

RIVIERADE Kick-off Meeting

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European Research Executive Agency (REA)

17/02/2026

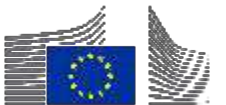


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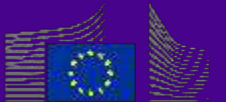
- Communication, Dissemination & Exploitation
- Think 'Impact'
- Open Science



DON'T PANIC

Project Officer's

The ~~Hitchhiker's~~ Guide to the
Galaxy (of information, rules and requirements for
your EU project)



What is REA's role?

Provide advice and support

Follow-up implementation, assess reports and deliverables

Launch interim and final payments

Facilitate use of project outputs for policy making

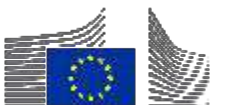
Provide access to CD&E support services



Communication through the coordinator (portal and e-mail)



Good practice: regular (e.g. every 3 months) short e-mail with actual progress of the project (planning, deviations, feedback from relevant events)



Horizon-CL6-2024-CLIMATE-01-6
Ocean models for seasonal to decadal regional climate impacts and feedbacks

Your project in the Horizon Europe context

- 5 proposals submitted
- 4 proposals above threshold
- 4 proposal selected for funding

Projects funded by this topic

EU-INTERCHANGE

European Regional and Coastal
Seas in a Rapid Changing
Climate

SEACLIM

European SEAs CLIMate impact
prediction through regional
models

RIVIERADE

Improving Modelling Methods to
Produce Climate Services for
Resilient European Seas and
Coasts in a Decadal to
Multi-Decadal Horizon

MOIRAI

Multiscale Ocean models and
Information for climate Risk
Assessment and Impact mitigation



Horizon Europe grant agreement

- The Grant Agreement (GA) is the basis for your work.
- The GA and the [Annotated Grant Agreement](#) (AGA) contain most answers to your questions. Refer to them.

Core

Datasheet, a summary of the specific data of the grant agreement

Articles, grouped in six chapters

Annexes

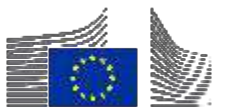
Annex 1 Description of Action

Annex 2 Estimated budget

Annex 3 Accession forms for beneficiaries

Annex 4 Model for the financial statements

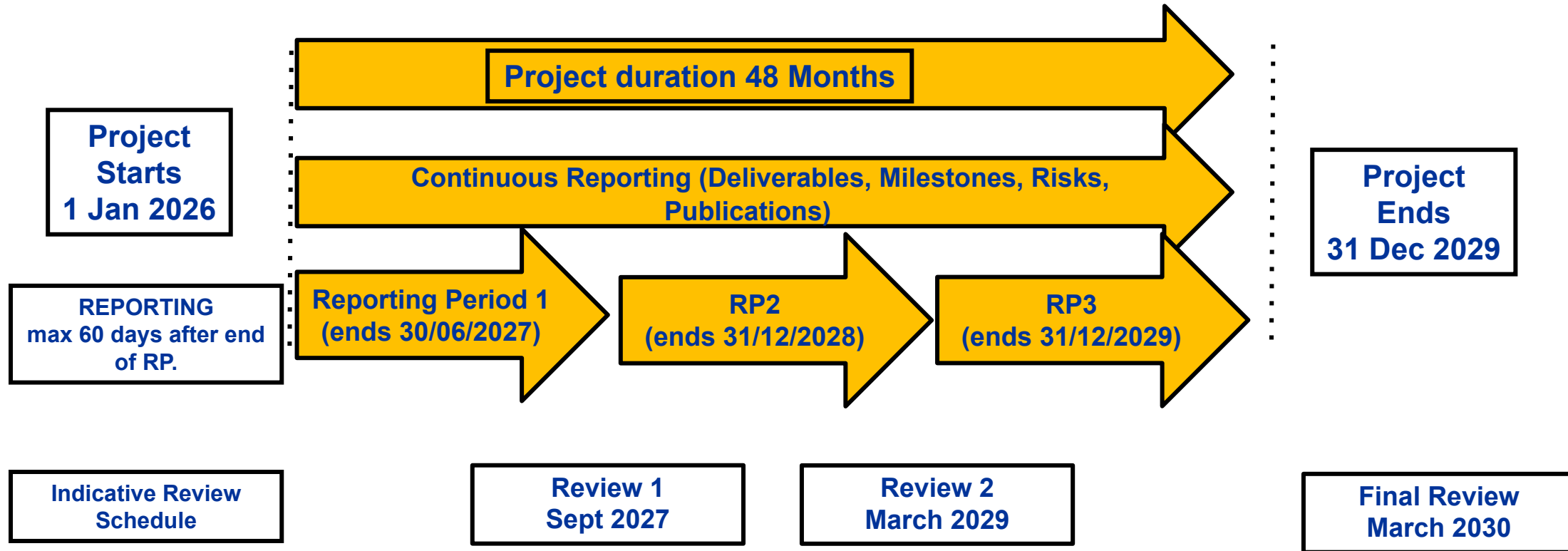
Annex 5 Specific rules (for Horizon Europe)



