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PROJECT MANAGEMENT - IMPLEMENTATION GUIDE

4TH CALL FOR ACTION "SCIENCE AND SOCIETY"

EMBLEMATIC ACTION

**INTERVENTIONS TO ADDRESS THE ECONOMIC AND SOCIAL EFFECTS OF THE COVID-19
PANDEMIC**

Version 1.1

(1st Amendment)

(Decision No. 57920/04.11.2022 the President of the Scientific Council and acting Director of the Hellenic Foundation for Research and Innovation, IUN:6K0I46M77Γ-ZΦ7))

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Version	Date of Publication		Page
1.0	13.07.2021	First Version	
1.1	07.11.2022	Change in the process of submitting the Interim and Final Progress Report (Chapter 4.1)	8

OVERVIEW

This **Management-Implementation Guide** (hereinafter "MIG") stipulates the terms and conditions for the processes of control and certification of costs and the reimbursement of funding for research projects of high scientific quality and excellence (hereinafter "project"/"projects"), which have been positively evaluated and included in the list of research projects to be funded under the Emblematic Action "**Interventions to address the economic and social effects of the COVID-19 pandemic**", which is part of the Broader Action "Science and Society" (Decision No. 24764/05.05.2020, as in force, hereinafter referred to as the "Call"), with the ultimate objective of addressing the economic and social impact of the COVID-19 pandemic and developing economically viable technologies that will help to address the related problems. In particular, the Action relates to the development and/or applications of technology/expertise related to the response to the COVID-19 pandemic and/or its consequences (prevention, diagnosis, treatment, response to social and economic impact, etc.).

The Action is implemented in line with the following institutional framework:

- Law 4429/2016 on the "Hellenic Foundation for Research and Innovation and other provisions" (A' 199), as amended and in force, and in particular Articles 2, 4 par. 3, 5 par. 3 to 9 and 9 par. 7 and 8 therein;
- Decision No. 195245/15.11.2018 issued by the Ministers of Education, Research and Religious Affairs, as well as Finance and Administrative Reconstruction on the "Internal Rules of Operation of the Hellenic Foundation for Research and Innovation (H.F.R.I.)" (B' 5252), as in force;
- Law 4957/2022 on "New Horizons in Higher Educational Institutions: Strengthening the quality, functionality and connection of Higher Educational Institutions with society and other provisions" (A' 141);
- Law 4310/2014 (OGG A' 258) on "Research, technological development and innovation and other provisions", as in force;
- Law 3187/2003 on "Higher Military Educational Institutions (H.M.E.I.)" (A' 233), as in force;
- The Agreement dated on the 15th of July 2016 between the Hellenic Republic and the European Investment Bank;
- The project of the Public Investment Program titled "Hellenic Foundation for Research and Innovation" (code 2016ΣΕ01320007) and its Technical Bulletin;
- Decision No 133182/20.12.2019 of the Deputy Minister of Development and Investments on "Annual planning of activities and allocation of resources of the Hellenic Foundation for Research and Innovation (H.F.R.I.), for 2020" (B' 4885);
- Decision No. 38750/21.04.2022 issued by the Deputy Minister for Development and Investments (Issue for Specially Positioned Employees and Administrative Bodies of Public or Broader Public Sector Entities No. 335), with which Dr Aikaterini Kouravelou was appointed Director of the H.F.R.I.;
- Decision No. 24630/27.04.2020 issued at the 77th Meeting of the S.C. of the H.F.R.I. on the announcement of a new Action "Science and Society" entitled "Interventions to address the economic and social effects of the COVID-19 pandemic";
- Decision No. 24764/05.05.2020 on the 4th Call for Action "Science and Society" Emblematic Action "Interventions to address the economic and social effects of the COVID-19 pandemic", as in force (IUN: P5ΩT46M77Γ-5B9);

- Decision No. 38087/13.07.2021 of the President of the Scientific Council and acting Director of the H.F.R.I. on the adoption of the Management-Implementation Guide of the projects under the Emblematic Action "Interventions to address the economic and social effects of the COVID-19 pandemic" (IUN: 622846M77G-X98).

1. CONTACTING THE H.F.R.I.

The H.F.R.I. Department of Research Projects establishes a contact point for each Project, through which the PI and the Host Institution – Project Coordinator (HI-PC) are to communicate with the Foundation.

Any communication (by phone or digital) regarding the application of the MIG shall be carried out exclusively between the designated H.F.R.I. contact point and the PI and/or HI-PI of the Project.

All correspondence documents (digital and printed) should feature the project identification number (H.F.R.I.) and title and should be sent exclusively to the designated H.F.R.I. contact point.

The correspondence shall be considered as having been received on the date it obtains a reference number from the H.F.R.I.

All documents are submitted exclusively in electronic form and/or to the H.F.R.I.'s Information System (hereinafter "IS").

2. ISSUING THE FUNDING AWARD DECISION

Following the evaluation of proposals, the H.F.R.I. Director issues the Funding Decision with the list of projects to be funded in line with the available budget.

Once the Funding Decision is published, beneficiary PIs receive a letter of approval, whereby they are invited to submit the necessary supporting documents for issuing the Funding Award Decision to the H.F.R.I.

A necessary condition for the Funding Award Decision to be issued and the project to be funded is that the research project to be funded has not been funded and is not being funded by any means by any other institution for its scope, in whole or in part.

The Project Technical Bulletin (PTB) shall be attached to the Funding Award Decision. The PTB includes the proposal information, as it has been formulated following its evaluation by the competent Evaluation Committee, including an updated Project budget (see par. 2.1 no. 4 below).

The HI-PI is obliged to conclude the process of including the Project in its budget within thirty (30) calendar days from the communication of the Funding Award Decision.

The project duration is mentioned in the Funding Award Decision. The start date of the Project is determined upon its inclusion in the HI-PI's budget and may be up to thirty (30) calendar days after inclusion.

CO-Beneficiaries are required to include the project in their budget in order to receive the corresponding Advance Payment of funding under the Consortium Agreement. (Annex IV).

2.1 Supporting documents and information for issuing the Funding Award Decision

After issuing the list of projects to be funded, beneficiary PIs receive a letter of approval, also communicated to the HI, whereby they are invited to submit the following necessary supporting documents to H.F.R.I.'s IS, **within the deadline that shall be defined in the above-mentioned letter**, for the Funding Award Decision to be issued.

1. A Project acceptance certificate by the HI-PI, signed by their legal representative.
2. A Consortium Agreement between the beneficiaries for the joint implementation of the Project and the terms of their cooperation (Annex IV) - if applicable.

The Consortium Agreement is drawn up between the participating organisations in order to settle issues that may arise during the implementation of the Project. The Consortium Agreement is complementary to the Funding Award Decision and in no way nullifies or modifies it. The Consortium Agreement shall be submitted jointly with the other supporting documents for the issuance of the Funding Award Decision.

Indicatively, it is recommended to settle issues concerning the organisation of work between the Institutions- Recipients, the Project Management, as well as to define the rights and the technical and financial obligations of the participating Institutions.

A model Consortium Agreement is included in Annex IV of the MIG. It should be noted that the model is indicative and may be modified according to the needs of the Project. The Consortium Agreement shall be co-signed by the Legal Representatives of the participating Institutions- Recipients. H.F.R.I. is not involved in the creation of this agreement.

3. A solemn declaration of Law 1599/1986 signed by the HI-PI's legal representative, whereby it is attested that:
 - All listed information regarding the research Project numbered "....." and titled "....." is true and accurate.
 - The Project numbered "....." and titled ".....", which is to be funded, has not been funded, nor will it be funded by other institutions for its scope, in full or in part.
 - They accept that messages received by H.F.R.I. via email in the email address(es) to be specified are considered notices and mark the initiation of all legal processes and deadlines for the HI-PI, the PI and the CO-Beneficiaries.
4. Information submission regarding the approved project (work packages, deliverables, milestones) and updated budget in related IS fields.

Following the submission and review of all aforementioned documents, the Funding Award Decision is issued by the H.F.R.I. Director, an integral part of which is the PTB featuring Project details, as it has been formulated after its evaluation by the competent Thematic Evaluation Committee, including the updated Project Budget (par. 2.1, No. 3).

3. FUNDING REIMBURSEMENT – REQUIRED SUPPORTING DOCUMENTS

3.1 Overview

Funding for each approved Project may reach, to a maximum, the amount noted in the Funding Award Decision.

The amount of funding is paid in stages (instalments) over the course of the Project. Each instalment corresponds to a specific percentage of the total approved Project budget. The last instalment (final balance payment) is deposited after the completion and final delivery of the Project and its amount depends on the final total certified costs of the Project and the instalments already paid.

Each payment from the H.F.R.I. is made by depositing the corresponding amount in the bank account of the HI-PI, which is responsible for the payment of the corresponding percentage of the budget allocated to the CO-Beneficiaries, as specified in the Consortium Agreement.

3.2 Funding Reimbursement

3.2.1 Advance Payment

Once the Funding Award Decision has been issued and supporting documents defined in Annex I have been submitted, an advance payment amounting to 60% of the approved project budget is granted. The advance payment is offset by the final balance payment of the project. The Advance Payment is offset against the interim payment and/or the final balance payment, in case there is no interim payment.

3.2.2 Interim Payment

The Interim Payment amounts to 20% of the approved Project budget and shall be paid to the HI-PI, at the request of the PI, if, following an audit of the physical and financial scope of the project, carried out by the competent body of the H.F.R.I. in accordance with the provisions of paragraph 4 hereof, costs of at least fifty percent (50%) of the total approved budget of the project are verified.

3.2.3 Final balance payment

The final instalment (final balance payment) is paid to the HI-PI after verification of the completion of the Project, both in terms of its physical and financial scope, its final acceptance and the issuance of the Project Completion Certificate. At this stage, the final eligible costs of the Project are finalised, along with whether the requirements of the Funding Award Decision have been met.

4. IMPLEMENTATION PROCESS - PROJECT MONITORING

The H.F.R.I. is responsible for monitoring the implementation of the approved physical and financial scope of the projects under this Action in accordance with the terms presented in detail in the following paragraphs.

In particular, the H.F.R.I. monitors the projects' advancement, their financial progress, whether the objectives have been achieved through the deliverables and milestones of each Project and takes the appropriate measures to ensure the uninterrupted flow of funds to the projects, and if necessary, takes corrective measures.

Project audit – verification includes both its physical and financial scope and may be carried out with the assistance of specialised experts.

The H.F.R.I. reserves the right to verify, whenever necessary, the progress of the implementation of the physical and financial scope of the project by visiting the project site and the beneficiaries' headquarters and/or by administrative verification of the data submitted by the beneficiaries. In all cases, the PI, HI-PI and CO-Beneficiaries will be informed in advance by the H.F.R.I., of the time and place that the H.F.R.I. considers most appropriate for the audit.

The PI and the HI-PI are entirely answerable to the H.F.R.I. for the implementation and ensuring the progress of their Project, the correct observance of the time schedules and other conditions and constraints, as well as the completion of the physical and financial scope based on the evaluated Proposal and the Funding Award Decision.

4.1 Progress Report and Project Completion Report

For each Project, it is mandatory to submit to H.F.R.I. an Interim and Final Progress Report (upon Project completion) within an exclusive deadline of seventy-five (75) calendar days from audit period conclusion. The Interim Progress Report of the Project is submitted, if at least 50% of the financial scope of the Project has been implemented and is accompanied by a request for interim payment. The progress reports include:

1. A reference to the Project's physical scope that has been implemented during the reporting period (including dissemination and publicity actions).
2. The completed deliverables for the reporting period.
3. The milestones reached for the reporting period.
4. A description of the Project's financial scope that has been implemented during the reporting period.
5. Cost receipt copies for the reporting period.
6. Detailed description of any amendments and/or other alterations to the physical and financial scope.

The Final Progress Report should include the following:

1. A reference to the Project's physical scope that has been implemented (including dissemination and publicity actions).
2. The total of deliverables.
3. The total of accomplished milestones
4. A report on the financial scope of the Project implemented in its entirety by providing the necessary information and supporting documents in order to verify the Project's cost eligibility.
5. A detailed synopsis of the final progress report (both in Greek and English) in a suitable format for posting/publication on the H.F.R.I. website or where deemed appropriate by the H.F.R.I. This synopsis will include, among other things, the objectives and conclusions derived during the Project implementation.
6. Detailed description of any amendments and/or other alterations to the physical and financial scope.

