



Contractual rules

Research Executive Agency
Marie Curie Host-driven actions

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ITN Coordinators briefing meeting
Brussels, November 2013



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Recruitment





Attracting global researchers

“The researchers may be a national of a Member State, of an Associated Country or of any other third country”

Mobility rule

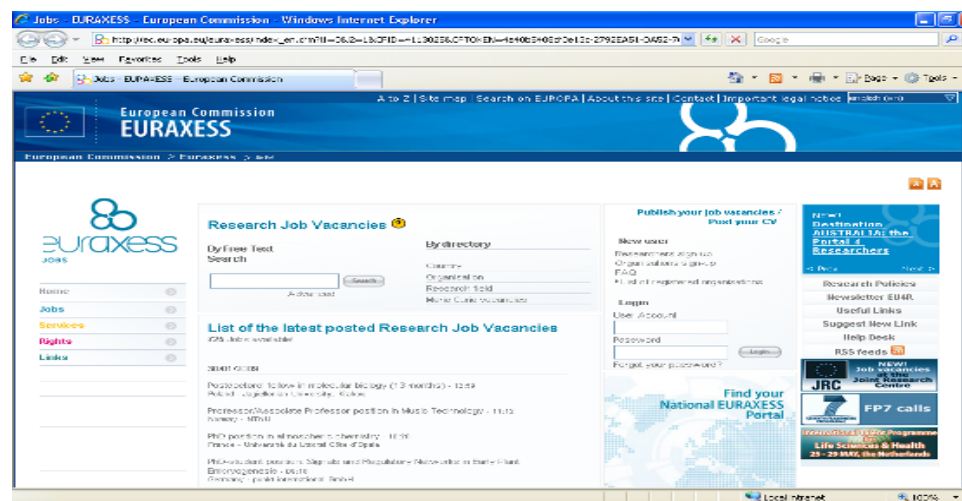
- The researcher must not have resided or carried out his/her main activity (work, studies, etc) in the country of his/her host organisation for more than **12 months in the 3 years** immediately prior to his/her recruitment.
- Short stays, such as holidays, are not taken into account.
- Exceptions International Organisations:** Eligible researcher must not have spent more than 12 months in the 3 years immediately prior to the date of selection in the same appointing international organisation



Recruitment Policies

*“Transparent, Impartial, Equitable Selection Criteria”
(see also Annex III.3.4)*

- Publication of vacancies
- Recruitment criteria
- Equal opportunities



MULTI: networks have reported good experiences with central recruitment (all beneficiaries participate)



Eligible researchers

Early Stage Researchers (ESR)

- No PhD
- Research experience $\leq 4^*$ years

Duration of appointment: 3-36 months (typical appointment: 36 months)

Experienced Researchers (ER) still in their early career (only MULTI)

- PhD **or** Research experience $\geq 4^*$ years AND
- Research experience $\leq 5^*$ years

