



ATWARM Kick-off Meeting

11th May 2010

1. Contractual Overview



Summary

- ▶ Grant Agreement
- ▶ Recruitment
- ▶ Reporting
- ▶ Budget





EC Requirements

- ▶ Marie Curie
Initial Training Network
- ▶ Aim: provide excellent scientific training to young researchers and enhance mobility of researchers in Europe
- ▶ ATWARM: training for water resource management



Grant Agreement



Contractual Issues – Introduction

- ▶ Annex I – Grant Agreement
 - Description of Work – signed agreement between Consortium & EC regarding work to be carried out
- ▶ Annex II – Rules of Participation
 - Roles & obligations of coordinator & beneficiaries
 - Reporting, Financial & IPR provisions
- ▶ Annex III – Specific rules for ITN
 - Selection & Recruitment; Financial rules; Definitions
- ▶ Annex IV & V
- ▶ Annex VI – Financial reporting, Form C
- ▶ Annex VII – Audit Certificate (financial)



Consortium Agreement (CA)

- ▶ EC recommends that each Consortium establish a Consortium Agreement to
 - Organise management of the Consortium
 - Define the obligations & rights of each member of the Network under the ATWARM Grant Agreement
 - Define the role of the Coordinator, Scientific Coordinator & Supervisory Board
 - Define the procedure where a Partner defaults
- ▶ ATWARM CA concluded in March 2010
 - Signed copy sent to LEAR of each institute in April 2010



Annex I – Grant Agreement

- ▶ Description of Work
- ▶ 4 year research programme
 - (1st Dec 2009 – 30th Nov 2013)
- ▶ 6 Work Packages
 - Management (WP1)
 - S&T (WP2 & 3)
 - Training (WP4 & 5)
 - Dissemination (WP6)

- ▶ *Discuss further in next presentation*



Annex II, III and VI

- ▶ Rules of participation – specifically with regard to ITN
 - Recruitment
 - Reporting
 - Budget



Recruitment



Recruitment & eligibility rules

- ▶ ATWARM will recruit
 - 14 PhD students (36 month contract)
 - 2 post-doctoral research Fellows (24 month contract)
- ▶ **PhD ≤ 4 years research experience**
 - Start counting from date the student obtains the degree permitting access to doctoral studies
 - Experience is calculated at date of appointment
- ▶ **Post-doc ≤ 5 years research experience**
 - PhD, or at least 4 years relevant research experience



Recruitment – mobility rules

- ▶ Fellows can be nationals of **any country other than** the country of the host organisation
 - 2 exceptions to this rule (dual nationality & national worked outside EC for 3 out of previous 4 years)
- ▶ Fellows must not have resided or carried out their work/ studies in the country of the host for **more than 12 months in the 3 years** immediately prior to their recruitment



Selection Rules & Procedure

- ▶ Vacancies published internationally
- ▶ Conform to the EC Code of Conduct for recruitment of researchers
 - Open, transparent recruitment procedures
 - Diverse selection committees
 - Recognition of qualification & mobility experience
- ▶ Equal opportunities
 - gender balance across the whole project



Recruitment Status

- ▶ First recruitment round completed
 - Closing date for applications, 19th March 10
- ▶ Positions were advertised on EC recruitment engine for Marie Curie – Euraxess
 - 122 applications to the 16 projects
 - 6:4 international: EC applicants
 - 7:3 ratio M:F applicants
 - Eligibility check: 42 applications eligible
 - Reasons for non-eligibility: >4 years research experience or degree field did not fit
 - 4 positions at interview/ selection stage (CRA, DCU)
 - 10 applicants being interviewed total



Recruitment Round 2

- ▶ 12 ATWARM posts re-advertised: closing date 18th June 2010
 - Euraxess
 - QUESTOR website
 - Distribution of posters – leaflets
 - Enterprise Europe Network & similar opportunities
- ▶ Main reason: allow 2010 graduates to apply (expected graduation date July 10)
- ▶ Details of selected Round 1 candidates kept on file for possible interview in summer



Employment Contracts

- ▶ Host organisations must prepare an employment contract for each Fellow:
 - contract duration
 - salary & allowances
 - payment arrangements
 - holiday, sickness leave, social security (Host rules)
- ▶ Project Manager will circulate an *ATWARM employment agreement* to support Fellow's signature of 'Declaration of Conformity' – required by EC
- ▶ Z-Card given to each Fellow



Reporting



Reporting Rules

Reports	within 30 days after 12 months	at least 30 days before Mid-Term Review	within 60 days after 24 months	within 30 days after 36 months	within 60 days after 48 months	within 30 days after Final payment
Progress report (by CO)	√	√		√		
Periodic report:						
– Periodic report (by CO)			√		√	
– Financial Statement (Form C) (by each beneficiary)			√		√	
–Summary Financial report (by Coordinator)			√		√	
–Certificates on Financial Statement (if required)			√		√	
Final Report (by CO)					√	
Distribution report (by CO)						√

- ▶ Progress reports: Month 12 (Nov10), Mth20 (Jul11), Mth36 (Nov12)
- ▶ Mid-term review: Meeting of Coordinator & EC Project Officer (Jul11)
- ▶ Periodic reports: finance report & summary of project actions Month 24 (Nov11) & Month 48 (Nov13)



Reporting Procedure

Project Manager will circulate Report templates.

