



CARDEA

Career Acknowledgement for Research (Managers) Delivering for the European Area Grant Agreement No. 101058572

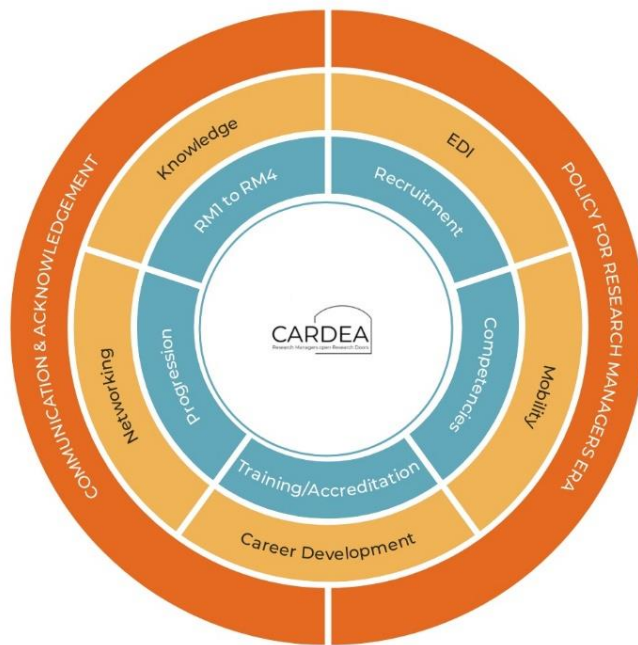


Funded by the European Union

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CARDEA - Career Acknowledgement for Research (Managers) Delivering for the European Area	
Project acronym	CARDEA
Grant No	101058572
Call identifier	HORIZON-WIDERA-2021-ERA-01-20
Start of project	1st June 2022
Duration	48 months

CARDEA MATRIX





University College Cork, Ireland
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HR EXCELLENCE IN RESEARCH



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European
Commission

Horizon Europe
2021-2027

Cardea

University College Cork, 2-3 June 2022

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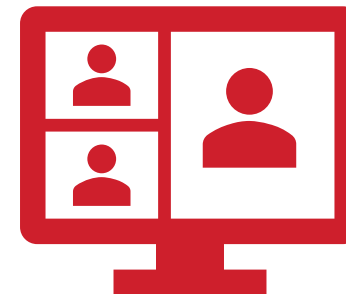
HR Excellence in Research Workshop & Research Manager role exploration

2nd June 2022



HR Excellence in Research Workshop & Research Manager role exploration [online](#)

10.00 am	Welcome	Marykate O'Regan
10.05 am	HR Excellence in Research Training How to prepare your Award Renewal Written Submission	Marykate O'Regan
10.45 am	HR Excellence in Research Training How to organise the site visit	Nathalie Modjeska
11.30 am	Coffee Break	All Participants
11.45 am	The Role of Research Manager in ERA - challenges and issues faced	Marykate O'Regan Other HRS4R Experts and CARDEA partners who are in a position to join the online meeting
13.00 pm	Concludes	





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CARDEA – Career Acknowledgment for Research (Managers)

Delivering for the European Area

2nd June 2022



Cardea – Thursday 2pm

Time	Subject	Speaker
2.00 pm	Welcome partners to UCC	Joanne and Mary
2.10 pm	Introductions	All Partners
2.30 pm	High Level project discussion highlights Management Structure of consortium Agree process for development of terms of reference for Hub Plan and agree process for visual identity for CARDEA Project Financial Aspects Consortium Agreement Dissemination measures	Joanne and all partners
3.00 pm	Coffee served – continue working	All Partners
4.00 pm	Brain Storming – ideas etc.	All Partners
5.00 pm	Next Steps – identified - Planning of the first 12 months	All Partners
7.00pm	Dinner for Partners Kingsley Hotel Cork	N/A



