



The EU Framework Programme  
for Research and Innovation

# HORIZON 2020



## H2020 Programme

### Mono-Beneficiary Model Grant Agreement

Marie Skłodowska-Curie Actions Individual and Widening Fellowships

(H2020 MGA MSCA-IF — Mono)

Version 5.0  
18 October 2017

#### Disclaimer

This document is aimed at assisting applicants for Horizon 2020 funding. It shows the full range of provisions that may be applied to this type of grant agreement, and is provided for information purposes only. The legally binding grant agreement will be that which is signed by the parties for each action.



<b>HISTORY OF CHANGES</b>		
<b>Version</b>	<b>Publication date</b>	<b>Changes</b>
<a href="#">1.0</a>	11.12.2013	<ul style="list-style-type: none"> <li>▪ Initial version</li> </ul>
<a href="#">2.0</a> & <a href="#">2.1</a>	01.10.2014 01.10.2015	<ul style="list-style-type: none"> <li>▪ The main changes compared to version 1 of the model grant agreement are as follows: <ul style="list-style-type: none"> <li>- Article 21.2 "Pre-financing payment – Amount – Amount retained for the Guarantee Fund" in order to give the possibility to the consortium to receive the pre-financing payment at an earlier date, namely 10 days prior to the starting date of the action.</li> <li>- Article 38.1.2 "Information on EU funding – Obligation and right to use the EU emblem" in order to ensure more visibility of EU funding for any communication activity related to any infrastructure, equipment used and to major results of a H2020 action.</li> </ul> </li> <li>▪ Other minor drafting changes and corrections of clerical mistakes can be viewed in a <a href="#">version with tracked changes</a>.</li> </ul>
<a href="#">3.0</a>	20.07.2016	<ul style="list-style-type: none"> <li>▪ The main changes compared to version 2.1 of the model grant agreement are as follows: <ul style="list-style-type: none"> <li>- Introduction of third parties in the implementation of action tasks.</li> <li>- Article 20.3 '<i>Period reports – Requests for interim payment</i>' : the technical report submitted by the beneficiary must also indicate the communication activities.</li> <li>- Article 34.1 '<i>Obligation to comply with ethical and research integrity principles</i>' in order to underline the standards of research integrity that beneficiaries must respect.</li> <li>- Article 34.2 '<i>Activities raising ethical issues</i>' in order to simplify the beneficiaries' reporting obligations on ethics before the beginning of an activity raising an ethical issue.</li> <li>- Article 36.1 '<i>General obligation to maintain confidentiality</i>' in order to allow broader access to confidential information in the case of the Commission/Agency staff, other EU institutions and bodies.</li> <li>- Article 50.3 '<i>Termination of the Agreement by the Commission/Agency</i>': the Commission/Agency may terminate the Agreement if the beneficiary did not request an amendment to terminate the participation of an entity with a capital or legal link to it which is under the same conditions as it (the beneficiary) for which the Agreement may be terminated. For instance, the entity with a capital or legal link to the beneficiary is bankrupt.</li> </ul> </li> <li>▪ Other minor drafting changes and corrections of clerical mistakes can be viewed in a <a href="#">version with tracked changes</a>.</li> </ul>
<a href="#">4.0</a>	27.02.2017	<ul style="list-style-type: none"> <li>▪ The main changes compared to version 3.0 of the model grant agreement are under: <ul style="list-style-type: none"> <li>- Article 6.3 'Ineligible costs';</li> <li>- Article 50.3.1(n) 'Termination of the Agreement by the Agency'</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>- Article 52.1 'Forms and means of communication'</li> <li>- Article 55.2 'Amendments to the Agreement – Procedure'</li> <li>- Annexes 2 and 4 – footnotes.</li> </ul> <p>Other minor drafting changes and corrections of clerical mistakes can be viewed in a <a href="#">version with tracked changes</a>.</p>
5.0	18.10.2017	<ul style="list-style-type: none"> <li>▪ The main changes compared to version 4.0 of the model grant agreement are under: <ul style="list-style-type: none"> <li>- Article 6.2 'Specific conditions for costs to be eligible'</li> <li>- Article 32.1 'Obligations towards the recruited researcher'</li> <li>- Article 34 'Ethics and research integrity'</li> <li>- Article 55.1 'Amendments to the Agreement – Conditions'</li> <li>- Annexes 2a 'Additional information on the estimated budget' and 4 'Model for the financial statements'</li> </ul> </li> <li>▪ Other minor drafting changes and corrections of clerical mistakes can be viewed in a <a href="#">version with tracked changes</a>.</li> </ul>



EUROPEAN COMMISSION  
RESEARCH EXECUTIVE AGENCY (REA)

Director



**MODEL GRANT AGREEMENT FOR THE  
HORIZON 2020 PROGRAMME<sup>1</sup>  
MARIE SKŁODOWSKA-CURIE ACTIONS INDIVIDUAL AND WIDENING  
FELLOWSHIP GRANTS<sup>2</sup>  
(H2020 MGA MSCA-IF — MONO)**

**Introductory remark**

H2020 MGA MSCA-IF — Mono deviates from the General MGA— Mono as follows:

- Article 3 (notified starting date)
- Articles 4.2, 9-16, 41.4 and 41.5 (removed as not applicable)
- Article 5.2 (specific form of costs)
- Article 5.3 (removal of "Step 3 - Reduction due to the no-profit rule")
- Article 6 (specific eligibility of costs)
- Article 8 (specific resources to implement the action)
- Article 18.1.2 (reduced to unit costs)
- Articles 20.3 and 20.4 (specific reporting in case of one or more RP)
- Article 20.6 (currency for financial statement)
- Article 25.5 (access rights for the researcher)
- Articles 27.3, 28.2, 29.2, 29.4 and 38.1.2 (added "Marie Skłodowska-Curie Actions")
- Article 31.6 (Access rights for the researcher)
- Article 32 (specific obligations)
- Article 38.1.1 ("mainstream media coverage")
- Article 49.1 (specific suspension conditions)
- Article 50.3 (specific termination conditions)
- Article 55 (specific amendment conditions)
- Article 56a (portability)
- Annexes 2 and 4 (specific)
- Annexes 5 and 6 (not applicable)

- **Footnotes in blue will not appear in the text generated by the IT system for signature (since they are internal instructions only).**
- **Text in grey indicates that text which appears in the H2020 General MGA does not apply in this grant agreement.**

<sup>1</sup> Regulation (EU) No 1291/2013 of the European Parliament and of the Council of 11 December 2013 establishing Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020) ('**H2020 Framework Programme Regulation No 1291/2013**') (OJ L 347, 20.12.2013 p.104).

<sup>2</sup> MSCA-IF and Widening Fellowships grants fund fellowships to support career development of experienced researchers through trans-national mobility.

- For options [*in italics, in square brackets*]: the applicable option must be chosen in the IT system. Options not chosen will automatically either not appear or appear as ‘not applicable’. Options chosen will appear *in italics* without brackets and without the Option title (to allow beneficiaries to easily spot that a specific rule applies).
- For fields in [grey in square brackets] (even if they are part of an option as specified in the previous item): enter the appropriate data in the IT system.
- The IT system will generate a data sheet confirming the options chosen and the data entered.

## GRANT AGREEMENT

NUMBER [insert number] — [insert acronym]

This **Agreement** (‘the Agreement’) is **between** the following parties:

**on the one part,**

the **Research Executive Agency (REA)** (‘the Agency’), under the powers delegated by the European Commission (‘the Commission’), represented for the purposes of signature of this Agreement by [[function, [Directorate-General, Directorate, Unit] [Department]], [forename and surname],<sup>3</sup>

**and**

**on the other part,**

‘the beneficiary’:

[**full official name (short name)**] established in [official address in full], [*OPTION for beneficiaries with VAT: VAT number [insert number]*], represented for the purposes of signing the Agreement by [function, forename and surname].

The parties referred to above have agreed to enter into the Agreement under the terms and conditions below.

By signing the Agreement, the beneficiary accepts the grant and agrees to implement it under its responsibility and in accordance with the Agreement, with all the obligations and conditions it sets out.

The Agreement is composed of:

Terms and Conditions

Annex 1 Description of the action

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<sup>3</sup> The person representing the Agency must be an authorising officer (by delegation or sub-delegation) designated in accordance with document 60008 of 22.02.2001 ‘*Mise en place de la Charte des ordonnateurs*’.

Grant Agreement number: [insert number] [insert acronym] [insert call identifier]

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- Annex 2 Estimated budget for the action
  - 2a Additional information on the estimated budget
- Annex 3 Accession Form
- Annex 4 Model for the financial statements
- Annex 5 Not applicable
- Annex 6 Not applicable

## TERMS AND CONDITIONS

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## **CHAPTER 1 GENERAL**

### **ARTICLE 1 — SUBJECT OF THE AGREEMENT**

This Agreement sets out the rights and obligations and the terms and conditions applicable to the grant awarded to the beneficiary for implementing the action set out in Chapter 2.

## **CHAPTER 2 ACTION**

### **ARTICLE 2 — ACTION TO BE IMPLEMENTED**

The grant is awarded for the action entitled [insert title of the action] — [insert acronym] ('**action**'), as described in Annex 1.

### **ARTICLE 3 — DURATION AND STARTING DATE OF THE ACTION**

The duration of the action will be [insert number] months as of [*OPTION 1 by default: the first day of the month following the date the Agreement enters into force (see Article 58)*][*OPTION 2 if needed for the action: the effective starting date notified by the beneficiary, which must be within [insert number] months from the date the Agreement enters into force*] [*OPTION 3 if needed for the action: [insert date]*]<sup>4</sup> ('starting date of the action').

### **ARTICLE 4 — ESTIMATED BUDGET AND BUDGET TRANSFERS**

#### **4.1 Estimated budget**

The '**estimated budget**' for the action is set out in Annex 2.

It contains the estimated eligible costs and the forms of costs, broken down for the beneficiary, by budget category (see Articles 5, 6).

#### **4.2 Budget transfers**

Not applicable

## **CHAPTER 3 GRANT**

### **ARTICLE 5 — GRANT AMOUNT, FORM OF GRANT, REIMBURSEMENT RATES AND FORMS OF COSTS**

#### **5.1 Maximum grant amount**

The '**maximum grant amount**' is EUR [insert amount (insert amount in words)].

#### **5.2 Form of grant, reimbursement rate and form of costs**

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<sup>4</sup> Text in *italics* shows the options of the Model Grant Agreement that are applicable to this Agreement.

The grant reimburses **100 %** of the action's eligible costs (see Article 6) (**'reimbursement of eligible costs grant'**) (see Annex 2).

The estimated eligible costs of the action are EUR [insert amount (insert amount in words)]

Eligible costs (see Article 6) must be declared under the following form (**'form of costs'**):

- (a) for **costs for the recruited researcher** (living, mobility and family allowances): on the basis of the amount(s) per unit set out in Annex 2 (**'unit costs'**) and
- (b) for **institutional costs** (research, training and networking costs and management and indirect costs): on the basis of the amount per unit set out in Annex 2 (**unit costs**).

### **5.3 Final grant amount — Calculation**

The **'final grant amount'** depends on the actual extent to which the action is implemented in accordance with the Agreement's terms and conditions.

This **amount** is calculated by the Agency — when the payment of the balance is made (see Article 21.4) — in the following steps:

Step 1 — Application of the reimbursement rate to the eligible costs

Step 2 — Limit to the maximum grant amount

Step 3 — Reduction due to substantial errors, irregularities or fraud or serious breach of obligations

#### **5.3.1 Step 1 — Application of the reimbursement rate to the eligible costs**

The reimbursement rate (see Article 5.2) is applied to the eligible costs (unit costs; see Article 6) declared by the beneficiary and approved by the Agency (see Article 21).

#### **5.3.2 Step 2 — Limit to the maximum grant amount**

If the amount obtained following Step 1 is higher than the maximum grant amount set out in Article 5.1, it will be limited to the latter.

#### **5.3.3 Step 3 — Reduction due to substantial errors, irregularities or fraud or serious breach of obligations — Reduced grant amount — Calculation**

If the grant is reduced (see Article 43), the Agency will calculate the reduced maximum grant amount by deducting the amount of the reduction (calculated in proportion to the seriousness of the errors, irregularities or fraud or breach of obligations, in accordance with Article 43.2) from the grant amount set out in Article 5.1.

The final grant amount will be the lower of the following two:

- the amount obtained following Steps 1 and 2 or

- the reduced grant amount following Step 3.

#### **5.4 Revised final grant amount — Calculation**

If — after the payment of the balance (in particular, after checks, reviews, audits or investigations; see Article 22) — the Agency rejects costs (see Article 42) or reduces the grant (see Article 43), it will calculate the ‘**revised final grant amount**’.

This amount is calculated by the Agency on the basis of the findings, as follows:

- in case of **rejection of costs**: by applying the reimbursement rate to the revised eligible costs approved by the Agency;
- in case of **reduction of the grant**: in proportion to the seriousness of the errors, irregularities or fraud or breach of obligations (see Article 43.2).

In case of **rejection of costs and reduction of the grant**, the revised final grant amount will be the lower of the two amounts above.

### **ARTICLE 6 — ELIGIBLE AND INELIGIBLE COSTS**

#### **6.1 General conditions for costs to be eligible**

Unit costs are eligible (‘**eligible costs**’) if:

(a) they are calculated as follows:

{amounts per unit set out in Annex 2  
multiplied by  
the number of actual units}.

(b) the number of actual units complies with the following:

- the units must be actually used or produced in the period set out in Article 3;
- the units must be necessary for implementing the action or produced by it, and
- the number of units must be identifiable and verifiable, in particular supported by records and documentation (see Article 18).

#### **6.2 Specific conditions for costs to be eligible**

Costs are eligible, if they comply with the general conditions (see above) and the specific conditions set out below for each of the following two budget categories:

**A. Costs for the recruited researcher** (A.1 Living allowance, A.2 Mobility allowance and A.3 Family allowance) are eligible, if:



- (a) the number of units declared:
- (i) corresponds to the actual number of months spent by the recruited researcher on the research training activities and
  - (ii) does not exceed [*OPTION 1 by default: 24*] [*OPTION 2 for EF-CAR: 36*] [*OPTION 3 for GF: 36*] months;
- (b) the recruited researcher complies with the following conditions:
- (i) be recruited by the beneficiary under an **employment contract** (or other direct contract with equivalent benefits, including social security coverage) or — if not otherwise possible under national law — under a fixed-amount-fellowship agreement with minimum social security coverage, including periods of secondment to partner organisations.
  - (ii) be employed full-time, unless the Agency has approved a part-time employment for professional, personal or family reasons (see Article 55), and
  - (iii) be working exclusively for the action.
- (c) the costs have been fully incurred for the benefit of the recruited researcher.

This latter condition is met if:

{**total remuneration costs** (salaries, social security contributions, taxes and other costs included in the remuneration under the employment contract or other direct contract) or **total fixed-amount fellowship costs** for the researcher during the action

plus

**total mobility costs** (household, relocation and travel expenses and, if they must be paid under national law, taxes, duties and social security contributions) for the researcher during the action}

plus

**total family costs** for the researcher during the action}

divided by

the number of actual units}.

is equal to or higher than the following amount:

{amount per unit cost set out in Annex 2 as living allowance

plus

amount per unit cost set out in Annex 2 as mobility allowance}

plus

if it is due, amount per unit cost set out in Annex 2 as family allowance}.

**B. Institutional costs** (B.1 Research, training and networking costs and B.2 Management and indirect costs) are eligible if the costs for the recruited researcher (living allowance, mobility allowance, family allowance; see above) are eligible.

### **6.3 Ineligible costs**

‘Ineligible costs’ are:

- (a) costs that do not comply with the conditions set out above (in Article 6.1), in particular costs incurred during suspension of the action implementation (see Article 49);
- (b) costs declared under another EU or Euratom grant (including grants awarded by a Member State and financed by the EU or Euratom budget and grants awarded by bodies other than the Agency for the purpose of implementing the EU or Euratom budget), in particular, indirect costs if the beneficiary is already receiving an operating grant financed by the EU or Euratom budget in the same period, unless it can demonstrate that the operating grant does not cover any costs of the action.

