The Implementation of FP7 Projects

Standard Operation Procedures

Version 2.0.

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Objective

The objective of these Standard Operating Procedures is first, in a general part, to give an overview on the rules to be complied with when it comes to the eligibility of project costs under FP7- Grant Agreements (GA). Second, they aim at providing guidelines as to the OEAW's internal procedures and monitoring mechanisms (Specific Part). In order to enable the user to smoothly implement her EU-FP7 project the SOPs are accompanied by a Check list and FAQs.

Scope

Whereas these SOPs address primarily FP7 projects they may also serve as an orientation regarding the OEAW’s internal procedures and monitoring mechanisms in the implementation of other third party funded projects. Special attention is paid on the most sensitive issue in FP7-project implementation: time-recording and the eligibility of personnel costs. The SOPs are regularly up-dated and, in the course of time subsequent versions (separate SOPs will be published for projects under the new HORIZON 2020 FP: for new projects submitted 2014-2020) will include further details on other relevant topics and extend to additional European and national funding schemes that are of relevance for the OeAW’s research activities under FP7 (e.g. “People” and “Ideas”). Where appropriate, marginal notes are made on some particularities of Marie Curie Actions and ERC Grants.
1. GENERAL PART: GOOD PRACTICES IN THE IMPLEMENTATION OF EU GRANTS

1.1. LEGAL FRAMEWORK

The fact that an excellent project proposal is proposed for funding by the European Commission is just the beginning of a multi-faceted process. After concluding successful GA negotiations the real work, namely the implementation of the project starts. The project implementation has to comply with European prerequisites, both at the technical and, at the financial level. In order to make sure that all conditions are met the project leader has to be aware of the content and meaning of the legal framework guiding the implementation of her project. Knowing the rules is essential for ensuring that EU contributions are spent correctly.

Please be aware that these SOPs only complement and partially summarize the binding rules of the Grant Agreement and the Guide on Financial Issues and by no means supplement the latter ones!

An exhaustive list of all relevant legal documents in various language versions can be found on the new FP7 Participant Portal:

http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html#fp7

Standard Model Grant Agreement General

http://ec.europa.eu/research/participants/data/ref/fp7/93275/fp7-ga-annex2_de.pdf

Reference to Financial Guide

1.2. FINANCIAL ASPECTS

The costs spent on the project are eligible only if the following criteria are met.

Article II.14. of the FP7 Grant Agreement describes “Eligible costs of the project”

Costs incurred for the implementation of the project shall meet (ALL) the following conditions in order to be considered eligible:

- a) They must be actual (no estimated or budgeted)
- b) Incurred by the beneficiary (be careful about third party contributions!)
- c) Incurred during the duration of the project
- d) In accordance with the accounting principles of the beneficiary (when compatible with the other eligibility principles)
- e) Incurred « for or in relation to the project » and in accordance with the principles of economy, efficiency and effectiveness
- f) Recorded in the accounts of the beneficiary
- g) Indicated in the estimated budget (Annex I of the Grant Agreement)

All costs must be spent in order to attain the objectives of the project. Therefore, the costs must be necessary for and linked to the project.

All expenses have to follow the principle of economy, efficiency and effectiveness as a standard of good house-keeping.

This means that the costs shall be
- economic,
- non-excessive,
- not reckless,
- not include any profit (with one exception: sub-contracting).
The following costs shall be considered as non-eligible and may not be charged to the project:

- Prohibition to make any profit!
- Prohibition of double funding: costs claimed for other EU funded projects are not eligible!
1.2.1. Personnel costs

The calculation of personnel costs is based on TIME-RECORDS. Productive hours on the project and total productive hours have to be identified in order to calculate the hourly wage rate.

Reference to Financial Guide:

In order to be in compliance with the Financial Guide (pp. 55 ff.) please make sure the TIME-RECORDING addresses the following points:

- Time-recording on a daily basis*
- throughout the whole duration of the project
- Name and signature of the employee
- Project number
- Time-recording must be reliable and correct: all hours claimed must be verified in a reliable manner
- Time recording must be reconcilable with absences
- Time records have to be authorized by superior/project manager

The following direct costs may be considered eligible (this list is not exhaustive):

(a) The cost of personnel assigned to the project

- The personnel must be directly hired by the beneficiary in accordance with its national legislation.
- The personnel must work under the sole technical supervision and responsibility of the beneficiary.
- As there is no distinction between cost models, any beneficiary may include in its personnel costs "permanent employees", who have permanent working contracts with the beneficiary or "temporary employees", who have temporary working contracts with the beneficiary.
- Personnel costs should reflect the total remuneration: salaries plus social security charges (holiday pay, pension contribution, health insurance, etc.) and other statutory costs included in the remuneration.
- Personnel must be remunerated in accordance with the normal practices of the beneficiary.

