

Chemical Elements as Tracers of the Evolution of the Cosmos - Infrastructures for nuclear astrophysics

Legal, administrative, and financial do's and don'ts

Wednesday 05.05.2021 Carola Franzen HZDR Dresden, DE



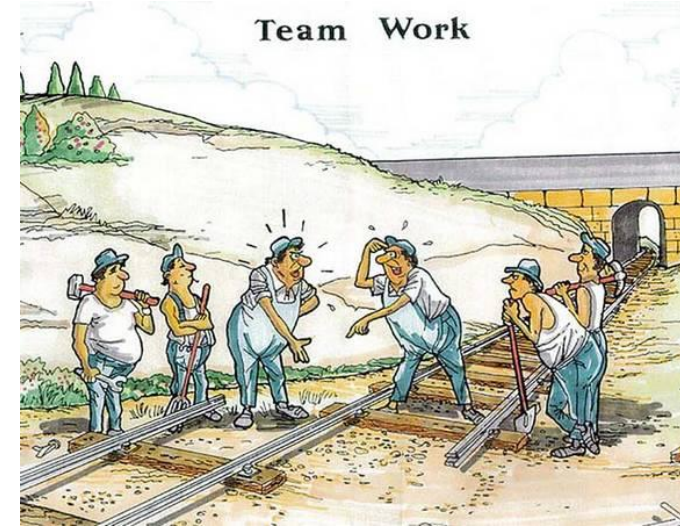
This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101008324 (ChETEC-INFRA).



Motivation - Successful Project

The cynic would say ...

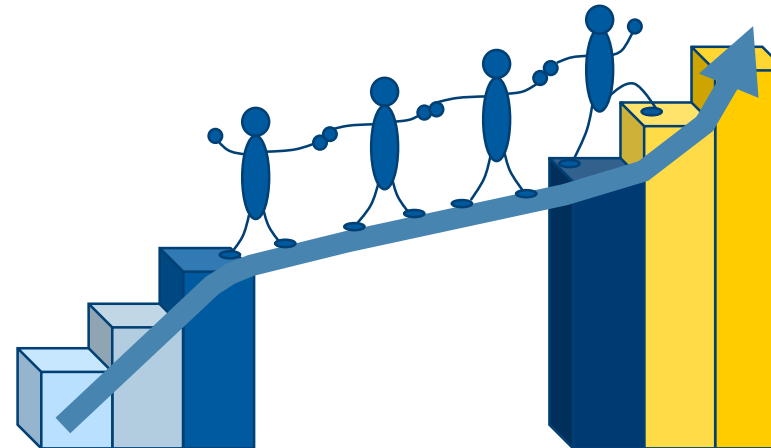
a series of loosely connected activities that take three times longer and cost twice as much as foreseen, to achieve half the expected results



Source: unknown

But should really be ...

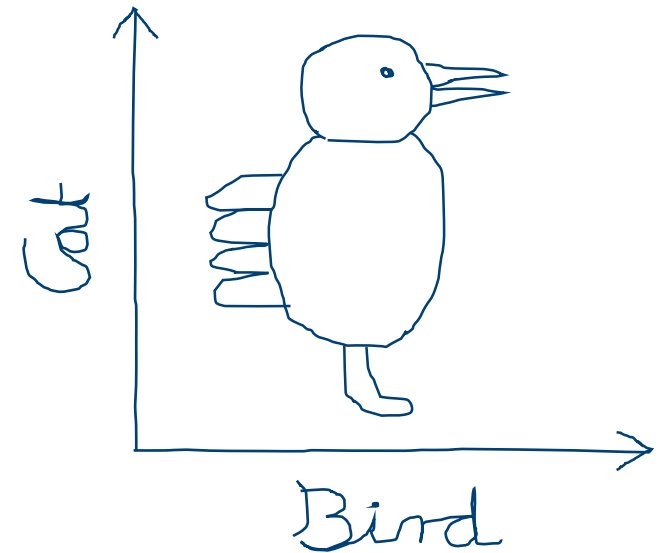
a systematic, goal-oriented, temporary and one-time endeavour to create a unique product or service within clearly specified time, cost and quality constraints



Project Coordinator – Responsibilities (Art. 41.2)

- (i) monitor that the action is implemented properly (see Article 7);
- (ii) act as the intermediary for all communications between the beneficiaries and the Agency
- (iii) request and review any documents or information required by the Agency and passing them on to the Agency
- (iv) submit the deliverables and reports to the Agency (see Articles 19 and 20)
- (v) ensure that all payments are made to the other beneficiaries without unjustified delay (see Article 21)
- (vi) inform the Agency of the amounts paid to each beneficiary, when required under the Agreement (see Articles 44 and 50) or requested by the Agency.

