perform

The Art of Science Learning

HANDBOOK

UOC

July 2016

European Commission

Horizon 2020
European Union funding
for Research & Innovation

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SUMMARY

This document is the Project Handbook (PH) for the PERFORM project prepared under the H2020 Grant Agreement no: 665826.

The PH serves as a single entry point to all information needed to manage the project in internal cooperation, and externally in relation to the European Commission (EC). The PH is a living document.

The purpose of this document is to provide all project partners with an overview of the most important project procedures (project monitoring, reporting tools, financial management, internal communication structures, etc.), and the EC with the assurance that the project management is taking place using state-of-the-art project management techniques, adequate and efficient in view of the size and content of the project. Remember that **procedures established on the Document of Action (DoA) and Deliverable 1.1 are also important to consider.**

Additionally this document comprises partner and contact lists as well as documentation and communication standards in order to enable quick and efficient communication within the project consortium.

This document is produced by the project coordinating organization (UOC). It is a first issue of the document reflecting partner and project details close to the start of the project; in order to fulfill its function as a quick reference to frequently asked questions and problems, this document will be updated and changed according to the evolvement of procedures and progress during the lifetime of the project. The feedback of all partners to improve this handbook is appreciated by the coordination team.

The major benefit of this document in this respect is the collection of all relevant information to provide a clearly arranged single entry point into the project and its frequent management and communication processes. Whenever possible, links to more detailed and comprehensive documents will be available on the intranet (http://www.perform-research.eu/intranet/).

1. PROJECT ORGANIZATION AND DECISION-MAKING STRUCTURES

Regarding the contractual framework of the project, two main documents contain all the relevant information of the project, as regards both research and management:

Grant Agreement (GA): it has been signed by the Project Coordinator and the EC. The other project participants sign Accession Forms to accede to the Gran Agreement. It is accompanied by 6 Annexes. Amongst these: Description of Action (DoA) (Annex 1), Estimated budget of the action (Annex 2), and Accession Forms (Annex 3). Part A of the DoA contains the Work Plan tables. (GA can be found in the Intranet -> Administrative -> Agreements).

Consortium Agreement (CA): It has been signed by all Consortium Partners. It regulates the cooperation within the project consortium and mainly contains procedures for organisational provisions, liability towards each other, non-disclosure of information, financial provisions, IPR and commercial provisions, dissemination of knowledge and legal provisions. (CA can be found in the Intranet -> Administrative -> Agreements).

Two amendments have reshaped the PERFORM consortium (the last one is still in process), which is now integrated by eleven partners (see Table 1).

Table 1. PERFORM consortium.