Reporting Overview



Horizon Europe Annotated Grant Agreement
(Article 21)








Periodic Report: Be clear, informative and concise. What did you do? What did you achieve? What were your key results? How did you tackle potential issues? Any deviations? Corrective measures? How have resources been used? Be explicit about e.g. coordination and networking with other projects / initiatives.

Remember that not every reader will necessarily be familiar with your project.



Continuous & Periodic Reporting

- Continuous Reporting: available from the beginning of a project

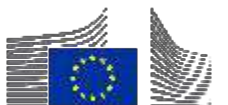
Critical Risks	Publications	Results	Disseminat... activities	Communic... Activities	Standards	Intellectual property rights (IPR)	Datasets	Impact	Impact Continuation	Other Results
										

- Periodic Reporting: submitted after each reporting period



Useful links:

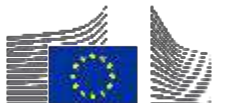
- [General Guide to Reporting Process](#)
- [Continuous Reporting description and steps](#)
- [Periodic Report template](#)



Eligible costs & Best Value for money

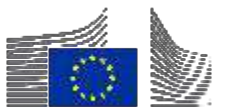
- Actually incurred by beneficiaries during and in connection with the action
- Foreseen in Annex 1 and 2
- Identifiable and verifiable and in compliance with national law
- Reasonable, justified and financially sound
- You must ensure and demonstrate "best value for money" and "avoidance of conflict of interest" in purchasing and subcontracting
- You may not, under any circumstance, subcontract to another beneficiary

Transfers and re-allocation	Amendment needed?
Budget from one beneficiary to another	NO
Budget from one budget category to another	NO
Addition/removal/re-allocation of tasks in Annex 1	YES
Transfers between different forms of costs (actual costs, unit costs, etc.)	YES if no budget was foreseen for the 'form of cost' receiving the transfer
New subcontracts, new in-kind contributions	YES (strongly advised)



Avoid Errors when reporting costs

- Annex 2 is an estimate – **Sound financial management is key!**
- Keep records and supporting documents – **audits up to 2 years after**
 - Records are used to prove eligibility, keep records for actual costs, unit costs, flat rate costs and personnel timing/costs
- Ensure **compliance** with GA for **personnel costs**; Record days-equivalents worked for the action (monthly signed declarations or alternative reliable time recording system).
- When **Purchase Costs** exceed 15% of personnel costs you need to explain the costs in a relevant level of detail :
 - Travel Costs - Meeting name – Date - Location – # of Persons Attending – Costs covered
 - Equipment - Depreciation rules to be respected
 - Consumables and other costs - Linked to project and activities carried
- Costs that can't be independently and **directly measured and linked to the project** are included in the **indirect costs** (25% flat rate)



Acknowledgement of EU funds and disclaimer

Beneficiaries of EU funding must display the EU flag and funding statement ("Funded by the European Union" or "Co-funded by the European Union") in all communication and dissemination activities and any infrastructure, equipment, vehicles, supplies or major results funded by the grant. The EU flag and funding statement are available in the Grant Agreement and on the [Europa website](#).



