Fostering Opportunities Towards Slovak Excellence in Advanced Control for Smart Industries

D1.2. PROJECT DESIGN AND MANAGEMENT TOOLBOX

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Abstract	The project aims at increasing the research and academic prospects of Slovak University of Technology in Bratislava, Slovakia (STUBA) and at initiating the evolution of STUBA into a modern, reputed excellent institution that performs high-quality research in advanced automatic control, educates top-quality scholars and industrial practitioners, and is successful in active dissemination and exploitation of its research and innovation efforts. For this purpose, STUBA teams up with two renowned research groups in automatic control from RU Bochum, Germany (RUB) and Pisa University, Italy (UNIPI). The specific goals of the action are to reinforce the collaboration with the two research groups from Western Europe, to intensify research in advanced automatic control, to open up new collaboration channels through academic and industrial networking, to train excellent young/senior researchers and project managers, and to effectively disseminate and exploit the research results of STUBA. The unique features of the project are: - Adoption/amendment of internal research project-related rules and procedures and develop project management toolbox, - Research efforts aiming at the continued creation of high-quality research results and software tools, - Establishment of a series of guest scientific and academic lectures, - Exchanges and training of project managers and research (junior and senior) personnel, - Organisation of conferences and invited sessions, seminars with industry, and annual summer schools, - Preparation and implementation of a new PhD curriculum at STUBA, - Establishment of an academic-industrial research and innovation cluster.
Keywords	Control theory and optimization; Sensor networks, embedded systems, hardware platforms; Embedded systems; Monitoring and control systems; Embedded systems in automation and control.

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PARTNERS

The consortium of FrontSeat consists of 3 partners, as presented here below.

STUBA

Slovak University of Technology in Bratislava

RUB

Ruhr University Bochum

UNIPI

University of Pisa

EXECUTIVE SUMMARY

The FrontSeat project was financed under the HORIZON-WIDERA-2021-ACCESS-03 call. The project is coordinated by the Slovak University of Technology in Bratislava (STUBA) and includes as partners the Università di Pisa (UNIPI) and the Ruhr-Universität Bochum (RUB). FrontSeat is scheduled to conclude its activities on September 30, 2025.

This deliverable outlines the tangible outputs achieved by FrontSeat during the period January 1, 2022 – October 30, 2024, as part of T1.2 "Staff Exchange" and T1.4 "Case Studies and Best Practices Development". These tasks are embedded in WP1 "Capacity Building in Research Management", led by UNIPI. The overall objective of WP1 is to support the transformation of STUBA's existing Project Center into a European-level project office, capable of providing advanced support to STUBA researchers in the design and management of competitive EU project proposals.

The development of these outputs was guided by a needs assessment conducted at the project's inception under T1.1 "Ex-ante Assessment, In-Progress Monitoring, and Ex-Post Evaluation". This assessment, detailed in deliverable D1.1 (submitted on November 29, 2022, with a revised version issued in December 2023), served as the foundation for determining project priorities.

The outputs are categorized into three main areas:

- **Operational tools:** Resources for proposal drafting, project management, and the promotion of funding opportunities.
- **Case studies:** Analyses of topics of shared interest between UNIPI and STUBA.
- **Best practices:** Strategies with significant replication potential across institutions.

Task T1.2 "Staff Exchange" facilitated successive in-person job shadowing sessions. During these sessions, the tools, case studies, and best practices were identified, discussed, co-developed, tested, and refined for adoption. These activities were further supported by online collaboration sessions.

Given the nature of these outputs, this report is structured into two sections:

- a narrative section, introducing the individual products, case studies, and best practices;
- an annex section, which includes PDF versions of all developed tools.

INTRODUCTION

To ensure consistency with **D1.1** and to facilitate cross-referencing with the activity planning, the project outputs were numbered and annexed following the structure outlined in **D1.1**, as follows:

Annex #	Product #	CO-DEVELOPED TOOLS
1	14	Templates for RIA/IA budget setting
2	15	Template for RIA/IA PartA setting
3	16	GAP Guide
4	17	Template for Third Parties agreement
5	18	Researchers Guide
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CO-DEVELOPED TOOLS

Both the **UNIPI** and **STUBA Research Support Offices** are dedicated to providing a wide range of services to the academic community. These services include promoting funding opportunities, offering operational support in project drafting, and assisting with project management, in addition to implementing and monitoring research policies established by their respective governance bodies.

To fulfill these responsibilities, UNIPI has developed over the years a comprehensive set of tools. In line with FrontSeat objectives, t hese tools were shared, discussed, co-developed, tested, and ultimately fine-tuned for adoption by STUBA. This collaborative process primarily took place during the six missions conducted under **T1.2 "Staff Exchange"**, complemented by an intensive schedule of remote working sessions.

#14 Templates for RIA/IA budget setting (annex 1)

The main types of budgets in **Horizon Europe** (actual costs, unit costs, lump sums) were the focus of a practical workshop organized by UNIPI staff at **STUBA** in June 2023. The goal of the workshop was to establish a shared knowledge base to facilitate the co-creation of budget tools. A common challenge in supporting researchers with project development is the budgeting process, as the cost categories and eligibility rules may be unfamiliar to newcomers. Furthermore, the budget breakdown required by Horizon Europe varies between different calls, and background data is needed to calculate the aggregated values required in the HE template (e.g., the "personnel" costs, which often include a variety of different profiles) and/or to complete specific tables (e.g., table 3.1h in RIA/IA). At the same time, collecting budget estimates from partners becomes more efficient when using a common template.

In annex the co-created tools:

- HE_ ERC_SyG_single HI BDG_template – for setting budget in a ERC environment. The output is the budget in the HE ERC structure.
- HE_RIA_IA_BDG_template_Partner - for setting budget in RIA/IA environment, single beneficiary. The output is the budget in the RIA/IA structure.
- HE_RIA_IA_BDG_template_Consortium- for setting budget in RIA/IA environment, to build the consortium overall budget. The output is the budget in the RIA/IA structure.
- HE_ LS_BUDGET_Partner - for setting budget in lump sum environment. The output is the budget in the lump sum structure. For single beneficiary.

All tools include formulas that automatically populate the **PM/WP** and overall budget tables based on the data entered into the designated cells.

#15 Template for RIA/IA Part A setting (annex 2)

The structure of a Horizon Europe (HE) proposal and the submission process was demonstrated during a practical workshop conducted by UNIPI staff at the STUBA premises in March 2023. The workshop aimed to establish a common knowledge base for the co-creation of tools. **Part A** of the proposal contains administrative and team composition/CV information. In the proposal development phase, the coordinator may choose to ask partners to complete it directly online. For partners who are new to Horizon Europe, completing the form offline might be more effective, allowing for a quality check and corrections to be made before submission.

In annex:

- Template for RIA/IA Part A setting – the co-created tool was developed for collecting data to complete Part A on the F&T Portal. This tool includes detailed explanations regarding the space limits and the specific information that needs to be provided.

#16 GAP Guide (annex 3)

The **Grant Agreement Preparation guide** was developed to provide a comprehensive yet concise resource for researchers awarded a grant under Horizon Europe (HE). It utilizes the resources from the **HE Online Manual** provided by the European Commission and integrates them with data specific to the single University.

In annex:

- GAP guide – a guide to GAP process for researchers and administrative staff customised by STUBA Project Office for internal use.

#17 Template for Third Parties agreement (annex 4)

The inclusion of third parties in a **Horizon Europe (HE)** project requires a specific agreement to be signed between the beneficiary and the third party itself. This agreement is highly tailored, as it must be customized according to the project's characteristics, the contribution to be provided by the third party, and the applicable law. For this reason, it was deemed reasonable to work on the general structure of the agreement, leaving the details to be determined on a case-by-case basis.In annex:

- Template for Third Parties agreement – the structure of the agreement to be customised on the project characteristics.

#18 Researchers Guide (annex 5)

The **Researchers Guide** was developed by UNIPI to help newly arrived researchers navigate the services offered by the University, including computing facilities, large scientific equipment, databases, and bibliographical resources. The guide also provides information on obtaining UNIPI credentials, contractual aspects, university grant programs, other funding opportunities, and the services provided by the **Technology Transfer Office (TTO)** and the **Research Office**, along with instructions on how to access these resources.

The **STUBA Project Centre** is currently working on developing an internal document with similar characteristics, using the UNIPI guide as a reference.

In annex:

- Researchers Guide – the reference template for the guide issued for STUBA Project Centre.

#19 Applications monitoring tool (annex 6)

The monitoring of applications submitted and of awarded projects under **Horizon 2020 (H2020)** and **Horizon Europe (HE)** is a key function of research offices, as it helps assessing and guiding governance policies. This task is significantly streamlined through the use of a standardized Excel file.

The one co-developed within the project has the following features:

- It is compatible with the Excel file downloadable from the **F&T portal**, allowing data to be easily copied and pasted into the file.
- It includes all additional information relevant to the institution but not present in the F&T portal.
- It contains drop-down menus to prevent errors.
- It incorporates filters and pivot tables for easy data analysis.

The data includes details such as:

- PI names
- Project title and acronym
- Start and end dates
- Overall budget
- Beneficiary budget
- EC contribution
- Status (granted/non-granted/shortlisted/unknown)
- And many other relevant fields.

In annex:

- Applications monitoring tool – a tool for tracing the application submitted and the project granted.

#20 Project Centre Scouting and proposal monitoring tool (annex 7)

The tool was developed to keep a record of the activities carried out by the research offices, specifically in terms of **scouting** and supporting researchers in proposal development, which is not limited to EU funding. In addition to its use for periodic reporting, the file also helps distribute tasks evenly among office staff.

The **scouting database** includes the following information:

- PI name
- Department/faculty
- Keywords of the project idea
- Scouting results

The **proposal database** includes the following details:

- PI name
- Department/faculty
- Project title and acronym
- Date the support was initiated
- Call details
- Deadline
- Status (granted/non-granted/shortlisted/unknown)
- Relevant annotations

In annex:

- Project Centre Scouting and proposal monitoring tool – a tool for tracing the services provided by the research offices as scouting and/or support to project design

#21 Funding Opportunities database (annex 8)

The database is used to facilitate the identification of suitable calls and funding agencies for **scouting purposes**. At UNIPI, the database is populated in parallel with the publication of funding opportunities on the university's website.

The **scouting database** includes the following information:

- Call/funding agency
- Origin of the funding (European/national/international)
- Type of grant (fellowship/funds for collaborative projects)
- Domain
- Keywords
- Deadline
- Frequency of publication

Currently there is no big demand for the database at the **STUBA Project Centre,** as the scouting activities are not so active yet. Nevertheless, the tool will be taken into account and used for the future use.

In annex:

- Funding Opportunities database – a tool for supporting the identification of suitable funding opportunities for scouting and for web page publishing.

#22 Timesheet Template (annex 9)

The **TS template** shared within the project framework is suitable for reporting in **Horizon funding**. You can find 2 examples of the timesheets that are used in both UNIPI and STUBA Universities.

In annex:

- Timesheet_template_2023_UNIPI – for recording workload for external funding reporting.
- Timesheet_template_2023_STUBA – for recording workload for external funding reporting.

#23 Template for scouting request (annex 10)

Research offices provide support in identifying suitable funding opportunities for researchers. To streamline this process and ensure all necessary data is collected, a **Google Form** was developed. This form is linked on the support service webpage, and researchers seeking scouting assistance are invited to submit it to the office's contact address. Following the example STUBA developed similar **Google Form** to be disseminated internally for scouting requests.

In annex:

- Template for scouting request – submitted by the researchers to the research office to activate the scouting service.

#24 Research newsletter (annex 11)

The **newsletter** is issued by the **Research offices** to keep the academic community informed about the direction of EU research policies, to share information about upcoming calls (National, European, and International), and to foster internal networking among research teams. The format of the newsletter has evolved over time, with various versions from UNIPI shared with **STUBA** colleagues to inspire the development of the STUBA Project Centre's own newsletter. The newsletter is distributed in **PDF format** with hyperlinks and is published in the local language. STUBA started to create a newsletter in June 2024. It is sent to subscribers, vice-deans of the faculties and the faculty project centres for distribution on monthly basis.

The UNPI newsletter includes the following sections:

- First version (from January 2017 to December 2023)
  - In primo piano (Highlights)
  - In questo numero (Summary)
  - Pillole di Open Science (Pills of Open Science)
  - I Bandi di Horizon Europe (3 Horizon Europe topics, one per thematic area + Deadlines Pillars I and III)
  - Altre opportunità di finanziamento (Other funding opportunities + link to website)
  - Eventi (Events, info day & brokerage events)
  - Progettazione (tips and tricks on project design of an HEU RIA/IA)
  - Notizie sulla Ricerca (news from the research)
  - Il Ricercatore del mese (Researcher of the month (man/woman) + link to website)
  - contacts
- Second version (from January 2023 on)
  - In primo piano (Highlights)
  - In questo numero (Summary)
  - I Bandi di Horizon Europe (all the open/forthcoming calls present in HEU) + News & Events
  - Bandi Nazionali, Europei e Internazionali (National, European and International calls + link to website)
  - Il PNRR a UNIPI (news from the Next Generation EU)
  - I progetti finanziati a UNIPI (The projects funded at UNIPI: 3 projects)
  - Il Ricercatore del mese (Researcher of the month (man/woman) + link to website)

- Contacts

The STUBA newsletter includes the following sections:

- A short note of an event or news that happened in the project centre
- Event calendar (conferences, meetings, webinars linked with the European projects)
- Calls from Horizon Europe/EIT/other EU funding
- Trips and tricks (each month different kind of tips linked to project management, proposal preparation etc)
- Project of the month (each month a different project is presented with the photo of the PI from STUBA to promote and celebrate the researchers who are participating in HEU projects)
- Meet the team (introducing each member of the team including the competencies and contact information).

In annex:

- Newsletter – two successive versions of the UNIPI and STUBA current one.

#25 The EU Research Office Service Charter (annex 12)

The **support service** for drafting project proposals was launched at **UNIPI** in 2017. The **Service Charter** was established to inform researchers about the services provided by the team and to clarify the terms and conditions of service delivery. The charter specifically defines the eligible programs and calls for support (which may change depending on governance), the internal deadlines, and the contact points. Based on UNIPI example, STUBA launched a new website in Slovak following the structure of UNIPI service charter - https://www.stuba.sk/cepstu/poskytovane-sluzby.html?page_id=16796

In annex:

- The EU Research Office Service Charter – the two service charters of UNIPI and STUBA are provided.

CASE STUDIES

Case Study 1: The First-Level Auditing Process for EU-Funded Projects at UNIPI and STUBA

Introduction and main findings

The first-level certification of incurred costs is a contractual obligation for projects funded under many programs promoted by the European Commission. The auditing process aims to verify the compliance of claimed costs with the general and specific eligibility criteria established in the Grant Agreement, their truthfulness, their relevance to the research project and the congruity of the reporting with respect to the relevant EU and national regulations.

The objective of the case study was to exchange experiences between the Research Management Unit at UNIPI (a central office that serves the entire University) and the Project Center at STUBA (also a central service, linked to the Rectorate) regarding the optimization of the first-level auditing process. In particular, the study shared and discussed the pilot on centralization of the selection process

implemented by UNIPI in 2021 and its re-implementation in 2023, which served as inspiration for the Project Center at STUBA to develop a similar approach.

This case study focuses on the first level auditing process for projects funded within the innovation funding programs Horizon 2020 (2014–2020) and Horizon Europe (2021–2027).

We recall that providing a Certified Financial Statement (CFS) upon submission of the final report is mandatory in H2020 if the requested reimbursement of actual costs and unit costs calculated on the basis of usual cost accounting practices exceeds €325,000, while in Horizon Europe this threshold is set at €430,000 of EU contribution.

The standardization and centralization of the process have proven to be successful in making the auditing process more streamlined and effective, facilitating the acquisition of the CFS.

This case study was identified during the drafting of the FrontSeat project in 2021 when UNIPI's centralized process was just being initiated. The relevance of the case study was confirmed during the needs assessment in October 2022 (see D1.1). Preliminary results were analysed during the first Staff Exchange mission in April 2023, and the ongoing process was subsequently discussed with colleagues from the Project Centre at STUBA during both in-person and remote job shadowing sessions.

Problem Statement

At UNIPI, each Department has internal Research Units responsible for managing grants from a financial perspective. When selecting external services, such as auditors, several criteria must be met to comply with funders' requirements (e.g., best value for money) and national regulations (e.g., Italy's rotation principle).

Up until 2021, departmental Research Units had to handle these selections independently, facing burdensome procedures to meet compliance requirements. This often led to delays, duplication of efforts, and inefficiencies.

Additionally, the decentralized nature of the service prevented effective monitoring of critical issues or dissemination of best practices in research management across Departments.

Last but not least, the Research Management Unit had limited control over the process, which hindered their ability to understand departmental needs and implement corrective or capacity building measures.

In 2022, the central project office at STU was restructured to better meet the needs and challenges faced by researchers across the faculties. One key challenge identified was a lack of knowledge regarding the proper financial administration of H2020 and HEU projects. This issue stemmed from insufficient support from the project office, leaving researchers to handle administrative tasks, including financial management, on their own.

Intervention

To enhance process performance, a pilot initiative was launched in 2021, covering the period 2022–2023. The UNIPI's Research Management Unit assumed the task of centrally managing the selection of an external auditor for 15 H2020-funded projects, where providing the CFS was mandatory in 2022–2023.

The tender established the maximum compensation the auditor could request, calculated as a percentage of the direct project costs to be audited. Four companies were invited to submit proposals.

The terms and conditions were set so that the selected auditor would be in charge of independently managing the relationship with the departments.

The Research Management Unit's role was limited to sharing the auditor's contact details and service terms with the departments two months before the project end date.

Additionally, the Unit conducted periodic follow-ups and reviewed semi-annual reports prepared by the auditor to identify strengths, best practices, and pain points in management. In fact, the aim was also to learn lessons and spread good practices In line with a continuous improvement approach. The Research Management Unit remained available upon request to assist Departments with problem-solving and act as a liaison with the auditor all along the service implementation.

To prevent future errors and address existing challenges, the STU Project Centre organized training sessions and hands-on workshops for Principal Investigators (PIs) and faculty project offices in 2023-2024. Following these sessions, an internal audit was initiated (currently ongoing), where one active project from each faculty is selected for a thorough review of its financial documentation. This audit not only examines the final financial figures but also ensures that the methods used to calculate personnel costs are accurate and compliant.

Results and Outcomes

The pilot yielded highly positive outcomes and was extended to cover the period 2023–2025 without modifications.

Key positive results reported from the 2021 pilot include:

- **uniformity in the auditing process**, leading to the alignment of management practices towards best practices;

- **improved formal relationships with the auditor**, facilitating dispute resolution and communication;

- **enhanced identification and dissemination of good practices**, greater awareness of weaknesses, and increased opportunities for corrective actions;

- **greater efficiency and effectiveness** in service provider selection, reducing the workload for departments;

- **Improved compliance** in the selection procedure;

- **Overall cost reduction**.

- **Increased overall expertise**.

The current contract targets 22 EU-funded projects and has been extended to include further projects funded by agencies other than the European Commission, such as the Italian Ministry for Research, which require internal audits within the beneficiary body. Today, the process is established as an internal procedure.

At STUBA the results can be visible through less and less mistakes detected while performing the internal audits. Nevertheless, the full results will be seen after a few years of this best practice.

Recommendations

- The process could benefit from introducing a tendering procedure for a framework contract with a higher tender base amount. This would allow greater flexibility in activating services. The current contract is rigid, as the number of projects to be audited must be determined in advance.

- At the same time, the centralized selection procedure could be mandated by governance bodies. Currently, adherence to this protocol is voluntary, which excludes some projects requiring a CFS during the final reporting phase.

Case Study 2: Support for CA Preparation and GA Signature

Introduction and Main Findings

The Consortium Agreement (CA) is the document that regulates the relationships between partners within a project consortium. This case study focuses on the CA, which is mandatory for projects funded under the innovation programs Horizon 2020 (2014–2020) and Horizon Europe (2021–2027).

This critical document governs various key aspects of the project, including intellectual property management, financial arrangements, decision-making, and dispute resolution. There are several templates, popular in European project management, that can guide the drafting of this document. UNIPI employs the DESCA Simplified Consortium Agreement. Adapting it to individual projects can be complex and requires the convergence of various areas of expertise.

The Grant Agreement (GA) signing process, known as Grant Agreement Preparation (GAP), begins with the notification of the project's ranking for funding. It involves verifying declared eligibility conditions, making necessary modifications or additions to the project proposal and to the grant agreement (if any), and completing administrative steps. These steps include assigning the Project Financial Signatory (PFSIGN) and Project Legal Signatory (PLSIGN), entering data into the SYGMA portal (System for Grant Management), signing the Declaration of Honour (DoHA) and the GA itself (or the Accession Form for partners).

The GA text is provided by the EC without the possibility of modification, except for the project's start date. At UNIPI, the entire process is typically managed at the Department level, with central services, particularly the Centralized Grant Management Unit, providing support and guidance.

This case study aimed to exchange experiences between the Research Management Unit at UNIPI (a central office that serves the entire University) and the Project Center at STUBA (also a central service, linked to the Rectorate) regarding support for drafting the CA and signing the GA. Regarding the CA, the study examined the evolution of UNIPI's service since 2022, transitioning from simply providing templates to offering a highly specialized service.

Despite the differences in the organization of the two entities, influenced by governance orientations and specific organizational traits, the case study inspired STUBA's Project Center to refine its approach to CA management. Similarly, in the GA signing process, the case study led to the adoption of the GAP guide by STUBA's Project Center as an operational tool.

This case study was identified during the drafting of the FrontSeat project in 2021 when UNIPI began developing its CA support service. Its relevance was confirmed during the October 2022 needs assessment (see D1.1). Preliminary results were analyzed during the first Staff Exchange mission in April 2023 and discussed further with colleagues from STUBA during both in-person and remote sessions.

Problem Statement

The main critical issues in the CA drafting process, in both universities, included the lack of a formalized review procedure. This was due to several factors:

- **Limited awareness** of the CA's importance and the potential management issues arising from signing an insufficiently detailed document.

- **Tight deadlines** often imposed by the coordinator or by the Granting Authority for defining and signing the CA.

- **Difficulties in bridging different national legal frameworks** and the lack of familiarity of legal departments with European project regulations.