*[(c) **OPTION for cost categories explicitly excluded in the work programme:** [insert name of excluded cost category]].*

### **6.4 Consequences of declaration of ineligible costs**

Declared costs that are ineligible will be rejected (see Article 42).

This may also lead to any of the other measures described in Chapter 6.

## **CHAPTER 4 RIGHTS AND OBLIGATIONS OF THE PARTIES**

### **SECTION 1 RIGHTS AND OBLIGATIONS RELATED TO IMPLEMENTING THE ACTION**

#### **ARTICLE 7 — GENERAL OBLIGATION TO PROPERLY IMPLEMENT THE ACTION**

##### **7.1 General obligation to properly implement the action**

The beneficiary must implement the action as described in Annex 1 and in compliance with the provisions of the Agreement and all legal obligations under applicable EU, international and national law.

##### **7.2 Consequences of non-compliance**

If the beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 43).

Such breaches may also lead to any of the other measures described in Chapter 6.

## **ARTICLE 8 — RESOURCES TO IMPLEMENT THE ACTION — THIRD PARTIES INVOLVED IN THE ACTION**

The beneficiary must have the appropriate resources to implement the action.

If it is necessary to implement the action, the beneficiary may:

- call upon entities with a capital or legal link to the beneficiary<sup>5</sup>, to implement certain action tasks described in Annex 1 (i.e. hosting and training of the researcher);
- call upon partner organisations to implement certain action tasks described in Annex 1 (i.e. hosting and training the researcher during a secondment).

In this case, the beneficiary retains sole responsibility towards the Agency for implementing the action.

## **ARTICLE 9 — IMPLEMENTATION OF ACTION TASKS BY BENEFICIARIES NOT RECEIVING EU FUNDING**

Not applicable

## **ARTICLE 10 — PURCHASE OF GOODS, WORKS OR SERVICES**

Not applicable

## **ARTICLE 11 — USE OF IN-KIND CONTRIBUTIONS PROVIDED BY THIRD PARTIES AGAINST PAYMENT**

Not applicable

## **ARTICLE 12 — USE OF IN-KIND CONTRIBUTIONS PROVIDED BY THIRD PARTIES FREE OF CHARGE**

Not applicable

## **ARTICLE 13 — IMPLEMENTATION OF ACTION TASKS BY SUBCONTRACTORS**

Not applicable

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<sup>5</sup> 'Entities with a capital or legal link' are entities that have a link with the beneficiary, in particular, a legal or capital link, which is neither limited to the action nor established for the sole purpose of its implementation.

## ARTICLE 14 — IMPLEMENTATION OF ACTION TASKS BY LINKED THIRD PARTIES

Not applicable

## ARTICLE 15 — FINANCIAL SUPPORT TO THIRD PARTIES

Not applicable

## ARTICLE 16 — PROVISION OF TRANS-NATIONAL OR VIRTUAL ACCESS TO RESEARCH INFRASTRUCTURE

Not applicable

## SECTION 2 RIGHTS AND OBLIGATIONS RELATED TO THE GRANT ADMINISTRATION

### ARTICLE 17 — GENERAL OBLIGATION TO INFORM

#### 17.1 General obligation to provide information upon request

The beneficiary must provide — during implementation of the action or afterwards — any information requested in order to verify eligibility of the costs, proper implementation of the action and compliance with any other obligation under the Agreement.

#### 17.2 Obligation to keep information up to date and to inform about events and circumstances likely to affect the Agreement

The beneficiary must keep information stored in the Participant Portal Beneficiary Register (via the electronic exchange system; see Article 52) up to date, in particular, its name, address, legal representatives, legal form and organisation type.

The beneficiary must immediately inform the Agency of any of the following:

- (a) **events** which are likely to affect significantly or delay the implementation of the action or the EU's financial interests, in particular:
  - (i) changes in its legal, financial, technical, organisational or ownership situation (or those of an entity with a capital or legal link);
  - (ii) changes in the name, address, legal form or organisation type of an entity with a capital or legal link;
- (b) **circumstances** affecting:
  - (i) the decision to award the grant or
  - (ii) compliance with requirements under the Agreement.

### **17.3 Consequences of non-compliance**

If the beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 43).

Such breaches may also lead to any of the other measures described in Chapter 6.

## **ARTICLE 18 — KEEPING RECORDS — SUPPORTING DOCUMENTATION**

### **18.1 Obligation to keep records and other supporting documentation**

The beneficiary must — for a period of five years after the payment of the balance — keep records and other supporting documentation in order to prove the proper implementation of the action and the costs it declares as eligible.

It must make them available upon request (see Article 17) or in the context of checks, reviews, audits or investigations (see Article 22).

If there are on-going checks, reviews, audits, investigations, litigation or other pursuits of claims under the Agreement (including the extension of findings; see Article 22), the beneficiary must keep the records and other supporting documentation until the end of these procedures.

The beneficiary must keep the original documents. Digital and digitalised documents are considered originals if they are authorised by the applicable national law. The *[Commission][Agency]* may accept non-original documents if it considers that they offer a comparable level of assurance.

#### **18.1.1 Records and other supporting documentation on the scientific and technical implementation**

The beneficiary must keep records and other supporting documentation on scientific and technical implementation of the action in line with the accepted standards in the respective field.

#### **18.1.2 Records and other documentation to support the costs declared**

The beneficiary must keep adequate records and other supporting documentation to prove the number of units declared and that the costs for the recruited researcher (living allowance, mobility allowance, family allowance) have been fully incurred for the benefit of the researcher.

### **18.2 Consequences of non-compliance**

If the beneficiary breaches any of its obligations under this Article, costs insufficiently substantiated will be ineligible (see Article 6) and will be rejected (see Article 42), and the grant may be reduced (see Article 43).

Such breaches may also lead to any of the other measures described in Chapter 6.

## ARTICLE 19 — SUBMISSION OF DELIVERABLES

### 19.1 Obligation to submit deliverables

The beneficiary must submit the ‘**deliverables**’ identified in Annex 1, in accordance with the timing and conditions set out in it.

### 19.2 Consequences of non-compliance

If the beneficiary breaches any of its obligations under this Article, the Agency may apply any of the measures described in Chapter 6.

## ARTICLE 20 — REPORTING — PAYMENT REQUESTS

### 20.1 Obligation to submit reports

The beneficiary must submit to the Agency (see Article 52) the report(s) set out in this Article. They include the requests for payment and must be drawn up using the forms and templates provided in the electronic exchange system (see Article 52).

### 20.2 Reporting periods

The action is divided into the following ‘**reporting periods**’:

- RP1: from month 1 to month [X]
- [- RP2: from month [X+1] to month [Y]
- RP3: from month [Y+1] to month [Z]
- [same for other RPs]
- RPN: from month [N+1] to [the last month of the project].]

*[OPTION 1 for actions with one RP: 20.3 Periodic reports — Requests for interim payments*

*Not applicable*

### 20.4 Final report — Request for payment of the balance

*The beneficiary must — within 60 days following the end of the reporting period — submit a final report to the Agency.*

*The final report must include the following:*

- (a) a ‘**final technical report**’ containing:
  - (i) an **overview of the results** towards the objectives of the action, including milestones and deliverables identified in Annex 1.

*This report must include explanations justifying the differences between work expected to be carried out in accordance with Annex 1 and that actually carried out.*

*The report must also detail the exploitation and dissemination of the results.*

*The report must indicate the communication activities.*

- (ii) *a **summary** for publication by the Agency;*
  - (iii) *the answers to the ‘**questionnaire**’, covering issues related to the action implementation and the economic and societal impact, notably in the context of the Horizon 2020 key performance indicators and the Horizon 2020 monitoring requirements;*
- (b) *a ‘**final financial report**’ containing a ‘**financial statement**’ (see Annex 4) which includes the **request for payment of the balance**.*

*The financial statement must detail the eligible costs (see Article 6) for each budget category (see Annex 2).*

*The beneficiary must declare all eligible costs, even if they exceed the amounts indicated in the estimated budget (see Annex 2). Amounts which are not declared in the financial statement will not be taken into account by the Agency.*

*The beneficiary must certify that:*

- *the information provided is full, reliable and true;*
- *the costs declared are eligible (see Article 6), and*
- *the costs can be substantiated by adequate records and supporting documentation (see Article 18) that will be produced upon request (see Article 17) or in the context of checks, reviews, audits and investigations (see Article 22).]*

***[OPTION 2 for actions with several RPs: 20.3 Periodic reports — Requests for interim payments***

*The beneficiary must submit a periodic report within 60 days following the end of each reporting period.*

*The **periodic report** must include the following:*

- (a) *a ‘**periodic technical report**’ containing:*
  - (i) *an **explanation of the work carried out** by the beneficiary;*

- (ii) *an **overview of the progress** towards the objectives of the action, including milestones and deliverables identified in Annex 1.*

*This report must include explanations justifying the differences between work expected to be carried out in accordance with Annex 1 and that actually carried out.*

*The report must also detail the exploitation and dissemination of the results and — if required in Annex 1 — an updated '**plan for the exploitation and dissemination of the results**'.*

*The report must indicate the communication activities;*

- (iii) *a **summary** for publication by the Agency;*
- (iv) *the answers to the '**questionnaire**', covering issues related to the action implementation and the economic and societal impact, notably in the context of the Horizon 2020 key performance indicators and the Horizon 2020 monitoring requirements;*

- (b) *a '**periodic financial report**' containing:*

- (i) *a '**financial statement**' (see Annex 4) from the beneficiary, for the reporting period concerned, which includes the **request for interim payment**.*

*The financial statement must detail the eligible costs (see Article 6) for each budget category (see Annex 2).*

*The beneficiary must declare all eligible costs, even if they exceed the amounts indicated in the estimated budget (see Annex 2). Amounts which are not declared in the financial statement will not be taken into account by the Agency.*

*If the financial statement is not submitted for a reporting period, it may be included in the periodic financial report for the next reporting period.*

*The beneficiary must **certify** that:*

- *the information provided is full, reliable and true;*
- *the costs declared are eligible (see Article 6), and*
- *the costs can be substantiated by adequate records and supporting documentation (see Article 18) that will be produced upon request (see Article 17) or in the context of checks, reviews, audits and investigations (see Article 22).*

#### **20.4 Final report — Request for payment of the balance**



*In addition to the periodic report for the last reporting period, the beneficiary must submit the final report within 60 days following the end of the last reporting period.*

*The final report must include the following:*

*(a) a **'final technical report'** with a summary for publication containing:*

- (i) an overview of the results and their exploitation and dissemination;*
- (ii) the conclusions on the action, and*
- (iii) the socio-economic impact of the action;*

*(b) a **'final financial report'** containing a **'final summary financial statement'**, created automatically by the electronic exchange system, consolidating the financial statements for all reporting periods and including the **request for payment of the balance.**]*

## **20.5 Information on cumulative expenditure incurred**

Not applicable

## **20.6 Currency for financial statements**

Financial statements must be drafted in euro.

## **20.7 Language of reports**

The report(s) (including financial statements) must be submitted in the language of the Agreement.

## **20.8 Consequences of non-compliance**

If the report(s) submitted do not comply with this Article, the Agency may suspend the payment deadline (see Article 47) and apply any of the other measures described in Chapter 6.

If the beneficiary breaches its obligation to submit the report(s) and if it fails to comply with this obligation within 30 days following a written reminder, the Agency may terminate the Agreement or apply any of the other measures described in Chapter 6.

## **ARTICLE 21 — PAYMENTS AND PAYMENT ARRANGEMENTS**

### **21.1 Payments to be made**

The following payments will be made to the beneficiary:

- one **pre-financing payment**;

- **[OPTION for actions with several RPs: one or more interim payments, on the basis of the request(s) for interim payment (see Article 20), and]**
- one **payment of the balance**, on the basis of the request for payment of the balance (see Article 20).

## 21.2 Pre-financing payment — Amount — Amount retained for the Guarantee Fund

**[OPTION 1 by default: The aim of the pre-financing is to provide the beneficiary with a float.**

*It remains the property of the EU until the payment of the balance.*

*The amount of the pre-financing payment will be EUR [insert amount (insert amount in words)].*

*The Agency will — except if Article 48 applies — make the pre-financing payment to the beneficiary within 30 days, either from the entry into force of the Agreement (see Article 58) or from 10 days before the starting date of the action (see Article 3), whichever is the latest.*

*An amount of EUR [insert amount (insert amount in words)], corresponding to 5% of the maximum grant amount (see Article 5.1), is retained by the Agency from the pre-financing payment and transferred into the ‘Guarantee Fund’.]*

**[OPTION 2 if the JRC is the beneficiary: The [DG][Agency] will make a pre-financing payment of EUR [insert amount including the 5% to be paid to the Guarantee Fund (insert amount in words)], within 30 days from the submission of a debit note from the JRC after the signature of the ‘Arrangement’.**

*The JRC agrees that the amount of EUR [insert amount: 5% of the grant amount intended for the JRC (insert amount in words)], corresponding to its contribution to the Guarantee Fund (see Article 21.2), is transferred in its name by the [DG][Agency] to the Guarantee Fund.]*

## 21.3 Interim payments — Amount — Calculation

**[OPTION 1 for actions with one RP: Not applicable]**

**[OPTION 2 for actions with several RPs: Interim payments reimburse the eligible costs incurred for the implementation of the action during the corresponding reporting periods.**

*The Agency will pay to the beneficiary the amount due as interim payment within 90 days from receiving the periodic report (see Article 20.3), except if Articles 47 or 48 apply.*

*Payment is subject to the approval of the periodic report. Its approval does not imply recognition of the compliance, authenticity, completeness or correctness of its content.*

*The amount due as interim payment is calculated by the Agency in the following steps:*

*Step 1 — Application of the reimbursement rates*

*Step 2 — Limit to 90% of the maximum grant amount*

### **21.3.1 Step 1 — Application of the reimbursement rates**

*The reimbursement rate(s) (see Article 5.2) are applied to the eligible costs (actual costs, unit costs and flat-rate costs; see Article 6) declared by the beneficiary (see Article 20) and approved by the Agency (see above) for the concerned reporting period.*

### **21.3.2 Step 2 — Limit to 90% of the maximum grant amount**

*The total amount of pre-financing and interim payments must not exceed 90% of the maximum grant amount set out in Article 5.1. The maximum amount for the interim payment will be calculated as follows:*

*{90% of the maximum grant amount (see Article 5.1)*

*minus*

*{pre-financing and previous interim payments}.]*

## **21.4 Payment of the balance — Amount — Calculation — Release of the amount retained for the Guarantee Fund**

The payment of the balance reimburses the remaining part of the eligible costs incurred by the beneficiary for the implementation of the action.

If the total amount of earlier payments is greater than the final grant amount (see Article 5.3), the payment of the balance takes the form of a recovery (see Article 44).

If the total amount of earlier payments is lower than the final grant amount, the Agency will pay the balance within 90 days from receiving the *[OPTION 1 for actions with one RP: report][OPTION 2 for actions with several RPs: final report]* (see Article 20.4), except if Articles 47 or 48 apply.

Payment is subject to the approval of the *[OPTION 1 for actions with one RP: report][OPTION 2 for actions with several RPs: final report]*. Its approval does not imply recognition of the compliance, authenticity, completeness or correctness of its content.

The **amount due as the balance** is calculated by the Agency by deducting the total amount of pre-financing and interim payments (if any) already made, from the final grant amount determined in accordance with Article 5.3:

*{final grant amount (see Article 5.3)*

*minus*

*{pre-financing and interim payments (if any) made}.}*

At the payment of the balance, the amount retained for the Guarantee Fund (see above) will be released and:

- if the balance is positive: the amount released will be paid in full to the beneficiary together with the amount due as the balance;
- if the balance is negative (payment of the balance taking the form of recovery): it will be deducted from the amount released (see Article 44.1.2). If the resulting amount:
  - is positive, it will be paid to the beneficiary
  - is negative, it will be recovered.

