

# **Experience with MSCA ITN/RISE at RECETOX**

Veronika Jállová  
[veronika.jalova@recetox.muni.cz](mailto:veronika.jalova@recetox.muni.cz)

# „BEFORE“ – preparation of ITN/RISE proposals

- since 2016:
  - 8 ITN projects prepared (some of the proposals re-submitted) → 1 funded (beneficiary; ENV), 1 on reserve list (coordinator of the re-submitted project; 97 %; ENV)
  - 2 RISE proposals submitted (beneficiary; ENV) → 1 funded
- preparation of a proposal
  - the leading role of coordinator
  - active involvement of researchers
  - providing support – e.g. administrative form (F&T Portal), description of beneficiary, info on communication activities and public outreach

# „DURING“ – implementation of ITN project (1)

**NaToxAq** - Natural Toxins and Drinking Water Quality - From Source to Tap

Call: H2020-MSCA-ITN-2016 (ETN)

Implementation: 1.1.2017 – 31.12.2020

Coordinator:  UNIVERSITY OF COPENHAGEN



22 partners from the Czech Republic, **Denmark**, Germany, Spain, Sweden, Switzerland, the United Kingdom, the United States (10 beneficiaries, 12 partner organisations)

*The ambition of the NaToxAq ETN network is to expand the research basis for EU's leading role in securing high quality drinking waters for its citizens. Focus is on natural toxins – a large group of emerging contaminants with unknown impact on drinking water resources. Both known toxins, like cyanotoxins, cyanogenic glucosides and terpenes and not yet explored toxins will be investigated.*

# „DURING“ – implementation of ITN project (2)

- prestigious, competitive fellowship
- attracting talented and highly motivated students
- offering great salary (compared to a Czech average; employment assured for 36 months of PhD study), but high expectations and requirements in return
- consortium, preparation and implementation of the project usually led by an experienced coordinator
- in proposal – no names, description of positions only (scientific topics, training; secondments represent important part of the PhD study in ITN)
- in NaToxAq – 16 PhD students (fellows)

ESR14 - Barbara Kubičková

Contact: kubickv@gmail.com

Country of origin: Germany

Project: Health risks of natural toxins in surface waters

Place of Employment and Enrolment: Masaryk University (MU), Czech Republic

Principal supervisor: Dr. Klára Hilscherová



I developed an interest in molecular biology during my Bachelor studies on serological tools for hepatitis E virus detection. After continuing to work in the field of molecular infection biology as an assistant researcher in parallel to my master studies, studying the redox proteome of *S. aureus* and characteristics of pathogenic *E. coli*, I decided to look for new challenges in the field of ecotoxicology.

As part of my Master studies in the program of Molecular Biology and Physiology at the Ernst-Moritz-Arndt University of Greifswald I prepared my Master thesis in cooperation with the Research Centre for Toxic Compounds in the Environment (RECETOX). Under supervision of Prof. Dr. Jan-Peter Hildebrandt and technical guidance of Dr. Pavel Babica I investigated the effects of cyanobacterial toxins on cultured lung cells in vitro and assessed metabolic endpoints of toxicity and alterations in phosphorylation of important molecular switches.

Since May 2017, I am enrolled at RECETOX, Masaryk University, Brno. I will investigate health risks of surface water-borne toxins as ESR14 and part of the MSCA-ITN NaToxAq under supervision of Dr. Klára Hilscherová.

ESR12 - Marcel Schneider


Contact: bewerbungmarcel@aol.com

Country of origin: Germany

Project: Water treatment operations to remove natural toxins from surface water

Place of Employment and Enrolment: Masaryk University (MU), Czech Republic

Principal supervisor: Prof. Ludek Blaha



I developed a strong interest in environmental chemistry throughout my entire academic education at the Beuth University of Applied Sciences where I obtained my Bachelor's degree in Pharmaceutical and Chemical Engineering with my Bachelor's thesis focusing on a fluorescence polarization immunoassay for the quantification of mycotoxins. Following, I gained more in-depth knowledge doing my Master's in Pharmaceutical and Chemical Engineering at the Beuth University of Applied Sciences. For my Master's thesis, I investigated and assessed the effects of emerging contaminants on microbial communities extracted from different terrestrial and aquatic ecosystems during an internship at the Environmental Sciences Group at the Royal Military College of Canada in Kingston, Ontario where I finally decided to become a scientific researcher in the field of environmental chemistry.