Most important: communicator, moderator, team player and in case mediator between partners with different perspectives



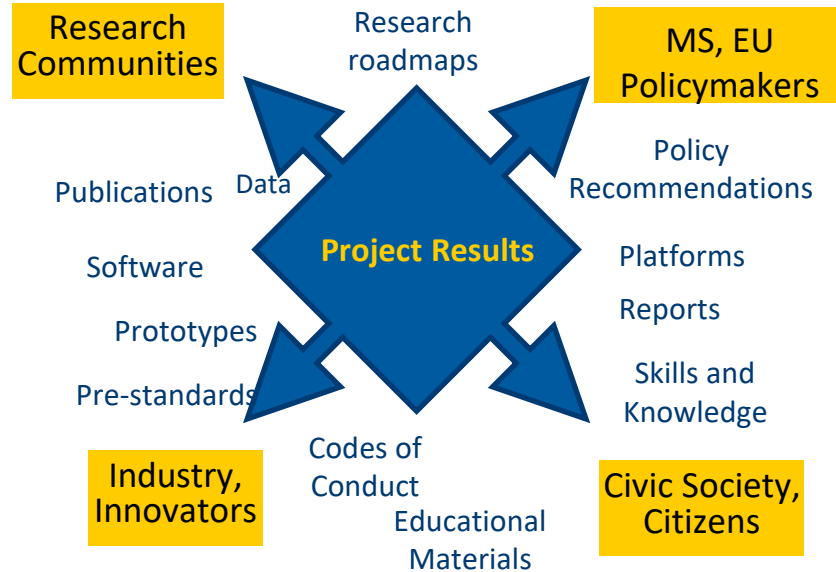
Grant Agreement

- ★ The Agreement is composed of:
- ★ Terms and Conditions
- ★ Annex 1 Description of the action
- ★ Annex 2 Estimated budget for the action
 - 2a Additional information on the estimated budget**
- ★ Annex 3 Accession Forms
- ★ Annex 4 Model for the financial statements
- ★ Annex 5 Model for the certificate on the financial statements (CFS)
- ★ Annex 6 Model for the certificate on the methodology

SUBSECTION 3 RIGHTS AND OBLIGATIONS RELATED TO RESULTS

- ★ ARTICLE 26 — OWNERSHIP OF RESULTS
- ★ ARTICLE 27 — PROTECTION OF RESULTS — VISIBILITY OF EU FUNDING
- ★ ARTICLE 28 — EXPLOITATION OF RESULTS
- ★ ARTICLE 29 — DISSEMINATION OF RESULTS — OPEN ACCESS — VISIBILITY OF EU FUNDING
- ★ ARTICLE 30 — TRANSFER AND LICENSING OF RESULTS
- ★ ARTICLE 31 — ACCESS RIGHTS TO RESULTS

Rights and Obligations Related to Results



Describing and **making results available**

Audiences that **may make use** of results

All results which are not restricted due to the protection of intellectual property, security rules or legitimate interests.

Grant Agreement Art. 29

Dissemination

Utilisation of results, for scientific, societal or economic purposes

Groups and entities that are making **concrete use of results**

All results generated during project (exploitation by the project or another entity)

Grant Agreement Art. 28

Exploitation



Data Management Plan

Consortium Agreement ARTICLE 41.3 of GA

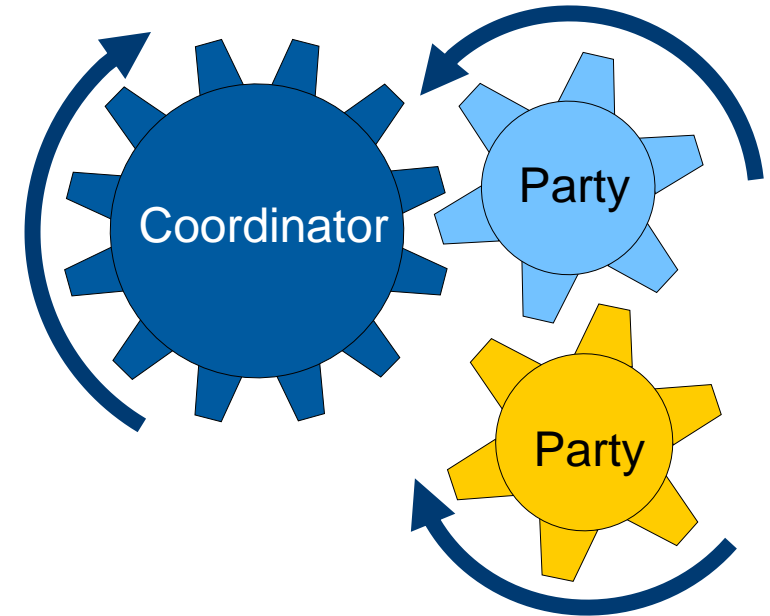
The beneficiaries must have written internal arrangements regarding their operation and co-ordination to ensure that the action is implemented properly.

