

Guide for BONUS project participants

Version: March 2018

Please note that this guide may be subject to changes. Modifications are notified to the participants of the active projects. The up-to-date version of this guide is always available at www.bonusportal.org

Disclaimer

This guide is aimed at assisting beneficiaries of the BONUS projects. It is provided for information purposes only and its contents are not intended to replace consultation of any applicable legal sources or the necessary advice of a legal expert or other, where appropriate. Neither the BONUS EEIG nor any person acting on its behalf can be held responsible for the use made of these guidance notes.

© 2018 BONUS Baltic Organisations' Network for Funding Science EEIG

Contents

1.	Getting started	3
2.	Applicable rules and procedures	3
3.	Starting the project	4
	Communication with the national funding institutions	4
	Negotiations.....	5
	Consortium agreement.....	6
4.	Contracting procedure	6
5.	Project management.....	7
	Project coordinator.....	8
6.	Reporting obligations by beneficiaries.....	8
7.	Scientific and/or technological reporting.....	11
8.	Report on performance statistics.....	14
9.	Financial reporting	15
	Certificate on the financial report	17
	Receipts of the project.....	17
10.	Payment modalities.....	18
	Pre-financing at the start of the project.....	18
	Interim payments	19
	Final payment	19
11.	Auditing	20
12.	Amendments.....	20
13.	Dissemination of data and acknowledgements	24
	Mandatory BONUS branding of the projects receiving BONUS funding	24
14.	Providing the evidence of the occurred use of in kind, free of charge infrastructure.....	25
15.	Intellectual property rights	25
	Obligations for Foreground Owners	26
16.	EPSS guidelines during negotiation and project management stage	27
17.	Annexes	30
	Annex 1 Report cover page	30
	Annex 2 Example of the evidence of the infrastructure use: a chief scientist's log of a research cruise.....	31
	Annex 3 Example of the evidence of the infrastructure use: field station.....	33

1. Getting started

This guide contains information about the responsibilities and obligations of the BONUS project beneficiaries¹. Guidance is given about the applicable rules and procedures, initialising and managing the project, reporting as well as on intellectual property rights and data management. All required reporting formats are annexed to the BONUS grant agreement or this guide.

The guide for participants is updated regularly reflecting developments in legal framework and projects implementation. List of changes in subsequent versions is as follows:

Version August 2014: updated chapter 14 Dissemination of data and acknowledgements

Version September 2014: updated chapter 13 Amendments / Changing the budget

Version October 2014: updated chapter 13 Amendments / Changing the person of charge

Version October 2014: updated chapters 7 and new 14 / The use of in kind infrastructure, and chapters 7 and 8 / Performance statistics

Version November 2014: updated chapters 7 (guidance for publicity of the periodic report) and 8 (added data of other than infrastructure in kind contribution to the performance statistics).

Version May 2015: new chapter 16 EPSS guidelines during negotiation and project management stage added; updated chapters 7 and 9 (guidance for periodic reporting)

Version August 2015: updated chapter 13 (added details on BONUS branding) and chapter 15 (intellectual property rights)

Version October 2015: updated chapter 13 regarding further details on mandatory BONUS branding

Version April 2016: updated procedures for interim payments (chapter 10) and added requirements on publishable summary of the final report (chapter 7)

Version January 2017: updated chapters 7 and 8 regarding final reports

Version March 2018: updated reporting requirements

The BONUS projects are co-financed by the eight states participating in the BONUS programme and by the European Union under the Seventh Research Framework Programme, referred to as FP7 from hereon. The funding structure of BONUS is managed by the BONUS European Economic Interest Grouping, referred to as the BONUS EEIG from hereon and in cooperation and coordination with national funding institutions.

Each beneficiary receiving an EU contribution from the BONUS EEIG (hereafter referred as the BONUS EEIG contribution) is responsible for the appropriate use of funds for implementing the activities. These have been described in the BONUS grant agreement and its annexes.

The management body of the BONUS EEIG is the BONUS Secretariat.

2. Applicable rules and procedures

All beneficiaries follow the same, common rules of BONUS regardless of whether the funding comes from the national funding institutions or from the BONUS EEIG. In general, the rules and procedures follow the principles of FP7². If there are exceptions to the FP7 rules, this has been indicated in the BONUS grant

¹ A beneficiary is a participant within the consortium concerned with the BONUS grant agreement who may or not receive a financial contribution from BONUS. In the case of a non-funded beneficiary the grant agreement will include a special clause which limits its obligations under the grant agreement.

² BONUS is funded from the FP7 and all respective legal documents will be valid until the end of the BONUS programme despite Horizon 2020 rules are operative.

agreement and is in most cases also clarified within the guides. However, it should be noted that the beneficiaries from non-participating states or non-research organisations and not receiving BONUS EEIG contribution may have specific rules set by respective national funding institution. These beneficiaries are responsible for compliance with these rules.

In addition to this guide, the following documents provide information on the applicable rules and procedures (documents or links available on www.bonusportal.org/calls):

- Decision number 862/2010/EU of the European Parliament and of the Council of 22 September 2010 on the participation of the Union in a joint Baltic Sea research and development programme (BONUS) undertaken by several EU member states
- The EU Financial Regulation and the EU Financial Implementing Rules
- Commission Regulation (EC, Euratom) No 1302/2008 of 17 December 2008 on the Central Exclusion Database³
- Regulation of the European Parliament and the Council (EC) No 1073/1999 concerning investigations conducted by the European Anti-Fraud Office (OLAF)⁴
- Council Regulation (EC, Euratom) No 2988/95 of 18 December 1995 on the protection of the European Communities financial interests⁵
- Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on the spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests⁶
- Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents⁷
- Model BONUS grant agreement
- Guide to Financial Issues related to FP7 indirect actions

In case of the participation of an enterprise or of any other organisation undertaking work within the project that may have implications concerning the application of state aid rules, guidance is provided in:

- Community Framework for State Aid for Research and Development and Innovation
- EU Rules applicable to State Aid

3. Starting the project

Communication with the national funding institutions

Funding for the BONUS projects requires decision making at two levels: in the BONUS EEIG and in the national funding institutions. Therefore, after the selection of the projects to be invited to funding negotiations by the BONUS EEIG, the national funding institutions may request, in some cases, the respective national beneficiaries to submit the project proposal according to the national application procedures. In such instances, the beneficiaries concerned are contacted by the respective national funding institutions.

³ OJ L 344, 20.12.2008, p. 12.

⁴ OJ L 136, 31.5.1999, p. 1.

⁵ OJ L 312, 23.12.1995, p. 1.

⁶ OJ L 292, 15.11.1996, p. 2.

⁷ OJ L 145, 31.5.2001, p. 43.

Negotiations

The negotiation process for the grant agreement includes several phases and actors which are involved at different stages of the process. A schematic presentation of the process is given in Figure 1.

Project implementation negotiations: This part of the negotiations includes possible changes to be made to the project's description of work (DoW). The negotiation is initiated by the BONUS Secretariat, who sends initial letters to the projects' coordinators informing about the procedures and the deadlines. In case there are some suggestions for improving the description of work made by the evaluation panel, the BONUS Steering Committee or the Secretariat, these requests are communicated to the coordinators and the consortia should consider these carefully. The negotiations concerning the description of work will be carried out via email and the final version, after the BONUS approval, uploaded as PDF file to the BONUS Electronic Programme Support System (EPSS). The approved description of work will constitute a part of the Annex I to the BONUS grant agreement (GA). After the description of work is approved the coordinator is also requested to insert separately the schedule of deliverables (SoD) to the BONUS EPSS. This will be used as the basis for monitoring of the scientific reporting.