Additionally, the procedures needed to clearly define the division of responsibilities between actions taken at the Department level and those handled by central offices, as well as the type of services provided by the latter.

Regarding the GAP process, the main challenges were the **general lack of understanding** of the process flow by Principal Investigators (PIs) and the assignment of roles (PLSIGN, PFSIGN). The online manual was insufficient for effectively guiding users, due to beneficiary's specificity and related procedures.

Intervention

To improve the CA approval and signing process, since 2021 the review process has been centralized, with specialized services offered by the **Research Management Unit**. Support is provided upon request by PIs or Departmental Research Units and follows these guidelines:

- The **DESCA template** is used as a reference model.

- For aspects requiring specialized expertise, the Research Management Unit consults, collects, and coordinates input from other units and divisions (e.g., Legal Office, HR Office, Technology Transfer Office).

- Feedback provided is **advisory**, leaving the final responsibility for incorporating suggestions to the Department.

- The unit interacts exclusively with the PI or departmental colleagues and does not communicate directly with partners, coordinators, or administrative staff from other organizations.

- The unit also provides advice and reviews of other kind of contracts related to the Grant Agreement and Consortium Agreement (e.g. third party agreement, secondment agreement).

The review service addresses several key aspects, modifying the template or advising colleagues to adopt cautious approaches in managing funds, including:

- Form of reimbursement

- Liability regime in the GA and CA

- Indirect costs

- Recruitment procedures (e.g., MSCA projects)

- Other relevant or specific issues

Each review includes:

- Suggested changes and alternative wording in revision mode.

- Explanatory comments within the text.

- Suggestions, if any, for communication with the coordinator and/or project officer.
- Accompanying emails in both Italian and English.

For the GAP process, activity management remains at the Department level. However, the Research Management Unit has developed and distributed a guidance document, the **GAP Guide**, outlining the main steps to GA signature and identifying organizational roles.

To implement the procedures demonstrated as best practices at UNIPI, STUBA is seeking to hire a dedicated individual for the Project Office. This person would be responsible for handling legal documents, including the GA and CA. Additionally, the newly developed GAP guide (Annex 3), that was inspired by the GAP guide from UNIPI, will be distributed to the faculties and serve as an initial resource for researchers.

Results and Outcomes

The CA drafting service has been highly appreciated by the academic community. In 2022 and 2023, approximately 25 CAs were managed annually, with the number expected to grow in 2024.

The strengths of the service and its positive organizational impacts include:

- comprehensive feedback: Specialist contributions from other unitsunits/divisions (Legal, Privacy, IPR, etc.) are collected and incorporated into the review;

- development of unique expertise: The Research Management Unit has built knowledge not found elsewhere in the university. Even legal experts may miss nuances in consortium agreements or fail to anticipate the consequences of specific clauses on project management and implementation;

- capacity building at the Department level: Beyond providing solutions, the service aims to enhance the knowledge and skills of departmental staff.

However, challenges persist, particularly regarding the timing of reviews, often influenced by factors beyond the unit's control.

The availability of the GAP Guide has simplified and accelerated support processes. The guide is accessible on the organization's web pages, offering a practical resource for stakeholders.

Recommendations

To consolidate the expertise acquired, the development of an annotated Consortium Agreement is currently under evaluation.

Case Study 3: support services to financial and technical management

Introduction and Main Findings

The management and subsequent reporting of projects funded under the innovation programs **Horizon 2020 (2014–2020)** and **Horizon Europe (2021–2027)** involve a variety of complex managerial aspects that span across different areas of expertise. Providing assistance on these aspects typically

falls within the scope of the **research offices**, which tailor their support according to their own organizational models.

This **case study** aimed to exchange experiences between the Research Management Unit at UNIPI (a central office that serves the entire University) and the Project Center at STUBA (also a central service, linked to the Rectorate) regarding the support services provided to **PIs** and **Departmental Research Units** in managing specific, and potentially critical, financial and technical aspects of **H2020** and **HE projects**.

Currently, the solutions applied at UNIPI do not have a direct counterpart in STUBA's Project Center procedures. However, the case study helped identify potential future directions for the office.

This study originated during the drafting of the **FrontSeat project** in 2021. Its relevance was confirmed during the **October 2022 needs assessment** (see D1.1). Preliminary results were analyzed during the first **Staff Exchange mission** in **April 2023** and further discussed with colleagues from STUBA during both in-person and remote sessions.

Problem Statement

The main areas where **support requests** from **PIs** and **Departmental Research Units** are concentrated include the following:

- **management of supplier selection processes** to ensure compliance with the best value for money principle and the absence of conflicts of interest, in addition to the Italian law on public procurement;

- **inclusion of third parties** in funded projects;

- development of **Data Management Plans**, **Career Development Plans**, **Communication and Dissemination Plans**, and more generally, any mandatory deliverable requiring expertise beyond scientific skills.

- specific aspects of the **recruitment process** for team members;

- **fulfilments and updates of project management portals** (e.g. updating roles, bank details, beneficiary data, etc.), support to the Departments for the correct implementation of data and documents for funded projects;

- **harmonization** between national and European legal and regulatory frameworks;

- definition of **"usual practices"** (as defined by the Grant Agreement) to be adopted at the beneficiary level;

- **management of first-level auditing**, **and support in case of second-level auditing.**

These are specific and cross-cutting areas of expertise, which are not always available at the Department level or within the PI's expertise. The support framework offered by the **Research Management Unit** was designed to address these areas, also focusing on the development and sharing of knowledge across the entire academic community.

At STUBA, the support services are not clearly defined, and it is uncertain what type of support researchers can expect from the project center.

Intervention

To effectively respond to the diverse requests and with a view to **capacity building** within the staff of the respective Departments, **Research Management Unit** develops the following activities:

- **On-demand consultation**: The Unit provides advice on consortium management, reporting aspects, cost eligibility control, and general compliance with Italian research regulations and related aspects.

- **Formulation of innovative solutions** to reconcile European regulations with national and University regulations (e.g. for **MSCA actions**).

- **Development and dissemination** of templates (e.g., Third-party agreements, subcontracts, etc.).

- **Sharing, review, and support** in the compilation of templates for cross-cutting deliverables (e.g., **Data Management Plan**, **Communication and Dissemination Plan**, **Career Development Plan**).

- **Support during second-level audits**, including drafting required documentation and facilitating dialogue with auditors.

- **Training for researchers and colleagues** on reporting and cross-cutting aspects (at least a couple of information days per year).

- **Identification and adoption** of practices as "usual practices" of the beneficiary (e.g., day equivalents, etc.).

Drawing from the best practices at UNIPI, the Project Center at STUBA has launched these initiatives to clarify the services the central project office can offer to the faculties and researchers:

- **Mapping the expertise:** Identifying and cataloging the specific skills and knowledge available within the project center to better match support with research needs.
- **Creating the charter of services:** Developing a clear document outlining the services the central project office offers to faculties and researchers, including processes, expectations, and available resources.
- **Creating the GAP guide:** Preparing a comprehensive guide
- **Organizing meetings with the faculty project centers**: Scheduling regular (twice a year) meetings with faculty project centers to foster communication, share updates, and align strategies for supporting research projects.
- **Distributing the newsletter:** Sending out a monthly newsletter to keep researchers and faculties informed about new services, opportunities, updates, and best practices related to project management.

Results and Outcomes

Over time, the **Unit** has become a point of reference for the Departments, contributing to the uniformity and, consequently, the solidity of reporting practices.

The Unit now possesses the expertise required to develop solutions that effectively translate the Commission's guidelines into administrative procedures that, by necessity, comply with local law. This experience-driven expertise is the added value of the team.

At the same time, the Unit facilitates efficient dialogue between the various Divisions responsible for specific aspects related to the support requested, such as **legal matters**, **enrollment procedures**, **budgeting**, etc.

As a side effect, the search for innovative solutions has stimulated and boosted **networking** with other universities at the national level, as well as with national bodies such as the **Conference of General Directors of Italian Universities (CODAU)**. This has enhanced UNIPI's visibility and the quality of the proposed solutions.

The activities at STUBA began in 2023-2024, so the outcomes are still in the early stages. However, the initial feedback from researchers and faculty project centers has been positive, highlighting noticeable improvements in clarity in day-to-day operations and enhanced collaboration between the rectorate and the faculties.

Recommendations

The current scope of intervention could be expanded to cover cross-cutting and management areas (e.g., data stewardship), but this would require an increase in the human resources and further development of skills and competences dedicated to these tasks.

BEST PRACTICES

Best Practice 1: The BIHO Initiative at UNIPI to incentivize EU projecting

1. Context and Objectives

The BIHO Initiative was launched in 2017 by the University of Pisa with an initial investment of €1.5 million, later consolidated in subsequent years with additional resources of about the same amount.The initiative aimed to enhance the University's participation in European research programs, particularly Horizon 2020, with a special focus on coordination roles.BIHO aimed to strengthen the University's international competitiveness in producing high-quality research and innovation.

The BIHO logo

2. Description of the Best Practice

The BIHO Initiative included three main support actions:
- **Action 1:** Grants of €5,000 for organizing international meetings in Pisa, facilitating partnerships and proposal development.
- **Action 2:** Grants between €30,000 and €50,000 (depending on the total project budget, above or below €800,000) for coordinators (and, limited to 2022, also partners) of proposals that were **not funded but scored above the threshold** (as established by the single call).
- **Action 3:** Grants of €75,000 for coordinators of **funded proposals** to support the recruitment of a project manager or research staff.

Funds were allocated upon request by project's Principal Investigator to the Research Management Unit of the University of Pisa, with applications accepted annually from January 1 to December 31.

3. Resources

Human Resources:
A part-time staff member was dedicated to managing the initiative, handling:

- internal authorization processes and publication of the internal calls;
- internal communication activities and website updates;
- collection and verification of applications;

- secretariat activities for the committee allocating the funds;
- periodic transfer of submitted requests to the deliberating committee;
- managing contacts with applicants and resolving disputes;
- transferring approved grant dossiers to administrative offices for fund distribution;
- monitoring the initiative and periodic reporting.

Financial Resources:

Over seven years, the BIHO initiative awarded 174 grants to University of Pisa researchers, with a total investment of €7.8 million.

Stakeholders Involved:

- Principal Investigators;
- Research Management Unit at the University of Pisa;
- Departments.

4. Duration

The BIHO initiative ran from 2017 to 2023. In 2024, it was rebranded as BASE by the new governance of the University.

5. Results Achieved

A comparison of data across three-year periods shows a 60% increase in grants awarded under Action 2 and a 35% increase under Action 3, indicating a significant rise in European project activity at the University level.

6. Lessons Learned and Replicability

Providing rewards for high-quality proposals, even if not funded, strongly motivated researchers to take on the challenging role of coordinator.

The incentive system is highly replicable in other universities, leveraging the tools and workflows already developed by the University of Pisa.

Financial resources can be adjusted based on an institution's budget without compromising the initiative's effectiveness.

7. Contacts

Research Development Unit – Directorate for Research

: progettazione.ricerca@unipi.it

Best Practice 2: The proposal drafting support service at the University of Pisa

1. Context and Objectives

In January 2018, on the initiative of the university governance, the Directorate for Research Services and Technology Transfer (later renamed the Directorate for Research and Knowledge Valorization) at the University of Pisa launched an experimental support service for drafting proposals in response to calls for research project funding. This was a highly specialized service provided by expert staff with

previous experience in the design and management of European projects, who were selected through a public call and hired on fixed-term contracts.

In 2021, following a positive evaluation of the experimental phase's results, the service became permanent with the hiring of six project design specialists on permanent contracts. These professionals were assigned to the three ERC sectors: Life Sciences (LS), Physical Sciences and Engineering (PE), and Social Sciences and Humanities (SSH).

The objective of the experimental phase, and subsequently the permanent establishment of the service, was to strengthen the proposal preparation capabilities of university staff in the area of European and international funding, thereby improving the ability to secure grants and enhancing UNIPI's reputation at both the national and international levels.

2. Description of the Best Practice

With a clear mission in mind, the team of specialists structured their activities as follows:
- **development of a service presentation format** and organization of communication events in each of the 22 departments of the university, lasting 1.5 hours each. These events aimed to introduce the service and encourage researchers to request support;
- **creation of web communication tools** (web page).
- **drafting of a service charter** specifying the services provided, the funding programs supported, and the timelines for accessing the service (see Annex 12);
- **establishment of shared working tools** (Word/Excel tools) to enhance efficiency and ensure uniformity in the services provided (e.g., monitoring files, request forms for scouting activities. See Annexes 7 and 10);
- **implementation of an internal organizational protocol** stipulating that assistance requests are assigned during the team meetings held on Tuesdays and Fridays. These team meetings also serve to discuss technical aspects, share experiences, and facilitate knowledge transfer.

The service covers the following aspects:
- **Scouting:** Identification of funding calls and assessment of the alignment between the project idea and the call's objectives. This service is initiated by completing an online form.
- **Project drafting:** Active collaboration in drafting the proposal, particularly (but not exclusively) in writing the sections related to Impact and Implementation.
- **Follow-up:** Analysis of evaluation reports to prepare for resubmission.
- **Back-office services:** Support for coordinating partners when the University of Pisa acts as the lead institution.
- **Submission support:** Assistance with using the online platforms required by the program.

The service guarantees processing within three working days.

3. Resources

Human Resources:
The Project Support Services team, initially composed of six full-time staff members, is currently made up of five full-time staff members.

4. Duration

The service was launched in 2018 and became permanent in 2021.

5. Results Achieved

From January 2018 to February 2023, 270 scouting activities were carried out, with a slight predominance of requests in the Life Sciences (LS) domain.

During the same period, 702 requests for project design assistance were processed, with a marked predominance in the Life Sciences (LS) and Physical Sciences and Engineering (PE) domains.

An analysis of the number of proposals submitted and funded by the university since 2018 shows a positive trend, with a nearly constant increase in the number of proposals receiving funding.

As a side activity, and building on the experience gained during the FrontSeat project, the team developed a series of training modules for researchrs. These modules focus on specific EU calls/programs, project design techniques, or cross-cutting topics such as Open Science and Gender in Research. These modules are currently used to organize regular training events for UNIPI researchers.

6. Lessons Learned

The service has undoubtedly contributed over the years to encouraging project development and improving the average quality of proposals. However, participation in project design within the Social Sciences and Humanities (SSH) domain remains below average, and future internal communication efforts will focus on this area.

At the same time, there is a growing need to broaden the base of researchers actively engaged in project design. A clear trend of "fidelity" has been observed, where a recurring group of researchers consistently accesses the service, effectively limiting its availability to others.

This highlights the importance of developing capacity-building activities and implementing specific measures targeted at early-career researchers.

7. Contacts

Research Development Unit – Directorate for Research
📧 : progettazione.ricerca@unipi.it

Best Practice 3: Internal Auditing for Research Projects at UNIPI

1. Context and Objectives

The Research Management Unit at the University of Pisa provides advanced support throughout the lifecycle of funded research projects, with a growing focus on management and reporting. Since 2020, the Unit has emphasized auditing activities to promote good practices in managing and reporting research projects, particularly for national and European funding programs.

To perform first-level audits for granted project, the Unit engages external professionals selected through public tenders. This activity was the object of a Case Study in the frame of the FrontSeat project (Case Study 1: The First-Level Auditing Process for EU-Funded Projects at UNIPI and STUBA).

In the case study cited above, the auditor is required to directly interacts with the Department to carry out the auditing process aimed at preparing the final report, and the Research Management Unit at UNIPI acts as a facilitator. On the opposite, this best practice refers to the implementation of a pilot project in which the Research Office played a technical role alongside the Departments' Research Units with an external auditor support. The aim was to identify areas for improvement and share good practices in EU project financial management.

2. Description of the Best Practice

Two Horizon 2020 projects were targeted by the pilot:

- SUFISA (call: SFS-19-2014)

- FEMTOTERABYTE (call: FETOPEN-01-2016-2017)

These projects were selected because their budgets (excluding subcontracts) fell below the threshold for mandatory official audits under H2020 regulations, ensuring they had not already undergone external audits.

The pilot auditing process followed the three main steps:

- **Preparation:** the Research Management Unit and the auditor jointly prepared a list of required documentation for each project, to be provided by the Departments' Research Units of reference. The list followed the H2020's Indicative Audit Program and used a Cost Breakdown template shared in second-level audits to familiarize Departments with data organization standards.
- **Execution:** a random sample of documents supporting the expenses incurred under the project was collected and provided to the auditor for review. The audit was conducted remotely.
- **Follow-Up:** two virtual meetings on Microsoft Teams were held with Department staff to discuss findings, share good practices, and address any identified issues.

5. Results Achieved and Replicability

This initiative provided valuable feedback to administrative staff and helped establish a culture of continuous improvement. It also laid the groundwork for better preparation for external audits, ensuring compliance and excellence in managing research projects.

In particular, the final report of the activity highlighted the strengths and the weaknesses in the management and reporting practices adopted in the frame of the two audited projects. The pilot positively impacted on the Department and on the Research Management Unit.

A the **Department level:**

- gained familiarity with control tools used in second-level audits;
- improved awareness of potential reporting errors and refined methods for organizing data for future audits.

At the Research Management Unit level:

- gained deeper insights into the management and reporting practices at the Department level.
- identified opportunities for corrective actions and further disseminated good practices in project management and reporting.

Conclusion

This initiative successfully provided valuable feedback to administrative staff and helped establish a culture of continuous improvement. It also laid the groundwork for better preparation for external audits, ensuring compliance and excellence in managing research projects.

7. Contacts

Research Development Unit – Directorate for Research

: progettazione.ricerca@unipi.it

This best practice was adopted in STUBA and is currently ongoing activity.

ABBREVIATIONS

Abbreviation	Expanded Version
CA	Consortium Agreement
DoH	Declaration of Honour
DoA	Description of Action
DESCA	Simplified Consortium Agreement
F&T Portal	Funding and Tender Portal
GAP	Grant Agreement Preparation
HEU	Horizon Europe
PI	Principal Investigator
PM/WP	Person Months/Work package
PFSIGN	Project Financial Signatory
PLSIGN	Project Legal Signatory
RIA/IA	Research and Innovation Action/ Innovation Action
SyGMa	System for Grant Management

STUBA	Slovak University of Technology in Bratislava
TTO	Technology Transfer Unit
UNIPI	Università di Pisa

ANNEXES

Annex #	Product #	**CO-DEVELOPED TOOLS**
1	14	Templates for RIA/IA budget setting
2	15	Template for RIA/IA Section A setting
3	16	GAP Guide
4	17	Templates for Thirds Parties agreement
5	18	Researchers Guide
6	19	Applications Monitoring tool
7	20	Project Centre Scouting and proposal monitoring tool
8	21	Funding Opportunities database
9	22	Digital Timesheet
10	23	Template for scouting request
11	24	The EU research newsletter
12	25	The EU Research Office Services Charter

ANNEX 1

PRODUCT #14

TEMPLATES FOR RIA/IA BUDGET SETTING

FrontSeat | **Funded by the European Union**

A.Personnel costs/€ (a1)

Personnel (name or profile)	Annual cost	Average monthly cost	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	PM - TOT	TOTAL COST	Totali
					Person/month per WP								
PI		€ 0.00		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	€ 0.00	€ 0.00
senior staff 1		€ 0.00								0.0	0.0	€ 0.00	
senior staff 2		€ 0.00								0.0	0.0	€ 0.00	
senior staff 3		€ 0.00								0.0	0.0	€ 0.00	
senior staff 4		€ 0.00								0.0	0.0	€ 0.00	
senior staff 5		€ 0.00								0.0	0.0	€ 0.00	€ 0.00
Post docs		€ 0.00								0.0	0.0	€ 0.00	€ 0.00
Students		€ 0.00								0.0	0.0	€ 0.00	€ 0.00
other personnel 1		€ 0.00								0.0	0.0	€ 0.00	
other personnel 2		€ 0.00								0.0	0.0	€ 0.00	
other personnel 3		€ 0.00								0.0	0.0	€ 0.00	
other personnel 4		€ 0.00								0.0	0.0	€ 0.00	
other personnel 5		€ 0.00								0.0	0.0	€ 0.00	€ 0.00
TOT			0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	€ 0.00	€ 0.00

B. Subcontracting Costs/€

description	cost
TOT	**€ 0.00**

quote here services referring to project technical activities performed by external providers
do not quote here catering service, publication costs, other dissemination costs. They go in Publications (incl. Open Access fees) and dissemination
subco costs are not included in the calculation of the indirect costs

C. Purchase costs - Travel and substistence/€ (c1)

description	cost
TOT	**€ 0.00**

quote here all cost referring to project meetings missions (1/year in person) + travel and subsistence costs for workshop/conferences and other dissemination events
quote here travel and subsistence costs for invited speckers to workshops/experts of the project advisory boards (if any)
do not include here congresses fees, as they go in Publications (incl. Open Access fees) and dissemination

5125

C. Purchase costs - Equipment/€ (c2)

description	cost
TOT	**€ 0.00**

Just depreciation costs for the period of vailability of the equipment on the project and for the % of usage on the project are eligible.
Use the table to calculate the eligible cost
Depreciation period dependes on national rules: ask your research office.
How to calculate the eligible cost for equipment

Equipment Costs (Depreciation)					
item	COST	Depreciation period (months)	Use in the project (months)	% allocation to the project	Eligible costs
	10,000 €	36 €	12 €	1 €	3,333 €
		0 €	0 €	0 €	#DIV/0!
		0 €	0 €	0 €	#DIV/0!

Consumables incl. fieldwork and animal costs

description	cost
TOT	**€ 0.00**

Self explantory

Publications (incl. Open Access fees) and dissemination

description	cost
TOT	**€ 0.00**

Quote here all costs referring to dissemination, exploitation and communication activities
APC are eligible just for OA journals (not for OA option in hybrid journals)
Remember the contractual obligation about Open Access to publications and Open Data

Other additional direct costs

description	cost
CFS	
TOT	**€ 0.00**

quote here the cost for first level financial auditing (to get the CFS certified financial statement)

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Cost category			Total in euro (no decimals)
PI name			
Host Institution			
A. Direct personnel costs/€	PI		-
	Senior Staff		-
	Post docs		-
	Students		-
	Other personnel costs		-
	Total personnel costs/€		-
B. Subcontracting Costs/€ (No indirect costs)			-
C. Purchase Costs/€	C.1 Travel and subsistence		-
	C.2 Equipment - including major equipment		-
	C.3 Other goods, works and services	Consumables incl. fieldwork and animal costs	-
		Publications (incl. Open Access fees) and dissemination	-
		Other additional direct costs	-
		C.3 Total other goods, works and services	-
	Total Purchase costs/€ (C.1 + C.2 + C.3)		-
D. Internally invoiced goods and services/€			
TOTAL DIRECT COSTS			-
E. Indirect Cost/€ *e= 25% * (A + C1 + C2 + C3)*			-
Total eligible costs/€			-
Requested EU contribution/€ (up toD26)			-

The requested contribution may be lower than the Total eligible costs. The difference wil be the HI contribution and has to be described in the B2.

