THE ROLE OF CO-ORDINATOR IN FP7 PROJECTS (Collaboration Projects)

UNIVERSITY OF CAMBRIDGE

Research Services Division

RSD has a dedicated team of experts ready to advise you on all stages of your involvement with the EC research funding schemes -- from learning about potential opportunities to checking your application, budgeting your grant bid, putting together your consortium agreement, activating your grant on the University system and assisting in post-award financial management.

*To prepare and guide you in your role as a coordinator in a EU funded FP7 Project, RSD, with the help of several experienced Cambridge coordinators, has assembled this document which we hope will provide you with the necessary information and tools available from RSD and our website (*http://www.rsd.cam.ac.uk/ec/Default.aspx*)*

We would also like to thank Marie Dixon, Centre Administrator, Centre for Speech, Language and the Brain Department of Experimental Psychology, for her contribution to the discussion of this Guide.

Research Services Division (RSD)
University of Cambridge
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GENERAL INFORMATION

Definition of terms

For ease of reference, please note the definitions below before you proceed with the document

Accession Form ("Form A")

By signing the A Form in three originals, countersigned by the Coordinator, a participant becomes a 'beneficiary' and assumes the rights and obligations established by the grant agreement with effect from the date on which the grant agreement enters into force.

Beneficiary

There is still some confusion in the EC terminology. A beneficiary seems to be a participant who signs an Accession Form to the Grant Agreement, see above, and receives EC funding under that Grant Agreement. However, all guidance documents will refer to 'participants' to describe the consortium partners.

Consortium

A consortium is the term used to describe all of the participants in the same project.

Coordinator

The coordinator has a very specific role amongst the participants in a given project. It signs the Grant Agreement directly with the EC and has to has to secure the Form A's from the other beneficiaries. An important task for the coordinator is to "*monitor the compliance by participants [beneficiaries] with their obligations under this grant agreement*" (Article II.2.3.e of GA), which includes the participants' obligations regarding IPR, dissemination and use issues.

CPF, GPF, NEF

The Commission is gradually phasing out the use of the Grant Preparation Forms (GPF), in FP7 known as Contract Preparation Forms (CPF) in favour of a new online system, referred to as Negotiation Forms (NEF). At the beginning of the negotiation process, the co-ordinator will receive an online log-in, password and URL address for the NEF. Only one username and password is given to each consortium. It is understood that paper versions of the form may still need to be signed and submitted to the Commission. Because NEF is being introduced gradually, different project officers will use different mechanisms for project negotiation for the time being. It is important to underline that the instructions of the EC project officer are key to this.

Legal entity

Only a legal entity as defined in the Rules for Participation (e.g. company, University, research centre, individual) can become a participant in a FP7 project. A department (or faculty, institute etc.) which does not have legal status cannot.

Participant

A participant is a legal entity taking part in an indirect action (i.e. a specific FP7 project undertaken by one or more participants) and having the rights and obligations defined by the Grant Agreement entered into with the European Commission ("EC") on behalf of the European Community. For the sake of simplicity, hereafter the word "participant(s)" will be used to indicate those participating in a given project.

Third party

The term third party is used to describe a legal entity which does not participate in the same project as a beneficiary, even though such third party may participate in another FP7 project.

The main parties involved in a consortium

Coordinator

- The lead consortium partner, one beneficiary who has extra responsibility (but not necessarily extra rights) and will carry the costs of preparing the proposal.
- Responsible for passing on pre-financing in accordance with the Grant Agreement (and as agreed by beneficiaries in consortium agreement).
- Responsible for reporting to the Commission (finances, payments, task progress…), i.e. the Project Officer (see below).
- Has to monitor the compliance by other beneficiaries with their obligations under the Grant Agreement.
- Must report on interest gained in their account from EC pre-financing.

Project Officer

- The EC's representative.
- Appointed by the EC to a project at the start of grant agreement negotiation stage.
- Responsible for project negotiation towards final grant agreement and start.
- Responsible for monitoring, interim reporting, and processing of finances.
- Responsible for signing off project.

Participants/Beneficiaries/Consortium Partners

- Organisations (companies, Universities, research centres etc) signed up to the Grant Agreement by Form A.
- Each beneficiary has consortium and individual responsibilities.
- Beneficiaries should have the capacity to do their part in the project (as they signed up to it).
- Must be seen to be working together.
- Responsible for managing own performance and finances - including declaring receipts.
- Responsible for the performance of any subcontractors attached to them.

Third Parties

- Organisations which are not considered beneficiaries (i.e. which are not signed up to the Grant Agreement).
- Must be identified in project negotiations, or raised with Project Officer subsequently.
- Has to make some contribution to the project.
- Can charge costs under certain conditions, otherwise resources provided ‘free of charge’ may be viewed as a 'receipt'.

- Subcontractors are one type of third party but a third party is not necessarily a subcontractor.
- Can either be (a) a party making resources available (does not perform work) or (b) a party that does part of the work (subcontractor).

