

## Financial Matters

### StronGrHEP Mid-term review Meeting

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# Introduction

- Coordinator's structure
- Reminder of important rules/budget info
- Current status
- Forthcoming financial obligations



# StronGrHEP Structure

- All communication with EC via Cambridge.
- Overall Project Coordinator is Dr Ulrich Sperhake
- Research Operations Office: Catherine Hill.

- **Cambridge Research Office** assist with core Coordinator responsibilities outlined in contract:

Payments

Advice

Reporting

Amendments

# EC MSC rules: Eligibility of Secondments GA Article 6

In order to be eligible the staff member needs to:

- ✓ have been working at the beneficiary and engaged in Research activities for **at least 6 months** (full time, e.g. 50% need 12 months, evidence may be required)
- ✓ only be seconded from one organisation
- ✓ Minimum secondment duration = 1 month, maximum time on secondment for one individual = 12 months
- ✓ Part months calculated simply as “**number of days/30**” (even if the month has 28 or 31 days)
- ✓ Full-time working on secondment, same working conditions

# StronGrHEP Budget

- IMP! Budget based on 'unit cost' per fellow month.
- Therefore usual rules regarding actual direct costs do not apply e.g. no personnel costs calculation rules.
- Budget assumes all planned secondments implemented, if secondments change budget changes
- Payment will be based on actual secondment months x unit cost rates
- IMP! Only if fellow eligible and paid correctly will unit costs be paid



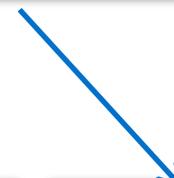
# StronGrHEP Budget

## A: Unit costs for seconded staff



**€2000 per full month**  
Must be used for seconded staff members costs  
Paid as salary top-up (taxed) OR on basis of expenses (preferred)  
Must be paid in full to the individual (if using expenses reconcile at end that full €2000 paid, pay balance via taxable top-up)

## B Unit costs for Institutional Costs



**Research**  
€1800 per full month  
e.g. lab costs, additional travel, meetings, inc mid-term review, dissemination

**Management/ Indirects**  
€700 per full month

Note: Co-funding will be required (e.g. to cover salary) but double funding NOT possible (e.g. MSC fellows can not receive RISE funding, ERC be careful)

## Obligations towards staff

### ARTICLE 32 — RECRUITMENT AND WORKING CONDITIONS FOR SECONDED STAFF MEMBERS

#### 32.1 Obligations towards seconded staff members

The beneficiaries must respect the following recruitment and working conditions for the seconded staff member under the action:

-  (a) take all measures to implement the principles set out in the Commission Recommendation on the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers<sup>14</sup> and ensure that the seconded staff members are aware of them;
-  (b) ensure that the rights and obligations of the seconded staff members remain unchanged during the secondment;
-  (c) ensure that seconded staff members are reintegrated after the secondment;
-  (d) ensure that the seconded staff members enjoy at the place of the implementation at least the same standards and working conditions as those applicable to local persons holding a similar position;
-  (e) ensure that the seconded staff members are covered by an adequate medical insurance scheme;

**Inform, follow up and raise awareness** within consortium and staff



(f) ensure that the staff members are seconded full-time;



(g) ensure that the seconded staff members have the relevant expertise for the action;



(h) inform the seconded staff members about:

- the description, conditions, location and the timetable for the implementation of the secondment under the action;
- the rights and obligations of the beneficiary toward the seconded staff members under this Agreement;
- the obligation of the seconded staff members to complete and submit — at the end of the secondment — the evaluation questionnaire and — two years later — the follow-up questionnaire provided by the Agency;
- the arrangements related to the intellectual property rights between the beneficiary and the seconded staff members — during implementation of the secondment and afterwards;
- the obligation of the seconded staff members to maintain confidentiality (see Article 36);
- the obligation of the seconded staff members to ensure the visibility of EU funding in communications or publications and in applications for the protection of results (see Articles 27, 28, 29 and 38);



(i) assist the seconded staff members in the administrative procedures related to their secondment;



(j) use the costs of seconded staff members (see Article 6) to contribute to their subsistence and mobility.

# Current Status

- Pre-financing already paid when grant began
- Financial/administrative details discussed in depth at kick-off meeting
- Declarations being submitted – thank you
- Not aware of any financial issues
- Any queries?

# Forthcoming Financial Obligations

- Each partner must provide input to detailed scientific reports and submit financial statements (Form Cs) for Period 1 in Jan 2018

Period 1 = Months 1-24 – Ends 31<sup>st</sup> December 2017

- Automated online reporting system will provide a Financial Statement for each beneficiary based on the fellow declaration information
- Full guidance will be sent at the time but financial statements should be submitted before end of January, to enable overall submission to EC by deadline of 01/03/17
- *Following approval of Period 1 and payment by the EC beneficiaries will be paid the next funding instalment (max further 25% of budget, dependent on number of secondment months completed in P1)*