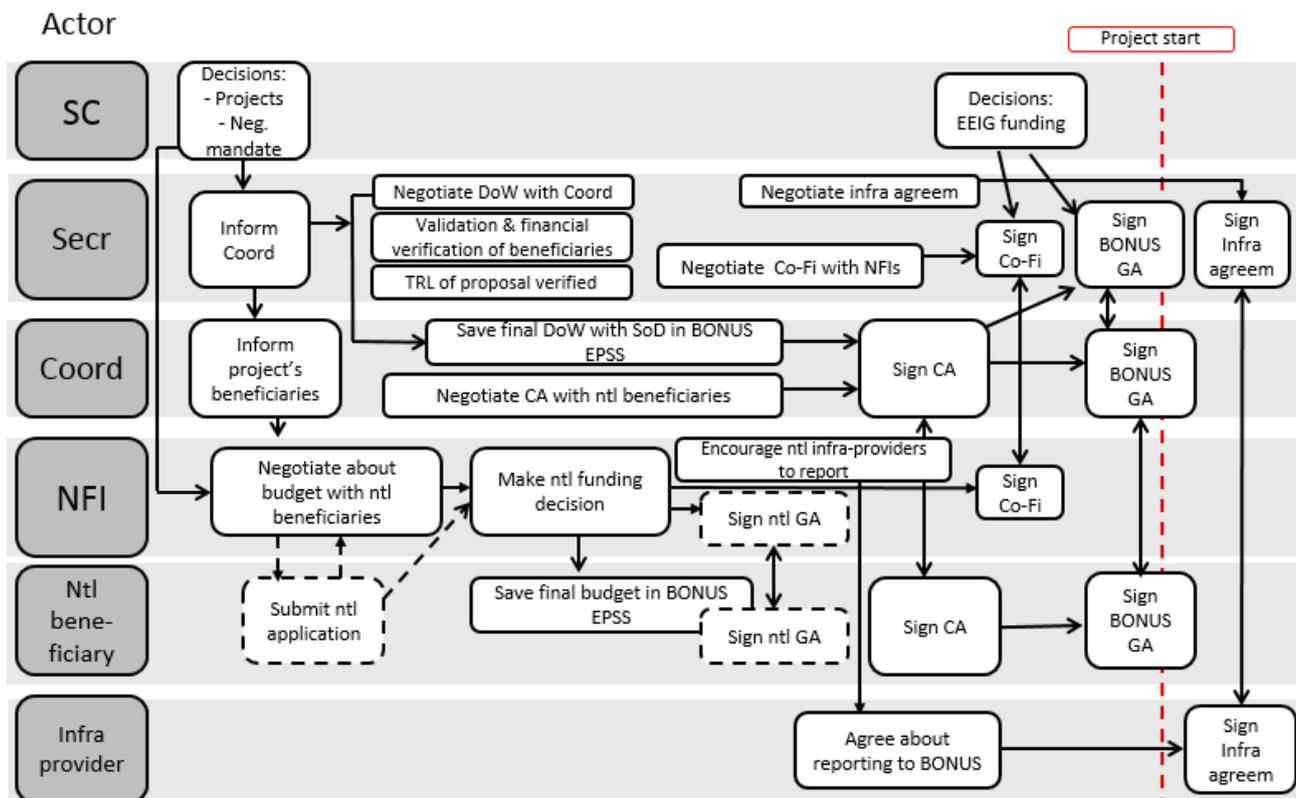


Figure 1. Process for grant agreement negotiations. (TRL – technology readiness level; Co-Fi – co-financing agreement; GA – grant agreement, CA – consortium agreement; DoW – description of work; NFI – national funding institution; SoD – schedule of deliverables)

For managing the beneficiary's data in the EPSS during the negotiation as well as project implementation stage, each beneficiary can assign up to two other contact persons. The contact persons can be scientific, administrative or financial experts and are nominated by the person of charge.

Budget negotiations: After the BONUS Steering Committee has decided which projects are invited to negotiations, the national funding institutions (NFIs) contact the beneficiaries in their respective countries.

The BONUS Secretariat contacts the non-BONUS state beneficiaries and the beneficiaries which are not financially supported by the national funding institutions. The national funding institutions may negotiate about changes in the budget or request other relevant information (submission of the proposal to the respective national system, a detailed budget description, conclusion of a national grant agreement etc.). Once the national funding institutions have made the national funding decisions, then the national beneficiaries must insert the final budget information into the EPSS. When all the beneficiaries have completed their budgets, the coordinator submits the consolidated project budget to the BONUS EPSS. If corrections are requested by the BONUS Secretariat, the budget will be opened for corrections; otherwise the BONUS Secretariat approves the final budget. To avoid duplication, the budget chapter in the DoW (required in the proposal phase) should be deleted. The total approved budget will be part of Annex 1 of the respective grant agreement.

In kind infrastructure negotiations: The BONUS Secretariat, with support from the national funding institutions, contacts the infrastructure providers, negotiates the reporting modalities and concludes a specific agreement with the provider.

Consortium agreement

Beneficiaries conclude a consortium agreement to stipulate how various issues that may arise during the project will be handled. Although, the format of the consortium agreement is free, there are several models available (e.g. DESCA www.desca-2020.eu). A check list of the consortium agreement is provided in the Annex 1 of the Guide for BONUS applicants (these guides are specific to each call announced). The checklist indicates clauses that are recommended to all projects. It must be noted that the consortium agreement and the BONUS grant agreement, the latter which is concluded between all the beneficiaries and the BONUS EEIG, must not be in conflict with each other.

It is mandatory that all the beneficiaries sign the consortium agreement prior to signing the grant agreement. The coordinator notifies the BONUS Secretariat about the signing of the consortium agreement before the grant agreement is signed. This is done on the negotiation page of the BONUS Electronic Programme Support System.

Drafting a consortium agreement may be a time-consuming process where views and legal aspects originating from different national regulations and practices have to be reconciled. Therefore, in order to prevent delays in starting the project, appropriate time and expertise should be secured for the procedure.

4. Contracting procedure

As all money flows to the BONUS beneficiaries are based on specific contracts or decisions, there are two separate contracts or decisions: the BONUS grant agreement between all of the beneficiaries and the BONUS EEIG and bilateral contracts (if needed) between individual beneficiaries and the respective national funding institutions within the same participating state.

Grant agreements will be prepared and signed after negotiations have been completed and the coordinator has notified the BONUS Secretariat that all the beneficiaries have signed the consortium agreement.

The BONUS grant agreement is concluded between the beneficiaries and the BONUS EEIG. A model grant agreement is available on the BONUS website accessible from www.bonusportal.org. Beneficiaries become

parties of this agreement by signing a separate annex to the agreement. In the grant agreement, the obligations and responsibilities of the coordinator and beneficiaries are laid down.

On the national level, the beneficiaries from the participating states are contracted on case by case basis by their national funding institutions as regards the national contribution and related obligations. Each funding institution contacts its beneficiaries if contracts are required. The national contact points (list available on the BONUS website accessible from www.bonusportal.org) are available for further information concerning the national contracting requirements.

Common funding rates and financial rules apply to both national and the BONUS EEIG funding in accordance with the centrally concluded the BONUS grant agreement.

As defined in the BONUS grant agreement, funding rates and some funding rules applicable to the BONUS grants are different to those of the FP7. In particular, legal entities established in third countries (other countries than the EU member states and associated countries) as well as international organisations and public non-research organisations from the participating states and other member states and associated countries are not entitled to the BONUS EEIG funding and must cover their own project costs. In these cases the BONUS EEIG seeks realistic assurance that the necessary resources are available to cover the entities' costs of participation.

The BONUS EEIG requests information and documents to validate the appropriate status of the beneficiary within the BONUS funding structure. For example, on this basis the BONUS EEIG validates whether an organisation is a small, medium or large enterprise and whether it is a research organisation or another type of organisation. Also the financial viability of the coordinator will be assessed in accordance with the FP7 rules "*... to ensure consistent verification of the existence and legal status of participants, as well as their operational and financial capacities*"⁸.

In accordance with the FP7 financial guidelines, the financial viability of coordinators shall be assessed at least as good. However, the financial verification is not needed if the coordinator is a public body, a secondary and/or higher education establishment or the participation of the coordinator is financially guaranteed by a member state/associated state.

In order to ensure compliance with the State aid rules of the EU, and in particular with the Community Framework for State aid for Research and Development and Innovation⁹, within the process of grant agreement negotiations BONUS will assess the technology readiness level of the potential outputs of the relevant projects.

5. Project management

The management of a BONUS project is included as a separate work package in the project's description of work (DoW). The organisation and management procedures binding for all beneficiaries must be described in the consortium agreement. A project needs to create its internal organisation which includes the management bodies and possible committees and/or working groups. These include also mechanisms to secure stakeholders' involvement in the project governance and knowledge transfer, as appropriate. In order

⁸ Commission Decision 2012/838/EU, 18 December 2012

⁹ Communication from the Commission 2014/C 198/01

to achieve smooth implementation of a project, the consortium must establish a proper communication system for the full duration of the project.

Project coordinator

The project coordinator is the legal entity which has an overall responsibility for the respective BONUS project. This includes the project management tasks towards other beneficiaries, management of the financial contribution of the BONUS EEIG and acting as the contact point between the BONUS EEIG and the beneficiaries.

The project coordinator

- Coordinates all necessary steps for initialising the project including negotiations concerning the implementation and budget as well as preparations and signing of the consortium agreement
- Coordinates the implementation of the project work according to the project's description of work
- Leads on the everyday management of the project and tasks established in the description of work and/or decided during the project implementation by the consortium
- Develops and implements an efficient communications action plan from the start of the project within the consortium, with the BONUS Secretariat, with the results' end-users, other stakeholders and general public
- Monitors beneficiaries' compliance with their obligations and approves the deliverables produced by the project before transmitting these to the BONUS Secretariat
- Reports regularly to the beneficiaries and to the BONUS Secretariat about the progress of the project in accordance with the reporting requirements set by BONUS
- Manages and promptly distributes the funds received from the BONUS EEIG strictly in accordance with the conditions within the BONUS grant agreement (Articles II.2 & II.6). It is particularly noted that the coordinator should hold all payments received from the BONUS EEIG within a EURO bank account dedicated exclusively for handling the project¹⁰
- Reports on the funds received from the BONUS EEIG and on the national contributions received by collecting the financial reports from the beneficiaries and submitting these to the BONUS Secretariat
- Reports on the activities, progress and management of the project

The project coordinators' tasks are described in more detail in the BONUS grant agreement.

