

Horizon 2020 Programme

INFRAIA-02-2017 Integrating Activities for Starting Communities



SmartCow: an integrated infrastructure for increased research capability and innovation in the European cattle sector



Project ID: 730924

Deliverable number: D8.1

Deliverable title : SmartCow management guidelines

EC version : V1

Due date of milestone	30/04/2018 (M3)
Actual submission date	29/05/2018 (M4)

DOCUMENT INFO

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2. Revision history

Version	Date	Modified by	Comments
1			

3. Dissemination level

PU	Public	<input checked="" type="checkbox"/>
CO	Confidential , only for members of the consortium (including the Commission Services)	<input type="checkbox"/>

EXECUTIVE SUMMARY

Background	The document aims to be a practical reference guide and tool for the SmartCow project management dedicated to the entire consortium through the course of the project. It will be regularly updated to take into account project evolution and partner needs.
Objectives	The document provides guidelines for the reporting activities including submission of deliverables and periodic reports, information regarding financial issues and provide the basis for governance mechanisms. It aims to setup the project management procedures and ensure its wide understanding among the involved partners. It will thus contribute to the quality and consistency of project outcomes.
Methods	<p>These Management guidelines are based on and comply with the following reference documents:</p> <ol style="list-style-type: none"> 1. The GA, Annex I and Annex II 2. The Consortium Agreement (CA) <p>The EC Annotated Model Grant Agreement, available here</p>
Results & implications	<p>This document has been divided into four sections with additional annexes:</p> <ul style="list-style-type: none"> • Management Structure • Project outcomes and technical controls • Financial Issues • Communication best practices • Annex: <ul style="list-style-type: none"> ○ Template time sheet ○ Deliverables list ○ Milestones list

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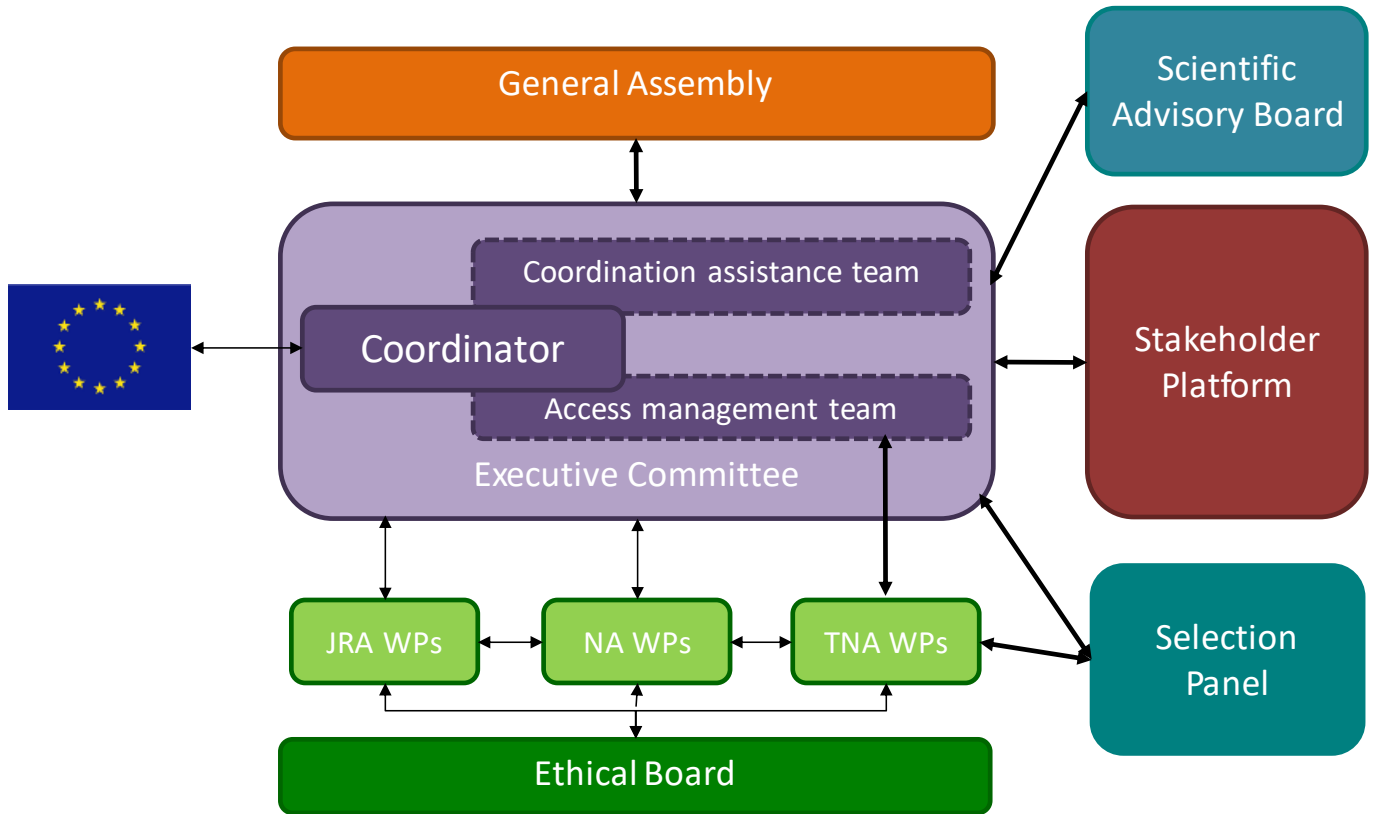
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1 Management and project structure

1.1 Management structure



The Coordination

The Coordinator of the project is INRA, represented by Dr René Baumont. His primary role is to be the intermediary between the European Commission and the Consortium as well as to be the promoter and supervisor of the overall technical and scientific progress of the project.

The coordination assistance team

INRA Transfert has the primary role to provide support to the coordinator (INRA), the sole responsible for the project coordination. The assistance team will be in charge of the day-to-day administrative and financial administration (collecting information from the partners, consolidation of management reports, monitoring of expenses against budget allocations, consolidation of financial summary sheets, supporting and monitoring the completion of milestones and production of deliverables, organising project meetings, etc.) while the administration of payments from the EC and the transfer of funds to the partners will be managed by INRA, with the help of IT. The coordination assistance team is composed of the project manager, Léa Tourneur, and a supervisor, Emmanuelle Legendijk.

The access management team

The access management team is the main contact point and supporting body for potential TNA users. It aims to provide advice on the most suitable RIs and services to potential users who ask for support about TNA project building.

This team is composed of the WP2 task leaders: Richard Dewhurst (SRUC), René Baumont (INRA) and Lene Munksgaard (AU). Potential TNA users will have the possibility to contact this team via the public website through the specific section presenting the SmartCow RIs and Calls.

The General Assembly

The General Assembly is the decision-making body of the project. Chaired by the project coordinator, it is composed of one representative from each partner organisation, each having one vote for decision-making purposes.

Composition of the General Assembly:

Organisation	Name	E-mail
INRA	René Baumont	rene.baumont@inra.fr
SRUC	Richard Dewhurst	Richard.Dewhurst@sruc.ac.uk
WU	Jan Dijkstra	jan.dijkstra@wur.nl
WUR-DLO	Kees van Reenen	kees.vanreenen@wur.nl
UREAD	Chris Reynolds	c.k.reynolds@reading.ac.uk
FBN Leibniz	Björn Kuhla	b.kuhla@fbn-dummerstorf.de
Teagasc	Michael O'Donovan	Michael.ODonovan@teagasc.ie
AU	Lene Munksgaard	Lene.Munksgaard@anis.au.dk
IRTA	Marta Terre	marta.terre@irta.cat
CRA-W	Frederic Dehareng	f.dehareng@cra.wallonie.be
Idele	Florence Macherez	Florence.Macherez@idele.fr
EAAP	Andrea Rosati	rosati@eaap.org
Agrimetrics	Richard Tiffin	j.r.tiffin@reading.ac.uk
IT	Léa Tourneur	Lea.tourneur@inra.fr

The General Assembly will be responsible for the strategic and political direction of the Project: the overall direction of all activities – research, training and management – and re-orientation whenever necessary, budget revision, incorporation of new contractors, and dealing with defaulting partners.

The Executive Committee (ExCom)

The Executive Committee is the decision-implementing body of the project. It is made up of the leaders of each NA and JRA workpackages (the representative of TNA WPs will be the leader of WP2 on TNA management), and chaired by the coordinator. The Executive Committee is composed of the following members:

Role	Name	Organisation	E-mail
WP1 leader	Michael O Donovan	Teagasc	Michael.ODonovan@teagasc.ie
WP2 leader	Richard Dewhurst	SRUC	Richard.Dewhurst@sruc.ac.uk
WP3 leader	Björn Kuhla	FBN	b.kuhla@fbn-dummerstorf.de
WP4 leader	Andrea Rosati	EAAP	rosati@eaap.org

WP5 leader	Chris Reynolds	UREAD	c.k.reynolds@reading.ac.uk
WP6 leader	Cécile Martin	INRA	Cecile.martin@inra.fr
WP7 leader	Lene Munksgaard	AU	Lene.Munksgaard@anis.au.dk
WP8 leader	René Baumont	INRA	rene.baumont@inra.fr
Project manager	Léa Tourneur	IT	lea.tourneur@inra.fr
Consultant	Emmanuelle Lagendijk	IT	Emmanuelle.Lagendijk@inra.fr

The Executive Committee will be in charge of the operational management of all project activities. It will prepare proposals to be submitted to the General Assembly for approval (e.g. concerning the description of work, budget and allocation of the contribution), and ensure that decisions of the General Assembly are properly implemented. It will also report on internal and external meetings, prepare deliverables and periodic reports linked to their WPs. The Executive Committee will also survey ethical and gender issues, and will review the abstracts concerning results that the partners intent to disclose. Finally, the executive committee will be in charge of preparing the TNA calls and in charge of taking the final decision on the TNA selection based on the evaluation performed by the Selection Panel.

The Selection Panel

The Selection Panel will be composed of both internal and external experts from the consortium (at least half will be independent experts).

The role of the selection panel is to assess and rank the TNA applications in line with the guidelines and criteria set up by the SmartCow WP2. Evaluations of the access given will be reported to the Selection Panel which will have the role to review the access offer and applications.

