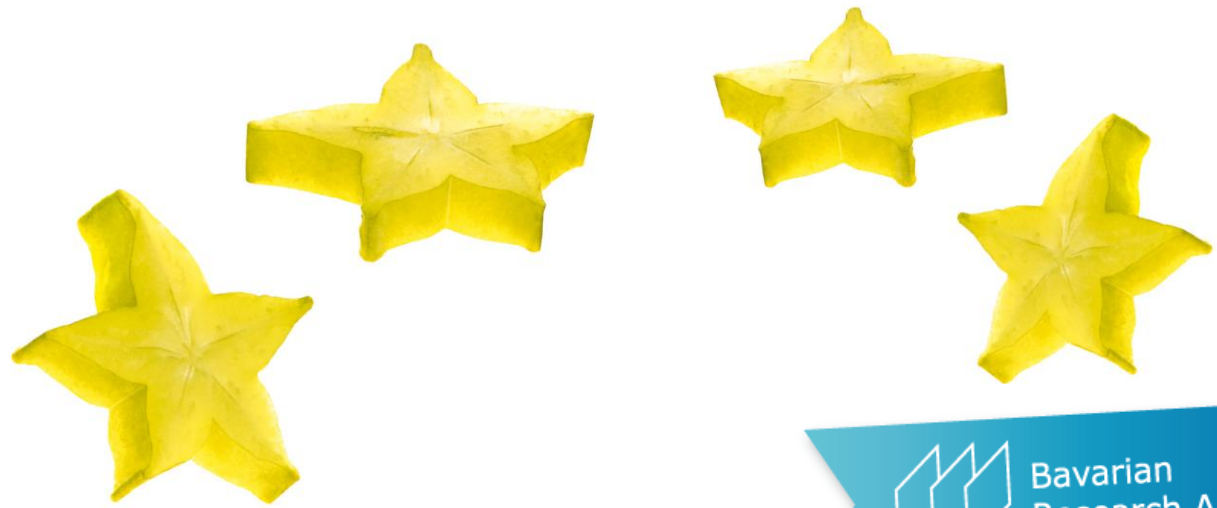




Bavarian
Research Alliance

Gudrun Lampart

Reporting

Wie manage ich ein EU-Projekt?
Workshop am 11.11.2014





Gliederung

Textteil

Statistiken

Finanzen

Tipps



Multi-Beneficiary Annotated General Grant agreement:

http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf

ARTICLE 20 — REPORTING — PAYMENT REQUESTS

20.1 General obligation to submit reports

- The coordinator must submit to the [Commission][Agency] (see Article 52) technical and financial reports, including requests for payment.
- The reports must be drawn up using the forms and templates provided by the [Commission][Agency] in the electronic exchange system (see Article 52).



Bestandteile jedes Berichts (Zwischenbericht / Abschlussbericht)

Technischer Bericht: Erläuterung zu geleisteten Arbeiten, Überblick zu Projektfortschritten, veröffentlichbare Zusammenfassung, Fragebogen

Technischer Abschlussbericht als veröffentlichbare Zusammenfassung des gesamten Projektes (Ergebnisüberblick, Verwertungen, Öffentlichkeitsarbeit (dissemination), Zusammenfassungen, sozioökonomische Auswirkung des Projektes)

Finanzbericht (Zwischenbericht / Abschlussbericht): Form Cs, Erklärung zu Ressourcennutzung, Zusammenfassung finanzielles Statement (beim Abschlussbericht: automatisch vom System erstellt)

Wie ist der Bericht einzureichen?

