



Marie Skłodowska-Curie Actions

Research and Innovation Staff Exchange (RISE) Kick off meeting

Sept 12, 2019

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Research Programme Administrator A.3. MSCA RISE
Research Executive Agency

OVERVIEW

- **Mobility in Research and RISE objectives**
- **Your MAT/PHY RISE team**
- **Grant management key points**
- **Where to find answers!**

Marie Skłodowska-Curie



***"You cannot hope to build a better world
without improving the individuals"***

Marie Skłodowska-Curie Actions *in Horizon 2020 (2014-2020)*

The three pillars of H2020



MSCA:

European Union's main programme for researcher training and career development through mobility

Objective:

Ensure optimum development and dynamic use of Europe's intellectual capital in order to generate new skills, knowledge and innovation



Mobility = Take your career in your own hands

Why does training & mobility matter?

Only 4% of researchers change country, but those who do have 40% higher average citation rates

C.R. Sugimoto et al. (2017), "Scientists have most impact when they're free to move", Nature Vol.550, Issue 7674 (study tracking 16 million individuals who published papers in the period 2008-2015)

MCSA fellows:

- Produced more – and more highly-cited – publications
- Enjoyed better employment prospects and contracts
- Were more successful in applying for ERC grants
- Collaborate more with non-academic sector
- Achieved senior position more frequently

European Commission (2014), *Marie Curie Researchers and their Long-Term Career Development: A Comparative Study* (by Economisti Associati, GfK and ISI Fraunhofer)

Marie Skłodowska-Curie Actions



**Research and
Innovation Staff
Exchanges**



**Innovative
Training
Networks**



**Individual
fellowships**



**Cofunding of
research
programmes**

What is MSCA RISE?



- RISE = “Research and Innovation Staff Exchange”
- Horizon 2020 family of Marie Skłodowska-Curie Actions (MSCA)
- Funding **in any scientific field** for joint research and innovation projects
- Implemented through exchange of staff and networking

RISE Objectives



**Innovation via
collaborations
between
academic and
industry**



**Boost careers of
researcher via
mobility**

**Strengthen
partnerships
across globe**



**Knowledge and
discoveries
across
disciplines**

What does RISE fund?



RISE in practice



Who

Minimum 3 independent organisations from 3 different countries; 2 of which MS/AC

What

Joint R&I activities

How

Staff exchanges (1-12 months)

How long

Up to 4 years

How many exchanges

Up to 540 months



RISE Secondments



"Intersectoral"

*EU Member States
(MS) and Associated
countries (AC)*



"International"

*Between EU MS/AC
and Third Country
partners*

Which staff can be exchanged?



"Staff" in participating organisation



Have research experience



Active in R&I in the last 1 month

MSCA-RISE – Who are we?

- **Your MAT/PHY RISE team**
 - **Annouchka Nabokoff, Robert Szczepanski, Amir Spahic, Amanda Jane Ozin-Hofsaess**
 - **Head of Sector (Brito Ferreira)**
 - **Head of Unit (Fredrik Olsson Hector)**
- **Grant management key points**
- **Where to find answers!**

Key issues in project « life cycle »

