

Project I-MOVE

The Regione Umbria:

and

(Host institution)

Whereas

- By Resolution no. 776 of 18/07/2011 of the Regional Council of the Regione Umbria, Annex I, the GPFs and the REA Declaration by the applicants no. 267232 regarding Project I-MOVE have been adopted, for the purposes of the subsequent negotiation phase;
- By Resolution no. 1459 of 06/12/2011 of the Regional Council of the Regione Umbria, the plan of the Grant Agreement in its complete and definitive form including Annex I (Description of Work), Annex II (General Conditions), Annex III (Specific Conditions), Annex VI (Form C – Financial statement per funding scheme) and Annex VII (Form D – Terms of reference for the certificate on the financial statements and Form E – Terms of reference for the certificate on the methodology) regarding Project I-MOVE have been approved;
- By Resolution no. 25 of 16/01/2012 of the Regional Council of the Regione Umbria the following bodies foreseen by Project I-MOVE have been set up: The Board, The Executive Office, The Managing Project Partner, The Scientific Committee;
- By the Executive Decision no. 390 of 24/01/2012 of the Regional Service Manager for Innovative services to enterprises and spread of innovation, with subsequent additions and modifications, a first Call has been approved of the “I-MOVE Call for the support of mobility and career development of young researchers,” published in the Official Gazette of the Umbria Region S.O. number 4 of the Official Gazette – general series no. 5 . of 01/02/2012;

With this agreement the following is established:

The host institution will receive the fellow, Dr. [candidate's name] for the [IMOVE CALL and FELLOWSHIP IDENTIFICATION NUMBER] accepting the following terms and conditions. Specifically, the host institution:

- a) enters into a contract with the researcher according to what is stated in the paragraph “relationship between host institution and researcher” and notify the I-MOVE Executive Office of actual beginning of the fellowship;
- b) guarantees that the researcher benefits from the insurance coverage foreseen for the employees or from a form of welfare treatment suitable to the researcher level and to the extent of his/her work everywhere his/her activities are carried out, in accordance with what stated from the Title II of the regulations (EEC) No. 1408/71 of the Council of the 14 1971;

- c) guarantees to the researcher, everywhere his/her activities are carried out, the same levels of safety and health preservation on the work place available to the local researchers holding a similar assignment;
- d) provides for the whole term of the contract the means (infrastructure, equipment and products included), to put into effect the proposed project activities and puts them at the researcher's disposal;
- e) ensure that the work will be performed under the scientific guidance of the supervisor named in the application at the host institution premises;
- f) implements provisions to allow the fellow to work full time on the activities proposed in the application for the above-mentioned grant;
- g) provides to the researcher a proper assistance for the accomplishment of every administrative procedure required, taken into account the EU regulations;
- h) informs the Regione Umbria of every circumstance that could affect the execution of the project and the rights of the Regione Umbria and every circumstance that concerns the terms of execution, included:
 - I. every substantial change in the contract;
 - II. the parental leave at request of the researcher and the corresponding implications in accordance with the national appropriate law;
- i) submit a financial report within 30 days from the end of the reporting period, using the template attached to this agreement, according to the duration of the Fellowship:
 - i. at month 13 and month 25 for fellowships of 24 months;
 - ii. at month 13 for fellowships of 12 months;
 - iii. at month 7 for fellowships of 6 months;
- j) provide the I-MOVE Executive Office with quarterly timesheets recording the Fellow's presence as well as any supporting document as may be requested in case of financial audits;
- k) provides that the Commission and the European Court of Auditors could carry out the audits or the checks foreseen by the articles II.20 and II.21 of the Annex II (attached to) the grant agreement Marie Curie 7th Framework Program - PCOFUND-GA- N.267232, I-MOVE;
- l) permits the Regione Umbria to perform all actions of supervision and control provided for by EC and national legislation in effect, allowing officials access to its facilities in order to facilitate the verification of the implementation of the project qualified for research funding;
- m) complies with the Ethical Principles followed by the I-MOVE program, which is in line with the ethical principles set out by the Commission 7th Framework Programme, in relation to research proposals involving the collection of human specimens, the recruitment of patients, the storage of personal data, the development of genetically modified organisms, the use of animals and experimental work relating to a developing region;
- n) in recognition of the fellow's creative contribution, assigns to her/him a just share of the Intellectual Property arising from research, with details to be set forth in the letter of agreement signed between the parties concerned;

