



# IDEAHL - Improving Digital Empowerment for Active Healthy Living

Kick-off meeting, 24 May 2022

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HaDEA.A3 Health Research

# In this presentation...

- HaDEA
- Health research
- Horizon Europe project implementation
- Key references/links
- Opportunities to work as experts
- Financial matters

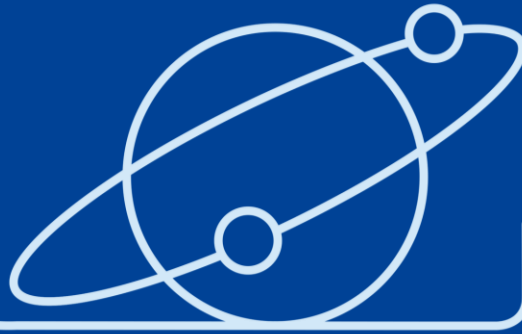
# The Health and Digital Executive Agency (HaDEA)



Health



Food safety



Space

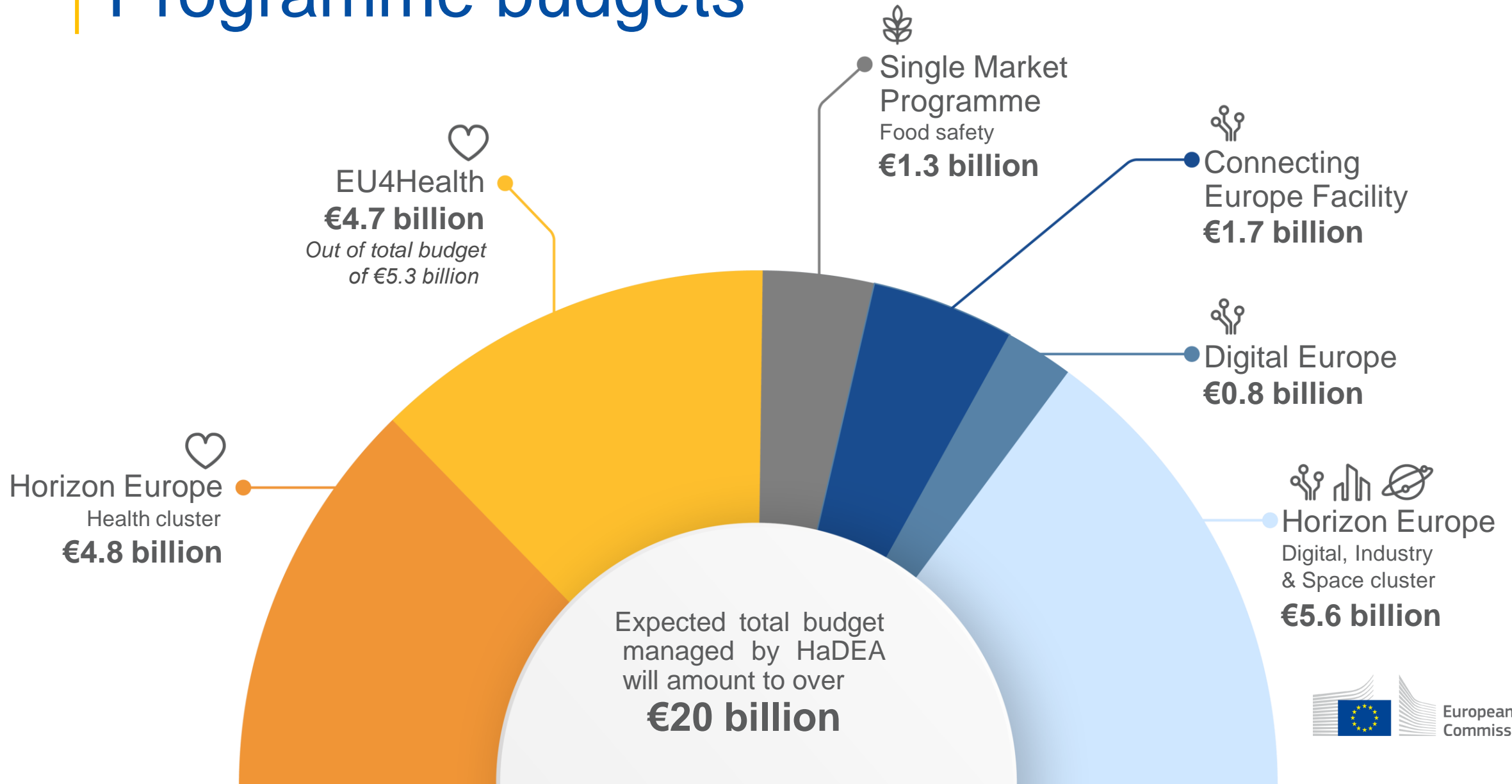


Industry



Digital

# Programme budgets



# Roles and responsibilities

## European Commission

Defines policy

- Defines strategy, objectives and priority areas/work programmes
- Makes programme decisions
- Selects projects for (co-)funding
- Evaluates the programme implementation and the Agency's performance