Duration of appointment: 3-24 months

** counted from the diploma that gives the rights to embark in a doctoral degree*

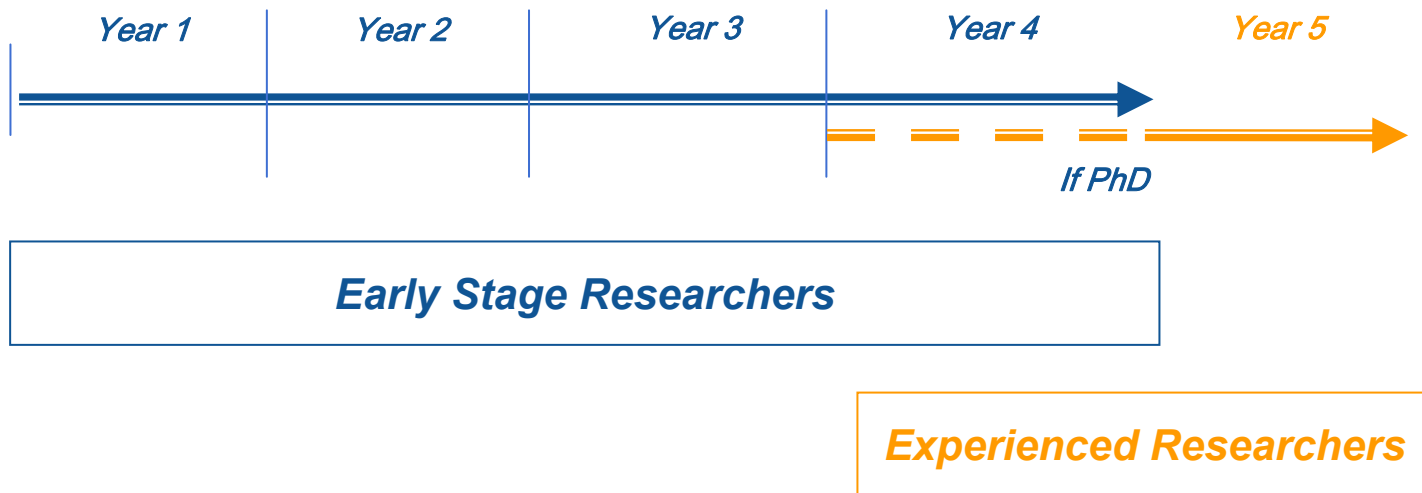




“Initial Training Networks are limited to researchers in the first 5 years of their career”

Diploma
granting access to
doctorate studies

No longer
eligible



... experience is calculated at date of recruitment!

Researchers entitlements

“The host organisation shall appoint each eligible researcher under an employment contract”

- Contract with the researcher should reflect the requirements mentioned in Annex III.4
- Researchers duly informed on their **rights and obligations** as Marie Curie Fellows (Annex III.4)
- Researchers Z-card distributed to fellows at the beginning of their appointment





Reporting provisions

Personal Career development plan (to be designed with the supervisor)

- Short and long-term career objectives
- Training needs including complementary skills

http://ec.europa.eu/research/mariecurieactions/funded-projects/how-to-manage/funded-projects/how-to-manage/itn/career_development_plan.pdf

Declaration of Conformity (to be sent within **20 days** from the signature of the agreement)

- Duly signed by researcher & host organisation
- Submitted via PP after the appointment of each researcher

<http://ec.europa.eu/research/participants/portal/page/home>





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Management





Role and responsibilities of Coordinators (Article II.2 of Annex II)

- 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 TASKS CANNOT BE SUBCONTRACTED!





Kick-off meeting

- First meeting with the project's beneficiaries.
- Occasion to meet and discuss on respective roles.
- PO could attend in some specific case

Inform PO of date and venue in due time!





Mid-term Review

It's a contractual obligation Article 7 (Special Clause 5bis)

"A dialogue between the consortium and the REA on the project status and implementation, future plans, etc..."

To be organised between month 20-22

- To help **solving** any problematic issues
- To **prepare** for the Periodic Report
- *Date to be agreed with PO well in advance!*
- *An external expert might be present*

Informal guidelines for the Mid-Term Review

http://ec.europa.eu/research/mariecurieactions/funded-projects/how-to-manage/funded-projects/how-to-manage/iapp/iapp-mtr_en.pdf



Ethics and Integrity

Several types of ethical issues:

- **Informed Consent:**

When involving children, patients or persons not able to give consent, adult healthy volunteers, Human Genetic Material, Human biological samples, Human data collection

- **Research on Human embryos/foetus**

When involving Human Embryos, Human Foetal Tissue/Cells, Human Embryonic Stem Cells

- **Privacy and data protection**

When involving processing of genetic information or personal data (eg. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction), tracking the location or observation of people





- **Research on Animals**

When involving

- ✓ **transgenic small laboratory animals**
- ✓ **transgenic farm animals**
- ✓ **cloning farm animals**
- ✓ **non-human primates**

- **Research Involving Developing Countries**

Use of local resources (genetic, animal, plant, etc.)

Benefit to local community (capacity building ie access to healthcare, education, etc.)

