



# The Marie Curie Actions FP7 Financial Guidelines

SPECIFIC PROVISIONS RELATED TO MARIE CURIE ACTIONS  
FINANCED UNDER THE FP7 "PEOPLE" PROGRAMME

Part 1: projects funded in the 2007-2010 Work  
Programmes calls for proposals  
(other than IRSES and COFUND)



The Marie Curie Actions are managed by the Research Executive Agency (REA). For more information on REA please visit [HTTP://EC.EUROPA.EU/RESEARCH/REA/](http://ec.europa.eu/research/rea/)

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**These guidelines should be read in conjunction with the FP7 Guide on Financial Issues (available at [FTP://FTP.CORDIS.EUROPA.EU/PUB/FP7/DOCS/FINANCIALGUIDE\\_EN.PDF](FTP://FTP.CORDIS.EUROPA.EU/PUB/FP7/DOCS/FINANCIALGUIDE_EN.PDF).)**

### **Preliminary comments:**

- The document is intended as a guide and beneficiaries must always refer to the specific requirements of the People Work Programme relevant to the Grant Agreement. The People Work Programmes are available for download at [HTTP://CORDIS.EUROPA.EU/FP7/MARIECURIEACTIONS/LIBRARY\\_EN.HTML](HTTP://CORDIS.EUROPA.EU/FP7/MARIECURIEACTIONS/LIBRARY_EN.HTML). Further copies of this Guide, together with other information related to projects funded under the Marie Curie Actions, can be found on the following web-site: <HTTP://EC.EUROPA.EU/MARIECURIEACTIONS>.
- The Marie Curie actions financed under the People Specific Programme are subject of two specific model grant agreements: a multi beneficiary and a mono beneficiary version. Each of these model grant agreements have their tailored Annex II – “General conditions”. A table of correspondence, linking the articles of these Marie Curie grant agreements to the corresponding articles of the FP7 standard model grant agreement, is attached for reference.
- The specificities of the Marie Curie multi beneficiary grant agreement (not covered in parts 1 and 2 of the guide to Financial Issues relating to FP7 indirect actions) can be summarised as follows:
  - Article II.15 on the identification of direct and indirect costs and Article II.17 on the financial contribution of the Union has been redrafted to give full consideration to the specificities of the Marie Curie actions providing for:
    - (i) direct costs concerning the appointment of researchers under the project on the basis of flat rate allowances;
    - (ii) direct costs concerning the contribution to the research/training expenses, organisation of international conferences and management of the consortium activities by the beneficiary (host);
    - (iii) indirect costs on the basis of a flat rate.

The eligibility of costs and the financial contribution of the Union are further detailed in Annex III to the Marie Curie grant agreement.

  - Annex II does not contain an article on upper funding limits (ref. Article II.16 of the FP7 standard model grant agreement) as Marie Curie actions are funded up to 100% of the total estimated eligible costs, according to predefined flat rates and/or on an actual eligible cost basis as outlined in the Annex III and calculated during negotiation.
- The Marie Curie mono beneficiary grant agreement differs more significantly. In addition to the changes listed above for the Marie Curie multi beneficiary grant agreement, the following changes can be highlighted:
  - Article 1 – "Accession to the grant agreement" and Article II.2 – "Organisation of the consortium and the role of coordinator" have been deleted as this grant agreement does not provide for a consortium, represented by a coordinator, with subsequent accession to the grant agreement of other beneficiaries. References in the grant agreement or its Annex II to the consortium or the coordinator have been adjusted accordingly.
  - Annex II does not contain provisions on competitive calls (ref. Article II.35 of the FP7 standard model grant agreement), not having any relevance to the individual fellowship grant agreement.
- COFUND and IRSES, which have a different financial regime, are two Marie Curie actions whose applicable financial rules are not dealt with in this guide.

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## 1. GENERAL PRINCIPLES

The Marie Curie actions discussed in this guide can be classified into two types of actions:

### **Host driven actions (mono and multi beneficiary):**

- ITN - Marie Curie Initial Training Networks
- IAPP - Marie Curie Industry-Academia Partnerships and Pathways

### **Individual fellowships (mono beneficiary):**

- IEF - Marie Curie Intra-European Fellowships for Career Development
- IOF - Marie Curie International Outgoing Fellowships for Career Development
- IIF - Marie Curie Incoming International Fellowships
- ERG - Marie Curie European Reintegration Grants
- IRG - Marie Curie International Reintegration Grants

The eligible expenses that can be charged to the project can be broadly divided into two groups of cost categories:

#### **• Eligible expenses for the activities carried out by the researchers:**

- **Category A:** Monthly living and mobility allowance
- **Category B:** Travel allowance
- **Category C:** Career exploratory allowance
- **Category D:** Contribution to the participation expenses of eligible researchers

#### **• Eligible expenses for the activities carried out by the beneficiaries:**

- **Category E:** Contribution to the research / training / transfer of knowledge programme expenses
- **Category F:** Contribution to the organisation of international conferences, workshops and events
- **Category G:** Management activities
- **Category H:** Contribution to overheads (indirect costs)
- **Category I:** Other types of eligible expenses

The financial contribution of the Union to the Marie Curie actions takes, in general, the form of grants comprising of predetermined scale of unit costs (flat rates) for various categories of expenses. Where different, this is clearly stated in the relevant section.

Due to the differing nature of the actions, not all cost categories are used in each action. Table 1 below shows the applicable cost categories for each action and full details of the conditions for each cost category can be found in the relevant section (Sections 1.1.1 to 1.2.5) of this guide.