Welcome and introductions



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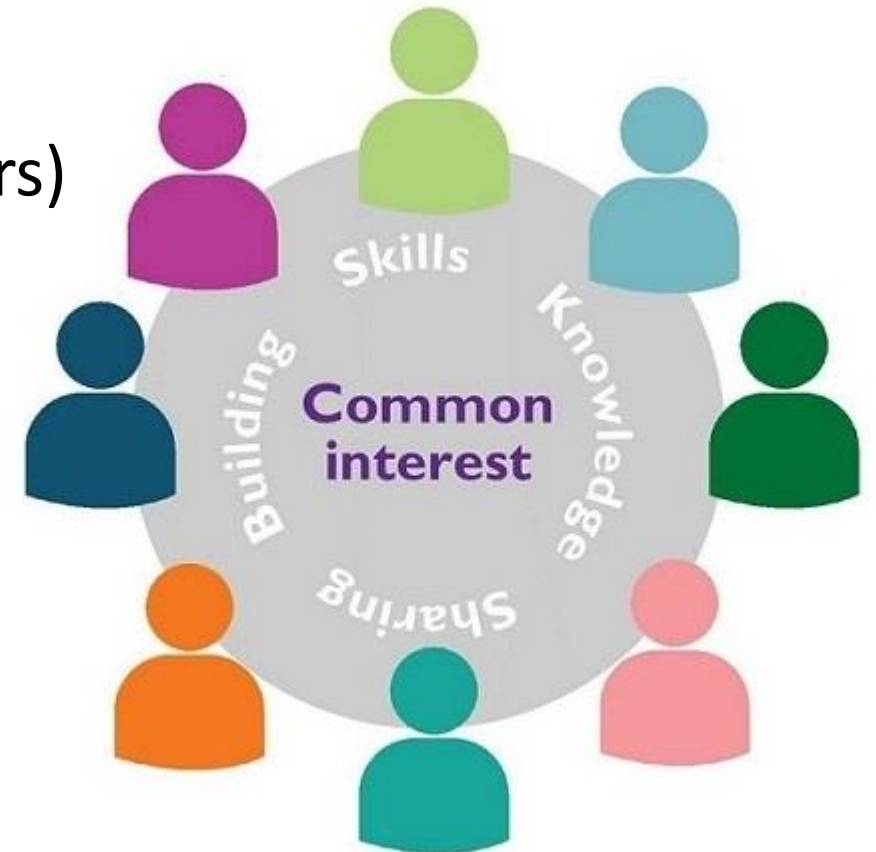
Update on GA preparation

Project Officer requirements (changes in deliverables)



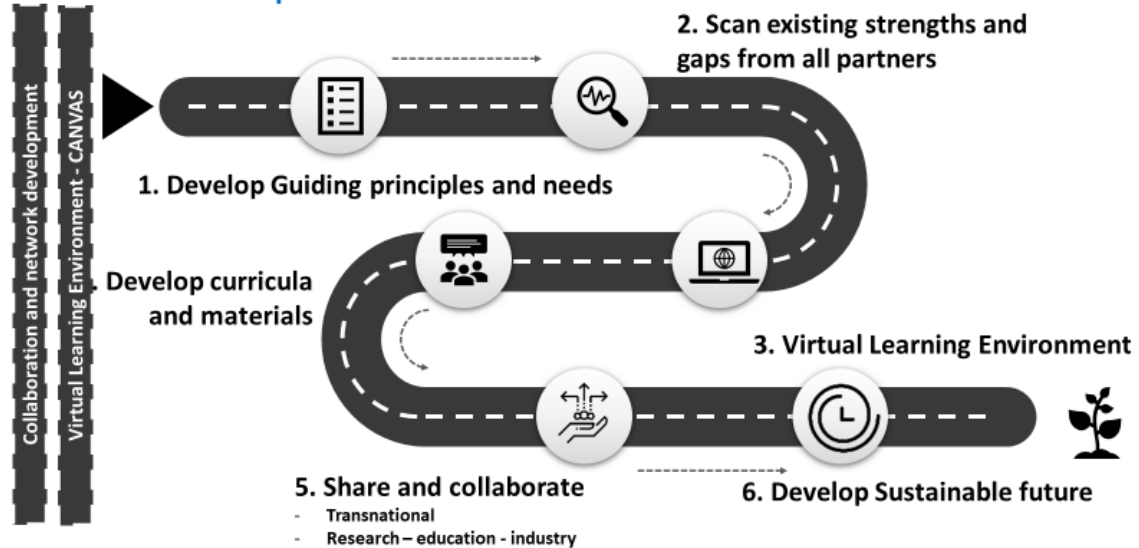
Develop Management Structure

- Cardea Team
- External Advisory Board – nominations?
- WP leads (introduction – detail tomorrow)
- Community of Practice (key partner stakeholders)



