Horizon 2020 – Marie Sklodowska-Curie Actions

Project Management UNIGE


1. Contractual and other reference documents

Please refer always to your project-specific Grant agreement signed by UNIGE and the EC (incl.: Grant agreement core part, Annex I Description of Action, Annex II Budget).
H2020 Annotated Model Grant Agreement

2. Costs, financial aspects

Follow H2020-Marie Curie funding rules set out in the EC reference documents (Work Programmes) and the Grant agreement. The different categories of costs are presented here:

<table>
<thead>
<tr>
<th>Marie Sklodowska-Curie Action</th>
<th>Researcher unit cost**</th>
<th>Institutional unit cost**</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>person/month</td>
<td>person/month</td>
</tr>
<tr>
<td>Living allowance*</td>
<td>Mobility allowance</td>
<td>Family allowance</td>
</tr>
<tr>
<td>Innovative Training Networks</td>
<td>3 110</td>
<td>600</td>
</tr>
<tr>
<td>Individual Fellowships</td>
<td>4 650</td>
<td>600</td>
</tr>
</tbody>
</table>

* A country correction coefficient applies to the living allowance. This coefficient is the one applicable to the country of the researcher’s host organisation as listed in Table 4.
** These unit costs will be subject to a funding rate of 100% (Article 28.4 of the Rules for Participation).

Administered and Finances under H2020 in MSCA
MSCA Work Programme 2014-2015
MSCA Work Programme 2016-2017
UNIGE MSCA Memento (including rates)

3. Timesheets

Remember that the beneficiaries must keep time records for the number of hours declared. The time records must be in writing and approved by the persons working on the action and their supervisors, at least monthly.
Timesheets UNIGE

4. Confidentiality, non-disclosure, IPR and ethical issues

Make sure that confidentiality, non-disclosure IPR and ethical rules are known and followed. For questions you can contact Euresearch Office.
Please fill in the Ethics table in the project’s Proposal and click “YES” only when it is relevant for your project. All “YES” should be explained/justified subsequently (Art. 18 – GA).
IPR helpdesk, Ethical self-assessment
5. Reports

Be aware that activity/financial reporting is a main contractual duty, and that delays in providing reports may lead to missing funding for the subsequent period. Following reports are required:

- **Progress report (art.19 – GA):**
  - for ITN - within 30 days after year 1
  - for RISE - within 30 days after the end of each year, except when the periodic and final reports are due (year 1 and 3),
  - for COFUND and IF: not applicable;

- **Periodic report** (art. 20 - GA) (technical report + continuous report and financial report)
  - for ITN, RISE, COFUND: within 60 days following the end of each reporting period;
  - for IF with 1 reporting period: within 60 days following the end the project
  - for IF with more than 1 reporting period: within 60 days following the end of each reporting period;

- **Final Report** on the whole project duration (final technical and financial report):
  - for ITN, RISE, COFUND and IF with more than 1 reporting period: within 60 days following the end of the last reporting period (together with Periodic report for last reporting period).

All reports have to be submitted in the [Participant Portal](https://mp.unige.ch) (MP (Manage Project))

See also Grant Agreement implementation and reporting under H2020 in MSCA

6. Audits

Be prepared for eventual audits. The EC carries out financial audits and less frequently technical/scientific audits - during the project life time and until 5 years after the payment of the balance. Therefore, beneficiaries have to keep records and other supporting documentation (contracts, reports, important e-mails, timesheets, logbooks, counters etc.) at least during this period (Art. 18 and 22 – GA).

7. Communication

Please communicate all questions, problems, deviations from the work plan and other particular administrative/financial items (subcontracting, budget re-allocations, etc.) first to the UNIGE Euresearch Office which will assist you in the follow-up of the project. For scientific questions, the EC project officer can be contacted directly by the PI.

Contact Euresearch Office

---

Please contact EURESEARCH for any up-to-date information and advice

Disclaimer: Please always refer to official EC documents