Calls - to think about before you consider FP7 co-operation projects

- You should not try to 'shoehorn' your project into the call if it doesn't fit. Co-operation projects are activity led to answer the specific questions outlined in the call - these topics are pre-defined for the whole of FP7. Each proposal is evaluated to determine if it matches the call before it is reviewed and can be rejected at this first stage. If you want more flexible funding, apply to the annual ERC call.
- Calls will happen throughout the lifetime of FP7 (7 years) – please see the following link for the list of all FP7 open calls for proposals: http://cordis.europa.eu/fp7/dc/index.cfm?fuseaction=UserSite.FP7OpenCallsPage
- Individual calls will have specific conditions (e.g. what type of partners must be in consortium, how the money can be used) so must be studied very carefully.
- The research must be very interdisciplinary and each partner must have a unique but interconnected work package so the problem is addressed from many different angles.
- Be aware that the EC prefer smaller consortia. A large number of partners make the management of the project difficult.
- Please be aware that management of the project is a core task and CANNOT BE SUBCONTRACTED
- Please be aware that any pre-award expenditure will not be considered an eligible cost. Each partner, including the coordinator, shall be responsible for its own costs in the preparation for the proposal.

The Proposal – to consider before you start writing

- What are the main objectives (objectives must be measurable)? Does it fit the topic described in the call?
- How is it unique?
- Whose problem does this solve?
- Why does it have to be your consortium working on this? Why can't others do it?
- Which consortium member will provide which skills?
- How will you know if you have succeeded - must be able to demonstrate research deliverables. Think about how the co-ordinator will monitor the work and how successful it is.
- How will measure your progress? Need to include clear milestones when doing the planning.

Evaluation - to be considered when writing the application

- Evaluation is based on three categories, each marked out of 5 with equal value:

    - Scientific content (concept, quality of the objectives which must be measurable, advances, methods and work plan. Must include a Gantt Chart)
    - Implementation (management structure - defining the role of the co-ordinator, procedures, consortium and the details of the consortium agreement, resources and how they will be allocated between members)
    - Potential Impact (expected impact particularly at European level when compared to the objectives of the call, dissemination and/or exploitation of results between the consortium and beyond, management of IP, publication plan is essential).
- Minimum threshold to pass is 3/5 in each section with an overall score of 10/15. If the call is oversubscribed the threshold may increase to 4/5 or 5/5. Most proposals score well on content so focus on implementation and impact.
- Also need to include section on ethical issues and gender issues (including promoting gender equality).

For more information on the evaluation process, please download the 'Guide for applicants' available on Cordis. (http://cordis.europa.eu/fp7/dc/index.cfm?fuseaction=UserSite.FP7CallsPage)

How to apply

- Find a call that your research will fit into.
- Build the consortium with appropriate partners.
- Have an Outline Proposal meeting – co-ordinator organises meeting where all partners meet, allocate activities and develop a 1-page outline proposal. At this stage need to plan:
    - scientific content as a series of work packages (proposal requires each activity/work package to be written up separately). It is very important that partners work together at this stage to illustrate the interactions between individual work packages - they must not be standalone units – and that the activities match the work programme described in the call.
    - implementation management, consortium agreement and budget.
    - impact, exploitation, how the research can be applied/disseminated.
- Use the 'Guide for Applicants' very carefully.
- Co-ordinator pulls together all contributions and budgets into a well-integrated application, completes all sections and submits using EPSS.
- Start date should be given as 9-11 months after the closing date.
- Deadline is usually three months after publication of the call.

What do you focus on when applying for FP7 funding

- Must contribute towards and enhance the competitiveness of the EU.
- Must target the specific objective in a clearly defined overall approach with a fixed overall work plan.

- Duration must be 2-5 years, depending on specific call rules.
- Must lead to an advance in the state-of-the-art in the research area.
- Must not repeat any research which is already underway.
- Must have a market or strategic impact in Europe.
- Must not be able to do all of this research in-house - the collaboration must be necessary and the research must be interdisciplinary.
- Must indicate how the proposal meets national legal and ethical requirements of the country in which the research is performed.

Consortium

- UKRO recommend being a partner on a consortium before acting as a co-ordinator due to the extra work involved.
- The absolute minimum number of eligible counties in the consortium is 3 but it is very strongly recommended that there are more: 10-15 for large scale projects, 6-15 for small and medium scale projects. Each member will have their own work package and look at the research problem from a different angle.
- Consortiums are best made of partners who know each other already.
- If it is difficult to find enough partners, you can consider adding people who will be useful but who will make a minimum contribution (and will have a small work package).
- Must be able to demonstrate in the proposal that the consortium will work together well and all are committed to the aims of the project.
- Need to demonstrate that the partners have the capacity and resources to do the work they agree to.
- Must demonstrate that all partners will conform to the voluntary European Charter for Researchers Code of Conduct for the Recruitment of Researchers.
- UK Research Office have a meeting room in Brussels which is available free of charge for consortium meetings

Budgets

- Check maximum budget for the particular call you are responding to.
- Do budget very carefully for each partner. The approach would ideally be a ‘bottom up’ approach i.e. how much is this going to cost rather than a ‘top down’, i.e. how much am I going to get. The share of costs must not be a simple split between each partner - if it looks like no thought has gone into the budget it will not get funded. Partners need to be well-balanced in terms of their budget requirements.
- The budget must be competitively priced and not inflated.
- FP6 cost models have been abolished in FP7. Partners will need to use either their real indirect costs, a standard flat (20%) or a transitional flat rate (60%).
- For public bodies FP7 reimburses 75% of direct costs for RTD, 50% for demonstration and 100% for other activities Management costs should be about 7% of the overall budget.