- ★ DESCA Model as template
- ★ Final agreement signed by HZDR and sent to partners for signature

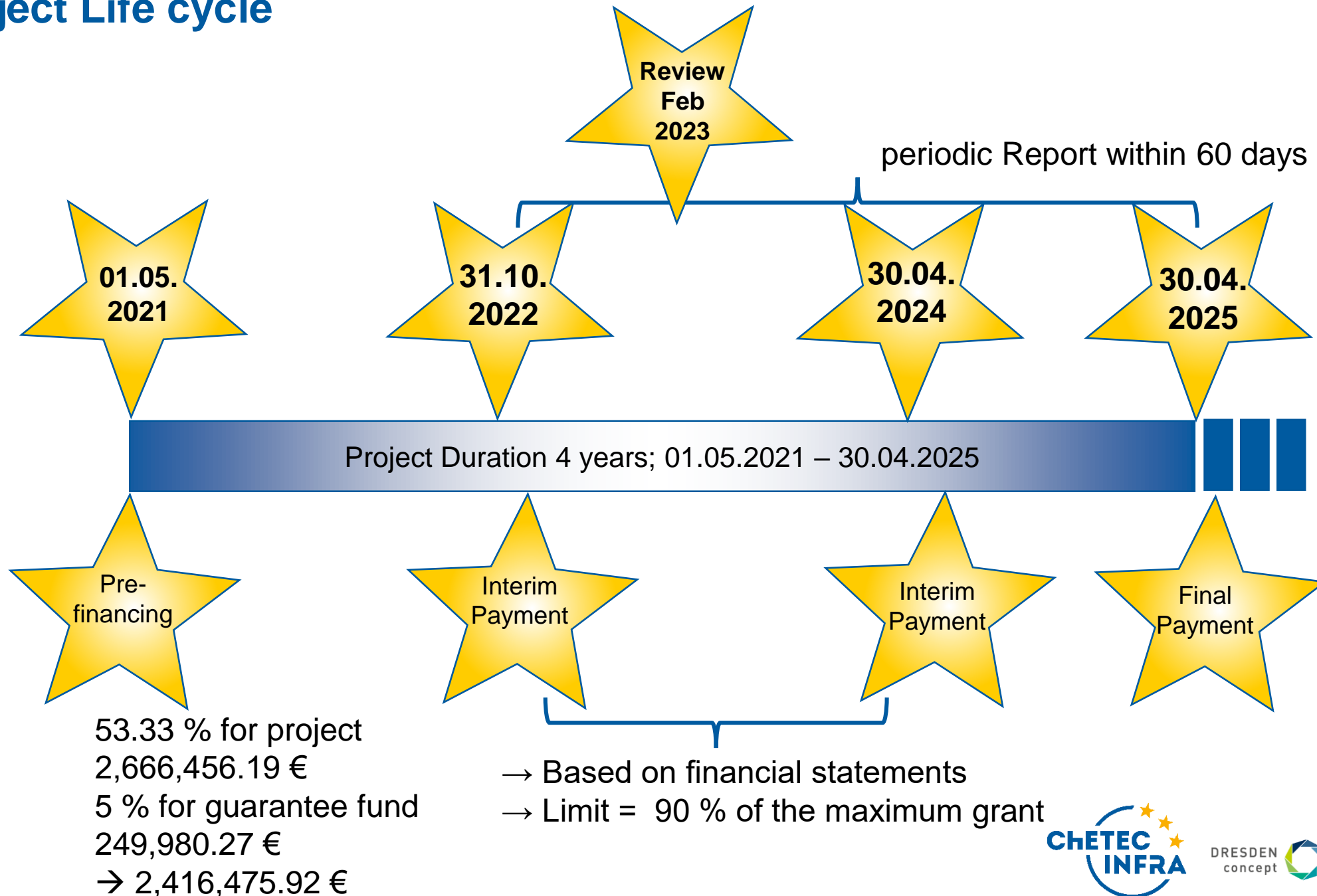
„An entity becomes a Party to this Consortium Agreement upon signature of this Consortium Agreement by a duly authorised representative.