The amount to be paid may however be offset — without the beneficiary's consent — against any other amount owed by the beneficiary to the Agency, the Commission or another executive agency (under the EU or Euratom budget), up to the maximum EU contribution indicated, for the beneficiary, in the estimated budget (see Annex 2).

### **21.5 Notification of amounts due**

When making payments, the Agency will formally notify to the beneficiary the amount due, *[OPTION for actions with several RPs: specifying whether it concerns an interim payment or the payment of the balance]*.

For the payment of the balance, the notification will also specify the final grant amount.

In the case of reduction of the grant or recovery of undue amounts, the notification will be preceded by the contradictory procedure set out in Articles 43 and 44.

### **21.6 Currency for payments**

The Agency will make all payments in euro.

### **21.7 Payments to the beneficiary**

Payments will be made to the beneficiary.

Payments will discharge the Agency from its payment obligation.

### **21.8 Bank account for payments**

*[OPTION 1 by default: All payments will be made to the following bank account:*

*Name of bank: [...]*

*Full name of the account holder: [...]*

Full account number (including bank codes): [...] <sup>6</sup>  
[IBAN code: [...]]

**[OPTION 2 if the JRC is the beneficiary:** All payments will be made in accordance with the Commission's accounting rules on internal invoicing, from the operational budget line of the Agency to the Legal Entity File (LEF) number of the JRC and mentioning the recovery order (RO) number. The JRC will submit a debit note for each payment (including pre-financing).]

## 21.9 Costs of payment transfers

The cost of the payment transfers is borne as follows:

- the Agency bears the cost of transfers charged by its bank;
- the beneficiary bears the cost of transfers charged by its bank;
- the party causing a repetition of a transfer bears all costs of the repeated transfer.

## 21.10 Date of payment

Payments by the Agency are considered to have been carried out on the date when they are debited to its account.

## 21.11 Consequences of non-compliance

21.11.1 **[OPTION 1 by default:** If the Agency does not pay within the payment deadlines (see above), the beneficiary is entitled to **late-payment interest** at the rate applied by the European Central Bank (ECB) for its main refinancing operations in euros ('reference rate'), plus three and a half points. The reference rate is the rate in force on the first day of the month in which the payment deadline expires, as published in the C series of the Official Journal of the European Union.

*If the late-payment interest is lower than or equal to EUR 200, it will be paid to the beneficiary only upon request submitted within two months of receiving the late payment.*

*Late-payment interest is not due if the beneficiary is an EU Member State (including regional and local government authorities or other public bodies acting on behalf of a Member State for the purpose of this Agreement).*

*Suspension of the payment deadline or payments (see Articles 47 and 48) will not be considered as late payment.*

*Late-payment interest covers the period running from the day following the due date for payment (see above), up to and including the date of payment.*

*Late-payment interest is not considered for the purposes of calculating the final grant amount.]*

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<sup>6</sup> BIC or SWIFT code applies to for countries if the IBAN code does not apply.

*[OPTION 2 if the JRC is the beneficiary: Not applicable]*

21.11.2 Not applicable

## **ARTICLE 22 — CHECKS, REVIEWS, AUDITS AND INVESTIGATIONS — EXTENSION OF FINDINGS**

### **22.1 Checks, reviews and audits by the Agency and the Commission**

#### **22.1.1 Right to carry out checks**

The Agency or the Commission will — during the implementation of the action or afterwards — check the proper implementation of the action and compliance with the obligations under the Agreement, including assessing deliverables and reports.

For this purpose the Agency or the Commission may be assisted by external persons or bodies.

The Agency or the Commission may also request additional information in accordance with Article 17.

Information provided must be accurate, precise and complete and in the format requested, including electronic format.

#### **22.1.2 Right to carry out reviews**

The Agency or the Commission may — during the implementation of the action or afterwards — carry out reviews on the proper implementation of the action (including assessment of deliverables and reports), compliance with the obligations under the Agreement and continued scientific or technological relevance of the action.

Reviews may be started up to two years after the payment of the balance. They will be formally notified to the beneficiary and will be considered to have started on the date of the formal notification.

The Agency or the Commission may carry out reviews directly (using its own staff) or indirectly (using external persons or bodies appointed to do so). It will inform the beneficiary of the identity of the external persons or bodies. It has the right to object to the appointment on grounds of commercial confidentiality.

The beneficiary must provide — within the deadline requested — any information and data in addition to deliverables and reports already submitted (including information on the use of resources).

The beneficiary may be requested to participate in meetings, including with external experts.

For **on-the-spot** reviews, the beneficiary must allow access to its sites and premises, including to external persons or bodies, and must ensure that information requested is readily available.

Information provided must be accurate, precise and complete and in the format requested, including electronic format.

On the basis of the review findings, a '**review report**' will be drawn up.

The Agency or the Commission will formally notify the review report to the beneficiary, which has 30 days to formally notify observations ('**contradictory review procedure**').

Reviews (including review reports) are in the language of the Agreement.

### **22.1.3 Right to carry out audits**

The Agency or the Commission may — during the implementation of the action or afterwards — carry out audits on the proper implementation of the action and compliance with the obligations under the Agreement.

Audits may be started up to two years after the payment of the balance. They will be formally notified to the beneficiary and will be considered to have started on the date of the formal notification.

The Agency or the Commission may carry out audits directly (using its own staff) or indirectly (using external persons or bodies appointed to do so). It will inform the beneficiary of the identity of the external persons or bodies. It has the right to object to the appointment on grounds of commercial confidentiality.

The beneficiary must provide — within the deadline requested — any information (including complete accounts, individual salary statements or other personal data) to verify compliance with the Agreement.

For **on-the-spot** audits, the beneficiary must allow access to its sites and premises, including to external persons or bodies, and must ensure that information requested is readily available.

Information provided must be accurate, precise and complete and in the format requested, including electronic format.

On the basis of the audit findings, a '**draft audit report**' will be drawn up.

The Agency or the Commission will formally notify the draft audit report to the beneficiary, which has 30 days to formally notify observations ('**contradictory audit procedure**'). This period may be extended by the Agency or the Commission in justified cases.

The '**final audit report**' will take into account observations by the beneficiary. The report will be formally notified to it.

Audits (including audit reports) are in the language of the Agreement.

The Agency or the Commission may also access the beneficiary' statutory records for the periodical assessment of unit costs or flat-rate amounts.

## **22.2 Investigations by the European Anti-Fraud Office (OLAF)**

Under Regulations No 883/2013<sup>7</sup> and No 2185/96<sup>8</sup> (and in accordance with their provisions and procedures), the European Anti-Fraud Office (OLAF) may — at any moment during implementation of the action or afterwards — carry out investigations, including on-the-spot checks and inspections, to establish whether there has been fraud, corruption or any other illegal activity affecting the financial interests of the EU.

## **22.3 Checks and audits by the European Court of Auditors (ECA)**

Under Article 287 of the Treaty on the Functioning of the European Union (TFEU) and Article 161 of the Financial Regulation No 966/2012<sup>9</sup>, the European Court of Auditors (ECA) may — at any moment during implementation of the action or afterwards — carry out audits.

The ECA has the right of access for the purpose of checks and audits.

## **22.4 Checks, reviews, audits and investigations for international organisations**

*[OPTION 1 for international organisations: In conformity with its financial regulations, the European Union, including the European Anti-Fraud Office (OLAF) and the European Court of Auditors (ECA), may undertake, including on the spot, checks, reviews, audits and investigations.*

*This Article will be applied in accordance with any specific agreement concluded in this respect by the international organisation and the European Union.]*

*[OPTION 2: not applicable]*

## **22.5 Consequences of findings in checks, reviews, audits and investigations — Extension of findings**

### **22.5.1 Findings in this grant**

Findings in checks, reviews, audits or investigations carried out in the context of this grant may lead to the rejection of ineligible costs (see Article 42), reduction of the grant (see

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<sup>7</sup> Regulation (EU, Euratom) No 883/2013 of the European Parliament and of the Council of 11 September 2013 concerning investigations conducted by the European Anti-Fraud Office (OLAF) and repealing Regulation (EC) No 1073/1999 of the European Parliament and of the Council and Council Regulation (Euratom) No 1074/1999 (OJ L 248, 18.09.2013, p. 1).

<sup>8</sup> Council Regulation (Euratom, EC) No 2185/1996 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities (OJ L 292, 15.11.1996, p. 2).

<sup>9</sup> Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298, 26.10.2012, p. 1).



Article 43), recovery of undue amounts (see Article 44) or to any of the other measures described in Chapter 6.

Rejection of costs or reduction of the grant after the payment of the balance will lead to a revised final grant amount (see Article 5.4).

Findings in checks, reviews, audits or investigations may lead to a request for amendment for the modification of Annex 1 (see Article 55).

Checks, reviews, audits or investigations that find systemic or recurrent errors, irregularities, fraud or breach of obligations may also lead to consequences in other EU or Euratom grants awarded under similar conditions (**‘extension of findings from this grant to other grants’**).

Moreover, findings arising from an OLAF investigation may lead to criminal prosecution under national law.

### 22.5.2 Findings in other grants

The Agency or the Commission may extend findings from other grants to this grant (**‘extension of findings from other grants to this grant’**), if:

- (a) the beneficiary is found, in other EU or Euratom grants awarded under similar conditions, to have committed systemic or recurrent errors, irregularities, fraud or breach of obligations that have a material impact on this grant and
- (b) those findings are formally notified to the beneficiary — together with the list of grants affected by the findings — no later than two years after the payment of the balance of this grant.

The extension of findings may lead to the rejection of costs (see Article 42), reduction of the grant (see Article 43), recovery of undue amounts (see Article 44), suspension of payments (see Article 48), suspension of the action implementation (see Article 49) or termination (see Article 50).

### 22.5.3 Procedure

The Agency or the Commission will formally notify the beneficiary the systemic or recurrent errors and its intention to extend these audit findings, together with the list of grants affected.

22.5.3.1 If the findings concern **eligibility of costs**: the formal notification will include:

- (a) an invitation to submit observations on the list of grants affected by the findings;
- (b) the request to submit **revised financial statements** for all grants affected;
- (c) the **correction rate for extrapolation** established by the Agency or the Commission on the basis of the systemic or recurrent errors, to calculate the amounts to be rejected if the beneficiary:

- (i) considers that the submission of revised financial statements is not possible or practicable or
- (ii) does not submit revised financial statements.

The beneficiary has 90 days from receiving notification to submit observations, revised financial statements or to propose a duly substantiated **alternative correction method**. This period may be extended by the Agency or the Commission in justified cases.

The Agency or the Commission may then start a rejection procedure in accordance with Article 42, on the basis of:

- the revised financial statements, if approved;
- the proposed alternative correction method, if accepted;

or

- the initially notified correction rate for extrapolation if it does not receive any observations or revised financial statements, does not accept the observations or the proposed alternative correction method or does not approve the revised financial statements.

If the Agency or the Commission accepts the alternative correction method proposed by the beneficiary, it will formally notify the application of the accepted alternative correction method.

22.5.3.2 If the findings concern **substantial errors, irregularities or fraud or serious breach of obligations**: the formal notification will include:

- (a) an invitation to submit observations on the list of grants affected by the findings and
- (b) the flat-rate the Agency or the Commission intends to apply according to the principle of proportionality.

The beneficiary has 90 days from receiving notification to submit observations or to propose a duly substantiated alternative flat-rate.

The Agency or the Commission may then start a reduction procedure in accordance with Article 43, on the basis of:

- the proposed alternative flat-rate, if accepted

or

- the initially notified flat-rate, if it does not receive any observations or does not accept the observations or the proposed alternative flat-rate.

## 22.6 Consequences of non-compliance

If the beneficiary breaches any of its obligations under this Article, any insufficiently substantiated costs will be ineligible (see Article 6) and will be rejected (see Article 42).

Such breaches may also lead to any of the other measures described in Chapter 6.

## **ARTICLE 23 — EVALUATION OF THE IMPACT OF THE ACTION**

### **23.1 Right to evaluate the impact of the action**

The Agency or the Commission may carry out interim and final evaluations of the impact of the action measured against the objective of the EU programme.

Evaluations may be started during implementation of the action and up to five years after the payment of the balance. The evaluation is considered to start on the date of the formal notification to the beneficiary.

The Agency or the Commission may make these evaluations directly (using its own staff) or indirectly (using external bodies or persons it has authorised to do so).

The beneficiary must provide any information relevant to evaluate the impact of the action, including information in electronic format.

### **23.2 Consequences of non-compliance**

If the beneficiary breaches any of its obligations under this Article, the Agency may apply the measures described in Chapter 6.

## **SECTION 3 RIGHTS AND OBLIGATIONS RELATED TO BACKGROUND AND RESULTS**

### **SUBSECTION 1 GENERAL**

#### **ARTICLE 23a — MANAGEMENT OF INTELLECTUAL PROPERTY**

##### **23a.1 Obligation to take measures to implement the Commission Recommendation on the management of intellectual property in knowledge transfer activities**

If the beneficiary is a university or other public research organisation it must take measures to implement the principles set out in Points 1 and 2 of the Code of Practice annexed to the Commission Recommendation on the management of intellectual property in knowledge transfer activities<sup>10</sup>.

This does not change the obligations set out in Subsections 2 and 3 of this Section.

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<sup>10</sup> Commission Recommendation C (2008) 1329 of 10.4.2008 on the management of intellectual property in knowledge transfer activities and the Code of Practice for universities and other public research institutions attached to this recommendation.

The beneficiary must ensure that the researcher and entities with a capital or legal link are aware of them.

### **23a.2 Consequences of non-compliance**

If the beneficiary breaches its obligations under this Article, the [Commission][Agency] may apply any of the measures described in Chapter 6.

## **SUBSECTION 2 RIGHTS AND OBLIGATIONS RELATED TO BACKGROUND**

### **ARTICLE 24 — AGREEMENT ON BACKGROUND**

#### ***[OPTION 1 if an option under Article 25.5 applies: 24.1 Agreement on background***

*The beneficiary must identify (in writing) the background for the action.*

*‘Background’ means any data, know-how or information — whatever its form or nature (tangible or intangible), including any rights such as intellectual property rights — that:*

*(a) is held by the beneficiary before its accession to the Agreement, and*

*(b) is needed to implement the action or exploit the results.*

### **24.2 Consequences of non-compliance**

*If the beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 43).*

*Such breaches may also lead to any of the other measures described in Chapter 6.]*

*[OPTION 2: Not applicable]*

### **ARTICLE 25 — ACCESS RIGHTS TO BACKGROUND**

#### **25.1 Exercise of access rights — Waiving of access rights — No sub-licensing**

To exercise access rights, this must first be requested in writing (**‘request for access’**).

**‘Access rights’** means rights to use results or background under the terms and conditions laid down in this Agreement.

Waivers of access rights are not valid unless in writing.

Unless agreed otherwise, access rights do not include the right to sub-license.

#### **25.2 Access rights for other beneficiaries, for implementing their own tasks under the action**

Not applicable

### **25.3 Access rights for other beneficiaries, for exploiting their own results**

Not applicable

### **25.4 Access rights for affiliated entities**

Not applicable

### **25.5 Access rights for the researcher**

The beneficiary must — on a royalty-free basis — give access to the recruited researcher to background necessary for their research training activities under the action.

### **25.6 Consequences of non-compliance**

If the beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 43).

Such breaches may also lead to any of the other measures described in Chapter 6.

## **SUBSECTION 3 RIGHTS AND OBLIGATIONS RELATED TO RESULTS**

### **ARTICLE 26 — OWNERSHIP OF RESULTS**

#### **26.1 Ownership by the beneficiary that generates the results**

Results are owned by the beneficiary that generates them.

‘**Results**’ means any (tangible or intangible) output of the action such as data, knowledge or information — whatever its form or nature, whether it can be protected or not — that is generated in the action, as well as any rights attached to it, including intellectual property rights.

#### **26.2 Joint ownership by several beneficiaries**

Not applicable

#### **26.3 Rights of third parties (including personnel)**

If third parties (including personnel) may claim rights to the results, the beneficiary must ensure that it complies with its obligations under the Agreement.

