



HELLENIC REPUBLIC  
MINISTRY OF DEVELOPMENT AND INVESTMENTS  
GENERAL SECRETARIAT FOR RESEARCH AND TECHNOLOGY  
**HELLENIC FOUNDATION FOR RESEARCH AND INNOVATION**

Postal Address: Vas. Sophias Ave. 127, 115 21 Athens  
Website: [www.elidek.gr](http://www.elidek.gr)  
Information: [info@elidek.gr](mailto:info@elidek.gr)  
Contact No.: 210 6412410-420, Fax: 210 6412429

**LIST OF FREQUENTLY ASKED QUESTIONS-ANSWERS**  
REGARDING THE  
RESEARCH PROJECT MANAGEMENT – IMPLEMENTATION GUIDE  
to support  
Faculty Members (DEP) and Researchers and procure high-value  
research equipment

**Category I & II Projects**

Edition 2.0

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Director)

## **I. GENERAL**

**New! Question 1: Can members of the Research Team (RT) who are contracted to the HI through a project lease contract, be remunerated using a Certificate of Services Provided (acquisition title - former receipt of business expenses)?**

RT members to be reimbursed by virtue of a project lease contract, may be remunerated through a Certificate of Services Provided, when they are not freelancers owing to another cause and are not obligated to keep books and records in line with the tax legislation in force. The annual remuneration total for staff remunerated through a Certificate of Services Provided, must be within limits provisioned by the legislation in force.

**New! Question 2: In project lease contracts, does the venue of project implementation need to be specified?**

Yes, the venue of project implementation does need to be specified in project lease contracts, especially when different to HI facilities/headquarters. MIG Annex III (Eligibility Rules & Supporting Documents to certify costs) lists the contractual obligations in detail (e.g. the process of receiving the project, field work, mobility etc.), which must be defined in project lease contracts.

**New! Question 3: Is timesheet keeping necessary for project lease contracts?**

Keeping timesheets is not necessary for project lease contracts, provided that the contract object does not pertain to project implementation and delivery, which in turn is connected to the deliverables or related work packages, and hourly reimbursement is not provisioned in the pertinent contract.

**New! Question 4: What applies in case where the cost of hourly remuneration for Research Team (RT) members changes during project implementation?**

In this case, hourly remuneration may be redefined and a new relevant contract be entered, provided that this does not affect the total of approved project budget and relevant Call provisions.

**New! Question 5: Is it possible for someone not holding the Greek Nationality to participate in the RT as a remunerated member?**

The Call and the Management-Implementation Guide (MIG) set no limitation as to the nationality of remunerated RT members. In any case, relevant contracts must be entered in line with the legislation in force.

**New! Question 6: In case of a denominated RT member being substituted, how does the selection of the new member occur?**

In case of a denominated RT member being substituted, the selection of the new member shall occur following an issued call for the expression of interest on behalf of the HI, according to the provisions of relevant articles included in Laws 4310/2014 and 4485/2017.

New member selection is not necessary to follow an issued call for the expression of interest, when:

1. The new member is non-remunerated.
2. The member being substituted belongs to CO personnel, and is required to be substituted by another member belonging to CO personnel in order for the project's physical scope to be implemented.

In these cases, and according to provisions in article 64 of Law 4485/2017, new member selection is conducted by the HI Research Committee following a proposal submitted by the Principal Investigator (PI).

**New! Question 7: Is it possible for some processes related to the project, to be initiated (e.g. recruitment of RT members) before the project is included in the HI budget?**

According to MIG, initiating the physical and financial scope of any project is determined by the HI upon including the project in the organization's budget and cannot exceed 30 calendar days from start-date. Any act relating to the project may not precede the date of project initiation.

**New! Question 8: What applies in regard to intellectual property issues?**

Intellectual property issues in regard to the funded project are of interest to the PI, the RT and the HI, and are regulated by the legislation in force as well as possible relevant agreements amongst them.

**New! Question 9: Is it possible to install equipment procured under the project in the facilities of a Collaborating Organization and not in the HI's?**

Installing the equipment procured under the project in CO headquarters is possible, following a relevant request by the PI which is approved by the H.F.R.I. Director, provided that the necessity of said installation for implementing the physical scope of the project is sufficiently documented, while strict compliance with provisions included in the HI institutional framework has been ensured; in regard to the movement and installation of its fixed elements, including the contract granting free of charge equipment usage to the CO, for the necessary project part to be implemented. Furthermore, the fact that the CO has received concession for equipment usage free of charge by the HI, is to be documented in writing, with explicit mention to the duration of the concession (which may not exceed the time of project implementation). It is noted that following equipment procurement and at any given time thereafter, H.F.R.I. shall have full documentation regarding the installation venue and operational status of the equipment. H.F.R.I. also retains the right for on-site inspection during the period of concession, of CO facilities to which this equipment has been granted.