This Consortium Agreement shall have effect from the **Effective Date (01 May 2021)** identified at the beginning of this Consortium Agreement.“

The consortium agreement must not contain any provision contrary to the Grant Agreement.




Project Life cycle



	ChETEC-INFRA - Grant Agreement No. 101008324	Pre-financing payment to partners		22.04.2021						
	Maximum grant amount	4,999,605.35 €								
	Pre-Financing according Article 21.2 GA	2,666,456.19 €	53.33%							
	minus Contribution to guarantee fund	249,980.27 €	5.00%							
	Pre-Financing payment received by HZDR	2,416,475.92 €	48.33%							
Partner No.	Name of the beneficiary	Short name of beneficiary	Budget according Annex2	Pre-financing 53,33%	Guarantee fund 5%	Pre-financing amount 48,33%	TNA total budget Annex2	48,33% of TNA budget - retained by HZDR	Payment shifts (approved by Dr. Bemmerer)	1. Payment
1	Helmholtz-Zentrum Dresden-Rossendorf e.V.	HZDR	710,900.00 €	379,146.67 €	35,545.00 €	343,601.67 €	103,300.00 €		-52,000.00 €	291,601.67 €
2	UNIVERSITAT WIEN	UNIVIE	147,215.00 €	78,514.67 €	7,360.75 €	71,153.92 €	40,000.00 €	19,332.00 €		51,821.92 €
3	UNIVERSITE LIBRE DE BRUXELLES	ULB	86,000.00 €	45,866.67 €	4,300.00 €	41,566.67 €	- €	- €		41,566.67 €
4	INSTITUTE OF ASTRONOMY AND NATIONAL ASTRONOMICAL OBSERVATORY AT THE BULGARIAN ACADEMY OF SCIENCES	IANAO BAS	43,500.00 €	23,200.00 €	2,175.00 €	21,025.00 €	40,000.00 €	19,332.00 €		1,693.00 €
5	ASTRONOMICKY USTAV AV CR	ASU	35,500.00 €	18,933.33 €	1,775.00 €	17,158.33 €	32,000.00 €	15,465.60 €		1,692.73 €
6	AARHUS UNIVERSITET	AU	241,421.60 €	128,758.19 €	12,071.08 €	116,687.11 €	175,371.60 €	84,757.09 €		31,930.01 €
7	CENTRE NATIONAL DE LA RECHERCHE SCIENTIFIQUE CNRS	CNRS	150,250.00 €	80,133.33 €	7,512.50 €	72,620.83 €	- €	- €		72,620.83 €
8	GRAND ACCELERATEUR NATIONAL D'IONS LOURDS	GANIL	79,500.00 €	42,400.00 €	3,975.00 €	38,425.00 €	- €	- €		38,425.00 €
9	INSTITUT DE PHYSIQUE DU GLOBE DE PARIS	IPGP	76,875.00 €	41,000.00 €	3,843.75 €	37,156.25 €	- €	- €		37,156.25 €
10	LEIBNIZ-INSTITUT FUR ASTROPHYSIK POTSDAM (AIP)	AIP	194,450.00 €	103,706.67 €	9,722.50 €	93,984.17 €	- €	- €		93,984.17 €
11	JOHANN WOLFGANG GOETHEUNIVERSITAET FRANKFURT AM MAIN	GUF	283,175.00 €	151,026.67 €	14,158.75 €	136,867.92 €	76,800.00 €	37,117.44 €		99,750.48 €
12	MAX-PLANCK-GESELLSCHAFT ZUR FORDERUNG DER WISSENSCHAFTEN EV	MPG	225,500.00 €	120,266.67 €	11,275.00 €	108,991.67 €	- €	- €		108,991.67 €
13	PHYSIKALISCH-TECHNISCHE BUNDESANSTALT	PTB	112,777.50 €	60,148.00 €	5,638.88 €	54,509.13 €	54,320.00 €	26,252.86 €		28,256.27 €