6. Reporting obligations by beneficiaries

The project cycle is divided into reporting periods of 12 months. Projects with duration of less than or equal to 18 months have only one reporting period. The project has to submit the periodic and final¹¹ reports to the BONUS via the Electronic Programme Support System (EPSS) within 60 days of the end of each reporting period. Information on scientific and/or technological and financial progress of the project is compiled on

¹⁰ By way of justified derogation accepted by BONUS EEIG, a Coordinator, whose legal status is a public body, may choose to hold all payments received from BONUS EEIG within an existing bank account (see more details in the model BONUS Grant agreement)

¹¹ This applies also to the projects with only one reporting period because the content of periodic and reports is different.

the basis of contributions from the project beneficiaries and integrated within a single report prepared and submitted by the project coordinator.

Each periodic report consists of the following parts:

- scientific and/or technological report¹²
- report on performance statistics
- financial reporting forms (Annex V to the grant agreement) – financial statements should be accompanied by certificates, when this is appropriate (see Article II.4.4 of the grant agreement).

The final report consists of the scientific and/or technological report only.

Individual beneficiaries may also be required to report to their corresponding national funding institutions with respect to the corresponding national funding provided.

A flow-chart of the periodic report or is presented in figure 2 and reporting obligations are summarised in the following table:

Reporting obligations of beneficiaries

Beneficiaries category	Reporting obligations		
	Scientific and/or technological reporting as well as reporting on performance statistics through the project coordinator to the BONUS Secretariat	Financial reporting through the project coordinator to the BONUS Secretariat	Financial reporting individually to the national funding institution(s) (if so requested)
Beneficiaries receiving funding under BONUS			
Eligible beneficiaries from the BONUS participating states, EU member states or FP7 associated countries	Yes	Yes	Yes
EU's Joint Research Centre	Yes	Yes	N/A
Beneficiaries not receiving funding under BONUS			
Beneficiaries from third countries	Yes	No	Yes
International organisations	Yes	No	N/A
Non-research public entities	Yes	No	If applicable

¹² If the project has only one reporting period, the scientific report is not included in the periodic report, but only in the final report.

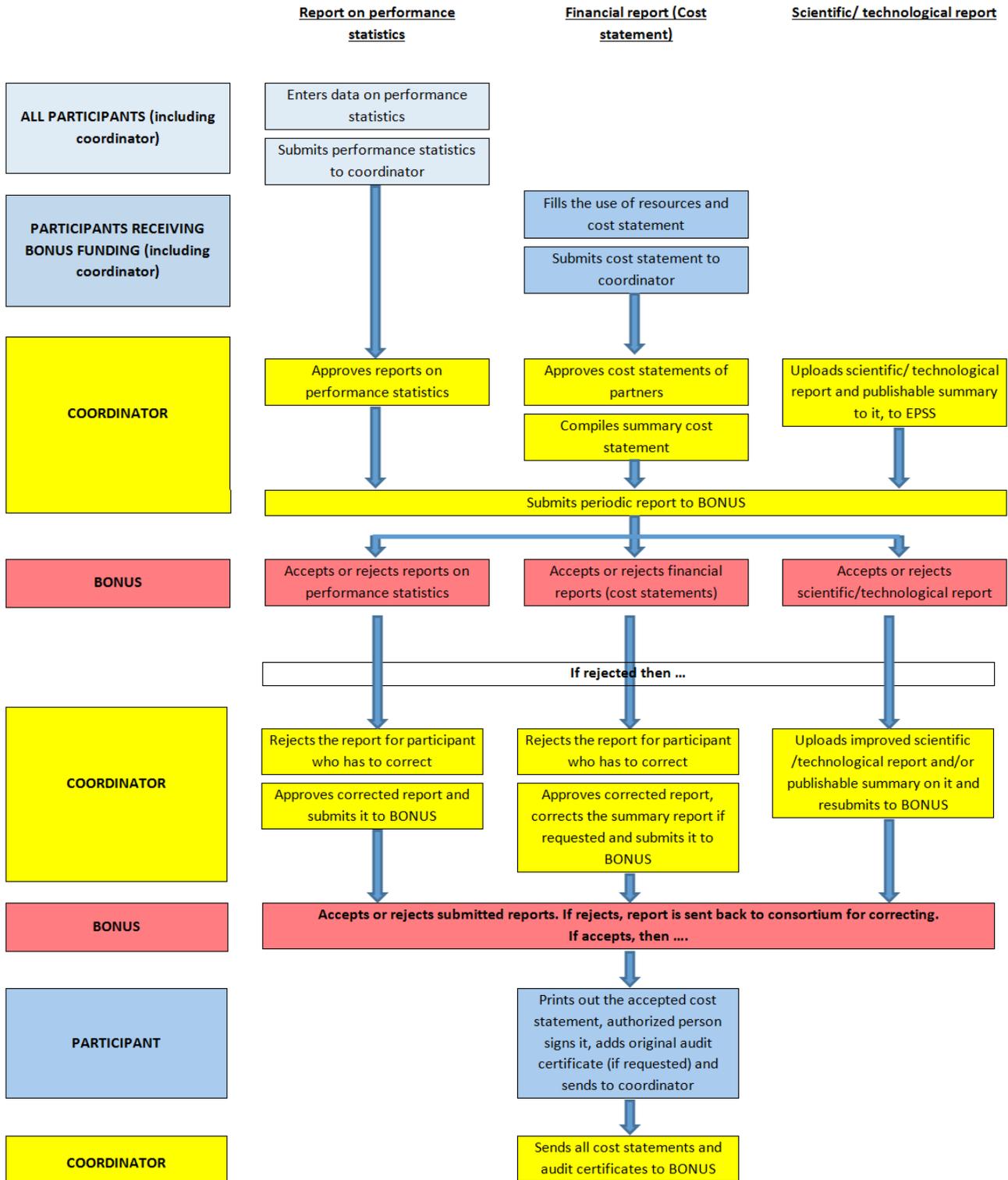


Figure 2. Flow-chart of the periodic report submission and its acceptance process.

7. Scientific and/or technological reporting

Scientific and/or technological reporting of each project follows the schedule of deliverables which is an integral part of the project's description of work. Besides identifying the deliverables (including the periodic and final reports), the schedule also lists their submission deadlines, the relevant work package, type of deliverables and their level of publicity. Types of deliverables and their minimum proof of delivery are identified in the table below. Deliverables are reported through the BONUS EPSS in accordance with the procedures and models set therein.

Types of deliverables and their minimum proof of delivery

Nature of deliverable	Minimum proof of delivery ¹³
RE ¹⁴ = report	Full report uploaded to the BONUS EPSS as a pdf file. In the case of periodic and/or final report (marked in the BONUS EPSS as RE/PR and RE/FR, accordingly), also (a) the project statistics are updated; (b) publishable summary is uploaded as separate file.
SP = scientific publication	Manuscript submitted to publisher. Abstract and manuscript uploaded to the BONUS EPSS as a pdf file.
PP = popular publication	Manuscript submitted to publisher. Abstract and manuscript uploaded to the BONUS EPSS as pdf file.
DB = data base or data set	Data set placed in a permanent repository of public domain. Metadata uploaded to the BONUS EPSS as a spreadsheet file of predefined structure.
MO = model	Brief annotation describing model functionality is inserted to the BONUS EPSS.
PT = prototype (programme or device including prototype decision support tools). <i>A prototype is intended as a man-made object which shows the scientific and technical feasibility of a concept</i> ¹⁵ .	Brief annotation describing the prototype is inserted to the BONUS EPSS. For the web-based prototypes URL and, if necessary, a pass is provided.
DE = demonstrator. <i>A demonstrator goes beyond the prototype because it is intended to show the full feasibility of the concept at the real scale of commercialisation</i> ¹² .	Brief annotation describing the demonstrator is inserted to the BONUS EPSS. For the web-based demonstrators URL and, if necessary, a pass is provided.
TE = training/ educational material (including web-based)	Brief annotation describing the educational material is inserted to the BONUS EPSS. For web-based educational materials URL and, if necessary, a pass is provided.
ER = event report	Brief annotation describing the purpose of event, its programme, outcome, venue, time and participants is inserted to the BONUS EPSS.
OT = other	Brief annotation describing the deliverable is inserted to the BONUS EPSS.

¹³ BONUS is entitled to request further proof of existence of deliverables

¹⁴ Alternative types RE/SP and RE/PP are allowed to be indicated in the schedule of deliverables

¹⁵ Definition: http://ec.europa.eu/research/fp7/index_en.cfm?lg=en&pg=faq&sub=details&idfaq=24311

Project teams are encouraged to submit summary information about each deliverable and upload the deliverable in the BONUS EPSS as soon as the work on it has been finished in accordance with the project's schedule of deliverables. Information on each deliverable is submitted by the responsible work package leader identified in the project's description of work.

