



PROMETEUS

preterm brain-oxygenation
and metabolic eu-sensing

D8.1 - Project Management handbook

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Sommario

1. Executive summary.....	3
2. List of abbreviations	3
3. Management structure.....	3
3.1 Project Coordinator	4
3.2 Executive Board.....	5
3.3 Steering Committee.....	5
3.4 Advisory Board	6
3.5 Ethics Advisor	6
3.6 Minutes.....	6
4. Communication.....	7
4.1 External communication.....	7
4.1.1 Website and social media	7
4.1.2 Dissemination	8
4.1.3 Visual identity and funding acknowledgment	8
4.2 Internal communication.....	9
4.3 Communication with EISMEA	9
5. Reporting.....	9
5.1 Continuous reporting to EU.....	10
5.1.1 Deliverables submitting process	10
5.1.2 Internal monitoring	11
5.2 Periodic reporting	12
5.2.1 Personnel costs.....	13
5.2.2 Equipment costs.....	15
5.3 Reviews.....	15
6. Payment procedures	16
7. Amendments.....	16
Appendix A - WP list e deliverables list	18

1. Executive summary

The purpose of these guidelines is to outline the management and administrative internal procedures within the Prometeus project to ensure smooth and fruitful cooperation within the Consortium for the timely delivery and quality of Prometeus results.

These management guidelines will set out the project management structure, tasks and responsibilities, and the working procedures and rules for the consortium partners. This guidebook is based on the project proposal and complements the Grant Agreement and Consortium agreement, which are the project's key reference documents.

The main audience of this guide is consortium partners. The aim is to facilitate them in managing their common activities and have a concise point of reference during the project.

2. List of abbreviations

AB	Advisory Board
CA	Consortium Agreement
EB	Executive Board
EISMEA	European Innovation Council and SMES Executive Agency
GA	Grant Agreement
MIM	Mutual Insurance Mechanism
PC	Project Coordinator
WP	Work Package

3. Management structure

Prometeus management structure is defined in detail in the Consortium Agreement.

Eleven partners connecting the worlds of universities, research centers, and SMEs participate in the project, one with the role of Affiliated Entity and one with the role of Associated Partner.

Beneficiaries are responsible for "implementing the Agreement to their best abilities, in good faith and in accordance with all the obligations and terms and conditions it sets out."¹

The structure of the Consortium, described in the figure below (fig. 1), is designed to manage the complexity of a project with a cross-disciplinary dimension and to encourage the smooth running of the activities, as well as the mutual support, consensus, collaboration, and responsibility of the participants.

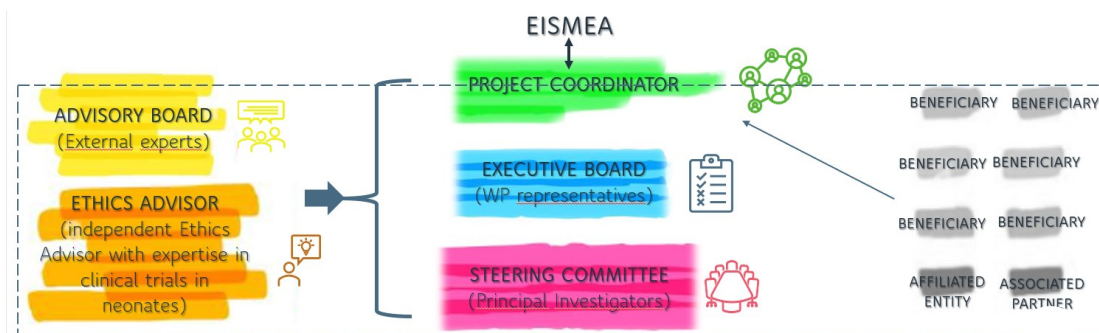


Fig. 1 Prometeus management structure

¹ GA, art. 7.



