



Horizon 2020 Advanced Training Workshop

December 5, 2017 – afternoon

Organised by : NCP Brussels, NCP Academy, NCP Japan

Venue: the Delegation of European Union to Japan, Tokyo, Japan



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NCP Academy – Partner



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Recap



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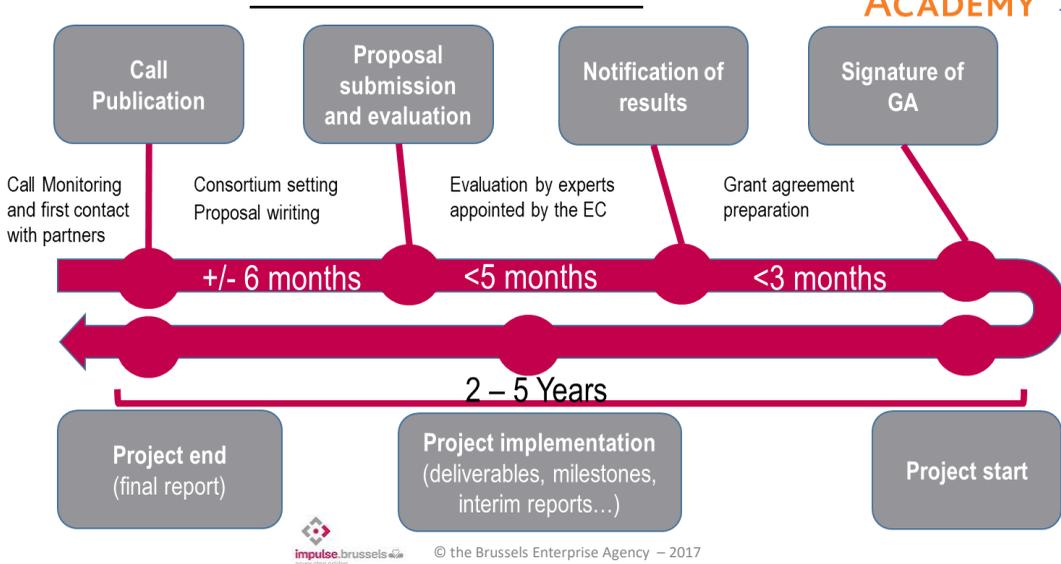
Horizon 2020 collaborative project management



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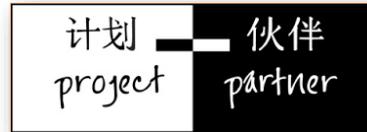
Mid-term importance: full project cycle is long



Use standard project structure



Have a suitable role for each Partner



Responsible for

- Consortium agreement
- Relations with Project Officer
- Relations with all Partners
- Ensure project cycle management
Budget - Deadline - Quality
- + Do own tasks and deliver

Contribute

- Do own tasks and deliver
- Adapt to Consortium set-up,
culture
- Refer to Coordinator

Consortium “Magic Formula”



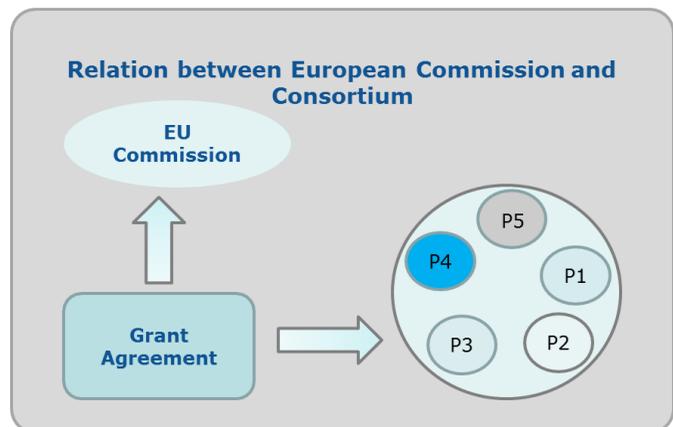
- Complementary
- Covers full scope but NOT more
- Trust in each other

What is described in the Grant Agreement

- List of all **Partners, start, end, description, estimated budget**
- **Grant** (amount, eligibility of costs)
- **Rights and obligations (including 3d Parties / Partners organisations):**
 - Implementation (Beneficiaries, Sub-contractors...)
 - Administration (recording, deliverables, payments, impact...)
 - Background and results (**Intellectual Property management**)
 - Others (gender, ethics, conflicts of interest, confidentiality, visibility for EU funding...)
- **Roles and responsibilities** (Coordinator/Partners, **Consortium Agreement**)
- Rejection of costs, reduction of grant, penalties, liability for damages, suspension and termination...