Only the costs of the actual hours worked by the persons directly carrying out work under the project may be charged. Working time is the total number of hours, excluding holidays, personal time, sick leave, or other allowances.

(a.1) Time recording system: general conditions

Only the hours worked on the project can be charged. Working time to be charged must be recorded throughout the duration of the project by timesheets, adequately supported by evidence of their reality and reliability. In the absence of timesheets, the beneficiary must substantiate the cost claimed by reasonable means (alternative evidence) giving an equivalent level of assurance, to be assessed by the auditor. Employees have to record their time on a daily* basis using a paper or a computer-based system. The time-records have to be authorised by the project manager or other superior. Where it is the usual practice of the beneficiary to consider certain types of personnel (such as administrative or support personnel) as indirect costs, the costs of this personnel cannot be charged as direct eligible costs, but only as indirect costs.

* The OEAW internal rules demand that time recording is made on a daily basis.
1.2.1.1. **Timesheets**

**TIMESHEETS** to record working hours must meet at least the **basic requirements** indicated below:

- full name of beneficiary as indicated in the ECGA;
- full name and signature of the employee directly contributing to RTD project;
- title of RTD project as indicated in the ECGA;
- project account number must be indicated;
- periodicity of filling in (for instance on daily*, weekly, monthly basis) according to the beneficiary's normal practice;
- amount of hours claimed on the RTD project. All hours claimed must be able to be verified in a reliable manner;
- full name and a signature of a supervisor (person in charge of the project; in case of secondments of OeAW staff members at partner institutions also a local supervisor at the hosting institution should additionally sign the time-sheets).
- the timesheets must be reconcilable with the absences for holidays, illness, travels or others.

*The OEAW internal rules demand that time recording is made on a daily basis.

It is also highly advisable that the time recording system meets the following additional criteria:

- the time records disclose the hours worked on a daily basis;
- a reference to the tasks or **WP** included in the Description of Work, allowing an easy reconciliation of the work done with the work assigned;
- a reference to the type of **activity** (RTD, management, other…) to which the work has been attributed;
- a description of the actions carried out by the staff, allowing to understand the work done and substantiate it, in particular in the case of a technical audit.

In cases where personnel work on several projects during the same period the time recording system must enable **complete reconciliation of total hours per person, listing all activities** (EU projects, internally funded research, administration, absences etc.).

It is important to remember that an effective time-recording system (a system which certifies the reality of the hours worked) is a **requisite for the eligibility of the costs**. A contract, as a document signed before the work is actually performed, would not be sufficient. It is worth mentioning that the above elements are the basic ones, thus there are no obstacles to running the timesheets in a more detailed way.
1.2.1.2. Ineligible personnel costs

NOT ELIGIBLE

Please bear in mind that NO BONUS solely for EU projects is permissible!

Only personnel classified as “researcher” or “scientist” is ELIGIBLE

Administrative staff and technicians are NOT ELIGIBLE

NO self-employed (Freie Dienstnehmer),

NO service contract (Werkvertrag)

As a matter of fact ESTIMATED COSTS resulting from subjective cost-drivers cannot be considered actual costs

I think that… =

It should be around… =

My experience tells me that… =

= Subjective → Non-Actual →

Not eligible

To be objective, the cost-driver must be based on measurable (and measured) facts!

