Coordinators' Information Day

MSCA Doctoral Networks 2024

Factsheets for coordinators & project managers

Contents

Recruitment Factsheet

INTRODUCTION

This section gives an overview of the **recruitment process of Doctoral Candidates (DCs)** as well as their **eligibility** conditions**.**

RECRUITMENT AND ELIGIBILITY OF DOCTORAL CANDIDATES (DCS)

Legal base	**Horizon Europe Unit <u>Grant Agreement</u> (GA):** • **Article 6.1 & 6.2**: General and Specific eligibility conditions; • **Article 18**: Specific rules for carrying out the action; • Specific rules for implementing the action are set out in Annex 5 of the GA.
Recruitment	Plan the recruitment process as soon as possible to avoid late recruitments: • Advertise to the wider audience possible (**<u>EURAXESS</u>**, website, social media, mailing lists, personal accounts); • In vacancy, indicate if possible **gross salary** (net salary + employee's taxes and contributions); • Same rules apply to any new recruitment.
Recruitment process	Privilege a **semi-centralized recruitment** (centralized at the beginning and then decentralized). Agree on the selection process in advance and include it in the vacancy notice: • Organise a structured interview with predefined questions and scoring system; • Create 'reserve lists' of top candidates; • Document the process (results and application statistics in the Recruitment Deliverable). Recruit following an **open, transparent, merit-based, impartial and equitable process**[1]: • Respect the eligibility conditions for fellows; • Document the eligibility checks carried out; • If applicable, start VISA process asap – for issues, contact **<u>NCPs</u>**. *Before the selection process, candidates to be informed about **recruitment process**, **selection criteria**, and number of available positions; *After the selection process, candidates to be informed about the **strengths** and **weaknesses** of their applications.

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[1] The selection committee must bring together diverse expertise, gender balance/nationality and relevant experience to assess DCs.

Eligibility of Doctoral Candidates (DCs)	- DCs should not be **in possession of a doctoral degree** at the date of the recruitment; - DCs can be of **any nationality**; - They need to comply with the **mobility rule** (no residence or main activity (work, studies, etc.) in the country of the recruiting beneficiary for more than **12 months in the 36 months** before their recruitment date)[2]; - Enrolled in a doctoral programme, in at least 1 EU Member State/Associated Country; - Recruited 3 to 36 months (48 for DN-Joint Doctorates).

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[2] Country of main activity = not only where the fellow was physically based but also the country of the institution for which the main activity was performed.
Example: if a fellow did a master in Spain and another master remotely in Italy, the fellow needs to comply with the mobility rule in both countries.

Contracting & Working conditions Factsheet

> **INTRODUCTION**
>
> This section gives an overview of the **contracting** obligations and **working conditions** which need to be ensured for the recruited Doctoral Candidates (DCs).

CONTRACTING AND WORKING CONDITIONS

Contracting	DCs need to be recruited under an **employment contract (or other direct contract)** with **full social security coverage** and **pension rights**[3]; ***!The recruitment under an employment contract is a cost eligibility condition!***
Contract requirements (Annex 5 of the GA)	The employment **contract needs to specify (see Annex of GA)**: • Name of supervisor • Start and duration • Monthly support • DC obligation to work exclusively for the action • Full-time employment ((unless REA has approved a part-time employment for personal or family reasons) • The working pattern • The arrangements related to IPR (intellectual property rights) • The obligation of the DC to inform as soon as possible about events or circumstances likely to affect the project • The obligation to maintain confidentiality • The obligation to ensure the visibility of the EU funding
Working conditions	• Beneficiaries need to recruit and host **at their premises**; • They need to establish a **Personal career development plan (CDP)** agreed and signed by the supervisor and the DC; • They need to support the CDP implementation; • DCs need to work on an **individual research project**; • DCs need to be informed of their MSCA rights and obligations and receive a copy of the GA; • DCs need to be assisted in administrative procedures related to the recruitment.

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[3] In case no employment contract can be issued under national law, a fixed amount fellowship agreement with minimum social security coverage can be offered.

Doctoral Candidates	DCs should:
	• Be informed about their role in the project and be properly integrated;
	• Receive proper supervision (see Supervision guidelines);
	• Have a personalized Career Development Plan (CDP) (see EURAXESS guidance);
	• Receive the DN Info Package for MSCA researchers and the General Info package;
	• Be aware of the GA provisions, working conditions (employment contracts, eligible allowances, visa issues, administrative support), tuition fees;
	• Have appropriate secondment opportunities (if necessary, the secondment plan can be updated);
	• Be aware about the possibilities offered to them via the network and outside of it (e.g., network meetings, workshops/international conferences, complementary skills training, etc.);
	• Be paid according to the established MSCA rates (tuition fees and visa related fees should be covered by the consortium);
	• Be recruited in line with the European Charter, and Code of Conduct for the Recruitment of Researchers.

Grant agreement obligations Factsheet

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INTRODUCTION

This section gives an overview of **the obligations listed in the grant agreement (GA)** to help you remain compliant throughout the whole project duration.

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DIVISION OF ROLES & RESPONSIBILITIES (Article 7 & 19 of the Grant Agreement - GA)

Role of the coordinator (Article 7)	The coordinator: • Monitor the proper implementation of the project; • Act as intermediary between the consortium and REA; • Request, review and verify information; • Submit deliverables and reports; • Distribute the payments without delay; • Inform about the amounts paid ; • **No sub-contracting of these tasks is allowed[4] .**

Role of the beneficiaries (Articles 7 & 19)	Beneficiaries must:
	 • **Provide information requested by REA to check:**
	   • eligibility of the contributions
	   • proper implementation
	   • compliance with the GA
	 ✓ **Keep up to date the information in the Portal [Participant Register](#);**
	 ✓ **Inform REA (& other beneficiaries) immediately of any events that may:**
	   • affect or delay the implementation of the project
	   • affect the EU's financial interests
	   • affect the decision to award the grant
	
	 Beneficiaries' responsibilities:
	 ✓ Submission of **financial statements, contribution to deliverables, technical reports, etc.** to the coordinator
	
	 ✓ Keep the Portal updated with data from their affiliated entities

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4 **Exception for public bodies** : the coordinator may delegate these two tasks to a third party with "authorization to administer" created, controlled or affiliated to it, but retains sole responsibility for the payments and compliance with the GA.

⟶ The **technical implementation is a joint liability:** the whole consortium is responsible.

⟶ The **financial responsibility is individual (own debt).**

Role of associated partners (Article 9)	• A beneficiary must have the appropriate resources to implement the action. • **If necessary,** it can call upon **Associated Partner(s)** (legally linked or not). • Associated partners must implement the action tasks attributed to them in Annex 1 in accordance with Article 11. They may not charge contributions to the action and the costs for their tasks are not eligible. • Their costs could be covered by the beneficiaries who are encouraged to sign with them partnership agreements.

Consortium agreement (Article 7)	• The beneficiaries must have **internal arrangements** regarding their operation and co-ordination, to ensure that the project is implemented properly.
	• These arrangements must be set out in a written **consortium agreement** between the beneficiaries, covering for instance:
	    o the internal organisation of the consortium;
	    o the distribution of funds;
	    o rules on IPR;
	    o settlement of internal disputes.