Who signs the Grant Agreement

- Coordinator signs the Grant Agreement
- Each Partner signs an **Accession Form**
- **E-signature** via Participant Portal



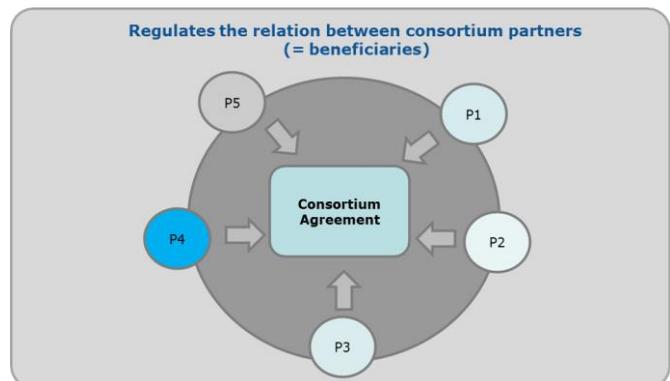
What is described in the Consortium Agreement

Minimum (see GA): “**internal arrangements regarding their operation and coordination to ensure that the action is implemented properly**”. It may cover

- internal organisation
- management of access to the electronic exchange system
- distribution of EU funding
- additional rules on rights and obligations related to background and results (including whether access rights remain or not, if a beneficiary is in breach of its obligations)
- settlement of internal disputes
- liability, indemnification and confidentiality arrangements

What is described in the Consortium Agreement

- **The Consortium Agreement must not contain any provision contrary to the Grant Agreement**
- **Written agreement**
- **Paper**
- If according to Belgian Law: (default option of DESCA template): one original signed document for each party



WP [no], [WP name]
WP Leader Report Period [1/2/3]

What is the project about

[Name of WP leader]
[Organisation]

1. Progress towards objectives and details for each task

Task [no] – [Task title]

Please describe the process towards the objectives for **each task** of your respective WP. Feel free to include – if applicable – links, screenshots, pictures, etc. You can use the various deliverable reports and biannual WP reports as a basis – you don't need to reinvent the wheel!

Description Of Action (DoA) = what you need to do and achieve

2. Significant results

Please provide a **list of results/deliverables** achieved in your respective WP throughout this reporting period.

e.g.:

-
-
-

To ensure success: each Partner should **monitor on a regular basis** the project's activities
Progress – Results – Deviations and corrective actions

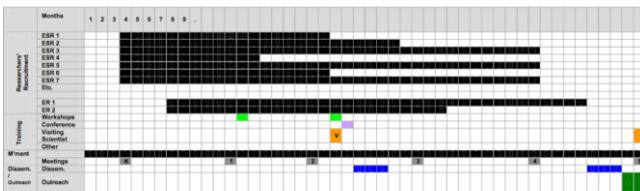
3. Deviations on tasks and corrective actions

If applicable, please explain the **reasons for devic**  **x 1 and their impact on other tasks as well as on available resources and pl**

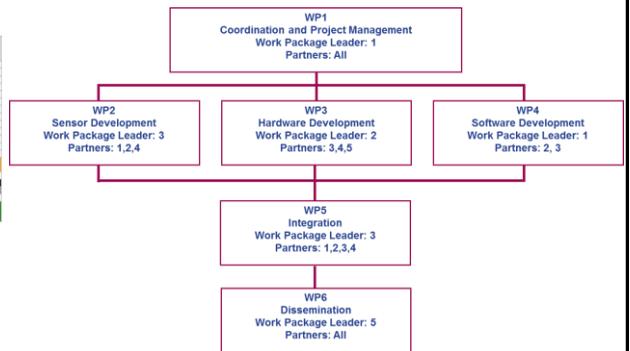
Stick to the project management description (1)