The following bodies are included in the consortium:

- **Project Coordinator (PC):** it acts as the intermediary between the Parties and the Funding Authority (represented by EISMEA). The Coordinator shall, in addition to its responsibilities as a Party, perform the tasks assigned to it as described in the Grant Agreement and the Consortium Agreement;
- **Executive Board (EB):** it is the supervisory body for the execution of the Project. EB will be coordinating the individual tasks, assuming the responsibility for the high quality of the deliverable;
 - ♦ **Work Package Representatives (WP Leaders):** they are experienced partners able to manage the tasks grouped in each WP, they ensure the performance and progress of the work package with regard to the overall work plan;
- **Steering Committee (ST):** it is an ultimate decision board, deals also with conflict resolution;
 - ♦ **Principal Investigator (PI):** they are research group leader representing each Partner;
- **Advisory Board (AB):** it assists and facilitates the decisions made by the Steering Committee and the Executive Board;
 - ♦ it is composed of **external experts** and opinion leaders who will receive periodic reports of the project and give advice to target the completion of the expected tasks;
- **Ethics Advisor:** Independent Ethics Advisor with expertise in clinical trials in neonates who will report on how the ethical issues raised by the project are addressed.

3.1 Project Coordinator

The Project Coordinator, Sabrina Brigadoi (UNIPD), will be responsible for the overall project management, ensuring that all Parties in the consortium are aware of their duties, commitments, and responsibilities and of the detailed work and results expected from them. She is supported by a management support team.

UNIPD acts as the intermediary for all communications between the consortium and the EISMEA. It is authorised to commit and negotiate on behalf of the whole Consortium.

Furthermore, it deals with daily management, such as communication activities within the consortium, scheduling meetings, monitoring the fulfillment of project objectives, the submission of deliverables, the meeting of milestones, and that the expenses incurred by each partner are in line with the budget.

In particular, the Coordinator shall be responsible for:

- monitoring compliance by the Parties with their obligations under this Consortium Agreement and the Grant Agreement;
- keeping the address list of Members and other contact persons updated and available;
- collecting, reviewing to verify consistency and submitting reports, other deliverables (including financial statements and related certifications), and specifically requested documents to the Granting Authority;
- transmitting documents and information connected with the Project to any other Parties concerned;
- administering the financial contribution of the Granting Authority to the Beneficiaries and fulfilling the financial tasks described in CA, Section 7.2;
- providing, upon request, the Parties with official copies or originals of



documents that are in the sole possession of the Coordinator when such copies or originals are necessary for the Parties to present claims.

UNIPD will also chair the Steering Committee and the Executive Board to monitor the technical coordination activities and to supervise on work-packages, planning, and control of activities, and preparation of deliverables, as well as collecting contributions from other partners involved.

3.2 Executive Board

Composition	WP Leaders appointed by the Steering Committee	
Meetings ²	Ordinary Meeting	at least quarterly
	Extraordinary Meeting	at any time upon request of any Member of the Executive Board
Substitution	Possible (Member presents a proxy statement to the chairperson of the Consortium body to attend and vote)	
Attendance quorum	two-thirds (2/3) of the Members	
Resolution quorum	two-thirds (2/3) of the votes cast (one vote/Member) ³	
Chair	UNIPD unless decided otherwise by a majority of two-thirds	

The Executive Board supports the Steering Committee in the preparation of meetings, proposes decisions and prepares the agenda, and monitors the effective and efficient implementation of the Project by collecting information on the progress of the Project activities at least every 6 months.

Information on the progress of the project activities will be collected by the Coordinator through an internal monitoring process (described in section 5.1.2) and made available to the Executive Board.

The Executive Board supports the Coordinator in preparing meetings with the Granting Authority and in preparing related data and deliverables, the content and timing of press releases, and joint publications by the consortium or proposed by the Granting Authority.

It shall seek a consensus among the Parties.

Minutes of Executive Board meetings, once accepted, shall be sent by the Coordinator to the Steering Committee Members for information.

