



INFORMATION TECHNOLOGY FOR EUROPEAN ADVANCEMENT

Practical Guidelines & Contribution rules

Call 5 PO preparation days, Berlin, 2 February 2010
Erik Rodenbach – Programme coordinator ITEA 2



Some practical guidelines



Berlin, 2 February 2010

Practical guidelines
Call 5 PO preparation days

- Contact your local Public Authority (PA) already with your draft proposal (contact info on the ITEA 2 Website under “Project Calls-Funding”)
- Minimum two different industrial partners from at least two EUREKA countries (obligation)
- EUREKA/ITEA 2 is an industry-driven programme; strong participation and leadership of industry is expected
- Strive for a good balance of the effort over the countries
- Strive for a good balance in partner types within the consortium and countries
- Project size: 30-350 person-years
- Any questions? Check the **ITEA 2 Project Proposer Handbook** (on your memory stick and on the Call area of the ITEA 2 website).

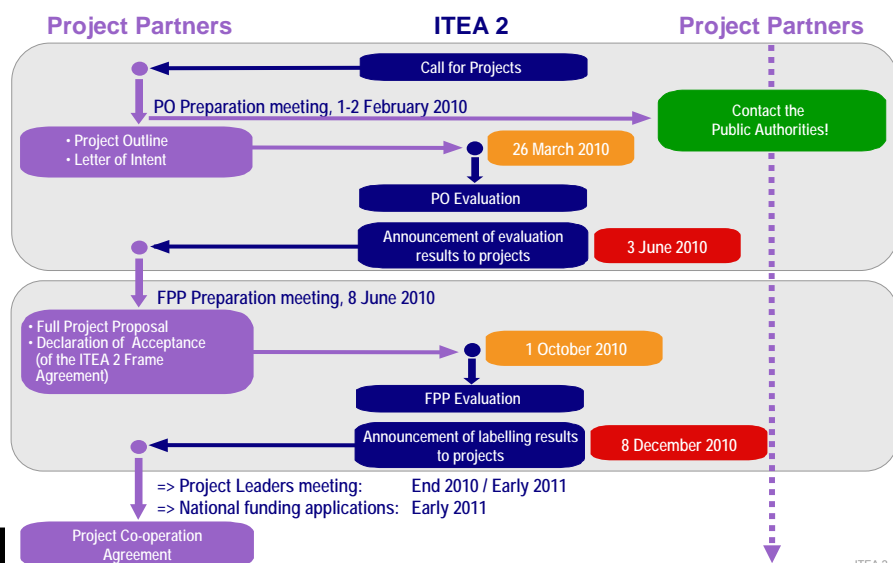


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Extra information

- All PO preparation information is available on the restricted Call area of the ITEA 2 website
- Deadline for Project Outlines is **26 March 2010**. No extension of this deadline possible!
 - Upload on the ITEA 2 website (or send by email) the Project Outline and the Project Statistics Sheet
 - Each project partner must send by post a signed **Letter of Intent before 2 April 2010**
- Not only the project ideas presented during the PO meeting can be submitted. All other proposals are welcome, as long as they are according to the ITEA 2 guidelines for submitting proposals.
- Fill in the evaluation form to help us to improve next year's PO preparation meeting

Deliverables, deadlines and actions



Financial Contribution Rules 2010



Operational Costs

- ITEA 2 is a non profit association of which the operational costs are laid down in a yearly budget
- The **operational costs** for running the ITEA 2 programme are **paid by the participants** of the programme via a yearly contribution.
 - **Exception: universities can participate for free**
- The yearly budget and contribution is approved by the ITEA 2 Board

ITEA 2 Frame Agreement

- At the start of ITEA 2 the founding companies signed the ITEA 2 Frame Agreement:
 - a formal legal document describing e.g. ITEA 2 organisation, project proposals and evaluation, confidentiality, IPR, ..
- Participants in the programme need to accept the ITEA 2 Frame Agreement by signing a Declaration of Acceptance (DoA) and hence the ITEA 2 contribution rules.
- Only one signed DoA per organisation is needed.

Contribution Rules & Invoicing

- Each partner, except Universities, pay a yearly fee by means of a **fixed percentage (1.1% in 2010)** of the **planned project costs** as defined in the latest FPP
- The yearly contribution is collected by the ITEA 2 Office in two instalments:
 - 1st half of the year: January (50% of yearly contribution fee)
 - 2nd half of the year: July (50% of yearly contribution fee)
 - **Exception:** For new projects only **one invoice in July, Sep or Jan** (100% of yearly contribution fee)
- Public funding situation will be taken into account for each partner
- Non-payment can lead to being excluded from the programme

Refinement 2010 contribution rules

- Goal:
 - Charge the right amount of financial contribution over the total duration of the project,
 - Reduce the number of corrections to invoices afterwards

- Procedure:
 - In every invoice round, we take into account:
 - The effort and financial information of the last FPP
 - The contribution paid so far over the years
 - Invoice the remainder of the two issues above

 - We will provide a detailed overview to all partners before each invoicing round

Refinement 2010 contribution rules 2/2

- We will inform all partners before each invoicing round and not only the projectleader

- If funding stops in a given year while the project has not been completed: a credit note is issued for the same invoicing period

- Consequently, in all other cases no credit notes will be prepared to correct earlier invoices, just stick to the option to send in a CR before invoicing. Only in very exceptional cases a credit note will be prepared.

- CRs can only affect the effort in running and future years, not in previous years



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Thank you *for your attention*