Composition of the Selection Panel (which is under construction and will be updated if necessary):

Panel members from within Consortium members			
Name	E-mail	Phone number	Expertise
Alex Bach	alex.bach@icrea.cat	+34 647 333 077	Dairy cow nutrition Feed efficiency
Toni Dalmau	antoni.dalmau@irta.cat	+34 972 630 052	Animal behaviour
Peter Lund	peter.lund@anis.au.dk	+45 8715 8072	Utilisation of nutrients in dairy cows Metabolism Methane
Lene Munksgaard	Lene.munksgaard@anis.au.dk	+45 8715 7953	Behaviour Animal welfare
Richard Bennett	r.m.bennett@reading.ac.uk	+44 118 378 6478	Animal health and welfare economics and policy
Dave Humphries	d.j.humphries@reading.ac.uk	+44 118 987 5123	Nutrition; forages; methane and calorimetry
Gert van Duinkerken	Gert.vanduinkerken@wur.nl	+31 317 480702	Nutrition; resource efficiency; animal husbandry; nitrogen efficiency
André Bannink	andre.bannink@wur.nl	+31 317 480681	Methane; greenhouse gases; animal physiology and biochemistry; rumen health; gut health; energy metabolism; feed efficiency



Christa Kühn	kuehn@fbn-dummerstorf.de	+49 38208 68 709	Animal breeding and genetics; genomics; disease resistance
Harald Hammon	hammon@fbn-dummerstorf.de	+49 38208 68 670	Dairy nutrition (cows; calves); Growth and development; Energy metabolism
Pierre Nozière	pierre.noziere@inra.fr	+33 473 62 46 86	Ruminant nutrition, Digestion, Feed evaluation
Isabelle Ortigues-Marty	isabelle.ortigues@inra.fr	+33 473 62 42 29	Ruminant nutrition, Metabolism, Growing cattle
Remy Delagarde	remy.delagarde@inra.fr	+33 223 48 50 96	Dairy cow, Grazing, Intake
Jamie Newbold	jamie.newbold@sruc.ac.uk	+44 131 535 4429	Rumen microbiology Methane
Dave Roberts	Dave.roberts@sruc.ac.uk	+44 131 535 4135	Dairy production, grazing
Stephen Bulter	stephen.butler@teagasc.ie	+353 254 2252	Dairy reproduction and fertility; systems biology
Brendan Horan	Brendan.horan@teagasc.ie	+353 761112285	Grassland science; dairy systems and management
Jan Langbein	langbein@fbn-dummerstorf.de	+49 3820 868814	Animal behaviour and welfare
André Le Gall	Andre.Legall@idele.fr	+33 1 40 04 53 18	Applied research and transfer in cattle & farm management (feeding, housing, emissions & environmental footprint, pasture management)

Panel members from outside the consortium			
Name	E-mail	Phone number	Expertise
Pilar de Frutos	p.frutos@eae.csic.es	+ 34 987 317 064	Ruminant nutrition Product quality Ruminant Systems
María Dolores Carro	mariadolerescarro@upm.es	+ 34 91 452 49 00	Ruminant Nutrition Fermentation Feed Evaluation
Sergio Calsamiglia	Sergio.Calsamiglia@uab.cat	+ 34 93 581 1494	Ruminant Nutrition Fermentation Feed Evaluation
Cled Thomas	cledwyn.thomas@gmail.com		Livestock systems; ruminant production; forages
David Leaver	jidleaver@gmail.com		Dairy production; grassland
Sinclair Mayne	Sinclair.Mayne@afbini.gov.uk		Ruminant systems; grassland and forages
Michael Kreuzer	michael.kreuzer@inw.agrl.ethz.ch	+41 44 632 59 72	sustainable feeding; food quality; methane; energy metabolism; feed efficiency

David Yanez-Ruiz	david.yanez@eez.csic.es	+34 958 572 757	nutrition; rumen microbial ecosystem; methane; early life interventions
Qendrim Zebeli	Qendrim.Zebeli@vetmeduni.ac.at	+43 1 25077 3200	Nutritional physiology; metabolic disorders
Josef Gross	josef.gross@vetsuisse.unibe.ch	+41 31 631 26 82	Veterinary physiology
Florian Leiber	Florian.Leiber@fibl.org	+41 62 865 7217	Ruminant Nutrition, Product quality, Organic farming
Corine Bayourthe	bayourthe@ensat.fr	+33 562 19 39 10	Ruminant nutrition, digestion, dairy cows
Philippe Schmidely	Philippe.Schmidely@agroparistech.fr		Ruminant nutrition, metabolism, product quality
Liam Sinclair	lsinclair@harper-adams.ac.uk	+44 1952 815332	Dairy nutrition and metabolism, forages, minerals
Michael Lee	Michael.lee@rothamsted.ac.uk	+44 1837 883 578	Ruminant nutrition, sustainable livestock systems
Elise Norberg	elise.norberg@nmbu.no	+47 67 23 26 03	
Christoph Winckler	christoph.winckler@boku.ac.at	+43 1476 549 3209	Animal behaviour and welfare
Eva Lewis	Eva.lewis@devenishnutrition.com		Ruminant nutrition
Niall Ryan	nryan@agriculture.gov.ie		
Karl-Heinz Sudekum	ksue@itz.uni-bonn.de	+49 228 732287	Animal nutrition
Nigel Scollan	Nigel.Scollan@qub.ac.uk	+44 28 9097 6549	Ruminant nutrition; livestock systems; meat quality

The Stakeholder Platform (Stab)

It is composed of key players and experts in the field of livestock, sustainable agriculture, genetics, animal nutrition, health and welfare. The role of this Stakeholder Platform will be to:

- Ensure relevance of project activities for the pre- and post-farm gate industries, advisory bodies, farmer organisations, notably by expressing their needs in terms of technology development and services through questionnaires or through the participation in workshops organised by the SmartCow project (maximum one questionnaire and one workshop per year);
- Contribute to the calls for transnational access by giving advice on the research priorities with key industry and academic stakeholders (maximum twice a year);
- Support the project dissemination, notably by providing advice on the main topics of interest for training events and visits to the project research infrastructures (maximum once a year).

The following representatives have already accepted to join the Stakeholder Platform. Additional representatives will be integrated throughout the project lifetime.

Organisation	Country	Last name	First name	Email address
FEFAC	Belgium	Bouxin	Arnaud	abouxin@fefac.eu
FABRE-TP	Belgium	Venneman	Jan	jan.venneman@effab.info
		Granados Chapatte	Ana	
UECBV	Belgium	D'Amario	Angelantonio	cvinci@uecbv.eu
Animal Task Force	France	Peyraud	Jean-Louis	jean-louis.peyraud@inra.fr
ICAR	Italy	Burke	Martin	martin@icar.org
European Commission - DG Research	Belgium	Anistoroaei	Razvan	Razvan.ANISTOROAEI@ec.europa.eu
		Conte	Constanza-Giulia	Costanza-Giulia.CONTE@ec.europa.eu
European Commission - DG Agri	Belgium	Cavitte	Jean-Charles	Jean-Charles.Cavitte@ec.europa.eu
		Mahy	Louis	Louis.MAHY@ec.europa.eu
European Commission - DG Santé	Belgium	Simonin	Denis	denis.simonin@ec.europa.eu
EuroGenomics	Netherlands	de Roo	Suzanne	suzanne.deroo@eurogenomics.com
Global Research Alliance on Green House Gases	Netherlands	van der Mheen	Henk	henk.vandermheen@wur.nl
CIWF	United Kingdom	Ajuda	Ines	Ines.ajuda@ciwf.org.uk

The Ethical Board

The board is composed of scientists specialised in ethics in animal research coming from the partner institutions of SmartCow. It will be co-chaired by Dr Kenny Rutherford and Dr Antonio Velarde. It will assist the leader of task 8.4 to implement crosscutting activities on ethics in cattle research across the project, in particular the writing of ethical guidelines for TNA calls (to facilitate rapid acceptance by National Ethical committees) and of the chapter dedicated to ethics in the book of methods. It will provide the Selection Panel and the Executive Committee with feedback on the awareness of ethics in TNA projects and in NA and JRA activities.

Organisation	Country	Last name	First name	Role in SmartCow	Email address
INRA	France	Caray	Delphine	board member	delphine.caray@inra.fr
SRUC	UK	Rutherford	Kenny	Co-chair ethical board	Kenny.rutherford@sruc.ac.uk
FBN Leibniz	Germany	Langbein	Jan	board member	langbein@fhn-dummerstorf.de
Teagasc	Ireland	Kennedy	Emer	board member	emer.kennedy@teagasc.ie
AU	Denmark	Herskin	Mette S.	board member	mettes.herskin@anis.au.dk

IRTA	Spain	Velarde	Antonio	Co-chair ethical board	antonio.velarde@irta.cat
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The Scientific Advisory Board (SAB)

It is composed of international leaders recognised for their scientific expertise in a field of importance to SmartCow. It will provide the Executive Committee with strategic feedback regarding the project progress and contribute to maintain scientific and technological excellence of the project. Scientific Advisory members will be invited to attend the project meetings and workshops where appropriate to provide advice for improvement and/or reorientation of the project, and to get their feedback on project outputs.

