

# FP7 Research for the benefit of SMEs

Workshop on the Research for the Benefit of SMEs  
programme

Helsinki – 25 October 2011

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REA – SME Actions

## Negotiation and Project implementation

1. Negotiation
2. Contract signature – Kick off
3. Mid Term Review
4. Final Review
5. Common Issues



## Negotiation

- **Invitation to Negotiate (April 2012) - Negotiation mandate** [ftp://ftp.cordis.europa.eu/pub/fp7/docs/negotiation\\_en.pdf](ftp://ftp.cordis.europa.eu/pub/fp7/docs/negotiation_en.pdf)
- **Process implemented through NEF**  
<http://212.68.215.215/display/iKnowextern/NEF+Documentation>
- **Validation of partners and financial viability (make sure ICM (Indirect cost method) is correct!)**
- **Description of Work (DoW) Part A in NEF and part B descriptive in PDF** [Template for the Description of Work](#)
- **Grant Preparation Forms (GPFs)**
  - Coordinator must sign A2.5 (commitment) and A2.6 (data protection and coordination role)
  - Partners sign A2.5 (commitment)
- **Negotiation meetings (dates in Nego mandate)**
- **First contracts June/July 2012**



### Contract signature

- Pre-financing transferred to the coordinator (approx. 60%)
- Form As (accession to the GA) to be submitted 45 days after the signature of the grant agreement
- Consortium Agreement to be submitted at end of M2
- Deliverables to be submitted according to the timetable in the DoW
- Any problems or major deviations should be noted to the PO as soon as possible. The PO is here to support you!



### Mid-Term review

- **Each project is divided into reporting periods (usually M9 in a 24 month project and M15 in a 36 month – may change for 2012 call)**
- **At end of reporting period, the coordinator has 60 days in which to submit the reporting documents (Form Cs, periodic report, explanation on the use of resources)**
- **Review following the 60 days (remote, central or on-site - all partners expected to attend)**
- **Once financial and technical assessment finalised and approved, interim payment will transferred.**



### Final Review

- **Final reporting period ends on the last day of the project**
- **At end of reporting period, the coordinator has 60 days in which to submit the reporting documents (Form Cs, periodic report, final report, explanation on the use of resources)**
- **Aim to carry out review within the 60 days after the reporting period so that costs relating to work on final reporting can still be an eligible cost. (remote, central or on-site - all partners expected to attend)**
- **Once financial and technical assessment finalised and approved, final payment and release of the guarantee fund will be made.**

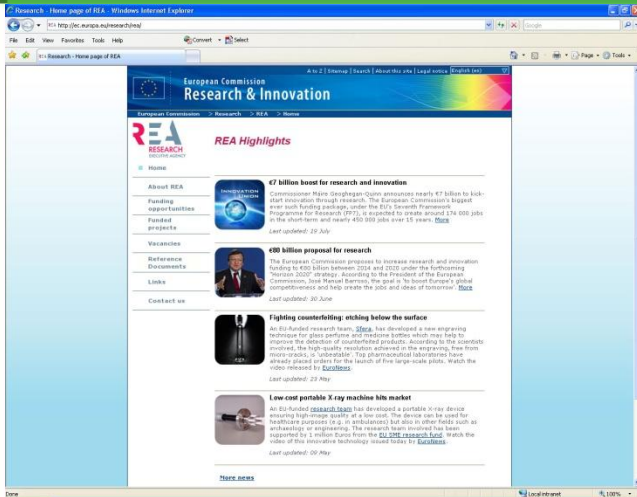


## Common Issues

[ftp://ftp.cordis.europa.eu/pub/fp7/docs/amendments-ga\\_en.pdf](ftp://ftp.cordis.europa.eu/pub/fp7/docs/amendments-ga_en.pdf)

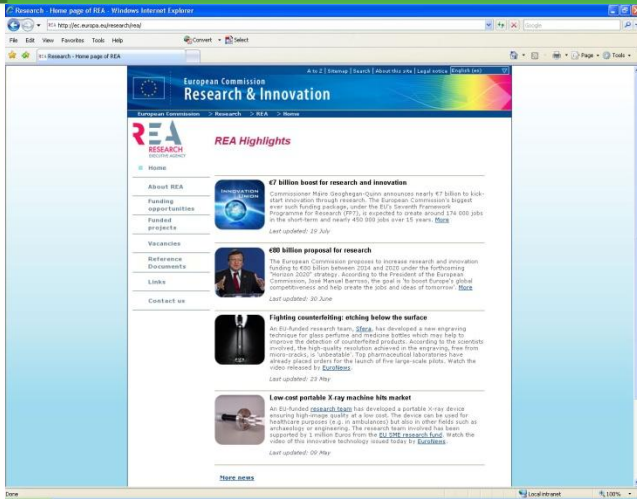
- Drop out of a partner and inclusion of a new partner
- Termination of a partner
- Bankruptcy
- Request for extension
- Rejection of costs

# FP7 Research for the benefit of SMEs Websites



- **Research Executive Agency (REA):**  
<http://ec.europa.eu/research/rea/>
- **SMEs in REA:**  
[http://ec.europa.eu/research/rea/index.cfm?pg=fo\\_sme](http://ec.europa.eu/research/rea/index.cfm?pg=fo_sme)
- **SMEs in CORDIS:**  
[http://cordis.europa.eu/fp7/capacities/research-sme\\_en.html](http://cordis.europa.eu/fp7/capacities/research-sme_en.html)
- **SME TechWeb**  
<http://ec.europa.eu/research/sme-techweb>
- **Are you an SME?**  
[http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/index\\_en.htm](http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/index_en.htm)

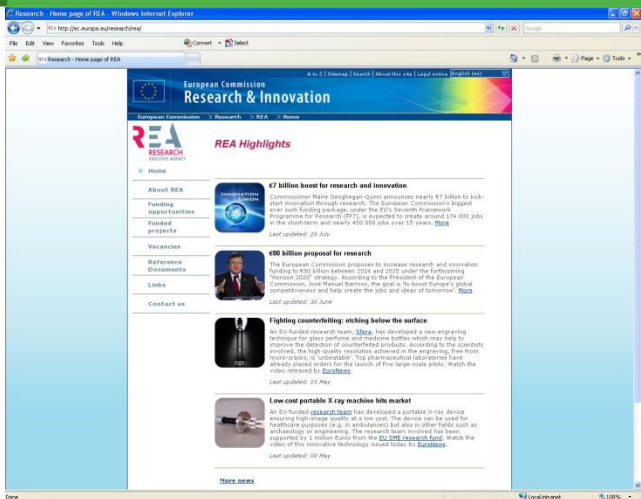
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- **FP7**  
[http://ec.europa.eu/research/fp7/index\\_en.cfm](http://ec.europa.eu/research/fp7/index_en.cfm)
- **IPR helpdesk**  
<http://www.ipr-helpdesk.org>
- **Europe 2020 Strategy**  
[http://ec.europa.eu/europe2020/index\\_en.htm](http://ec.europa.eu/europe2020/index_en.htm)
- **Innovation Union - Flagship initiative**  
[http://ec.europa.eu/research/innovation-union/index\\_en.cfm](http://ec.europa.eu/research/innovation-union/index_en.cfm)
- **European Research Council Executive Agency (ERCEA)**  
<http://erc.europa.eu/>
- **Community Agencies**  
<http://europa.eu/agencies/>

# FP7 Research for the benefit of SMEs

## REA Contacts



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**Thank you for your attention !**