Coordinator's duties are: (1) to assign the work package leaders in EPSS, and (2) to review and, if acceptable, approve each of the deliverables. In case a deliverable is disapproved by the coordinator, it is returned to the work package leader for necessary modification. A deliverable accepted by the coordinator is closed for further modification and opened for review by the BONUS Secretariat. The project coordinator is notified accordingly. If necessary, a deliverable may be returned for corrections and resubmission.

The periodic scientific and/or technological reports shall summarise briefly the progress of project implementation during the reporting period in the context of the original description of work and the schedule of deliverables. It shall recite the main deliverables produced and milestones passed, discuss issues encountered, and the solutions found. If any deviations from the description of work, schedule of deliverables and original budget have happened or are expected to happen in the next reporting period, these shall be explained in the periodic report(s).

The final report focuses on the outcomes of the project with an emphasis on the impact of its results. The final report shall contain a chapter covering the wider societal implications of the project, including gender equality actions, ethical issues (if appropriate), efforts to involve other actors, and spread awareness as well as the plan for the use and dissemination of foreground.

The mandatory headings for the periodic and final reports

Report	Heading	Explanation
PR and FR	Title page	Template for the title page with all required data is provided in Annex 1.
PR and FR	Scientific and/or technological results achieved during the reporting period	Subdivided into chapters in accordance with the project work packages.
only FR	Summary of the produced scientific and technological foreground capable of industrial or commercial application, plan for the use and dissemination of this foreground and measures taken for its protection	See chapter 15 for more explanations.
only FR	Further research needed in the field	
PR and FR	Summary of the promoted an effective science-policy interface to ensure optimal take up of research results ¹⁶ . ✓	Corresponding with the relevant entries of performance statistics 1-4.
PR and FR	Overview of the collaboration with relevant research programmes and the science communities in the other European sea basins and on international level	Corresponding with the relevant entries of performance statistic 5. See chapter 8 for more explanations.

¹⁶ The projects of the BONUS call 2014 and earlier should provide in the PR the lists of all entries reported for indicators 1 to 5 of the performance statistics as well as list of peer review publications (indicator 8) and defended PhD dissertations (indicator 16c).

PR and FR	Progress in comparison with the original research plan and the schedule of deliverables	
only PR	Progress in comparison with the original financial plan	More detailed explanation is required if reported costs differ more than 20% of the valid budget of the reporting period.
only PR	Amendments to the description of work and schedule of deliverables.	Please note that amendments are legitimate only if these have been approved as described in chapter 12 of this guide. Please list the changes that occurred during the reporting period and describe the potential consequences: Have or will these changes influence(d) any third party? Are there any changes in the further description of work expected? Are there any changes expected in the schedule of deliverables?
only FR	Wider societal implications.	Please describe the implications the project results have on society in general. Also gender equality actions, ethical issues (if appropriate) and efforts to involve other actors and spread awareness should be covered in this chapter.

It is recommended to keep both periodic and final reports concise.

An approval of all deliverables scheduled for the respective period is a precondition for the approval of the project specific periodic reports. The approval of the periodic report is in turn a precondition for processing and reimbursing project's periodical costs.

The **publishable summaries** of the periodic (except the last periodic report) and final scientific and/or technological reports are uploaded to the EPSS as a separate file. Once reviewed and accepted by the BONUS Secretariat these are made publicly available on the BONUS website at www.bonusportal.org/projects.

The length of the publishable summary should not exceed two pages for periodic report and six pages for final report (in Calibri 11 pt with single line spacing or equivalent, margins 2-2.5 cm). In support of the narrative, figures, illustrations and photographs may be included, accompanied with captions and the mandatory credits necessary for posting these online.

The publishable summary of the periodic report should include the following headings:

- Brief description of the project's overall goal(s) and expected final results (one brief paragraph only)
- Work performed since the beginning of the project/ since last reporting period / over the course of the full implementation phase of the project

- Main results achieved during the reporting period, including potential impact and use envisaged by the results noted (including the socio-economic impact and the wider societal implications).

The final publishable summary should include the following headings:

- Description of the project's goals and results as set at the beginning of the project cycle
- Work performed over the course of the full implementation phase of the project
- A synthesis of the main results achieved during the project, including impact and use 1) substantiated and 2) envisaged by the results outlined (including the socio-economic impact and the wider societal implications)
- The continuity plan for the future after the project has been completed.

Template for publishable summary is provided on the web-page

http://www.bonusportal.org/projects/information_for_participants .

8. Report on performance statistics

Throughout the life time of the project, the consortia must collect and record a number of specific performance statistics. Each participant should insert the relevant statistics in the BONUS EPSS when consortium is compiling the project's periodic report and submit it to the coordinator for approval. The duty of the coordinator is to validate these data (for example, take measures for avoiding double-counting) and submit the report on performance statistics to the BONUS as part of the periodic report. The information on these performance statistics is collected by the BONUS Secretariat in order to assess programme's progress towards the objectives set out in section 1 of Annex I to Decision 862/2010/EU, and report accordingly to the European Commission.

The list of performance statistics includes:

1. Number of times the project has contributed significantly to the development and implementation of 'fit-to-purpose' regulations, policies and management practices on international, European, the Baltic Sea region or national level aimed at safeguarding the sustainable use of ecosystem's goods and services , in particular the EU Strategy for the Baltic Sea Region, EU Integrated Maritime Policy, EU Marine Strategy Framework Directive (MSFD) and its implementation, as well as the Baltic Sea Action Plan.
2. Number of suggestions for designing, implementing and evaluating the efficacy of relevant public policies and governance on international, European, the Baltic Sea region or national level originating from the work of the project
3. Number of times the scientists working in the project have served as members or observers in stakeholder committees, e.g. EC, HELCOM, VASAB, ICES etc. If the same expert has served for a same committee several time during the reporting period, list each occasion separately.
4. Number of international, national and regional stakeholder events organised by the project. (Provide the title, place, number of participants and kinds of sectors represented at these stakeholder events.)
5. Number of joint events/co-operation activities/partnerships of the project with non-Baltic research actors and other European marine basins. (Provide information on collaboration partner and/or project, the contact person topic of collaboration.)

6. Number of persons and working days spent by foreign scientists on research vessels participating in the cruises arranged by the project.
7. Number of persons and working days spent by foreign scientists using other major research facilities involved in the project.
8. Number of peer-reviewed publications arising from the project research.
9. Number of entries to existing openly accessible common databases, storing original data from the entire Baltic Sea system or larger geographical area.
10. Number of popular science papers produced by the project.
11. Number of interviews to media given by the members of the project's consortium.
12. Number of multi-media products and TV episodes produced by the project with dissemination purpose.
13. Number of other international, national and regional communication, dissemination and public outreach initiatives to disseminate the project's research results.
14. Number of post graduate courses organised by the project and persons participating.
15. Number of mobility activities (persons, visit days) from the project to the other BONUS projects.
16. Number of PhD students and the number of post-docs funded by the project as well as the doctoral thesis defended.
17. Table of distribution of the project's research staff involved (fully or partly funded or contributed as in kind) by age class (<25, 25-49, 50-64,>64), seniority (PhD students; post-docs; assistants, lecturers, instructors and equivalent; associate professors and equivalent; and full professors and equivalent) and gender.
18. List of other significant in kind, free of charge research infrastructures used by the project for which no bilateral agreements between the infrastructure provider(s) and BONUS have been concluded (required data: description/ type of the used infrastructure(s) and metrics characterising the amount of use, and approximate monetary estimate of the in kind contribution(s)).
19. List of other than infrastructure in kind contributions the project has received (required data: type of in kind contribution and metrics characterising the received amount, and approximate monetary estimate of the in kind contribution).

For indicators 1, 2, 3, 4, 5, 8 and 16c not only numbers but entire list of the entries should be provided.

9. Financial reporting

The financial reporting to the BONUS Secretariat is required from all the beneficiaries who receive funding from the BONUS EEIG and/or national funding institutions. However, those beneficiaries who do not receive BONUS funding (such as those listed in the BONUS grant agreement, Art 7) need not submit financial reports. The model forms for financial reporting are in Annex V, BONUS grant agreement. Each beneficiary fills in the BONUS cost statement and the table for explanation of the use of resources for each reporting period. In addition, the coordinator summarises the costs of the consortium into the summary cost statement. The costs are reported in the same format as the budget of the project was submitted, i.e. main budget lines (personnel, other direct costs, subcontracting, indirect costs) and activities (research and technological development activities, other activities, management activities). The use of different categories is described in detail in the Guide for BONUS applicants (specific to each call).

In principle, the financial reporting follows the money flow as presented in Figure 3.

Each beneficiary manages its share of the budget according to the principles of sound financial management, economy, efficiency and effectiveness. The eligibility of different costs is described in the guide for BONUS applicants (specific to each call). The financial statements are submitted to the coordinator both in electronic format (via the BONUS EPSS) and as printed versions who in turn submits all the financial statements to the BONUS Secretariat in one batch. The currency used in all financial reporting to the BONUS EEIG is euro (EUR). Those beneficiaries, who have their accounts in a currency other than EUR, must follow the BONUS grant agreement, Annex II on the applicable conversion rates.