ROLE	SIGN GA	RECRUIT	HOST & TRAIN DURING SECONDMENTS	IMPLEMENT ACTION ACTIVITIES	CLAIM COSTS
Beneficiary	Yes	Yes	Yes	Yes	Yes
Associated partner	No	No	Yes	Yes	No

ELIGIBLE CONTRIBUTIONS (Article 6)

General eligibility conditions (Article 6.1)	The **general eligibility conditions** for the unit contributions are the following:
	    (a) the units must:
	    - be actually used during the project;
	    - be necessary for implementing the project; and
	    (b) the number of units must be identifiable and verifiable, in particular supported by records and documentation (see Article 20).

Specific eligibility conditions for Doctoral Networks (DN) (Article 6.2-6.3)	The main **specific eligibility conditions for the researchers** are: • researchers need to be **doctoral candidates** compliant with the **mobility rule**; • they need to be **enrolled in a doctoral programme** leading to the award of a (for joint doctorates: joint, multiple or double) degree in at least one EU Member State or Horizon Europe associated country;

- they need to be **recruited under an employment contact** with social security coverage and pension rights (see factsheet on Contracting & Working conditions);
- be employed **full-time**;
- be **working exclusively** for the project;
- comply with the requirements for **non-academic exposure** set out in the call conditions (for **industrial doctorates only**).

OVERVIEW OF SOME GA OBLIGATIONS (GA – Grant Agreement)

Obligation to properly implement the action and keep records (Article 11 & 20)	The consortium has **the obligation to properly implement the action/project:** - **as described in Annex 1 (the Description of Action)** - **in compliance** with all legal obligations under the **GA,** the call conditions and EU, international and national law **To prove the proper implementation, beneficiaries** are required to **keep supporting documentation** to prove it.
Obligation to confidentiality (Article 13)	Beneficiaries need to identify in writing information that should not be made public and **handle it as "sensitive"** This means: - Sensitive information must be kept confidential during the action and for at least 5 years afterwards; - Might be disclosed to implement the GA or safeguard EU financial interests.
Obligation to respect IPR- Background and Results (Article 16)	- Beneficiaries must give each other and the other participants access to the background identified as needed for implementing the project. *Background: tangible or intangible input from data to know-how, information or rights that exists before the grant is signed and that is needed to implement the action or to exploit its results* - **Results belong to the beneficiary(ies) that generated them.** REA does not obtain ownership.
Communication, Dissemination & Visibility (Article 17)	- Beneficiaries have an obligation to **promote the project and its results;** - Communication & dissemination activities need to display the **European emblem and funding statement;** - They also need to **acknowledge the EU funding.**

SPECIFIC RULES FOR CARRYING OF THE ACTION (Annex 5 of the GA)

Article 18 & Annex 5	When implementing MSCA Doctoral Networks, the beneficiaries must respect, among others, the following main conditions: - Implement the "**Charter** and **Code**"

- Publish **internationally** the vacancies indicating, if possible, the **gross salary**
- Have an **open, transparent, merit-based, impartial and equitable recruitment process**
- Ensure that **no conflict of interest** exists in or arises from the **recruitment**
- Assist DCs in the **administrative procedures**
- Inform DCs on the research training activities
- **Host** DCs at their **premises**
- **Provide training and the necessary means for implementing the action**
- Ensure that DCs enjoy **same standards & working conditions** as local researchers
- Ensure that the **contract** includes **all elements indicated in Annex 5**
- Ensure that DCs do not receive **other incomes and do not have to bear any costs for implementing their project**
- Ensure that DCs are informed they are MSCA fellows
- Ensure DCs are adequately **supervised** and have a **Career Development Plan**
- Ensure that exposure to the **non-academic sector** (if applicable) is ensured, especially for Industrial Doctorates
- Respect the maximum limit for **secondments (only for Doctoral Networks –** there is no limitation for Industrial/Joint Doctorates)

NON-COMPLIANCE WITH THE GRANT AGREEMENT (GA)

Examples of breaches of the GA

Contract (Article 6)	Contract (Annex 5)	Visa issues
Beneficiary fails to recruit the DC under an employment contract.	Beneficiary fails to include the mandatory elements laid down in Annex 5 in the employment contract.	The researcher is unable to obtain a visa permitting full-time employment and is granted only a student visa, which allows part-time work, which is not allowed in this particular case.

POSSIBLE CONSEQUENCES OF NON-COMPLIANCE

Rejection of ineligible costs (Article 6)	**In which cases:**
	• Non-compliance with the eligibility conditions described in Article 6 of the GA:
	  - Compliance with the mobility rule
	  - Researcher recruited under an employment contract
	  - Researchers working full time and exclusively for the project
	  - Costs are incurred for the benefit of the recruited researcher
	When?
	• At the time of the interim / final payment of afterwards
	• At the termination of a beneficiary

Reduction of the grant (Article 28)	**In which cases:** • Substantial errors, irregularities or fraud • Serious breach of obligations *e.g., improper implementation, submission of false information, failure to provide information, breach of ethics or security rules Extension of findings (…)* **When?** • At the final payment or afterwards or at termination of a beneficiary • Proportionate to the seriousness from 10% to 100% of the grant amount
Suspension of payments (Articles 30 & 31)	**In which cases:** • Substantial errors, irregularities or fraud (art. 30) • Serious breach of obligations (art. 30) • Cases of force majeure (GA suspension – art. 31) **When?** • At any moment **! Different from suspension of payment deadline (Article 29) !**

Termination of a beneficiary (Article 32)	**In which cases:**
	• If a beneficiary has committed:
	  - substantial errors
	  - irregularities
	  - fraud
	  - serious breach of obligations
	  - subject to bankruptcy proceedings or similar
	  - in breach of social security or tax obligations
	When?
	• During project implementation
	
	! **Can be initiated by REA or the consortium !**

Implementation of the relevant measures	The non-compliance measures are enforced through **a contradictory procedure:**
	• REA sends **"pre-info letter"**
	• Coordinator/Beneficiary has 30 days to submit **observations**
	• REA analyses them and takes a **final decision** to:
	  - reject or accept the costs
	  - stop the grant reduction or the termination / suspension procedure or confirm it

Finance Factsheet

INTRODUCTION

This section gives an overview **of the financial aspects of your project**: **unit costs, person-months, payments**, and what makes a **cost eligible** under Horizon Europe rules.

COST CATEGORIES AND ELIGIBILITY OF COSTS

Funding mechanism	✓ The EU contribution is based **on unit costs per person-month (PM)** ✓ **1 PM = 1 unit = 1 calendar month = 1-month eligible DC** ✓ Pro-rata calculation applies if the period is shorter (for ease of implementation, each month is considered to have 30 days)
What the EU funding covers	• **Salaries** of the DCs and • **Project implementation costs** Thus 2 **cost categories:** • **Contributions for Recruited Researchers** • **Institutional Contributions** (to support training, supervision, networking)

A. Contributions for recruited researchers					**B. Institutional contributions**	
A1. Living allowance (€)	A2. Mobility allowance (€)	A3. Family allowance (if applicable) (€)	A4. Long term leave (if applicable) (€)	A5. Special needs (if applicable) (€)	B1. Research training and networking contribution (€)	B2. Management and indirect contribution (€)
4010*	710	660**	4720 x % covered by the beneficiary	requested unit x 1/ number of PM	1600	1200

multiplied by country correction coefficient
**the total family allowance indicated in Annex 2 of the grant agreement represents an average which is based on the assumption that 75% of the Doctoral Candidates will be entitled to a family allowance

CONTRIBUTIONS

Contributions for recruited researchers & eligibility (Article 6.2)	**A1. Living allowance:**
	• Monthly gross salary (minus all compulsory deductions under national legislation);
	• To be paid to all DCs.
	
