



IMMERSE: Administrative, financial and legal aspects

May 28th, 2021

Katrijn De Brucker

KU Leuven Research & Development
EU office

Overview



IMMERSE legal documents

Participant Portal

Financial aspects and rules

Reporting

IMMERSE Grant Agreement



- GA number: 945263
- Start date: April 1st, 2021
- Duration: 48 months
- Reporting periods: 3
 - **P1: M01 – M18 (18M)** : 01/04/2021 – 30/09/2022
 - P2: M13 – M36 (18M) : 01/10/2022 - 31/03/2024
 - P3: M31 – M48 (12M) : 01/04/2024 - 31/03/2025
- Review meetings: 1
 - RV1: M24
- EC max contribution: 3.992.016,25 EUR
- Pre-financing: 2.129.075,33 EUR
- Contribution to Guarantee fund: 199.600,81 EUR

All partners signed the Accession Forms

H2020 Model Grant Agreement: annexes



Annex 1: **Description of the action**

Annex 2: **Estimated budget**

Annex 3: **Accession Forms, 3a & 3b**

Annex 4: **Financial statements**

Annex 5: **Certificate on the financial
statements**

Annex 6: **Certificate on the methodology**

Agreements



DOCUMENT	PARTIES <i>WHO</i>	CONTENT <i>WHAT</i>
<p>Grant Agreement Fully signed</p>	<p>Beneficiaries and the European Commission</p>	<p>Establishes the rights and obligations of beneficiaries with regard to the EU <i>IP rules are not negotiable</i></p>
<p>Consortium Agreement Ongoing</p>	<p>Project Coordinator and Other Beneficiaries</p>	<p>Sets out the legal basis for the share of rights, obligations and responsibilities among beneficiaries <i>IP rules need to be agreed upon by partners</i></p>

Please provide missing information for CA. The signatory CA version will be shared shortly.

All changes need to be reported



IMMERSE

Any changes need to be reported as soon as possible to the coordinator:

- Parties involved, legal entities
- Changes to the budget, work plan, person months
- Etc.

Some changes require

- Changes of information of 'My Organisation' by your LEAR in the Participant Portal
- Amendment of the Grant Agreement and Consortium agreement

Contractual obligations



All beneficiaries must:

- Promote the actions and its results (article 38)
- Disseminate the results (article 29)
- Ensure open access (free of charge, online access for any user) to all peer-reviewed scientific publications relating to its results (article 29)
- Take measures aiming to ensure exploitation of the results (article 28)
- CA: mark your confidential information that you share with partners as 'Confidential' at the time of disclosure
 - Oral disclosure: confirm in writing at the latest within 15 calendar days as confidential information

Obligation and right to use the EU emblem



Any communication/dissemination activity:

- Display the EU emblem
- Include the following text - **Exact copy** :

“This project has received funding from the European Union’s Horizon 2020 research and innovation Programme under grant agreement 945263 (IMMERSE)” .

Overview



IMMERSE Legal documents

Participant Portal

Financial aspects and rules

Reporting

Participant Portal – IMMERSE



Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)



Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Organisation(s)
Grants
My Proposal(s)
My Project(s)
My Formal Notification(s)[1]

My Project(s)

Results: 1

ACRONYM	CALL	PROGRAMME	PROJECT	PHASE	
IMMERSE	H2020-SC1-2020-Two-Stage-RTD	H2020	945263	Active	Actions

1 → 2

- Manage Consortium
- Manage Project**
- View Proposal
- Project Results

Participant Portal – IMMERSE



IMMERSE

MY PROJECT

HORIZON 2020

Call: H2020-SC1-2020-Two-Stage-RTD
Type of Action: RIA
Acronym: IMMENSE
Current Phase: Grant Management
Number: 945263
Duration: 48 months
GA based on the: H2020 General MGA — Multi - 5.null
Start Date: 01 Apr 2021
Estimated Project Cost: €3,992,016.25
Requested EU Contribution: €3,992,016.25
Contact: [Cornel RISCANU](#)