## HaDEA

Turns policy into action

- Manages the project lifecycle:
  - Organises calls for proposals and external evaluations
  - Monitors the implementation of projects
- Supports communication activities (Info Days, publications, etc.)
- Provides feedback to policy making

# HADEA Unit A3 Health Research



# Health research: our aim



Find new ways to **keep people healthy**



**Prevent diseases, develop better diagnostics & more effective therapies**

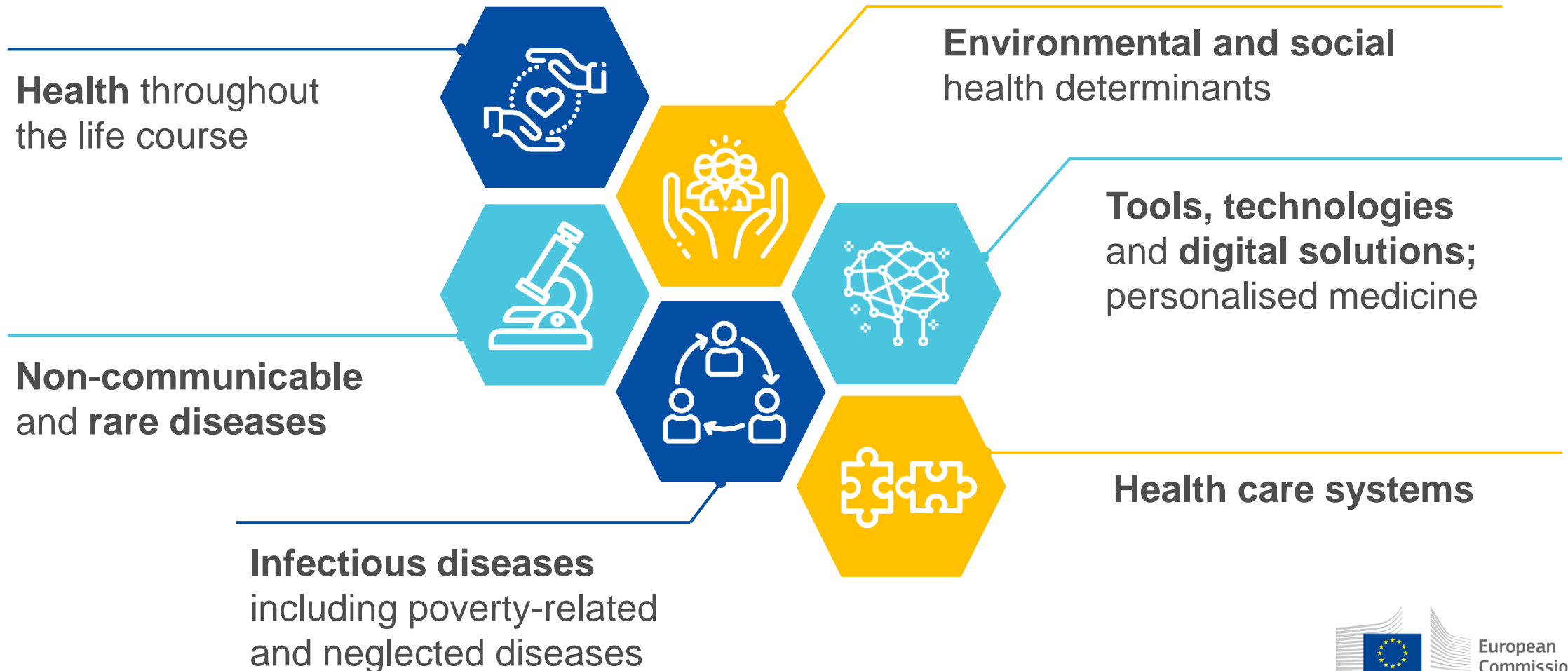


Use personalised medicine approaches to **improve healthcare and wellbeing**



Take up **innovative health technologies**, such as digital ones

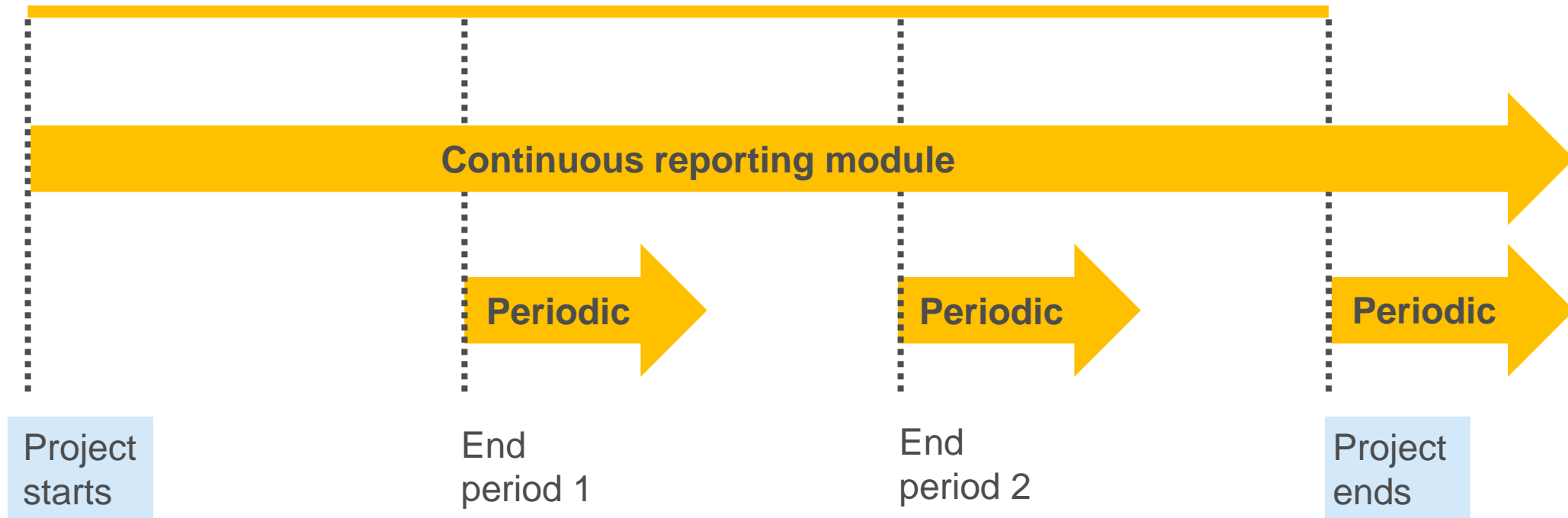
# Health research: areas of intervention





# Horizon Europe project implementation

# Reporting and payments



# Continuous reporting

- Progress in achieving **milestones**
- **Deliverables**
- Updates to the **publishable summary**
- Response to **critical risks, publications, communications activities, IPRs**
- **Horizon Europe specific updates:** SME participation, Gender, Infrastructure, Innovation, Open data etc.

# Continuous reporting

- **Deliverables**

- Make sure you include **executive summaries** and **conclusions (in English)**
- **Public deliverables** are very important
- **Inform the EC if the consortium is late** with the submission of deliverable
  - Number of months **delay and reason**
  - **No amendment** is necessary
  - Keep track of this modification and **mention it in the periodic report** and in the table "History of Changes" of the next amendment (in case you will have one)

# Periodic Reporting

- 01/05/2022 - 30/04/2024 – P1 (24 months)

ONE review is planned for IDEAHL (*not linked to payment*) to assess deliverables and progress → M12