Vorbereitung durch Koordinator und Zuwendungsempfänger: Eintragung der Dokumente direkt in elektronisches System ('My Area'-section des Participant Portals)



Dokumente für Zwischenbericht / Abschlussbericht

- explanation of the work carried out
- overview of the progress
- updated plan for the exploitation and dissemination of results (if necessary)
- summary for publication
- questionnaire (i.e. the structured information requested)
- individual financial statements for each beneficiary and linked party
- explanation on the use of resources
- information on amounts to be paid to the Joint Research Centre (JRC) (if necessary)

Final report

- final summary for publication
- certificates on the financial statements (CFS) (if necessary)

Submission: Horizon2020 Online Manual

(<http://ec.europa.eu/research/participants/portal/desktop/en/funding/guide.html>)



Periodic Report und Final Report

Periodic Report fällig nach 18 und 36 Monaten (bei 3 Jahren Projektlaufzeit):

- Finanznachweis (Form C)
- Wissenschaftlicher Nachweis
- Frist: Ende 18. Monat + 60 Tage

Final Report fällig nach 36 Monaten:

- Finanznachweis (Form C über alle Monate)
- wissenschaftlicher Nachweis
- Statistiken zu gender, ethics, dissemination etc.
- Management report
- First: Ende 36. Monat + 60 Tage

Laufzeiten eines EU-Projektes

Duration in months	Max. number of periods
1 to 18	1
19 to 36	2
37 to 54	3
55 to 72	4
73 to 90	5

Quelle: Annotated General Grant agreement



Periodic Report:

Zwischenbericht über letzten Berichtszeitraum, Frist 60 Tage nach Ende der Periode

1. Überblick über folgende Punkte:

- publizierbare Zusammenfassung zum Fortschritt der Arbeiten auf Zielerreichung (Annex I)
- Erreichen von deliverables und milestones (wie in Annex I aufgelistet)
- Erläuterungen zu Abweichungen von Annex I

2. Erklärung zur Verwendung der finanziellen Mittel

3. Mittelverwendungsnachweis (Form C)



Periodic Report: Erläuterung zu größten Ausgaben

- Personal- und Reisekosten, subcontracting, Verbrauchsgüter etc., verknüpft mit Workpackages
- “große Posten” nicht genau definiert (relativ zum Budget)
- für jeden einzelnen Zuwendungsempfänger (Beneficiary)
- beim Eintrag in das FORM C sind in sog. “Use of resources-Tabelle” Angaben zu budgetäre Posten zu machen

Auszug aus Use-of resources-table des FP7-Projektes CLIMB

Cost Type	Work Package	Explanation	Cost
	7	OTHER: Printing of CLIMB poster for Researchers night, transport to the location, re-printing of a new edition of CLIMBs leaflets	€ 376.00
	7	TRAVELING: Travel costs for attendance of Thomas Ammerl at the International Water Technology Conference (IWTC) in Istanbul (04. - 07.11.2013)	€ 343.29
	7	OTHER: Final Conference-related expenditures within Brussels, e.g. Catering for the whole consortium, taxi for transportation of conference materials, flowers for the host institution etc.)	€ 327.23
	7	OTHER: Design and production of Final conference invitation card	€ 754.66
	7	TRAVELING: Fee for rented car necessary for BayFOR staff related to the transportation of final conference from Munich to Brussels (5 days)	€ 495.28
	7	TRAVELING: Hotel costs for BayFOR staff involved in Final conference in Brussels (Thomas Ammerl, Anita Schneider, Marcus Kratschke, Janet Grove, Diana Stolz) between 19.-11. and 23.11.2013	€ 1,835.50
	7	TRAVELING: Travel related expenditures and daily allowances of BayFOR staff which was attending the CLIMB final conference (Thomas Ammerl, Anita Schneider, Marcus Kratschke, Janet Grove, Diana Stolz)	€ 1,055.50
	7	OTHER: Translation of press release for CLIMBs/CLIWASEC final conference	€ 208.41
	7	OTHER: Conference program at the final conference (Arte N'Ativa, Band Bossa Trova 21.11.13)	€ 1,800.00
	7	OTHER: Catering Café Maxburg for the whole CLIMB consortium as well as colleagues from the CLIWASEC cluster	€ 383.01
OTHER - OTHER DIRECT			total (€) 9,104.95
INDIRECT	N/A	N/A	€ 4,187.78



Periodic report - Publishable summary (Charakteristika)

- In einer Qualität, dass es durch Europäische Kommission **sofort publizierbar** ist
- Nicht länger als **4 Seiten**

Inhalte des publishable summary:

- Zusammenfassende Beschreibung von **Projektumfeld und Projektzielen** (auch ohne GA verständlich)
- Beschreibung der seit Projektbeginn durchgeführten **Arbeiten** und wichtigster **Resultate**
- bisherige **sozioökonomische Auswirkungen** des Projektes und zu erwartende endgültige Resultate (incl. socio-economic impact)
- URL der **(aktualisierten)** Projektwebseite



Berichtsteil **Fortschritt der Arbeiten** und **erreichte Ergebnisse** während des Berichtszeitraums

-> knapper/präziser **Überblick über den Fortschritt der Arbeiten** wie im Annex 1 des GA

Für **jedes Workpackage** sind folgende Informationen anzugeben:

- Zusammenfassung des **Fortschritts der zu erreichender Ziele** sowie Details zu jedem Task
- Hervorheben **signifikanter Ergebnisse**
- Falls es zu **Abweichung** von Annex I kam, Erklärung der Gründe für die Abweichung, den Einfluss der Abweichung auf andere Aufgaben (tasks) sowie auf die zur Verfügung stehenden Ressourcen und weitere Planung
- Falls **kritische Ziele** nicht oder nicht rechtzeitig erreicht wurden: Erklärung der Gründe für die Abweichung, den Einfluss der Abweichung auf andere Aufgaben (tasks) sowie auf zur Verfügung stehende Ressourcen und die weitere Planung



Bestandteile des Abschlussberichtes (ersetzt nicht den Zwischenbericht zur letzten Periode!); Frist: 60 Tage nach dem Ende des Projektes

Inhalt

- a) Eine **finale publizierbare Zusammenfassung**, inkl.
- ★ executive summary
 - ★ zusammenfassende Beschreibung des Umfelds und von Projektzielen
 - ★ Beschreibung der wichtigsten Forschungsergebnisse
 - ★ potentielle Auswirkung (incl. sozio-ökonomische Auswirkungen des Projekts) und
 - ★ wichtigste Aktivitäten zur Verbreitung der Ergebnisse (Öffentlichkeitsarbeit) sowie zur Nutzung der Ergebnisse



Bestandteile des Abschlussberichtes

b) **Plan zur Nutzung / Weiterverbreitung** neu gewonnenen Wissens, **Bewußtsein** wecken

c) Einen **Bericht** zu weiteren **Auswirkungen** des Projektes mittels **Fragebögen** (Maßnahmen zu gender-Fragen, ethische Aspekte, Versuche, andere Akteure einzubinden)

Koordinator ist verpflichtet, im Rahmen des Abschlußberichtes eine Liste wissenschaftlicher Publikationen bzw. über Maßnahmen der Ergebnisverbreitung des Projektes zu erstellen

2	Organisation of Conference	CENTRE NATIONAL DU MACHINISME AGRICOLE, DU GENIE RURAL, DES EAUX ET DES FORETS	De nouveaux outils pour analyser l'impact du changement climatique	28/03/2010	Global Conference on Agricultural Research for Development (GCARD) / Montpellier / France	Scientific community (higher education, Research) - Policy makers	400	France	VALIDATED		
3	Organisation of Conference	GEBZE YUKSEK TEKNOLOJI ENSTITUSU	Climate-Induced Changes In The Mediterranean Region & Water Resources Management	08/04/2010	Yokohama / Japan	Scientific community (higher education, Research)	30	Japan	VALIDATED		
4	Interviews	ZAGAZIG UNIVERSITY	Meetings with local representatives at the northern part of the Nile-Delta	10/04/2010	Alexandria / Egypt	Scientific community (higher education, Research) - Policy makers	3	Egypt	VALIDATED		
5	Organisation of Conference	ZAGAZIG UNIVERSITY	Climate induced changes on the hydrology of Mediterranean basins - an European Environment project	18/04/2010	Environmental protection is a must: Alexandria / Egypt	Scientific community (higher education, Research) - Policy makers - Medias	220	Egypt, Morocco, Saudia Arabia, Tunisia (Maghreb)	VALIDATED		
6	Publication	LUDWIG-MAXIMILIANS-UNIVERSITAET MUENCHEN	The water's edge	20/04/2010	PS public service review Science & Technology 06	Scientific community (higher education, Research) - Industry - Civil society - Policy makers - Medias	500	International	VALIDATED		

