



ADMINISTRATIVE OPERATION OF CERIC INTERNAL RESEARCH PROJECTS



Everyone in CERIC is involved

Ana Biljesko

- Contact point, Coordination, Administration, Contracts
- Reporting, Accounting, Personnel

Eleona Cumani Franco Dose

- Travels and Procurement

Andrea Santelli

- Coordination, Administration, Procurement
- Accounting

Nicoletta Carboni

- Communication

Ornela De Giacomo, Jana Kolar

- Coordination

Matthias Girod, Aden Hodzic

- Scientific communication, Industrial Liaison



Everyone in CERIC is involved...but

cericgrants@ceric-eric.eu

- Please use this email address for any issue except from communication. In this way, we can ensure that your problem will be dealt with in a timely manner
- Avoid writing to single persons: this may generate delays and prevent information from reaching the right employee.

press@ceric-eric.eu

- For any issue related to communication only.

<http://ceric-eric.eu/index.php?n=Grants.Resources>



- Should be the reference page for every information you may need
- Information available: templates, forms, procedures
- Helps us improve!



Documents and forms for CERIC Grant projects




Here you will find the documents, forms and some process advice useful in managing your grant projects.

Travel




- Travel policy : 
- Travel reimbursement form : 
- Travel authorisation template 

Reporting and Budget

- Tables for budget:
CEROP, DYNACHIRO, RENEWALS

Budget Y1  | Budget Y2  | Budget Y3 





MAG-ALCHEMI

Budget Y1  | Budget Y2  | Budget Y3 




Procurement

- Link to the : [procurement instructions and advice](#)

Communication guidelines and tools

- Communication guidelines: 
- Power Point Presentation Template: 
- CERIC logo: 
- CERIC headed paper: 

Other

- Template for description of positions: 
- Template for the Team Members list: 
- Presentation (Travels, Communication, Procurement, Reporting): 
- Link to the [call documents](#)

Contacts

cericgrants@ceric-eric.eu
press@ceric-eric.eu



Travel policy

...the Parties acknowledge that all travel arrangements considered under the Project shall be directly managed by CERIC...

Who can travel?

- Anyone involved in the project and mentioned in the **List of team members** provided by the PI

How?

- **Personnel of the signing Parties** - travel authorisation with their employer
- **Travel authorisation for CERIC – mail to cericgrants@ceric-eric.eu**
- At least 10 days before departure.
- **Subject:** “Acronym of the project – Travel authorisation”
- **Body:** Authorised person, travel purpose, destination, start and end date, estimation of the costs
- The PI or delegated person will forward to cericgrants@ceric-eric.eu in sign of approval

What can be reimbursed ?

- **For employees of other entities:**
 - Conferences fees (should include both names, the participant and CERIC-ERIC)
 - Meals (if not included in e.g. program and if in compliant with the Policy)
 - Public transport
 - TAXI and rental vehicle – **allowed in special cases and when approved in advance by the PI** (rented vehicle addressed to CERIC-ERIC)
 - Any other travel expenses incurred according to the policy and approved by the PI



What will not be reimbursed?

- **Per diem, travel hours, mileage allowance**
- **Personal expenses**
- **Other cost not compliant with the policy and not approved by the PI**

How ?

- By submitting **signed reimbursement form, within 30 days** after finishing the travel
- Sending the **original form, together with the original receipts/invoices**, by post (or personally)
- When the receipts/invoices are on language different than English, the translation should be provided (e.g. on the receipt)

For CERIC employees : Any travel expenses incurred according to CERIC policy plus all foreseen allowances and insurance, will be reimbursed.



**Communication
Guidelines for CERIC
Internal Research Projects**



Naming the CERIC PFs

[Austria](#): Austrian CERIC partner facility at the Graz University of Technology in Graz and at Elettra.

[Croatia](#): Croatian CERIC facility at the Ruđer Bošković Institute in Zagreb.

[Czech Republic](#): Czech CERIC partner facility at the Charles University in Prague and in Trieste.

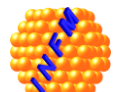
[Hungary](#): Hungarian CERIC partner facility at the Centre for Energy Research of Science (MTA EK) of the Hungarian Academy of Science (HAS).

[Italy](#): Italian CERIC partner facility at Elettra Sincrotrone Trieste.

[Poland](#): Polish CERIC partner facility at the National Synchrotron Radiation Centre SOLARIS in Krakow.

[Romania](#): Romanian CERIC partner facility at the National Institute of Material Physics (NIMP) in Magurele.

[Slovenia](#): Slovenian CERIC PARTNER facility at the National Institute of Chemistry in Ljubljana.





