

Administrative Project Up-date

MIP-Frontiers¹

“New Frontiers in Music Information Processing”

2nd Consortium Meeting

Paris, 21st September 2018

Alvaro Bort, Project Coordinator, QMUL

Project Coordinator

Internal check before the EU commission

Review and talk

Try to be on the safe side

Report (defend) the project to the EU

What I know I can use

Contact me, I will always try to help

The Middle Man



Administrative Project Up-date

- Done so far
- Researchers
- Administrative Reports
 - Participant portal
 - Summary for publication
 - Deliverables
 - Milestones
 - Publications
 - Dissemination and communications
 - SME Impact
 - Open data
 - Gender
 - Researchers
 - Training activities
 - ABS regulation
 - Progress report

Done so far

- EC Grant Agreement signed
 - Download at Participant Portal
- EC prefinance received & QMUL has paid the beneficiaries
 - *Ask and keep the bank proof details where it shows that the payment has been made by QMUL (for audits, most probably your EU office has done it)*
- First training
 - Thursday 20th September
- Researchers Selection
 - (talked by Andreas)

Researchers

- Eligibility as a Fellow
- Researcher Declaration
- Project Secondment Periods
- Career development

Researchers / Eligibility

Start date of the contract, ask for proof of

- Early stage researcher
 - Count from the date when they obtained the degree
 - And only the time spent as full time equivalent research experience (taught classes do not add)
- Mobility
 - Any official proof of residence in another country

Upload to the Participant portal in 20 days from the start date

Researchers / Contract

Information note for Marie Skłodowska-Curie Fellows in Innovative Training Networks (ITN)

Employment

In principle, you should be recruited with an employment contract which **includes social security coverage** (unless this is not possible under national law). This contract should **specify your gross and net salary**. A clear explanation of how your net salary is calculated should also be provided by your employer. Note that recruitments in an ITN must be for a minimum duration of three months, and a maximum of 36 months. However, the **specific length of your recruitment** must be specified in your employment contract. You should be fully aware of and understand all the provisions of your contract before signing it. ***This may require a translation of the contract into English*** or your mother tongue.

https://ec.europa.eu/research/mariecurieactions/resources/document-libraries/information-note-fellows-innovative-training-networks-itn_en

“be recruited by the beneficiary under an employment contract (or other direct contract with equivalent benefits, including social security coverage) or — if not otherwise possible under national law — under a fixed-amount-fellowship agreement with minimum social security coverage, including periods of secondment to partner organisations”

“You can sign your local contract (national law), and add to the contract or in a supplemental agreement article 32.1 of the GA (Grant Agreement)”

Information for the Fellows

- Information package for Marie Skłodowska-Curie Fellows

overview of the rights and obligations of MSCA fellows

https://ec.europa.eu/research/mariecurieactions/resources/document-libraries/information-package-marie-sk%C5%82odowska-curie-fellows_en

- Information note for Marie Skłodowska-Curie Fellows in Innovative Training Networks (ITN)¹

https://ec.europa.eu/research/mariecurieactions/sites/.../msca-itn-fellows-note_en_0.pdf

- Grant Agreement and its Annex 1

<https://ec.europa.eu/research/participants/portal/desktop/en/support/faqs/faq-168.html>

- European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers

www.iopan.gda.pl/images/charter-code_eng.pdf

Researchers / Researchers declaration

The project consortium is required to submit electronically a Researcher Declaration within 20 days of your recruitment. This contains data about you and the provisions of your employment contract, including duration, contract type, etc., that the European Commission requires.

For declaration and payment, proof of:

- Mobility Allowance
 - Residence proof
- Family Allowance
 - Marriage, equivalent status to a marriage or children

Researchers / Secondments

Should follow what is in the GA (GANT chart)

We can change if “benefits the Fellows”

- Including one day per week
- Need to ask the Project officer

Researchers / Career development

- **Career development plan for each recruited researcher**
 - (Simon Dixon later will talk)
- **Impact of the Action**
 - Impact of the action on the recruited researchers
 - Goes in the progress report. Just keep it in mind.

Researchers / Visa

- Any one needs a support letter from the EU?
- ESR can claim the Visa cost.