If for specific scientific, research or academic reasons the project cannot lead to the results foreseen in the PTB, a documented scientific report is prepared by the PI, submitted to the IS of the H.F.R.I. and communicated to the HI-PI. The H.F.R.I. will evaluate the overall research effort and interim deliverables and will review and approve/verify or not the costs already incurred.

Based on the information contained in the Final Report, the verification of the physical and financial scope of the Project will be carried out and a decision will be made as to whether the final balance payment will be paid or not, as well as the exact amount of the final balance payment or, if necessary, the recovery of the unduly paid funding.

4.2 Audit - Verification Process

Project verifications (audits) in this Action are divided into administrative and onsite. An administrative audit is carried out remotely, based on the information and receipts submitted to H.F.R.I.'s IS by the PI and the HI-PI, while an onsite audit is conducted by the verifying agent at the project implementation venue.

In order for the PI, the HI, or the CO-Beneficiaries to be properly prepared for the onsite audit, the H.F.R.I. shall notify them of the exact time and date thirty (30) calendar days prior to the scheduled audit. The notice includes the estimated audit duration and method, as well as any information or personnel that should be made available to the auditor. On their part, the beneficiary should facilitate the verification body and comply with their instructions, as well as the dates for sending additional information on any outstanding issues identified. The presence of the competent staff of the beneficiary during the onsite audit is a prerequisite for the unhindered conclusion of the process.

Shortcomings that may have been identified during a verification may be covered within a deadline of fifteen (15) calendar days from the date the beneficiary was notified (by mail or email).

After the verification is carried out and any identified shortcomings are covered or, in case of failure, done within these 15 days, the verification is concluded with the preparation of a pertinent report. The verification report includes the items to be verified (control points), relevant findings and any recommendations or corrections. If the onsite verification is carried out via sampling, the H.F.R.I. shall record the pertinent sample-selection methodology. Once the verification report is finalized, the beneficiary is notified about the results in writing so as to file any objections if found in disagreement or to receive the scheduled funding in case the verification does not ascertain any irregularities, or the beneficiary accepts the verification report findings.

4.3 Approval of verification results - PI/HI-PI Objections

Upon completion of the verification (onsite or administrative) and in order to release the funding to the beneficiaries, the verification body prepares and enters in the IS a Verification Report (Interim or Final), which is communicated to the PI and HI-PI and/or entered in the IS.

The beneficiary is notified of the verification results in writing, so as:

- i. to submit any objections, should they disagree with its findings, or

- ii. to receive the remaining funding, provided that the verification has not identified any irregularities or the beneficiary accepts the verification report findings.

Once the results of the cost audit – verification report are communicated, the PI is entitled to submit documented objections to the H.F.R.I. The time frame in which this right may be exercised, the deadline in which a decision in favour or against is to be issued, as well as any other relevant procedures are specified in the H.F.R.I.'s Internal Rules of Operation, as posted on the H.F.R.I.'s website and as in force from time to time. Should the deadline for lodging objections lapses with failure to do so, it is considered that the beneficiary has accepted the verification results.

The H.F.R.I. is responsible for communicating the objection review results to the PI and the HI-PI.

After the objections have been reviewed or the deadline for objections has elapsed without any action having been taken, the report is finalised. When the final report does not propose any financial correction and recovery, it is approved by the Director of the H.F.R.I., registered in the IS and communicated to the beneficiary. In case the verification report contains a recommendation for corrective action, it is approved by the Director of the H.F.R.I., the correction registration form and the amount of the financial correction are registered in the IS, and the amount of the financial correction and the amount of the project funding already registered, if any, is reduced accordingly. The final verification report and the decision of revocation and recovery (see par. 9 below) are communicated to the beneficiary.

The audit/verification request, the approved verification report, as well as any filed objections and all relevant accompanying documents, are then kept in the project file at the H.F.R.I. and/or within the H.F.R.I.'s IS.

4.4 Exceptional Progress Check

An Exceptional Progress Check is performed when the H.F.R.I. estimates that the progress required in implementing the physical and/or financial scope of a Project has not been achieved, or the Funding Award Decision terms and conditions, as well as the legislation in force, are not being respected.

The Exceptional Progress Check is conducted as per case by one or more experts or a committee appointed by the decision of the Director of the H.F.R.I. The Exceptional Progress Check report assesses the implementation progress and the possibility of successful Project completion.

As for the remaining matters, the process referred to in Paragraphs 4.2 and 4.3 above shall apply.

5. FINANCIAL MANAGEMENT OF PROJECTS

Cost eligibility begins on the project start date, and it is terminated at the end of its duration, as specified in the Funding Award Decision.

Cost eligibility is assessed according to the applicable legislative and regulatory provisions as in force.

5.1 Eligible Costs

The Eligible Costs of projects are the costs already paid by the HI-PI and the CO-Beneficiaries and which meet all of the following criteria:

1. They are carried out during the Project's eligibility period in accordance with the Funding Award Decision, are included in the total Project budget and are in accordance with the MIG.
2. They concern the physical scope of the Funding Award Decision and relate to the deliverables and milestones of the Project.
3. They are proportionate and necessary for the Project implementation and are carried out in a manner consistent with the principles of economy, efficiency, effectiveness and sound management.
4. They are identified and verified, in particular by their entry into the HI-PI accounts, in accordance with the national accounting standards in force and in accordance with the generally accepted accounting principles.
5. Comply with the requirements of the applicable tax and insurance legislation.
6. The cost invoices have been accounted for by the project completion date and paid up to thirty (30) calendar days thereafter. Exceptions include invoices for the employment of certified public accountants, which are eligible up to three (3) months after the end of each Project.

The following cost evidence must be submitted to the IS to complete **the Project costs auditing - verification procedures**, as per beneficiary and cost category (Annex III):

1. Invoices or accounting documents of equal substantiating value in accordance with the national legislation in force.
2. Proof of payment (attached to each submitted invoice).
3. Accounting receipt entries in the form of a detailed sub-ledger of the separate project account (signed by the accountant in charge and bearing the stamp of the institution).
4. A Solemn Declaration by the beneficiary, duly signed, where it is mentioned that:

"The submitted documents are true copies of the original receipts. The original receipts are always available to the H.F.R.I. The receipts do not correspond to costs funded by another program. Project costs are monitored through a separate account, and the undersigned is aware that any costs not recorded in said account are deemed non-eligible".

In case the beneficiary uses the services of a Certified Public Accountant, their certificate shall be attached thereto.

5.2 Eligible cost categories

Eligible costs for all projects are:

- Personnel costs
- Consumables

- Travel costs
- Dissemination costs
- Costs incurred for the use of or access to equipment, infrastructure or other resources
- Costs for the purchase of equipment
- Other costs
- Indirect costs

To be eligible, each cost must fall within the provisions of this section and be included in the Funding Award Decision as in force.

5.2.1 Personnel costs

This category includes salary costs for the PI and Research Team (RT) members. More specifically, the following apply:

5.2.1a Remuneration of Principal Investigator (PI)

The additional gross remuneration of the PI cannot exceed €800.00 per month and is subject to the salary and additional remuneration threshold provided for in article 2 of Law 3833/2010 in conjunction with the provisions of Law 4354/2015 (articles 13 and 28) and Law 4472/2017 (articles 130-135 and 156).

5.2.1b Remuneration of Research Team Members

Faculty Members and Researchers may participate in the RT only as non-remunerated members.

The members of the Research Team of the Project may be Postdoctoral researchers (PR), PhD Candidates, Post-Graduate Students, qualified scientific and technical staff.

The PRs who will be employed in the Research Team will be contracted to HI-PI or the CO-Beneficiaries under a fixed-term private employment contract or under a lease contract.

For **Postdoctoral Researchers (PRs)** participating in the Project, the monthly gross remuneration is calculated as follows:

1. In the case of a private fixed-term employment contract, the gross monthly remuneration of the PC is equal to the gross remuneration for full-time employment as defined in the provisions of Chapter B of Law 4354/2015 as in force and should be at least equal to the threshold set out in article 18 par. 12, point a) Law 4310/2014.
2. In the case of a leased project contract the gross monthly remuneration must be equal to the gross monthly remuneration that the PR would have received under a fixed-term private employment contract as defined above (under 1) (plus the applicable VAT).

For **PhD Candidates, Post-graduate Students and other scientific, technical and support staff** of the RT, the monthly gross remuneration is calculated as follows:

1. In the case of a fixed-term private law employment contract, the gross monthly remuneration is equal to the gross remuneration for full-time employment as defined in the provisions of Chapter B of Law 4354/2015, as in force.

2. In the case of a lease contract, the gross monthly remuneration is equal to the gross monthly remuneration that the PhD Candidate or Postgraduate Student would have received under a private fixed-term employment contract as defined above (under 1) (plus the applicable VAT).

The RT members who are part of the HI-PI or CO-Beneficiary(s) staff (public or private employment contracts) may be paid an additional fee of up to **€400.00** per month for additional work, in addition to their working hours, in accordance with the applicable legislation.

The cost of remuneration of support staff for administrative/financial matters in the Research Project is not eligible.

In case a Postgraduate Student of the project's Research Team completes his/her postgraduate studies and registers as a PhD Candidate during the Project implementation, it is possible for him/her to be included in the category of PhD Candidates with a corresponding increase in the monthly remuneration, if there is a relevant provision in the Project's budget. Similarly, a PhD Candidate who has been successfully promoted to a PhD may be included in the PR category with a corresponding increase in monthly remuneration, provided that there is a provision in the project budget, following the processes described in paragraph 8 of this Guide.

It should be noted that in case the project is funded, the Remunerated members of the RT cannot be remunerated by another H.F.R.I. action for the period of their remunerated employment in this action on a full-time basis.

All Remunerated members of the project team are required to keep timesheets regardless of the type of contract with the HI.

Table 1 below outlines the terms and remuneration thresholds mentioned above.

Table 1: Remuneration of Research Team Members

Categories of remunerated RT members	Determination of Gross Remuneration
1. Postdoctoral Researcher	Gross monthly remuneration: a) For a fixed-term private law employment contract: in accordance with the provisions of Chapter B of Law 4354/2015, as in force, and should be at least equal to the threshold set out in article 18 par. 12, point a) Law 4310/2014. b) For a Project leased contract: in accordance with the provisions of Chapter B of Law 4354/2015 and in any case at least equal to the threshold set out in Article 18 par. 12 point. a) Law 4310/2014 (plus VAT).
2. Scientific Staff (PhD Candidates, Post-Graduate Students), Technical and Other staff	Gross monthly remuneration: a) For a fixed-term private law employment contract: in accordance with the provisions of Chapter B of Law 4354/2015, as in force, gross remuneration for full-time employment.

	b) For a Project leased contract: equal to the gross remuneration for full-time employment (plus VAT) as defined in the provisions of Chapter B of Law 4354/2015, as in force.
3. Staff of Section 4.2 beneficiaries (HI-PC and CO-Beneficiaries) employed with a public sector employment contract, an open-term private law employment contract or a fixed-term private law employment contract	In accordance with the applicable legislation, as an additional fee for additional work with a maximum of €400.00 per month.

The above are gross amounts on which all statutory deductions applicable in each case are calculated. For the calculation of the total personnel cost charged to the Project, the statutory employer's contributions are added to the above amounts, which constitute eligible costs of the Project. In the case of a Project lease contract, the applicable Value Added Tax (VAT), which is an eligible cost of the Project, shall be added to the above amounts if required by law.

Members of the Research Team working abroad in any type of employment relationship are not entitled to remuneration.

All members of the Research Team (remunerated and non-remunerated members) may receive for the needs of the Project travel expenses (i.e. travel expenses, overnight accommodation and daily allowance) for travel undertaken in the framework of the implementation of the Project.

