



COSME Programme

Multi-Partner Model Specific Agreement

for Framework Partnerships

(EASME SGA — Multi)

Version 2.0
21 December 2016

Disclaimer

This document is aimed at assisting applicants for EU 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 the action.



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

EU Model Grant Agreements: EASME SGA — Multi: V2.0 – 21.12.2016

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1.0		▪ Not applicable
2.0	21.12.2016	▪ Initial version



EUROPEAN COMMISSION
Executive Agency for Small and Medium-sized
Enterprises (EASME)

Director



MODEL SPECIFIC AGREEMENT FOR THE COSME PROGRAMME¹ (EASME SGA — MULTI)

- Footnotes 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 other EU MGAs is not applicable in this grant agreement.
- 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 partners 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.

SPECIFIC AGREEMENT

NUMBER [insert number] — [insert acronym]

This 'Specific Agreement' is between the following parties:

on the one part,

Executive Agency for Small and Medium-sized Enterprises (EASME) ('the Agency'), under the powers delegated by the European Commission ('the Commission'), represented for the purposes of signature of this Specific Agreement by [forename and surname], Director, or his/her duly authorised representative,²

and

on the other part,

¹ Regulation (EU) No 1287/2013 of the European Parliament and of the Council of 11 December 2013 establishing a Programme for the Competitiveness of Enterprises and small and medium-sized enterprises (COSME) (2014 - 2020) and repealing Decision No 1639/2006/EC.

² The person representing the Commission/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'.

1. ‘the coordinator’:

[full official name (short name)], established in [official address in full], [OPTION for partners with VAT: VAT number [insert number],] [OPTION for coordinators not receiving EU funding: as ‘partner not receiving EU funding’ (see Article 6a),] represented for the purposes of signing the Specific Agreement by [forename and surname, function],

and the following other partners, represented for the purposes of signing the Specific Agreement by the coordinator (see the mandate in Annex 3 3 FPA and Article 45 FPA):

2. [full official name (short name)], established in [official address in full], [OPTION for partners with VAT: VAT number [insert number],]

[OPTION for partners not carrying out action tasks under this SGA: X. [full official name (short name)], established in [official address in full], [OPTION for partners with VAT: VAT number [insert number],] as ‘partner not carrying out action tasks’]

[OPTION for partners not receiving EU funding under this SGA: X. [full official name (short name)], established in [official address in full], [OPTION for partners with VAT: VAT number [insert number],] as ‘partner not receiving EU funding’ (see Article 6a),]

[same for each partner]

[OPTION if the JRC is a partner: and X. the Joint Research Centre (JRC) established in [official address in full], if it signs the ‘Administrative Arrangement’ (see Annex 6)].

By entering into the Specific Agreement [OPTION if the JRC is a partner: or the Administrative Arrangement], the partners accept the grant and agree to implement the specific action, under their own responsibility and in accordance with the Framework Partnership Agreement and this Specific Agreement, with all the obligations and conditions they set out.

The Specific Agreement is composed of:

Terms and Conditions

Annex 1 Description of the action

Annex 2 Estimated budget for the action

Annex 2a [OPTION 1: Not applicable] [OPTION 2 for COSME Erasmus Young Entrepreneurs: Additional information on the estimated budget]

Annex 3 Model for the financial statements

Annex 4 Model for the certificate on the financial statements (CFS)

Annex 5 Not applicable

[OPTION if the JRC participates: Annex 6 Administrative Arrangement (JRC AA)]

TERMS AND CONDITIONS

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CHAPTER 1 GENERAL

ARTICLE 1 — SUBJECT OF THE AGREEMENT

This Agreement sets out the specific terms and conditions and rights and obligations applicable to the specific grant awarded to the partners for implementing a specific action under the Framework Partnership Agreement No [insert number] — [insert acronym] (**‘Framework Partnership Agreement (FPA)’**).

CHAPTER 2 ACTION

ARTICLE 2 — ACTION TO BE IMPLEMENTED

The specific action to be implemented is entitled [**insert title of the action in bold**] — [**insert acronym**] (**‘action’**) and is described in Annex 1.

ARTICLE 3 — DURATION AND STARTING DATE OF THE ACTION

The duration of the specific action will be [**insert number**] **months** as of [*OPTION 1 by default: the first day of the month following the date the Specific Agreement enters into force (see Article 13)*]³ [*OPTION 2 if needed for the action: [insert date]*]^{4,5} (**‘starting date of the action’**).

CHAPTER 3 SPECIFIC GRANT

ARTICLE 4 — GRANT AMOUNT, FORM OF GRANT, REIMBURSEMENT RATE AND FORMS OF COSTS

4.1 Maximum grant amount

The **‘maximum grant amount’** for the specific grant is **EUR [insert amount (insert amount in words)]**.

4.2 Form of grant, reimbursement rate and forms of costs

The grant reimburses [**...** %] of the action’s eligible costs (see Article 5) (**‘reimbursement of eligible costs grant’**) (see Annex 2).

³ Text in *italics* shows the options of the Model Grant Agreement that are applicable to this Agreement.

⁴ This date should normally be the 1.1.20xx.

If the Specific Agreement is signed only afterwards, this must explicitly be authorised and justified by the authorising officer (i.e. that the applicant can demonstrate the need to start the action before the entry into force of the Specific Agreement).

In any case, the starting date cannot be before the date of the submission of the application for the specific grant (Article 130 FR).

⁵ Text in *italics* shows the options of the Model Grant Agreement that are applicable to this Agreement.

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

Eligible costs (see Article 5) must be declared under the following forms ('forms of costs' or 'cost forms'):

- (a) for direct **personnel costs**: as actually incurred costs ('actual costs');
- (b) for direct **costs of subcontracting**: as actually incurred costs (**actual costs**);
- (c) for direct **costs of providing financial support to third parties**: *[OPTION 1 for COSME Erasmus Young Entrepreneurs (to be used if Article 9a applies): on the basis of the amount(s) per unit set out in Annex 2a ('unit costs')][OPTION 2: not applicable];*
- (d) for **other direct costs**: as actually incurred costs (**actual costs**);
- (e) for **indirect costs**: on the basis of a flat-rate applied as set out in Article 5.2.Point E ('flat-rate costs').

ARTICLE 5 — ELIGIBLE AND INELIGIBLE COSTS

5.1 General conditions for costs to be eligible

'Eligible costs' are costs that meet the following criteria:

- (a) for **actual costs**:
 - (i) they must be actually incurred by the partner;
 - (ii) they must be incurred in the period set out in Article 3, with the exception of costs relating to the submission of *[OPTION for actions with several RPs and interim payments: the periodic report for the last reporting period and]* the final report (see Article 11);
 - (iii) they must be indicated in the estimated budget set out in Annex 2;
 - (iv) they must be incurred in connection with the specific action as described in Annex 1 and necessary for its implementation;
 - (v) they must be identifiable and verifiable, in particular recorded in the partner's accounts in accordance with the accounting standards applicable in the country where the partner is established and with the partner's usual cost accounting practices;
 - (vi) they must comply with the applicable national law on taxes, labour and social security, and

- (vii) they must be reasonable, justified and must comply with the principle of sound financial management, in particular regarding economy and efficiency;

(b) for **unit costs**: *[OPTION 1: not applicable;]*

[OPTION 1 for COSME Erasmus Young Entrepreneurs (to be used if Article 9a applies):

(i) *they must be calculated as follows:*

{amounts per unit set out in Annex 2a

multiplied by

the number of actual units};

(ii) *the number of actual units must comply with the following conditions:*

- *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 FPA)]*

(c) for **flat-rate costs**:

- (i) they must be calculated by applying the flat-rate set out in Annex 2, and
- (ii) the costs (actual costs) to which the flat-rate is applied must comply with the conditions for eligibility set out in this Article;

(d) for **lump sum costs**: not applicable.

5.2 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 budget categories:

- A. direct personnel costs;
- B. direct costs of subcontracting;
- C. ***[OPTION 1 for COSME Erasmus Young Entrepreneurs (to be used if Article 9a applies): direct costs of providing financial support to third parties;]*** *[OPTION 2: not applicable;]*
- D. other direct costs;
- E. indirect costs.

‘Direct costs’ are costs that are directly linked to the action implementation and can therefore be attributed to it directly. They must not include any indirect costs (see Point E below).

‘Indirect costs’ are costs that are not directly linked to the specific action implementation and therefore cannot be attributed directly to it.

