

In2LifeSciences Implementation Guidelines

Insight and Collaboration

Incentives

4th Call





IN2LifeSciences - Guidelines for insight and collaboration incentive projects

1. Project execution

The insight or collaboration project for which the Incentive has been awarded must be executed in line with the activities and outputs stipulated in the approved Application Form for Incentive Requests.

Before initiating the project, the two parties executing the project - the Provider of expertise and Recipient (the SME) - will sign an Incentive Agreement (a template is provided) and should also agree on IP positions previous to starting the work. The Agreement will also be signed by the IN2LifeSciences partner from the SME/Recipient region.

The procedure for signing the Agreement is as follows:

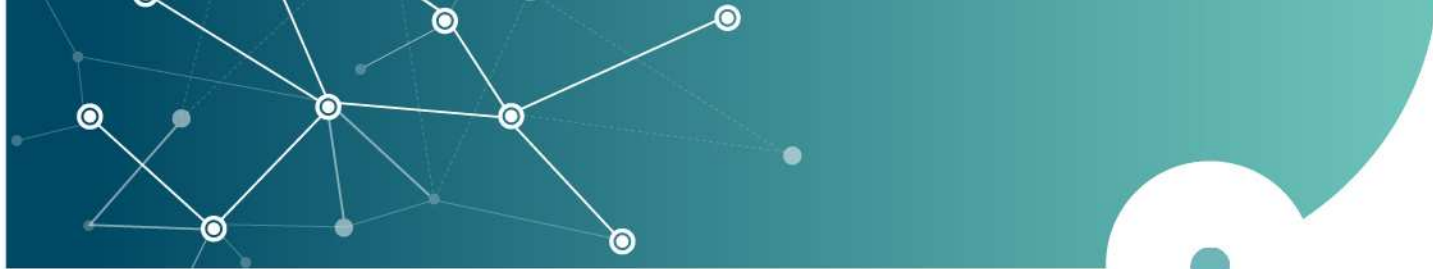
- the SME/Recipient will forward the Agreement and these Guidelines by e-mail to the Provider
- the SME/Recipient and the Provider will sign the Agreement separately and send a scanned copy by e-mail to the IN2LifeSciences Regional Access Broker from the region where the SME/Recipient is located
- the IN2LifeSciences Regional Access Broker will sign the Agreement after reception of both signed copies
- the IN2LifeSciences Regional Access Broker will put together a copy of the Agreement with all 3 signed signature pages and will send a scanned copy of this to the SME/Recipient and the Provider.

If it becomes clear during preparation or while implementing the project that circumstances impede a proper implementation, the SME/Recipient and/or the Provider, acting jointly or individually, will inform the IN2LifeSciences Regional Access Broker(s) immediately about the problems which have arisen and, if possible, provide a proposal for amending the project. The IN2LifeSciences Steering Committee will decide upon amendments.

2. Timeframe

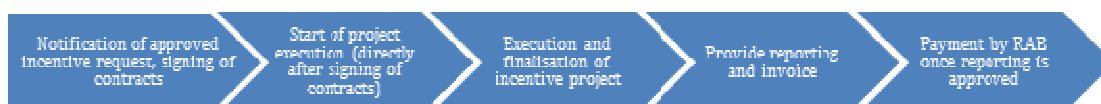
Project activities can start no earlier than 31 May 2014 and no later than 30 June 2014 and must finish no later than 1 December 2014. In case a project has not started by 30 June 2014 at the latest, the IN2LifeSciences Steering Committee has the right to withdraw its approval of





the Incentive Request and redistribute the allocated funds to other Incentive Requests received.

Overview of timeline



Notification: Between 12 th May 2014 and 31 st May 2014	Ultimate deadline for project start: 30 th June 2014	Ultimate deadline for project end: 1 st December 2014	Deadline for reporting and invoicing: 15 th December 2014	Foreseen date of payment: 30 th January 2015
----------------------------------------------------------------------------------------	--------------------------------------------------------------------------	---------------------------------------------------------------------------	-------------------------------------------------------------------------------	------------------------------------------------------------------

