MSCA ITN COORDINATORS’ INFO DAY
BRUSSELS, DECEMBER 11TH
KEY POINTS
RECRUITMENT

Msc Researcher Information Package

✓ Overview of the rights and obligations of fellows supported by the MSCA, including:
  ▪ Importance of **good working and support conditions** (at the premises of the Beneficiary)
  ▪ Importance attached to the **gender equality, research integrity, open access** to research outputs, and **outreach activities** with the public
  ▪ How non-reasearch activities can be part of a fellowship to develop the career of the fellow

✓ All recruited MSC researchers should receive this document as soon as they sign their contract:
RECRUITMENT

DON’Ts!

✓ The fellows must not work outside of the Beneficiary’s premises
✓ The fellows must not be seconded to an organization outside of the Consortium
✓ The fellows must work full-time for the EASITrain project, not for other non-related tasks
✓ The fellows should not be recruited directly, without fair and transparent recruitment process. **EU Auditors will ask the fellows accordingly!**
✓ Beneficiaries should be transparent with recruiting dates.
FUNDING MECHANISM

✓ 1 unit = 1 month of eligible ESR
✓ Amounts in EUR per unit cost
✓ Total costs = cost per unit x number of units (36)
ELIGIBLE COSTS -> ELIGIBLE UNITS

• Must be identifiable and verifiable and **supported by evidence**
• Keep evidence of costs and experience incl. proof of residence
RECORDS Must be kept for 5 years after payment of the balance

- open, fair, transparent recruitment process
- eligibility of the ESR (researcher experience, mobility, family status, employment agreement)
- full-time basis recruitment at the premises of the Beneficiary. Evidence ex: lab books, conference abstracts, library records, etc.
- other supporting documentation on scientific and technical implementation of the project
- Timesheets for the ESRs (system preferred by the auditors).
## Monthly Costs for Recruited researchers

<table>
<thead>
<tr>
<th>Living Allowance: 3110</th>
<th>Mobility Allowance: 600</th>
<th>Family Allowance: 500</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Progressive salary is accepted <strong>as long as the fellow receives the full Marie Curie allowances by the end of his/her fellowship</strong></td>
<td>✓ Contribution to household, relocation and <strong>private</strong> travel expenses (secondments not included)</td>
<td>✓ For all recruited fellows who have family <strong>at the signature of the employment contract</strong>.</td>
</tr>
<tr>
<td>✓ Possibility to pay the fellow more <strong>but not less</strong></td>
<td>✓ Taxed depending on national taxation rules</td>
<td>✓ When status fixed at contract signature, <strong>it does not change during the lifetime of the project</strong></td>
</tr>
<tr>
<td>✓ 13th and 14th month regimes authorized if monthly allowance are respected and that it is clearly notified in the employment contract</td>
<td>✓ Fellows can submit receipts for rent, household bills, etc. to be granted partial exceptions from tax, if allowed under institutional and national rules</td>
<td></td>
</tr>
</tbody>
</table>
## Monthly Institutional Costs

### Research, Training and networking costs (RTN): 1800
- Research costs
- Training courses
- Participation of ESRs in training events and conferences
- Secondments (incl. travel and accommodation)
- Coordination between participants
- Visa costs

### Management and Indirect costs: 1200
- Costs associated with the preparation of the reports and other documents required by the EU
  - Researcher declarations, deliverables, ethics, progress report, periodic and final reports
- Personnel costs of the Project Manager
- Maintenance of the Consortium agreement
- Legal, ethical, financial and administrative management for each of the beneficiaries
- Indirect costs

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EASITrain – European Advanced Superconductivity Innovation and Training. This Marie Skłodowska-Curie Action (MSCA) Innovative Training Networks (ITN) has received funding from the European Union’s H2020 Framework Programme under Grant Agreement no. 764879.
Transfer of funds between categories

- Costs for Researchers must be fully used
- Unused institutional costs can be used for other project-related purposes:
  - Additional training activities
  - Salary increase

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REPORTING

Reporting period 1

- Progress report
- Mid-Term Check (M13-M15)
  EU’s first assessment, incl. Interviews with fellows
  Meeting with the Project Officer at CERN

Reporting period 2

- Periodic technical report
- Individual financial statements
- Interim Check (M24-M26)
  Continuous / additional check
  Set up remotely

- Periodic technical report
- Individual financial statements
- Final Check (M48-M50)
  Set up remotely

CONTINUOUS REPORTING

Publication Summary, deliverables, milestones, critical risks, publications, patents, gender and Researcher Declarations

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Beneficiaries must submit the Researchers Declarations on the EU Participant Portal **no later than 20 days after the start date of the employment contract**
The Beneficiaries must promote the project and its results by providing targeted information to multiple audiences in a strategic and effective manner.

Before engaging in a communication activity expected to have a major media impact, the Beneficiaries must inform the Agency.

Obligation and right to use the EU emblem for any communication activity and dissemination results:

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### Communication / Outreach

<table>
<thead>
<tr>
<th>Description</th>
<th>Dissemination</th>
</tr>
</thead>
<tbody>
<tr>
<td>About the project and results</td>
<td>About results only</td>
</tr>
<tr>
<td>Multiple audiences (beyond project’s own community)</td>
<td>Audiences that may use the results in their own work</td>
</tr>
<tr>
<td>Inform and reach out to society, show the benefits of the research</td>
<td>Enable use and uptake of results</td>
</tr>
<tr>
<td>Grant Agreement art. 38.1: Starts at the beginning of the project</td>
<td>Grant Agreement art. 29: when results are available and even after the end of the project</td>
</tr>
</tbody>
</table>
COMMUNICATION, OUTREACH AND DISSEMINATION

Recommendations

✓ Identify/set clear communication objectives
✓ Target audiences beyond own community
✓ Choose pertinent and adapted message, according to the audience
✓ Research results should be understood by non specialists (media and public)
✓ All beneficiaries should be involved in the outreach activities - > a communication and outreach specialist should be appointed at each Beneficiary’s premises
✓ Fellows should implement the outreach activities
✓ Document outreach activities (short articles, blogs, photos, tweets, etc.)
COMMUNICATION, OUTREACH AND DISSEMINATION

Interact/follow EU Social media Channels

- Facebook: https://www.facebook.com/Marie.Curie.Actions/
- Twitter: https://twitter.com/mscactions
- Hashtags: #MSCA, @MSCAjobalert#ResearchImpactEU@H2020
- Find other appropriate accounts/hashtags
- Ask fellows to use twitter and other social media, and to develop blogs
- Fellows should implement the outreach activities
- Document outreach activities (short articles, blogs, photos, tweets, etc.)
COMMUNICATION, OUTREACH AND DISSEMINATION

Participate to Science Fairs:

- Researchers’ Night events in Europe: https://ec.europa.eu/research/mariecurieactions/about/european-researchers-night_en
- Science on Stage Festivals: http://www.science-on-stage.eu/page/display/4/88/0/festival-2017

Project videos and /or animations. See on Youtube:

- ETN Socrates
- New-MINE ETN
- SCAVENGE ITN

Participate to the campaigns promoted by the EU

- EU Video campaign – Registration deadline: Friday, March 30th 2018