A. Direct personnel costs

Types of eligible personnel costs

A.1 Personnel costs are eligible, if they are related to personnel working for the partner under an employment contract (or equivalent appointing act) and assigned to the action (**‘costs for employees (or equivalent)’**). They must be limited to salaries, social security contributions, taxes and other costs included in the **remuneration**, if they arise from national law or the employment contract (or equivalent appointing act).

They may include **additional remuneration** for personnel assigned to the specific action (including payments on the basis of supplementary contracts regardless of their nature), if:

- (a) it is part of the partner’s usual remuneration practices and is paid in a consistent manner whenever the same kind of work or expertise is required;
- (b) the criteria used to calculate the supplementary payments are objective and generally applied by the partner, regardless of the source of funding used.

A.2 The **costs for natural persons working under a direct contract** with the partner other than an employment contract or **seconded by a third party against payment** are eligible personnel costs, if:

- (a) the person works under the partner’s instructions and, unless otherwise agreed with the partner, on the partner’s premises;
- (b) the result of the work carried out belongs to the partner, and
- (c) the costs are not significantly different from those for personnel performing similar tasks under an employment contract with the partner.

Calculation

Personnel costs must be calculated by the partners as follows:

- for persons **working exclusively on the action:**

{ monthly rate for the person

multiplied by

number of actual months worked on the action }

The months declared for these persons may not be declared for any other EU or Euratom grant.

The ‘**monthly rate**’ is calculated as follows:

{ annual personnel costs for the person
divided by
12 }

using the personnel costs for each full financial year covered by the reporting period concerned. If a financial year is not closed at the end of the reporting period, the partners must use the monthly rate of the last closed financial year available.

- for all **other** persons:

{ daily rate for the person
multiplied by
number of actual days worked on the action (rounded up or down to the nearest half-day) }

The number of actual days declared for a person must be identifiable and verifiable (see Article 13).

The total number of days declared in EU or Euratom grants, for a person for a year, cannot be higher than the annual productive days used for the calculations of the daily rate. Therefore, the maximum number of days that can be declared for the grant are:

{ number of annual productive days for the year (see below)
minus
total number of days declared by the beneficiary, for that person for that year, for other EU or Euratom grants }.

The ‘**daily rate**’ is calculated as follows:

{ annual personnel costs for the person
divided by
number of individual annual productive days }.

using the personnel costs and the number of annual productive days for each full financial year covered by the reporting period concerned. If a financial year is not closed at the end of the reporting period, the partners must use the daily rate of the last closed financial year available.

The ‘number of individual annual productive days’ is the total actual days worked by the person in the year. It may not include holidays and other absences (such as

sick leave, maternity leave, special leave, etc). However, it may include overtime and time spent in meetings, trainings and other similar activities.

B. Direct costs of subcontracting (including related duties, taxes and charges such as non-deductible value added tax (VAT) paid by beneficiaries that are not public bodies acting as public authority) are eligible if the conditions in Article 8.1.1 are met.

C. Direct costs of providing financial support to third parties

[OPTION 1a if Article 9a.1 applies: C.1 Direct costs of providing financial support are eligible if the conditions set out in Article 9a.1.1 are met.]

[OPTION 1b if Article 9a.2 applies: C.2 Direct costs of providing financial support in the form of prizes are eligible if the conditions set out in Article 9a.2.1 are met.]

[OPTION 2: Not applicable]

D. Other direct costs

D.1 Travel costs and related subsistence allowances (including related duties, taxes and charges such as non-deductible value added tax (VAT) paid by beneficiaries that are not public bodies acting as public authority) are eligible if they are in line with the partner's usual practices on travel.

D.2 The depreciation costs for equipment, infrastructure or other assets (new or second-hand) as recorded in the partner's accounts are eligible, if they were purchased in accordance with Article 7.1.1 and written off in accordance with international accounting standards and the partner's usual accounting practices.

The **costs of renting or leasing** equipment, infrastructure or other assets (including related duties, taxes and charges such as non-deductible value added tax (VAT) paid by beneficiaries that are not public bodies acting as public authority) are also eligible, if they do not exceed the depreciation costs of similar equipment, infrastructure or assets and do not include any financing fees.

The only portion of the costs that will be taken into account is that which corresponds to the duration of the action and rate of actual use for the purposes of the action.

D.3 Costs for other goods and services (including related duties, taxes and charges such as non-deductible value added tax (VAT) paid by beneficiaries that are not public bodies acting as public authority) are eligible, if they are purchased specifically for the specific action and in accordance with Article 7.1.1.

Such goods and services include, for instance, consumables and supplies, dissemination, protection of results, certificates on the financial statements (if they are required by the Agreement), translations and publications.

E. Indirect costs

Indirect costs are eligible if they are declared on the basis of the flat-rate of 7% of the eligible direct costs (see Article 4.2 and Points A, B and D above)

Partners receiving an operating grant⁶ financed by the EU or Euratom budget cannot declare indirect costs for the period covered by the operating grant.

5.3 Conditions for costs of affiliated entities to be eligible

[OPTION 1 to be used if Article 16 FPA applies: Costs incurred by affiliated entities are eligible, if they fulfil — mutatis mutandis — the general and specific conditions for eligibility set out in this Article (Article 5.1 and 5.2) and Article 9.1.1.]

[OPTION 2: Not applicable]

5.4 Ineligible costs

‘**Ineligible costs**’ are:

- (a) costs that do not comply with the conditions set out above (Article 5.1 to 5.3), in particular:
 - (i) costs related to return on capital;
 - (ii) debt and debt service charges;
 - (iii) provisions for future losses or debts;
 - (iv) interest owed;
 - (v) doubtful debts;
 - (vi) currency exchange losses;
 - (vii) bank costs charged by the partner’s bank for transfers from the Agency;
 - (viii) excessive or reckless expenditure;
 - (ix) deductible VAT;
 - (x) costs incurred during suspension of the implementation of the action (see Article 38 FPA);
 - (xi) in-kind contributions provided by third parties;

⁶ For the definition, see Article 121(1)(b) of 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 (‘**Financial Regulation No 966/2012**’) (OJ L 218, 26.10.2012, p.1): ‘**operating grant**’ means direct financial contribution, by way of donation, from the budget in order to finance the functioning of a body which pursues an aim of general EU interest or has an objective forming part of and supporting an EU policy.

- (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 partner is already receiving an operating grant financed by the EU or Euratom budget in the same period;
- (c) costs for staff of a national (or local) administration, for activities that are part of the administration's normal activities (i.e. not undertaken only because of the grant);
- (d) costs (especially travel and subsistence costs) for staff or representatives of EU institutions, bodies or agencies[;][.]

*[(e) **OPTION for cost categories explicitly excluded in the work programme and call for proposals**⁷: [insert name of excluded cost category]].*

5.5 Consequences of declaration of ineligible costs

Declared costs that are ineligible will be rejected (see Article 31 FPA).

This may also lead to any of the other measures described in Section 5 of Chapter 3 of the Framework Partnership Agreement.

⁷ If no call for proposals, read as 'invitation to submit a proposal'.

CHAPTER 4 RIGHTS AND OBLIGATIONS OF THE PARTIES

SECTION 1 RIGHTS AND OBLIGATIONS RELATED TO IMPLEMENTING THE SPECIFIC ACTION

ARTICLE 6 — RESOURCES TO IMPLEMENT THE ACTION — THIRD PARTIES INVOLVED IN THE ACTION

The partners must have the appropriate resources to implement the specific action.

If it is necessary to implement the specific action, the partners may:

- purchase goods, works and services (see Article 7);
- call upon subcontractors to implement action tasks described in Annex 1 (see Article 8);
- call upon affiliated entities to implement action tasks described in Annex 1 (see Article 9).

In these cases, the partners retain sole responsibility towards the Agency and the other partners for implementing the specific action.

ARTICLE 6a — IMPLEMENTATION OF ACTION TASKS BY PARTNERS NOT RECEIVING EU FUNDING

[OPTION 1 by default: Not applicable]

[OPTION 2 for partners not receiving EU funding: 6a.1 Rules for the implementation of action tasks by partners not receiving EU funding

Partners not receiving EU funding must implement the specific action tasks attributed to them in Annex 1 according to Article 12 of the Framework Partnership Agreement.

Their costs are estimated in Annex 2 but:

- *will not be reimbursed and*
- *will not be taken into account for the calculation of the grant (see Articles 4 and 12 SGA, and Article 10 FPA).*

[OPTION A, to be used if the partner not receiving EU funding IS NOT the coordinator and does not have affiliated entities receiving EU funding: Articles 4, 5, 7 to 9a, 11.3(b), 11.4(b), 11.6, 12 of the Specific Agreement and Articles 18.1.2, 29, 31, 32, 33,36, 37 of the Framework Partnership Agreement do not apply to [OPTION 1 by default: these partners][OPTION 2 if more than one of the three options apply to the grant: [insert short name of the partner's name]].