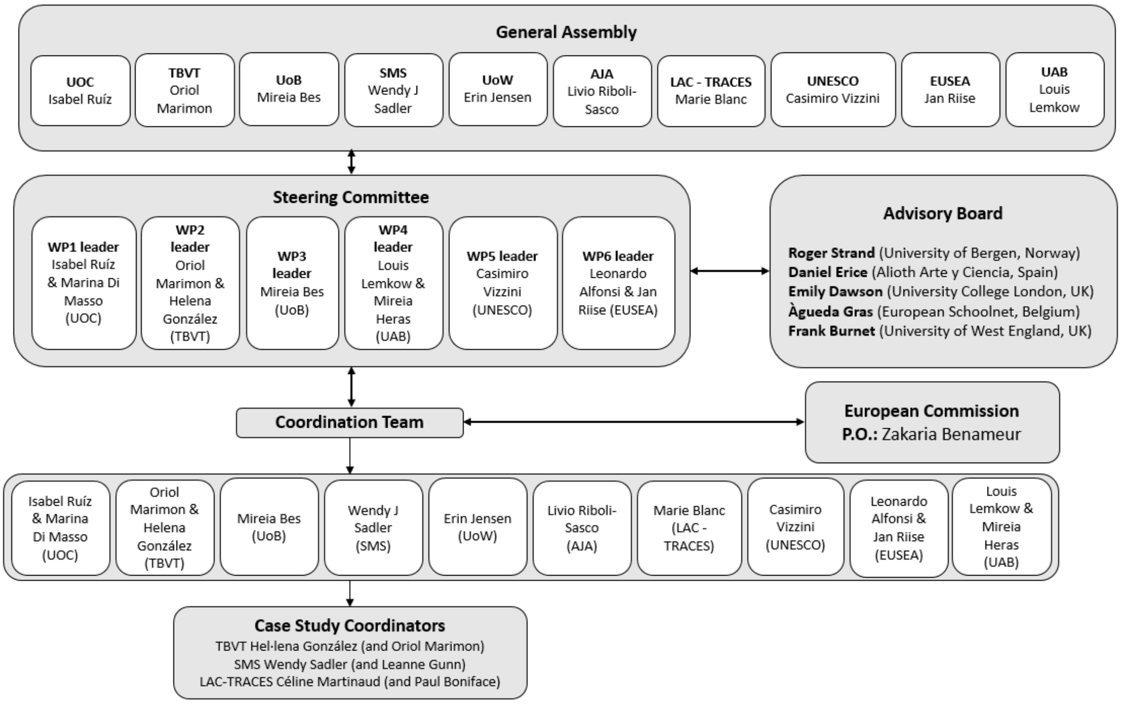
Partner number	Partner name and short name	Country	PI
1	FUNDACIÓ PER LA UNIVERSITAT OBERTA DE CATALUNYA (UOC)	Spain	Isabel Ruiz
2	THE BIG VAN THEORY (TBVT)	Spain	Oriol Marimon
3	UNIVERSITY OF BRISTOL (UoB)	UK	Mireia Bes
4	SCIENCE MADE SIMPLE LTD. (SMS)	UK	Wendy J Sadler
5	THE UNIVERSITY OF WARWICK (UoW)	UK	Eric Jensen
6	ATELIER DES JOURS À VENIR (AJA)	France	Livio Riboli-Sasco
7	LES ATOMES CROCHUS (LAC)[1]	France	Meriem Fresson
8	UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION -UNESCO (UNESCO)	France	Casimiro Vizzini
9	EUSCEA - EUROPAISCHE GESELLSCHAFTFUR WISSENSCHAFTSVERANSTALTUNGEN (EUSEA)	Austria	Jan Riise
10	UNIVERSITAT AUTONOMA DE BARCELONA (UAB)	Spain	Louis Lemkow
11	TRACES[2]	France	Marie Blanc

[1]Participation terminated by 31th December 2015.
[2]Participation initiated by 1st January 2016.

Scientific and operative decision-making is organised around three main bodies: the **General Assembly** (GenA), **the Steering Committee** (SC) and the **Coordination Team** (CT).

The **GenA** and the **SC** are composed as follows:

Principal Investigator: Isabel Ruíz (iruiz_mallen@uoc.edu)
Project Manager: Marina Di Masso (mdi_masso@uoc.edu)
For financial and administrative issues: Anna Enciso (aencisor@uoc.edu)



As the coordinating organization, UOC runs a complete contact list that is available on the intranet (Management). In that document you can also find roles in the project. *Please help us with information about changes in mail addresses, phone numbers or e-mail addresses.*

The CT is composed by the Project Coordinator (Dr. Isabel Ruiz-Mallén) and the Project Manager (Dr. Marina Di Masso). The CT has the support of the UOC Research Support Office (Anna Enciso).

As main tasks of the GenA:

1. Provide co-coordination of the research and technical work within the WPs, to ensure that the tasks in the Work Plan are achieved as expected, both in terms of quality and time.
2. Be responsible for all major decisions regarding the PERFORM modifications and amendments to the work plan, budget allocation and changes to the consortium composition, if any.
3. Act under the leadership of the CT.
4. Inform the GenA about time and cost irregularities if they appear.

As main tasks of the SC:

1. Coordinate and report all activities within their designated WPs.
2. Ensure the delivery and the quality of all deliverables.
3. Maintain a sound communication amongst its members.
4. Work in coordination with Case Study Coordinators (CSC) in order to ensure a fluent communication between WPs.

As main tasks of the CT:

1. Monitor that the action is implemented properly as described in Annex 1 of the GA.
2. Act as the intermediary for all communications between the beneficiaries and the EC.
3. Request and review any documents or information required by the EC and verify their completeness and correctness before passing them on to the EC.
4. Ensure that all payments are made to the other beneficiaries without unjustified delay.
5. Inform the EC of the amounts paid to each beneficiary, when required under the Agreement (see Articles 44 and 50) or requested by the EC.