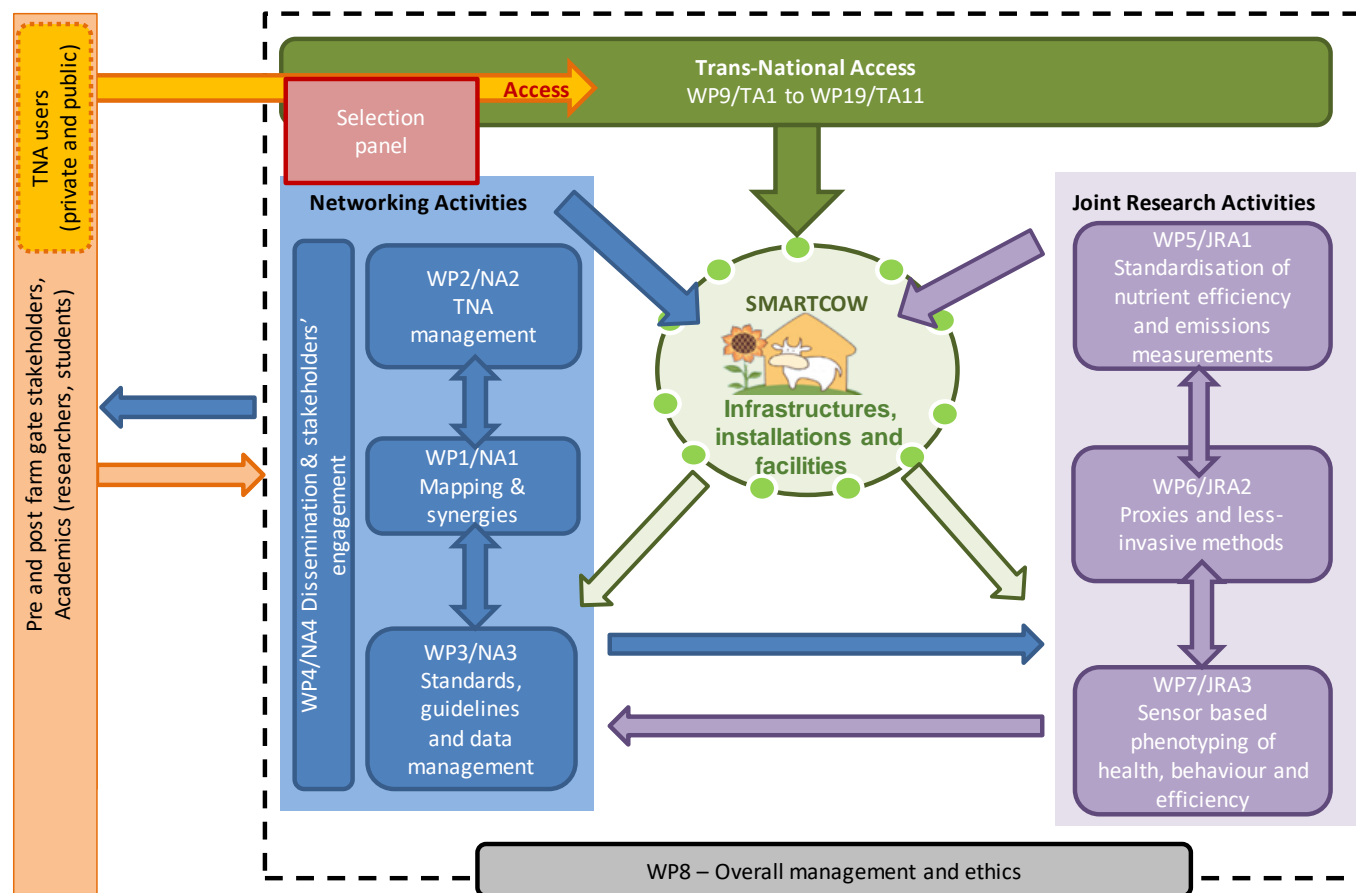
Below is a list of experts who have already accepted to join the Scientific Advisory Board of SmartCow.

Organisation	Country	Last name	First name	Email address
Federal Institute for Animal Health, Institute of Animal Nutrition, Braunschweig	Germany	Dänicke	Sven	Sven.Daenicke@fli.de
University of British Columbia	Canada	Rushen	Jeffrey P.	jeffrushen@gmail.com
AAC - Lethbridge Research Centre	Canada	Beauchemin	Karen	Karen.Beauchemin@AGR.GC.CA
Iowa State University	USA	Reecy	James	jreecy@iastate.edu
INRA-IFREMER	France	Vandeputte	Marc	marc.vandeputte@inra.fr
Agroknow	Greece	Manouselis	Nikos	nikosm@agroknow.com



1.2 Project structure

1.2.1 WP inter-connections



1.2.2 Transnational access list

Access provider short name	Short name of infrastructure	Installation		Installation Country code	Type of access
		Nr	Short name		
INRA	PEB	1	Le Pin	FR	TA-uc
INRA	PEB	2	Laqueuille-Marcenat	FR	TA-uc
INRA	PEB	3	Theix	FR	TA-uc
SRUC	Dairy centre	1	Dairy centre	UK	TA-ac
SRUC	Beef centre	1	Beef centre 1	UK	TA-ac
SRUC	Beef centre	2	Beef centre 2	UK	TA-ac
WU	Carus	1	Carus	NL	TA-ac
WUR-DLO	Dairy Campus	1	Dairy Campus	NL	TA-ac
UREAD	CEDAR	1	CEDAR	UK	TA-ac

FBN	EFC	1	Barn	DE	TA-ac
FBN	EFC	2	RespCham	DE	TA-ac
FBN	EFC	3	ExpPhysRoom	DE	TA-ac
FBN	EFC	4	BehavArena	DE	TA-ac
Teagasc	Moorepark	1	Moorepark	IE	TA-uc
Teagasc	Grange	1	Grange	IE	TA-uc
AU	DKC	1	AU1	DK	TA-ac
AU	DKC	2	AU2	DK	TA-ac
IRTA	EVAM	1	EVAM	ES	TA-uc

1.2.3 Leaders of Transnational access

Organisation	Last name	First name	Role in SmartCow	Email address
INRA (FR)	D'Hour	Pascal	Leader WP9 (TA1)	pascal.dhour@inra.fr
SRUC (UK)	Jennifer	Flockhart	Leader WP10 (TA2)	Jennifer.flockhart@sruc.ac.uk
	Carol-Anne	Duthie	Leader WP11 (TA3)	Carol-anne.duthie@sruc.ac.uk
WU (NL)	Jan	Dijkstra	Leader WP12 (TA4)	jan.dijkstra@wur.nl
WUR-DLO (NL)	Van Reenen	Kees	Leader WP13 (TA5)	kees.vanreenen@wur.nl
UREAD (UK)	Humphries	Dave	Leader WP14 (TA6)	d.j.humphries@reading.ac.uk
FBN Leibniz (DE)	Metges	Cornelia	Leader WP15 (TA7)	metges@fbn-dummerstorf.de
TEAGASC (IE)	Kennedy	Emer	Leader WP16 (TA8)	emer.kennedy@teagasc.ie
	Prendiville	Robert	Leader WP17 (TA9)	robert.prendiville@teagasc.ie
AU (DK)	Jensen	Merete	Leader WP18 (TA10)	Merete.Jensen@anis.au.dk
IRTA (ES)	Terre	Marta	Leader WP19 (TA11)	marta.terre@irta.cat

2 Project Outcomes and Technical controls

2.1 Deliverables

Deliverables represent verifiable contractual outputs of the project that are submitted officially to the Commission upon completion.

As deliverables are contractual outputs of the project the below details are also contractual. The EC payment can be conditioned by the timely submission of project deliverables. Project reviewers will thus have the task of evaluating the project deliverables and in providing the Commission with an evaluation report. It is therefore essential that project deliverables are produced in time and with a high quality to ensure not only that the project runs according to plan but also to receive the payment (see article 5.3 of the Annotated Model Grant Agreement from the EC).

ARTICLE 5 — GRANT AMOUNT, FORM OF GRANT, REIMBURSEMENT RATES AND FORMS OF COSTS

5.3 Final grant amount—Calculation

The ‘final grant amount’ depends on the actual extent to which the action is implemented in accordance with the Agreement’s terms and conditions.

This amount is calculated by the [Commission][Agency] — when the payment of the balance is made (see Article 21.4)— in the following steps:

Step 1 —Application of the reimbursement rates to the eligible costs

Step 2 —Limit to the maximum grant amount

SmartCow: an integrated infrastructure for increased research capability and innovation in the European cattle sector



This project has received funding from the European Union’s Horizon 2020 research and innovation programme under Grant Agreement N°730924

Step 3 —Reduction due to the no-profit rule

Step 4 —Reduction due to improper implementation or breach of other obligations

5.3.4 Step 4 — Reduction due to improper implementation or breach of other obligations — Reduced grant amount —Calculation

If the grant is reduced (see Article 43), the [Commission][Agency] will calculate the reduced grant amount by deducting the amount of the reduction (calculated in proportion to the improper implementation of the action or to the seriousness of the breach of obligations in accordance with Article 43.2) from the maximum grant amount set out in Article 5.1.

SmartCow project deliverables are listed according to the workpackage (WP) in which they will be produced in the Description of Action (DoA) and are listed in annex 2 to of this document.

NB As deliverables are defined in the contract, any changes to these deliverables are subjected to a revised version of the DoA by the Coordinator and the project manager to be approved by the Commission.

Deliverables will be produced in each WP during the project lifetime. The deliverable leader is responsible for defining the exact content of the deliverable and the contribution to be made by each participating partner. She/He is also responsible for ensuring the timely submission and quality of the deliverable.

NB Each partner must be aware of the deliverables to which they must contribute (see annex 1 of this document).

Deliverables are most often written reports but can also take another form like prototype, molecular data, protocol setting up, software, etc. Even if the deliverable is not a written report, a written document must be produced and sent to the Commission outlining the nature of the deliverable

For example, if the deliverable is a piece of software, a report describing the software (its conception, functionalities etc.) must be submitted to the Commission as the deliverable.

A general process of deliverables production is needed in order to help the WP leaders and deliverable leaders to prepare and deliver SmartCow deliverables in a timely and efficient manner. The project manager (PM) will remind Deliverables to the WP leader 2 months before the due date and provide a template for writing it (also available on the SmartCow collaborative platform).

Step 1 The deliverable leader prepares a plan for the deliverable and circulates it to the relevant WP leader, task leader and to all partners contributing to the deliverable. This plan should include a draft table of contents, expected contributions per partner, timing for contributions etc. The deliverable leader writes the deliverable using the deliverable template and includes the collected contributions of the partners involved in a harmonized fashion (same styles etc). The deliverable leader sends the drafted deliverable to the involved partners in order to get their feedback.

Step 2 The deliverable leader sends the final draft to the WP leader for feedback and potential modifications. These exchanges may take some time so we advise deliverable leaders to send to the WP Leader the final draft at least 4 weeks before the deliverable due date to the Commission.

Step 3 The WP leader sends the final draft of the deliverable to the Project Coordinator and the PM at least 2 weeks before the deliverable due date. The Project Coordinator and the Executive Committee has 2 weeks to review the deliverable and send back any comments to the WP leader.

Step 4 The Coordinator submits online (EC platform) an electronic copy of the deliverable to the Commission in due time.

