



Institute of Animal Reproduction and Food Research
of the Polish Academy of Sciences in Olsztyn

PROJECT MANUAL

REFRESH PROJECT
FP7-REGPOT-2010-1
Grant Agreement 264103

Do your homework first. People find it much easier to accept offers of help if they appear to come from people who can demonstrate that they have already carried out some background work to show how they could make a significant contribution.

Olsztyn 2010

PROJECT MANUAL

Purpose:

To create, maintain and update a single bound document that includes all the essential information and best practice for the efficient management of the REFRESH project, its reporting, ways for effective internal and external communication, costs, physical resources and finances, all of which are required for the overall success and impact of the project. This document has the aim of easing the management of the REFRESH project financed by the European Commission, and all those concerned in the project are recommended to read it.

Responsibility:

Project Manager and Financial Manager
Research Support Office (RSO)

Abbreviations:

AB - Advisory Board

CB - Coordination Board

FM- Financial Manager

PM - Project Manager

RSO – Research Support Office

WP Leader(s) – Work Package Leader(s)

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SECTION 1. SCHEDULE AND ACTION PLAN

Following successful negotiation of the contract, start the project, continue and maintain it until completion.

- a) Updated Start Date of the Project, - **1st September 2010 (start month 1)**
- b) End of Project – **31st August 2013 (month 36)**
- c) External Evaluation of the Project - **28th February 2014 (end month 42)**

Action plan for 2010 – 2013

1. Strengthening collaboration with 11 longstanding collaborating partners and 3 new partners.
2. Seconding of staff between IAR&FR and 14 partner research entities from EU, Switzerland and Israel – in total:
 - 137 person-months for outgoing staff and
 - 65 person-months for incoming staff.
3. Establishing Advisory Board with representatives of foreign partnering organizations, Polish Academy of Sciences, regional authorities and industry.
4. Establishment of Research Support Office and recruitment of 2 professionals supporting IAR&FR in applications and managing EC projects (Science and Financial Managers)
5. Recruitment of 4 experienced researchers (3 in the Health area and 1 in the Food area)
6. Recruitment of 2 returning Polish nationals to the Health and Biodiversity areas.
7. Provide 7 specialized training opportunities for 19 staff in – statistics and molecular biology methods.
8. Provide two training opportunities in general statistical methods and intellectual property rights for IAR&FR staff.
9. Acquisition of 5 items of major equipment for: creating a metabolomic laboratory, supporting molecular biology, in-vitro and sensory laboratories.
10. Acquisition of software items for editorial office management.
11. Organizing 4 international conferences and 4 international workshops.
12. Supporting participation of research staff delivering oral presentations at 30 conferences.
13. Organizing a range of promotional events - Open Day of IAR&FR, preparing portable stands for: 3 Science Days in the city; 3 Fairs and Brokerage events; production of a webpage, promotional material and flyers.
14. Establishing Knowledge Transfer Arena for Regional Socio-Economic Development (TransRegioArena) and organizing 9 training events/seminars and presentations.
15. Ex-post evaluation activity by high-level, independent international experts nominated by the European Commission.

SECTION 2. COMMUNICATION AND DECISION-MAKING

Open and clear communication based on mutual respect, understanding, and information sharing. Communication by e-mail will be the main channel for internal and external information exchange between partners. All information (presentations, core documents, call for tenders and calls for recruitment) will be published on the Institute's and Project's webpages – some will be placed in the restricted area of the Project's webpage, available only to the project partners.

The Research Support Office will support the Coordinator with day-to-day management activities; will prepare for all project meetings (providing agendas, information packages and meetings reports), draft periodic reports and cost statements.

The Project Manager's (PM) responsibility is to achieve the agreed project objectives through effective and timely planning, execution and closing of the project. The PM is responsible for organization activities and for determining and announcing dates of meetings, organising Advisory Board meetings, preparing the annual, mid-term and final reports, and drafting and finalising the minutes of Advisory Board meetings.

Decision-making. During the project, two types of decisions will need to be taken. The major ones will be those taken in the area of science whilst the other will relate to administrative/organizational issues.