Table 1. Applicable Cost Categories per Action

Action	Eligible expenses for the activities carried out by the researcher				Eligible expenses for the activities carried out by the beneficiary (host organisation)				
	A	B	C	D	E	F (1)	G	H	I
ITN	✓	✓	✓	✓	✓	✓	✓	✓	-
IAPP	✓	✓	✓	-	✓	✓	✓	✓	✓
IEF/IO F/IIF	✓	✓	✓	✓	-	-	✓	✓	✓ (3)
							✓ (2)		
IRG/ ERG	-	-	-	-	-	-	-	-	✓

(1) From the Work Programme 2009 onwards, this cost category is not longer used and the activities related to this allowance are entailed within category E.

(2) From the Work Programme 2009 onwards, the contribution to management and indirect costs are replaced by a flat rate amount of some €700 per researcher/month, subject to the country correction factor for the cost of living as referred to in the Work Programme.

(3) Category I is only applicable to IIF in the case of a return phase.

## 1.1. Eligible expenses for the activities carried out by the researchers

### 1.1.1. Category A - Monthly living and mobility allowance (ITN, IAPP, IEF, IOF, IIF)

#### LIVING ALLOWANCE

Category A provides a monthly living allowance for the researcher. It takes into account the level of experience of the researcher and the cost of living in the country of the host.

For the purpose of salary calculation there are three levels of experience:

- **Early-stage researchers** – those researchers who, at the time of recruitment (or secondment in the case of IAPP), have not yet obtained a doctoral degree and who are in the first four years (full-time equivalent) of their research careers, starting at the date of obtaining the degree which would formally entitle them to embark on a doctorate, either in the country in which the degree was obtained or in the country in which the research training is provided, irrespective of whether or not a doctorate is envisaged.
- **Experienced researchers (4-10 years of experience)<sup>1</sup>**  
**Experienced researchers (more than 10 years of experience)**  
 Experienced researchers must, at the time of recruitment (ITN, IAPP) or of submission of proposals (IEF, IOF, IIF) (i) be in possession of a doctoral degree, independently of the time taken to acquire it, or (ii) have at least four years of full-time equivalent research experience, after obtaining the degree which formally allowed them to embark on a doctorate in the country in which the degree/diploma

<sup>1</sup> Under the ITN action, no Experienced Researcher may have more than 5 years of research experience (full-time equivalent)

was obtained or in the host country (irrespective of whether or not a doctorate was envisaged).

Researchers should always be appointed under an employment contract with full social security coverage. Only in adequately documented cases, such as for short stays, or where national regulation would prohibit this possibility can a researcher be appointed under a status equivalent to a fixed amount fellowship with minimum social security ("*Stipends*").

The living allowance is calculated by multiplying the annual rate published in the Work Programme by the country correction coefficient (to adjust to the cost of living), also published in the Work Programme.

***NB: the living allowance rates change with each Work Programme. The rates used must always be those of the Work Programme which published the call for proposals from which your project was funded.***

The living allowance rates are listed in Table 2 below, however the country correction coefficient must be obtained directly from the Work Programme.

*Table 2. Reference ANNUAL rates for monthly living allowances<sup>(1),(2)</sup>*

	WP 2007		WP 2008		WP 2009		WP 2010	
	A <sup>(3)</sup>	B <sup>(4)</sup>	A <sup>(3)</sup>	B <sup>(4)</sup>	A <sup>(3)</sup>	B <sup>(4)</sup>	A <sup>(3)</sup>	B <sup>(4)</sup>
<b>Early-stage researchers</b>	33 800	16 900	34 500	17 250	35 300	17 650	36 700	18 350
<b>Experienced researchers (4-10 years of experience)<sup>5</sup></b>	52 000	26 000	53 000	26 500	54 300	27 150	56 400	28 200
<b>Experienced researchers (&gt; 10 years experience)<sup>5</sup></b>	78 000	39 000	79 500	39 750	81 400	40 700	84 500	42 250

- (1) Reference rates are subject to the relevant country correction coefficient specified in the Work Programme relevant to the call.
- (2) Rates specified are annual amounts<sup>2</sup>.
- (3) Employment contract/fellowship with full social security coverage.
- (4) Fixed amount fellowship with minimum social security coverage.
- (5) In the case of Visiting Researchers appointed in an ITN project, the reference rates are increased by 30%.

Column A in Table 2 is the gross amount in euros per year and per category to be used for the salary of the researchers recruited under an employment contract, the employer's social security charges and eligible<sup>3</sup> compulsory deductions from gross salary under national applicable legislation (taxes and employee's social security charges).

Column B in Table 2 gives the amount in Euros per year and per category to be paid (as a minimum) to the researchers who receive a fixed-amount fellowship with minimum social security coverage. Fixed amount fellowships with minimum social security

<sup>2</sup> The monthly rate can be obtained by dividing the annual rate by the number of payments to be made per year.

<sup>3</sup> please see FAQ: Is the Italian tax IRAP eligible within the project.

coverage are exceptional. Researchers can only be recruited under a fixed-amount fellowship with minimum social security coverage if this is compatible with national legislation of the beneficiary and ***prior agreement of the Research Executive Agency (REA) is always required***. The beneficiary must ensure that minimum social security coverage has been provided to the researcher. The minimum social security coverage required for researchers recruited under a fixed-amount fellowship shall include at least sickness and maternity benefits (and equivalent paternity benefits), invalidity benefits, benefits in respect of accidents at work and occupational diseases<sup>4</sup>. These minimum standards of social security coverage are required by the Commission/REA when a researcher is recruited under a fixed-amount fellowship, whether or not the country in which the project will be carried out has any regulations on this matter.