3.3 Steering Committee

Composition	one representative of each Party - Principal Investigators	
Meetings	Ordinary Meeting	at least once a year
	Extraordinary Meeting	at any time upon request of the Executive Board or 1/3 of the Members of the Steering Committee

² Meetings of each Consortium Body may also be held by tele- or videoconference, or other telecommunication means.

Any decision may also be taken without a meeting if

- a) the Coordinator circulates to all Members of the Steering Committee a suggested decision with a deadline for responses of at least 10 calendar days after receipt by a Party and
- b) the decision is agreed by 51 % of all Parties.

The Coordinator shall inform all the Parties of the outcome of the vote. The decision will be binding after the Coordinator sends a notification to all Members. The Coordinator will keep records of the votes and make them available to the Parties on request. (CA art. 6.2.2.6 and 6.2.2.8).

³ For Veto rights, please see CA art. 6.2.4.



Substitution	Possible (Member presents a proxy statement to the chairperson of the Consortium body to attend and vote)
Attendance quorum	two-thirds (2/3) of the Members
Resolution quorum	two-thirds (2/3) of the votes cast (one vote/Member) ⁴
Chair	UNIPD unless decided otherwise in a meeting of the Steering Committee

The Steering Committee consists of one representative of each Partner. It is an ultimate decision board, and it is responsible for the execution, control, and supervision of the project activities.

In particular, the following decisions are taken by the SC⁵:

- Content, finances, and intellectual property rights
- Evolution of the consortium
- Appointments of:
 - ◆ Executive Board Members
 - ◆ External Advisory Board members

Moreover, all proposals made by the Executive Board are also considered and decided upon by the Steering Committee.

3.4 Advisory Board

The Advisory Board assists and facilitates the decisions made by the Steering Committee and the Executive Board. It is composed of external experts and opinion leaders who will receive periodic reports of the project and give advice to target the completion of the expected tasks.

The experts appointed by the Steering Committee are:

- Dr. Roger Soll (neonatologist), University of Pennsylvania School of Arts and Science;
- Dr. Garry Steil (bioengineer - glucose control expert), University of Michigan Health;
- Dr. Gary Weiner (neonatologist), Boston's Children Hospital;
- Dr. Arjun Yodh (photonic expert), The University of Vermont Medical Centre.

An annual meeting is foreseen to collect suggestions for better project implementation.

The Coordinator will ensure that a non-disclosure agreement is executed between all Parties and each AB member.

The AB members are allowed to participate in Steering Committee meetings upon invitation but do not have any voting rights.

3.5 Ethics Advisor

An Ethics Advisor with expertise in clinical trials in neonates has to be appointed by the Steering Committee. He or she will submit reports on how the ethical issues raised by the project are addressed.

3.6 Minutes

Minutes of the meetings are taken by the chairperson of each Consortium Body. They are a formal record of the key issues that are discussed, motions proposed or voted on, and activities to be undertaken.

⁴ Same as note 2.

⁵ For a detailed list, please refer to CA, art. 6.3.1.2 Decisions.



The chairperson sends the draft minutes to all Members within 10 calendar days of the meeting. If no Member, within 15 calendar days from receipt, has sent an objection by written notice to the chairperson concerning the accuracy of the draft of the minutes, the minutes shall be considered accepted (fig. 2).