- It is possible to employ somebody within your department to assist with the management of the project. Their time will be charged under the management costs.
- It is essential that accurate timesheets must be kept for all employees on the project for reporting and audit purposes.
- You must make adequate provision for the costs involved in running the project. Please be aware that management of the project is a core task and CANNOT BE SUBCONTRACTED. Any management costs paid to a management agency or similar are likely to be ruled ineligible by the Commission, and the Department will then have to find the funds from its own resources

Role of the Co-ordinator (the single point of contact between partners and the EU)

1. *Identify a suitable call.*
2. *Identify and approach suitable partners.*
3. *Arrange and chair the initial consortium meeting where the 1 page proposal is drawn up, the rough budget decided and the work packages outlined. Ensure that the collaborations between work packages and the management structure of the consortium are discussed.*
4. *Distribute the final 1 page summary amongst partners and ask them to produce a detailed description of the work packages they are involved in and a complete budget.*
5. *Agree with partners the details of the consortium agreement which should outline the internal organisation of the consortium, the distribution of the EU financial contribution, rules on dissemination including intellectual property rights and how internal disputes will be settled.*
6. *Assimilate all the work package descriptions into 1 complete integrated proposal following the guidelines outlined below, ensuring that this looks like a fully collaborative project with lots of interlinking elements (Section B1 proposal - max 20 pages, Section B2 implementation - max 12 pages, Section B3 impact - max 10 pages, Section B4 ethical & gender issues - no page limit, Section B5 gender aspects - max 1 page). Most of sections B2-B5 are written by the co-ordinator – see annex for format.*
7. *Assimilate all the budgets into one budget for the application form & produce a pFACT.*
8. *Complete and submit the application form on EPSS (Section B as outlined above plus Section A including abstract). Give each partner access so they can complete their own Section A2.*
9. *At the first signs of the grant being awarded, be responsible for starting the negotiation phase for the consortium agreement through the University's Research Services Division (RSD).*
10. *If awarded, be responsible for the contract negotiation stage (of the Grant Agreement). Distribute Form A's to the Grant Agreement to each partner through the University's Research Services Division (RSD). Stay involved in contract negotiations through to the full execution of the consortium agreement and Form A's..*
11. *Distribute funding to partners according to their budget and expenditure in the previous periods. Agree and oversee transfer budgets between partners, in the event of underspending. Provide accurate records of all financial transfers to EU at the end of each reporting period.*
12. *Monitor progress of all partners - ensuring deliverables and milestones are met by partners and taking necessary action if not.*
13. *Provide advice on audit requirements to all partners.*
14. *Arrange and chair regular consortium meetings (recommended at the end of each milestone) in accordance with the frequency agreed in the consortium agreement.*
15. *Collate financial and scientific reports from each partner, then review and compile into a summary activity report, a management report, a report on the distribution of the community's contribution and a*

publishable summary (regularity depends on particular call, but is usually one report per year plus final report, all within 60 day deadlines). There are further interim reports which need writing at the end of the first period – this is a ***significant*** *task.*

Role of a partner

1. *Indicate a willingness to participate*
2. *Attend the initial consortium meeting and contribute ideas*
3. *Write a detailed budget and work package(s) for the particular areas they are mostly responsible for.*
4. *Write a description of themselves and their organisation for Section B2, 1 page/partner.*
5. *Complete basic personal information on section A2 of EPSS application form.*
6. *Keep accurate financial records for regular reports and submit these in a timely manner as requested by the coordinator.*
7. *Write regular reports of progress which are collated by the co-ordinator for submission to the EU.*
8. *Attend regular project meetings at the end of each milestone.*

RESEARCH SERVICES DIVISION (RSD) – GENERAL INFORMATION

The General Information given above is subject to the University's policies and procedures. These procedures and advice on how the Research Services Division can support you in your role as a coordinator can be found in the sections below.

Authorised Signatories for EC Documents	Only appointed persons in the Research Services Division are legal signatories authorised by the University of Cambridge to sign off EC documents. ☑ FINANCIAL STATEMENTS (Post Award Services) ☑ EC APPLICATIONS FORMS, EC CONTRACT PREPARATION FORMS AND EC CONTRACTS (Applications Team) ☑ CONSORTIUM AGREEMENTS, AMENDMENTS TO EC CONTRACTS AND CONSORTIUM AGREEMENTS, SUBCONTRACTS (Contract Team) The Director and the Deputy Director of Research Services have authority to sign any research related document on behalf of the University of Cambridge. **Please note that no signatures will be provided without the necessary Departmental authorisation in place, and a confirmed budget approved by Applications Administrator. Contracts specific requirements also apply. Please consult the website for more detailed information.**
University's website	RSD - EC Framework 7 website (http://www.rsd.cam.ac.uk/staff/fp7/index.html)

APPLICATIONS INFORMATION

At application stage, the co-ordinator is responsible for collating all of the financial and administrative data from each participant, and for designing and confirming the work package information that will go into part B.