***Important notice:***

***Maternity leave***

*For maternity benefits it has to be noted that the Commission/REA can decide, on request by the beneficiary, to augment the sum of the total grant to cover for the additional mandatory (under national law or any other rule imposed on the beneficiary and thus not at its discretion) and non-refundable (from social security schemes or private insurances) charges.*

***Living allowance***

*The living allowance is a financial contribution of the Union to the salary of the researcher (gross salary and employer's social security charges). The net salary paid out to the researcher will result from deducting all compulsory social security contributions as well as direct taxes (e.g. income tax) from the gross salary amounts according to the law applicable to the agreement concluded between the beneficiary and the researcher. The beneficiary may pay a **top-up** to the researcher in order to complement this contribution.*

## **MOBILITY ALLOWANCE**

Along with the living allowance, a "mobility allowance" will be paid to a researcher who has undertaken trans-national mobility. This allowance takes due account of the researcher's family situation and it is subject to correction for the cost of living in the concerned country.

There are two rates of mobility allowance. The MONTHLY base rates, prior to application of the country correction coefficient, are:

- EUR 500 per month for a researcher without family
- EUR 800 per month for a researcher with family.

Family is defined as persons linked to the researcher by (i) marriage, or (ii) a relationship with equivalent status to a marriage recognised by the national legislation of the country of the beneficiary or of the nationality of the researcher, or (iii) dependent children who are actually being maintained by the researcher.

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<sup>4</sup> Regulation (EC) No 883/2004 of the European Parliament and of the Council of 29 April 2004.

**Important notices:**

**Mobility allowance**

*It is the status of being married or having an equivalent relationship or having dependent children that determines the entitlement to the higher mobility allowance. There is no obligation for the family to travel with the seconded/recruited researcher.*

*The mobility allowances are only paid in those cases where there is physical trans-national mobility of the researcher at the start of the project or within less than 12 months before the relevant deadline for submission of the proposal.*

For the Individual Fellowships (**IEF, IOF, IIF**) the reference date for the family situation is the relevant deadline for submission of the proposal. For the host driven actions (**ITN, IAPP**) the reference date for the family situation is the date of appointment of the researcher to the project. No changes to the allowance will be made if the family status of the researcher changes after that date.

**1.1.2. Category B – Travel allowance (ITN, IAPP, IEF, IOF, IIF)**

Researchers entitled to the monthly mobility allowance shall also receive a travel allowance calculated on the distance (as the crow flies) between the location of origin and the host institution's premises where the researcher is carrying out the activities. The travel allowance is paid for every period of 12 months or less, when the last period is less than 12 months. Only one travel allowance shall be paid per period of 12 months, independently of possible interruptions or stays with different partners. The first travel allowance should be paid first upon taking up appointment and yearly after. The rates for the travel allowance can be found in Table 3 below.

*Table 3. Travel allowances*

<b>Distance (km)</b>	<b>Travel Allowance, €</b>
< 500	250
500 – 1 000	500
1 000 – 1 500	750
1 500 – 2 500	1 000
2 500 – 5 000	1 500
5 000 – 10 000	2 000
>10 000	2 500

**Important notice:**

**Travel allowance**

*The travel allowances are only paid in those cases where there is a physical trans-national mobility of the researcher.*

*The beneficiary shall pay the researcher the entire travel allowance, subject to national applicable deductions, irrespective of the actual travel costs incurred by the researcher.*

**1.1.3. Category C – Career exploratory allowance (ITN, IAPP (for newly recruited researchers only), IEF)**

This allowance of one single payment of EUR 2000/researcher is paid only for recruited researchers who have worked on the project for at least one year, and is intended to



enable each researcher to help develop their career by e.g. attending job interviews, job fairs, etc.

The career exploratory allowance should not be paid before having completed at least 12 months of the fellowship.

#### **1.1.4. Category D – Contribution to the participation expenses of eligible researchers (ITN, IEF, IOF, IIF)**

This contribution is managed by the beneficiary for expenses related to the participation of the researcher in research and training activities (contribution to research-related costs, meetings, conference attendance, training actions, courses etc).

It consists of a fixed amount per researcher-month for laboratory based research projects and a fixed amount for non-laboratory based research projects, as per Table 4 below:

*Table 4: Category D rates*

	<b>Non lab-based</b>	<b>Lab-based</b>
<b>IEF, IOF, IIF</b>	500	800
<b>ITN</b>	300	600

The distinction between lab-based and non-lab based is made at the time of negotiation and the appropriate rate will be applied in the calculation of the Category D costs.

For each researcher-month of actual employment, except Visiting Researchers in ITN, the beneficiary is entitled to the corresponding monthly amount in Category D and for the purposes of financial reporting for Category D, beneficiaries should report the full flat rate for each fellow month.

#### ***Important notice for categories A-D:***

***Flat rates earmarked for the exclusive benefit of the researchers appointed and audits/ audit certificates on financial statements.***

*The flat rates for the categories A-D listed above are for the exclusive benefit of the researcher appointed.*

*Flat rates provided under categories A-C aim at providing the researcher with a minimum level of remuneration. The beneficiary therefore undertakes to reserve the total allowance calculated on the basis of the flat rates for the categories A, B and C listed above to cover the costs for the appointment of the researcher (including social security charges). Notwithstanding any additional contribution which might be paid by the beneficiary to the researcher, the beneficiary shall use the totality of the allowances to maximise the payments to the researcher. In the case of a financial audit or a certificate on the financial statements (CFS)<sup>5</sup> the beneficiary will need to provide evidence of the appointment of the*

<sup>5</sup> As per Article 34 of the Rules for Participation, a certificate on the financial statements shall be compulsory only whenever the cumulative amount of interim payments and balance payments made to a participant is equal to EUR 375 000 or more for an indirect action. However, for indirect actions of a duration of 2 years or less, not more than one certificate on the financial statements shall be requested from the participant, at the end of the project. Certificates on the financial statements shall not be required for indirect actions entirely reimbursed by means of lump sums or flat rates.

researcher including proof of payment of the salary to the researcher and of the deductions for social security etc. The REA will not accept underpayments to a researcher for categories A-C and will insist on corrective action by making additional payments to the researcher concerned.