[They][The partner] will not be subject to financial checks, reviews and audits under Article 22 of the Framework Partnership Agreement.]

[OPTION B, to be used if the partner/coordinator not receiving EU funding has affiliated entities receiving EU funding: Articles 4, 5, 7 to 9a, 11.6 of the Specific Agreement and Article 29 of the Framework Partnership Agreement do not apply to [OPTION 1 by default: these partners][OPTION 2 if more than one of the three options apply to the grant: [insert short name of the partner's name]].

[These partners][The partner] will not be subject to financial checks, reviews and audits under Article 22 of the Framework Partnership Agreement for [their][its] own costs.]

[OPTION C, to be used if the partner not receiving EU funding IS the coordinator and does not have affiliated entities receiving EU funding: Articles 4, 5, 7 to 9a, 11.6 of the Specific Agreement and Articles 18.1.2, , 29 of the Framework Partnership Agreement do not apply to [OPTION 1 by default: these partners][OPTION 2 if more than one of the three options apply to the grant: [insert short name of the partner]].

[They][The partner] will not be subject to financial checks, reviews and audits under Article 22 of the Framework Partnership Agreement for [their][its] own costs.

6a.2 Consequences of non-compliance

If a partner not receiving EU funding breaches any of its obligations under this Article, its participation of the Agreement may be terminated (see Article 39 FPA).

Such breaches may also lead to any of the other measures described in Section 5 of Chapter 3 of the Framework Partnership Agreement that are applicable to it.]

ARTICLE 7 — PURCHASE OF GOODS, WORKS OR SERVICES

7.1 Rules for purchasing goods, works or services

7.1.1 If necessary to implement the specific action, the partners may purchase goods, works or services.

The partners must make such purchases ensuring the best value for money or, if appropriate, the lowest price. In doing so, they must avoid any conflict of interests (see Article 25 FPA).

The partners must ensure that the Agency, the Commission, the European Court of Auditors (ECA) and the European Anti-Fraud Office (OLAF) can exercise their rights under Articles 22 and 23 FPA also towards their contractors.

7.1.2 Partners that are ‘contracting authorities’ within the meaning of Directive 2004/18/EC⁸ (or 2014/24/EU⁹) or ‘contracting entities’ within the meaning of Directive

⁸ Directive 2004/18/EC of the European Parliament and of the Council of 31 March 2004 on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts (OJ L 134, 30.04.2004, p. 114).

2004/17/EC¹⁰ (or 2014/25/EU¹¹) must comply with the applicable national law on public procurement.

7.2 Consequences of non-compliance

If a partner breaches any of its obligations under Article 7.1.1, the costs related to the contract concerned will be ineligible (see Article 5) and will be rejected (see Article 31 FPA).

If a partner breaches any of its obligations under Article 7.1.2, the specific grant may be reduced (see Article 32 FPA).

Such breaches may also lead to any of the other measures described in Section 5 of Chapter 3 of the Framework Partnership Agreement.

ARTICLE 8 — IMPLEMENTATION OF ACTION TASKS BY SUBCONTRACTORS

8.1 Rules for subcontracting action tasks

8.1.1 If necessary to implement the specific action, the partners may award subcontracts covering the implementation of certain action tasks described in Annex 1.

Subcontracting may cover only a limited part of the specific action.

The partners must award the subcontracts ensuring the best value for money or, if appropriate, the lowest price. In doing so, they must avoid any conflict of interests (see Article 25 FPA).

The tasks to be subcontracted and the estimated cost for each subcontract must be set out in Annex 1 and the total estimated costs of subcontracting per partner must be set out in Annex 2. The Agency may however approve subcontracts not set out in those Annexes without amendment (see Article 44 FPA), if:

- they are specifically justified in the [periodic] technical report, and
- they do not entail changes to the Specific Agreement which would call into question the decision awarding the specific grant or breach the principle of equal treatment of applicants.

The partners must ensure that the Agency, the Commission, the European Court of Auditors (ECA) and the European Anti-Fraud Office (OLAF) can exercise their rights under Articles 22 and 23 FPA also towards its subcontractors.

⁹ Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65).

¹⁰ Directive 2004/17/EC of the European Parliament and of the Council of 31 March 2004 coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors (OJ L 134, 30.04.2004, p. 1).

¹¹ Directive 2014/25/EU of the European Parliament and of the Council of 26 February 2014 on procurement by entities operating in the water, energy, transport and postal services sectors and repealing Directive 2004/17/EC (OJ L 94, 28.3.2014, p. 243).

8.1.2 The partners must ensure that their obligations under Articles 25, 26, 27 and 35 FPA also apply to the subcontractors.

Partners that are ‘contracting authorities’ within the meaning of Directive 2004/18/EC (or 2014/24/EU) or ‘contracting entities’ within the meaning of Directive 2004/17/EC (or 2014/25/EU) must comply with the applicable national law on public procurement.

8.2 Consequences of non-compliance

If a partner breaches any of its obligations under Article 8.1.1, the costs related to the subcontract concerned will be ineligible (see Article 5) and will be rejected (see Article 31 FPA).

If a partner breaches any of its obligations under Article 8.1.2, the specific grant may be reduced (see Article 32 FPA).

Such breaches may also lead to any of the other measures described in Section 5 of Chapter 3 of the Framework Partnership Agreement.

ARTICLE 9 — IMPLEMENTATION OF ACTION TASKS BY AFFILIATED ENTITIES

[OPTION 1 to be used if Article 16 FPA applies: 9.1 Rules for calling upon affiliated entities to implement part of the action

9.1.1 The affiliated entities listed in Article 16 FPA may implement action tasks attributed to them in Annex 1.

They may declare as eligible the costs they incur for implementing the action tasks in accordance with Article 5.

The partners must ensure that the Agency, the Commission, the European Court of Auditors (ECA) and the European Anti-Fraud Office (OLAF) can exercise their rights under Articles 22 and 23 FPA also towards its affiliated entities.

9.1.2 The partners must ensure that its obligations under Articles 18, 20, 25, 26 and 27 FPA also apply to their affiliated entities.

9.2 Consequences of non-compliance

If any obligation under Article 9.1.1 is breached, the costs of the affiliated entity will be ineligible (see Article 5) and will be rejected (see Article 31 FPA).

If any obligation under Article 9.1.2 is breached, the specific grant may be reduced (see Article 32 FPA).

Such breaches may also lead to any of the other measures described in Section 5 of Chapter 3 of the Framework Partnership Agreement.]

[OPTION 2: Not applicable]

ARTICLE 9a — FINANCIAL SUPPORT TO THIRD PARTIES

9a.1 Rules for providing financial support to third parties

[OPTION 1 for COSME Erasmus Young Entrepreneurs, to be used if foreseen in the work programme and call for proposals: 9a.1.1 The partners must provide financial support in accordance with the conditions set out in Annex 1.

At a minimum, these conditions must include:

(a) the maximum amount of financial support for each third party.

The maximum amount may not exceed EUR 6 600 for each third party;

(b) the criteria for calculating the exact amount of the financial support;

(c) the different types of activity that qualify for financial support, on the basis of a closed list;

(d) the persons or categories of persons that may receive financial support, and

(e) the criteria for giving financial support.

The partners must ensure that the Agency, the Commission, the European Court of Auditors (ECA) and the European Anti-Fraud Office (OLAF) can exercise their rights under Articles 22 and 23 FPA also towards the third parties receiving financial support.

9a.1.2 The partners must ensure that their obligations under Articles 25, 26, 27 and 35 FPA also apply to the third parties receiving financial support.]

[OPTION 2: Not applicable]

9a.2 Financial support in the form of prizes

[OPTION 1 to be used if foreseen in the work programme and call for proposals: 9a.2.1 The partners must provide prizes in accordance with the conditions described in Annex 1.

At a minimum, these conditions must include:

(a) the conditions for participation;

(b) the award criteria;

(c) the amount of the prize, and

(d) the payment arrangements.

The partners must ensure that the Agency, the Commission, the European Court of Auditors (ECA) and the European Anti-Fraud Office (OLAF) can exercise their rights under Articles 22 and 23 FPA also towards the third parties receiving a prize.

9a.2.2 The partners must ensure that their obligations under Articles 25, 26, 27 and 35 FPA also apply to the third parties receiving a prize.]