**New! Question 10: What is required as proof regarding a Meeting/Session held through teleconferencing?**

If the Meeting/Session in question has been listed as a deliverable, the Meeting minutes should be submitted, mentioning the meeting date, the participants, the meeting topic/object, as any conclusions/decisions reached during said meeting.

**New! Question 11: Can persons outside the project RT participate in a publication?**

Yes, the MIG does not include any limitation regarding persons participating in publications under a funded project.

## **II. ELIGIBILITY OF COSTS**

**New! Question 12: What applies regarding the eligibility of mobility costs?**

Mobility costs are eligible provided they are necessary to project implementation, are provisioned in the project's technical bulletin and are concluded in line with the relevant institutional framework. This category includes mobility costs (transit, overnight lodging and daily allowance) for the Principal Investigator (PI), remunerated and non-remunerated RT members, within the country or/and abroad. It is noted that, in order for the mobility costs of personnel belonging to domestic or/and Collaborating Organizations (COs) to be considered eligible, submitting the pertinent Letter of Intent of the corresponding CO is a necessary condition.

**New! Question 13: In regard to RT member mobility, what is considered as headquarters?**

If the team member in transit belongs to HI or CO permanent staff, then Organization headquarters are considered as headquarters for the person in transit. If the person in transit is temporary staff, contracted to the HI exclusively for funded project implementation, then the following apply:

1. In case of a fixed-term private law employment contract, HI headquarters are considered as headquarters.
2. In case of a project lease contract, where the venue of project implementation is different to HI headquarters, provisions in Subparagraph D9 of Law 4336/2015 (Is. A' 94) apply.

**New! Question 14: Are costs pertaining to office equipment (furniture procurement) or space configuration (e.g. procurement of laboratorial workbenches) considered eligible?**

Under this Call, aforementioned costs are not eligible.

**New! Question 15: Are costs regarding the procurement of personal computers or/and printers eligible? If yes, which cost category do they fall under?**

Aforementioned costs are eligible only when they have been explicitly included in the budget proposal approved by the evaluation committee, or when it is sufficiently documented that the procurement and usage of this type of equipment is directly linked to / is a necessary condition for the physical scope of project implementation. Related costs are included in Category "Equipment procurement costs".

**New! Question 16: Are costs regarding the provision of services from an Academic or Research Organization, or from a domestic or foreign company, considered eligible? In example, in the**

**context of conducting experiments necessary to project implementation, can services be provided from private laboratories in the country?**

The provision of services from Academic or Research Organizations or/and private companies are included in MIG section 5.2.3. (Costs for the use of or access to equipment, infrastructure or other resources”).

**New! Question 17: What applies in regard to costs concerning the provision of services by foreign Organizations?**

Said costs can be eligible, when provisions of legislation in force are observed, especially those in regard to entering public contracts for projects, procurements and services, and all proof of payment documents are to be available.

**New! Question 18: Can costs relating to maintenance services of existing CO equipment be eligible?**

Maintenance costs of existing CO equipment are eligible for the period/the work packages, where said equipment is to be used, and provided that its necessity of use regarding the physical scope of project implementation is documented. The cost in question is included in Category “Other Costs” (par. 5.2.7, MIG).

**New! Question 19: Which cost category are webpage hosting costs to be included in?**

The cost of webpage hosting is included in “Costs for the publicity and dissemination of research findings” (par. 5.2.6, MIG).

**New! Question 20: Which cost category includes the mobility and hospitality costs for keynote speakers in the context of a meeting/conference?**

Aforementioned cost is included in “Costs for the publicity and dissemination of research findings” (par. 5.2.6, MIG). A necessary condition for said cost to be eligible is being included in the approved proposal budget and the organizing of a meeting/conference being mentioned in the PTB.

**New! Question 21: How will the supporting documents for cost certification be registered?**

Supporting documents for cost certification will be registered by category of cost and not by work package.

**New! Question 22: What applies regarding self-delivery invoices?**

Self-delivery invoices, relating to costs for HI services/resources (e.g. purchase of test animals) are admissible to certify related costs, provided that a pertinent provision in the approved project budget is in place.