The flat rate provided under category D is also for the benefit of the researcher but refers to expenditure directly managed by the beneficiary hosting the researcher. The beneficiary is not required to declare actual expenditure incurred. However, where the Commission/REA obtains evidence that the beneficiary is not supporting the participation of the researcher in research and training activities as described in the proposal and reflected in Annex I of the grant agreement, it may decide that the conditions for granting the flat rate are not fulfilled. In such cases it may, notwithstanding other measures to address non-performance against obligations spelled out in the grant agreement, refuse payment of the flat rate. Therefore, in the case of a financial audit or in the context of obtaining a certificates on the financial statements, the beneficiary needs to demonstrate that an employment contract/agreement with the researcher has been provided, that eligibility conditions for recruitment of the researcher were complied with and that the researcher worked on the project (this can include lab books, conference abstracts, library records, etc.)

## 1.2. Eligible expenses for the activities carried out by the beneficiar(y)(ies)

### 1.2.1. *Category E - Contribution to the research / training / transfer of knowledge programme expenses (ITN, IAPP)*

This is a contribution of a fixed amount per researcher-month that goes to the beneficiary for:

- the execution of the project (for example publication of vacant positions, internal training actions, training materials, etc),
- the participation of eligible researchers in research and transfer of knowledge activities (for example research costs, participation in meetings and conference attendance, etc),
- covering expenses related to the coordination between beneficiaries (for example partnership meetings, secondment of staff, etc).

Table 5. Category E rates

Action	WP 2007	WP 2008	WP 2009	WP 2010
ITN	600	600	no call	1200
IAPP	800	800	1200	no call

Like Category D, for each researcher-month of actual employment, the beneficiary is entitled to the corresponding monthly amount in Category E and for the purposes of financial reporting for Category E, beneficiaries should report the full flat rate for each fellow month.

#### **Important notice:**

##### ***Flat rates and audits/ audit certificates on financial statements.***

Where the Commission/REA obtains evidence that the beneficiary is not supporting the participation of the researcher in research and training activities as described in the proposal and reflected in Annex I of the grant agreement, it may decide that the conditions for granting the flat rate are not fulfilled. In such cases it may, notwithstanding other

*measures to address non-performance against obligations spelled out in the grant agreement, refuse payment of the flat rate. Therefore, in the case of a financial audit or in the context of obtaining a certificates on the financial statements, the beneficiary needs to demonstrate that an employment contract/agreement with the researcher has been provided, that eligibility conditions for recruitment of the researcher were complied with and that the researcher worked on the project (this can include lab books, conference abstracts, library records, etc.)*

### **1.2.2. Category F - Contribution to the organisation of international conferences, workshops and events (ITN, IAPP)**

This contribution is managed by the beneficiary for the organisation of international conferences, workshops and events open to beneficiaries outside the network, including: organisational expenses (invitation of keynote speakers, publications, rental of premises, web casting) and participation fees of eligible researchers from outside the partnership.

It is a fixed amount contribution of EUR 300 per researcher-day for researchers from outside the partnership, for the duration of the event. In order to guarantee that this fixed amount contribution does not lead to any profit in the organisation of such conferences, workshops or events, the beneficiary will be required to declare that this flat rate contribution, together with any other possible sources of income directly linked to such an event (e.g. enrolment fees for participants, sponsorships, etc.), does not exceed the costs of the event.

This category only applies to projects funded from the 2007 and 2008 Work Programmes; as of WP 2009, this allowance is entailed within the category E.

*In the case of a financial audit or in the context of obtaining a certificate on the financial statements, the beneficiary needs to demonstrate that the event took place (for example a daily signed attendance list can be presented) and that the total income generated by the event (including the flat rate financing under this category) does not exceed the costs of organising the event .*

### **1.2.3. Category G: Management activities (ITN, IAPP, IEF, IOF, IIF)**

Management costs cover, among others the cost of the salary of a person dedicated to assist with the administrative, legal or financial management of the project, the fee to an external independent auditor<sup>6</sup> for submitting mandatory certificates on the financial statements, participation in mid-term review meetings etc. A portion of the salary of the scientist-in-charge corresponding to the time spent on the administrative duties performed may also be charged to category G. A non exhaustive list of such activities can be found in Annex II, Article II.15 of the Grant Agreement. They notably include:

- maintenance of the consortium agreement (for multi beneficiary projects);
- the overall legal, ethical, financial and administrative management for each of the beneficiaries;
- obtaining the certificates on the financial statements and costs relating to financial audits and technical reviews;

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<sup>6</sup> In the case of public or international organisations, this certification may be provided by a competent public official.

- any other management activities foreseen by the annexes.

