TRUCE

Training and Research in Unconventional Computation in Europe

D5.1 Project Handbook

Version 1.0

Document Information

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Change Log

Version	Date	Description of Change
Version 1.0	20 June 2013	Circulated to Partners

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1 Introduction

The purpose of this document is to provide an overview of the management and administrative procedures of the TRUCE project in order to ensure efficient project execution as well as high quality project results. The document will provide the Partners (referred to in the EC Grant Agreement as "Beneficiaries") with a concise reference to the project management structure, tasks and responsibilities at all levels of project execution.

1.1 Scope of Policy

This document includes the following aspects:

- Administrative project management processes to ensure accurate financial reporting and justification of the work being carried out
- General project management processes to ensure good coordination of RTD (research, technology and development) activities resulting in high quality and timely deliverables
- Internal communication procedures to ensure clear and effective communication between the Partners allowing timely resolution in management and technical issues
- External communication and dissemination processes to ensure uniformity of presentation to the general public.

1.2 Precedence

The Project Handbook does not replace any of the general principles as defined in the EC Grant Agreement (EC-GA), the Description of Work (DoW) and the Consortium Agreement (CA), nor does it replace any of the EC Guidelines for the project implementation and documentation. Where there are any inconsistencies between these documents, the following order of precedence would apply:

1. European Commission Grant Agreement (EC-GA) including Description of Work (DoW).
2. Consortium Agreement (CA)
3. Project Handbook (latest version)

The Steering Committee (SC)[1] has authority to amend the Project Handbook as it sees fit throughout the execution of the project.

2 Project Management Structure

The following section summarises the roles of the Partners and individual contributors in the project as well as the high-level processes they employ.

2.1 Overview

The following diagram represents the TRUCE management structure:

[1] See section 2.2, Steering Committee (SC)

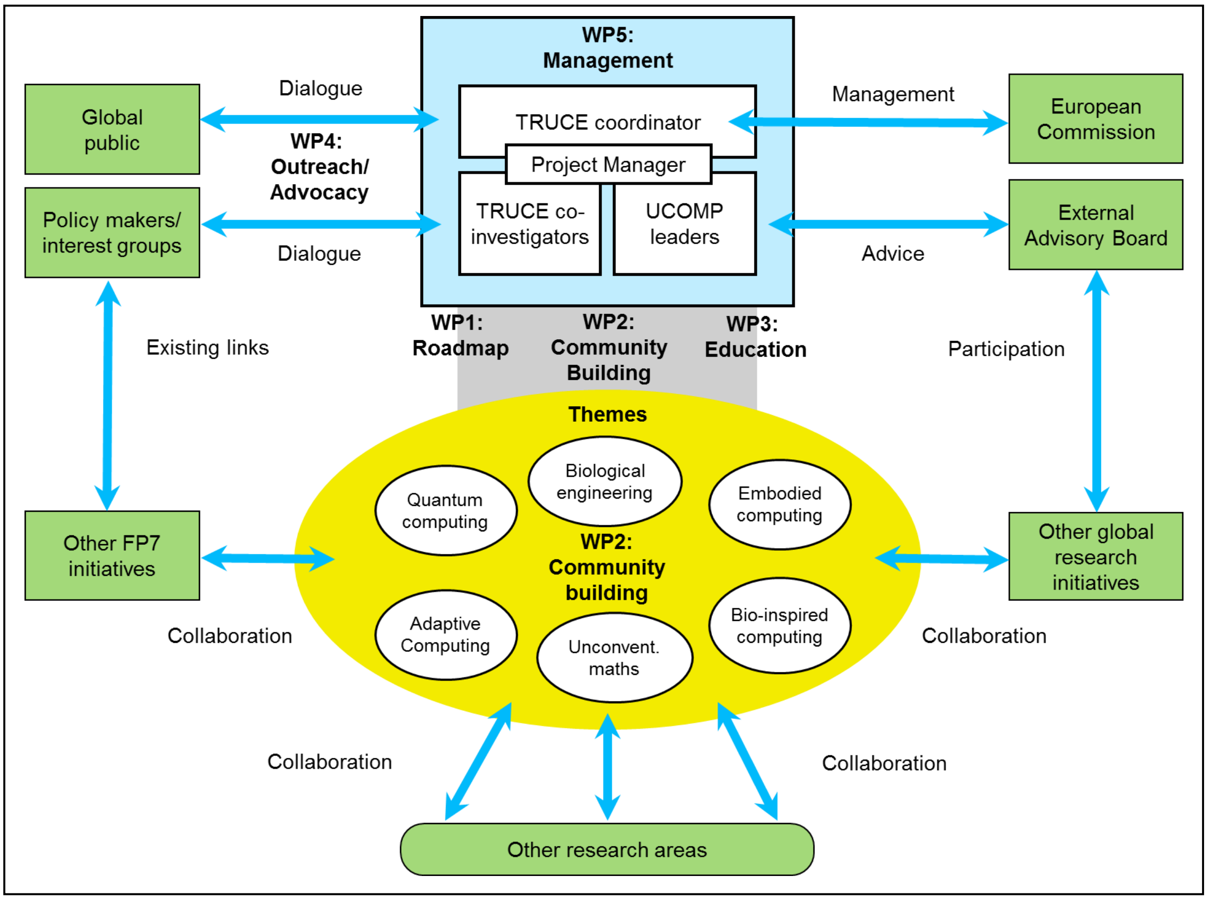


Figure 1: TRUCE Management Structure

The management structure aims at safeguarding effective cooperation between members of the consortium, and produce high-quality deliverables to the Commission at various stages of the project life.