14	TECHNISCHE UNIVERSITAET DRESDEN	TUD	191,250.00 €	102,000.00 €	9,562.50 €	92,437.50 €	- €	- €		92,437.50 €
15	UNIVERSITAET ZU KOELN	UoC	94,650.00 €	50,480.00 €	4,732.50 €	45,747.50 €	28,800.00 €	13,919.04 €		31,828.46 €
16	ATOMMAGKUTATO INTEZET	ATOMKI	98,687.50 €	52,633.33 €	4,934.38 €	47,698.96 €	42,000.00 €	20,298.60 €		27,400.36 €
17	CSILLAGASZATI ES FOLDTUDOMANYI KUTATOKOZPONT	MTA CSFK	87,600.00 €	46,720.00 €	4,380.00 €	42,340.00 €	- €	- €		42,340.00 €
18	THE HEBREW UNIVERSITY OF JERUSALEM	HUJI	53,250.00 €	28,400.00 €	2,662.50 €	25,737.50 €	- €	- €		25,737.50 €
19	ISTITUTO NAZIONALE DI ASTROFISICA	INAF	106,750.00 €	56,933.33 €	5,337.50 €	51,595.83 €	- €	- €		51,595.83 €
20	ISTITUTO NAZIONALE DI FISICA NUCLEARE	INFN	209,515.00 €	111,741.33 €	10,475.75 €	101,265.58 €	- €	- €	25,000.00 €	126,265.58 €
21	UNIVERSITA DEGLI STUDI DI ENNA KORE	UKE	99,925.00 €	53,293.33 €	4,996.25 €	48,297.08 €	- €	- €	27,000.00 €	75,297.08 €
22	UNIVERSITA DEGLI STUDI DI MILANO	UMIL	38,252.50 €	20,401.33 €	1,912.63 €	18,488.71 €	- €	- €		18,488.71 €
23	UNIVERSITA DEGLI STUDI DI PADOVA	UNIPD	88,255.00 €	47,069.33 €	4,412.75 €	42,656.58 €	- €	- €		42,656.58 €
24	VILNIAUS UNIVERSITETAS	VU	112,150.00 €	59,813.33 €	5,607.50 €	54,205.83 €	50,400.00 €	24,358.32 €		29,847.51 €
25	NARODOWE CENTRUM BADAN JADROWYCH	NCBJ	77,000.00 €	41,066.67 €	3,850.00 €	37,216.67 €	- €	- €		37,216.67 €
26	INSTITUTUL NATIONAL DE CERCETAREDEZVOLTARE PENTRU FIZICA SI INGINERIE NUCLEARA-HORIA HULUBEI	IFIN-HH	117,937.50 €	62,900.00 €	5,896.88 €	57,003.13 €	48,000.00 €	23,198.40 €		33,804.73 €
27	AGENCIA ESTATAL CONSEJO SUPERIOR DEINVESTIGACIONES CIENTIFICAS	CSIC	177,750.00 €	94,800.00 €	8,887.50 €	85,912.50 €	- €	- €		85,912.50 €
28	UNIVERSITAT POLITECNICA DE CATALUNYA	UPC	132,000.00 €	70,400.00 €	6,600.00 €	63,800.00 €	- €	- €		63,800.00 €
29	UPPSALA UNIVERSITET	UU	101,500.00 €	54,133.33 €	5,075.00 €	49,058.33 €	- €	- €		49,058.33 €
30	EIDGENOESSISCHE TECHNISCHE HOCHSCHULE ZUERICH	ETH Zürich	130,220.00 €	69,450.67 €	6,511.00 €	62,939.67 €	- €	- €		62,939.67 €
31	UNIVERSITY OF KEELE ROYAL CHARTER	KU	172,830.00 €	92,176.00 €	8,641.50 €	83,534.50 €	- €	- €		83,534.50 €
32	UNIVERSITY OF HULL	UHULL	523,018.75 €	278,943.33 €	26,150.94 €	252,792.40 €	160,000.00 €	77,328.00 €		175,464.40 €
			4,999,605.35 €	2,666,456.19 €	249,980.27 €	2,416,475.92 €	850,991.60 €	361,359.35 €	0.00 €	2,055,116.57 €
										partners' amount
										1,763,514.90 €

Deliverables, Ethics, DMP, Other Reports


 For each Deliverable, a single file (max 52MB) can be uploaded

 [Show Filters](#)  [Clear Filters](#)

