Marie Skłodowska-Curie Actions – RISE Implementation

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Marie Skłodowska-Curie Actions (MSCA)

Policy background, schemes overview and basic participation rules
Research and Innovation Staff Exchange (RISE)

• “Aim to promote *international and inter-sector collaboration* through research and innovation *staff exchanges*, and sharing of knowledge and ideas from research to market (and vice-versa) for the advancement of science and development of innovation”

• Should involve institutions from the *academic and non-academic* sectors (particularly SMEs) based in MS/AC and/or third countries

• Development of partnerships in the form of *joint research* and innovation activities between the participants

• *Knowledge sharing* via international and/or inter-sector *mobility* through two way *secondments of staff* with built-in return mechanism – *no recruitment of new staff*!
  
  – Exchanges between MS/AC only: secondments must be inter-sectoral
  
  – Exchanges between MS/AC and third countries: secondments can be same sector and/or intersectoral
Research and Innovation Staff Exchange

- Participants must be from at least three different countries, at least two of which are MS/AC
- If all participants are in the same sector, one participant country must be a third country
- Secondment period – 1-12 months (does not need to be continuous)
- Projects up to 4 years and max 540 exchange visit months
- Typical activities in RISE:
  - Workshops
  - Joint R&I
  - Networking
  - Knowledge exchange
  - New skills
  - Conferences
Research and Innovation Staff Exchange

Beneficiaries (Participants level 1)

• Signatory to the Grant Agreement
• Responsible for the execution of the project
• Are established in MS/AC

Partner organisations (Participants level 2)

• Do not sign the Grant Agreement
• Must include a letter of commitment in the proposal
• Are established in a Third Country (TC)
Eligible staff for RISE secondments

• Early-Stage Researchers (ESR), Experienced Researchers (ER) & managerial, technical, administrative staff supporting the research and innovation activities of the project

• Have been actively engaged in or linked to research and/or innovation activities at the sending institution for at least 1 month (full-time equivalent) prior to the first period of secondment

• After the secondment period(s), the exchanged staff members should be reintegrated again into the sending organisation
RISE – Minimum Set-up

- At least 3 independent participants in 3 different countries
- At least 2 participants from 2 different MS/AC
- If all in MS/AC: at least 1 academic and 1 non-academic
RISE – Eligible secondments
Intra-European Exchanges

Academic

Non-Academic
RISE – Eligible secondments
Europe – Third Country Exchanges

- Secondments from TC to MS/AC subject to H2020 funding rules!
- If funded by TC → describe in proposal!
## RISE Budget

<table>
<thead>
<tr>
<th>Scheme</th>
<th>Researcher unit cost [person/month] Euros</th>
<th>Institutional unit cost [person/month] Euros</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Staff member unit cost Top-up allowance person/month</td>
<td>Research, training and networking costs</td>
</tr>
<tr>
<td>RISE</td>
<td>2100</td>
<td>1800</td>
</tr>
</tbody>
</table>

- Funding based fully on unit costs, multiplied by requested person months spent on secondments
- Automated calculation of budget when secondment months filled into application
- Institutional costs can be moved between beneficiaries and redistributed to partners (needs to be agreed in the Consortium Agreement)
- No detailed financial reporting but need to report on completed secondment months
- Staff member top-up must be used in full for the benefit of the secondee

Secondments ineligible for funding should not be included except those from TC not eligible for funding to MS/AC (e.g. China, USA)
MSCA projects

http://ec.europa.eu/euraxess

http://cordis.europa.eu
Useful Links

• UKRO Subscriber factsheet on Marie Curie Actions
  https://www.ukro.ac.uk/subscriber/Factsheets/factsheet_msca.pdf

• Commission’s Marie Curie Actions websites
  ec.europa.eu/research/mariecurieactions and
  ec.europa.eu/programmes/horizon2020/en/h2020-section/marie-
  sklodowska-curie-actions

• UK NCP Helpdesk
  Email: mariecurie-uk@bbsrc.ac.uk
  Phone: + 32 2 230 0318
  Website: www.ukro.ac.uk/mariecurie
Eligibility of secondments
Eligible secondments