The remunerated members of the RT who have not been nominated at the time of submission of the proposed Research Project will be selected by the HI-PI or the CO-Beneficiaries following the publication of a call for expressions of interest for the respective positions and in accordance with the applicable legislation.

5.2.2 Consumables

Costs for consumables are eligible when pertaining exclusively to the implementation of the Project and are recorded separately. Indicatively, they involve the purchase of direct consumption materials (e.g. lab consumables, reagents, etc.) that are necessary for the Project implementation. This category does not include costs for general office supplies, such as forms, stationery, computer consumables, etc., as they are normally included in the general operating costs of the Project and may be eligible only where the characteristics of the research Project require an unusual amount of related costs for its implementation. In this case, sufficient documentation is required.

For the procurement of consumables, the HI-PI and CO-Beneficiaries are required to apply the provisions of Law 4412/2016 on "Public Contracts for Projects, Procurement and Services (adaptation to Directives 2014/24/EU and 2014/25/EU)" (A' 147), as in force, if they constitute contracting authorities within the meaning of that law.

The supporting documents listed in Annex III are necessary for the costs of consumables in this category to be considered eligible.

5.2.3 Travel costs

It concerns travelling (i.e. travel expenses, accommodation, and daily allowance) of the PI/PC and Project team members within the country or abroad in the context of activities directly related to the Project implementation. In the case of research collaboration, a prerequisite for the eligibility of costs is the submission of the relevant confirmation of collaboration from the Collaborating organisation.

This category also includes as eligible costs to cover the travel and accommodation costs of members from Collaborating Organisations from abroad or from Greece who participate in the Project team as non-remunerated members. This category is included in the research cooperation and the necessary condition for the costs to be eligible is the submission of the relevant confirmation of cooperation from the Collaborating organisation.

Costs in this category are incurred in line with the provisions of Subparagraph D, “Costs for Travelling in and out of State” of Law 4336/2015 (A’ 94), as in force.

The supporting documents listed in Annex III herein are necessary for approving the eligibility of costs in this category.

It should be noted that in the event of cancellation or postponement of conferences or meetings for reasons of force majeure, the costs resulting from the cancellation of tickets, participation in accommodation and/or organisation of the events concerned may be considered eligible and charged to the budget of the projects concerned, provided that they were incurred at a time when the beneficiary could not have foreseen the cancellation. In addition, it should be ensured that the costs or part of them are not reimbursed from other sources. Any amounts reimbursed (e.g. from insurance coverage, air carrier, accommodation, etc.) must be deducted from the Eligible Costs.

5.2.4 Dissemination costs

Dissemination costs include costs for publications in scientific journals, costs for registration in conferences with a speech/announcement or poster, costs for the organisation and hosting of workshops and/or conferences, costs for the publication of monographs and books, costs for the production of audiovisual material, for the development of websites and promotion on social media by the Research Team. In addition, this category includes costs for the submission of patents to the Hellenic Industrial Property Organisation and/or to equivalent foreign bodies, as well as other types of costs for the registration of research results, etc.

For these costs to be eligible, they must relate to the results of the research Project and adhere to all the publicity rules described in paragraph 7 herein.

It should be noted that if the approved Project Technical Documentation provides for the development of a website, the website should be up and maintained online for at least five (5) years after the completion of the Project.

The supporting documents listed in Annex III herein are necessary for approving the eligibility of costs in this category.

5.2.5 *Costs incurred for the use of or access to equipment, infrastructure or other resources*

This category includes the costs required to be paid for the use of or access to research laboratory equipment, research infrastructure or other resources necessary for the implementation of the research Project. The necessity must be sufficiently documented in the submitted proposal. In addition to equipment, infrastructure or resources of domestic or foreign institutions, this category may include equipment/infrastructure/resources owned by the HI-PI or the CO-Beneficiaries.

Indicatively, eligible costs in this category may include, in addition to the costs for the use of or access to research laboratory equipment or infrastructure, costs for access to resources necessary for the implementation of the research Project, such as access to databases, subscriptions to libraries, archives and collections of national and international institutions, procurement of software programs for specific research purposes, software updates in the HI-PI and/or the CO-Beneficiaries, conversion of printed and audiovisual files into digital files and their utilization, costs for the acquisition of satellite data, etc.

The supporting documents listed in Annex III are necessary for the costs in this category to be considered eligible.

5.2.6 *Costs for the purchase of equipment*

This cost category includes the procurement of equipment necessary for the implementation of the research Project. In order to be considered eligible, the equipment must be documented in the submitted Proposal as being essential for the Project implementation and must be purchased no later than the first half of the project implementation period.

For the procurement of consumables, the HI-PI and CO-Beneficiaries are required to apply the provisions of Law 4412/2016 on “Public Contracts for Projects, Procurement and Services (adaptation to Directives 2014/24/EU and 2014/25/EU)” (A’ 147), as in force, if they constitute contracting authorities within the meaning of that law.

The supporting documents listed in Annex III herein are necessary for approving the eligibility of costs in this category.

5.2.7 *Other costs*

This category includes costs that cannot be included in the remaining cost categories, as well as any fees for procuring the services of certified accountants registered in the Auditor Register of the Hellenic Accounting and Auditing Standards Oversight Board (H.A.A.S.O.B.) to certify the financial scope of the project. Indicative costs included in this category are: special telecommunications costs (such as the use of satellite communication), repair costs for important equipment, etc.

Costs are eligible provided they are listed in the PTB or its imminent amendment during project implementation, in line with the process described in paragraph 8 herein.

In the case of costs for repair and overhaul of research equipment other than those mentioned above, the request must be supported by a simple cost-benefit analysis and must concern equipment essential

for the implementation of the research Project. Eligible costs are those incurred for the necessary parts and spare parts, as well as the cost of labour and possible transportation costs related to the aforementioned equipment.

For the procurement of consumables, the HI-PI and CO-Beneficiaries are required to apply the provisions of Law 4412/2016 on “Public Contracts for Projects, Procurement and Services (adaptation to Directives 2014/24/EU and 2014/25/EU)” (A’ 147), as in force, if they constitute contracting authorities within the meaning of that law.

The supporting documents listed in Annex III herein are necessary for approving the eligibility of costs in this category.

5.2.8 Indirect costs

The Project management and operating costs of the HI-PI and/or the CO-Beneficiaries may amount to up to 8% of the total Project budget and shall be paid to the Special Account for Research Funds or the corresponding HI-PI and/or the CO-Beneficiaries department. These costs include support for financial management, office supplies (stationery, computer consumables, etc.) and basic services (telecommunications, electricity, internet access, etc.). The amount is calculated on the total costs of all other categories and included in the research project budget.

It should be noted that indirect costs are eligible without the need to provide the corresponding supporting documents but should be recorded in the HI accounting records-PI and/or the CO-Beneficiaries.

5.3 Accounting records

In order to be able to manage the progress of the implementation of the physical and financial scope of the Project, as described in Paragraphs 4 and 5 herein, it is necessary to maintain a separate account from HI-PI and/or the CO-Beneficiaries in the accounting books for the project's costs and revenue, in accordance with Greek Accounting Standards (GAS).

The supporting documents for the costs incurred should be accompanied by paid invoices or accounting documents of equivalent probative value in accordance with national legislation and as referred to in Annexes II and III.

In order to be considered eligible, cost invoices for each Project must have been issued by the Project end date (physical scope) and must have been paid within 30 calendar days after that, at the latest.

Regarding the accounting entries for invoices, required supporting documents in the case of double-entry book-keeping are:

- Copies of Subsidiary Ledgers (cards) of the accounts depicting project costs.
- Copies of accounting entries for project costs and their settlement.
- Copies of the accounting entries recording the receipt of any advance or interim payment (at the latest at the time of final verification of the project).

5.4 Value-added Tax

Value-added Tax (VAT) is considered an eligible cost only if the HI-PI is not entitled to a VAT deduction under the provisions of the VAT Code as in force at the time and as evidenced by a certificate from the relevant Tax Office. VAT that can be recovered or offset in any way cannot be considered an eligible cost, even if it is not recovered by the organisation.

5.5 Audit Certificate from a Certified Public Accountant

It is possible to have the Project's costs certified by certified public accountants registered in the Register of Auditors of the H.A.A.S.O.B. The work of the certified public accountant includes, inter alia, the submission of a report concerning the verification of the legality and regularity of the execution and settlement of the costs and the correct accounting entry in accordance with the legislation in force and the Funding Award Decision. In addition, the certified public accountants check and certify that all the necessary supporting documents are in order, that the costs have been incurred within the eligible period, that they are relevant to the specific project, as well as that they comply with the terms of the Funding Award Decision. The beneficiary selects the certified public accountants, and the cost of their employment is eligible as long as it is incurred up to three (3) months after the end of each Project. In the event that during the audit of the physical scope of the Project, a part or percentage of the deliverables is accepted, either in terms of quantity or quality, as well as in the event that findings are found during the financial audit (e.g. unauthorized budget overruns, non-eligible costs), the H.F.R.I. reserves the right to reduce the amount of costs certified by the certified public accountants by a corresponding amount or percentage.

5.6 Invoice misplacement

In the event that the original cost supporting documents are misplaced, the beneficiary is obliged to produce:

1. A copy of the misplaced document with the supplier's stamp and notation "exact photocopy of the original document" and
2. A solemn declaration of Law 1599/1986 signed by the beneficiary's legal representative, whereby it is attested that:

"The document (description of the document number/issuance date/supplier/cost description) has been misplaced, and the supplier has provided an exact photocopy of the original. This cost pertaining to this document has not been or will not be used in the future for a subsidy from a national, Community, or other programme".

5.7 Non-eligible Costs

The following costs are not considered eligible:

1. Debit interest, debt servicing costs and default interest.

2. Foreign exchange charges and debit differences, as well as other net financial expenses, excluding costs related to the opening of accounts required by the H.F.R.I. or applicable law and the cost of financial services imposed by the Funding Award Decision.
3. Provisions for future losses or contingent liabilities.
4. Foreign exchange losses.
5. Recoverable VAT. As an exception, VAT is eligible in cases where no taxable income is generated during the Project implementation or after its completion or where, although income is generated, it pertains to a non-taxable activity. The competent tax authorities are responsible for verifying that such activity is not taxable.
6. Amounts withheld in favour of the organisation or on its behalf, or withholdings returned to the organisation by any means. Amounts withheld by institutions on behalf of third parties are considered eligible costs, provided they are paid to the third parties in accordance with the provisions in force.
7. Costs incurred for which the provisions of Law 4412/2016 on “Public Contracts for Projects, Procurement and Services (adaptation to Directives 2014/24/EU and 2014/25/EU)” (A’ 147), as in force, if the HI-PI or the CO-Beneficiaries constitute contracting authorities within the meaning of that law, were not applied.
8. Any excessive or unreasonable costs.
9. Any fines, penalties and legal fees.

6. PI and HI-PI Obligations

The PI shall represent the Research Team in its communication with the H.F.R.I., take all necessary measures for the effective supervision of the project from a scientific point of view and guide the Research Team in all phases of the implementation of the research project. They shall be responsible for informing the H.F.R.I. in a timely manner of any event or change of circumstances likely to affect the progress of the Project, the realisation of its objectives, the adherence to the approved timetable and the production of deliverables. They are responsible for submitting relevant requests for modifications.

6.1 PI, HI-PI, and CO-Beneficiaries Obligations

The PI, with the assistance of the HI-PI and the CO-Beneficiaries, is solely responsible for the proper implementation of the Project. The PI, along with the HI-PI and the CO-Beneficiaries, should:

1. Adhere to the terms of the Call, the Management-Implementation Guide and the Funding Award Decision.
2. Adhere to EU and National Legislation when implementing the Project, especially regarding the law on public contracts, state subsidies, sustainable development, gender equality, non-discrimination and accessibility for People with Disabilities (EU 1303/2013/17.12.2013, Article 7).
3. Keep a separate accounting section for the Project or have adequate accounting coding showing that all cost records correspond fully with the declared costs.
4. Keep a separate bank account that will be used exclusively for this action and per project.
5. Take all necessary actions to update H.F.R.I. and/or the IS with information and documents on the Project, thus ensuring the accuracy, quality, and admissibility of the submitted information.

