LEGAL AND FINANCIAL ASPECTS

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Finance and Administration Unit
Clean Hydrogen JU
WHAT IS THE GRANT AGREEMENT AND WHY DO I NEED IT?

YOUR RIGHTS

- To receive EU funding, under the terms and conditions defined in the grant agreement,
- To own the results of the project that you have generated
- To ask for amendments of the grant agreement (if something needs to be changed)

YOUR OBLIGATIONS

- To implement the project as planned in the description of the action (Annex 1 to the grant agreement)
- Submit reports at the time and for the periods defined in the grant agreement
- Display the EU emblem and reference to Horizon Europe funding (e.g. information material, equipment funded by the grant, major results)

HOW MUCH MONEY YOU CAN GET

Overall, the granting authority can never pay

- more than the maximum grant amount fixed in the grant agreement.
- But: it may pay less; e.g. if the project costs at the end are less than budgeted
HOW CAN I PARTICIPATE IN THE GRANT AGREEMENT?

Beneficiary
- Signs the project
- Has all rights and obligations

Affiliated entity
- With a legal or capital link with the beneficiary
- Does work and may declare costs

Associated partner
- Does work but can NOT declare costs

Third party providing contributions
- Does NOT do work just give in-kind contributions
- The beneficiary may declare the costs of the contributions

Subcontractor
- Does work and invoices the beneficiary
- The beneficiary may declare the invoice
STRUCTURE OF THE GRANT

**e-GRANT**
- The Horizon Europe grant agreement and its management are **fully electronic**.
- This is from the signature of the grant until its end, all actions and communications will flow via the Funding & Tenders Portal (‘the Portal’).

**CORPORATE STRUCTURE**
- The Horizon Europe grant agreement is based on a **Commission-wide model** (so-called ‘Corporate Model Grant Agreement’).

**SPECIFIC ANNEX 5**
Some important Horizon Europe specific rights and obligations are part of this annex 5, like:
- Security
- Ethics
- Values (i.e. gender mainstreaming)
- IPR
- Communication & Dissemination
- Open Science
- Visibility etc
STRUCTURE – CORE PART OF THE GRANT

Core Part

Datasheet
a summary of the specific data of the grant agreement

Articles
grouped in seven chapters

Chapter 1 – General (Articles 1-2)
Chapter 2 – Action (Articles 3-4)
Chapter 3 – Grant (Articles 5-6)
Chapter 4 – Grant Implementation (Articles 7-26)
Chapter 5 – Consequences of non-compliance (Articles 27-35)
Chapter 6 – Final provisions (Articles 36-44)
ANNEX 5 - STRUCTURE

- **Security** (Article 13)
- Ethics (i.e. research integrity) (Article 14)
- Values (i.e. gender mainstreaming) (Article 14)
- IPR (Article 16)
- Communication, Dissemination, Open Science and Visibility (Article 17)
- Specific rules for carrying out the action (Article 18)
  - recruitment and working conditions,
  - specific rules for access to research infrastructure actions,
  - specific rules for PCP and PPI procurements,
  - specific rules for co-funded partnerships,
  - specific rules for ERC actions,
  - specific rules for EIT-KIC actions,
  - specific rules for MSCA actions
  - Specific rules for EIC actions

Disclaimer: Information not legally binding
Novelties for Horizon Europe - MGA

- Streamlined MGA
  - common for all EU funding programmes
  - datasheet containing overview of main grant options
- Simplified provisions on personnel cost
  - single method: daily rate and monthly declarations
  - reduce the number of errors
- Wider reliance on beneficiaries’ usual costs accounting practices (internal invoices)
- Further clarified provisions addressing prototypes
- Improving the Annotated MGA
  - web-based, easier to read, more accessible
Novelties for Horizon Europe - Reporting

- Key Impact Pathways (KIPs)
- Some reporting requirements after project end
- Stronger focus on dissemination and exploitation
- Linking with existing data sources wherever possible

- New periodic reporting template for HE to be developed
  - adapting questionnaires
  - changes due to new R&I policy indicators
- Continuous improvements in online reporting tools
MGA – ENABLER FOR SYNERGIES

HE online consultation – MGA and synergies
Horizon Europe Co-design – all respondents

3.1. Would the use of the same standard Model Grant Agreement for all EU directly managed funding programmes facilitate synergies between them?