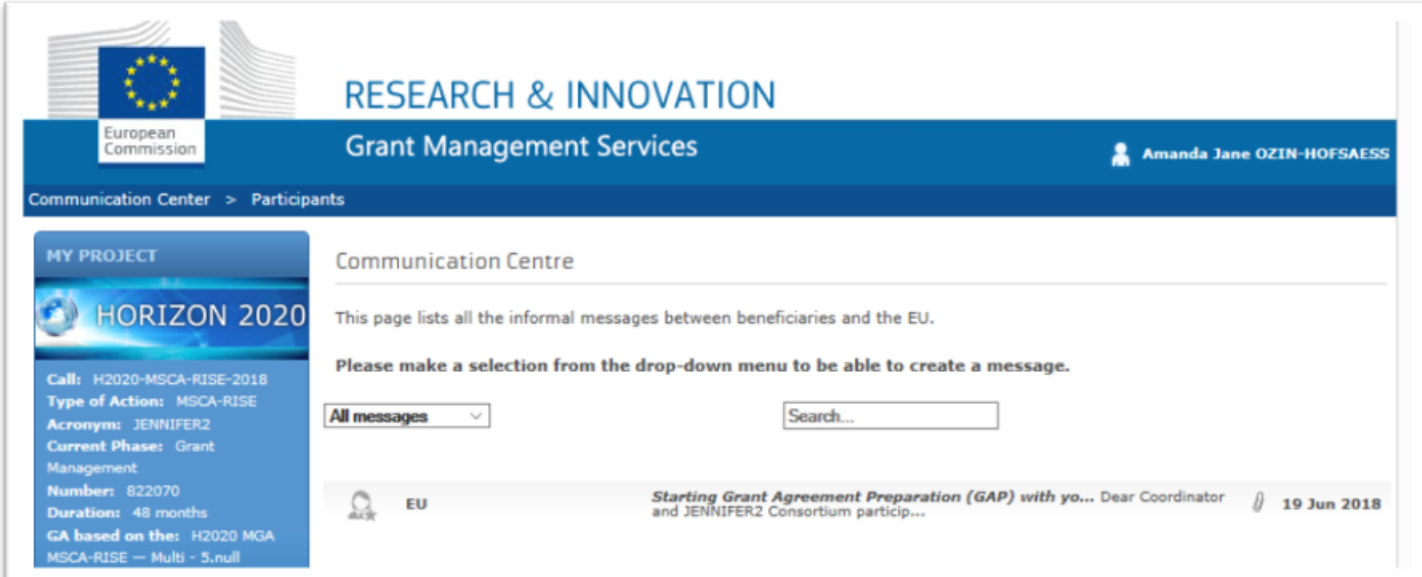
- Mobility in Research
- RISE objectives
- Your MAT/PHY RISE team
- **Grant management**
- Where to find answers!

Project « life cycle »

1. **Signed Grant agreement + Consortium Agreement**
2. **Starting secondments and continuous reporting**
3. **Deliverable = Annual Progress report 1 - M24**
4. **Deliverable = Mid term meeting (MTM) – M14-20**
5. **Periodic Report (RP1) for payment – M24**
6. **Deliverable = Annual Progress report 2 – M36**
7. **Complete implementation secondments**
8. **Periodic Report (RP2) for final payment – M48**

Your Grant and Consortium Agreement (CA)

- Major changes = amendment
- Other needs check with PO
- Confirm CA signed via Participant Portal Grant Management system (PPGMS)



The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' interface. The top navigation bar includes the European Commission logo and the user name 'Amanda Jane OZIN-HOFSAESS'. The breadcrumb trail shows 'Communication Center > Participants'. The main content area is titled 'Communication Centre' and contains the text: 'This page lists all the informal messages between beneficiaries and the EU. Please make a selection from the drop-down menu to be able to create a message.' Below this text are a dropdown menu set to 'All messages' and a search input field. On the left, a 'MY PROJECT' sidebar shows details for a 'HORIZON 2020' project: Call: H2020-MSCA-RISE-2018, Type of Action: MSCA-RISE, Acronym: JENNIFER2, Current Phase: Grant Management, Number: 822070, Duration: 48 months, CA based on the: H2020 MGA MSCA-RISE — Multi - 5.null. At the bottom, a message preview shows a sender 'EU' and a subject 'Starting Grant Agreement Preparation (GAP) with yo...' dated '19 Jun 2018'.