Timing of the different work packages

Graphic presentation of project



Gantt Chart (or similar)



Pert Chart (or similar)

Stick to the project management description (2)



Work package number	Start Date or Starting Event
Work package title	
Participant number	
Short name of participant	
Person/months per participant	

Deliverable (number)	Deliverable name	Work package number	Short name of lead participant	Type	Dissemination level	Delivery date

Milestone = check at a certain moment
Deliverable = something is provided

Milestone number	Milestone name	Related work package(s)	Estimated date	Means of verification



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Source: [Proposal template](#)

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Why record and monitor milestones and deliverables



from project proposal

add progress/deviation

No. Deliverable	Deliverable Name	WP	Lead Participant	Nature	Dissemination Level	Due delivery date from Annex 1	Actual/Forecast Delivery Date	Status/Justification
D.1.1	Mailing list	WP1 "Management"	EEB	project partners mailing lists	Excel file shared among project partners	M3 (April 2016)	M3 (April 2016)	
D.2.1	Website	WP2 "Communication and Dissemination"	BEA	project website	Website created, promoted on partners' website + social media, presented at Ec events	M5 (June 2016)	M6 (July 2016)	Unforeseen bugs had to be fixed before launch
D.5.3	Report trainings	WP5 "Outreach"	UNITN	trainings for researchers	3 trainings promoted on partner websites 72 participants	M14 (March 2017)	M13 (Feb 2017)	Able to organise 3rd training already in January

No. Milestone	Milestone Name	WP	Lead Participant	Foreseen Compliance Date	Means of verification	Actual/Forecast Compliance Date	Status/Justification
M.1.2	Awareness campaign	WP1 "Management"	EEB	Continuous	Publication of articles / Social media discussion	OK	OK
M.5.1	Trainers' selection	WP5 "Outreach"	UNITN	M3 (April 2016)	Call for experts publication / Results of selection / Trainers list / Experts portal	M4 (May 2016)	Organisation of selections took 1M more



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Record and follow-up the use of resources

- People (staff effort):

	WPn	WPn+1	WPn+2	Total Person/ Months per Participant
Participant Number/Short Name	—			
Participant/Number/ Short Name				
Participant Number/ Short Name				
Total Person/Months				

- Costs (“Other direct costs”):

Participant Number/Short Name	Cost (€)	Justification
Travel		
Equipment		
Other goods and services		
Total		

Why monitoring is fundamental

- To keep track of
 - ✓ **TIMING**
 - Activities
 - Deliverables
 - Milestones
 - ✓ **PARTNERS**
 - ✓ **BUDGET**
 - ✓ **IMPACT**
- To quickly respond to any shift (**RISK MANAGEMENT**)
- To make Technical and Financial **REPORTING to Coordinator/EC**