2. WORK PLAN

2.1 Tasks and deliverables

In the following tables information on work packages and tasks, and scheduled deliverables' deadlines for each partner is provided. Information on the anatomy and uploading of deliverables is also provided.

Table 2. Overview of partners' responsibilities (tasks and deliverables).

				2015		2016												2017												2018									
				N	D	G	F	M	A	M	J	J	A	S	O	N	D	G	F	M	A	M	J	J	A	S	O	N	D	G	G	M	A	M	J	J	A	S	O
				M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24	M25	M26	M27	M28	M29	M30	M31	M32	M33	M34	M35	M36
		MEETINGS		X					X												X																		X
		Lead	PM																																				
WP1	**Project coordinator and management**	**UOC**	**24**																																				
T1.1	Project Management	UOC					D1.1		D1.4																														
T1.2	Facilitation of the consortium communication	UOC																																					
T1.3	Scientific coordination and project monitoring	UOC							D1.2												M3						D1.3												
T1.4	Links to STEM education research projects and networks at	UOC																															M6						
WP2	**Innovative science education methods based on**	**TBVT**	**104**																																				
T2.1	Inclusion of the "human dimension" of science and values embedded in RRI in performance-bases activities	TBVT																	D2.1																				
T2.2	Participatory process with young people, teachers and early	TBVT																											M5				D2.2						
T2.3	Pilot PERSEIA scaled up into informal context:	TBVT																																					D2.3
WP3	**Building sciences education and communication capacity for teachers and early career**	**UoB**	**53**																																				
T3.1	Development of knowledge sharing workshop on performance-based activities and RRI values	UoB							M1																														
T3.2	Development of training and guidelines for researchers	UoB																																		D3.1		
T3.3	Development of training and guidelines for teachers	UoB																																					D3.2
WP4	**Impact assessment of the participatory educationa process in students' engagement in**	**UAB**	**76**																																				
T4.1	Development of an innovative and participatory impact	UAB								D4.1																													
T4.2	Evaluation of the social media-based impactas of the	UoW																									M4											D4.2	
T4.3	Evaluation of the acquisitiion of transversal competences by	UAB																																					D4.3
T4.4	Assessment of the Responsible Research and Innovation	UAB																																					
WP5	**Sustainability and Policy Impact**	**UNESC**	**28**																																				
T5.1	Genenration of a sustainability plan	UNESCO									M2							D5.1																					
T5.2	Maximize the policy impact of PERFORM	UNESCO																																		D5.2		
WP6	**Dissemination and Outreach**	**EUSEA**	**38**																																				
T6.1	Communication Plan and Tools	EUSEA					D6.1																																
T6.2	Building the community relations and outreach	EUSEA							D6.2																								M6					D6.3	
WP7	**Ethics**	**UOC**																																					
T7.1	POPD - Requirement No. 2									D7.1																													
T7.2	H - Requirement No. 9						D7.2																																
T7.3	POPD - Requirement No. 4					D7.3																																	

All deliverables go through an internal peer-review process. Peer-reviews and peer-review deadlines for each work package can be found in the intranet (Administrative).

All deliverables must be presented in a common format. The template can be found in the intranet (Administrative -> Templates). Deliverables have to be named following the numbering and naming (nomenclature) of the Grant Agreement, as follows: PERFORM_Ddeliverablenumber_deliverablename.pdf
For instance: PERFORM_D1.2_Final_project_report_v1.2.pdf

Leading partners must upload their milestones and deliverables in the participant portal, after the peer-review process. Uploading instructions can be found in the intranet (Technical). After the leading partner uploads the deliverable or the milestone, the project coordinator validates the document at the participant portal.

The participant portal is the single-entry point for interactions with the research and innovation programme of the EC. It offers the possibility to use a great variety of services and tools that facilitate the monitoring and the management of the proposals and projects throughout their lifecycle: https://ec.europa.eu/research/participants/portal/home

Access to the portal is based on an ECAS account. ECAS stands for the European Commission's Authentication Service.