**Important notices:**

**No scientific management costs can be charged under this category**

*Coordination of research and technological development activities can not be charged under management costs.*

**Charging average personnel costs**

*The Marie Curie grant agreement does not include any provision allowing for average personnel costs to be charged under the agreement. However, the Commission decision of 24.01.2011 adopting measures to make participation in the EU's current Seventh Framework Programme for Research more attractive and more accessible to the best researchers and most innovative companies, especially Small and Medium-Sized Enterprises (SMEs), allows more flexibility in how personnel costs are calculated so that the EU research grant-holders can apply their usual accounting methods when requesting reimbursement for average personnel costs. This measure has retro-active application and beneficiaries can declare average personnel costs under this cost category provided that the costs declared on the basis of average rates:*

- are calculated in accordance with the usual cost accounting practice;
- are based on actual costs (i.e. computed from data from the payroll figures registered in the statutory accounts of the entity);
- are excluding ineligible costs (see Article II.14.3 of the multi-beneficiary grant agreement) or double funding (e.g. costs which are to be considered as indirect costs covered by the flat rate under category H);
- are calculated on the basis of productive time (rather than billable hours).

***For ITN, IAPP (all WPs) and IEF/IOF/IIF (WP 2007-2008) category G is a real cost category. Therefore full records of expenditure must be retained and provided to the REA (or any person/organisation acting on its behalf) upon request. For any salary costs charged to Category G, timesheets must be completed and retained.***

***For IEF/IOF/IIF (WP 2009 onwards) category G is merged with category H and a single flat rate is provided. For these actions, no declaration on the basis of actual costs incurred is required and no records of actual expenditure need to be retained and provided to REA (or any person/organisation acting on its behalf).***

Table 6 in section 1.2.4 details the maximum amounts allowable for management costs per action and per Work Programme year. For multi beneficiary projects the ceilings on management costs (3% or 7%) do not apply by beneficiary but for the project as a whole. Coordinators in multi beneficiary projects usually have a higher proportion of management costs.

**1.2.4. Category H: Contribution to overheads (indirect costs) (ITN, IAPP, IEF, IOF, IIF)**

Indirect costs 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 direct costs attributed to the project.

The following costs may be considered, by way of example, as overheads: costs connected with infrastructures and the general operation of the organisation such as hiring or depreciation of buildings and plant, water/gas/electricity, maintenance, insurance, supplies and petty office equipment, communication and connection costs, postage, etc. and costs connected with horizontal services such as administrative and financial management, human resources, training, legal advice, documentation, etc.

In case a financial audit demonstrates that certain direct costs were effectively implemented through subcontracting or related to resources made available by third parties not used in the premises of the beneficiary, the amount of indirect costs can be decreased.

***For multi-beneficiary Grant Agreements overheads (Cat H) are strictly limited to 10% per partner per period. Beneficiaries having claimed less than 10% in previous periods will be welcome to submit an additional, corrective Form C to claim the balance.***

Table 6 below shows the overheads rates applied per action and per call year.

*Table 6. Category G and H rates*

	WP 2007-2008		WP 2009 and/or WP 2010	
	Management costs	Indirect costs	Management costs	Indirect costs
<b>ITN</b>	Maximum of 7% of the EU contribution for multi beneficiary projects and 3% of the EU contribution for mono beneficiary projects	10% of the direct costs excluding subcontracting and resources made available by third parties which are not used in the premises of the beneficiary	Maximum of 7% of the EU contribution for multi beneficiary projects and 3% of the EU contribution for mono beneficiary projects	10% of the direct costs excluding subcontracting and resources made available by third parties which are not used in the premises of the beneficiary
<b>IAPP</b>	Maximum 3% of the total EU contribution	10% of the direct costs excluding subcontracting and resources made available by third parties which are not used in the premises of the beneficiary	Maximum 3% of the total EU contribution	10% of the direct costs excluding subcontracting and resources made available by third parties which are not used in the premises of the beneficiary
<b>IEF, IOF, IIF</b>	Maximum 3% of the total EU contribution	10% of the direct costs excluding subcontracting and resources made available by third parties which are not used in the premises of the beneficiary	Fixed amount of EUR 700 per researcher-month adjusted for the cost of living in the country of the beneficiary by the country correction coefficient	
<b>RG (IRG &amp;ERG)</b>	N/A <sup>1</sup>	N/A <sup>1</sup>	N/A	N/A

(1) For RG in WP 2007, the contribution of category G (management activities) and H (indirect costs) are included in the total EU contribution in category I

***Important notice:***

*The cost incurred for obtaining mandatory certificates on the financial statements from independent external auditors are considered as subcontracted management costs and can therefore not be taken as a basis for calculating indirect costs.*

**1.2.5. Category I: Other types of eligible expenses (IAPP, IIF return phase, ERG, IRG)**

**MARIE CURIE INDUSTRY-ACADEMIA PARTNERSHIPS AND PATHWAYS (IAPP)**

With respect to the Marie Curie Industry-Academia Partnerships and Pathways (IAPP), participating SMEs can charge small equipment expenses to the project up to a maximum of 10% of the total contribution to the SME beneficiary, provided that they are:

- duly justified for the project;
- based on real costs;
- with prior agreement by the Commission/REA (always agreed upon during negotiations);
- limited to the depreciation charge calculated in accordance with the usual accounting practices of the beneficiary.

***NB: Category I in IAPP is a real cost category and therefore full records of expenditure must be retained and provided to the REA (or any person/organisation acting on its behalf) upon request.***

**REINTEGRATION GRANTS (IRG AND ERG) AND INCOMING INTERNATIONAL FELLOWSHIPS RETURN PHASE (IIF-RETURN PHASE)**

For Reintegration Grants (IRG and ERG) as well as the Incoming International Fellowships return phase (IIF-Return phase) this is the only relevant category of expenses. A fixed amount per researcher-year is specified in the Work Programme relevant to the call under which the proposal has been submitted. This amount is managed by the beneficiary with the objective to reintegrate the researcher in the organisation of the beneficiary.