- **Dual Use**

Research having potential military/terrorist application





During Project implementation:

- ✓ You should send your PO a copy of all Ethics documents/authorisations/animal licences for all partners at the latest before the start of the research work related to the ethics issues (if not done during the negotiation)
- ✓ In case of any update of your Ethics documents, you should send REA a copy of the updated document no later than the start of the research work related to the Ethics
- ✓ You should confirm by email that the updated ethics documents are valid for the work done within your project
- ✓ If applicable, you should have identified an ethics coordinator

•Reporting Periods (Progress and Periodic reports):

- ✓ Check if all ethics issues are cleared, otherwise it can block your Interim or Final Payment





Scientific Integrity

Scientists and seconded/recruited fellows expected to uphold the highest standards of scientific integrity during project implementation

This means employing good research practices, strictly avoiding:

- *Fabrication / falsification of data*
- *Plagiarism*
- *Conflict of interest (financial interest, family, etc.)*
- *Misuse of funds*

See ESF Code of Conduct, Singapore Statement, etc. as well as the terms of the ITN Grant Agreement (inc. its annexes)





Some recent cases...

Fellows recruited by one beneficiary but in reality hosted full-time at another institution, in a totally different country

- Must be physically hosted at the recruiting beneficiary...

Fellows recruited to work in the project, but in reality working as a "normal" employees for the university / company with minimal research work

- Recruited fellows must work full-time on the project...

Involvement of spin-off companies belonging (undeclared) to other members of the consortium

- For any potential conflict of interest - if in doubt, report it...

Scientists-in-charge recruiting their husbands, wives, children, etc. to work in the project

- Should be strictly avoided...

Beneficiaries with no premises, or turnover "hosting" fellows

- Companies must have the operational capacity to participate...





Responsibility of Coordinators

Coordinators are responsible for “monitoring the compliance of beneficiaries with their obligations” under the Grant Agreement (Annex II.3.e).

Procedures should be in place within the consortium to deal with possible implementation irregularities

PLEASE MAKE SURE THAT YOU READ THE GRANT AGREEMENT CAREFULLY AND THAT YOU UNDERSTAND THE IMPLEMENTATION RULES!