2.2 Meetings and travel plans

These are the planned meetings of GenA and SC during the development of the project:

Table 3. Overview of the planned GenA and SC project meetings.

Date	General Assembly	Steering Committee	Place
November 2015 (M1)	Kick-off meeting	Kick-off meeting	Barcelona (Spain)
April 2016 (M6)	-	Knowledge Sharing - Workshop	Bristol (UK)
November 2016 (M13)	-	UNESCO meeting	Paris (France)
April 2017 (M18)	Intermediate meeting	Intermediate meeting	Bristol (UK)
October 2017 (M24)	-	Skype meeting	-
April 2018 (M30)	-	Skype meeting	-
October 2018 (M36)	Final meeting	Final meeting	Paris (France)

Important considerations for the meetings' organization and reporting

- Meetings will be **convened** with enough time: 5-6 months for face-to-face meetings, 2 months for on-line meetings.
- The **agenda** shall be respected. If a new item is to be included, this will be reported in the minutes. The agenda will be added to the minutes. The template for meetings agenda can be found in the intranet (Administrative -> Templates).
- An **attendance list** has to be prepared for all meetings, which has to be signed by all attendees.
- The organizer/chair of the meeting or the person designated will be the responsible for taking the **minutes**. Minutes will be circulated around attendees to reach an agreement about its content. The final version will be uploaded in the intranet (Meetings). Minutes will be also taken for phone/skype meetings.

2.3 Reporting

Each partner must report its work progress throughout the project's lifetime. This progress includes technical and financial information, both internal to the project as well as external for the EC (see Table 5).

Technical and financial reports will be produced and sent to the European Commission by UOC. Also, internal reporting will be done every 6 months. The aim of these internal reports is to enable the coordinator to assess the overall synchronicity of the work and to check and verify each task or activity is being performed on time and within budget.

Table 4. Overview of the progress reports.

Reports	Eligible period	Delivery date	Send to UOC	UOC sends to EU
Internal report (M6)	01/11/2015 M1	30/04/2016 M6	20/05/2016	--
Internal report (M12)	01/05/2016 M7	31/10/2016 M12	20/11/2016	--
Interim report (M15)	**01/11/2015 M1**	**31/01/2017 M15**	**20/02/2017**	**31/03/2017**
Internal report (M24)	01/02/2017 M16	31/10/2017 M24	20/11/2017	--
Internal report (M30)	01/11/2017 M25	30/04/2018 M30	20/05/2018	--
Final report (M36)	**01/02/2017 M31**	**31/10/2018 M36**	**20/11/2018**	**20/12/18**

For both internal reports every 6 months, the following information must be provided by <u>all partners</u>:

- Technical report (following the interim and final reports template)
- Excel sheet with period expenses
- Timesheets with the personnel costs to be justified (assigned persons/month must be taken into account; see Table 5.)

The project manager will send three different documents in advance to each internal reporting deadline.

Table 5. Summary of the project effort in person/months (PM).

#	Partner	WP1	WP2	WP3	WP4	WP5	WP6	TOTAL PM
1	UOC	12.00	2.00	2.00	22.00	2.00	2.00	42.00
2	TBVT	1.00	42.00	4.00	3.00	2.00	2.00	54.00
3	UoB	1.00	7.00	31.00	0.00	2.00	2.00	43.00
4	SMS	1.00	30.00	2.00	2.00	1.00	2.00	38.00
5	UoW	1.00	2.00	6.00	14.00	0.00	2.00	25.00
6	AJA	1.00	1.00	6.00	1.00	1.00	1.00	11.00
7	LAC	0.61	0.56	0.00	0.00	0.00	0.00	0.95
8	UNESCO	1.00	0.00	0.00	0.00	15.00	6.00	22.00
9	EUSEA	1.00	0.00	0.00	0.00	2.00	18.00	21.00
10	UAB	4.00	2.00	1.00	33.00	1.00	2.00	43.00
11	TRACES	0.39	17.44	1.00	1.00	2.00	1.00	23.05
Total PM		24.00	104.00	53.00	76.00	28.00	38 .00	323.00

As for the EC interim and final reports, the following information must be provided by <u>all partners</u>:

- Technical report
- Financial report

This is an '**individual financial statement**' from each Beneficiary, for the reporting period concerned (Grant Agreement's Annex 4 is the financial statement template).