Latest Legal Data
Active Processes
Document Library
Communication Centre
Archived Processes

1

Proposal Management & Grant Preparation
945263 - IMMENSE

26 Sep 2019

Submitted Informed S1 Informed S2 Invited Prepared Signed Paid

Process documents 2 [Expand All](#) [Collapse All](#)

Stage 1

- ▶ Evaluation Result Letter (1)
- ▶ Evaluation Summary (1)
- ▶ Proposal (1)

Stage 2

- ▶ Evaluation Result Letter (1)
- ▶ Evaluation Summary (1)
- ▶ Proposal (1)

Other

- ▶ **Grant Agreement (1)** 3
- ▶ Grant Agreement-945263-IMMERSE

Grant Agreement-945263-IMMERSE

Grant Agreement-945263-IMMERSE

Progress status for this document type:

[UKHD]	[CIMH]	[MOVISENS]	[UK BA]
[TMF]	[UEDIN]	[UPJS]	[UHEI]
[EU]	[KU Leuven]		

▶ Grant Declaration (9)

Participant Portal – IMMERSE



IMMERSE

MY PROJECT

HORIZON 2020

Call: H2020-SC1-2020-Two-Stage-RTD
Type of Action: RIA
Acronym: IMMERSE
Current Phase: Grant Management
Number: 945263
Duration: 48 months
GA based on the: H2020 General MGA — Multi - 5.null
Start Date: 01 Apr 2021
Estimated Project Cost: €3,992,016.25
Requested EU Contribution: €3,992,016.25
Contact: [Cornel RISCANU](#)

Latest Legal Data

Active Processes

Document Library

Communication Centre

Archived Processes

Proposal Management & Grant Preparation
945263 - IMMERSE

26 Sep 2019

Submitted Informed S1 Informed S2 Invited Prepared Signed Paid

Process documents [Expand All](#) [Collapse All](#)

Stage 1

- ▶ Evaluation Result Letter (1)
- ▶ Evaluation Summary (1)
- ▶ Proposal (1)

Stage 2

- ▶ Evaluation Result Letter (1)
- ▶ Evaluation Summary (1)
- ▶ Proposal (1)

Other

- ▼ Grant Agreement (1)
 - Grant Agreement-945263-IMMERSE

Grant Agreement-945263-IMMERSE

Grant Agreement-945263-IMMERSE

Progress status for this document type:

[UKHD]	[CIMH]	[MOVISENS]	[UK BA]
[TMF]	[UEDIN]	[UPJS]	[UHEI]
[EU]	[KU Leuven]		

▶ Grant Declaration (9)

Participant Portal – IMMERSE



n0030bq3 (EXTERNAL) ?

Grant Management Grant Agreement Data

945263 (IMMERSE) RIA

HORIZON 2020

Call: H2020-SC1-BHC-2018-2020
Topic: SC1-DTH-13-2020 Unit: RTD/E/03

Project Summary Beneficiaries General Information Reporting Periods GA Information GA Options Financial Information LF Overview Work Packages Deliverables

DOCUMENTS

Project Summary

Project 945263 (IMMERSE)

Responsible Unit:	RTD/E/03
Call:	H2020-SC1-BHC-2018-2020 submitted for H2020-SC1-2020-Two-Stage-RTD / 04 Jun 2020
Topic:	SC1-DTH-13-2020 - Implementation research for scaling up and transfer of innovative solutions involving digital tools for people-centred care
Type of Action:	RIA
Duration:	48
Submission Stage:	

Important Dates:

Entry into force of the Grant:	18/01/2021
Project Start Date:	01/04/2021
Project End Date:	31/03/2025

Budget Information:

Proposal overall costs : € 3 997 021 25 €

Validate

Participant Portal – General info



IMMERSE

Access to relevant documents

<https://ec.europa.eu/research/participants/portal/desktop/en/home.html>

- Project related info (e.g. Grant Agreement (GA)):
 - My Area → My project(s)
 - Only accessible for persons defined as ‘contact’ in the project
- General information
 - How to participate → reference documents
 - **Annotated Model Grant Agreement (AMGA)**
Very extensive document including all guidelines
http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf
(last version 26-06-2019)
 - Horizon 2020 On-line Manual
http://ec.europa.eu/research/participants/docs/h2020-funding-guide/index_en.htm