After graduation, I worked at a small company's department of quality control to further expand my theoretical knowledge and practical experience in instrumental analytical chemistry.

Now I am enrolled as a PhD student at the Research Centre for Toxic Compounds in the Environment (RECETOX) at Masaryk University in Brno, Czech Republic. My research will focus on the removal of natural toxins such as cyanotoxins from surface waters applying various water treatment operations.

# „DURING“ – implementation of ITN project (3)



## Recruitment of fellows

- vacancies advertised and published internationally (incl. EURAXESS Jobs Portal)
- recruitment procedure – open, transparent, impartial, equitable
- eligibility (early stage researcher (ESR), mobility rule) + potential for professional development
- record of selection procedure
- submission of a researcher declaration by the beneficiary in F&TP (GA Art. 19) within 20 days after the recruitment date – important for calculating the living, mobility and family allowance units
- specific obligations regarding recruitment and working conditions towards recruited researchers (GA Art. 32.1) – some of them to be included in an employment contract or supplementary agreement

- (f) ensure that the employment contract, other direct contract or fixed amount-fellowship agreement (see Article 6) specifies :
  - (i) the starting date and duration of the research training activities under the action;
  - (ii) the monthly support for the researcher under this Agreement (in euro and, if relevant, in the currency in which the remuneration is paid);
  - (iii) the obligation of the researcher to work exclusively for the action;
  - (iv) the obligation of the researcher not to receive for activities carried out in the frame of the action, other incomes than those received from the beneficiary (or any other entity referred to in Annex 1);
  - (v) the obligation of the researcher to inform the beneficiary as soon as possible of any events or circumstances likely to affect the Agreement (see Article 17);
  - (vi) the arrangements related to the intellectual property rights between the beneficiary and the researcher — during implementation of the action and afterwards;
  - (vii) the obligation of the researcher to maintain confidentiality (see Article 36);
  - (viii) the obligation of the researcher to ensure the visibility of EU funding in communications or publications and in applications for the protection of results (see Articles 27, 28, 29 and 38);
- (g) assist the researchers in the administrative procedures related to their recruitment;

# „DURING“ – implementation of ITN project (4)

## GA Art. 18: Keeping records – supporting documentation

### 18.1.1 Records and other supporting documentation on the scientific and technical implementation

The beneficiaries must keep records and other supporting documentation on scientific and technical implementation of the action in line with the accepted standards in the respective field.

### 18.1.2 Records and other documentation to support the costs declared

The beneficiaries must keep adequate records and other supporting documentation to prove the number of units declared and that the costs for recruited researchers (living allowance, mobility allowance, family allowance) have been fully incurred for the benefit of the researchers.



For MSCA-ITN, simplified rules on record-keeping apply: Beneficiaries only need to keep appropriate and sufficient evidence to prove that the person-months declared are correct, i.e.:

- the employment contracts (or other suitable documents, *e.g. fixed-fellowship agreements*)
- proof that:
  - the eligibility conditions for the researchers were complied with (*e.g. CV showing the researcher's seniority, copies of diplomas, documents relating to recruitment procedure*)
  - the researchers actually worked on the action (*e.g. lab books, scientific articles, library records*)
  - the obligations set out in [Article 32](#) were complied with
  - the living, mobility and family allowances (including the employer's compulsory social security payments) were fully paid to the researchers.