EPSS

Once the call is open, (see webpage Cordis - Open Calls http://cordis.europa.eu/fp7/dc/index.cfm?fuseaction=UserSite.FP7OpenCallsPage), the co-ordinator must register an intention to submit on the EPSS Website at https://www.epss-fp7.org/epss/login.jsp?reg=6921&submit=Return and will receive a series of log-in details for themselves and the partners, passwords must be changed by the co-ordinator upon initial log-in to the EPSS. These details (the partner log-in) can be shared with the other participants, which will give them access to view the application, and to update their own administrative data. This sharing is at the co-ordinator's discretion and varies in practice.

The only part of the application that can be edited by participating partners is the A2 form for institutional data. This can be achieved by means of the shared login; *we would strongly recommend, where Cambridge has a partner role in an application, that these editing rights are requested.*

All other parts of the application, including the budget, can only be created and edited by the co-ordinator, but can be viewed and printed by participants by means of the shared login. The Part B, like most other details of the application, has to be created and amended by the co-ordinator – please see the section below, entitled Contract Negotiation, for more information regarding the Part B.

Finally, the co-ordinator is responsible for actually submitting the application on EPSS. Please note that submitting the proposal can be done at any point before the deadline *and can be overwritten*, if amendments are subsequently required, at any point up to the deadline which is 5 p.m. Brussels time (3.30 UK time).

Where Cambridge acts as co-ordinator, RSD can offer a full guidance and checking service prior to submission.

pFACT

At present, the University supports the costing of EC proposals using the Direct Costs model. The EC Template in pFACT has been set up to record these costs in accordance with the EC model.

Under this model, for Co-operation Programme proposals, the Commission will pay overheads at 60% on all direct costs of the research. It is anticipated that the UK Universities will, later in the programme, adopt a full FEC costing model and the EC template in pFACT will be modified accordingly at that stage.

The pFACT income template to use is ***EC FP7 – EC Fp7 100% Direct Costs + 60% for Overheads****.*

Please note that subcontracting costs are not included in the above model and would be reimbursed at 100% without overhead. Management costs (i.e. a project where Cambridge is the Co-ordinator) would also be reimbursed at 100% but would attract overhead so the actual funding would be different in these cases. As a general ‘rule of thumb’ the total budget for management costs (clerical posts, travel/communications budget etcetera) would normally be around 7% of the overall total cost of the project.

RSD - Application overview – this provides detailed guidance on the application process for EC schemes in general

(http://www.rsd.cam.ac.uk/staff/fp7/participate/applying1.html#starttofinish)

Letters of Intent

Letters of intent are sometimes required from the consortium partners’ organisations to ensure that the organisations are aware of their involvement in the proposal.

These letters demonstrate a commitment of the partner organisations to take part in the consortium and so we would recommend their use wherever the University of Cambridge is acting as the co-ordinator. Please ensure that these letters are forwarded to your relevant Applications contact and take a copy for yourself.

Letters of intent are provided on request, please contact your Applications Administrator: full list at http://www.rsd.cam.ac.uk/contact/Default.aspx

CONTRACT NEGOTIATION INFORMATION

Main contracts links

Model Grant Agreement: This is the core contract between the Commission and the Coordinator and Consortium participants – previously called the 'EC Contract'. It sets out the basic terms and conditions, the majority of which are standard non-negotiable terms. See http://cordis.europa.eu/fp7/find-doc_en.html for Cordis document 'Negotiation Guidance Notes'.

Model Consortium Agreement: This is the agreement between Consortium participants (note that the Commission is *not* a party to the Consortium Agreement). For further information see below. See also http://cordis.europa.eu/fp7/find-doc_en.html for Cordis document 'Guide to IPR' and 'Checklist for Consortium Agreement'.

Proposal Stage (Section B)

Your Contracts Manager (see website for contact details: Contract Managers at http://www.rsd.cam.ac.uk/contact/Default.aspx can help advise on or review sections B2 (implementation) and B3 (impact) of the final draft Proposal; care needs to be taken with wording in these sections because any statements made can have legal implications as explained below.

B2 has consequences for the management structure (including dispute resolution) of the consortium and B3 for the dissemination and management of IP, publication etc, which are issues that are most commonly dealt with in the Consortium Agreement. The Proposal however will become part of the Grant Agreement (as Annex I) which will overrule any terms in the Consortium Agreement regardless of the consortium partners real intentions and wishes.