3. Monitoring

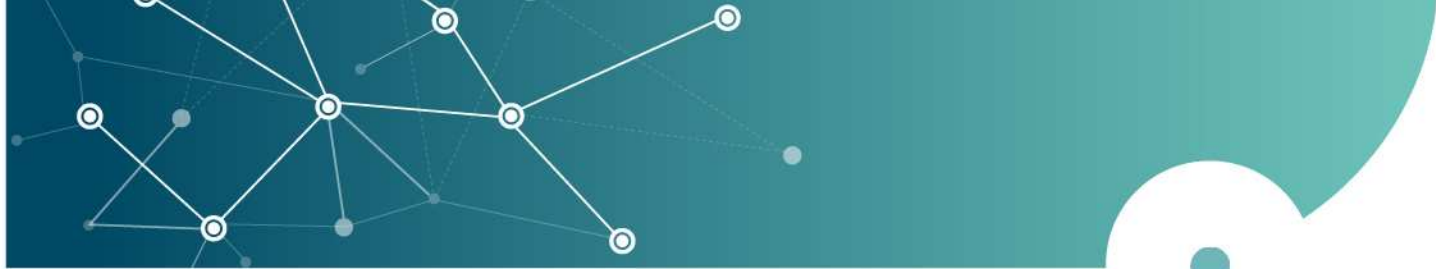
The IN2LifeSciences Steering Committee (this may be in practice a Regional Access Broker acting on behalf of the Steering Committee) is entitled to monitor the progress of the project. This may include phone calls, site visits, auditing of (non-confidential) documentation or meetings with the project partners.

4. Reporting

When the project is finished the Recipient and the Provider have the obligation to summarize briefly the achieved results in a short final report (one report by the Recipient, one report by the Provider). A reporting template and reporting procedure will be provided in time. Reports should be written in English. The timely submission of these reports is compulsory to obtain the funding of the project. The reports (and invoices, see below) have to be sent 15 December 2014 at the latest to the Regional Access Brokers.

Note: the indicated deadline is the latest date at which projects should be finalized. Projects that finalize earlier are encouraged to submit their reports and invoice immediately after finalization; processing of reporting, invoicing and payment will start on reception by the Regional Access Broker of the region in which the SME/Recipient is located.





5. Invoicing and payment

If the final reports of Recipient and Provider are in accordance with the project guidelines, the Regional Access Broker of the Recipient's region will initiate the invoicing and payment procedure, with the Provider, that is to provide the invoice for the Incentive Project that will have the value of either €4.000,- (Insight Incentive) or € 7.000,- (Collaboration Incentive).

An important general rule imposed by Interreg is that daily rates for expertise provided may never be higher than € 800 excluding VAT. The invoice should therefore clearly indicate the applied daily (or hourly) rate.

The invoicing and VAT recovery procedure will be as follows:

- 1) The Provider sends an invoice (mentioning the name, address and VAT-number of the Recipient and a note that VAT is shifted to the Recipient of the invoice) to the Recipient (this is an invoice without VAT: according to EU rules as of January 1, 2010 on taxation of European international services, VAT is shifted to the Recipient of the invoice).

On the invoice the following text needs to be included: VAT reverse charge due to art.196 VAT directive.

- 2) The Recipient includes the VAT that was shifted in point 1 in its yearly VAT declaration; since the services provided are related to the Recipient's economic activities, this VAT is deductible, and it will be able to recover the VAT from its national tax authorities.
- 3) For reporting purposes to Interreg, the Provider sends a "copy invoice" to the IN2LifeSciences Regional Access Broker from the region of the recipient has its seat. Please check details with your Regional Access Broker.
- 4) The Recipient then confirms, by means of an e-mail, to the Regional Access Broker, that the service has been provided and requests its regional IN2LifeSciences Regional Access Broker to pay for them the incentive value to the Provider. These two actions will trigger the regional IN2LifeSciences Regional Access Broker to pay the invoice amount to the Provider.

This procedure, including the final payment, should be finalized before the end of January 2015.

In case the project costs exceed the value of the incentive and both parties agree on a larger payment than the amount stipulated for the incentive, the IN2LifeScience project will require a separate invoice that covers only the amount that equals the maximum value of the



incentive; if applicable, parties can agree on an additional invoice for the excess amount. Only the first of these invoices is to be paid by the IN2LifeSciences Regional Access Broker. The extra invoice(s) are not subject to the funding process and remain outside the scope of IN2LifeScience activities. If the invoice is lower than the maximum amount, only the amount on the invoice will be paid.

Providers must submit their invoice in euros. In the event that the costs have not been incurred in euros, the costs must be converted for each cost item at the average exchange rate of the month when the invoice is issued. The monthly exchange rate to be used is the one published every month by the European Commission on the InforEuro website: <http://ec.europa.eu/budget/inforeuro/index.cfm> . The exchange rate to be used must have 4 decimal points.

6. Communication

In all communication about the Incentive Project it is mandatory to mention that the project is funded by the IN2LifeSciences project and by the Interreg IVB North-West Europe programme. Any communication material (brochures, leaflets) published about the project should include both the Interreg NWE and IN2LifeSciences logos that can be copied from this document or downloaded from www.in2lifesciences.eu.



7. Evaluation and Feedback

The Recipient and Provider are required to participate in one of the regional events or in one to one talks offered by the IN2LifeSciences partners, who will evaluate the project in the course of 2014.