Dear new RI NCP,

<u>Welcome!</u>

Whether you are an experienced NCP switching over from another field or a newcomer to the field of research infrastructures (RI, including e-infrastructures) or even EU research funding – the idea of this „welcome package" is to provide you with a selection of highly useful documents, presentations, and links to help you get started in your daily job as an RI NCP under Horizon 2020. It is <u>not</u> a narrative on how the programme works. If this is what you are looking for, we cannot spare you having to read the linked documents to find out.

If you count yourself among the NCP novices, here's some hints on how to familiarize yourself with your new job and its context.

- NCP Guiding Principles and Minimum Standards (agreed upon by the EC and member states).
- Introduction to Horizon 2020 by the EC featuring lots of materials, publications, FAQs etc.
- Glossary on Horizon 2020 terminology.
- EC websites on Research Infrastructures in Horizon 2020:
  https://ec.europa.eu/programmes/horizon2020/en/h2020-section/european-research-infrastructures-including-e-infrastructures and
  http://ec.europa.eu/research/infrastructures/index_en.cfm.
  There are several websites on RI that can be found here
- The current RI Work Programme, featuring all calls (including budget, opening dates & deadlines), introduction and rationale, relevant instruments and approaches.

CIRCABC and confidentiality

As an officially nominated NCP, you should have received confirmation of your nomination by the EC once your details have been passed on by your national government. At about the same time, you or your national NCP coordinator should be given access to CIRCABC, the relevant web-based storage space for documents such as call results. To begin with, you must obtain an individual ECAS account. What exactly you will be given access to may depend for example on whether you are also a member (expert) of the RI programme committee and how the NCP landscape is structured in your country.

The Programme Committee, or rather, the configuration "Research Infrastructures" thereof, is the relevant political body deciding on the implementation of the Research Infrastructures part in Horizon 2020. Its members are delegates from the member states and the associated countries (ministerial level), sometimes their accompanying experts, and the EC. For an introduction to the rules of procedure of the EC in its interaction with the member states, please refer to the EC's website, particularly a section on "comitology".

If you personally have no access to call results, liaise with your national NCP coordinator. He or she should make these results accessible to you or in turn get in contact with the EC. In any case, all NCPs

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should eventually be able to view the call results in their specific field. This is highly sensitive material. You are aware you will know more than your clients (applicants will only receive their Evaluation Summary Report (ESR)), and you must not share the lists with anyone. Clients approaching you to find out how they are ranked once they have received their ESR and score may be given their position on the ranked list, but not the acronyms or other data of other proposals. Your clients depend on you to treat their proposals, including drafts sent to you before submission for general feedback, with equal confidentiality.

Your ultimate gateway: The Participant Portal

The most relevant website for the implementation of Horizon 2020 by far is the [Participant Portal](). You will find all calls, documents, guidance material and the electronic submission service here. In the "reference documents" section, the EC will also post standard templates for RI calls when they differ from other templates for RIA, CSA etc.

There are numerous Power Point presentations by the EC available on the web on how to use the participant portal. Google a combination of these terms for an EC presentation. This is one [example](). A separate PDF is also available as part of the document collection of this package and in the [FAQ section of the participant portal]().

The new [dashboard]() provides data on H2020 projects and participations according to a personal selection of criteria. Horizon 2020 [project information]() and now also [report summaries]() are available on CORDIS. All H2020 projects can be [downloaded from the EU Open Data Portal]() .

Model Grant Agreement and Online Manual

For many issues including legal and financial questions (every NCP's favorites ;-)) we recommend checking the [Annotated Model Grant Agreement (MGA)]() as well as (with a broader range) the [Online Manual](). Both are to be found on the Participant Portal. We do not recommend trying to print either of these, as they are huge compilations and, as "living documents," constant subject to change. The Annotated Model Grant Agreement is a very long paper in PDF format, and it is easiest to work with text search to find a relevant term or section.

Looking back to RI in FP7

As projects from H2020's predecessor, the 7th Framework Programme on Research and Development (FP7), are still running, you may find yourself confronted with questions on RI projects under FP7. All funded projects (reaching back to FP5!) should be listed on the [CORDIS]() server of the EC. Please refer to the Commission's [archieved website section]() and also have a look at the COM presentation for differences for RI between FP7 and Horizon 2020. A main novelty is that RI funding no longer features the unique project type "CP-CSA" but only the standard instruments such as Research and Innovation Action, Coordination and Support Action, etc.

A word on Transnational access (TA)

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Transnational Access is a central feature in many RI calls, namely under the "Integrating Activities". It is also an aspect giving rise to many of the most challenging questions for RI NCPs. Especially the calculation of unit cost leads to many questions. For TA details and specifications, please see the Commission presentation "Access to RI under H2020" by Lorenza Saracco. TA is also an aspect dealt with and illustrated well in the Annotated Model Grant Agreement (1.2 "Specific cost category – access costs for providing trans-national access to research infrastructure"). As a specific feature of TA, you may also want to familiarise yourself with the concept of virtual access, which is also explained in the MGA.