There are 3 “regions” of membership:

- **External bodies (green)** reside outside the immediate project constituency but are strongly linked to it via collaborative, advisory, management or public engagement connections.

- **Thematic region (yellow)** forms the central core of the project membership. Themes are *formally* linked to the project management via the Roadmap, Community Building and Education Work Packages (WPs), and *informally* linked to external bodies/projects/initiatives via collaborations.

- **Project management component (blue)** also interacts with external bodies such as European Commission and the External Advisory Board), also with the general public via the Outreach and Advocacy Work Package.

2.2 Steering Committee (SC)

The Steering Committee (SC) is the decision making body and has the highest level of authority in the project. It consists of the Work Package Leaders (and nominated deputies), and the Project Manager (hereinafter referred to as "Voting Member"), plus the Unconventional Computation (UCOMP) Specific Targeted Research Projects (STREPs) Leaders (hereinafter referred to as "Non-voting Member").

2.3 Coordinator

The Coordinator acts as the intermediary between the Parties and the European Commission and is responsible for:

- Monitoring compliance by the Parties with their obligations
- Keeping and updating the address list of Voting and Non-voting Members and other contact persons
- Collecting, reviewing and submitting information on the project progress and deliverables (including financial statements and related certification) to the European Commission
- Preparing the meetings, proposing decisions and preparing agenda of SC meetings and monitoring the implantation of decisions taken at meetings
- Transmitting promptly documents and information connected with the project, administering the Community financial contribution and fulfilling the financial tasks described in **section 7.3 of the Consortium Agreement**.

2.4 Project Manager (PM)

The Project Manager (PM) provides assistance to the Coordinator for executing decisions of the SC. The PM is responsible for the day-to-day management and administration of the project, and the roles include:

- Coordinating activities
- Convening the SC, prepare and follow-up its meetings
- Liaison with external advisors and other bodies
- Issuing quality management plans
- Monitoring project progress and resource consumption
- Informing partners of project progress
- Presenting reports to the European Commission, and act as project liaison
- Acting as project secretary, website maintainer and archivist

2.5 External Advisory Board (EAB)

The EAB comprises of internationally-recognised scientists. Their role is to offer constructive feedback on project objectives, deliverables and quality issues, and to assist with dissemination activities and inter-project collaboration. The EAB will liaise with the project via the Coordinator, and may be invited to meetings of the project, as appropriate. All project-related expenses incurred by external advisors will be reimbursed by the project.

2.6 Work Package Leaders (WPLs)

The Work Package Leaders (WPLs) direct the day-to-day technical planning and work, escalating issues to the Steering Committee as required. In this project, the Coordinator and Co-investigators are also WPLs.

3 Communication

The means of communication between all members will be via email, video conference/phone and the TRUCE password-protected Intranet http://www.truce-project.eu/401/login.php?redirect=/intranet.html. The TRUCE Intranet will serve as a platform to facilitate documentation and outputs exchanges. Meetings may be held in person, or as telephone/video conference calls.

The project's main meetings are as follows:

- **Steering Committee Meetings:** These will be held on a quarterly basis, chaired by the Coordinator. Their purpose will be to approve the detailed plan for the next quarter, approve the produced deliverables and intermediate results, review financial matters and evaluate progress and consider future milestones.
- **Roadmap Meetings:** These will be held as often as necessary, chaired by the leader of Work Package 1. Specific technical issues will be discussed amongst the responsible partners and decisions taken.
- **General Meetings ("Annual Conference"):** There are held annually, where the whole project convenes to present results, discuss progress and consider future milestones.
- **Mid-Term Assessment Meeting**: This will be held around month 18 of the project. The purpose will be to review technical and scientific progress and to discuss exploitation and dissemination activities.
- **Final Review Meeting:** The will be held by the end-date of the project, and its purpose will be the review of the overall outcome of the project, the financial review, and consideration of future plans for the project.

3.1 Steering Committee Meetings

The following section summarises the rules and procedures for the project's main meetings. Full details of the Operational Procedure for the Steering Committee are described in **section 6.3 of the Consortium Agreement.**

3.1.1 General Rules

- **Convening meetings:** The Chairperson shall convene ordinary meetings of the Steering Committee at least once every four months and shall also convene extraordinary meetings at any time upon written request of any Voting Member.
- **Meeting Notice:** The Chairperson shall give notice 14 calendar days preceding an ordinary meeting or 7 calendar days preceding an extraordinary meeting.
- **Agenda Circulation:** The Chairperson must circulate a written original agenda no later than 14 calendar days preceding the meeting, or 7 days before an extraordinary meeting.
- **Agenda Contributions:** Additional items may be added to the original agenda by written notification no later than 7 calendar days preceding the meeting or on the day of the meeting with unanimous approval of the Voting Members.
- **Minutes:** The Chairperson shall produce written minutes of each meeting and send draft minutes out to all Voting and Non-Voting Members within 10 calendar days of the meeting. The minutes shall be considered as accepted if, within 15 calendar days from sending, no Voting Member has objected in writing to the Chairperson with respect to the accuracy of the draft minutes.

3.1.2 Voting

- **Quorum:** The Steering Committee shall not deliberate and decide validly unless at least three Voting Members are present, plus the Project Manager.
- **Voting:** Each Voting Member shall have one vote. Defaulting Parties may not vote.
- **Work Plan-related Decisions**: These decisions require a qualified majority (two-thirds(2/3)) of the votes. The Coordinator will resolve any tie in the vote. Other decisions will be taken by consensus, or by simple majority where consensus is not achieved.