Cardea HUB

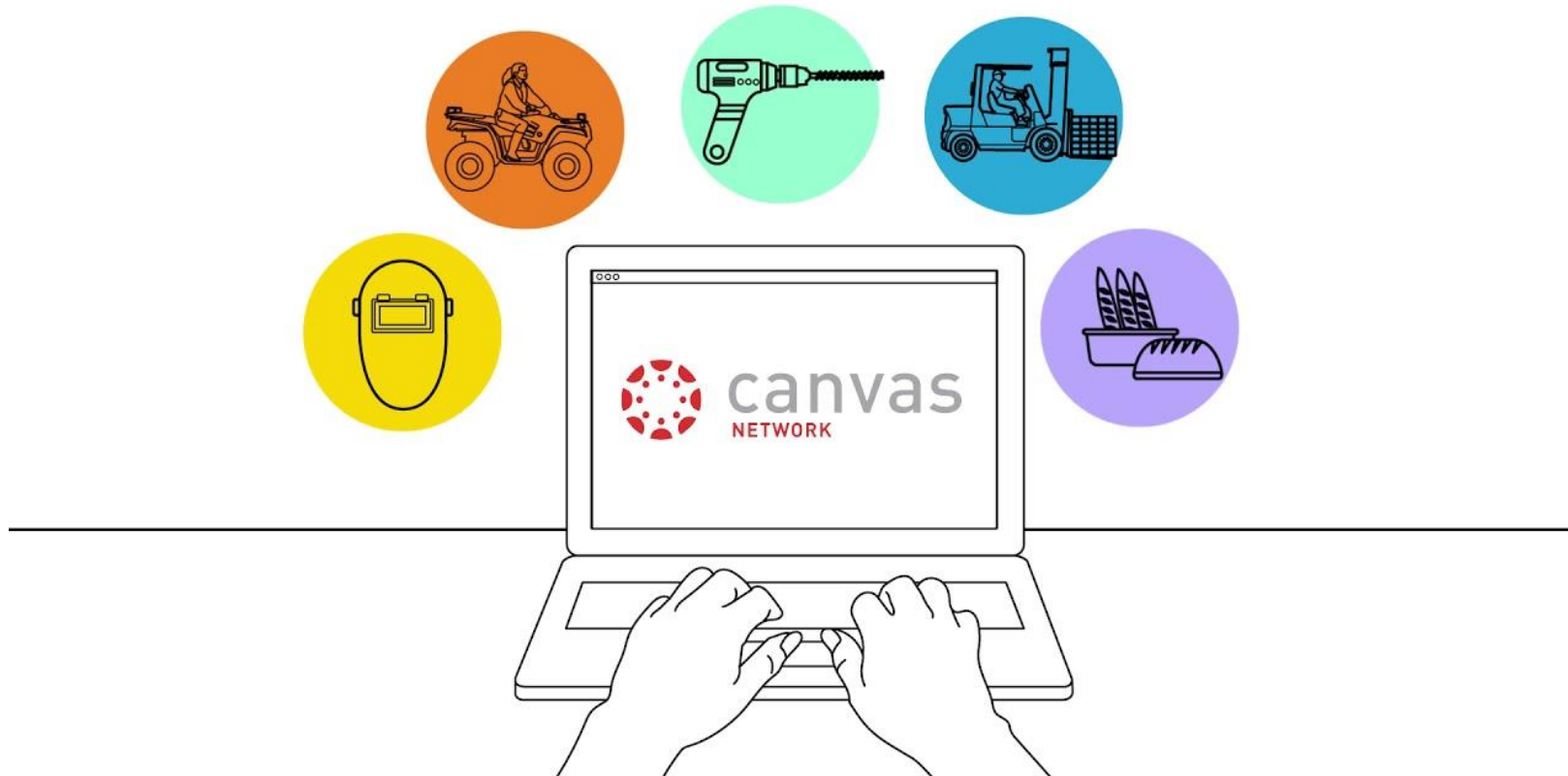
Road Map for a Hub



- 5 Cs
 - Clarify purpose
 - Convene right people
 - Cultivate trust
 - Coordinate actions
 - Collaborate generously

