**Horizon 2020 - 19th November 2014**

**Present**: Stephen Haywood, Chris Lowe, Stefani Riccardi, Rob Edgecock, Gary Zhang, Dave Kelsey, Linda Cornwall, Steph Rankin, Katie Lambert, Steve McMahon, John Matheson, Jens Dopke, Tricia Shand

**Apologies**: Dave Wark, Steve Worm, Claire Shepherd-Themistocleous

**Phone**: Raja Nandakumar, Alastair Dewhurst, Sean Paling

**Introduction:** Stephen outlined the purpose of the meeting: To establish what projects are on-going within the department, relating to Horizon 2020, with a view to sharing information and experiences with one another and also to share previous problems and/or successes. Stephen will compile a table of what’s happening in PPD.

**Katie Lambert introduced herself and her role** (slides)

She would like to hold regular meeting with departments, but need to decide how often.

Chris asked whether there was any scope to influence the EC’s thinking on draft policy issues, such as Infradev. Katie said that the next mtg in Feb. may have more info in advance. Peter Fletcher is already contacting directors in STFC.

Chris explained about the new role of the EU Research Support Officer post which has been advertised. It is to support all aspects of an EU project ie: Bid construction, project control, collating reports, liaising with finance, co-ordination of audit. The role sits within and will be funded by Nat. Labs. but time spent on a Project will be paid for by the project/dept. Initially, it is envisaged that most of the activity with be funded by Nat Labs, hopefully moving to 50%/50% in future. It is a Band D post and interviews will be held next week. There are 23 applications which need to be reduced to 4 for interview. Chris noted that Katie may be able to help with pre-bid support.

Stephen asked whether the new person would complete Form C. Chris confirmed that this responsibility remains with SBS, however, data collection will be part of the new role. Katie mentioned a Legal and Finance training session which will be held in February, possibly in London, for all UK subscribers (STFC & UK universities). It may be possible to run a similar session at RAL, if needed/requested.

Katie also explained the role of **Alex Berry** and the UK Research Office (UKRO) based in Brussels. (see slides).

UKRO is sponsored by the seven Research Councils, but STFC also pay a subscription to receive additional benefits, which include a UKRO portal with tailored news articles and webpages on the latest funding. Katie receives email alerts daily and puts relevant information onto the web. She encouraged staff to sign up to receive these alerts fortnightly. Individual support can be provided by Alex Berry. Katie asked that any enquiry made to Alex goes through her or that she is copied into any e-mail exchange. Annual briefing visits for training are planned, so thought needs to be given about how to get the most from these visits. Financial workshops were held recently regarding 3rd party involvement. Subscribers can go through the UKRO link for meetings rooms etc in Brussels.

Steve McMahon questioned the success rates (for ITN) – he suggested that success rates for 1st bids are low, however 2nd bids have a higher success rate. Steve Worm picked this info up at recent meeting. **Katie will check**

Katie said that the average success rate was 12%–13% in 2013, however, the success rate in 2014 had gone down to 10%. Steve understood that if bids were re-submitted, the success rate goes up to approx. 60%.

In RISE, the success rate was 32%.

**Finance Requirements: Steph Rankin** (slides)

All bids for all external funding need a bid form. Mark Alfons is putting together a corporate bid process

When completing a bid form it should involve all departments. Contact Finance etc. at an early stage. The Bid form needs to be signed before anything is given to an external funder. A completed bid form gives the costs submitted to the EC, the funding to be received and costs to department. Bids over €100k need a Bid Review.

Standard costings are usually 100% funding (flat rate of 25% for Overheads) identify staff resources and other costs, such as travel. VAT is an allowable cost on certain projects

Capital items can be purchased however only the depreciation value for life of project can be claimed, the rest of the cost is wherever it is used.

A project number is set up once a contract is awarded, with various task numbers as appropriate to the contract

All receipts need to be retained for 5 years, EU has a “no receipt, no claim” policy!

OTL needs to be signed off manually. SBS complete Form C, send it to Project Manager for review and signing. Finance should also be included in this process. Colin Childs is current contact at SBS. The form is submitted by Project Manager via online submission process, which goes to Finance for authorisation.

Steph reminded staff that EC projects involve a substantial amount of admin and finance and is a responsibility that needs to be properly managed**.**

There is a need to retain all supporting documentation, boarding passes, VAT receipts, and to provide annotation if necessary to clarify expenditure.

Ensure OTL is formally approved on a regular basis, this is done manually by Project Manager and Finance

Ensure the box is ticked on the front of the envelope when submitting receipts to SBS and add the Project name to the envelope.

Use HRG for travel bookings and accommodation.

Katie commented that if costs are not paid the project will be paying.