3.1.3 Veto

- **Veto Rights**: A Voting Member which can show that its own work, time for performance, costs, liabilities, intellectual property rights or other legitimate interests would be severely affected by a decision of the Steering Committee may exercise a veto with respect to the corresponding decision or relevant part of the decision.
- **Defaulting Parties**: A party may not veto decisions relating to its identification as a Defaulting Party. The Defaulting Party may not veto decisions relating to its participation and termination in the Consortium or the consequences of them.
- **Veto Vote**: When the decision is foreseen on the original agenda, a Voting Member must be present during the meeting to veto such decision.

3.2 Conflict Resolution Procedure

- **Conflict of interests**: Conflicts that arise during the project will be resolved unanimously within the consortium. If it is not possible to find a compromise in any given situation, an external referee (drawn from the External Advisory Board or elsewhere, as appropriate) will act as neutral “referee”. If a member does not fulfil their task within the project, the consortium will caution this partner. If action beyond a third caution has to be taken on any particular member, the Steering Committee reserves the right to dismiss that member from the project, providing the Commission approve this measure. If a member leaves the project for any reason, the consortium will try to distribute tasks accordingly, and distribute funding among the rest of the members. If this is not possible or practical, a new member will be integrated into the project, providing the project obtains consent from both the Commission and all members of the consortium.

4 Project Reporting

All Reporting guidelines and templates are available in the TRUCE Intranet.

4.1 Internal Reporting (Internal Resource Report)

The objective of the Internal Resource Report[2] is to ensure that project spending is in-sync with technical project progress as well as to monitor spending and technical progress to the plan as described in the 'Description of Work'. This is an internal document and will not be submitted to the European Commission.

4.1.1 Reporting Requirements

The Project Manager is responsible for compiling the reports, completed by the Partners. Reports should be clear, concise and as accurate as possible and should be based on the Description of Work. Components of the report include:

- A summary of technical work completed to date for the deliverables
- A summary of resource expenses incurred to date and justification for any overspending/ spending deviations from the Description of Work (if any).

The Coordinator or Project Manager may request an Internal Resource Report anytime (but no more than 3 reports) over the duration of the project, if necessary.

The Coordinator and Project Manager may utilise information (whole or in part) from the Internal Resource Report for the preparation of the EC Periodic Report[3].

4.2 TRUCE Thematic and Collaborative Activities Reporting

The TRUCE Collaborative Research Application Pack is designed to simplify administration and to monitor spending for TRUCE theme-specific activities. The application pack comprises of:

- Application form
- Frequently Asked Questions (FAQ)
- Evaluation form
- Expenses Claim form

4.2.1 Reporting Requirements

At the end of each activity, Theme Leaders will be required to complete the Evaluation form. The Coordinator and Project Manager may utilise information (whole or in part) from this form for the preparation of the EC Periodic Reports and on the TRUCE website for publicity.

4.3 EC Reporting (Periodic and Final Report)

The Periodic and Final Reports provide formal communication among the Partners and between the Consortium and the European Commission (EC). All EC reports and deliverables must be submitted electronically via the EC Participant Portal http://ec.europa.eu/research/participants/portal/. Evaluation of reports and deliverables[4] by the EC may be assisted by independent experts through Technical Project Reviews.

[2] See Appendix 2, Internal Resource Report Template
[3] See section 4.3, EC Reporting (Periodic and Final Report)
[4] See section 4.4, Submission of Deliverables

4.3.1 Reporting Requirements

The Project Manager is responsible for compiling reports for submission to the European Commission. A Deliverables Reporting template will be provided. During the course of the project, EC reporting requirements include:

1. The **deliverables** identified in the 'Description of Work', according to the timetable specified in the Deliverables list.

2. A **Periodic Report** within 60 days from the end of each reporting period (including the last reporting report).

The **Periodic Report** components includes:

- An overview of the project, including a publishable summary of the progress of work towards the objectives of the project, achievements and attainment of milestones[5] and deliverables: Information provided by Work Package Leaders; compiled by Project Manager)
- Explanation of the use of resources from each Partner: Information provided by each Partner; compiled by Project Manager
- Partner Financial Statement (Form C): Information provided by each Partner; compiled by Project Manager
- Any required Certificate on the Financial Statement or CFS (Audit Certificates).

At the end of the project, the EC requires submission of the **Final Report**, within 60 days after the project end date, in addition to the Periodic Report for the last period of the project.

This **Final Report** comprises:

- A final publishable summary report which includes an executive summary, a summary description of project context and objectives, a description of the main results, the potential impact, main dissemination, publications and exploitation of results/foregrounds
- A plan for the use and dissemination of foreground, to spread awareness
- A report covering the wider societal implications of the project, in the form of a questionnaire, including gender equality actions, ethical issues, efforts to involve other actors.

The reporting timelines and project components are summarised in **Table 1**.

[5] See section 4.4, Table 3

Table 1: Reporting Timeline and Components of the Work Packages

	Year 1 (2012 - 2013)												Year 2 (2013 - 2014)												Year 3 (2014 - 2015)													
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Month	**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**	**32**	**33**	**34**	**35**	**36**	**37**	**38**
Reporting Period (YR 1- 3)												YR1												YR2												YR3		
Project Review (RV 1- 3)													RV1												RV2												RV3	
EC Periodic Report (PR 1 - 3)													PR1												PR2												PR3	
EC Final Report (FR)																																					FR	