Any doubts whatsoever, ask your PO for clarification



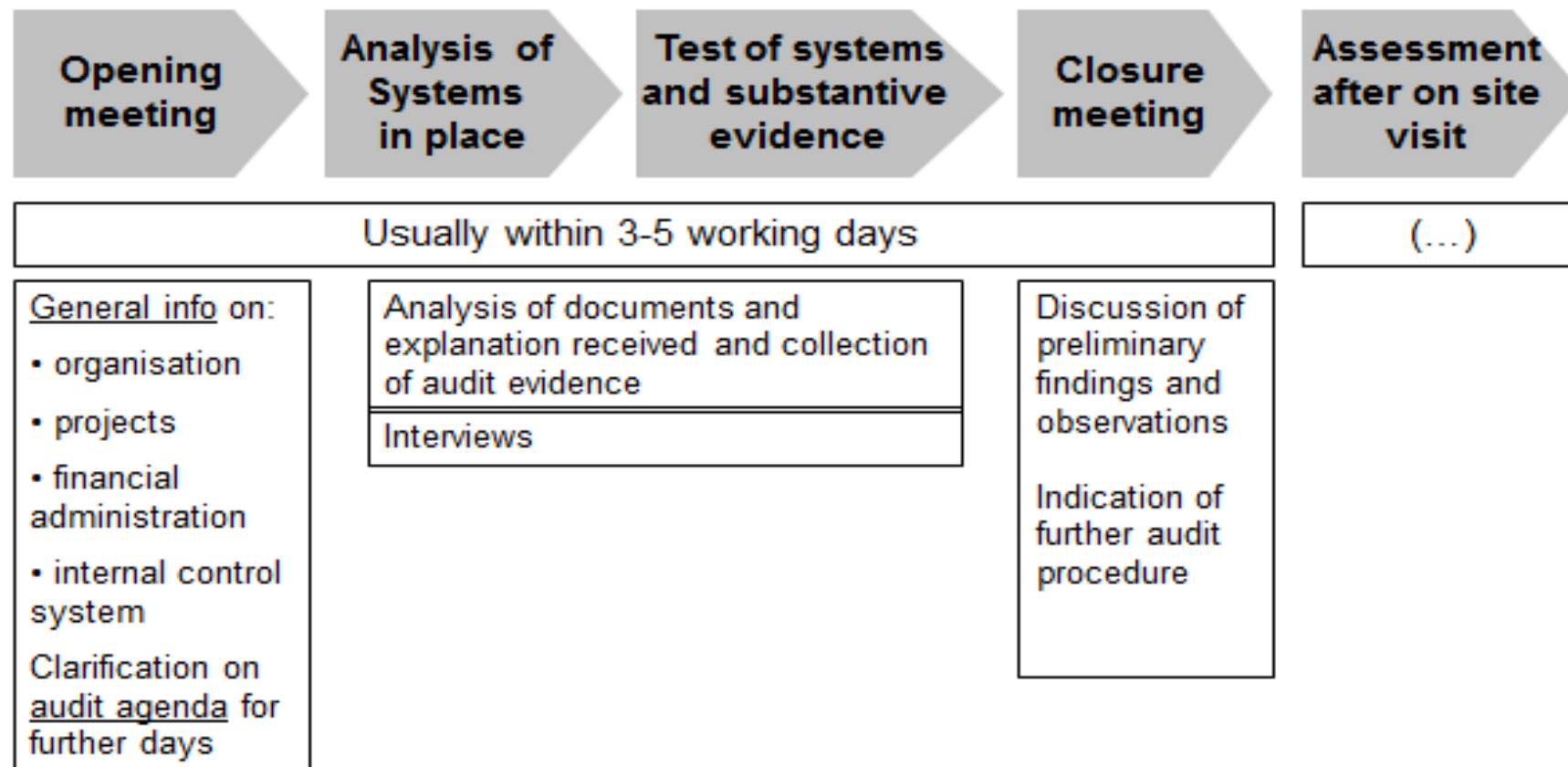


Audit: planning and preparation

- Initial contact approx. 1-2 month before examination on site to agree on dates and logistics
- Formal letter to announce the audit.
- Detailed annex to announcement letter includes a precise list of information to be provided either:
 - ***Prior to the audit examination on site (by mail) or***
 - ***At the time of the audit examination***
- Most relevant information are the detailed project accounts matching the total as claimed in the financial statements (Form C)
- Exact information requests depend on the individual project(s) and audit scope.



Examination on site





Reporting and Closure of the Audit

- Transmission of Draft audit report (after internal consultations and quality control) for comments by the audited organisation:
 - *Usually based on the preliminary conclusions*
 - *Deadline of 30 days to provide comments to the draft*
- Consideration of comments and finalisation of the audit report
- Closure of the audit by formal letter indicating – where appropriate - the further procedures on the implementation of audit results





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Amendments





A legal procedure

It is advisable to avoid as much as possible!


Always discussed with the PO in advance to avoid incorrect and incomplete requests (and delays).

Respect the secondment/recruitment schedule!: requests for extension of contract duration are not foreseen (except in case of maternity leave)

Formal amendment

- Change of coordinator
- Change of bank details
- UTRO (Universal transfer of rights) for Coordinator
- Addition/Termination of beneficiary
- ...

Notification

- Change of authorized representative
 - Change of Legal Name and Legal Address
 - UTRO for beneficiary
 - ...
- 



Request for formal amendments

1. **Inform PO by e-mail** (and wait for the informal agreement!)
2. **PO sends acknowledgment email** and puts you in contact with amendment team for specific instructions. (GO-EMAIL)
3. **Amendment team sends** you email with specific **instructions on:**
 - AMENDMENT REQUESTS to be submitted via the PP.
 - SCANNED COPY of ALL SUPPORTING DOCUMENTS you need to provide
4. **Amendment team gives you green light to send original set of documents** to the REA by post (including print-out and signed copy of PP request)





Request for Notifications

- *Compulsory to inform the PO by email and/or by notification submitted via the PP*
- ***REA confirms the implementation of changes via INFORMATION LETTER (for scientist in charge only by email)***





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Useful links





Grant Agreement and its Annexes

https://ec.europa.eu/research/participants/portal/page/fp7_documentation

Guidelines

- Finance

http://ec.europa.eu/research/mariecurieactions/funded-projects/how-to-manage/funded-projects/how-to-manage/general_documents/mca_financial_guidelines_2011_onwards.pdf

- Project reporting

http://ec.europa.eu/research/mariecurieactions/funded-projects/how-to-manage/funded-projects/how-to-manage/iapp/iapp-reporting-guidlines_en.pdf

- Mid-term review meeting

http://ec.europa.eu/research/mariecurieactions/funded-projects/how-to-manage/funded-projects/how-to-manage/iapp/iapp-mtr_en.pdf





... further questions?