If a third party generates results, the beneficiary must obtain all necessary rights (transfer, licences or other) from the third party, in order to be able to respect its obligations as if those results were generated by the beneficiary itself.

If obtaining the rights is impossible, the beneficiary must refrain from using the third party to generate the results.

## 26.4 Agency ownership, to protect results

**26.4.1** The Agency may — with the consent of the beneficiary — assume ownership of results to protect them, if the beneficiary intends — up to four years after the period set out in Article 3 — to disseminate its results without protecting them, except in any of the following cases:

- (a) the lack of protection is because protecting the results is not possible, reasonable or justified (given the circumstances);
- (b) the lack of protection is because there is a lack of potential for commercial or industrial exploitation, or
- (c) the beneficiary intends to transfer the results to a third party established in an EU Member State or associated country<sup>11</sup>, which will protect them.

Before the results are disseminated and unless any of the cases above under Points (a), (b) or (c) applies, the beneficiary must formally notify the Agency and at the same time inform it of any reasons for refusing consent. The beneficiary may refuse consent only if it can show that its legitimate interests would suffer significant harm.

If the Agency decides to assume ownership, it will formally notify the beneficiary within 45 days of receiving notification.

No dissemination relating to these results may take place before the end of this period or, if the Agency takes a positive decision, until it has taken the necessary steps to protect the results.

**26.4.2** The Agency may — with the consent of the beneficiary — assume ownership of results to protect them, if the beneficiary intends — up to four years after the period set out in Article 3 — to stop protecting them or not to seek an extension of protection, except in any of the following cases:

- (a) the protection is stopped because of a lack of potential for commercial or industrial exploitation;
- (b) an extension would not be justified given the circumstances.

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<sup>11</sup> For the definition, see 2.1(3) of Regulation (EU) No 1290/2013 of the European Parliament and of the Council of 11 December 2013 laying down the rules for participation and dissemination in “Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020)” (**‘Rules for Participation Regulation No 1290/2013’**) (OJ L 347, 20.12.2013 p.81): **‘associated country’** means a third country which is party to an international agreement with the Union, as identified in Article 7 of the H2020 Framework Programme Regulation No 1291/2013. Article 7 sets out the conditions for association of non-EU countries to Horizon 2020.

The beneficiary that intends to stop protecting results or not seek an extension must — unless any of the cases above under Points (a) or (b) applies — formally notify the Agency at least 60 days before the protection lapses or its extension is no longer possible and at the same time inform it of any reasons for refusing consent. The beneficiary may refuse consent only if it can show that its legitimate interests would suffer significant harm.

If the Agency decides to assume ownership, it will formally notify the beneficiary within 45 days of receiving notification.

## **26.5 Consequences of non-compliance**

If the beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 43).

Such breaches may also lead to the any of the other measures described in Chapter 6.

## **ARTICLE 27 — PROTECTION OF RESULTS — VISIBILITY OF EU FUNDING**

### **27.1 Obligation to protect the results**

The beneficiary must examine the possibility of protecting its results and must adequately protect them — for an appropriate period and with appropriate territorial coverage — if:

- (a) the results can reasonably be expected to be commercially or industrially exploited and
- (b) protecting them is possible, reasonable and justified (given the circumstances).

When deciding on protection, the beneficiary must consider its own legitimate interests.

### **27.2 Agency ownership, to protect the results**

If the beneficiary intends not to protect its results, to stop protecting them or not seek an extension of protection, the Agency may — under certain conditions (see Article 26.4) — assume ownership to ensure their (continued) protection.

### **27.3 Information on EU funding**

Applications for protection of results (including patent applications) filed by or on behalf of the beneficiary must — unless the Agency requests or agrees otherwise or unless it is impossible — include the following:

"The project leading to this application has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No [number]."

### **27.4 Consequences of non-compliance**

If the beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 43).

Such a breach may also lead to any of the other measures described in Chapter 6.

## **ARTICLE 28 — EXPLOITATION OF RESULTS**

### **28.1 Obligation to exploit the results**

The beneficiary must — up to four years after the period set out in Article 3 — take measures aiming to ensure ‘**exploitation**’ of its results (either directly or indirectly, in particular through transfer or licensing; see Article 30) by:

- (a) using them in further research activities (outside the action);
- (b) developing, creating or marketing a product or process;
- (c) creating and providing a service, or
- (d) using them in standardisation activities.

This does not change the security obligations in Article 37, which still apply.

### **28.2 Results that could contribute to European or international standards — Information on EU funding**

*[OPTION 1 for results that could contribute to standards: If results could reasonably be expected to contribute to European or international standards, the beneficiary must — up to four years after the period set out in Article 3 — inform the Agency.]*

If results are incorporated in a standard, the beneficiary must — unless the Agency requests or agrees otherwise or unless it is impossible — ask the standardisation body to include the following statement in (information related to) the standard:

“Results incorporated in this standard have received funding from the European Union’s Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No [number]”.

*[OPTION 2: Not applicable]*

### **28.3 Consequences of non-compliance**

If the beneficiary breaches any of its obligations under this Article, the grant may be reduced in accordance with Article 43.

Such a breach may also lead to any of the other measures described in Chapter 6.

## **ARTICLE 29 — DISSEMINATION OF RESULTS — OPEN ACCESS — VISIBILITY OF EU FUNDING**

### **29.1 Obligation to disseminate results**



Unless it goes against its legitimate interests, the beneficiary must — as soon as possible — ‘disseminate’ its results by disclosing them to the public by appropriate means (other than those resulting from protecting or exploiting the results), including in scientific publications (in any medium).

This does not change the obligation to protect results in Article 27, the confidentiality obligations in Article 36, the security obligations in Article 37 or the obligations to protect personal data in Article 39, all of which still apply.

If the beneficiary intends not to protect its results, it may — under certain conditions (see Article 26.4.1) — need to formally notify the Agency before dissemination takes place.

## 29.2 Open access to scientific publications

The beneficiary must ensure open access (free-of-charge online access for any user) to all peer-reviewed scientific publications relating to its results. In particular, it must:

- (a) as soon as possible and at the latest on publication, deposit a machine-readable electronic copy of the published version or final peer-reviewed manuscript accepted for publication in a repository for scientific publications.

Moreover, the beneficiary must aim to deposit at the same time the research data needed to validate the results presented in the deposited scientific publications;

- (b) ensure open access to the deposited publication — via the repository — at the latest:
  - (i) on publication, if an electronic version is available for free via the publisher, or
  - (ii) within six months of publication (twelve months for publications in the social sciences and humanities) in any other case.
- (c) ensure open access — via the repository — to the bibliographic metadata that identify the deposited publication.

The bibliographic metadata must be in a standard format and must include all of the following:

- the terms "Marie Skłodowska-Curie Action";
- the project name, acronym and grant number;
- the publication date and, if applicable, length of embargo period;
- a persistent identifier.

## 29.3 Open access to research data

**[OPTION 1 for actions participating in the open Research Data Pilot:** *Regarding the digital research data generated in the action ('data'), the beneficiary must:*

- (a) *deposit in a research data repository and take measures to make it possible for third parties to access, mine, exploit, reproduce and disseminate — free of charge for any user — the following:*
  - (i) *the data, including associated metadata, needed to validate the results presented in scientific publications as soon as possible;*
  - (ii) *other data, including associated metadata, as specified and within the deadlines laid down in the 'data management plan' (see Annex 1);*
- (b) *provide information — via the repository — about tools and instruments at the disposal of the beneficiary and necessary for validating the results (and — where possible — provide the tools and instruments themselves).*

*This does not change the obligation to protect results in Article 27, the confidentiality obligations in Article 36, the security obligations in Article 37 or the obligations to protect personal data in Article 39, all of which still apply.*

*As an exception, the beneficiary does not have to ensure open access to specific parts of its research data if the achievement of the action's main objective, as described in Annex 1, would be jeopardised by making those specific parts of the research data openly accessible. In this case, the data management plan must contain the reasons for not giving access.]*

**[OPTION 2:** *Not applicable]*

#### **29.4 Information on EU funding — Obligation and right to use the EU emblem**

Unless the Agency requests or agrees otherwise or unless it is impossible, any dissemination of results (in any form, including electronic) must:

- (a) display the EU emblem and
- (b) include the following text:

*“This project has received funding from the European Union’s Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No [number]”.*

When displayed together with another logo, the EU emblem must have appropriate prominence.

For the purposes of the obligations under this Article, the beneficiary may use the EU emblem without first obtaining approval from the Agency.

This does not however give it the right to exclusive use.

Moreover, the beneficiary may not appropriate the EU emblem or any similar trademark or logo, either by registration or by any other means.

### **29.5 Disclaimer excluding Agency responsibility**

Any dissemination of results must indicate that it reflects only the author's view and that the Agency is not responsible for any use that may be made of the information it contains.

### **29.6 Consequences of non-compliance**

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 43).

Such breaches may also lead to any of the other measures described in Chapter 6.

## **ARTICLE 30 — TRANSFER AND LICENSING OF RESULTS**

### **30.1 Transfer of ownership**

The beneficiary may transfer ownership of its results.

It must however ensure that its obligations under Articles 26.2, 26.4, 27, 28, 29, 30 and 31 also apply to the new owner and that this owner has the obligation to pass them on in any subsequent transfer.

This does not change the security obligations in Article 37, which still apply.

### **30.2 Granting licences**

The beneficiary may grant licences to its results (or otherwise give the right to exploit them), if:

- (a) this does not impede the access rights under Article 31
- (b) not applicable.

This does not change the dissemination obligations in Article 29 or security obligations in Article 37, which still apply.

### **30.3 Agency right to object to transfers or licensing**

*[OPTION 1 for EU grants: The Agency may — up to four years after the period set out in Article 3 — object to a transfer of ownership or the exclusive licensing of results, if:*

- (a) it is to a third party established in a non-EU country not associated with Horizon 2020 and*

*(b) the Agency considers that the transfer or licence is not in line with EU interests regarding competitiveness or is inconsistent with ethical principles or security considerations.*

*The beneficiary that intends to transfer ownership or grant an exclusive licence must formally notify the Agency before the intended transfer or licensing takes place and:*

- *identify the specific results concerned;*
- *describe in detail the new owner or licensee and the planned or potential exploitation of the results, and*
- *include a reasoned assessment of the likely impact of the transfer or licence on EU competitiveness and its consistency with ethical principles and security considerations.*

*The Agency may request additional information.*

*If the Agency decides to object to a transfer or exclusive licence, it must formally notify the beneficiary within 60 days of receiving notification (or any additional information it has requested).*

*No transfer or licensing may take place in the following cases:*

- *pending the Agency decision, within the period set out above;*
- *if the Agency objects;*
- *until the conditions are complied with, if the Agency objection comes with conditions. ]*

**[OPTION 2: Not applicable]**

### **30.4 Consequences of non-compliance**

If the beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 43).

Such a breach may also lead to any of the other measures described in Chapter 6.

## **ARTICLE 31 — ACCESS RIGHTS TO RESULTS**

### **31.1 Exercise of access rights — Waiving of access rights — No sub-licensing**

The conditions set out in Article 25.1 apply.

The obligations set out in this Article do not change the security obligations in Article 37, which still apply.

### **31.2 Access rights for other beneficiaries, for implementing their own tasks under the action**

Not applicable

### **31.3 Access rights for other beneficiaries, for exploiting their own results**

Not applicable

### **31.4 Access rights of affiliated entities**

Not applicable

### **31.5 Access rights for the EU institutions, bodies, offices or agencies and EU Member States**

The beneficiary must give access to its results — on a royalty-free basis — to EU institutions, bodies, offices or agencies, for developing, implementing or monitoring EU policies or programmes.

Such access rights are limited to non-commercial and non-competitive use.

This does not change the right to use any material, document or information received from the beneficiary for communication and publicising activities (see Article 38.2).

### **31.6 Access rights for the researcher**

The beneficiary must — on a royalty-free basis — give, access to the recruited researcher to results necessary for the research training activities under the action.

### **31.7 Consequences of non-compliance**

If the beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 43).

Such breaches may also lead to any of the other measures described in Chapter 6.

## **SECTION 4 OTHER RIGHTS AND OBLIGATIONS**

### **ARTICLE 32 — RECRUITMENT AND WORKING CONDITIONS FOR THE RECRUITED RESEARCHER**

#### **32.1 Obligations towards the recruited researcher**

The beneficiary must respect the following recruitment and working conditions for the researcher recruited under the action:

- (a) take all measures to implement the principles set out in the Commission Recommendation on the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers<sup>12</sup> and ensure that the researcher is aware of them;
- (b) ensure that the researcher enjoys at the place of the implementation at least the same standards and working conditions as those applicable to local researchers holding a similar position;
- (c) ensure that the employment contract, other direct contract or fixed-amount-fellowship agreement (see Article 6) specifies:
  - (i) the name of the supervisor for the research training activities as indicated in Annex 1;
  - (ii) the starting date and duration of the research training activities under the action;
  - (iii) the monthly support for the researcher under this Agreement (in euro and, if relevant, in the currency in which the remuneration is paid);
  - (iv) the obligation of the researcher to work exclusively for the action;
  - (v) the obligation of the researcher not to receive for activities carried out in the frame of the action, other incomes than those received from the beneficiary (or other entity mentioned in Annex 1);
  - (vi) the obligation of the researcher to inform the beneficiary as soon as possible of any events or circumstances likely to affect the Agreement (see Article 17);
  - (vii) the arrangements related to the intellectual property rights between the beneficiary and the researcher — during implementation of the action and afterwards;
  - (viii) the obligation of the researcher to maintain confidentiality (see Article 36);
  - (ix) the obligation of the researcher to ensure the visibility of EU funding in communications or publications and in applications for the protection of results (see Articles 27, 28, 29 and 38);
  - (x) *[OPTION for GF: the obligation of the researcher to carry out a mandatory return period of 12 months at the premises of the beneficiary;]*
- (d) assist the researcher in the administrative procedures related to the recruitment;
- (e) inform the researcher about:

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<sup>12</sup> Commission Recommendation 2005/251/EC of 11 March 2005 on the European Charter for Researchers and on a Code of Conduct for the Recruitment of Researchers (OJ L 75, 22.3.2005, p. 67).

- the description, conditions, location and the timetable for the implementation of the research training activities under the action and the name of the supervisor;
  - the rights and obligations of the beneficiary toward the researcher under this Agreement;
  - the obligation of the researcher to complete and submit — at the end of the research training activities — the evaluation questionnaire and — two years later — follow-up questionnaire provided by the Agency;
- (f) ensure that the researcher does not receive, for activities carried out in the frame of the action, other incomes than those received from the beneficiary (or other entity mentioned in Annex 1);
- (g) ensure that the researcher does not have to bear any costs for the implementation of the action as described in Annex 1;
- (h) host the researcher at its premises (or at the premises of an entity with a capital or legal link);
- (i) provide training and the necessary means for implementing the action (or ensure that such training and means are provided by entities with a capital or legal link);
- (j) ensure that the researcher is adequately supervised;
- (k) ensure that — at the beginning of the research training activities — a career development plan is established together with the supervisor;
- (l) support the secondment of the researcher to a partner organisation in a Member State or associated country as set out in Annex 1:
- for actions with a duration up to 18 months: for a maximum of three months or
  - for actions with a duration of more than 18 months: for a maximum of six months;
- (m) *[OPTION for GF: support a maximum of 3 months spent by the researcher with the beneficiary (or an entity with a capital or legal link and/or a partner organisation) before the outgoing phase and the return of the researcher to the beneficiary (or an entity with a capital or legal link) to carry out a mandatory return period of 12 months.]*

## 32.2 Consequences of non-compliance

If the beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 43).

Such breaches may also lead to any of the other measures described in Chapter 6.

## **ARTICLE 33 — GENDER EQUALITY**

### **33.1 Obligation to aim for gender equality**

The beneficiary must take all measures to promote equal opportunities between men and women in the implementation of the action. It must aim, to the extent possible, for a gender balance at all levels of personnel assigned to the action, including at supervisory and managerial level.