For Reintegration Grants, Category I relates to flat rates (scale of unit costs) which are not subject to justification of actual cost incurred. They nevertheless remain subject to justification that the conditions for the allowance based on the flat rates are fulfilled (i.e. reported researcher/months were actually executed). Therefore, in the case of a financial audit, beneficiaries would need to provide proof of the recruitment of the researcher (employment contract/agreement) and proof that the researcher worked on the project (this can include lab books, conference abstracts, library records, etc).

**1.2.6. Transfer of budget between categories**

The Marie Curie grant agreements prohibit transfers of budget from the allowances allocated for the activities carried out by the researcher (category A-D) to the amounts allocated for the activities carried out by the beneficiary.

In verifying claimed costs for categories A, B and C, the REA will verify (in terms of flat rates declared and possible underpayment of researchers) on the basis of totals claimed for these categories as a whole at the end of the project.

## 2. HOW DO I ESTIMATE THE EU CONTRIBUTION?

It is an intrinsic feature of Marie Curie actions that the expenses related to the appointment of researchers cannot be accurately calculated in advance. For individual fellowships this is fixed at the grant negotiation phase. For host driven actions some of the allowances to be paid depend upon the personal circumstances of the researcher to be recruited (ITN, IAPP) or seconded (IAPP) (e.g. place of origin, family status etc). At the time of negotiating the grant, the level of funding will be determined with the Commission/REA services on the basis on an average level.

The examples below aim to help understand the way the contributions are calculated. **The living allowance rates and country correction coefficients used in these examples are those corresponding to the 2007 Work Programme.**

### 2.1. Example of the calculation of the EU contribution for an ITN grant.

**Example:** A multi-site ITN of 8 partners proposes to provide initial training of 36 months to 11 ESRs (total 396 person months) and complementary training to 4 ERs (total 42 person months). A senior visiting researcher (VR) will be recruited to share his knowledge and skills during the workshop and summer school organised in year 3 (recruitment for 1 period of 2 months). In addition the consortium intends to organise events (Category F). Three major conferences will be organised in years 2, 3, and 4. Each of these events is programmed to run over 2 days and it is expected that 40 external researchers will attend each event besides 15 researchers of the network. Thus support for a total of 240 external researcher days is requested. The Commission estimates that the approximate total budget for this network will be as follows:

Beneficiary	Initial Training 0-5 years				Visiting Researchers				Open training events and conferences	
	Early-Stage Researchers		Experienced Researchers		Visiting Researchers (<10 years)		Visiting Researchers (>10 years)		Number of researcher days for researchers from outside the network	Number of events
	Researcher Months	Number of researchers	Researcher Months	Number of researchers	Person Months	Number of scientists	Person Months	Number of scientists		
Partner 1 – Germany	72	2	12	1			2	1	240	3
Partner 2 - Spain	72	2	12	1						
Partner 3 – Romania	36	1	6	1						
Partner 4 – Estonia	36	1	0	0						
Partner 5 – Italy	36	1	0	0						
Partner 6 – Croatia	36	1	0	0						
Partner 7 – UK	72	2	12	1						
Partner 8 – France	36	1	0	0			2	1	240	3
<b>Total</b>	<b>396</b>	<b>11</b>	<b>42</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>240</b>	<b>3</b>

Sections 2.1.1 and 2.1.2 detail how the budget of one of the partners (Partner 1 - Germany) can be estimated.

#### *Eligible expenses for the activities carried out by researchers*

##### Category A – Monthly living and mobility allowance

Based on the following assumptions:

- the four researchers (ESR x 2, ER and VR) will be recruited under an employment contract,
- the ER and the VR both have family charges, while 50% of the ESRs do not yet have a family,
- the VR has more than 10 years of research experience  
(NB: for visiting researchers the reference rates are increased by 30%)

The monthly living and mobility allowance can be calculated as follows:

	ESR	ER	VR
Appointment duration	3 years = 36 months 2 researchers	12 months	2 months
Salary-employment contract (€year)	33 800	52 000	101 400
Monthly mobility allowance (€month)	650 $(=(500 + 800)/2)$	800	800
Country correction coefficient (%)	101.5	101.5	101.5
Living and mobility allowance (€)	$= 2*(33\ 800*3 + 650*36)*101.5\%$ $= 253\ 344$	$= (52\ 000 + 800*12)*101.5\%$ $= 62\ 524$	$= (101\ 400*2/12 + 800*2)*101.5\%$ $= 18\ 777.5$

The budget for Category A is equal to  $253\ 344 + 62\ 524 + 18\ 777.5 = \text{€}334\ 645.5$

#### Category B – Travel allowance

	ESR	ER	VR
Assumed direct distance between the place of origin and the host institution (km) <sup>1</sup>	Between 1500 and 2500	Between 1500 and 2500	Between 1500 and 2500
Fixed-amount contribution (€)	1000	1000	1000
Number of travel allowances to be paid	3 / researcher	1	1
Travel allowance (€)	$= 2*3*1\ 000 = 6\ 000$	$= 1*1000 = 1000$	$= 1*1000 = 1000$

(1) For the purposes of budget calculation in the host-driven actions the travel distance is always assumed to be between 1500 and 2500 kilometres

The budget for Category B is equal to  $6\ 000 + 1\ 000 + 1\ 000 = \text{€}8\ 000$

#### Category C – Career exploratory allowance

	ESR	ER	VR
Appointment duration	3 years = 36 months 2 researchers	12 months	2 months
One single payment / researcher for stays of at least one year (€)	$= 2000 / \text{researcher}$ $= 2000*2$ $= 4000$	$= 2000$	$= 0$