The more detail a coordinator gives in B2 and B3, the more likely the Proposal will be given a high score and thus be awarded the funding. However, the more detail given, the higher the risk for 'legal' statements that may circumvent the consortium partners' ability/freedom to negotiation the terms of the consortium agreement.

Your Contracts Manager would be happy to review the applicable sections to flag up legal implications or contradictions with the preferred terms of the Consortium Agreement and/or advise on amending wording to avoid future problems with the Consortium Agreement or confusion in interpretation.

Consortium Agreement

Terms and conditions of the Consortium Agreement are negotiated between the participants with the Coordinator taking the lead in such negotiations. The Consortium Agreement must be signed before the Grant Agreement is signed.

The terms and conditions of the Consortium Agreement must supplement and not derogate from the Grant Agreement terms and conditions. Typically the following topics are addressed: governance structure of the consortium, coordinator and participant responsibilities, provisions for licensing intellectual property, publication procedures payment terms and liabilities between parties. The terms are similar to that of most multi-party research collaboration agreements but with a tailoring to the Commission's Grant Agreement terms and extra provisions to ensure a strong governance structure.

Various template Consortium Agreements are within circulation in Europe and the same models are likely to crop up again and again as happened under Framework 6. The University's preferred model for use when Cambridge is the coordinator is the "DEvelopment of a Simplified Consortium Agreement for FP7 (DESCA) with some revisions although the Integrated Projects Consortium Agreement (IPCA) is also acceptable, again subject to certain amendments. DESCA is particularly suited to predominantly academic consortiums and IPCA to consortiums with a majority of industrial participants. Your Contracts Manager will advise on which agreement is most suitable.

Your Contracts Manager will be happy to lead negotiations with participants (and their respective contracts managers) to reach final agreement of terms. Negotiations will usually be conducted by email, although telephone meetings with participants may be used where helpful and practical. We will work closely with you to resolve any disputes over specific issues and to ensure signed versions of the final agreement are collated.

Accession Form (Form A)

Once the Grant Agreement is awarded, the coordinator is responsible for securing three original signed Form A's (Annex IV of the Grant Agreement) from all participants (beneficiaries) and to send to the EC one duly completed and signed Form A per beneficiary at the latest 45 calendar days after the entry into force of the Grant Agreement. The two remaining signed originals are kept, one by the coordinator to be made available for consultation at the request of any beneficiary, and the other is returned to the participant concerned. Your Contracts Manager will be happy to arrange for the Form A's to be issued and collated when signed/returned for forwarding the EC.

Should any of the consortium partners, fail or refuse to accede to the grant agreement within the deadline established (45 days after entry into force of the Grant Agreement), the Commission is no longer bound by its offer to that consortium partner. The consortium may propose to the Commission, within a time-limit to be fixed by the latter, appropriate solutions to ensure the implementation of the project. The procedure established in Annex II for amendments to the Grant Agreement will apply.

The participants are expected to have concluded a consortium agreement, see above, regarding the internal organisation of the consortium before the Grant Agreement and Form A's are signed.

Subcontracts

Your Contracts Manager will draft any necessary subcontracts upon your request using the University's model subcontract in the first instance. The Contracts Manager will first need a copy of the tendering documents for the appointment of the subcontractor and ensure that your written analysis is on file (see Article 7.2 of Annex II of the Grant Agreement and the audit requirements in Annex VII (Form D) of the Grant Agreement, see also below).

Coordination tasks such as the distribution of funds, review of reports and other tasks mentioned under Annex II Article 2.3 of the Grant Agreement cannot be subcontracted. Other project management activities can be subcontracted under the conditions established for subcontracting.

The subcontract must be identified in the proposal by task and preferably by name. Any subcontracts required after the Grant Agreement (GA) has been signed which have not been identified in the Proposal cannot be put in place until an amendment is made to the GA to signify approval of both the Commission and the other Consortium participants.

Your Auditor is required to check the tendering documents for each subcontract: at least 2 or 3 tenders should be on file for each subcontract. Furthermore, a written analysis of value for money (best price-quality ratio), transparency and equal treatment in support of the final choice of subcontractor needs to be on file (such file to be prepared by you as the academic Coordinator).

Further conditions of the Grant Agreement to note regarding subcontracting:

- you cannot subcontract core parts of the project
- you cannot subcontract research work
- you cannot subcontract management (as a Coordinator)
- the subcontract has to be duly justified, described and costed in Annex I (via the proposal or by amendment)
- the subcontract may not affect the rights and obligations regarding background and foreground of the other consortium participants

Amendments

Any amendments required to the Grant Agreement, such as changes to participants, must be processed in the format set out in detail by the Commission and will be considered by the Commission provided they do not change the essential character of the project. Significant changes to the technical content require approval by the Commission and may not call into question the decision to grant the award in the first place or result in unequal treatment of the participants.

It is important to follow the Commission's precise instructions in accordance with Article 36 of Annex II of the Grant Agreement in order that there is no delay to the amendment being made. Note that the Commission will need proof that all participants in the consortium approve the proposed amendment. Your Contracts Manager will advise and help prepare the letter of request to the Commission and have it signed by an approved EC signatory within RSD.