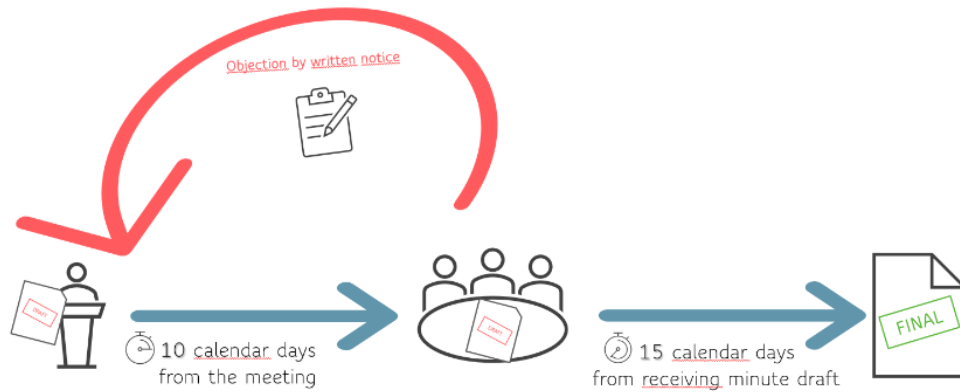


Fig. 2 Meeting minutes approval process

4. Communication

A Plan for the Exploitation and Dissemination of Results - PEDR will be developed and regularly updated with published papers, participation in seminars/conferences, activities designed for the industrial community, activities designed for the public to promote the awareness of prematurity, and the newly developed devices and report from colloquia with researchers from science and humanities to discuss the “shape” of prematurity.

4.1 External communication

Art. 17 of the Grant Agreement state also that “Before engaging in a communication or dissemination activity expected to have a major media impact, the beneficiaries⁶ must inform the granting authority”.

4.1.1 Website and social media

The website <http://www.prometeus-eic.eu>, along with social media (newsletter, social media posting), is the main communication tool to reach a wider audience of experts and non-experts.

It will contain details about the project objectives, actions, progress and results, the role of the partners, and related events.

The website will include the profiles of the coordinator and the leaders of the WPs on the web with links to their web pages.

The website will be combined with the project's social media presence. To reach different audiences, from young families to students of STEM faculties, the public at large, and professionals as neonatologists, regular Tweets using project-related popular hashtags, LinkedIn messages, Instagram pictures, and videos will be created. Keywords and hashtags associated with premature birth, nutrition, and child development will be customized to

⁶ As provided for in the CA, art 4.2, rights and responsibilities for Beneficiaries in the Grant Agreement Annex 5 -in which, among other issues, specific further provisions are defined regarding communication, dissemination, open science, and visibility-, also apply to Associated Partners mutatis mutandis as if they were beneficiaries.

maximize the promotion of Prometheus on social channels⁷.

4.1.2 Dissemination

Beneficiaries are required to disseminate project results, in open, public formats, subject to any restrictions due to the protection of intellectual property, security rules, or legitimate interests.

During the project implementation and for a period of 1 year after its end, the dissemination of own results (including jointly owned) by one of the Partners, must be prior noticed to the other Partners at least 45 calendar days before publication⁸.

The other partners may object to the publication by giving written notice within 30 calendar days of receiving the notice. If, however, no objection is made, the publication is permitted.

The beneficiaries must ensure open access to peer-reviewed scientific publications relating to their results.

Only publication fees in full open-access venues for peer-reviewed scientific publications are eligible for reimbursement.

The beneficiaries must manage the digital research data generated in the action ('data') responsibly, in line with the FAIR (Findable, Accessible, Interoperable, and Reusable) principles. They must⁹, as soon as possible:

- deposit the data in a trusted repository;
- ensure open access –via the repository – to the deposited data, under the latest available version of the Creative Commons Attribution International Public License (CC BY) or Creative Commons Public Domain Dedication (CC 0) or a licence with equivalent rights;
- provide information via the repository about any research output or any other tools and instruments needed to re-use or validate the data.

4.1.3 Visual identity and funding acknowledgment

The Prometheus logo should be used on all communication products. It is available in different colors and graphic contexts and can be downloaded from the restricted area of the project website.

All the official documents of the project (deliverables, meeting minutes, etc.) must use the templates which will be available on the project website (restricted area). The project logo must also be included in all the documents related to the project. It is available in different colors and graphic contexts and can be downloaded from the restricted area of the project website.

Moreover, being an EU funded project, all the communication materials shall use appropriate graphics (the [EIC emblem](#) with the funding statement "Funded by the European Union" and the Prometheus logo) and wording to acknowledge the support received under Horizon Europe.

