

ITEA 2 Office

High Tech Campus 69 - 3 Tel. : +31 88 003 6136
5656 AG Eindhoven Fax : +31 88 003 6130
The Netherlands E-mail : itea2@itea2.org
Web : www.itea2.org

ITEA 2 is a EUREKA strategic ICT cluster programme.



INFORMATION TECHNOLOGY FOR EUROPEAN ADVANCEMENT

ITEA 2 contribution rules 2010

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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 2010 as approved by the ITEA 2 Board in their meeting of 9 December 2009.

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 2010

1. For 2010, the ITEA 2 contribution due per partner and per project is 1.1 % (2010 Contribution Rate) of the normalised annual cost for each partner in the project as specified in the latest Full Project Proposal.
2. 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 costs for which public funding has been agreed.
3. Furthermore it is our strong intention to reduce the number of corrections to invoices afterwards. To achieve these goals the ITEA 2 Board for 2009 already agreed to postpone contribution invoicing for partners not funded yet and in addition they agreed for 2010 to take into account the balance between contribution paid up to now and contribution due according to the effort and cost figures as specified in the last Full Project Proposal.

Invoice Procedure

1. The ITEA 2 Office invoices the annual contribution for each partner in ITEA 2 **in advance** in two six-monthly instalments: 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
 - If funding stops in a given year while the project has not been completed then the contribution invoice will be postponed or in case that the invoice was already issued a credit note will be issued for the same invoicing period
 - 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 two invoice instalments 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.

4. **Each contribution invoice** consists of:

- a. **100% or 50% of (ITEA 2 Contribution Rate x Normalised Annual Costs)**
- b. **Plus the remainder of the contribution due up to the current invoice period minus the contribution already invoiced up to date.**

- The percentage of 100% is used for a full annual contribution invoice and the 50% is used for a six monthly contribution invoice (see also Invoice Procedure point 1)
 - The **ITEA 2 Contribution Rate** is a fixed percentage defined by the ITEA 2 Board. For 2010 the percentage is 1.1%.
 - The **Normalised Annual Costs** equals **(The planned manpower in an ITEA 2 project of a partner in the current year) x (Average Partner Cost/PY)**, whereby 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).
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). Otherwise the changes will be taken into account in the next invoice instalment. Change Requests can only affect the effort in running and future years, not in previous years.
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. Furthermore each project partner will be informed individually in advance about the amount of the invoice in order to be able to report changes to the Project leader or to request Purchase orders if needed.
7. In general no credit notes will be generated after invoicing to correct changes in effort and/or costs; this will be corrected in the next invoice. However, in exceptional cases and for good reasons it is always possible to make a correction via a credit note.

References

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