Audit certificates are required for projects over €325,000 (previously €375,000) and only need to be done at the end of the project. Steph suggested that for large projects more frequent audits are done. Finance is there to help, so keep them in the loop.

Dave K – suggested some training may be required for finance staff as well. Incorrect staff costs had been given by finance for a bid. Dave eventually worked out the correct figures.

Linda Cornwall asked that a list of the items/receipts which need to be kept – is circulated to staff, so that the information is available from start of project.

Overheads - Steph said there were fixed overheads for bids. Dave asked why pay 74% and then make up difference? Dave K questioned which codes should be used for the difference in overhead charges. Real overheads were used on FP7.

Will PPD Management make up the difference or can it be argued with STFC to be let off overheads. Chris said that if the project is important enough STFC may agree to support the difference otherwise PPD will need to cover.

Staff were encouraged, when considering making bids, to engage with all parties (Katie, Finance etc) in good time, don’t leave it until the last minute.

**PPD proposals/bids**

**Dave Wark** – Jennifer / T2K - Money has been received, but it is unclear what it covers. A bid form is needed.

**Steve Worm** has 4 proposals (see slides): **Steve McMahon** said they would be pushed to complete the ITN proposal in time for January, he questioned whether to submit in January and then re-submit in August, especially if 2nd bids have a higher success rate. Katie discouraged this approach.

**Costas Andreopoulos** has a bid in (need to check whether this is through Liverpool and any STFC involvement) **Check**

**Rob Edgecock** has submitted 2 proposals, both through Huddersfield, but nothing through STFC.

Rob stated that it was easier to submit a proposal through a university as they offer better support. STFC support is improving and the new role will help address this too. STFC are in a good position for scientific writing.

There is a need to record proposals which have not been submitted by STFC, Katie queried how this could be done.

Mark Alfonso is trying to set up a standard bid process.

**Alistair Dewhurst** had expressed an interest in Tier 1 bids/collaboration and had discussed with Jens (Jensen?). There are 20 bids in scientific computing.

**Claire** has been successful with an ITN bid. (**Need to identify other areas in which Claire is interested**). It was suggested people liaise with Claire on ITN in light of her successful application. (Steve M / Steve W)

**John Matheson** had an interest in the medical area. He discussed it with Katie, who found a relevant call, however there was insufficient time to put a bid together, so could be ready for next time.

**Sean Paling** (See SJH) ITN

AIDA results are due in January

**Stefania Riccardi**– Submitted a MICE bid in April 2014, which was not successful, but she is thinking of re-submitting the bid in January. It will need a Bid form and is a 260k project. Stefani will discuss with Steph.

**Gary Zhang/Giulio Villani** – looking at project for sensors for radio dosimetry. To discuss with Katie

**Jens Dopke** is trying to find money for a project to be able to see ink on unwrapped scrolls. CT will only see layers of papers. Project needs more thought, however, it may fit into Cultural Heritage. **Jens will give Katie a short summary and arrange a meeting soon**

**Dave K/Linda** - 4 projects submitted by Sept 2nd (DK spreadsheet).

**Q&A**

Katie said that it would be useful to receive more information concerning bids in hand

Katie will look for calls for both the Sensors project (GZ/GV) and also for the Scrolls project (JD). They could feed into work programme for 16/17. Katie will meet with Jens.

Stefani mentioned the importance of having/finding industrial partners. Stefani will e-mail Katie specific information on the partners needed.

SME engagement in 2020, for industrial partners.

Jens asked how much admin was needed by physicists for administration. Initial effort, needs to be well set up and therefore a lot of work. For Jens, the first step is to define scientific project, then talk to people who may be interested, then contact Katie to find a call if it has European relevance.

Needs to document amount of effort needed. Linda Cornwall said that a webpage should give initial advice.

Katie was looking to issue guidance notes in conjunction with pilot procedures for bids (Mark Alfonso), however the pilot is not likely to be ready in the near future.

Funding is also available through other sources, not just Horizon 2020.

Steve McMahon – enquired about using professional bid writers, as he was aware of colleagues in Germany and at CERN who use them. STFC haven’t used this service in past, but there is no policy not to do so, however, it would need to be funded. Katie doesn’t recommend it and said it would need to be a policy decision. STFC have 64 bids in, which would prove expensive if each one went to a professional bid writer. Steve said it may be helpful if more bids were successful. UKRO give advice, but don’t write bids.

Chris is part of the working group chaired by with Mark Alfonso, looking at a universal policy for the bid process. Key data will be gathered and recorded in Sharepoint, and will need to be captured in the bid review form. Expressions of interest will also be in recorded in Sharepoint. Katie is already recording H2020 information in Sharepoint.