

LEGAL AND FINANCIAL ASPECTS

Georgiana BUZNOSU

Finance and Administration Unit

Clean Hydrogen JU



WHAT IS THE GRANT AGREEMENT AND WHY DO I NEED IT?

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YOUR RIGHTS

e.g.:

- **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

e.g.:

- **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

Associated partner

- Does work but can NOT declare costs

Subcontractor

- Does work and invoices the beneficiary
- The beneficiary may declare the invoice

Affiliated entity

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

Third party providing contributions

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

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

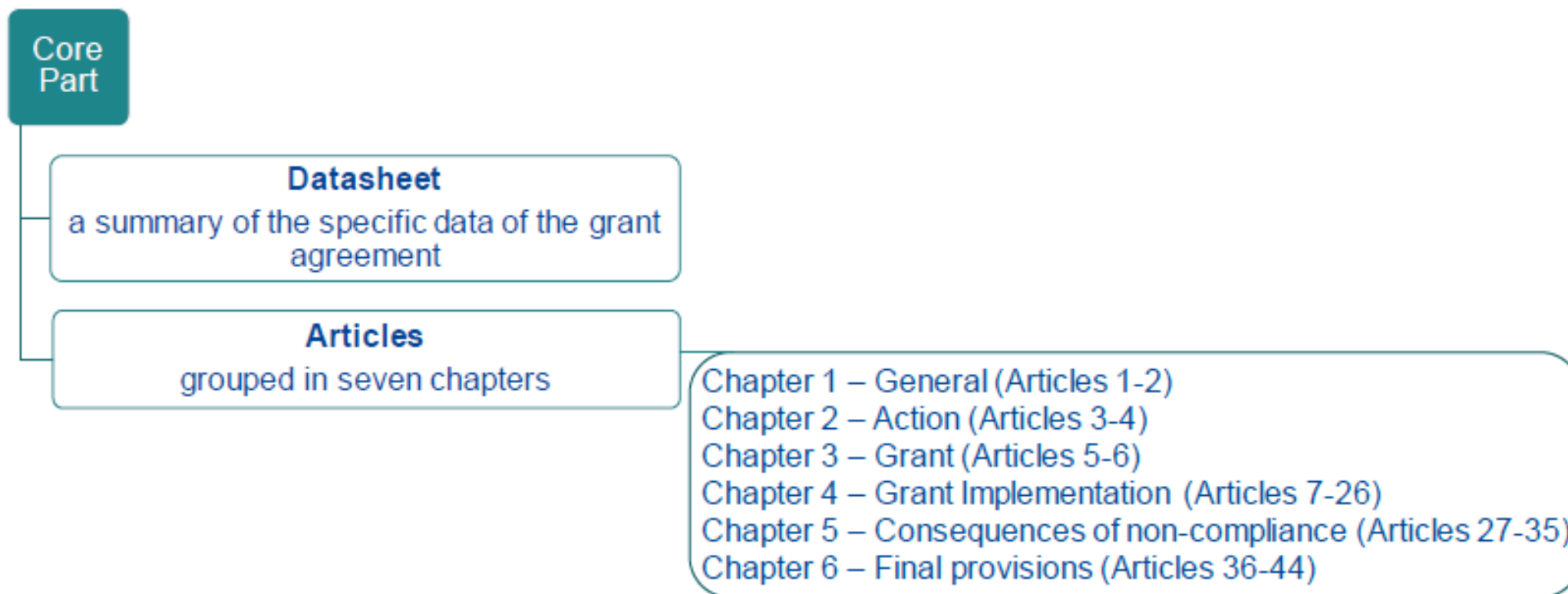
- The Horizon Europe grant agreement is based on a **Commission-wide model** (so-called '**Corporate Model Grant Agreement**')