Type of secondments

- MS/AC
- INTERNATIONAL
- TC
- MS/AC academic
- INTERSECTOR
- MS/AC NOT academic

If TC listed in Annex A of WP

Secondments only between independent organisations

Source: European Commission
Duration of secondments

1 MONTH per secondment

- same staff member
- same hosting organisation
- same sending organisation

12 MONTHS per staff member

- Travel periods included
- Split stays allowed

Split stays within the same secondment to reach minimum of 1 month

Source: European Commission
Examples of split secondments

Source: European Commission
Content of secondments

• Activities foreseen in Annex 1 of the Grant Agreement
• On a full-time basis
• Article 32 of the Grant Agreement sets the recruitment and working conditions for researchers
Eligibility of secondments

- Eligibility of the staff member is the responsibility of the Consortium
  - REA doesn't provide an eligibility service
  - The conditions stated in the Grant Agreement should be respected
Eligibility of staff members

**Condition 1**
Considered staff under national law and internal practices

**Condition 2**
Being ESR, ER, ADMIN, MANAG, TECH

**Condition 3**
Linked/actively engaged in R&I activities within sending organisation in last 6 months

Source: European Commission
Eligibility of staff

- **WHICH MEANS**: Staff is under control, instructions and supervision of the sending organisation.

**Condition 1**

Considered **staff** under national law and internal practices.

No specific contractual link required, it depends on **national law possibilities**.
Eligible staff continued

- **ESR**: minimum eligibility condition for "researchers"
- **Administrative, Managerial**: Staff should not be seconded for the administration of the project (ex. Kick-off meetings)
- **Technical**: "technicians" needed to carry out project R&I activities

Source: European Commission
Eligibility of staff continued

Eligible staff members

- Full-time equivalent (ex: 12 months if 50%)
- Continuous (before 1st secondment with no interruptions)
- Staff linked to several participants can be seconded only from one of them

Condition 3
Linked/actively engaged in R&I activities within sending organisation in last 6 months

Source: European Commission
Obligations of the Coordinator Article 41.2.b of the Grant Agreement

- Ensure **proper implementation** of the project
- **Intermediary** role
- Ensure **reporting**: Deliverables, Researcher Declarations, Reports, Financial Statements
- Ensure **quality control** on information and documents required by REA
- Ensure **distribution** of the funding
- The coordinator **may not delegate** the above-mentioned tasks to any other beneficiary or **subcontract** them to any third party
- **Max. 20 Days** after start of secondment
Obligations of beneficiary towards staff

Article 32 of the Grant Agreement

• Ensure that the principles set out in the Commission Recommendation on the European Charter for Researcher and the Code of Conduct for the Recruitment of Researchers are respected
• Ensure that seconded staff are eligible and have the relevant expertise
• Ensure full-time secondment (100%)
• Ensure the minimum social coverage during secondment (e.g. keep salary, medical insurance)
• Ensure the same standards and working conditions as other staff members at host institution (e.g. access to labs, internet codes, libraries, etc.)
• Ensure Reintegration at the sending institution
• **Unit costs principle:** what counts is the triggering event and not the actual costs spent
  
  – **Calculation for the top-up allowance:** *amount per unit (see Annex 2) x number of months actually spent by the seconded staff members on the research and innovation activities*
  
  – For **split stays** a pro-rata unit cost of 1/30 will be reimbursed for each day.
Declaration of secondments – how much

Unit costs per researcher per month

For secondments eligible for funding

<table>
<thead>
<tr>
<th>Marie Skłodowska-Curie Action</th>
<th>Category A</th>
<th>Category B</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Staff member unit cost *</td>
<td>Institutional unit cost *</td>
</tr>
<tr>
<td></td>
<td>person/month</td>
<td>person/month</td>
</tr>
<tr>
<td></td>
<td>Top-up allowance</td>
<td></td>
</tr>
<tr>
<td>Research and Innovation Staff Exchange</td>
<td>2.000</td>
<td>1.800</td>
</tr>
<tr>
<td></td>
<td><strong>B1</strong> Research, training and networking costs</td>
<td><strong>B2</strong> Management and indirect costs</td>
</tr>
</tbody>
</table>

*These unit costs are subject to a funding rate of 100% and no country coefficients apply.*

Source: European Commission
Declaration of secondments – who?