Secondments and Continuous Reporting

- Get started and follow the secondment plan
- Encode correctly (i.e. split stays)
- Deviations communicate with justification to coordinator for monitoring and reporting

Secondment duration

**1 MONTH (MINIMUM)
per "secondment"**

- ✓ same staff member
- ✓ same sending organisation
- ✓ same hosting organisation

**12 MONTHS MAXIMUM
per staff member**



Travel periods included



Split stays allowed and **please encode correctly!!**

Examples



Staff of
Organisation A



**Single secondment
(staff exchange A → B)**

Organisation
B

Minimum
1 month

Maximum **12**
months

On the
whole
project
duration

Split stays
within the same secondment
to reach 1 month minimum

Examples (2)



**Multiple secondments
(staff exchange A → B + C + D)**

**Staff of
Organisation A**

Organisation
B

Organisation
C

Organisation
D

Minimum 1
month

Maximum
12 months

On the
whole
project
duration

**Split stays
within the same hosting
organisation
to reach 1 month
minimum**

Secondments and Continuous Reporting

- Keep secondment and other information up to date in the **continuous reporting mode**
- Keep record of achievements in secondments to be linked to the technical work in **periodic reports** (RP1/2)

REPORTING – Continuous

The screenshot shows a navigation menu on the left with 'My Project(s)' highlighted in a red box. A black arrow points from this menu to a table of projects. The table has columns for ACRONYM, CALL, PROGRAM, PROJECT, PHASE, and ACTIONS. The first row is for 'SAFE-Aqua' with call 'H2020-MSCA-RISE-2016'. The ACTIONS column contains three icons: PC (Project Consortium), VP (View Proposal), and MP (Manage Projects). A red arrow points to the MP icon, and the text 'MP' is written in red below it.

ACRONYM	CALL	PROGRAM	PROJECT	PHASE	ACTIONS
SAFE-Aqua	H2020-MSCA-RISE-2016	H2020	734486	Active	PC VP MP

The screenshot shows the 'Participant Portal - Grant Management Services' interface. On the left is a sidebar for 'MY PROJECT' with details for 'HORIZON 2020' project 'SAFE-Aqua'. The main area shows a progress bar for 'Continuous Reporting 734486 - SAFE-Aqua' with a red arrow pointing to it. Below this is a section for 'Proposal Management & Grant Preparation' with a timeline from 'Submitted' to 'Paid'.

Continuous Reporting

Continuous Reporting 734486 - SAFE-Aqua

Submitted Informed Invited Prepared Signed Paid

REPORTING – Continuous

Key information tabs SYGMA


- Summary for Publications
- Deliverables
- Milestones
- Publications
- Dissemination
- Patents (IPR)
- SME Impact
- Gender
- Researchers (Declarations)



Publishable Summary










Grant Management Project Continuous Report goFund

734486 (SAFE-Aqua) MSCA-RISE Summary for publication Deliverables Milestones Publications Dissemination Patents (IPR) SME Impact Gender Researchers


 THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION
HORIZON 2020

Call: H2020-MSCA-RISE-2016 Unit: REA/A/03

Topic: MSCA-RISE-2016

Summary for publication

 The summary for publication should be written as a "stand-alone" text, in a language easily understandable by a broader public and must not contain any confidential data

Summary of the context and overall objectives of the project (For the final period, include the conclusions of the action)

[No text provided]

Work performed from the beginning of the project to the end of the period covered by the report and main results achieved so far (For the final period please include an overview of the results and their exploitation and dissemination)

[No text provided]

Progress beyond the state of the art and expected potential impact (including the socio-economic impact and the wider societal implications of the project so far)

[No text provided]


Address (URL) of the project's public website

[No text provided]

Images attached to the Summary for publication

Image Name	Image Description	Actions
------------	-------------------	---------

Deliverables



Grant Management

Project Continuous Report


MSCA-RISE

THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION


HORIZON 2020

Call: H2020-MSCA-RISE-2016
Topic: MSCA-RISE-2016
Unit: REA/A/03


Summary for publication




Deliverables




Milestones




Publications




Dissemination




Patents (IPR)




SME Impact



Gender



Researchers



Deliverables

 For each Deliverable, a single file (max 52MB) can be uploaded

Please download here the template for the Progress Report:  [Download template](#)