The Commission/HaDEA can carry out reviews directly (using its own staff) or indirectly (using external persons or bodies appointed to do so).

**Final report:** To be submitted by coordinator 60 days after end last reporting period

**Final Technical Report:**

- overview of results and their exploitation & dissemination
- summary for publication
- conclusions and socioeconomic impact

**Final Financial Report:**

- Summary Financial Statement
- Certificate on Financial Statement (if needed)

# Timing of payments

	Time-to-pay	Counted:
One pre-financing	30 days	- from entry into force of GA, or - from 10 days before the <b>start date</b> , whichever is the <b>latest</b>
Interim payments	90 days	- from reception of periodic report
Payment of the balance	90 days	- from reception of final report

# Amendments

- **Group together multiple changes** into one amendment
- The request for amendment must include the **reasons why** and the **appropriate supporting documents**
- The Commission/Agency may request additional information
- An amendment **enters into force** on the **day of the signature** of the receiving party
- An amendment **takes effect** on the **date agreed** by the parties or, in the absence of such an agreement, on the date on which the amendment enters into force

# Amendments

- Examples of cases where an amendment is necessary:
  - Adding or removing a beneficiary, affiliated entity or associated partner
  - Change of beneficiary due to partial takeover
  - Change of coordinator or change of the coordinator's bank account for payments
  - Changes to the description of the action (tasks, deliverables etc.)
  - Extensions of the duration of the project



