

Declaration of Conformities:

Previous PO, Dr. Lucia Pacillo, asked us to present a single Declaration of Conformity when the secondment of a researcher to a particular Host Institution is split into different periods (signed with **M** in the table in the following page). So in these cases the declaration of conformity would cover the whole period from the start of the first travel to the Host Institution, to the end of the last travel to the same Host Institution. The days really spent to the Host Institution will be documented by travel documents or room/house location documents (attached to the report) or by the contracts.

Questions for our new Project Office Athina:

- (1) Dear Athina, do you confirm that this procedure is correct? Following this procedure we conclude that the list of Declaration of Conformities shown in the table below is complete, do you agree?
- (2) We would like to check that all the Declaration of Conformities are correctly submitted, especially to check the dates that have been written there, but in the pdf file we can read we cannot find the starting/ending dates. Can you suggest us a place where we can check the dates? In particular we would like to check the Dimas secondment at AUTH, since the AUTH administration has submitted a second declaration for the second travel but we think the first submission should already include the second and third travel.
- (3) During the Mid Term Review you said that Christos Gentsos should be paid as ER, not ESR. Christos started his secondment at CAEN as ESR, but during the 11 months of secondment he became ER. Dr. Lucia Pacillo said that all the secondment at CAEN should be paid as ESR, because the status at the beginning dominates. Gentsos, instead, will be seconded as ER at PRIELE. Do you agree about this past and future procedure?
- (4) The financial report we are going to submit should cover the first two years of our project. If a contract starts during the second year (the end of the second year is January 31 2015) but the end is in the third year (starting February 1 2015), how it should be declared in the financial report expected before 60 days from the end of the second year? Should we include only the months before January 31 2015? Or should we include the whole period of the secondment?
- (5) How we declare in the financial report direct costs for secondments that are fraction of one month? Do we divide everything, included mobility and research costs (1800 euros/month) proportionally to the duration of the travel time?
- (6) If the total amount of declared money in the first financial report will be below 375000, but it will be above the threshold at the final financial report, should the Institute pass the audit two times (one for the first and another for the final report) or only one, just at the end of the project?

| ROW # | Partner N. | Host Institution | Dates | D. of C. # | Multi periods | Seconded/recruited Researcher | Status |
|-------|------------|------------------|-----------------|------------|---------------|-------------------------------|--------|
| 1 | 1 | UNIPi | | 3 | | D. Dimas | ER |
| 2 | 5 | PRISMA | | 5 | | S. Donati | MER |
| 3 | 1 | UNIPi | | 9 | M | A. Sakellariou | ER |
| 4 | 2 | CAEN | | 11 | M | K. Kordas | MER |
| 5 | 2 | CAEN | | 12 | M | F. Crescioli | ER |
| 6 | 5 | PRISMA | | 13 | M | M. Piendibene | MER |
| 7 | 2 | CAEN | | 14 | M | G. Calderini | MER |
| 8 | 1 | UNIPi | | 16 | | G. Volpi | ER |
| 9 | 2 | CAEN | | 17 | | C.-L. Sotiropoulou | ER |
| 10 | 2 | CAEN | | 18 | M | C. Gentsos | ESR |
| 11 | 6 | CNRS | | 21 | | R. Beccherle | MER |
| 12 | 4 | AUTH | | 22 | | K. Naoki | ER |
| 13 | 4 | AUTH | | 23 | M | D. Dimas | ER |
| 14 | 3 | CERN | | 25 | | S. Petrucci | MER |
| 15 | 1 | UNIPi | | 26 | | K. Mermikli | ESR |
| 16 | 2 | CAEN | | 28 | M | M. Piendibene | MER |
| 17 | 2 | CAEN | 4/6/14 - 3/8/16 | xxx | M | D. Sampsonidis | MER |

ANSWERS OF THE PO TO THE QUESTIONS ABOVE

1) The procedure you describe for the split periods is correct.

2) The information that I have concerning the DoCs is attached. Please check the starting/ending dates.

3) You are right, ESR or ER is determined at the start of the secondments and this does not change during the project.

Please send me again the following information:

- date of finishing his basic studies
- date of finishing his Master's
- date of enrolment to PhD (if this is the case)
- date of first secondment

4) In the periodic report and your costs claims should include only whatever is done in the first 24 months of the project (31/1/2015). The secondments of the next 2 years will be included in the second periodic report.

5) Each partner has to comply with their own rules about how to calculate the percentage of the secondment. For example: 2 weeks could be 0.48 (10 working days / 21 working days) or 0.47 (10 working days / 22 working days) or anything else depending on whether the holidays are also counted or not.

Then, you should use this fraction to declare the person months in the table with the deliverables. You will not use "full time" but other and then you will be able to use your fraction.

6) the audit will have to be only in the case that the declared money is over 375000. If this is not the case for period 1, then you will do in the second period.