A) PERSONNEL COSTS

Please fill in the yellow fields only!

Personnel (name or profile)	category*	Annual cost - gross all taxes included	Average monthly cost	WP1	WP2	WP3	WP4	WP5	WP6	PM - TOT	TOTAL COST	
	Technical personnel		€ 0.00							0.0	€ 0.00	
			€ 0.00							0.0	€ 0.00	
			€ 0.00							0.0	€ 0.00	
			€ 0.00							0.0	€ 0.00	
			€ 0.00							0.0	€ 0.00	
			€ 0.00							0.0	€ 0.00	
			€ 0.00							0.0	€ 0.00	
			€ 0.00							0.0	€ 0.00	
			€ 0.00							0.0	€ 0.00	
			€ 0.00							0.0	€ 0.00	
			€ 0.00							0.0	€ 0.00	
			€ 0.00							0.0	€ 0.00	
			€ 0.00							0.0	€ 0.00	Average montly
		TOT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	€ 0.00	#DIV/0!

If you already know your average monthly cost, please directly fill in cell O20 and the total PMs per WP (cells E20>L20)

SENIOR SCIENTIST corresponds to:

Top grade researcher: the single highest grade/post at which research is normally conducted. Example: 'Full professor' or 'Director of research'.

Senior researcher: Researchers working in positions not as senior as top position but more senior than newly qualified doctoral graduates. Examples: 'associate professor' or 'senior researcher' or 'principal investigator'.

JUNIOR SCIENTISTS corresponds to:

Recognised researcher: the first grade/post into which a newly qualified doctoral graduate would normally be recruited. Examples: 'assistant professor', 'investigator' or 'post-doctoral fellow'.

First stage researcher: Either doctoral students at the who are engaged as researchers, or researchers working in posts that do not normally require a doctorate degree. Examples: 'PhD students' or 'junior researchers' (without a PhD).

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Please fill in the yellow fields only! - use THE DROP-DOWN MENU IN THE WP COLUMN

B) SUBCONTRACTING COSTS

	WP	COST	Brief description
Subcontracting costs			
Subcontracting costs			
Subcontracting costs			
Subcontracting costs			
Subcontracting costs			
Subcontracting costs			
Subcontracting costs			
Subcontracting costs			
Subcontracting costs			
TOTAL		-	

C) PURCHASE COSTS)

C1 TRAVEL

	WP	COST	Brief description
Travel			
Travel			
Travel			
Travel			
Travel			
Travel			
Travel			
Travel			
Travel			
Travel			
Travel			
TOTAL		0.00 €	

C2 EQUIPMENT PLEASE BE AWARE that for equipment subjected to depretiation just the depretiation cost can be claimed ! Use the calculator below

	WP	Kind of equipment	short name of the asset	date of purchase (real or planned)	purchase cost	% used for the project	% of the useful life of the equipment in the project	Charged depreciation costs per investment	Justification
Equipment								€ 0.00	
Equipment								€ 0.00	
Equipment								€ 0.00	
Equipment								€ 0.00	
Equipment								€ 0.00	
Equipment								€ 0.00	
Equipment								€ 0.00	
Equipment								€ 0.00	
Equipment								€ 0.00	
Equipment								€ 0.00	
Equipment								€ 0.00	
TOTAL								€ 0.00	

C3 OTHER GOODS, WORKS AND SERVICES

	WP	KIND	COST	Brief description
Other goods, works and services				
Other goods, works and services				
Other goods, works and services				
Other goods, works and services				
Other goods, works and services				
Other goods, works and services				
Other goods, works and services				
Other goods, works and services				
Other goods, works and services				
Other goods, works and services				
Other goods, works and services				
Other goods, works and services				
Other goods, works and services				
Other goods, works and services				
Other goods, works and services				
Other goods, works and services				
TOTAL			0	

Funded by the European Union

TOTAL BUDGET PER PARTNER

Please fill in the yellow fields only!

PARTNER SHORT NAME:	
Average monthly direct rate	
Indirect rate %	25%
Reimbursement Rate	

Total Budget	WP1	WP2	WP3	WP4	WP5	WP6	Total
Person months	-	-	-	-	-	-	-
A. Personnel costs							#DIV/0!
B. Subcontracting costs							0.00 €
C. Purchase Costs							0.00 €
C1. Travel and subsistance							0.00 €
C2. Equipment							0.00 €
C3. Other goods, works and services							0.00 €
E. Indirect Costs (25%*(A+C))							#DIV/0!
H. Total eligible cost (A+B+C+E)							#DIV/0!
U. Funding rate (%)							100%
Maximum EU contribution to eligible costs (U*H)							#DIV/0!

15% personnel	Purchase costs	Difference
#DIV/0!	0.00 €	#DIV/0!

The cell "Difference" turns red if the purchase costs exceeds 15% of the personnel costs.

Partici pant N.	Participant organisation name	Country	WPs Involvement							
			WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8
PP1										
PP2										
PP3										
PP4										
PP5										
PP6										

L = WP leader
P= WP partecipant

FrontSeat — Funded by the European Union

This project has received funding from the European Union's Horizon Europe under grant no. 101079342 (Fostering Opportunities Towards Slovak Excellence in Advanced Control for Smart Industries).

A.Personnel costs/€ (a1)

Personnel (name or profile)	Annual cost	Average monthly cost	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	PM - TOT	TOTAL COST	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	General Average montly
	TOT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	€ 0.00	#DIV/0!

B. Subcontracting costs/€ (b)

description	cost
TOT	€ 0.00

C. Purchase costs - Travel and substistence/€ (c1)

description	cost
TOT	€ 0.00

C. Purchase costs - Equipment/€ (c2)

description	cost
TOT	€ 0.00

How to calculate the eligible cost for equipment

Equipment Costs (Depreciation)					
item	COST	Depreciation period (months)	Use in the project (months)	% allocation to the project	Eligible costs
	100,000.00 €	48	24	100.00%	50,000.00 €
		0	0	0.00%	#DIV/0!
		0	0	0.00%	#DIV/0!

C. Purchase costs - Other goods, works and services/€ (c3)

description	cost
TOT	€ 0.00

D.1 Financial support to third parties/€ (actual cost) (d1)

description	cost
TOT	€ 0.00

D.2 Internally invoiced goods and services/€ (Unit costs- usual accounting practices) (d2)

description	cost
TOT	€ 0.00

Income generated by the action (o)

description	amount
TOT	€ 0.00

Financial contributions (q)

description	amount
TOT	€ 0.00

Own resources (r)

description	amount
TOT	€ 0.00

PP	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	TOTAL
				Person Months					
PP1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL PMs PER WP	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**

			WP LEADERS					
PP3	PP2	PP1	PP4			PP5	PP1	
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	

	Total Person-Months	Country	Average PM cost	A.Personnel costs/€ (a1)	B. Subcontracting costs/€ (b)	C. Purchase costs - Travel and substistence /€ (c1)	C. Purchase costs - Equipment/€ (c2)	C. Purchase costs - Other goods, works and services/€ (c3)	D.1 Financial support to third parties/€ (actual cost) (d1)	D.2 Internally invoiced goods and services/€ (Unit costs-usual accounting practices) (d2)	E. Indirect costs/€ (e)	Total eligible costs(h)	Funding rate(u)	Maximum EU contribution to eligible costs (i)	Requested EU contribution to eligible costs/€ (Requested grand amount) (m)	Max grant amount (n)	Income generated by the action (o)	Financial contributions (q)	Own resources (r)	Total estimated income (s)
PP1	0		#DIV/0!	#DIV/0!	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	#DIV/0!	#DIV/0!	1	#DIV/0!	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
Total	0			#DIV/0!	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	#DIV/0!	#DIV/0!		#DIV/0!	€ 0.00	0.00 €	0.00 €	€ 0.00	0.00 €	0.00 €

15% personnel	Purchase costs	justify up to
#DIV/0!	0.00 €	#DIV/0!

Partici pant N.	Participant organisation name	Country	WPs Involvement							
			WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8
PP1										
PP2										
PP3										
PP4										
PP5										
PP6										

L = WP leader
P= WP partecipant

Funded by the European Union

A.Personnel costs/€ (a1)

Personnel (name or profile)	Annual cost	Average monthly cost	Person/month per WP								PM - TOT	TOTAL COST	
			WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8			
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	General
		TOT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	€ 0.00	#DIV/0!

B. Subcontractingcosts/€ (b)

description	cost
TOT	€ 0.00

C. Purchase costs - Travel and substistence/€ (c1)

description	cost
TOT	€ 0.00

C. Purchase costs - Equipment/€ (c2)

description	cost
TOT	€ 0.00

How to calculate the eligible cost for equipment

Equipment Costs (Depreciation)				
item	COST	Depreciation period (months)	Use in the project (months)	% allocation to the project	Eligible costs
	10,000.00 €	36	12	50.00%	1,666.67 €
		0	0	0.00%	#DIV/0!
		0	0	0.00%	#DIV/0!

C. Purchase costs - Other goods, works and services/€ (c3)

description	cost
TOT	€ 0.00

D.1 Financial support to third parties/€ (actual cost) (d1)

description	cost
TOT	€ 0.00

D.2 Internally invoiced goods and services/€ (Unit costs- usual accounting practices) (d2)

description	cost
TOT	€ 0.00

Income generated by the action (o)

description	amount
TOT	€ 0.00

Financial contributions (q)

description	amount
TOT	€ 0.00

Own resources (r)

description	amount
TOT	€ 0.00

A.Personnel costs/€ (a1)

Personnel (name or profile)	Annual cost	Average monthly cost	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	PM - TOT	TOTAL COST	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	General
		TOT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	€ 0.00	#DIV/0!

B. Subcontractingcosts/€ (b)

description	cost
TOT	€ 0.00

C. Purchase costs - Travel and substistence/€ (c1)

description	cost
TOT	€ 0.00

C. Purchase costs - Equipment/€ (c2)

description	cost
TOT	€ 0.00

C. Purchase costs - Other goods, works and services/€ (c3)

description	cost
TOT	€ 0.00

D.1 Financial support to third parties/€ (actual cost) (d1)

description	cost
TOT	€ 0.00

D.2 Internally invoiced goods and services/€ (Unit costs- usual accounting practices) (d2)

description	cost
TOT	€ 0.00

Income generated by the action (o)

description	amount
TOT	€ 0.00

Financial contributions (q)

description	amount
TOT	€ 0.00

Own resources (r)

description	amount
TOT	€ 0.00

How to calculate the eligible cost for equipment

Equipment Costs (Depreciation)				
item	COST	Depreciation period (months)	Use in the project (months)	% allocation to the project	Eligible costs
	10,000.00 €	36	12	50.00%	1,666.67 €
		0	0	0.00%	#DIV/0!
		0	0	0.00%	#DIV/0!

Funded by the European Union

A.Personnel costs/€ (a1)

Personnel (name or profile)	Annual cost	Average monthly cost	Person/month per WP								PM - TOT	TOTAL COST	
			WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8			
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	General
		TOT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	€ 0.00	#DIV/0!

B. Subcontractingcosts/€ (b)

description	cost
TOT	€ 0.00

C. Purchase costs - Travel and substistence/€ (c1)

description	cost
TOT	€ 0.00

C. Purchase costs - Equipment/€ (c2)

description	cost
TOT	€ 0.00

How to calculate the eligible cost for equipment

	Equipment Costs (Depreciation)			
item	COST	Depreciation period (months)	Use in the project (months)	% allocation to the project	Eligible costs
	10,000.00 €	36	12	50.00%	1,666.67 €
		0	0	0.00%	#DIV/0!
		0	0	0.00%	#DIV/0!

C. Purchase costs - Other goods, works and services/€ (c3)

description	cost
TOT	€ 0.00

D.1 Financial support to third parties/€ (actual cost) (d1)

description	cost
TOT	€ 0.00

D.2 Internally invoiced goods and services/€ (Unit costs- usual accounting practices) (d2)

description	cost
TOT	€ 0.00

Income generated by the action (o)

description	amount
TOT	€ 0.00

Financial contributions (q)

description	amount
TOT	€ 0.00

Own resources (r)

description	amount
TOT	€ 0.00

FrontSeat

Funded by the European Union

A.Personnel costs/€ (a1)

Personnel (name or profile)	Annual cost	Average monthly cost	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	PM - TOT	TOTAL COST	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	General
		TOT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	€ 0.00	#DIV/0!

(Person/month per WP)

B. Subcontractingcosts/€ (b)

description	cost
TOT	**€ 0.00**

C. Purchase costs - Travel and substistence/€ (c1)

description	cost
TOT	**€ 0.00**

C. Purchase costs - Equipment/€ (c2)

description	cost
TOT	**€ 0.00**

How to calculate the eligible cost for equipment

Equipment Costs (Depreciation)					
item	COST	Depreciation period (months)	Use in the project (months)	% allocation to the project	Eligible costs
	10,000.00 €	36	12	50.00%	1,666.67 €
		0	0	0.00%	#DIV/0!
		0	0	0.00%	#DIV/0!

C. Purchase costs - Other goods, works and services/€ (c3)

description	cost
TOT	**€ 0.00**

D.1 Financial support to third parties/€ (actual cost) (d1)

description	cost
TOT	**€ 0.00**

D.2 Internally invoiced goods and services/€ (Unit costs- usual accounting practices) (d2)

description	cost
TOT	**€ 0.00**

Income generated by the action (o)

description	amount
TOT	**€ 0.00**

Financial contributions (q)

description	amount
TOT	**€ 0.00**

Own resources (r)

description	amount
TOT	**€ 0.00**

FrontSeat

Funded by the European Union

A.Personnel costs/€ (a1)

Personnel (name or profile)	Annual cost	Average monthly cost	Person/month per WP								PM - TOT	TOTAL COST	
			WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8			
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	General
		TOT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	€ 0.00	#DIV/0!

B. Subcontractingcosts/€ (b)

description	cost
TOT	€ 0.00

C. Purchase costs - Travel and substistence/€ (c1)

description	cost
TOT	€ 0.00

C. Purchase costs - Equipment/€ (c2)

description	cost
TOT	€ 0.00

How to calculate the eligible cost for equipment

Equipment Costs (Depreciation)					
item	COST	Depreciation period (months)	Use in the project (months)	% allocation to the project	Eligible costs
	10,000.00 €	36	12	50.00%	1,666.67 €
		0	0	0.00%	#DIV/0!
		0	0	0.00%	#DIV/0!

C. Purchase costs - Other goods, works and services/€ (c3)

description	cost
TOT	€ 0.00

D.1 Financial support to third parties/€ (actual cost) (d1)

description	cost
TOT	€ 0.00

D.2 Internally invoiced goods and services/€ (Unit costs- usual accounting practices) (d2)

description	cost
TOT	€ 0.00

Income generated by the action (o)

description	amount
TOT	€ 0.00

Financial contributions (q)

description	amount
TOT	€ 0.00

Own resources (r)

description	amount
TOT	€ 0.00

Funded by the European Union

FrontSeat

A.Personnel costs/€ (a1)

Personnel (name or profile)	Annual cost	Average monthly cost	Person/month per WP								PM - TOT	TOTAL COST	
			WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8			
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	
		€ 0.00									0.0	€ 0.00	General
		TOT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	€ 0.00	#DIV/0!

B. Subcontractingcosts/€ (b)

description	cost
TOT	€ 0.00

C. Purchase costs - Travel and substistence/€ (c1)

description	cost
TOT	€ 0.00

C. Purchase costs - Equipment/€ (c2)

description	cost
TOT	€ 0.00

How to calculate the eligible cost for equipment

	Equipment Costs (Depreciation)				
item	COST	Depreciation period (months)	Use in the project (months)	% allocation to the project	Eligible costs
	10,000.00 €	36	12	50.00%	1,666.67 €
		0	0	0.00%	#DIV/0!
		0	0	0.00%	#DIV/0!

C. Purchase costs - Other goods, works and services/€ (c3)

description	cost
TOT	€ 0.00

D.1 Financial support to third parties/€ (actual cost) (d1)

description	cost
TOT	€ 0.00

D.2 Internally invoiced goods and services/€ (Unit costs- usual accounting practices) (d2)

description	cost
TOT	€ 0.00

Income generated by the action (o)

description	amount
TOT	€ 0.00

Financial contributions (q)

description	amount
TOT	€ 0.00

Own resources (r)

description	amount
TOT	€ 0.00

PP	Person Months								
	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	TOTAL
PP1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
PP2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
PP3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
PP4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
PP5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
PP6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL PMs	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

WP LEADERS							
PP3	PP2	PP1	PP4			PP5	PP1
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

	Total Person-Months	Country	Average PM cost	A.Personnel costs/€ (a1)	B. Subcontracting costs/€ (b)	C. Purchase costs - Travel and substistence/€ (c1)	C. Purchase costs - Equipment/€ (c2)	C. Purchase costs Other goods, works and services/€ (c3)	D.1 Financial support to third parties/€ (actual cost) (d1)	D.2 Internally invoiced goods and services/€ (Unit costs-usual accounting practices) (d2)	E. Indirect costs/€ (e)	Total eligible costs(h)	Funding rate(u)	Maximum EU contribution to eligible costs (i)	Requested EU contribution to eligible costs/€ (Requested grand amount) (m)	Max grant amount (n)	Income generated by the action (o)	Financial contributions (q)	Own resources (r)	Total estimated income (s)
PP1 -	0		#DIV/0!	#DIV/0!	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	#DIV/0!	#DIV/0!	1	#DIV/0!		0.00 €	0.00 €	0.00 €	0.00 €	
PP2	0		#DIV/0!	#DIV/0!	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	#DIV/0!	#DIV/0!	1	#DIV/0!		0.00 €	0.00 €	0.00 €	0.00 €	
PP3	0		#DIV/0!	#DIV/0!	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	#DIV/0!	#DIV/0!	1	#DIV/0!		0.00 €	0.00 €	0.00 €	0.00 €	
PP4	0		#DIV/0!	#DIV/0!	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	#DIV/0!	#DIV/0!	1	#DIV/0!		0.00 €	0.00 €	0.00 €	0.00 €	
PP5	0		#DIV/0!	#DIV/0!	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	#DIV/0!	#DIV/0!	1	#DIV/0!		0.00 €	0.00 €	0.00 €	0.00 €	
PP6 -	0		#DIV/0!	#DIV/0!	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	#DIV/0!	#DIV/0!	1	#DIV/0!		0.00 €	0.00 €	0.00 €	0.00 €	
Total	0			#DIV/0!	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	#DIV/0!	#DIV/0!		#DIV/0!	€ 0.00	0.00 €	0.00 €	€ 0.00	0.00 €	0.00 €

15% personnel	Purchase costs	justify up to
#DIV/0!	0.00 €	#DIV/0!
#DIV/0!	0.00 €	#DIV/0!
#DIV/0!	0.00 €	#DIV/0!
#DIV/0!	0.00 €	#DIV/0!
#DIV/0!	0.00 €	#DIV/0!
#DIV/0!	0.00 €	#DIV/0!

ANNEX 2

PRODUCT #15

TEMPLATE FOR RIA/IA PART A SETTING

ADMINISTRATIVE FORMS (PART A)

ORGANISATION DATA

Organisation name	
Organisation short name	
Organisation PIC number*	

* The PIC number is a 9-digit Participant Identification Code needed to participate in a call for proposals with eSubmission. Please check whether your organisation has already been registered. If so, no need to register it again. Otherwise, to register your organisation, you need to login into the Portal or, if you are a new user, create your account.

CONTACTS

Main contact		**E-mail**		**Access rights**	Full access
Contact person*		**E-mail**		**Access rights**	Full access / Read only
Contact person*		**E-mail**		**Access rights**	

* Add as many contact persons as you like.

DEPARTMENT

Department name	
Street	
Town	
Postcode	
Country	

* Add rows If more than one.

MAIN CONTACT PERSON*

Title	
Gender	
Position in the organisation	
Department	
Street	
Town	
Post code	
Country	
Website	
Phone	

* The full name is automatically filled and is the one indicated above as "main contact person".

FrontSeat

RESEARCHERS INVOLVED IN THE PROPOSAL*

Title	First name	Last name	Gender	Nationality	e-mail	Career stage**	Role of the researcher	Reference identifier	Type of identifier
Dr/Prof/Ms/Mrs/Mr			*Woman/Man/Non binary*			*A/B/C/D*	*(in the project) Leading/team member*		*ORDIC/researche r ID/Other ID*

* Add rows if more than one

** Career stages:

- **Category A Top grade researcher**: *the single highest grade/post at which research is normally conducted. Example: Full professor or Director of research.*
- **Category B Senior researcher**: *Researchers working in positions not as senior as top position but more senior than newly qualified doctoral graduates (IsCED level 8). Examples: associate professor or senior researcher or principal investigator.*
- **Category C Recognised researcher**: *the first grade/post into which a newly qualified doctoral graduate would normally be recruited. Examples: assistant professor, investigator or post-doctoral fellow.*
- **Category D First stage researcher**: *Either doctoral students at the IsCED level 8 who are engaged as researchers, or researchers working in posts that do not normally require a doctorate degree. Examples: PhD students or junior researchers (without a PhD).*

ROLE OF PARTICIPATING ORGANISATION IN THE PROJECT*

Project management	Yes/No
Communication, dissemination and engagement	Yes/No
Provision of research and technology infrastructure	Yes/No
Co-definition of research and market needs	Yes/No
Civil society representative	Yes/No
Policy maker or regulator, incl. standardisation body	Yes/No
Research performer	Yes/No
Technology developer	Yes/No
Testing/validation of approaches and ideas	Yes/No
Prototyping and demonstration	Yes/No
IPR management incl. technology transfer	Yes/No
Public procurer of results	Yes/No
Private buyer of results	Yes/No
Finance provider (public or private)	Yes/No
Education and training	Yes/No
Contributions from the social sciences or/and the humanities	Yes/No
Other If yes, please specify: (Maximum number of characters allowed: 50)	

*Thick as many boxes as necessary. Please note that all the partners will be involved in Communication, dissemination and engagement activities. This section will need a final check after the Work Plan is confirmed.