Auszug aus Liste von dissemination activities des EU-Projektes CLIMB



Participant Portal – Eintrag dissemination activities (Koordinator)

SESAM - Publications Management Page - Internet Explorer
https://webgate.ec.europa.eu/sesam-fp7/publications.do

Technology Platforms | Security Research | FP7 on EUROPA | FP6 - Sixth Framework Programme | CORDIS News | Current Council Presidency | ERAWATCH | Legal Notice

 **RESEARCH & INNOVATION**
Participant Portal - Grant Management - Scientific Reporting

FP7 Home > Project Management > Publications

You are logged as:
Meike DLABOHA
[ndlabome]
[Helpdesk](#)

Menu
Project Home
Reports
Deliverables
Publications
Journal Request
Dissemination Activities
Patents
Exploitable Foregrounds
Close window

Publications Type

Project Information 312395 - PSYcho-Social Support in CRISis Management

Publication type **Peer reviewed publication**
Paper in Proceedings of a Conference/Workshop
Article/Section in an edited book or book series
Thesis/Dissertation
University Publication/Scientific Monograph
[Request a new peer reviewed journal](#)

Publications Form

D.O.I. [Open D.O.I. website](#)

Fields will be overwritten with DOI information after leave DOI field.

Title

Author(s)

Journal

Publisher (will be auto-inserted after selecting the title of the journal)

Publisher location

ISSN

ISSN

SESAM - Activities Management Page - Internet Explorer

https://webgate.ec.europa.eu/sesam-fp7/disseminationActivities.do

Technology Platforms | Security Research | FP7 on EUROPA | FP6 - Sixth Framework Programme | CORDIS News | Current Council Presidency | ERAWATCH | Legal Notice

European Commission

RESEARCH & INNOVATION

Participant Portal - Grant Management - Scientific Reporting

FP7 Home > Project Management > Dissemination Activities Page

You are logged as:

Meike DLABOHA [ndlabome]

Helpdesk

Menu

Project Home

Reports

Deliverables

Publications

Journal Request

Dissemination Activities

Patents

Exploitable Foregrounds

Close window

List of Dissemination Activities.

Type of activities *

Main Leader

Title

Date

Place

*Type of audience

Size of audience

Countries addressed *

Publication

Organisation of Conference

Organisation of Workshops

Web sites/Applications

Press releases

Flyers

Articles published in the popular press

Videos

Media briefings

Presentations

Oral presentation to a wider public

Oral presentation to a scientific event

Exhibitions

Thesis

Interviews

Films

TV clips

Posters

Policy makers

Medias

Add Activity

Cancel Edition



Participant Portal – Literatur (Open access)

H Use and dissemination		
14. How many Articles were published/accepted for publication in peer-reviewed journals?		Sollte schon in den Listen zu Publikationen vorhanden sein.
To how many of these is open access ²² provided?		
How many of these are published in open access journals?		
How many of these are published in open repositories?		
To how many of these is open access not provided?		
Please check all applicable reasons for not providing open access:		
☐ publisher's licensing agreement would not permit publishing in a repository ☐ no suitable repository available ☐ no suitable open access journal available ☐ no funds available to publish in an open access journal ☐ lack of time and resources ☐ lack of information on open access ☐ other ²³ :		
15. How many new patent applications ('priority filings') have been made? (<i>"Technologically unique": multiple applications for the same invention in different jurisdictions should be counted as just one application of grant</i>).		
16. Indicate how many of the following Intellectual Property Rights were applied for (give number in each box).	Trademark	
	Registered design	
	Other	