6. Not receive aid from another national or EU programme for the implementation of the Project or part of it and/or part of the eligible costs in breach of the restrictions on the cumulation of State subsidies.
7. Not transfer or replace fixed assets whose value has been increased without the H.F.R.I.'s approval.
8. Place posters at the HI-PI and the CO-Beneficiaries with information about the Action and funding from the H.F.R.I.
9. Place a stamp on each tax document for each cost related to the funded Project containing all funding information (Title of Action - Project No.).
10. Use the H.F.R.I. logo on any document (printed or electronic) related to the project.
11. Refer to the Project being funded by the H.F.R.I. through this action using the appropriate wording and relevant logos, as detailed in Chapter 7, in any kind of publicity activity related to the Project (e.g. announcements in the printed and electronic press, conference and workshop presentations, scientific papers in national and international journals, events), as well as by posting on their website.
12. Accept their inclusion in the List of projects/beneficiaries under the H.F.R.I. actions published on the H.F.R.I. website.
13. Immediately and obligatorily communicate to the competent H.F.R.I. department: a) any information that becomes necessary regarding the Project, in the form of reports or by providing specific data, b) any modification that occurs in the physical or financial scope of the Project that establishes the need to modify the Project Technical Documentation, and c) possible inability of the PI, the HI-PI or the CO-Beneficiaries to implement the Project.

Finally, the PI and the HI-PI are responsible for gathering all required information, supporting documents, filling in all required forms and sending them in time to the competent H.F.R.I. department, as well as the cooperation with the H.F.R.I. when carrying out audits - verifications.

Any violation of the terms of the Funding Award Decision shall entail the adoption of corrective measures in accordance with the specific provisions of the Internal Regulation of the H.F.R.I. and other legislation in force.

6.2 Obligations following the Project completion

1. The HI-PI, the CO-Beneficiaries and the PI cannot be subsidised by another Organisation/Programme for the implementation of the same Project or part thereof.
2. The HI-PI and the CO-Beneficiaries have to return the interest generated in the bank account maintained for the Project payments and accrued due to the advance funding of the Project. It should be noted that any income and interest generated will be offset against the final instalment of the funding, and any bank charges associated with the movement of the account may be deducted from the interest.
3. The HI-PI and the CO-Beneficiaries are obliged to keep and make available to the competent bodies of H.F.R.I. throughout the duration of the Project and for five (5) years after its completion, all documents, supporting documents and data of the approved proposal, in any way foreseen, either in paper or electronic form through the IS, in order to be able to verify that the progress and completion of the implementation of the physical and financial scope of the

project is in accordance with the timetable, the implementation conditions, the applicable institutional framework as well as the specific provisions of the Call, the MIG and the Funding Award Decision.

4. The HI-PI and the CO-Beneficiaries must retain all original supporting documents and invoices of the Project costs for the duration of the Project and five (5) years after the date of payment of the last instalment of funding. At the same time, plain copies should be stored in a special file and be available to the competent H.F.R.I. inspection bodies if an audit is requested, regardless of whether they are not obliged to keep the supporting documents and supporting evidence of Project implementation by other provisions of national legislation. The above information and supporting documents shall be kept either in the form of originals or certified copies of the originals or on commonly accepted data carriers, including electronic versions of the originals or documents available only in electronic form.

7. PUBLICITY OBLIGATIONS

All institutions participating in the Project are obliged to inform the public about this research project being funded by the H.F.R.I. in the framework of the specific action.

In particular, each dissemination and publicity action in the context of the funded Project should clearly state that the project has received funding from the H.F.R.I. by clearly referring to the specific action programme and displaying the H.F.R.I. logo and website.

The dissemination actions may include:

- Communication and/or publication in scientific or non-scientific journals (either by individual members of the Research Team or by the Research Team as a whole).
- Promotion on websites and social media.
- Printing of brochures (ex., flyers).
- Participation in conferences, seminars, workshops, etc.
- Creation of audiovisual material.

Regarding publications in scientific or non-scientific journals, it should be noted that this obligation is irrespective of the completion of the Project and depends only on whether the research published has been carried out within the framework of the funded Project (also applicable to publications after the completion of the Project).

The PI is responsible for complying with this obligation, which is noted to be a necessary minimum condition for eligibility for the specific costs and/or the costs of associated transportation (if any).

Below is the text that should accompany each dissemination/publicity action related to the Project as a minimum requirement for the eligibility of the corresponding budget costs:



Το ερευνητικό έργο υποστηρίχτηκε από το Ελληνικό Ίδρυμα Έρευνας και Καινοτομίας (ΕΛ.ΙΔ.Ε.Κ.) στο πλαίσιο της 4ης Προκήρυξης Δράσης «Επιστήμη και Κοινωνία» Εμβληματική Δράση «Παρεμβάσεις προς αντιμετώπιση των οικονομικών και κοινωνικών επιπτώσεων της πανδημίας COVID-19» (Αριθμός Έργου:.....)



The research project was supported by the Hellenic Foundation for Research and Innovation (H.F.R.I.) under the 4th Call for Action “Science and Society”- Emblematic Action – “Interventions to address the economic and social effects of the COVID-19 pandemic” (Project Number:).

Regarding audiovisual material, the opening and closing titles must include an explicit and legible reference to the H.F.R.I. funding using the appropriate wording in Greek and/or English.

The H.F.R.I. shall (or may) use non-confidential information related to the project (e.g. the title and summary of the Project, the start and completion date of the Project, the total eligible costs), as well as personal data of the PI, data of the HI-PI and the CO-Beneficiaries for the purposes of transparency, publicity and dissemination of the results of the Project and the action, including the posting of these data on the H.F.R.I. portal (www.elidek.gr).

Failure to implement the information and communication measures defined in this Paragraph may result in a flat-rate correction of the total Project costs.

8. AMENDMENTS

8.1 Overview

The terms for implementing the Project, as specified in the Call and the Funding Award Decision, are binding and essential. Any unilateral change by the beneficiary without prior approval from the Director of the H.F.R.I. constitutes a reason to withdraw the Project’s funding.

At the request of the beneficiary, it is possible, by the decision of the Director of the H.F.R.I., to modify the Funding Award Decision and the approved P.T.D. The request shall document the necessity of the proposed change in the Project's aspects in order to achieve its objectives, which may relate to its physical or financial scope, as well as the corresponding terms of the Funding Award Decision. The request shall be submitted through the H.F.R.I.'s I.S. within a reasonable time before the required implementation of the modification and shall be accompanied by all documents and information supporting the need for the modification. **In order for the amendment request to be accepted, the proposed changes must not affect the original objectives of the approved Proposal and the overall budget and must not alter the evaluation results.** An amendment request submitted less than thirty (30) calendar days from the Project completion date shall not be reviewed.

Amendment requests shall not be reviewed until all necessary accompanying information and supporting documents provisioned below or in the Funding Award Decision have been submitted. Provided all the required documents and information have been submitted, requests are reviewed on a case per case basis, with/or without the assistance of an external expert and/or a competent committee appointed by the H.F.R.I.

In case the request for modification is accepted, individual elements of the Project shall be modified, and accordingly, the Funding Award Decision shall be modified by the decision of the Director of the H.F.R.I. The beneficiary shall be notified of the decision, and the relevant documents shall be registered in the project file kept by the H.F.R.I. If the amendment request is not accepted, the Director of the H.F.R.I. shall issue a substantiated decision rejecting the request. The decision is communicated to the beneficiary, who hereinafter commits to implementing the Project in accordance with the original Funding Award Decision.

8.2 Amendment cases

1. An extension to the Project implementation period may be granted for one (1) time only (except for reasons of force majeure), provided that it is necessary for the successful completion of the Project.
2. Replacement of Research Team member(s). In case of replacement of a Research Team member, the new member should have equivalent qualifications to the member being replaced and be selected following a call for applications by the HI-PI and/or the CO-Beneficiaries, the content of which shall be determined by the PI. For these calls, the relevant provisions of Laws 4310/2014, 4386/2016, 4485/2017 and 4589/2019, as in force, shall apply.
3. Departure of RT members (without being replaced) or addition of new members to the Research Team, following an invitation in accordance with the above (under 2).
4. Withdrawal/replacement of a CO-Beneficiary is only possible after a complete justification of the necessity of the change and provided that meeting the objectives of the research Project is ensured. More specifically, the HI-PI shall submit a request accompanied by an extraordinary Progress Report (according to par. 4.1 herein) regarding the part of the Project assigned to the CO-Beneficiary in question as well as the proposed changes (physical and financial scope) deemed necessary for the implementation of the Project (addition of a new CO-Beneficiary or assignment of the unfinished project to another CO-Beneficiary). If by the time of termination, the PI or the HI-PI or the CO-Beneficiaries have received an amount higher than the amount finally approved, the excess amount shall be returned to the HI-PI. In addition, a corresponding Amendment/update to the Consortium Agreement is required.
5. An addition of a CO-Beneficiary is only possible after a complete justification of the necessity of the change and provided that achieving the objectives of the research Project is ensured.
6. Addition/Replacement of a CO is possible only after a complete justification of the necessity of the change and provided that it is ensured that achieving the objectives of the research Project is not affected by this change.
7. Replacement of the Principal Investigator: The PI submits a documented request proposing a new Principal Investigator with at least equivalent qualifications. In case of objective inability of the PI to nominate a new PI (e.g. due to illness or death) then the HI-PI, on the recommendation of the Research Team, proposes a new PI with equivalent qualifications to those of the PI.
8. Amendment of aspects that significantly affect the scope and the way in which the physical scope is to be implemented (e.g. application of technologically inferior research techniques/methodology, limitation of the foreseen deliverables, change/modification of equipment, etc.).
9. Transfer of amounts between Project cost categories which results in an increase or decrease in the current approved budget of the cost categories concerned (i.e., the cost category that is decreased and the cost category that is increased, respectively) of **more than 25%**, provided that the terms and conditions of the Funding Award Decision are met.
10. Transfer of an amount to a non-approved but eligible cost category/ies that results in a reduction of **more than 10%** of the initially approved budget of the category from which the amount is being transferred, provided that the terms and conditions of the Funding Award Decision are met.

11. Transfer of an amount between the individual budgets of the Institutions-Beneficiaries is possible upon documented request of the necessity of the change.
12. Replacement of approved equipment by equipment with equivalent technical characteristics and functionality, if it is documented that the new equipment will have the potential to lead to the same or improved results compared to the approved equipment.

Any modification request shall be submitted to H.F.R.I. at least thirty (30) calendar days prior to the project completion date as determined by the Funding Award Decision, including any extensions that have been approved. The request shall clearly reflect the requested changes in relation to the applicable terms of the Funding Award Decision and shall be accompanied by all documents or supporting documentation necessary to substantiate the necessity of the changes.

The modification is approved (in whole or in part) or rejected by the decision of the Director of the H.F.R.I., based on a recommendation of the Research Projects Department, with/without the assistance of external experts. The decision is entered into the IS and communicated to the PI and the HI-PI.

8.3 Amendments to beneficiary's information

The beneficiary is obliged to inform the H.F.R.I. in every case of change of its information by sending the new information and/or entering it in the respective fields of the IS, as indicatively:

- change in the trade name and/or legal form,
- change of legal representative,
- change of registered office and/or relocation of the funded activity.

The above changes are reviewed by the Department of Research Project of the H.F.R.I. and, if necessary, the Funding Award Decision is amended, and the beneficiary is informed accordingly.

8.4 Changes that do not constitute amendments

In the context of the Project implementation, the following changes are allowed without the need to submit an amendment request, which do not constitute an amendment in the sense of par. 8.1-8.3 above:

1. Change of member category: In case a postgraduate student of the Research Team completes his/her postgraduate studies and registers as a PhD candidate during the project implementation, it is possible to join the category of PhD candidate with a corresponding increase in the amount of remuneration, if there is a relevant provision in the project budget. The same applies to PhD Candidates who receive the PhD degree and wish to continue as members of the Research Team or, in the case of a postdoctoral researcher, as a faculty member or researcher. In any case, the PI is obliged to inform the H.F.R.I. on this matter.
2. Transfer of amounts between cost categories of the Project which changes (increases/decreases) the existing approved budget of the Organisation-Beneficiary in these cost categories (i.e., the cost category that decreases and the one that increases respectively after

the transfer) in total/aggregate up to 25%, provided that the terms and conditions of the Funding Award Decision are met.

