



# CONTRACTUAL RULES AND GRANT AGREEMENT IMPLEMENTATION

Research Executive Agency  
Marie Curie host-driven actions

ITN Coordinators Meeting  
Brussels, September 2012

# Content of the presentation

## 1. Contractual rules

- Structure of the Grant Agreement (GA)
- Core GA
- Annexes

## 2. Grant Agreement implementation

- Role of the Coordinator (*multi*)
- Obligations of the Consortium (*multi*)
- Obligations of each beneficiary
- Obligations of the beneficiary (*mono*)
- General advice
- Useful documents

## 3. Amendments

# Contractual rules

# Structure of the Grant Agreement

**Core Grant Agreement** { *Multi*  
*Mono (IDP)*

## **Annexes:**

- I. Technical Annex - Description of work
- II. General conditions
- III. Specific provisions for ITN (*multi or mono 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

# Core Grant Agreement

- List of beneficiary/ies
- Duration
- Reporting periods
- Maximum financial contribution of the EU
- Pre-financing and Guarantee Fund
- Bank Account
- Special clauses e.g. mid-term review meeting
- Communication addresses
- Signature



**Copy to be given to the beneficiaries and the recruited fellows**

# Annex I: Description of work



- Unique for each project
- Description of joint research programme/doctoral programme (*IDP*), recruitment planning, training, milestones and deliverables
- Set-out the activities for 4 years
- **For any modification, please contact your PO**

All reports (Progress, Periodic, Mid-Term, Final) will be assessed with respect to Annex I

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# Annex II: General Conditions

Common to all Marie Curie Actions  
Different for Mono-Beneficiary and Multi-beneficiaries projects

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"ANNEX II"	
GENERAL CONDITIONS	
MARIE CURIE ACTIONS (MULTI-BENEFICIARY)	
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## Definitions

### Part A: Implementation of the project

- Organisation of the consortium
- Role of coordinator
- Performance obligation of each beneficiary
- Reporting
- Subcontracting
- Suspension
- Reports, Deliverables
- Confidentiality, Publicity

### Part B: Financial provisions

- Eligible costs, interests, receipts
- Guarantee fund
- Audits, financial penalties

### Part C: Intellectual Property Rights, use and dissemination

- Foreground
- Access Rights

### Final Provisions

- Amendments
- Termination

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# Annex III: Specific Provisions for ITN

Specific for ITNs – be sure you use the right annex (*version 2012*) !  
Different for Mono-Beneficiary and Multi-beneficiaries projects

## Definitions

## Part A: Implementation of the project

- Performance obligations
- Selection of researchers
- Beneficiary's relationship with the researcher
- Reports and deliverables
- Confidentiality, Publicity

## Part B: Financial Provisions

- Eligible costs

## Part C: Intellectual Property Rights

- Access Rights



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# Grant Agreement Implementation

# Role of the Coordinator

## *Article II.2 of Annex II: role of coordinator (multi)*

- Intermediary for any communication between REA and the beneficiaries
- Administration and distribution of financial contribution of the EU
- Keep records and financial accounts
- Inform the REA of the distribution of the financial contribution
- Review reports to verify consistency before transmitting them to the REA
- Monitor compliance by beneficiaries with the GA

**CORE COORDINATION TASKS  
CANNOT BE SUBCONTRACTED!**

# Obligations of the consortium

*Article II.2.4 of Annex II and article III.2.1 of Annex III (multi)*

- Provide all detailed data requested by the REA or the European Commission for the purposes of the proper administration of the project
- Take all measures to ensure that the project is carried out in accordance with the terms and conditions of the GA
- Ensure efficient implementation of the project
- Recruit at least 40% women researchers
- No more than 40% of EU contribution to one country
- Organise a mid-term review meeting with the REA
- Establish a supervisory board of the network
- Take decisions on re-distribution of allocation of researcher-months and inform the REA beforehand

# Obligations of each beneficiary (1)

**NB: These provisions concern coordinator too!**



***Article II.3 of Annex II and article III.2.2 of Annex III (multi)***

- Carry out the work as identified in Annex I
- Provide the REA, the EU including OLAF and the Court of Auditors with all info requested in the framework of controls and audits
- Select each researcher according to the eligibility criteria, conclude an agreement, establish a Career Development Plan
- Execute, by due dates, all payments to the researcher (*Marie Curie rates!*)
- Provide infrastructure and reasonable assistance to the researchers in all administrative procedures
- Appoint each researcher hosted for a period longer than a secondment period of 30% of the total period of the agreement in force

## Obligations of each beneficiary (2)

- Ensure that each researcher will be trained under the project for the time specified in the employment agreement
- Ensure that each researcher completes the evaluation questionnaire, provided by the REA, at the end of the initial training activities
- Contact each researcher two years after the end of the project in order to invite him/her to complete the follow-up questionnaire provided by the REA
- Record and update, for at least 3 years after the end of the project, the contact details of the researchers