How to mention CERIC

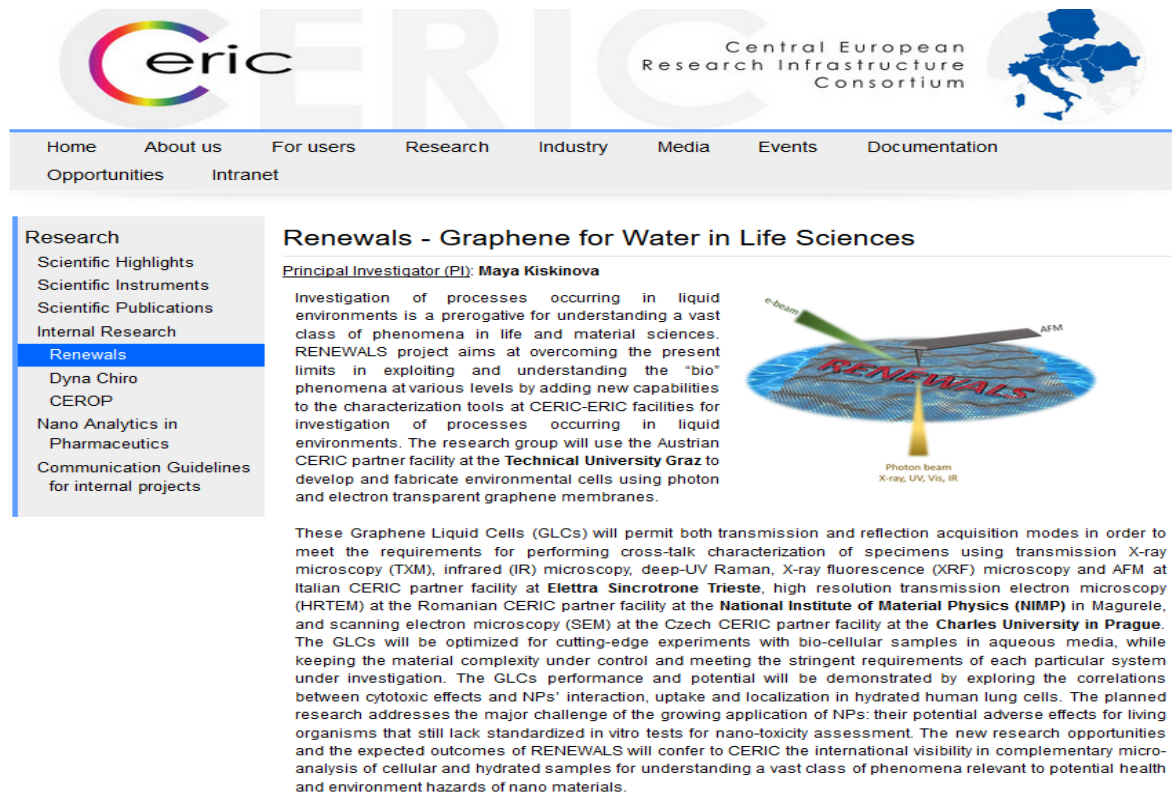
CERIC is not a funding agency, nor a funding programme.

In every written and spoken communication, the following sentence must be mentioned:

“[Project name] is a CERIC internal research project”

CERIC supports project-related communication:

- **Dedicated project's area in the CERIC website**, with project info, staff, presentations, calendar, events, results etc.

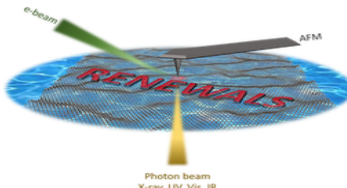


The screenshot shows the CERIC website interface. At the top, the CERIC logo is displayed alongside the text 'Central European Research Infrastructure Consortium' and a map of Europe. Below this is a navigation menu with links for Home, About us, For users, Research, Industry, Media, Events, Documentation, Opportunities, and Intranet. The main content area features a sidebar on the left with a 'Research' section containing links to Scientific Highlights, Scientific Instruments, Scientific Publications, Internal Research, Renewals (highlighted), Dyna Chiro, CEROP, Nano Analytics in Pharmaceutics, and Communication Guidelines for internal projects. The main content area is titled 'Renewals - Graphene for Water in Life Sciences' and includes the following text:

Principal Investigator (PI): Maya Kiskinova

Investigation of processes occurring in liquid environments is a prerogative for understanding a vast class of phenomena in life and material sciences. RENEWALS project aims at overcoming the present limits in exploiting and understanding the "bio" phenomena at various levels by adding new capabilities to the characterization tools at CERIC-ERIC facilities for investigation of processes occurring in liquid environments. The research group will use the Austrian CERIC partner facility at the **Technical University Graz** to develop and fabricate environmental cells using photon and electron transparent graphene membranes.