# Budget flexibility. Article 5.5 of the MGA

Budget transfers and re-allocations	Amendment needed?
Between <b>beneficiaries</b>	<b>NO</b>
Between <b>affiliated entities</b>	<b>NO</b>
Between <b>budget categories</b>	<b>NO</b>
<b>Substantive changes to the DoA</b> in Annex 1	<b>YES</b>
Addition of amounts for <b>subcontracts</b> not provided for in Annex 1	<b>YES/NO</b> in case of simplified approval procedure at time of reporting

# Ethics

- Horizon Europe requires compliance with the **highest standards of research ethics and integrity**, and with EU, national and international law
- Horizon Europe regulation 2021/695 (articles 18 and 19) & Grant Agreement (art 14, annex 5): guiding principles and general obligations

*The beneficiaries must ensure that all ethics issues related to activities in the grant are addressed in compliance with ethical principles, the applicable international and national law, and the provisions set out in the Grant Agreement. This includes any ethics issues that may emerge in the course of the grant. In case any substantial new ethics issues arise, beneficiaries should inform the granting authority.*

# Open science

- **Open access to all peer-reviewed scientific publications** relating to your results
- Manage the digital research data generated in the action in line with the **FAIR principles**

The Commission facilitates **Open Access** through initiatives such as [Open Research Europe](#) and the [European Open Science Cloud](#)

# Dissemination and communication



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More information and use examples: [eu-emblem-rules\\_en.pdf](#)

# Dissemination and communication

Disclaimer to be included in publications and other communication pieces:

*“Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the Health and Digital Executive Agency. Neither the European Union nor the granting authority can be held responsible for them.”*

- Any communication or dissemination activity must use **factually accurate information**
- HaDEA must be informed beforehand about any activity that is expected to have a **major media impact**

# Share and exploit your results



- [CORDIS website](#): public project information and source of editorial content for the European Commission, increasing the visibility of your results



- [Horizon Results Platform](#): a matchmaking tool - publish and promote your key exploitable results to investors, stakeholders, policy makers, potential partners



- [Horizon Results Booster](#): free consulting services to further help you in your dissemination and exploitation activities (e.g. clustering of projects for common dissemination, enhanced exploitation plans, business plans for R&I results and commercialisation services for the more mature results)

# Gender balance

**Gender equality plan:**  
eligibility criterion for Horizon Europe actions (for public bodies, research organisations and higher education establishments in EU and associated countries)

Integrate the **gender dimension in research and innovation** content: a requirement by default under Horizon Europe



Aim for a **balanced participation of women and men** in:

- research teams
- among the individuals carrying out the work
- among consortium members and participants

# Communication with HaDEA

- Via Participant Portal
- Teleconference via Teams, Zoom, Webex

## Helpdesk

Call EC Research Helpdesk at +32 229 92222 or e-mail them at [EC-SEDIA-SUPPORT@ec.europa.eu](mailto:EC-SEDIA-SUPPORT@ec.europa.eu)



# Key resources

## Online Manual – Funding & Tenders opportunities:

see: <https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual>

## Annotated Model Grant Agreement (draft)

see: [https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga_en.pdf)

# Policy resources

- [Communication on Enabling the Digital Transformation of Health and Care in the Digital Single Market; empowering citizens and building a healthier society \(2018\)](#)
- [The Digital Decade](#): By 2030, 80% of European citizens should possess at least a basic level of digital skills.
- [The European Pillar of Social Rights Action Plan](#): development of a high-performing digital education ecosystem in Europe and at enhancing digital skills and competences to address the digital transformation for all.
- Launch of the [Pact for Skills](#) for the Health Ecosystem (2021) – [Digital Skills for Health](#)

# Work as an expert

- The European Union institutions appoint **external experts** to:
  - assist in the **evaluation of grant applications, projects and tenders**
  - **provide opinions and advice in specific cases**
- Registration is **free** and **takes about 30 min**. This database is used by ALL Commission services and agencies.
- Where: [Funding & tenders portal → Work as an expert](#)

# Thank you!



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[EUTube](https://www.youtube.com/EUTube)



[@EuropeanCommission](https://www.facebook.com/EuropeanCommission)



[EU Spotify](https://www.spotify.com/eu)



[European Commission](https://www.linkedin.com/company/European-Commission)



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Slide 6: photo 3, source: Unsplash

# More on financial matters...

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MODEL GRANT AGREEMENT

# Forms and eligibility of costs



# Forms of costs



## ACTUAL COSTS

- **real and not estimated**, budgeted or imputed
- **definitively and genuinely borne** by the beneficiary/affiliated entity (not by any other entity)
- **incurred during the action duration**
- entered as eligible costs in the estimated budget
- **connected to the action** and necessary for its implementation
- **identifiable and verifiable**