Example:

Working hours of academics are a measurable fact, however, without a reliable time-recording system and thus “not measured” the cost driver will not be objective as it would be based on estimations.
1.2.1.3. **Common Errors related to personnel costs**

1. TS signed globally at the end of the year or even at the end of the reporting period.
2. TS authorized by the project leader before signature by the researcher.
3. TS not signed by the researcher.
4. (Project leader’s) TS not authorised by her superior.
5. TS antedated (date of signature is earlier than the date of printing)
6. TS filled in and printed before the end of the month, but they contain the full information for all the days of the month.
7. TS signed by the researcher and/or the project leader when she/he was absent.
8. Productive hours not in line with TS.
9. Charged hours not in line with absences tables (Le Salaire).
10. Sometimes the “Forschungssurlaub” has been indicated on the TS as “Absence” which reduces the “working hours” and, as a consequence, increases the “hourly rates”.
11. Was travelling for other purposes not related to the project/not charged to the project.
12. Charged hours when she was on unpaid “Forschungssurlaub”.
13. Personnel assigned simultaneously to RES0000 and to EUP-Project.
14. Salary is paid out of resources remaining from other research contracts (RES0000)
15. General data incomplete (name, month, project title, EUP-No, contract no, etc.)
16. Wrong calculation of productive hours (break, holiday, compensation time, illness etc.)
17. Inconsistencies (date in footer, automatic date, name of the signatory)
18. People not directly employed or paid by the beneficiary (FDV: only free-lancer contacts, WV: pure service contracts = sub-contract)
19. Unpaid overtime charged.

*These errors may be considered as irregularities.
1.2.2. Employment contract

SPECIFIC CRITERIA

The GA may constitute specific criteria regarding employment contracts!
This applies in particular to a) Marie Curie Actions and b) ERC Grants.

1.2.2.1. Marie Curie Actions

Specific rules apply to

Initial Training Network – mono beneficiary (Annex III Article III.4)

Initial Training Network – multi-beneficiary (Annex III Article III.4) V5

Intra-European Fellowship (Annex III Article III.3)

Reintegration Grant (Annex III Article III.3)

International Incoming Fellowship (Annex III Article III. 3)

International Incoming Fellowship return phase

International Outgoing Fellowship

1.2.2.2. ERC

AnnexII
http://ec.europa.eu/research/participants/data/ref/fp7/91910/ERC_AnnexII_Singlebenef_final_14%2012%202012en.pdf

Please mind the Supplementary Agreement between the OEAW and the Principle Investigator.
1.2.3. Other direct costs

The eligibility criteria of the Financial Guide Article II. 14 apply with regard to all costs including travels, purchases attributable to the project, consumables, etc.

EQUIPMENT

As to equipment only the depreciation (during the duration of the project) can be reimbursed as of the moment of bringing it into service.

Calculate depreciation: Original costs over € 400 (net price) divided by service life (in months).

The depreciation period for computer hardware and software is 36 months, other scientific equipment is 60 months.

SUB-

no core elements of the contract may be sub-contracted

RTD may not be sub-contracted

must be included in Annex I of the GA

Profit allowed

No overhead

Best price – quality ratio

Minor sub-contracting (e.g. catering etc)

CONTRACTING

1.2.4. Indirect costs


An overhead rate (which is adjusted every year) per Institute plus overhead of the Central Administration is applied. The actual overhead rate of your institute is made available upon request by Grant Service.

FLAT RATES apply to

- ERC (up to 20%)
- Marie Curie Actions:
  For MC-Projects funded under the Work Programmes 2011 ff. (See Financial Guide Category 5, p.11):
  For MC-Projects funded under the Work Programmes 2007-2010 (See Financial Guide Category H p.13):
- Coordination and Support Actions (up to 7%)
2. SPECIFIC PART

Procedure

The SOPs describe the interaction of the research institutes with the central administration and lay down procedures to be followed when implementing EU projects and responsibilities within the Austrian Academy of Sciences.

Grant Service is to be understood as a **ONE-STOP-SHOP**. Contacting Grant Service will ensure you to be provided with all services relating to the administration of third party funding. This will make communication easier, result in quicker solutions and optimise administrative tasks.