The individual financial statement must detail the eligible costs (actual costs, unit costs and flat-rate costs; for each budget category. The Beneficiaries must declare all eligible costs, even if — for actual costs, unit costs and flat-rate costs — they exceed the amounts indicated in the estimated budget. (More information on the financial report can be found in section 4.)

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Each person can justify a maximum of hours per day and per year justified (you cannot exceed the maximum number of hours even in two different projects).

You cannot justify hours during your holidays, national holidays or parental leave.

3. COMMUNICATION TOOLS

For detailed information about the communication strategy of the project please have a look at D1.1 *Internal Communication strategy and intranet* (Work Packages -> WP1 -> Deliverables).

3.1 Internal communication

PERFORM internal communication strategy is composed by four main communication tools to improve and promote interaction among partners and to facilitate information and documents exchange about PERFORM development and management.

- Intranet: for supporting document exchange and project management (http://www.perform-research.eu/intranet/).
- E-communication means: for boosting day-to-day interactions; we have 2 mailing lists, for the steering committee (steeringcom@perform-research.eu)and for the whole consortium (consortium@perform-research.eu).
- Project meetings: for ensuring face-to-face interactions, organisation and implementation of project activities.
- Internal e-Newsletter: for updating information about the project execution among consortium members.

3.2 External communication

The external communication strategy is structured around the following contents: (a) target groups and the key messages addressed to them, (b) communication tools that will be used to convey these messages, and (c) management structure of the communication strategy (see D.6.2 Plan for communication, dissemination and exploitation of results).

The consortium can use the following on-line tools for project dissemination purposes:

- Website
  www.perform-research.eu
- Facebook page
  https://www.facebook.com/performproject/
- Twitter account
  @performstem
- YouTube channel
  https://www.youtube.com/channel/UCICTHWOMoYTEZd9XwKJZWpQ
- Instagram
  performstem
- European Commission on-line resources (Stories and information collected by the partners during the project development)

Requirement for results dissemination:

All partners must inform the Coordination Team about any dissemination activity related to the project. The project manager will periodically ask partners for their inputs.

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Any dissemination of the results of the project (in any form, including electronic) must include:

(a) the **logo** of the EU (when the logo appears with other logos must occupy a special place),and

(b) the following **text**: '*This project has Received funding from the European Union's Horizon 2020 research and innovation Programme under No 665826. grant agreement*'.

3.3 Communication with the European Commission

The communication with the EC is done through the Project Officer by the Coordination Team.

4. PAYMENTS AND OTHER FINANCIAL ISSUES

This last section provides an overview of relevant information for the financial reporting.

Table 6. Total budget.

#	Partner	Budget	%
1	UOC	200.285,95	10,03
2	TBVT	296.875,00	14,86
3	UoB	297.885,00	14,91
4	SMS	102.500,00	5,13
5	UoW	251.882,50	12,61
6	AJA	55.500,00	2,78
7	LAC	5.534,56	0,28
8	UNESCO	280.000,00	14,02
9	EUSEA	180.000,00	9,01
10	UAB	202.199,05	10,12
11	TRACES	124.540,44	6,24
TOTAL		1.997.252,50	100

PAYMENTS

- Pre-financing: the European Commission will make the first payment 10 days before the starting date of the project (pre-financing= 45%)

- Interim payment: The European Commission will make the payment corresponding to the amount due as interim payment within 90 days from receiving the EC interim report (31/03/2017).

- Payment of the balance: The European Commissionwill make the payment of the remaining part of the eligible costs incurred by the Beneficiaries for the implementation of the action within 90 days from receiving the final report (20/12/2018).

In case of a possible audit, it is required to keep all these documents to prove and justify the project expenses:

PERSONNEL COSTS

Personnel costs are eligible, if they are related to personnel working for the beneficiary under an employment contract (or equivalent appointing act) and assigned to the action ('costs for employees (or equivalent)'). They must be limited to salaries (including during parental leave), social security contributions, taxes and other costs included in the remuneration, if they arise from national law or the employment contract (or equivalent appointing act).