LIST OF UP TO 5 PUBLICATIONS, WIDELY USED DATASETS, SOFTWARE, GOODS, SERVICES, OR ANY OTHER ACHIEVEMENTS RELEVANT TO THE CALL CONTENT*

Type of achievement	**Short description** *max 500 characters with spaces*
Choose among the following: [Publication] [Dataset] [Software] [Good] [Service] [Other achievement]	

3

LIST OF UP TO 5 MOST RELEVANT PREVIOUS PROJECTS OR ACTIVITIES, CONNECTED TO THE SUBJECT OF THIS PROPOSAL*

Name of Project or Activity	Short description *max 500 characters with spaces*
Project acronym (from year xxx to year xxx)	TITLE: Project aim in a few word: Role: Coordinator Website: GA/contract number:

* Please list max. 5 projects and preferably include European/International projects. Please include acronym, title, type of grant, reference number and a short description.

DESCRIPTION OF ANY SIGNIFICANT INFRASTRUCTURE AND/OR ANY MAJOR ITEMS OF TECHNICAL EQUIPMENT, RELEVANT TO THE PROPOSED WORK

Name of infrastructure of equipment	Short description *max 300 characters with spaces*

* Please list max. 5 items.

GENDER EQUALITY PLAN*

Does the organization have a Gender Equality Plan (GEP)	Yes/No

* Having a GEP is an eligibility criterion for Public bodies, Higher education establishments and Research organisations from Member States and Associated Countries. If the proposal is selected, having a Gender Equality Plan will be necessary before the grant agreement signature.

ANNEX 3

PRODUCT #16

GAP GUIDE

GRANT AGREEMENT PREPARATION GUIDE

This guide is designed to assist researchers, professors, and administrative staff in the research units of the Slovak University of Technology in Bratislava Faculties, in preparing the Grant Agreement for projects funded under the Horizon Europe Programme.

It summarizes the procedures to follow on the European Commission's Funding & Tender Opportunities Portal, starting from the receipt of the Evaluation Summary Report and the invitation letter to sign the Grant Agreement.

The content of the guide is based on the detailed instructions available in the Grant Preparation section of the Funding & Tender Opportunities Portal. Please note that the guidelines provided herein do not replace the official instructions of the European Commission.

Annotations in RED BOXES included within the text offer guidance on specific practices.

Additionally, useful links are provided at the end of each section to facilitate further exploration of the topics covered.

The Centre of European Projects remains available for any questions or requests for clarification.

Centre of European Projects - CEP

Centre of European Projects, Cooperation with Practice, Innovations and Technology Transfer

STU – CEPSIT

cep.cepsit@stuba.sk

INDEX

1. WHAT IS THE GRANT PREPARATION ABOUT?

The Grant Preparation phase is intended to finalize the administrative and technical details of the project and to reach an agreement with the European Commission (EC) on these aspects in preparation for the formal signing of the Grant Agreement (GA).

The GA consists of the following parts:

Terms and Conditions: outlining the regulatory aspects underpinning the project action, including financial and implementation rules, intellectual property management, and the handling of project-generated results.

- **Annex 1:** Description of the Action - contains a detailed description of the project activities and relevant information for managing the EU contribution. This includes activities structured into work packages and tasks, person-months allocated to each project participant, the management structure specifying the roles and responsibilities of the coordinator and other project participants, and a detailed breakdown of project costs, where applicable.

- **Annex 2:** Estimated Budget - presents the budget of the entire consortium in tabular form, along with the EU contribution each project participant is entitled to.

- **Annex 3:** Accession Forms - includes the accession forms to the Grant Agreement signed by all members of the consortium; only the coordinator signs the Grant Agreement with the Commission.

- **Annex 4:** Model for Financial Statements - templates for reporting project costs.

- **Annex 5:** Specific Rules

A project can only commence once the GA definition phase is complete. This phase lasts a maximum of **3 months.**
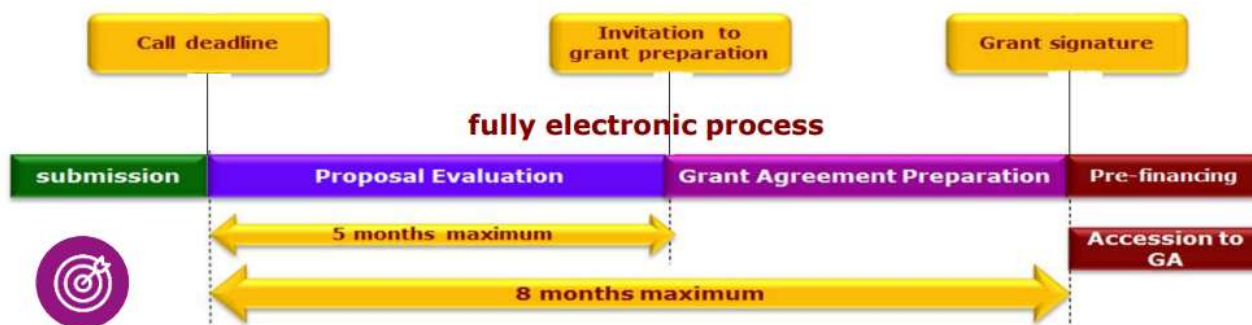
This phase begins immediately after the notification of project approval sent by the European Commission (EC) to the project coordinator. Initially, all beneficiaries sign a **Declaration of Honour**, confirming their eligibility and financial capacity to carry out the project.

The next step involves signing the Grant Agreement (GA) by the EC/Executive Agency and the coordinator, followed by the signing of the **Accession Forms** (Annex 3) by the other grant beneficiaries.

During the time between signing the Declaration of Honour and the Accession Forms, beneficiaries are encouraged to finalize an agreement regarding the partnership's management and intellectual property aspects. This agreement is far more detailed than the GA and does not involve the EC/Executive Agency. It is referred to as the **Consortium Agreement**.

The documents and the three main agreements forming the contractual framework for EU-funded projects are summarized in the table below and will be described in detail in the subsequent sections of the guide.

Document	Content	Section
INVITATION LETTER	It includes the project's identifying data, the contact details of the Project Officer, a description of the technical changes to be made to the project based on the Evaluation Summary Report (ESR), the amount of funding allocated to the project, and the roadmap outlining the deadlines leading to the signing of the Grant Agreement (GA).	2
EVALUATION SUMMARY REPORT	It contains the evaluation results and the reviewers' recommendations, which must be taken into account by the consortium.	2
ETHICAL REVIEW REPORT	It presents the outcomes of the evaluation conducted by the Ethical Review Panel (note: this applies only to projects addressing ethically sensitive issues).	2
DESCRIPTION OF ACTION	It is the Annex 1 of the Grant Agreement, structured similarly to the proposal, and includes Part A (administrative) and Part B (technical-scientific).	4
DECLARATION OF HONOUR	A document in which all beneficiaries confirm their eligibility and financial capacity to carry out the project.	5
GRANT AGREEMENT	It defines the rights and obligations related to the project, between the beneficiaries and the European Commission (EC).	5
CONSORTIUM AGREEMENT	It establishes the legal basis for the division of rights, obligations, and responsibilities among the beneficiaries.	6

2. INVITATION TO GAP

Coordinators of proposals that have been positively evaluated ("Invited") receive the following documents necessary to correctly compile the information required for the signing of the Grant Agreement (GA):

- **Invitation letter**: This document contains the project's identifying data, contact details of the Project Officer, a description of the technical changes to be made to the project based on the Evaluation Summary Report (ESR), the amount of funding allocated to the project, and a roadmap outlining the deadlines leading to the signing of the GA.

- **Evaluation Summary Report (ESR)**: This report contains the results of the proposal evaluation and the reviewers' recommendations, which must be taken into consideration by the consortium.

- **Ethical Review Report**: This report provides the results of the evaluation conducted by the Ethical Review Panel (note: this applies only to projects addressing ethically sensitive issues).

These documents can be downloaded from the **Funding & Tender Opportunities Portal (FP)**, the online platform for managing proposals and approved projects under Horizon Europe. The documents are available under the *Actions – Manage Project* section by accessing the project and clicking on *Proposal Management & Grant Preparation – Process documents*.
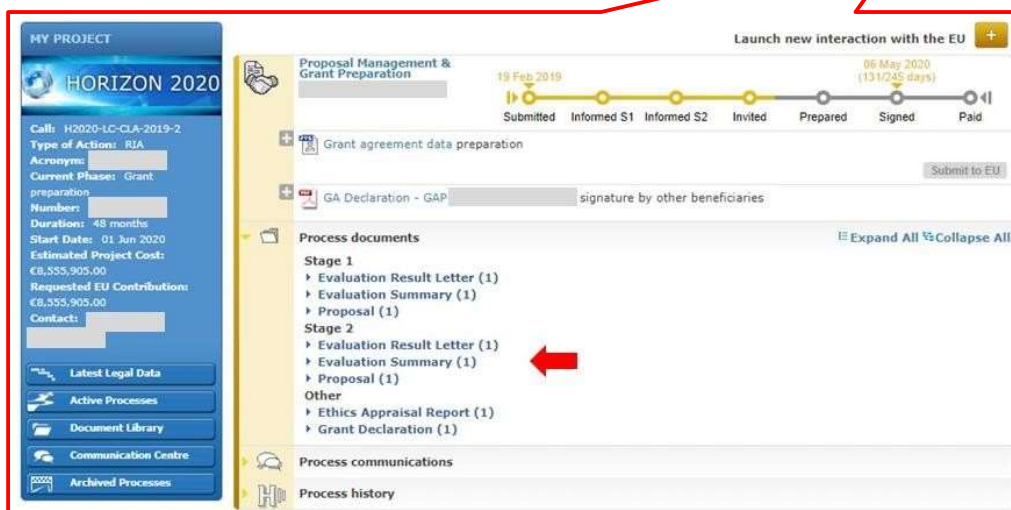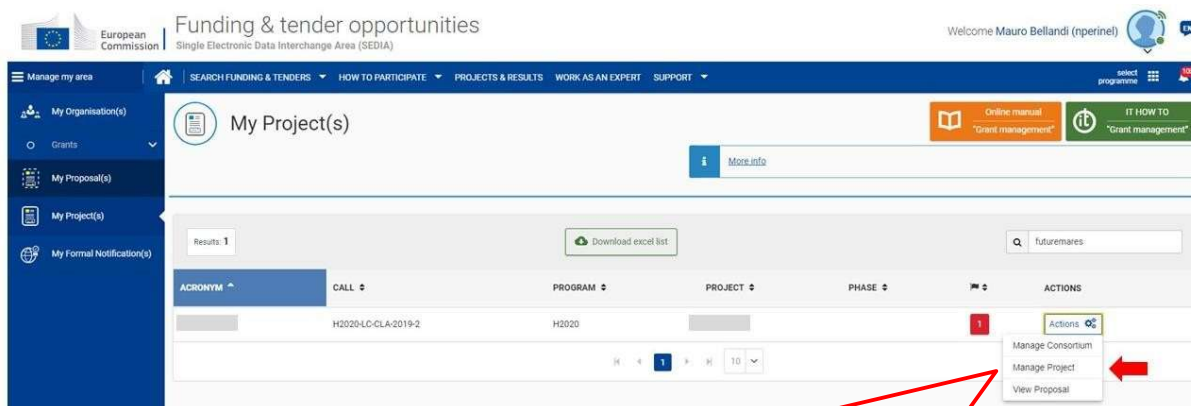
3. ROLES AND ACCESS RIGHTS

The Funding & Tender Opportunities Portal provides various roles and access options to project and entity information. The relevant section can be accessed via the following pathway: *My project(s) – Actions – Manage Consortium*.
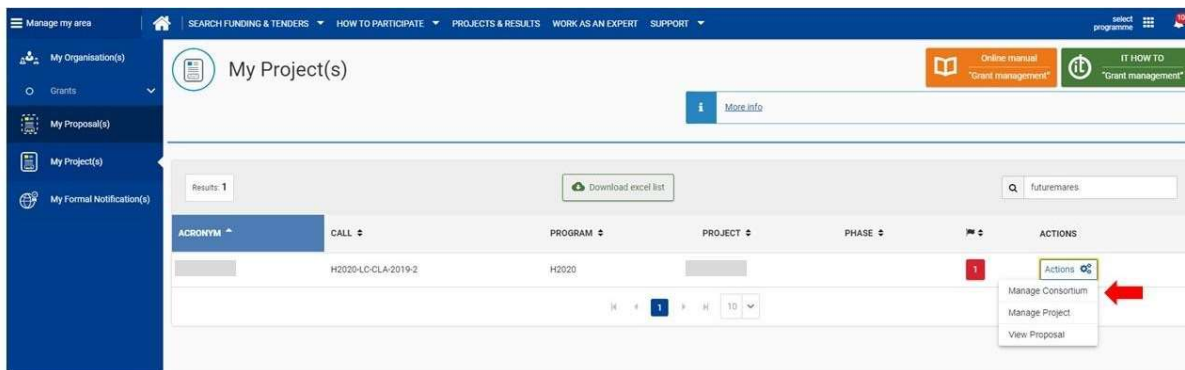
In the *Manage Consortium – Organization SLOVENSKA TECHNICKA UNIVERZITA V BRATISLAVE – STUBA section*, under *Edit roles – Add roles,* it is possible to view and assign roles to the project.
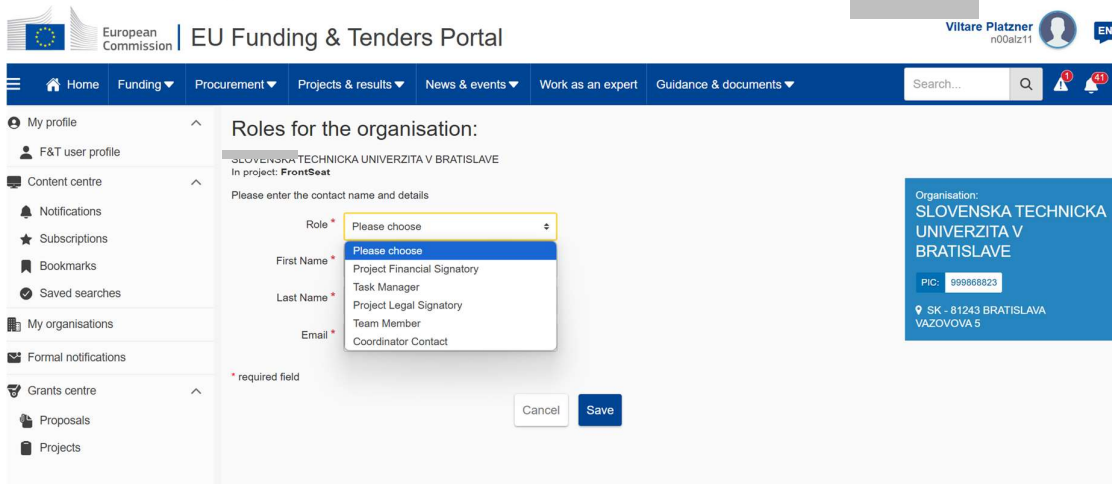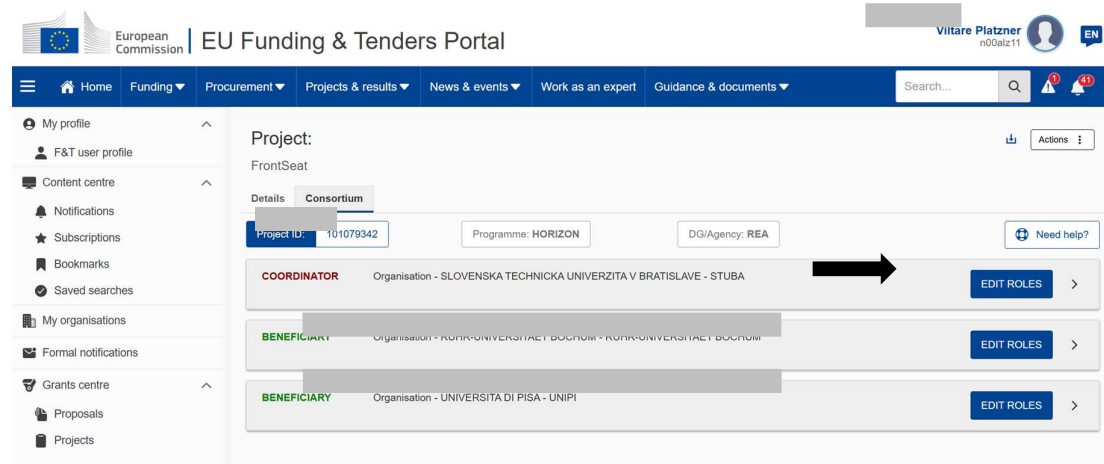
Below are all the roles within the project and those related to the organization.
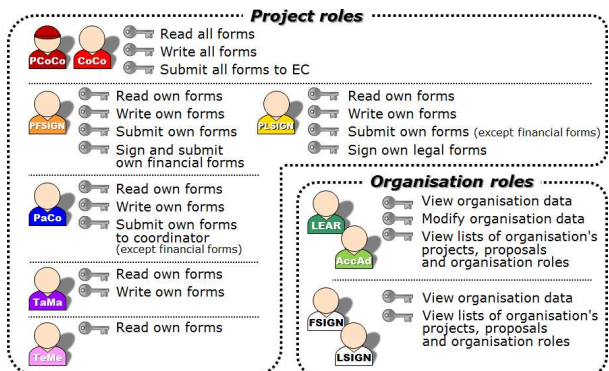
ORGANISATION ROLES	
LEAR	Legal Entity Appointed Representative
AccAd	Account Administrator
FSIGN	Financial Signatory
LSIGN	Legal Signatory

The minimum number of contacts to be entered for each organization is as follows:

- 1 PCoCo
- 1 PaCo
- 1 LEAR
- 1 PLSIGN
- 1 PFSIGN
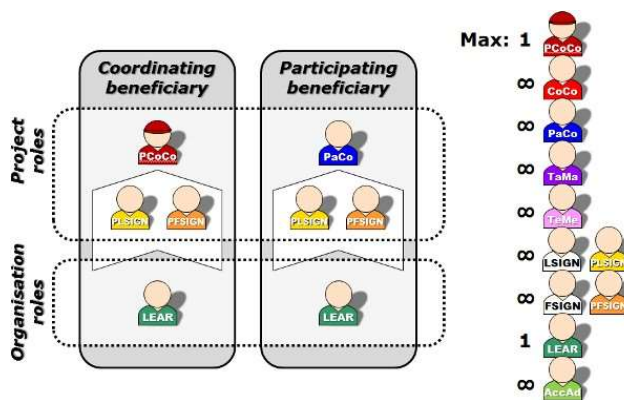
It is important to note that a single person can hold multiple roles simultaneously.

In STUBA, the **LEAR** is Peter Cuninka, Director of Centre of European Projects, Cooperation with Practice, Innovations and Technology Transfer STU. He serves as the point of contact with the Commission for all legal and financial matters related to STUBA.

It is also necessary to include the **administrative contact** of the relevant department as a Participant/Coordinator contact. This individual will manage the project from an administrative and financial perspective.

Useful Links:

[Horizon Europe manual: Grant preparation](#)

[Horizon Europe manual: Role and Access rights](#)

4. THE DESCRIPTION OF ACTION

The Description of Action (DoA) is Annex 1 of the Grant Agreement (see page 4). It contains the description of the project activities and is structured in the same way as the proposal, including Part A and Part B.

Part A: This is the administrative section of the project, partially pre-filled with data derived from the proposal.

By clicking on *Actions – Manage Project – Proposal Management & Grant Preparation*, you can access the operational pages of SyGMa (System for Grant Management). SyGMa displays a navigation bar at the top of the screen, allowing you to access all the forms to be filled out, as shown in the following figure.

The details of the operations to be performed in each form are listed in the following table:

FILE	CONTENT
Project Summary	It provides a summary of the key information of the project.
Beneficiaries	From this page, you can view the complete list of project partners. Each beneficiary, including the coordinator, must verify and complete the data related to their institution. The system automatically retrieves the data associated with the **PIC** (Participant Identification Code) of each entity, which must be supplemented with the following information: ▪ **Partner Summary:** Enter the details of the department(s) involved in the project. ▪ **Financial Data:** Manually input the budget allocated to the relevant beneficiary. ▪ **Project Representatives:** Indicate the PLSIGN (person with signing authority). ▪ **Bank Account (only for the coordinator):** You can view the list of bank accounts previously validated by the EC and associate one with the project. Once the procedure is completed, a green check mark will appear next to the beneficiary's name.

FILE	CONTENT
General information	You can view and update the general project data entered during the submission phase. The coordinator must set the project start date (either the first day of the month following the signing of the Grant Agreement (GA) by the EC or a date agreed upon after the signing of the GA, typically the first day of the month).
Reporting periods	Information entered by the Project Officer (PO) that cannot be modified. The duration of the reporting period is typically 18 months.
GA Information	Information entered by the Project Officer (PO) that cannot be modified.
GA options	
Financial Information	Information entered by the Project Officer (PO) that cannot be modified. The page displays the total project budget, generated based on the inputs entered by each partner in the "Beneficiaries" section.
LF overview	Legal and Financial overview. It allows you to view a summary table with the missing information for each partner.
Work Packages	It is necessary to copy the corresponding data derived from the technical section of the proposal so that it can be "transferred" into the text of Annex 1 ("Description of Action") of the Grant Agreement (GA) and made available for reporting activities.
Deliverables	
Milestones	
Reviews	Information entered by the Project Officer (PO) that cannot be modified. The PO enters the planned timing for any Technical Review Meetings, which are held to allow the European Commission (EC) to assess the project's progress.
Critical Risks	It is necessary to copy the corresponding data derived from the technical section of the proposal so that it can be "transferred" into the text of Annex 1 ("Description of Action") of the Grant Agreement (GA) and made available for reporting activities.
Ethics Info	Information entered by the Project Officer (PO) that cannot be modified. The European Commission (EC) must ensure that for each ethical issue addressed in the project, appropriate management mechanisms are in place to comply with the applicable ethical regulations, and that all necessary supporting documents are provided by the contractors.

