



# Recruitment of Researchers



*ITN Coordinators Meeting, February 2009*





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# Eligible Researchers

## Types of Researchers:

1. Early Stage Researchers (ESR)
  - Research experience  $\leq 4$  years
  - No PhD
  - Duration of appointment: 3-36 months
2. Experienced Researchers (ER) still in their early career
  - PhD or at least 4 years of research experience
  - Duration of appointment: 3-24 months
  - NB: total research experience  $\leq 5$  years

Overall network: at least 80% ESR

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## ...Eligible Researchers

### Nationality:

- Researchers can be nationals of any country other than the country of the premises of the host organisation where they will carry out their project.

#### Exceptions:

- international organisations: CERN; ESRF; etc.
- researchers with more than one nationality: can be recruited in the country of nationality in which he/she has not resided during the previous 5 years;
- researchers who have legally resided and have had their principal activity (work, studies, etc) in a third country for at least three out of the last four years



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## ...Eligible Researchers

### Mobility:

- Researchers must not have resided or carried out their main activity in the country of the host for **more than 12 months** in the **3 years** immediately prior to their recruitment
  - Exception: **international organisations**: CERN; ESRF; etc.



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# Selection procedures

- Vacancies published internationally
  - SESAM vacancy tool – obligatory
  - press, websites, internet, conferences, mobility portals, etc: eligible costs after start date
- Equal opportunities policy
- Full-time employment
- Employment contracts
- Conforms to the Code of Conduct for Recruitment of Researchers
- Researchers made aware of EC network, rights & duties, appointment conditions, *etc.*

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# Salaries

- Paid regularly: monthly/bi-monthly/weekly
- Living Allowance
  - Fixed amount specified in Work Programme, adjusted for country of host institution
  - Visiting Scientist: fixed amount + 30%
- Mobility Allowance
  - Fixed amount depending on family status at date of recruitment, adjusted for country of host institution
  - For personal use – must be paid to the researcher
- Travel Allowance
  - Fixed amount specified in Work Programme, depending upon distance from country of origin to country of host institute
  - For personal use – not for conference attendance etc.



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# Researchers Contract

Agreement between fellow and institution

- Salary:
  - Living, mobility and travel allowances
  - Payment arrangements
  - Any deductions
- Conditions of work
- Description of the research project
- Signed by both parties
  - Does not need to be sent to the REA
- Declaration of Conformity submitted through SESAM



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# Career Development

- Personal Career Development Plan
  - Designed with supervisor at the beginning of the fellowship
  - Training needs including complementary skills (IPR, language classes, research management, ethics in research)
  - scientific objectives
  - Report on success of the objectives
- Career Exploratory Allowance
  - Fixed amount of €2000
  - For each researcher with a stay of at least one year
  - To be used for needs of the researcher

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# Finance and budget



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# 1. General Funding Principles

## Eligible Costs

- Actual
- Related to objectives of the project, consistent with principles of economy, efficiency and effectiveness
- Recorded into accounts of beneficiary
- Incurred during the duration of the project
  - Except costs related to final report, last periodic report, certificates on financial statements and final reviews (up to 60 days after the end of the project)



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# 1. General Funding Principles

## EC financial contribution

- Grant Agreement: maximum EC contribution
  - Max. 40% to a single country in multipartner GAs
- Any interest generated by pre-financing and other income will be deducted from final EC contribution.
- Breakdown table in Annex I indicative
- Transfer of budget between activities and beneficiaries may be allowed, on a case-by-case basis to be verified with the Project Officer.  
However, the Marie Curie grant agreements prohibit transfers of budget from the allowances allocated for the activities carried out by the researcher to the amounts allocated for the activities carried out by the beneficiary (host).