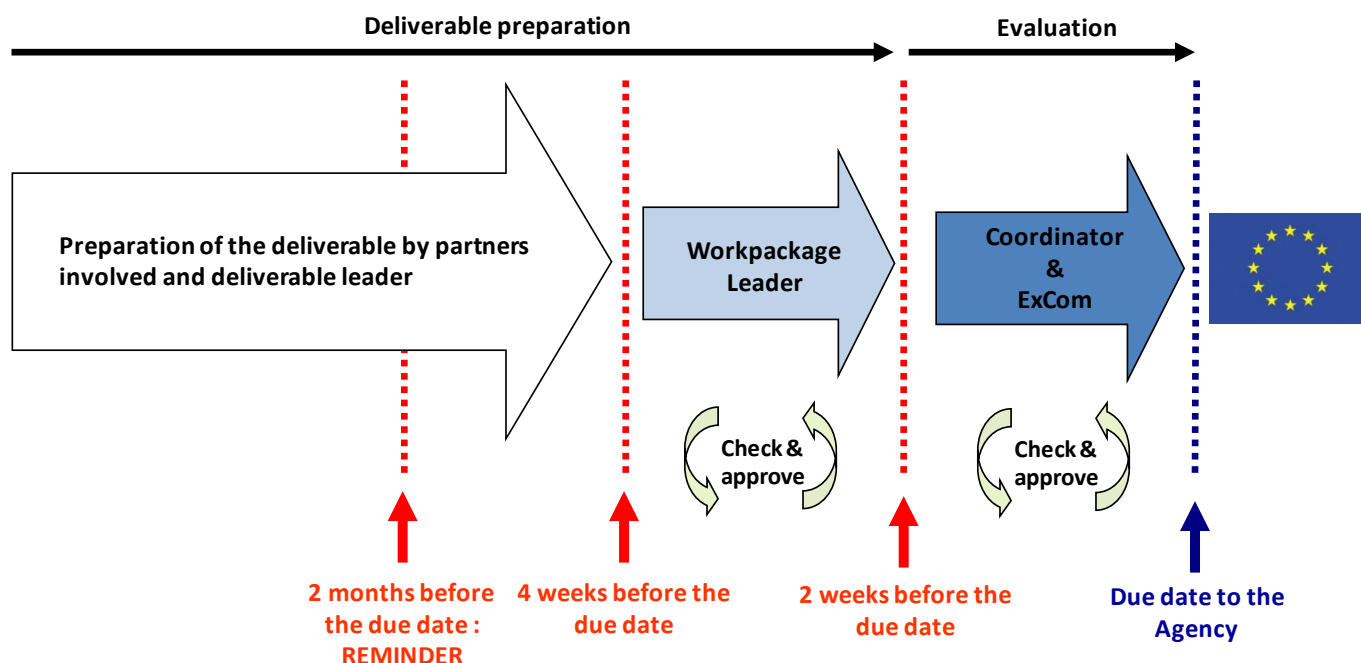


Fig. 1 Deliverables preparation and evaluation process

NB If a deliverable is delayed, no longer relevant to the initial description of Action or its content, its leaders or contributors have changed, please inform the PM (lea.tourneur@inra.fr) and the Coordinator (rene.baumont@inra.fr) as soon as possible, at the latest 1 month before the deliverable due date explaining the reason of deviation and indicating the new due date.

NB Role & Responsibilities

Deliverable leader is responsible for:

- Producing a deliverable plan including a draft table of contents, expected contributions per partners, timing for contribution, etc.
- Overseeing the quality and nature of the contributions from the deliverable contributors or authors.
- Ensuring that the deliverable is produced in line with the contractual documents (DoA) and is submitted in due time to the WP leader for the evaluation process.

WP leader is responsible for:

- Overseeing the timely production of the deliverable by the deliverable leader.
- Evaluating the final draft of the deliverable provided by the deliverable leader and endorsing its quality before submitting it to the Coordination and the European Project Manager (The WP leader is also responsible of the overall content of deliverables of its WP).
- Overseeing any revision to the deliverable further to the evaluation by the European Project Manager.

The PM is responsible for:

- Providing a deliverable template and guidelines on deliverable submission in the project.

- Following up the production of project deliverables.

The Coordinator is responsible for:

- Following up the evaluation and endorsement of project deliverables
- Submitting electronically the project deliverables to the Commission.

2.2 Milestones

A milestone is a critical point of the development of an achievement or product and is a point at which decisions about next steps may have to be made. A milestone is not necessarily a document. It could be a prototype, an intermediary report, or a decision to be taken based on previous results to orientate action during the next period.

The milestones are defined as well as the mean of verification in the Description of Action (DoA) of each workpackage (see Annex 3 – milestones list).

NB The mean of verification of each milestone must be sent to the Coordinator and the PM at least 2 weeks before the due date of the milestone.

The PM is responsible for putting on the collaborative workspace in the appropriate WP folder the information about the milestone.

2.3 Project Reporting to the Commission

The purpose of this part is to provide guidance to assist partners in preparing reports. When the submission tool of the Commission will be available for the submission of periodic reports and financial statements, this section will be consequently updated.

SmartCow is divided into three reporting periods:

- **RP1:** 1st February 2018 (M1) to 31st July 2019 (M18) → 18 months report
- **RP2:** 1st August 2019 (M19) to 31st January 2021 (M36) → 18 months report
- **RP3:** 1st February 2021 (M37) to 31st January 2022 (M48) → 12 months report

For each of these major reporting periods, different periodic reports are required by the Commission.

The different reports that are required are the following:

- **M20 (31st September 2019):** Submission of the 1st periodic report covering period M1 to M18.
- **M38 (31st March 2021):** Submission of the 2nd periodic report covering period M19 to M36.
- **M50 (31st March 2022):** Submission of the 3rd periodic report covering period M37 to M48.
- **M50 (31st March 2022):** Final report covering period M1 to M48.

Four months before the report submission, the Project Manager will propose a template for the technical report, which will be filled in by each WP leader together with partners involved in their WP, and a template to prepare the financial statement, which will be filled in by each partner. These

templates will be sent by email to the WP leaders 4 months before report submission and a reminder will be sent 3 months before submission.

2.3.1 Periodic Technical Report

The technical report contains an overview of the activities carried out during the reporting period and describes the progress in relation to the project objectives, the progress towards the milestones and the deliverables set for the period. Any observed or foreseeable problems and corrective actions, taken or to be taken, must to be described in this report.

It will be compiled by the coordinator and the beneficiaries (WP leaders & partners involved in each WP). Once validated, it will be submitted on-line through the Commission portal by the Coordinator.

It will consist of:

- An explanation of the work carried out by the beneficiaries;
- List of users for each infrastructure, number of accesses
- Access provision activities:
 - publicity done concerning the opportunity for access
 - description of the selection procedure
 - description of the TNA activity
 - scientific output of the users
- An overview of the progress towards the objectives of the action, including milestones and deliverables identified in Annex 1. This report must include explanations justifying the differences between work expected to be carried out in accordance with Annex 1 and that actually carried out. The report must also detail the exploitation and dissemination of the results and — if required — an updated ‘plan for the exploitation and dissemination of the results’;
- A summary for publication by the Commission;
- The answers to the ‘questionnaire’, covering issues related to the action implementation and the economic and societal impact, notably in the context of the Horizon 2020 key performance indicators and the Horizon 2020 monitoring requirements;
- Explanation on the use of resources.

A procedure is needed to ensure the submission on time of the technical report (figure 2)

NB Tips to make a good report

- Check the content of the report:
- Check reality of the work performed against the DoA → **explain & justify changes**
- Mirror explanations on the use of resources (description of deliverables, tasks & persons performing within the time)
- Write your use of resources based on the invoices
- Reflect the use of resources in describing the work in the report
- Check the report against DoA

2.3.2 Periodic Financial report

The periodic financial report will contain:

- Individual financial statement from each beneficiary, for the reporting period concerned. The individual financial statement must detail the eligible costs for each budget category. The beneficiaries must declare all eligible costs. Amounts which are not declared in the individual financial statement will not be taken into account by the Commission. The individual financial



statements of the last reporting period must also detail the receipts of the action (see Article 5.3.3 of GA).

Each beneficiary must certify that:

- the information provided is full, reliable and true;
 - the costs declared are eligible (see Article 6 of GA);
 - the costs can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations, and
 - for the last reporting period: that all the receipts have been declared;
- An explanation of the use of resources and the information on subcontracting and in-kind contributions provided by third parties from each beneficiary, for the reporting period concerned;
 - A 'periodic summary financial statement', created automatically by the electronic submission system, consolidating the individual financial statements for the reporting period concerned and including — except for the last reporting period — the request for interim payment.

A procedure is needed to ensure the submission on time of the financial report and to ensure the internal follow-up of the use of resources (figure 2).

Each beneficiary must submit online its financial report *via* the EC portal.