[OPTION 2: Not applicable]

9a.3 Consequences of non-compliance

[OPTION 1 to be used if 9a.1 and/or 9a.2 are applicable: If a partner breaches any of its obligations under Articles 9a.1.1 or 9a.2.1, the costs related to the financial support or prize will be ineligible (see Article 5) and will be rejected (see Article 31 FPA).

If a partner breaches any of its obligations under Articles 9a.1.2 or 9a.2.2, the specific grant may be reduced (see Article 32 FPA).

Such breaches may also lead to any of the other measures described in Section 5 of Chapter 3 of the Framework Partnership Agreement.]

[OPTION 2: Not applicable]

SECTION 2 RIGHTS AND OBLIGATIONS RELATED TO THE GRANT ADMINISTRATION

ARTICLE 10 — SUBMISSION OF DELIVERABLES

10.1 Obligation to submit deliverables

The coordinator must submit:

- *[OPTION if applicable to the grant: the following ‘progress report(s)’:*
 - *a first progress report by [insert date], covering the period from month 1 to month [A];*
 - *a second progress report by [insert date], covering the period from month [A+1] to month [B];*
[same for other progress reports]]
- *the ‘deliverables’ identified in Annex 1, in accordance with the timing and conditions set out in it.*

10.2 Consequences of non-compliance

If the coordinator breaches any of its obligations under this Article, the Agency may apply any of the measures described in Section 5 of Chapter 3 of the Framework Partnership Agreement.

ARTICLE 11 — REPORTING — PAYMENT REQUESTS

11.1 Obligation to submit reports

The coordinator must submit to the Agency (see Article 41 FPA) the technical and financial report(s) set out in this Article. *[OPTION 1 for actions with one RP and NO interim payments: This report includes][OPTION 2 for actions with several RPs and interim payments: These reports include]* the request(s) for payment and must be drawn up using the forms and templates provided in the electronic exchange system (see Article 41 FPA).

11.2 Reporting periods

The specific action has *[OPTION 1 for actions with one RP and NO interim payments: has one 'reporting period']**[OPTION 2 for actions with several RPs and interim payments: is divided into the following 'reporting periods']*:

RP1: from month 1 to month [X]
[- RP2: from month [X+1] to month [Y]
[same for other RPs]]

11.2a Request(s) for further pre-financing payment(s)

Not applicable

[OPTION 1 for actions with one RP and NO interim payments: 11.3 Periodic reports — Requests for interim payments

Not applicable]

11.4 Final report — Request for payment of the balance

The coordinator must submit — within 60 days following the end of the reporting period — a final report, which includes the request for payment of the balance.

The final report must include the following:

(a) a **'final technical report'** containing:

- (i) an **explanation of the work carried out** by the partners;
- (ii) an **overview of the implementation** of the specific 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;

- (iii) a **summary** for publication by the Agency;

(iv) *the answers to the ‘questionnaire’, covering issues related to the action implementation and its impact;*

(b) a **‘final financial report’** containing:

(i) an **‘individual financial statement’** (see Annex 3) from each partner [and from each affiliated entity], for the reporting period.

The individual financial statement must detail the eligible costs (actual costs[, unit costs] and flat-rate costs [and lump sum costs]; see Article 6) for each budget category (see Annex 2).

The partners [and affiliated entities] must 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). Amounts which are not declared in the individual financial statement will not be taken into account by the Agency.

*The individual financial statements must also detail the **receipts of the action** (see Article 10.3.3 FPA).*

*Each partner [and each affiliated entity] must **certify** that:*

- *the information provided is full, reliable and true;*
- *the costs declared are eligible (see Article 5);*
- *the costs can be substantiated by adequate records and supporting documentation (see Article 18 FPA) that will be produced upon request (see Article 17 FPA) or in the context of checks, reviews, audits and investigations (see Article 22 FPA), and*
- *that all the receipts have been declared (see Article 10.3.3 FPA);*

(ii) an **explanation** of the **use of resources** and the information on subcontracting (see Article 8) from each partner [and from each affiliated entity], for the reporting period;

(iii) [**OPTION A if the JRC is a partner:** information on the amount of the balance to be paid by the Agency to the Joint Research Centre (JRC);][**OPTION B:** not applicable;]

(iv) a **‘final summary financial statement’**, created automatically by the electronic exchange system, consolidating the individual financial statement(s) for the reporting period and including the **request for payment of the balance**;

(v) a **‘certificate on the financial statements’** (drawn up in accordance with Annex 4) for each partner [and for each affiliated entity], if:

- *it requests an EU contribution of EUR 325 000 or more as reimbursement of actual costs and*
- *the maximum EU contribution indicated, for that partner [or affiliated entity], in the estimated budget (see Annex 2) as reimbursement of actual costs is EUR 750 000 or more[.]*

[OPTION to be used for public body/international organisation partners/affiliated entities for which the RAO waives the certificate¹²: — except for the following partners [or affiliated entities]:

- *[short name of partner/affiliated entity]*
- *[short name of partner/affiliated entity].]]*

[OPTION 2 for actions with several RPs and interim payments: 11.3 Periodic reports — Requests for interim payments

The coordinator 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 partners;*
- (ii) an **overview of the progress** towards the objectives of the specific 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;

- (iii) a **summary** for publication by the Agency;*
- (iv) the answers to the **'questionnaire'**, covering issues related to the action implementation and its impact;*

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

- (i) an **'individual financial statement'** (see Annex 3) from each partner [and from each affiliated entity], for the reporting period concerned.*

The individual financial statement must detail the eligible costs (actual costs[, unit costs] and flat-rate costs [and lump sum costs]; see Article 5) for each budget category (see Annex 2).

¹² See Article 207 RAP.

The partners [and affiliated entities] must 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). Amounts which are not declared in the individual financial statement will not be taken into account by the Agency.

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

*The individual financial statements of the last reporting period must also detail the **receipts of the specific action** (see Article 10.3.3 FPA).*

*Each partner [and each affiliated entity] must **certify** that:*

- *the information provided is full, reliable and true;*
 - *the costs declared are eligible (see Article 5);*
 - *the costs can be substantiated by adequate records and supporting documentation (see Article 18 FPA) that will be produced upon request (see Article 17 FPA) or in the context of checks, reviews, audits and investigations (see Article 22 FPA), and*
 - *for the last reporting period: that all the receipts have been declared (see Article 10.3.3 FPA);*
- (ii) *an **explanation of the use of resources** and the information on subcontracting (see Article 8) from each partner [and from each affiliated entity], for the reporting period concerned;*
- (iii) *[**OPTION A if the JRC is a partner:** information on the amount of each interim payment and payment of the balance to be paid by the Agency to the Joint Research Centre (JRC);][**OPTION B:** not applicable;]*
- (iv) *a ‘**periodic summary financial statement**’, created automatically by the electronic exchange system, consolidating the individual financial statements for the reporting period concerned and including — except for the last reporting period — the **request for interim payment**;*
- (v) *a ‘**certificate on the financial statements**’ (drawn up in accordance with Annex 4) for each partner [and for each affiliated entity], if:*
- *the (cumulative) amount of EU contribution it requests as reimbursement of actual costs (and for which no certificate has yet been submitted) is EUR 325 000 or more and*

- *the maximum EU contribution indicated, for that partner [or affiliated entity], in the estimated budget (see Annex 2) as reimbursement of actual costs is EUR 750 000 or more[.]*

[OPTION to be used for public body/international organisation partners/affiliated entities for which the RAO waives the certificate¹³: — except for the following partners [or affiliated entities]:

- *[short name of partner/affiliated entity]*
- *[short name of partner/affiliated entity].]]*

11.4 Final report — Request for payment of the balance

In addition to the periodic report for the last reporting period, the coordinator 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 dissemination;*
 - (ii) *the conclusions on the action;*
 - (iii) *not applicable;*
- (b) *a 'final financial report' containing a 'final summary financial statement', created automatically by the electronic exchange system, consolidating the individual financial statements for all reporting periods and including the request for payment of the balance.]*

11.5 Information on cumulative expenditure incurred

[OPTION 1 for grants above EUR 5 million with reporting periods beyond 18 months¹⁴: In addition to the reporting requirements set out above, the coordinator must inform the Agency by [31 December][30 November] each year of the cumulative expenditure incurred by the partners from the start date of the action.

This information is required for the Commission's accounting purposes and will not be used to calculate the final grant amount.]

[OPTION 2: Not applicable]

11.6 Currency for financial statements and conversion into euro

Financial statements must be drafted in euro.

¹³ See Article 207 RAP.