Participant Portal – Reference docs



Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

Welcome Katrijn De Brucker (n0030bq3)



Manage my area | SEARCH FUNDING & TENDERS | **HOW TO PARTICIPATE** | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

- My Organisation(s)
- Grants
- My Proposal(s)
- My Project(s)
- My Formal Notification(s) [1]

Horizon 2020 Framework Programme

- Key steps
- Reference documents
- Participant register
- Partner search

The Grant Management Services are currently experiencing issues with the launch of new processes, such as reporting and payment. We apologise for any inconvenience.

Filter by programme:

Horizon 2020 Framework Programme (H2020)

Clear filter

Reference Documents

This page includes reference documents of the programmes managed on the EU Funding & Tenders portal starting with legal documents and the Commission work programmes up to model grant agreements and guides for specific actions.

Filter

Expand all

- Legislation
- Work Programmes
- Guidance
 - Grant agreements, contracts and rules of contest
 - Guidance
 - Rules for Proposal Submission and Evaluation
 - Rules on Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment
 - Annotated Model Grant Agreement**
 - Templates & forms
 - Expert names (annual lists)

16

Overview



IMMERSE Legal documents

Participant Portal

Financial aspects and rules

Reporting

Funding and indirect cost rate



Horizon 2020 – Research and Innovation Actions (RIA)

Funding rate : 100%

Overhead rate: 25%

Eligible costs = direct + indirect costs

HORIZON 2020	Direct costs	Indirect costs	Total costs	% EU contribution	EU contribution
100 / 25 Funding	100	25	125	100%	€ 125

Budget IMMERSE (GA - Annex 2)



IMMERSE

Estimated eligible ¹ costs (per budget category)										EU contribution			
A. Direct personnel costs				B. Direct costs of subcontracting	[C. Direct costs of fin. support]	D. Other direct costs		E. Indirect costs ²	Total costs	Reimbursement rate %	Maximum EU contribution ³	Maximum grant amount ⁴	
A.1 Employees (or equivalent)		A.4 SME owners without salary				D.1 Travel	D.5 Costs of internally invoiced goods and services						
A.2 Natural persons under direct contract		A.5 Beneficiaries that are natural persons without salary				D.2 Equipment							
A.3 Seconded persons <i>[A.6 Personnel for providing access to research infrastructure]</i>						D.3 Other goods and services <i>[D.4 Costs of large research infrastructure]</i>							
Form of costs ⁶	Actual	Unit ⁷	Unit ⁸		Actual	Actual	Actual	Unit ⁹	Flat-rate ¹⁰	j = a+b+c+d + [e]+f+g+h + [i1]+[i2]	k	l	m
	a	Total b	No hours	Total c	d	[e]	f	Total g	h = 0,25 x (a +b+c+f+g + [i1] ¹³ + [i2] ¹³ -n)				
1. KU Leuven	917 520.00	0.00	0.00	0.00	0.00	0.00	173 160.00	0.00	272 670.00	1 363 350.00	100.00	1 363 350.00	1 363 350.00
2. CIMH	592 800.00	0.00	0.00	0.00	0.00	0.00	61 560.00	0.00	163 590.00	817 950.00	100.00	817 950.00	817 950.00
3. UEDIN	288 144.00	0.00	0.00	0.00	0.00	0.00	63 960.00	0.00	88 026.00	440 130.00	100.00	440 130.00	440 130.00
4. UK BA	140 880.00	0.00	0.00	0.00	0.00	0.00	30 780.00	0.00	42 915.00	214 575.00	100.00	214 575.00	214 575.00
5. UPJS	168 000.00	0.00	0.00	0.00	0.00	0.00	24 480.00	0.00	48 120.00	240 600.00	100.00	240 600.00	240 600.00
6. UBEI	133 380.00	0.00	0.00	0.00	0.00	0.00	43 300.00	0.00	44 170.00	220 850.00	100.00	220 850.00	220 850.00
7. UKHD	176 080.00	0.00	0.00	0.00	0.00	0.00	16 600.00	0.00	48 170.00	240 850.00	100.00	240 850.00	240 850.00
8. MOVISENS	262 389.00	0.00	0.00	0.00	0.00	0.00	43 100.00	0.00	76 372.25	381 861.25	100.00	381 861.25	381 861.25
9. TMF	49 980.00	0.00	0.00	0.00	0.00	0.00	7 500.00	0.00	14 370.00	71 850.00	100.00	71 850.00	71 850.00
Total consortium	2 729 173.00	0.00		0.00	0.00	0.00	464 440.00	0.00	798 403.25	3 992 016.25		3 992 016.25	3 992 016.25