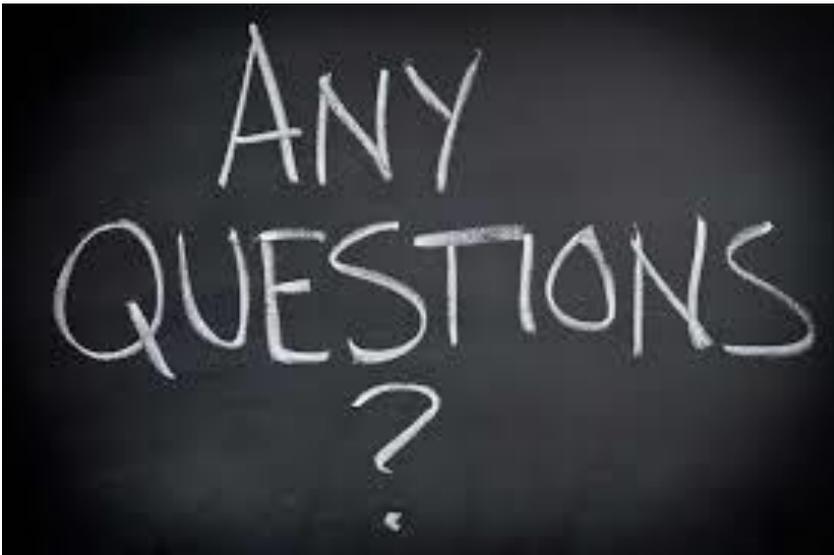


Reporting periods and cascade



Reporting periods
 - generally 18M
 - defined in the GA
 e.g. Project XYZ – Duration 36 months
 → 3 official reporting periods to the EC
 6 internal reporting periods

! gather data through internal reporting at each step!








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All Electronic System



The **Participant Portal** allows for

- Topics search & description
- Proposal submission
- Project and grant management
- Technical reporting
- Financial reporting
- Support



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Two levels system



Anyone can browse and have access to general information including work programs and topics

Only registered organisations and users can submit proposals / take part in projects

Registering as future Participant

- **Each Partner has to register on the Participant Portal and obtain its own PIC Number**

<http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register.html>

9-digit Participant Identification Code

- **To get a PIC number, at least 1 user has to create a personal EU login account**

http://ec.europa.eu/research/participants/docs/h2020-funding-guide/user-account-and-roles/ecas-login_en.htm

EU login (previously named “ECAS”) is needed to login

NCPs, Participants, experts are **EXTERNAL** users



Check whether your (Partners) organisation already has a PIC number before creating one (1 entity = 1 PIC number)

http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register_sec.html

Access before / after proposal submission



- After registration, Coordinator and Partners select the call and download the template specific to the topic
- Coordinator creates the draft Proposal and invites Partners to join
- Editing: the 'Coordinator contact(s)' can edit any part of the administrative form, 'Participant contacts' can only edit their respective part
- **ALL exchanges with the EC (proposal & project) are done through the Participant Portal**



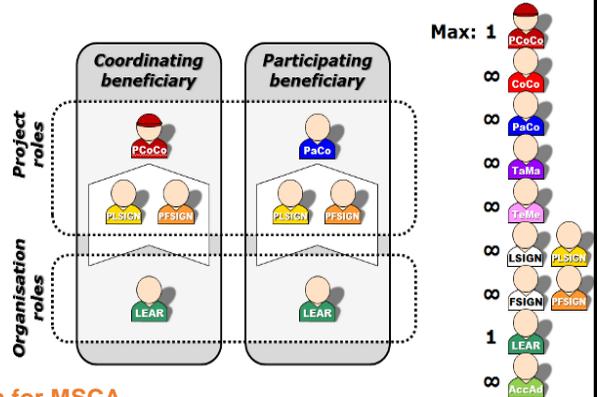
Do not wait before creating EU login & PIC: have the administrative part ready before you join a consortium and start writing



Different roles have different access rights



- At Beneficiary and at Project level
- Only the **LEAR** and **Primary Coordinator Contact** are **defined/modified by the EC**. The rest is decided by the consortium
- One person can have **several roles**
- The **minimum configuration** is:
 - ✓ The Primary Coordinator Contact
 - ✓ 1 Participant Contact per beneficiary
 - ✓ 1 LEAR per organisation
 - ✓ 1 Legal Signatory per organisation
 - ✓ 1 Financial Signatory per organisation



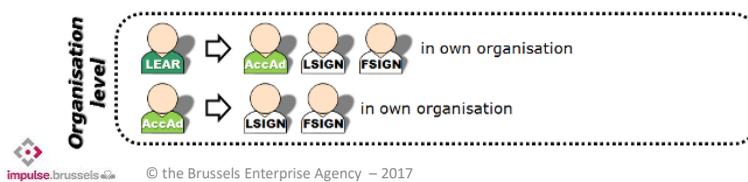
NOT needed if NOT partner (coordinated calls) - Variation for MSCA

http://ec.europa.eu/research/participants/docs/h2020-funding-guide/user-account-and-roles/roles-and-access-rights_en.htm