These Graphene Liquid Cells (GLCs) will permit both transmission and reflection acquisition modes in order to meet the requirements for performing cross-talk characterization of specimens using transmission X-ray microscopy (TXM), infrared (IR) microscopy, deep-UV Raman, X-ray fluorescence (XRF) microscopy and AFM at Italian CERIC partner facility at **Elettra Sincrotrone Trieste**, high resolution transmission electron microscopy (HRTEM) at the Romanian CERIC partner facility at the **National Institute of Material Physics (NIMP)** in Magurele, and scanning electron microscopy (SEM) at the Czech CERIC partner facility at the **Charles University in Prague**. The GLCs will be optimized for cutting-edge experiments with bio-cellular samples in aqueous media, while keeping the material complexity under control and meeting the stringent requirements of each particular system under investigation. The GLCs performance and potential will be demonstrated by exploring the correlations between cytotoxic effects and NPs' interaction, uptake and localization in hydrated human lung cells. The planned research addresses the major challenge of the growing application of NPs: their potential adverse effects for living organisms that still lack standardized in vitro tests for nano-toxicity assessment. The new research opportunities and the expected outcomes of RENEWALS will confer to CERIC the international visibility in complementary micro-analysis of cellular and hydrated samples for understanding a vast class of phenomena relevant to potential health and environment hazards of nano materials.





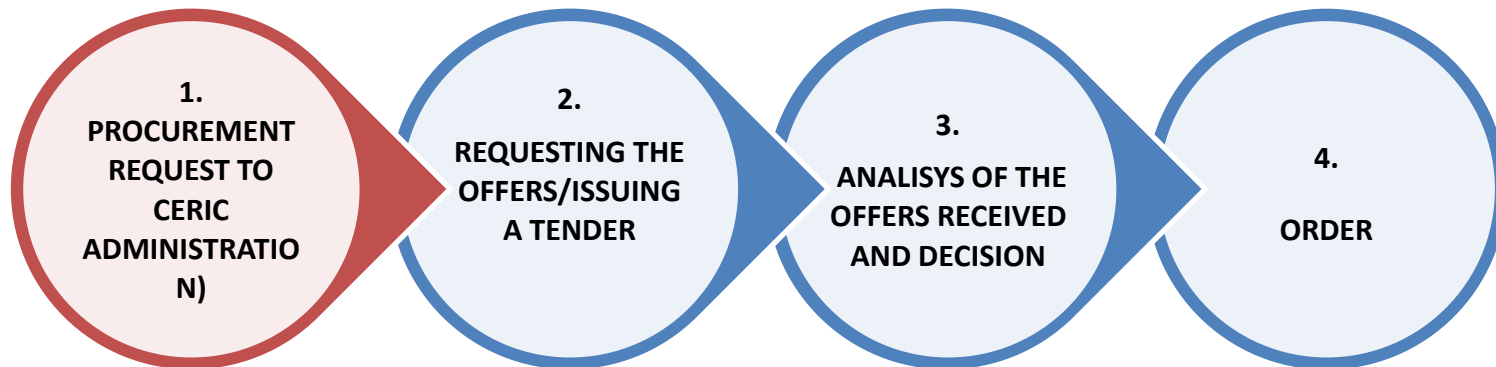
- Draft/distribution of **press releases/highlights/articles**.

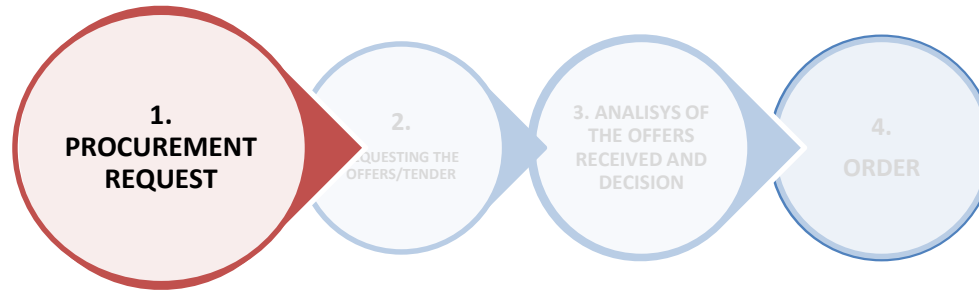
NOTE: CERIC Press & Communication office **shall always be informed** before any project-related press release is distributed to the media!