Please note that the absence of a response within 45 days of receipt of the request for an amendment shall be considered a rejection. However, when the consortium, by way of the coordinator, requests the addition or the termination of the participation of a beneficiary, the absence of a response from the Commission within 45 days shall constitute approval (Article 37 of Annex II of the Grant Agreement).

Amendments to the Consortium Agreement are more straightforward since a simple letter setting out the changes can be agreed between the participants.

FINANCIAL - POST AWARD INFORMATION

Distribution of Funding ('Community Financial Contribution')

Prefinancing is paid to the Coordinator who must then distribute this to partners The distribution of the initial prefinancing is generally straightforward and is based on the CPF Forms and each partners' percentage of the overall total budget. If a Consortium Agreement is in place, this should detail when payments should be made. As the project goes on, the calculation of distribution can become more complicated. It becomes necessary to consider how much funding each partner has received and spent in the previous periods in order to calculate how much they should receive in further instalments. The coordinator must ensure that the finances are fully utilised - if a partner looks as though they are not going to spend all their budget, then some of it may need to be transferred to another partner within the consortium.

The EC Post Award team will advise the coordinator (PI) once the EC prefinancing has been received. Once the distribution of funds has been decided upon the EC Team will make the payments in Euros via BACS transfer.

The EC Team maintain the records of contribution received and contribution paid out to partners. They will also complete and sign the Distribution of Funding table which is submitted to the EC at the end of each reporting period.

Reporting

Reports must be completed by the coordinator using information supplied by partners. Your Awards Administrator will complete the relevant financial reports and the departments must complete the scientific report and other overall management reports. We are currently waiting for the publication of detailed reporting regulations. These will be put onto the RSD FP7 website as soon as they become available.

Periodic Reports
The coordinator shall submit a periodic report to the Commission for each reporting period within 60 days of the end of the period. This shall comprise:

- an overview, including publishable summary, of the progress of work towards the objectives of the project, including achievements, milestones and deliverables;
- an explanation of the use of resources and
- a financial statement (Form C) from each beneficiary and a summary financial report consolidating the Form Cs from each beneficiary.

Final Reports
The coordinator shall submit a final report to the Commission for each reporting period within 60 days of the end of the period. This shall comprise:

- A final publishable summary report covering results, conclusions and socio-economic impact of the project.
- A report covering the wider societal implications of the project, including gender equality actions, ethical issues, efforts to involve other actors as well as the plan for the use and dissemination of foreground

Distribution of Community Financial Contribution
The coordinator shall submit a report on the distribution of the Community financial contribution between beneficiaries 30 days after the receipt of the final payment from the EC.

Monitoring compliance of the beneficiaries (Grant Agreement, Annex II, Article 2)

In short, the coordinator has the obligation to ensure beneficiaries comply with their obligations under the Grant Agreement as stated in II.2.4 ('beneficiaries shall fulfil the following obligations as a consortium') and II.3 ('Specific performance obligations of each beneficiary').

Monitoring compliance of the beneficiaries with their obligations under the Grant Agreement is a new requirement under FP7 (compared to FP6) which means there is no indication yet what level of monitoring Brussels expects. In practice it seems only logical that it will be a combination of pro-active and passive monitoring.

Some issues will inevitably become evident for example in the (lack of) reporting, technical or financial, by the beneficiaries and the monitoring takes place the moment a coordinator requests/receives a report or statement. Other issues will become apparent only when the coordinator requests either proof or written confirmations.

In any case, due to the nature and diversity of the obligations for the beneficiaries, monitoring has to take place on many levels. Some examples:

- The coordinator (PI) needs to ensure the other parties submit their reports and are working in accordance with the Proposal (Annex I of the Grant Agreement), both in respect of timing and work plans (deliverables).

- The coordinator (in liaison with the EC team) needs to ensure all beneficiaries have submitted the necessary financial paperwork and timesheets for forwarding to Brussels.

- The coordinator (with advice from the EC team and/or Contracts Manager) needs to emphasize the need for following the proper procedures with regard to subcontracting (tendering process) and inform the beneficiaries of the consequences if this does not happen (cost will not be considered eligible, i.e. not funded by EC). Also need to ensure that the beneficiaries know the subcontracts should not give access rights or ownership of IP to the subcontractor which would make the beneficiary in breach of contract terms. Beneficiaries are not allowed to subcontract assigned work to each other.

- The coordinator should ask for written confirmation from the beneficiaries that they have put all the necessary employment contracts in place for staff directly paid from the EC grant. Again, inform the Beneficiaries of the consequences (not paid).

It would also include ensuring (for as far as one institution can force another) the beneficiaries sign up to the consortium agreement (task for Contracts Manager) and that the necessary audits are performed (task for EC Post Award Team).