- o) keeps the original documents or commonly accepted certified copies in its possession at the disposal of the authorities of the Regione Umbria and the EC for a period not less than five years after the end of the project;
- p) should the host institution be found guilty of making false declarations or having seriously failed to meet its obligations under this agreement, the I-MOVE Executive Office may terminate the agreement with immediate effect and recover the fellowship contribution costs already transferred to the host institution.

Regarding the relationship between host institution and researcher:

- a) The host institution shall issue an employment contract that states the conditions of execution of the activities of the researcher and the rights and duties of the researcher and of the host institution.
- b) The contract, as every record regarding the execution of the project, must be kept by the host institution for the sake of accounting audit for a term of five years after the accomplishment of the project.
- c) The contract should state in particular:
 - 1. the sums paid by the host institution to the researcher for the activity of the researcher, in line with the average fellowship costs per year attached to this agreement;
 - 2. the law applicable to the contract;
 - 3. the insurance coverage accorded to the researcher;
 - 4. the provisions related to the annual leave and to the sick leave according to the applicable laws and to the internal rules in force at the host institution's;
 - 5. the description and the schedule of the researcher's activities as foreseen in the submitted project (which can be an Annex of the contract);
 - 6. the full duration of the contract, the starting date and the status of the researcher;
 - 7. the places in which the researcher's activities are to be carried out;
 - 8. the directions about the available funds for special purchases (it is advisable to complete the contract enclosing the actual financial plan of the approved project);
 - 9. the obligation for the researcher to inform as soon as possible the host institution about circumstances which could affect the execution of the contract, as for example:
 - every change in the research activities stated in the project;
 - a pregnancy or an illness that affect directly the accomplishment of the project;
 - 11. the obligation for the researcher to declare in every relevant paper or other media that he/she held the financial support of the European Community in the framework of the

Seventh Framework Programme under the Marie Curie Actions COFUND project "I-MOVE" (267232);

12. the obligation that the research activities are carried out in accordance with the ethical model of the 7th Framework Program, with every applicable law, every future relevant law and with the specific programme "People" of the 7th Framework Program;

13. the directions related with the Intellectual Property Rights, in particular as regards the access to the pre-existent knowledge, the use of the acquired knowledge, the publication and the confidentiality that has to be adopted in accordance with the set of articles II.8, II.11, from II.24 to II.30 of the Annex II (attached) to the grant agreement Marie Curie 7th Framework Program - PCOFUND-GA- N.267232, I-MOVE

14. the acknowledgment by the host institution and by the researcher that they aren't entitled to any right in respect of the European Commission in the framework of the grant agreement Marie Curie 7th Framework Program- PCOFUND-GA- N.267232, I-MOVE;

15. the obligation of the researcher and of the host institution to not ask for and not to have already asked for any other kind of EU financial support regarding the same activities.

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Contribution (average costs) for I-MOVE fellowships

Cost categories (average costs)	Fellowship scheme 1 EXP RES < 10 YRS	Fellowship scheme 2 SENIOR RES > 10 YRS
<i>Living allowance (€/year)</i>	54,300.00	81,400.00
<i>Mobility allowance (€/year)</i>	3,750.00	3,750.00
<i>Research cost contribution (€/year)</i>	6,866.67	6,866.67
<i>Fellowship costs €/year</i>	64,916.67	92,016.67

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FP7 - I-MOVE Fellowship Programme - PCOFUND-GA-2010-267332 (Marie Curie)

Financial statement

Call identifier	XXXXX	Fellowship identifier	XXXXXXXX
Project Acronym	XXXXX		
Period from	dd/mm/yy	Is this an adjustment to a previous statement?	Y/N
to	dd/mm/yy		
Fellow name	xxxxxxx	Scientific supervisor	xxxxxxx
Host institution	xxxxxxx		

1. Declaration of eligible costs (in €)

	Type of activity			Total
	A	B	C	
	Monthly living allowance	Monthly mobility allowance	Research cost contribution	A+B+C
Fellowship costs				
I-MOVE contribution				

2. Declaration of receipts

Did you receive any financial transfers or contributions in kind, free of charge from third parties towards the fellowship or did the fellowship activities generate any income which could be considered a receipt?