# „DURING“ – implementation of ITN project (5)

Marie Skłodowska Curie Actions	Researcher unit cost [person/month]			Institutional unit cost [person/month]	
	Living allowance	Mobility allowance	Family Allowance	Research, training and networking costs	Management and indirect costs
Innovative Training Networks	3 110 2 606,18	600	500	1 800	1 200

Basic, gross salary

- 400 € retained by the coordinator (costs of coordinating the project)
- indirects costs (overheads)
- 300 € retained by the coordinator (common training activities, organization of final conference)
- secondments, meetings, workshops, conferences, consumables, laboratory costs, open access, tuition fee

**Living allowance** - to cover the employment or fixed-amount fellowship with social security coverage (i.e. gross amount, including compulsory deductions under national law, such as employer/employee social security contributions and direct taxes); country correction coefficient applied

**Mobility allowance** - to cover costs related to their mobility (e.g. relating to travel and accommodation)

**Family allowance** - for researchers with family, to reduce family-related obstacles to researcher mobility; the family status of a researcher determined at the time of their (first) recruitment in the project

**Research, training and networking costs** - costs for training and networking activities that contribute directly to the researchers' career development (e.g. participation in conferences, trips related to work on the action, training, language courses, seminars, lab material, books, library records, publication costs), costs for research expenses, costs for visa-related fees (even if incurred before the recruitment date) and travel expenses, additional costs arising from each secondment of 6 months or less which require mobility from the place of residence (e.g. travel and accommodation costs)

**Management and indirect costs** - for the beneficiary's additional costs in connection with the action

# „DURING“ – implementation of RISE project (1)

**INTERWASTE** - Synergising International Research Studies into the Environmental Fate and Behaviour of Toxic Organic Chemicals in the Waste Stream

Call: H2020-MSCA-RISE-2016

Implementation: 1.1.2017 – 31.12.2020

Coordinator:  UNIVERSITY OF BIRMINGHAM



INTERWASTE

27 partners from Argentina, Australia, Belgium, Canada, China, Colombia, Czech Republic, Hong Kong, India, Japan, Nigeria, Spain, South Africa, Sweden, the Netherlands, Norway, **the United Kingdom** and the United States (10 beneficiaries, 17 partner organisations)

*The overall vision of INTERWASTE is to develop scientific understanding of issues related to environmental contamination with toxic and/or hazardous organic chemicals (specifically flame retardants (FRs) and pharmaceutical and personal care products (PPCPs)) arising from their presence in the waste stream.*



# „DURING“ – implementation of RISE project (2)



## MOBILITY (secondments), research & innovation activities

INTERWASTE - 87 research secondments, 224 researcher months between world-leading research groups both within and outside the EU

Staff member ID	Staff member profile	Sending Org. (Short Name)	Sending Org. (Country)	Sending Org. (Region)	Sending Org. (Academic Sector)	Seconded to Org. (Short Name)	Seconded to Org. (Country)	Seconded to Org. (Region)	Seconded to Org. (Academic Sector)	Work package number	Secondment Starting month	Duration of secondment (researcher-months)
45	ER	MU	CZ	EU/AC	yes	UNIVERSITY OF TORONTO	CA	TC	yes	WP7	5	2
46	ER	MU	CZ	EU/AC	yes	UNIVERSITY OF TORONTO	CA	TC	yes	WP7	22	1
47	ER	MU	CZ	EU/AC	yes	NIES	JP	TC	yes	WP1	22	2
48	ER	MU	CZ	EU/AC	yes	California Department of Toxic Substances Control-Environmental Chemistry Laboratory	US	TC	no	WP6	27	3
49	ER	MU	CZ	EU/AC	yes	UNIVERSIDAD DE CARTAGENA	CO	TC	yes	WP2	9	3
50	ER	MU	CZ	EU/AC	yes	Ontario Ministry of the Environment and Climate Change	CA	TC	no	WP1	9	3
51	ER	MU	CZ	EU/AC	yes	UNIVERSITY OF TORONTO	CA	TC	yes	WP4	18	1
52	ER	MU	CZ	EU/AC	yes	UQ	AU	TC	yes	WP4	7	1
56	ER	UNIVERSIDAD DE CARTAGENA	CO	TC	yes	MU	CZ	EU/AC	yes	WP1	17	2
69	ESR	UNIVERSITY OF TORONTO	CA	TC	yes	MU	CZ	EU/AC	yes	WP2	17	6
79	ESR	TUT	ZA	TC	yes	MU	CZ	EU/AC	yes	WP3	10	2