← Template for Progress Report

WP No	Del Rel. No	Del No	Title	Lead Benefici	Nature	Dissemination Lev	Est. Del. Date (an	Receipt Date	Approval Date	Status
WP1	D1.1	D1	Shrimp organ sa		Report	Confidential, oi	31 Dec 2019			Pending
WP1	D1.2	D2	Effects of feed		Report	Confidential, oi	31 Dec 2018			Pending
WP1	D1.3	D3	Formulation of		Report	Confidential, oi	31 Dec 2019			Pending
WP1	D1.4	D4	Effects of verte		Report	Public	31 Dec 2019			Pending
WP2	D2.1	D5	A workshop on		Other	Public	30 Jun 2018			Pending
WP2	D2.2	D6	Shrimp genome		Report	Confidential, oi	30 Apr 2020			Pending
WP3	D3.1	D7	Established pro		Report	Confidential, oi	31 Dec 2018			Pending
WP3	D3.2	D8	List of ecosanc		Report	Confidential, oi	30 Jun 2019			Pending
WP3	D3.3	D9	Establishment c		Demonstrator	Confidential, oi	31 Dec 2019			Pending
WP3	D3.4	D10	A workshop on		Report	Public	31 Dec 2017			Pending
WP3	D3.5	D11	First sequencin		Report	Confidential, oi	31 Dec 2019			Pending
WP3	D3.6	D12	Validation and		Report	Confidential, oi	30 Apr 2020			Pending
WP4	D4.1	D13	Molecular meth		Report	Confidential, oi	31 Dec 2017			Pending
WP4	D4.2	D14	Establishment c		Report	Public	31 Dec 2018			Pending
WP4	D4.3	D15	Feed additives		Report	Confidential, oi	31 Dec 2019			Pending
WP5	D5.1	D16	Establishment c		Report	Confidential, oi	31 Dec 2018			Pending
WP5	D5.2	D17	A workshop on		Other	Public	29 Feb 2020			Pending
WP5	D5.3	D18	Methods for me		Report	Public	31 Dec 2020			Pending
WP6	D6.1	D19	Model of qualit		Report	Public	31 Oct 2020			Pending
WP7	D7.1	D20	A kick-off meet		Report	Confidential, oi	31 Jan 2017			Pending
WP7	D7.2	D21	A public projec		Websites, paten	Public	30 Jun 2017			Pending

←

Dissemination

Grant Management | Project Continuous Report | goLand

MSCA-RISE | Summary for publication | Deliverables | Milestones | Publications | **Dissemination** | Patents (IPR) | SME Impact | Gender | Researchers

THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION
HORIZON 2020
Call: H2020-MSCA-RISE-2014 | Topic: MSCA-RISE-2014 | Unit: REA/A/03

Summary for publication: ✓
Deliverables: i
Milestones: i
Publications: ✓
Dissemination: ✓
Patents (IPR): ✓
SME Impact: ✓
Gender: ✓
Researchers: ✓

Dissemination & Communication Activities

Specify the total funding amount used for Dissemination and Communication activities linked to the project

Total Funding Amount 40.50 €

Specify the number of Dissemination and Communication activities linked to the project **i**

for each of the following categories

Organisation of a Conference	0
Organisation of a Workshop	0
Press release	0
Non-scientific and non-peer-reviewed publication (popularised publication)	0

Specify the estimated number of persons reached, in the context of all dissemination and communication activities, in each of the following categories

Communications must mention the EU funding
(sentence in GA Art. 38.1.2)

Patents

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MSCA-RISE | Summary for publication | Deliverables | Milestones | Publications | Dissemination | **Patents (IPR)** | SME Impact | Gender | Researchers

THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION
HORIZON 2020
Call: H2020-MSCA-RISE-2014 | Topic: MSCA-RISE-2014 | Unit: REA/A/03