		Year 1 (2012 - 2013)												Year 2 (2013 - 2014)												Year 3 (2014 - 2015)													
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
	Month	**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**	**32**	**33**	**34**	**35**	**36**	**37**	**38**
WP 1	**Roadmap Development**																																						
T1.1	Overview/Consultation												♦																										
T1.2	Roadmap Design																																						
T1.3	Draft Roadmap																								♦														
T1.4	Release roadmap																																				♦		
WP 2	**Community Building**																																						
T2.1	TRUCE conferences										♦												♦												♦				
T2.2	Exchange visits																																						
T2.3	Edited collection																																				♦		
T2.4	Ongoing liaison																																						
WP 3	**Education and Training**																																						
T3.1	Online Resource Repository												♦																										
T3.2	Summer Schools													♦												♦											♦		
WP 4	**Outreach and Advocacy**																																						
T4.1	Strategy development				♦																																		
T4.2	Promotional material						♦																																
T4.3	Outreach activities												♦						♦																		♦		
T4.4	Exhibition																															♦							
T4.5	Arts/UCOMP workshop																					♦																	
WP 5	**Management**																																						
T5.1	Procedures			♦																																			
T5.2	Intranet						♦																																
T5.3	Project leadership																																						
T5.4	Administration/monitoring												♦												♦												♦		
T5.5	Financial coordination												♦												♦												♦		
T5.6	Quality assurance																																						

Key: ♦ – Delivery date YR - Year RV - Review PR - Periodic Report FR - Final Report

4.4 Submission of Deliverables

Deliverables serve as the outcome of Work Package technical progress. They consist of a combination of documents such as written reports as well as non-document releases, such as project website etc. The European Commission requires that all non-document deliverables be documented as a written report. The formal approval of deliverables by the Commission is part of the Periodic Review process. Using the provided template, deliverables should be submitted by the respective WP Leaders as shown in **Table 2**.

Table 2: List of Deliverables

Deliverable no.	Deliverable name	WP no.	Lead	Nature	Dissemination level	Delivery date
D1.1	Overview and Consultation	1	York	Report	PU	12
D1.2	Intermediate roadmap document	1	York	Report	RE	24
D1.3	Release version of roadmap document	1	York	Report	PU	36
D2.1	Report on first TRUCE conference, community building and thematic activities	2	MMU	Report	PU	10
D2.2	Report on second TRUCE conference, community building and thematic activities	2	MMU	Report	PU	22
D2.3	Report on third TRUCE conference, community building and thematic activities	2	MMU	Report	PU	34
D2.4	Draft of edited collection	2	MMU	Other	PU	36
D3.1	Online resource repository	3	MMU	Other	PU	12
D3.2	Report on first summer school	3	UMA	Report	PU	13
D3.3	Report on second summer school	3	UMA	Report	PU	25
D3.4	Report on third summer school	3	UMA	Report	PU	36
D4.1	Outreach and advocacy strategy	4	SDU	Report	RE	4
D4.2	Report on achieved and planned outreach activities	4	SDU	Report	PU	12
D4.3	Arts and Unconventional Computing Workshop	4	SDU	Other	PU	21
D4.4	Exhibition	4	SDU	Other	PU	31
D4.5	Online outreach/advocacy report	4	SDU	Report	PU	36
D5.1	Project manual/quality document	5	MMU	Report	RE	3
D5.2	TRUCE website and intranet	5	MMU	Other	PU	6
D5.3	Year 1 project activity/financial report	5	MMU	Report	PU	12
D5.4	Year 2 project activity/financial report	5	MMU	Report	PU	24
D5.5	Year 3 project activity/financial report	5	MMU	Report	PU	36
D5.6	Year 1 report on Steering Committee meetings/decisions	5	MMU	Report	PU	12
D5.7	Year 1 report on Steering Committee meetings/decisions	5	MMU	Report	PU	24
D5.8	Year 1 report on Steering Committee meetings/decisions	5	MMU	Report	PU	36
Key: PU - Public RE - Restricted to a group specified by the Consortium (including Commission Service)						

Table 3: List and Schedule of Milestones

Milestone no.	Milestone name	WP no.	Lead	Delivery date	Comments
MS1	Management infrastructure established	5	MMU	6	
MS2	Outreach strategy established	4	SDU	12	
MS3	Resource repository established	3	MMU	12	
MS4	Overview of community audit completed	1	York	18	
MS5	Summer schools delivered	3	UMA	36	month-12, 24, 36
MS6	Community consultation completed	1	York	12	
MS7	Draft roadmap delivered	1	York	24	
MS8	Release roadmap delivered	1	York	36	
MS9	Edited collection	2	MMU	36	
MS10	At least one well-attended event organised per theme	2	MMU	18	

5 Financial Reporting in Detail

As required by the European Commission, financial reports will contain:

- A summary cost statement prepared by each participant
- A cost certificate per participant
- A management-level justification prepared by each participant
- A financial summary sheet, prepared by the Coordinator, bringing together the costs incurred by the consortium.

All financial reporting must be in Euros (€).

5.1 Explanation of Costs under FP7

- **Direct costs are** all those eligible costs which can be attributed directly to the project and are identified by the beneficiary as such, in accordance with the accounting principles and its usual internal rules (**Article II.15 of ECGA; Guide to Financial Issues relating to FP7 Indirect Actions v18/03/2013, pp. 47**).

  For TRUCE, **direct costs** are:
  - Personnel costs
  - Travel costs (including reasonable subsistence, e.g. accommodation and food expenses)
  - Other costs/consumables (Theme-specific funding under WP2)
  - Equipment bought for project use

- **Indirect costs** (also known as 'overheads') are all those eligible costs which cannot be identified by the beneficiary as being directly attributed to the project, but which can be identified and justified by its accounting system as being incurred in direct relationship with the eligible costs attributed to the project (**Article II.15 of ECGA; Guide to Financial Issues relating to FP7 Indirect Actions v18/03/2013, pp. 62**).