Participant Portal – Gender aspects

D Gender Aspects		
5. Did you carry out specific Gender Equality Actions under the project?	☐ ☐	Yes No
6. Which of the following actions did you carry out and how effective were they?		
	Not at all effective	Very effective
☐ Design and implement an equal opportunity policy	☐ ☐ ☐ ☐ ☐	
☐ Set targets to achieve a gender balance in the workforce	☐ ☐ ☐ ☐ ☐	
☐ Organise conferences and workshops on gender	☐ ☐ ☐ ☐ ☐	
☐ Actions to improve work-life balance	☐ ☐ ☐ ☐ ☐	
☐ Other:		
7. Was there a gender dimension associated with the research content – i.e. wherever people were the focus of the research as, for example, consumers, users, patients or in trials, was the issue of gender considered and addressed?		
☐ Yes- please specify		
☐ No		



Participant Portal – Synergies with Science Education

E Synergies with Science Education	
8. Did your project involve working with students and/or school pupils (e.g. open days, participation in science festivals and events, prizes/competitions or joint projects)?	
☐ Yes- please specify	
☐ No	
9. Did the project generate any science education material (e.g. kits, websites, explanatory booklets, DVDs)?	
☐ Yes- please specify	
☐ No	
F Interdisciplinarity	
10. Which disciplines (see list below) are involved in your project?	
☐ Main discipline ²¹ :	
☐ Associated discipline ²¹ :	☐ Associated discipline ²¹ :



Participant Portal – Civil society

G Engaging with Civil society and policy makers		
11a	Did your project engage with societal actors beyond the research community? (if 'No', go to Question 14)	☐ Yes ☐ No
11b	If yes, did you engage with citizens (citizens' panels / juries) or organised civil society (NGOs, patients' groups etc.)? ☐ No ☐ Yes- in determining what research should be performed ☐ Yes - in implementing the research ☐ Yes, in communicating /disseminating / using the results of the project	
11c	In doing so, did your project involve actors whose role is mainly to organise the dialogue with citizens and organised civil society (e.g. professional mediator; communication company, science museums)?	☐ Yes ☐ No
12.	Did you engage with government / public bodies or policy makers (including international organisations) ☐ No ☐ Yes- in framing the research agenda ☐ Yes - in implementing the research agenda ☐ Yes, in communicating /disseminating / using the results of the project	
13a	Will the project generate outputs (expertise or scientific advice) which could be used by policy makers? ☐ Yes – as a primary objective (please indicate areas below- multiple answers possible) ☐ Yes – as a secondary objective (please indicate areas below - multiple answer possible) ☐ No	



Participant Portal – Policy makers

13a Will the project generate outputs (expertise or scientific advice) which could be used by policy makers?

- ☐ Yes – as a primary objective (please indicate areas below- multiple answers possible)
- ☐ Yes – as a secondary objective (please indicate areas below - multiple answer possible)
- ☐ No

13b If Yes, in which fields?

Agriculture
Audiovisual and Media
Budget
Competition
Consumers
Culture
Customs
Development Economic and
Monetary Affairs
Education, Training, Youth
Employment and Social Affairs

Energy
Enlargement
Enterprise
Environment
External Relations
External Trade
Fisheries and Maritime Affairs
Food Safety
Foreign and Security Policy
Fraud
Humanitarian aid

Human rights
Information Society
Institutional affairs
Internal Market
Justice, freedom and security
Public Health
Regional Policy
Research and Innovation
Space
Taxation
Transport



C Workforce Statistics

3. Workforce statistics for the project: Please indicate in the table below the number of people who worked on the project (on a headcount basis).

Type of Position	Number of Women	Number of Men
Scientific Coordinator		
Work package leaders		
Experienced researchers (i.e. PhD holders)		
PhD Students		
Other		
4. How many additional researchers (in companies and universities) were recruited specifically for this project?		
Of which, indicate the number of men:		

**Zeitaufwand
nicht
unterschätzen!**

17. How many spin-off companies were created / are planned as a direct result of the project?

Indicate the approximate number of additional jobs in these companies:

18. Please indicate whether your project has a potential impact on employment, in comparison with the situation before your project:

- | | |
|---|--|
| ☐ Increase in employment, or | ☐ In small & medium-sized enterprises |
| ☐ Safeguard employment, or | ☐ In large companies |
| ☐ Decrease in employment, | ☐ None of the above / not relevant to the project |
| ☐ Difficult to estimate / not possible to quantify | |

19. For your project partnership please estimate the employment effect resulting directly from your participation in Full Time Equivalent (FTE = one person working fulltime for a year) jobs:

Indicate figure:



I Media and Communication to the general public

20. As part of the project, were any of the beneficiaries professionals in communication or media relations?

☐

Yes

☐

No

21. As part of the project, have any beneficiaries received professional media / communication training / advice to improve communication with the general public?