Summary for publication: ✓
Deliverables: i
Milestones: i
Publications: ✓
Dissemination: ✓
Patents (IPR): ✓
SME Impact: ✓
Gender: ✓
Researchers: ✓

Patents (IPR)

This project does not have any Registered Intellectual Property Right yet

x 1. e adidale p... 12/2014

All patents must mention the EU funding
(sentence in GA Art. 27.3)

SME Impact & Gender

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MSCA-RISE
THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION
HORIZON 2020
Call: H2020-MSCA-RISE-2014
Topic: MSCA-RISE-2014
Unit: REA/A/03

Summary for publication	Deliverables	Milestones	Publications	Disseminator	Patents (IPR)	SME Impact	Gender	Researchers
✓	i	i	✓	✓	✓	✓	✓	✓

Impact on SMEs

Questionnaire to measure the impact of H2020 Programme on growth and job creation in participating SMEs

Please add updated information on turnover of the company and number of employees (only for SME participants)

SME Name	Financial year accounts	Type of data entry	Turnover	N of Employees
G	31/12/2014	Beginning of Project		

MSCA-RISE
THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION
HORIZON 2020
Call: H2020-MSCA-RISE-2014
Topic: MSCA-RISE-2014
Unit: REA/A/03

Summary for publication	Deliverables	Milestones	Publications	Disseminator	Patents (IPR)	SME Impact	Gender	Researchers
✓	i	i	✓	✓	✓	✓	✓	✓

Gender

Gender Dimension in the Project [i](#)

• Does the project include a gender dimension in research? Yes No

Gender of R&D participants involved in the project [i](#)

Please include in the count the participants working for Third Parties (if appropriate)

Organisation	Number of Female partic	Number of Male participa	Total Number of partici
1 - IMI	3	4	7

Researcher Declarations

Grant Management Project Continuous Report

MSCA-RISE
THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION
HORIZON 2020
Call: H2020-MSCA-RISE-2014
Topic: MSCA-RISE-2014
Unit: REA/A/03

Summary for publication ✓ Deliverables ⓘ Milestones ⓘ Publications ✓ Dissemination ✓ Patents (IPR) ✓ SME Impact ✓ Gender ✓ **Researchers** ✓

Researcher Declaration

Project's Researcher Library

← **Library of RDs: shows duplicate entries**

Fellow Id	First Name	Last Name	Gender	Birthday	Nationality	Submitted Declarations
1	Domen	Domen	M	19-12-1989	SI - Slovenia	1 of 1
2	Valentina	Valentina	F	31-01-1980	IT - Italy	1 of 1
3	Greta	Greta	F	19-03-1975	IT - Italy	1 of 1
4	Jure	Jure	M	23-04-1989	SI - Slovenia	1 of 1

Researcher Declaration

← **Researcher Declarations**

Nc	Fellow Id	First Name	Last Name	Status	Sending Organisation	Secondment Organisation	Start Date	End Date	Working Time Commitr	Duration
1	1	Domen	Domen	SUBMIT	G	G	04-05-201 04-10-201 08-04-201 06-10-201	02-07-201 02-11-201 06-06-201 04-12-201	Full Time Full Time Full Time Full Time	6.93
2	2	Valentina	Valentina	SUBMIT	U	U	30-06-201	13-08-201	Full Time	1.5
3	3	Greta	Greta	SUBMIT	Pi	Pi	13-07-201 13-07-201 08-02-201	12-01-201 18-11-201 31-03-201	Full Time Full Time Full Time	12
4	4	Jure	Jure	SUBMIT	G	G	01-03-201 30-08-201	29-08-201 25-11-201	Full Time Full Time	8.83

**Splits
correctly
encoded** →

Progress and Periodic Reports

- **Deliverable = Annual Progress report M24/ M36**
 - Simple template to download
 - progress with secondment implementation, linked to the work in the Grant Agreement, deviation explanation
- **Periodic Report RP1/RP2 for payment - M24 and 48**
 - Process initiated in the portal
 - Technical report to be completed following template
 - Detailed guidance provided
 - System calculates payment based on secondments in period
 - Deviations explained and updated in secondment plan