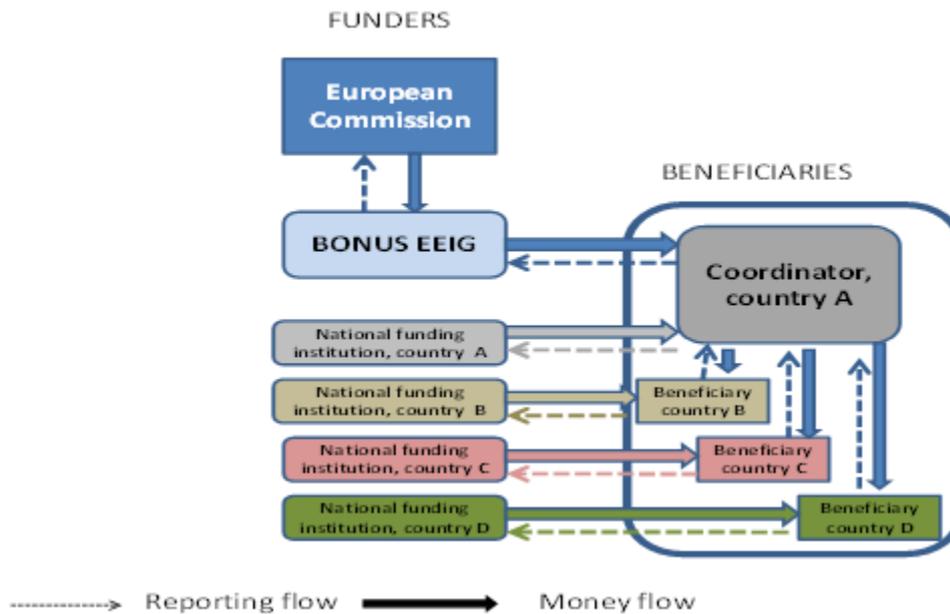


Figure 3. Money and reporting flows

The financial statement includes information on the incurred expenditure and justification for it. National funding institutions may request additional reporting according to their own regulations which have been agreed upon in the funding agreements between the beneficiary and the respective funding institution.

Each instalment of the matching BONUS EEIG funds available for the project is paid once the national funding has been received by the respective national beneficiaries. Receipt of the national cash contribution is proven (via copies of bank statements that should at least indicate the payer, the receiver, the date when the payment was received and via supporting documents (if not visible in the bank statement) indicating the name of the BONUS project and – if a lump-sum payment from a national funding institution – the BONUS project’s share of the payment) to have been paid by the relevant national funding institution to the beneficiary concerned. National cash contributions that have been made in currencies other than euro (EUR) shall be calculated in euro on the basis of the exchange rate published by the European Central Bank on the date the national contribution was received by the beneficiary.

All the BONUS EEIG funding is paid to the coordinator and in euro (EUR). The coordinator will hold all payments received from BONUS EEIG within a euro account exclusively for handling the project (see exceptions in the footnote 10). The report on the distribution of the financial contribution of the BONUS EEIG between the beneficiaries, and a report regarding the payment of the national funding institution’s contribution must be submitted 30 days after the receipt of the final payment.

Certificate on the financial report

Each beneficiary has to provide a certificate on the financial reports together with the periodic report if the amount of the BONUS EEIG funding is equal or superior to EUR 375 000 accumulated with all previous payments for which a certificate on the financial statements has not yet been submitted. Certificates on the financial reports shall be prepared and certified by an external auditor. The template of the certificate is in Annex VI, BONUS grant agreement (Form D).

Each beneficiary can choose a qualified external auditor, including its statutory external auditor, provided that the following cumulative requirements are met:

- The external auditor must be independent from the respective beneficiary
- The external auditor must be qualified to carry out statutory audits of accounting documents in accordance with national legislation implementing the directive statutory audits of annual accounts and consolidated accounts or any community legislation replacing this directive

Secondary and higher education establishments and research organisations may opt for a competent public officer to provide their certificate on the financial report, provided that the relevant national authorities have established the legal capacity of that competent public officer to audit that entity and that the independence of that officer, in particular regarding the preparation of the financial report, can be ensured.

In order to avoid any delays in the submission of the certificates, the beneficiaries should select and contract the auditor well in advance.

Receipts of the project

The financial contribution of BONUS may not have the purpose or effect of producing profit for the beneficiaries. For this reason, the total requested BONUS funding plus receipts cannot exceed the total eligible costs. The profit must be assessed at the level of the beneficiary.

Two kinds of receipts must be taken into consideration:

- financial transfers or their equivalent to the beneficiary from third parties
- income generated by the project.

Any income generated by the project itself, including the sale of assets bought for the project (limited to the initial cost of purchase), is considered as a receipt of the project (e.g. admission fee to a conference carried out by the consortium, sale of proceedings of such a conference, sale of equipment bought for the project etc.).

By derogation to the above-mentioned principle, income generated in using the foreground resulting from the project is not considered as a receipt. In most cases, therefore, the receipts would not have an impact on the BONUS contribution, as long as their total amount does not exceed the difference between the eligible costs of the project and the BONUS contribution provided.

Contributions from one beneficiary to another within the same project are not considered as receipts. A receipt is a contribution from a third party to the project (excluding the contributions of infrastructure provided free of charge).

Beneficiaries are required to include the receipts received in their cost reports corresponding to the reporting period. They are taken into account when calculating the final payment (i.e. after the end of the project) and then a potential reduction of the BONUS contribution may take place.

10. Payment modalities

The beneficiaries from the participating states entitled to funding under BONUS receive funding from one or two sources: the BONUS EEIG funding transferred to the coordinators, and/or national funding transferred by the national funding institutions to their national beneficiaries. The beneficiaries from other member states and associated countries entitled to funding under BONUS receive funding from the BONUS EEIG only.

The BONUS EEIG contribution paid to the project coordinator includes the following:

- a) a single pre-financing paid at the start of the project
- b) interim payments following each reporting period and approval of the periodic reports
- c) the final payment at the end of the project for the last reporting period plus any adjustment needed

All the BONUS EEIG funding is paid to the coordinator and in euro (EUR). The coordinator will hold all payments received from BONUS EEIG within a euro account exclusively for handling the project (see exceptions in the footnote 10).

The funds from the project account held by the coordinator may be released for use within the project by the beneficiaries or the coordinator only upon fulfilment of the conditions listed in Article II.2.3.d of the BONUS grant agreement.

All the payments of the BONUS EEIG contribution are done to the project coordinators who are responsible for transferring the funding further to the other beneficiaries in correct shares and without delays.

Pre-financing at the start of the project

There is one single pre-financing payment by the BONUS EEIG at the start of the project. The BONUS EEIG pays the pre-financing to the project coordinator at the beginning of the project and in any case within 30 days after the fulfilment of the following cumulative conditions (Article II.6.3 of the Annex II, BONUS grant agreement.)

- BONUS grant agreement has been signed
- Minimum number of beneficiaries required by the call of proposal has signed the Annex III of BONUS grant agreement (Form A - Accession of beneficiaries to the BONUS grant agreement);
- Consortium agreement has been signed by all beneficiaries;
- Bilateral agreements between the BONUS EEIG and the national funding institutions have been concluded;
- The coordinator has notified the BONUS EEIG that:
 - Beneficiaries and national funding institutions have concluded contractual agreements regarding national funding.
 - Each beneficiary established in a country other than a member state or an associated country has demonstrated that it has sufficient funds to support its participation during the life time of the project.

The amount of the pre-financing for projects with duration of more than two reporting periods is up to 160% of the average BONUS EEIG funding per period. The amount of the pre-financing payment for projects with duration of less than two reporting periods shall be up to 80 % of the average EU funding per period.

The pre-financing paid by the BONUS EEIG is coming from EU funds and remains the property of the European Union until the final payment.

Interim payments

Once the periodic financial reports are approved, including evidence of the payments by the national funding institutions to their national beneficiaries, the BONUS EEIG transfers the matching funding to the coordinator who is responsible for transferring the BONUS EEIG funding to the beneficiaries in their respective shares. However, the total amount of interim payments and pre-financing is limited to 85 % of the maximum BONUS EEIG contribution.

The interim payments are calculated on the basis of the accepted eligible costs and the corresponding reimbursement rates.¹⁷ The amounts paid for the interim payments correspond to the accepted BONUS EEIG contribution, but shall not exceed the cumulative amount paid by national funding institutions to each individual beneficiary. Costs accepted by the BONUS EEIG within the periodic reports in relation to the pre-financing shall be cleared with the final payment.

The basis of the acceptable eligible costs and the corresponding reimbursement rates are laid down in the BONUS grant agreement.

Final payment

The final payment is transferred by the BONUS EEIG after the approval of the final report. The final payment consists of the difference between the calculated BONUS EEIG contribution (on the basis of eligible, accepted costs) minus the amount already paid (see footnote 17

The total payment is limited to the maximum BONUS EEIG contribution as defined in the BONUS grant agreement. If the total payment already paid would prove to be higher than the total accepted BONUS EEIG contribution, the BONUS EEIG recovers the difference. Where the amount of the corresponding BONUS EEIG contribution is more than any amount already paid to the consortium, the BONUS EEIG shall pay the difference as the final payment within the limit of the maximum BONUS EEIG EU contribution and with the limitation that there are no recoveries to be made from the project.