Funded by the
European Union



Any communication or dissemination activity must indicate the following disclaimer (translated into local languages where appropriate):

"Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Research Executive Agency (REA). Neither the European Union nor the granting authority can be held responsible for them."



Social media



[@REA_research](#) & [@EUgreenresearch](#) (X)



[@European Research Executive Agency](#) (LinkedIn)



[@EC_REA](#) (Mastodon)



@

Other relevant accounts managed by services of the European Commission:



[@EU Science, Research and Innovation.](#)



[@EU Science & Innovation, EUAgri](#)



[@EU_science.](#)

See REA [social media leaflet](#)

Engage with us!

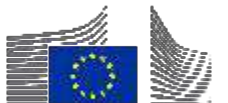
Tag our accounts and use the correct hashtags:

#HorizonEU
#MSCA
#EUInnovation



Reviews

- At the end of each reporting period
- Carried out by REA with support of independent experts
- Meeting organised by the consortium in collaboration with the Project Officer
- Normally online, maybe on-site, back-to-back with a project meeting such as a General Assembly
- Presentation of work & results; discussions & clarifications; conclusions and the next steps in project implementation



Amendment

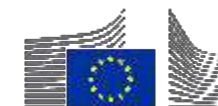


Amendments may not result in changes that — if known before awarding the grant — would have had an impact on the decision to award the project!

- Consult us informally **as soon as possible**.
- Prepare the amendment electronically and group changes (but request is agreed or rejected as a whole).
- **Explain the situation: Keep it simple – straight to the point!**
- Agreement of the consortium
- An amendment enters into force from the moment the parties have signed, and changes take effect from that date or, if needed, a specified agreed date



Some Important Messages



Measures about some public Hungarian entities

Basis: Council Implementing Decision 2022/2506 -> as of 16 Dec 2022 **no legal commitments** with any public interest trusts established on the basis of the Hungarian Act IX of 2021 or any entity maintained by such a public interest trust.

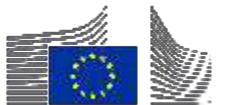
Impact:

- The entities under measures **cannot be beneficiaries.**
- The entities under measures **cannot enter existing GA via an amendment procedure.**
- The purchase of goods, works or services, subcontracting, financial support to third parties, equipment renting or leasing, personnel seconded against payment is also **NOT allowed.**

How to check if an entity is affected?

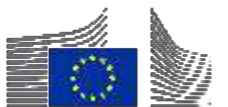
- Conduct a risk assessment – check ownership, check the website, check the area of activities.
- In case of doubt inform the Project Officer.

[FAQ on F&T portal](#)



Bankruptcy cases and relevant obligations

- **It is part of the contractual obligations of any beneficiary** to provide REA with the necessary information to allow the Agency to manage EU funds in an appropriate manner, including information on bankruptcy or insolvency proceedings.
- According to **Article 7 of the HE Model Grant Agreement (MGA)**, beneficiaries must inform the granting authority (and the other beneficiaries) immediately of any events or circumstances likely to affect significantly or delay the implementation of the action (see Article 19). **The coordinator must monitor that the action is implemented properly (see Article 11)**. If a beneficiary breaches any of its obligations, the grant may be reduced (see Article 28) and the grant or the beneficiary may be terminated (see Article 32). Such breaches may also lead to other measures described in Chapter 5.



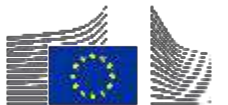
Dealing with non-Commission publishing houses

You might be approached by publishers – sometimes in an aggressive way - who offer expensive services for publishing a research article. They might claim that they work for or with the European Commission and that the fees can be recovered through your grant as 'eligible costs'.



Please note that we will always inform you if a contractor genuinely working for the European Commission is planning to contact you. Legitimate contractors do not charge any fees to the beneficiaries.