	A2. Mobility allowance:
	• Private mobility-related costs (e.g. travel and accommodation costs), not their professional costs (covered by Research Training and Networking costs);
	• To be paid to all DCs.
	
	A3. Family allowance:
	• Contribution to researchers with family[5],
	• Can be given at recruitment or if a DC acquires a family during the project;
	• To be paid to all DCs with family.
	
	A4. Long-term leave allowance:
	• Personnel costs incurred by beneficiaries (not reimbursed by social security) in case of a leave longer than 30 consecutive days (maternity, paternity, parental, sick or special leave);
	• To be paid if applicable;
	• The information will be added in the Mobility declaration and the request will be assessed by REA;
	• If necessary, an amendment to increase the maximum grant amount and/or extend the duration will be carried out.
	
	A5. Special needs allowance:
	• Additional costs for the acquisition of special needs items and services (not covered by social security);
	• For DCs with disabilities whose long-term physical, mental, intellectual or sensory impairments are certified by a competent national authority.
	
	Contributions for recruited researchers (A.1 Living allowance, A.2 Mobility allowance, A.3 Family allowance, A.4 Long-term leave allowance and A.5 Special needs allowance) are eligible, if they fulfil the general eligibility conditions and are calculated as unit contributions (see also GA obligations factsheet).
	
	For A.1 Living allowance and A.2 Mobility allowance:
	  (a) **the number of units declared:**
	      o corresponds to the number of months the DC is recruited
	      o do not exceed 36PM (or 48 for Joint Doctorates)

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[5] 'Family' means persons linked to the researcher by marriage (or a relationship with equivalent status to a marriage recognised by the legislation of the country where this relationship was formalised) or dependent children who are actually being maintained by the researcher.

- comply with the 50% exposure to the non-academic sector for Industrial Doctorates

(b) the recruited researchers comply with the following conditions:
- be a doctoral candidate at the date of recruitment
- be enrolled in a PhD
- be recruited under an employment contract (or other direct contract with equivalent benefits, including social security coverage) – **see contracting factsheet for more details**
- be employed full-time
- be working exclusively for the action
- comply with the mobility rule

For A.3 Family allowance:
- (a) the recruited researchers have a family
- (b) Units correspond to the number of months spent by the recruited researchers with a family and do not exceed 36PM (or 48PM for Joint Doctorates)
- (c) the contributions have been fully incurred for the benefit of DCs

For A.4 Long-term leave allowance:
- (a) The general and specific eligibility conditions for the living and mobility allowances were fulfilled before the long-term leave and
- (b) The number of units declared corresponds to the number of months paid by the beneficiary

For A.5 Special needs allowance (SNLS):
- (a) Used for DCs with disabilities
- (b) Not already covered from another source (such as social security or health insurance)
- (c) The number of units declared corresponds to the number of special needs units that were needed for implementing the action

Institutional contributions (Article 6.2)	**B1. Research, training and networking contributions:** • Training and networking activities contributing to the DCs career development • Should cover tuition fees, visa related fees, secondments (travel and accommodation) of less than 6 months, etc**.** • **Eligible if the DC is eligible.** **B2. Management and indirect contribution** • Should cover beneficiary's additional costs in connection with the action (e.g., personnel costs for project management/coordination, indirect costs, consortium agreement, etc.) • **Eligible if the DC is eligible.**
Record-keeping (Article 20)	**The beneficiaries must keep records and other supporting documents to prove the number of units declared for 5 years after final payment.**

> **Examples:**
> ✓ *Proof of open, fair, transparent, merit-based recruitment process.*
> ✓ *Evidence of the eligibility of the fellow*
> ✓ *Employment contract/agreement with the fellow with all provisions from GA (Art. 6.2)*
> ✓ *Proof of payment of the researcher's allowances*
> ✓ *Evidence that the fellow was recruited and worked full time*
> ✓ *Etc.*
> ✓ *See Indicative Audit programme*
> ✓ ***See Audit factsheet.***

FREQUENTLY ASKED QUESTIONS

Can DCs be paid less?	• No – but progressive salaries are acceptable.
Can DCs be paid more?	• Yes, top-ups are allowed – but DCs can only receive top-ups from beneficiaries or other entities mentioned in Annex 1.
The beneficiary operates on a 13/14 month pay regime; is this ok?	• Yes – provided the researcher receives the full MSCA allowances and it is stated in the contract.
Why is the family allowance in the GA lower than 660 EUR	• The total family allowance indicated in Annex 2 of the grant agreement represents an average which is based on the assumption that 75% of the Doctoral Candidates will be entitled to a family allowance.
Are timesheets mandatory?	• No – but they are recommended (in case of audit, evidence of the working time commitment of the recruited fellows should be provided).
Can a DC be paid in another currency?	• Yes – even though the financial statements need to be drafted in EURO. • Currency conversion for financial statements (see Article 21.3 of the Annotated Grant Agreement). • Beneficiaries with general accounts established in a currency other than the euro must convert the costs recorded in their accounts into euro, at the average of the daily exchange rates published in the C series of the *Official Journal of the European Union* (ECB website), calculated over the corresponding reporting period. • If no daily euro exchange rate is published in the *Official Journal* for the currency in question, they must be converted at the average of the monthly accounting exchange rates published on the European Commission website (InforEuro), calculated over the corresponding reporting period. • Beneficiaries with general accounts in euro must convert costs incurred in another currency into euro according to their usual accounting practices.

|	
Can the mobility & family allowances be paid together with the living allowance ?	• Yes, they can be paid together with the living allowance, or alternatively, in a separate payment. This will depend on the beneficiary's usual remuneration practices.
How are the institutional contributions distributed?	• The distribution is up to the consortium and should be defined in consortium agreement (e.g. equal share or higher percentage allocated to coordinator for management costs).
Are the costs of Associated Partners / Associated Partners linked to beneficiaries eligible (APs)?	• No – APs cannot charge contributions to the action but must implement the action as foreseen in Annex 1. • Their costs could be covered by the beneficiaries who are encouraged to sign with them partnership agreements.
Is there any budget flexibility?	• Yes – the budget may be adjusted without an amendment by transfers of units between participants, as long as this does not imply any substantive change of Annex 1. • But transfers between budget categories are not allowed.
What if institutional contributions remain unspent at the end of the project?	• At the end of the project, REA will verify that the action was implemented as described in Annex 1. If there are unspent institutional costs, REA will not recover them. They can be used for example to extend the contract of a doctoral candidate, organize additional trainings, communication, dissemination & exploitation activities, etc.