Record keeping

Development, Supervision and Monitoring

Career development plan (for each ESR)

Lab books (if appropriate)

Supervision arrangements (e.g dates of formal meetings and reports)

Schedule & evidence of training each ESR received

Secondment plan, agreements, supervision arrangements, research activity reports etc

ESRs signposted to the MSCA website and MSCA alumni association, EC portal etc

Audit Evidence

Employment contract with the fellow

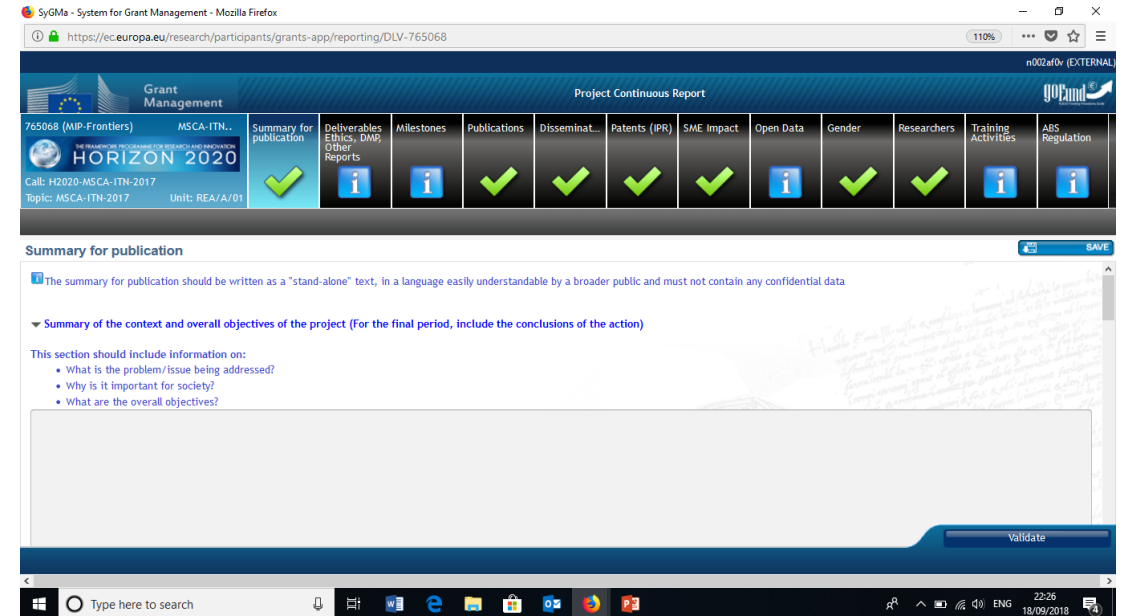
Proof of payment of the salary to the fellow and deductions for social security etc

Evidence that the fellow worked (full-time) exclusively on the project:

include lab books, conference abstracts, library records, lab access, T&S costs, conference papers/presentations, attendance lists, secondment reports, progress reports, training records, or other evidence compiled to evidence fellowship months

Participant Portal

- Summary for publication
- Deliverables
- Milestones
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Summary for publication

- Upload it every year (me)

Deliverables

- Part of the GA
- Up loaded at the participant portal
- Up loaded so far:

Title	Lead Ben.	Nature	Est. Del. Date (annex I)
Recruitment of Project Manager	QMUL	Other	30/04/2018
Kick-off Meeting and Supervisor Training	QMUL	Other	30/04/2018
Project Web Site and Social Media Launch	UPF	Websites, p	31/05/2018
Signing of Consortium Agreement	QMUL	Report	31/05/2018
Supervisory Board of the network	QMUL	Other	31/05/2018
First Training Week	QMUL	Other	30/09/2018
Joint progress report on thesis project proposals	QMUL	Report	30/11/2018

Deliverables

- 2019 first semester**

Title	Lead Ben.	Nature	Est. Del. Date (annex I)
Summer School	TPT	Other	28/02/2019
Data Management Plan	QMUL	ORDP: Ope	31/03/2019
Dissemination and Public Engagement Plan	UPF	Report	31/03/2019
Recruitment of All ESRs	JKU	Other	31/03/2019
H - Requirement No. 1	QMUL	Ethics	31/03/2019
POPD - Requirement No. 2	QMUL	Ethics	31/03/2019
DU - Requirement No. 3	QMUL	Ethics	31/03/2019
Progress Report	QMUL	Report	30/04/2019