3. Transfers of amounts to a non-approved but eligible cost category within the specific budget of each Organisation-Beneficiary, which change (reduce) the total amount of the cost categories from which the transfer is made up to a total/aggregate of **10%**, provided that the terms and conditions of the Funding Award Decision are met.
4. Transfer of amounts between more specific cost subcategories within the same cost category (ex., personnel cost) without any limitation. Furthermore, adding new subcategories within the same expenditure category is allowed.
5. Transfer of human effort between Project staff categories, provided that the conditions of the Funding Award Decision are met.
6. Changes in the duration of the work modules and the time to reach the deliverables and milestones within the approved overall Project schedule.

The above changes may be implemented under the responsibility of the PI and/or the HI-PI and/or the CO-Beneficiaries over the duration of the Project without prior approval. They shall accompany the corresponding verification request and be submitted to the H.F.R.I., where they shall be clearly reflected in relation to the applicable Funding Award Decision information. Their acceptance shall be subject to the approval of the verification entity, which shall examine the inclusion of the change in the above cases of permitted changes and its compliance with the other terms of the Call and the Funding Award Decision.

Any other issue or amendment not falling under any of the above (under 8.2-8.4) cases of change of Project aspects shall be brought to the attention of the H.F.R.I., reviewed by the Research Projects Department of the H.F.R.I. and, if necessary, the Funding Award Decision shall be amended by the director of the H.F.R.I.

8.5 Discontinuation of the Research Project

The PI submits an Extraordinary Progress Report, including the deliverables that have been completed up to the point of discontinuation. Once these have been evaluated, funding is limited to the costs already incurred and approved/certified in the framework of the above evaluation. If an amount greater than the final approved amount has been paid to the HI-PI by the time of discontinuation, the excess amount will be returned to the H.F.R.I.

9. FUNDING REVOCATION

The Funding Award Decision may be revoked by decision of the Director of the H.F.R.I. in the following cases:

1. In case the PI submits a written resignation to the H.F.R.I. and/or through the IS before the approved implementation schedule is terminated, stating that the Project cannot be implemented.
2. As a sanction for non-compliance with the Funding Award Decision conditions, as evidenced by the relevant certifications. Indicatively, the process is initiated when it is established:
 - i. expiry of the Project implementation deadline,

- ii. inability to verify the physical scope of the Project,
- iii. inability to certify the financial scope and eligibility of Project costs based on the original supporting documents and other supporting documents and documentation resulting from the verification process,
- iv. inability to confirm the existence of an adequate verification trail,
- v. in case the PI and/or the HI-PI do not comply with the recommendations of an administrative or onsite verification by the H.F.R.I.

The occurrence of the aforementioned events is confirmed by the Research Projects Department, and the Director of the H.F.R.I. issues a documented Funding Revocation Decision. Director, which is then communicated to the beneficiary. Relevant documents are placed in the pertinent Project file kept in the IS.

In the event of a search for unduly or illegally paid amounts, the provisions of Articles 51 and 52 of the H.F.R.I. Internal Regulation shall apply.

10. PROJECT COMPLETION

Based on the results of the verification report and the overall elements of the approved Proposal, the Director of the H.F.R.I. prepares and publishes the Project Completion Certificate through IS.

The necessary conditions for Project completion are:

- The verification of the completion of the physical scope through the completion of the planned deliverables, milestones and the achievement of the key Project objectives or the identification of the individual deliverables and milestones that have been fully or partially realised.
- Compliance by the PI and the HI-PI with the obligations described in the Funding Award Decision.
- The compliance of the PI and the HI-PI with any recommendations of prior verifications/inspections/audits carried out on the Project.

The Project Completion Certificate:

- Certifies that the implementation of the physical scope (Project deliverables and objectives) has been completed.
- Certifies the completion of the financial scope of the Project and reflects the final result of the cost verification carried out on the whole Project.
- Specifies the final funding amount to be paid, reflecting amounts that have already been paid, as well as the amount remaining to be paid.
- Specifies the final funding scheme.
- Establishes whether the PI and the HI-PI obligations have been met, as specified in the Funding Award Decision, including any publicity-related obligations.
- Ascertains the compliance of the PI and the HI-PI with any recommendations of previous verifications/inspections/audits carried out on the Project.
- Determines the exact date of incurrence of each Long-Term Obligation by the beneficiary as stipulated in the Funding Award Decision.

The H.F.R.I. shall notify the beneficiary of the Project Completion Certificate. All relevant documents and supporting documentation shall be archived in the project file.

ANNEX I

SUPPORTING DOCUMENTS FOR FUNDING REIMBURSEMENT

To reimburse the funding, the following supporting documents shall be submitted (where required):

1. The decision to include the Project funding in the budget of the HI-PI.
2. Tax clearance note of the HI-PI for collecting money from entities other than the Central Administration or clearance note for debts towards the State.
3. Social insurance clearance certificate of the HI-PI for collecting cleared receivables of a fixed amount from the State or a Certificate for withheld (settled) social insurance contributions (where required).
4. HI-PI's Bank account number (IBAN).

The corresponding bill of collection should be issued upon payment of each instalment and sent to the H.F.R.I.

ANNEX II

ACCEPTABLE WAYS OF COST SETTLEMENT

In order for the costs to be considered eligible, they should be settled (in part or in full) as follows to ensure an adequate audit trail, as well as being deductible costs in accordance with Sections 22 & 23 of the Income Tax Code (Law 4172/2013, Circ. No. 1216/1.10.2014 and Circ. No. 1079/6.4.2015):

- For any type of costs related to the purchase of goods or services amounting to over five hundred (500) euros (excluding VAT), partial or total payment must be made using a bank payment method.
- Any costs related to the purchase of goods or services amounting to up to five hundred (500) euros or less (excluding VAT) can be settled without the use of a bank payment method, i.e., in cash.

For the purposes of implementing the above, as a bank payment method is understood:

- A cheque issued from the corporate account of the beneficiary/recipient of the funding to the supplier which must have been cleared by the Bank before the verification date of the cost. For the verification of the payment, the following are required: (a) the relevant transaction forms of the HI-PI and the CO-Beneficiaries's business bank accounts (extrait) related to the issued cheque, (b) a photocopy of the cheque, (c) a payment receipt issued by the supplier, and (d) the supplier ledger (account 50).
- A cash deposit from the corporate account of the beneficiary/recipient of the funding to the supplier's bank account. For the verification of the payment, it is required: (a) a copy of the bank deposit slip with the supplier of the goods or services to the funding recipient/beneficiary appearing as the account holder, as well as the name of the depositor/investor and the invoice the payment pertains to, (b) the treasury ledger (account 38) and/or business account statement (extrait) depicting cash withdrawal, (c) a payment receipt issued by the supplier and (d) the supplier ledger (account 50).
- Transfer from the corporate account of the beneficiary/recipient of the funding to the supplier's corporate account. For the verification of the payment, it is required: (a) a copy of the bank cash transfer slip containing all account details, (b) a payment receipt issued by the supplier and (c) the supplier ledger (account 50).
- A Bank Cheque issued by the HI-PI or the CO-Beneficiary payable to the supplier from a bank legally operating in Greece through the corresponding cash deposit in the bank of the funded organisation. For the payment verification, in addition to other evidence (e.g. deposit slip), the bank documents for the issuance of the cheque to the supplier, a copy and a photocopy of the body of the respective cheque serve as proof of payment.
- Online transaction (web-banking transaction or web transfer transaction from and to an identified payment account held with a Payment Service Provider). For the verification of the payment, the following are required: (a) a copy of the corporate account transaction (extrait) held at a bank or a Payment Service Provider of the beneficiary for a period of at least one month after the payment has been made, (b) a copy of the electronic transaction showing the recipient of the payment amount, i.e. the supplier of goods and services and the payer/depositor, i.e. the beneficiary of the funding and (c) the supplier's subsidiary ledger (account 50).

- Card payment (debit, credit, or prepaid card). In order for the payment to be verified, the card must be issued in the name of the HI-PI or the CO-Beneficiary or be linked to a payment account held with a Payment Service Provider in the name of the HI-PI or the CO-Beneficiary. In any case, there must be a sufficient audit trail, i.e. evidence of the purchase of the relevant goods/services and the charges to the beneficiary's card (regardless of whether this transaction is made by instalments or by a lump sum payment). For the verification of the payment, the following are required: (a) a copy of the beneficiary's card transaction or payment account held with a Payment Service Provider, showing the card transactions and showing an instalment or a lump sum payment for the transaction and (b) the supplier's subsidiary ledger (account 50).
- A postal cheque - quick payment issued at the Hellenic Post by cash deposit from the beneficiary to settle supplier payment at a time prior to the verification date of the cost. For the verification of the payment, the following are required: (a) documents proving the issuance and collection of the postal cheque, listing the details of both the beneficiary and supplier and (b) the supplier's subsidiary ledger (account 50).

In the case of advance payments against the value of the goods or services to be obtained or when partial payments are made for invoices with a net value of more than €500, it is required to use a banking method, regardless of the amount of each partial payment or advanced payment.

In cases where, from the information and supporting documents described above for payments using a bank payment method, the details of the contracting parties are not clearly identified or for special types of cost payments, the beneficiaries will be asked to provide proof of receipt or a document of equivalent probative value, e.g. a supplier's confirmation of settlement of the transaction.

In case of cash payment of an invoice (net value up to €500), the required supporting document for these transactions is (apart from the invoice for the purchase of goods or services) the supplier's receipt or a document of equivalent probative value, e.g. a supplier's confirmation of payment of the transaction.

The appropriate accounting entries must accompany all of the above transactions according to the Greek Accounting Standards (Law 4308/2014).

It should be noted that:

- All costs must have been settled prior to the submission of the request for the final verification/certification report.
- The beneficiary is allowed to receive and issue electronic invoices. An e-invoice is any invoice containing the information required by the Greek Accounting Standards (Law 4308/2014) and which has been issued and received in electronic form. For the purpose of verification of the investment costs, electronic invoices should always be printed.
- The beneficiary is required to keep a separate accounting section for the Project, in which all relevant Project costs will be entered.
- Project costs are eligible if they comply with the requirements of the applicable tax and labour legislation.

- All companies/suppliers of the beneficiaries of the Action will be required to maintain a corporate bank account for Project costs.
- Payment of costs using third-party cheques shall not be accepted.
- No cost fragmentation (segmentation) is allowed, leading to avoidance of obligations for the acceptable methods of payment (i.e. no partial invoice issue is allowed, with the purpose of moving to a smaller category for the purpose of paying these costs in cash).

ANNEX III

ELIGIBILITY RULES & SUPPORTING DOCUMENTS FOR COST VERIFICATION

Eligible Costs for projects funded under this Action are determined on the basis of actual costs, i.e. incurred by the HI, justified by the terms and objectives of the approved actions, provided for in the Funding Award Decision and evidenced by photocopies of supporting documents as indicated below. The original supporting documents must be available for verification by the competent body of the H.F.R.I.

In addition, there should be a **Solemn Declaration of the beneficiary**, duly signed, stating that:

- The copies submitted are exact copies of the original documents.
- The originals are at the disposal of the H.F.R.I.
- The supporting documents do not relate to costs funded by another programme.
- Project costs are accounted for in a separate account, and it is the knowledge of the undersigned signatory that any cost not entered into this account will be considered non-eligible.