Together with the final payment, the subtracted 15% of the BONUS EEIG contribution is also paid.

For the calculation of the final BONUS EEIG contribution any receipt received by the beneficiary has to be taken into account.

¹⁷ Call specific eligibility conditions concerning funding shares are taken into account when calculating interim and final payments.

11. Auditing

The audit requirements of the projects follow the FP7 requirements and are described in the Annex II (3.II.20 and 3.II.21) of the BONUS grant agreement.

The BONUS EEIG (or persons appointed by it), the European Commission (including the European Anti-Fraud Office (OLAF) and the Court of Auditors) have the right to carry out financial and technical audits and on the spot checks on projects and their participants up to five years after the end of the project.

Financial audits may cover financial, systemic and other aspects (such as accounting and management principles) relating to the proper execution of the BONUS grant agreement. The beneficiaries shall make available all detailed information and data that may be requested by the BONUS EEIG, by the respective national funding institutions, by the European Commission or by any representative authorised by them.

The aim of a technical audit or review shall be to assess the work carried out under the project over a certain period, *inter alia* by evaluating the project reports and deliverables relevant to the period in question. Such audits and reviews may cover scientific, technological and other aspects relating to the proper execution of the project and the BONUS grant agreement.

12. Amendments

In principle, all major requests for amendments need to be addressed in writing to the BONUS Secretariat in advance and approved jointly by the BONUS Secretariat and the respective national funding institution or by the BONUS Steering Committee. The requests must be signed by an authorised representative of beneficiaries concerned and submitted to the BONUS EEIG by the project coordinator.

Changes in the consortium composition

The coordinator and any other beneficiary of a project may, on well-grounded reasons accepted by the BONUS EEIG, be changed in the course of the project implementation.

Requests for termination of the participation of one or more beneficiaries shall include the reasons for requesting the termination, the consortium's proposal for reallocation of the tasks and budget of that beneficiary, the proposed date on which the termination shall take effect, a letter containing the opinion of the beneficiary whose participation is requested to be terminated and the reports and deliverables relating to the work carried out by this beneficiary. If the coordinator is changed, then the coordinator is obliged to transfer all the potentially remaining BONUS EEIG funding from its bank account to the BONUS EEIG and provide a payment table indicating all the payments made. Only after the reception of the remaining BONUS EEIG funding the participation of the coordinator can be terminated. Also, the grant agreement is revised accordingly with the new coordinator.

Requests for adding a new beneficiary should be made by filling in the form B – Request for accession for new beneficiaries to the BONUS grant agreement (Annex IV, BONUS grant agreement).

Change of the person in charge (PI) or of the other contact persons is in the beneficiary's competence. However, in case of PI the beneficiary has to ensure that the same level of competence as described in the project application is maintained. In such a case, beneficiary of the project submits a request letter to the BONUS Secretariat, providing the name, description of the competence (CV) and the contact details of the

new PI, as well as the effective date of change. The request will be considered and decision made by BONUS Secretariat in consultation with relevant national funding institution. Other contact person can be changed according to the project needs without advance notification.

Changing the description of work

In well justified cases, changes in the description of work, such as changes in work packages, the schedule of deliverables or tasks, may be initiated throughout the duration of project implementation upon coordinator's written request to the BONUS Secretariat. The requested changes are effective exclusively upon a written, joint approval by the BONUS Secretariat and the relevant national funding institutions.

Requests for changing the description of work should be made in a written format in a request letter that includes the following matters:

- the change requested
- justification for the change
- implications for achieving the promised results and deliverables
- any other matter relevant for the change request

The request letter is signed and submitted by the coordinator to the BONUS Secretariat. Depending on the size and impact of the change, the decision is made either by the national funding institution and/or the Executive Director of BONUS or the BONUS Steering Committee. No retroactive change requests are accepted.

No permission is needed for minor changes in the description of work, such as timing of various activities within the planned year etc. If there is uncertainty about the change being minor or major, the coordinator is advised to consult the BONUS Secretariat.

Extension of the funding period/duration of the project

The funding period may be extended only for a well justified reason. A written request has to be submitted to the BONUS Secretariat as well as to the respective national funding institution well in advance of the termination of the funding period/duration of the project. Any related certificates or other documents in support of this request shall be appended. For prolonging the project duration, a prior approval is required by the BONUS Secretariat in agreement with the respective national funding institutions or the BONUS Steering Committee.

Changing the budget

National practices

There are different rules at the national funding institutions (NFI) regarding budget changes during the project, and therefore it is essential that a beneficiary verifies the national practices with NFI before submitting the budget change request to the BONUS Secretariat. If the intended budget change requires the approval by the NFI, the beneficiary should first request the change from the NFI and only after the approval initiate the process towards the BONUS Secretariat.

Significant budget changes

Significant budget changes need to be approved by the BONUS Secretariat in agreement with the respective national funding institutions or the BONUS Steering Committee before they can be implemented. **Significant change refers to a change that affects the technical work as foreseen in the description of work** (Annex I of the BONUS grant agreement), including **subcontracting** of a task that was initially meant to be carried out by a beneficiary, or **has an impact on the total foreseen budget** of the beneficiary concerned.

If any significant change is needed, the coordinator must contact the BONUS Secretariat well in advance before the change is needed and formally request a change. The beneficiary concerned has to update the budget table, fill in the request form (including the description, the justification and the implications of the budget change) in the BONUS EPSS, print the request form, sign it, and send it to the coordinator who forwards it to the BONUS Secretariat for approval. Thereafter the BONUS Secretariat will contact the respective national funding institution and, if necessary, bring the request to the BONUS Steering Committee for approval. Only after the acceptance by BONUS (Secretariat, Steering Committee, NFI-s) the budget change becomes valid in the BONUS EPSS.

It is not possible to submit a significant budget change request retrospectively e.g. when submitting a periodic financial report.

Minor budget changes

Minor budget changes, such as transferring budgeted costs between reporting periods within same major budget line or same cost activity, do not need a prior acceptance, if not required by NFI, but should be informed once the change has become apparent. Updated budget has to be submitted by the beneficiary to the BONUS Secretariat via the BONUS EPSS.

In these cases, the beneficiary has to update the budget table and description of change in the BONUS EPSS and submits it to the BONUS Secretariat for “technical” approval. The coordinator and the respective NFI are informed of the change by email. After acceptance the budget change becomes valid in the BONUS EPSS.

Budget changes less than 5.000 € or minor than 10 % of the periodic value of the respective item do not need to be informed, if not required by national rules. However, all changes more than 20.000 € should always be informed, even if the relative change is less than 10 %.

The right procedure can be ensured by email with the BONUS Secretariat. The decision tree for requesting the budget change is presented on figure 4 and examples of the management of the budget changes are in the table below.

Original budget	Planned change	Action towards BONUS Secretariat ¹⁸	Explanation
Other direct costs/ Management activity 7.000 € in reporting period 1 (RP1)	Transfer 1.000 € to RP2 within same cost category and activity.	No need to update the budget table in BONUS EPSS.	Change less than 5.000 €.
Subcontracting/RTD activity 100.000 € in RP2	For implementing a new task 4.000 € is transferred from personnel costs to subcontracting within same activity in RP 2. No change to the total costs of RP2.	Significant budget change. Budget change should be requested by modifying the budget in BONUS EPSS and by sending the signed request in paper to BONUS Secretariat.	New subcontracted task; subcontracting increased.
Subcontracting/RTD activity 100.000 € in RP2	The planned task is 4.000 € more expensive than foreseen. Transfer	No need to update the budget table in BONUS EPSS.	Change is less than 5.000 € (subcontracting is

¹⁸ In all cases national practice should be verified from NFI

	from personnel costs to subcontracting within same activity in RP 2. No change to the total costs of RP2.		increased, but the task was initially planned to be subcontracted).
Personnel costs/RTD activity 110.000 € in RP3	Transfer 15.000 € to RP4. No change in activity.	Minor budget change. Budget change should be informed in BONUS EPSS.	Transfer the budget between reporting periods; more than 10 % the original budget item.
Other direct costs/ Management activity 10.000 € in RP2	Transfer to Other activity 7.000 € to RP3. No change in cost category.	Minor budget change. Budget change should be informed in BONUS EPSS.	Transfer the budget between activities and reporting periods; change more than 10 % of the original budget item.
Other direct costs / RTD activity 525.000 € in RP1 (initially meant for purchasing an equipment with price of 525.000 €)	The price of the equipment was decreased to 125.000 €; savings 400.000 €	Significant budget change, it should be requested by modifying the budget in BONUS EPSS and by sending the signed request in paper to BONUS Secretariat	Budget change has a significant impact on total budget (decrease 400.000 €).