Canada not eligible for funding

# „DURING“ – implementation of RISE project (3)

Marie Skłodowska-Curie Action	Staff member unit cost [per person-month of secondment] [EUR]	Institutional unit cost [per person-month of secondment]	
		Research, training and networking costs [EUR]	Management and indirect costs [EUR]
RISE	2,000	1,800	700

- 33 % retained by the coordinator (costs of managing the consortium)
- indirects costs (overheads)

- MU seconded staff – business trip (travel form)
- TC staff seconded to MU – secondment agreement (concluded under the framework of the Act. no. 89/2012 coll., Civil code)

- 20 % retained by the coordinator (costs of annual workshops)
- meetings, workshops, conferences, laboratory costs; additional top-up allowance

The **Staff member unit cost** is a **top-up allowance to be fully used to support travel, accommodation and subsistence costs** for the staff member **during the secondment**. The Staff member unit cost contribution can be managed centrally to pay for the costs linked to the individual staff member on secondment (e.g. moving costs, accommodation, etc.) or paid directly to the staff member or a combination of the two approaches. On request, the beneficiary must be able to show that the full amount (2,000EUR) was used for the direct benefit of the seconded staff member.

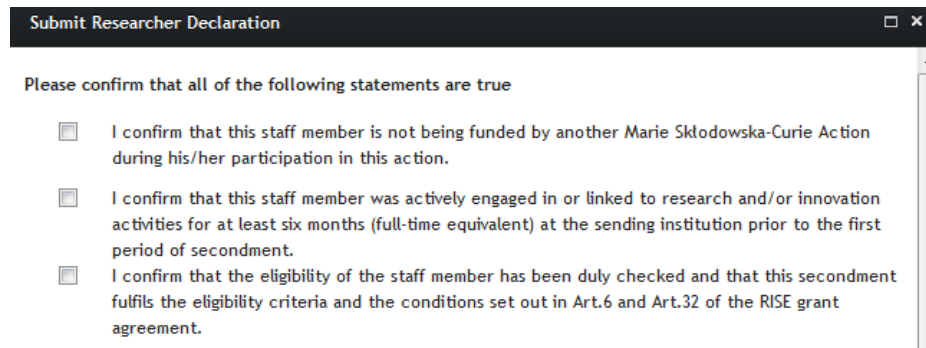
**Institutional unit costs** reimbursed through eligible secondments can be reserved and used to pay an additional top up allowance to the staff members, to cover general networking/training/management events, or to be reshuffled among different secondments according to the internal arrangements of the partnership (e.g. Consortium/Partnership agreement) to achieve the objectives of the project.

- **Research, training and networking costs** cover the costs of research and innovation related activities of the project such as purchasing of consumables, laboratory costs, participation to conferences, workshops, coordination and review meetings and networking activities.
- **Management and indirect costs** cover all general costs connected with the organisation and implementation of the secondments (administrative and financial management, logistics, ethics, human resources, legal advice, documentation, etc.).

# „DURING“ – implementation of RISE project (4)

## SECONDMENTS

- GA Art. 6 and 32: **Eligibility of secondment and seconded staff**
- GA Art. 19: Submission of a **researcher declaration** in F&TP – for each seconded staff member within 20 days from the start of the secondment (beneficiary; coordinator for staff seconded from TC)
- GA Art. 32: **Recruitment and working conditions for seconded staff members**



Submit Researcher Declaration

Please confirm that all of the following statements are true

- I confirm that this staff member is not being funded by another Marie Skłodowska-Curie Action during his/her participation in this action.
- I confirm that this staff member was actively engaged in or linked to research and/or innovation activities for at least six months (full-time equivalent) at the sending institution prior to the first period of secondment.
- I confirm that the eligibility of the staff member has been duly checked and that this secondment fulfils the eligibility criteria and the conditions set out in Art.6 and Art.32 of the RISE grant agreement.

