

ITEA 2 contribution rules 2009

According to Article VII.1 of the ITEA 2 Frame Agreement, all costs covered by the approved ITEA 2 budget shall be borne by all ITEA 2 Partners related to the **planned** manpower in their labelled ITEA 2 projects concerning **the respective year**. Participating universities are exempted from the cost sharing. This document describes the detailed ITEA 2 contribution rules for 2009 as approved by the ITEA 2 Board in their meeting of 4 December 2008.

Responsibilities

1. The ITEA 2 Office is responsible for calculating and invoicing the **contribution** to be paid by each ITEA 2 Partner.
2. The ITEA 2 Board is responsible for determining and approving the contribution rules and the annual **ITEA 2 contribution rate**.

ITEA 2 Contribution rate 2009

For 2009, the ITEA 2 contribution rate on each project is 1.1 % of the annual cost for each partner in the project based on the planned effort.

Invoice procedure

1. The ITEA 2 Office invoices the annual contribution for each partner in ITEA 2 **in advance** in two six-monthly installments: the first half of the annual contribution in January and the second half of the annual contribution in July. Exceptions to this rule:
 - In the first year after project start, partners will be invoiced for the full annual contribution in one instalment, but only after funding has been approved by the relevant Public Authorities. This invoice will be issued in July, September of the first year or in January of the following year depending on the time of funding approval.
 - As a consequence of the above mentioned exception, partners that participate without public funding will not be invoiced
 - The ITEA Office will regularly monitor the funding status with the Project Leaders and the Public Authorities
2. Each partner will receive a separate invoice per project.
3. **The six-monthly contribution installment = 50% of (ITEA 2 Contribution Rate x (Planned manpower in an ITEA 2 project of a partner in the current year) x Average Partner Cost/PY).**
 - The **ITEA 2 Contribution Rate** is a fixed percentage defined by the ITEA 2 Board. For 2009 the percentage is 1.1%.
 - The **Average Partner Costs/PY** is calculated by dividing the total project costs for a partner by the total project effort as specified in the latest Full Project Proposal (FPP).
4. The two invoice installments are independent of the end date in a year. So if a project ends in May, partners will still get an invoice in January and in July.
5. Changes to specified manpower and costs are taken into account only if **reported to the ITEA 2 Office via a formal Change Request before the relevant month of invoicing** (January or July).
6. Project Leaders will be informed at least one month before invoices will be issued to the project partners so that Change Requests can be proposed.
7. It is the clear intention that over the total duration of the project, each partner pays a total contribution that is in line with the contribution rules and the total effort for which public funding has been agreed. In case substantial differences appear they can be taken into account in the final invoice.
8. The invoices for participation to ITEA 2 projects will be separate from the invoices issued for participation in the ITEA projects, since different contribution rules apply for both programmes.

References

1. ITEA 2 Founding Partners, *ITEA 2 Frame Agreement* – Version 8, 25 November 2005