ANNEX 1- SOME USEFUL INFORMATION FOR EPSS REGISTRATION/PROPOSALS

Organisation Name/Legal Entity/Name of Account holder	The Chancellor, Masters and Scholars of the University of Cambridge
Address of organisation and of account holder	The Old Schools, Trinity Lane Cambridge, CB2 1TS, UK
Organisation Short Name	UCAM
VAT number	823 8476 09
Information in the administrative official of the host organisation	Mr Martin Reavley Director Research Services Division 16 Mill Lane, Cambridge. CB2 1SB Ph. +44 (0) 1223 333543 Fax. +44 (0) 1223 332988 Email ECapplications@admin.cam.ac.uk
Total R & D expenditure (in Euro)	€287,000,000.00
Number of R & D personnel	2000
Number of Researchers and Engineers	Female; 1000 Male; 1000
Status of your organisation;	Non Profit Organisation? - Yes Public Body? - Yes Research Organisation? - Yes Higher, secondary education …? – Yes Is your number of Employees smaller than 250? – No Is your annual turnover smaller then € 50 million? – No Is your annual balance sheet total smaller than € 43 million? – No Are you an autonomous legal entity? - Yes
Method of Determining Indirect Cost?	'Special transition Flat Rate'
Contact person of the account holder	Mr. Christopher Patten Ph. +44 (0) 1223 333543 Fax. +44 (0) 1223 332988 e-mail. cp257@admin.cam.ac.uk
Bank name	Barclays Bank plc
Branch address	15 Bene't Street Cambridge CB2 3PZ, UK
Details of University bank account - Euros (Ireland/UK)	Sort Code; 20-17-19 Account; 77176166 IBAN; GB74 BARC 2017 19 77176166
Audit costs	€900.00 per annum. For collaborative projects if the budget is under €375,000 Euros, then there will only be one audit costed for the entirety of the project. Except where scheme notes state otherwise, eg. Marie Curie where a percentage of eligible costs is applicable (3% generally).

ANNEX 2 - MAIN SOURCES OF INFORMATION

Research Services Division has a dedicated website that, although still a work in progress, will give you much of the information you seek: RSD - EC Framework 7 website (http://www.rsd.cam.ac.uk/ec/Default.aspx)

The following sources of information (outside RSD/University) are described on our website as well.

Cordis

Website: CORDIS (http://cordis.europa.eu/fp7/home_en.html)

The Community Research & Development Information Service (CORDIS) has an established information network dedicated entirely to the Framework 7.

- FP7 Home (http://cordis.europa.eu/fp7/home_en.html)- gives a structural introduction to the Programme, together with links for further info according to various scenarios/types of users.
- FP7 Newsroom (http://cordis.europa.eu/fetch?CALLER=FP7_NEWS) - enables you to browse FP7 news, events and interviews published in CORDIS News (http://cordis.europa.eu/news/home_en.html), submit your own news and subscribe for email alerts.
- Understand FP7 (http://cordis.europa.eu/fp7/understand_en.html) – this section goes through main objectives, specific programmes and provides links to fact sheets.
- Participate in FP7 (http://cordis.europa.eu/fp7/participate_en.html) - gives details and provides links to documentation on the issues of participation
- Find a call (http://cordis.europa.eu/fp7/dc/index.cfm) - lists all open calls for proposals with links to each call's page
- Get support (http://cordis.europa.eu/fp7/get-support_en.html) - offers descriptions of various support services available to FP7 participants
- Find project partners (http://cordis.europa.eu/fp7/partners_en.html) - provides search facilities for finding international research partners
- Find a document (http://cordis.europa.eu/fp7/find-doc_en.html) - this domain is a comprehensive resource containing all documents, publications and magazines held by CORDIS on FP7. The service also holds documents related to future policies and activities of the European Union related to scientific research, technological development and innovation and competitiveness.

Key research Directorate-General websites

- RTD (http://ec.europa.eu/research/index.cfm) (**FP7 coordinators**)
- ENTR (http://ec.europa.eu/enterprise/index_en.htm) (**CIP coordinators**)

UK Research Office (UKRO)

- [FP7 **main site**] (http://www.ukro.ac.uk/subscriber_services/fp7/index.htm)
- [FP7 **Tutorial**] (http://www.ukro.ac.uk/subscriber_services/fp7/tutorial/index.htm)
- [FP7 **Participation issues**] (http://www.ukro.ac.uk/subscriber_services/fp7/participation/index.htm)

Other useful links

EU Policy Portal 'EuroActiv' (http://www.euractiv.com/en) is very good for policy- related matters; the site is regularly updated

European Research Council (ERC) (http://erc.europa.eu/index.cfm) - funding research that is not on the basis of collaboration between states, rather purely based on excellence and competition.

FP7UK (http://www.fp7uk.dti.gov.uk/) maintained by the DTI Office of Science and Innovation (OST). Brief overview and summaries of the programmes, together with some news updates.