The major decision-making rights on the scientific issues will be given to the Project Coordinator and respective WP Leaders, and – as required – the Institute Director and these will be based on the principle of consensus.

Administrative decisions referring to day-to-day functioning of the Project will be made exclusively by the Project Coordinator, in agreement with relevant WP Leaders and the Project and Financial Managers.

Meetings. Reviews of project progress will be conducted during the official meetings. Three types of meeting are foreseen:

- Advisory meetings (advising)
- Coordination meetings (coordinating)
- Monthly meetings (working)

Advisory Board (AB) meetings

The Advisory Board members will be appointed from the partner Institutions by the decisions of their Institute Directors. The Advisory Board will meet four times during the period of the project to assesses and agree on the working plan details and methodologies.

At the beginning of the project, at the “kick-off-meeting”, IAR&FR staff will present to the AB the Action Plan and SWOT analysis to all the partners. All these will validate the management tools. In addition, a Chairman will be elected.

- After 12 and 24 months, the AB will review and analyse the progress of the

implementation phase; validation and/or modification of the work programme will be done by the AB after 12 and 24 months of project realization.

- Validation of the REFRESH results will be done at month 42 together with the presence of external evaluators.

Advisory Board decision-making and reporting.

All decision will be taken using simple majority rule, more than half of the present AB members.

After each AB meeting a report, the so called “Minutes of the Meetings” which shall be the formal record of all decisions taken, will be prepared jointly by the Project Manager and the Chairman of the Advisory Board and with the assistance of other participants.

Project Manager shall send the draft minutes to all AB Members within twenty (20) calendar days after the meeting.

The minutes shall be considered as accepted if, within ten (10) calendar days after the Members have received the minutes, no Member has objected in writing to the chairman with respect to the accuracy of the draft of the minutes.

The Project Manager shall send the accepted minutes with a scanned list of attendees to all AB Members and to the Coordinator.

One month (30 calendar days) before each meeting Project Manager will inform all AB members about the draft programme and organizational issues. Any AB Member may add an item to the original agenda by written notification all other Members, to the Project Manager and Coordinator up to the minimum seven (7) calendar days preceding the meeting.

Before 2nd and 3rd meetings all AB members will receive progress reports and before the last 4th meeting report prepared by external evaluators.

Coordination Board (CB)

The Project Coordinator together with WP Leaders, Financial and Project Managers and Institute Director constitute the Project Coordination Board. The Board will be meeting at regular 3-month intervals to discuss progress in the Project’s execution, situation in individual WPs and plans for the subsequent 3 months. All participants will be informed about the date of the meeting at least fourteen calendar days (14) before planned date via e-mail. List of attendees will be prepared. Presentation (in Power Point) with the topics discussed during each CB meeting will be available on restricted area of the project’s webpage (within 14 days after each meeting).

Monthly meetings

Apart from daily supervision, monthly meetings of Project Manager with WP Leaders will take place, to share their recent achievements and speak of their plans for coming month. All participants will be informed about the date of the meeting via e-mail at least one week (7 calendar days) before. List of attendees will be prepared.

Communication rules with Advisory Board and foreign partners

Communication between the Institute and foreign partners is assured on the daily basis through the Research Support Office. However, the proper communication platform is the project's website where up-to-date information about the progress of the project including news, agendas and plans will be published. Every Member of the Advisory Board will receive a unique password to the website page in order to present publicly questions and issues relating to the project management. Additionally, the website is providing the forum where person engaged in the project are asked to present their views.

To maximize the effect, the RSO altogether with WP6 Leader will be responsible for preparing and disseminating via website quarterly edited newsletters that summarizes the most important information about the project and other issues. Members of the AB and IAR&FR are requested to supply relevant information to Project Manager.

SECTION 3. FINANCIAL CONTROL

Project Financial Manager (FM) responsibility is final check of every invoice and preparation of interim, yearly and final financial reports. Prior to payment, all invoices must be approved by the Financial Manager by signature; FM will code the invoice with an appropriate expense, internal accountancy code, bank account number (where applicable). Approved invoices will be entered into the internal accounting system by Financial Department. Moreover FM will be responsible for organization of financial control, to which the Institute will be subject each year of the project's realization (3 in total).