WP No	Del Rel. No	Del No	Title	C	Lead Benefi	Nature	Disseminat	Est. Del. D:	Rev
WP1	D1.1	D1	Report on successful kick-off meeting and filling of all the project offices	I	HZDR	Report	Confiden	30 Jun 2021	
WP8	D8.1	D2	Launch of project web page	I	GUF	Websites, patents	Public	31 Jul 2021	
WP10	D10.1	D63	POPD - Requirement No. 1	-	HZDR	Ethics	Confiden	31 Aug 2021	
WP2	D2.1	D3	Provision of facility descriptions and user checklists on ChETEC-INFRA web page	I	HZDR	Websites, patents	Public	31 Oct 2021	
WP6	D6.1	D4	Provide AGB/binary database interface on project web site with open access to all new observations to outside users	I	UHULL	Websites, patents	Public	31 Oct 2021	
WP7	D7.1	D5	Two presentations targeting National Funding authorities and the general public available on ChETEC-INFRA web page	-	HZDR	Websites, patents	Public	31 Oct 2021	
WP7	D7.2	D6	Report on new NPA school plans to EB	I	GANIL	Report	Confiden	31 Oct 2021	
WP8	D8.2	D7	Data Management Plan	I	HZDR	ORDP: Open Rese	Public	31 Oct 2021	
WP2	D2.2	D8	Report #1 on TA provision to GA	I	HZDR	Report	Confiden	30 Apr 2022	
WP4	D4.1	D9	First online training course active on ChETEC-INFRA web page	I	KU	Websites, patents	Public	30 Apr 2022	
WP4	D4.2	D10	Platform where nuclear astrophysics data can be exchanged online on the ChETEC-INFRA web page.	I	UHULL	Websites, patents	Public	30 Apr 2022	
WP4	D4.3	D11	Publication online of the first version of the OZONe library as github repository, and make available the list of nuclear re	I	UPC	Websites, patents	Public	30 Apr 2022	
WP6	D6.2	D12	Publication on project web page of the first version of the multidisciplinary guide to astronuclear science cases	I	UPC	Websites, patents	Public	30 Apr 2022	
WP6	D6.3	D13	First online training course for astronuclear HPC software active.	I	UHULL	Websites, patents	Public	30 Apr 2022	

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Ethics-Deliverable – due date 31.08.2021

The host institution must confirm that it has appointed a **Data Protection Officer (DPO)** and the contact details of the DPO are made available to all data subjects involved in the research. For host institutions not required to appoint a DPO under the **GDPR** a detailed data protection policy for the project must be submitted as a deliverable.

A description of the technical and organisational measures that will be implemented to safeguard the rights and freedoms of the data subjects/research participants must be submitted as a deliverable.

A description of the security measures that will be implemented to prevent unauthorised access to personal data or the equipment used for processing must be submitted as a deliverable.

Description of the anonymisation/pseudonymisation techniques that will be implemented must be submitted as a deliverable.

In case personal data are transferred from the EU to a non-EU country or international organisation, confirmation that such transfers are in accordance with Chapter V of the General Data Protection Regulation 2016/679, must be submitted as a deliverable.

In case personal data are transferred from a non-EU country to the EU (or another third state), confirmation that such transfers comply with the laws of the country in which the data was collected must be submitted as a deliverable.

Detailed information on the informed consent procedures in regard to data processing must be submitted as a deliverable.

Templates of the informed consent forms and information sheets (in language and terms intelligible to the participants) must be submitted as a deliverable.

Data Management Plan

A Data Management Plan (DMP) is a formal document that specifies how research data will be handled both during and after a research project.

It identifies key actions and strategies to ensure that research data are of a high quality, safe, sustainable and – where possible – accessible and reusable.

A DMP should be considered a ‘living’ document - it is ideally created before or at the start of a research project, but updated when necessary as the project progresses. Planning for data management is therefore not a one-off event, but a process.

<https://www.openaire.eu/what-is-a-data-management-plan-and-how-do-i-create-one>

GA §29.2 Open access to scientific publications

- ★ Each beneficiary must ensure open access to all peer-reviewed scientific publications
- ★ deposit a machine-readable electronic copy of the manuscript in a **repository** for scientific publications
- ★ ensure open access to the deposited publication — via the repository — at the latest:
 - (i) on publication, if an electronic version is available for free via the publisher, or
 - (ii) within six months of publication in any other case.
- ★ ensure open access — via the repository — to the bibliographic metadata that identify the deposited publication.




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New publication

Please provide a DOI for the publication (recommended) or fill-in manually the required information.