EU-Project implementation in the OEAW

Grant Service-CITS: CONSULTING INFORMATION TRAINING SUPPORT

![Diagram of Grant Service-CITS services](image)
2.1. TIME-RECORDING

Checklist:

FAQs:
http://www.oeaw.ac.at/fileadmin/service/forschungsservice/intern/cits/FAQsTimerecording.pdf

Internal procedure and monitoring:

- GrantS reminds of submission between 10\textsuperscript{th} -13\textsuperscript{th} of each month referring to checklist
- Timesheet-submission (original signed print version) to GrantS until the 15\textsuperscript{th} of the subsequent month

Exceptions (field studies, research leave, trips) have to be announced to GrantS in advance indicating the expected date of timesheet submission

- GrantS controls the compliance with check-list

Formal plausibility random checks (no constant consistency checks) of timesheets as to documentation of total hours (incl. other projects), reference to tasks/WP and type of activity (RTD, management. etc.), sum of total hours and productive hours, compliance with absence table;

- Identified mistakes have to be corrected instantly!
Should the corrected timesheet still not be in compliance there will be a quarterly warning to the Director (cc to DFA/HR) who has to inform the employees concerned indicating the consequences:

→ **no correct and reliable timesheet** means **no eligible personnel costs** which causes damage to OEAW and will enhance negative implications.

**CORRECT TIME-RECORDING**

EU-FUNDING

**INCORRECT TIME-RECORDING**

OEAW-DAMAGE

**AVOIDING MISTAKES PREVENTS THE ACADEMY AND ALL PERSONS INVOLVED IN EU-PROJECTS FROM UNWANTED LEGAL CONSEQUENCES!**
GrantS is a **ONE-STOP-SHOP** for researchers and project managers involved in the implementation of third party funded projects.

**Grant-Services include:**

- Advice in legal and financial matters
- Project management support
- Setting-up tailor-made project portfolios
- Services for incoming fellows (establishment, carrier & family)
- Dissemination of information/events/workshops as to
  - Horizon 2020: What’s New?
  - Funding schemes and requirements
  - Initial Training for project leaders: SOP
- Counselling in the application for, negotiation and implementation of grants
  - Guidance notes
  - Project planning and calculation of costs
  - Feedback to the grant proposal
  - Grant Agreement, Partnership and Consortium Agreement
  - Initial Training
  - Guidelines regarding the grant implementation (SOP, Checklists)
  - Financial Statements
  - (SLC-) Audits
- Lobbying your field of research on the European, international and domestic level
- Collection of LINKS informing about research programmes, open calls, news and events

**Research Programmes:**

**EU-HORIZON 2020**


Participant Portal (FP7 and HORIZON2020)


**EU-FP7** (General information and collaborative research projects)

[http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/fp7/index.html#c.calls=Categ ory/t/CALL_FOR_TENDERS/0/1/0&Category/t/CALL_FOR_PROPOSALS/1/1/0&CallIdentifier.Status/t/OPE N/1/1/0&CallIdentifier.Status/t/CLOSED/0/1/0&CallIdentifier.Status/t/FORTHCOMING/0/1/0](http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/fp7/index.html#c.calls=Categ ory/t/CALL_FOR_TENDERS/0/1/0&Category/t/CALL_FOR_PROPOSALS/1/1/0&CallIdentifier.Status/t/OPE N/1/1/0&CallIdentifier.Status/t/CLOSED/0/1/0&CallIdentifier.Status/t/FORTHCOMING/0/1/0)
Marie Curie-Actions
http://ec.europa.eu/research/mariecurieactions/index_en.htm

ERC (Frontier Research)
http://ec.europa.eu/research/fp7/index_en.cfm?pg=ideas

FWF
http://www.fwf.ac.at/de/projects/auenschreibungssuebersicht.html

News
http://www.fwf.ac.at/de/aktuelles.asp

FFG
http://www.ffg.at/auenschreibungen
https://www.ffg.at/Europa/Horizon2020-Ausschreibungen

WWTF
http://www.wwtf.at/programmes/

ÖNB
http://www.oenb.at/Ueber-Uns/Forschungsfoerderung.html
WIFO
http://www.wifo.ac.at/

OEAD
http://www.oead.at/oead_infos_services/information_beratung/forschende/
http://www.oead.at/willkommen_in_oesterreich/stipendien_foerderungen/

UNESCO

Recent developments on the EU Research & Innovation
http://ec.europa.eu/research/index.cfm

OPEN CALLS
http://www.cost.eu/participate/open_call

NEWS AND EVENTS

News
http://www.ffg.at/news

Events
http://rp7.ffg.at/veranstaltungen

FFG-Academy (Project Training)
https://www.ffg.at/services/ffg-akademie
2.3. SUPPORT