# Obligation of the beneficiary (*mono*)

## ***Article II.2 of Annex II and article III.2 of Annex III : (mono)***

- Carry out the work to be performed, as identified in Annex I
- Where is necessary may call upon third parties to carry out certain elements
- Ensure that the rights of the REA, to carry out audits are extended to any third party
- Ensure efficient implementation of the project
- Take part in meetings concerning the supervision, monitoring and evaluation of the project
- Establish, together with the associated partner(s), a supervisory board of the network
- Select each researcher according to the eligibility criteria, conclude an agreement, establish a Career Development Plan
- Recruit at least 40% women researchers

**CORE TASKS CANNOT BE  
SUBCONTRACTED!**

## Obligations of the beneficiary (2)

- Execute, by due dates, all payments to the researcher (*Marie Curie rates!*)
- Provide infrastructure and reasonable assistance to the researchers in all administrative procedures
- Organise a mid-term review meeting with the REA
- Establish a supervisory board of the network
- Ensure that each researcher will be trained under the project for the time specified in the employment agreement
- Ensure that each researcher completes the evaluation questionnaire, provided by the REA, at the end of the initial training activities
- Contact each researcher two years after the end of the project in order to invite him/her to complete the follow-up questionnaire provided by the REA
- Record and update, for at least 3 years after the end of the project, the contact details of the researchers
- Conclude a partnership agreement with the associated partners for the purpose of the initial training activities in compliance with the GA



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# Amendments



# A heavy legal procedure

*It is advisable to avoid as much as possible!*

- **Formal amendment:**
  - Change of coordinator
  - Change of Bank details
  - ...
- **Notification**
  - Change of authorized representative
  - ...

*Should always be discussed with the PO in advance: please do not submit a formal request before to avoid incorrect and incomplete requests (and delays).*

*No request for extension of contract duration*

- **Respect the recruitment schedule!**

# General Advice

- Inform your partners (multi) and the fellows about their rights and duties as laid down in the GA
- Provide fellows with a copy of the Grant Agreement and Annexes
- Inform the financial office in your organisation about the financial rules governing your GA
- Stay in regular contact with your PO and discuss any potential problems at an early stage
- When preparing your reports, follow carefully the ITN Reporting Guidelines

## When you have Questions

- Implementation of the GA within the local legislation, contact your National Contact Point:

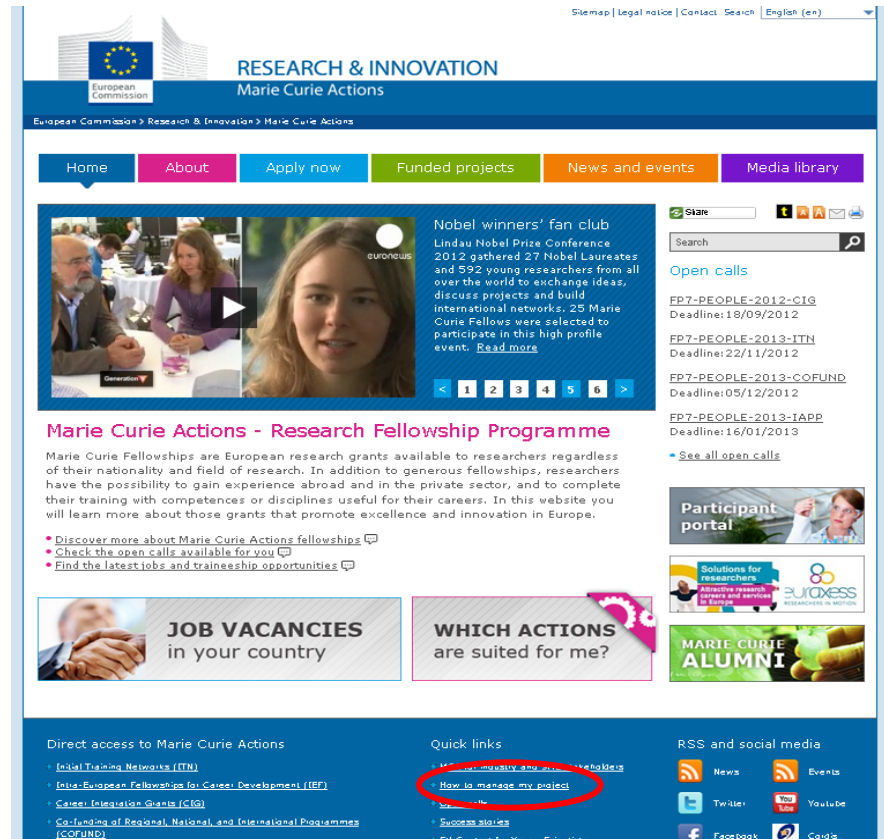
[http://cordis.europa.eu/fp7/ncp\\_en.html](http://cordis.europa.eu/fp7/ncp_en.html)

- Consult FAQs in the “About” section via our Marie Curie Action website:

[\*\*http://ec.europa.eu/mariecurieactions\*\*](http://ec.europa.eu/mariecurieactions)

# Useful documents (1)

1. Go to: [ec.europa.eu/mariecurieactions](http://ec.europa.eu/mariecurieactions)
2. Click on «How to manage my project»



The screenshot shows the Marie Curie Actions website. At the top, there is a navigation bar with the European Commission logo and the text 'RESEARCH & INNOVATION Marie Curie Actions'. Below this is a secondary navigation bar with tabs for 'Home', 'About', 'Apply now', 'Funded projects', 'News and events', and 'Media library'. The main content area features a video player on the left and a text block on the right titled 'Nobel winners' fan club'. Below this is a section for 'Marie Curie Actions - Research Fellowship Programme' with a brief description and three bullet points: 'Discover more about Marie Curie Actions fellowships', 'Check the open calls available for you', and 'Find the latest jobs and traineeship opportunities'. There are also three promotional boxes: 'JOB VACANCIES in your country', 'WHICH ACTIONS are suited for me?', and 'MARIE CURIE ALUMNI'. On the right side, there is a 'Participant portal' and a 'Solutions for researchers' section. At the bottom, there is a footer with 'Direct access to Marie Curie Actions' (listing links like 'Initial Training Networks (ITN)', 'Intra-European Fellowships for Career Development (IEF)', 'Career Integration Grants (CIG)', and 'Co-funding of Regional, National and International Programmes (COFUND)'), 'Quick links' (listing 'Marie Curie Actions website', 'How to manage my project', 'Success stories', and 'EU Contact for Young Scientists'), and 'RSS and social media' (listing 'News', 'Events', 'Twitter', 'YouTube', 'Facebook', and 'G+'). A red arrow points to the 'How to manage my project' link in the Quick links section.

# Useful documents (2)

## 2. Click on *ITN*



Sitemap | Legal notice | Contact | Search | English (en) ▼

RESEARCH & INNOVATION  
Marie Curie Actions

European Commission > Research & Innovation > Marie Curie Actions > Funded projects > How to manage my project

Home About Apply now **Funded projects** News and events Media library

### How to manage my project - Marie Curie Actions research fellowships

This page will help you find all the necessary information related to the negotiation and implementation of your Marie Curie grant.


Share 

Search 

**Find**

- Legal documents (model grant agreement, work programme, financial regulations etc.)
- Negotiation guidance
- Implementation and reporting guidance
- Best practice

Please choose the action of your interest:

- **Initial Training Networks (ITN)** 
- [Intra-European Fellowships for Career Development \(IEF\)](#) 
- [Career Integration Grants \(CIG\)](#) 
- [Co-funding of Regional, National, and International Programmes \(COFUND\)](#) 
- [Industry Academia Partnerships and Pathways \(IAPP\)](#) 
- [International Outgoing Fellowships \(IOF\)](#) 
- [International Incoming Fellowships \(IIF\)](#) 

Participant portal 

FAQ 

Contact us 

Open calls

# Useful documents (3)

## Initial Training Networks (ITN)

### Marie Curie Actions fellowships - How to manage my project - ITN

General advice

Grant agreement negotiation
















Project management

Your Marie Curie Grant Agreement is managed by the Research Executive Agency (REA). For more information on REA please visit the [website](#).

#### Guide for Applicants

- The Guide for Applicants contains the essential information to guide you through the process of preparing and submitting a proposal, but also on how to implement your project. Work programmes and hence also the Guides for Applicants are revised each year, so make sure you refer to the guide for the call under which your project was funded. These documents are available from the [Call pages](#).

#### Reporting & General Project Management

- [Marie Curie Actions Financial Guidelines 2007-2010 Work Programmes](#)  (427 KB)
- [Marie Curie Actions Financial Guidelines 2011-2012 Work Programmes](#)  (422 KB)
- [Marie Curie Actions Financial Guidelines - Frequently Asked Questions](#)  (194 KB)
- [Coordinators briefings February 2012](#)  (7 MB)
- [Eligibility of Tuition Fees in Marie Curie Action Cost Statements in FP7](#)  (222 KB)
- [Guidance Notes on Project Reporting for ITN Projects](#)  (220 KB) 
- [Participant Portal](#)
- [Researchers Questionnaires](#)
- [Guide to Financial Issues relating to FP7 Indirect Actions](#)  (779 KB) 
- [IPR Helpdesk](#)
- [Amendment Guide for FP7 Grant Agreements](#)  (271 KB) 
- [ITN Mid-Term Review Guidelines](#)  (113 KB) 
- [Contact persons for ITN projects](#)  (79 KB) 

#### Recruiting Researchers

- [Publish a vacancy](#) 
- [Submit a Declaration of Conformity via Sesam](#)
- [The European Charter for Researchers & The Code of Conduct for the Recruitment of Researchers](#)



**Thank you for your attention**

**<http://ec.europa.eu/mariecurieactions>**