



ITEA contribution rules

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According to Article VII.1 of the ITEA Frame Agreement, all costs covered by the approved ITEA budget shall be borne by ITEA Partners proportionate to the **planned** manpower in their labelled ITEA projects **for the relevant year**. Universities are exempt from this ruling and the same goes for organisations that – as a whole – contribute less than five person-years per year.

Responsibilities

1. The ITEA Office is responsible for calculating and invoicing the **contribution** to be paid by each ITEA Partner.
2. The ITEA Board is responsible for determining and approving the standard annual **ITEA contribution fee**. For **2007** the contribution fee has been set at **€ 1,500**.

Billing procedure

1. The ITEA Office invoices the annual contribution for each ITEA partner in advance in two six-monthly instalments: in January 50% and in July for the second 50%. The six-monthly instalment is calculated as follows:
Each six-monthly instalment = 50% of (total planned manpower per partner per year x ITEA contribution fee).
2. The **total planned manpower per ITEA partner** in a given year is specified in the Full Project Proposal (FPP) of each project in which the ITEA partner participates. If the total planned manpower for a partner in a particular year is less than 5 person-years, no contribution is required. (N.B. this calculation is based on all subsidiaries and/or divisions of a company participating in any ITEA project during that year).
3. The basis for the six-monthly instalments is **the ITEA contribution fee per person-year**, which is derived from the ITEA annual budget and approved each year by the ITEA Board.
4. Changes to planned manpower for the six-monthly periods are taken into account only if **announced to the ITEA Office via a formal Change Request** or via a written (e-mail) request by a Board Support Group member **before the relevant contribution reference date** (January 1 or July 1).

References

1. ITEA Founding Partners, *ITEA Frame Agreement* – April, 2002

Notes

1. One consequence of this procedure is that the second instalment is due irrespective of the date when the project ends, even if it ends in the first half of the year. The same holds for the first instalment, even if the project starts in the second half of the year.
2. There is no relationship between the ITEA contribution required from a partner and approval of funding on national level. Problems and delays in funding approvals should be avoided by contacting national Public Authorities at an early stage of the project (Project Outline). Delays in starting dates and reductions in planned manpower should be communicated as soon as possible via a Change Request to the ITEA Office.
3. No retrospective re-calculation (for revised planned figures or actual figures) takes place, either at the end of the year or when a project ends.