



ACME

Astrophysics Center for Multimessenger studies in Europe

HORIZON-INFRA-2023-SERV-01

Kick-off meeting – 16 Sep 2024

Project Officer: Ioannis Andredakis
European Research Executive Agency

Outline

I. Monitoring & Reporting

- Technical Reporting
- Financial Reporting
- Audits
- Amendments

III. Extra Resources

II. Cross-cutting aspects

- Impact
- Communication, Dissemination & Exploitation
- Open Science
- Policy Feedback
- Ethics



Role Distribution



DG Research and Innovation

- > Definition of Policies
- > Drafting the Work Programme



Research Executive Agency (REA)

'Reforming European Research & Innovation and Research Infrastructures',
Unit C4

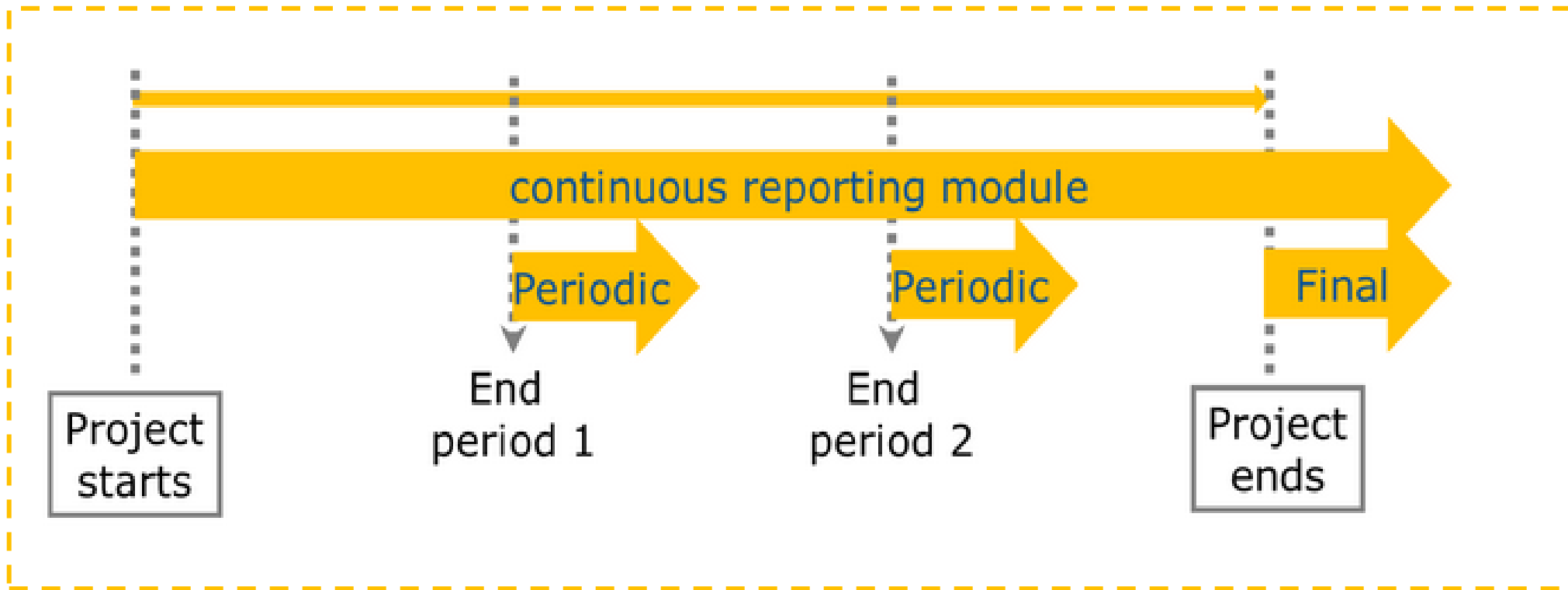
- > Implementation of calls for proposals
- > Grant Management



Coordinator

- > Monitor that the action is implemented properly
- > Act as the intermediary for all communications with REA
- > Distribution of payments

Project reporting types



Project reporting types



- Beneficiaries must **continuously** report on the progress of the action (e.g. **deliverables, milestones, outputs/outcomes, critical risks, indicators**, etc), in the Portal **Continuous Reporting tool** and in accordance with the timing and conditions set out in the Grant Agreement