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**



ANNEX 5 - STRUCTURE

Annex 5 Special Rules

- **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

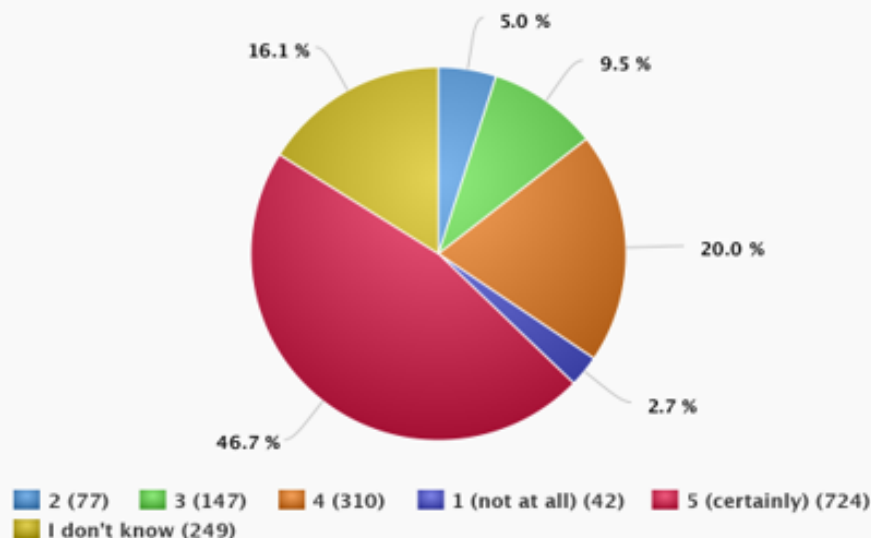
- Key Impact Pathways (KIPs)
 - Some reporting requirements after project end
 - Stronger focus on dissemination and exploitation
 - Linking with existing data sources wherever possible
-
- New periodic reporting template for HE to be developed
 - adapting questionnaires
 - changes due to new R&I policy 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

- “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”

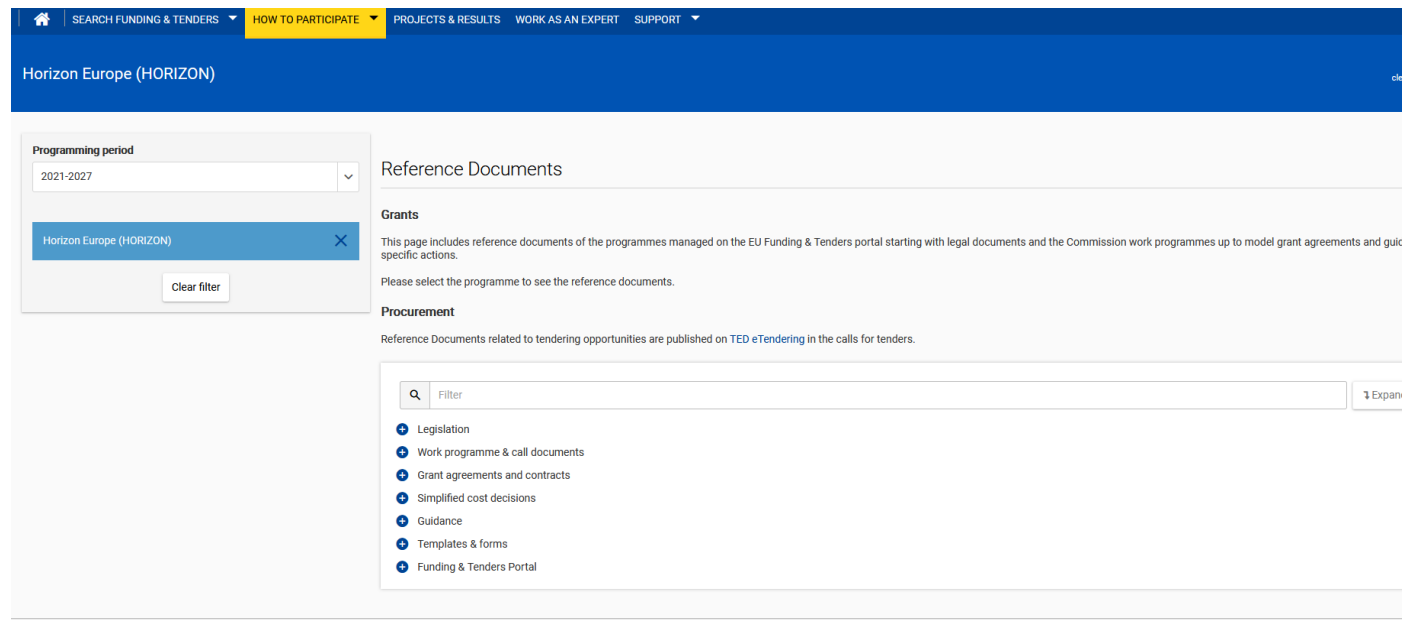
2. More on the legal aspects:
“**Horizon Europe: Legal and Financial Aspects**”

<https://www.youtube.com/watch?v=wZPjoan9ldo>

3. HE Presentation: [The rules of the game - the Model Grant Agreement](#)

4. Open Science:

<https://op.europa.eu/en/web/eu-law-and-publications/publication-detail/-/publication/9570017e-cd82-11eb-ac72-01aa75ed71a1>



Thank you

Georgiana BUZNOSU
Legal Officer, Finance and Administration Unit
Georgiana.buznosu@clean-hydrogen.europa.eu

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



Financial issues at proposal stage

Thanos BATSIAS, Financial Officer

athanasios.batsilas@clean-hydrogen.europa.eu

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Costs at the proposal stage

[illegible]

(for full proposals: single stage submission procedure and 3rd 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 planned work are presented in a way that will enable the experts to make an effective assessment against the evaluation criteria. Sections 1, 2 and 3 each correspond to an evaluation criterion.

