1. Swiss participation in H2020

As of 1st of January 2017, Switzerland participates as “associated country” in H2020. Until the 31st of December 2016 Switzerland participated in Horizon 2020 (H2020) both as an Associated Country (funded by EU-EC) and as a Third Country (funded by CH-SERI). Depending on the status (associated or third country) and on the rules imposed by the relevant funding agency (EU or SERI), Swiss participants have to comply with the financial and contractual rules of the relevant funding agency.


2. Contractual/legal documents and key points

The main reference documents defining the scientific and legal/financial framework of the project include:

- **Grant Agreement (GA)** defining the work to be performed and the conditions for the funding of an EU project. It is a contract based on an EU standard model which is signed in between the legal entities participating to the project (beneficiaries) and the Commission/Agency. This contract sets out the rights and obligations of the beneficiaries, as well as the terms and conditions for implementing the project. With the signature of the GA the beneficiaries commit to complete the actions detailed in its Annex I against the budget defined in its Annex II. The Grant Agreement and the Consortium Agreement (see hereafter) can be amended by the coordinator/consortium during the ongoing of the project.

  More info: Annotated Model Grant Agreement

- **Consortium Agreement (CA)** which defines the contractual obligations and rights of the consortium/partners. The DESCA model is the most frequently used template for collaborative projects by universities/academia. All CA committing UNIGE have to be mandatorily revised and validated by our service.

  More info: CA/IP info UNIGE, DESCA model, IPR helpdesk.

- **SERI Subvention Contract.** In case your participation is funded by SERI a specific request of funding has to be submitted following the signature of the Grant Agreement (GA). A subvention contract will then have to be established. The EURESEARCH team is in charge of the complete follow up of this procedure.


Please make sure that the contractual requirements (confidentiality, non-disclosure, IPR, ethics, data protection, etc.) are known and followed by all staff working on the project.

3. Financial reports and key points

Please follow H2020 funding rules set out in the EC reference documents (MGA and AMGA), and remember to pay particular attention to the following key points.

- **Costs** claimed for reimbursement must be eligible and duly justified:
  - Costs must be actual, incurred between the project start and end dates (cf. Grant agreement), in accordance with usual accounting/management principles of the beneficiary;
  - Direct costs include the following main items: personnel (additional/permanent personnel incl. social charges), travel, consumables, equipment (only depreciation reimbursed!), subcontracting;
  - All costs must be proven to be linked to the project. VAT is NOT reimbursed by EC and will automatically deduct by DFIN during the reports.
  - Indirect costs (overheads) are calculated on the total direct costs (excluding subcontracting costs)
  - Direct and indirect cost are dispatched into “Budget Categories” (Direct personnel costs; Direct subcontracting costs; Direct costs of providing financial support to third parties; Other direct costs; Indirect costs);
• Certificates on Financial Statement (CFS) must be budgeted under “Other direct costs” for each Financial statement with a (cumulative) EC-contribution request higher than € 325 000.

• For projects funded by SERI please remember that H2020 funding can only be provided for costs that are incurred in Switzerland. Exceptions: (i) subcontracting costs for work that cannot be performed in Switzerland, (ii) costs that are incurred for use of research infrastructures that are not based in Switzerland”.

More info: Annotated Model Grant Agreement, Budgeting info UNIGE, SERI guidelines for Swiss participants

⇒ Timesheets are mandatory for all H2020 Collaborative projects, except for personnel working exclusively on a H2020 action: “Working time to be charged must be recorded throughout the duration of the project by timesheets”. Timesheets must be filled in and signed on a monthly basis, and must allow auditors to reconcile personnel cost claims with hours worked per activity types. Follow the institutional instructions.

More info: Annotated Model Grant Agreement, Timesheet info UNIGE

⇒ Equipment cost are eligible as ‘other direct costs’, including 1) depreciation costs of equipment, infrastructure or other assets, 2) full purchase costs of equipment, infrastructure or other assets (if option applies), 3) costs of renting or leasing of equipment, infrastructure or other assets , 4) or costs of equipment, infrastructure or other assets contributed in-kind against payment. In any case, the cost claims on the project must be duly justified. The time the equipment has been used for the project must be recorded/documented.

More info: Annotated Model Grant Agreement

⇒ Reports represent a main project deliverable. Be aware that the timely submission of activity/scientific/technical and management/financial reports is a main contractual duty, and that delays in providing reports may lead to missing funding for the subsequent period. Please consult the info sheets on H2020 EC Reporting and Audit and on H2020 SERI Reporting and Audit.

More info: Actual legal text, Annotated version (AMGA), Guidelines for Swiss participants

⇒ Audits include financial and, less frequently, technical/scientific audits which are carried out by the EC/SERI. Audits can be carried out during the project life time and until 5 years after the project. Therefore, all key documents and activity evidences (contracts, reports, timesheets, important e-mails, lab-logbooks, etc.) must be filed carefully.

More info: Actual legal text, Annotated version (AMGA), Guidelines for Swiss participants

Please make sure that the financial rules (eligible costs, timesheets requirements, etc.) are known and followed by all persons paid on the project or involved in the grant management.

Please note that if a reporting error should be found lately (after the validation of the report), it must be corrected in the next report through an “adjustment”.

4. Last but not least

⇒ Please note that you can find full information in the General Model Grant Agreement (MGA) that describes the rights and obligations of the beneficiaries in the various project types. Also refer to the EC and SERI H2020 reference documents.

More info: actual legal text, annotated version (AMGA), EC H2020 reference documents

⇒ Remember to communicate all significant questions, problems and deviations from the work plan (milestones, deliverables, budget, subcontracting etc.) immediately to the project coordinator/manager and work-package leader.

⇒ Attend consortium’s meetings or, if you cannot, appoint a substitute/proxy on time.

⇒ Keep UNIGE internal services (Research Services - Euresearch, DIFIN) posted on any problems or questions.

⇒ Disclaimer: Research Services / Euresearch cannot be held responsible for any incorrect or non-conform project data in reports or audits.

For any further enquiry please do not hesitate to contact us: euresearch@unige.ch