☐

Yes

☐

No

22. Which of the following have been used to communicate information about your project to the general public, or have resulted from your project?

☐

Press Release

☐

Media briefing

☐

TV coverage / report

☐

Radio coverage / report

☐

Brochures / posters / flyers

☐

DVD / Film / Multimedia

☐

Coverage in specialist press

☐

Coverage in general (non-specialist) press

☐

Coverage in national press

☐

Coverage in international press

☐

Website for the general public / internet

☐

Event targeting general public (festival, conference, exhibition, science café)

23. In which languages are the information products for the general public produced?

☐

Language of the coordinator

☐

English

☐

Other language(s)



Finanzreporting Form C – Force

Form C: Formular zur Abrechnung mit der EU

Was ist Force: das Programm dazu, das die meisten DGs verwenden

Kritische Punkte:

- Wer liefert die Zahlen? Verwaltung? Ist das machbar?
- Wer füllt die Zahlen in das Internet-Formular?
- Frist : Ende der Reporting Period + 60 Tage



Zugang zu Force (Ausführlicher bei M. Dlaboha: Internetprogramme)

- ECAS account benötigt: registrieren Sie sich dort: <https://webgate.ec.europa.eu/FormC>
- Anschl. Einloggen bei Force
- Europäische Kommission vergibt Zugriffsrechte für Koordinator, der wiederum Zugriffsrechte an die einzelnen Participants vergibt
- Lediglich Zugriff auf eigenes Form C möglich, Koordinator hat Zugriff auf alle Form Cs
- Zahlen eingeben, Koordinator stimmt zu / lehnt ab (acceptance/rejection) => Übermittlung an EU
- Über Force Ausdruck von Form C (digitale Unterschriften)



Rolle des Koordinators in der Form C-Erstellung?

- vergibt Zugriffsrechte für Partner (falls von PO dazu autorisiert)
- kann Form Cs für Partner ausfüllen (falls von PO dazu autorisiert)
- Partner übermitteln ihr Form C an den Koordinator
- Koordinator überprüft Form Cs der Partner und bestätigt
- kann Form Cs auch ablehnen (Zurückweisung/Verbesserung, anschl. erneute Zusendung an Koordinator)
- leitet alle Form Cs zusammen an Europäische Kommission weiter



Beispiel Form C

Beneficiary

Contractor's Legal Name

BAYERISCHE FORSCHUNGSALLIANZ GEMEINNUTZIGE GMBH

Short Name

BayFOR

Comment

Lump Sums Used

☐

Participant Identity Code

998139119

Beneficiary No.

16

Indirect Cost Method

Standard Flat Rate

Flat Rate for Indirect Costs %

20

1. Declaration of eligible costs/lump sum/flat-rate/scale of unit (in €)

Eligible costs (in €)	Type of activities					Total (F)=(A)+(B)+(C)+(D)+(E)
	RTD (A)	Demonstration (B)	Coordination / Support (C)	Management (D)	Other (E)	
Personnel costs						0.00
Subcontracting 						0.00
Other direct costs						0.00
Indirect costs			0.00	0.00		0.00
Lump sums / flat-rate / scale of unit declared						0.00
Total			0.00	0.00		0.00
Maximum EU Contribution	0.00	0.00	0.00	0.00	0.00	0.00
Requested EU contribution						0.00

Beispiel Form C (Änderungen seit 01.01.2013)

FP7 - Grant Agreement - Annex VI - Collaborative Project

Form C - Financial Statement (to be filled in by each beneficiary)

Project nr	nnnnnn	Funding scheme	Collaborative Project
Project Acronym	xxxxxxxxxxxxxxxxxxxx		
Period from	dd/mm/aa	Is this an adjustment to a previous statement ?	Yes/No
To	dd/mm/aa		
Legal Name		Participant Identity Code	nn
Organisation short Name		Beneficiary nr	nn
Funding % for RTD activities (A)		If flat rate for indirect costs, specify %	%