1. **Labour cost.** Each person working in the project will be responsible for completing a timesheet on a monthly basis. Completed timesheets will be dated and signed by the employee and supervising person and finally approved by the by the Financial Manager of the Project. Timesheets should be submitted until 10th day of each month after work was done to the Research Support Office. Incomplete time sheets will be returned to the employee for correction.
It is the Financial Manager duty to prepare payroll list and after approval of the Project Coordinator to submit the payroll to the Financial Department. Payroll will be prepared in accordance with the personnel policies and usual practice of the Institute.
2. **Equipment.** All research equipment items will be purchased on the open tender call, published according to the Polish and European public tender law. All tender documentation will be prepared by the Financial Manager with consultation with relevant WP Leader with a support of scientific staff. All tender documentation is duly checked by the Legal Advisor of the Institute. Reports from tenders will be prepared by the WP Leader or designated staff after purchase of item including tender documentation, report of equipment installation, trial work, staff training according to terms and conditions stated in the contract.
3. **Travel and secondments expenses.** All expenses related to the secondment and visits to/from partners will be reimbursed according internal decisions of the Institute Director based upon current Polish and European business travel policies taking into account project budget.
4. **External consultants.** Written contracts clearly defining work to be performed, terms and conditions will be maintained for all consultant and contract services. All contracts will be prepared by the Financial Manager, duly checked by the Legal Advisor of the Institute and signed by the Institute Director or his Proxy.
5. **Recruitment of staff.** All information about recruitment will be open to the public and published on the Institute's and Project's web site, as well as on the Researcher's Mobility Portal, NatureJobs.com etc. Newly recruited staff will be employed according the Polish Labour Law and Act of Polish Academy of Sciences (dated 30th April 2010) and internal Institute rules taking into account budget of the REFRESH Project.

SECTION 4. SECONDMENTS

General procedures for OUTGOING visit (from Poland)

Step 1: Outgoing Institute employee should contact appropriate foreign partner and Polish WP Leader to be sure that a positive decision was taken about secondment.

Step 2: Download all required documents from the Institute website and fill it in the proper way according to instructions on the form. In case of any problem, first ask WP Leader, and then consult RSO staff members.

Step 3: Assure all signatures necessary for secondment to make it happen – look at the appropriate form and present a complete set of documents to the RSO at 10, Tuwima St. room no 9.

Step 4: Before secondment, every applicant is being asked to submit short written information in English about the purpose of the visit, hosting organization that will be posted on the project's website.

Step 5: Outgoing Institute employee should have insurance. The best way is to have both from National Health Fund (NFZ) ECUZ card and by a private insurer, which by nature are useful in to different kind of accidents and way of financing it. The ECUZ card makes it possible be taken in charge for free by European health services (except form Switzerland and Israel) in case of an accident. Note that full procedure of granting ECUZ card in Poland is supposed to take about 7 days. Information about documents required to get ECUZ card are available on website <http://www.nfz.gov.pl/ue/index.php>

An extra non-compulsory corporate policy for the employees of the Institute (PZU) covers all accidents taking place at your workplace and abroad (all countries in the world) including your stay on secondment.

Step 6: Buy travel ticket provided **only** by a binding contractor, which is the company that won specific tender and can be found in the SZOP system. This company is also obliged to propose the fastest and the most convenient travel plan to hosting organization. However, researcher is responsible for purchases of all tickets including bus tickets for national travels to and from airport to/from destination place. **The overall reimbursable travel expenditure for visit cannot exceed 400 euro.** For more details, please consult Director's decision no. 102.

Step 7: Before going abroad Institute employee will receive an advanced payment of subsistence costs for stay abroad on her/his bank account. In a case of short visit (up to 14 days) it represents up full amount. For long term visit (1-6 months) employee will obtain up to 125% of the total monthly allowance, including a lump sum for hotel subsistence before departure. However, in a case of long term visits, presenting a periodic report to WP Leader

as well as for the RSO is a prerequisite for receiving further financing of secondment.

Step 8: Once employee back to the Institute, shall present all proofs of travel expenditures to the RSO and accounting department.