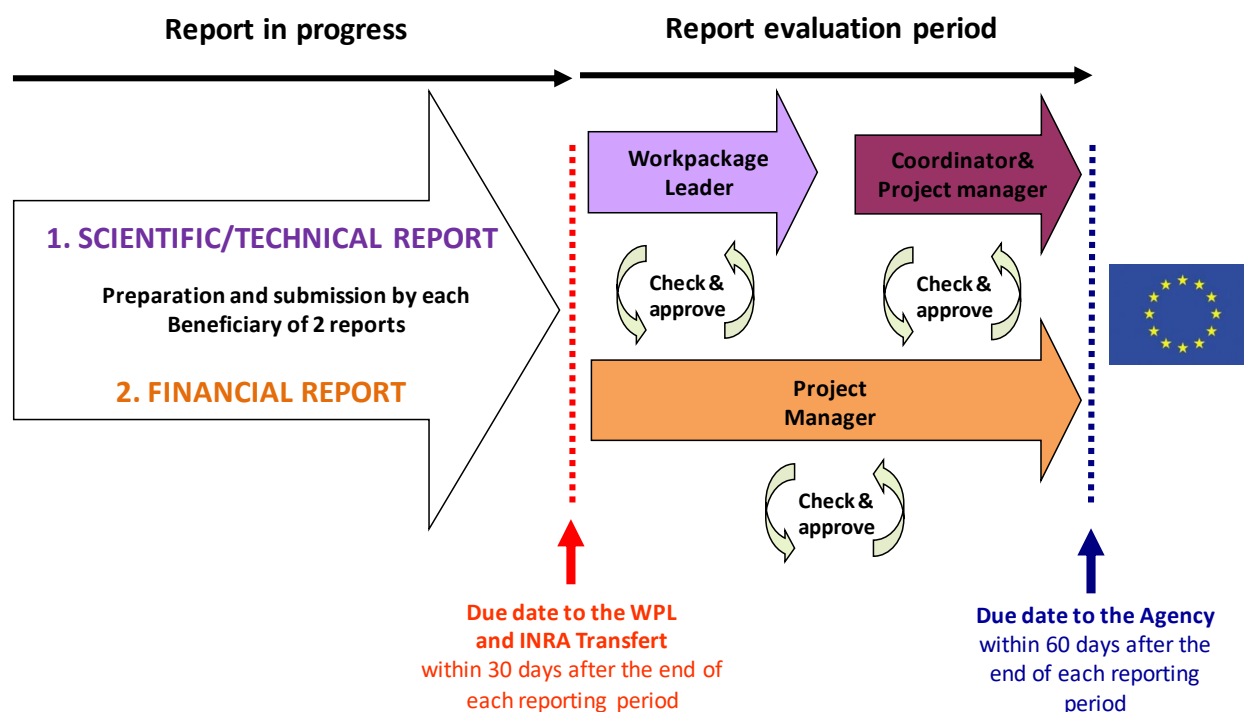


Fig. 2 Procedure for production and submission of the technical and financial reports

NB Tips to avoid errors when claiming costs

Costs are eligible if they are:

- Actually incurred by the beneficiary
- Incurred during the action (1st February 2018 / 31st January 2022)
- Connected to the action (= the project)
- Identifiable and verifiable (registered in the beneficiary accounting records)
- In compliance with national law
- Reasonable, financially sound

So:

- Be transparent
- Treat all costs as you usually do in your business practice (according to the beneficiary internal rules)
- Check for exceptions beforehand (inform the coordinator and the Project Manager who will be in contact with the EC Project Officer (PO) and Financial Officer (FO))
- Record hours devoted to the project and keep trace of expenses linked to the project

NB Periodic single submission & single rejection

The Commission requires that the Coordinator submits the technical and financial report as **"single package"**.

If a beneficiary does not include its financial statement in a periodic report the costs will be considered **'zero'**. However the beneficiary can declare its costs in the next reporting period but will not receive intermediary payment.

If one document requires changes or corrections the full package is rejected because of the SINGLE SUBMISSION

2.3.3 Final Report

The Final report will be submitted at the same time as the last periodic technical report. The final report is a publishable document summarizing the project activities for the full duration of the project. It is aimed at the general interested reader so should not be too technical. The overview report will be mainly drafted by the Coordinator, the WP leaders and the PM with the help of partners where required.

It will consist of:

- A final publishable summary (Executive summary, Summary description of project context and objectives, Description of the main scientific and technical results/foregrounds)
- A description of the potential impact and the main dissemination activities and exploitation of results
- A certificates on the financial statements (CFS) (if necessary). They could be needed before the end of the project (but only for partners exceeding 325 000 € of EC contribution).

2.3.4 Project Reviews

During the whole duration of the project, one review at month 21 will be performed by the Commission.

The organisation of project review will be further discussed and organised with the PO according to the advancement of the project, the periodic reports submission and the project meetings.



3 Financial Issues

Under H2020, several changes concerning the financial issues were introduced:

- Electronic submission of periodic/final reports, amendments
- Reduced number of cost categories, reimbursement rates, indirect costs type
- Shorter delay for financial audit after the final payment

3.1 Costs of the project

The purpose of this section is to summarize how costs claims are made and how claims will be verified by the EC. In order to be considered for reimbursement, costs incurred by the beneficiaries in the course of the project must satisfy the eligibility criteria laid down by the Grant Agreement.

3.1.1 Eligible costs

- Actually incurred by the beneficiary
- Incurred during the action (1st February 2018 / 31st January 2022)
- Connected to the action (= project)
- Identifiable and verifiable (registered in the beneficiary accounting records)
- In compliance with national law
- Reasonable, financially sound

3.1.2 Non-eligible costs

- Identifiable taxes and duties
- Deductible VAT
- Interest owed
- Provisions for possible future losses/charges
- Exchange losses
- Bank charges
- Excessive or reckless expenditure
- Costs reimbursed in respect of any other EU project
- Others
- Only 1 overheads rate: 25% for all activities and for each partner

NB Tips

1. Discuss in advance with the Coordinator and the PM any doubt about eligibility
2. Non-deductible VAT is an eligible cost **(new!)**

3.2 Expense categories for eligible costs

3.2.1 Direct costs

Personnel costs

- Personnel costs (eligible if they are related to personnel working for the beneficiary under an employment contract (or equivalent appointing act) and assigned to the action. They must be limited to salaries (including during parental leave), social security contributions, taxes and

other costs included in the remuneration, if they arise from national law or the employment contract (or equivalent appointing act)).

- The costs for natural persons working under a direct contract with the beneficiary other than an employment contract are eligible personnel costs, if:
 - the person works under the beneficiary's instructions and, unless otherwise agreed with the beneficiary, on the beneficiary's premises;
 - the result of the work carried out belongs to the beneficiary, and
 - the costs are not significantly different from those for personnel performing similar tasks under an employment contract with the beneficiary.
- The costs of personnel seconded by a third party against payment are eligible personnel costs, if the conditions in Article 11 of GA are met.
- The number of actual hours declared for a person must be identifiable and verifiable through a timesheet (see the template in annex 1 of this document). A time sheet is needed for **persons who do NOT work exclusively for the action** (see below article 18.1.2 of the Annotated Model Grant Agreement from the EC).

ARTICLE 18 — KEEPING RECORDS— SUPPORTING DOCUMENTATION

18.1.2 Records and other documentation to support the costs declared

In addition, **for personnel costs** (declared as actual costs or on the basis of unit costs), the beneficiaries must keep time records for the number of hours declared. The time records must be in writing and approved by the persons working on the action and their supervisors, at least monthly. In the absence of reliable time records of the hours worked on the action, the [Commission]/[Agency] may accept alternative evidence supporting the number of hours declared, if it considers that it offers an adequate level of assurance.

As an exception, for **persons working exclusively on the action**, there is no need to keep time records, if the beneficiary signs a **declaration** confirming that the persons concerned have worked exclusively on the action.

Direct costs of subcontracting

They are eligible if the tasks to be implemented and the estimated cost for each subcontract is set out in the DoA and the total estimated costs of subcontracting per beneficiary are set out in the budget. The beneficiaries must award the subcontracts ensuring the best value for money or, if appropriate, the lowest price. In doing so, they must avoid any conflict of interests.

If a beneficiary needs to subcontract tasks and it was not planned in the DoA, she/he will have to inform the Coordinator and the PO who will take care to check with the PO if an amendment is needed or not. **Subcontracting costs not foreseen in the DoA are not eligible.**

Other direct costs

This category includes:

- **Travel costs** and related subsistence allowances (including related duties, taxes and charges such as non-deductible value added tax (VAT) paid by the beneficiary), eligible if they are in line with the beneficiary's usual practices on travel.
- **The depreciation costs of equipment, infrastructure or other assets** (new or second-hand) as recorded in the beneficiary's accounts are eligible, if they were purchased in accordance with Article 10 of GA.

The costs of renting or leasing equipment, infrastructure or other assets (including related duties, taxes and charges such as non-deductible value added tax (VAT) paid by the beneficiary) are also eligible, if they do not exceed the depreciation costs of similar equipment, infrastructure or assets and do not include any financing fees.



The costs of equipment, infrastructure or other assets contributed in-kind against payment are eligible, if they do not exceed the depreciation costs of similar equipment, infrastructure or assets, do not include any financing fees and if the conditions in Article 11 of GA are met.

The only portion of the costs that will be taken into account is that which corresponds to the duration of the action and rate of actual use for the purposes of the action. It has to be in the beneficiary's records and the full time use of the equipment is required.

- **Costs of other goods and services** (including related duties, taxes and charges such as non-deductible value added tax (VAT) paid by the beneficiary). Such goods and services include, for instance, consumables and supplies, dissemination (including open access), protection of results, certificates on the financial statements (if they are required by the Agreement), certificates on the methodology, translations and publications.

3.2.2 Indirect costs

Indirect costs are eligible if they are declared on the basis of the flat-rate of 25% of the eligible direct costs, from which are excluded:

- costs of subcontracting and
- costs of in-kind contributions provided by third parties which are not used on the beneficiary's premises.

3.3 TNA costs

Budget planned for TNAs cannot be transferred to another WP (JRA or NA)

Access Costs charged to the project represent a **compensation** for:

- The costs of running the facility
- The travel and subsistence of the selected users

There are 3 ways to claim the TA costs:

- **Unit costs (INRA, Teagasc, IRTA)**: based on auditable data from the last 2 years, set once for good in the GA. This unit cost will be the same all along the project. In the project, the access costs will be: **unit cost x number of units of access provided to the selected user groups**. The beneficiaries must keep the records and documentation supporting the costs declared, in particular: adequate records and other supporting documentation to prove the number of units declared. This documentation must include records of the names, nationalities, and home institutions of users, as well as the nature and quantity of access provided to them.
- **Actual costs (SRUC, WU, WUR-DLO, UREAD, FBN, AU)**: costs **actually and solely incurred** for providing access to the user groups selected **for support under the action** (such costs will be updated at each financial report and all the costs directly related to the project (analytical accounting system) must be identifiable). Records and documentation supporting the costs declared must be kept, in particular the following:
 - Adequate records and other supporting documentation to prove the costs declared, such as contracts, subcontracts, invoices and accounting records.
 - The beneficiaries' usual cost accounting practices and internal control procedures must enable direct reconciliation between the amounts declared, the amounts recorded in their accounts and the amounts stated in the supporting documentation.

- Mix of both actual and unit costs (after justification; not advised because of the risk of double funding)

Indirect costs (25% of the direct costs, excluding subcontracting) are included in the unit costs.

Travel and subsistence costs of the TA users are not included in the TA units, and can be declared in « other direct costs ». If we want to introduce a limit per user, it has to be included in the procedural manual (WP2).