## UNIT COSTS

- **calculated by multiplying the number of actual units used to carry out the work** (e.g. number of hours worked on the action, number of tests performed, etc.) or produced by the amount per unit
- the number of units must be necessary for the action
- the units must be used or produced during the action duration
- the beneficiaries must be able to show the link between the number of units declared and the work on the action



## FLAT RATE

- calculated by applying a **flat rate to certain costs** (whether actual, unit or lump sum costs) – *e.g. 25% flat rate for indirect costs*



# Corporate structure - Annex 2 (general HE MGA cost categories)



## A. PERSONNEL COSTS

- **A.1** Employees
- **A.2** Natural persons under direct contract
- **A.3** Seconded persons
- **A.4** SME owners and natural person beneficiaries



## B. SUBCONTRACTING COSTS



## C. PURCHASE COSTS

- **C.1** Travel and subsistence
- **C.2** Equipment
- **C.3** Other goods, works and services



## D. OTHER COST CATEGORIES

- **D.1** Financial support to third parties
- **D.2** Internally invoiced goods and services
- **[D.3 Transnational access to research infrastructure unit costs]**
- **[D.4 Virtual access to research infrastructure unit costs]**
- **[D.5 PCP/PPI procurement cost]**
- **[D.6 Euratom Cofund staff mobility costs]**
- **[D.7 ERC additional funding]**
- **[D.8 ERC additional funding (subcontracting, FSTP and internally invoiced goods and services)]**

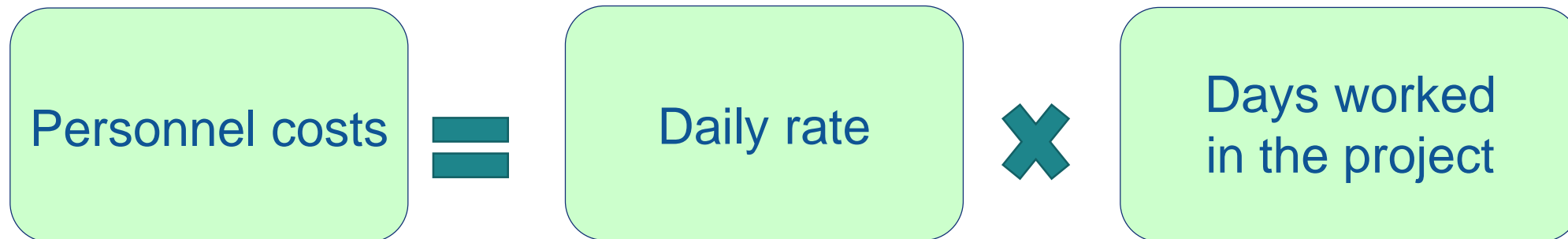


## E. INDIRECT COSTS



# Personnel costs – new calculation

- Discontinuation of the different formulas (annual and monthly) and options for productive hours (entailing difficult and error-prone calculations)
- No more ‘last closed financial year’ rule
- Instead, use of a single corporate daily rate and calendar year approach



# Daily rate calculation

COSTS

$$\text{Daily rate} = \frac{\text{actual annual personnel costs for the person}}{215^*}$$

\* For Horizon Europe: Still possible to **deduct actual working days spent on parental leave** from the fixed number of 215 days



# Daily rate calculation

## When?

- **per calendar year** (from January to December)
- except for the months running from the end of the last calendar year until the end of the reporting period. For those months, you must calculate **a separate partial daily rate as follows:**