Every cost incurred within the REFRESH project is eligible only provided accounting record approved by Project Manager and Financial Manager.

Step 9: Writing and submitting report. After short visit (up to 14 days) employee should prepare “*REPORT AFTER SHORT VISIT*” template is available on project’s webpage. Report should be signed by employee as well as relevant WP Leader and transferred to RSO on paper and via e-mail within 14 days after back to home Institute.

In case of long term visits (1-6 months), presenting a periodic report after each month to WP Leader is a prerequisite for receiving further financing of secondment. Employee sends a scan of the report to the relevant WP Leader and after approval by WP Leader he/she transfers the report to the RSO. Employee writes “*FINAL REPORT AFTER LONG TERM VISIT*” within 14 days after back to home Institute, it should be approved by WP Leader and transferred to RSO on paper and via e-mail.

General procedures for INCOMING visit (from partner organizations to Poland)

Step 1: After approval of secondment by sending Institution ask a Polish collaborator for details, especially documents to be filled and sent to RSO. All required documents are also downloadable from the Institute website.

Step 2: Polish WP Leader will appoint assistant that will be supporting foreign researcher in organizing secondment in Olsztyn. Assistant’s duty is to give comprehensive information about conditions of accommodation, travel, stay and health services in Poland, especially, provide details about means of transportation to the Institute, accurate schedule of transport, hotels or pensions in Olsztyn, sustenance and so on. However, as a fixed general rule, the Institute is liable for transferring financial resources to the bank account of the seconded person on the ground of the decision of the EC of 23 March 2009 which determines amount of flat-rates calculated for stay in Poland. As a consequence, no extra costs borne by the secondee are reimbursable and, in any case secondee incurs all payment resulting from his/her secondment in Olsztyn without obligation to present any accounting records to the Institute.

Step 3: Visitor will fill in English application for visit and remittance order and its copy in Polish. Visitor should give every information required on the forms especially, those relating to personal data and bank account (IBAN and SWIFT) and transfer them during the very first days of secondment in Olsztyn to RSO or ask for this Polish assistant. Forms are necessary for RSO to assure quick and efficient money transfer on visitor’s bank account so that

resources are very likely to be on the applicant's bank account within 7 days.

Step 4: Before the visit, each applicant is asked to submit short, written information in English about the purpose of the visit, and her/his scientific expertise that will be posted on the project's website.

Step 5: When planning a secondment in Poland, researcher should have European Card of Social Insurance. It covers all expenditures relating to ambulatory care services in a case of accident or mischief in Poland and assures prompt financial cover. Additionally, the Institute will purchase an extra package of insurance for all seconded scientists in relation with likelihood of facing accident when working in laboratories of the Institute. This policy will cover any claims resulting from health damage carried by the secondee.

Step 6: Appointed assistant is liable for providing plane tickets for foreign researcher secondment in Poland and assure smooth and efficient transfer from airport to Olsztyn. As a general rule, due to budget constraints transfer in Poland will be carried by means of public transport.

Step 7: In a case of long term secondments (1-6 months) the secondee is required to present to the WP Leader and RSO periodic reports being prerequisite for receiving complete financing of the secondment.

Step 8: Writing and submitting report. After short visit (up to 14 days) WP Leader writes "*REPORT AFTER SHORT VISIT*" (all templates are available on project's webpage) and transferred it to RSO on paper and via e-mail (within 14 days after completing the visit by foreign Visitor).

In case of long term visits (1-6 months), presenting a periodic report by Visitor after each month to WP Leader is a prerequisite for receiving further financing of secondment. Visitor prepares report and submits it to the relevant WP Leader and after approval by WP Leader he/she transfers the report to the RSO. After completing the whole secondments and before departure visitor writes "*FINAL REPORT AFTER LONG TERM VISIT*" and submit it to the relevant WP Leader, after approval of WP Leader reports is transferred to RSO on paper and via e-mail.

SECTION 5. REPORTING

To enable the Commission to monitor the progress of the contract and ensure that it complies with the general conditions for financial support, the Coordinator is obliged to submit periodic reports and a final report.

REFRESH project is divided into two reporting periods of the following duration:

Period 1st from month 1 to month 24 (**1st September 2010 - 31st August 2012**).