More specifically, the following apply to each Cost Category:

Personnel Costs

– Regular staff

- A decision by the HI-PI and/or the CO-Beneficiaries that specifies the staff to be employed on the Project, their duties in relation to the physical scope of the Project, the duration of their employment, and their mode of employment in the Project.
- Monthly global timesheets, which will reflect the actual hours of employment of the employee per day in the Project and any other Project or activity in the beneficiary and/or in other organisations, signed by the employee and the HI-PI and/or the CO-Beneficiaries manager.
- Pay slips of the beneficiary for the period covered by the audit, showing the gross annual monthly remuneration, with any allowances, the corresponding social security contributions and any allowances provided for by the beneficiary's institutional framework for the last financial year of use, if any. The pay slips should also show separately any allowances for overtime and additional work by staff.
- Reports by the Principal Investigator on the work performed by each employee during the reference period.
- Proof of payment of wages to employees.
- Social insurance contribution payment receipts for each employee working on the project during the audited period and statement submission proof (detailed periodic statement) (where required).
- Proof of tax statement and income tax return.
- Accounting records of the supporting documents, preferably in the form of an itemised summary of the separate Project account (signed by the accountant in charge and stamped by the HI-PI and/or the CO-Beneficiaries) .

– **Temporary staff**

✓ ***Under a fixed-term employment contract (full or part-time employment)***

- Fixed-term employment contract which will specify the scope defined in relation to the physical scope of the Project and clear reference to the specific Project funded (Project code), the duration, the place of employment of the contractual party, the method of acceptance of the Project, the remuneration and any provision for off-site travel and participation in conferences, workshops (in relation to the Project), etc. In the case that natural persons have been evaluated during the selection of the Project, in accordance with the provisions of paragraph 3 of article 64 of Law 4485/2017, an open process is required in which all the above elements will be described.
- Monthly global timesheets, which will reflect the actual hours of employment of the employee per day in the Project and any other Project or activity in the HI-PI and/or the CO-Beneficiary or other institutions, signed by the employee and the head of the HI-PI or CO-Beneficiary administration, respectively.
- Reports by the Principal Investigator on the work performed by each employee during the reference period.
- Pay slips of the beneficiary for the period covered by the audit, showing the gross annual monthly remuneration, with any allowances, the corresponding social security contributions and any allowances provided for by the beneficiary's institutional framework. The pay slips should also show separately any allowances for overtime and additional work by staff.
- Proof of payment of wages to employees (as indicated in Annex II hereof).
- Social insurance contribution payment receipts for each employee working on the project during the audited period and statement submission proof (detailed periodic statement).
- Proof of tax statement and income tax return.
- Accounting records of the supporting documents, preferably in the form of an itemised summary of the separate Project account (signed by the accountant in charge and stamped by the HI-PI and/or the CO-Beneficiaries).

✓ ***Under a lease contract***

- Project lease contract. An open process is required - except in cases where natural persons have been evaluated during the selection of the Project, in accordance with the provisions of paragraph 3 of article 64 of Law No. 4485/2017 - which will indicate the scope of the contract specified in relation to the physical scope of the Project and a clear reference to the specific funded Project (H.F.R.I. Project code), the duration, the place of employment of the contractor, the method of acceptance of the Project, the remuneration and any provision for off-site travel and participation in conferences, workshops (related to the Project), etc.
- Reports by the Principal Investigator on the work performed by each employee during the reference period.
- Certificate of acceptance of the Project. If the contract specifies an hourly rate, global timesheets signed by the Head of Administration of the institution and the employee are required.
- Authorisation of the competent body in cases involving staff from the public and wider public sector employed in the Project.

- An invoice for services or a bill of sale (formerly a receipt for professional expenses) when the contracting party is not a trader for any reason, has a casual profession, and his/her remuneration is within the limits provided for by the applicable provisions.
- Proof of payment of wages to employees (as indicated in Annex II hereof).
- In cases of VAT exemption, a statement from the competent Tax Office
- Receipts of social insurance contributions to the Single Social Security Entity (EFKA), e.g. detailed periodic statement and of settlement, in case the employee falls under the provisions of Law 4387/2016, Article 39, par. 9.
- Tax statement and proof of tax return, as well as the relevant payment.
- Accounting records of the supporting documents, preferably in the form of an itemised summary of the separate Project account (signed by the accountant in charge and stamped by the HI-PI and/or the CO-Beneficiaries).

It should be noted that: In the event that social insurance contributions are not billed due to debt settlement inclusion, the pertinent social insurance fund document regarding inclusion in a debt settlement scheme must be submitted, outlining: the settlement duration, the total amount, the instalment amount and the number of instalments. The compatibility between the period of time indicated in the document and the period under audit is reviewed, as well as whether the instalments are paid regularly up to the date of the audit. The cost is certified when these two conditions are met, provided that paid contributions cover the amount corresponding to the social insurance contributions for the audited period. In the case of income tax settlement, the provisions outlined in the social insurance contribution regulation shall apply.

Consumables

1. Documents evidencing compliance with the rules of Public Contracts for projects, Procurement and Services of Law 4412/2016, as in force.
2. A document substantiating the necessity of the procurement to serve the Project activities and its link to the physical scope of the Project in case the type of consumables is not described in the Proposal submission.
3. Record of receipt by the competent committee.
4. Photocopies of invoices or accounting documents of equivalent standing. (For the verification of an invoice from a foreign country, in addition to the invoice, all relevant documents should be included, such as: a pro forma invoice describing the method of payment (advance payment, instalments, payment bank), accompanying shipping documents, etc., e.g. shipping documents, packing list, invoice or receipt from an international transport company, insurance policy of the imported product, customs clearance documents in case of import from a country outside the EU).
5. Proof of payment (as indicated in Annex II hereof).
6. Accounting records of the documents, preferably in the form of an itemised subsidiary ledger of the separate project account (signed by the accountant in charge and bearing the organisation's stamp).

Costs incurred for the use of or access to equipment, infrastructure or other resources

1. Documents evidencing compliance with the rules of Public Contracts for projects, Procurement and Services of Law 4412/2016, as in force.
2. A document substantiating the necessity of the procurement to serve the Project activities and its link to the physical scope of the Project in case the type of consumables is not described in the Proposal submission.
3. Record of receipt by the competent committee.
4. Photocopies of invoices or accounting documents of equivalent standing.
5. Proof of payment (as indicated in Annex II hereof).
6. Accounting records of the documents, preferably in the form of an itemised subsidiary ledger of the separate project account (signed by the accountant in charge and bearing the organisation's stamp).

Costs for the purchase of equipment

1. Documents evidencing compliance with the rules of Public Contracts for projects, Procurement and Services of Law 4412/2016, as in force.
2. A document substantiating the necessity of the procurement to serve the Project activities and its link to the physical scope of the Project in case the type of consumables is not described in the Proposal submission.
3. Record of receipt by the competent committee.
4. Supplier's certification that the equipment is new and unused.
5. Photocopies of invoices or accounting documents of equivalent standing. (For the verification of an invoice from a foreign country, in addition to the invoice, all relevant documents should be included, such as: a pro forma invoice describing the method of payment (advance payment, instalments, payment bank), accompanying shipping documents, etc., e.g. shipping documents, packing list, invoice or receipt from an international transport company, insurance policy of the imported product, customs clearance documents in case of import from a country outside the EU).
6. Proof of payment (as indicated in Annex II hereof).
7. Accounting records of the documents, preferably in the form of an itemised subsidiary ledger of the separate project account (signed by the accountant in charge and bearing the organisation's stamp).

Travel costs

1. A decision or relevant administrative document authorising the travel, including, but not limited to:
 - the destination
 - departure and return dates
 - the means of transport
 - reasons for travel (summary)
 - the Project concerned (H.F.R.I. project number)

2. Cost log/Travel Form showing the name of the person travelling, the purpose, the destination, the departure and return dates and the costs (in detail)¹ of the journey:
 - Transport costs and, in particular, the cost of public transport (or public transport tickets).
 - Cost of mileage allowance (0.15/km)² due to the use of privately owned or hired means of transport in cases where its use is allowed, tolls, vehicle fare for travel by sea - as applicable.
 - Vehicle hire or costs arising from the use of a public passenger car (taxi) in cases where it is allowed.
 - Overnight expenses for the amount recognized for each type of hotel unit or rental accommodation according to the limits set by Law 4336/2015, as applicable (e.g. Category I, up to 80 Euros per night – Category II, up to 60 euros per night - The amounts mentioned are increased by twenty per cent (20%) for accommodation within the boundaries of the municipalities of Athens and Thessaloniki).
 - Daily allowance according to the limits set by Law 4336/2015, as in force at the time.
 - Participation fees for participation in conferences, workshops, etc.
 - Report on activities or documentation of travel related to the project (extracts of work, brochures, agendas, minutes, posters, etc.) - compliance with publicity rules (where applicable).
 - Supporting documents for the expenses included in the relevant Travel/Costs Form (e.g. tickets, hotel invoice, etc.).
 - Proof of payment (as indicated in Annex II hereof).
 - Adherence to thresholds in accordance with the provisions of sub-paragraph D9 of par. D of article 2 of Law 4336/2015 (Government Gazette 94).
 - In the case of travel for natural persons under a lease contract, provided the relevant contract justifies travel and they have been compensated in accordance with legal documents (invoice for services rendered, invoice for services received).
3. Proof of payment (as indicated in Annex II hereof).
4. Accounting records of the documents, preferably in the form of an itemised subsidiary ledger of the separate project account (signed by the accountant in charge and bearing the organisation's stamp).

Publicity and dissemination costs of research results

1. Documents evidencing compliance with the rules of Public Contracts for projects, Procurement and Services of Law 4412/2016.
2. A document substantiating the necessity of the procurement to serve the Project activities and its link to the physical scope of the Project in case the type of consumables is not described in the Proposal submission.

¹ The travel costs under this action fall under the provisions of subsection D.9 of Law 4336/2015 (Government Gazette A' 94) and are incurred in accordance with the provisions thereof.

² For the calculation of kilometric mileage allowances, the "Interactive Mileage Calculation Tool (ICMT)" is taken into account in accordance with the circular of the Ministry of Infrastructure and Transport (Ref. No. ΔΝΣγ/οικ.41648/φ.ΕΓΚΥΚΛ.-07.06.2017 <https://kmd.ggde.gr/>)

3. Photocopies of invoices or accounting documents of equivalent standing. (For invoice verification from a foreign country, in addition to the invoice, all relevant documents such as: pro forma invoice describing the method of payment (advance payment, instalments, bank of payment), accompanying shipping documents, etc. e.g. shipping documents, packing list, invoice or receipt from an international transport company, insurance policy of the imported equipment, customs clearance documents in case of import from a country outside the EU).
4. Compliance with markings and/or publicity obligations as detailed in Chapter 7 herein.
5. Proof of payment (as indicated in Annex II hereof).
6. Accounting records of the documents, preferably in the form of an itemised subsidiary ledger of the separate project account (signed by the accountant in charge and bearing the organisation's stamp).

Other Costs

1. Documents evidencing compliance with the rules of Public Contracts for projects, Procurement and Services of Law 4412/2016, as in force.
2. A document substantiating the necessity of the procurement to serve the Project activities and its link to the physical scope of the Project in case the type of consumables is not described in the Proposal submission.
3. Record of receipt by the competent committee.
4. Photocopies of invoices or accounting documents of equivalent standing. (For invoice verification from a foreign country, in addition to the invoice, all relevant documents such as: pro forma invoice describing the method of payment (advance payment, instalments, bank of payment), accompanying shipping documents, etc. e.g. shipping documents, packing list, invoice or receipt from an international transport company, insurance policy of the imported equipment, customs clearance documents in case of import from a country outside the EU).
5. Proof of payment (as indicated in Annex II hereof).
6. Accounting records of the documents, preferably in the form of an itemised subsidiary ledger of the separate project account (signed by the accountant in charge and bearing the organisation's stamp).

For submitting a request for cost verification via IS, the above are expected to be scanned and attached. In case the beneficiary uses the services of a Certified Public Accountant, their certificate shall be attached thereto.

ANNEX IV
CONSORTIUM AGREEMENT MODEL

For the implementation of a research project in the framework of
the Emblematic Action “Interventions to address the economic and social effects of the COVID-19 pandemic”
(4η Call for Action “Science and Society”)

[The contents of this document are not binding, but indicative, and may be modified in accordance with the final agreement of the contracting parties. However, it should include, as a minimum, conditions regulating the issues that are deemed necessary to be regulated in the context of the cooperation for the implementation of the Project.

