



MarTERA - Joint Transnational Research Call-2016
Annex I - Clarification Text for National Rules for Participation

Version 1.1
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The definition of Partner should be included in Section 1.3 Definitions

Partner is defined as the partner in a funded transnational project.

*In section 3 on Funding Criteria, a subsection on **co-financing** and **EC Co-funding** should be included:*

Co-Financing

The following rates of co-financing shall be applicable:

- The financial contribution to an Applicant which falls under the definition of Public Entity, NGO or Professional Body shall be 100% of eligible costs incurred by that Applicant.
- The financial contribution to an Applicant which falls under the definition of Industrial Entity (other than an NGO or a Professional Body) shall be limited to 75% of eligible costs incurred by these Applicants. Therefore, such Applicants must contribute the remaining 25% to the Project. It is not possible for an Applicant to cover the contribution of 25% 'in-kind'.
- There shall be no funding for other Categories of Applicants.

EC Co-Funding

A percentage of EC funds will be allocated to each partner proportionally to the national available budget. The current contribution percentage ratios are 68.46% from national contribution and 31.54% from EU contribution. For industrial entities, the 68.46% national contribution will constitute 75% of the national pot, with the remaining 25% to be contributed by them.

In subsection 8.1 Allocation and Disbursement of Funding, the following paragraph should be included:

For the purpose of funding and reporting, a project submission shall be divided into a number of Stages. Each Stage shall be of 12 months duration. Funding for any one Stage shall not exceed 80% of the total project financial contribution due. Total financial contribution over the lifetime of the project shall not exceed the funding limit as established in the Grant Agreement, irrespective of actual expenditure.

The periodic funding will be allocated according to the following schedule:

1. For the first Stage, the Council will make an initial advance payment of 100% of the due financial contribution in relation to that particular Stage. This will be calculated on the Applicant's component of projected expenditure for that Stage, and include both direct and indirect costs.

In the case of a single-Stage project (one 12 month period), the Council will make an advance payment to the Applicant equivalent to 80% of the due financial contribution calculated on the projected costs. This will include both direct and indirect eligible costs.

2. At the end of each Stage, the Project Contact Point will be required to submit a Technical Stage Report and a Financial Stage Report to the Council with details of actual expenditure over the past stage, together with an updated forecast of projected expenditure for the following stage.

Both stage reports have to be approved by the Council's R&I Unit before moving to the next stage. This should be in line with the templates for stage and final reports as provided by the Council.

3. For the second and subsequent Stage, the Council will calculate the due financial contribution in relation to that particular Stage based on the Financial Stage Report submitted. This contribution will be calculated as forecast eligible expenditure, adjusted for any overspend or underspend of the preceding Stage.
4. Except for the final Stage of the project, the Council will make an advance payment equivalent to 100% of the due financial contribution in relation to that particular Stage, calculated as in bullet (3) above.
5. For the final Stage of the project, the Council will make an advance payment of up to 80% of the due financial contribution calculated as in bullet (3) above. However, the Council shall retain 20% of the total project grant to be transferred only upon successful completion of the project.
6. Following the termination of the project or expiry of the Grant Agreement, the Project Contact Point will be required to submit a Final Technical Project Report together with a Final Financial Report for the whole project, thus covering the work and expenditure undertaken. The Final Financial Report needs to be audited by a certified auditor appointed by the Applicant and approved by the Council's R&I Unit once submitted. The audit should determine the total eligible costs and compare these to the funds forwarded. The Council reserves the right to appoint an auditor to audit the Project Financial Audit as submitted.
7. As soon as the verifications and audits are finalised and cleared the Council will release the retention money due. In the case of overpayment, the Applicant will be required to refund the under-spend amount to the Council within a specific timeframe, or as agreed to with the Council.

The Council reserves the right to alter the funding parameters as deemed appropriate.

A subsection regarding accountability should be included in the Section 8. Funding, Management and Progress Monitoring

Accountability

The beneficiaries shall keep a separate project bank account and records, clearly distinguishable from other accounting records. All relevant expenses must be recorded in these accounts.

Eligible expenses must have been determined in accordance with the usual accounting and management principles and practices of the Applicant. Direct eligible costs must be backed up with the relevant documentation as specified in the Grant Agreement.

The following sentence should be included in Subsection 8.2 Dissemination & Externalisation

Within 12 months from the end of the Project, the Applicant shall publish, at least one (1) research paper based on the work carried out throughout the Project in a pre-peer reviewed open access repository.

In this same subsection, the following sentence should be omitted – “For copies of all the logos vide Annex 1”.

In Subsection 8.3 Reporting, the following additional information should be included:

The applicant shall set a schedule for quarterly progress meetings with the Council's R&I Unit to take place as part of the reporting work package.

The templates provided by the Council's R&I Unit should be used to develop the end of stage technical and financial reports as well as the final technical and financial reports.

The end of stage technical and financial reports will need to have the following details:

- An account of project activity and achievements over the past stage compared with the originally submitted application;
- An account of actual expenditure over the past stage compared with the originally submitted budgeted expenditure. All financial reports must be signed by the person responsible for the financial management, and assembled as per the instructions in the Grant Agreement;
- An updated forecast of project activity and projected achievements for the following stage;
- An updated forecast of projected expenditure for the following stage

The beneficiary shall appoint an auditor to conduct a detailed financial audit, following the completion of the project. The audit will consist of, at least, the following checks:

- Accounts
- Physical inventory
- Time-sheets and payslips / employee contracts
- Receipts for all equipment and consumables
- Bank statements for the Project Account