HOW DO PAYMENTS WORK? (Article 22)
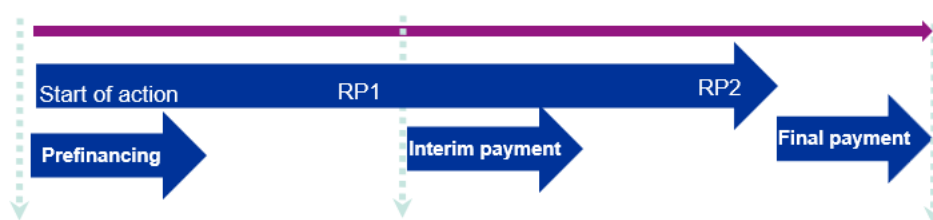
Prefinancing	**When?**
	  o The prefinancing is paid 30 days from the entry into force of the grant agreement or 10 days before the starting date – whichever is the latest.
	How much?
	  o **80%** of the maximum grant amount (**5%** of the prefinancing is retained and goes to the Mutual Insurance Mechanism **(MIM).**
	  o The coordinator must distribute the pre-financing to all beneficiaries without unjustified delay.

Interim payment	**When?** ○ At the latest, 90 days from receiving the periodic report. ○ The reimbursement is subject to the approval of the reporting package to be submitted within 60 days after the end of each reporting period. **How much?** ○ Reimbursement of eligible contributions (units implemented during the period). ○ Interim payment ceiling: 90% of the maximum grant amount.
Final payment (or payment of the balance)	**When?** ○ At the latest, 90 days from receiving the periodic report. ○ The reimbursement is subject to the approval of the reporting package. **How much?** ○ Reimbursement of eligible contributions claimed for the remaining units implemented.

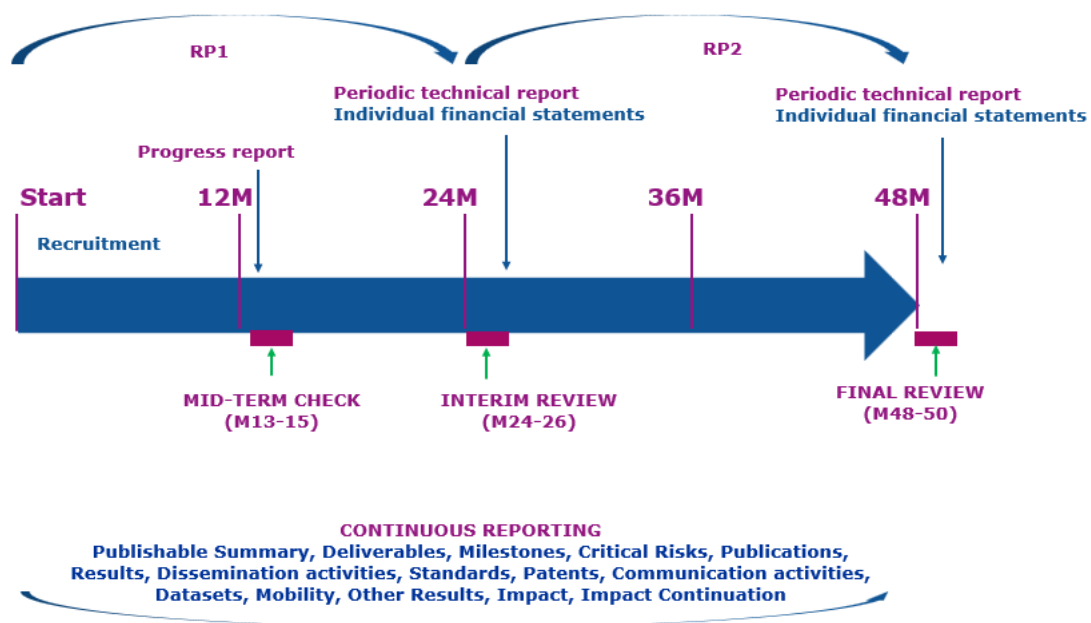## FREQUENTLY ASKED QUESTIONS

How is the amount retained for the Mutual Insurance Mechanism (MIM) released?	• The contribution to the MIM (5% of the maximum grant amount) will be retained from the prefinancing. • It will be released at the final payment or will be offset in case of negative balance.
What if the implemented units are higher than foreseen in the GA?	• REA will cap the payment at the maximum grant amount and any amounts exceeding will not be reimbursed.
What if the implemented units are lower than foreseen in the GA?	• REA will recover the funds.
When is the report on the distribution of payments required?	• Upon request of REA. • See Articles 22 and 32 of GA (i.e., in case of beneficiary termination; at the final payment in case the balance is negative).

Reporting Factsheet

INTRODUCTION

This section explains the **continuous and periodic reporting obligations**, how to fill-in the **Mobility Declaration**, and how it ties into financial statements and reimbursements.

Reporting is **a way to track your project's progress and a condition for payment.**

REPORTING – A PRECONDITION TO PAYMENTS

Legal Base	Horizon Europe Unit Grant Agreement (GA):

	• **Article 11**: Proper implementation of the action
	REA will monitor the project to verify that it is implemented as described in Annex 1 (Description of the action – DoA) of the GA
	
	• **Article 21:** Reporting
	    - ***Continuous reporting*** *on the progress of the action (opens at the start of the project and allows the submission of deliverables, publications, etc. – see diagram)*
	    - ***Periodic reporting*** *at the end of each reporting period (submission of technical reports and financial statements)*

Continuous reporting	**Opens at the start of the project to provide regular updates on the status of the project:** • All beneficiaries receive a notification to report on their work as described in the Description of Action; • All fields are mandatory; • Beneficiaries need to report on programme specific indicators, deliverables, milestones, critical risks, etc. • Beneficiaries need to report on the **recruited researchers** in the **Mobility** tab by submitting a **Mobility Declaration**; • Encoded data will be compiled to create **part A of the Technical** Report (to be submitted at the end of each reporting period). • To contribute, beneficiaries must log on to the Funding & Tenders Portal and access the relevant project; • See Online Manual for step-by-step online guidance; • See IT How to for information on what needs to be provided.
Mid-term check	**The coordinator must organise a mid-term meeting at M13-15 (see Work Programme & Article 25):** • Precondition: all fellows recruited, and Progress report submitted; • Objective: assess recruitment; fellow's eligibility; raise awareness on rights and obligations of beneficiaries/fellows; assess deviation(s) & define contingency plans (if applicable). • The meeting is usually held on-site.
Reviews (Article 25)	**The REPA (reporting and payment workflow) opens at the end of each reporting period:** • Objective: assess the project's progress via an interim / final review based on the technical report submitted and the Individual Financial Statements (IFS), automatically generated based on the information encoded in the Mobility Declaration; • Reviews are done remotely unless otherwise agreed with REA; • They can be carried out with the help of an external expert. ***The assessment of the work is done based on the periodic report submitted which is a precondition to receive payments.*** **Assessment outcome:** • **Report acceptance** OR • **Report rejection**: request for revisions or additional information, which triggers a suspension of the payment deadline. Once revisions are accepted by REA, the payment is released.