Yes / No (delete as appropriate)

If yes, please mention the amount (in €) _____

3. Declaration of honour

We declare on our honour that:

- the costs declared above are directly related to the resources used to attain the objectives of the fellowship and fall within the definition of eligible costs specified in the I-MOVE Financial Guidelines;
- there is full support documentation to justify the information hereby declared.

Host institution stamp	Authorized person to sign this financial statement
	Position in the organisation
	Date and signature

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Periodic report template for long-term fellowships



FRONT PAGE

**I-MOVE FELLOWSHIP PROGRAMME
PERIODIC REPORT**

Period covered: DD/MM/YY

Reporting Period number:

Fellow name: XXXXXX

Scientific supervisor name: XXXXXX

Host institution: XXXXXX

I-MOVE PERIODIC REPORT

Fellowship number	
Fellowship Project acronym:	
Fellowship Project title:	
Call identifier:	
Fellowship identifier:	
Period covered from:	
Period covered to:	
Fellow	
First name:	
Last Name:	
Email:	
Scientific supervisor	
First name:	
Last Name:	
Email:	
Host institution:	

DRAFT

Publishable summary

The I-MOVE Executive Office reserves the right to publish the above summary on its web site and any related media.

Please include a summary description of the Fellowship project objectives, a description of the work performed since the beginning of the fellowship, a description of the main results achieved so far, the expected final results and their potential impact and use. You should update this publishable summary at the end of each reporting period.

Project objectives for the period

Please provide an overview of the Fellowship project objectives for the reporting period in question, as included in the Fellowship project proposal.

Work progress and achievements during the period

Please provide a concise overview of the progress of the work in line with the Fellowship project proposal.

Please provide the following information:

- *A summary of progress towards objectives and, if applicable, details for each task;*
- *Highlight clearly significant results;*
- *If applicable, explain the reasons for deviations from Fellowship project proposed activities and their impact on other tasks;*
- *If applicable, explain the reasons for failing to achieve critical objectives and/or not being on schedule and explain the impact on other tasks;*
- *If applicable, propose corrective actions.*

Final report template for short and long-term fellowships



FRONT PAGE

**I-MOVE FELLOWSHIP PROGRAMME
FINAL REPORT**

Period covered: DD/MM/YY

Reporting Period number:

Fellow name: XXXXXX

Scientific supervisor name: XXXXXX

Host institution: XXXXXX

I-MOVE FINAL REPORT

Fellowship Project number	
Fellowship Project acronym:	
Fellowship Project title:	
Call identifier:	
Fellowship identifier:	
Period covered from:	
Period covered to:	
Fellow	
First name:	
Last Name:	
Email:	
Scientific supervisor	
First name:	
Last Name:	
Email:	
Host institution:	

Final summary

The I-MOVE Executive Office reserves the right to publish the above summary on its web site and any related media.

This should be a standalone document.

This is a comprehensive summary of results, conclusions and the socio-economic impacts of the project. It should describe the work carried out to achieve the Fellowship project's objectives; the main results, conclusions and their potential impact and use (including the socio-economic impact and the wider societal implications of the project).

Project objectives for the period

Please provide an overview of the Fellowship project objectives for the reporting period in question, as included in the Fellowship project proposal.

Work progress and achievements during the period

Please provide a concise overview of the progress of the work in line with the Fellowship project proposal.

Please provide the following information:

- *A summary of progress towards objectives and, if applicable, details for each task;*
- *Highlight clearly significant results;*
- *If applicable, explain the reasons for deviations from Fellowship project proposed activities and their impact on other tasks;*
- *If applicable, explain the reasons for failing to achieve critical objectives and/or not being on schedule and explain the impact on other tasks;*
- *If applicable, propose corrective actions.*