SYNERGIES?

- Bringing together money from different EU programmes in the same project
- Providing funding from alternative sources for successful proposals which could not be funded due to insufficient call budgets
- Funding complementary or successive projects
SYNERGIES – BASIC RULES TO BE RESPECTED

• “The Programme shall be implemented in synergy with other Union programmes”
  [Article 15 (1) HE]

• 3 legal limitations
  1. Non-profit rules
  2. State aid rules: national rules apply
  3. Rules on combination of EU funding

• Rules on combination of funding:
  a. “An action that has received a contribution from another Union programme may also receive a contribution under the Programme, provided that the contributions do not cover the same costs. “(…)”
  b. “The cumulative financing shall not exceed the total eligible costs of the action.”
  [Article 15(4) HE]
Find more info at:

1. Funding and tenders opportunities portal, under section “Reference Documents”

   [https://www.youtube.com/watch?v=wZPjoan9ldo](https://www.youtube.com/watch?v=wZPjoan9ldo)

3. HE Presentation: The rules of the game - the Model Grant Agreement

Thank you

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For further information
https://www.clean-hydrogen.europa.eu/
Financial issues at proposal stage

Thanos BAT SILAS, Financial Officer

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15.03.2022
Costs at the proposal stage

<table>
<thead>
<tr>
<th>Section 1: Project Title and Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of the project and its objectives.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 2: Project Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>The purpose and goals of the project.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 3: Project Partners</th>
</tr>
</thead>
<tbody>
<tr>
<td>List of partners involved.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 4: Project Organisation and Governance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details on the project's structure and management.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 5: Project Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timeline for the project.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 6: Project Milestones</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key milestones and achievements.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 7: Project Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget breakdown and funding sources.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 8: Project Risks and Contingencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>List of risks and contingency plans.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 9: Project Impact and Sustainability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expected impact and sustainability measures.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 10: Project Sustainability Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan for the project's long-term sustainability.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 11: Project Evaluation and Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan for project evaluation and reporting.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 12: Project Monitoring and Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan for project monitoring and control.</td>
</tr>
</tbody>
</table>

Proposal template Part B: technical description

This template is to be used in a single-stage submission procedure or as the 2nd stage of a two-stage submission procedure.

The structure of this template must be followed when preparing your proposal. It has been designed to ensure that the important aspects of your proposal are presented in a way that will enable the proposers to make an effective assessment against the evaluation criteria. Sections 1.1 and 1.2 must be completed in full.

Please ensure that proposals are evaluated on a single-stage submission procedure or the 2nd stage of a two-stage submission procedure.

The structure of this template must be followed when preparing your proposal. It has been designed to ensure that the important aspects of your proposal are presented in a way that will make the project to make an effective assessment against the evaluation criteria. Sections 1.1 and 1.2 must be completed in full.

Please ensure that proposals are evaluated on a single-stage submission procedure or the 2nd stage of a two-stage submission procedure.

The structure of this template must be followed when preparing your proposal. It has been designed to ensure that the important aspects of your proposal are presented in a way that will make the project to make an effective assessment against the evaluation criteria. Sections 1.1 and 1.2 must be completed in full.
## Costs at the proposal stage

<table>
<thead>
<tr>
<th>No</th>
<th>Participant name</th>
<th>Country</th>
<th>Estimated expenditure</th>
<th>Estimated income</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>A. Personnel costs</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Participant 1</td>
<td>NL</td>
<td><strong>(a1)</strong></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Participant 2</td>
<td>LB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Affiliated Entity</td>
<td>LD</td>
<td><strong>(b)</strong></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Participant 3</td>
<td>DC</td>
<td><strong>(c)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Associated Partner</td>
<td>AR</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** The table above is incomplete and requires filling in the specific details for each participant. The cells are to be filled with the estimated costs and income for each category as per the guidelines provided in the document. The total estimated income for each participant should be calculated and entered in the designated cells.
A. Personnel Costs

- Part B, Table 3.1f: Summary of staff effort
- Best closest estimate expressed in Person/Months effort

<table>
<thead>
<tr>
<th>Participant Number/Short Name</th>
<th>WPn</th>
<th>WPn+1</th>
<th>WPn+2</th>
<th>Total Person-Months per Participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Person Months</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
A. Personnel Costs