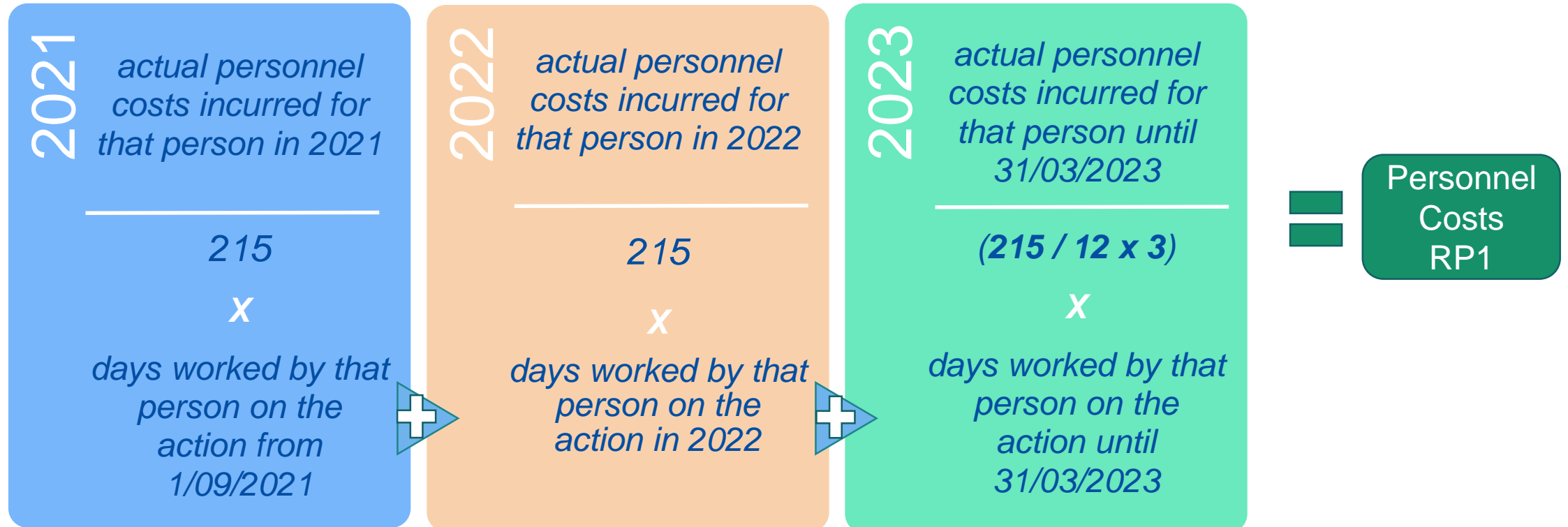
*{actual **personnel costs** of the person incurred over those months*

*divided by*

*{215 / 12 (months) x number of months from the January until the end of the reporting period}}*

## Example

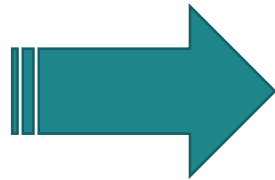
Costs for Researcher Y in reporting period 1. Reporting period 1 runs from 1/09/2021 until 31/03/2023:



# Days worked – record keeping

COSTS

Days worked



- use reliable **time records** (i.e. time-sheets) either on paper or in a computer-based time recording system.

Or

- sign a **monthly declaration on days spent for the action** (a template is available on the [Funding and Tender opportunities portal](#)).

# Time recording system in hours



'Day-equivalent' → 3 conversion rules at hand

1. A conversion based on the average number of **hours that the person must work per working day according to her/his contract.**

*Example:* if the contract says that the person must work 37,5 hours per week distributed in 5 working days, a day-equivalent for the person is 7,5 hours ( $37,5 / 5$ ). In the same example, if the person works 50 % part-time, the day-equivalent would be 3,75 hours ( $18,75 / 5$ ).

2. A conversion based on the **usual standard annual productive hours** of the beneficiary, if it is at least 90% of the workable time (i.e. continuity with H2020)

*Example:*

Standard annual productive hours of the beneficiary = 1600    Standard annual workable hours of the beneficiary = 1720

$1720 \times 90\% = 1548 < 1600$

$1600/215 \Rightarrow 7.44 \text{ hours} = 1 \text{ day-equivalent}$

3. A conversion based on a fixed number of hours (e.g. for beneficiaries with no reference in their contracts nor standard annual productive hours):

**1 day-equivalent = 8 hours**

# Time recording system in hours



## 'Day-equivalent': When to do the conversion?

Each time that you have to calculate a daily rate → **per calendar year**

### For example at the time of a reporting period:

*If a daily rate is calculated for year 2021, the beneficiary must convert into day-equivalents the total number of hours worked by the person on the action during 2021 altogether.*

# Main differences with Horizon 2020

- Discontinuation of the different formulas (annual and monthly) and options for productive hours (entailing difficult and error-prone calculations)
- No more 'last closed financial year' rule
- Instead, use of a single corporate daily rate and calendar year approach



# Project-based remuneration at a glance



## WHAT IS IT?

- ❖ Usual remuneration practices of a legal entity under which a **personnel receives supplementary payments for work in projects**

### **Example:**

*an employee who gets a bonus or a new contract with a higher salary level for working in a project.*



## HOW MUCH CAN BE DECLARED?

- ❖ Actual remuneration costs paid by the legal entity for the time worked by the personnel in the action (**'action daily rate'**) **up to** the remuneration that the person **would be paid for work in R&I projects funded by national schemes ('national projects daily rate')**



## METHODOLOGY?

- ❖ **Compare**

Action daily rate

National Projects daily rate\*

- ❖ Take **the lower of the two.**

### **\*Usually based on:**

- *either regulatory requirements (such as national law or collective labour agreements)*
- *or your written internal remuneration rules*



# Subcontracting costs

## What?

This budget category covers **subcontracted action tasks**, i.e. service contracts for parts of the project that are not implemented by the beneficiary itself, but by a subcontractor.

