

NILS SCIENCE AND SUSTAINABILITY
CALL ABEL-IM-2014B
GUIDELINES

1. [How is NILS Science and Sustainability programme funded?](#)
2. [Parties and abbreviations](#)
3. [Who may apply to this call?](#)
4. [What means to be “active”](#)
5. [What type of activities are eligible?](#)
6. [How and where must the application be submitted?](#)
7. [What is the deadline for submitting applications?](#)
8. [How are applications evaluated?](#)
9. [What is the implementation period?](#)
10. [Are these grants compatible with other incomes?](#)
11. [What kind of costs are eligible?](#)
12. [What are the overheads and how are they calculated?](#)
13. [What happens once an application approved?](#)
14. [How is the economic management carried out?](#)
15. [How is the monitoring and control system implemented?](#)
16. [What are the communication and publicity activities required?](#)
17. [What is the risk analysis and mitigation plan?](#)
18. [What is the applicable regulation and where can it be found?](#)
19. [Further information and contact points](#)

1. How is NILS Science and Sustainability funded?

NILS Science and Sustainability is funded within the protocol 38b of European Economic Area Financial Mechanism and the Memorandum of understanding signed between Spain on the one side and Norway, Iceland and Liechtenstein on the other. Universidad Complutense de Madrid is the Programme Operator (hereinafter, PO).

2. Involved parties and abbreviations

European Economic Area Financial Mechanism (hereinafter, EEA) are managed by the Financial Mechanism Office (hereinafter, FMO). In Spain, the institution responsible for this management is the Subdirectorato General for Cohesion Fund and European Territorial Cooperation of the Ministry of Finances and Public Administrations, named National Focal Point (hereinafter, NFP). The Universidad Complutense de Madrid has been entrusted to operate the NILS Science and Sustainability programme.

3. Who may apply to this call?

Applications must be submitted by a public or private higher education institution or university or by a public research institution from Spain (named project promoter), in cooperation with a similar institution from either Norway, Iceland or Liechtenstein.

In each application, at least an institution from Spain on the one side, and an institution from Norway, Iceland or Liechtenstein on the other, must participate. A higher number of institutions may participate.

End beneficiaries of these grants are researchers in experimental sciences, in different moments of their careers (senior, postdoctoral and predoctoral), active in the eligible institutions. Applications shall be elaborated by researchers who will carry out the submitted activities, who will be responsible for the implementation of the planned activities.

Support and signatures needed: applications must be signed by researchers responsible for the activities and by a legal representative of the Spanish applying institution. Partner institutions must provide a formal declaration, signed by their respective legal representatives, endorsing the application and committing the institution to comply with the applicable regulation and to provide the needed administrative, logistic and communication support.

4. What means to be "active"?

End beneficiaries must:

- Hold a labour or statutory relation with an eligible institution,
- hold a public or private grant in order to develop research and training activities in an eligible institution, or
- be registered in a PhD programme at an eligible institution.

Other relations with home institutions should be checked with the PO.

Such conditions are to be fulfilled at the moment of the submission of the application, and a certificate issued by the home institution must be provided.

5. What type of activities are eligible?

NILS S&S funds mobility in order to carry on activities complying with the following characteristics:

1. **Joint research and advanced training:** activities to be carried out among researchers from Spanish institutions on the one side, and researchers from institutions in Norway, Iceland and Liechtenstein on the other side. Participation in advanced training activities (such as workshops, summer schools, doctorate courses etc.) is also eligible.
2. Dealing with problems related to **earth sustainability and human well-being**.
3. **Experimental sciences:** projects having a clear scientific / experimental / technological approach.
4. Projects involving knowledge from **different disciplines**

Or

Clearly mathematical projects.

6. How and where must the application be submitted?

Applications shall be submitted using the **standardized application form**, together with the complementary documents required, in English. Documents are available at <http://www.nilsmobilityproject.es>

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Operated by Universidad Complutense de Madrid.

NILS Management Service: +34 91 394 4385 mail: nilss@rect.ucm.es

Applications must be signed and printed, and sent by email to nilss@rect.ucm.es, and one paper copy to:
 Universidad Complutense de Madrid
 Campus de Moncloa
 Instituto de Matemática Interdisciplinar
 NILS Science and Sustainability
 Plaza de las Ciencias, 3, Despacho 250A
 E-28040 Madrid, Spain

7. What is the deadline for submitting applications?

Application period starts on 4 July, and ends on 20 September, 2014, at 17:00 hours. Such time may be considered as the time of reception of the email containing the copy of the complete application, as well as the time of sending the paper copies, that must be shown by the post or transport entity's stamp on the document.