- Capture Ideas on worksheet
- CoP

Quick note on Canvas



Cardea Website

Cardea – Template to capture ideas for Year 1



Website Design Canvas

+		Do you want to be directly involved in design?	If yes, name...
		Goals for website	
		Audiences for website	
		Timeline	
		Budget	€15,0000
		Look and <u>feel</u> : colours, fonts, picture etc	
		Expected functionality (eg. Logins, data management <u>features...</u>)	
		Feature wish lists: training, newsletter, management communication, blog,	
		Inspiration	

Update on Consortium Agreement

- MK O'R

Finance update

- See email from MKO'R 25.05.2022
- See <https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Reporting+and+payments#Reportingandpayments-Introduction>

From the expert!

The payment terms between the coordinator and the beneficiaries will be set out in the project's Consortium Agreement, which in this case will be developed by the PI in coordination with Fiona O'Shea. These payment terms will refer to the relevant clauses as set out in the grant agreement with the EC which will have been signed by all beneficiaries. Here are a few relevant points to summaries key issues:

1. UCC would expect to make payments to beneficiaries within **45 workings days of receipt of funds from the EC.**
2. The first payment will be the pre-financing which is basically the EC providing a loan / float to the project. Whilst the EU portal shows that the project will receive 53.33% of the total project budget as pre-financing, it will in fact receive 48.33%. This is because the EC retain 5% of the project value for the Mutual Insurance Mechanism. We would expect UCC to receive this shortly after all parties have signed the grant agreement with the EC. When UCC are coordinating a project we do not like to distribute this payments to partners prior to all partners signing the project's Consortium Agreement.
3. The consortium will collectively agree on how to distribute the pre-financing. The default position is that the pre-financing received is distributed entirely and is pro-rated in line with budget granted per beneficiary. Sometime a coordinator may choose a more conservative approach and hold same back if they, for example, had concerns about the financial stability of a partner or doubted their ability to deliver project objectives. Sometimes pre-financing may be distributed with a bias towards a partner who may have more up-front cash flow needs for, e.g., purchasing equipment. If these scenarios become a requirement then they are discussed during the creation of the consortium agreement.
4. There are three further dates when potential payment ca be received by a beneficiary, i.e. when claims are made in line with project's reporting periods, of which there are three set out (2 interim and 1 final) in the table below extracted from the EU portal. Partners are normally reimbursed for the amounts claimed, i.e. actual eligible costs incurred per period, subject to not receiving cash payments totalling more than 85% of their total budget before the final payment
5. Note, however, there are timing issues to consider, i.e. we have two months from reporting period date to submit the claim to the Commission, the Commission then have 90 days to review and make payment...and then UCC has 45 working days to send to the partners.

I hope that the above points are clear but please do not hesitate to contact me if you have any queries.



The screenshot shows a table titled "Reporting Periods" with a notification that it is only editable by EU Officers. The table lists three reporting periods with their respective start and end dates and payment types.

Reporting Period No.	From Month	To Month	Duration	Start date	End date	Payment type
1	1	12	12	01/06/2022	31/05/2023	Interim payment
2	13	30	18	01/06/2023	30/11/2024	Interim payment
3	31	48	18	01/12/2024	31/05/2026	Final payment

Dissemination

- Mary – IE Engagement to date
- Planning communication, exploitation and dissemination
 - Requirements (see tomorrow)
 - Opportunities – brainstorm
 - WP 9 (see tomorrow)

Next steps

- What are our priorities for year 1?
- What are you going to do?
- What do you need from UCC (Coordinators)?

- AOB?