Subcontracts and purchases	Affiliated entities
The beneficiaries have a <i>contractual</i> link with subcontractors/suppliers, with the object to buy something or subcontract action tasks.	With affiliated entities, there is a more <i>permanent legal link</i> which is not limited to the project .
The eligible cost is the price charged to the beneficiary (usually containing a profit margin for the supplier or subcontractors, but not for the beneficiary).	The eligible costs are only the costs of the affiliated entity, no profit is allowed (neither for the affiliated entity, nor for the beneficiary).
The beneficiary must award the contracts and subcontracts on the basis of best value for money (or lowest price) and absence of conflict of interests.	

Subcontracts	Contracts/Purchases
Subcontracts concern the implementation of 'action tasks', i.e. parts of the project/project tasks that have been outsourced.	Purchases concern travel, equipment and goods and services that are necessary for the beneficiaries to implement the work (can range from big equipment to petty goods).
The price for the subcontracts will be declared as 'Subcontracting costs' in the financial statement.	The price for these contracts will be declared in one of the 'Purchase costs' columns in the financial statement.

# Purchase costs



C.1 Travel and subsistence



C.2 Equipment



C.3 Other goods, works and services



The costs must comply with the following **eligibility conditions**:

- fulfil the **general conditions** for costs to be eligible (i.e. incurred/used during the action duration, necessary, linked to the action, etc; see **Article 6.1(a)**);
- be based either on the **best value for money** (considering the quality of the service, good or work proposed, i.e. the best price-quality ratio) or on the **lowest price**;
- not be subject to **conflict of interest** and
- for beneficiaries that are ‘contracting authorities’ or ‘contracting entities’ within the meaning of the EU Public Procurement Directives (Directives 2014/24/EU, 2014/25/EU<sup>9</sup> and 2009/81/EC): **comply with the applicable national law on public procurement**; these rules normally provide for special procurement procedures for the types of contracts they cover.

The beneficiaries can in principle **freely choose between best value for money and lowest price**





# Equipment costs

## What?

This budget category covers the **depreciation costs of equipment, infrastructure or other assets used for the action**. In addition, in some cases (*e.g. infrastructure*), it may also include the costs necessary to ensure that the asset is ready for its intended use (*e.g. site preparation, delivery and handling, installation, etc*).

### Continuity

Depreciation costs are **by default** eligible.  
**By exception**, full costs may be eligible.

### Further clarity

**Optional provisions** addressing the specific case of **assets under construction** (*e.g. prototype*) and their related **capitalised costs**:

- The **full construction costs** (typically the costs of the personnel involved in the construction of the prototype)
- The **full purchase costs** (typically any component, pieces of equipment bought for the prototype)



# Other cost categories

## D.2 Internally invoiced goods and services

### What?

Costs for goods and services which are **produced or provided within the beneficiary's organisation** directly for the action and the beneficiary values on the basis of its usual cost accounting practices.

### Examples:

- *self-produced consumables (e.g. electronic wafers, chemicals)*
- *specialised premises for hosting the research specimens used for the action (e.g. animal house, greenhouse, aquarium)*
- *standardised testing or research processes (e.g. genomic test, mass spectrometry analysis)*
- *use of specific research devices or research facilities (e.g. clean room, wind tunnel, supercomputer facilities, electronic microscope)*

### NEW

Wider reliance on beneficiary's usual cost accounting practices for the unit cost calculation with:

- ❖ No application of the 25% flat-rate on top of the unit cost (H2020 rules)
- ❖ instead, possibility to accept actual indirect costs allocated via **beneficiary's usual key drivers** in the unit cost calculation

# In-kind contributions – both still eligible under HE



## IN-KIND CONTRIBUTIONS AGAINST PAYMENT

- **No more special Article** (corporate approach):
- But **they can still be declared** as:
  - **Seconded persons** under **Personnel costs provisions**
  - **Other types** as purchase of goods, works or services
- Indirect costs calculated on top via the 25% flat-rate

## IN-KIND CONTRIBUTIONS FREE OF CHARGE

- **Specific provisions (Art 6(1) & Art 9(2)) HE MGA** (stemming from Horizon Europe specific legal base)
- They must be declared under the relevant cost category (i.e. as if they were costs incurred by the beneficiary).
- Only **direct costs** must be reported
- Indirect costs calculated on top via the 25% flat-rate (with exceptions, like for internal invoicing)