What	By whom	To Whom	When
6 month internal Activity Report	Each Supervisor	Coordinator	Start Oct & start April
6 month internal Activity Report	Coordinator	Supervisory Board	Middle Oct & mid April
Annual Progress Report	Each Supervisor	Scientist-in-Charge	End Oct10, 11, 12, 13
Consolidated Annual report per Organisation	Scientist-in-Charge	Coordinator	Mid-Nov10, 11, 12, 13
Finance Report	Each Supervisor	Scientist-in-Charge	End Oct11 & Oct 13
Consolidated Finance Report per Organisation	Scientist-in-Charge	Coordinator	Mid-Nov11 & Nov13



SESAM Reporting Tool

<http://webgate.ec.europa.eu/sesam/index.do>

- ▶ Scientist-in-Charge at each Host institute is responsible for completing reports and supporting documents through SESAM tool
 - Electronic reports
- ▶ Audit reports only required by Partners claiming $\geq \text{€}375,000$ in a 2 year period (DCU, QUB)
- ▶ Coordinator will submit all reports to the EC
 - Reports must be signed by Legal Representative at each Host site and hard copies sent to EC



Fellow Questionnaires

- ▶ All ATWARM Fellows must complete a series of questionnaires for the project:

Mid-term assessment questionnaire	At mid-term review	Jul-11
Evaluation questionnaire	At end of Fellowship	Oct-13
Follow-up questionnaire	2 years after end of Fellowship	Oct-15

Fellows agree to pass on details of change in employers/ home address for 2 years after project completion.



Budget

ATWARM Payment Schedule

- ▶ ATWARM budget: ~€3.5 million

		Date to Coordinator (exp)	Transfer to partners – within 45 days of receipt
Advance payment (60%)	€2,273,377.43	End Feb-10	<i>Start May-10</i> (2wk delay by QUB)
Interim Payment (25%)	€874,375.94 *	Apr-12	Jun-12
Final Payment (10%)	€349,750.37 *	Apr-14	Jun-14
Guarantee Fund (5%)	€174,875.19	Upon successful completion of project	Jun-14

* Interim & Final payment amounts are estimates. Depend on work done according to plan (deliverables, milestones) and spend according to budget headings.



Financial Rules – ATWARM Budget

- ▶ Total ATWARM budget: €3,497,503.74
- ▶ Majority of budget to cover Fellow costs
 - Allowances (salary, travel, career): €2,283,551
 - Laboratory/ research expenses: €331,200
- ▶ Budget for all Supervisors to produce training material, attend project meetings
 - €331,200
- ▶ Budget for international conference (DCU)
 - €27,000
- ▶ Management costs & overheads per Host
 - €624,552.74



Budget – Research Fellows

Eligible expenses for activities carried out **by researchers**

A	B	C	D
<p><i>Monthly living & mobility allowance</i></p>	<p><i>Travel allowance</i></p>	<p><i>Career exploratory allowance</i></p>	<p><i>Contribution to the participation expenses of eligible researchers</i></p>
<p>Monthly living allowance €34500 per annum (PhD) €53000 per annum (post-doc) Adjusted for cost of living in Host country</p> <p>Monthly mobility allowance €500/ month (single) €800/ month (married with family)</p>	<p>Depends on distance between researchers home country and country of host</p> <p>€250–€2500 per year ATWARM budget = €1000/ month</p>	<p>€2000 per researcher for initial training costs</p>	<p>€600 per month paid to host institute for purchase of consumables and items for research.</p> <p>*Keep records of items purchased for possible audit.</p>



Budget – Host organisations

Eligible expenses for activities carried out **by host organisation**

<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
<i>Contribution to the research/ training/ transfer of knowledge programme expenses</i>	<i>Contribution to the management of international conferences, workshops & events</i>	<i>Management activities (including audit certificates)</i>	<i>Contribution to overheads</i>
<p>€600 per researcher per month</p> <p>1. For development of training material, to produce internal joint training actions</p> <p>2. Network meetings</p>	<p>€300/ researcher/ day</p> <p>– ATWARM: this budget will be managed by DCU</p> <p>– for researchers from outside the partnership</p>	<p>Agreed value in budget for each partner</p> <p>– To develop management reports, periodic & progress reports, to pay for supervisory board meetings</p>	<p>Agreed value in budget for each partner</p>



Thank you!
Discussion/ Questions