Period 2nd from month 25 to the end month 42 of the project (**1st September 2012 – 28th February 2014**).

Institute will provide European Commission with periodic reports at month 24 together with the report from third AB meeting. A final report will be prepared at the end of the project month 42 and delivered to the European Commission together with results of external evaluation by EC appointed experts.

All reports and deliverables shall be submitted within 60 days following the end of the respective periods.

Work Package Leaders should provide the following information from WP realization to the Project Manager:

- A summary of progress towards objectives and details for each task;
- Highlight clearly significant results;
- If applicable, explain the reasons for deviations from Annex I and their impact on other tasks as well as on available resources and planning;
- If applicable, explain the reasons for failing to achieve critical objectives and/or not being on schedule and explain the impact on other tasks as well as on available resources and planning (the explanations should be coherent with the declaration by the project coordinator) ;
- a statement on the use of resources, in particular highlighting and explaining deviations between actual and planned person-months per work package and per beneficiary in Annex 1 (Description of Work);
- If applicable, propose corrective actions.

Explanation of personnel costs, subcontracting and any major costs incurred such as the purchase of important equipment, travel costs, large consumable items, etc., should be done linking them to work packages. There is no standard definition of "major cost items". Beneficiaries may specify these, according to the relative importance of the item compared to the total budget of the beneficiary, or as regards the individual value of the item.

Instructions for drafting periodical reports.

The font size allowed is 12 points Arial. The page size is A4, and all margins (top, bottom, left, right) should be at least 25 mm (not including any footers or headers).

All files should be named as follows:

Number of WP...._Task number....._report after x month....._date of report preparation (DD.MM.YYYY)..... e.g. **WP4_Task4.2_6months_23.03.2011**

each corrections/updates should reflect by new date at the end of the file name.

Appendixes

If applicable the following appendixes should be attached:

- agreement for conference services (accommodation, lunches, room rental etc.)
- conference/workshop proceedings
- list of participants (the original one or scan of it)
- programme
- advertisement in newspapers (.scan in pdf, jpg file and original article with the name and date of issue of newspaper)
- photographic documentation (pictures on CD in .jpg)
- excel file with the primary cost calculation and actual expenditures (stating date of invoice, number of invoice, name of service provider, net value, gross value, and VAT all in PLN or in €).

All appendixes should be attached to the report in original and scanned version and should be delivered on paper and send to Research Support Office by e-mail refresh@pan.olsztyn.pl

All items should be named as follows:

Number of WP...._Task number....._conference or workshop....._start date of the conference (DD.MM.YYYY)....._name of the attachment

e.g.

WP4_Task4.2_conference _23.03.2011_list of participants

WP4_Task4.2_worshop_23.03.2011_conference proceedings

WP4_Task4.2_conference_23.03.2011_advertisement

WP4_Task4.2_conference_23.03.2011_agreement

All reports should be written using the following form:



REPORT



WP No.

Task No. /and Deliverable No.

Name of WP or Task Leader:
(person responsible for writing the report)

Deliverable title:

Report for the period (dd/mm/yyyy) fromto

.....
Author's signature and date

.....
Approval of WP Leader or Coordinator

According to the Annex I (Description of Work) to the Grant Agreement the following reports should be prepared:

Project Number ¹	264103	Project Acronym ²	REFRESH				
List of Deliverables - to be submitted for review to EC							
Delive- rable Number ⁶¹	Deliverable Title	WP number ⁶³	Lead benefi- ciary number	Estimated indicative person- months	Nature ⁶²	Dissemi- nation level ⁶³	Delivery date ⁶⁴
D1.1	Report on recruitment of 2 professionals to Research Support Office	1	1	1.00	R	PU	12
D1.2	Reports on management activities I	1	1	3.00	R	RE	12
D1.3	Reports on management activities II	1	1	3.00	R	RE	36
D1.4	Final plan for the use and dissemination of foreground	1	1	3.00	R	PU	42
D1.5	Report on Awareness and Wider Societal Implications	1	1	3.00	R	PU	42
D2.1	Report on two-way secondments in area FOOD I	2	1	3.00	R	RE	12
D2.2	Report on two-way secondments in area FOOD II	2	1	3.00	R	RE	36
D2.3	Report on employment and research activities of experienced researchers in area FOOD I	2	1	3.00	R	RE	12
D2.4	Report on employment and research activities of experienced researchers in area FOOD II	2	1	3.00	R	RE	36
D2.5	Reports on the participation in	2	1	2.00	R	PU	12

R - Report, **P** = Prototype, **D** = Demonstrator, **O** = Other

PU = Public

RE = Restricted to a group specified by the consortium (including the Commission Services).