## **II. AMENDMENTS**

**New! Question 23: What applies regarding alterations that do not constitute an amendment?**

According to the MIG, alterations that do not constitute an amendment are applied with the HI or/and CO holding exclusive responsibility, while their acceptance is subject to the approval of the verification body.

**New! Question 24: What applies for amendments?**

According to the MIG, it is possible for the Funding Award Decision and approved PTB to be amended by decision of the H.F.R.I. Director, following a documented request by the PI. Allowable amendments may regard to the physical or financial scope of the project, in line with provisions of MIG section 8.1. In order for the amendment request to be examined, it is necessary that requested changes are clearly depicted in relation to what is in force from time to time, in regard to elements of the Funding Award Decision and the PTB; also that all documents and supporting documents necessary per case are attached. Additionally, the necessity of the amendment should be sufficiently documented, while the manner that this is to affect the physical scope of the project in its implementation, in line with the PTB approved, should be described in detail. A condition for the amendment request to be accepted, is that proposed alterations do not affect the initial objectives of the approved proposal and that evaluation results are not degraded. It is noted that no more than two (2) amendment requests per project are allowed.

**New! Question 25: What applies when an RT member changes category during project implementation?**

When an RT member changes category during project implementation (e.g. from a post-graduate student to a scientific associate or/and a PhD candidate), then according to provisions in section 8.3 ("*Alterations not constituting amendments*") it is possible for the member to be included in the new/respective category without the need of an amendment request and a new contract is to be entered, where any changes in member reimbursement or/and human effort are to be provisioned.

**New! Question 26: Is it possible to extend the duration of the financial scope of the project along with the physical?**

According to the MIG, an extension to the duration of the project's physical scope may only be granted once, while it may not exceed four (4) months for projects of 24 months or six (6) months for projects of 36 months. Similarly, in regard to the project's financial scope, an extension to its duration may be granted, provided that in case where the project end-date is moved to the following financial year, the amendment request is to be submitted by July 31st of the previous year at the latest. It is emphasized that no extension can be granted to the financial scope of the project without a corresponding extension to the physical.

**New! Question 27: What applies in regard to changes concerning the human effort of RT members?**

According to the MIG 2nd amendment, any change regarding human effort (an alteration to human effort as a whole or/and transferring human effort between personnel categories or work packages), falls under alterations not constituting amendments (MIG section 8.3).

**New! Question 28: Has the transfer of a deliverable (e.g. a publication) to another work package than the one originally stated, been provisioned?**

Yes, provided the deliverable holds relation to the work package it is transferred to, while the aforementioned change has been mentioned and documented by the PI in the interim report.

**New! Question 29: Has the transfer of equipment purchase, to another work package than the one originally stated, been provisioned?**

Yes, provided that the equipment purchase shall be preceding in time, of the work package under which the need to make said purchase was documented during proposal submission, and that it is related to the work package under which it was originally stated. In any case, the PI shall report and document said change in the interim report.

**New! Question 30: Is the addition of a CO considered an alteration or an amendment?**

According to Management Guide provisions, the addition of a CO is considered as an alteration not constituting an amendment and therefore is concluded with the HI holding exclusive responsibility, the approval of H.F.R.I. not being required.

**New! Question 31: What has been provisioned in case where an RT member belonging to the CO must positively be replaced by a new member also belonging to the CO?**

In this case and according to provisions in article 64 of Law 4485/2017, the selection of new members is performed by the Research Committee of the HI, following the proposal of the Principal Investigator (PI), while issuing a call for the expression of interest is not required.

**New! Question 32: What applies regarding the transfer of a cost between cost categories or project work packages, which causes a change (increase or decrease) of said costs being changed, of less than 25%?**

Said change does not constitute an amendment and therefore may take place without H.F.R.I. approval, by PI responsibility. It is noted that according to the MIG 2nd amendment, the amount of respective cost categories being affected by said changes, should not change cumulatively by more than 25% from the original approved budget.

**New! Question 33: What applies regarding the transfer of a cost to a non-approved but eligible cost category, resulting to a reduction of less than 10% in the category from which the transfer is made?**

Said change does not constitute an amendment and may therefore take place without H.F.R.I. approval, under PI responsibility. It is noted that according to the MIG 2nd amendment, the amount by which respective cost categories are being reduced, should not change cumulatively by more than 10% from the original approved budget.

**New! Question 34: What applies for amendments regarding approved equipment?**

The possibility of procuring equipment different than the one provisioned in the approved PTB, is examined following a documented amendment request by the PI, in line with MIG Section 8. Said request should include sufficient documentation of the amendment necessity and provide analysis of how it is to affect the physical scope of the project in its implementation, as described in the PTB.