The budget for Category C is equal to  $4\ 000 + 2\ 000 + 0 = \text{€}6\ 000$

#### Category D – Contribution to the participation expenses of eligible researchers

	ESR	ER-	VR
Appointment duration	3 years = 36 months 2 researchers	12 months	2 months
Assumption	Laboratory based research project	Laboratory based research project	-
Fixed-amount / researcher-month (€)	600	600	0
Participation expenses of eligible researchers	$= 2*36*600$ $= 43\ 200$	$= 12*600$ $= 7\ 200$	$= 0$

The budget for Category D equals  $43\ 200 + 7\ 200 + 0 = \text{€}50\ 400$



### *Eligible expenses for the activities carried out by the host organisations*

#### Category E – Contribution to the research/training/transfer of knowledge programme expenses

	ESR	ER-	VR
Appointment duration	3 years = 36 months 2 researchers	12 months	2 months
Fixed-amount / researcher-month (€)	600	600	600
Research/Training/Transfer of Knowledge expenses (€)	=2*36*600 = 43 200	= 12*600 = 7 200	= 2*600 = 1 200

The budget for Category E is equal to  $43\,200 + 7\,200 + 1\,200 = \text{€}51\,600$

#### Category F – Contribution to the organisation of international conferences, workshops and events

3 major conferences of 2 days are planned to close the summer schools planned in years 2, 3, and 4. They will be open to 40 external researchers as well as to the members of the network. The network may claim a lump sum contribution for researchers from outside the network. The contribution is €300 per researcher/day and for each actual conference day the researcher attended (nb: extra days for travelling are not included).

The budget for Category F =  $3 * 2 * 40 * 300 = \text{€}72\,000$

#### Category G – Management activities and Category H – Contribution to Overheads

The total financial contribution of the Union is the basis for the calculation of the management costs ceiling, whereas to calculate the indirect costs the total direct costs (including management costs) need to be known. Management costs can be made up of both direct and indirect costs. For the purpose of budget estimation it is assumed that the management costs do not include subcontracting. Moreover, the limit of 7% full management cost and flat rate 10% indirect costs are applied to an individual beneficiary's budget to demonstrate the calculation. Please note that although the limit of 7% for management costs applies to the project budget as a whole and not by individual beneficiary, the overheads are strictly limited to 10% of direct costs per partner and per period.

The total financial contribution of the Union to partner 1 can be summarised as follows:

	<b>Direct Costs</b>	<b>10% Indirect costs (category H)</b>	<b>Total</b>
A. Living and Mobility allowance	334 645.50		
B. Travel allowance	8 000.00		
C. Career Exploratory allowance	6 000.00		
D. Participation expenses of eligible researchers	50 400.00		
E. Research / training / ToK programme expenses	51 600.00		
F. Organisation of int. conferences, workshops and events	72 000.00		
<b>Subtotal</b>	<b>522 645.50</b>	<b>52 264.55</b>	<b>(92.3%) 574 910.05</b>
G. Management activities (including audit certification)	(7%) 43 600.98 <sup>7</sup>	4 360.10	(7.7%) 47 961.08
<b>Total financial contribution of the Union to partner 1</b>	<b>566 246.48</b>	<b>56 624.65</b>	<b>(100%) 622 871.13</b>

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<sup>7</sup> The management costs are calculated as 7% of the EU contribution. As a result the total direct and indirect costs (10%) for management activities are limited to 7.7% of the total EU contribution, The total direct and indirect costs, excluding management activities and their related indirect costs, must therefore account for at least 92.3% of the total contract value. The maximum amount of management costs can be derived from this amount:  $574\,910.05 / 92.3 * 7 = 43\,600.98$

## 2.2. Example of the calculation of the EU contribution for an IEF grant.

The contribution relates to the costs of the fellowship and directly related costs only. Applicants are not required to calculate the amount of the estimated EU contribution. This will be automatically calculated from the information contained in the A4 form of the proposal, using the rates, allowances and coefficients given in Annex 3 of the Work Programme. If the proposal is selected by the Commission for funding, the EU contribution will be calculated more accurately during the negotiations taking into account any recommendations made by the independent evaluators.

The example below aims to help understanding the way the EU contribution is calculated.

Example: A researcher with 4 years of experience and with family charges, coming from Bucharest to Paris for 2 years with an Intra-European Fellowship under an employment contract:

### *Expenses for the activities carried out by the researcher*

A - Living allowance	€2 000 * 2 years	€104 000
A - Mobility allowance	€800 * 24 months	€19 200
Correction factor for France	(-€104 000 + €19 200)*104.4%	€128 621
B - Travel costs (1 872km)	€1 000 * 2 years	€2 000
C - Career exploratory allowance	€2 000	€2 000
<b>Total financial contribution of the Union for the researcher (gross)</b>		<b>€132 621</b>

D - Contribution to the participation expenses of the eligible researcher (lab based)	€800 * 24 months	€19 200
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<b>Total financial contribution of the Union for the activities carried out by the researcher</b>	<b>€151 821</b>
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Note that these amounts represent the financial contribution of the Union to salary costs and as such include compulsory social security contributions and income tax, if relevant.

### *Expenses for the activities carried out by the host organisation*

Contribution to overheads on direct costs for the activities carried out by the researcher	€151 821 * 10%	€15 182
Ceiling on management costs – including overheads thereon (3% of total contribution)	(€151 821 + €15 182) / 97% * 3%	€165
<b>Maximum total financial contribution of the Union for the activities carried out by the host organisation</b>		<b>€20 347</b>

### *Summary*

	Direct costs	10% Indirect costs (category H)	Total
Activities carried out by the researcher	€151 821	€15 182	(97%) €167 003
Management	€1 695	€170	(3%) €1 865
<b>Total</b>	<b>€153 516</b>	<b>€15 352</b>	<b>(100%) €168 868</b>

Note that:

- it is assumed that no management costs will be subcontracted. If subsequent declaration of actual expenditure through the financial statement indicates that part of

the management activities have been subcontracted, no 10% indirect costs will be calculated on that part.