## 2. Community contribution in ITN

Eligible expenses for the activities carried out <b>by the researchers</b>			
-A-	B	-C-	-D-
Monthly living and mobility allowance	Travel allowance	Career Exploratory allowance	Contribution to the participation expenses of eligible researchers
<p><b>1. Monthly Living allowance</b>→<i>see <a href="#">Work Programme 2008</a></i></p> <ul style="list-style-type: none"> <li>➤ <i>depending on professional experience</i></li> <li>➤ <i>rule: employment contract with full social security exception: stipend with minimal social security (short stays)</i></li> <li>➤ <i>subject to correction coefficient for cost of living</i></li> </ul> <p><b>2. Monthly mobility allowance</b></p> <ul style="list-style-type: none"> <li>➤ <i>€800/month with family</i></li> <li>➤ <i>€500/month w/o family</i></li> <li>➤ <i>subject to correction coefficient for cost of living</i></li> </ul>	<p>ranging from €250 to €2500 per started period of 12 months</p>	<p>€2000/fellow appointed for at least 1 year</p>	<ul style="list-style-type: none"> <li>➤ <i>€300/month for non-lab based projects</i></li> <li>➤ <i>€600/month for lab based projects</i></li> </ul> <p><i>e.g. meetings and conference attendance, participation in training actions, research costs</i></p>



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## 2. Community contribution in ITN

### Eligible costs – activities carried out by the researchers

- All allowances cover **gross salary** paid to the researcher plus employer social security charges
- Reference date for family situation is the date of recruitment
- Parental Leave: eligible costs = employer costs under national law (if mandatory and not refundable)

**Check with Project Officer case-by-case**

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## 2. Community contribution in ITN

Eligible expenses for the activities carried out <b>by the host organisations</b>			
-E-	-F-	-G-	-H-
<p><b>Contribution to the research/training/transfer of knowledge programme expenses</b></p>	<p><b>Contribution to the organisation of international conferences, workshop and events</b></p>	<p><b>Management activities (including audit certification)</b> <b>(Real cost category)</b></p>	<p><b>Contribution to Overheads</b></p>
<p><i>€600 per researcher/month</i></p> <p><i>1. execution of the training project (publication of vacant positions, internal joint training actions, teaching material...)</i></p> <p><i>2. coordination between participants (network meeting, detachment of staff)</i></p>	<p><i>€300/researcher-day for researchers from outside the partnership for the duration of the event</i></p> <p><i>1.organisational expenses (invitation of keynote speakers, publication of vacant positions)</i></p> <p><i>2. participation fees</i></p>	<p><i>1. Max 7% for networks / Max 3% for mono-beneficiary for project as whole – not by beneficiary</i></p>	<p><i>10% of direct costs except subcontracting</i></p>





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## 2. Community contribution in ITN Claimed Costs – Personnel costs other than those related to fellows

- ONLY for assistance in management activities (category G)
- Other personnel costs (e.g. supervision/teaching) NOT eligible costs

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## 2. Community contribution in ITN Claimed Costs – Certificate on Financial Statements

- CFS mandatory if claim  $\geq$  **375,000 €**
  - Next CFS needed when claim again  $\geq$  375,000 €
- CFS for  $<$  375,000 € not an eligible cost
- For ITNs, in most cases after 24 months and at the end (2 financial reporting periods)



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## 3. Payments

- **Prefinancing** (65% of EC contribution)
  - Only one prefinancing payment – received by coordinator within 45 days of the entry of GA into force
  - Prefinancing remains the property of the EC until final payment (also interest!)
    - Guarantee Fund*
  - Replaces other financial guarantees
  - In principle this amount will be reimbursed at the end of the action
  - 5% of the EC contribution is deducted from prefinancing
  - **Therefore, (65% - 5%) x total EC contribution = prefinancing**



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## 3. Payments

- **Interim payments**
  - After approval of the periodic report
  - Calculated on the basis of the accepted eligible costs
  - EC interim payment
    - based on accepted claimed costs  
(interest earned/receipts taken into account)
- **Final payment**
  - Following approval of the final report
  - 10 %retention of total EC contribution kept by EC until final payment
  - Guarantee Fund contribution will be returned (normally 5%) to the beneficiaries via the coordinator at the moment of the final payment, at the end of the project