### 32.1 Obligations towards seconded staff members

The beneficiaries must respect the following recruitment and working conditions for the seconded staff member under the action:

- take all measures to implement the principles set out in the Commission Recommendation on the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers<sup>8</sup> and ensure that the seconded staff members are aware of them;
- ensure that the rights and obligations of the seconded staff members remain unchanged during the secondment;
- ensure that seconded staff members are reintegrated after the secondment;
- ensure that the seconded staff members enjoy at the place of the implementation at least the same standards and working conditions as those applicable to local persons holding a similar position;
- ensure that the seconded staff members are covered by an adequate medical insurance scheme;
- ensure that the staff members are seconded full-time;
- ensure that the seconded staff members have the relevant expertise for the action;
- inform the seconded staff members about:
  - the description, conditions, location and the timetable for the implementation of the secondment under the action;
  - the rights and obligations of the beneficiary toward the seconded staff members under this Agreement;
  - the obligation of the seconded staff members to complete and submit — at the end of the secondment — the evaluation questionnaire and — two years later — the follow-up questionnaire provided by the Agency;
  - the arrangements related to the intellectual property rights between the beneficiary and the seconded staff members — during implementation of the secondment and afterwards;
  - the obligation of the seconded staff members to maintain confidentiality (see Article 36);
  - the obligation of the seconded staff members to ensure the visibility of EU funding in communications or publications and in applications for the protection of results (see Articles 27, 28, 29 and 38);
- assist the seconded staff members in the administrative procedures related to their secondment;
- use the costs of seconded staff members (see Article 6) to contribute to their subsistence and mobility.

The beneficiaries must ensure that researchers and third parties involved in the action are aware of them.

# „DURING“ – implementation of RISE project (5)



## GA Art. 18: Keeping records – supporting documentation

### 18.1.1 Records and other supporting documentation on the scientific and technical implementation

The beneficiaries must keep records and other supporting documentation on scientific and technical implementation of the action in line with the accepted standards in the respective field.

### 18.1.2 Records and other documentation to support the costs declared

The beneficiaries must keep adequate records and other supporting documentation to prove the number of units declared.

For MSCA-RISE, simplified rules on record-keeping apply: Beneficiaries only need to keep appropriate and sufficient evidence to prove that the person-months declared are correct, i.e.:

- proof that:
  - the eligibility conditions for the seconded staff members were complied with (*e.g. CV showing the researcher's seniority, copies of diplomas*)
  - the secondment was eligible (*e.g. agreement on the secondment; travel documents and/or access rights for the host organisation's premises to show the duration; lab books, registration documents, scientific articles, library records to show research and innovation activities*)

The nature of the records and supporting documents to be kept by the beneficiary must be adequate to show the duration of the secondments clearly and unequivocally.

- the obligations set out in [Article 32](#) were complied with

Thus for the obligation to fully use the unit cost for seconded staff members (to cover their travel, accommodation and subsistence costs): the beneficiaries must keep proof of the amounts paid (*e.g. bank transfers to the staff member, travel tickets, hotel accommodation, etc.*).

## Documents from researchers:

- secondment plan
- short report on the work conducted and progress made with respect to its objectives
- time sheets
- CV
- PhD diploma/confirmation of current PhD study
- for TC researchers – confirmation of eligibility

# „AFTER“ – termination of ITN/RISE projects

- ???... no experience yet
- compliance with internal rules, national and EU legislation
- keeping records – supporting documentation (GA, AGA - Article 18)
- audit
- MU as a non-EUR beneficiary – converting incurred costs into Euro
- budget based on unit costs – implemented number of person months (ITN – employment (max 36 months); RISE – secondment)
- all researcher's allowances must be paid in full (ITN – living, mobility, family (if eligible); RISE – top-up) – underpayment is not allowed
- publications – open access, acknowledgement

# Thank you for attention

Veronika Jállová

[veronika.jalova@recetox.muni.cz](mailto:veronika.jalova@recetox.muni.cz)

Tel. 54949 3048