The Consortium Agreement shall be agreed upon, co-signed by the legal representatives of the Host Institution - Project Coordinator and each Project Collaborating Organisation-Beneficiary and submitted together with the other documents for the issuance of the Funding Award Decision..]

Project No:

Project Title:

INTRODUCTION

In... .. [place], today, [day],2021 [date], the Contracting Parties below (hereinafter referred to as “Parties” or “Institution”/”Institutions” or “Collaborating organisation”/”Collaborating organisations”):

1. (Host Institution-Project Coordinator, hereinafter “HI-PC”) based in [place], VAT and is represented legally for the signing of this document by ... [full name] son of ... [father’s name], [capacity],
2. (Collaborating organisation – Beneficiary 1) based in [place], VAT and is represented legally for the signing of this document by ... [full name] son of ... [father’s name], [capacity],
3. (Collaborating organisation – Beneficiary 2) based in [place], VAT and is represented legally for the signing of this document by ... [full name] son of ... [father’s name], [capacity], and

4. (Collaborating organisation – Beneficiary 3) based in [place], VAT and is represented legally for the signing of this document by ... [full name] son of ... [father's name], [capacity],

having regard to:

1. Decision No. 24764/05.05.2020 on the 4th Call for Action "Science and Society" Emblematic Action "Interventions to address the economic and social effects of the COVID-19 pandemic" (IUN: P5ΩT46M77Γ-5B9) (hereinafter "Call"),
2. Proposal No.... submitted within the framework of the above-mentioned (under 1) Call (hereinafter referred to as "Proposal"/"Project"),
3. The Project Management-Implementation Guide within the framework of the above-mentioned (under 1) Call (hereinafter referred to as "MIG"),
4. Funding Award Decision No. issued by the President of the Scientific Council and acting Director of the H.F.R.I. with the list of projects funded under the above (under 1) Action, which includes the Proposal,
5. Letter No. issued by the President of the Scientific Council and acting Director of the H.F.R.I. with which the Beneficiaries are invited to submit the supporting documents required for the issuance of the Funding Award Decision (hereinafter "FAD") of the Proposal,
6. The fact that the Parties wish to enter into this Agreement in order to determine specific aspects of the relations between them throughout the implementation and after the completion of the Project..

mutually agree, consent and accept the following:

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If any term hereof is held or found to be invalid or void (even in part), this shall not affect the validity or enforceability of the remaining terms of the Agreement. 54

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ARTICLE 1 - DEFINITIONS

Words beginning with a capital letter have their definition and meaning ascribed to them in the Call, the MIG, the FAD, or any article herein.

ARTICLE 2 - PURPOSE

The purpose of the present document is to organize and distribute the work of the Parties in the framework of the Project implementation, to organize its management, to define the rights and obligations of the Parties, as well as to regulate the issues related to the Rights of Access and Intellectual (Copyright and Industrial) Property. In any case, this is complementary to the Call, the MIG, the FAD, and the Project Technical Documentation (hereinafter "PTB") attached thereto and in no case can it negate or modify them.

ARTICLE 3 – CONTRACTING PARTIES COMMITMENTS

3.1. The Parties commit to the orderly and effective implementation of the Project, i.e. to cooperate, perform and fulfil in a timely manner all their obligations under the terms, conditions and procedures set out in the Call and the MIG. Each Party promises to notify the HI-PC and/or the other Parties in a timely manner of any information, event, problem or delay that may affect the prompt implementation of the Project and to provide the HI-PC and the other Parties in a timely and accurate manner with all information and material necessary to fulfil their obligations in the implementation of the Project.

3.2. Third-party Participation (Non-Collaborating Organisations)

In case any Party concludes a contract for "Use of or access to equipment, infrastructure or other resources" or involves, in any other way or for any reason, any third person in the implementation of the Project, said Party shall remain exclusively responsible for the implementation of the Project part assigned to/undertaken by it in line with the PTB as well as for the compliance (or non-compliance) of every third counterparty/servant/vicarious agent with the terms of the Call, the MIG, the FAD and this Agreement. The Party, as mentioned above, should mostly ensure that the participation of third persons in the implementation of the Project does not affect the rights and obligations of the other Parties, and in particular, their intellectual property rights.

ARTICLE 4 - PROJECT ORGANISATION / MANAGEMENT

4.1. The Parties are committed to the adoption and implementation of an adequate and effective organisational and management structure, which will ensure the uninterrupted implementation of the Project throughout its duration, in accordance with the terms, conditions and procedures set out in the Call, the MIG and the FAD. The Project management, as well as the responsibilities, roles and obligations of the Parties and any third party involved in any capacity in the Project, shall be governed by the provisions set out in the PTB, which constitutes an integral part of the FAD.

4.2. The HI-PC acts, through the Principal Investigator of the project, as a joint representative of all Parties before the H.F.R.I. and any third party and is responsible for the overall management of the Project. The activities and obligations associated with his/her role as Project Coordinator cannot be delegated to a third party.

ARTICLE 5 – FUNDING - PAYMENT METHOD

5.1. General principles

5.1.1. Allocation of the approved budget/funding

The HI-PC is solely responsible for the payment to the other Parties of the portion of the funding to which each of them is entitled without undue delay and in accordance with:

- the FAD and, especially, the PTB,
- the MIG and the approval/verification of the interim/final progress and cost reports by the H.F.R.I,
- Article 5.2 herein.

Each Party will receive the amount of funding to which it is entitled at any given time, provided that it has signed this Agreement and has fulfilled its obligations/work in accordance with the MIG and the PTB.

5.1.2. Cost eligibility

Each Party shall be exclusively responsible for the eligibility and adequate documentation of costs they incur under the Project. The HI-PC and the other Parties shall bear no responsibility for certifying or not the above-mentioned costs of another Party.

5.1.3. Funding

The Project budget per Party is structured according to the PTB. If a Party spends less than the amount foreseen in the FAD and the PTB, it will be reimbursed on the basis of its final eligible costs incurred.

If a Party spends more than the amount allocated to it under the FAD and the PTB, it will be reimbursed on the basis of its final eligible/verified costs and up to the amount it is entitled to under the FAD and the PTB.

5.1.4. Funding reimbursement

5.1.4.1. Should a Party receive more than it is entitled to, for whatever reason, it is obliged to return the surplus amount immediately to the HI-PI.

5.1.4.2. Financial Consequences due to a Party's withdrawal

If a Party withdraws from the project, it will have to reimburse the HI-PI for the amount of funding received, in addition to the amount corresponding to its H.F.R.I.-verified costs.

Moreover, that Party will be liable for any reasonable and justifiable additional costs incurred by the other Parties in carrying out its own and their own work.

5.2. Remuneration

The distribution of funding to the Parties is the sole responsibility of the HI-PI. More specifically, the HI-PI:

- informs each Party in a timely manner of the date and amount to be transferred to its bank account, providing it with the relevant written documentation,
- diligently performs its duties to ensure the continued sound financial management of the project,
- undertakes to maintain a separate account for the funding of the Project.

The HI-PI will receive the funding instalments from the H.F.R.I. as set out in the MIG and distribute them to the other Parties as follows:

[Indicate the time, manner and amount of funding to be paid to the Parties by the HI-PI].

The HI-PI reserves the right to defer/withhold payments or recover any amounts already paid to an Institution found to be in breach of its obligations herein, the FAD, the MIG and the Call or when required by or agreed in writing with the HI-PI.

ARTICLE 6 – INTELLECTUAL PROPERTY RIGHTS

6.1. Overview

Each Party is bound by the terms and conditions of the FAD, the MIG, and this Agreement, which it agrees to abide by in its entirety.

6.2. Intellectual Property and Knowledge Protection

6.2.1. Overview

As a general principle, the research results and findings of the Project, including inventions, designs, products, works, etc., i.e. the "foreground knowledge" (hereinafter "Knowledge") generated during the Project implementation, shall be the property of the Party that produces it.

6.2.2. Co-ownership

If during the Project implementation, a joint invention, design, product, work, work, research result, etc., is produced to which at least two Parties have contributed, and if its characteristics make it impossible to separate it for the purpose of applying for and maintaining the protection of the respective intellectual property rights, the Parties agree that they will act jointly to obtain and maintain the respective rights, otherwise, they will enter into appropriate mutual agreements regarding both the protection of the intellectual property rights and the acquisition and maintenance of those rights. In any case, the co-owners of the rights are entitled to use and grant the use (non-exclusive licenses) thereof under the terms of any pre-existing or future agreements without the obligation to pay any financial consideration to the other Parties and without their consent.

6.2.3. Transfer of intellectual property rights

Each Party may freely transfer the intellectual property rights to which it is entitled, without prejudice to the rights and obligations arising from this Agreement, the Call and the MIG. Each beneficiary may identify (in the Annex hereto) specific third parties to whom it intends to transfer the Knowledge generated in the implementation of the Project and the rights thereto that it (will) own. In this case, the other Parties waive their right to object to the transfer. However, the transferring Party shall inform the other Parties in advance of the impending transfer.

6.2.4. Obtaining Rights Protection

If any Party decides, at its discretion, not to seek adequate and effective protection for Knowledge generated during the implementation of the project, it must inform the other Parties in writing through the HI-PI. Any other Party interested in obtaining and maintaining such protection shall notify the other

Parties in writing, through the HI-PI, within one month of receipt of such notification. The above condition assumes that the terms for Right of Access will not be affected by any Party.

6.3. Publication of Knowledge

6.3.1. The Parties shall have the right to publish Knowledge produced by another Party under the Project or Knowledge constituting Background Knowledge of another Party, provided they have the latter's prior written consent. This term shall also be valid when said Knowledge (Foreground or Background) is merged with Knowledge owned by the first Party.

6.3.2. Each Party shall notify the other Parties in writing of any planned publication of Knowledge to which it is a beneficiary under the Project at least thirty (30) days prior to publication and shall provide them, upon request, with a copy of the information and data to be published. All published documents will contain the necessary references to existing publications. If any other Party considers that the forthcoming publication may adversely affect the protection of Knowledge to which it is entitled, it may, within fifteen (15) days of receipt of the notification described in the previous subparagraph, submit a substantiated objection to the publication to the scheduling Party by notifying the HI-PI, unless it has already consented in writing to the publication.

6.3.3. Dissemination of knowledge after the completion of the Project

If the dissemination of the Knowledge generated during the Project implementation does not adversely affect its protection or use and without prejudice to their legal rights, the Parties shall ensure the further dissemination of such Knowledge, in accordance with the provisions of the Call, the MIG and this Agreement.

6.3.4. Personal data protection

The Parties undertake to take all appropriate measures, both during the implementation of the Project as well as in the relevant publications of results and findings thereof, in order to ensure their compliance with the applicable EU and national legislation in force on the protection of individuals with regard to the processing of personal data.

6.4. Right of Access

6.4.1 General Principles

Each Party shall take appropriate measures to ensure the granting of the Right of Access required to fulfil obligations arising from the FAD and this Consortium Agreement, even in cases where such rights do exist for its staff or any third person designated or undertaking to carry out works in the Project. The Parties agree that the Right of Access is granted on a non-exclusive basis. Furthermore, the Parties agree that the Right of Access shall not include any sub-licences unless it is otherwise agreed herein or the beneficiary of the Knowledge or the Background Knowledge has already conceded such sub-licences. Without prejudice to exceptional situations, no fee or other benefit shall be required in exchange for the concession of the Right of Access.

6.4.2. Recognition of Background Knowledge

The Parties have set out and listed in Annex hereof the "background knowledge" required for the Project implementation and for which they may grant the Right of Access. The Parties agree that any other background knowledge shall be considered unnecessary for the implementation of the Project and

shall not be subject to the provisions of this Right of Access. It is agreed, however, that the information in Annex may be updated to include other Foreground Knowledge that is not included in Annex and that may be necessary for a Party to perform work under the Project or for a Party to use the Knowledge arising from a Party's work under the Project in connection with the PTB.

6.4.3. Acknowledgement of restrictions

The Parties undertake to inform the other Parties in a timely manner and in writing of the existence of any restriction on the Right of Access, which may affect the Project implementation in accordance with the terms of the FAD, the Call and the MIG.