### **33.2 Consequences of non-compliance**

If the beneficiary breaches its obligations under this Article, the Agency may apply any of the measures described in Chapter 6.

## **ARTICLE 34 — ETHICS AND RESEARCH INTEGRITY**

### **34.1 Obligation to comply with ethical and research integrity principles**

The beneficiary must carry out the action in compliance with:

(a) ethical principles (including the highest standards of research integrity)

and

(b) applicable international, EU and national law.

Funding will not be granted for activities carried out outside the EU if they are prohibited in all Member States or for activities which destroy human embryos (for example, for obtaining stem cells).

The beneficiary must ensure that the activities under the action have an exclusive focus on civil applications.

The beneficiary must ensure that the activities under the action do not:

(a) aim at human cloning for reproductive purposes;

(b) intend to modify the genetic heritage of human beings which could make such changes heritable (with the exception of research relating to cancer treatment of the gonads, which may be financed), or

(c) intend to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer.



In addition, the beneficiary must respect the fundamental principle of research integrity — as set out, for instance, in the European Code of Conduct for Research Integrity<sup>13</sup>.

This implies compliance with the following fundamental principles:

- **reliability** in ensuring the quality of research reflected in the design, the methodology, the analysis and the use of resources;
- **honesty** in developing, undertaking, reviewing, reporting and communicating research in a transparent, fair and unbiased way;
- **respect** for colleagues, research participants, society, ecosystems, cultural heritage and the environment;
- **accountability** for the research from idea to publication, for its management and organisation, for training, supervision and mentoring, and for its wider impacts

and means that the beneficiary must ensure that persons carrying out research tasks follow the good research practices and refrain from the research integrity violations described in this Code.

This does not change the other obligations under this Agreement or obligations under applicable international, EU or national law, all of which still apply.

### 34.2 Activities raising ethical issues

Activities raising ethical issues must comply with the ‘**ethics requirements**’ set out as deliverables in Annex 1.

Before the beginning of an activity raising an ethical issue, the beneficiary must have obtained:

- (a) any ethics committee opinion required under national law and
- (b) any notification or authorisation for activities raising ethical issues required under national and/or European law

needed for implementing the action tasks in question.

The documents must be kept on file and be submitted upon request by the beneficiary to the Agency (see Article 52). If they are not in English, they must be submitted together with an English summary, which shows that the action tasks in question are covered and includes the conclusions of the committee or authority concerned (if available).

### 34.3 Activities involving human embryos or human embryonic stem cells

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<sup>13</sup> European Code of Conduct for Research Integrity of ALLEA (All European Academies) [http://ec.europa.eu/research/participants/data/ref/h2020/other/hi/h2020-ethics\\_code-of-conduct\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/other/hi/h2020-ethics_code-of-conduct_en.pdf)

Activities involving research on human embryos or human embryonic stem cells may be carried out, in addition to Article 34.1, only if:

- they are set out in Annex 1 or
- the beneficiary has obtained explicit approval (in writing) from the Agency (see Article 52).

#### **34.4 Consequences of non-compliance**

If the beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 43) and the Agreement may be terminated (see Article 50).

Such breaches may also lead to any of the other measures described in Chapter 6.

### **ARTICLE 35 — CONFLICT OF INTERESTS**

#### **35.1 Obligation to avoid a conflict of interests**

The beneficiary must take all measures to prevent any situation where the impartial and objective implementation of the action is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest (**'conflict of interests'**).

It must formally notify to the Agency without delay any situation constituting or likely to lead to a conflict of interests and immediately take all the necessary steps to rectify this situation.

The Agency may verify that the measures taken are appropriate and may require additional measures to be taken by a specified deadline.

#### **35.2 Consequences of non-compliance**

If the beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 43) and the Agreement may be terminated (see Article 50).

Such breaches may also lead to any of the other measures described in Chapter 6.

### **ARTICLE 36 — CONFIDENTIALITY**

#### **36.1 General obligation to maintain confidentiality**

During implementation of the action and for four years after the period set out in Article 3, the parties must keep confidential any data, documents or other material (in any form) that is identified as confidential at the time it is disclosed (**'confidential information'**).

If the beneficiary requests, the Agency may agree to keep such information confidential for an additional period beyond the initial four years.

If information has been identified as confidential only orally, it will be considered to be confidential only if this is confirmed in writing within 15 days of the oral disclosure.

Unless otherwise agreed between the parties, they may use confidential information only to implement the Agreement.

The beneficiary may disclose confidential information to its personnel, entities with a capital or legal link or partner organisations only if they:

- (a) need to know to implement the Agreement and
- (b) are bound by an obligation of confidentiality.

This does not change the security obligations in Article 37, which still apply.

The Agency may disclose confidential information to its staff, other EU institutions and bodies. It may disclose confidential information to third parties, if:

- (a) this is necessary to implement the Agreement or safeguard the EU's financial interests and
- (b) the recipients of the information are bound by an obligation of confidentiality.

Under the conditions set out in Article 4 of the Rules for Participation Regulation No 1290/2013<sup>14</sup>, the Commission must moreover make available information on the results to other EU institutions, bodies, offices or agencies as well as Member States or associated countries.

The confidentiality obligations no longer apply if:

- (a) the disclosing party agrees to release the other party;
- (b) the information was already known by the recipient or is given to him without obligation of confidentiality by a third party that was not bound by any obligation of confidentiality;
- (c) the recipient proves that the information was developed without the use of confidential information;
- (d) the information becomes generally and publicly available, without breaching any confidentiality obligation, or
- (e) the disclosure of the information is required by EU or national law.

## 36.2 Consequences of non-compliance

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<sup>14</sup> Regulation (EU) No 1290/2013 of the European Parliament and of the Council of 11 December 2013 laying down the rules for the participation and dissemination in “Horizon 2020 – the Framework Programme for Research and Innovation (2014-2020)” (OJ L 347, 20.12.2013 p.81).

If the beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 43).

Such breaches may also lead to any of the other measures described in Chapter 6.

## **ARTICLE 37 — SECURITY-RELATED OBLIGATIONS**

### **37.1 Results with a security recommendation**

*[OPTION 1 if applicable to the grant: The beneficiary must comply with the ‘security recommendation(s)’ set out in Annex 1.*

*For security recommendations restricting disclosure or dissemination, the beneficiary must — before disclosure or dissemination to a third party (including affiliated entities) — request written approval from the Agency.]*

*In case of change to the security context, the beneficiary must immediately inform the Agency and, if necessary, request for Annex 1 to be amended (see Article 55).]*

*[OPTION 2: Not applicable]*

### **37.2 Classified information**

*[OPTION 1 if applicable to the grant: The beneficiary must comply with the security classification set out in Annex 1 ('security aspect letter (SAL) and 'security classification guide (SCG)').*

*Information that is classified must be treated in accordance with the security aspect letter (SAL) and Decision No 2015/444<sup>15</sup> — until it is declassified*

*Action tasks involving classified results may not be subcontracted without prior explicit written approval from the Agency.*

*In case of change to the security context, the beneficiary must immediately inform the Agency and, if necessary, request for Annex 1 to be amended (see Article 55).]*

*[OPTION 2: Not applicable]*

### **37.3 Activities involving dual-use goods or dangerous materials and substances**

*[OPTION 1 if applicable to the grant: Activities involving dual-use goods or dangerous materials and substances must comply with applicable EU, national and international law.*

*Before the beginning of the activity, the beneficiary must submit to the Agency (see Article 52) a copy of any export or transfer licences required under EU, national or international law.]*

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<sup>15</sup> Commission Decision 2015/444/EC, Euratom of 13 March 2015 on the security rules for protecting EU classified information

*[OPTION 2: Not applicable]*

### **37.4 Consequences of non-compliance**

*[OPTION 1 to be used if 37.1, 37.2 and/or 37.3 are applicable: If the beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 43).*

*Such breaches may also lead to any of the other measures described in Chapter 6.]*

*[OPTION 2: Not applicable]*

## **ARTICLE 38 — PROMOTING THE ACTION — VISIBILITY OF EU FUNDING**

### **38.1 Communication activities by the beneficiary**

#### **38.1.1 Obligation to promote the action and its results**

The beneficiary must promote the action and its results by providing targeted information to multiple audiences (including the media and the public) in a strategic and effective manner.

This does not change the dissemination obligations in Article 29, the confidentiality obligations in Article 36 or the security obligations in Article 37, all of which still apply.

Before engaging in a communication activity expected to have a mainstream media coverage the beneficiary must inform the Agency (see Article 52).

#### **38.1.2 Information on EU funding — Obligation and right to use the EU emblem**

Unless the Agency requests or agrees otherwise or unless it is impossible, any communication activity related to the action (including in electronic form, via social media, etc.) and any infrastructure, equipment and major results funded by the grant must:

- (a) display the European Union emblem and
- (b) include the following statement:

For communication activities: “This project has received funding from the European Union’s Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No [number].”

For infrastructure, equipment and major results: “This [infrastructure][equipment][insert type of result] is part of a project that has received funding from the European Union’s Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No [number].”

When displayed together with another logo, the EU emblem must have appropriate prominence.

For the purposes of its obligations under this Article, the beneficiary may use the EU emblem without first obtaining approval from the Agency.

This does not, however, give it the right to exclusive use.

Moreover, it may not appropriate the EU emblem or any similar trademark or logo, either by registration or by any other means.

### **38.1.3 Disclaimer excluding Agency and Commission responsibility**

Any communication activity related to the action must indicate that it reflects only the author's view and that the Agency and the Commission are not responsible for any use that may be made of the information it contains.

## **38.2 Communication activities by the Agency and the Commission**

### **38.2.1 Right to use the beneficiary's materials, documents or information**

The Agency and the Commission may use, for its communication and publicising activities, information relating to the action, documents notably summaries for publication and public deliverables as well as any other material, such as pictures or audio-visual material received from the beneficiary (including in electronic form).

This does not change the confidentiality obligations in Article 36 and the security obligations in Article 37, all of which still apply.

If the Agency's or the Commission's use of these materials, documents or information would risk compromising legitimate interests, the beneficiary may request the Agency or the Commission not to use it (see Article 52).

The right to use the beneficiary's materials, documents and information includes:

- (a) **use for its own purposes** (in particular, making them available to persons working for the Agency, the Commission or any other EU institution, body, office or agency or body or institutions in EU Member States; and copying or reproducing them in whole or in part, in unlimited numbers);
- (b) **distribution to the public** (in particular, publication as hard copies and in electronic or digital format, publication on the internet, as a downloadable or non-downloadable file, broadcasting by any channel, public display or presentation, communicating through press information services, or inclusion in widely accessible databases or indexes);
- (c) **editing or redrafting** for communication and publicising activities (including shortening, summarising, inserting other elements (such as meta-data, legends, other graphic, visual, audio or text elements), extracting parts (e.g. audio or video files), dividing into parts, use in a compilation);
- (d) **translation;**

- (e) giving **access in response to individual requests** under Regulation No 1049/2001<sup>16</sup>, without the right to reproduce or exploit;
- (f) **storage** in paper, electronic or other form;
- (g) **archiving**, in line with applicable document-management rules, and
- (h) the right to authorise **third parties** to act on its behalf or sub-license the modes of use set out in Points (b), (c), (d) and (f) to third parties if needed for the communication and publicising activities of the Agency or the Commission.

If the right of use is subject to rights of a third party (including personnel of the beneficiary), the beneficiary must ensure that it complies with its obligations under this Agreement (in particular, by obtaining the necessary approval from the third parties concerned).

Where applicable (and if provided by the beneficiary), the Agency or the Commission will insert the following information:

“© – [year] – [name of the copyright owner]. All rights reserved. Licensed to the Research Executive Agency (REA) and the [European Union (EU)][Euratom] under conditions.”

### 38.3 Consequences of non-compliance

If the beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 43).

Such breaches may also lead to any of the other measures described in Chapter 6.

## ARTICLE 39 — PROCESSING OF PERSONAL DATA

### 39.1 Processing of personal data by the Agency and the Commission

Any personal data under the Agreement will be processed by the Agency or the Commission under Regulation No 45/2001<sup>17</sup> and according to the ‘notifications of the processing operations’ to the Data Protection Officer (DPO) of the Agency or the Commission (publicly accessible in the DPO register).

Such data will be processed by the ‘**data controller**’ of the Agency or the Commission for the purposes of implementing, managing and monitoring the Agreement or protecting the financial interests of the EU or Euratom (including checks, reviews, audits and investigations; see Article 22).

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<sup>16</sup> Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents, OJ L 145, 31.5.2001, p. 43.

<sup>17</sup> Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (OJ L 8, 12.01.2001, p. 1).

The persons whose personal data are processed have the right to access and correct their own personal data. For this purpose, they must send any queries about the processing of their personal data to the data controller, via the contact point indicated in the privacy statement(s) that are published on the Agency and Commission websites.

They also have the right to have recourse at any time to the European Data Protection Supervisor (EDPS).

### **39.2 Processing of personal data by the beneficiary**

The beneficiary must process personal data under the Agreement in compliance with applicable EU and national law on data protection (including authorisations or notification requirements).

The beneficiary may grant its personnel access only to data that is strictly necessary for implementing, managing and monitoring the Agreement.

The beneficiary must inform the personnel whose personal data are collected and processed by the Agency or the Commission. For this purpose, it must provide them with the service privacy statement(s) (see above), before transmitting their data to the Agency or the Commission.

### **39.3 Consequences of non-compliance**

If the beneficiary breaches any of its obligations under Article 39.2, the Agency may apply any of the measures described in Chapter 6.

## **ARTICLE 40 — ASSIGNMENTS OF CLAIMS FOR PAYMENT AGAINST THE AGENCY**

The beneficiary may not assign any of its claims for payment against the Agency to any third party, except if approved by the Agency on the basis of a reasoned, written request.

If the Agency has not accepted the assignment or the terms of it are not observed, the assignment will have no effect on it.

In no circumstances will an assignment release the beneficiary from its obligations towards the Agency.

## **CHAPTER 5 BENEFICIARY'S ROLES AND RESPONSIBILITIES — RELATIONSHIP WITH COMPLEMENTARY BENEFICIARIES — RELATIONSHIP WITH PARTNERS OF A JOINT ACTION**

### **ARTICLE 41 — BENEFICIARY'S ROLES AND RESPONSIBILITIES — RELATIONSHIP WITH COMPLEMENTARY BENEFICIARIES — RELATIONSHIP WITH PARTNERS OF A JOINT ACTION**



#### **41.1 Role and responsibility towards the Agency**

The beneficiary has full responsibility for implementing the action and complying with the Agreement.

The beneficiary is itself responsible for:

- (a) monitoring that the action is implemented properly (see Article 7);
- (b) informing the Agency immediately of any events or circumstances likely to affect significantly or delay the implementation of the action (see Article 17);
- (c) submitting the deliverables and report(s) to the Agency (see Articles 19 and 20);
- (d) submitting to the Agency in good time any documents or information required by it

and may not delegate or subcontract these tasks to any third party (including entities with a capital or legal link and partner organisations).

#### **41.2 Internal division of roles and responsibilities**

Not applicable

#### **41.3 Internal arrangements between beneficiaries — Consortium agreement**

Not applicable

#### **41.4 Relationship with complementary beneficiaries — Collaboration agreement**

Not applicable

#### **41.5 Relationship with partners of a joint action — Coordination agreement**

Not applicable

### **CHAPTER 6 REJECTION OF COSTS — REDUCTION OF THE GRANT — RECOVERY — SANCTIONS — DAMAGES — SUSPENSION — TERMINATION — FORCE MAJEURE**

#### **SECTION 1 REJECTION OF COSTS — REDUCTION OF THE GRANT — RECOVERY — SANCTIONS**

#### **ARTICLE 42 — REJECTION OF INELIGIBLE COSTS**

##### **42.1 Conditions**

The Agency will — [*OPTION for actions with several RPs: at the time of an interim payment,*] at the payment of the balance or afterwards — reject any costs which are

ineligible (see Article 6), in particular following checks, reviews, audits or investigations (see Article 22).