Periodic Reporting

Same tabs as Continuous Reporting Module +3 extra

- Critical Risks
- Technical Report Part B
(Word Template)
- Financial Statements



Periodic Report Access

RESEARCH & INNOVATION Help

Participant Portal - Grant Management Services Frederico MIRANDA

Access all report Launch new interaction with the EU +

Periodic Reporting
REP-645754-1 - period
01/01/2015 > 31/12/2016

14 Feb 2017 02 Mar 2017 (44/60 days)

Draft Submitted Paid

Access separate parts of the report

- Technical Part contribution
- Periodic Report composition
- Process specific documents
- Process specific communications

Submit to EU

Critical Risks

Grant Management | Project Periodic Report | goFund

MSCA-RISE | Summary for publication | Deliverables | **Critical Risks** | Publications | Dissemination Communicati | Patents (IPR) | SME Impact | Gender | Tech.Report (Part B) | Financial Statements

THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION
HORIZON 2020
Period No: 1 | Duration (months): 24
Reporting Period : [01 Jan 2015 - 31 Dec 2016]

Icons: Green checkmark, Information 'i', Warning triangle, Green checkmark, Green checkmark, Information 'i', Green checkmark, Green checkmark, Information 'i', Information 'i'

Critical Risks ⚠️

Foreseen Risks (Annex-I)



Annex I Risks

Number	Description	Work Package No.	Risk Mitigation Measures	State of the Play Reference Reporting Period	State of the Play Mitigation Measures Applied	State of the Play Risk Materialized	State of the Play Comments
1	Technology	3, 4	Assay reagents: Vaccine reagents will be sourced fro				
2	Market The commercial opportunities arising from th	2, 3, 4 ..	Societal conservatism: Perhaps the single most serio				

Unforeseen Risks



Add new Risks

There are no unforeseen critical risks.

Technical Report - Part B

Grant Management | Project Periodic Report | go4mind

645754 (Vaccinesurvey) | MSCA-RISE

Summary for publication | Deliverables | Critical Risks | Publications | Dissemination Communicati | Patents (IPR) | SME Impact | Gender | **Tech. Report (Part B)** | Financial Statements | Researchers

Period No: 1 | Duration (months): 24 | Reporting Period : [01 Jan 2015 - 31 Dec 2016]

THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION
HORIZON 2020

Technical Report (Part B)


Number	Attachment	Actions	Template
1	Explanation of the work - Overview of progress	No file selected Upload	

Part B Sections

1. Explanation of the work carried out by the beneficiaries and Overview of the progress
2. Update of the plan for exploitation and dissemination of results (if applicable)
3. Update of the data management plan (if applicable)
4. Follow-up of recommendations and comments from previous review(s) (if applicable)
5. Deviations from Annex 1 and Annex 2 (if applicable)

Template for
Technical Report
Part B

Financial Statements

Grant Management Project Periodic Report 












MSCA-RISE Summary for publication

THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION Deliverables

HORIZON 2020 Critical Risks

Period No: 1 Duration (months): 24 Publications

Reporting Period : [01 Jan 2015 - 31 Dec 2016] Dissemination Communicati

Tech.Report (Part B) Financial Statements Researchers

Partners Financial Report

Number	Role	Short Name	Legal Name	Country	PIC	Status
1	CO	IMP	IMP	UK		Draft
2	BEN	POL	POL	IT		Draft
3	BEN	UNI	UNI	IT		Draft
4	BEN	UI	UI	IT		Draft
5	BEN	h	h	UK		Draft
6	BEN	Ge	Ge	SI		Draft

Calculation of costs

Grant Management Project Periodic Report 

MSCA-RISE Beneficiary 1: JSI

THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION Legal Name: INSTITUT JOZEF STEFAN