Part B: This is the narrative section of the project, based on Part B of the proposal.

The revision of the technical-scientific section of the project (formerly Part B of the proposal) results in the completion of the Description of Action (DoA). This revision is a particularly important step in the Grant Agreement Preparation (GAP) phase, as it allows the partnership to improve the initially submitted project in light of the evaluators' feedback and any specific requests from the **European Commission (EC)**.

Any changes made to the initially submitted project must be highlighted and discussed with the Project Officer (PO), who may not accept significant alterations to the original proposal.

Part B must be downloaded from the Funding & Tender Portal (FP), processed in Word, and then uploaded to SyGMA in PDF format.

Useful LinkS:

Horizon Europe manual: Enter & submit grant data

DoA template

5. THE GRANT AGREEMENT SIGNATURE

The process leading to the signing of the Grant Agreement (GA) is known as the **Chain of Trust**, and each phase of this process takes place within the SyGMa system for grant management.

All signatures are applied digitally, meaning that they are made through access with credentials by PLSIGN/FSIGN (persons with signing authority). Only those partners whose administrative and financial data have been validated by the Research Executive Agency (REA) are eligible to sign.

> The data related to our university have been updated with the **Research Executive Agency (REA).** The **PIC** of **STUBA (999868823),** necessary for participation in Horizon projects**,** has already been validated**.** The information associated with the PIC code is managed by the **LEAR** at STUBA.

The Grant Agreement (GA) signing procedure is outlined step-by-step as follows:

- ▪ **Signing of the Declaration of Honour (DoH)**: Before the GA can be signed, the PLSIGN (persons with signing authority) of each partner must sign a DoH, in which all partners confirm their eligibility and financial stability to carry out the project. The PLSIGN of each partner must log into the portal under the section *Proposal Management & Grant Preparation – GA Declaration signature,* click on their institution's acronym, and electronically sign the document by entering their ECAS (European Commission Authentication Service) password. The system distinguishes between partners who have already signed the document (highlighted in yellow) and those who have not yet signed (highlighted in gray).
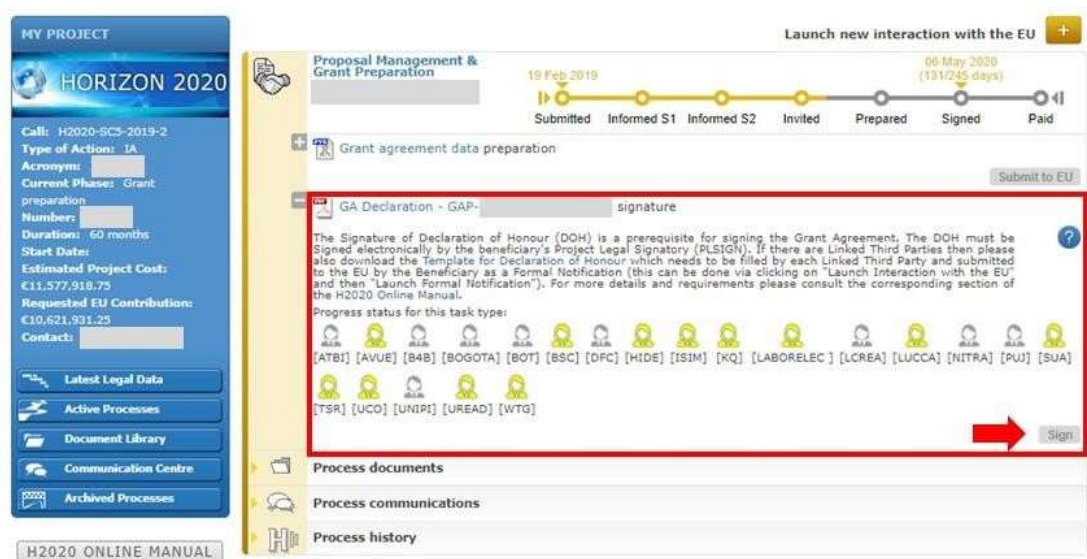
- **The GA is ready to be signed:** The digitally signed PDF document is made available by the European Commission (EC) on the Funding & Tender Opportunities Portal (FP). The PLSIGN of the coordinator receives a notification.

- **The coordinator signs the GA electronically:** The PLSIGN of the coordinator logs in, selects *My projects*, and clicks on *Manage project* for the relevant project, where the GA to be signed will be available (with the option to download and print all documents). The PLSIGN clicks to start the electronic signature process. A pop-up alerts about the action and asks for confirmation by re-entering the ECAS password. The PLSIGN re-enters their ECAS password and clicks *Sign*. The system creates a new version of the PDF document, replacing the previous one with the LSIGN of the coordinator's signature. The LEAR of the coordinator and all other participants receive a notification of the GA signature by the coordinator.

- **The Commission signs the GA:** The Project Officer (PO) receives a notification of the coordinator's signature and then signs the Grant Agreement (GA).

- **Each beneficiary signs the Accession Form (Annex 3):** The PLSIGN of all other beneficiaries receives a notification of the coordinator's GA signature. The PLSIGN of each beneficiary signs the Accession Forms (see page 4). The LEAR of the beneficiaries who have signed the Accession Forms receives a notification.

- **Finalization of the GA**: The CoCo (Coordinator Contact), the LEAR of the coordinator, the PaCo (Participant Contact), and the LEAR of the participants receive a notification of the signature of the Accession Forms.
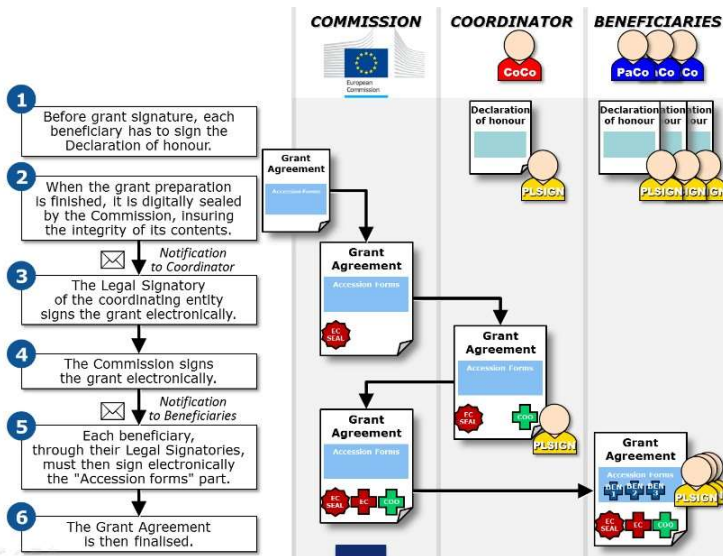
Useful Links:
[Horizon Europe manual: Grant signature](#)
[DoH template](#)

6. THE CONSORTIUM AGREEMENT SIGNATURE

In EU funding programs, when there are multiple beneficiaries, it is necessary to regulate the relationships between them to ensure the proper and most effective execution of the commitments made to the European Commission (EC) as outlined in the Grant Agreement (GA). This need is addressed by the **Consortium Agreement (CA),** which governs the relationships between the project participants and must be signed <u>before the GA</u>. Since the CA is an internal agreement that establishes the management rules between consortium partners, it is not necessary to agree on its provisions with the EC.

Although not exhaustive, the following checklist outlines the essential points that must be discussed when drafting a Consortium Agreement (CA):

CA check-list
Internal organization of the consortium members
Distribution of the financial contribution from the Commission
Agreed rules on the distribution of the contribution
Agreed rules on the dissemination of results and intellectual property (IP)
Resolution of internal disputes
Agreements between participants on matters of liability, indemnification, and confidentiality

For collaborative projects (RIA/IA), it is recommended to use the **DESCA** (Development of a Simplified Consortium Agreement) template**,** which should be adapted to the specific needs of the individual project. This template is acceptable and signable by STUBA**.**

The Centre of European Projects offers the possibility to review the final version of the Consortium Agreement (CA) by sending it in advance to the email address cep.cepsit@stuba.sk. Any modifications or additions compared to the DESCA template should be indicated so that discrepancies can be quickly verified and addressed.

Useful Link:

DESCA Model Consortium Agreement

ANNEX 4

PRODUCT #17

TEMPLATE FOR THIRDS PARTIES AGREEMENT

Funded by
the European Union

CONTRACT WITH THE THIRD PARTY pursuant to Articles 6 and 9.2 of the GA No. xxxxxx, Project XXXX: Third Party giving in-kind contributions (secondment of personnel)

Between

The XXX, hereinafter referred to as the "Beneficiary," with registered office in XXXXXXXXXXXXXXXXX, Tax Code xxxx, VAT number xxxxxx, represented by Prof. XXXXXXXXXXXXXXX, in his capacity as Director,

and

XXXXXXXXXXXXXX, hereinafter referred to as the "Third Party," with registered office in XXXXXXXX, Tax Code XXXXXXXXXXXXXXX, VAT number XXXXXXXXXXXXXXX, represented by Prof. XXXXXXXXXX in his capacity as XXXXXXXXX;

Whereas

- The Beneficiary has entered into a contract with the European Commission, Contract No. XXXXXXXXX, for the implementation of the project "XXXXXXXXXXXX," funded under the XXXXXXXX program of the European Union, hereinafter referred to as the "Grant Agreement";
- According to Annex I of the Grant Agreement, the Third Party (Third Party) has the necessary expertise and will collaborate with the Beneficiary by providing its resources for the execution of the project, receiving reimbursement according to the Horizon Europe reporting rules and as stipulated in this agreement;

If personal data processing is involved in the project, the following should be added with appropriate modifications and integrations:

- According to Annex I of the Grant Agreement, the Third Party (Third Party), as the Data Controller for the XXXX data necessary for the project "XXXXXXX," will collaborate with the Beneficiary by providing the data resources outlined in the agreement for the realization of the project, free of charge, due to the integration of the University of Pisa with XXXXXXXXXXX, as outlined in the framework agreement between XXXXXXX and the University of Pisa, protocol no. XXXXXXXXXXXX, and in accordance with the provisions of this agreement;

The parties agree as follows:

Article 1 – Interpretation and Reference

1.1 This agreement is linked to the Grant Agreement No. XXXXXXX.

1.2 This agreement is entered into to fulfill the obligations of the Beneficiary towards the European Commission and the other beneficiaries of the Grant Agreement.

1.3 The Third Party acknowledges being aware of the content of the Grant Agreement, its annexes, and the Consortium Agreement and has received a copy of them.

Article 2 – Applicable Law

2.1 This agreement will be governed, in addition to the provisions herein, by the Grant Agreement and the following sources:

- The EU regulations on participation in Horizon Europe, specifically those related to the Third Party;
- The Annotated Model Grant Agreement, the latest version drafted by the European Commission, interpreting and applying the above regulation;
- The Consortium Agreement signed by the project beneficiaries;
- The European and xxxx regulations regarding the protection of personal data;
- The xxxxx regulations complementing the aforementioned provisions.

In case of a conflict between the provisions of this agreement and the Grant Agreement, the latter will prevail.

Article 3 – Duration of the Agreement

3.1 This agreement will begin on [dd/mm/yyyy] and end on [dd/mm/yyyy].

3.2 In case of an extension of the duration of the Grant Agreement, this agreement shall be extended accordingly.

Article 4 – Object of the Agreement

4.1 The Third Party will collaborate with the Beneficiary by providing its resources as described in Annex I of the Grant Agreement for the realization of the following activities:

(Activities should be detailed and align with those specified in the Grant Agreement. If secondment of personnel is involved, the details of the activities should be provided, including a work plan, location, temporal organization, task leader's role, and oversight of seconded personnel's activities, in accordance with Article 6.2 A.3 of the Horizon Europe Grant Agreement.)

If personal data processing is involved, the following should be added with appropriate modifications:

4.2 The Beneficiary will be designated by the Third Party, by separate act, as the external Data Processor, and, through the scientific coordinator of the project, will ensure that the activities are in compliance with the provisions of EU Regulation No. 679/2016 (GDPR), with the consultation of the Beneficiary's DPO. The DPO, in collaboration with the Third Party's DPO, will conduct a data protection impact assessment (DPIA) before the processing begins.

Failure to sign the Appointment of the Data Processor will render this agreement null and void.

4.3 The Beneficiary, through the scientific coordinator, will ensure that informed consent is obtained from the data subjects as required by law. If subjects are deceased or obtaining consent is disproportionate or deemed prejudicial for ethical or organizational reasons, the Beneficiary will document these exceptional

circumstances and, with approval from the local ethics committee, will consult the Data Protection Authority (DPA).

Article 5 – Obligations of the Third Party

5.1 The Third Party specifically undertakes to:

a) Perform the activity outlined in Article 4 with the required diligence, considering the particular nature of the task, and recognizing its importance for fulfilling the obligations under the Grant Agreement;

b) Follow the Beneficiary's directives issued for the execution of the project, as outlined in Annex I to the Grant Agreement, and to allow the Beneficiary to meet the reporting and documentation obligations;

c) Prepare all necessary documentation for the reporting of incurred costs within the deadlines indicated by the Beneficiary, in accordance with the rules outlined in Article 2;

d) Draft the required reports on the activities carried out within the specified deadlines. These deadlines are considered mandatory for the purposes of this agreement;

e) Maintain confidentiality on all proprietary information learned, even after the termination of this agreement, whether it concerns the Beneficiary or third parties;

f) Notify the Beneficiary of any events that may compromise the proper execution of the activity as soon as possible;

g) Submit to audits by the Commission's First Level Auditor (if applicable), the Court of Auditors, and OLAF, and provide all requested documents and access to facilities for necessary inspections.

5.2 The obligations in section 5.1 cannot be transferred.

5.3 The provisions of the above sections continue to apply even after the termination of this agreement, as long as they are compatible with the content of those obligations.

Article 6 – Obligations of the Beneficiary

6.1 The Beneficiary agrees to:

a) Comply with the applicable laws of this agreement and specifically provide the Third Party with all necessary information to execute the activities described in Article 4, while maintaining confidentiality;

b) Comply with personal data protection laws;

If personal data processing is involved in the project, the following should be added with appropriate modifications:

c) Follow the detailed instructions provided by the Third Party in the Data Processor Appointment Act;

d) Notify the Third Party promptly, via letter (sent by certified mail or PEC) to (specify the contact person name) of any event that might compromise the proper fulfillment of obligations towards the European Commission, as outlined in the Grant Agreement;

e) Reimburse the eligible costs incurred by the Third Party according to the terms specified in Article 7.

6.2 The obligations outlined in section 6.1 cannot be transferred.

6.3 The provisions of the above sections continue to apply even after the termination of this agreement, as long as they are compatible with the content of those obligations.

Article 7 – Reimbursement

7.1 The reimbursement for the Third Party's activity will not exceed € XXXXXXX (insert amount specified in the project budget) for the direct costs incurred by the Third Party, calculated according to the rules of the Grant Agreement attached to this agreement.

7.2 The amount mentioned in the previous section is distributed in the budget by cost category and attached to this agreement. Any budget modification must be agreed upon in advance with the Beneficiary.

7.3 The reimbursement will be paid upon the completion of the activity described in Article 4, following verification of proper cost reporting in compliance with the financial rules specified in the Grant Agreement, as interpreted by the European Commission. The Beneficiary reserves the right to appoint certified auditors to verify and certify the costs incurred by the Third Party.

7.4 The reimbursement of eligible costs will take place in proportion to the reimbursement received by the Commission from the Beneficiary.

7.5 This is without prejudice to the application of Article 8.

Article 8 – Liability of the Third Party

8.1 The Third Party is responsible if, due to its conduct, the Beneficiary is unable to fulfill, in whole or in part, its obligations to the European Commission, as described in the Grant Agreement, and those assumed towards other project partners.

8.2 The Third Party must indemnify the Beneficiary from third-party claims, including claims from employees and other assistants.

8.3 In the event of non-compliance, the Third Party must pay compensation equal to ……% of the maximum reimbursement stipulated in Article 7.1.

8.4 For damages suffered, the Beneficiary may also claim the amounts due to the Third Party.

The Beneficiary acknowledges that the exercise of data subjects' rights under Chapter III of Regulation (EU) 679/2016 and the "Powers and Competencies" granted to the supervisory authority in Section 2 of Chapter IV of Regulation (EU) 679/2016 is not the responsibility of the Third Party.

Art. 9 – Liability of the Beneficiary

9.1 The Beneficiary is responsible for all damages caused to the Third Party by the execution of its activities. Specifically, the Beneficiary will be liable if, due to its conduct, the Third Party is unable to fully or partially

comply with its obligations regarding the Protection of Personal Data with respect to Data Subjects and the Data Protection Authority.

9.2 The Beneficiary shall also indemnify the Third Party against claims from third parties, including employees and other assistants.

9.3 The Beneficiary is responsible for any administrative sanctions that may arise from the processing of Personal Data in the context of the project.

9.4 The Beneficiary, through the Project Scientific Manager, is required to ensure compliance with the provisions and related procedures regarding Data Protection.

Art. 10 – Termination of the Contract Before the End

10.1 The Beneficiary may terminate the contract due to non-fulfillment or breach of the obligations by the Third Party, giving at least fifteen days' notice by certified email (PEC) or registered letter with return receipt, declaring the intention to exercise the right provided in this article. The application of the previous Article 8 remains unaffected.

10.2 The provision of the previous paragraph also applies in case of early termination of the Grant Agreement. In this case, however, the Third Party will be reimbursed for the activities completed up to the date of termination of the Grant Agreement, within the limits of what the Commission has paid to the Beneficiary for such activities.

Art. 11 – Industrial and Intellectual Property

11.1 The Beneficiary will be the exclusive holder of the economic rights on industrial and intellectual property arising from the activities of the Third Party. The Third Party undertakes to respect the clauses related to this matter, including those regarding access, as outlined in the Grant Agreement and the Consortium Agreement, ensuring that the Beneficiary fulfills all the rights due to the European Commission and the other project beneficiaries.

Art. 12 – Disputes

12.1 The Parties agree to resolve amicably any dispute arising from the interpretation and execution of this agreement. If an amicable resolution cannot be reached, all disputes relating to the interpretation and application of this agreement, including those related to its validity, interpretation, execution, and termination, will be resolved by ordinary courts – Court of Pisa.

[Place and date]

XXXXXXXXXXX (the Third Party)

XXXXXXXXXXX (the Beneficiary)

Department of XXXXXXX

The Director   The Director

Prof. XXXXXXXXXXX   Prof. XXXXXXXXX

_____   _____

Specific acceptance of the clauses in Articles:

Art. 3 – Duration of the Contract

Art. 10 – Termination of the Contract Before the End

Art. 12 – Disputes

XXXXXXXXXXXXXXXXXXX   **University of xxxxx**

                    Department of XXXXXXXX

The Director   The Director

Prof. xxxxxx   Prof. XXXXXXXXX

_____   _____

Annex A – Grant Agreement and attachments (it is necessary to remove the project participants' data from the main text of the attached Grant Agreement and obscure any confidential information. Only relevant excerpts from the annexes of the Grant Agreement, with confidential information redacted, should be included in the annex).

Annex B – Description of the Third Party's activities (from Annex I)

Annex C – Project Budget

ANNEX 5

PRODUCT #18

RESEARCHERS GUIDE

Funded by
the European Union

DOING RESEARCH @UNIPI

RESEARCH FELLOWS, RESEARCHERS, ASSOCIATE AND FULL PROFESSORS

UNIVERSITÀ DI PISA

Table of contents

Introduction

Welcome to the University of Pisa!

With this brochure we would like to offer you some useful information and references to make it easier and faster for you to settle into your job.

This document is addressed to all incoming research staff: research fellows, type A and B fixed-term researchers, associate professors, and full professors.

Conceived and produced by the Research and Technology Transfer Division, the text is the result of collaboration with the Human Resources Division, the IT Services Division and the CIDIC Communication Centre.

If you have any ideas and suggestions about how to improve or integrate the contents of this 'kit', please share your knowledge with us by writing to ricerca@adm.unipi.it.

We do hope that your research experience with us will be rewarding and fulfilling.

Wishing you all the best for your work,

The Rector
Paolo Maria Mancarella

The Director General
Rosario Di Bartolo

University credentials

In order to access the University network and use online services, you need to activate the University credentials that were given to you.

Activation procedure:
- Connect to https://autenticazione.unipi.it/auth/auth.recupera_password;
- Enter your Italian tax code along with the private email address you provided when you signed the contract and send your request;
- Follow the instructions that you will receive at your private email address.

Working at Unipi: administrative and legal aspects

An overview of legal and administrative aspects is available in the Teacher Careers section of the University website, where you can find information and contacts for the administrative management of your employment relationship, from the most basic matters such as communicating your place of residence or your IBAN so that your salary can be paid into your bank account to information on family and tax allowances.
In the Employment Management section you will find information on salary progression, full-time/defined-time option, absence from work, leaves of absence.

Research resources

The resources needed to conduct research are many: instrumental, bibliographical but also financial. Below you will find references for accessing many of the resources that UNIPI makes available to you and the services needed to find additional ones.

Bibliographical resources and databases

The University Library System (SBA) is the coordinated set of structures in charge of developing, managing, enhancing, and making available to users the great wealth of bibliographical and documentary resources of the University of Pisa.

To have books, journals, and databases at your fingertips, check out OneSearchUNIPI, and if you have any doubts about how to use it or its functions, take a look at our dedicated guides.

In the Guides and Tutorials section, you will find detailed information on how to authenticate yourself on the websites of a number of publishers, and guides on how to use and log in to several databases: http://www.sba.unipi.it/it/guide-e-supporto/guide-e-tutorial#

For information on the University of Pisa Research Archive, see below under Publications.

Scientific equipment

In addition to the equipment available in each Department, you can access a great many state-of-the-art instruments through a simple reservation process: visit the website of CISUP, Center for Instrument Sharing of the University of Pisa, to view the various instruments available and make a reservation to use them.