Project Continuous Report

Project Summary	Researchers involved in the project	Deliverables	Milestones	Critical Risks	Publications	Results	Disseminat... activities	Standards	Patents (IPR)	Communic... Activities	Datasets	Beneficiari... Feedback	Impact	Impact Continuati...	Other Results

- In addition, Beneficiaries must provide **periodic reports** to request **payments**, in accordance with the schedule and modalities set out in the Grant Agreement

Continuous Reporting – Deliverables

Deliverables and Other Reports

Add actual delivery dates (or new due date for late deliverables, together with an explanation for the delay). In the Comments, please indicate if the deliverable was achieved as planned or not.
The labels used mean:
Public – fully open (automatically posted online on the Project Results platforms)
Sensitive – limited under the conditions of the Grant Agreement
EU classified – RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444

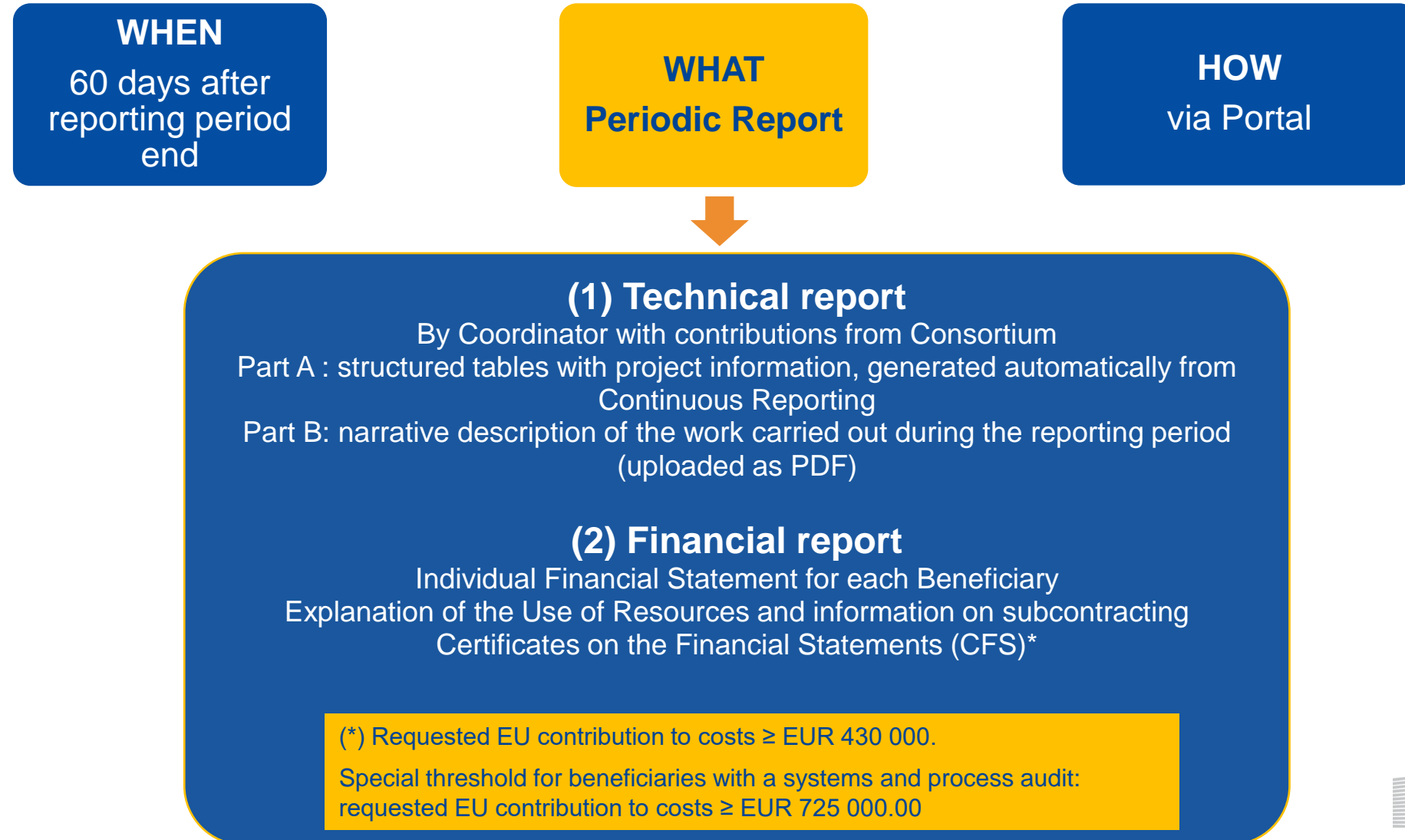
[Link to anti plagiarism tool](#)