8. How are applications evaluated?

Applications shall be assessed by experts, which evaluations shall be taken into account by Abel Selection Committee. This Committee shall submit a ranked list of projects to the Steering Committee of the programme, which shall make the awarding decision.

Evaluation criteria shall be:

- a. quality of the research project proposal (30%)
- b. scientific record of the involved researchers (20%)
- c. complementarity of participating researchers and groups (10%)
- d. feasibility and sustainability of the proposal (20%)
- e. Relevance of research proposed regarding the aims and priorities of NILS Science and Sustainability programme (20%)

9. What is the implementation period?

Funded stays / projects may be ongoing. Costs shall only be eligible from the day after the signature of the project agreement with the PO. Projects and stays must end no later than 30 November 2015.

10. Are these grants compatible with other incomes?

Participation in projects funded within NILS Science and Sustainability programme is compatible with other incomes by applicants from universities and research centres in eligible countries. Grants perceived within this programme do not establish any contractual relationship between the beneficiary and the host center(s). Double funding of granted activities is to be avoided.

11. What kind of costs are eligible?

Grant may cover (totally or in part) the following costs:

- **Travel grant:** travel expenses and travel insurance costs are covered based on actual incurred expenditures (invoices and bills documenting costs are required). The cheapest mode of travel should be used.
- **Living stipend** to researchers. It will be determined according to the following rates:
 - Beneficiaries moving from Norway, Iceland or Liechtenstein to Spain, up to 2000 euro per month
 - Beneficiaries moving from Spain to Norway, Iceland or Liechtenstein, up to 2500 euro per month
 Stays shorter than a month shall be funded proportionally
 Stays shorter than a week shall be funded on the basis of daily rates: up to 300 euro per day.
- **Organization costs.** Tuition fees, conference fees and similar, duly justified. They shall be proportionate and directly related to the implementation of the granted activity.
- **Audit costs.**
- **Overheads.** See below call for further information.
- Beneficiaries shall, on their own initiative, use the European health insurance card or equivalent.

Tax rules of each country will apply. In Norway, Iceland and Liechtenstein, grants are intended to cover documented costs of settling in and any surplus may be liable to taxation and will be subject to assessment by the tax authorities.

12. What are the overheads and how are they calculated?

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Indirect costs in projects may be identified according to one of the following methods:

1. Based on actual indirect costs
2. Based on a flat rate method

Attention: according to art. 7.4.2. of the Regulation, project promoters and/or project partners that have identified their indirect costs in a manner comparable to the method 1 under the sixth or seventh Framework Programme of the European Commission cannot make use the methods described in 2. They shall calculate their overheads based on method 1.

Indirect costs are all eligible costs that cannot be identified by the Project Promoter and/or the project partner as being directly attributed to the project but which can be identified and justified by its accounting system as being incurred in direct relationship with the eligible direct costs attributed to the project, e.g. rent, telephone, internet, fax, electric power, postal fees, cleaning and maintenance costs, labour costs of supporting employees, top management costs, commonly used assets, etc.

The applicant must make use of one of the formulas described in the call. For different kinds of indirect costs different formula is appropriate and it is the role of the applicant (and the independent auditor) to use the one which will calculate the fair apportionment of the given kind of indirect costs.

Flat rates shall be calculated from the total direct eligible costs, excluding direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on the premises of the Project Promoter (hereinafter referred to as without excluded costs).

The maximum flat rate project promoters and partners may apply for shall be 20% of direct eligible costs. As a guideline for promoters, 10% shall be a reasonable overheads flat rate for projects. The amount of applied flat rate within a project shall be fixed in the project contract.

13. What happens once an application approved?

Upon accepting the resolution, project promoter, project partners and involved responsible researcher(s) shall **sign an agreement with the PO** in which grant conditions, responsibilities, procedures and communication requirements shall be included.

Pursuant the Regulation, project promoters and partners shall sign a **complementary agreement** stating their respective tasks and responsibilities.

14. How is the economic management carried out?

When. Payment of the awarded grant shall be made as follows: UCM shall transfer to the project promoter 80% of the eligible cost agreed after the signature of the agreement mentioned above; 20% after the approval of the final activity reports and economic reports by the PO, by NFP and by FMO. Any payment from UCM to project promoters shall be subject to the availability of funds transferred from EEA Grants to UCM's bank account.

Concept. Funds transfers to project promoters will be in the form of advance payments, that shall be offset against the interim and final economic reports.

