PMO (Programme Management Office) on
H2020 Funded Projects

When using the PMO on a H2020 funded project, we must ensure they are costed on InfoEd and subsequently correctly set up on ICIS (if awarded) to ensure their costs are accounted for.

Pre-Award

1. The PI / Dept who has created the main InfoEd proposal must create a subproject for the PMO and add Radu Rautiu as the co-investigator. This is so the PMO are recognised on the subproject.

2. The PI/Dept must then work together with the PMO to provide the costs which they envisage will allow them to carry out the project management in the coordination of this project.

3. These costs must include all those relevant in the project delivery, event management, dissemination and closure of the project (This is detailed in the PMO Guidelines for H2020 Collaborative Projects).

   N.B. PMO's staff costs cannot exceed 100% over the number of projects they are awarded.

4. The PI/Dept of the lead department will coordinate the inclusion of PMO's costs on the subproject in InfoEd.

   N.B. if this is Stage 1 of a Two Stage Application Process, please click on the link and search under the heading EU Pre-Award.

   Partner Budgets should be added to the PMO subproject on InfoEd from the outset.

5. Once all costs have been added to the budget on the proposal, all attachments added and all sections complete, the proposal must be submitted for department and PMO approval (Director of Programme Management, Simon Philbin, on approval route)

PLEASE NOTE: all proposals should be submitted 5 days before the funder's deadline in order for the JRO to check the application before final submission to the EU

Post Award

Upon a successful application for funding from the EU, and after negotiation and signatures of the Grant Agreement (GA) and Collaboration Agreement (CA), the project will be ready to be set up on ICIS. The GA will be received from the EU Research Office Team in a handover email.

The PI will be named on the main award and Radu Rautiu named on the subproject for which PMO's costs will be incurred.

The main award (lead department) and the PMO subproject will be interfaced to ICIS.

The JRO will send the award set-up email confirming the award/subproject numbers to each department and the budget which has been awarded.

During the lifecycle of the project, the PMO will incur costs against their own subproject (please refer to "Summary of administering PMO subprojects" document) and complete their own timesheets, along with the E85 to calculate the correct apportion of staff costs in relation to these timesheets. Any HR18s will also be completed by the PMO on at least a quarterly basis.

Partners' budgets will be managed through the PMO subproject and project financials downloaded from BIEE or Oracle Grants (BIEE being the preferred option).

The agreed responsibilities are as follows:

1) Collating bank details from partners (**PMO**).

2) Creating and compiling a partners' reconciliation (**RS/JRO**).

3) Completing Payment Authorisation Forms (**PMO**).

4) Sign off of Payment Authorisation Forms (**RS/JRO**).

5) Sending PA forms to Account Payable; cc PMO (**RS/JRO**).

6) Checking and chasing payments when they go awry; cc RS/JRO (**PMO**).

7) Confirming payments have been sent to partners; cc RS/JRO (**PMO**).