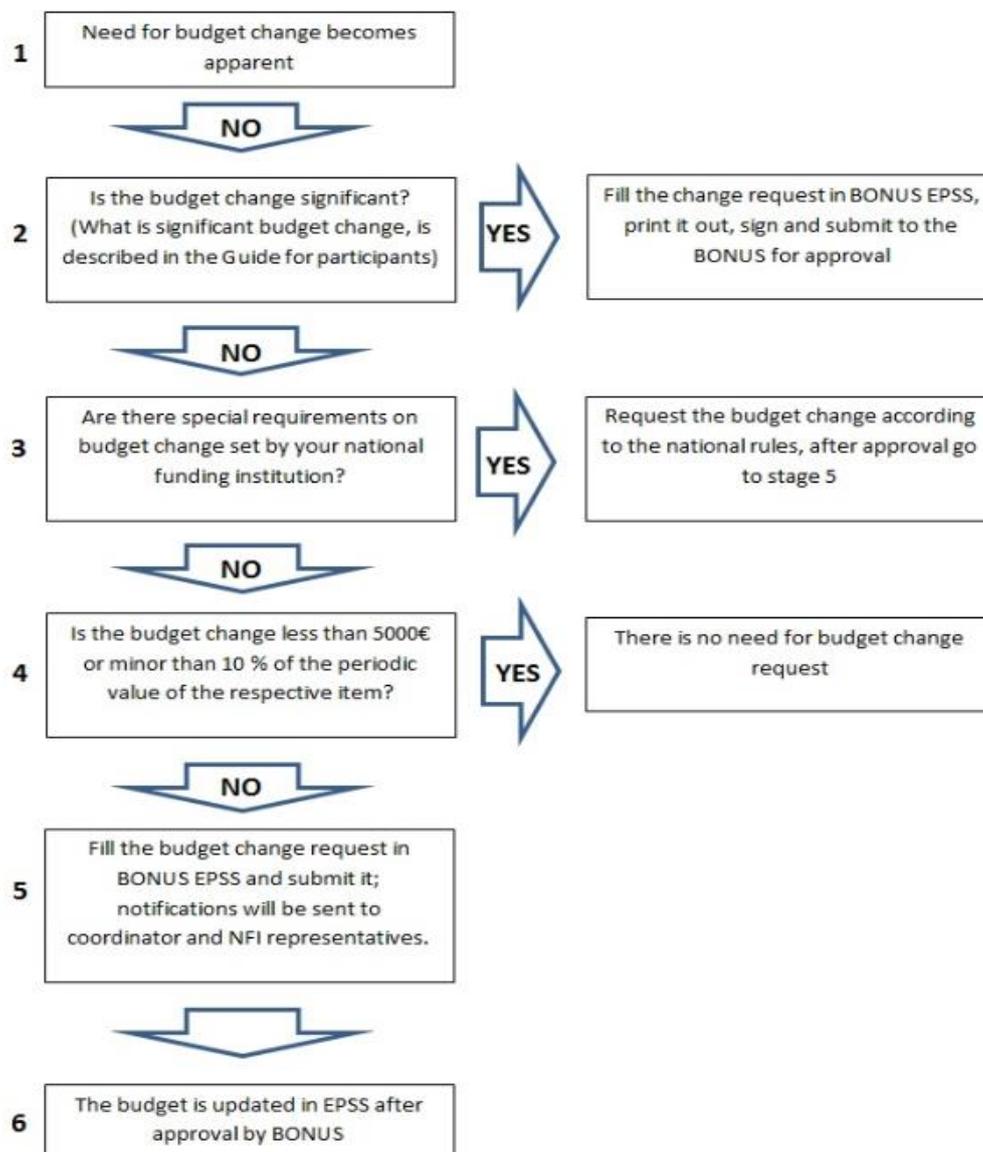


Figure 4. Decision tree on budget change request

13. Dissemination of data and acknowledgements

The principles of dissemination of data generated within BONUS projects are described in article II.28 of the model BONUS grant agreement.

Data generated in the project shall be made available to the scientific community with as few restrictions as possible. This includes storing the original data in common data bases such as SeaDataNet, Pangea, ICES and publishing the research results as far as possible in 'Open Access' literature. Existing standards for data collection and management shall be used.

All data shall be accompanied by contextual information or documentation (metadata) to provide a secondary user with any necessary detail on the origin or manipulation of the data in order to prevent any misuse, misinterpretation or confusion. The metadata shall be submitted to the BONUS EEIG as an obligatory part of the projects' periodic reporting. The BONUS EEIG shall collect and maintain metadata information on all data collected within projects. The metadata will be open on the public BONUS portal site within 45 days after the delivery.

Mandatory BONUS branding of the projects receiving BONUS funding

From 1 September 2015 onwards, it has become mandatory to include BONUS as part of the project's name every time the project is referred to. In other words, the names of the projects receiving funding through BONUS calls are referred to both orally and in writing as BONUS COCOA project, BONUS SHEBA project, BONUS SWERA project etc.

All scientific and/or technological papers produced by BONUS projects shall include the following acknowledgement:

"This work resulted from the BONUS xxx project was supported by BONUS (Art 185), funded jointly by the EU and [list of all respective national funding institutions]."

Unless the BONUS EEIG requests otherwise, any publicity, including pro-active presence/display at a conference or seminar or any type of information or promotional material (brochure, leaflet, poster, presentation etc.), must note the following:

"[BONUS xxx project has received funding from BONUS (Art 185), funded jointly by the EU and [list of all respective national funding institutions]."

Use the BONUS logo (downloadable from the homepage www.bonusportal.org) together with the EU flag in all BONUS project related articles, materials and presentations. The use of FP7 logo has been discontinued by the European Commission since January 2014.

The projects are required to allocate resources in their travel budgets to participate in the events organised by BONUS, e.g. annual conferences and specific dissemination action and events.

For each project financed under BONUS, the BONUS EEIG publishes on its website at least the following information:

- a) the name and identification of the project or grant
- b) the size of the grant and total value of the project
- c) an abstract of the envisaged work

- d) the name and address of the beneficiaries
- e) project fact sheet regularly updated during the life of the project to give account of the progress and achieved results
- f) a publishable summaries of the results and work undertaken.

14. Providing the evidence of the occurred use of in kind, free of charge infrastructure

The participant of a BONUS project which has received access to and use of in kind, free of charge research infrastructures from providers that have concluded bilateral agreements with the BONUS EEIG must supply to the BONUS EEIG the evidence of the in kind infrastructure contribution received. Such evidence may be represented by e.g. the chief scientist's log of a research cruise, usage agreement signed by both the user and the provider of the infrastructure, a printout e.g. with details of amount of the supercomputer CPU-hours used by the specific project etc. Annex 2 provides an example of the chief scientist's log of a cruise by a research vessel and Annex 3 an example of use of a field station. In order to provide proper evidence of the use of in kind, free of charge research infrastructure, copies of the above mentioned evidence documents must be sent to the BONUS Secretariat at earliest convenience after the event; if the provider and the participant using the infrastructure is the same organisation, it is recommended to send both the evidence as well as the provider's report together at once.

15. Intellectual property rights

The intellectual property rights (IPR) regime of BONUS follows the main rules of the FP7. The main exceptions from the FP7 rules are that the transfer of ownership of or granting exclusive license to foreground to third parties established in third countries is prohibited. The regime is incorporated in Articles II 24-32 of the BONUS grant agreement.

This chapter provides an overview of the foreground dissemination rules applicable to BONUS, which follow the principles of the Seventh Framework Programme (FP7), and summarises the key points in Articles 24-32 of the BONUS Model Grant Agreement (Annex II, Part C, Sections 1 & 2) and the BONUS data policy statement.

Participants are strongly encouraged to consider these issues during the preparation of their project and to negotiate any relevant questions with the other participants before starting the project.

Definition of Foreground

Foreground means the results, including information, materials, data and knowledge generated in a given project.

Ownership of the Foreground

Foreground resulting from the project is owned by the participant generating it. When foreground is generated jointly (i.e. where the separate parts of some result cannot be attributed to different participants), it will be jointly owned, unless the participants concerned agree on a different solution.

Joint owners must agree among themselves on the allocation and the terms of exercising the ownership of the foreground. In the absence of such an agreement (or pending its conclusion), a default joint ownership regime applies.

Obligations for Foreground Owners

Protection of foreground

Where foreground is capable of industrial or commercial application, it **should be protected** in an adequate and effective manner (copyrights, patents, etc.), having due regard to the commercial and other legitimate interests of all participants.

If a participant **does not intend to protect** its foreground, it should first offer to transfer it to another participant or even to certain third parties, which may consider it worthwhile protecting this piece of foreground, rather than leaving it unprotected.

If valuable foreground **has not been protected**, BONUS EEIG must be informed and may take ownership.

Dissemination of foreground

After a decision regarding the protection of the foreground has taken place, there is an **obligation to disseminate** the foreground swiftly. If the participants fail to do so without any justification, BONUS EEIG may disseminate the foreground without seeking permission.

Data arising from the projects shall be made available to the scientific community with as few restrictions as possible. This includes **storing the original data** in publicly available data bases (such as EMODnet, SeaDataNet, ICES and Pangea) **no later than one year** after the completion of the project and publishing the research results as far as possible in 'open access' literature.