Show Filters Clear Filters

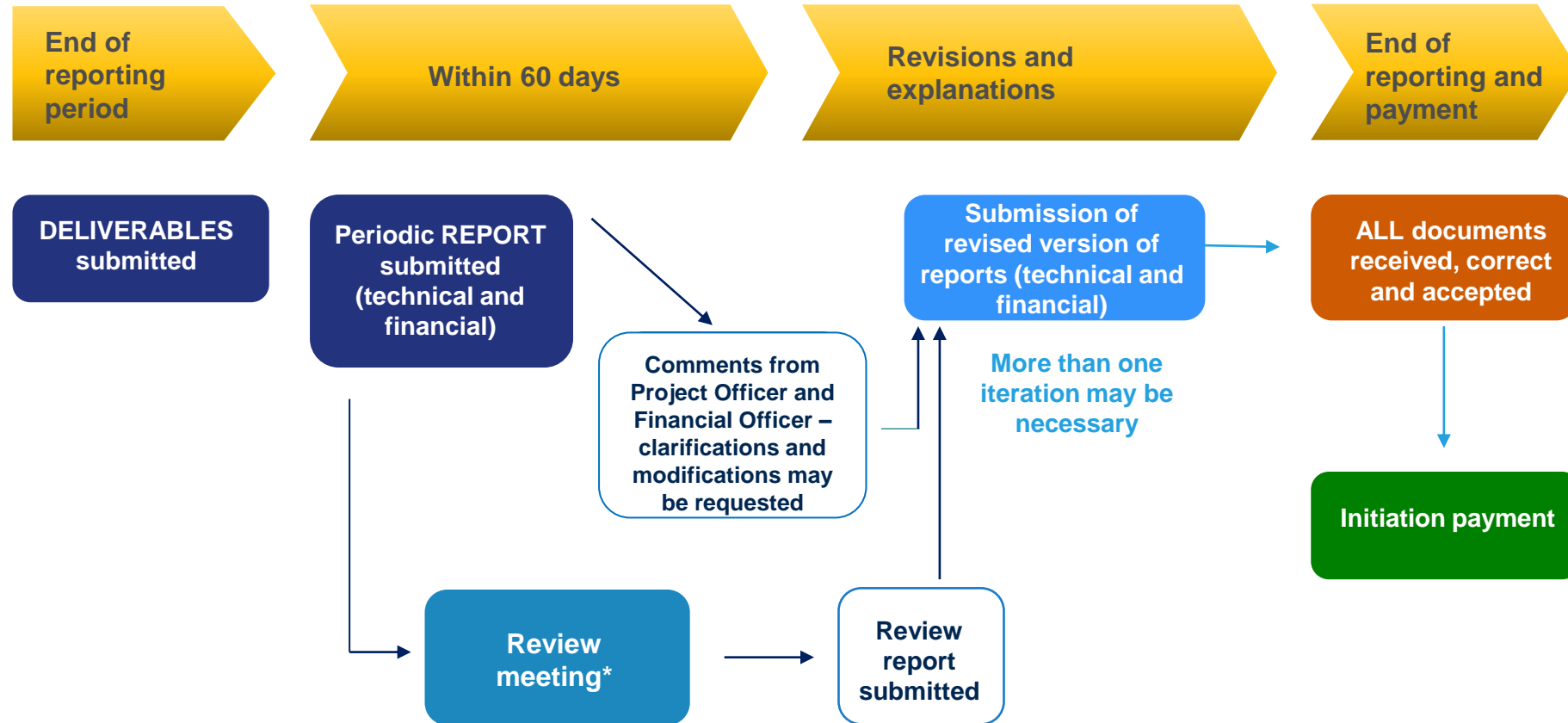
Work Packs	Deliverabl	Deliverab	Deliverable Name	Description	Lead Bt	Type	Disseminat	Due Date	New Due Date	Delivery Date	Approval Date	Status				
WP1	D1.1	D1					C-UE/EU-	30 Apr 2022				Submitted				
WP1	D1.2	D2					PU	30 Apr 2022		17 May 2022		Submitted				
WP2	D2.1	D3					PU	31 May 2022		01 Jul 2022		Submitted				
WP2	D2.2	D4					PU	31 Mar 2023				Pending				
WP2	D2.3	D5					PU	31 Mar 2024				Pending				
WP3	D3.1	D6					PU	31 May 2022	31 Aug 2022			Pending				
WP3	D3.2	D7					PU	31 Mar 2024				Pending				
WP4	D4.1	D8					PU	30 Jun 2022		14 Jul 2022		Submitted				
WD4	D4.2	D9					DI1	31 Mar 2023				Pending				