MOBILITY TAB, INDIVIDUAL FINANCIAL STATEMENTS & REPORTS

Mobility tab (in continuous reporting)	The mobility tab has **3 sections** where you need to provide information about the recruited researchers. 1. *"Researchers"* where the researcher's personal details are added. - Researcher's data can be imported from the <u>My Person Profile</u> in the Funding &Tenders Portal (if available). - If not, information will need to be encoded manually. - Researcher should be requested to register to <u>My Person Profile</u>. - It is also under the Researcher tab that information is encoded if the recruited researcher is entitled to a Special Needs Allowance (SNLS). 2. *"Mobility Declaration" (MD)* contains the researcher's information which is linked to the **recruiting institution** & specifies the **recruitment period(s).** - It allows for the **automatic calculation of worked person-months (PMs),** which are the *basis* for the *Individual Financial Statement* (submitted by each beneficiary at the end of each reporting period and automatically generated based on the MD). - The MD **must be submitted within 20 days** after the recruitment of each researcher and updated (if needed) before the submission of the periodic reports. - If 'submitted', only the recruitment period can be edited, and secondments added. - All other changes require the intervention of REA, who needs to re-open the MD (put it in 'draft') to enable the update. - In case of change of the family status, contract type, and addition of a special needs allowance, a **new Mobility Declaration** will need to be submitted (if it doesn't apply to the whole recruitment). - In case of change on the work-time commitment, the same Mobility Declaration will need to be used but a **new recruitment period** added. - An assessment of the budget needs will be carried out by the granting authority; in case of need, an **increase of the budget** will be implemented through an amendment (e.g., addition of family, long-term or leave or special needs allowance). 3. *"Secondments"* where secondments are encoded (once they have taken place). ➢ See *<u>IT How to</u> on how to complete the Mobility tab.*
Periodic reporting Technical Report (Part A and B) & Financial Report	**At the end of each reporting period, and in order to receive payments, the consortium must submit periodic reports (following the schedule set out in the Grant Agreement). When these are due, they must be submitted directly in the Periodic Reporting Module of the Portal Grant Management System.**

Composition of the periodic report:

- **Technical report** which has 2 parts:
    - **Part A:** automatically generated based on data encoded in the Continuous and Periodic Reporting.
    - **Part B:** narrative description of work's progress (template available in the reporting module).

- **Financial statements –** individual: they are automatically generated based on the PMs declared in the **Mobility Declaration** (costs are not editable).

- *See IT How to for more details on the reporting and payment process.*

Communication, Dissemination & Exploitation Factsheet

INTRODUCTION

This section explores how to **build an effective strategy for communication, dissemination**, and exploitation that **maximises the visibility** and the **impact** of your results.

COMMUNICATION, DISSEMINATION & EXPLOITATION – A LEGAL OBLIGATION

Legal Base	**Horizon Europe Unit Grant Agreement (GA):** *"Unless otherwise agreed with the granting authority, the beneficiaries must promote the action and its results by providing targeted information to multiple audiences (…)"* • **Article 16:** Intellectual Property Rights (IPR) – Background and Results – Access Rights and Rights of Use • **Article 17:** Communication, Dissemination & Visibility • **Specific rules in Annex 5** of the GA
What is the difference?	• **Communication** is about making your project, your activities, visible. • **Dissemination** is about sharing research results with people who can best make use of them: the scientific community, industry, commercial players, civil society and policymakers. • **Exploitation** is about using results in developing, creating and marketing or improving a product, process, or service, or shaping a policy that could have a positive impact on the public's quality of life.
EU funding acknowledgement	• All communication and dissemination activities must **acknowledge EU support** & display the **European emblem** and funding statement (translated into local languages, where appropriate). • It is recommended to also **mention the Doctoral Networks programme, project name/acronym.**

Why is it important?	• A smart communication, dissemination, and exploitation plan **maximises the impact of your projects results** and empowers every researcher involved. • It also boosts **visibility**, accelerates **knowledge transfer**, fosters **new collaborations**, and opens doors to **future funding** and **business opportunities.** ➢ Make a **tailored plan** by defining which message you **which** to deliver, **why**, to **whom**, and **how**. If the plan is not effective, adjust it.
Resources	• See REA Guidance • See factsheet Are you communicating your Horizon Europe project? • See factsheet Communication, dissemination & exploitation what is the difference and why they all matter
Reporting (in the continuous reporting module)	Communication, Dissemination and Exploitation are now to be reported **in the continuous reporting module** (semi-structured format to allow data extraction) from which they will be transferred to the **periodic reporting.** **The reporting is in the forms of 'questionnaires' to be filled in** • See See IT How on how to complete the Communication activities tab; • See IT How to on how to complete the Dissemination activities tab; • See It How to on how to complete the Results and Other results tabs. • See Online Manual for Communicating your project — Acknowledgement of EU funding; • See Online Manual for Dissemination & exploitation of project results.
EU Tools	There are **free-of-charge dissemination and exploitation services** at your disposal which you should not hesitate to use. You can find below a non-exhaustive list: • **CORDIS**: Contains multilingual articles and publications that highlight research results, based on an open repository of EU project information. • **R&I Success stories**: Contains a collection of the most recent success stories from EU-funded Research & Innovation. • **Horizon Dashboard**: The Horizon Dashboard is an intuitive and interactive knowledge platform offering a user-friendly public access to statistics and data on EU research and innovation • **Open research Europe platform:** An open access, publishing platform for scientific papers for Horizon Europe beneficiaries, including an open peer review and article revision. • **Horizon results platform:** A platform for showcasing your research results, finding collaboration opportunities and getting inspired by the results of others. The Horizon Results Platform TV provides additional support,

including testimonials and interviews from project participants that have succeeded as entrepreneurs.

- **Booster:** Free consulting services including a portfolio dissemination and exploitation strategy, business plan development and go-to-market support.
- **Horizon Standardisation Booster:** A dedicated support service for Horizon Europe and Horizon 2020 projects to increase and valorise your project results through standardisation.
- **Innovation radar:** An initiative that strengthens connections between EU-funded innovators, European investors, and policymakers in member states to help high-potential innovations to reach the market.

Open Science Factsheet

INTRODUCTION

This section explores how to **share knowledge responsibly via Open Science.**

OPEN SCIENCE

Legal base	**Horizon Europe Unit Grant Agreement (GA):** • **Article 17:** Communication, Dissemination & Visibility • **Specific rules in Annex 5** of the GA ➢ Mandatory and recommended Open Science practices ➢ Open access to scientific peer-reviewed publications ➢ Research data management (and exceptions)
Why do we need Open Science?	*"Open Science"* means an approach to the scientific process based on open cooperative work, tools and diffusing knowledge. Open Science has the potential to increase: • **Quality & efficiency of R&I**, if all the produced results are shared, made reusable, and if their reproducibility is improved; • **Creativity**, through collective intelligence and cross-disciplinary research that does not require laborious data wrangling; • **Trust** in the science system, by engaging both researchers & citizens.