¹⁴ To be added in the case of grants of more than EUR 5 million for which a pre-financing is paid and the reporting periods for interim payments or payments of the balance exceed eighteen months.

Partners *[and affiliated entities]* with accounting established in a currency other than the euro, must convert the costs recorded in their accounts into euro at the average of the daily exchange rates published in the C series of the *Official Journal of the European Union* calculated over the corresponding reporting period.

If no daily euro exchange rate is published in the *Official Journal of the European Union* for the currency in question, they must be converted at the average of the monthly accounting rates published on the Commission's website calculated over the corresponding reporting period.

Partners *[and affiliated entities]* with accounting established in euro, must convert costs incurred in another currency into euro according to their usual accounting practices.

11.7 Language of reports

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

11.8 Consequences of non-compliance

If the report(s) submitted do not comply with this Article, the Agency may suspend the payment deadline (see Article 36 FPA) and apply any of the other measures described in Section 5 of Chapter 3 of the Framework Partnership Agreement.

If the coordinator 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 Specific Agreement (see Article 39 FPA) or apply any of the other measures described in Section 5 of Chapter 3 of the Framework Partnership Agreement.

ARTICLE 12 — PAYMENTS AND PAYMENT ARRANGEMENTS

12.1 Payments to be made

The following payments will be made to the coordinator:

- a **pre-financing payment**;
- *[OPTION for actions with several RPs and interim payments: one or more interim payments, on the basis of the request(s) for interim payment (see Article 11), and]*
- one **payment of the balance**, on the basis of the request for payment of the balance (see Article 11).

12.2 Pre-financing payment — Amount [— Pre-financing guarantee(s)]

The aim of the pre-financing is to provide the partners 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 37 FPA applies — make the pre-financing payment to the coordinator within 30 days, either from the entry into force of the Specific Agreement (see Article 13) or from 10 days before the starting date of the specific action (see Article 3) [**OPTION if Agency requires a pre-financing guarantee: or from receiving the pre-financing guarantee**], whichever is the latest.

[OPTION if the Agency requires one or more pre-financing guarantee(s)¹⁵: The payment of the pre-financing will be conditional on receiving a financial guarantee of EUR [insert amount** (*insert amount in words*)].**

The guarantee(s) must fulfil the following conditions:

- (a) be provided by a bank or an approved financial institution or — if requested by the coordinator and accepted by the Agency — by a third party;*
- (b) the guarantor stands as first-call guarantor and does not require the Agency to first have recourse against the principal debtor (i.e. the partner concerned), and*
- (c) remain explicitly in force until the payment of the balance and, if payment of the balance takes the form of recovery, until three months after the debit note is notified to a partner.*

The guarantee(s) will be released within the following month.]

[OPTION if the JRC is a partner: Moreover, the part of the pre-financing payment related to the Joint Research Centre (JRC) ([insert amount** (*insert amount in words*))] is not paid to the coordinator, but kept by the Agency for the JRC]**

12.3 Interim payments — Amount — Calculation

[OPTION 1 for actions with one RP and NO interim payments: Not applicable]

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

The Agency will pay to the coordinator the amount due as interim payment within 90 days from receiving the periodic report (see Article 11), except if Articles 36 or 37 FPA apply.

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

¹⁵ A pre-financing guarantee may be required by the responsible authorising officer (RAO), if s/he considers it necessary (i.e. appropriate and proportionate), to limit the financial risks connected with the payment of pre-financing: Pre-financing guarantees may not be requested for low-value grants (see Article 134 of the Financial Regulation).

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

Step 1 — Application of the reimbursement rate

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

12.3.1 Step 1 — Application of the reimbursement rate

The reimbursement rate (see Article 4.2) are applied to the eligible costs (actual costs[, unit costs,] flat-rate costs [and lump sum costs]; see Article 5) declared by the partners [and the affiliated entities] (see Article 11) and approved by the Agency (see above) for the concerned reporting period.

12.3.2 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 4.1. The maximum amount for the interim payment will be calculated as follows:

{90% of the maximum grant amount (see Article 4.1)

minus

{pre-financing and previous interim payments}].

12.4 Payment of the balance — Amount — Calculation

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

If the total amount of earlier payments is greater than the final grant amount (see Article 10 FPA), the payment of the balance takes the form of a recovery (see Article 33 FPA).

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 final report (see Article 11), except if Articles 36 or 37 FPA apply.

Payment is subject to the approval of the final report. Its approval does not imply recognition of 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 10 FPA:

{final grant amount (see Article 10 FPA)

minus

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

If the balance is positive, it will be paid to the coordinator.

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

If the balance is negative, it will be recovered from the coordinator (see Article 33 FPA).

12.5 Notification of amounts due

When making payments, the Agency will formally notify to the partner the amount due specifying that it concerns [*OPTION for actions with several RPs and interim payments: 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 specific grant or recovery of undue amounts, the notification will be preceded by the contradictory procedure set out in Articles 32 and 33 FPA.

12.6 Currency for payments

The Agency will make all payments in euro.

12.7 Payments to the coordinator — Distribution to the partners

Payments will be made to the coordinator.

Payments to the coordinator will discharge the Agency from its payment obligation.

The coordinator must distribute the payments between the partners without unjustified delay.

Pre-financing may however be distributed only:

- a) if 90% of the partners have acceded to the Framework and Specific Agreement (see Article 45 FPA) and
- b) to partners that have entered into the Specific Agreement (see Article 45 FPA).

12.8 Bank account for payments

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): [...]

[IBAN code: [...]]¹⁶

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

12.10 Date of payment

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

12.11 Consequences of non-compliance

12.11.1 If the Agency does not pay within the payment deadlines (see above), the partners are 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 coordinator only upon request submitted within two months of receiving the late payment.

Late-payment interest is not due if all partners are EU Member States (including regional and local government authorities or other public bodies acting on behalf of a Member State for the purpose of the Framework Partnership Agreement and the Specific Agreement).

Suspension of the payment deadline or payments (see Articles 36 and 37 FPA) 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.

12.11.2 If the coordinator breaches any of its obligations under this Article, the specific grant may be reduced (see Article 32 FPA) and the Specific Agreement or the participation of the coordinator may be terminated (see Article 39 FPA).

Such breaches may also lead to any of the other measures described in Section 5 of Chapter 3 of the Framework Partnership Agreement.

¹⁶ BIC or SWIFT code applies to for countries if the IBAN code does not apply.

CHAPTER 5 FINAL PROVISIONS

ARTICLE 13 — ENTRY INTO FORCE OF THE SPECIFIC AGREEMENT

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

SIGNATURES

For the coordinator

[function/forename/surname]
[electronic signature]

Done in [English] on [electronic time stamp]

For the Agency

[forename/surname]
[electronic signature]

Done in [English] on [electronic time stamp]

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

EU Model Grant Agreements: EASME SGA — Multi: V2.0 – 21.12.2016

ANNEX 1

DESCRIPTION OF THE ACTION

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landscape

MODEL ANNEX 2 EASME SGA — MULTI

ESTIMATED BUDGET FOR THE ACTION

Cost form ⁶	Estimated eligible ¹ costs (per budget category)					EU contribution				Action's estimated receipts			Additional information	
	A. Direct personnel costs	B. Direct costs of subcontracting	[C. Direct costs of financial support]	D. Other direct costs	E. Indirect costs ²	Total costs	Reimbursement rate ³ %	Maximum EU contribution ⁴	Maximum grant amount ⁵	Income generated by the action	Financial contributions given by third parties to the partners	Action's total receipts		Estimated costs of partners/affiliated entities not receiving EU funding
	A.1 Employees (or equivalent) A.2 Natural persons under direct contract and seconded persons		[C.1 Financial support] [C.2 Prizes]	D.1 Travel D.2 Equipment D.3 Other goods and services										
	Actual	Actual	Unit	Actual	Flat-rate ⁷ 7%					j	k	l = j+k	m	
	a	b	c	d	e = 0,07 * (a + b + d)	f = a + b + c + d + e	g	h = g * f	i					
1. [short name partner]														
[short name affiliated entity not receiving funding]														
[short name affiliated entity not receiving EU funding]														
Total partner														
2. [short name partner]														
[short name affiliated entity]														
Total partner														
X. [short name partner not receiving EU funding] ⁸														
[short name affiliated entity] ⁹														
Total consortium														

¹ See Article 5 SGA for the eligibility conditions.

² The indirect costs claimed must be free of any amounts covered by an operating grant (received under any EU or Euratom funding programme). A partner that receives an operating grant during the duration of the action cannot claim any indirect costs for the year(s) covered by the operating grant (see Article 5.2.E SGA).