The rejection may also be based on the **extension of findings from other grants to this grant** (see Article 22.5.2).

#### **42.2 Ineligible costs to be rejected — Calculation — Procedure**

Ineligible costs will be rejected in full.

If the rejection of costs does not lead to a recovery (see Article 44), the Agency will formally notify the beneficiary of the rejection of costs, the amounts and the reasons why (if applicable, together with the notification of amounts due; see Article 21.5). The beneficiary may — within 30 days of receiving notification — formally notify the Agency of its disagreement and the reasons why.

If the rejection of costs leads to a recovery, the Agency will follow the contradictory procedure with ‘pre-information letter’ set out in Article 44.

#### **42.3 Effects**

If the Agency rejects costs [*OPTION for actions with several RPs: at the time of an interim payment or*] at the **payment of the balance**, it will deduct them from the total eligible costs declared, for the action, in the [*periodic or*] final summary financial statement (see Articles 20.3 and 20.4). It will then calculate the [*interim payment or*] payment of the balance as set out in Articles 21.3 or 21.4.

*[OPTION for actions with several RPs: If the Agency — after an interim payment but before the payment of the balance — rejects costs declared in a periodic summary financial statement, it will deduct them from the total eligible costs declared, for the action, in the next periodic summary financial statement or in the final summary financial statement. It will then calculate the interim payment or payment of the balance as set out in Articles 21.3 or 21.4.]*

If the Agency rejects costs **after the payment of the balance**, it will deduct the amount rejected from the total eligible costs declared, in the [(*final*)] summary financial statement. It will then calculate the revised final grant amount as set out in Article 5.4.

### **ARTICLE 43 — REDUCTION OF THE GRANT**

#### **43.1 Conditions**

The Agency may — **at the payment of the balance or afterwards** — reduce the maximum grant amount (see Article 5.1), if :

- (a) the beneficiary (or a natural person who has the power to represent or take decisions on its behalf) has committed:
  - (i) substantial errors, irregularities or fraud or

- (ii) serious breach of obligations under the Agreement or during the award procedure (including improper implementation of the action, submission of false information, failure to provide required information, breach of ethical principles) or
- (b) the beneficiary (or a natural person who has the power to represent or take decision on its behalf) has committed — in other EU or Euratom grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant (**extension of findings from other grants to this grant**; see Article 22.5.2).

### **43.2 Amount to be reduced — Calculation — Procedure**

The amount of the reduction will be proportionate to the seriousness of the errors, irregularities or fraud or breach of obligations.

Before reduction of the grant, the Agency will formally notify a ‘**pre-information letter**’ to the beneficiary:

- informing it of its intention to reduce the grant, the amount it intends to reduce and the reasons why and
- inviting it to submit observations within 30 days of receiving notification.

If the Agency does not receive any observations or decides to pursue reduction despite the observations it has received, it will formally notify **confirmation** of the reduction (if applicable, together with the notification of amounts due; see Article 21).

### **43.3 Effects**

If the Agency reduces the grant at **the payment of the balance**, it will calculate the reduced grant amount for the action and then determine the amount due as payment of the balance (see Articles 5.3.4 and 21.4).

If the Agency reduces the grant **after the payment of the balance**, it will calculate the revised final grant amount (see Article 5.4). If the revised final grant amount is lower than the final grant amount, the Agency will recover the difference (see Article 44).

## **ARTICLE 44 — RECOVERY OF UNDUE AMOUNTS**

### **44.1 Amount to be recovered — Calculation — Procedure**

The Agency will — **at the payment of the balance** or **afterwards** — claim back any amount that was paid, but is not due under the Agreement.

#### **44.1.1 Recovery after termination of a beneficiary’s participation**

Not applicable

#### 44.1.2 Recovery at payment of the balance

If the payment of the balance takes the form of a recovery (see Article 21.4), the Agency will formally notify a ‘**pre-information letter**’ to the beneficiary:

- informing it of its intention to recover, the amount due as the balance and the reasons why;
- specifying that it intends to deduct the amount to be recovered from the amount retained for the Guarantee Fund; and
- inviting it to submit observations within 30 days of receiving notification.

If no observations are submitted or the Agency decides to pursue recovery despite the observations it has received, it will **confirm recovery** (together with the notification of amounts due; see Article 21.5) and:

- pay the difference between the amount to be recovered and the amount retained for the Guarantee Fund, **if the difference is positive** or
- formally notify to the beneficiary a **debit note** for the difference between the amount to be recovered and the amount retained for the Guarantee Fund, **if the difference is negative**. This note will also specify the terms and the date for payment.

If payment is not made by the date specified in the debit note, the Agency or the Commission will **recover** the amount:

- (a) by **offsetting** it — without the beneficiary’s consent — against any amounts owed to the beneficiary by the Agency, the Commission or another executive agency (from the EU or Euratom budget).

In exceptional circumstances, to safeguard the EU’s financial interests, the Agency or the Commission may offset before the payment date specified in the debit note;

- (b) by **drawing on the Guarantee Fund**. The Agency or the Commission will formally notify the beneficiary the debit note on behalf of the Guarantee Fund and recover the amount:

- (i) not applicable;
- (ii) by **taking legal action** (see Article 57) or by **adopting an enforceable decision** under Article 299 of the Treaty on the Functioning of the EU (TFEU) and Article 79(2) of the Financial Regulation No 966/2012.

If payment is not made by the date in the debit note, the amount to be recovered (see above) will be increased by **late-payment interest** at the rate set out in Article 21.11, from the day following the payment date in the debit note, up to and including the date the Agency or the Commission receives full payment of the amount.

Partial payments will be first credited against expenses, charges and late-payment interest and then against the principal.

Bank charges incurred in the recovery process will be borne by the beneficiary, unless Directive 2007/64/EC<sup>18</sup> applies.

#### 44.1.3 Recovery of amounts after payment of the balance

If, the revised final grant amount (see Article 5.4) is lower than the final grant amount, the beneficiary must repay the difference to the Agency.

The Agency will formally notify a **pre-information letter** to the beneficiary:

- informing it of its intention to recover, the due amount and the reasons why and
- inviting it to submit observations within 30 days of receiving notification.

If no observations are submitted or the Agency decides to pursue recovery despite the observations it has received, it will **confirm** the amount to be recovered and formally notify to the beneficiary a **debit note**. This note will also specify the terms and the date for payment.

If payment is not made by the date specified in the debit note, the Agency or the Commission will **recover** the amount:

- (a) by **offsetting** it — without the beneficiary’s consent — against any amounts owed to the beneficiary by the Agency, the Commission or another executive agency (from the EU or Euratom budget).

In exceptional circumstances, to safeguard the EU’s financial interests, the Agency or the Commission may offset before the payment date specified in the debit note;

- (b) by **drawing on the Guarantee Fund**. The Agency or the Commission will formally notify the beneficiary the debit note on behalf of the Guarantee Fund and recover the amount:

- (i) not applicable;
- (ii) by **taking legal action** (see Article 57) or by **adopting an enforceable decision** under Article 299 of the Treaty on the Functioning of the EU (TFEU) and Article 79(2) of the Financial Regulation No 966/2012.

If payment is not made by the date in the debit note, the amount to be recovered (see above) will be increased by **late-payment interest** at the rate set out in Article 21.11, from the day following the date for payment in the debit note, up to and including the date the Agency or the Commission receives full payment of the amount.

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<sup>18</sup> Directive 2007/64/EC of the European Parliament and of the Council of 13 November 2007 on payment services in the internal market amending Directives 97/7/EC, 2002/65/EC, 2005/60/EC and 2006/48/EC and repealing Directive 97/5/EC (OJ L 319, 05.12.2007, p. 1).

Partial payments will be first credited against expenses, charges and late-payment interest and then against the principal.

Bank charges incurred in the recovery process will be borne by the beneficiary, unless Directive 2007/64/EC applies.

## **ARTICLE 45 — ADMINISTRATIVE SANCTIONS**

In addition to contractual measures, the Agency or the Commission may also adopt administrative sanctions under Articles 106 and 131(4) of the Financial Regulation No 966/2012 (i.e. exclusion from future procurement contracts, grants, prizes and expert contracts and/or financial penalties).

## **SECTION 2 LIABILITY FOR DAMAGES**

### **ARTICLE 46 — LIABILITY FOR DAMAGES**

#### **46.1 Liability of the Agency**

The Agency cannot be held liable for any damage caused to the beneficiary (or to third parties) as a consequence of implementing the Agreement, including for gross negligence.

The Agency cannot be held liable for any damage caused by the beneficiary or third parties involved in the action, as a consequence of implementing the Agreement.

#### **46.2 Liability of the beneficiary**

Except in case of force majeure (see Article 51), the beneficiary must compensate the Agency for any damage it sustains as a result of the implementation of the action or because the action was not implemented in full compliance with the Agreement.

## **SECTION 3 SUSPENSION AND TERMINATION**

### **ARTICLE 47 — SUSPENSION OF PAYMENT DEADLINE**

#### **47.1 Conditions**

The Agency may — at any moment — suspend the payment deadline (see Article 21.2 to 21.4) if a request for payment (see Article 20) cannot be approved because:

- (a) it does not comply with the provisions of the Agreement (see Article 20);
- (b) the report has not been submitted or is not complete or additional information is needed, or

- (c) there is doubt about the eligibility of the costs declared in the financial statement and additional checks, reviews, audits or investigations are necessary.

## 47.2 Procedure

The Agency will formally notify the beneficiary of the suspension and the reasons why.

The suspension will **take effect** the day notification is sent by the Agency (see Article 52).

If the conditions for suspending the payment deadline are no longer met, the suspension will be **lifted** — and the remaining period will resume.

If the suspension exceeds two months, the beneficiary may request the Agency if the suspension will continue.

If the payment deadline has been suspended due to the non-compliance of the report (see Article 20) and the revised report or statement is not submitted or was submitted but is also rejected, the Agency may also terminate the Agreement (see Article 50.3.1(l)).

## ARTICLE 48 — SUSPENSION OF PAYMENTS

### 48.1 Conditions

The Agency may — at any moment — suspend payments, in whole or in part, if:

- (a) the beneficiary (or a natural person who has the power to represent or take decisions on its behalf) has committed or is suspected of having committed:
  - (i) substantial errors, irregularities or fraud or
  - (ii) serious breach of obligations under the Agreement or during the award procedure (including improper implementation of the action, submission of false information, failure to provide required information, breach of ethical principles) or
- (b) the beneficiary (or a natural person who has the power to represent or take decisions on its behalf) has committed — in other EU or Euratom grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant (**extension of findings from other grants to this grant**; see Article 22.5.2).

If suspension concerns the payment of the balance — once suspension is lifted — the payment or the recovery of the amount(s) concerned will be considered the payment of the balance that closes the action.

### 48.2 Procedure

Before suspending payments, the Agency will formally notify the beneficiary:

- informing it of its intention to suspend payments and the reasons why and
- inviting it to submit observations within 30 days of receiving notification.

If the Agency does not receive observations or decides to pursue the procedure despite the observations it has received, it will formally notify **confirmation** of the suspension. Otherwise, it will formally notify that the suspension procedure is not continued.

The suspension will **take effect** the day the confirmation notification is sent by the Agency.

If the conditions for resuming payments are met, the suspension will be **lifted**. The Agency will formally notify the beneficiary.

*[OPTION for actions with several RPs: During the suspension, the periodic report(s) for all reporting periods except the last one (see Article 20.3), must not contain any financial statements. The beneficiary must include them in the next periodic report after the suspension is lifted or —if suspension is not lifted before the end of the action — in the last periodic report.]*

The beneficiary may suspend implementation of the action (see Article 49.1) or terminate the Agreement (see Article 50.1 and 50.2).

## **ARTICLE 49 — SUSPENSION OF THE ACTION IMPLEMENTATION**

### **49.1 Suspension of the action implementation by the beneficiary**

#### **49.1.1 Conditions — Procedure**

49.1.1.1 The beneficiary may suspend implementation of the action or any part of it, if exceptional circumstances — in particular *force majeure* (see Article 51) — make implementation impossible or excessively difficult.

In this case, the beneficiary must immediately formally notify suspension to the Agency (see Article 52), stating:

- (a) the reasons why and
- (b) the expected date of resumption.

The suspension will **take effect** the day notification is received by the Agency.

Once circumstances allow for implementation to resume, the beneficiary must immediately formally notify the Agency and request an **amendment** of the Agreement to set the date on which the action will be resumed, extend the duration of the action and make other changes necessary to adapt the action to the new situation (see Article 55) — unless the Agreement or the participation of a beneficiary has been terminated (see Articles 50).

The suspension will be **lifted** with effect from the resumption date set out in the amendment. This date may be before the date on which the amendment enters into force.



Costs incurred during suspension of the action implementation are not eligible (see Article 6).

49.1.1.2 The beneficiary may request suspension of the action implementation (or any part of it) for professional, personal or family reasons (including parental leave).

For this purpose, the beneficiary must formally notify a request for **amendment** (to make the necessary changes and to set the date of resumption) in accordance with Article 55.

The suspension **will take effect** on the date set out in the amendment.

Costs incurred during suspension of the action implementation are not eligible (see Article 6).

## **49.2 Suspension of the action implementation, by the Agency**

### **49.2.1 Conditions**

The Agency may suspend implementation of the action or any part of it, if:

- (a) the beneficiary (or a natural person who has the power to represent or take decisions on its behalf) has committed or is suspected of having committed:
  - (i) substantial errors, irregularities or fraud or
  - (ii) serious breach of obligations under the Agreement or during the award procedure (including improper implementation of the action, submission of false information, failure to provide required information, breach of ethical principles);
- (b) the beneficiary (or a natural person who has the power to represent or take decisions on its behalf) has committed — in other EU or Euratom grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant (**extension of findings from other grants to this grant**; see Article 22.5.2), or
- (c) the action is suspected of having lost its scientific or technological relevance.

### **49.2.2 Procedure**

Before suspending implementation of the action, the Agency will formally notify the beneficiary:

- informing it of its intention to suspend the implementation and the reasons why and
- inviting it to submit observations within 30 days of receiving notification.

If the Agency does not receive observations or decides to pursue the procedure despite the observations it has received, it will formally notify **confirmation** of the suspension. Otherwise, it will formally notify that the procedure is not continued.

The suspension will **take effect** five days after confirmation notification is received by the beneficiary (or on a later date specified in the notification).

It will be **lifted** if the conditions for resuming implementation of the action are met.

The beneficiary will be formally notified of the lifting and the Agreement will be **amended** to set the date on which the action will be resumed, extend the duration of the action and make other changes necessary to adapt the action to the new situation (see Article 55) — unless the Agreement has already been terminated (see Article 50).

The suspension will be lifted with effect from the resumption date set out in the amendment. This date may be before the date on which the amendment enters into force.

Costs incurred during suspension are not eligible (see Article 6).

The beneficiary may not claim damages due to suspension by the Agency (see Article 46).

Suspension of the action implementation does not affect the Agency's right to terminate the Agreement (see Article 50), reduce the grant or recover amounts unduly paid (see Articles 43 and 44).

## **ARTICLE 50 — TERMINATION OF THE AGREEMENT**

### **50.1 Termination of the Agreement, by the beneficiary**

#### **50.1.1 Conditions and procedure**

The beneficiary may terminate the Agreement.

The beneficiary must formally notify termination to the Agency (see Article 52), stating:

- the reasons why and
- the date the termination will take effect. This date must be after the notification.

If no reasons are given or if the Agency considers the reasons do not justify termination, the Agreement will be considered to have been '**terminated improperly**'.

The termination will **take effect** on the day specified in the notification.

#### **50.1.2 Effects**

The beneficiary must — within 60 days from when termination takes effect — submit: *[OPTION 1 for actions with one RP: the report under Article 20.3][OPTION 2 for actions with several RPs:*

- (i) a periodic report (for the open reporting period until termination; see Article 20.3) and
- (ii) the final report (see Article 20.4)].

If the Agency does not receive the reports within the deadline (see above) only costs which are included in *[OPTION 1 for actions with one RP: the report][OPTION 2 for actions with several RPs: an approved periodic report]* will be taken into account.