OPEN ACCESS PRACTICES (non-exhaustive list)

What?	How?	Mandatory/recommended
Early and open sharing of research	Preregistration, registered reports, preprints etc.	Recommended
Research Output management => research data management (RDM)	Manage publications, data, and other outputs in line with the FAIR principles (Findable, Accessible, Interoperable, and Reusable)	- **Mandatory for research data** - Recommended for research outputs other than publications and research data
Measures to ensure verifiability & reproducibility of research outputs	Information on outputs/tools/instruments & access to data/results for validation of publications	**Mandatory**

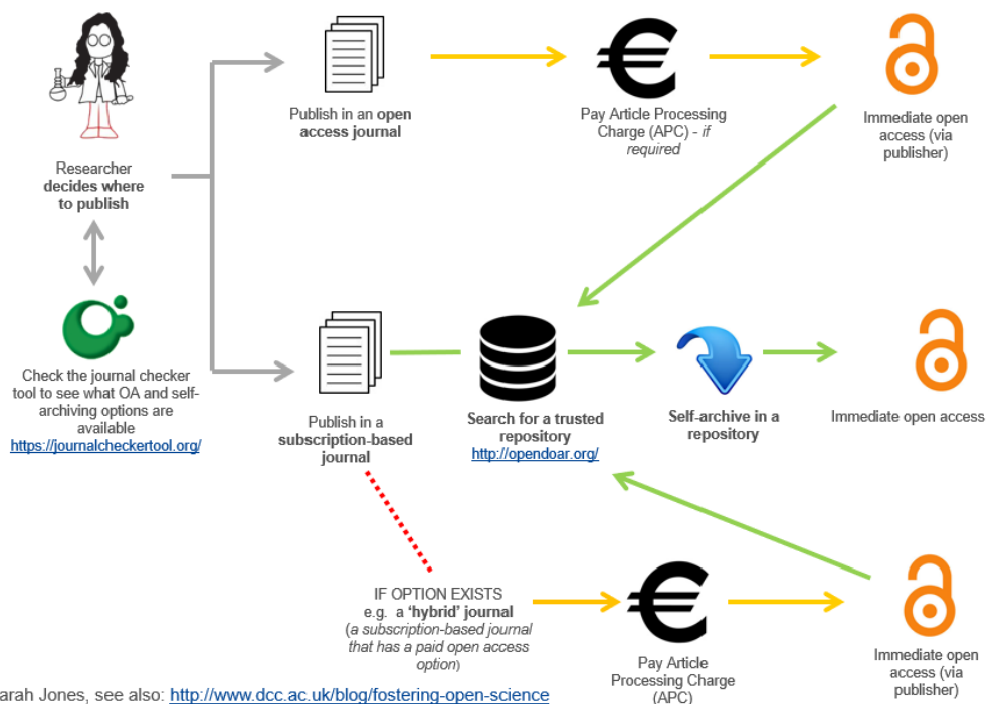| Open access to research outputs through deposition in trusted repositories	- Open access to publications - Open access to data - Open access to software, models, algorithms, workflows etc.	- **Mandatory for peer-reviewed publications** - **Mandatory for research data but with exceptions** ('as open as possible, as closed as necessary') - Recommended for other research outputs
Participation in open peer-review	Publishing in open peer-reviewed journals or platforms	Recommended
Involving all relevant knowledge actors	Involvement of citizens, civil society and end-users in co-creation of content (e.g. crowd-sourcing, etc.)	Recommended

PEER REVIEWED PUBLICATIONS

Open Access mandatory	• Open access to peer-reviewed scientific publications must be ensured: - at the latest at the time of publication, a machine-readable electronic copy **must be deposited in a trusted repository for scientific publications;** - **immediate open access must be provided** to the deposited publication via the repository, under the rights licences — like **CC BY-NC, CC BY-ND or CC BY-NC ND or equivalent;**.

Adapted from Sarah Jones, see also: http://www.dcc.ac.uk/blog/fostering-open-science
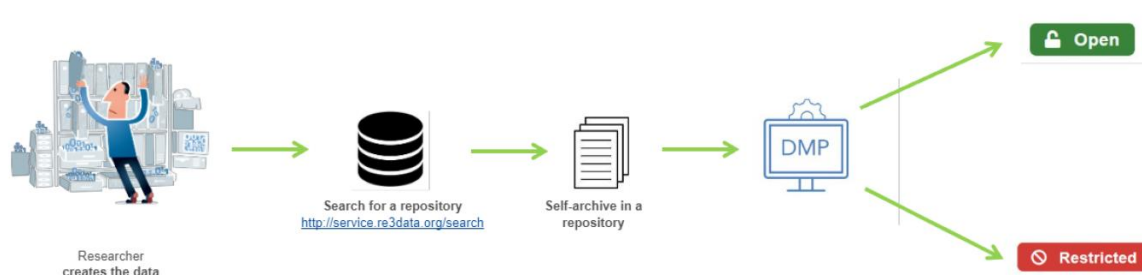
REPOSITORIES

Trusted	• **Europe PMC** for life sciences including biomedicine and health; • **ArXiv** for physics, mathematics, computer science, quantitative biology, quantitative finance and statistics; • **Phonogrammarchiv** for audio-visual recordings; • **CLARIN-DK-UCPH** Repository for digital language data; • **European Nucleotide Archive;** • **Zenodo**, developed by CERN. • **Institutional repositories: IRIS** in Italy, **HAL** in France, **DigitalCSIC** in Spain, etc.
Not trusted	• Personal websites and databases, publisher websites, as well as cloud storage services (Dropbox, Google drive, etc) are NOT considered repositories. • Academia.edu, ResearchGate and similar platforms do not allow open access under the terms required and therefore are also NOT considered trusted repositories.

OPEN RESEARCH EUROPE (ORE)

What is ORE?	**Open Research Europe is an open access publishing venue for European Commission-funded researchers across all disciplines, with no author fees.** ORE is based on a **post-publication peer-review model**. First you publish, then the review takes place. Publication and review reports are open access under CC BY licenses. For more information, see: • See ORE presentation; • See ORE website.

OPEN ACCESS TO RESEARCH DATA

REPORTING & RESOURCES

Reporting (in the continuous reporting module)	**The reporting is in the forms of 'questionnaires' to be filled in**
	• See See IT How on how to complete the <u>Publications</u> activities tab;
	• See It How to on how to complete the <u>Datasets</u> tab;
Resources	• Horizon Europe <u>Data Management Plan</u> Template (under <u>Reference Documents</u> of the Funding and Tenders portal);
	• <u>Horizon Europe Programme Guide</u>;
	• <u>Open Research Europe</u> <u>How it works</u>
	• <u>Open Research Europe infographic</u>
	• <u>Open Research Europe playlist in DG R& I YouTube channel</u>
	• <u>@OpenResearch_EU</u> Twitter account

Synergies Factsheet

INTRODUCTION

This section gives an overview of the **added-value of creating synergies.**

SYNERGIES

What are synergies?	*"The concept of synergies underscores the idea that when various elements are combined and work together effectively, they can achieve outcomes that are greater than what each element could achieve independently. It emphasizes the value of cooperation, integration, and collaboration in various aspects of life and work.* *Synergies between EU programmes are essential to optimize resources and to achieve more significant and coordinated outcomes across various policy areas. By promoting synergies between EU programmes, the European Union aims to make the most efficient and effective use of its resources, reduce duplication, and address complex challenges comprehensively. This integrated approach helps the EU advance its policy objectives while promoting economic growth, social cohesion, and sustainability"[6].*
How to define synergies?	**Four types of synergies** have been identified: • **Complementary Funding:** Complementary funding refers to the situation where two or more EU programmes, or an EU programme and a different source at national level combine their resources to support a single project or initiative, subject to safeguards against risk of double funding. This approach allows programmes with related objectives to work together to provide a more comprehensive and effective solution. For example, bringing together funding from HE and ESI Funds in the same project. • **Sequential Funding:** **- Upstreamed:** In this type of synergy, one EU programme focuses on capacity building and acts as enabler for boosting participation in other programme (parts). For example, using ESIF (European Structural and Investment Funds, also known as Cohesion Policy Funds) to fund actions that build R&I capacities needed to boost participation in Horizon Europe. **- Downstreamed**: In this type of synergy, a project initially receives funding from one programme and then, as it progresses, it is "downstreamed" to another programme for additional support. For instance, using ESIF ( ) or the Innovation Fund to offer further support to successful HE projects having generated results that are fit for development of demonstrators and/or further exploitation (for economic and/or societal impact).