Personnel costs – IMMERSE – GA Annex 1 – WT6 table



	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	Total Person/Months per Participant
1 - KU Leuven	35	0	0	1	6	32.80	38	28.80	141.60
2 - CIMH	0	0	0	48	6	4	76.40	0	134.40
3 - UEDIN	0	0	2.40	0	19.08	4	46.40	0	71.88
4 - UK BA	0	0	0	0	3	2	21.40	0	26.40
5 - UPJS	0	0	0	0	3	2	23.80	0	28.80
6 - UHEI	0	0	34	0	0	0	0	2	36
7 - UKHD	0	0	0	0	0	0	28.80	0	28.80
8 - MOVISENS	0	49	0	0	0	0	0	2.10	51.10
9 - TMF	0	0	0	0	0	5.88	0	0	5.88
Total Person/Months	35	49	36.40	49	37.08	50.68	234.80	32.90	524.86

General financial rules: eligible costs



- Actual
- Incurred during duration of project
- Recorded in the accounts of beneficiary
- In accordance with the usual accounting and management principles
- In compliance with the applicable national law
- Reasonable, justified and must comply with the principle of sound financial management, in particular regarding economy and efficiency
- Used for the sole purpose of achieving the objectives of the project
- → Partners are responsible for the eligibility of their costs: cost-reimbursed model . EC accepts or rejects your costs (not the coordinator).

→ More details: Annotated MGA

Direct costs - staff (p.47-79 AMGA)



- Additional staff and permanent staff
- Time recording is necessary, except for researchers working exclusively on the project → declaration (p.178 AMGA) (see next slides)
- For calculation of personnel costs, check AMGA p.47-79

Staff - Time recording



- All staff of which personnel costs are reported in the H2020 project
- 100% of the time
- Number of actual hours (for each day) worked for the action in the period covered by the time record
- In alignment with number of person months per work package in the grant agreement
- Dated and signed at least monthly
- Template EC (not mandatory): p. 179 AMGA

Staff - Time recording: exception



IMMERSE

- **Staff working full time on the H2020 project**
 - Timesheet can be replaced with declaration of the person
 - Conditions
 - Person works full time (only) on the project during a period of min. 1 month during the reporting period
 - Only 1 declaration / person per reporting period
 - Note: if mission for other project during this period
 - Breach in declaration
 - Declaration is no longer valid and timesheets have to be recorded for the remaining reporting period



Direct costs – Other (p.82-102 AMGA)



IMMERSE

- **Other direct costs**

- Travel:
clear link with project required;
proof of travel and participation needs to be kept, as well as original receipts of all costs incurred
- Equipment:
Depreciation rules according to your organization
- Other goods & services (p.89 AMGA):
 - Consumables & supplies
 - Dissemination costs
 - Costs related to IPR
 - Costs for CFS: only when direct costs > 325.000€
- Check table 3.4b of the Grant agreement (or hidden slides below)



Certification on Financial statement (GA – Annex 5)



- Certificate on Financial statement (CFS) required for **KU Leuven, CIMH and UEDIN**
- Mandatory when **requested funding of beneficiary is above €325.000 direct costs**
 - **CFS needed when project ends**
 - **CFS provided by:**
 - Independent qualified auditor
 - Public bodies, secondary and higher education establishments and research organisations may opt for a competent Public Office