# Reporting, Monitoring & SESAM tool



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# Reporting

Reports	within 30 days after <b>12 months</b>	at least 30 days before <b>Mid-Term Review</b>	within 60 days after <b>24 months</b>	within 30 days after <b>36 months</b>	within 60 days after <b>48 months</b>	within 30 days after <b>Final payment</b>
<b>Progress report (by CO)</b>	√	√		√		
<b>Periodic report:</b>						
– Periodic report (by CO)			√		√	
– Financial Statement (Form C) (by each beneficiary)			√		√	
–Summary Financial report (by Coordinator)			√		√	
–Certificates on Financial Statement (if required)			√		√	
<b>Final Report (by CO)</b>					√	
<b>Distribution report (by CO)</b>						√

**\*Progress and Periodic Reports can be prefilled by data entered for the previous report**

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# Progress Report

- To be submitted within **30 days** after **12 months** & **36 months** of project. NO financial report required. Report is prepared by Coordinator only
- Pre-filled general part (incl. contract & coordinator's details) with some editable fields
- "Contract deliverables update" – 2 tables pre-filled with GPFs data for **recruitment & international conferences/events**
- Free text sections (to provide necessary explanations)
- Attachments (possibility to attach any useful information on project progress)

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# Mid-term Review (between month 12 and 24)

- **2 months before** the date of Mid-Term Review
  - Project Officer communicates to coordinator modalities of the project review
  - Coordinator must agree the date, place and agenda of MTR with Project Officer
- **1 month before** the date of Mid-Term Review
  - **Updated Progress report** covering period from beginning of the project till date of MTR must be submitted via SESAM by Coordinator
- **2 weeks before** Mid-Term Review meeting
  - **Mid-Term Assessment questionnaires** must be filled in SESAM by all recruited researchers



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# Periodic Report

- Applicable for **each period** mentioned in Art. 4:
  - **P1** (1 month - 24 month)
  - **P2** (25 months - end of the project)
- To be sent within **60 days** after each reporting period (P1&P2)
- To be sent together with **Financial Statement for each participant (Form C) & Summary Financial Report** (generated automatically by Coordinator after submission of all Forms C)
- Report includes:
  - *Declaration by coordinator*
  - *Publishable summary (automatically published on Cordis website)*
  - *Overview of work progress*
  - *Project management with justification on incurred costs*
  - *List of submitted certificates*

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# Final Report

- Report covers **whole project period**
- To be submitted together with **Periodic report for period P2, Financial reports** and **Certificate** on financial statement (if applicable)
- To be submitted within **60 days** after end of project
- Report includes:
  - *Final publishable summary report*
  - *Public part (dissemination activities, publications)*
  - *Confidential part (list of patents, trademarks, exploitable foreground)*
  - *Scientist-in-charge questionnaire*



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# Questionnaires

## Art.III.2

**Three types** of questionnaire to be submitted by **MCA-fellows** to assess integration into the research environment & training, career progress, etc., at three different stages of their fellowships:

- **Mid-term assessment questionnaire** (at Mid-term review)
- **Evaluation questionnaire** (at the end of fellowship)
- **Follow-up questionnaire** (2 years after fellowship)

Contractual obligation of each beneficiary to ensure that each researcher completes ALL questionnaires, provided by the Commission (Art.III.2.2)

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# Declaration on Conformity Art.III.4

- To be submitted via SESAM by each beneficiary for each **recruited** researcher to Coordinator
- Coordinator transmits the Declaration on Conformity to the REA
- Declaration on Conformity is required ASAP after appointment of researcher
- Print-out copy of Declaration on Conformity must be duly **signed by both** researcher & host institution and sent per post to the REA

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**Thank you very much  
for your attention!**

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