1. Costs for employees
2. Costs for natural persons with direct contract
3. Costs for seconded persons by third party against payment
4. Costs for SME owners and natural persons not receiving salary

1-2-3 = ACTUAL

NEW: hourly rate (H2020) ➔ daily rate (HE)

Personnel costs = daily rate x days worked for the project

Calculation of the daily rate:

- actual annual gross-gross costs
- 215

Gross-Gross-Salaries
- Salaries
- Social security contributions
- Taxes
- Other obligatory costs

4 = SME Unit Cost (daily rate)

Unit Cost = EUR 5 080 /18 days [i.e. 282,22]}

Multiplied by {country-specific correction coefficient of the country where the beneficiary is established as per Marie Skłodowska-Curie actions}
B. Subcontracting

• Part B, Table 3.1g: Subcontracting costs items
• Contract for goods, works or services
• ..........that are defined as “action tasks”
• Best closest market price estimate

<table>
<thead>
<tr>
<th>Participant Number/Short Name</th>
<th>Cost (€)</th>
<th>Description of tasks and justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subcontracting</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
C. Purchase costs

- Part B, Table 3.1h: Purchase costs
- Travel and subsistence (e.g. tickets, accommodation)
- Equipment (durable equipment, infrastructure, other assets)
  
  _Depreciation costs_
  
  or
  
  _Leasing / renting_
  
  or
  
  **NEW:** capitalised full costs if foreseen in the call/topic only

- Other goods, works and services (consumables, promotion, dissemination, protection, translations, certificates, etc)
- Best closest market price estimate
D. Internally invoiced goods and services

- Part B, Table 3.1i: Other costs categories items – Internally invoiced goods and services
- If in the call conditions
- Examples:
  - self-produced consumables (e.g. electronic wafers, chemicals)
  - use of specific devices or facilities needed for the action (e.g. clean room, wind tunnel, supercomputer facilities, electronic microscope, animal house, greenhouse, aquarium)
  - standardised testing or research and development processes (e.g. genomic test, mass spectrometry analysis)
  - hosting services for visiting project team members participating in the action (e.g. housing, canteen).

- Unit costs
- **NEW:** no 25% flat rate for indirect costs but actual indirect costs may be attributed to the unit costs

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<table>
<thead>
<tr>
<th>Participant Number/Short Name</th>
<th>Cost (€)</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internally invoiced goods and services</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
In-kind contributions

- Part B, Table 3.1j: In-kind contributions provided by third parties
- Making available resources to a beneficiary for free

<table>
<thead>
<tr>
<th>Participant Number/Short Name</th>
<th>Third party name</th>
<th>Category</th>
<th>Cost (€)</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Select between</strong></td>
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<td></td>
<td>Seconded personnel</td>
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<tr>
<td></td>
<td>Travel and subsistence</td>
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</tr>
<tr>
<td></td>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other goods, works and services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Internally invoiced goods and services</td>
<td></td>
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</tbody>
</table>
**Associated Partners (NEW)**

- May implement action tasks but no need for capital or legal link to a beneficiary
- Costs can NOT be declared, either not eligible or not requesting funding
- Not signatory to the GA, thus consortium must ensure (e.g. consortium agreement) that the assigned tasks are implemented
Resources currently accessible for projects:

Funding and Tenders Opportunities Online Portal

How to participate - Reference Documents

Support - Online manual

Support - IT How to

Reference documents
The page reference documents of the programmes managed on the EU Funding & Tenders Portal including legal documents, work programmes, model grant agreements and guides for specific actions.

Online Manual
Step-by-step online guide through the Portal processes from proposal preparation and submission to reporting on your on-going project. Valid for all 2021-2027 programmes.

H2020 Online Manual
Step-by-step online guide through the Portal processes from proposal preparation and submission to reporting on your on-going project. Only valid for Horizon 2020.

IT How to
IT support guide with step-by-step walkthroughs and videos.

Glossary
A list of funding and tender definitions.
Good luck with your proposals!

Thanos BATSILAS
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athanasios.batsilas@clean-hydrogen.europa.eu

For further information
https://www.clean-hydrogen.europa.eu/