Audits



- All expenses of all partners can be audited up to **2 years** after the final payment,
- All supporting documents need to be kept up to **5 years** after final payment (GA art. 18)

Payments (Art 21 of GA)



IMMERSE

- **Pre-financing: has been** transferred in 1 part as mentioned in CA
- **Interim payments**
 - Based on Financial Statements, costs justified and accepted by the EC
 - Normally within 90 days from submission of the periodic report
 - Limited to 85% of the maximum grant amount
- **Final payment at the end of the project**
 - Subject to approval final report
 - Payment of balance, at least 15% of total grant amount

IMMERSE finances: prefinancing



IMMERSE

	Partner	Funding	% funding	Total Prefinancing	Prefinancing - April 2021
1	KU Leuven	1.363.350,00	34,15%	727.120,00	658.952,50
2	CIMH	817.950,00	20,49%	436.240,00	395.342,50
3	UEDIN	440.130,00	11,03%	234.736,00	212.729,50
4	UK BA	214.575,00	5,38%	114.440,00	103.711,25
5	UP JS	240.600,00	6,03%	128.320,00	116.290,00
6	UHEI	220.850,00	5,53%	117.786,67	106.744,17
7	UKHD	240.850,00	6,03%	128.453,33	116.410,83
8	MOVISENS	381.861,25	9,57%	203.659,33	184.566,27
9	TMF	71.850,00	1,80%	38.320,00	34.727,50
	TOTAL	3.992.016,25	100,00%	2.129.075,33	1.929.474,52

Note: prefinancing remains property of the EU until payment of the balance

Example Payment schedule



IMMERSE

3 reporting periods with a total funding of €4.000.000 → Interim payment is limited to 85% ~ €3.400.000	Cumulative payment
Pre-financing (~53% of funding): €2.120.000 Amount to Guarantee Fund (5%): €200.000 Saldo to be distributed: €1.920.000 Pre-financing payment- April 2021: 100% (paid): 1.920.000	€1.920.000
1st reporting: €1.500.000 accepted costs 1st interim payment (after 18 months): EC pays €1.480.000 2 nd reporting: €1.500.000 accepted costs 2nd interim payment (after 36 months): EC pays €0	€3.400.000 €3.400.000
3rd reporting (after 48 months) 3 rd reporting: €1.000.000 accepted costs Final payment: EC pays € 600.000 Retention (10%) €400.000 Guarantee Fund (5%) €200.000	€4.000.000

Overview



IMMERSE Legal documents

Participant Portal

Financial aspects and rules

Reporting

1. Continuous Reporting



- Deliverables should be submitted in accordance with the timing and format specified in the GA - Annex I (art. 19)
- Milestones
- Risks
- Publications
- Dissemination
- Patents
- Gender

Participant Portal – IMMERSE



Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)



Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Organisation(s)
Grants
My Proposal(s)
My Project(s)
My Formal Notification(s)[1]

My Project(s)

Results: 1

ACRONYM	CALL	PROGRAMME	PROJECT	PHASE	
IMMERSE	H2020-SC1-2020-Two-Stage-RTD	H2020	945263	Active	Actions

1 → (points to 'My Project(s)' in the sidebar)

2 → (points to 'Manage Project' in the context menu)

- Manage Consortium
- Manage Project**
- View Proposal
- Project Results

1. Continuous Reporting



The screenshot shows the 'RESEARCH & INNOVATION Grant Management Services' interface. On the left, a sidebar for 'MY PROJECT' displays 'HORIZON 2020' and project details: Call: H2020-SC1-2020-Two-Stage-RTD; Type of Action: RIA; Acronym: IMMERSE; Current Phase: Grant Management; Number: 945263; Duration: 48 months; GA based on the: H2020 General MGA — Multi - 5.null; Start Date: 01 Apr 2021; Estimated Project Cost: €3,992,016.25; Requested EU Contribution: €3,992,016.25; Contact: Corné RISCANU.

