Joint Research Office: EC Team

EC

- Nataleen Gould, Grants Manager (EC)

European Commission

Pre-award

- First steps
- Application checklist
- Imperial as coordinator
- Portal
- Preparation stage

Post-award

- FP7/H2020
- Timesheets
- Payments

First steps

1. Call details (Sent to JRO by PI/Department - ERC, MSCA, other research and innovation actions)

2. H2020 calculator – Excel spreadsheet GBP/Euros (ERC – European Research Council, MSCA - Marie Sklodowska-Curie, R&I (Research & Innovation Action)

3. INFOED (5-day-rule applies - for the benefit of the academic)

EC application checklist

1. Exchange rate (finance calculator) - link

2. Equipment (College's tendering process is adhered to) - link

3. Sub-contracts (article 13 of the MGA) – tendering process and best value for money

4. Trust costs - (approved by Sally Nhin and attached to INFOED-classified as article 11 of the MGA)

5. Audit costs included – threshold €325k direct costs (£4000 + inflation excl VAT for R&I projects and £9000 for ERC projects)

Imperial as coordinator

Project Management Considerations

1. PMO (Programme Management Office)
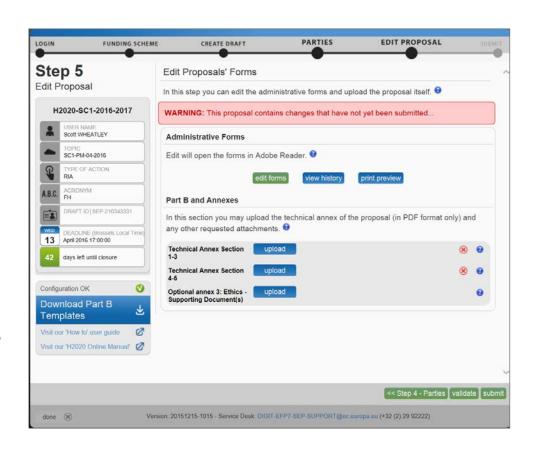2. Project manager
3. Outsourcing

Department approval is required when taking on the role of coordinator (as early as possible).

http://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/grants/euprojects/ - *Project management considerations and H2020 notes for Imperial's researchers.*

ECAS (EC portal)

1. PI/coordinator grants JRO (Scott Wheatley) as a contact for the project
2. JRO checks budget on proposal matches approved costs on InfoEd
3. PI/coordinator submits proposal (<u>please do inform JRO if changes are made prior to submission</u>)
4. Figures on H2020 budget sheet, InfoEd recovery, ECAS proposal figures should all match

Preparation stage (previously known as negotiation stage)

1. Application is successful – coordinator/PI is invited by the EC to prepare contractual documents
2. JRO checks budget on EC portal to ensure it matches our approved internal budget
3. JRO confirms to the legal team that the DOH (declaration of honour) and grant agreement can be signed

EC – Post-award (FP7 & H2020)

1. Project set up on ICIS (activation email sent to all parties)
2. JRO responsible for submitting Imperial's financial statements (Form C submission to the EC for FP7 and H2020)
3. Audits – certificate on financial statements. JRO responsible for submitting expenditure report and timesheets to auditors. External auditor is PKF Littlejohn. (FP7 - €375K Euros AUDIT THRESHOLD / H2020 - €325K Euros AUDIT THRESHOLD)

Imperial College London

Timesheets

All staff charged to FP7 and H2020 projects to submit timesheets.

Timesheets submission – EMAIL: eujrotsheets@imperial.ac.uk (JRO checks timesheets submitted – hard copies to be retained in department)

EC payments

1. Pre-financing - % calculated by EC
2. Interim payments (after each reporting period up to maximum of 85% of the budget)
3. Final payment - 10% (upon approval of final reports)
4. Guarantee fund - 5%

EC Team: Further Information

Further information

EU Projects and EU JRO team can be found at:

http://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/grants/euprojects/

Research Office European team at:

http://www.imperial.ac.uk/research-and-innovation/research-office/funder-information/european-commission/