The Agency will **calculate** the final grant amount (see Article 5.3) and the balance (see Article 21.4) on the basis of the report(s) submitted. Only costs incurred until termination are eligible (see Article 6). Costs relating to contracts due for execution only after termination are not eligible.

Improper termination may lead to a reduction of the grant (see Article 43).

After termination, the beneficiary's obligations (in particular Articles 20, 22, 23, Section 3 of Chapter 4, 36, 37, 38, 40, 42, 43 and 44) continue to apply.

## **50.2 Termination of the participation of one or more beneficiaries, by the beneficiaries**

Not applicable

## **50.3 Termination of the Agreement, by the Agency**

### **50.3.1 Conditions**

The Agency may terminate the Agreement if:

- (a) not applicable;
- (b) a change to the beneficiary's legal, financial, technical, organisational or ownership situation (or those of an entity with a capital or legal link) is likely to substantially affect or delay the implementation of the action or calls into question the decision to award the grant;
- (c) not applicable;
- (d) implementation of the action is prevented by force majeure (see Article 51) or suspended by the beneficiary (see Article 49.1) and either:
  - (i) resumption is impossible, or
  - (ii) the necessary changes to the Agreement would call into question the decision awarding the grant or breach the principle of equal treatment of applicants;
- (e) the beneficiary is declared bankrupt, being wound up, having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business

activities, or is subject to any other similar proceedings or procedures under national law;

- (f) the beneficiary (or a natural person who has the power to represent or take decisions on its behalf) has been found guilty of professional misconduct, proven by any means;
- (g) the beneficiary does not comply with the applicable national law on taxes and social security;
- (h) the action has lost scientific or technological relevance;
- (i) not applicable;
- (j) not applicable;
- (k) the beneficiary (or a natural person who has the power to represent or take decisions on its behalf) has committed fraud, corruption, or is involved in a criminal organisation, money laundering or any other illegal activity;
- (l) the beneficiary (or a natural person who has the power to represent or take decisions on its behalf) has committed:
  - (i) substantial errors, irregularities or fraud or
  - (ii) serious breach of obligations under the Agreement or during the award procedure (including improper implementation of the action, submission of false information, failure to provide required information, breach of ethical principles);
- (m) the beneficiary (or the natural person who has the power to represent or take decisions on its behalf) has committed — in other EU or Euratom grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant (**extension of findings from other grants to this grant**; see Article 22.5.2);
- (n) despite a specific request by the Agency, the beneficiary does not request an amendment to the Agreement to end the participation of a partner organisation or an entity with a capital or legal link that is in one of the situations under points (e), (f), (g), (k), (l) or (m) and to reallocate its tasks;
- (o) the beneficiary has not started the action or notified the effective starting date of the action within the period indicated in the Article 3;
- (p) the researcher cannot continue implementing the research training activities, or has committed fraud, including submission of false information or failure to provide required information for the purpose of the action.

### 50.3.2 Procedure

Before terminating the Agreement, the Agency will formally notify the beneficiary:

- **informing** it of its intention to terminate and the reasons why and
- inviting it, within 30 days of receiving notification, to submit observations and — in case of Point (1.ii) above — to inform the Agency of the measures to ensure compliance with the obligations under the Agreement.

If the Agency does not receive observations or decides to pursue the procedure despite the observations it has received, it will formally notify to the beneficiary **confirmation** of the termination and the date it will take effect. Otherwise, it will formally notify that the procedure is not continued.

The termination will **take effect**:

- for terminations under Points (b), (e), (g), (h), (1.ii) and (o) above: on the day specified in the notification of the confirmation (see above);
- for terminations under Points (d), (f), (k), (1.i), (m), and (p) above: on the day after the notification of the confirmation is received by the beneficiary.

### 50.3.3 Effects

The beneficiary must — within 60 days from when termination takes effect — submit: **[OPTION for actions with one RP: the report under Article 20.3][OPTION for actions with several RPs:**

- (i) *a periodic report (for the last open reporting period until termination; see Article 20.3) and*
- (ii) *a final report (see Article 20.4) ].*

If the Agreement is terminated for breach of the obligation to submit report(s) (see Articles 20.8 and 50.3.1(1)), the beneficiary may not submit any report(s) after termination.

If the Agency does not receive the reports within the deadline (see above), only costs which are included in **[OPTION 1 for actions with one RP: the report][OPTION 2 for actions with several RPs: an approved periodic report]** will be taken into account.

The Agency will **calculate** the final grant amount (see Article 5.3) and the balance (see Article 21.4) on the basis of the report(s) submitted. Only costs incurred until termination takes effect are eligible (see Article 6). Costs relating to contracts due for execution only after termination are not eligible.

This does not affect the Agency's right to reduce the grant (see Article 43) or to impose administrative sanctions (Article 45).

The beneficiary may not claim damages due to termination by the Agency (see Article 46).

After termination, the beneficiary's obligations (in particular Articles 20, 22, 23, Section 3 of Chapter 4, 36, 37, 38, 40, 42, 43 and 44) continue to apply.

## **SECTION 4 FORCE MAJEURE**

### **ARTICLE 51 — FORCE MAJEURE**

‘Force majeure’ means any situation or event that:

- prevents either party from fulfilling their obligations under the Agreement,
- was unforeseeable, exceptional situation and beyond the parties’ control,
- was not due to error or negligence on their part (or on the part of third parties involved in the action), and
- proves to be inevitable in spite of exercising all due diligence.

The following cannot be invoked as force majeure:

- any default of a service, defect in equipment or material or delays in making them available, unless they stem directly from a relevant case of force majeure,
- labour disputes or strikes, or
- financial difficulties.

Any situation constituting force majeure must be formally notified to the other party without delay, stating the nature, likely duration and foreseeable effects.

The parties must immediately take all the necessary steps to limit any damage due to force majeure and do their best to resume implementation of the action as soon as possible.

The party prevented by force majeure from fulfilling its obligations under the Agreement cannot be considered in breach of them.

## **CHAPTER 7 FINAL PROVISIONS**

### **ARTICLE 52 — COMMUNICATION BETWEEN THE PARTIES**

#### **52.1 Form and means of communication**

Communication under the Agreement (information, requests, submissions, ‘formal notifications’, etc.) must:

- be made in writing and
- bear the number of the Agreement.

All communication must be made through the Participant Portal **electronic** exchange system and using the forms and templates provided there.

If — after the payment of the balance — the Agency finds that a formal notification was not accessed, a second formal notification will be made by registered post with proof of delivery ('formal notification on **paper**'). Deadlines will be calculated from the moment of the second notification.

Communications in the electronic exchange system must be made by persons authorised according to the Participant Portal Terms & Conditions. For naming the authorised persons, the beneficiary must have designated — before the signature of this Agreement — a 'legal entity appointed representative (LEAR)'. The role and tasks of the LEAR are stipulated in his/her appointment letter (see Participant Portal Terms & Conditions).

If the electronic exchange system is temporarily unavailable, instructions will be given on the Agency and Commission websites.

## 52.2 Date of communication

**Communications** are considered to have been made when they are sent by the sending party (i.e. on the date and time they are sent through the electronic exchange system).

**Formal notifications** through the **electronic** exchange system are considered to have been made when they are received by the receiving party (i.e. on the date and time of acceptance by the receiving party, as indicated by the time stamp). A formal notification that has not been accepted within 10 days after sending is considered to have been accepted.

Formal notifications **on paper** sent by **registered post** with proof of delivery (only after the payment of the balance) are considered to have been made on either:

- the delivery date registered by the postal service or
- the deadline for collection at the post office.

If the electronic exchange system is temporarily unavailable, the sending party cannot be considered in breach of its obligation to send a communication within a specified deadline.

## 52.3 Addresses for communication

The **electronic** exchange system must be accessed via the following URL:

[insert URL]

The Agency will formally notify the beneficiary in advance any changes to this URL.

**Formal notifications on paper** (only after the payment of the balance) addressed **to the Agency** must be sent to the official mailing address indicated on the Agency's website.

Formal notifications on paper (only after the payment of the balance) addressed **to the beneficiary** must be sent to its legal address as specified in the Participant Portal Beneficiary Register.

## **ARTICLE 53 — INTERPRETATION OF THE AGREEMENT**

### **53.1 Precedence of the Terms and Conditions over the Annexes**

The provisions in the Terms and Conditions of the Agreement take precedence over its Annexes.

Annex 2 takes precedence over Annex 1.

### **53.2 Privileges and immunities**

*[OPTION 1 for all international organisations: Nothing in the Agreement may be interpreted as a waiver of any privileges or immunities accorded to the beneficiary by its constituent documents or international law.]*

*[OPTION 2: Not applicable]*

## **ARTICLE 54 — CALCULATION OF PERIODS, DATES AND DEADLINES**

In accordance with Regulation No 1182/71<sup>19</sup>, periods expressed in days, months or years are calculated from the moment the triggering event occurs.

The day during which that event occurs is not considered as falling within the period.

## **ARTICLE 55 — AMENDMENTS TO THE AGREEMENT**

### **55.1 Conditions**

The Agreement may be amended, unless the amendment entails changes to the Agreement which would call into question the decision awarding the grant or breach the principle of equal treatment of applicants.

Amendments may be requested by any of the parties.

The beneficiary may, in particular, request a change of the time spent on the action (part-time employment) for professional, personal or family reasons (including parental leave).

### **55.2 Procedure**

The party requesting an amendment must formally notify a request to the other party (see Article 52).

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<sup>19</sup> Regulation (EEC, Euratom) No 1182/71 of the Council of 3 June 1971 determining the rules applicable to periods, dates and time-limits (OJ L 124, 8.6.1971, p. 1).



The notification must include:

- (a) the reasons why;
- (b) the appropriate supporting documents.

The Agency may request additional information.

The party receiving the request must formally notify its agreement or disagreement, within 45 days of receiving notification (or any additional information the Agency has requested). This deadline may be extended, if necessary for the assessment of the request. If no notification is received within the deadline, the request is considered to have been rejected.

An amendment **enters into force** on the day of the signature by the Agency or the beneficiary, depending on which is later.

An amendment **takes effect** on the date agreed by the parties or, in the absence of such an agreement, on the date on which the amendment enters into force.

## ARTICLE 56 — ACCESSION TO THE AGREEMENT

Not applicable

## ARTICLE 56a — TRANSFER OF THE AGREEMENT TO A NEW BENEFICIARY

### 56a.1 Conditions

The beneficiary may request that the research training activities are transferred to a new beneficiary, if there are serious reasons affecting its capacity to implement the action (without being entitled to any additional EU funding for doing so).

### 56a.2 Procedure

The beneficiary must formally notify a **request for amendment** to the Agency (see Article 55).

The request must include:

- the reasons why;
- the date the change takes effect;
- the opinion of the researcher and its supervisor;
- a proposal for the necessary changes, including — if necessary — the appointment of the new supervisor and the Accession Form for the new beneficiary (see Annex 3).

The change **will take effect** on the day set out in the amendment.

### 56a.3 Effects

If the request for amendment is accepted by the Agency, the Agreement will be **amended** to introduce the necessary changes in order to reallocate the tasks of the former beneficiary (see Article 55).

In this case, the former beneficiary must:

- transfer immediately the remaining contribution to the new beneficiary and
- submit — within 30 days from the change — a ‘**transfer report**’, containing an overview of the progress of the work and the individual financial statement (see Article 20).

The maximum grant amount will be split between the former beneficiary and the new beneficiary, on the basis of the number of actual units in line with Article 6.

The former and the new beneficiary must agree on arrangements concerning the management of intellectual property rights and other issues under the Agreement.

If the Agency considers that the reasons provided do not justify the transfer, it will reject the request specifying the grounds for the rejection.

## ARTICLE 57 — APPLICABLE LAW AND SETTLEMENT OF DISPUTES

### 57.1 Applicable law

*[OPTION 1 by default: The Agreement is governed by the applicable EU law, supplemented, if necessary by the law of Belgium.]*

*[OPTION 2 for international organisations that do not accept any applicable law clause: Not applicable]*

*[OPTION 3 for international organisations that would accept an applicable law clause, but not the standard clause (EU + Belgium law): The Agreement is governed [by the applicable EU law][, supplemented if necessary] [by the law of [Belgium][[insert name of another Member State or EFTA country]]] [and, where appropriate,] [by the general principles governing the law of international organisations and the rules of general international law].]*

### 57.2 Dispute settlement

*[OPTION 1 by default: If a dispute concerning the interpretation, application or validity of the Agreement cannot be settled amicably, the General Court — or, on appeal, the Court of Justice of the European Union — has sole jurisdiction. Such actions must be brought under Article 272 of the Treaty on the Functioning of the EU (TFEU).]*

*[OPTION 2 if the beneficiary is a non-EU beneficiary (except if the beneficiary is established in an associated country with an association agreement to Horizon 2020 that stipulates sole jurisdiction of the European Court of Justice): If a dispute concerning the*

*interpretation, application or validity of the Agreement cannot be settled amicably, the competent Belgian courts have sole jurisdiction.]*

***[OPTION 3 if the beneficiary is an international organisation: Disputes concerning the interpretation, application or validity of the Agreement must — if they cannot be settled amicably —be referred to arbitration. Each party must formally notify to the other party its intention of resorting to arbitration and the identity of the arbitrator. The Permanent Court of Arbitration Optional Rules for Arbitration Involving International Organisations and States in force at the date of entry into force of the Agreement will apply. The appointing authority will be the Secretary-General of the Permanent Court of Arbitration following a written request submitted by either party. The arbitration proceedings must take place in Brussels and the language used in the arbitral proceedings will be English. The arbitral award will be binding on all parties and will not be subject to appeal.]***

If a dispute concerns administrative sanctions, offsetting or an enforceable decision under Article 299 TFEU (see Articles 44, 45 and 46), the beneficiary must bring action before the General Court — or, on appeal, the Court of Justice of the European Union — under Article 263 TFEU. Actions against offsetting and enforceable decisions must be brought against the Commission (not against the Agency).

## **ARTICLE 58 — ENTRY INTO FORCE OF THE AGREEMENT**

The Agreement will enter into force on the day of signature by the Agency or the beneficiary, depending on which is later.

### **SIGNATURES**

For the beneficiary  
[function/forename/surname]  
[electronic signature]

For the Agency  
[forename/surname]  
[electronic signature]

Done in [English] on [electronic time stamp]

Done in [English] on [electronic time stamp]

Grant Agreement number: [insert number] [insert acronym] [insert call identifier]

① print format A4

MODEL ANNEX 2 FOR H2020 MGA MSCA-IF — MONO

ESTIMATED BUDGET FOR THE ACTION

<b>Beneficiary</b>	<b>Number of units (person-months)</b>	
<b>New beneficiary<sup>8</sup></b>	<b>Number of units (person-months)<sup>8</sup></b>	
<b>Total number of units (former and new) beneficiaries<sup>8</sup></b>		

Estimated eligible <sup>1</sup> costs (per budget category)											EU contribution			
A. Costs for the recruited researcher						B. Institutional costs				Total costs	Reimbursement rate %	Maximum EU contribution <sup>2</sup>	Maximum grant amount <sup>3</sup>	
A.1 Living allowance		A.2 Mobility allowance		A.3 Family allowance		B.1. Research, training and networking costs		B2. Management and indirect <sup>4</sup> costs						
Form of costs <sup>5</sup>		Unit		Unit		Unit		Unit						
	Costs per unit <sup>6</sup>	Total a <sup>7</sup>	Costs per unit <sup>6</sup>	Total b <sup>7</sup>	Costs per unit <sup>6</sup>	Total c <sup>7</sup>	Costs per unit <sup>6</sup>	Total d <sup>7</sup>	Costs per unit <sup>6</sup>	Total e <sup>7</sup>	f = a+b+c+d+e	g	h	i
<b>Beneficiary</b>														
<b>New beneficiary<sup>8</sup></b>														
<b>Total (former and new) beneficiaries<sup>8</sup></b>														

<sup>1</sup> See Article 6 for the eligibility conditions

<sup>2</sup> This is the *theoretical* amount of EU contribution that the system calculates automatically (by multiplying all the budgeted costs by the reimbursement rate). This *theoretical* amount is capped by the 'maximum grant amount' (that the Commission/Agency decided to grant for the action) (see Article 5.1).