Funding statement: *"This project has received funding from the European Union's Horizon Europe research and innovation programme under grant agreement No 101099093"*

⁷ To know how to connect with EISMEA on social media, please visit https://eismae.ec.europa.eu/communication-toolkit_en.

⁸ Reduced to 15 calendar days for the publication of poster presentations, slides and abstracts for oral presentations at scientific meetings. Objections within 10 calendar days. See CA 8.4.2.

⁹ For detailed information, please refer to GA, Annex 5, COMMUNICATION, DISSEMINATION, OPEN SCIENCE AND VISIBILITY (–ARTICLE 17).



Any information used in your communication or dissemination activity must be factually accurate and it must indicate the following disclaimer (translated into local languages where appropriate):

“Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or European Innovation Council And Smes Executive Agency. Neither the European Union nor the granting authority can be held responsible for them.”¹⁰

None of the partners has the right to use the logo of the other partners in advertising, publicity, or in any other way without their prior written permission.

If a publication or other dissemination activity includes results generated solely or jointly with the Associated Partner then, where applicable, acknowledgment of national funding to be provided by the Associated Partner shall be included¹¹.

4.2 Internal communication

The communication within the consortium will be carried out through:

- a restricted area in the project website with limited access to project participants only, that will be used as a repository of documents, deliverables, financial reports, logos, presentations and minutes of partner meetings, etc.;
- emails as a daily communication tool, with a general mailing list and specific ones according to issues to be addressed and to WPs and Management structure described above;
- a mailbox dedicated to the project has been set up at prometeus.dpss@unipd.it;
- distance meetings will be conducted through telecommunication services (e.g. Zoom);
- in-person meetings will be scheduled and will take place at various members institutions, starting from the Coordinator one, to facilitate knowledge exchange and partnership management.

4.3 Communication with EISMEA

Communication with the EIC Project Officer takes place via the Funding & Tender portal and the Coordinator is the only beneficiary in the consortium who should communicate directly with the PO.

In the event that the PO is contacted separately by one of the beneficiaries, then the Coordinator will also be involved.

5. Reporting

Reporting is of fundamental importance to monitor the progress of the project, the milestones achieved and, if necessary, to modify strategies and actions, where possible.

Reporting follows the project throughout its life. In addition, specific moments are dedicated to it, in which the discussion with the funding body becomes crucial for the project's continuation.

¹⁰ Please see GA art. 17.3

¹¹ See CA, art. 8.4.6.



5.1 Continuous reporting to EU

The beneficiaries must continuously report on the progress of the action in the Portal Continuous Reporting tool and in accordance with the timing and conditions it sets out.

The Continuous reporting area in the Funding and Tender Portal SyGMA was activated at the beginning of the project and will remain open during its implementation. Each Partner should implement it during the entire project life.

The continuous reporting includes:

- progress in achieving milestones;
- deliverables;
- updates to the publishable summary;
- update timely contact lists in the Participant Portal;
- response to critical risks, publications, communications activities, and IPRs.

All the information contained in the tabs is automatically compiled to create part A of the periodic Technical Report, at the moment this report is prepared.

Standardised deliverables (e.g. progress reports not linked to payments, reports on cumulative expenditure, special reports, etc; if any) must be submitted using the templates published on the Portal¹².

5.1.1 Deliverables submitting process

The coordinator must submit the deliverables identified in Annex 1 of the grant agreement, in accordance with the timing and conditions set out in it.

Deliverables are additional outputs (e.g. information, special report, a technical diagram brochure, list, a software milestone or other building block of the project) that must be produced at a given moment during the action.

The full list of deliverables, complete with the leader responsible for delivery and the date by which they must be uploaded, can be found in Annex 1 of the GA and in Appendix A of this handbook.

Deliverables are therefore subjected to an internal review process, enabling them to be delivered on time.

Due to the eminently specialised nature of most of the deliverables included in the project, each lead beneficiary will be responsible for organising an internal quality review and verification process before delivery.