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[6] REA's report on synergies, March 2024.

	• **Alternative Funding:** Alternative funding synergy involves using funds from different EU programmes as backup or alternative sources of financing for a project. If a project faces challenges or funding gaps, it can tap into resources from other programmes to ensure its continuation and success. This flexibility can be crucial for ensuring project sustainability. For example, ESIF can support projects which had received a Seal of Excellence, i.e. they were positively evaluated under HE and ranked above a pre-defined quality threshold but were not funded by HE due to insufficient budgetary resources.
How to create synergies?	For MSCA projects, **networking** is often the main entry point to synergies. Doctoral Networks are already rich in collaborations — and this can naturally open the door to working with other EU initiatives. For example, the current set of Horizon Europe annual work programmes include several **new opportunities**, such as the **EIC Innovation Talent Scheme or the EIT Knowledge and Innovation Communities**, which are ideal platforms to create synergies with your project.

Examples of MSCA existing synergies	• **MSCA-ERA Fellowships**: The ERA Fellowships call's objective is to fund proposals with a host organisation located in a widening country, submitted to the MSCA Postdoctoral Fellowships (PF) call under the topic "European Fellowships" (EF) but which failed to receive funding under MSCA- Postdoctoral Fellowships (PF) call.
	• **MSCA-Euratom PF**: Proposals successfully evaluated under the MSCA Postdoctoral Fellowships call whose topic has a specific focus/relevance to the Euratom Research and Training Programme are eligible for receiving funding by DG RTD Euratom programme.
	• **MSCA Seal of Excellence:** The MSCA Seal of Excellence is a quality label awarded to applicants for H2020 MSCA Individual Fellowships and HE MSCA Postdoctoral Fellowships who scored 85% or higher in the assessment. The MSCA Seal of Excellence has been extended to the COFUND action under HE. Applicants with an evaluation score equal or above 85% have already received their certificate to support them in securing alternative funding from national or regional authorities.
	• **EIC Talent Innovation Scheme**: [InnoNext](#) internship scheme open to MSCA fellows:
	
	    ○ Internships in highly innovative companies supported by the [EIC](#) and the [European Institute for Innovation and Technology](#) (EIT)
	    ○ Open to MSCA doctoral candidates (as secondment opportunity – subject to endorsement by REA)
	    ○ A matchmaking platform is now available
	    ○ First calls open - to select hosting EIC/EIT-funded companies and interested MSCA fellows
	    ○ More info available on [MSCA website](#) & [InnoNext](#) – The Next Generation Innovation Talent's Initiative

Resources	• [Examples of implemented synergies with potential replicability](#)

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Factsheets for coordinators & project managers

- [Synergies and Complementarities between the MSCA & EIT and Erasmus+](#)
- [Next Generation Innovation Talents Scheme](#)

Industrial Doctorates Factsheet

INTRODUCTION

This section gives an overview of the **specificities of the Industrial Doctorates, which is one of the three implementation modes of Doctoral Networks.**

INDUSTRIAL DOCTORATES (ID)

Objective	Through Industrial Doctorates, doctoral candidates will **step outside academia** and **develop skills in industry and business** by being **jointly supervised by academic and non-academic organizations**, both of which can be established in the same EU Member State or Horizon Europe Associated Country.
Composition of Industrial Doctorates	**An ID must be composed of:** • At least 3 independent beneficiaries established in 3 different Member States (MS) or Associated Countries (AC), with minimum 1 beneficiary from a MS; • All beneficiaries need to recruit; • Project size: max 540 PM; • Max 40% budget to one country; • Joint selection, training and supervision (1 supervisor/sector) • Joint governance
Requirements	• Researchers need to be **Doctoral Candidates** (no PhD at the date of recruitment); • Researchers can be of **any nationality**; • The fellowship duration is **minimum 3 and maximum 36 months**; • Doctoral candidates must spend at least **50%** of their fellowship duration **in the non-academic sector**; • **PhD enrolment is mandatory** (even for new recruitments following a resignation/termination); • There is a **mandatory trans-national mobility** at the time of recruitment (≤ 12 months in the 3 years prior to recruitment) ; • Inter-sectoral secondments can be in the same country; • **No limitation in the secondment duration**; • **Joint supervision** is mandatory (with one supervisor per sector);

	• **Joint governance** is also mandatory (with joint admission, selection, supervision, monitoring and assessment procedures).
EU definitions of 'Academic' vs 'non-academic'	**Academic sector:** • Public or private higher education establishments • Public or private non-profit research organisations • International European Research Organisations **Non-Academic sector:** • Any socio-economic actor not included in the academic sector • Businesses (SMEs, enterprises), NGOs, museums etc.

FREQUENTY ASKED QUESTIONS

Is it compulsory for the DCs enrolled in an ID to defend their thesis within 3 years?	• No - the thesis can be defended after the end of the fellowship BUT the enrolment in a doctoral programme leading to the award of doctoral degree issued in an EU/AC is mandatory.
In case a fellow resigns and is replaced by a new one, does the new fellow need to be enrolled in a PhD?	• Yes, the enrolment is mandatory.
Is the payment affected (under normal circumstances) if the min 50% period in the non-academic sector is not fulfilled in an ID?	• Yes - the 50% rule is a cost eligibility condition.
If the fellow unexpectedly leaves the action (e.g. because s/he resigns), can we decide to nevertheless accept the costs — despite the 50% rule not being respected?	• Yes, we can accept the costs.