³ See Article 4.2 SGA for the reimbursement rate.

⁴ This is the *theoretical* amount of the EU contribution, if the reimbursement rate is applied to all the budgeted costs. This *theoretical* amount is capped by the 'maximum grant amount'.

⁵ The 'maximum grant amount' is the maximum grant amount decided by the Agency. It normally corresponds to the requested grant, but may be lower.

⁶ See Article 4 SGA for the cost forms.

⁷ Flat rate : 7% of eligible direct costs.

⁸ See Article 6a for Partners not receiving EU funding

⁹ Only for affiliated entities receiving EU funding

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MODEL ANNEX 2 EASME SGA — MULTI (OPTION for Erasmus Young Entrepreneurs)

ESTIMATED BUDGET FOR THE ACTION

Cost form ⁶	Estimated eligible ¹ costs (per budget category)					EU contribution			Action's estimated receipts			Additional information		
	A. Direct personnel costs	B. Direct costs of subcontracting	C. Direct costs of financial support	D. Other direct costs	E. Indirect costs ²	Total costs	Reimbursement rate % ³	Maximum EU contribution ⁴	Maximum grant amount ⁵	Income generated by the action	Financial contributions given by third parties to the partners		Action's total receipts	Estimated costs of partners/affiliated entities not receiving EU funding
	A.1 Employees (or equivalent) A.2 Natural persons under direct contract and seconded persons		C.1 Financial support	D.1 Travel D.2 Equipment D.3 Other goods and services	E. Indirect costs ² Flat-rate ⁷ 7%									
	Actual	Actual	Unit	Actual	e = 0,07 * (a + b + d)	f = a + b + c + d + e	g	h = g * f	i					
1. [short name partner]														
[short name affiliated entity 1.a]														
[short name affiliated entity not receiving funding]														
Total partner														
2. [short name partner]														
[short name affiliated entity]														
Total partner														
X. [shortname partner not receiving EU funding] ⁸														
[short name affiliated entity] ⁹														
Total consortium														

¹ See Article 5 SGA for the eligibility conditions.

² The indirect costs claimed must be free of any amounts covered by an operating grant (receive d under any EU or Euratom funding programme). A partner that receives an operating grant during the duration of the action cannot claim any indirect costs for the year(s) covered by the operating grant (see Article 5.2.E SGA).

³ See Article 4.2 SGA for the reimbursement rate.

⁴ This is the *theoretical* amount of the EU contribution, if the reimbursement rate is applied to all the budgeted costs. This *theoretical* amount is capped by the 'maximum grant amount'.

⁵ The 'maximum grant amount' is the maximum grant amount decided by the Agency. It normally corresponds to the requested grant, but may be lower.

⁶ See Article 4 SGA for the cost forms.

⁷ Flat rate : 7% of eligible direct costs.

⁸ See Article 8 for partners not receiving EU funding.

⁹ Only for affiliated entities receiving EU funding.

[OPTION for COSME Erasmus Young Entrepreneurs:

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.

COSME Erasmus Young Entrepreneurs unit costs

Costs of providing financial support to third parties

Units: months spent by the new entrepreneurs (third parties) in the host countries (‘person-months’)

Amount(s) per unit*: see (for each partner/affiliated entity) the ‘unit cost table’ attached

* Amount(s) set out in the following table:

[insert EYE Quality Manual table in force at the time of the call]

Estimated number of units: see (for each partner/affiliated entity) the ‘unit cost table’ attached

Unit cost table (COSME Erasmus young entrepreneurs unit cost)¹


Partners	Country of stay / Host country	Monthly financial support (amount(s) per unit*)	Estimated person-months (estimated number of units)	Total
		a	b	c = a * b
Partner 1				
[Affiliated entity 1a]				

¹ Data will be taken from the ‘detailed budget template’ that serves to prepare the proposal.

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

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Partner 2				
[Affiliated entity 2a]				

 Partners/affiliated entities may NOT declare more than:

- 6 months per new entrepreneur and
- EUR 6 600 per new entrepreneur.

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

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① print format A4 landscape

MODEL ANNEX 3 EASME SGA — MULTI

FINANCIAL STATEMENT FOR [PARTNER [name]] / AFFILIATED ENTITY [name]] FOR REPORTING PERIOD [number]

Eligible ¹ costs (per budget category)						Receipts			EU contribution			
A. Direct personnel costs	B. Direct costs of subcontracting	[C. Direct costs of financial support]	D. Other direct costs	E. Indirect costs ²	Total costs	Income generated by the action	Financial contributions given by third parties to the partners	Total receipts	Reimbursement rate % ³	Maximum EU contribution ⁴	Requested EU contribution	
A.1 Employees (or equivalent) A.2 Natural persons under direct contract and seconded persons		[C1. Financial support]	D.1 Travel & subsistence D.2 Equipment D.3 Other goods and services									
Cost form ⁵	Actual	Actual	Unit ⁶	Actual	Flat-rate ⁷ 7%							
	a	b	c	d	e = 0,07 * (a + b + d)	f = a + b + c + d + e	g	h	i = g + h	j	k	l
[short name partner / affiliated entity]												

The partner/affiliated entity hereby confirms that:
 The information provided is complete, reliable and true.
 The costs declared are eligible (see Article 5 SGA).
 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 FPA).
 For the last reporting period: that all the receipts have been declared (see Article 11.4 SGA).

① Please declare all eligible costs, even if 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 later on, in order to replace other costs that are found to be ineligible.

¹ See Article 5 SGA for the eligibility conditions.

² 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 5 SGA. If you have received an operating grant during the duration of the action cannot claim any indirect costs for the year(s) covered by the operating grant (see Article 5.2.E SGA).

³ See Article 4.2 SGA for the reimbursement rate.

⁴ This is the *theoretical* amount of EU contribution that the Agency calculates automatically. The amount you request (in the column 'requested EU contribution') may have to be less.

⁵ See Article 4 SGA for the cost forms.

⁶ See Annex 2a 'Additional information on the estimated budget' for the details (units, amounts per unit, estimated number of units, etc). Partners/affiliated entities may NOT declare more than 6 months per new entrepreneur and EUR 6,600 per new entrepreneur.

⁷ Flat rate : 7% of eligible direct costs.

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

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MODEL ANNEX 3 EASME SGA — MULTI (OPTION for COSME Erasmus for Young Entrepreneurs)

FINANCIAL STATEMENT FOR [PARTNER [name] / AFFILIATED ENTITY [name]] FOR REPORTING PERIOD [number]

Eligible ¹ costs (per budget category)					Receipts			EU contribution				
A. Direct personnel costs	B. Direct costs of subcontracting	C. Direct costs of financial support	D. Other direct costs	E. Indirect costs ²	Total costs	Income generated by the action	Financial contributions given by third parties to the partners	Total receipts	Reimbursement rate % ³	Maximum EU contribution ⁴	Requested EU contribution	
A.1 Employees (or equivalent) A.2 Natural persons under direct contract and seconded persons		C1 Financial support	D.1 Travel & subsistence D.2 Equipment D.3 Other goods and services									
Cost form ⁵	Actual	Actual	Unit ⁶	Actual	Flat-rate ⁷ 7%	f= a+ b + c + d + e	g	h	i= g + h	j	k	l
	a	b	c	d								
[short name partner / affiliated entity]												

The partner/affiliated entity hereby confirms that:
 The information provided is complete, reliable and true.
 The costs declared are eligible (see Article 5 SGA).
 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 FPA).
 For the last reporting period: that all the receipts have been declared (see Article 11.4 SGA).

① Please declare all eligible costs, even if 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 that are found to be ineligible.

¹ See Article 5 SGA for the eligibility conditions.

² 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 5 SGA. If you have received an operating grant during the duration of the action cannot claim any indirect costs for the year(s) covered by the operating grant (see Article 5.2.E SGA).

³ See Article 4.2 SGA for the reimbursement rate.

⁴ This is the *theoretical* amount of EU contribution that the Agency calculates automatically. The amount you request (in the column 'requested EU contribution') may have to be less.

⁵ See Article 4 SGA for the cost forms.

⁶ See Annex 2a 'Additional information on the estimated budget' for the details (units, amounts per unit, estimated number of units, etc). Partners/affiliated entities may NOT declare more than 6 months per new entrepreneur and EUR 6,600 per new entrepreneur.

⁷ Flat rate : 7% of eligible direct costs.