Computing@UNIPI

If you need powerful computing resources, you can rely on our Green Data Center. To find out more, view the terms of use of the service, and request access, see:
https://start.unipi.it/computing/ (University credentials required for access)

University funding in support of research

The University supports research with periodic allocations aimed at boosting the scientific productivity of professors as well as encouraging internationalisation. The initiatives underway are the following:

- **University funds**: A portion of the UNIPI budget is allocated to professors and researchers following annual assessment of their research outputs. Newly recruited lecturers are automatically allocated funds equivalent to 2 rating points as well as funds for the purchase of hardware.
- **Grants for scientific conferences and publication of proceedings**: The annual call for papers to support meetings between scholars and the sharing of research outcomes and results.
- **University Research Projects** (PRA): The two-year call for innovative and interdisciplinary research by university lecturers.
- **MIT-UNIPI Project**: The initiative that annually funds joint research projects and the exchange of students and researchers between our University and the Massachusetts Institute of Technology (MIT).
- **BIHO-University Incentives for Horizon Europe and Beyond**: The annual call for proposals to encourage the participation of our researchers in European funding programmes.

You will always be promptly informed when the calls are published, but if you would like to know more about the recipients, eligible actions, and the amount of the grants typically awarded, please visit:
https://www.unipi.it/index.php/finanziamenti-di-ateneo

External financing

How can you identify open calls? And those that will open later, in line with your research interests? UNIPI offers you numerous services:

- A periodic newsletter with news about open research calls at the national, European, and international levels;
- Publication on the website of the list of all open research calls at: https://www.unipi.it/index.php/bandi-ricerca;
- Customised scouting to identify the most promising calls to support your research. Details here: https://www.unipi.it/index.php/strategia-risultati/item/10192;
- A bimonthly newsletter about calls and competitions for innovation and technology transfer edited by the Technology Transfer Services Unit. To receive the newsletter, send an email to valorizzazionericerca@unipi.it

At the bottom of every email and in every newsletter, you will always find the relevant address for clarifications on the requirements of the various calls.

Project presentation

The primary location for conducting research at the University of Pisa are its Departments and Centres. From the moment the researcher decides to submit a project in response to a call for proposals, they should interact with the Research Unit of the Department to which they belong.
Certain services, described below, along with other useful resources to support the submission of project proposals, can be obtained from the Research and Technology Transfer Division.

Research proposal drafting

UNIPI provides an ad hoc service to offer support in drafting research proposals, or, for example, to check the correspondence between your project idea and the objectives of the call for proposals to which you are planning to respond.

Read more on the [service page](#).

For some calls that typically involve a large number of researchers (e.g. PRIN), the Research Services Unit provides submission support tools (e.g. project budget support files, info and FAQs)..

> A question that researchers often ask is where they can find the gross administrative cost of the staff needed for submitting a project. Check out the staff salary tables here:
> https://www.unipi.it/index.php/stipendi/itemlist/category/279-costi-e-tabelle-retributive

Ethics in research

Important ethical issues need to be addressed in many fields of research: from animal experimentation to the involvement of patients, from the protection of personal data to the protection of the environment, to name but a few. A delay in requesting the opinion of the relevant body might jeopardize your work and prevent the dissemination of your research outcomes.

- Consult the section on [ethics in research](#) in order identify the relevant body and the procedures that you should follow to obtain the necessary opinions, depending on the subject of your research.
- For advice on current legislation relating to animal research, please contact the Animal Ethics and Welfare Unit by sending an email to benessere.animale@unipi.it.
- All research that processes personal data for scientific research purposes must also comply with specific European and national legislation. The relevant legislation and documentation, including the template for data protection impact assessment, can be found on this page: https://start.unipi.it/dataprotection/dataprotection_ricerca/ (University credentials required for access).

UNIPI adheres to the principles of open access to research results as well as to the principles of responsible research, and supports their development, while respecting the protection of intellectual property. For useful tools to support Open Science, Open Access and Open Data, see https://www.unipi.it/index.php/open-science.

You can contact the Research Services Unit (ricercaeuropea@unipi.it) for advice on open access requirements under national legislation and under specific funding programmes, such as Horizon Europe.

A company is proposing a commissioned research contract and you are in doubt about the clauses concerning the ownership of results. It is time to contact the Technology Transfer Services Unit for advice on intellectual property clauses in research contracts commissioned by companies (but also for externally funded projects and collaborations with other research institutes).

For information and for a set of model clauses and agreements, see the intellectual property guidance page.

Results

It is within the Departments, the natural home of research, that the necessary assistance is offered to over 1,700 researchers that make up the vibrant academic community of the University.
The action conducted by these structures is supported and coordinated by the Research and Technology Transfer Division.
Below are a few indications of complementary services that you can obtain from the Unit and pointers to other useful resources:

Your research project was selected for funding. How do you manage the grant received in order to avoid nasty surprises at the reporting stage? Here are a few tools to support you:

- For projects funded under Horizon2020, you will find documents, information, best practices and regulations useful for managing your project on the Manage your Horizon2020 project page.
- Whatever the source of funding for your project, the hours worked must be recorded on an 'integrated' timesheet. The template to be filled in is available here (University credentials required for access).
- The regulations and forms for travel authorization and funding are available at this link https://start.unipi.it/missioni-fuori-sede/.
- The Research and Technology Transfer Division is available to support the management and reporting of your project. For national projects, please write an email to ricerca@adm.unipi.it; for European or otherwise international projects, please contact ricercaeuropea@unipi.it.

Newly recruited lecturers are required to transfer their outputs from the IRIS of their home universities to ARPI, the Research Archive of the University of Pisa.

- To request migration, simply send an email to arpi@unipi.it.

- You can find some brief instructions for the correct use of Arpi here.
- For assistance and advice on the correct use of ARPI, please contact either the ARPI staff (arpi@unipi.it) or the Research Assessment Unit (valutazionericerca@unipi.it).

Research results that are **publicly funded** to the extent of 50 per cent or more must be published **via open access** when documented in articles in scientific journals with at least two issues per year.

- If you choose Green Open Access, you will simply need to deposit articles, even in their non-editorial form, in institutional repositories (such as our Arpi), according to the conditions set forth by the publishers.
- For Gold Open Access scientific articles issued with publishers with which UNIPI has transformative agreements, it is the University that covers the costs of the Article Processing Charge (APC). On the Open Access and Open Science page you can check out the list of transformative contracts signed by the University of Pisa.

ARPI also complies with OpenAIRE Guidelines. Therefore, the publications uploaded to ARPI will also be submitted to the European portal, as provided for by the rules on dissemination. Please consult the Arpi Guide about when and how to deposit your articles to make sure you comply with Horizon2020 open access requirements.

Patenting with the University

The Technology Transfer Services Unit of the University is the reference structure on technology transfer issues.

Qualified staff handle patent filing and maintenance procedures, carry out promotional activities at trade fairs and dedicated events, provide support in relation to intellectual property issues in negotiations with companies, and take care of the exploitation of research through patent licensing or assignment.

To find out more about patenting procedures, visit this page: Patenting with the University.

To contact the Technology Transfer Services Unit and obtain support, write to valorizzazionericerca@unipi.it.

Business creation

If you have an entrepreneurial spirit and are thinking of starting a university spin-off, you can apply for guidance services covering the various stages of the business creation process: from the preparation of the business plan to services for business acceleration and incubation, to agreements for using the University spin-off brand.

You can also capitalize on the advantages offered by the Contamination Lab, a physical and virtual meeting and contamination space that trains students and researchers in entrepreneurial culture and acquaints start-ups and aspiring entrepreneurs with funding opportunities to support business creation.

Assessment

The assessment of research, its outputs, and results has become increasingly important in recent years, both for the career progression of individual researchers and for the funding of the University system. The Research and Technology Transfer Division provides tools and support in the assessment procedures of the University and the Ministry.

University Assessment

By 31 December each year, professors and researchers are required to submit self-certification of their teaching activity and, optionally, of their research activity to the Directors of their Departments using a standard form provided by the University.

If you wish to participate in qualification, selection, and career progression committees for the academic staff, as well as in the assessment bodies for research projects, a positive assessment of your research activity is required.

For more information, see the page about Annual Teacher Assessment.

Besides, the allocation of some of the University funds already mentioned above in the section University Funding in support of research is also linked to the assessment given by Area Scientific Committees of the research outputs of the last four years.

For assistance and guidance, the Research Assessment Unit (valutazionericerca@unipi.it) is at your disposal.

National Scientific Qualification

UNIPI also offers support in the procedures to be followed for obtaining the National Scientific Qualification. For information and guidance, please contact the dedicated counter by sending an email to asn@unipi.it.

Support for Research Quality Assessment (VQR)

The Unit is responsible for collecting, controlling, and validating the data on University research in preparation for the Research Quality Assessment (VQR) that is undertaken by the Ministry of Universities and Research every four years.

Good results in the Research Quality Assessment contribute to the allocation of the reward quota of the Ordinary Financing Fund (FFO). Achieving the best possible results is therefore of paramount importance.

The Research Assessment Unit (valutazionericerca@unipi.it) offers assistance and support at all stages of the VQR.

Meetings and Networking

In addition to the services described, the University offers important information, training, and networking opportunities.

The University organises numerous information and training events on a regular basis. Whether it is the presentation of particularly relevant funding opportunities, in-depth discussions on Open Science, entrepreneurship training or the protection of animals used for scientific purposes, the opportunities are always developing!
You will be informed about how to participate via newsletters, email invitations and notices in the research section of the University website.

Your network of relationships is essential, and UNIPI is committed to supporting you in your networking activities in various ways:

- Membership of **European research networks**. The University is already part of several networks. You can find the list here. Is the network that is most relevant to you missing in the list of our partner networks? If this is the case, participate in the Net4UNIPI call for proposals and you will have the opportunity to obtain coverage not only for your membership fees but also for the costs of attending meetings.
- **Collaborations** and **networks for the exploitation of research**. UNIPI is a member of several associations aimed at the exploitation of research and the promotion of innovative entrepreneurial projects. The list is available on this page.

In the field of technology transfer, matchmaking events and individual meetings are also organised to identify ad hoc technology solutions for companies, by making use of dedicated innovation portals such as the Knowledge Share portal promoted by the Italian Ministry of Economic Development.

Let's keep in touch!

Thank you for reading this guide. We do hope we can support you in your research!

If you have any suggestions on how to improve or integrate the contents of this document, please share them with us by sending an email to ricerca@adm.unipi.it.

The UNIPI Website in English

For more general information on the University of Pisa, check out the English version of our website.

Acknowledgements

To put together this kit, numerous interviews were conducted with researchers who have only recently joined our University. We would like to thank them most sincerely for their help, both in drafting this brochure and in the design of future activities.

ANNEX 6

PRODUCT #19

APPLICATIONS MONITORING TOOL

N	Contact First Name	Contact Family Name	Gender	Department	Acronym	Proposal ID	Title	Call Identifier	Programme	Call closure	Duration	Start date	End date	Status	Total Eligible Costs	Total Requested Grant	Participant Eligible Costs	Participant Requested Grant	LE Role	note	mail	supported by the Project Centre	Staff unit in charge
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ANNEX 7

PRODUCT #20

PROJECT CENTRE SCOUTING AND PROPOSAL MONITORING TOOL

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ANNEX 8

PRODUCT #21

FUNDING OPPORTUNITIES DATABASE

N.	CALL/FUNDING AGENCY	KIND OF FUNDING	RESEARCH PROJECT / FELLOWSHIP	TOPIC	SCIENTIFIC AREA	KEYWORDS	FREQUENCY	DEADLINE	NOTES
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ANNEX 9

PRODUCT #22

TIMESHEET TEMPLATE

![STU - Slovak University of Technology in Bratislava logo]

TIMESHEET	
Name of staff member	*Name Surname*
Name of Beneficiary/ Partner	Slovak University of Technology in Bratislava
Faculty/workplace	
Total of working hours *	7h 30 min
Calendar Year	2023	Month	1

H2020 Type of personel**	H2020 - A.1 Costs for employees (or equivalent)
HEU Type of personel**	HEU – A.1 Costs for employees (or equivalent)

** only relevant for H2020 and HEU

* indicate number of working hours per day in contract

Calendar Day	Acronym	Programme (H2020, HEU, KIC	Project ID	WP#/ Activity	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
In case of absence, indicate one of the reason codes below					WE						WE	WE						WE	WE						WE	WE						WE	WE			
Hours worked on project																																					0.00
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																																					0.00
Other activities	teaching, other projects, etc																																				0.00
Total hours					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
Total hours					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
Total hours					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
Total hours	teaching, other projects, etc				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
TOTAL hours	**T O T A L**				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**

Absences	
Weekend	WE
Sick leave	SL
Public holidays	PH
Annual holidays	AH
Other absence	OA

01/02/2023 ....
Date and signature of staff member

02/02/2023 ....
Date and signature, name of person in charge of the work

Full name of beneficiary	0
Full name of employee	0
Fiscal code of employee	0
Full name of Head of Department	0
Year	2023

| Ruolo/Qualifica | 0 |
| Full/part-time | 0 |

UNIVERSITÀ DI PISA

January

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Institutional activities		WE					PH	WE	WE						WE	WE						WE	WE						WE	WE			0:00:00
Other activities		WE					PH	WE	WE						WE	WE						WE	WE						WE	WE			0:00:00
Total hours		0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00:00

Short description of the activities carried out in the month:	0
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Signed
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Signed
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Date:

Date:

Explanation for late submission

Explanation for late submission

ANNEX 10

PRODUCT #23

TEMPLATE FOR SCOUTING REQUEST

Scouting request

viltare.platzner@stuba.sk Prepnúť účet

✉ Nezdieľané

Email *

Vaša odpoveď

Brief description of your project idea in English, max 1500 characters *

Vaša odpoveď

Potential project partners - please list them *

Vaša odpoveď

Keywords *

Vaša odpoveď

Please provide DOI of relevant publication to the project idea *

Vaša odpoveď

Odoslať

Vymazať formulár

ANNEX 11

PRODUCT #24

THE RESEARCH NEWSLETTER

IN PRIMO PIANO

Buon Natale e Sereno Anno Nuovo!

Pubblicati i Work Programme 2023-2024 di Horizon Europe

Il 6 dicembre scorso la Commissione europea ha pubblicato la versione finale e approvata dei **Work Programme 2023-2024** del programma Horizon Europe. È possibile scaricare i documenti dal Funding & Tenders Portal cliccando sopra il nome di ciascun sotto-programma:

- Marie Skłodowska-Curie Actions
- Research Infrastructures
- Cluster 1 – Health
- Cluster 2 – Culture, creativity and inclusive society
- Cluster 3 – Civil Security for Society
- Cluster 4 – Digital, Industry and Space
- Cluster 5 – Climate, Energy and Mobility
- Cluster 6 – Food, Bioeconomy, Natural Resources, Agriculture and Environment
- Widening participation and strengthening the European Research Area
- Missions

In aggiunta alla pubblicazione dei Work Programme, la Commissione europea ha organizzato nel mese di dicembre gli **Info Day europei** sulle call 2023. È possibile partecipare/rivedere i video e le presentazioni a questo link.

Infine, APRE, in accordo con il MUR, organizzerà nel mese di gennaio gli **Info Day italiani** dedicati alle call 2023. Maggiori informazioni sulle date ufficiali e sulle modalità di partecipazione saranno disponibili a breve a questo link.

IN QUESTO NUMERO

- **In primo piano:** Work Programme 2023-24 di Horizon Europe; i nuovi prorettori e delegati alla ricerca

- **I bandi di Horizon Europe**

- **Pillole di Open Science:** Data steward - chi è, cosa fa e perché è fondamentale

- **Altre opportunità:** EU4Health, EJP RD, Clean Hydrogen Partnership, Gerda Henkel

- **Eventi e Info day**

- **ProgettAzione:** Exploitation - come sfruttare al massimo i risultati della propria ricerca

- **Notizie sulla ricerca**

- **Il Ricercatore del mese**

NOMINATI I NUOVI PRORETTORI E DELEGATI ALLA RICERCA

Venerdì 11 novembre il Rettore Riccardo Zucchi ha presentato i nuovi prorettori e delegati alla comunità accademica e alla stampa.
Per l'**area della ricerca** sono stati nominati i seguenti professori:
- Prof. **Alessandro Tredicucci** - Prorettore per l'organizzazione della ricerca
- Prof.ssa **Benedetta Mennucci** - Prorettrice per la promozione della ricerca e delegata per la promozione della ricerca nel settore PE
- Prof.ssa **Vittoria Raffa** - Delegata per la promozione della ricerca nel settore LS
- Prof. **Federico Cantini** - Delegato per la promozione della ricerca nel settore SSH

Data steward: chi è, cosa fa e perché è fondamentale

Per praticare una gestione FAIR dei dati e degli altri risultati della ricerca è essenziale avere un supporto adeguato. Il **data steward** è una nuova figura professionale, nata per facilitare i principi dell'Open Science e di cui ci sarà grande bisogno nel mondo della ricerca.

Secondo una stima della Commissione europea, dovranno esserci 500.000 di queste figure in Europa entro il 2027. Dunque, chi è e cosa fa il data steward? È una figura di supporto a ricercatori e ricercatrici, esperta nella gestione dei dati e degli altri risultati della ricerca che ha competenze tecniche, legali ed etiche.

Non esite ancora una certificazione professionale per tale figura, ma stanno crescendo sempre più percorsi formativi in tale direzione.

Al fine di realizzare la visione di un forte ecosistema di ricerca con dati e software al centro, lo European Open Science Cloud (EOSC) ha un ruolo importante nell'assicurare il riconoscimento dei professionisti con competenze FAIR e di scienza aperta e ha infatti un gruppo di lavoro dedicato proprio a "Data stewardship, curricula and career paths".

Sulle competenze e la formazione per l'integrazione delle pratiche FAIR e della scienza aperta, la Commissione europea ha anche pubblicato il documento Digital skills for FAIR and Open Science (2021), con una sezione dedicata a "Developing the next generation of FAIR and open science professionals".

All'Università di Pisa abbiamo parlato del ruolo e delle competenze di questa nuova figura professionale nella giornata formativa in materia di data managament a novembre con la Dott.ssa Shalini Kurapati. La presentazione di Kurapati "**The role of Data Stewards in realising Open Science objectives**" è disponibile tra i materiali dell'incontro.

I BANDI DI HORIZON EUROPE

PE - Physical Sciences and Engineering

CL4 Digital, Industry and Space - Destination 6: A human-centred and ethical development of digital and industrial technologies - Topic: *Pilots for an innovative human-centric industry* (RIA)

Nel suo concetto di Industria 5.0 la Commissione europea promuove la visione di una industria resiliente, sostenibile e che pone i bisogni e gli interessi umani al centro dei processi produttivi. Il topic intende finanziare un solo progetto da 10 milioni di euro che sviluppi e dimostri il concetto di centralità umana in almeno 10 contesti pilota in ambiente industriale, facendo leva sulle tecnologie digitali avanzate. Deve essere prevista un'ampia varietà di settori produttivi e di dimensione degli attori economici coinvolti, che includa PMI e start-up da almeno 13 paesi UE o associati a Horizon Europe.
Scadenza: **13 aprile 2023**.

LS - Life Sciences

CL1 Health - Destination 2: Living and working in a health-promoting environment - Topic: *Evidence-based interventions for promotion of mental and physical health in changing working environments (post-pandemic workplaces)* (RIA)

Obiettivo del topic è comprendere come la transizione digitale, la transizione verde e quella demografica abbiano contribuito a introdurre nuove forme di lavoro e a modificare la sua gestione e organizzazione da parte dei lavoratori. I progetti devono contribuire a fornire supporto alle autorità pubbliche e di regolamentazione nell'implementazione di politiche di salute sul lavoro e a fornire ai datori di lavoro opzioni di intervento basate sull'evidenza e su linee guida atte a promuovere la salute mentale, il benessere fisico e la salute sul posto di lavoro. I progetti devono inoltre trattare i collegamenti diretti tra fattori di rischio mentali e fisici sul posto di lavoro ed esiti di salute specifici, comprese le differenze di età e di genere.
Scadenza: **29 marzo 2023**.

SSH - Social Sciences and Humanities

CL2 Culture, Creativity and Inclusive Society - Destination: Innovative research on democratic goverance - Topic: *The climate imperative and its impact on democratic governance* (RIA)

I movimenti per il clima hanno evidenziato la questione della possibilità di raggiungere gli obiettivi climatici urgenti nel rispetto dei processi democratici, mantenendo la fiducia, la legittimità e l'efficienza delle istituzioni democratiche. Alla luce delle tensioni esistenti tra governance democratica e imperativi climatici, le proposte devono esaminare come le società hanno affrontato la partecipazione dal basso in passato, se società più inclusive e politicamente democratiche siano in grado di sviluppare meglio le politiche di prevenzione e mitigazione e quali nuove strutture siano necessarie per affrontare l'imperativo climatico, per affrontare efficacemente la sua complessità, urgenza e impatti a lungo termine.
Scadenza: **14 marzo 2023**.

SCADENZE PILLARS 1 & 3

Marie Skłodowska-Curie Actions
Staff Exchanges: 08/03/2023
Doctoral Networks: 28/11/2023
Postdoctoral Fellowship: 13/09/2023

European Research Council
Proof of Concept: 24/01-20/04-21/09/2023
Consolidator Grant: 02/02/2023
Advanced Grant: 23/05/2023

Per accedere al **servizio di supporto alla redazione di proposte progettuali** consultare la carta dei servizi e scrivere a: progettazione.ricerca@unipi.it

ALTRE OPPORTUNITÀ DI FINANZIAMENTO

EU4Health punta a integrare le politiche degli Stati membri al fine di migliorare la salute umana garantendone la protezione in tutte le politiche e attività dell'Unione Europea, in linea con l'approccio "One Health". Il **Work Programme 2023** è stato pubblicato in data 21 novembre 2022 e prevede cinque call: **Crisis Preparedness**, **Health Promotion and disease prevention**, **Cancer**, **Health systems and healthcare workforce**, **Digital**. Nel nuovo programma di lavoro particolare attenzione è dedicata alla salute mentale, alla salute globale, agli sviluppi della salute digitale, ai medicinali e alle azioni atte a migliorare l'adozione dello screening del cancro. Il budget allocato per il 2023 è € 735,8 milioni. Le nuove call apriranno a breve. Scadenza: in definizione.