- Supply of **communication material/templates**: .ppt, headed paper, posters, rollups, invitations, etc.
- Support in events' promotion and organization.
- Promotion of events/initiatives/results on the **web** and **social media**, through CERIC **newsletter** and any other available communication tool.
- Support in the realization of **audio and video interviews**

PROCUREMENT

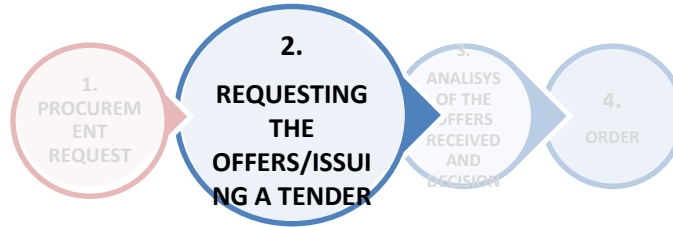
- 1) All procurements **funded 100% by CERIC**, for the implementation of internal research projects, will be **managed directly by CERIC**, following the Procurement policy of CERIC.
- 2) All procurements **funded partially** by CERIC, for the implementation of internal research projects, will be managed according to the agreed Procurement policy.





**I NEED EQUIPMENT,
SPARE PARTS,
CONSUMABLES! WHAT
TO DO?**

- Prepare a **detailed technical specification** of the items to be procured (include place of delivery and quantity)
- Contact CERIC on time; and pay attention on the value of the item(s):
 - < 50.000,00 € - **3 weeks - 3 months**
 - > 50.000,00 € - **tender needed, ask 3 – 5 months in advance**
- Whenever possible, propose **3 suppliers**
- Send everything to cericgrants@ceric-eric.eu



HOW DOES IT GO?

- Requesting the offers/issuing a tender (usually a fast process, specially if you provide technical specifications and potential suppliers. May take longer if it becomes necessary to justify single provider or to look for suppliers)
- Sending the order with technical specification to **minimum 3 suppliers**/or publishing a tender, with defined deadline for sending the offers
- Issuing a tender only when the value exceeds 50.000,00€.

! If/when non CERIC employees are requesting the offers (to be paid by CERIC)

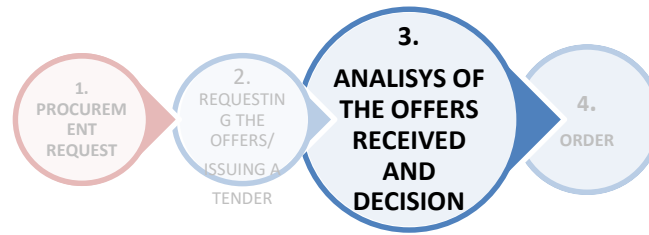
REMEMBER to ask the offers addressed to CERIC:

CERIC-ERIC

S.S. 14 - km 163,5 in AREA Science Park

34149 - Basovizza, Trieste - ITALY

Fiscal Code: 90143090323 - VAT number: 01278610322



HOW AND WHAT IS DECIDED?

•AFTER THE CALL FOR OFFERS IS CLOSED:

- Eligibility check by the administration and compliance with technical specification (in cooperation with the researcher who sent the request)
- Choosing the best offer: **best value for money or lowest price**



LAST STEPS

- Ordering the equipment/spare parts/ consumables from the winning supplier
- Delivery of goods, following the conditions agreed in the offer/order
- Payments

!!!! SPECIAL CASES !!!!

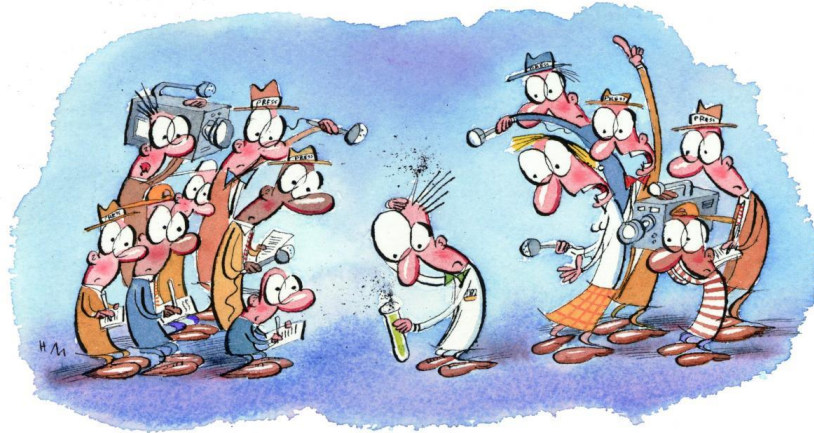
- **A SPECIFIC/ SERVICE GOOD FROM A SPECIFIC SUPPLIER IS REQUIRED** -
- DETAILED REASONING NECESSARY (part of the Procurement request)