Required documents:

- Document explaining the internal policy on salaries or how the person/month cost rate is calculated;
- Official payroll document;
- Proof that the salaries and social security contribution recorded in the accountancy have been paid by the partner to the authorities;
- Timesheets

  –18.1.2 (…) the beneficiaries must keep time records for the number of hours declared. The time records must be in writing and approved by the persons working on the action and their supervisors, at least monthly (…). As an exception, for persons working exclusively on the action, there is no need to keep time records if the beneficiary signs a declaration confirming that the persons concerned have worked exclusively on the action.

OTHER DIRECT COSTS

TRAVEL EXPENSES	
Purpose of the expenditure	**Information / Documentation needed**
Field Work	Travelers. Dates. Destiny. Reason for the displacement. Relation with the project.
	Transportation and accommodation invoices
	Boarding passes
	Settlement of the expenditure
Meeting attendance	Meeting agenda
	Travelers. Dates. Destiny. Reason for the displacement. Relation with the project.
	Transportation and accommodation invoices
	Boarding passes
	Settlement of the expenditure
Attendance to conferences and seminars (only eligible when presenting project results)	Certificate of attendance at the congress
	Presented paper
	Travelers. Dates. Destiny. Reason for the displacement. Relation with the project.
	Transportation and accommodation invoices

	Boarding passes
	Settlement of the expenditure

• Cost claim structure → PLACE (FROM AND TO), PERSON WHO TRAVELS, DATES (Example: Barcelona-Paris-Barcelona; John Smith; May 3-7, 2015)

OTHER EXPENSES	
Purpose of theexpenditure	**Information / Documentation needed**
Meeting meals	Dates and reason of the meeting
	List of the attendees
	Agenda of the meeting
	Invoice Proof that the payments have been made by the Beneficiary and are recorded in its accounting system
Catering for conferences and seminars	List of the attendees
	Relation with the project
	Congress / seminar program
	Invoice Proof that the payments have been made by the Beneficiary and are recorded in its accounting system
Attendance at conferences and seminars (only eligible when presenting project results)	Name of the person registered and relation with the project
	Registration invoice
	Certificate of attendance
	Presented paper
Other services subcontracted	Invoice (with the description of the tasks developed and relation with the project)
	Three bids if necessary according to applicable regulations
	Contract or agreement
	Proof that the payments have been made by the Beneficiary and are recorded in its accounting system

Equipment and bibliography	Invoice
	Relation with the project
	Explanation of the amortization (not for bibliography)
	Label with logo and 'funded by…'
	Three bids if necessary according to applicable regulations Proof that the payments have been made by the Beneficiary and are recorded in its accounting system

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Overheads: flate rate of 25% of the total direct eligible costs (excluding subcontracting)

Eligible costs: incurred by the beneficiary, in connection with action and necessary for its implementation and executed in the project period.

Costs declared under another EU grant are ineligible.

The Beneficiaries must — for a period of *five* years after the payment of the balance — keep records and other supporting documentation in order to prove the proper implementation of the action and the costs they declare as eligible.

Possible deviations?

The GA is an estimate, the transfer of budget between activities and beneficiaries is allowed without the need for an amendment of the GA. However, a condition for this is that the work be carried out as foreseen in Annex I to GA. The coordinator should verify this on a case-by-case basis, but in practical terms, coordinator (and beneficiaries via the coordinator) are encouraged, where a transfer with a potential impact on the 'Description Of Action' (DoA) arises (most cases), to check this (i.e. by email) with the Project Officer in the Commission. This email (or other written) communication would avoid disagreement on the interpretation of this condition later.
An amendment to the GA will be necessary in all cases if the budget transfer arises from a *significant change* in Annex I. Significant change refers to a change that affects the technical work as foreseen in Annex I to GA, including the *subcontracting of a task that was initially meant to be carried out by a beneficiary*. In *case of doubt*, it is recommended to *consult the responsible project officer* within the Commission.

5. ETHICAL REQUIREMENTS

All relevant information on ethical aspects of the research is included in the three WP7 deliverables, to be found in the intranet. Specifically relevant and useful are D7.1 on data collection and management (to be complemented with D1.4 Data Management Plan) and D7.2, containing information on recruitment procedures and consent forms.