Payments. Project promoter shall be responsible for payments of its own costs, payments to end beneficiaries, and payments to project partners, and shall be responsible for the use of the transferred funds. Any irregularity on the use of funds or on the economic justification may cause the partial or total loss of the grant, the stop of the withdrawals and the request to give back any advanced amount.

15. How is the monitoring and control system implemented?

Reports. Beneficiary institutions shall provide to the PO activity and financial reports using predefined reporting forms. As a general rule, reports shall cover activities carried out during predetermined periods: January to April, May to August, and September to December, and must be submitted no later than one month after the end of the reported period.

Researchers responsible for the funded activities shall provide final activity reports, and interim activity reports for projects lasting more than 6. Such reports, to be made using standardized forms, shall be submitted no later than 30 days after the end of the reported period.

Arrival and stay certificates. For each end beneficiary, an arrival certificate and a stay certificate must be provided to the PO, signed by the person responsible for the visit at the host institution.

Justification of incurred expenditure. Incurred expenditure by project promoters must be duly justified. Expenditures are considered to have been incurred when the cost has been invoiced, paid and the subject matter delivered or performed. Costs shall be supported by receipted invoices, or alternatively by accounting documents of equivalent probative value. A report by an independent and certified auditor shall be seen as sufficient proof of costs incurred. Documents of any kind used to proof expenditure which are not in Spanish must join a detailed translation to Spanish. Institutions using flat rate method for the calculation of overheads do not need to justify indirect costs.

Irregularities. Any irregularity in the use of the funds by project promoters or project partners may cause the loss of the grant and the request to reimburse the advanced funds. Project promoter must communicate to UCM any suspect or certainty about any irregularity, as soon as it is known by the institution, and must propose measures to solve it. The PO, NFP and FMO may impose financial corrections.

Audit. NILS Science and Sustainability is subject to verification by the Spanish Audit Authority as well as by the FMO, whose requirements must be complied with by beneficiary institutions.

16. What are the communication and publicity activities required?

Applicants commit themselves to use the communication items provided by FMO and UCM (logo, acknowledge wordings and others) as well as to provide the PO with the information required for the appropriate dissemination of the funded activities, according to the applicable regulation. Any publication prepared during and with the support the programme must acknowledge its support. Any activity (such as seminars, participation in conferences and similar) carried out during and with the support of the programme must also acknowledge such support and must be reported to the PO before it happens in order to be included in the programme website and must be included in the activity reports.

The institution that signs off on the application should fulfill two key information and publicity requirements:

- 1) At least two information activities on progress, achievements and results of the granted activity;
- 2) Easily available information on relevant pages of the institutions' websites. Information on the web shall include information about the project, its progress, achievements and results, the cooperation with Donor State entities, pictures, contact information and a clear reference to the Programme and the financial mechanism.

17. What is the risk analysis and mitigation plan?

Any research activity may face various types of difficulties and risks. Depending on the project, the following risks categories may have a significant effect on the it: technical, financial, legal, organizational/managerial, external. Risks may have different impact during the project life cycle: at the application stage, during the implementation, when major changes are required, etc.

The submitted proposal needs to identify risks likely to have a real impact on the activity to be carried out. Such risks may affect the achievement of the planned results, or the development of the planned activities. Applicants need to identify and describe risks, to assess their likelihood (high, medium, low), and the impact they would have on the planned activities and results (high, moderate, low). Applicants must describe the measures to be taken in order to mitigate such risks.

Focus on the risk factors that are likely to happen. Risks that are not likely to occur and that do not have negative impacts on the Project not need to be described. Risks that are likely to occur and that have a seriously negative impact on the Project should be avoided by redesigning the Project.

18. What is the applicable regulation and where can it be found?

- Protocol 38B of EEA Financial Mechanism (2009-2014). Available at www.eeagrants.org
- Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2009-2014 adopted by the EEA Financial Mechanism Committee pursuant to Article 8.8 of Protocol 38b to the EEA Agreement on 13 January 2011 and confirmed by the Standing Committee of the EFTA States on 18 January 2011. Including its annexes and guidelines. Available at www.eeagrants.org

- Memorandum of understanding for the implementation of the EEA Financial Mechanism 2009-2014 among the Kingdom of Spain and Iceland, the Principality of Liechtenstein and the Kingdom of Norway. Available at www.eeagrants.org
- Law 38/2003, of 17 November, General Grant Law. Arts. 13, 14 and 36 to 43. Available at <http://www.boe.es/boe/dias/2003/11/18/pdfs/A40505-40532.pdf>.
- The call and its annexes.

19. Further information and contact points

<http://www.nilsmobilityproject.es>

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