<sup>3</sup> The 'maximum grant amount' is the maximum grant amount decided by the Commission/Agency. It normally corresponds to the requested grant, but may be lower.

<sup>4</sup> The indirect costs covered by the operating grant (received under any EU or Euratom funding programme; see Article 6.3(b)) are ineligible under the GA. Therefore, a beneficiary that receives an operating grant during the action duration cannot declare indirect costs for the year(s)/reporting period(s) covered by the operating grant (i.e. the unit cost for management and indirect costs will be halved for person-months that are incurred during the period covered by the operating grant), unless they can demonstrate that the operating grant does not cover any costs of the action.

<sup>5</sup> See Article 5 for forms of costs .

<sup>6</sup> See Annex 2a 'Additional information on the estimated budget' for the details on the costs per unit.

<sup>7</sup> Total = costs per unit x number of units (person - months).

<sup>8</sup> ONLY FOR AMD: To be used if beneficiary changes during the action.

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MODEL ANNEX 2 FOR H2020 MGA MSCA-IF — MONO (GLOBAL FELLOWSHIPS)

ESTIMATED BUDGET FOR THE ACTION

<b>Beneficiary</b>	Number of units (person-months outgoing phase, i.e. on secondment in a third country)	
	Number of units (person-months outgoing phase, i.e. on secondment in a third country with new partner organisation) <sup>8</sup>	
	Number of units (person-months return phase)	
	<b>Total number of units beneficiary</b>	
<b>New beneficiary<sup>9</sup></b>	Number of units (person-months outgoing phase, i.e. on secondment in a third country) <sup>9</sup>	
	Number of units (person-months outgoing phase, i.e. on secondment in a third country with new partner organisation) <sup>8,9</sup>	
	Number of units (person-months return phase) <sup>9</sup>	
	<b>Total number of units new beneficiary<sup>9</sup></b>	
<b>Total number of units (former and new) beneficiaries<sup>9</sup></b>		

Estimated eligible <sup>1</sup> costs (per budget category)											EU contribution		
A. Costs for the recruited researcher						B. Institutional costs				Total costs	Reimbursement rate %	Maximum EU contribution <sup>2</sup>	Maximum grant amount <sup>3</sup>
A.1 Living allowance		A.2 Mobility allowance		A.3 Family allowance		B.1. Research, training and networking costs		B.2. Management and indirect <sup>4</sup> costs					
Form of costs <sup>5</sup>		Unit		Unit		Unit		Unit					
Costs per unit <sup>6</sup>	Total a <sup>7</sup>	Costs per unit <sup>6</sup>	Total b <sup>7</sup>	Costs per unit <sup>6</sup>	Total c <sup>7</sup>	Costs per unit <sup>6</sup>	Total d <sup>7</sup>	Costs per unit <sup>6</sup>	Total e <sup>7</sup>	f = a+b+c+d+e	g	h	i
<b>Beneficiary</b>													
<b>Total beneficiary</b>													
<b>New beneficiary<sup>9</sup></b>													
<b>Total new beneficiary<sup>9</sup></b>													
<b>Total (former and new) beneficiaries<sup>9</sup></b>													

<sup>1</sup> See Article 6 for the eligibility conditions

<sup>2</sup> This is the *theoretical* amount of EU contribution that the system calculates automatically (by multiplying all the budgeted costs by the reimbursement rate). This *theoretical* amount is capped by the 'maximum grant amount' (that the Commission/Agency decided to grant for the action) (see Article 5.1).

<sup>3</sup> The 'maximum grant amount' is the maximum grant amount decided by the Commission/Agency. It normally corresponds to the requested grant, but may be lower.

<sup>4</sup> The indirect costs covered by the operating grant (received under any EU or Euratom funding programme; see Article 6.3(b)) are ineligible under the GA. Therefore, a beneficiary that receives an operating grant during the action duration cannot declare indirect costs for the year(s)/reporting period(s) covered by the operating grant (i.e. the unit cost for management and indirect costs will be halved for person-months that are incurred during the period covered by the operating grant), unless it can demonstrate that the operating grant does not cover any costs of the action.

<sup>5</sup> See Article 5 for forms of costs

<sup>6</sup> See Annex 2a 'Additional information on the estimated budget' for the details on the costs per unit

<sup>7</sup> Total = costs per unit x number of units (person - months)

<sup>8</sup> ONLY FOR AMD: To be used if the partner organisation changes during the outgoing phase.

<sup>9</sup> ONLY FOR AMD: To be used if the beneficiary changes during the action.

## ANNEX 2a

### ADDITIONAL INFORMATION ON THE ESTIMATED BUDGET

- Instructions and footnotes in blue will not appear in the text generated by the IT system (since they are internal instructions only).
- For options [in square brackets]: the applicable option will be chosen by the IT system. Options not chosen will automatically not appear.
- For fields in [grey in square brackets] (even if they are part of an option as specified in the previous item): IT system will enter the appropriate data.

### Marie Skłodowska-Curie unit costs

#### 2. MSCA-IF unit costs

##### Costs for the recruited researcher — Living allowance

Units: months spent by the researcher on the research training activities ('person-months')

Amount per unit \*: see Annex 2

\* Amount calculated as follows:

{the monthly living allowance for researchers in MSCA-IF/MSCA-ITN actions multiplied by country-specific correction coefficient of [OPTION by default: the country in which the researcher is recruited][OPTION for IF-global fellowship: the country where the partner organisation hosting the researcher during a secondment is located (for the outgoing phase) and the country in which the researcher is recruited (for the return phase)]}

The monthly living allowance and the country-specific correction coefficients are set out in the Work Programme (section 3 MSCA) in force at the time of the call:

- for calls *before* Work Programme 2018-2020:
  - for the monthly living allowance:
    - IF: **EUR 4 650**
    - ITN: **EUR 3 110**
  - for the country-specific correction coefficients: see Work Programme 2014-2015 and Work Programme 2016-2017 (available on the [Participant Portal Reference Documents](#) page)
- for calls *under* Work Programme 2018-2020:
  - for the monthly living allowance:
    - IF: **EUR 4 880**
    - ITN: **EUR 3 270**
  - for the country-specific correction coefficients: see Work Programme 2018-2020 (available on the [Participant Portal Reference Documents](#) page).

Estimated number of units: see Annex 2

##### Costs for the recruited researcher(s) — Mobility allowance

Units: months spent by the researcher(s) on the research training activities ('person-months')

Amount per unit<sup>1</sup>: see Annex 2

Estimated number of units: see Annex 2

### **Costs for the recruited researcher(s) — Family allowance**

Units: months spent by the researcher(s) on the research training activities ('person-months')

Cost Amount per unit<sup>2</sup>: see Annex 2

Estimated number of units: see Annex 2

### **Institutional costs — Research, training and networking costs**

Units: months spent by the researcher(s) on the research training activities ('person-months')

Amount per unit<sup>3</sup>: see Annex 2

Estimated number of units: see Annex 2

### **Institutional costs — Management and indirect costs**

Units: months spent by the researcher(s) on the research training activities ('person-months')

Amount per unit<sup>4</sup>: see Annex 2

Estimated number of units: see Annex 2

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<sup>1</sup> Same amount for all beneficiaries.  
Amount for the mobility allowance set out in the [Main Work Programme — MSCA](#) in force at the time of the call.

<sup>2</sup> Same amount for all beneficiaries.  
Average based on the amount for the family allowance set out in the [Main Work Programme — MSCA](#) in force at the time of the call (half of the number of units with family, half without).

<sup>3</sup> Same amount for all beneficiaries.  
Amount for research, training and networking costs set out in the [Main Work Programme — MSCA](#) in force at the time of the call.

<sup>4</sup> Same amount for all beneficiaries.  
Amount for management and indirect costs set out in the [Main Work Programme — MSCA](#) in force at the time of the call.

## ANNEX 3

### ACCESSION FORM FOR BENEFICIARIES

[Full official name of the new beneficiary (short name)], established in [official address in full], [*OPTION for beneficiaries with VAT: Vat number [insert number]*], ([‘the beneficiary’]), represented for the purpose of signing this Accession Form by [forename and surname, function],

**hereby agrees**

**to become** [*beneficiary*] No [insert beneficiary no]

**in Grant Agreement No** [insert agreement number] (‘the Agreement’)

**concluded with** the Research Executive Agency (REA) (‘the Agency’), under the power delegated by the European Commission (‘the Commission’),

**for the action entitled** [insert title of the action (insert acronym)].

By signing this Accession Form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and conditions it sets out [*OPTION for new beneficiaries: as from [insert date] [the date of signature of the Accession Form][the date of entry into force of the amendment] ('accession date') [additional OPTION for change of beneficiary due to partial takeover: and with joint and several liability for undue amounts paid to [insert short name of former beneficiary] (i.e. recoveries)] — if the [Commission][Agency] agrees with the request for amendment*].

#### SIGNATURE

For the new beneficiary:

[function/forename/surname]

[electronic signature]

Done in [English] on [electronic time stamp]



④ print format A4

MODEL ANNEX 4 FOR H2020 MGA MSCA-IF — MONO

FINANCIAL STATEMENT FOR BENEFICIARY [name] FOR REPORTING PERIOD [reporting period]

		Eligible <sup>1</sup> costs (per budget category)										EU contribution			
		A. Costs for the recruited researcher						B. Institutional costs				Total costs	Reimbursement rate %	Maximum EU contribution	Requested EU contribution
		A.1 Living allowance		A.2 Mobility allowance		A.3 Family allowance		B.1. Research, training and networking costs		B.2. Management and indirect <sup>2</sup> costs					
Form of costs <sup>3</sup>		Unit		Unit		Unit		Unit		Unit					
		Costs per unit <sup>4</sup>	Total a <sup>5</sup>	Costs per unit <sup>4</sup>	Total b <sup>5</sup>	Costs per unit <sup>4</sup>	Total c <sup>5</sup>	Costs per unit <sup>4</sup>	Total d <sup>5</sup>	Costs per unit <sup>4</sup>	Total e <sup>5</sup>				
Beneficiary	Number of units (person-months)														
Beneficiary															

**Checkbox 1:** I confirm that the total amount of the allowances used (including compulsory deductions) for the researcher is equal to or higher than the living allowance, the mobility allowance and the family allowance as set out in Annex 2 of the Agreement.

<b>Checkbox 2:</b>	Did you receive any EU/Euratom operating grant during this reporting period? <input type="radio"/> YES <input type="radio"/> NO	
	If yes, pls indicate how many of the total person-months (see 'total beneficiary' above) were incurred DURING the period covered by the operating grant?	Number of person-months
	If yes, can you confirm all of the following: - the operating grant is a partial operating grant (i.e. does not cover your entire annual budget) - you have used analytical accounting which allows for a cost accounting management with cost allocation keys and cost accounting codes - you have recorded: - all costs incurred for the operating grant (i.e. personnel, general running costs and other operating costs linked to the work programme) and - all costs incurred for the action grants (including all the indirect costs linked to the action) - you have used allocation keys and cost accounting codes to identify and separate the recorded costs (i.e. to allocate them to either the action grant or the operating grant) - you have done the allocation in a way that leads to a fair, objective, realistic result.	<input type="radio"/> YES <input type="radio"/> NO

**The beneficiary hereby confirms that:**  
 The information provided is complete, reliable and true.  
 The costs declared are eligible (see Article 6).  
 The costs can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 17, 18 and 22).

④ Please declare all eligible costs, even if - for actual costs, unit costs and flat-rate costs - they exceed the amounts indicated in the estimated budget (see Annex 2). Only amounts that were declared in your individual financial statements can be

<sup>1</sup> See Article 6 for the eligibility conditions

<sup>2</sup> The indirect costs claimed must be free of any amounts covered by an operating grant (received under any EU or Euratom funding programme; see Article 6.3(b)). If you have received an operating grant during this reporting period, indirect costs will not be reimbursed for the person-months incurred during the period covered by the operating grant, unless you can demonstrate that the operating grant does not cover any costs of the action.

<sup>3</sup> See Article 5 for the forms of costs

<sup>4</sup> See Annex 2a 'Additional information on the estimated budget' for the details on the costs per unit.

<sup>5</sup> Total = costs per unit x number of units (person-months)

① print format A4

MODEL ANNEX 4 FOR H2020 MGA MSCA-IF — MONO (GLOBAL FELLOWSHIPS)  
FINANCIAL STATEMENT FOR BENEFICIARY [name] FOR REPORTING PERIOD [reporting period]

Beneficiary	Number of units (person-months outgoing phase, i.e. on secondment in a third country)	
	Number of units (person-months outgoing phase, i.e. on secondment in a third country with new partner organisation) <sup>6</sup>	
	Number of units (person-months return phase)	
<b>Total beneficiary</b>		

Eligible <sup>1</sup> costs (per budget category)											EU contribution			
A. Costs for the recruited researcher						B. Institutional costs					Total costs	Reimbursement rate %	Maximum EU contribution	Requested EU contribution
A.1 Living allowance		A.2 Mobility allowance		A.3 Family allowance		B.1. Research, training and networking costs		B2. Management and indirect <sup>2</sup> costs						
Unit		Unit		Unit		Unit		Unit						
Costs per unit <sup>4</sup>	Total a <sup>5</sup>	Costs per unit <sup>4</sup>	Total b <sup>5</sup>	Costs per unit <sup>4</sup>	Total c <sup>5</sup>	Costs per unit <sup>4</sup>	Total d <sup>5</sup>	Costs per unit <sup>4</sup>	Total e <sup>5</sup>					
Beneficiary														
Beneficiary														
Beneficiary														
Beneficiary														
<b>Total beneficiary</b>														

**Checkbox 1:** I confirm that the total amount of the allowances used (including compulsory deductions) for the researcher is equal to or higher than the living allowance, the mobility allowance and the family allowance as set out in Annex 2 of the Agreement.

Did you receive any EU/Euratom operating grant during this reporting period?  YES  NO

If yes, pls indicate how many of the total person-months (see 'total beneficiary' above) were incurred DURING the period covered by the operating grant?

Number of person-months	
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**Checkbox 2:** If yes, can you confirm all of the following:

- the operating grant is a partial operating grant (i.e. does not cover your entire annual budget)
- you have used analytical accounting which allows for a cost accounting management with cost allocation keys and cost accounting codes
- you have recorded:
  - all costs incurred for the operating grant (i.e. personnel, general running costs and other operating costs linked to the work programme) and
  - all costs incurred for the action grants (including the indirect costs linked to the action)
- you have used allocation keys and cost accounting codes to identify and separate the recorded costs (i.e. to allocate them to either the action grant or the operating grant)
- you have done the allocation in a way that leads to a fair, objective, realistic result.

YES  NO

**The beneficiary hereby confirms that:**  
The information provided is complete, reliable and true.  
The costs declared are eligible (see Article 6).  
The costs can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 17, 18 and 22).

① Please declare all eligible costs, even if - for actual costs, unit costs and flat-rate costs - they exceed the amounts indicated in the estimated budget (see Annex 2). Only amounts that were declared in your individual financial statements can be taken into account lateron, in order to replace other costs

<sup>1</sup> See Article 6 for the eligibility conditions  
<sup>2</sup> The indirect costs claimed must be free of any amounts covered by an operating grant (received under any EU or Euratom funding programme; see Article 6.3(b)). If you have received an operating grant during this reporting period, indirect costs will not be reimbursed for the person-months incurred during the period covered by the operating grant, unless you can demonstrate that the operating grant does not cover any costs of the action.  
<sup>3</sup> See Article 5 for the forms of costs  
<sup>4</sup> See Annex 2a 'Additional information on the estimated budget' for the details on the costs per unit.  
<sup>5</sup> Total = costs per unit x number of units (person-months)  
<sup>6</sup> To be used if partner organisation has changed during the outgoing phase.