DOI

Type of publication

Repository Link 

Link to the publication 

Title

Authors 

Title of the Journal/Proceedings/Books series/Book (for book chapters)

Number, date or frequency of the Journal/Proceedings/Book

Relevant Pages

ISBN

Publisher

Place of publication


Year of publication

Is this publication available in Open-Access, or will it be made available?

☐ Yes - available in Green Open Access
 ☐ Yes - available in Gold Open Access
 ☐ No

Is this a peer-reviewed publication?

☐ Yes ☐ No

Is this a joint public/private publication? 

☐ Yes ☐ No

* mandatory fields

GA §29.3 Open access to research data

- ★ Regarding the digital research data generated in the action, the beneficiaries must:
- ★ deposit in a research **data repository** (for third parties to access, mine, exploit, reproduce and disseminate — free of charge):
 - (i) the data, including associated metadata, needed to validate the results presented in publications;
 - (ii) other data, including associated metadata, as specified and within the deadlines laid down in the ‘data management plan’
- ★ provide information — via the repository — about tools and instruments at the disposal of the beneficiaries and necessary for validating the results

D.O.I.	*	<input type="text"/>
Repository Link	*	<input type="text"/>
Non-Repository Link		<input type="text"/>
Title	*	<input type="text"/>
Is Dataset accessible?	*	<input type="radio"/> Yes <input type="radio"/> No
Is Dataset reusable?	*	<input type="radio"/> Yes <input type="radio"/> No
D.O.I. linked Publication		<input type="text"/>



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Infrastructures

Researchers

Researchers who have trans-national access or virtual access with unit cost to research infrastructures through Union support

☐ No Researcher has trans-national access nor virtual access with unit cost yet

There is no Researcher yet

Trans-national installations

Researcher Infrastructures made accessible to all researchers in Europe and beyond through EU support and summary of trans-national access or virtual access with unit cost provision per instal

Participant Number	Organization Short Name	Infrastructure Short Name	Installation Number	Installation Short Name	Access Type	Unit of Access	Minimum Quantity Of Access (A)	Access provided in RP1
1.00	HZDR	Felsenkeller	1	Felsenkeller	Transnatio	beam time hour	975.00	0
1.00	HZDR	IBC	1	DREAMS	Transnatio	beam time hour	160.00	0
2.00	UNIVIE	VERA	1	VERA	Transnatio	Hours	200.00	0
4.00	IANAO BAS	Rozhen Observatory	1	EspeRo	Transnatio	clear observation night	20.00	0
5.00	ASU	Ondrejov Observatc	1	OES	Transnatio	clear observation night	40.00	0
6.00	AU	Nordic Optical Tele	1	NOT 2.5m	Transnatio	observation night	40.00	0
11.00	GUF	VdG	1	VdG	Transnatio	beam time hour	768.00	0
13.00	PTB	PIAF	1	PIAF	Transnatio	beam time hour	140.00	0
15.00	UoC	10 MV FN-Tandem	1	10 MV FN-Tandem	Transnatio	beam time hour	480.00	0
16.00	ATOMKI	Cyclotron	1	Cyclotron	Transnatio	beam time hour	280.00	0
24.00	VU	Moletai observatory	1	VUES	Transnatio	clear observation night	72.00	0
26.00	IFIN-HH	3 MV Tandetron	1	3 MV Tandetron	Transnatio	beam time hour	800.00	0
32.00	UHULL	HPC viper	1	HPC viper	Transnatio	cpu-hour	8,000,000.00	0

New researcher data

Please specify the information about the Researcher and his/her activity
(All fields are mandatory)

Researcher

First Name

Last Name

Gender

☐ Male ☐ Female ☐ Undefined

Nationality

Employing Organization/Home institution

Name

Country

Legal Status

☐ UNI - University and other higher education organizations
☐ RES - Public research organization (including international and private research organizations controlled by a public authority)
☐ SME - Small or Medium Enterprise
☐ PRV - Other Industrial and/or profit Private organization
☐ OTH - Other organization not fitting in one of the above category

Other information

User Project Acronym

Activity Domain

Add Cancel

Trans-national Access

Trans-national access (TNA):

Access free-of-charge to national facility provided to users from research institutions located in a country other than where the facility is located. In addition, coverage of the travel costs.