ANNEX 4

MODEL FOR THE CERTIFICATE ON THE FINANCIAL STATEMENT (CFS)

This document sets out:

- the objectives and scope of the independent report of factual findings on costs declared under a EU framework partnership and specific grant agreement financed under the COSME Programme (2014-2020) and
- a model for the certificate on the financial statement (CFS).

1. Background and subject matter

[OPTION 1 for actions with one RP and NO interim payments: Within 60 days of the end of the reporting period, the coordinator must submit to the Agency a **final report**, which should include (among other documents and unless otherwise specified in Article 11 of the Specific Agreement) a **certified financial statement** (CFS; see proposed model below) for each partner and (if applicable) each affiliated entity, if:

- it requests an EU contribution of EUR 325 000 or more as reimbursement of actual costs and
- the maximum EU contribution indicated for that partner/affiliated entity in the estimated budget (see Annex 2) as reimbursement of actual costs is EUR 750 000 or more.]

[OPTION 2 for actions with several RPs and interim payments: Within 60 days of the end of each reporting period, the coordinator must submit to the Agency a **periodic report**, which should include (among other documents and unless otherwise specified in Article 11 of the Specific Agreement) a **certified financial statement** (CFS; see proposed model below) for each partner and (if applicable) each affiliated entity, if:

- the cumulative amount of EU contribution it requests as reimbursement of actual costs is EUR 325 000 or more and
- the maximum EU contribution indicated for that partner/affiliated entity in the estimated budget (see Annex 2) as reimbursement of actual costs is EUR 750 000 or more.

The CFS must be submitted every time the cumulative amount of payments requested (i.e. including in previous financial statements) reaches the threshold (i.e. a first certificate once the cumulative amount reaches 325 000, a second certificate once it reaches 650 000, a third certificate once it reaches 975 000, etc.).

Once the threshold is reached, the CFS must cover all reporting periods for which no certificate has yet been submitted.]

The partner must provide the CFS for itself and, if applicable, for its affiliated entity(ies).

The **purpose** of the audit on which the CFS is based is to give the Agency ‘reasonable assurance’¹ that costs declared as eligible costs under the specific grant (and, if relevant, receipts generated in the course of the action) are being claimed by the partner in accordance with the relevant legal and financial provisions of the Specific Agreement.

The **scope** of the audit is limited to the verification of eligible costs included in the CFS. The audit must be conducted in line with point 3 below.

Certifying auditors must carry out the audits in compliance with generally accepted **audit standards** and indicate which standards they have applied. They must bear in mind that, to establish a CFS, they must carry out a compliance audit and not a normal statutory audit. The eligibility criteria in the Specific Agreement always override normal accounting practices.

The partner and the auditor are expected to address any **questions on factual data or detailed calculations** before the financial statements and the accompanying certificate are submitted. It is also recommended that the partner takes into account the auditor’s preliminary comments and suggestions in order to avoid a qualified opinion or reduce the scope of the qualifications.

Since the certificate is the main source of assurance for cost claims and payments, it will be easier to consider amounts as eligible if a **non-qualified certificate** is provided.

The submission of a certificate does not affect the Agency’s right to carry out its **own assessment or audits**. Neither does the reimbursement of costs covered by a certificate preclude the Agency or the Commission, the European Anti-Fraud Office or the European Court of Auditors from carrying out checks, reviews, audits and investigations in accordance with Article 22 of the Framework Partnership Agreement.

The Agency expects the certificates to be issued by auditors according to the highest professional standards.

2. Auditors who may deliver a certificate

The partner is free to choose a **qualified external auditor**, including its usual external auditor, provided that:

- the external auditor is **independent** from the partner and
- the provisions of **Directive 2006/43/EC**² are complied with.

¹ This means a high degree of confidence.

² Directive [2006/43/EC](#) of the European Parliament and of the Council of 17 May 2006 on statutory audits of annual accounts and consolidated accounts or similar national regulations (OJ L 157, 9.6.2006, p. 87).

Independence is one of the qualities that permit the auditor to apply unbiased judgement and objective consideration to established facts to arrive at an opinion or a decision. It also means that the auditor works without direction or interference of any kind from the partner.

Auditors are considered as providing services to the partner/affiliated entity under a **purchase contract** within the meaning of Article 7 of the Specific Agreement. This means that the costs of the CFS may normally be declared as costs incurred for the action, if the cost eligibility rules set out in Articles 5 and 7.1.1 of the Specific Agreement are fulfilled (especially: best value for money and no conflict of interests; see also below eligibility of costs of other goods and services). Where the partner/affiliated entity uses its usual external auditor, it is presumed that they already have an agreement that complies with these provisions and there is no obligation to find new bids. Where the partner/affiliated entity uses an external auditor who is not their usual external auditor, it must select an auditor following the rules set out in Article 7.1.1.

Public bodies can choose an external auditor or a competent public officer. In the latter case, the auditor's independence is usually defined as independence from the audited partner 'in fact and in appearance'. A preliminary condition is that this officer was not involved in any way in drawing up the financial statements. Relevant national authorities establish the legal capacity of the officer to carry out audits of that specific public body. The certificate should refer to this appointment.

3. Audit methodology and expected results

3.1 Verification of eligibility of the costs declared

The auditor must conduct its verification on the basis of inquiry and analysis, (re)computation, comparison, other accuracy checks, observation, inspection of records and documents and by interviewing the partner (and the persons working for it).

The auditor must examine the following documentation:

- the Framework Partnership and the Specific Agreement and any amendments to it;
- the periodical and/or final report(s);
- *for personnel costs*
 - salary slips;
 - time sheets;
 - contracts of employment;
 - other documents (e.g. personnel accounts, social security legislation, invoices, receipts, etc.);
 - proofs of payment;
- *for subcontracting*
 - the call for tender;
 - tenders (if applicable);
 - justification for the choice of sub-contractor;
 - contracts with sub-contractors;
 - invoices;
 - declarations by the partner;
 - proofs of payment;

- other documents: e.g. national rules on public tendering if applicable, EU Directives, etc.;
- *for travel and subsistence costs*
 - the partner's internal rules on travel;
 - transport invoices and tickets (if applicable);
 - declarations by the partner;
 - other documents (proofs of attendance such as minutes of meetings, reports, etc.);
 - proofs of payment;
- *for equipment costs*
 - invoices;
 - delivery slips / certificates of first use;
 - proofs of payment;
 - depreciation method of calculation;
- *for costs of other goods and services*
 - invoices;
 - proofs of payment; and
 - other relevant accounting documents.

General eligibility rules

The auditor must verify that the costs declared comply with the general eligibility rules set out in Article 5.1 of the Specific Agreement.

In particular, the costs must:

- be actually incurred;
- be linked to the subject of the Specific Agreement and indicated in the partner's estimated budget (i.e. the latest version of Annex 2);
- be necessary to implement the specific action which is the subject of the grant;
- be reasonable and justified, and comply with the requirements of sound financial management, in particular as regards economy and efficiency;³
- have been incurred in the course of the specific action, as defined in Article 3 of the Specific Agreement (with the exception of the invoice for the audit certificate and costs relating to the submission of the final report);
- not be covered by another EU or Euratom grant (see below ineligible costs);
- be identifiable, verifiable and, in particular, recorded in the partner's accounting records and determined according to the applicable accounting standards of the country where it is established and its usual cost-accounting practices;
- comply with the requirements of applicable national laws on taxes, labour and social security;
- be in accordance with the provisions of the Specific Agreement (see, in particular, Articles 5 and 7-9a) and
- have been converted to euro at the rate laid down in Article 11.6 of the Specific Agreement:
 - for partners with accounts established in a currency other than the euro:

³ To be assessed in particular on the basis of the procurement and selection procedures for service providers.

Costs incurred in another currency must be converted into euros at the average of the daily exchange rates published in the C series of the [EU Official Journal](#) determined over the corresponding reporting period.

If no daily euro exchange rate is published in the EU Official Journal for the currency in question, the rate used must be the average of the monthly accounting rate established by the Commission and published on its [website](#);

- for partners with accounts established in euro:
Costs incurred in another currency should be converted into euros applying the partner's usual accounting practice.

The auditor must verify whether expenditure includes **VAT** and, if so, verify that the partner:

- cannot recover the VAT (this must be supported by a statement from the competent body) and
- is not a public body acting as a public authority.

The auditor should base his/her audit approach on the **confidence level** following a review of the partner's internal control system. When using sampling, the auditor should indicate and justify the sampling size.

Specific eligibility rules

In addition, the auditor must verify that the costs declared comply with the specific cost eligibility rules set out in Article 5.2 and Articles 7.1.1, 81.1, 9.1.1, 9a.1.1 and 9a.2.1 of the Specific Agreement.