- If need to postpone, late upload, send it to PO and comment in participant portal.
- Thesis project proposal, should be postponed to end of December.
- Summer school will be postponed to April/May 2019 (M13/M14)

Milestones

- Up loaded at the participant portal

Name	Lead Ben.		Delivery Date
ESR Project Proposal	QMUL	Other	01/12/2018
Recruitment	QMUL	Other	01/04/2019

Publications

- Suggested publications from OpenAIRE
- Project publications

Dissemination and Communication

- Total funding amount used for Dissemination and Communication activities
- 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

Dissemination and Communication

SyGma - System for Grant Management - Mozilla Firefox

https://ec.europa.eu/research/participants/grants-app/reporting/DLV-765068

765068 (MIP-Frontiers) MSCA-ITN-...
Call: H2020-MSCA-ITN-2017
Topic: MSCA-ITN-2017 Unit: REA/A/10

Project Continuous Report

Summary for publication	Deliverables, Ethics, DMG Other Reports	Milestones	Publications	Dissemination	Patents (IPR)	SME Impact	Open Data	Gender	Researchers	Training Activities	ABS Regulation
✓	i	i	✓	✓	✓	✓	i	✓	✓	i	i

Dissemination & Communication Activities

Specify the number of Dissemination and Communication activities linked to the project ¹ for each of the following categories

Organisation of a Conference	0
Organisation of a Workshop	0
Press release	0
Non-scientific and non-peer-reviewed publication (popularised publication)	0
Exhibition	0
Flyer	0
Training	0
Social Media	0
Website	0
Communication Campaign (e.g. Radio, TV)	0
Participation to a Conference	0
Participation to a Workshop	0
Participation to an Event other than a Conference or a Workshop	0
Video/Film	0
Brokerage Event	0
Pitch Event	0
Trade Fair	0
Participation in activities organized jointly with other H2020 projects	0
Other	0

Validate

Patents

- Registered Intellectual Property Right

SME Impact

- Only Roli and Doremir
- Statistical data for EU projects impact

OPEN Data

- Open Datasets suggested by OpenAIRE (0 datasets pending)

Gender issues

Balance between women and men in the research **teams** who will implement your project

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	Total number of males in the workforce
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- *Start and end of the Project?*

Trainings

Network-wide Training Activities

	Organiser Name	Organiser Sector	Training Module Title	Skills/Knowledge Acquired	Duration (days)	ETCS Points (if applicable)	Number of ESR	Number of External Trainees	Actions
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- ESR certificates? *Record keeping*
- Register their assistance? *Record keeping*

Trainings

Next training in London, December

- Research Proposal
- Deliverable should be postponed
 - Progress report on thesis project proposals

ABS Regulation

- NA
- EU Access and Benefit Sharing Regulation (NAGOYA Protocol)

Progress report – ITN

- General progress of the action
- Recruitment strategy
- Career development plan for each recruited researcher
- Management of the action
- Communication Activities
- Impact of the Action
 - Impact of the action on the recruited researchers and on the institutions.

Thanks

- Alvaro Bort
- a.bort@qmul.ac.uk

MSCA ITN Record Keeping

- **Scientific**
 - Beneficiaries must keep records & supporting documentation on scientific and technical implementation in line with the accepted standards in the respective field
- **Financial:**
 - Beneficiaries must keep adequate records & supporting documentation to prove the number of units declared and that costs for recruited ESRs (living allowance, mobility allowance, family allowance) have been fully incurred to benefit of the ESRs
- **For audit and review:**
 - Costs must be substantiated by adequate records & supporting documentation (see GA Article 18) to be produced upon request (see GA Article 17) or for checks, reviews, audits and investigations (see GA Article 22)
- All project records (financial & scientific) must be retained for 5 years from final payment being received from EC

Audit Evidence: Fellowship Months

- Employment contract with the fellow
- Proof of payment of the salary to the fellow and deductions for social security etc
- Evidence that the fellow worked (full-time) exclusively on the project:
 - include lab books, conference abstracts, library records, lab access, T&S costs, conference papers/presentations, attendance lists, secondment reports, progress reports, training records, or other evidence compiled to evidence fellowship months