The main content area shows a timeline for 'Continuous Reporting 945263 - IMMERSE' starting on 01 Apr 2021. A red circle highlights the 'Continuous reporting data' document icon in the left sidebar. Below the timeline, there are sections for 'Process documents', 'Process communications', and 'Process history'. A 'Launch new interaction with the EU' button is visible in the top right of the main area.

1. Continuous Reporting



SyGMa - System for Grant Management - Work - Microsoft Edge
 https://ec.europa.eu/research/participants/grants-app/reporting/DLV-945263

Grant Management Project Continuous Report

945263 (IMMERSE) RIA n0030bq3 (EXTERNAL) ?

THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION
HORIZON 2020

Call: H2020-SC1-BHC-2018-2020
 Topic: SC1-DTH-13-2020 Unit: HADEA/A/03

Summary for publication ✘ Deliverables Ethics, DMP, Other Reports i Milestones i Critical Risks ✓ Publications ✘ Disseminat... ✓ Patents (IPR) ✓ Innovation ✓ SME Impact ⚠ Open Data i

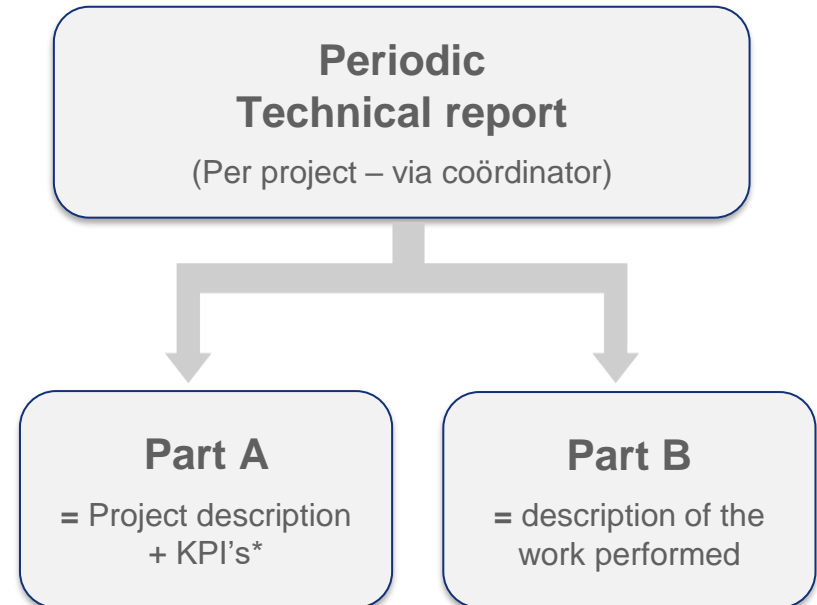
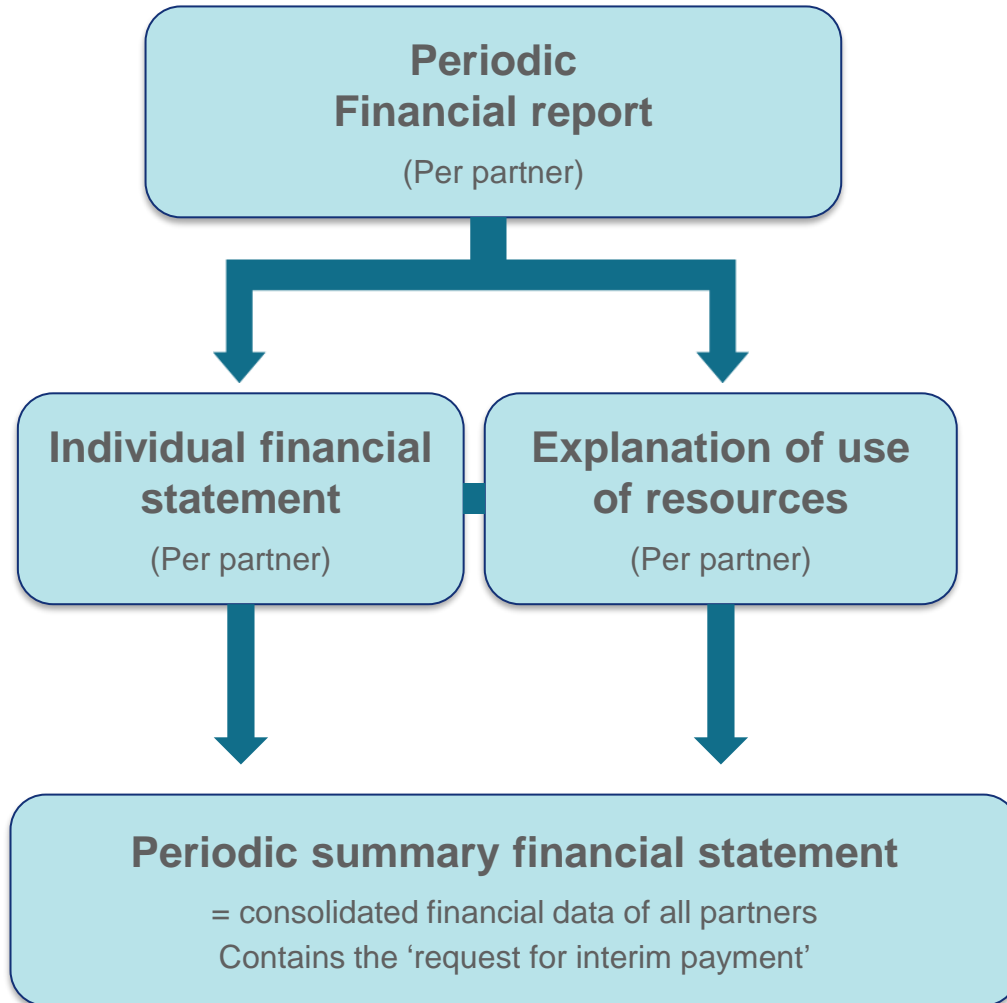
Deliverables, Ethics, DMP, Other Reports