- Deliverables marked as Public will be automatically published in Cordis - **Be particularly attentive to their quality**
- If deliverables delayed - **Get in touch with REA PO**

Periodic Report: Overview



Periodic Reporting: Process



*A review meeting might not be necessary, to be decided with PO

Trans-National Access (TNA) activities 1/2

- **TNA available to external users:**
 - in person ('hands-on'),
 - remote scientific services: reference materials or samples, the remote access to a high-performance computing facility, etc.
- **Open specific calls to invite researchers to apply for access**
- **Documentation needed to support/justify the amount of access reported**
 - records of the names, nationalities, and home institutions of the users, nature and quantity of access provided)
- **Selection of researchers/research teams**
 - independent peer-review evaluation

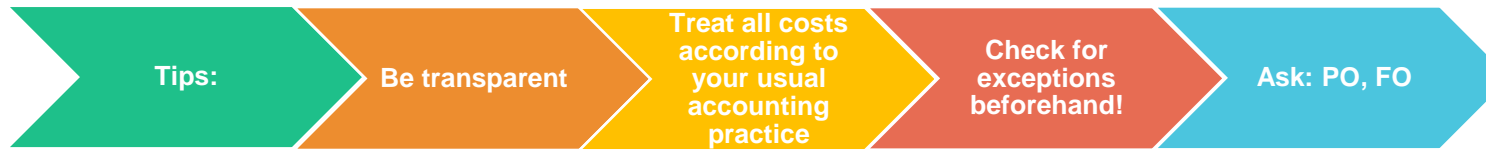
Trans-National Access (TNA) activities 2/2

- The research team, or its majority, must work in countries other than the country(ies) where the infrastructure is located
 - exception JRC, ERICs and legal entities with international membership
- Third countries access permitted up to max cumulative access of 20% of the total amount
- The EU financial support covers the access costs incurred by the access provider in providing access to the selected researchers, as well as the travel and subsistence costs incurred in supporting visits to the infrastructure of these researchers (duration limited to 3 months)

Virtual Access (VA) activities

- Provided to users complying with RI's access policy, no formal selection process
 - e.g. access to databases available via Internet, or data deposition
- VA measured through **units of access** clearly defined in the GA and must be **periodically assessed by an external board**.
- The EU financial support covers the access costs incurred by the infrastructure, including the technological and scientific support

Financial reporting – eligibility of costs (art.6 GA)



Audits



Can be carried out during the entire lifetime of the project, by the European Commission, not later than **2 years** after the payment of the balance.

Types of audits: **financial** and/or **technical audits**



Keeping records: keep a clear account of the project activities during the reporting period (GA article 20)

Beneficiaries must keep records and other supporting documentation **up to 5 years** in order to prove the proper implementation and the costs declared as eligible.

Amendments

Budget transfer is allowed between **beneficiaries** and among existing **budget categories** without filing an amendment

Action to be implemented **as described** in Annex I

If the **change** is **significant**, an **amendment** to the GA is needed

TIP

Always contact the REA PO (Coordinator – PO) to discuss the typology and impact of change

Amendment needed if:

- Change of **Annex 1** (description of action)
- Change of **Annex 2** estimated budget
- Change of **coordinator or its legal status**
- Change of the coordinator's **bank account** for payments
- Addition/removal of **linked third party**
- Change of action's **title**, acronym, **duration**, reporting **periods**
- Change of dissemination status of a deliverable (PU→SEN or SEN→PU)

Reporting on Impact: Impact questionnaire (1/3)

NEW in HE reporting: questionnaire to be used for the monitoring and evaluation of HE Programme performance + indication on progress of the project

Included in different SyGMa tabs

- *Impact*
- *Impact Continuation*
- *Beneficiaries feedback*

Important: quality of the data

Technology Readiness Level of The Project

Current status: _____

Expected by Project end: _____

Sustainable development goals

Is your project likely to deliver results relevant for the following Sustainable Development Goals?