GrantS as a **ONE-STOP-SHOP** supports as to

- **Tools and advice for a successful grant application:**
  - budget break down
    [http://www.oeaw.ac.at/fileadmin/service/forschungsservice/intern/EU_Info_Budgetkalkulation_Finanzenplanung_EU_Projekt_2.pdf](http://www.oeaw.ac.at/fileadmin/service/forschungsservice/intern/EU_Info_Budgetkalkulation_Finanzenplanung_EU_Projekt_2.pdf)
  - content, structure of an application, funding conditions, timeframe
    [http://www.oeaw.ac.at/deutsch/service/euangelegenheiten/eu-antrag.html](http://www.oeaw.ac.at/deutsch/service/euangelegenheiten/eu-antrag.html)

- Development of individual **project portfolios** for institutes and researchers

- Preparation and negotiation of Grant Agreements: GrantS carries out **formal check** of the documents → clearance → refers the documents to the legal representative for signature

- **Advises on legal issues** Consortium Agreements, Partnership Agreements and Supplementary Agreements
  - Grant Agreement
    [http://ec.europa.eu/research/participants/data/ref/fp7/93121/fp7-core-ga_de.pdf](http://ec.europa.eu/research/participants/data/ref/fp7/93121/fp7-core-ga_de.pdf)
  - Consortium Agreement
  - Non-disclosure agreement
    [http://www.iprhelpdesk.eu/node/971](http://www.iprhelpdesk.eu/node/971)
  - Ethical issues
  - Partnership Agreement (Marie Curie)

- **Financial issues:**
  - GrantS initiates the EUP account: signed GA is a prerequisite
  - GrantS identifies eligible costs (personnel, travel, purchase, equipment, subcontracting, third party, overhead)

- **Personnel** related questions: **EMPLOYMENT + TIME-RECORDING**
2.4. TRAINING

GrantS provides training and disseminates information about training opportunities elsewhere:

- Initial training for all project leaders compulsory
- Information on the up-dated SOPs
- Individual Training
- Introduction to Horizon 2020
- Info about FFG seminars: [http://rp7.ffg.at/veranstaltungen](http://rp7.ffg.at/veranstaltungen)
- Information about FFG trainings: [http://rp7.ffg.at/ffg_eip_akademie](http://rp7.ffg.at/ffg_eip_akademie)
- Recommendation to implement seminars on Project Management, Project Drafting, etc., according to the “OEAW’s Further Training” catalogue (offered internally or by external providers).

**Initial trainings** for project leaders and project managers will be held by GrantS twice a year and on demand. They aim at making sure that all project leaders and project managers are informed about the actual external and internal rules governing the implementation of EU-projects. In order to get their project successfully started and completed they will be requested to disseminate the information about the SOPs to all (future) team members.

- GrantS keeps a tracking list on attended trainings (training in Version 1.0 at GrantS)
- GrantS keeps a document history: Up-dating of SOP (Version 2.0, in force, etc.)
2.5. EMPLOYMENT

What kind of personnel is (co-)financed by the EU? (see above 1.2.1.)

- Personnel classified as “researcher” or “scientist” only
- No administrative staff, no technicians!
- No self-employed (Freie Dienstnehmer), no service contract (Werkvertrag)

Real costs incurred during the project need to be foreseen in Annex I of the GA.

Calculation of personnel costs

- gross-monthly income (including all taxes)
  - MINUS severance pay
  - MINUS extra pay
  - MINUS one-time payment for birth, marriage, …

For the calculation of salaries
http://www.oeaw.ac.at/fileadmin/service/forschungsservice/intern/cits/Gehaltstabelle_01042013.pdf

For the remuneration funded by Marie Curie Actions:

See Financial Guide for Marie Curie Actions (mind the difference of allowances for MC-Projects funded under the Work Programmes 2011 ff. and under the Work Programmes 2007-2010):


You want to employ personnel for the realization of the project?

- Application for employment/ NEUANSTELLUNG
  Personal administration: http://www.oeaw.ac.at/personalwesen/formular.html
  Neuanstellung Link (please find the current “Neuanstellungsformular/ form” on this website):
  http://www.oeaw.ac.at/deutsch/service/verwaltung/personal/intern/formulare/neuanstellung.html
  Sample Contract:

- MARIE CURIE: GrantS checks the compliance with Annex III of the GA (See SOP 1.2.2)

- Announcement of starting date to EC via GrantS.