Lo **European Joint Programme on Rare Diseases** (EJP-RD) ha lanciato il 12 dicembre la Joint Transnational Call 2023 **Natural History Studies addressing unmet needs in Rare Diseases** che finanzierà progetti multilaterali di ricerca con l'obiettivo di raccogliere e analizzare dati sul decorso delle malattie rare, che permettano di **comprendere la progressione della malattia durante il percorso di vita del paziente**. I progetti avranno la durata di tre anni e dovranno essere presentati da un consorzio transnazionale che includa da 4 a 6 ricercatori da almeno 4 paesi partecipanti alla call. Per l'Italia i finanziamenti sono assicurati dal Ministero della Salute, dalla Fondazione Regionale per la Ricerca Biomedica Lombardia, dalla Regione Toscana e dalla Fondazione Telethon. Scadenze: **15 febbraio 2023** (pre-proposal), **14 giugno 2023** (full proposal).

È prevista per il 17 gennaio l'apertura della call 2023 della **Clean Hydrogen Partnership**. La partnership si pone come obiettivo di **facilitare la transizione verso una Europa più verde attraverso lo sviluppo delle tecnologie dell'idrogeno**. Le aree di interesse sono: la produzione di idrogeno da rinnovabili, le tecnologie di stoccaggio e distribuzione, i trasporti, la produzione di calore ed energia pulita. La call comprende 26 topic, dei quali 24 per Research and Innovation Actions (TRL da 2 a 4/5), 11 Innovation Actions (TRL finale 6/8) per un totale di circa 190 milioni di finanziamenti per 27 progetti. Il draft del Work Programme è disponibile su richiesta. Scadenza: **18 aprile 2023**.

La **Fondazione Gerda Henkel** finanzia progetti di ricerca nella forma di "General research grant" con riferimento alle seguenti discipline: **archeologia**, **storia dell'arte**, **storia e studi islamici**, **storia**, **storia del diritto**, **storia della scienza**, **preistoria**. Possono inviare la propria candidatura Università, Istituti di ricerca nonché persone fisiche con dottorato di ricerca che conducano direttamente la ricerca proposta. La sovvenzione sostiene i costi di personale, viaggio, materiali e altri costi, ma non sono finanziati i costi indiretti. Scadenza: **17 maggio 2023**.

EVENTI

Gli eventi contrassegnati con una @ si svolgono in modalità virtuale o ibrida.

16 dicembre 2022 - **AMI2030 - The European Advanced Materials Initiative** @
La rete NCP4Industry e APRE – Agenzia per la Promozione della Ricerca Europea organizzano un evento dedicato all'iniziativa AMI2030, il Manifesto per il futuro dell'ecosistema dei materiali che guida la transizione verde e digitale in Europa. L'evento si svolgerà on-line in due sessioni di due ore, una nella mattina e una nel pomeriggio. Per partecipare è necessario registrarsi.

19 gennaio 2023 - **Innovation Fund: Financing Innovative Clean Tech Conference** @
L'Innovation Fund è uno dei più grandi programmi di finanziamento per la ricerca nel settore delle tecnologie a basse emissioni di carbonio a sostegno delle industrie europee lanciato dalla Commissione europea. Investitori, stakeholder e leader politici e industriali si riuniranno per presentare le numerose opportunità commerciali offerte dal fondo. Durante la conferenza sarà possibile, registrandosi alla "Pitch session", discutere di opportunità di finanziamento per specifici progetti.

23 gennaio 2023 - **Space Solutions for Sustainable Agriculture - ICT-AGRI-FOOD Meta Knowledge Base**
L'evento, che si svolgerà a Berlino e riunirà rappresentanti pubblici e privati del settore spaziale e agroalimentare, è organizzato dalla European Space Agency, con il supporto del German Aerospace Center e dell'Ufficio federale tedesco per l'agricoltura e l'alimentazione. L'obiettivo è quello di illustrare come l'uso delle tecnologie terrestri, dei dati spaziali e della connettività spaziale possa fornire conoscenze utili e consentire servizi sostenibili per realizzare la transizione verde e per garantire la sicurezza alimentare.

31 gennaio 2023 - **Agenzia Spaziale Italiana (ASI) - Workshop "Physical Sciences"** @
L'Agenzia Spaziale Italiana ha organizzato un workshop sulle tematiche legate al settore Physical Sciences in campo spaziale. L'occasione sarà utile per fare il punto della situazione e per discutere di possibili sinergie e sviluppi nelle aree: Materials Science, Fluid Physics, Complex Fluids/Soft Matters, Combustion Science. La scadenza per l'invio di eventuali contributi è il 15 gennaio 2023.

INFO DAY & BROKERAGE EVENTS

19 dicembre 2022 - Brokerage Event - Horizon Europe Cluster 6 @
19 dicembre 2022 - Brokerage Event - Horizon Europe - ERA @
17 gennaio 2023 - Info Day - The research and innovation community platform @
18-19 gennaio 2023 - IHI Call Days - call 4 - IHI Innovative Health Initiative @
18-19 gennaio 2023 - Brokerage Event - Horizon Europe Cluster 2 @
19 gennaio 2023 - Info Day - Horizon Europe Cluster 1 @
20 gennaio 2023 - Brokerage Event - Horizon Europe Cluster 1 @
31 gennaio 2023 - EIC – EMA Info Day: Regulatory support for the development of innovative medicines and technologies @

ProgettAzione

La rubrica "ProgettAzione" ospita informazioni operative su come affrontare le novità del template RIA/IA di Horizon Europe.

Exploitation: come sfruttare al massimo i risultati della propria ricerca

Con "**Exploitation**" si intende l'utilizzo dei risultati attraverso: 1) sviluppo, creazione e commercializzazione di un prodotto o di un processo; 2) creazione e fornitura di un servizio; 3) attività trasversali quali standardizzazione, regolamentazione o attività di policy; 4) ulteriori attività di ricerca diverse da, e che vadano oltre a, quelle pianificate nel progetto stesso. È necessario, fin dalla fase di proposta, pianificare quali saranno i risultati principali che si intenderanno sfruttare (KER – **Key Exploitable Results**) e, per ognuno di questi, presentare un piano ponendosi domande quali: come sfrutteremo il risultato? Quando? Chi lo sfrutterà? Chi sono gli utilizzatori finali? Il **piano di sfruttamento** andrà presentato nella proposta progettuale insieme a quelli di "Dissemination" e di "Communication" (v. Newsletter n. 55): i tre concetti sono infatti strettamente collegati. Qualunque sia la prospettiva di sfruttamento, è sempre necessario in proposta definire una strategia di gestione della **proprietà intellettuale** (IP) generata. Se il progetto verrà finanziato, i dettagli di questa strategia andranno inseriti sia nel **Consortium Agreement** (accordo di partenariato) che nel **Data Management Plan** (v. Newsletter n. 54).

Al via la valutazione intermedia di Horizon Europe: ecco la consultazione della Commissione - La Commissione europea ha lanciato la consultazione per la valutazione midterm di Horizon Europe: si tratta del percorso di valutazione strutturato dall'esecutivo UE con l'obiettivo di valutare l'efficacia del Programma rispetto agli obiettivi inizialmente definiti e ottenere elementi per la formulazione dei necessari correttivi e orientamenti futuri per la seconda parte di Horizon Europe (2025-2027) e per il programma quadro successivo. La valutazione impegnerà la Commissione fino alla seconda metà del 2024 e riguarderà tutte le aree scientifico-tecnologiche di Horizon. Si concentrerà, in particolare, sull'analisi dei nuovi strumenti (European Innovation Council, missioni, partenariati), oltreché sulla semplificazione delle modalità di partecipazione e valutazione. La consultazione delle parti interessate resterà aperta fino al 28 febbraio 2023.

Associazioni: iniziati i negoziati con la Nuova Zelanda e Canada, incertezza per il Regno Unito - Avanzano le discussioni avviate dalla Commissione europea con Nuova Zelanda, Canada e Stati Uniti per l'associazione a Horizon Europe. La Nuova Zelanda ha avviato ufficialmente le negoziazioni; il Canada ha avviato i negoziati con l'obiettivo di trovare un

accordo entro la primavera del 2023. Lo stallo sull'associazione del Regno Unito continua a minare il tasso di partecipazione di partner britannici a progetti europei. Nonostante il Segretariato di Stato per le imprese, l'energia e la strategia industriale abbia annunciato investimenti mirati per 484 milioni di sterline a sostegno della ricerca britannica, molti partner europei sono scoraggiati dalle complicazioni burocratiche causate dall'ingresso nei consorzi di partner britannici.

Ricerca e sviluppo in Italia - ISTAT ha pubblicato i dati relativi alla spesa in ricerca e sviluppo delle imprese italiane nel 2020. Il trend globale negativo (per le attività di R&S in-house sono stati spesi in Italia 25 miliardi di euro nel 2020, il 4,7% in meno dell'anno precedente) è principalmente alimentato da PMI e università, la cui spesa in R&S è calata rispettivamente del 6,8% e del 2,2%. Per il 2021 la R&S torna a crescere con l'aiuto dei fondi pubblici. I dati preliminari indicano un'importante ripresa della spesa in R&S delle imprese (+5,2% rispetto al 2020), crescita alla quale hanno contribuito i fondi pubblici, come evidenziato nello studio recentemente pubblicato da Eurostat. In termini di intensità di spesa in R&S (rapporto tra il PIL regionale e la spesa in R&S) le Regioni che investono di più sono: Piemonte, Emilia-Romagna, Toscana, Lazio e Friuli-Venezia Giulia.

IL RICERCATORE DEL MESE

Chiara Magliaro, ricercatrice presso il Dipartimento di Ingegneria dell'Informazione dell'Università di Pisa e il Centro di Ricerca "E. Piaggio", è responsabile del progetto europeo Horizon Europe **NAP - twiN-on-a-chip brAins for monitoring individual sleeP habits**, finanziato nell'ambito della call **EIC Pathfinder Open** di Horizon Europe per un totale di 3 milioni di euro, di cui circa 800.000 destinati all'Università di Pisa in qualità di coordinatore del progetto.

Il progetto NAP, della durata di tre anni e mezzo, ha come obiettivo quello di utilizzare **modelli cellulari tridimensionali avanzati del cervello umano**, gli **organoidi cerebrali**, per studiare il **sonno** e i suoi disturbi. Grazie all'utilizzo delle cellule staminali pluripotenti indotte di specifici individui, gli organoidi permetteranno lo studio del sonno in maniera personalizzata. Durante il progetto, si misurerà in laboratorio il metabolismo e la massa degli organoidi cerebrali, poiché tali parametri, in tutti gli esseri viventi, sono intimamente legati ai ritmi di sonno e veglia. Si utilizzeranno tali informazioni per "svegliare" gli organoidi ciclicamente seguendo ritmi fisiologici o simulando la privazione di sonno. Quindi, grazie a un nuovo dispositivo, realizzato durante il progetto, si potrà per la prima volta valutare la funzionalità dei neuroni nel loro arrangiamento tridimensionale negli organoidi cerebrali. Utilizzando la tecnologia sviluppata grazie al progetto NAP, si identificheranno gli **effetti della deprivazione del sonno** [Leggi tutto]. A questo link i "web-portraits" di altri ricercatori UNIPI e dei loro progetti.

IN PRIMO PIANO

Starting@UNIPI

Il 10 febbraio scorso, presso il Centro Congressi Le Benedettine, si è svolto l'incontro "**Starting@UNIPI: la ricerca inizia da Pisa**", una giornata dedicata al **bando ERC Starting Grant**. Grazie agli interventi di membri di panel e vincitori del bando nei diversi settori scientifici, la giornata ha fornito una descrizione completa dei vari elementi che costituiscono il percorso di una proposta progettuale, dalla sua presentazione alla prima fase della valutazione fino alla interview finale. È stata poi presentata **Starting@UNIPI**, la nuova iniziativa dell'Università di Pisa a sostegno di giovani ricercatori che vogliono presentare una proposta in risposta al prossimo **bando ERC Starting Grant 2024** in uscita nella prossima estate. L'uscita del bando è prevista a breve per la fine del mese di febbraio con scadenza a fine marzo.

Bando BIHO 2023

È stato emanato il **Bando BIHO 2023** - Bando Incentivi di Ateneo Horizon Europe e Oltre. L'Ateneo conferma anche per quest'anno l'investimento a sostegno della presentazione di proposte di progetti europei con una dotazione di budget di 1.030.000 euro. Nell'edizione 2023 sono state separate l'azione di incentivazione da quella della premialità. In questa ottica, il bando non prevede più il contributo per i vincitori di progetti (l'Azione 3 dei precedenti bandi) ma si concentra sull'**Azione 1** - organizzazione a Pisa di meeting internazionali per la preparazione di partenariati in vista della presentazione di proposte (5.000€) e sull'**Azione 2** - proposte presentate da ricercatori UNIPI in qualità di coordinatori che hanno raggiunto la soglia minima di valutazione ma non sono state finanziate (30.000/50.000€).

L'obiettivo è potenziare ulteriormente la capacità del nostro Ateneo di presentare proposte progettuali in qualità di coordinatore di partenariati europei e di incentivare una sempre più ampia platea di ricercatori a misurarsi con bandi altamente competitivi. Il bando BIHO 2023 e tutti gli allegati sono disponibili alla pagina dedicata del sito di Ateneo.

Modifiche organizzative dei servizi per la ricerca di UNIPI

Abbiamo il piacere di comunicarvi alcune recenti modifiche organizzative interne alla Direzione Servizi per la Ricerca e il Trasferimento Tecnologico, necessarie per rispondere in maniera adeguata all'accresciuta complessità dei progetti e delle attività che la nostra struttura è e sarà chiamata a presidiare. La nuova configurazione organizzativa comprende i **Servizi per la Ricerca**, coordinati da Michele Padrone e suddivisi in due unità: l'**Unità Promozione e Progettazione della Ricerca** e l'**Unità Gestione della Ricerca** della quale è divenuta responsabile Elena Di Stefano.

La Newsletter è stata rinnovata in stile e contenuti

IN QUESTO NUMERO

HORIZON EUROPE - BANDI, NEWS & EVENTI

Bandi

Pillar 1 - Excellent science

ERC · Advanced Grant → 23/05/23 · Proof of Concept → 20/04/23
MSCA · Staff Exchanges → 08/03/23 · Postdoctoral Fellowship → 13/09/23 · Doctoral Networks → 28/11/23
RESEARCH INFRASTRUCTURES · 18 topic → 09/03/23

Pillar 2 - Global challenges and european industrial competitiveness

CL1 - Health
Staying healthy in a rapidly changing society · 1 topic → 13/04/23 ①
Living and working in a health-promoting environment · 4 topic → 13/04/23 ①
Tackling diseases and reducing disease burden · 9 topic → 13/04/23, 19/09/23 ①
Ensuring access to innovative, sustainable and high-quality health care · 4 topic → 13/04/23 ①
Unlocking the full potential of new tools, technologies and digital solutions [...] · 6 topic → 13/04/23 ①
Maintaining an innovative, sustainable & globally competitive health industry · 5 topic → 13/04/23 ①

CL2 - Culture, creativity and inclusive society
Innovative research on democracy and governance · 8 topic → 14/03/23 ①
Innovative research on european cultural heritage and [...] · 10 topic → 14/03/23, 21/09/23 ①
Innovative research on social and economic transformations · 10 topic → 14/03/23 ①

CL3 - Civil security for society
Better protect the EU and its citizens against crime and terrorism · 6 topic → 23/11/23 ①
Effective management of EU external borders · 4 topic → 23/11/23 ①
Resilient infrastructure · 2 topic → 23/11/23 ①
Increased cybersecurity · 3 topic → 23/11/23 ①
Disaster-resilient society for Europe · 5 topic → 23/11/23 ①
Strengthened security research and innovation · 2 topic → 23/11/23 ①

CL4 - Digital, Industry and Space
Climate neutral, circular and digitised production · 13 topic → 20/04/23 ①, 07/03/23 ②
Increased autonomy in key strategic value chains for resilient ind [...] · 16 topic → 20/04/23 ①, 07/03/23 ②
World-leading data and computing technologies · 4 topic → 29/03/23 ①
Digital and emerging technologies for competitiveness and fit for the Green Deal · 14 topic → 29/03/23 ①
Open strategic autonomy in developing [...] global space-based infrastructures [...] · 14 topic → 28/03/23 ①
A human-centred and ethical development of digital and industrial technologies · 29 topic → 29/03/23 ①

CL5 - Climate, energy and mobility
Climate sciences and responses for the transformation towards climate neutrality · 13 topic → 18/04/23 ①
Cross-sectoral solutions for the climate transition · 8 topic → 18/04/23 ①
Sustainable, secure and competitive energy supply · 18 topic → 30/03/23 ①
Efficient, sustainable and inclusive energy use · 6 topic → 20/04/23 ①
Clean and competitive solutions for all transport modes · 19 topic → 20/04/23 ①

CL6 - Food, Bioeconomy, Natural Resources, Agriculture and Environment
Biodiversity and ecosystem services · 18 topic → 28/03/23 ①
Fair, healthy and environment-friendly food systems from primary production [...] · 20 topic → 12/04/23 ①
Circular economy and bioeconomy sectors · 17 topic → 28/03/23 ①, 28/03/23 ②
Clean environment and zero pollution · 9 topic → 28/03/23 ①, 28/03/23 ②
Land, ocean and water for climate action · 8 topic → 12/04/23 ①
Resilient, inclusive, healthy and green rural, coastal and urban communities · 6 topic → 12/04/23 ①
Innovative governance, environmental observations and digital sol [...] Green Deal · 22 topic → 23/03/23 ①

Pillar 3 - Innovative Europe

EIC · Pathfinder Open → 07/03/23 · Transition → 12/04/23 · Accelerator → 22/03/23

Widening participation and strengthening the european research area

Improved access to Excellence · 3 topic → 12/04/23 ①, 12/04/23 ②, 28/09/23 ①
Reforming and enhancing the eu research and innovation system · 12 topic → 09/03/23 ①

Missions

Adaptation to Climate Change · 3 topic → 20/09/23 ①
Cancer · 4 topic → 12/04/23 ①
Restore our Ocean & Waters by 2030 · 11 topic → 20/09/23 ①
Climate-Neutral & Smart Cities · 3 topic → 27/04/23, 06/09/23 ①
A Soil Deal for Europe · 9 topic → 20/09/23 ①
Joint calls · 1 topic → 27/04/23 ①

News

Il 23-27 gennaio si è svolta "**La Settimana Horizon Europe 2023—Info day nazionali**" organizzata da APRE in accordo con il MUR. Focus delle sessioni è stata la presentazione dei programmi di lavoro 2023, completata da uno sguardo ai risultati del primo biennio di Horizon Europe e da una panoramica delle iniziative connesse ai singoli temi. APRE rende disponibili tutti i materiali presentati durante le singole sessioni a questo link.

La Commissione europea ha pubblicato una consultazione in cui la comunità scientifica potrà dare suggerimenti su come intervenire sulla programmazione futura di Horizon Europe alla luce delle criticità riscontrate negli scorsi anni dai partecipanti in Horizon 2020 e Horizon Europe. I risultati della consultazione serviranno per elaborare lo **Horizon Europe Strategic Plan 2025-2027** che delineerà i temi da finanziare nel periodo 2025-2027.

Il Consiglio scientifico dell'**European Research Council** ha deciso di modificare dal 2024 il template delle proposte ERC e le procedure di valutazione. Il CV e le informazioni relative ai risultati raggiunti verranno condensati in un unico modulo. Il ricercatore avrà la possibilità di presentare brevemente il proprio percorso professionale. Sul piano della valutazione sarà riequilibrato il peso dei punteggi, dando maggiore rilievo all'eccellenza del progetto.

Eventi

Gli eventi contrassegnati con una @ si svolgono in modalità virtuale o ibrida.

22/02/23 - Serbia and Italy cooperation in Horizon Europe @

06/04/23 - Workshop accademico su mobilitazione sociale e radicalizzazione organizzato dal progetto H2020 D.Rad @

11-13/07/23 - Conferenza "Cultural and creative industries, cities and citizens and their role in the New European Bauhaus" @

BANDI NAZIONALI, EUROPEI E INTERNAZIONALI

IHI - CALL 3 E 4

L'Innovative Health Inititiative ha pubblicato la Call 3 con l'obiettivo di sostenere progetti realmente intersettoriali che coinvolgano i settori biofarmaceutico, biotecnologico e della tecnologia medica, includendo le aziende attive nell'area digitale. In versione preliminare, sono stati pubblicati anche i topic della Call 4. **Scadenze: 15/03/23 (Call 3) - da definire (Call 4).**

PICAIS - RESEARCH FELLOWSHIP AND EVENT FUNDING

Il Centro Internazionale per gli Studi Interdisciplinari Avanzati PICAIS dell'Università di Passau (Germania) offre due tipi di programmi: 1) Borse per accademici o giovani ricercatori con titolo di dottorato per realizzare un periodo di ricerca presso dell'Università di Passau; 2) Supporto finanziario per l'organizzazione di eventi scientifici e di networking presso l'Università di Passau. **Scadenze: 15/03/23 e 17/10/23.**

PROGRAMMA PRIMA - CALL 2023

PRIMA, la Partnership per la Ricerca e l'Innovazione nell'Area Mediterranea, ha pubblicato la nuova call 2023, divisa in Section 1 (finanziamento e gestione europea) e Section 2 (finanziamento e gestione nazionale). Si concentra in 4 aree: Management of Water, Farming Systems, Agro-food value chain e WEFE NEXUS. **Scadenze: Section 1: 22/03/23 (1° step); Section 2: 29/03/23 (1° step).**

SUSTAINABLE BLUE ECONOMY PARTNERSHIP - CALL 2023

Sustainable blue economy è il partenariato che che sostiene la transizione verso una economia blu sostenibile, competitiva e climaticamente neutrale entro il 2030. La call 2023, la prima pubblicata dalla partnership, finanzierà progetti di R&I della durata di 36 mesi. **Scadenza: 14/04/23 (1° step).**

CLEAN HYDROGEN PARTNERSHIP - CALL 2023

La partnership si pone come obiettivo il facilitare la transizione verso una Europa verde attraverso lo sviluppo delle tecnologie dell'idrogeno. La Call 2023 prevede 3 aree principali di intervento: Pillar 1: produzione di idrogeno da rinnovabili; Pillar 2: tecnologie di stoccaggio e distribuzione; Pillar 3: utilizzi dell'idrogeno. **Scadenza: 18/04/23.**

GERDA HENKEL - GENERAL GRANT

La Fondazione Gerda Henkel finanzia progetti di ricerca con riferimento alle seguenti discipline: archeologia, storia dell'arte, storia e studi islamici, storia, storia del diritto, storia della scienza, preistoria. Possono inviare la propria candidatura università, istituti di ricerca nonché persone fisiche con dottorato di ricerca che conducano direttamente la ricerca proposta. **Scadenza: 17/05/23.**

ACCORDO DI COOPERAZIONE INDUSTRIALE, SCIENTIFICA E TECNOLOGICA TRA ITALIA E ISRAELE - BANDO INDUSTRIALE 2023

Il MAECI e la Israel Innovation Authority hanno pubblicato il bando 2023 per progetti congiunti di ricerca industriale. Tra gli ambiti finanziabili: medicina, biotecnologie, scienze dell'agricoltura e dell'alimentazione, ambiente, trattamento acque, nuove fonti energetiche, alternative al petrolio e sfruttamento delle risorse naturali, innovazione nei processi produttivi. **Scadenza: 21/06/23.**

CIRCULAR BIO-BASED EUROPE - CALL 2023

Circular Bio-Based Europe è il partenariato pubblico-privato tra la Commissione Europea ed il Bio-based Industries Consortium finalizzato alla creazione di una bioindustria europea competitiva. L'apertura della Call 2023 è attesa per il 20 aprile 2023. Nell Annual Work Plan, già pubblicato, sono presenti 18 topic. **Scadenza: 22/09/23.**

IL PNRR A UNIPI

Questa sezione è dedicata ai progetti di UNIPI finanziati nell'ambito del Piano Nazionale di Ripresa e Resilienza "Italia Domani" (PNRR).