  Typical **indirect costs** are:
  - heating, electricity, building maintenance, security etc.

- To be considered **eligible,** costs must be:
  - Actual
  - Incurred by the beneficiary
  - Incurred during the duration of the project
  - Indicated in the estimated overall budget (Annex I of the Grant Agreement: Description of Work)

  Eligible costs for TRUCE include **direct** and **indirect costs** as listed above.

- **Non-eligible costs** include:
  - Identifiable indirect taxes including VAT
  - Tax and duties on imported items
  - Interest owed
  - Losses due to varying exchange rates
  - Costs declared reimbursed in respect of another Community Project

5.1.1 Reporting Personnel Costs: Timesheets

Partners are responsible for recording working hours for their own accounting purposes.

Partners may use Timesheets or any other reliable way of measuring working time to record the working hours of their personnel. Working hours of TRUCE personnel can be recorded using the EU FP7 Staff Timesheet template (Appendix 3). Full guidelines on time recording system can be found in **Guide to Financial Issues relating to FP7 Indirect Actions (v18/03/2013)**; however, a summary of these guidelines is included below:

- A timesheet is a document that tracks the hours dedicated to the project during each calendar month of the execution period by all staff of every partner (signed paper copies kept by partners for their auditing process)
- It is important to document all effort dedicated to the project whether by temporary (project specific) or permanent staff (involved in several projects or activities, which may be only EU funded in part)
- Only the hours worked on the project can be charged
- Timesheets must be authorised by the Project Manager or other superior
- The complete timesheets should enable reconciliation of total hours in cases where personnel work on several projects during the same period and there much be some system allowing the Partner to indicate the activity to which the hours have been attributed.

Timesheets are not official deliverables for submission to the European Commission; however these records are required to complete the audit process in order to receive the Certificate on the Financial Statement.

5.1.2 Reporting Non-Personnel Costs

Detailed guidelines concerning reporting on non-personnel costs (including travel and subsistence allowances and durable equipment purchases) as well as indirect costs is beyond the scope of this document. For detailed information, see **Article II.15 of ECGA; Guide to Financial Issues relating to FP7 Indirect Actions (v18/03/2013)**.

5.1.3 Paperless submission of Financial Statements (Form C)

A financial cost claim (**Form C**) needs to be submitted at the end of each reporting period, as well as the periodic reports. From 01 January 2013 onwards, Form C can be submitted electronically. For more information, see:
http://ec.europa.eu/research/participants/portal/ShowDoc/Participant+Portal/portal_content/docs/submission/e_only_submission_of_forms_c.pdf

http://ec.europa.eu/research/participants/portal/ShowDoc/Participant+Portal/portal_content/docs/submission/quick_info_e_only_submission_of_forms_c.pdf

5.1.4 Certificate on the Financial Statement or Audit Certificates

Partners must submit a Certificate on the Financial Statement (CFS) or Audit Certificate with the Form C each time they justify a Community financial contribution of 375,000€ (more than or equal to) accumulated over one or several reporting periods. Moreover, once a CFS is submitted, the threshold of 375,000€ applies again for subsequent EC contributions but the count starts from 0.

Example:
Year 1 EC Contribution : 250,000€
Total Accumulated Contribution : 250,000€ (CFS not required)

Year 2 EC Contribution : 250,000€
Total Accumulated Contribution : ***500,000€ (CFS required)***

Year 3 EC Contribution : 250,000€
Total Accumulated Contribution : 250,000€ (CFS not required)

It is recommended that Partners chose an adequate auditor that meets the EC standards for auditing well before the end of the reporting period, also to ensure the auditor's availability for on-time CFS generation. Each Partner is responsible for obtaining the CFS in a timely manner and two original CFSs must be sent to the Coordinator.

5.2 Financial Management Responsibilities

As the coordinating Partner, it is the remit of MMU to ensure that financial monitoring is robust and in accordance with both the FP7 and the University's procedures.

Nevertheless, whilst there is a financial management responsibility from MMU, each Partner is responsible for managing expenditure incurred from their time and activities spent on the project, and must comply with appropriate University, UK and EU legislations.

5.3 MMU Financial Procedures

All funds administered by MMU must comply with the University's Financial Procedures.

5.3.1 Purchasing Procedures for Goods, Services or Works

Financial Procedure 4: Purchasing Procedures (v29/02/2010) provides guidance in purchasing goods, services or works on behalf of the University. These Procedures are to ensure a consistent, best practice to procurement, to provide supplies at optimal value for money and to protect the University and staff from considerable risks associated with procurement. A summary of these procedures is included below:

Table 4: Goods Value and Methods of Purchasing

No.	Goods Value (excluding VAT)	Method of Purchasing
1	< £2,500 Goods & Services	Purchasing Card/Raise Purchase Order
2	< £3,000 Works	Purchasing Card/Raise Purchase Order
3	> £2,500 to ≤ £30,000 Goods & Services	Three quotations if no University contracted supplier
4	> £3,000 to ≤ £50,000 Works	Three quotations if no University contracted supplier
5	> £30,000 to ≤ £156,442 Goods & Services	Formal tender to minimum of 5 tenderers involving Procurement
6	> £50,000 to ≤ £ 3,927,260 Works	Formal tender to minimum of 5 tenderers involving Procurement
7	> £156,442 Goods & Services	Formal EU Tender involving Procurement Department
8	> £3,927,260 Works	Formal EU Tender involving Procurement Department

5.3.2 Payment for Goods, Services or Works

- The University does not normally make any payment to suppliers prior to receipt and verification of goods. Should this not be possible, possible formal checks will be carried out by Financial and Legal Services on the credit status of the supplier.
- Payment will be made only against invoices, which have been correctly certified for payment.
- The University's standard payment terms are 30 days from receipt of invoice.
- Payment to UK suppliers is normally made by BACS or computer-produced cheques.
- The Budget Holder is responsible for ensuring that expenditure within their function does not exceed the funds available.