3.4 Budget transfer

During the whole duration of the project, budget transfers could be done (if needed and if the conditions are acceptable). Please, refer to the table below and to the figure 3.

Table 1: Budget transfers

Budget transfers and re-allocation	Amendment needed?
From one beneficiary to another	NO
From one budget category to another	NO
Re-allocation of Annex 1 tasks	YES
Transfers between forms of costs (actual costs, unit costs, etc.)	YES if no budget was foreseen for the "form" receiving the transfer
New subcontracts	YES (strongly advised)

Estimated eligible* costs (per budget category)							
Form of costs****	A. Direct personnel costs				B. Direct costs of subcontracting	[C. Direct costs of fin. support]	D. Other direct costs
	A.1 Personnel A.2 Natural persons under direct contract A.3 Seconded persons [A.6 Personnel for providing access to research infrastructure]		A.4 SME owners without salary A.5 Beneficiaries that are natural persons without salary				D.1 Travel D.2 Equipment D.3 Other goods and services D.4 Costs of large research infrastructure
	Actual	Unit ①	Unit ②		Actual	Actual	Actual
			XX EUR/hour				
	(a)	Total (b)	No hours	Total (c)	(d)	(e)	(f)
Beneficiary 1	500.000	0	100	3.213	150.000	0	325.000
Beneficiary 2	0	300.000	0	0	0	0	125.000

Fig. 3: Budget transfers allowed

NB If the change is significant an amendment to the GA is needed. Each time you need to operate a budget transfer, please inform the Coordinator and the PM. They will take care of contacting the Commission in order to discuss the typology and impact of change.

3.5 EC contribution

The grant reimburses a maximum of 100% of the action's eligible costs (it could be less if beneficiaries specifies it).

3.5.1 Payments schedule

Each partner's budget is described in the DoA and has been accepted by each partner through the signature of the GA.

The Commission will transfer to the Coordinator 4 payments (figure 4) according to the following modalities described in the SmartCow Consortium Agreement (CA):

- **Pre-financing**, paid by the Commission after the signature of the GA. The payment was fixed by the Commission and was equal to the 33,333...% of the total EU grant. The pre-financing includes the Guarantee Fund (5% of the total EU grant), which was retained by the Commission and will be released at the end of the project. So the real pre-financing payment received by each partner is equal to the 28,333...% of his EU contribution.

Pre-financing is split into 2 part:

- The 1st part would be transferred at the beginning of the project (as planned in the GA) = 60 % of the total pre-financing
 - The 2nd part would be transferred after 12 months of work = 40 % of the total pre-financing. The payment will be done after the validation of a short technical report provided by each partner and describing the work done during the first 12 month of the project according to what was planned initially
- **2 Interim Payments** will be paid by the Commission maximum 90 days after the approval by EC of the periodic report (or additional information or explications, if requested). The sum of received interim payment and pre-financing will not exceed the 85% of the EU grant of each partner.
 - **Final Payment** will be made after the approval of the last periodic report and of the final report. It will be equal to the amount of project accepted EU grant claimed by the partner – amount of payments already paid (pre-financing and interim payments)

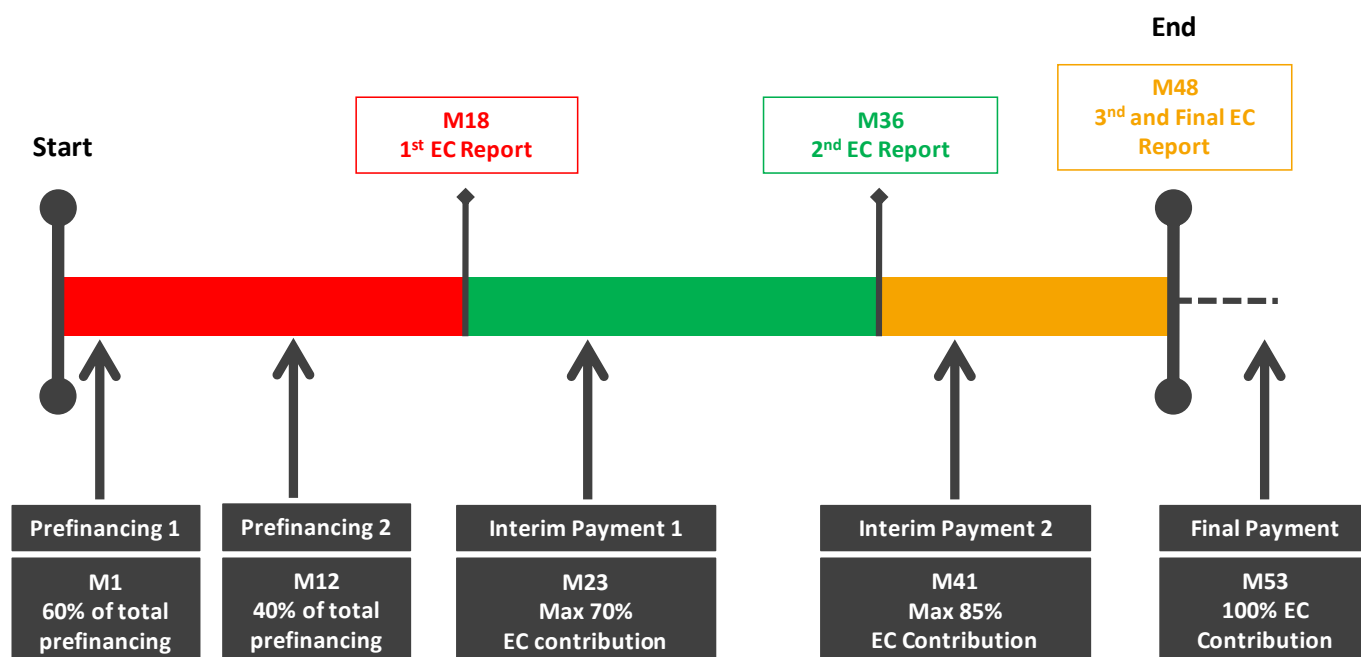


Fig. 4 Schedule Payments, Reporting Periods and Project Reviews

3.6 Certificate on Financial Statements

Some beneficiaries/linked third parties must submit a certificate on the financial statement (CFS). Such a certificate is needed if the beneficiary/linked third party requests a total financial contribution of 325 000 € (or more) as reimbursement for actual costs and personnel costs declared on the basis of unit costs calculated according to its usual accounting practices (*i.e.* ‘average personnel costs’). This means that costs based on lump sums, flat-rates (*e.g.* indirect costs) or unit costs (other than those for personnel costs calculated according to the beneficiary’s usual cost accounting practices) are not counted for the 325 000 € threshold (and do not need to be covered by the certificate).

Partners concerned following the budget planned: INRA, SRUC, UREAD, Teagasc, AU.

Example:

A is a beneficiary in a H2020 action which declared the following total eligible costs for the action:

- average personnel costs = 250 000 €
- subcontracting costs = 40 000 €
- depreciation costs of equipment used to carry out the action = 60 000 €
- indirect costs (25% flat rate) = 77 500 €
- total eligible costs claimed by A = 427 500 €

The reimbursement rate is 100%.

As the amount of eligible actual costs and average personnel costs incurred by A (and hence the corresponding EU contribution) is higher than 325 000 €, A must submit a CFS for the following costs:

Type of cost

- Direct personnel costs: 250 000 €
- Subcontracting costs: 40 000 €
- Other direct costs: 60 000€
- Indirect costs: 0 €
- Total costs covered by the CFS: 350 000 €

If a certificate is required, all costs declared as actual costs or average personnel costs must be covered by the certificate. Incomplete certificates will be returned for correction or costs can be rejected.

Linked third parties must submit a certificate if it (on its own, without its beneficiary) reaches the EUR 325 000 threshold.

Certificates submitted before the 325 000 € threshold is reached will be rejected by the Commission. Beneficiaries/linked third parties may submit either one certificate per reporting period or a single CFS for the whole action.

In both cases, the certificate may only be submitted with the final financial report. The Commission will not accept certificates submitted at any other moment (and costs incurred for those certificates will not be considered eligible, because not necessary).

The certificate must be issued by an external auditor, using the template in Annex 5 of the GA. Only qualified auditors may issue a certificate. 'Qualified' means qualified in accordance with national legislation implementing Directive 2006/43/EC43 (or any EU legislation that replaces this Directive).

The auditor must certify that the costs declared in the financial statement are accurately recorded in the beneficiary's accounting system and eligible and that all receipts have been declared. If the auditor cannot confirm (for any reason), s/he must explain this in detail in the certificate.

The Commission will consider the explanation in light of the facts provided by the auditor, and decide on steps to take.

Specific cases (certificates on the financial statements):

For **public bodies**, the certificate may be issued by an independent public officer with formal competence to audit the beneficiary/linked third party (instead of by an external auditor).

For **international organisations**, it can be an internal or external auditor that is appointed in accordance with the internal financial regulations and procedures of the organisation.

3.7 Audit

The Commission may — **at any moment and up until 2 years after the final payment** — carry out an audit. (These audits are different from the CFS)

Audits are based on the financial statements submitted by the beneficiary, the extension of audit findings is mandatory. Partners will be contacted by the EC in this order.

4 Communication best practices

4.1 Communication between partners

Communication and its traceability are very important particularly in view of the number and large geographical distribution of the partners.

NB It is important to remind to all partners that it is very important to communicate as soon as possible any foreseeable delay in project work and outcomes to the WP leader, Coordinator and to the Project Manager.

4.1.1 Document traceability

During the project, numerous documents will be created and modified by partner. That's why it is important to have a good traceability of any document.

For this purpose, a nomenclature has been defined for SmartCow. Each document must be named as follows:

SmartCow – WPx (or Dx.x or MSx) – document title – name of the creator – version n° – date (ddmmyyyy)

If you have to modify a document, please active the track changes and rename the document by adding your name at the end.

NB It is important to respect this nomenclature especially for deliverable, milestones and reports to the Commission in order to allow the follow up of any contractual documents.

Pay attention if the mention “confidential” is listed.

4.1.2 Mailing List

A SmartCow mailing list (global-smartcow@inra.fr) is being created in order to facilitate communication between partners within the consortium. It has been created in order to send important information concerning all partners.