Create Neutrality: _____

Clean Water And Sanitation: _____

Citizen Engagement

Regarding co-design and co-creation through the engagement of citizens, and/or end-user entities, how have citizens and end-user entities contributed to the co-creation of R&I content so far?

	Citizen	End user entities
Co-creating R&I visions, agendas, policies or frameworks	<input type="checkbox"/>	<input type="checkbox"/>
Co-creating R&I action plans or technology roadmaps	<input type="checkbox"/>	<input type="checkbox"/>
Collecting data for the project	<input type="checkbox"/>	<input type="checkbox"/>
Analysing data for the project	<input type="checkbox"/>	<input type="checkbox"/>

What mechanisms for citizen and/or end-user entity engagement have you set up and plan to maintain beyond the end of your project, or are planning to set up and maintain beyond the end of your project (per beneficiary)?

Department, centre, lab, network, testbeds or other structure or space set up, internally or externally, to support citizen/end-user engagement

Institutional websites, web-pages or portals set up to support citizen/end-user engagement (excluding project website)

Staff appointed with responsibility to initiate, monitor, evaluate or advise on citizen/end-user engagement

Staff appointed with responsibility for training, mutual learning and sharing of tools and good practice on citizen/end-user engagement

Rules, standards, guidelines or other frameworks established to ensure that citizen/end-user engagement is taken into account in institutional R&I processes

Systematic or regular dialogues, meetings, workshops or other events set up for citizen/end-user engagement (excl.one-off events)

Other _____

None

Overall, how many individual citizens have been involved in co-creating R&I content for all activities listed? (please provide your best estimate, which should be traceable in one or more deliverables)

Reporting on communication, dissemination and exploitation



Dissemination Activities

There is no dissemination activity for this project yet
List the dissemination activities carried out in the context of the project.
Include dissemination activities mentioned in the proposal and new ones.

Dissemination Activity Name	What? Type of dissemination activity	Who? Target audience Reached	Why? Description of the objective(s) with reference to a specific project output (max 200 characters)	Status of the dissemination activity
6th COVID-19 "research to policy action" di	Collaboration with EU-funded projects	Research communities;	2022/03: Francesca Incardona discussed Hc	Delivered

Communications Activities

There are no communication activities for this project yet
Communication on projects is a strategically planned process that starts at the outset of the action and continues throughout its entire lifetime, aimed at promoting the action and its results. It requires strategic and targeted measures for communicating about (i) the action and (ii) its results to a multitude of audiences, including the media and the public and possibly engaging in a two-way exchange.

Communication Activity Name	Description	Who? Target audience	How? Communication channel	Outcome	Status
fdfd	fdde	gd	Event (conference, meeting, workshop, internet debate, roun	fdv	Delivered
test	gt	gte	Event (conference, meeting, workshop, internet debate, roun	t	Delivered

- **New in HE:** shift to a more **qualitative** rather than quantitative approach on reporting communication, dissemination and exploitation activities
- Describing the activities, their **purpose**, the **target audience** and their **status** (pending, completed etc).
- List main communication, dissemination and exploitation activities; especially the ones for which costs are charged to the project

Acknowledgement of EU Funding

**Article 17.2 of the Horizon Europe grant agreement:
Visibility - European flag and funding statement**



**Funded by
the European Union**



**Co-funded by
the European Union**

- Use the European flag (emblem), not the European Commission logo
- Disclaimer (GA art .17.3) must be added in any publication/output

"Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the Agency. Neither the European Union nor the granting authority can be held responsible for them."

Most common omissions and good practices

- **Communicate/disseminate** ([Annotated Grant Agreement, art 17](#))
 - More publicity you are giving to the results, more impact you have
 - Cite the grant in articles, presentations, etc..
- **Changes in the work plan / budget**
 - communicate to the PO and in the deviation section of the report
- **Deliverables/reports on time** (art 21)
- **TNA** – special section in reporting
- **Financial reporting** – keep all records (art 20)
- **Grants are as a rule not extended**