5.3.3 Travel, Subsistence and other Expenses Policy

Financial Procedure 9: Travel, Subsistence and Other Expenses Policy (v12/2012) provides guidance in claiming reimbursement of travel, subsistence and other expenses incurred in connection with University business. This Policy applies to all funds administered by the University, including those secured through research grants. The provisions in this Policy are consistent with HMRC rules and guidance and the University's Financial Regulations.

Travel and subsistence claims may include cost of meals, accommodation and any other expenditure or travel expenses wholly, exclusively and necessarily incurred while on University business. Claims may also be made for costs incurred by persons entertaining official guests (non-MMU employees).

5.3.4 Payment for Travel, Subsistence and other Expenses

- MMU staff making a claim should complete **Form FIN 1A** available at http://www.finance.mmu.ac.uk/documents/forms.cfm?#55 ensuring that all details are completed in full.

- Non – MMU claimants should complete **Form FIN 1C** available at http://www.finance.mmu.ac.uk/uploads/5/Fin1CDocument.pdf ensuring that all details are completed in full.

- In order to comply to HMRC requirements, expenses reimbursed will only be made on production of receipts or invoices, except in the limited instances in which expenses are reimbursed by the way of fixed rate allowances for which receipts are not required. Non attachment of receipts will mean that the item(s) may be disallowed from the claim. Mileage claims do not require receipts unless fuel is being claimed for.

- Credit and debit card vouchers and statements are not acceptable forms of support for expense claims. Therefore, claimants are advised that they should always request a proper receipt. Only original receipts will be accepted – not photocopies.

- The claim forms and receipts should be submitted within three months from the end month in which the expense is incurred. All individuals are encouraged, where appropriate, to submit expense claims on a monthly basis.

- Individuals should keep copies of claims and receipts where this information is likely to be needed for other purposes, such as claims to external bodies.

5.3.5 Travel and Subsistence Rates

A summary of the travel and subsistence rates is as follow:

Table 5: Travel and Subsistence Rates

UK Travel		
Accommodation	**Description**	**Rates per day in GBP (£)**
	Bed and Breakfast hotel accommodation	No fixed rate
	Staying with friends, relatives or colleagues	NIL
Mileage	**Description**	**Rates in GBP (£)**
	Higher rate car mileage (first 50 miles of each journey) up to a maximum of 10,000 miles in the tax year	45p per mile
	Lower rate car mileage (after first 50 miles of each journey, or for all miles once 10,000 maximum miles at higher rate reached)	25p per mile
	Motocycles - any distance	24p per mile
	Bicycles (for short business journeys only)	20p per mile
Subsistence	**Maximum subsistence rates period**	**Maximum Rate per day**
	Under 5 hours	NIL
	Breakfast (must leave home before 6 am)	£5.00
	5 - 10 hours (one meal rate)	£5.00
	Over 10 hours (two meal rate)	£10.00
	Late evening meal (must be working after 8pm)	£15.00
NB:	*Only three meals can be reimbursed in any 24 hour period*	
	No subsistence is payable for any period when meals and/or accommodation are included in the fare (e.g. air travel)	
Personal Incidental Expenses	**Overnight stops away from home on University business**	**Maximum Nightly Rate**
	Within UK	£5.00
NB:	*Only actual itemised expenditure can be claimed and should be supported by receipts where possible*	
Overseas Travel		
The University will reimburse meal and accommodation costs for overseas business travel according to the HMRC benchmark rates. The rates payable, which can be found at **http://www.hmrc.gov.uk/employers/wwsr-bench.pdf** depend on the time spent by the employee at a particular location and vary by country and even city to city.		
If staying with friends or relatives an allowance of 10% of the overnight accommodation rate (maximum rate per day as per the tables) may be claimed for a gift for the friend or relative.		
Personal Incidental Expenses	**Overnight stops away from home on University business**	**Maximum Nightly Rate**
	Overseas	£10.00
NB:	*Only actual itemised expenditure can be claimed and should be supported by receipts where possible*	
All rates as at 01 December 2012		

6 Dissemination: External Communication

The term "publication" refers to any abstract, scientific paper, oral presentation, press release or similar documents to disseminate to any individual or group outside of the Consortium.

6.1 EC Rules for Dissemination

The complete rules for dissemination are covered in **section 8.3 of the Consortium Agreement and article II.30 of the EC Grant Agreement**. However, a summary of the critical elements is provided below.

- Prior to any planned publication, at least 45 days' notification of intent shall be given to the Coordinator and any Party concerned before the publication

- Any objection to the planned publication shall be made in writing to the Coordinator and to any Party concerned within 30 days after receipt of the notice. If no objection is made within the time limit stated above, the publication is permitted.

6.2 Dissemination Register

The purpose of documenting project-related dissemination actions is to track progress against the initial Dissemination Plan and to report dissemination progress to the European Commission.

Throughout the duration of the project, Partners are to report all dissemination activities (publications, conferences, workshops, websites/applications, press releases, flyers, articles published in the popular press, videos, media briefings, presentations, exhibitions, thesis, interviews, films, TV clips, posters, tweets etc.) to the Project Manager using **Templates A1 and A2**[6] available from the TRUCE Intranet.

The Project Manager will consolidate this information into the Dissemination Register and will be made available to Partners via the TRUCE Intranet.