Statement of support

Dissemination materials (e.g. publications, websites, etc.) and patent applications concerning results from BONUS EEIG projects **need** to contain the sentence as requested in the chapter 13.

More specific intellectual property rights stipulations maybe included in the consortium agreement (also aligned with Articles II.24-32 of the grant agreement).

16. EPSS guidelines during negotiation and project management stage

Proposals selected for funding are transferred to the section 'Project negotiation and management' in the EPSS and coordinator and partners can access and modify the data.

The section includes the following headings:

- Project data and nominating other contact persons
- Budget negotiation and management
- Description of work
- Deliverables
- Consortium agreement

Nominating other contact persons

Each participant can assign up to two 'other' contact persons in addition to the person in charge. These other contact persons who can be scientific, administrative or financial experts, can be also changed according to the project needs, and assigned and/or changed by the person in charge.

The other contact persons have the following rights:

- Inserting and submitting the participant's budget and budget change request
- Inserting the deliverables (if the participant is nominated as work package leader) and submitting them to the coordinator
- Viewing the deliverables of the project
- Insert the financial data to the financial periodic report and submit them to the coordinator

The other contact persons of the coordinating institution have the following rights:

- Uploading the description of work into the EPSS
- Inserting and editing the schedule of deliverables (negotiation stage only)
- Assigning work package leaders for deliverables reporting (implementation stage)
- Validating/rejecting the financial reports of the participants
- Inserting, editing and submitting report on performance statistics for the periodic report to the coordinator

Budget negotiation and management

During the negotiation stage, the participants (including those who are not receiving funding from BONUS) must insert their budgets and submit them to the coordinator. Participants who are not receiving funding from BONUS¹⁹, have to enter only the total estimated budget of the project. For beneficiaries that are funded by BONUS, a more detailed budget table is requested, including the list of tasks which will be subcontracted. The coordinator will follow the budget entries and, if needed, can re-open the beneficiary's budget for modification. When all participants have entered their budgets, the coordinator submits project budget to the BONUS Secretariat.

During the implementation stage, the beneficiaries can view the budget and request a budget change as described in chapter 12. When requesting a budget change, the new budget should be entered in a table

¹⁹ Listed in Article 7.1. of the BONUS Grant Agreement.

accompanied by the description of a budget change. Minor budget changes are submitted directly to BONUS, significant budget changes should be approved by the project coordinator as well.

Description of work

This section is for uploading and storing the Description of Work. DoW negotiations as well as amendments will take place outside of EPSS. When the process is finished (including accepting the final budget by BONUS during the negotiation stage), the coordinator will upload the DoW file and submit it to BONUS.

Amending the DoW should be requested as described in chapter 12. If amendments are accepted by BONUS, the DoW section will be opened for coordinator to replace the previous version with the updated version and submit this to BONUS.

Deliverables

This section is for uploading the Schedule of Deliverables (SoD) during the negotiation stage and reporting the deliverables (including the periodic and final reports) during the implementation stage.

When the negotiations on DoW has been finalised and final version uploaded to the EPSS, the coordinator enters the SoD (generally as separate chapter in the DoW) into the EPSS and submits it to BONUS. Changing the SoD in the BONUS EPSS is not possible by the project coordinator after the grant agreement has been signed. If changes are needed, the project coordinator describes the changes in the request to the BONUS Secretariat via e-mail and the SoD is modified by the BONUS Secretariat if the request is approved.

During the implementation stage, the deliverables are reported according to the SoD.

First, the project coordinator should assign a responsible participant to each work package (under *Assign the work package leaders*). The person in charge (PI) as well as the other contact person(s) of this participant will get an access to the deliverables uploading interface in the BONUS EPSS.

Uploaded file should be in .PDF format, except for the deliverable type DB (database) when a metadata description in a form of specifically formatted Excel worksheet must be uploaded (the form is available on the BONUS website www.bonusportal.org). For deliverables RE (report), RE/SP (report/ scientific publication), RE/PP (report/ popular publication), RE/PR (report / periodic report), RE/FR (report/ final report), SP (scientific publication), PP (popular publication) and ER (event report) the full deliverables shall be uploaded mandatorily; for deliverables MO (model), PT (prototype), DE (demonstrator), TE (training event) and OT (other) a brief report is expected as a proof of delivery.

Each deliverable is first inserted and submitted, then approved by the project coordinator (and only coordinator; the other contact persons of the coordinating participant cannot approve the deliverables) and forwarded to the BONUS Secretariat for accepting. Instead of approving, the project coordinator can send the deliverable back to the WP leader for further improvement. Similarly, the BONUS Secretariat can reject the deliverable and send it back to the coordinator.

Special case for submitting the periodic reports.

Submitting the periodic reports requires input from all the project participants (Figure 2 p 9):

- All participants should submit the report on performance statistics to the coordinator.
- Participants who receive funding from BONUS programme should submit the use of resources and the financial statement, and within the latter, the copies of the bank statement indicating the receipt

of national funding as one pdf file and the copy of the audit certificate if this was requested as a pdf file.

- Coordinator should approve the summary report on performance statistics and the summary cost statement compiled by partners, insert the scientific/technological report and the publishable summary to it and submit the periodic report to BONUS.²⁰

It is important to remember that approval / sending the report to BONUS is possible only if

- 1) all deliverables within the reporting period have been approved by the coordinator and sent to BONUS for accepting;
- 2) all three parts of the periodic reporting (performance statistics, financial reporting and scientific/technological reporting) are complete.

After the final acceptance of the cost statements by BONUS each participant shall print out the cost statement, sign by the authorised person (i.e. to person who has legal mandate to represent the organisation in the financial matters) and send together with the original audit certificate (if this was requested) to the coordinator who forwards these to BONUS. Accounting documents (e.g. bank statements, invoices, ledgers) and use of resources forms and summary cost statement are not needed to be enclosed.

Consortium agreement

According to the Article 1.4. of the BONUS Grant Agreement, the beneficiaries should conclude a consortium agreement (CA) regarding the internal organisation of the Consortium prior to the signature of the Grant Agreement. In this section, coordinator confirms that the CA has been signed by all participants and enters the date.

²⁰ If project has only one reporting period, then scientific report and publishable summary are included in the final report.

17. Annexes

Annex 1 Report cover page

Project acronym:

Project title:

Period covered: from _____ **to** _____

Name of the scientific representative of the project's coordinator, Title and Organisation:

Tel:

Email:

Project website address:

“[BONUS xxx project has received funding from BONUS (Art 185), funded jointly by the EU and [national funding institution acknowledgements, as appropriate]

Annex 2 Example of the evidence of the infrastructure use: a chief scientist's log of a research cruise

CHIEF SCIENTIST'S LOG

Cruise number and name:	
Research vessel:	
Chief scientist / institute	
Cruise objective:	
Port of departure and time:	[location, date, time]
Port of arrival and time:	[location, date, time]
Sea area(s)	

Short daily description of activities and ship's locations

<p>Example: <i>14 October 2014: Sediment sampling at seven locations of the Gdansk Bay</i> <i>10 May 2015: Hydro-acoustic fish survey in the Northern Baltic Proper (Estonian EEZ).</i></p>

Institution	Project	Cruise days worked	Calculated cruise days per project [Cruise days are calculated for each project in full / half days. See examples below. The sum of the calculated cruise days must be equal to the total number of cruise days]

Example 1:

10 days cruise: project A works on all 10 days and project B on two days. $10/(12) = 0,83$ (rate)

$0,83 \times 10 = 8,3 \Rightarrow 8,5$ calculated days charged for project A

$0,83 \times 2 = 1,7 \Rightarrow 1,5$ calculated days charged for project B

Example 2:

15 days cruise: projects A, B and C, which work correspondingly on 15, 15 and 5 days. $15/35 = 0,43$ (rate)

Project A: $0,43 \times 15 = 6,45 \Rightarrow 6,5$ calculated days

Project B: $0,43 \times 15 = 6,45 \Rightarrow 6,5$ calculated days

Project C: $0,43 \times 5 = 2,15 \Rightarrow 2$ calculated days

Research staff involved

Institution	Working period [date – date]	Number of personnel	Total amount of working days [Number of personnel multiplied by working days]

If amount of personnel has changed during cruise, add as many rows as needed.

Name and surname of the chief scientist	Signature of the chief scientist

The evidence of the infrastructure use shall be confirmed by a stamp of the institution and/or signature of the authorising person of the institution that used the infrastructure.

Annex 3 Example of the evidence of the infrastructure use: field station

EVIDENCE OF THE USE OF THE FIELD STATION

BONUS project acronym:	
Participant (institution) using the infrastructure:	
Person in charge (PI):	
Field station/ Facility name:	
Contact person of field station	
Period of the infrastructure use:	
List of WP-s/ tasks performed:	
List of special instruments/ equipment used:	

Short description of activities (no more than 2500 characters including spaces):

Research staff involved (incl PI if attended):

Name	Position (and institution if from different organisation)	Period

Name and surname of the person in charge	Date and signature of the person in charge

The evidence of the infrastructure use shall be signed and sent to the BONUS EEIG by mail or as scanned PDF-file by e-mail