If necessary, the Steering Committee may also be involved in quality control, to ensure high standards before delivery.

The following figure (fig. 3) shows the process to be followed before sending the deliverable¹³.

¹² GA, art. 21.1.

¹³ For the full process view, please refer to <https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Completing+the+Deliverables>

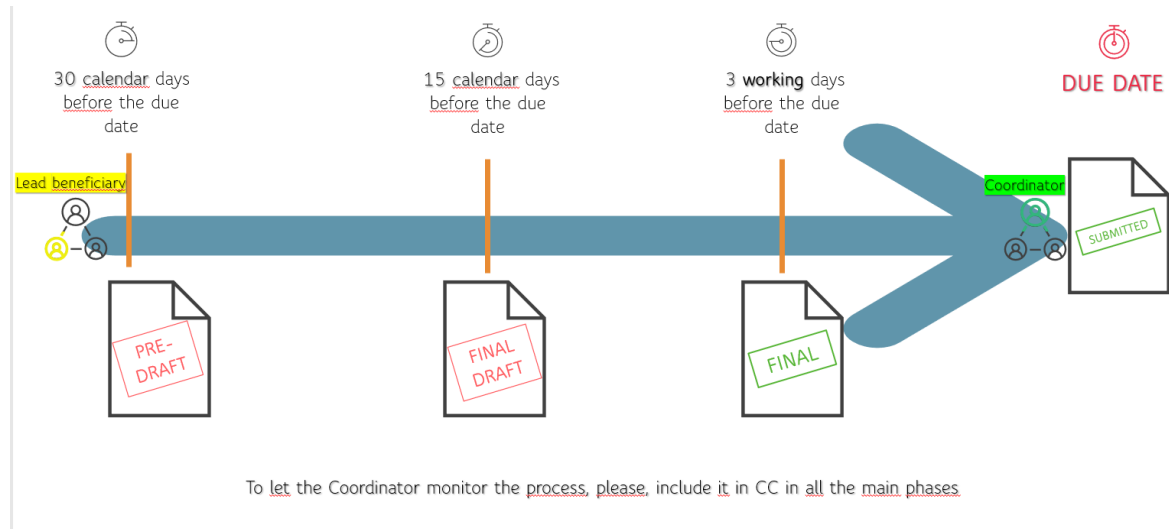


Fig. 3 Deliverable submitting process

Templates for drafting deliverables will be made available in the reserved area of the site. All partners are asked to check the final formatting and use a visual identity and a common template.

Files should be named according to a common convention to have a shared language that everyone can identify.

[Project acronym]_[document abbreviation]_[document name]_[version]

E.g. Prometheus_D8.1_Project Management handbook_v2

Here are some elements for performing a document quality check:

- Formal aspects
 - ◆ compliance to a standard format;
 - ◆ completeness of reference data;
 - ◆ indication of reviewers' comments (if any) and actions taken to comply with reviewers' recommendations;
- Content elements
 - ◆ relevance of the content of the document to its objective;
 - ◆ completeness;
 - ◆ readability.

In case of delay, the WP leader will communicate to the lead Partner and the Coordinator the situation to analyse how to address the problem and to define a new date for submission of the deliverable. The Coordinator is in charge of informing the EISMEA project officer as soon as possible.

5.1.2 Internal monitoring

In order to monitor that the project activities are carried out in accordance with the deadlines set out in the Grant Agreement and allow for any corrective actions promptly (where necessary) biannual internal reports on the activities carried out and the expenses incurred are going to be requested to all partners.

Depending on the outcome of the internal monitoring and in the event of substantial deviations from the planned activities, a variation in the schedules described will be possible.

Partners are asked to fill in a short report table every six months, to monitor the progress and possible critical issues of the action.



		Performed activities	Problems encountered	Deviations from plan	Following months plan
Partner name	M1-M6 M7-12				

A brief financial report for the major costs categories, referring also to the time commitment of the project participants will be required, too.