Deliverable Number ⁶¹	Deliverable Title	WP number ⁶²	Lead beneficiary number	Estimated indicative person-months	Nature ⁶²	Dissemination level ⁶³	Delivery date ⁶⁴
	the events (area FOOD) I						
D2.6	Reports on the participation in the events (area FOOD) II	2	1	2.00	R	PU	36
D2.7	Report from the Conference on Food Structure and Functionality - 15 Years Later	2	1	2.00	R	PU	36
D2.8	Report from the Workshop on Computer Image Analysis in Bio-Sciences	2	1	2.00	R	PU	36
D2.9	Joint scientific publications (area FOOD)	2	1	3.00	R	PU	36
D3.1	Report on two-way secondments in area BIODIVERSITY I	3	1	3.00	R	RE	12
D3.2	Report on two-way secondments in area BIODIVERSITY II	3	1	3.00	R	PU	36
D3.3	Report on employment and research activities of experienced researchers in area BIODIVERSITY I	3	1	3.00	R	RE	12
D3.4	Report on employment and research activities of experienced researchers in area BIODIVERSITY II	3	1	3.00	R	RE	36

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Deliverable Number ⁶¹	Deliverable Title	WP number ⁶²	Lead beneficiary number	Estimated indicative person-months	Nature ⁶²	Dissemination level ⁶³	Delivery date ⁶⁴
D3.5	Reports on the participation in the events (area BIODIVERSITY) I	3	1	2.00	R	PU	12
D3.6	Reports on the participation in the events (area BIODIVERSITY) II	3	1	2.00	R	PU	36
D3.7	Report on the Conference Biotechnology as a Tool for Wild Animals Welfare and Biodiversity	3	1	2.00	R	PU	24
D3.8	Report on the Workshop on Use of Environmental Factors in Modulation of Reproductive Performance	3	1	2.00	R	PU	24
D3.9	Joint scientific publications (area BIODIVERSITY)	3	1	3.00	R	PU	36
D4.1	Report on two-way secondments in area HEALTH I	4	1	3.00	R	RE	12
D4.2	Report on two-way secondments in area HEALTH II	4	1	3.00	R	RE	36
D4.3	Report on employment and research activities of experienced researchers in area HEALTH I	4	1	3.00	R	RE	12
D4.4	Report on employment and research activities of	4	1	3.00	R	RE	36

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Deliverable Number ⁶¹	Deliverable Title	WP number ⁶²	Lead beneficiary number	Estimated indicative person-months	Nature ⁶²	Dissemination level ⁶³	Delivery date ⁶⁴
	experienced researchers in area HEALTH II						
D4.5	Reports on the participation in the events (area HEALTH) I	4	1	2.00	R	PU	12
D4.6	Reports on the participation in the events (area HEALTH) II	4	1	2.00	R	PU	36
D4.7	Report on the Conference on Translating Food Chemistry to Health Benefits	4	1	2.00	R	PU	12
D4.8	Report on the Conference on Animal Models for Human Health	4	1	2.00	R	PU	36
D4.9	Joint scientific publications (area HEALTH)	4	1	3.00	R	PU	36
D5.1	Report on research equipment acquisition	5	1	3.00	R	RE	36
D5.2	Report on short training events I	5	1	2.00	R	RE	12
D5.3	Report on short training events II	5	1	2.00	R	RE	36
D6.1	Report on dissemination and promotional activities I	6	1	4.00	R	PU	12
D6.2	Report on dissemination and promotional activities II	6	1	4.00	R	PU	36
D6.3	Report on establishing Knowledge Transfer Arena for Regional Socio-Economic Development I	6	1	6.00	R	RE	12