- for reasons of simplification, the category G-management cost will be listed in the project budget (attached to the Grant Agreement) for the total amount of € 165 (thus including the indirect cost component) and the category H-indirect costs will be listed for €15 182 (thus limited to indirect costs on categories A-D). However, upon processing the cost claim the REA will guarantee that indirect costs claimed are eligible for maximum 10% of direct costs (including non-subcontracted management costs).
- as of Work Programme 2009 onwards, the calculation of the budget for expenses for activities carried out by the host organisation would simply refer to the number of research-months times the flat rate (covering management activities and indirect costs) provided in the Work Programme.

### 3. TABLE OF CORRESPONDENCE BETWEEN ARTICLES OF THE MARIE CURIE MODEL GRANT AGREEMENT VERSUS THE FP7 STANDARD MODEL GRANT AGREEMENTS.

Subject	General GA	MC mono beneficiary GA	MC multi beneficiary GA
Accession to the GA of the other <i>beneficiaries</i>	1	-	1
Scope	2	1	2
Duration and <i>start date</i> of the <i>project</i>	3	2	3
Reporting periods and language of reports	4	3	4
Maximum financial contribution of the Union	5	4	5
Pre-financing	6	5	6
Special clauses	7	6	7
Communication	8	7	8
Applicable Law and competent court	9	8	9
Application of the GA provisions	10	9	10
Entry into force of the GA	11	10	11

#### **ANNEX II – General Conditions**

Subject	General GA	MC single-beneficiary GA	MC multi-beneficiary GA
Definitions	II.1	II.1	II.1
IMPLEMENTATION OF THE <i>PROJECT</i>	Part A	Part A	Part A
GENERAL PRINCIPLES	SECTION 1	SECTION 1	SECTION 1
Organisation of the <i>consortium</i> and role of <i>coordinator</i>	II.2	-	II.2
Specific performance obligations of each <i>beneficiary</i>	II.3	II.2	II.3
REPORTING AND PAYMENTS	SECTION 2	SECTION 2	SECTION 2
Reports and deliverables	II.4	II.3	II.4
Approval of reports and deliverables, time-limit for payments	II.5	II.4	II.5
Payment modalities	II.6	II.5	II.6
IMPLEMENTATION	SECTION 3	SECTION 3	SECTION 3
Subcontracting	II.7	II.6	II.7
Suspension of the <i>project</i>	II.8	II.7	II.8
Confidentiality	II.9	II.8	II.9
Communication of data for evaluation, impact assessment and standardisation purposes	II.10	II.9	II.10
Information to be provided to Member States or Associated Countries	II.11	II.10	II.11
Information and communication	II.12	II.11	II.12
Processing of personal data	II.13	II.12	II.13
FINANCIAL PROVISIONS	Part B	Part B	Part B
GENERAL FINANCIAL PROVISIONS	SECTION 1	SECTION 1	SECTION 1
Eligible costs of the <i>project</i>	II.14	II.13	II.14
Identification of direct and indirect costs	II.15	II.14	II.15
Upper funding limits	II.16	-	-
Receipts of the <i>project</i>	II.17	II.15	II.16
<i>Financial contribution of the Union</i>	II.18	II.16	II.17
Interest yielded by pre-financing provided by the <i>Commission</i>	II.19	II.17	II.18
GUARANTEE FUND AND RECOVERIES	SECTION 2	SECTION 2	SECTION 2
Guarantee fund	II.20	II.18	II.19

Subject	General GA	MC single-beneficiary GA	MC multi-beneficiary GA
Reimbursement and recoveries	II.21	II.19	II.20
CONTROLS AND SANCTIONS	SECTION 3	SECTION 3	SECTION 3
Financial audits and controls	II.22	II.20	II.21
Technical audits and reviews	II.23	II.21	II.22
Liquidated damages	II.24	II.22	II.23
Financial penalties	II.25	II.23	II.24
INTELLECTUAL PROPERTY RIGHTS, <i>USE</i> AND <i>DISSEMINATION</i>	Part C	Part C	Part C
Ownership	II.26	II.24	II.25
Transfer	II.27	II.25	II.26
Protection	II.28	II.26	II.27
<i>Use</i>	II.29	II.27	II.28
<i>Dissemination</i>	II.30	II.28	II.29
ACCESS RIGHTS	SECTION 2	SECTION 2	SECTION 2
<i>Background covered</i>	II.31	II.29	II.30
Principles	II.32	II.30	II.31
<i>Access rights</i> for implementation	II.33	-	II.32
<i>Access rights</i> for use	II.34	-	II.33
FINAL PROVISIONS			
Competitive calls	II.35	-	II.34
Requests for amendments and termination at the initiative of the <i>consortium</i>	II.36	II.31	II.35
Approval of amendments and termination requested by the <i>consortium</i>	II.37	II.32	II.36
Termination of the <i>grant agreement</i> or of the participation of one or more <i>beneficiaries</i> at the <i>Commission</i> 'REA's initiative	II.38	II.33	II.37
Financial contribution after termination and other termination consequences	II.39	II.34	II.38
Force majeure	II.40	II.35	II.39
Assignment	II.41	II.36	II.40
Liability	II.42	II.37	II.41