Partner name	Total person months	Type of expenditure	Budget	Actual costs €					Remaining
				Period 1	Period 2	Period 3...	Total	% of Total	
		Personnel costs							
		Subcontracting							
		Other direct costs							
		Indirect costs							
		Total costs							
		Total EU contribution							

Partner name	Total PM budget	WP	M1-M6	M7-M12	M13-M18	M19-M24	M25-M30	Total PM actuals	Total PM remaining
		WP1							
		WP2							
		WP3...							
		Total						0	0

A file designed for internal monitoring will be made available in the restricted area of the project website.

5.2 Periodic reporting

The action is divided into three reporting periods:

- RP1: from month **1** to month **12**
- RP2: from month **13** to month **30**
- RP3: from month **31** to month **48**

The coordinator must submit to the granting authority a periodic report within 60 days after the end of each reporting period as outlined in the Reporting timeline (fig. 4)

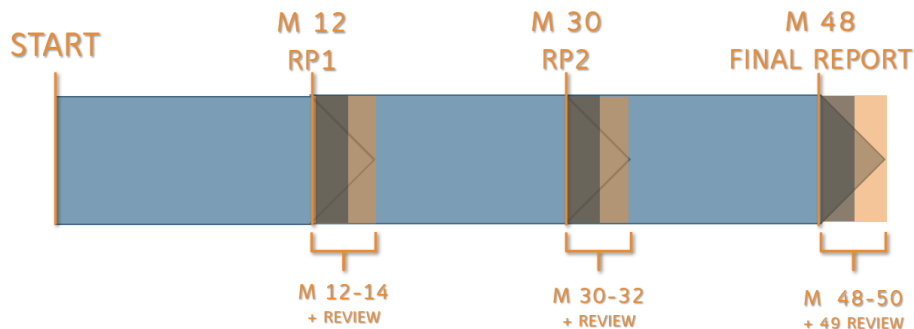


Fig. 4 Reporting and review timeline

At the end of each reporting period, a beneficiary will receive a notification to complete:

- their own Financial Statement (and the financial report of their Affiliated Entity (Third Party), if any;
- their contribution to the Technical Part of the Periodic Report (this is common for all beneficiaries in the project).

To fill in the information the beneficiary must log on to the Funding & Tenders Portal and access the relevant project.

The Technical Report deals with the explanation of the work carried out, the project's progress, and details about publication and the project's societal impact. It must be prepared using the template available in the Portal Periodic Reporting tool.

The financial statements for each Partner and Affiliated Entity, must detail the eligible costs and contributions for each budget category and be supported by an explanation of the use of resources if required.

For the final payment, any income from the action must be declared. In addition, certificates on the financial statements must be submitted by those partners requesting an EU contribution to costs of 430,000.00 euros or more.

All eligible costs and contributions incurred should be declared, even if they exceed the amounts indicated in the estimated budget.

The Coordinator reviews and explicitly approves the periodic report, includes the partners' financial statements, and submits all parts of the report together, in a single transaction. The system will consolidate the different documents¹⁴.

5.2.1 Personnel costs¹⁵

The purpose of this paragraph and the following one is to give a summary of how to calculate personnel and equipment costs, which are to be reported in the financial report of each beneficiary and an affiliated entity. For general criteria of eligibility of expenses, please see GA, Art. 6 - ELIGIBLE AND INELIGIBLE COSTS AND CONTRIBUTIONS.

Personnel costs are considered direct costs. They must fulfil the general conditions of eligibility¹⁶ and are grouped into separate categories according to the nature of the employment contract, as follows:

- a. Employees or equivalent;
- b. Natural persons working under a direct contract;
- c. Seconded persons by a third party against payment;
- d. SME owners or natural person beneficiaries.

a. Employees or equivalent are personnel working for the beneficiary under an employment contract (or equivalent appointing act) and assigned to the action.

