



ITN 2020 Coordinator's Info Day

MOST COMMON MISTAKES

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Project implementation

A. Research Training programme

- Project is not progressing in line with the DoA and the REA is not informed.
- The fellows are not satisfactorily integrated in the project and they are not given sufficient opportunities to interact with network researchers outside their own team.
- There are no appropriate secondment opportunities available and the secondment plan needs to be updated.
- The REA is not informed in due time of the changes in the secondment plans.

Project implementation

A. Research Training programme

- The complementarity and multidisciplinary is not sufficiently exploited within the Network in its training programme.
- There are insufficient complementary trainings organized (e.g. presentational skills, language skills, IPRs).
- Partner organisations in charge of training/secondment activities are not properly involved.
- Partner organisations leave or are added to the consortium and the REA is not notified in due time.

Project implementation

B. MSC Fellows

- Delay in recruiting fellows.
- Fellows are not sufficiently informed about their role and the role of the other participants.
- Fellows are not aware of the GA provisions, working conditions (employment contracts, eligible allowances, visa issues, administrative support), tuition fees.
- Fellows are not aware about the possibilities offered to them via the network (e.g. network meetings, workshops/conferences, complementary skills training, etc.).

Project implementation

B. MSC Fellows

- Fellows are recruited under a contract not fully compliant with Article 32 of the GA.
- Supervision issues and lack of a coherent career development plan.
- Lack of awareness of the Code of Conduct for the Recruitment of Researchers & the European Charter for Researchers.

Project implementation

C. Management

- The organisation of the network and the distribution of tasks between the teams is not well adapted.
- There is a lack of appropriate decision-making structure established within the network.
- Not all beneficiaries are aware of the eligibility criteria, GA provisions, working conditions (employment contracts, eligible allowances, visa issues, administrative support), tuition fees.
- There are recurrent delayed recruitments and recruitments are not advertised on Commission's requested websites.

Project implementation

C. Management

- The Researcher's Declarations are not submitted within 20 days.
- The Researcher's Declarations are not updated on time (e.g. in case of sick/parental leave, resignation).
- Underpayment issues (non respect of the established MSCA rates defined in Annex 2).
- Secondments: no respect of the 30% secondment rule.
- Secondments not reported in due time in the portal.

Project implementation

C. Management

- EID: hosting arrangements not always compliant with the 50% inter-sectoral intl. rule.
- EJD: delay in defining PhD requirements at each hosting institution (joint agreement); difficult enrolment and recognition of double/joint doctoral degree and hosting arrangements.
- Delay in informing the REA of events or circumstances likely to affect significantly or delay the implementation of the action – delay in submitting amendment requests.
- Lack of critical implementation risks and mitigation actions.

Project implementation

C. Management

- Non compliance with Article 39.2 of the GA (processing of personal data by the beneficiaries).
- Non compliance with Article 29.2 of the GA (open access to publications).
- Recurrent issues with the quality of the Data Management Plan – lack of updates.
- Ethics aspects are not sufficiently addressed.

Project implementation

D. Reporting

- Continuous reporting not continuously updated.
- Poor quality of deliverables.
- Reporting and Payment process: wrong reporting dates encoded in technical report.
- Reporting and Payment process: non respect of the structure of the technical report – lack of information on all WPs, poor content.
- Termination of beneficiary process: wrong reporting dates encoded in the report.
- Communication: use of e-mail instead of messaging facility.

Audits

The most common issues highlighted with regards to the compliance with the different articles of the GA are listed below:

- **Article 6 - Underpayments of researchers:** the auditors noted in many cases that the total remuneration costs plus the total mobility and family costs for the researchers were less than total salary and Living, Mobility and Family Allowances claimed for the researchers within the financial statements.
- **Article 6 -** The auditors noted that for some researchers, the Beneficiary declared the **wrong PMs** due to a **wrong encoding** of the dates in the **Researcher Declaration**.

Audits

- **Article 32** – Non compliance with the **specific requirements** listed in Article 32.1 of the GA (Recruitment and working conditions of recruited researchers).

The auditors noted more specifically a non compliance with:

- **points b) to p):** the employment contracts of the researchers often did not include the specific obligations listed in these points.
- **Article 32.1 a):** the Beneficiary often provided no evidence that the researchers were informed about the European Charter for Researchers and the Code of Conduct for the recruitment of Researchers.

Audits

- **Article 32.1 b)** the auditors noted many times, that no evidence was provided to verify that the vacancies had been appropriately published as required by the terms of the Grant Agreement.
- **Article 18 – Keeping records – supporting documentation**
The auditors noted, many times, that the supporting documentation was faded and vague and did not justify costs claimed. Documentation was not adequate to evidence how these costs were linked to the Action and necessary for its implementation.
- **Article 38 – Promoting the action – visibility of EU funds**
The auditors noted many times a non-compliance with the obligation to display the EU emblem and acknowledge the funding received from the action.

Thank you



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