

Procedure for EU funded research projects

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Responsible administrative unit	Research Support Office
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Description:

The following procedure applies to such research projects within the EU Framework Programmes for Research and Innovation where Stockholm University enters an agreement with the European Commission.

Introduction

The following procedure applies to such research projects within the EU Framework Programmes for Research and Innovation where Stockholm University enters an agreement with the European Commission. The legal framework of the Commission has led to the establishment of specific delegation rules and the development of administrative support for EU funded research projects at Stockholm University. This procedure aims to secure good quality and good practices in the administration of such projects.

Agreements regarding EU funded research projects amounting to a maximum of 5 million SEK are signed by the Head of the Research Support Office in accordance with a special delegation rule. The agreements are not entered on behalf of individual faculties or departments.

The general delegation rules of the University, as well as the rules contained in the governing documents of the University also apply.

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Pre-application support

All research applications must be approved by the Head of the department concerned. Prior to applying, the Research Support Office provides information to researchers and others involved about the rules of the programme in question and the type of project as decided by the Commission.

The Research Officer responsible for the area of the application shall inform the researcher about the possible need for an ethical assessment of the research project. The Research Support Office provides support concerning research ethics issues, when needed.

The Research Support Office reads applications and provides feedback based on the call texts and rules set up by the European Commission.

Support when handling agreements

When an EU project has been granted, there comes a phase when various agreements are dealt with. The Research Support Office handles the procedures concerning such agreements.

Contract

A Research Officer from the Research Support Office together with the researcher draws up a so-called Contracting dossier, including the current budget. The researcher notifies the Head of Department that the project has been granted.



The approved Contracting dossier results in a contract with the European Commission (Grant Agreement). The Head of the Research Support Office signs the contract on delegation from the President after approval from the Head of Department and in consultation with the relevant Deputy Vice President. Agreements exceeding the amount of 5 million SEK are to be approved by the President, prior to the signature of the Head of the Research Support Office.

The Research Support Office files the contract.

Consortium Agreement

According to EU regulations, a Consortium Agreement (or the equivalent) is required for coordinated projects. This agreement is drawn up between the partners of the project consortium. The Research Support Office examines the Consortium Agreements in collaboration with the legal advisors at the Office of the President. The agreements are signed by the Head of the Research Support Office and filed in the same way as the project contracts.

Supplementary Agreement

Projects funded by the European Research Council (ERC) must have a Supplementary Agreement. This agreement is drawn up by the Research Support Office in collaboration with the legal advisors at the Office of the President. The agreements are signed by the Head of the Research Support Office and filed in the same way as the project contracts.

Support during an ongoing EU project

The Research Support Office provides continuous administrative and legal assistance to the researcher and the relevant department throughout the project. Day-to-day work during the project takes place at the department.

Amendment

In the event of major changes during a project, an amendment must be drawn up. This is done by the Research Support Office in accordance with the rules of the European Commission together with the researcher and in consultation with the legal advisors of the University.

The amendment is filed in the same way as the contract.

Financial reporting and auditing

The financial statement needs to be prepared by the department's administration with contribution from the researcher in charge of the project. If needed, the department can seek support from the financial officers at the Research Support Office. The responsibility to ensure that the declared costs are eligible for funding lies on the department's administration.



If an audit certificate is required the financial officers at the Research Support Office will provide contact with the procured audit firm.

Ethics reports

When ethics reports are necessary, a Research Officer responsible for questions relating to research ethics will assist the researcher and the relevant department.

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