# Indirect costs

## What?

Costs that are only indirectly linked to the action implementation  
(Art. 6(1) General eligibility conditions of the Horizon Europe MGA)

## continuity

**Flat-rate of 25% of the eligible direct costs**, except subcontracting costs, financial support to third parties and exempted specific cost categories, if any.  
(Art. 6(2)(E) Indirect costs of the Horizon Europe MGA)

## NEW

**Possibility to accept actual indirect costs** allocated via beneficiary's usual key drivers in the unit cost calculation for **internally invoiced goods and services**

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MODEL GRANT AGREEMENT

# Reporting







# Timing of reports

**Periodic report:** To be submitted by coordinator 60 days after end of the reporting period

**Periodic Technical Report:**

- overview of progress of the work
- summary for publication
- plan for the exploitation and dissemination of results
- Questionnaire

**Periodic Financial Report**

- use of the resources and
- Financial Statement (individual & summary)

**Final report:** To be submitted by coordinator 60 days after end last reporting period

**Final Technical Report:**

- overview of results and their exploitation & dissemination
- summary for publication
- conclusions and socioeconomic impact

**Final Financial Report:**

- Summary Financial Statement
- Certificate on Financial Statement (if needed)

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MODEL GRANT AGREEMENT

# Payments





# Timing of payments

	Time-to-pay	Counted:
<b>One pre-financing</b>	<b>30 days</b>	<ul style="list-style-type: none"><li>- from entry into force of <b>GA</b>, or</li><li>- from 10 days before <b>the start date</b>, whichever is the <b>latest</b></li></ul>
<p>➤ Retention 5% of maximum grant amount for the Mutual Insurance Mechanism (MIM)</p>		
<b>Interim payments</b>	<b>90 days</b>	<ul style="list-style-type: none"><li>- from reception of periodic report</li></ul>
<p>➤ Based on financial statements (EU contribution = eligible costs approved * reimbursement rate)</p> <p>➤ Ceiling = 90% of the maximum grant amount (Retention 10%)</p>		
<b>Payment of the balance</b>	<b>90 days</b>	<ul style="list-style-type: none"><li>- from reception of final report</li></ul>

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MODEL GRANT AGREEMENT

# Budget flexibility



# Budget flexibility. Article 5.5 of the MGA

Budget transfers and re-allocations	Amendment needed?
Between <b>beneficiaries</b>	<b>NO</b>
Between <b>affiliated entities</b>	<b>NO</b>
Between <b>budget categories</b>	<b>NO</b>
<b>Changes to the description of the action</b> in Annex 1	<b>YES</b>
Addition of amounts for <b>subcontracts</b> not provided for in Annex 1	<b>YES/NO</b> in case of simplified approval procedure at time of reporting

Other **changes in certain specific cost categories**, if specifically provided for in Article 6.2 MGA, might require either an amendment or a simplified approval procedure.

## USEFUL LINKS

Online Manual – Funding & Tenders opportunities:

see: <https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual>

IT How to – Funding & Tenders opportunities (for participants):

see: <https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Proposal+Management+and+Grant+Preparation>

a specific section dedicated to Affiliated entities is available here: [https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Proposal+Management+and+Grant+Preparation#ProposalManagementandGrantPreparation-AffiliatedEntities\(formerlynamedLinkedThirdParties\)](https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Proposal+Management+and+Grant+Preparation#ProposalManagementandGrantPreparation-AffiliatedEntities(formerlynamedLinkedThirdParties))

[https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Proposal+Management+and+Grant+Preparation#ProposalManagementandGrantPreparation-AffiliatedEntities\(formerlynamedLinkedThirdParties\)](https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Proposal+Management+and+Grant+Preparation#ProposalManagementandGrantPreparation-AffiliatedEntities(formerlynamedLinkedThirdParties))

Standard Application Form

see: [https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/temp-form/af/af\\_he-ria-ia\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/temp-form/af/af_he-ria-ia_en.pdf)

Webinar: How to prepare a successful proposal in Horizon Europe

see: <https://ec.europa.eu/research/participants/docs/h2020-funding-guide/other/event210324.htm>



# USEFUL LINKS

## General Model Grant Agreement

see: [https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/agr-contr/general-mga\\_horizon-euratom\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/agr-contr/general-mga_horizon-euratom_en.pdf)

## Annotated Model Grant Agreement (draft)

see: [https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga_en.pdf)

## Helpdesk

### Externals:

Call EC Research Helpdesk at +32 229 92222 or e-mail them at [EC-SEDIA-SUPPORT@ec.europa.eu](mailto:EC-SEDIA-SUPPORT@ec.europa.eu)