If you need to include a new member in the SmartCow mailing list, contact the PM (lea.tourneur@inra.fr), and justify your request by given the name and the role of the new member.

4.1.3 SMARTCOW collaborative workspace

The project intranet (collaborative workspace) is under construction and will be accessible at the following address: https://intranet.inra-transfert.fr/smartcow/layouts/15/start.aspx#

The Project Manager (lea.tourneur@inra.fr) is setting up this platform and will ensure its maintenance throughout the project.

This internal website is a secured collaborative workspace on the web where all partners can share information and documents:

- scientific documents
- administrative documents
- deliverables
- periodic reports
- template for time sheets
- financial documents
- communication tools

This platform is intended to enable collaboration between the different partners at all levels: workpackages, Executive Committee, General Assembly, etc. and to trace document delivery. It should also be used as a central storage system of the project.

Its functions include scientific, administrative and financial information exchange and archiving. It will also be used to monitor the projects through appropriate tools to be developed.

SmartCow: an integrated infrastructure for increased research capability and innovation in the European cattle sector



This project has received funding from the European Union's Horizon 2020 research and innovation programme under Grant Agreement N°730924

This secured internal website shall be used during the project to avoid any excessive exchange of emails, which may saturate user's mailbox.

This Collaborative Workspace is secured by personal password and only authorized people can access this site.

The access levels are the following:

- Reader: can only read pages
- Author: can read and add pages but not edit other's pages (partners access)
- Editor: can read add and edit any pages (WP leader and General Assembly access)
- Manager: read, add pages, add/remove members and customize (European Project Manager access)

Each participant has been invited to access it and receive the login together with guidelines on its use.

NB Obligations of the partners:

- Not sharing the login/password
- Asking for new access only to authorized people working for the partner
- Providing information in advance on any withdrawal of persons working for a partner (*e.g.* temporary employees)

4.2 External communication

4.2.1 SmartCow website

The external communication will provide information on SmartCow research in order to share, assess and disseminate SmartCow data and results.

A specific workpackage (WP4) is in charge of the dissemination. Its leader (Andrea Rosati, EAAP) is working on the development of a dissemination plan and is also in charge of the conception and maintenance of SmartCow public website.

All deliverables and all documents with public dissemination level have to be put on the web site after the review by the ExCom.

4.2.2 Procedure for results dissemination

During the Project and for a period of 1 year after the end of the Project, the dissemination of own Results by one or several Parties including but not restricted to publications and presentations, shall be governed by the procedure of Article 29.1 of the Grant Agreement and Article 8 of the Consortium Agreement subject to the following provisions.

SmartCow will follow the rules for intellectual property set out by the EC, specifically

- "Background" *i.e.* partners' pre-existing know-how, while remaining the sole property of their owners, will be made available to other partners when needed for the project implementation.
- "Foreground" *i.e.* knowledge developed through the project, will be owned by the partners who have directly contributed to its creation. In case of joint ownership, a separate contract will be

drawn up and signed by the co-owners to determine their rights and obligations, and settle the IP management and exploitation rules.

Traceability of Background and Foreground information will be sought throughout the project. SmartCow will generate a constant flux of foreground between the partners, and each partner's contribution to the Foreground will be one part of the data which will be recorded.

Publications and public communications should explicitly mention the SmartCow project and acknowledge that the project received funding from the H2020 programme.

The standard acknowledge statement to be used is:

➤ **Communication activities:**

- Display the EU emblem (downloadable [here](#))
- "This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement N°730924."

➤ **Infrastructure, equipment and major results:** "This [infrastructure][equipment] [insert type of result] is part of a project that has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No N°730924."

Translations of these sentences may be used for communication activities in national languages. (official translations here: http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html)

Prior notice of any planned publication shall be given to the other Parties **at least 30 calendar days before the publication.**

Any objection to the planned publication shall be made in accordance with the Grant Agreement in writing to the Coordinator and to the Party or Parties proposing the dissemination **within 20 calendar days after receipt of the notice.** If no objection is made within the time limit stated above, the publication is permitted.

NB What does it mean?

Dissemination: sharing research results with potential users - peers in the research field, industry, other commercial players and policymakers

Exploitation: using results for commercial purposes or in public policymaking

Communication: providing targeted information to multiple audiences (including the media and the public), in a strategic and effective manner and possibly engaging in a two-way exchange



5 Glossary

PM	Project Manager
ExC	Executive Committee
WP	Work Package
RP	Reporting Period
PR	Periodic Report
PO	Project Officer
FO	Financial Officer
CFS	Certificate on Financial Statements
GA	Grant Agreement
CA	Consortium Agreement

6 Annexes

6.1 Annex 1 – Template time sheet

TIME RECORDING FOR A HORIZON 2020 ACTION		Month:	Year:																													
Title of the action (acronym):		Grant Agreement No:																														
Beneficiary's / linked third party's name:																																
Name of the person working on the action:		Type of personnel <small>(see Art. 6.2.A Grant Agreement)</small>																														
DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Reference e.g. work package																																
				</																												

6.2 Annex 2 – Deliverables list

Deliverable Number ¹⁴	Deliverable Title	WP number ⁹	Lead beneficiary	Type ¹⁵	Dissemination level ¹⁶	Due Date (in months) ¹⁷
D1.1	Construction of an exhaustive resource database	WP1	11 - IDELE	Websites, patents filling, etc.	Public	9
D1.2	Construction of an interactive map of national and regional cattle RIs across EU countries	WP1	11 - IDELE	Websites, patents filling, etc.	Public	12
D1.3	Creation of an inventory of the animal databases and research methodologies used in SmartCow RIs.	WP1	7 - TEAGASC	Report	Public	10
D1.4	Catalogue of physical samples contained within a sample bank and the person responsible for gaining access to the data/ sample bank.	WP1	7 - TEAGASC	Report	Public	10
D1.5	Catalogue of equipment and techniques practiced throughout Europe and the protocols associated with each of the pieces of equipment and techniques.	WP1	7 - TEAGASC	Report	Public	10
D2.1	Procedural Manuals	WP2	2 - SRUC	Report	Public	3
D2.2	1st Project Evaluation Report	WP2	8 - AU	Report	Public	24
D2.3	2nd Project Evaluation Report	WP2	8 - AU	Report	Public	48
D2.4	3rd Project Evaluation Report	WP2	8 - AU	Report	Public	36
D3.1	Data Management Plan	WP3	13 - Agrimetrics	ORDP: Open Research Data Pilot	Public	6
D3.2	Cloud-based data platform	WP3	13 - Agrimetrics	Demonstrator	Confidential, only for members of the consortium (including the Commission Services)	20



SmartCow

an integrated infrastructure for increased research capability and innovation in the European cattle sector

Deliverable Number ¹⁴	Deliverable Title	WP number ⁸	Lead beneficiary	Type ¹⁵	Dissemination level ¹⁶	Due Date (in months) ¹⁷
D3.3	Book of experimental methods in Ruminant Physiology	WP3	6 - FBN Leibniz	Report	Public	36
D3.4	Precised/new Animal traits for ATOL/EOL	WP3	1 - INRA	Other	Public	48
D4.1	Dissemination and Exploitation Plan	WP4	12 - EAAP	Report	Public	3
D4.2	Website created on line, & communication package	WP4	12 - EAAP	Websites, patents filling, etc.	Public	6
D4.3	Catalogue & planning of training courses and study tours	WP4	11 - IDELE	Report	Public	4
D4.4	1st Report on scientific conferences	WP4	12 - EAAP	Report	Public	24
D4.5	1st Report on training courses and study tours	WP4	11 - IDELE	Report	Public	24
D4.6	Report on the organization of the final conference	WP4	12 - EAAP	Report	Public	48
D4.7	2nd Report on scientific conferences	WP4	12 - EAAP	Report	Public	48
D4.8	2nd Report on training courses and study tours	WP4	11 - IDELE	Report	Public	48
D5.1	Optimised digestion trial protocols	WP5	5 - UREAD	Report	Public	48
D5.2	Optimised N balance procedures	WP5	5 - UREAD	Report	Public	48
D5.3	Optimised methane emission protocols	WP5	3 - WU	Report	Public	48
D6.1	Improvement of existing equations from proxies to predict animal feed efficiency and its determinants across diets and individuals for dairy and beef cattle	WP6	1 - INRA	Report	Public	48
D6.2	Development of new equations from proxies to predict animal feed efficiency and its determinants in cattle	WP6	1 - INRA	Report	Public	48
D6.3	Publication of standard guidelines for using the most promising proxies	WP6	1 - INRA	Report	Public	48



Deliverable Number ¹⁴	Deliverable Title	WP number ⁹	Lead beneficiary	Type ¹⁵	Dissemination level ¹⁶	Due Date (in months) ¹⁷
	of feed efficiency and its determinants in beef and dairy cattle					
D7.1	Guidelines for validation of sensor output	WP7	8 - AU	Report	Public	12
D7.2	Test of guidelines	WP7	8 - AU	Report	Public	22
D7.3	Algorithms for phenotyping cows	WP7	3 - WU	Report	Public	34
D7.4	Relationship between phenotypes and health, welfare and efficiency	WP7	3 - WU	Report	Public	42
D7.5	Update on algorithms for phenotyping cows	WP7	3 - WU	Report	Public	40
D8.1	SmartCow management guidelines	WP8	14 - IT	Report	Public	3
D8.2	SmartCow collaborative platform	WP8	14 - IT	Websites, patents filling, etc.	Confidential, only for members of the consortium (including the Commission Services)	5
D8.3	1st Review reports of the Scientific Advisory Board	WP8	1 - INRA	Report	Confidential, only for members of the consortium (including the Commission Services)	25
D8.4	Report on the progress in the implementation of 3R principles	WP8	2 - SRUC	Report	Public	46
D8.5	2nd Review reports of the Scientific Advisory Board	WP8	1 - INRA	Report	Confidential, only for members of the consortium (including the Commission Services)	47
D9.1	Access provision to the INRA PEB installations	WP9	1 - INRA	Report	Public	48
D10.1	Access provision to the SRUC Dairy Centre installation	WP10	2 - SRUC	Report	Public	48
D11.1	Access provision to SRUC Beef Centre installations	WP11	2 - SRUC	Report	Public	48