Roles for project management

- **LEAR is appointed officially by the Legal Representative of the organization (statutes)**
Previously the only signed paper document to send by post
Now signed document should be upload in the PP (scan version)
- LEAR nominates online persons in his/her organization authorized to sign grants and amendments (LSIGNs) and financial statements (FSIGNs)
- Participant Contacts assign signatories to one grant from the list established by the LEAR
- LSIGNs (FSIGNs) are prompted when a grant/amendment (financial statement) is due for signature
- COM/Agency signs electronically in COMPASS



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Finding topics

Three ways:

- Following the **calls structure**
Calls – H2020
- Searching for Topics
Forthcoming – Open - Closed
- **Free text search**
Based on own keywords



Choose your preferred way
Ask your NCP
Check with free text search

<http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/index.html>

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Topics structured information

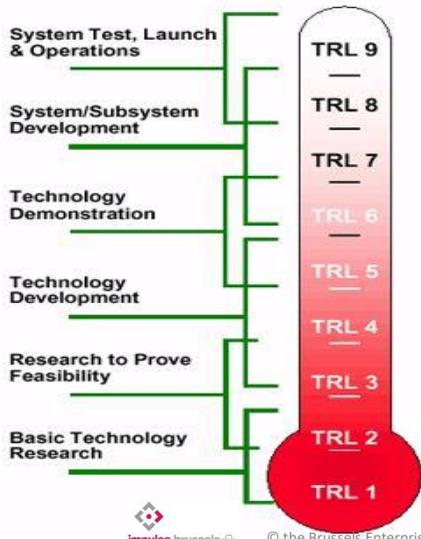
Deadline

1. Challenge
2. Scope
3. Impact

+ **Budget and TRL indicated**

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TRL – Technology Readiness Level



Helps to clarify EC's expectations and to better target calls in accordance with your project's progress (from lab to market)

PP example at proposal stage



Proposal ID _____ Acronym _____

3 - Budget for the proposal

Participant	Country	(A) Direct personnel costs/€	(B) Other direct costs/€	(C) Direct costs of sub-contracting /€	(D) Direct costs of providing financial support to third parties/€	(E) Costs of in-kind contributions not used on the beneficiary's premises/€	(F) Indirect Costs/€ (=0.25(A+B-E))	(G) Special unit costs covering direct & indirect costs	(H) Total estimated eligible costs/€ (A+B+C+D+E+F+G)	(I) Reimbursement rate	(J) Max. grant / € (=H*I)	(K) Requested grant / €
		0	0	0	0	0	0	0	0	100	0	0
Total		0	0	0	0	0	0	0	0		0	0

- Fill in all items in white (zero if not relevant)
- Items in grey = calculated automatically



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PP example of automatic prompting



European Commission <EC-NO-REPLY-GRANT-MANAGEMENT@nomail.ec.europa.eu>

Imelda LAMBKIN; Catriona WARD; Gonzalo ARÉVALO; Vangelis ARGOUDELIS;

Your EU project NCP ACADEMY - AMD-633563-17; Amendment request evaluated - decision by Commission

i This message was sent with High importance.

If there are problems with how this message is displayed, click here to view it in a web browser.

Europa / Participant Portal notification

Dear Coordinator,

Your Amendment request has been evaluated and the Commission has made a decision. To view the decision document, log on to the Participant Portal > My Area > My Project(s) (<https://ec.europa.eu/research/participants/portal/desktop/en/projects/index.html>) and click the Manage Project (MP) button.

Regards,
Participant Portal Grant Management Service

Please do not reply to this message

This message has been automatically generated by the Grant Management Service of the European Commission.