Possible reasons:

- ... *absence of competition for technical reasons*
- ... *presence of exclusives rights (including IPR)*

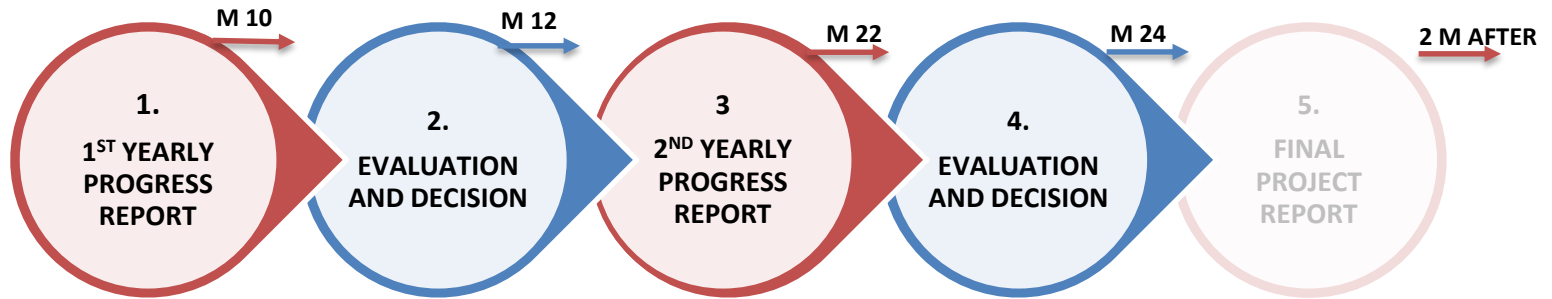
(CERIC-ERIC Procurement and Pre-procurement Policy)

REPORTING



- Progress reports
- Contributions of partners involved (in-kind contributions)

1. Progress reports - steps

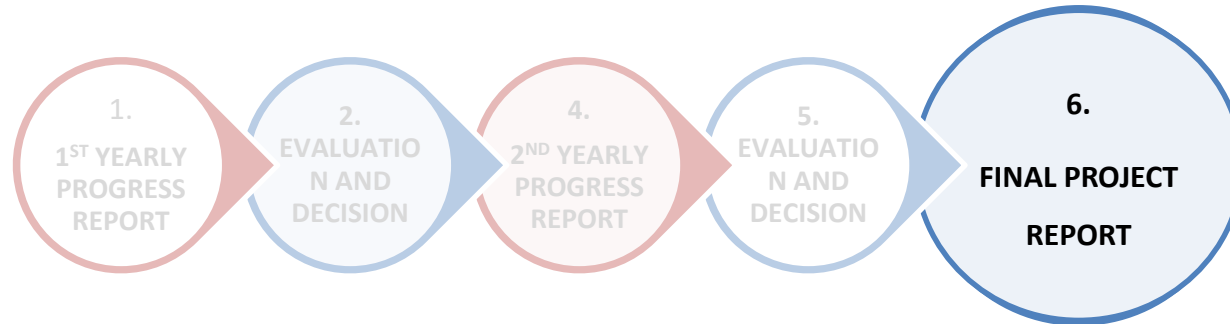


YEARLY PROGRESS REPORT(S)

- Twice within the project: by **months 10 and 22**
- **SHOULD CONTAIN:**
 - scientific results (template will be provided)
 - other information relevant for the implementation of the Project
 - budget for the following project year (template)

EVALUATION(S) and DECISION (S)

- CERIC, in consultation with ISTAC – **evaluation of the Progress Reports**
- Decision of **CONTINUATION** or **TERMINATION** of the project (by month **12** and month **24**)



FINAL PROJECT REPORT

- Within **2 months after termination of the project**
- Should contain the overall information delivered in the progress reports and the conclusion of the project, including the outcomes. (A template will be provided)



2. Contributions of partners involved (in-kind contributions)

Who?

1. **External partners** - in the yearly progress reports (or in the Final Project Report, if they want a share in the intellectual property derived from the project)
2. **Representing entities in CERIC** - in the yearly accounts for CERIC



AOB

Internal project web pages for every project:

- overview of the budget
- procurement status
- internal documents/agreement and other what can be useful
- link to the web page is sent to the Principal Investigator



THANK YOU!