R - Report, **P** = Prototype, **D** = Demonstrator, **O** = Other

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Deliverable Number ⁶¹	Deliverable Title	WP number ⁶²	Lead beneficiary number	Estimated indicative person-months	Nature ⁶²	Dissemination level ⁶³	Delivery date ⁶⁴
D6.4	Report on establishing Knowledge Transfer Arena for Regional Socio-Economic Development II	6	1	6.00	R	RE	36
D6.5	Report on the Conference on Modern S&T in Food and Agriculture	6	1	2.00	R	PU	36
D7.1	Final report from the IAR&FR external evaluation	7	1	2.00	R	RE	42
D7.2	Report from the outcomes of report presentation to authorities	7	1	2.00	R	RE	42
Total				115.00			

R - Report, **P** = Prototype, **D** = Demonstrator, **O** = Other

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Timesheet

REFRESH Project Manual

APPLICATION FOR A VISIT

PART I PERSONAL DATA

1. Family name, first name and title:
2. Name of the home department:
3. Date and place of birth:
4. Home address:
5. Passport or ID number

PART II VISIT DETAILS

1. Type of the visit:
(short scientific visit, training course, conference, congress etc.)
2. Work Package/ Task No:
3. Dates and duration of visit:
4. Place and people to be visited:
(name of the organizer, name of the institution)
5. Country of destination:
6. Cost to REFRESH (in €):
7. Contribution from additional funding (in €):
8. Purpose of the visit:
 - a) I will be engage in research collaboration
 - b) I will use a special facility or learn new techniques
 - c) I will give lectures/conduct seminars
 - d) other
(please specify)

In case of participation in conferences please attach document proving acceptance of oral presentation or chairing the session and registration form.

.....
(signature of the applicant)

.....
(signature of the WP Leader or Coordinator)

.....
(date)

.....
(date)

Please to attach: załącznik „Polecenie wyjazdu służbowego za granicę”



Olsztyn, []

**REMITTANCE REQUEST FORM FOR THE DAILY SUBSISTENCE AND HOTEL
ALLOWANCE FOR THE STAY OF THE FOREIGN INCOMING GUEST UP TO 14 DAYS
AT THE INSTITUTE OF ANIMAL REPRODUCTION AND FOOD RESEARCH IN
OLSZTYN WITHIN REFRESH PROJECT**

I, the undersigned, kindly request for remittance to my bank account of a flat-rate daily allowance due to my stay at the Institute of Animal Reproduction and Food Research in Olsztyn between [] and []. Total number of days: [].

Hotel allowance: number of days [] \times 145 euro = [] euro.

Subsistence cost: number of days [] \times 72 euro = [] euro.

TOTAL AMOUNT: [] euro.

(in words: [] euro).

Signature of the foreign incoming guest:

Data of the foreign incoming guest:

Surname: []

Name: []

Postal Address: []

Town: [] Postal Code: []

Country: []

Name of the bank []

Postal address of the bank: []

Number of the bank account : []

IBAN: []

SWIFT: []

Approval of the Financial Manager:



Olsztyn,

REQUEST FOR TRANSFER OF THE LUMP SUM FOR THE STAY UP TO 6 MONTHS FOR FOREIGN INCOMING GUEST AT THE INSTITUTE OF ANIMAL REPRODUCTION AND FOOD RESEARCH IN OLSZTYN

I, the undersigned, kindly request for transfer to my bank account the lump sum due to my stay at the Institute of Animal Reproduction and Food Research in Olsztyn within REFRESH Project from to . Total numbers of days:
Lump sum: number of days × 90 euro = euro
(in words: euro)

Signature of the foreign incoming guest:

.....