During and after the project, the Coordinator shall provide reference of all scientific publications relating to foreground at the latest two months following publication. This information will be available on the TRUCE website.

6.3 Press Release

Press Releases should be submitted to the Coordinator and Project Manager for review 1 week prior to release.

6.4 Acknowledgement to Funders

All publications or any other forms of dissemination relating to TRUCE <u>must</u> include the following statement: ***The research leading to these results has received funding support from the European Commission FP7 Future and Emerging Technologies initiative (FP7/2012-2015) under grant agreement number 318235 (TRUCE).***

6.5 Logos

All communications and reports produced by TRUCE should bear the following logos:

[6] see Appendix 4 and 5

TRUCE Project Logo

Framework 7 Cooperation Programme Logo

Future and Emerging Technologies (FET) Tree Logo

European Union Flag Logo

7 Guidelines and Procedures

7.1 FP7 Documents Library

http://cordis.europa.eu/fp7/find-doc_en.html

7.2 FP7 Guidance Notes on Project Reporting

ftp://ftp.cordis.europa.eu/pub/fp7/docs/project-reporting_en.pdf

7.3 Guide to Financial Issues relating to FP7 Indirect Actions

ftp://ftp.cordis.europa.eu/pub/fp7/docs/financialguide_en.pdf

7.4 Cost Calculation Methods and Funding Limits for FP7 Projects

http://www.euresearch.ch/fileadmin/documents/PdfDocuments/Financial/FP7_-_Funding_Limits.pdf

7.5 FP7 Online Reporting User Manual (SESAM)

ftp://ftp.cordis.europa.eu/pub/fp7/docs/sesam-umd-que-fp7-v2_en.pdf

7.6 FP7 FORCE Form C User Manual

https://webgate.ec.europa.eu/FormC/help/force/FP7_FORCE_CEN_UM.pdf

7.7 FP7 Quick Information on E-submission of Form C

http://ec.europa.eu/research/participants/portal/ShowDoc/Participant+Portal/portal_content/docs/submission/quick_info_e_only_submission_of_forms_c.pdf

7.8 UK Travel and Subsistence Rates (MMU)

http://www.mmu.ac.uk/academic/casqe/examiners/docs/travel_subsistence.pdf

7.9 Overseas Travel and Subsistence Rates (HMRC)

http://www.hmrc.gov.uk/employers/wwsr-bench.pdf

8 Contact details

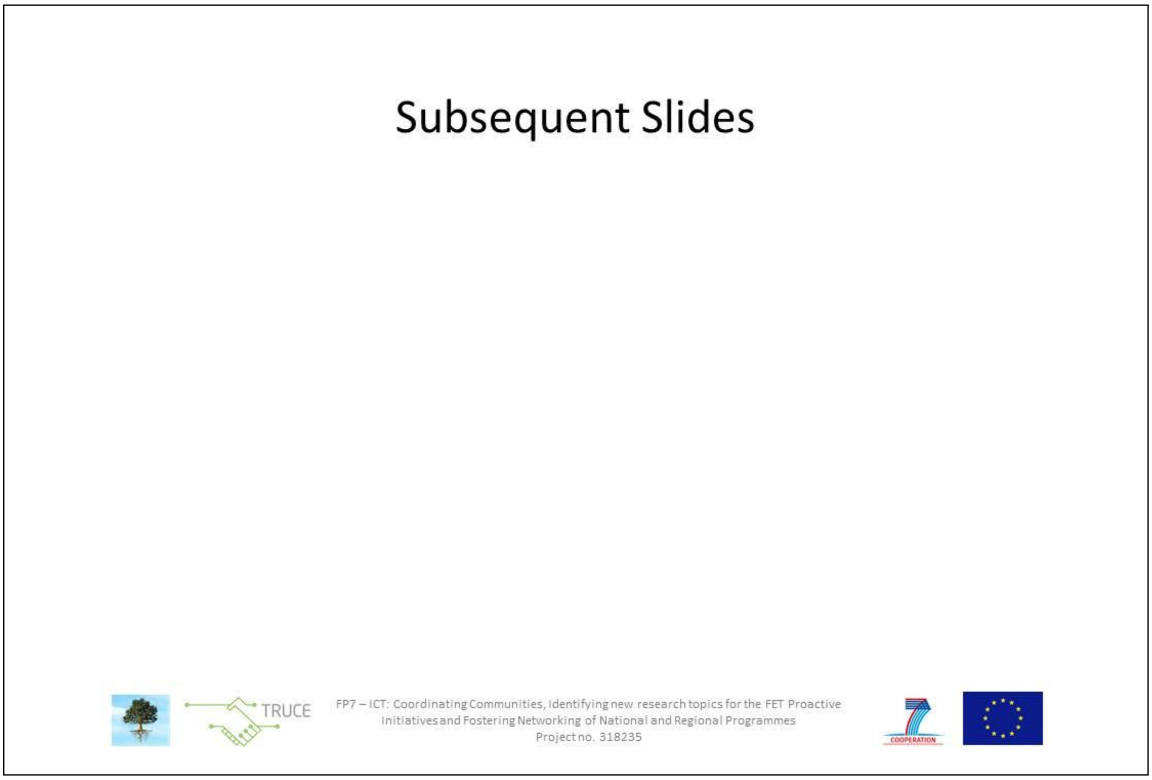
The TRUCE Directory is as follow:

Table 6: TRUCE Directory

Management & Work Package Leaders			
WP 1, **2**, 3 and **5** (Coordinator)	Martyn Amos	Manchester Metropolitan University	m.amos@mmu.ac.uk
WP 1, 2, 3 and 5 (Project Manager)	Daphne Lai	Manchester Metropolitan University	d.lai@mmu.ac.uk
WP **1**,2 and 4	Susan Stepney	University of York	susan.stepney@york.ac.uk
WP 1 and **4**	Steen Rasmussen	University of Southern Denmark	steen@ifk.sdu.dk
WP **3**	Francisco Vico	Universidad de Málaga	fjv@geb.uma.es
UCOMP Leaders			
BIOMICS	Paolo Dini	University Of Hertfordshire	p.dini@herts.ac.uk
MICREAGENTS	John McCaskill	Ruhr-Universität Bochum	john.mccaskill@rub.de
MolArNet	Rosaria Rinaldi	CNR-NANO, Italy	ross.rinaldi@unisalento.it
MULTI	Françoise Remacle	University of Liège	fremacle@ulg.ac.be
NASCENCE	Hajo Broersma	Universiteit Twente	h.j.broersma@utwente.nl
PhyChip	Andy Adamatzky	University of West England	adamatzky@gmail.com
SYMONE	Göran Wendin	Chalmers University, Gothenburg	goran.wendin@chalmers.se
Administrative Contacts			
TRUCE Project Manager	Daphne Lai	Manchester Metropolitan University	d.lai@mmu.ac.uk
Administrator	José Antonio Molina Ruiz	Universidad de Málaga	otri@uma.es
Centre Administrator	Lone Ladegarrd Laursen	University of Southern Denmark	lol@sdu.dk
EC Project Officer (TRUCE)	Dalibor Grgec	European Commission	Dalibor.GRGEC@ec.europa.eu
EC Project Officer	Beatrice Marquez-Garrido	European Commission	beatrice.marquez-garrido@ec.europa.eu
EC Financial Officer	Patrick Vervaet	European Commission	Patrick.VERVAET@ec.europa.eu

Appendices

Appendix 1: Presentation Slides Template



Appendix 2: Internal Resource Report Template (e.g. WP 1)

Internal Resource Report

WP1

WP1	**Roadmap Development**
Report completed by	
Date	
Participants (Lead)	York
Other Participants	MMU, SDU

Deliverable (Delivery date, project-month)	**Progress summary**
D1.1: Overview and Consultation (12)	
D1.2: Intermediate roadmap document (24)	
D1.3: Release version of roadmap document (36)	

Other Information
e.g. A summary of resource expenses incurred to date and justification for any overspending/ spending deviations from the Description of Work (if any).

Appendix 3: EU FP7 Personnel Timesheet Template

EU FP7 Staff Timesheet

Person : **0**

March **2013**

Number of hours envisaged i.e. according to the employment contract: **hours/week** 0
hours/day 0

Indicate the time in hours   Only the yellow cells are writeable

Date	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Notes
Day	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
EU-Projects																																	
R&D Activities																																	
																																0	
																																0	
																																0	
																																0	
																																0	
																																0	
Total R&D	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Demonstration																																0	
																																0	
																																0	
																																0	
Total Demonstration	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Management																																0	
																																0	
																																0	
																																0	
Total Management	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Other Activities																																0	
																																0	
																																0	
																																0	
Total Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Internal and National Projects																																0	
RTU Consultancy																																0	
																																0	
MMU																																0	
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Absences																																0	
Annual Leave																																0	
Special Leave																																0	
Illness																																0	
Total Absences	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total productive hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Signed: ______________________ Date: ______________

By Agreeing to this timesheet I agree that my payroll information can be accessed by Admin/Finance staff.

Approved: ______________________

Appendix 4: Dissemination Register Template A1

Template A1:
List of all scientific (peer reviewed) publications relating to the foreground of the project.

This table is cumulative, which means that it should always show all publications and activities from the beginning until after the end of the project.

TEMPLATE A1: LIST OF SCIENTIFIC (PEER REVIEWED) PUBLICATIONS, STARTING WITH THE MOST IMPORTANT ONES										
NO.	Title	Main author	Title of the periodical or the series	Number, date or frequency	Publisher	Place of publication	Year of publication	Relevant pages	Permanent identifiers (if available)	Is/Will open access provided to this publication?
1	*Economic transformation in Hungary and Poland'*		*European Economy*	*No 43, March 1990*	*Office for Official Publications of the European Communities*	*Luxembourg*	*1990*	*pp. 151 - 167*		yes/no
2										
3										

Appendix 5: Dissemination Register Template A2

Template A2:
List of all dissemination activities (publications, conferences, workshops, web sites/applications, press releases, flyers, articles published in the popular press, videos, media briefings, presentations, exhibitions, thesis, interviews, films, TV clips, posters).

This table is cumulative, which means that it should always show all publications and activities from the beginning until after the end of the project.

TEMPLATE A2: LIST OF DISSEMINATION ACTIVITIES								
NO.	Type of activities[1]	Main leader	Title	Date/Period	Place	Type of audience	Size of audience	Countries addressed
1	*Conference*		*European Conference on Nanotechnologies*	*26 February 2010*				
2								
3								

List of Figures

List of Tables

Acronyms and Abbreviations

CA : Consortium Agreement

CFS : Certificate on the Financial Statement

DoW : Description of Work

EAB : External Advisory Board

EC : European Commission

EC-GA : EC Grant Agreement

EU : European Union

FP7 : Seventh Framework Programme

HMRC : Her Majesty's Revenue and Customs

MMU : Manchester Metropolitan University

PM : Project Manager

SC : Steering Committee

SDU : University of Southern Denmark

STREPs : Specific Targeted Research Projects

UCOMP : Unconventional Computation

UK : United Kingdom

UMA : Universidad de Málaga

WP : Work Package

WPLs : Work Package Leaders

York : University of York