Eligibility:

- ★ User groups with the majority of the team members working in an institution located in an EU member state or associated country
- ★ User groups from third countries as long as the overall access provided to users from third countries does not exceed 15% of the total access provided by the Consortium

Funding:

- ★ Reimbursement of travel costs for the user
- ★ Coverage of the „access costs“ for the access provider, i.e. the costs incurred by the provision of the access (mostly based on unit costs times the units of provided access)

Modality:

- ★ Offer for trans-national access has to be widely announced on the website, through suitable platforms, social media, mailings
- ★ User selection based on a transparent peer-review process of scientific proposals being evaluated and ranked by an independent external expert panel based on scientific excellence

Data required for the reportings

A lot of data needs to be collected in the framework of trans-national access and has to be reported or been made available upon request for the periodic and final report

User

- ★ name
- ★ Gender
- ★ Nationality

Employing organisation

- ★ Name
- ★ country
- ★ Nature (university, research organisation, industry)

Project

- ★ Project identifier
- ★ Activity domain (e.g. physics, chemistry, materials sciences)
- ★ Title and Abstract
- ★ Experiment report
- ★ Publication
- ★ Units of access provided to this project and when

**All this data is
collected
in GATE!**

**Responsibility of the access
provider!**

TNA management and Pitfalls

Reimbursement costs incurred to the user:

Users are reimbursed for the costs related to travel and accommodation.

Costs being covered: tickets for flights, trains, local trains, public transport, visa costs, accommodation

Only in exceptional cases agreed upon in advances and if no alternative exists: car rental, private car

Justification of costs incurred: original tickets, receipts or invoices are required!

Modality: after the measurement, the user files a request for reimbursement based on a respective form made available by the Coordinator. The originals of the travel documents need to be submitted with the form

Very clearly state the boundary conditions for the reimbursement, i.e. maximum number of supported users per user group, obligation to stay in the guesthouse (if any) upper limit of the accepted travel costs per user, on your website!

Publications:

Any publication (not only user publications) needs to acknowledge financial support from the EU in the framework of ChETEC-INFRA, by adding a well-defined sentence provided by the coordinator.

Important note: publications without this acknowledgement cannot be reported!

Put the acknowledging to be used prominently on your website as part of the information for TNA users!

Gender

Gender of researchers and other workforce involved in the project

Please note that:

- The 'researchers' count must include researchers at all levels, incl. postdocs and PhD students
- Figures must be provided in Head Count
- The count for a beneficiary should include the staff working for its Affiliated Entities (if appropriate)

Beneficiaries	Number of female researchers	Number of male researchers	Number of females in the workforce other than researchers	Number of males in the workforce other than researchers	Total number of females in the workforce
23 - UNIVERSITA DEGLI STUDI DI PADOVA	0	0	0	0	0
24 - VILNIAUS UNIVERSITETAS	0	0	0	0	0
25 - NARODOWE CENTRUM BADAN JADROWYCH	0	0	0	0	0
26 - INSTITUTUL NATIONAL DE CERCETARE-DEZVOLTARE PENTRU FIZICA SI INGINERIE NUCLEARA-HORIA HULUBEI	0	0	0	0	0
27 - AGENCIA ESTATAL CONSEJO SUPERIOR DEINVESTIGACIONES CIENTIFICAS	0	0	0	0	0
28 - UNIVERSITAT POLITECNICA DE CATALUNYA	0	0	0	0	0
29 - UPPSALA UNIVERSITET	0	0	0	0	0
30 - EIDGENOESSISCHE TECHNISCHE HOCHSCHULE ZUERICH	0	0	0	0	0
31 - UNIVERSITY OF KEELE ROYAL CHARTER	0	0	0	0	0
32 - UNIVERSITY OF HULL	0	0	0	0	0

Gender dimension in the project

Does the project include a gender dimension in research content? ☐ Yes ☐ No

Dissemination & Communication Activities

Specify the total funding amount used for Dissemination and Communication activities linked to the project

Total Funding Amount

Specify the number of Dissemination and Communication activities linked to the project 

for each of the following categories

Specify the estimated number of persons reached, in the context of all dissemination and communication activities, in each of the following categories

Scientific Community (Higher Education, Research)

Industry

Civil Society

General Public

Policy Makers

Media

Investors

Customers

Other

Organisation of a Conference

Organisation of a Workshop

Press release

Non-scientific and non-peer-reviewed publication (popularised publication)

Exhibition

Flyer

Training

Social Media

Website

Communication Campaign (e.g. Radio, TV)

Participation to a Conference

Participation to a Workshop

Participation to an Event other than a Conference or a Workshop

Video/Film

Brokerage Event

Pitch Event

Trade Fair

Participation in activities organised jointly with other EU project(s)

Other

Time for Questions