If you want to change the frequency of receiving notifications with importance "Normal", you can do it in the Participant Portal > **My Notifications**



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PP example of grant management: SyGmA-PPGMS



MY PROJECT
HORIZON 2020

Call: H2020-GARRI-
 NCP-2014-1
 Type of Action: CSA
 Acronym: NCP ACADEMY
 Current Phase: Grant Management
 Number: 633563
 Duration: 42 months
 CA Signed On: 04 Dec 2014 based on the H2020 General MGA
 Multi - 1.0
 Start Date: 10 Dec 2014
 Estimated Project Cost: €1,967,828.00
 Requested EU Contribution: €1,967,828.00
 Contact: Carolina RODRIGUEZ RODRIGUEZ

Latest Legal Data
 Process List
 Document Library
 Communication Centre

H2020 ONLINE MANUAL

Launch new interaction with the EU +

Consortium Requested Amendment
 AMD-633563-17
 25 Oct 2017
 Launched Prepared Submitted Admissible Decision

Process documents
 Process communications New messages (1)
 Process history

CANCELLED - Consortium Requested Amendment
 AMD-633563-16
 08 Oct 2017
 Launched Prepared Submitted Admissible Decision

Process documents
 Process communications New messages (0)
 Process history

Periodic Reporting
 REP-633563-1 - period 10/12/2014 > 09/06/2016
 10 Jun 2016
 Draft Submitted Paid (Assessment completed 100%)

Process documents
 Interim Payment (1)
 Periodic Report (1)
 Suspension Payment Deadline (2)

Expand All Collapse All

impulse.brussels
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Technical & financial reporting



Continuous Reporting
 633563 - NCP ACADEMY
 01 Dec 2014
 Started Completed

Continuous reporting data

Process documents
 Deliverable Assessment (5)
 Deliverables (18)

- 633563_Deliverable_10_(D3.3)
- 633563_Deliverable_11_(D4.1)
- 633563_Deliverable_11_(D4.1)_1
- 633563_Deliverable_12_(D4.2)
- 633563_Deliverable_12_(D4.2)_1
- 633563_Deliverable_13_(D4.3)
- 633563_Deliverable_13_(D4.3)_1
- 633563_Deliverable_14_(D5.1)
- 633563_Deliverable_14_(D5.1)_1
- 633563_Deliverable_16_(D5.3)
- 633563_Deliverable_16_(D5.3)_1

Expand All Collapse All

All Partners should contribute



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Available resources and partnering



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Information and on-line guidance in the PP



- **Everything is described in the on-line manual**
No bundled version but separate pdf available
http://ec.europa.eu/research/participants/docs/h2020-funding-guide/index_en.htm
- **Check published FAQ (search function)**
<http://ec.europa.eu/research/participants/portal/desktop/en/support/faq.html>
- **IT questions about the Participant Portal**
<http://ec.europa.eu/research/participants/api/contact/index.html>
Add screenshots / images to describe exactly
- **Content-related questions**
Only neutral answers / clarifications
http://ec.europa.eu/research/participants/portal4/desktop/en/support/research_enquiry_service.html



Documents are updated by the EC
Always use / provide the link to the Participant Portal rather than previously downloaded documents



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National Contact Points



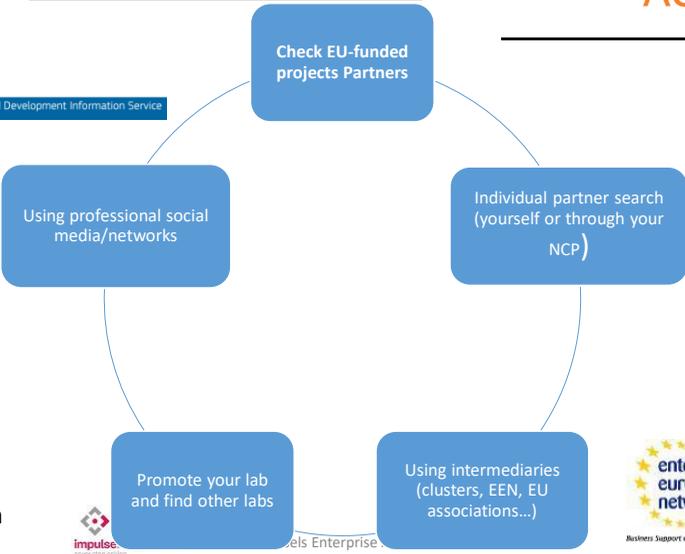
- **In Japan :**
<http://www.eu-japan.eu/h2020-national-contact-point>
 - Help desk service: guidance on choosing relevant H2020 topics and types of action, advice on administrative procedures and contractual issues, assistance in partner search
 - Provision of Japanese translations of key documents necessary for administrative staff of the research organizations
<http://www.ncp-japan.jp/>
 - Information and awareness raising (ex videos)
- **Your EU Partners** can also ask questions to their NCP !
https://ec.europa.eu/research/participants/portal/desktop/en/support/national_contact_points.html