Data of the foreign incoming guest:

Name:

Surname:

Postal address:

Town: Postal Code:

Country:

Name of the bank:

Postal address of the bank:

Number of the bank account:

IBAN:

SWIFT:

Approval of the Financial Manager:



Attachment No 5 – „daily subsistence costs and accommodation for visits up to 6 months for Institute’s outgoing employees and visiting guests”

country	currency	daily subsistence allowance	hotel allowance	a lump sum for hotel	limit for local transport
Belgium	EUR	45	160	40	45
Finland	EUR	42	135	33,75	42
France	EUR	45	120	30	45
Spain	EUR	48	120	30	48
Ireland	EUR	45	146	36,5	45
Israel	USD	49	120	30	49
Netherlands	EUR	42	120	30	42
Germany	EUR	42	103	25,75	42
Portugal	EUR	48	85	21,25	48
Switzerland	CHF	78	160	40	78
UK	GBP	32	140	35	32
Italy	EUR	42	105	26,25	42

According to decision of Ministry of Labour and Social Policy of 19 December 2002 (poz.1991)

country	currency	daily subsistence allowance	hotel allowance	a lump sum for daily subsistence allowance and hotel for travel over 1 month
Poland	EUR	72	145	90

According to European Commission decision of 23 March 2009



REPORT AFTER SHORT VISIT (max. 2 pages)

PART I PERSONAL DATA

1. Family name, first name and title:
2. Name of the home department:

PART II VISIT DETAILS

1. Type of the visit:
(short scientific visit, training course, conference, congress etc.)
2. Work Package/ Task No:
3. Dates and duration of visit:
4. Country of destination:
5. Cost to REFRESH (in €):
(REFRESH, – flat rate, contract, type of money transfer through remittance order or by cash)
6. Contribution from Additional Funding (in €):
7. Place and people visited:
(name of the organizer, name of the institution)
8. Objectives of the visit:
9. Achievements:
10. Benefits for the researcher:
11. Benefits for the home Institute:
12. Added value (if any - e.g. transfer of knowledge, joint publication, joint proposal, partnership)

In case of participation in conference IAF&FR researcher must attach:

1. agenda, 2. list of participants, 3. copy of presentation delivered

.....
(signature of the applicant)

.....
(Signature of the WP Leader)

.....
(date)

.....
(date)



MONTHLY REPORT (max. 2 pages)

PART I PERSONAL DATA

1. Family name, first name and title:
2. Name of the home department:
3. Work Package/ Task No:
4. Place and country of destination:
5. Dates and duration of whole visit:
6. 1 month visit 2months visit 3months visit
7. 1st report 2nd report 3rd report
8. Scientific objectives of the visit:
9. Achievements (e.g. new scientific techniques, new skills, know-how, transfer of knowledge, other) please specify and describe:
10. Plans for the next period:
11. Added value (if any - e.g., joint publication, joint proposal, partnership) please specify and describe:

.....
(signature of the applicant)

.....
(date)



FINAL REPORT AFTER LONG TERM VISIT

(max. 5 pages)

PART I PERSONAL DATA

1. Family name, first name and title:
2. Name of the home department:

PART II VISIT DETAILS

1. Work Package/ Task No:
2. Dates and duration of visit:
3. Country of destination:
4. Place and people visited:
5. Objectives of the visit:
6. Achievements (new scientific techniques, new skills, know-how, transfer of knowledge, other) please specify and describe: (min. 1800 – max. 3500 characters):
7. Benefits for the researcher ((min. 1800 – max. 3500 characters):
8. Benefits for the home Institute ((min. 1800 – max. 3500 characters):
9. Added value (if any - e.g. joint publication, joint proposal, new partnership)

Please attach: elaborated laboratory standard operation procedures

.....
(signature of the applicant)

.....
(Signature of the WP Leader)

.....
(date)

.....
(date)



APPLICATION FOR CONFERENCE PARTICIPATION SUPPORT IN 2011

PART I PERSONAL DATA OF APPLICANT

1. Family name, first name and title:
2. Name of the home department:

PART II CONFERENCE DETAILS

1. Research area (please tick):
Food ☐
Health ☐
Biodiversity ☐
2. Title of the conference
.....
3. Type of the conference (please underline): from the series, other.....
4. Dates and duration of visit:
5. Place of conferences:
6. Country of destination:
7. Cost to REFRESH (in €):
(Conference fee, accommodation, subsistence and travel costs)
8. Role of the applicant (please tick):
a) I will give lectures/oral presentation ☐
c) I will be chairing the session ☐

.....
(date and signature of the applicant)
.....