La linea di Investimento 1.4 del PNRR promuove il potenziamento di strutture di ricerca e la creazione 5 **Centri Nazionali** (CN) di R&S su alcune "Key Enabling Technologies". I CN sono dedicati alla realizzazione e allo sviluppo di programmi e attività di ricerca di frontiera relativa ad ambiti tecnologici coerenti con le priorità dell'Agenda Strategica per la Ricerca dell'Unione Europea e con i contenuti del Piano Nazionale della Ricerca 2021-2027. I CN in cui è coinvolta UNIPI con il ruolo di soggetto affiliato sono quattro. In questo numero presentiamo il CN1 e il CN3.

CN1 - CENTRO NAZIONALE HPC, BIG DATA AND QUANTUM COMPUTING (ICSC)

Coordinato dall'**INFN**, con un finanziamento complessivo di circa 320 milioni di euro, il CN1 rappresenta un grande sistema italiano dedicato al calcolo ad alte prestazioni, alla gestione dei "big data" e al calcolo quantistico. Svolgerà attività di ricerca e sviluppo a livello nazionale e internazionale a favore dell'innovazione nel campo delle simulazioni, del calcolo e dell'analisi dei dati ad alte prestazioni. UNIPI, con un finanziamento di circa 4 milioni di euro, è direttamente coinvolta nell'attività scientifica di quattro linee di ricerca:

1. **Future HPC & Big Data**, coordinata dal Prof. Marco Danelutto.
2. **Multiscale Modelling & Engineering Applications**, in cui l'Ateneo pisano è co-leader nazionale, coordinata dal Prof. Sergio Saponara.
3. **Materials & Molecular Sciences**, coordinata dalla Prof.ssa Benedetta Mennucci.
4. **Quantum Computing**, coordinata dal Prof. Massimo D'Elia.

CN3 - CENTRO NAZIONALE SVILUPPO DI TERAPIA GENICA E FARMACI CON TECNOLOGIA A RNA

Coordinato dall'**Università degli Studi di Padova**, con un finanziamento complessivo di circa 320 milioni di euro, il CN3 svolge ricerca in aree di importanza strategica per il Paese per la produzione di terapie o l'ideazione di procedure per la salute dell'uomo, integrando lo sviluppo delle terapie con la loro somministrazione mirata. UNIPI, con un finanziamento di circa 3,5 milioni di euro, è direttamente coinvolta nell'attività scientifica di tre linee di ricerca:

1. **Cancer**, coordinata dal Prof. Stefano Landi.
2. **Neurodegenerative**, coordinata dal Prof. Gabriele Siciliano.
3. **Platforms for RNA/DNA delivery**, coordinata dalla Prof.ssa Claudia Martini e dal Prof. Lorenzo Di Bari.

A questo link il sito web del nostro Ateneo dedicato al PNRR.

I PROGETTI FINANZIATI A UNIPI

LIFE SecurDomino

Seveso Sites: Assessment of Integrated Safety-Security Hazards and Risks and Related Domino Effects (LIFE20 ENV/IT/000436)

LIFE SecurDomino mira a sviluppare e testare uno strumento per la valutazione dei pericoli e dei rischi per la sicurezza legati agli effetti domino nei siti Seveso, attraverso l'ispezione degli impianti e la fotogrammetria aerea eseguita da droni che consentirà la ricostruzione e la mappatura 3D dell'impianto. Lo strumento fornirà dati in tempo reale per ogni elemento mappato per valutare le probabilità e le conseguenze degli incidenti, tenendo conto delle barriere di sicurezza e delle loro prestazioni per supportare le valutazioni dei rischi e dimostrare i possibili eventi domino.

Coordinatore: **UNIPI - Dipartimento di Ingegneria Civile e Industriale**
PI: Prof. **Gabriele Landucci**
Data di inizio: 01/10/21 · Data di fine: 30/09/25
Budget totale: 1.586.206 € · Contributo UE: 834.681 €
Sito web · Scheda LIFE · Programma LIFE

AFRADE

Agricultural Frauds Detection: towards a more effective risk analysis and a stronger cooperation among Member States tackling frauds in European agricultural subsidies (EUAF-2021-TRAI)

AFRADE si propone di realizzare uno studio comparativo sull'individuazione e la segnalazione delle frodi nei fondi agricoli a gestione concorrente dell'UE. Il tema risponde specificamente alla necessità di migliorare la capacità analitica nell'individuazione delle frodi agricole a livello sovranazionale, al fine di combattere gli schemi fraudolenti che incidono significativamente sugli interessi finanziari dell'UE.

Coordinatore: **UNIPI - Dipartimento di Giurisprudenza**
PI: Prof. **Antonio Vallini**
Data di inizio: 01/01/23 · Data di fine: 31/12/24
Budget totale: 141.668 € · Contributo UE: 127.501 €
Union Anti-Fraud Programme

CODECS

Maximising the CO-benefits of agricultural Digitalisation through conducive digital ECoSystems (HORIZON-CL6-2021-GOVERNANCE-01)

CODECS mira a migliorare la motivazione e la capacità degli agricoltori europei nel comprendere e adottare la digitalizzazione come strumento di cambiamento sostenibile e trasformativo. Il progetto intende: i) produrre e fornire informazioni sui costi e sui benefici delle tecnologie digitali ad agricoltori, consulenti e responsabili politici, ii) studiare e creare le condizioni per aumentare le capacità degli agricoltori e delle comunità rurali di utilizzarle, (iii) elaborare raccomandazioni politiche per promuovere le tecnologie digitali agricole che favoriscono lo sviluppo sostenibile.

Coordinatore: **UNIPI - Dipartimento di Scienze Agrarie, Alimentari e Agro-ambientali**
PI: Prof. **Gianluca Brunori**
Data di inizio: 01/10/22 · Data di fine: 30/09/26
Budget totale/Contributo UE: 7.150.413 €
Scheda CORDIS · Programma Horizon Europe

IL RICERCATORE DEL MESE

SERGIO SAIA
DIPARTIMENTO DI SCIENZE VETERINARIE

Sergio Saia, professore associato di Agronomia e Coltivazioni Erbacee presso il Dipartimento di Scienze Veterinarie dell'Università di Pisa, è responsabile del progetto europeo **SHARInG-MeD "Soil Health and Agriculture Resilience through an Integrated Geographical information systems of Mediterranean Drylands"** finanziato nell'ambito della call 2022 del **Programma PRIMA** Sezione 1. Il budget totale del progetto è 4,1 milioni di euro di cui circa 1 milione destinato all'Università di Pisa in qualità di coordinatore del progetto.

Il progetto, della durata di tre anni, ha l'obiettivo di promuovere la qualità dei suoli e la resilienza dei sistemi agricoli nelle aree aride e semiaride del mediterraneo attraverso uno studio integrato a scala geografica di una vasta gamma di indicatori di fertilità e bontà agronomica dei sistemi e dei territori. In SHARInG-MeD sono coinvolti partner da tutto il Mediterraneo con una grande varietà di competenze, dalla nematologia (Marocco) all'entomologia e qualità ambientale (Algeria), dalla Scienza del Suolo (Tunisia), alla microbiologia del suolo (Spagna), all'uso dei microrganismi promotori della crescita vegetale, applicazione di materiail organici al suolo e agricoltura conservativa (Italia, Croazia e Turchia), alla modellistica del suolo e agricoltura di precisione (Francia, Grecia, Croazia), alla qualità del suolo e emissioni di gas serra (Francia). Il partenariato collezionerà suoli da ambienti diversificati, in usi del suolo diversi ma prossimali, e li analizzerà per una pluralità di variabili già incluse nel database LUCAS del JRC, con cui collaborerà attivamente [Leggi tutto].

A questo link gli altri ricercatori del mese a UNIPI e i loro progetti.

CONTATTI

FORM RICERCA BANDI

SERVIZIO DI SUPPORTO ALLA REDAZIONE DI PROGETTI

CENTRUM EURÓPSKYCH PROJEKTOV
NEWSLETTER

07/2024

KALENDÁR UDALOSTÍ

08-12/07/2024-Summer School EIT Urban Mobility /Bratislava, Slovensko/

15-19/07/2024 Summer School EIT Urban Mobility /Ljubljana, Slovinsko/

Stretnutie projektových centier

Jedným z našich (konkrétne Centra európskych projektov – CEP CEPSIT) hlavných cieľov je podpora fakúlt a ich projektových tímov. Pre upevnenie vzťahov medzi fakultnými projektovými manažérmi, a rektorátnym Centrom európskych projektov, usporadúvame školenia s edukatívnym charakterom, ako aj voľnú diskusiu na témy, ktoré sú pre fakulty podstatné.

Tentokrát sme sa zišli s úmyslom lepšieho vysvetlenia smernice rektora platnej od 1. januára 2024, ktorá sa týka projektového odmeňovania.

Zároveň sme si pripomenuli otvorenie tém zo schémy MSCA (Marrie Currie-Sklodowska Actions). Stretnutia sa zúčastnili aj zástupcovia firmy ADDSEN s.r.o., ktorí participujú na projekte FreeTwinEV a súčasťou projektu je aj zlepšenie medzifakultnej komunikácie a audit administratívnych procesov medzinárodných projektov.

Súčasťou stretnutia bol aj krátky workshop hravou formou, kedy sme si prostredníctvom aplikácie Kahoot! vyskúšali našich projekťákov ako sa orientujú v administratíve po schválení projektu a voľná diskusia. V súťaži obstáli najlepšie projekťáci z FEI STU, ktorí obsadili všetky tri miesta.

Veľmi pekne ďakujeme fakultným projekťákom za prejavený záujem a príjemnú atmosféru, ktorú si vytvárame na našich stretnutiach.

HORIZON EUROPE - UDALOSTI A VÝZVY

- Možnosť vycestovať na výskumnú inštitúciu horizonu (DFKI Brémy - Nemecko) s tým, že NCP poskytuje grant do výšky 1000 EUR. Návšteva by bola zhruba na 3 dni a bola by zameraná pre vedcov a výskumníkov, ktorí sa zaoberajú primárne robotikou.

https://eraportal.sk/horizont-europa/aktualita/moznost-prihlasit-sa-na-studijnu-navstevu-v-zahranici-2/

VÝZVY

- Možnosť prihlásiť sa na EIT konferencia formou webinára v Bruseli, ktorý je ale platený, pričom ústrednou témou je získavanie kontaktov a zdieľanie dobrej praxe s ostatnými výskumníkmi a výskumnými pracoviskami, zaoberajúcimi sa vedou a technológiami.

  https://eraportal.sk/horizont-europa/podujatie/european-manufacturing-conference-2024/

- MSCA Doktorandské siete 2024

- MSCA pre Výskumníkov v ohrození 2024

- MSCA a občania 2025

- Podpora bezpečnostného výskumu a inovácií 2024

- Efektívne, udržateľné a inkluzívne využitie energie

- Výmena personálu

V prípade, že máte záujem dozvedieť sa o výzvach viac, neváhajte navštíviť stránku www.granty.stuba.sk. V sekcii Medzinárodné granty-Programy na podporu výskumu nájdete všetky aktuálne výzvy vrámci programu Horizont Európa. Prípadne nás môžete kontaktovať na cep.cesit@stuba.sk

Naše typy a triky

...Čo robiť a nerobiť v procese prípravy žiadosti o financovanie z EÚ

Čo NErobiť

- Neponáhľajte sa! Nájdite si čas na pozorné prečítanie požiadaviek výzvy, aby ste sa uistili, že spĺňate pravidlá oprávnenosti

- Neponáhľajte sa pri vývoji nápadu projektu a investujte čas do nájdenia správnych partnerov. V ideálnom prípade by ste mali začať hľadať partnerov v dostatočnom predstihu od termínu otvorenia výzvy

- Nenechávajte si odosielanie proposalu na poslednú chvíľu, aby ste sa vyhli zbytočným chybám. Majte časový plán a dodržujte ho. Pred uzavretím výzvy môžete svoj proposal kedykoľvek otvoriť, zmeniť a doplniť

Čo robiť

- Kontaktujte Národný kontaktný bod so žiadosťou o podporu. Okrem poradenstva ponúkajú zároveň aj kurzy odbornej prípravy k príprave projektov

- Zúčastnite sa Informačných dní pre konkrétnu výzvu o ktorú máte záujem

- Na webovej stránke CORDIS nájdete uzavreté a prebiehajúce projekty financované EÚ, aby ste získali prehľadom o tom, ako boli tieto projekty v minulosti navrhnuté a ako boli vytvorené partnerstvá

- Vybudujte silné a multidisciplinárne konzorcium. Použite všetky možné nástroje na vyhľadávanie správnych partnerov do vášho projektu

- Pozorne čítajte Program Horizont Európa, ktorý sa vzťahuje na výzvu o ktorú máte záujem, aby ste pochopili ciele a usmernenia konkrétnej výzvy na predkladanie návrhov

- Kontrolujte, či výzva o ktorú máte záujem, je financovaná formou „Lump sum" alebo „Actual costs"

- Oboznámte sa s cieľmi politiky EÚ, aby ste spravili svoj návrh perspektívnym

WIDEnzymes
Widening Synergies
for Novel Enzymes Development

Widening Synergies for Novel Enzymes Development
– *WIDEnzymes*

Cieľom projektu WIDEnzymes je vytvoriť konkurencieschopný, cezhraničný ekosystém enzýmových technológií, ktorý podporí európsku vedu, priemysel, vzdelávanie a líderstvo, pričom zníži rozdiely v rozširujúcich sa krajinách, ako sú Lotyšsko, Slovensko a Grécko. Významne sa na ňom podieľa aj Slovenská technická univerzita spolu s Lotyšským inštitútom organickej syntézy (LIOS), Krétskou univerzitou, Polytechnickou univerzitou z Milána a výskumnou organizáciou Teamit zo Španielska.

STU bude v rámci projektu participovať na biotechnologických experimentoch spolu s vývojom udržateľných high-tech inovácií na Slovensku, pričom bude spolupracovať s viacerými renomovanými odborníkmi v oblasti výskumu enzýmov v Európe. Projekt tiež prináša STU viaceré príležitosti, v ktorých môže univerzita rozvíjať svoje vedecké kapacity a rozširovať svoj inovačný potenciál s cieľom budovania vedeckej excelentnosti. Všetky novinky a úspechy nájdete na webovej stránke projektu.
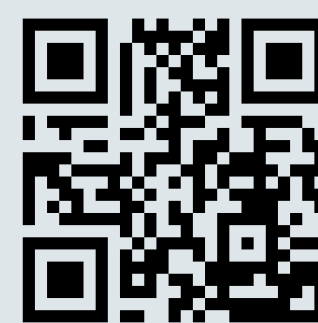
Website   LinkedIn

Ing. Martin Rebroš, PhD. (FCHPT)

Hlavný riešiteľ

SPOZNAJ NÁS

Mgr. Viltarė Platzner

Odborná pracovníčka v oblasti štruk.fondov - Centrum európskych projektov STU (CEPSIT OUP REK)
Vedúca oddelenia - Centrum európskych projektov STU (CEPSIT OUP REK)

Vedúca Centra európskych projektov
Viltarė je litovská výskumná manažérka s pozadím v sociálnej antropológii. Pripojila sa k STU a Projektovému centru v marci 2022 a začala úzko spolupracovať s doktorandskou školou EIT Manufacturing. Je projektovou manažérkou niekoľkých projektov Horizont Europe a aktívne pomáha výskumníkom pri príprave nových návrhov.
Môžete ju kontaktovať, ak máte akékoľvek otázky týkajúce sa európskych grantov a procesov riadenia projektov.
Vo voľnom čase si užíva prírodu, knihy, víno, fotografovanie a cestovanie.

Kontakt:
+421 947 913 987
viltare.platzner@stuba.sk

website

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✉ cep.cepsit@stuba.sk

Vazovova 5, 81243 Bratislava

ANNEX 12

PRODUCT #25

THE EU RESEARCH OFFICE SERVICE CHARTER

UNIVERSITA' DI PISA

DIREZIONE RICERCA
E VALORIZZAZIONE DELLE CONOSCENZE

UNITÀ PROMOZIONE E PROGETTAZIONE
DELLA RICERCA

CONTACTS

progettazione.ricerca@unipi.it

LIFE SCIENCES
Chiara Caccamo
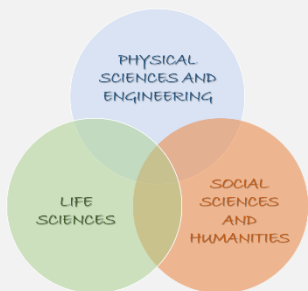Martina Calamusa

PHYSICAL SCIENCES AND ENGINEERING
Marco Bargagna
Francesca Ceron

SOCIAL SCIENCES AND HUMANITIES
Francesca Zampagni

Coordinator
Marina Mazzoni

SUPPORT SERVICE FOR THE DRAFTING OF PROJECT PROPOSALS

The support activities of the Research Promotion and Design Unit at the University of Pisa aim to assist research staff in preparing competitive project proposals in response to **Horizon Europe calls and other funding programs.** Structural funds and procurement tenders are not covered by this service. Requests will be acknowledged **within 3 working** days. Support is contingent upon adherence to the timelines outlined below and compliance with **internal deadlines** agreed upon by the proposal developer and the researcher.

SERVICES

1. **RESEARCH AND DISSEMINATION OF FUNDING OPPORTUNITIES**
   The Service supports professors and researchers in identifying the most relevant types of funding for their field or a specific project idea. To access the service, please fill out the *Funding Call Search form*. Updated information on various opportunities is available in the *Research Calls* section.

2. **SUPPORT TO PROPOSAL DRAFTING (UNIPI AS COORDINAT)**
   a) In case the request was made at least 3 months (full proposal) or 2 months (1° stage proposal) before the call deadline:
   - Initial meeting to analyze the call (eligibility, partecipation requirements…) and assess the alignment between the project idea and the call objectives;
   - Support in drafting specific sections of the proposal template;
   - Provision of toolkits (e.g. templates fo budget collection, templates for completing Part A, etc.);
   - Assistance in defining UNIPI's budget;
   - Guidance on using the digital platforms required by the call;
   - Up to 3 proposal reviews.

   b) In case the request was made at least 1 month before the call deadline:
   - Assistance in defining UNIPI's budget (also when UNIPI acts as a partner);
   - Guidance on using the digital platforms required by the call;
   - 1 proposal review.

TARGET PROGRAMMES	
Horizon Europe	Partnership europee
Citizens, Equality, Rights and Values (CERV)	Programma PRIMA (Sections 1 e 2)
Justice (JUST)	Research Fund for Coal & Steel (RCFS)

3. **ADMINISTRATIVE SUPPORT FOR PROJECT PROPOSALS**
   Service requested at least 2 weeks before the call deadline:
   - "Help Desk" service for administrative issues;
   - Provision of data, information and documents required for UNIPI;
   - Guidance on using the digital platforms required by the call.

4. **GRANT AGREEMENT PREPARATION (GAP) SUPPORT**
   The service is available to the oones having used the support services for the preparation review or submission of the proposal.

SUMMARY

UNIPI ROLE	SCOUTING	DRAFTING SUPPORT	ADMINISTRATIVE SUPPORT	SUPPORT TO THE GAP
Coordinator in calls point 2	✅	✅	✅	✅
Partner in calls point 2	✅	❌	✅	✅
Coord./Partner	✅	❌	✅	❌

PROVIDED SERVICES

The Center of European Projects in the STU, which belongs to CEPSIT, offers support to the university's research staff under the decree (Rector's Directive number: 2/2023 – SR). Researchers can request help in preparing project proposals, implementing approved projects, and identifying potential open project calls within European funding schemes coordinated by the European Commission.

ACTIVITIES

1. Support in the preparation of joint project proposals

  - Analysis of the call for proposals (conditions for participation, requirements, scope, funding deadlines, etc.)

 - Verification of the compatibility between the project idea and the objectives of the call

 - Active search for consortia (if necessary)

 - Active cooperation in writing the proposal (with sufficient advance notice)

 - Help with the calculation of the project budget (according to STU's internal rules)

 - Coordination support when STU is the project coordinator

 - Language and content control of the final draft

2. Assistance in project implementation

- Management of project management and DEC WPs

 - Support in organizing events (workshops, seminars, etc.)

 - If STU is the coordinator - communication with partners and EC regarding project management, uploading outputs to the F&T portal, assistance in preparing financial and technical reports

3. Searching for potential funding opportunities and open calls for project proposals

  - Identification of potential calls for funding based on entered keywords

  - Identification of consortia and potential opportunities directly for research teams

Support in the preparation of proposals	Support in checking the project proposal	Support for approved projects
Requests for support in the preparation of proposals must be sent at least 3 months before the call deadline.	Requests for support in the review of project proposals must be sent at least 30 days before the call deadline.	Requests for support for approved projects must be sent at least 1 month before the start of the project.