- Declaration of conformity via GrantS.
• Absences:
The employer has to be informed immediately about any absence. Please inform your institute which reports the absence to HR. After returning please do not forget to fill in the absence form and send it to: abwesenheiten@oeaw.ac.at

• Infrastructure:
In order to realize your project you may need additional offices, labs, etc.

• For questions regarding room planning please consult bauref@oeaw.ac.at and see: http://www.oeaw.ac.at/bauref/intern/fm_programm/index.html

2.6. FUNDING

Please always make sure to consult forschungsservice@oeaw.ac.at while planning a project proposal!

no retroactive booking
no double funding
no profit
don’t forget to include all receipts
2.7. TRAVEL

Mission order
http://www.oeaw.ac.at/fileadmin/service/forschungsservice/intern/cits/TRAVEL_ORDER.pdf

Travel directives
http://www.oeaw.ac.at/deutsch/service/verwaltung/rechnungswesen/intern/richtlinien/dienstreisen.html
http://www.oeaw.ac.at/deutsch/service/verwaltung/rechnungswesen/intern/richtlinien/bonusmeilen.html

Time-recording
http://www.oeaw.ac.at/fileadmin/service/forschungsservice/intern/Travel_time-recording.pdf

Make sure the **sole** purpose of the travel is achieving the objectives of the project and its expected results.

Make sure that all your travel documentation (conference programme, agenda, minutes of meetings, participant list, presentations, poster, etc.) is collected and preserved.
2.8. PURCHASE


2.9. EQUIPMENT

Only the depreciation for equipment over € 400,-- is reimbursed.

Depreciation period:

- computing hardware and software: 36 months
- all other scientific equipment it is 60 months.

DEPRECIATION:
https://www.bmf.gv.at/steuern/selbststaendige-unternehmer/betriebsausgaben/ba-abschreibung.html
2.10. SUB-CONTRACTING

no core elements of the contract may be sub-contracted
RTD may not be sub-contracted
must be included in Annex I of the GA
profit is allowed
no overhead
best price – quality ratio


Minor sub-contracting must not necessarily be mentioned in Annex I of the GA.

2.11. THIRD PARTY


Please make sure to contact forschungsservice@oeaw.ac.at before considering the involvement of third parties.

- Making available resources to the beneficiary (joint labs, common infrastructures)
- Carrying out part of the work → Special clause 10
  ➔ Must be foreseen in Annex I of the GA
2.12. ADMINISTRATIVE RESPONSIBILITIES OF THE INSTITUTE

**Director of the Institute**
appoints the project leader, employment, purchase order, travel order, delegation of authority

**PROJECT LEADER**
or deleguee/deputy
responsible for the technical project implementation

**PROJECT MANAGER**
know-how about financial rules for FP7 projects and responsible for their correct application, continuous training

**TEAM MEMBER:**
INITIAL TRAINING

**TEAM MEMBER:**
CORRECT TIME RECORDING

**TEAM MEMBER:**
TRAVEL documentation

**Director of the Institute:**
- appoints the project leader explicitly or implicitly
- issues purchase order
- travel order
- procurement
- investments
- delegation of authority

**Project leader or deleguee/deputy:**

**Project start:**
- Introductory training is obligatory – attendance certificate incl. duty to disseminate info to all (future) project staff
- GrantS keeps a tracking list!

The Project Leader acts as contact person, has the responsibility for the implementation of the GA; principle of economy, effectiveness and transparency. Make sure that sufficient financial means exist in order to implement the project incl. potential follow-up costs.

- Must keep a reliable and correct time recording
Project Manager:
She/he needs to

- know how to apply the financial rules for FP7 projects,
- how to bring these EU rules in line with the national taxation and internal accounting principles,
- know about the (in-)eligibility of costs,
- prepare cost statements;
- control the reliability and correctness of time-recording
- master the calculation of personnel costs;
- master the allocation of travel costs (incl. collection of travel documentation), equipment, other direct costs; indirect costs; subcontracting and third parties;
- allocation of costs to activity (RTD, CSA, Mgt, Demo).

Team/Project Member:
Project staff has to sign that initial training took place

- certificate „Read, understood and signed AND RETURN to GrantS by each project member
- tracking list at GrantS!

Project members have to maintain a reliable and correct time recording.