1. Declaration of eligible costs/lump sum/flat-rate/scale of unit (in €)

	Type of Activity				TOTAL (A+B+C+D)
	RTD (A)	Demonstration (B)	Management (C)	Other (D)	
Personnel costs					
Subcontracting					
Other direct costs					
Indirect costs					
Lump sum/flat-rate/scale of unit declared					
Total					
Maximum EC contribution					
Requested EC contribution					

2. Declaration of receipts
Did you receive any financial transfers or contributions in kind, free of charge from third parties or did the project generate any income which could be considered a receipt according to Art. II.17 of the grant agreement ?
If yes, please mention the amount (in €)

Yes/No

3. Declaration of interest yielded by the pre-financing (to be completed only by the coordinator)
Did the pre-financing you received generate any interest according to Art. II.19 ?
If yes, please mention the amount (in €)

Yes/No

4. Certificate on the methodology
Do you declare - average personnel costs according to Art. II.14.1 ?
Is there a certificate on the methodology provided by an independent auditor and accepted by the Commission according to Art. II.4.4 ?

Yes/No

Yes/No

Name of the auditor

Cost of the certificate (in €), if charged under this project

5. Certificate on the financial statements
Is there a certificate on the financial statements provided by an independent auditor attached to this financial statement according to Art. II.4.4 ?

Yes/No

Name of the auditor

Cost of the certificate (in €)

6. Beneficiary's declaration on its honour

We declare on our honour that:

- the costs declared above are directly related to the resources used to attain the objectives of the project and fall within the definition of eligible costs specified in Articles II.14 and II.15 of the grant agreement, and, if relevant, Annex III and Article 7 (special clauses) of the grant agreement;
- the receipts declared above are the only financial transfers or contributions in kind, free of charge, from third parties and the only income generated by the project which could be considered as receipts according to Art. II.17 of the grant agreement;
- the interest declared above is the only interest yielded by the pre-financing which falls within the definition of Art. II.19 of the grant agreement ;
- there is full supporting documentation to justify the information hereby declared. It will be made available at the request of the Commission and the event of an audit by the Commission and/or by the Court of Auditors and/or their authorised representatives.

Beneficiary's Stamp	Name of the Person(s) Authorised to sign this Financial Statement
	Date & signature

- Automatisch generiert
- Für jeden Partner von Administration des Zuwendungsempfängers erstellt
- Digitale Unterschrift
- Frist: deadline + 60 Tage



Überwachung / Einhaltung von Fristen

- 6 Monate vorher erste Abfrage nach aktuellem Stand
 - mindestens 3 Monate vorher anfangen
 - erste Erwähnung, was man braucht (Text, Publikationen, Finanzreporting..)
 - spätestens 6 Wochen vorher Templates rausschicken (Schriftgröße und -typ, Seitenanzahl min. und max., Referenzen?, Aufbau...)
 - spätestens 6 Wochen vorher Anleitungen zum Finanzreporting rausschicken
 - dazu Übungsbeispiele für Form C
 - Urlaubszeiten berücksichtigen und einkalkulieren
- => Gezielt bei Partnern nachfragen! Lesebestätigungen im Email-Austausch



Formatierung / sprachliche Korrektur + Sprache (Englisch)

- möglichst viele Formatierungen vorgeben!
- Sprachliche Probleme: Englischer Muttersprachler im Projekt?
- Ansonsten: evtl. Übersetzer suchen, vorwarnen, Fristen erfragen
- Zeit dafür einkalkulieren!
- Koordinator fügt Einzelteile zusammen, sollte sich aber wie ein Gesamtwerk lesen!

⇒ Regeln und v.a. **Force** bzw. **Annotated Grant agreement** ändert sich ständig!

⇒ Deshalb immer Up-to-date bleiben oder bei geeigneter Stelle nachfragen!



Kontakt für weiterführende Fragen

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Internet: www.bayfor.org