6.4.4. Rights of Access Necessary for Project Implementation

The Institutions agree that the Right of Access to the Background and foreground knowledge required for the Project implementation will be granted without any compensation or other consideration (royalty-free).

{The Parties may agree otherwise and grant the Right of Access in exchange for compensation}.

6.4.5. Rights of Access Required for the Use of Knowledge of an Institution, which arises from the Project

6.4.5.1. Essential Use of Foreground Knowledge

The Parties agree that the Right of Access to Foreground Knowledge, which is required for the use of their own Knowledge, shall be granted on fair and reasonable terms.

6.4.5.2. Necessary Use of Generated Knowledge

The Parties agree that the Rights of Access to the Knowledge generated by them, which are required for the Use of the Knowledge of another Party, will be granted on preferential terms or without payment of a fee or other consideration.

6.4.6. Application for granting the Right of Access

The necessary Right of Access will be granted upon written request as follows:

If a Party reasonably believes that without possessing the Right of Access to Foreground Knowledge or Knowledge generated by another Party as a result of the Project, the performance of its work under the Project or the Use of the Knowledge arising as a result of the Project and belongs to it, would be technically impossible or would be significantly delayed, that Party shall request in a timely manner and in writing a Right of Access from the owner of the Knowledge, specifying the necessary extent of the Rights and providing adequate documentation of its request.

(Granting access may be subject to compliance with specific conditions ensuring that these rights will be used for the specific purpose for which they are granted and that confidentiality obligations will be respected).

6.4.7. Software

The Parties agree that Rights of Access relating to Software do not imply access to the Source Code but only to the Object Code unless otherwise specified herein.

For Software that constitutes Background Knowledge or Knowledge generated as a result of the Project, the Parties agree that they shall have Limited Access to the Source Code for the purpose of performing their respective work under the Project but shall not have any access to the Source Code for any other use. Any Institution licensing its Software will have the right to request a prior written agreement with the Authorised Institutions, which will define and ensure the protection of its proprietary rights.

ARTICLE 7 – LIABILITY OF THE COLLABORATING INSTITUTIONS

7.1. Liability for indirect damages

The Parties shall not be liable for indirect or consequential loss or damage, such as (but not limited to) loss of profit, loss of income or termination of contracts.

7.2. Third-party liability

Each Party is fully responsible against third persons for any loss, damage or injury caused exclusively due to the execution of works under the Project.

7.3. Liability for subcontractors

Each Party is fully responsible for executing the part of the Project assigned to them, based on the Proposal and the PTB, as well as for any works executed by third persons acting on their behalf (subcontracting). Therefore, each Party shall ensure that:

(i) said third persons comply in full with the terms of the Call, the MIG, the FAD, this Agreement and the overall legislation in force,

(ii) the other Parties' Access Rights are not affected, and

(iii) the third Parties will not have any access to another Party's Background Knowledge or Knowledge produced due to the Project without the latter's written consent.

ARTICLE 8 – TERMS VIOLATION, PARTY WITHDRAWAL

8.1. Terms Violation

In the event of a breach of any provision of this Agreement, the FAD, the Call or the MIG by any Party, the Party shall be notified in writing by the HI-PI requesting the violating Party to remedy the breach within a period of time to be specified in the written notice, which shall not exceed sixty (60) days. If the other Parties consider that it is not possible to remedy the breach within the above time limit, the document referred to in the preceding paragraph shall not be sent, and the early termination of this Agreement with respect to the breaching Party may be decided upon, upon giving (.....) days' notice, at the discretion of the HI-PI. The same shall apply when the breach is not remedied within the time limit specified in the document referred to in the first paragraph hereof. In this case, the violating Party shall be replaced by another Collaborating organisation or the part of the project attributable to it and not performed by the time of its withdrawal from the project shall be taken over by another Party in accordance with the process specified in the MIG.

8.2. Party withdrawal

Any Party may ask to discontinue their participation in the Project, giving a written, adequately justified notice to the other Parties at least (...) days/months in advance, only for serious reasons (such as, indicatively, proven interruption of activities or operation failure of the said Party), provided that the H.F.R.I. is previously informed and accepts the amendment in question.

8.3. Consequences of Party Withdrawal

In case of withdrawal:

i. The withdrawing Party accepts to treat as confidential any information designated as such according to article 11 herein, for a period of years following the withdrawal date and not to apply or use Knowledge arising from its participation to the Project for acquiring patents or other intellectual property rights.

ii. The withdrawing Party shall, upon its withdrawal, lose its Right of Access to the Background and the Knowledge generated under the Project. As an exception, it shall retain a Right of Access to the Background and to the Knowledge generated under the Project of other Institutions (in the form in which it existed at the date of its departure) if: (a) it is required for the use of Knowledge of which it is (co-)owner, and (b) the granting of such Rights of Access is requested within at least () years from the date of its departure.

iii. The other Parties shall retain, solely for the purposes of the research carried out under the project, the Right of Access to the Foreground and to the Knowledge generated under the project of the Party withdrawing under the terms of Article 6 hereof until the completion of the Project.

iv. The withdrawing Party should restore any damage caused by its withdrawal to another Party.

v. The withdrawing Party should fulfil all its financial obligations, which were created before the withdrawal date.

vi. The withdrawing Party must return the total funding amount received by the H.F.R.I., except the amount for costs incurred until the withdrawal date, provided these have been certified by the H.F.R.I.

The withdrawing Institution must return any equipment or materials provided to it by the other Parties in the context of the Project.

vii. The withdrawing Party agrees to provide, even after its withdrawal, sufficient support to the other Parties for the successful completion of its assigned part of the Project (as specified in the FAD prior to its withdrawal) under the Project and the relevant Deliverables.

8.4. Participation of a new Collaborating Organisation in the Project

8.4.1. Participation of a New Collaborating Organisation

The participation of a new Collaborating Organisation in the Project may be decided in accordance with the terms of the MIG, following a unanimous decision of the Parties and subject to the H.F.R.I.'s approval.

8.4.2. Terms of Participation of a New Collaborating Organisation

By participating in the Project, the new Collaborating Organization accepts the terms of the Call, the MIG, the FAD and this Agreement. The accession of the new Collaborating Organisation to the Project shall be valid from the date the HI-PC receives the pertinent approval decision of the H.F.R.I. The accession of the new Collaborating Organisation to the terms herein is valid as soon as the pertinent amendment is signed.

8.4.3. Right of Access

The new Collaborating organisation shall have access to the Parties' Background Knowledge for the purposes of research, use or dissemination upon written request and in accordance with the respective terms of Article 6 hereof. However, a Party shall have the right to refuse to grant the new Collaborating

organisation Access Rights to part or all of its Background Knowledge upon written notice to the other Parties prior to the signing of the relevant Amendment to this Agreement and provided that such refusal does not affect the implementation of the Project. The new Collaborating organisation shall have access to the Parties' Background Knowledge, provided that it is necessary for the implementation of its part of the Project.

ARTICLE 9 – DURATION

9.1. Date of commencement

This Agreement is effective as of ..././.... and shall remain in effect at least until the Project Completion Date, as determined by the FAD and the Project Completion Decision, and in any event until all of the Parties' obligations hereunder, the FAD and the MIG have been fully performed.

9.2. Premature termination

This Agreement is terminated automatically, without any claim or obligation of the Parties against each other, in the event of: (a) revocation of the FAD or (b) termination of the Project.

ARTICLE 10 – OTHER CONSEQUENCES OF TERMINATION

Termination of this Agreement shall not affect the rights or obligations of the Parties. In particular, no Party shall be released by reason of its withdrawal from or termination of the Project by:

- i.** its obligations under the Call, the MIG, the FAD and herein with respect to the part of the Project that was (or should have been) implemented up to the date of the Party's withdrawal or termination of the Project (including deliverables and other documents/information), and
- ii.** any obligations or liabilities arising as a result of the withdrawal or termination.

ARTICLE 11 – PRIVACY/CONFIDENTIALITY

11.1. For the duration of the project and a period of years from its completion, the Parties will consider and treat as privileged/confidential the information communicated to them during the project by any other Party and which is explicitly identified as such by that Party.

Accordingly, each Party agrees and commits to the following:

- i.** the Party that received the confidential information will not use it for any purpose other than in accordance with the terms of the FAD and this Agreement,
- ii.** the receiving Party shall not disclose the classified information to any third party without the prior written consent of the disclosing Party and
- iii.** the Confidential Information may not be copied or reproduced in whole or in part, in any form or by any means, without the prior written consent of the disclosing Party.

11.2. It shall not constitute a breach of this Article if the confidential information:

- i.** has been made public at any time before or after its disclosure,
- ii.** is already, on the basis of documentary evidence, known to the Party which received it,
- iii.** it has been lawfully obtained, without violation of this Agreement, from a third party who is not bound by its terms,
- iv.** has not been adequately and clearly marked as confidential.

11.3. The Parties commit to enforce the obligations arising from this article to their staff (permanent and temporary) as well as to any third-party contractor or assistant contractor who receives the

confidential information during the Project, after its completion as well as after the termination of the third party's relationship with the Party and until the end of the period specified in par. 1 hereof.

ARTICLE 12 – NATURE OF THE PARTIES' COLLABORATION

This Agreement shall not constitute any joint venture, partnership, corporate scheme or other independent legal entity among the Parties.

ARTICLE 13 – DOCUMENTS / COMMUNICATIONS

All communications under this Agreement shall be done in writing and shall be properly signed. All communications and documents related to the Project shall be sent to the HI-PC as well.

ARTICLE 14 - LANGUAGE

This document is drawn up in Greek, which will prevail in all documents, communications and meetings related to the Project.

ARTICLE 15 – ANNEXES / CONFLICT OF TERMS

The Annexes³ to this Agreement, which shall form an integral part thereof, are the following:

- Annex A: Resources Allocation
- Annex B: Background Knowledge (if applicable)
- Annex C: List of Instruments and Equipment each Institution shall contribute to the Project (if applicable)

In the event of a conflict between the terms of the Agreement and the terms of the Annexes, the terms of the Agreement shall prevail. In the event of a conflict between the terms of the Agreement and the terms of the FAD (including its Annexes, which form an integral part of the FAD), the terms of the FAD shall prevail.

ARTICLE 16 –AMENDMENTS

16.1 The rights and obligations of the Parties resulting from this Agreement may not be assigned or transferred, in part or in whole, to any third person without the prior written consent of the other Parties and without prejudice to the terms of the FAD and the MIG.

16.2 In case any term herein is substantially different from the terms of the FAD or the MIG, the Parties undertake to immediately amend this Agreement accordingly, if deemed necessary by the H.F.R.I.

16.3 The terms of this Agreement are agreed to be all material and may only be modified by the prior written consent of all Parties.

³ The Annexes to the Agreement are optional and may be omitted, subject to the agreement of the Parties. However, it is recommended that they be included in the Agreement, as they are particularly helpful for the successful completion of the Project.

ARTICLE 17 – CANCELLATION OR INABILITY TO FULFIL OBLIGATIONS

If any term hereof is held or found to be invalid or void (even in part), this shall not affect the validity or enforceability of the remaining terms of the Agreement.

ARTICLE 18 – APPLICABLE LAW

This Agreement is governed by Greek law.

ARTICLE 19 - DISPUTE RESOLUTION

In the event of a dispute concerning or arising out of the interpretation, performance or application of this Agreement, the Parties shall make every effort to resolve it amicably, in accordance with the rules of good faith and fair dealing. Any dispute which cannot be resolved in the manner set out above shall be referred to the courts of ... [place].

This Agreement has been drawn up in witness of the foregoing, which, having been read and acknowledged by the Parties, has been duly signed in (...) identical original documents. Each Party has received ... (...) original(s).

THE CONTRACTING PARTIES

FOR THE HI-PI

FOR THE COLLABORATING ORGANISATION 1

FOR THE COLLABORATING ORGANISATION 2

FOR THE COLLABORATING ORGANISATION 3

FOR THE COLLABORATING ORGANISATION 4

ANNEXES

ANNEX A: Resources Allocation

ANNEX B: Background Knowledge (if applicable)

ANNEX C: List of Instruments and Equipment each Institution shall contribute to the Project (if applicable)