HORIZON 2020 PIC: 999971837 Status: VALIDATED

Period No: 1 Duration (months): 24 Legal Address: Jamova 39 3000 , 1000 , LJUBLJANA Slovenia

Reporting Period : [15 Jan 2013 - 14 Jan 2015] **Financial Statement**

← slide to select beneficiary →

Financial Statement

SAVE

Financial information from contact

No contribution requested? Yes No

Financial Statements

Period	Adjustment	Requested Contribution
15/01/2013 - 14/01/2015 (Period No '1')		36.09 €

Financial Statement for period '1' - (15 Jan 2013 - 14 Jan 2015)

[Detail of the recruitments](#)

Eligible costs:

Cost Category	Unit Cost		Number of Units		Subtotal	Total
▼ A) Costs of seconded staff members						12.03 €
A1) Staff member top-up allowance	1.00 €	x	12.0333333	=	12.03 €	
▼ B) Institutional costs						24.06 €
B1) Research, training and networking costs	1.00 €	x	12.0333333	=	12.03 €	
B1) Management and indirect costs	1.00 €	x	12.0333333	=	12.03 €	
C) Total costs (= A + B)						36.09 €
D) Maximum EU contribution (= 100% * C)						36.09 €
E) Requested EU contribution						36.09 €

Did you receive any EU/Euratom operating grants during this reporting period?
 Please indicate how many of the total person-months were incurred DURING the period covered by the operating grant

Yes No

← EU/Euratom Operating grants

Submission of Periodic Report

Periodic Reporting
REP-781643-1 - period
07/2015 > 03/2016

04 Mar 2016
Draft

03 May 2016
(18/60 days)
Submitted

Paid

Technical Part of Periodic Report contribution **Lock for review**

Financial Statement shortname for 966984368 [PIC 966984368] drafting **Lock for review**

Coordinator

Beneficiaries

Periodic Reporting
REP-781643-1 - period
07/2015 > 03/2016

04 Mar 2016
Draft

03 May 2016
(19/60 days)
Submitted

Paid

Financial Statement shortname for 966984368[PIC 966984368] signature and submission to coordinator **Unlock to draft** **Sign & Submit**

Beneficiaries

Financial report

Financial Statement shortname for 966984368[PIC 966984368] Sent to CO **Redo** **Include**

Coordinator

Technical Part of Periodic Report review **Unlock to draft** **Accept & Include**

Technical Part of Periodic Report

PR_DELIVERABLES_1 PR_PUBLISHABLE_SU... PR_CRITICAL_RISKS... PR_CORE_1

Coordinator

Periodic Reporting
REP-781643-1 - period
07/2015 > 03/2016

04 Mar 2016
Draft

03 May 2016
(19/60 days)
Submitted

Paid

Periodic Report 1 composition **Submit to EU**

Coordinator

REPORTING DEADLINES

- **Continuous Reporting: In the Participant Portal**
- **Progress report: Deliverable Month 12 & 36***
 - **By deadline** set in GA Annex I
- **Periodic report: Month 24 & End of Project**
 - **60 days** from end of period
- **Final report: End of Project**
 - **60 days** from end of project

AMENDMENT

Before submission, contact the PO via communication channels (email, PPGMS)

Launch new interaction with the Service +

Consortium Requested Amendment
AMD-779703-10

03/08/2015

Launched Prepared Submitted **Admissible** Decision

Cancel amendment

Amendment preparation ⚠

Consult Officer Lock for review

Process specific documents

Process specific communications

MID-TERM MEETING

**MID-TERM MEETING a contractual obligation...
and a fruitful dialogue**

**REA STAFF
EXPERTS**



**BENEFICIARIES
PARTNERS
SECONDEES**



**1 DAY
or
2 HALF DAYS**



**EUROPE OR OUTSIDE, IF
DULY JUSTIFIED**



**14th – 18th MONTH
AFTER THE PROJECT
START DATE**

FINANCIAL ISSUES



FINANCIAL ISSUES – Unit Costs

Unit costs principle:

- what counts is the triggering event and not the actual costs spent

Calculation :

- Actual duration of eligible secondments x unit cost (article 6)

Best practice:

- explain to your internal financial services (NO ACTUAL COSTS)

FINANCIAL ISSUES – Declarations

- **Each beneficiary:** (not TC partners) in its individual financial statement
 - => **Outgoing secondments of its own staff**
 - <= **Incoming secondments from a TC partner**
- Internal arrangements on the use and distribution of funding are possible ONLY for category B costs.
- If different distribution of cat. B => shouldn't be reported in the financial statements

FINANCIAL ISSUES

"Category A: staff member costs"

- **Principle:** Costs for seconded staff members (cat. A) must be fully used to cover travel/subsistence costs (article 32.1.j)
 - **Practical modalities:**
 - ✓ Distribute 2.100 EUR to staff in advance/in instalments
 - ✓ Reimburse travel and subsistence costs to staff
 - ✓ A mix of both
-   
- **Keep records proving that secondments took place for specific duration reported !**

FINANCIAL ISSUES

"Category B: institutional costs"

- **Principle:** use and distribution among participants is acceptable as long as is convenient for project implementation according to the technical annex
- **Example 1:** part of institutional costs reserved to organise general networking events or cover extra management costs of the coordinator
- **Example 2:** re-distributed among secondments depending on financial needs
- Consortium Agreement covers internal financial arrangements

FINANCIAL ISSUES – Payments

Pre-financing

- **Scope:** to provide beneficiaries with cash to start working on the project and continue until the interim payment
- **When:** Within 30 days from entry into force or 10 days before start date
- **Limit:** 65% of total EU contribution (5% to Guarantee Fund)
- **Constraint:** coordinator can distribute only to beneficiaries having acceded to the GA and only when the minimum number of beneficiaries have acceded

FINANCIAL ISSUES – Payments

Interim payment

- **When:** within 90 days from submission of first periodic report documents
- **How much:** Only based on costs reported and up to maximum 90% of total EU contribution
- **Constraints:** Payment release can be suspended if reports/information are incomplete/incorrect
- **Best practice:** Keep in touch with your PO if issues appear

FINANCIAL ISSUES – Payment

Final payment

- **When:** within 90 days from submission last periodic report
- **How much:** Payment/recovery of the balance between total costs and pre-financing + interim payment
- **Constraint:** Payment release can be suspended if reports/information are incomplete/incorrect
- **Best practice:** Keep in touch with your PO if issues appear

Support and resources

- Mobility in Research
- RISE objectives
- Your MAT/PHY RISE team
- Grant management
- **Where to find answers!**

INFORMATION & SUPPORT

- **Participant Portal "reference documents" and "on line manual":**
 - <http://ec.europa.eu/research/participants/portal/desktop/en/funding/index.html>
- **FAQ-RISE:**
 - <http://ec.europa.eu/research/participants/portal/desktop/en/support/faq.html>
- **National Contact Point:**
 - http://ec.europa.eu/research/participants/portal/desktop/en/support/national_contact_points.html
- **IT HELPDESK** - +32 2 29 9222 or via the contact form on the Participant Portal
- **Your Project Officer**

Thank you!

Get in touch



Your MSCA National Contact Point
REA-MSCA-H2020-RISE@ec.europa.eu



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Questions?

H2020 Help desk

<http://ec.europa.eu/research/index.cfm?pg=enquiries>

Frequently Asked Questions

<http://ec.europa.eu/research/participants/portal/desktop/en/support/faq.html>

National Contact Points

http://ec.europa.eu/research/participants/portal/desktop/en/support/national_contact_points.html

Marie Curie Alumni Association

<https://www.mariecuriealumni.eu/>

<https://www.net4mobilityplus.eu/>

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