- Each beneficiary: (not TC partners) in its individual financial statement
- => Outgoing secondments of its own staff
- <= Incoming secondments from a TC partner
- Internal arrangements on the use and distribution of funding are possible ONLY for category B units.
**How to declare secondments**

**Form: Annex 4 of the GA**

![Table of Financial Statement for Beneficiary](image)

Source: European Commission
Declaration of secondments – when and where?

• Via the Participant Portal
  – The financial statement automatically generated based on the submitted RD (Researcher Declarations)
  – Together with the submission of periodic reports to which the payment is linked
  – End of each RP (Reporting Period)
Principle of cofunding

- **Principle:** EU contribution only covers *part of the costs* related to secondment and institutional needs

- **Examples for co-funding:**
  - Secondment costs for staff member
  - Salary/fellowship, etc. for the staff member during the secondment
  - In house activities disconnected from secondments

- Etc...
Principle of cumulative award

- **Principle of no cumulative award Principle:** The same activity cannot be funded twice by EU funds* (article 129 FR)
- **Double funding:** The same costs cannot be reimbursed twice
Use of the EU Contribution Category A

**Principle:** Allowance for seconded staff members (cat. A) must be **fully used** to cover travel, accommodation and subsistence costs related to the secondment. (article 32.1.j)

**Practical modalities:**

- Distribute 2.000 EUR to staff in advance/in instalments *
- Reimburse travel and subsistence costs to staff
- A mix of both

* If paid together with salary, be aware of the national income taxes
Use of EU contribution Category B

- **Principle:** use and distribution among participants is acceptable as long as it is convenient for project implementation according to the Annex 1
- **Example 1:** part of institutional costs (B2) reserved to organise general networking events or cover extra management costs of the coordinator
- **Example 2:** re-distributed among secondments according to the specific financial needs of the secondment, and not necessarily according to the balance of secondments
Use of the EU contribution – transfer to TC

- **Principle:** Beneficiaries may possibly transfer funds to TC partners.
- The seconded staff from the EU to TC are entitled to cat. B units.
- Each **beneficiary remains fully responsible** for its outgoing and incoming secondments from TC countries.
**Payment timeline**

- **Project Starts** (Month 0)
  - Continuous Reporting Module
  - Periodic Reporting Module
  - Reporting Period RP1
  - Pre-financing 65% including 5% Guarantee Fund (GF)
    - 20 days after start date or
    - 10 days before the project start date

- **Typical RISE project**
  - Reporting Period RP2
  - Interim payment up to 90% of the EU contribution
    - Max. 90 days after the periodic report has been submitted

- **Project Ends** (Month 48)
  - Final payment 10% and release of 5% GF
    - Max. 90 days after the final reports have been submitted

*Periodic report to be submitted within 60 days after the end of each reporting period.*

Source: European Commission
Pre-financing

• To provide beneficiaries with cash to start working.
• Within 30 days either from the entry into force of the Agreement (art 58) or from 10 days before the starting date of the action, which is the latest.
• The coordinator should distribute PF between the beneficiaries without unjustified delay.
Interim payment

• Payment release within 90 days from submission of first periodic report documents
  – Payment release can be suspended if reports/information are incomplete/incorrect
  – Based on secondments reported
  – Up to maximum 90% of total EU contribution
  – The payment is distributed according to the internal agreement within the consortium
Final Payment

• Payment release within 90 days from submission of last periodic report documents
  – Payment release can be suspended if reports/information are incomplete/incorrect
  – Could be recovery of the balance between total claimed units and pre-financing + interim payment
Audits

• Audit of your grant could be during the project or up to 2 years after the final payment

• Each beneficiary must prove:
  – The formal link between staff member and sending organisation under the national law
  – The secondments took place for the duration reported
  – The unit costs Category A were used in full for the seconded staff member
Keeping records

Each beneficiary must keep:

- Documents in agreement with internal accounting rules and practices of the organisation
- Records to prove that researcher worked 100% on the RISE project
- Records about the hosted TC researchers
Final Tips

• Keep in touch with your PO if issues appear
• Define clear funding distribution modalities in the Consortium Agreement
• Coordinator can distribute PF only to beneficiaries having acceded to the GA
• Coordinator can distribute PF only when the minimum number of beneficiaries have acceded
Any questions?