ESFRI

The ESFRI Forum was formed in 2002 to support a strategy led approach to establishing a coherent landscape of large European RI which are financed by several MS and AC. The major part of the IFNRADEV calls of H2020 is meant to support this process. The H2020 RI NCPs are not mandated to be "ESFRI NCPs", but you most probably encounter questions on ESFRI by your national communities. You should be familiar with major issues, such as the timings of the roadmap revisions or eligibility under INFRADEV-2 and INFRADEV-3. You should be able to answer questions on the rules of participation in an ESFRI project in your country, or be able to forward this question appropriately. However, you are not expected to be familiar with internal ESFRI or individual projects' procedures, or the fine (political!) details of national funding going into these projects. We recommend you regularly visit the ESFRI website. As we always see calls in the RI work programme specifically or also addressing ESFRI projects, we are, of course expected to know the details of these calls and their conditions.

ERIC

ERIC (European Research Infrastructure Consortium) is a specific legal form for research infrastructures with European interest, which is accepted in all MS and which guarantees exemptions from VAT and excise duties, among others. The ERIC becomes a legal entity from the date the Commission decision setting up the ERIC takes effect. This means that RI must apply to the Commission become an ERIC. This usually occurs in two steps. The first step is submitted by the RI. It is then commented by the Commission and followed by the usually final second step. Again, RI NCPs do not have a mandate to serve as contact points for RI consortia considering or pursuing this legal form. However, we should be familiar with the basic features of ERICs since they play an increasingly important role as legal form of RI on the ESFRI roadmap. In INFRADEV03, the H2020 call even explicitly refers to the ERIC application procedure: Projects having submitted a step-1 EIRC-application are also eligible. We should know the relevant website and documents and where to get further legal support in your country. The last version of the „ERIC practical guidelines" was released by the EC in May 2015. It is available for download through the link above.

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Contact with the EC

The relevant unit in the European Commission dealing with our area of H2020 can be reached by the e-mail address RTD-RIC-SECRETARIAT@ec.europa.eu. Please note that this address is not a helpdesk for your clients, but you may use it yourself if you have specific questions relating to a call or the procedures in a particular call, and your question cannot be answered byRICH, a more general helpdesk or a colleague. You are probably aware the RI part in H2020 is shared by DG RTD and DG CONNECT. The functional e-mail address of the latter is CNECT-RIC-SECRETARIAT@ec.europa.eu.

RICH and your RI NCP colleagues

This package was produced by your friendly European RI NCP colleagues as a deliverable in the EC-funded project "RICH". It will be part of the RICH website, and we intend to update it regularly. RICH is a network designed for capacity building of RI NCPs. Therefore you are welcome to make use of the RICH resources, attend RICH trainings, triplings, and other events. You may also contact individual colleagues for advice and guidance if you encounter questions you feel unable to handle. However, please note that each NCP has a mandate to serve their national communities and as such cannot take over clients from other countries directly or indirectly (that is why we are *National* Contact Points after all).

RICH has a history of previously funded network projects, having generated remarkable output in terms of best practice, interesting events, and useful documents. Many experienced NCPs were involved in these earlier projects. We are a diverse bunch with varying levels of experience and all sorts of backgrounds. Many of us serve as NCPs for several fields at the same time. You may want to take a look at RICH's predecessor's website EuroRIsNet to get an impression of what we have been up to. Please note, however, that for example the FAQ collection relates to specific FP7 issues, many of which are no longer valid under Horizon 2020.

This package will be expanded as new documents and presentations become available. The included links however should guide you to most of what you need to know to get started (and to continue a good part on the way). The rest will come in due time with experience and exchange with your colleagues.

Again, welcome, and good luck ☺!

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NCP Operation

NCP Minimum standards [EU COM]

Participation in Horizon 2020

Research Infrastructures in Horizon 2020 [EU COM]

Horizon 2020 Online manual [EU COM]

Rules for Participation and Dissemination in Horizon 2020 [EU COM]

Guide on the participation of ERIC´s in Horizon 2020 [EU COM]

Introduction to the Services of the Participant Portal [EU COM]

FAQ – Horizon 2020 Research Infrastructures [EU COM]

FAQ – RICH 2020

FAQ - Open access in Horizon 2020 [EU COM]

RI Policies of the European Commission

Research Infrastructures and the Europe 2020 Strategy [EU COM]

European Charter for Access to Research Infrastructures [EU COM]

EU International strategy for Research and Innovation [EU COM]

ERIC practical guidelines [EU COM]

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