Page limit: The title, list of participants and sections 1, 2 and 3, together, should not be longer than 4 pages. All tables, figures, references and any other element pertaining to these sections must be included as an integral part of these sections and are thus counted against this page limit. The number of pages included in each section of this template is only indicative.

If you attempt to upload a proposal longer than the specified limit before the deadline, you will receive an automatic warning and will be advised to shorten and re-upload the proposal. After the deadline, excess pages (in over-long proposals/applications) will be automatically made invisible, and will not be taken into consideration by the experts. The proposal is a self-contained document. Experts will be instructed to ignore hyperlinks to information that is specifically designed to expand the proposal, thus circumventing the page limit.

Please, do not consider the page limit as a target! It is in your interest to keep your text as concise as possible, since experts rarely view unnecessarily long proposals in a positive light.

 The following formatting conditions apply

The reference font for the body text of proposals is Times New Roman (Windows platforms), Times/Times New Roman (Amiga platforms) or Nimbus Roman No. 9 L (Linux distributions).

The use of a different font for the body text is not advised and is subject to the cumulative conditions that the font is legible and that its use does not significantly shorten the representation of the proposal in number of pages compared to using the reference font (for example with a view to bypass the page limit).

The minimum font size allowed is 11 points. Standard character spacing and a minimum of single line spacing is to be used. This applies to the body text, including text in tables.

Text elements other than the body text, such as headers, foot/end notes, captions, formula's, may deviate, but must be legible.

The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers).

Costs at the proposal stage

No			Participant name			Country			Estimated expenditure							Estimated income						
																Requested EU contribution			Revenues	Other sources of financing		Total estimate d income
									Estimated eligible costs							EU contribution to eligible costs			Income generated by the action	Financial contributi ons	Own resource s	
																A. Personnel costs/€ (a1)	B. Subcontracti ng costs/€ (b)	C. Purchase costs				

A. Personnel Costs

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

	WP _n	WP _{n+1}	WP _{n+2}	Total Person-Months per Participant
Participant Number/Short Name				
Participant Number/Short Name				
Participant Number/Short Name				
Total Person Months				

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


Participant Number/Short Name		
	Cost (€)	Description of tasks and justification
Subcontracting		

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

Participant Number/Short Name		
	Cost (€)	Justification
Travel and subsistence		
Equipment		
Other goods, works and services		
Remaining purchase costs (<15% of pers. Costs)		
Total		

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

Participant Number/Short Name		
	Cost (€)	Justification
Internally invoiced goods and services		
...		

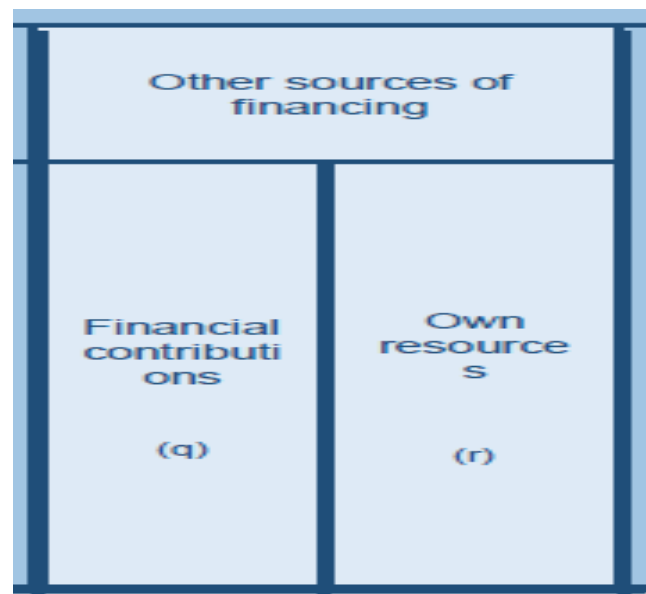
In-kind contributions

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

Participant Number/Short Name			
Third party name	Category	Cost (€)	Justification
	Select between Seconded personnel Travel and subsistence Equipment Other goods, works and services Internally invoiced goods and services		

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 BATSIAS
Financial Officer

athanasios.batsilas@clean-hydrogen.europa.eu

For further information

<https://www.clean-hydrogen.europa.eu/>

