

ITEA 2 Office

High Tech Campus 69 - 3 Tel. : +31 88 003 6136
5656 AG Eindhoven Fax : +31 88 003 6130
The Netherlands E-mail : itea2@itea2.org
Web : www.itea2.org

ITEA 2 is a EUREKA strategic ICT cluster programme.



INFORMATION TECHNOLOGY FOR EUROPEAN ADVANCEMENT

ITEA 2 contribution rules 2008

.....

According to Article VII.1 of the ITEA 2 Frame Agreement, all costs covered by the approved ITEA 2 budget shall be borne by ITEA 2 Partners related to the **planned** manpower of all labelled ITEA 2 projects together in which the partner is participating (as mentioned in the latest Full Project Proposals, including accepted Change Requests) **for the relevant year**. Universities are exempt from this ruling.

Responsibilities

1. The ITEA 2 Office is responsible for calculating and invoicing the **contribution** to be paid by each ITEA 2 Partner.
2. The ITEA 2 Board is responsible for determining and approving the contribution rules and the annual **ITEA 2 contribution rate**.

ITEA 2 Contribution rate 2008

For 2008, the ITEA 2 contribution rate on each project is 1.1 % of the annual cost for each partner in the project based on the planned effort.

Invoice procedure

1. The ITEA 2 Office invoices the annual contribution for each partner in ITEA 2 **in advance** in two six-monthly installments: in January for the first half of the yearly contribution and in July for the second half of the yearly contribution.
 - **Exception to this rule:** The new projects that are labelled in the last Call will not be invoiced already in January, but will only receive one full year invoice in July. This exception to the rule is only valid in the year following the year in which the project label was issued.
2. Each partner will receive a separate invoice per project.
3. **The six-monthly contribution installment = 50% of (ITEA 2 Contribution Rate x (Planned manpower in an ITEA 2 project of a partner in the current year) x Average Partner Cost/PY).**
 - The **ITEA 2 Contribution Rate** is a fixed percentage defined by the ITEA 2 Board. For 2008 the percentage is 1.1%.
 - The **Average Partner Costs/PY** is calculated by dividing the total project costs for a partner by the total project effort as specified in the latest Full Project Proposal (FPP).
4. The two invoice installments are independent of the starting or end date in a year. So even when a project starts in September, partners will already receive an invoice in July of that same year. Similar to this: if a project ends in May, partners will still get an invoice in July.
5. In case of substantial changes, e.g. change in consortium, serious delay or cancellation of project start, there may be a correction of the contribution afterwards. Each year, end of January, for the projects for which this applies, the contribution invoices issued in the previous year will be compared to the contribution due that is based on the actual situation. For simplicity reasons, this correction may be based on actual spent effort in the project as can be reported by all partners before year end via the web-provided tools associated with the Project Progress Report. A final invoice or Credit Note over the previous year may then be prepared to correct any differences.

Note: No request for recalculation of previous year(s) will be accepted after final recalculation in January.
6. Changes to specified manpower and costs are taken into account only if **reported to the ITEA 2 Office via a formal Change Request before the relevant contribution reference date** (January 1 or July 1).
7. The invoices for participation to ITEA 2 projects will be separate from the invoices issued for participation in the ITEA projects, since different contribution rules apply for both programmes.

References

1. ITEA 2 Founding Partners, *ITEA 2 Frame Agreement* – Version 8, 25 November 2005