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Finding suitable Partners : use various channels



www.labsexplorer.com



Brussels Enterprise Agency

Research & Technology partners through NCP thematic networks



- Free-of-charge partner-matching services to potential H2020 participants
- **Direct personal contact**
- **On-line partner search**
- Examples
 - <http://www.partnersearch.c-energy2020.eu/>
 - <http://partnersearch.ncps-care.eu/>
 - <https://www.ideal-ist.eu/partner-search/pssearch>



Tips for NCP partnering



- Be clear about **your aim**
Join an existing consortium looking for your expertise
Build your own consortium
- Be **specific** (field of excellence, track record, topic...)
- Consult your **thematic NCP network** website to identify relevant partnering events and potential partners
- **Follow-up** any first contact (even if only to say “no thanks you”)
- Visit the NCP booth present **at major events** and ask their help



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Finding partners with



3000
LOCAL
EXPERTS



600
LOCATION
+



60+
COUNTRIES
WORLDWIDE

<https://www.youtube.com/user/enterpriseeurope>

- World's largest **technology transfer database**
- **Helping small companies** make the most of the business opportunities in the European Union : business partners, technology transfer, sourcing & licensing of technologies, EU laws and standards, intellectual property rights, funding, innovation coaching, SME instrument and access to risk finance, increase the sustainability of SMEs (Green Action Plan)



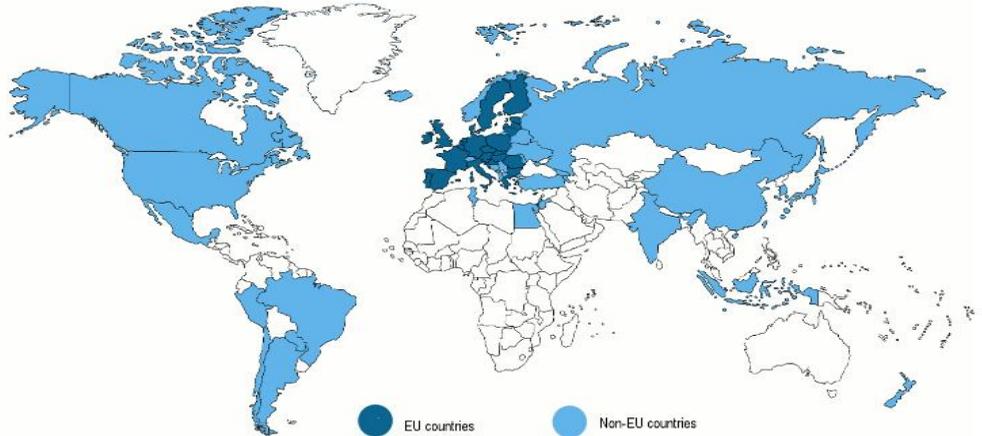
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Japan is part of the network



<http://een.ec.europa.eu/about/branches/jp/tokyo>
EU-Japan Centre for Industrial Cooperation



Find project partners and exploit R&I results



Partnering Opportunities

Search: Any word All words Compact View

Profile type(s): <input type="checkbox"/> Business Offer <input type="checkbox"/> Business Request <input checked="" type="checkbox"/> Research & Development Request <input checked="" type="checkbox"/> Technology Offer <input checked="" type="checkbox"/> Technology Request	Profile country of origin: Albania Argentina Armenia Austria Belarus Belgium Bosnia and Herzegovina Brazil Bulgaria	Client requested: Indonesia Ireland Israel Italy Japan Jordan Latvia Lithuania Luxembourg
---	---	---

We found 18 record(s) for your query.