i For each Deliverable, a single file (max 52MB) can be uploaded
 Show Filters Clear Filters Deliverables

WP No	Del R#	Del N	Title	Description	Lead	Nature	Dissem	Est. Del	Rev. Dur	Receipt	Approval	Status	
WP1	D1.1	D1	IMMERSE website	In order to establish a communication infrastru...	KU	Demc	Confi	31 May		03 May		Submitte	u
WP1	D1.2	D2	IMMERSE public we	In order to provide effective communication cha...E	KU	Webs	Publi	30 Sep				Pending	u
WP1	D1.3	D3	General Assembly	The General Assembly will meet at least once a ...E	KU	Repo	Confi	30 Apr				Pending	u
WP1	D1.4	D4	General Assembly	The General Assembly will meet at least once a ...E	KU	Repo	Confi	30 Apr				Pending	u
WP1	D1.5	D5	General Assembly	The General Assembly will meet at least once a ...E	KU	Repo	Confi	30 Apr				Pending	u
WP1	D1.6	D6	General Assembly	The General Assembly will meet at least once a ...E	KU	Repo	Confi	31 Mar				Pending	u
WP2	D2.1	D7	DMMH prototype fc	The DMMH prototype will be a Cloud/Smartphone b...	MO	Othe	Confi	30 Sep				Pending	u
WP2	D2.2	D8	Final prototype of	The final DMMH prototype will be a revised vers...E	MO	Othe	Confi	31 Mar				Pending	u
WP3	D3.1	D9	Data Management	WP3 will provide a comprehensive data managemen.	UHI	ORDF	Publi	30 Sep				Pending	u
WP3	D3.2	D10	Implementation Gt	WP3 will provide an implementation guide coveri...I	UHI	Repo	Publi	31 Mar				Pending	u

Validate

2. Periodic reporting



* Key Performance Indicators:
bv. deliverables, milestones,
publicaties, etc.

Contact



EU-cel: legal, administrative and financial support

Katrijn De Brucker

+32 16 37 21 71

Katrijn.debrucker@kuleuven.be