Deliverable Number ¹⁴	Deliverable Title	WP number ⁹	Lead beneficiary	Type ¹⁵	Dissemination level ¹⁶	Due Date (in months) ¹⁷
D12.1	Access provision to WU Carus installation	WP12	3 - WU	Report	Public	48
D13.1	Access provision to WUR-DLO Dairy Campus installation	WP13	4 - WUR-DLO	Report	Public	48
D14.1	Access provision to UREAD CEDAR installations	WP14	5 - UREAD	Report	Public	48
D15.1	Access provision to FBN EFC installations	WP15	6 - FBN Leibniz	Report	Public	48
D16.1	Access provision to Teagasc Moorepark installation	WP16	7 - TEAGASC	Report	Public	48
D17.1	Access provision to Teagasc Grange installation	WP17	7 - TEAGASC	Report	Public	48
D18.1	Access provision to AU DCK installations	WP18	8 - AU	Report	Public	48
D19.1	Access provision to IRTA EVAM infrastructure	WP19	9 - IRTA	Report	Public	48
D20.1	A - Requirement No. 1	WP20	1 - INRA	Ethics	Confidential, only for members of the consortium (including the Commission Services)	48
D20.2	A - Requirement No. 2	WP20	1 - INRA	Ethics	Confidential, only for members of the consortium (including the Commission Services)	48
D20.3	A - Requirement No. 3	WP20	1 - INRA	Ethics	Confidential, only for members of the consortium (including the Commission Services)	48
D20.4	A - Requirement No. 4	WP20	1 - INRA	Ethics	Confidential, only for members of the consortium (including the Commission Services)	3
D20.5	GEN - Requirement No. 6	WP20	1 - INRA	Ethics	Confidential, only for members of the consortium (including the Commission Services)	48

6.3 Annex 3 – Milestones list

Milestone number ¹⁸	Milestone title	WP number ⁹	Lead beneficiary	Due Date (in months) ¹⁷	Means of verification
MS1	1st Update of the interactive map of national and regional cattle RIs across EU countries	WP1	11 - IDELE	22	Updates and additional RIs inventoried on the interactive map available on the public website
MS2	2nd Update of the interactive map of national and regional cattle RIs across EU countries	WP1	11 - IDELE	34	Updates and additional RIs inventoried on the interactive map available on the public website
MS3	3rd Update of the interactive map of national and regional cattle RIs across EU countries	WP1	11 - IDELE	46	Updates and additional RIs inventoried on the interactive map available on the public website
MS4	1st Update of the inventory of the animal databases and research methodologies used in SmartCow RIs	WP1	7 - TEAGASC	22	More exhaustive list of databases and methodologies
MS5	2nd Update of the inventory of the animal databases and research methodologies used in SmartCow RIs	WP1	7 - TEAGASC	34	More exhaustive list of databases and methodologies
MS6	3rd Update of the inventory of the animal databases and research methodologies used in SmartCow RIs	WP1	7 - TEAGASC	46	More exhaustive list of databases and methodologies
MS7	1st Update of the catalogue of physical samples	WP1	7 - TEAGASC	22	More exhaustive list of physical samples contained within sample bank and person responsible
MS8	2nd Update of the catalogue of physical samples	WP1	7 - TEAGASC	34	More exhaustive list of physical samples contained within sample bank and person responsible
MS9	3rd Update of the catalogue of physical samples	WP1	7 - TEAGASC	46	More exhaustive list of physical samples contained within sample bank and person responsible
MS10	1st Update of the catalogue of equipment and techniques practiced throughout Europe	WP1	7 - TEAGASC	22	More exhaustive list of equipment and techniques

Milestone number ¹⁸	Milestone title	WP number ⁹	Lead beneficiary	Due Date (in months) ¹⁷	Means of verification
MS11	2nd Update of the catalogue of equipment and techniques practiced throughout Europe	WP1	7 - TEAGASC	34	More exhaustive list of equipment and techniques
MS12	3rd Update of the catalogue of equipment and techniques practiced throughout Europe	WP1	7 - TEAGASC	46	More exhaustive list of equipment and techniques
MS13	Research priorities established	WP2	1 - INRA	3	Priorities defined with the Stakeholder Platform for inclusion in calls
MS14	Selection panel established	WP2	2 - SRUC	3	Exhaustive list of members from inside and outside the consortium with their expertise
MS15	First call	WP2	1 - INRA	3	First call launched and promoted
MS16	Selection process established with criteria to be used	WP2	2 - SRUC	6	Manual available for use by Selection Panel
MS17	First selection completed	WP2	2 - SRUC	9	List of agreed projects for funding available
MS18	1st Revision Research priorities	WP2	1 - INRA	15	Revised priorities with the Stakeholder Platform available for inclusion in calls
MS19	2nd Revision Research priorities	WP2	1 - INRA	27	Revised priorities with the Stakeholder Platform available for inclusion in calls
MS20	Second call	WP2	2 - SRUC	15	Second call launched and promoted
MS21	Second selection completed	WP2	2 - SRUC	21	List of agreed projects for funding available
MS22	Third call	WP2	2 - SRUC	27	Second Call launched and promoted
MS23	Third selection completed	WP2	2 - SRUC	33	List of agreed projects for funding available
MS24	Inventory of Experimental Protocols	WP3	6 - FBN Leibniz	6	Compilation of experimental protocols
MS25	Prototype of the database platform	WP3	13 - Agrimetrics	12	Released of the platform and validation by a user group
MS26	1st Update of the data management plan	WP3	13 - Agrimetrics	18	Update with the project partners

Milestone number ¹⁸	Milestone title	WP number ⁹	Lead beneficiary	Due Date (in months) ¹⁷	Means of verification
MS27	2nd Update of the data management	WP3	13 - Agrimetrics	30	Update with the project partners
MS28	3rd Update of the data management plan	WP3	13 - Agrimetrics	42	Update with the project partners
MS29	1st SmartCow database users' meetings	WP3	13 - Agrimetrics	24	Organisation of workshops to collect users' needs and train them on how to use the cloud-based data platform
MS30	2nd SmartCow database users' meetings	WP3	13 - Agrimetrics	36	Organisation of workshops to collect users' needs and train them on how to use the cloud-based data platform
MS31	3rd SmartCow database users' meetings	WP3	13 - Agrimetrics	48	Organisation of workshops to collect users' needs and train them on how to use the cloud-based data platform
MS32	1st Update of the dissemination and exploitation plan	WP4	12 - EAAP	18	Update with the project partners and Stakeholder Platform
MS33	2nd Update of the dissemination and exploitation plan plan	WP4	12 - EAAP	30	Update with the project partners and Stakeholder Platform
MS34	3rd Update of the dissemination and exploitation plan plan	WP4	12 - EAAP	42	Update with the project partners and Stakeholder Platform
MS35	Publication of SmartCow newsletters 1 and 2 plan	WP4	12 - EAAP	12	Dissemination via e-mailing list and post on the public website (twice a year).
MS36	Publication of SmartCow newsletters 3 and 4 plan	WP4	12 - EAAP	24	Dissemination via e-mailing list and post on the public website (twice a year).
MS37	Publication of SmartCow newsletters 5 and 6 plan	WP4	12 - EAAP	36	Dissemination via e-mailing list and post on the public website (twice a year).
MS38	Publication of SmartCow newsletters 7 and 8 plan	WP4	12 - EAAP	48	Dissemination via e-mailing list and post on the public website (twice a year).
MS39	Trainings (face-to-face and e-learning) and study tours organised in year 1	WP4	11 - IDELE	12	Number of sessions, days, trainees trained and visitors welcomed in study tours
MS40	Trainings (face-to-face and e-learning) and study tours organised in year 2	WP4	11 - IDELE	24	Number of sessions, days, trainees trained and visitors welcomed in study tours



Milestone number ¹⁶	Milestone title	WP number ⁹	Lead beneficiary	Due Date (in months) ¹⁷	Means of verification
MS41	Trainings (face-to-face and e-learning) and study tours organised in year 3	WP4	11 - IDELE	36	Number of sessions, days, trainees trained and visitors welcomed in study tours
MS42	Trainings (face-to-face and e-learning) and study tours organised in year 4	WP4	11 - IDELE	48	Number of sessions, days, trainees trained and visitors welcomed in study tours
MS43	Evaluation of historical data for variation in digestion and N balance data	WP5	5 - UREAD	18	Report of variance in digestion and N balance measurements and pros and cons of techniques with recommendations
MS44	Evaluation of historical data for variation in methane emission data	WP5	3 - WU	18	Report of variance in methane emission and yield and recommended techniques
MS45	Results of methane and CO2 recovery tests for SmartCow respiration chambers	WP5	3 - WU	30	Report of results and recommended procedures.
MS46	Results of digestion and N balance trial procedure evaluation	WP5	5 - UREAD	48	Report with recommended procedures
MS47	Selection of identified proxies for which new samples analyses are needed to improve/ develop equations of prediction	WP6	1 - INRA	9	Preliminary descriptive analysis of existing database and sample bank
MS48	Collection of new data/ samples of different body matrices from experimental animals (WP5, IRs) to complete database	WP6	1 - INRA	18	Protocol for samples collection (number of animals, sampling conditions, number and frequency of samples, state and mode of conservation)
MS49	Selection of the more promising exploratory proxies (abandonment of the others) to predict feed efficiency and its determinants (herd and individual levels)	WP6	1 - INRA	27	Statistical analysis of data collected in extreme experimental conditions (proof of concept)
MS50	Data from AU and WU combined and ready for analysis in same database	WP7	8 - AU	12	Data and description of data format can be found in the database
MS51	Draft of guidelines send to all partners	WP7	8 - AU	8	Documents send to all partners

Milestone number ¹⁸	Milestone title	WP number ⁹	Lead beneficiary	Due Date (in months) ¹⁷	Means of verification
MS52	Algorithms for phenotyping cows developed	WP7	4 - WUR-DLO	40	Report including algorithms
MS53	Kick-off meeting organisation	WP8	14 - IT	3	List of participants and minutes
MS54	1st Annual meetings organisation	WP8	14 - IT	13	List of participants and minutes
MS55	2nd Annual meetings organisation	WP8	14 - IT	25	List of participants and minutes
MS56	3rd Annual meetings organisation	WP8	14 - IT	37	List of participants and minutes
MS57	Final meeting organisation	WP8	14 - IT	47	List of participants and minutes