Personnel costs

The auditor must verify that:

- personnel costs have been charged and paid in respect of the actual time devoted by the partner's personnel to implementing the specific action (justified on the basis of time sheets or other relevant time-recording system);
- personnel costs were calculated on the basis of annual gross salary, wages or fees (plus obligatory social charges, but excluding any other costs) specified in an employment or other type of contract, not exceeding the average rates corresponding to the partner's usual policy on remuneration;
- the work was carried out during the period of implementation of the specific action, as defined in Article 3 the Specific Agreement;
- the personnel costs are not covered by another EU or Euratom grant (see below ineligible costs);
- for additional remunerations: the 2 conditions set out in Article 5.2.A.1 of the Specific Agreement are met (i.e. that it is part of the partner's usual remuneration practices and is paid in a consistent manner whenever the same kind of work or expertise is required and that the criteria used to calculate the supplementary payments are objective and generally applied by the partner, regardless of the source of funding used);
- for in-house consultants: the 3 conditions set out in Article 5.2.A.2 of the Specific Agreement are met (i.e. that the in-house consultant works under the partner's instructions, that the result of the work carried out belongs to the partner, and that the costs are not significantly different from those for personnel performing similar tasks under an employment contract).

The auditor should have assurance that the management and accounting system ensures proper allocation of the personnel costs to various activities carried out by the partner and funded by various donors.

Subcontracting costs

The auditor must verify that:

- the subcontracting complies with best value for money (or lowest price) and that there was no conflict of interests;
- the subcontracting was necessary to implement the specific action for which the grant is requested;
- the subcontracting was provided for in Annex 1 and Annex 2 or agreed to by the Agency at a later stage;
- the subcontracting is supported by accounting documents in accordance with national accounting law;
- public bodies have complied with the national rules on public procurement.

Travel and subsistence costs

The auditor must verify that travel and subsistence costs:

- have been charged and paid in accordance with the partner's internal rules or usual practices;
- are not covered by another EU or Euratom grant (see below ineligible costs)
- were incurred for travels linked to action tasks set out in Annex 1 of the Specific Agreement.

Equipment costs

The auditor must verify that:

- the equipment is purchased, rented or leased at normal market prices;
- public bodies have complied with the national rules on public procurement;
- the equipment is written off, depreciation has been calculated according to the tax and accounting rules applicable to the partner and only the portion of the depreciation corresponding to the duration of the action has been declared and
- the costs are not covered by another EU or Euratom grant (see below ineligible costs).

Costs of other goods and services

The auditor must verify that:

- the purchase complies with best value for money (or lowest price) and that there was no conflict of interests;
- public bodies have complied with the national rules on public procurement;
- the costs are not covered by another EU or Euratom grant (see below ineligible costs).

Ineligible costs

The auditor must verify that the partner has not declared any costs that are ineligible under Article 5.4 of the Specific Agreement:

- costs relating to return on capital;
- debt and debt service charges;
- provisions for future losses or debts;
- interest owed;
- doubtful debts;
- currency exchange losses;
- bank costs charged by the partner's bank for transfers from the Agency;
- excessive or reckless expenditure;
- deductible VAT;
- VAT incurred by a public body acting as a public authority;
- costs incurred during suspension of the implementation of the action;
- in-kind contributions from third parties;
- costs declared under other EU or Euratom grants (including those awarded by a Member State and financed by the EU or Euratom budget or awarded by bodies other than the Agency for the purpose of implementing the EU or Euratom budget); in particular, indirect costs if the partner is already receiving an operating grant financed by the EU or Euratom budget in the same period;
- costs incurred for permanent staff of a national administration for activities that are part of its normal activities (i.e. not undertaken only because of the grant);
- costs incurred for staff or representatives of EU institutions, bodies or agencies;

For more information on cost eligibility, see the [COSME Guide for applicants](#).

3.2 Verification of receipts

The auditor must verify that the partner has declared receipts within the meaning of Article 10.3.3 of the Framework Partnership Agreement, i.e.:

- income generated by the specific action (e.g. from the sale of products, services and publications, conference fees) and
- financial contributions given by third parties, specifically to be used for costs that are eligible under the specific action.

3.3 Verification of the partner's accounting system

The auditor must verify that:

- the accounting system (analytical or other suitable internal system) makes it possible to identify **sources of financing** for the specific action and related expenses incurred during the contractual period and
- expenses/income under the specific grant have been recorded systematically using a numbering system that **distinguishes** them from expenses/income for other projects.

Certificate on the financial statement (CFS)

To

[Partner/affiliated entity's full name
address]

We, [full name of the audit firm/organisation], established in [full address/city/country], represented for signature of this audit certificate by [name and function of an authorised representative],

hereby certify

that:

1. We have **conducted an audit** relating to the costs declared in the financial statement of [name of partner/affiliated entity] (the [partner's]/[affiliated entity's]), to which this audit certificate is attached and which is to be presented to the Executive Agency for Small and Medium-sized Enterprises (EASME) under Grant Agreement No [insert number] — [insert acronym], covering costs for the following reporting period(s): [insert reporting period(s)].
2. We confirm that our audit was **carried out in accordance with generally accepted auditing standards** in compliance with ethical rules and on the basis of the provisions of the **Framework Partnership Agreement** and **Specific Agreement** and its Annexes (and in particular the audit methodology described in Annex 4 to the Specific Agreement).
3. The financial statement was examined and all necessary tests of [all/[X]]% of the supporting documentation and accounting records were carried out in order to obtain **reasonable assurance that**, in our opinion and on the basis of our audit
 - total **costs of EUR [insert number]** ([insert amount in words]) are eligible, i.e.:
 - actual;
 - determined in accordance with the [partner's]/[affiliated entity's] accounting principles;
 - incurred during the period referred to in Article 3 of the Specific Agreement;
 - recorded in the [partner's]/[affiliated entity's] accounts (at the date of this audit certificate);
 - comply with the specific eligibility rules in Article 5.2 of the Specific Agreement;
 - do not contain costs that are ineligible under Article 5.4 of the Specific Agreement, in particular:
 - costs relating to return on capital;
 - debt and debt service charges;
 - provisions for future losses or debts;
 - interest owed;
 - doubtful debts;
 - currency exchange losses;

- bank costs charged by the [partner's]/[affiliated entity's] bank for transfers from the Agency;
 - excessive or reckless expenditure;
 - deductible VAT;
 - VAT incurred by a public body acting as a public authority;
 - costs incurred during suspension of the implementation of the action;
 - in-kind contributions provided by third parties;
 - costs declared under other EU or Euratom grants (including those awarded by a Member State and financed by the EU or Euratom budget or awarded by bodies other than the Agency for the purpose of implementing the EU or Euratom budget); in particular, indirect costs if the [partner]/[affiliated entity] is already receiving an operating grant financed by the EU or Euratom budget in the same period;
 - costs incurred for permanent staff of a national administration, for activities that are part of its normal activities (i.e. not undertaken only because of the grant);
 - costs incurred for staff or representatives of EU institutions, bodies or agencies;
 - [are claimed according to the euro conversion rate referred to in Article 11.6 of the Specific Agreement;]
- total **receipts** of EUR [insert number] ([insert amount in words]) have been declared under Article 10.3.3 of the Framework Partnership Agreement and
- the [partner's]/[affiliated entity's] **accounting procedures** are in compliance with the accounting rules of the state in which it is established and permit direct reconciliation of the costs incurred for the implementation of the action covered by the EU grant with the overall statement of accounts relating to its overall activity.

[However, our audit opinion is **qualified** for:

- costs of EUR [insert number]
- receipts of EUR [insert number]

which in our opinion do not comply with the applicable rules.]

4. We are qualified/authorised to deliver this audit certificate [(for additional information, see appendix to this certificate)].
5. The [partner]/[affiliated entity] paid a **price** of EUR [insert number] (including VAT of EUR [insert number]) for this audit certificate. **[OPTION 1:** These costs are eligible (i.e. incurred within 60 days of the end of the action referred to in Article 3) of the Specific Agreement and included in the financial statement.**][OPTION 2:** These costs were not included in the financial statement.]

Date, signature and stamp

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

EU Model Grant Agreements: EASME SGA — Multi: V2.0 – 21.12.2016

ANNEX 5

Not applicable

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

EU Model Grant Agreements: EASME SGA — Multi: V2.0 – 21.12.2016

[OPTION 1 if the JRC participates:

ANNEX 6

**ADMINISTRATIVE ARRANGEMENT WITH THE JOINT RESEARCH CENTRE
(JRC) /**