SUMMARY OF CO-ORDINATOR RESPONSIBILITIES			
Task	**Who is responsible**	**How RSD can help**	**Comments**
Identify suitable call	Co-ordinator	Natalia Molchanova can advise on EC funding opportunities	
Register for the appropriate call with EPSS	Co-ordinator		There is a set window of opportunity for registration and submission of the proposal on EPSS, please check on the CORDIS website.
Identify and approach suitable partners	Co-ordinator		See RSD advice on appropriate team structure and size.
Arrange and chair initial consortium meeting. At this meeting a single-page proposal will be drawn up and agreement will be reached on the basic budget and work packages.	Co-ordinator	RSD can offer advice on consortium management: Contracts and agreements – Contracts Manager Management costs and audits – Award Manager	You should discuss the management structure of the consortium as early as possible
Distribute the summary to each partner and ask them to produce a detailed description and budget for each of their work packages	Co-ordinator		
Agree details of the planned consortium agreement, to cover internal organisation, distribution of funds, rules on IPR and the resolution of internal issues or disputes	Co-ordinator	Contracts Manager can advise on IPR and offer guidance on the optimum consortium arrangements or common pitfalls	

Share login details with partners to enable them to complete their individual A2 forms	Co-ordinator		
Assimilate all partner contributions into an integrated proposal (Part B forms)	Co-ordinator		Although material is supplied by all partners, usually the co-ordinator writes the bulk of the proposal and is responsible for ensuring it adheres to EC applications guidelines
Prepare budget for any co-ordinator activity or work package	Co-ordinator	Applications Administrator can advise on budget preparation and EC costing model	For Cambridge lead, a pFACT will be required before submission
Assimilate all partner budgets into the overall project budget, and liaise on any revisions	Co-ordinator	Applications Administrator can advise on project costing and the completion of budget forms	Although the co-ordinator is responsible for balancing the overall budget, it's important to ensure that each work package remains independently financially viable. The co-ordinator will need to decide whether management and audit costs should be devolved to partner budgets, or held centrally and distributed on transaction

Complete and submit the application on EPSS	Co-ordinator	Applications Administrator can advise on the submission process, but only the registered co-ordinator can submit	The Commissions recommends submission as early as possible to avoid system problems. After submission, the application can be overwritten at any point up to the deadline
If awarded, oversee the Contract Negotiation Stage	Co-ordinator/RSD	Contracts Manager will handle contract negotiation of the consortium agreement	
Provide advice on audit requirements to all partners	Co-ordinator/RSD	PAS EC Team can provide advice direct to partners	
Distribute funding to all partners as per the consortium agreement	Co-ordinator/RSD	PAS EC team will liaise with the Coordinator in order to agree payments and will make these via BACS transfer. Can advise on the EC reporting requirements and can provide transaction data from the University Financial System	
Monitor progress towards project milestones and deliverables	Co-ordinator		
Arrange and chair regular consortium meetings	Co-ordinator		
Collate interim and final reports	Co-ordinator /RSD	PAS EC team can help with the preparation of reports. Your Awards Administrator within PAS will complete the financial statement (Form C)	The collating and editing of reports is a substantial task throughout the life of the project

SUMMARY OF PARTNER RESPONSIBILITIES			
Task	**Who is responsible**	**How RSD can help**	**Comments**
Indicate willingness to participate			
Attend initial consortium meetings			
Draft and budget work packages	All beneficiaries under guidance of coordinator	Applications Administrator can help with accurately costing your project on pFACT	It's important to use the correct cost model; incorrectly costed budgets can be disallowed after the expenditure has taken place
Complete the A2 form (institutional data)	Partners via EPSS	Please use the prepared information sheet on Applications	It is crucial that the correct legal data is used, otherwise any potential contract could be invalid. We do not recommend that you allow the co-ordinator to complete this section on your behalf
Provide the co-ordinator with other basic and personal information for other sections of the form	Partners		
Check the A3 form (partner budget) is correct before submission	The co-ordinator is responsible for the completion of all budget details for all of the partners and	Applications Administrator can advise on the completion of this form using the correct calculation, cost model and reimbursement rates	Co-ordinators may be using different cost models to those appropriate for the University of Cambridge. If the wrong model is stated,

	themselves, however, via the partner log-in you can access all of this data.		the partner budget can be ineligible. RSD recommends that you insist on reviewing the final partner budget before submission
Revise budget if requested by co-ordinator to meet overall project budget target	See above.	Applications Administrator can advise if time allows	Be sure, when accepting cuts and revisions, that your project will still be viable if awarded at the revised levels
Complete GPF (Grant Preparation) / Negotiation Forms (NEF) if the project is successful at first stage		Applications Administrator can assist with completion of Grant Preparation Forms (GPF)/Negotiation Forms (the new online system 'NEF') forms. These can only be signed by an authorised signatory, and must be supported by a correctly-completed and the pFACT approved by your Applications Administrator	The turnaround for GPF forms can often be very tight.. In addition, co-ordinators are often unaware of the need for RSD approval and will request instant responses that we are unable to give. It's important to liaise with your co-ordinator as soon as you receive informal notification that your project is through to stage two.
Keep accurate financial records and submit these in a timely manner at reporting milestones		PAS can assist with the provision of financial data and the preparation of partner reports. You awards administrator will complete the Form C financial statement	

Write and submit regular progress reports for a specific work package			
Attend regular project meetings			