The screenshot shows the 'RESEARCH & INNOVATION Marie Curie Actions' website. The breadcrumb trail is: European Commission > Research & Innovation > Marie Curie Actions > Funded projects > How to manage my project > Iapp. The navigation menu includes Home, About, Apply now, Funded projects (selected), News and events, and Media library. The main heading is 'Industry Academia Partnerships and Pathways (IAPP) Marie Curie Actions fellowships - How to manage my project - IAPP'. There are social sharing icons and a search bar. A 'General advice' section is highlighted, containing 'Grant agreement negotiation' and 'Project management'. A text block states: 'Your Marie Curie Grant Agreement is managed by the Research Executive Agency (REA). For more information on REA please visit the [website](#).' Below this is a 'Guide for Applicants' section with a note: 'Please note that some financial arrangements differ in each call therefore you must use the guide for the call under which your project was funded.' It lists three call deadline documents: 'Call Deadline 2012' (485 KB), 'Call Deadline 2008', and 'Call Deadline 2007'. A 'Reporting & General Project Management' section lists various documents: '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' (193 KB), 'Coordinators Briefings December 2011' (3 MB), 'Guidance Notes on Project Reporting for IAPP Project' (283 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), 'IAPP Mid-Term Review Guidelines' (24 KB), 'Contact Person for IAPP Projects' (71 KB), and 'SME owners and natural persons without a salary: hourly rate calculation tool' (194 KB). A 'Recruiting Researchers' section includes 'Publish a vacancy', 'Submit a Declaration of Conformity via Sesam', and 'The European Charter for Researchers & The Code of Conduct for the Recruitment of Researchers'. A 'Dissemination' section is also visible at the bottom. On the right side, there is an 'FAQ' section with a question mark icon and a 'Publish your MCA funded job vacancies' banner. Below that is an 'Open calls' section for 'FP7-PEOPLE-2013-CIG' with a deadline of 07/03/2013 and a link to 'See all open calls'. At the bottom right, there is a 'Latest jobs opportunities' section with a link to a 'Post-Doctoral research position on Enertronics and Mecatronics technology at CITCEA-UPC'.

http://ec.europa.eu/research/mariecurieactions/funded-projects/how-to-manage/iapp/index_en.htm



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FAQ
about Marie Curie Actions

Enquiry service
If you can't find an answer to your questions in the FAQ service, please submit it to the Enquiry Service.

MARIE CURIE ACTIONS
National Contact Point service
For the most up to date information please visit the [Research Participant Portal](#)

PRESS
Marie Curie Actions program is managed by [Education and Culture DG](#) of the European Commission (our Commissioner: [Androulla Vassiliou](#)).
If you are a journalist, please get in touch with our spokesperson, Dennis Abbott on: dennis.abbott@ec.europa.eu or (+32-2) 295 92 58.
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Open calls

- [FP7-PEOPLE-2013-IEF](#)
Deadline: 14/08/2013
- [FP7-PEOPLE-2013-IJF](#)
Deadline: 14/08/2013
- [FP7-PEOPLE-2013-IIF](#)
Deadline: 14/08/2013
- [FP7-PEOPLE-2013-CIG](#)
Deadline: 18/09/2013

• [See all open calls](#)

Latest jobs opportunities

[Post-Doctoral research position on Enertronics and Mecatronics technology at CITCEA-UPC](#)
[Universitat Politècnica de Catalunya research group](#)
The Center of Technological Innovation in Static Converters and Drives (CITCEA-UPC), a TECNIO centre that belongs to the

http://ec.europa.eu/research/mariecurieactions/about-mca/contacts/index_en.htm





Thank you for your attention!

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

