

## Declarations on State Aid

-- We trust our project does not fall under economic activities, since it will not generate profit to either our institution or the business sector. Do we still need to fill in the Declaration?

Yes!

If so, in which case can we claim that our accounting policy and system allows to clearly distinguish between economic and non-economic activities?

Concerning our template: It is a question of your accounting policy and system. Usually universities and higher education institutions do not carry out economic activities at all (activities with the aim to make profit) so I would expect that you can mark the sentence: our accounting policy and system allows clearly to distinguish between economic and non-economic activities. Then you do not need to fill in any further information on de minimis. But please check with your administration.

--If I deal with a research organisation (university, research center etc), they usually do not have an economic activity. They will fill the first page of the document and they will also tick \*\*\*\*allows clearly to distinguish between economic and non-economic activities\*\*\*\* this selection. Probably they will ask me if they will need to fill something also on the second page like for example:

If they need to fill the first few fields on name of the representative and name of the applicant and if they need to tick:

The juridical body I represented in the previous two fiscal years and current fiscal year DECLARE HAS NOT received "de minimis" state aid.

No! In the case you presented the first page is everything we need.

--What is considered sufficient principle of distinction?

You will find definitions in the following document: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2006:323:0001:0026:EN:PDF>

## BUDGET

-- Own Co-financing. In our EOI, we have foreseen our own co-financing through a portion of salaries of staff already employed in our institutions for their work conducted under the project. (The funding rate for the project is xx,xx%). The questions are:

-Should these costs (our contribution in staff salaries) be part of the financial plan together with the expenditure eligible under SEE-ERA NET Call?

Yes.

-How will they be tracked down later, will we have to incorporate our Time Sheets in the Financial Reports?

Please have a look in Annex B of the SEE-ERA.NET PLUS Joint Call - Guide for applicants (page 30, paragraph 5.2, no. 7 Financial statements). The reporting template will be sent to

you in due time by us and it will contain detailed time sheets. You should be prepared to fill in for each researcher the working hours.

-- Exact amounts of funding requested in EOI and Financial Plan

When entering the data in the EOI, we were requested to fill in the full value of the project and the funding (co-financing) rate. The amount requested from SEE-ERA NET was then automatically calculated by the Form based on these data. However, the entry of the co-financing percentage would not allow decimals, so the figures were not fully precise (differences are in 10 – 80 Euros). Will small miss-matching of figures in EOI and in Full Proposal represent a problem?

No!

--Should/Can the engagement of the current staff on the project be presented as the financial contribution from own resources to the JERP?

Yes.

The whole person-month loading would be carried out by the same staff, however again 20% of this I would like to present as the contribution from their own resources and the rest would be, as we argued within issue 0, reimbursed to them from the JERP finances.

If the person is 100% employed in the institute it is not possible to allocate funds from JERP finances to him.

If the person is employed only 20% in the institute and these 20% are paid by the institute, the other 80% could be financed by the Jerp funds. Then, you declare the 20% as own contribution.

The employees paid by JERP funds (or at least this specific part of the salary) may not be paid by other funds already. We will ask for an informal confirmation that those members of staff are not paid by other funds already and we reserve ourselves the right to ask for additional documents if there is suspicion of double funding.

--"In order to avoid double funding, only the cost for additional personnel should be granted." this requires further explanation for Private non-profit research centres like the one we have in our project consortium . For public institutions like Higher Education Institution like other two partners in the consortium there is no doubt - we can use funds under Costs for personnel for new employees only.

The question is:

Can a Private non-profit research centre use JERP funds to pay their current employees reimbursements for engagement on the project?

Yes. However, it must be ensured that the current employees who shall be paid by JERP funds are not paid from other public funds actually. The JERP fund doesn't replace another public fund. This must be avoided. Otherwise it would be some kind of double funding.

If the person is 100% employed in the institute it is not possible to allocate funds from JERP finances to him.

If the person is employed only 20% in the institute and these 20% are paid by the institute, the other 80% could be financed by the Jerp funds.

-- staff/category travel: What do I write if it is not clear who of staff will travel?

Simply put NN.

--Shifting between categories: Is this possible and to which percentage?  
The shifting of funds between the different cost categories is acceptable, as far as  
– it does not exceed 20% of the total funds of the project  
– the shifting occurs within the limits of the resp. country-specific budget  
– the International Bureau is informed in advance

In any other case the coordinator has to submit a formal request with a sound justification for the shifting of funds to the International Bureau. The International Bureau will inform the coordinator within two weeks – and after the consultation of the concerned members of the SEE-ERA.NET PLUS consortium – about the decision on his request.

--which subsistence allowance should be used for trips outside the consortium? This consortium wants to travel to Italy to take some samples there...  
Sorry, but Trips to other countries outside the SEE-ERA.NET PLUS consortium countries are not foreseen.

-- Is it necessary for the coordinator or even for all partners to provide an independent financial evaluation of the project finances allotted to him/them on the project end (I know this practice even on mid-term basis exists in FP7 projects)?  
Any information needed you will find in Annex B of the Guide for Applicants, page 30 and on the following web-page: [ftp://ftp.cordis.europa.eu/pub/fp7/docs/project\\_reporting\\_en.pdf](ftp://ftp.cordis.europa.eu/pub/fp7/docs/project_reporting_en.pdf) .

IPR
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--If there are no patents or other forms of IPR planned for the project results, is there a need to fill this part of the Full Proposal? Is in that case sufficient to say that IPR is not applicable to our project?

This field is mandatory. From our point of view there will be definitely some kind of results and among the consortium members it has to be clear how they will be exploited.

The consortium should discuss already at this stage how the IPR will be spread among consortium partners in order to avoid disagreement at a later stage.