If you need further advice on the matter, please contact your Project Officer



Phishing Attempts

- **Be careful of phishing attempts** targeting EU projects, aiming to illicitly obtain pre-financing and other payments sent from the Coordinator to beneficiaries. This is done by asking, in e-mails that appear to be genuine at first sight, to modify beneficiaries' bank accounts or to request beneficiaries to return pre-financing to the Coordinator.
- Please therefore **check very carefully beneficiaries' bank accounts, and any modifications to them.** You should seek confirmation that any requests for modifications to bank accounts come from an authorised person representing a beneficiary.
- **If you are targeted by such a phishing attempt, please inform the IT security service of your institution, the relevant local authorities and the Project Officer of the relevant project.**



Please note that according to Article 7.b.ii and iii of the Horizon Europe Annotated Model Grant Agreement, the distribution of funds by the coordinator to beneficiaries is a responsibility of the Coordinator and the EC services cannot be held liable for compensation for losses due to phishing / hacking.

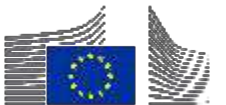


Expert evaluators needed

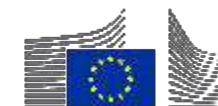


REA is looking for Horizon Europe experts in under-represented fields and countries to:

- Peer-review funding proposals
- Monitor the implementation of funded projects
- Which expertise are we looking for & how to register?



Closing Points



How can REA support your communication efforts?



Has your project won an important scientific award? Have you made a ground-breaking discovery? Will you engage in a communication or dissemination activity expected to have a major media impact? **Don't forget to inform your Project Officer!**



REA can help you to :



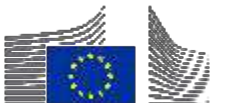
Share your news and results through the European Commission's social media channels



Propose your project as a success story to be featured in the European Commission free-of-charge communication channels and corporate events/campaigns



[More info & tips on communication for your project](#)



10 tips for successful project management (I)

1. Count on your EU Project & Financial Officers

Your assigned Officers accompany you during the implementation of your project. Establish a good relationship, and get in touch for any questions or doubts, but also to share activities and achievements.

2. Collaborate with your partners

Encourage collaboration between your partners. Have a plan to handle possible disagreements or conflicts.

3. Build a strong team

Enrol people with diverse profiles, backgrounds, skills and training and delegate tasks you may feel less comfortable with.

4. Master the resources and tools

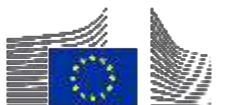
Master the resources and tools available that can help you to manage your project.

5. Know your obligations

The grant agreement defines your obligations when receiving EU funding. Get fully involved in its preparation and become familiar with your obligations.



[Click here to find these tips and more on the REA website](#)



10 tips for successful project management (II)

6. Frame your working relationships & anticipate risks and changes

Prepare a consortium agreement to clarify the terms and conditions among your partners. Identify and mitigate possible risks and get to know what and how the grant agreement can be changed.

7. Make the most of every meeting

Prepare well for the kick-off and project review meetings. These are good times to seek support, ask questions, discuss with your partners about anything related to your project.

8. Be ready for every scenario

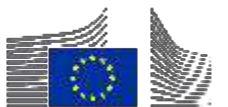
Be prepared for audits by keep track of your project's activities.

9. Communicate, disseminate and exploit results

Comply with the obligations to communicate, disseminate and exploit your research outcomes. The European Commission provides free-of-charge tool that can complement your own CD&E efforts.

10. Report on time

Your grant reporting obligations are of key importance. Respect your reporting periods. Report in due time and inform your project officer about the progress made, possible delays, changes in your original plan or objectives and any struggle.



Useful Resources



- Online Manual – administrative and technical information on all aspects of grant management.
- Horizon Europe templates and reference documents
- Annotated Grant Agreement – user guide to the grant agreement
- Roles and Access Rights – who does what in the portal, how to assign new staff to roles
- Horizon Europe Programme Guide – info on the structure, budget and political priorities of HEU



E-grants IT Support: use the [contact form](#) or call them 00 32 229 92222



Your Coordinator, Project Officer and
Financial Officer!