Joint Doctorates Factsheet

INTRODUCTION

This section gives an overview of the **specificities of Joint Doctorates, which is one of the three implementation modes of Doctoral Networks.**

JOINT DOCTORATES (JD)

Objective	Joint Doctorates represent a highly integrated type of international, inter-sectoral and multi/interdisciplinary collaboration in doctoral training. They lead to the delivery of **joint, double or multiple doctoral degrees** recognised in at least one EU Member State or Associated Country.
Composition of Joint Doctorates	**An JD must be composed of:** • At least 3 independent beneficiaries established in 3 different Member States (MS) or Associated Countries (AC), with minimum 1 beneficiary from a MS; • All beneficiaries need to recruit; • Project size: max 540 PM; • Project duration: max 60 months; • Max 40% budget to one country; • Joint selection, training and supervision (1 supervisor/sector) • Joint governance
Requirements	• Researchers need to be **Doctoral Candidates** (no PhD at the date of recruitment); • Researchers can be of **any nationality**; • The fellowship duration is **minimum 3 and up to 48 months**; • All Doctoral Candidates must be enrolled in a **joint/double/multiple PhD degree** delivered by entities located **in minimum 1 MS/AC**); • **PhD enrolment is mandatory** (even for new recruitments following a resignation/termination); • There is a **mandatory trans-national mobility** at the time of recruitment (≤ 12 months in the 3 years prior to recruitment) ; • Inter-sectoral secondments can be in the same country; • **No limitation in the secondment duration**;

- **Joint supervision** is mandatory (with one supervisor per sector);
- **Joint governance** is also mandatory (with joint admission, selection, supervision, monitoring and assessment procedures).
- **A pre-agreement** to award a joint, double or multiple degree to the Doctoral Candidate is **required**.

Definition of joint, double/multiple degree

Joint degree:

- Single diploma issued by at least 2 academic institutions located in 2 different countries and recognized officially

Double/Multiple:

- Two or more separate national diplomas issued by two or more higher education institutions located in different countries and recognized officially

Preparation of joint/double/multiple degree

Enrolment:

- Consider obligations and requirements that the DCs must fulfil to be enrolled in and awarded a double/joint/multiple degree;

PhD agreements:

- As soon as possible, involve the institutions' administrative and legal departments to start the preparation of the agreements, and check with them all administrative and legal requirements;
- After the framework agreement on general aspects has been prepared, the specific agreements can be finalized when the fellows have been identified

Double taxation issue

- The taxation legislation is spelled out in bilateral dual taxation treaties;

- Dual taxation treaties might include Articles (see e.g. below) allowing to only pay taxes in the country where fellows are actually employed (and not in the country where they are seconded)

  "*Payments which a student or business apprentice who is or was immediately before visiting a Contracting State, a resident of the other Contracting State and who is present in the first-mentioned State solely for the purpose of his education or training receives for the purpose of his maintenance, education or training shall not be taxed in that State, provided that such payments arise from sources outside that State.*"

- The coordinator and beneficiaries shall seek confirmation from the tax authorities in the host country/ies that the above Articles apply to the DCs;

- They shall also support the DCs in handling related administrative formalities;

- A sentence can also be included in the secondment or the joint doctoral degree agreement (see an example below):

  "As the DC is a student of (university 1) and is visiting (university 2) for the purposes of education and training as part of his/her joint/double/multiple PhD, (university 1) shall be obliged to pay the remuneration from the MSCA living and mobility allowances, including the payment of taxes and social welfare contributions as well as ensuring adequate insurance cover."

FREQUENTY ASKED QUESTIONS

Is it compulsory for the DCs enrolled in an JD to defend their thesis within 3 years?	• No, the thesis can be defended after the end of the fellowship BUT the enrolment in a doctoral programme leading to the award of joint/double/multiple doctoral degree recognised by one MS is mandatory.
Is the enrolment in a doctoral programme leading to the award of a joint, multiple or double degree a cost eligibility condition?	• Yes, the enrolment is a cost eligibility condition.
In case a fellow resigns and is replaced by a new one, does the new fellow need to be enrolled in a joint/double/multiple PhD?	• Yes – the enrolment is mandatory.

Audit Factsheet

> **INTRODUCTION**
>
> This section gives an overview of the **audit's purpose and the key processes** you should be aware of.

AUDITS

Legal base	**Horizon Europe Unit Grant Agreement (GA):** • **Article 25.1.3:** Checks, reviews, audits and investigations extension of findings.
Purpose	• To check the eligibility of the recruited Doctoral Candidates and the eligibility of the reimbursed contributions; • To check compliance with the MSCA specific requirements.
Retention period	• Beneficiaries must keep appropriate and sufficient evidence to prove the proper implementation of the action and that the number of units declared are correct. This evidence must be verifiable, auditable, and available. • It must be correctly kept for at least 5 years after the balance is paid or longer if there are ongoing procedures such as audits, investigations, or litigation. In this case, beneficiaries must keep the evidence until the end of these procedures.
Timeline	• Audits can be carried out up to 2 years after the final payment.
Audit cycle	• The Primary Audit Contact (LEAR by default for first audit on the organisation) receives the letter of announcement of the audit asking to nominate an Audit Contact (AUCO) and to assign both the audit and the AUCO to the same team (Step 1). Consult How to assign or revoke roles for more information. • The Commission sends a letter of announcement to the AUCO. • The AUCO uploads the Annexes requested in the Letter of Announcement - LoA (Step 2). • The auditor carries out the field work, prepares a Draft Audit Report (DAR) and sends the DAR to the AUCO for observations (contradictory). • The AUCO submits their observations on the DAR (Step 3). • The Commission sends the letter of conclusion and the Final Audit Report (FAR), reconciliation of the DAR and the observations submitted by the AUCO, to the AUCO.
Key documents to keep	• Proof that an employment contract/equivalent direct contract (with equivalent benefits, including social security coverage) or, if otherwise not

possible under national law, a fixed amount fellowship written agreement with minimum social security coverage, was signed by the researcher.

- To prove the eligibility of researchers: CVs of Doctoral Candidates, copies of diplomas, documents relating to recruitment procedure, copies of the qualifications of researchers and all kind of private/public information (available on internet: i.e. LinkedIn, etc.), etc.

- To prove the compliance of the recruitment procedure with the MSCA requirements: print out of the EURAXESS Jobs Portal registration for the specific post and any international advertising on the internet to confirm the above condition. In addition, vacancies lists and the report of the recruitment procedure need to be provided.

- To prove that researchers actually worked on the action: lab book, attendance list, conference abstract, library records, travel expenses, time-sheets if available, reports to supervisor, meeting minutes, e-mail exchanges etc. and other open sources (internet) whether the researcher showed that he worked on other activities than the project.

- To prove the effective payment of all allowances: contractual documentation, payroll records, payslips, bank statements, etc.
  Those are necessary to reconcile the amount claimed in the Individual Financial Statement and the payroll: detailed breakdown of annual personnel costs for the months claimed from the payroll (total cost of the researcher including taxes and contribution to social security insurances), indicating per person the category, the monthly rate, the number of months charged compared to the cost claimed.

- For the special needs allowance: proof that the disability is certified by a competent national authority and that the special needs items or services are not already covered from another source (such as social security or health insurance).

- For the long-term leave allowance: proof that the costs incurred by the beneficiary were mandated by the national legislation and for the benefit of the researcher.

- For part-time work: time records, time-sheets, logbooks, counters, etc.

- Proof that the obligations set out in Annex 5 of the HE Unit MGA were complied with.

Consequences of non-compliance	• If a beneficiary breaches any of its obligations, unit contributions insufficiently substantiated will be ineligible (see Article 6 of the GA) and will be rejected (see Article 27), and the grant may be reduced (see Article 28 of the GA). • Such breaches may also lead to other measures described in Chapter 5 of the GA.
Resources	• [Indicative Audit programme](#)

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Factsheets for coordinators & project managers

- EURAXESS Publication of vacancies
- Online Manual – Audits
- IT How To