Last Modified:	Title of Profile	Country	Type	Publish Date
A week ago	EUROSTARS - Looking for pharmaceutical SMEs specialized in the development of innovative pain treatments	Belgium	R&D Request	2017-10-11
A month ago	Technology to transfect DNA into cells in vivo without viral vectors	Belgium	Tech. Request	2017-09-18
A quarter ago	Photovoltaic technology sought for rural areas of Senegal	Belgium	Tech. Request	2016-09-26
A year ago	Repair and protection of enamel and dentin	Belgium	Tech. Request	2016-09-22

On Grant Agreement



Participant Portal

- All model **Grant Agreements (templates)**
- One **annotated Grant Agreement (750p, many examples)**
http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html#h2020-gacrc

NCP Japan

- **Annotated GA in Japanese**
<http://www.ncp-japan.jp/>

- 📁 Grant agreements, contracts and rules of contest
 - 📁 Model grant agreements
 - 📁 Model rules of contest of prizes
 - 📁 Model experts contracts
- 📁 Guidance
 - 📁 Section on beneficiary registration, validation and financial viability check
 - 📁 Section on proposal submission and evaluation
 - 📁 Annotated Model Grant Agreement
 - 📁 ERC rules for submission and evaluation



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On Consortium Agreement



Horizon 2020 applicable Template + **explanations** of consortium agreement clauses
<http://www.desca-2020.eu/>



Templates for **specific areas and sectors**

- MCARD-2020 – mainly ICT industry <http://www.digitaleurope.org/Services/H2020-Model-Consortium-Agreement>
- EUCAR – Automotive industry <http://www.eucar.be/eucar-model-consortium-agreement-horizon-2020/>



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On IP rights and exploitation

frequently asked questions - Ownership



My organisation is interested in applying for EU funding in the framework of the Horizon 2020 programme. If we became partners in a Horizon 2020 project, would we be the owner of the project results?

Do I always have to inform my project partners before transferring my results to a third party?

We intend to transfer our Horizon 2020 project results to our mother company established in the US. Is this possible?

Our organisation will take part in a Horizon 2020 project as a beneficiary and we intend to subcontract some of our tasks to third parties. What will be their rights over the results?

European IPR Helpdesk
Fact Sheet
IP joint ownership

European IPR Helpdesk
Fact Sheet
IP Audit: Uncovering the potential of your business



https://www.iprhelpdesk.eu/FS_IP_joint_ownership



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IPR Helpdesk: free of charge services



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Tools to follow the progress person months



Internal tools to monitor the TIME spent on the projects → **TIMESHEETS**

TIME RECORDING FOR A HORIZON 2020 ACTION		Month:	Year:																													
Title of the action (acronym):		Grant Agreement No:																														
Beneficiary's / linked third party's name:		Type of personnel (see EC F.C. Grant Agreement)																														
Name of the person working on the action:																																
DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Reference e.g. work package																																
Total Hours																																
Short description of the activities carried out in the month:		Date	Month	Day	code projet	WP	Task	No hours	Comments																							
Signed (name of the person working for the action): Date: Signature:		Signed (name of the supervisor): Date: Signature:		19	March	Thursday	100.1.1	WP 2	Brokerage event	1	Skype call w/ task partners.																					
				19	March	Thursday	95.1.2	WP 5	Social media promotion	0,5																						
				4	August	Tuesday	78.6.4	WP 5	Contribution to newsletter/website	2	Draft article + promotion																					
				4	August	Tuesday	100.1.1	WP3	Partner search	1,5	Draft profile																					
				4	August	Tuesday	100.1.1	WP 4	Reporting	0,75																						

← **EC template**



... but there are many more!



Euraxess for MSCA



EURAXESS - Researchers in Motion

JOBS & FUNDING PARTNERING INFORMATION & ASSISTANCE EURAXESS WORLDWIDE LOGIN / REGISTER

HOME > JOBS & FUNDING

- Pan-European initiative
Information and support services to **professional researchers**
Supports researcher **mobility and career development**, while enhancing scientific collaboration between Europe and the world
- Search for jobs, post jobs in your organisation, search for project partners...

<https://euraxess.ec.europa.eu/jobs>

E-mail: japan@euraxess.net



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