheads

FORSEADISCOVERY CONSORTIUM			MANAGEMENT	OVERHEADS	TOTAL
1	CSIC-HI	SPAIN	382.148,15	76.566,21	842.228,36
2	UNLA	PORTUGAL	2.000,00	37.742,00	415.162,00
3	USC	SPAIN	2.000,00	56.201,49	618.216,39
4	UWTSD	UNITED KINGDOM	2.000,00	52.028,48	572.313,28
5	MA Ltd	UNITED KINGDOM	0,00	22.786,56	250.652,16
6	WU	THE NETHERLANDS	0,00	21.532,86	236.861,46
7	UL	THE NETHERLANDS	0,00	21.532,86	236.861,46
8	RUG	THE NETHERLANDS	2.000,00	43.265,72	475.922,92
9	UdL	FRANCE	0,00	23.268,06	255.948,66
TOTAL			390.148,15	354.924,24	3.904.166,69

CONTENT OF THE PRESENTATION

- BUDGET IN DETAIL
- ADMINISTRATIVE DOCUMENTS PACKAGE
- PAYMENT OF THE PRE-FINANCING

ADMINISTRATIVE DOCUMENTS PACKAGE



- Grant Agreement Preparation Forms (GPFs)
- Grant Agreement (GA)
- Consortium Agreement (CA)

GRANT PREPARATION FORMS (GPFs)



1. Basic information of the project
2. Identify each host institution or companies
3. Identify each principal investigator
4. Include the budget of each partner

GRANT AGREEMENT (GA)

Structure:

➤ Core GA

+

➤ Annexes

I. Technical Annex - Description of work

II. General conditions

III. Specific provisions for ITN (multi-ITN, EID, IDP version)

IV. Form A: accession to the grant agreement (multi)

V. Form B: request for accession of a new beneficiary (multi)

VI. Form C: Financial statement

VII. Form D: ToR for the CFS; Form E: ToR for the certificate on methodology

CONSORTIUM AGREEMENT(CA)

The purpose of the Consortium Agreement is to specify the relationship among the Parties, in particular concerning the organisation of the work, the management and the rights and obligations of the Parties concerning liability, Access Rights and dispute resolution.

CONTENT OF THE PRESENTATION

- BUDGET IN DETAIL
- ADMINISTRATIVE DOCUMENTS PACKAGE
- PAYMENT OF THE PRE-FINANCING