Their cost can be calculated as follows (fig. 5):

¹⁴ For more details about periodic reporting, please visit <https://webgate.ec.europa.eu/funding-tenders-opportunities/pages/viewpage.action?pagelId=1867970>.

¹⁵ The indications contained in this section are only intended as a summary and overview of the reporting rules outlined in the GA and in official EU guides and documents. They do not replace them in any way.

¹⁶ See GA art. 6.1

$$\text{PERSONNEL COST} = \frac{\text{ACTUAL ANNUAL PERSONNEL COSTS FOR THE PERSON}}{215^*} \times \text{DAYS WORKED IN THE PROJECT}$$

* It is possible to deduct actual working days spent on parental leave from the fixed number of 215 days

Fig. 5 Personnel cost calculation

The number of day-equivalents declared for a person must be identifiable and verifiable through time records or a monthly declaration of days spent for the action.

The total number of day-equivalents declared in EU grants, for a person for a year, cannot be higher than 215, minus time spent on parental leave (if any).

Three rules can be applied for the conversion from hours to equivalent days worked in the project:

- a conversion based on the average number of hours that the person must work per working day according to his/her contract;
- a conversion based on the usual standard annual productive hours of the beneficiary, if it's at least 90% of the workable time;
- a conversion based on a fixed number of hours 1 day-equivalent - 8 hours (e.g. for beneficiaries with no reference in their contract nor standard working hours).

If the reporting period includes unfinished financial years, then the cost will be calculated as follows (fig. 6):

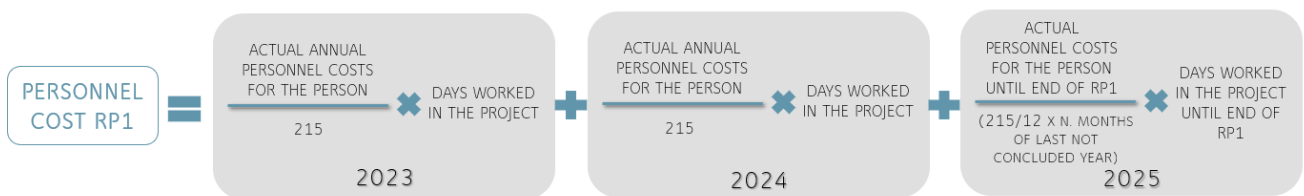


Fig. 6 Personnel cost calculation including unfinished financial years

If the beneficiary uses average personnel costs (unit cost according to usual cost accounting practices), the daily rate must be calculated using the actual personnel costs recorded in the beneficiary's accounts and excluding any costs which are ineligible or already included in other budget categories¹⁷.

b/c. natural persons working under a direct contract, other than an employment contract, and seconded persons by a third party against payment work under conditions similar to those of an employee, and usually the result of the work belongs to the beneficiary.

The cost, which must fall within the general eligibility criteria, must be calculated based on the costs incurred. These must not differ significantly from those incurred for personnel performing similar tasks under an employment contract with the beneficiary.

The calculation method is the same as for employees.

¹⁷ For further details, please refer to GA art. 6.2.

d. the work of SME owners and natural person beneficiaries not receiving a salary may be declared as personnel costs. They are calculated as unit costs. The daily rate is calculated by the EU according to this formula:

$$(\text{EUR } 5\,080 / 18 \text{ days}) = 282,22 \times (\text{country-specific correction coefficient}^{18} \text{ of the country where the beneficiary is established})$$

5.2.2 Equipment costs¹⁹

Purchases of equipment and infrastructure must be declared as depreciation costs, calculated on the basis of the costs incurred, and written off in accordance with international accounting standards and the beneficiary's usual accounting practices.

Only the part of the cost that corresponds to the percentage of use of the asset in the project and for the period in which it is used in the project²⁰ may be declared.

The formula for calculating depreciation is:

$$A/B \times C \times D$$

Where:

- A is the period in months of use of the asset for the implementation of the project from the date of delivery and/or operation and with reference to the reporting period;
- B is the depreciation period of the asset;
- C is its cost;
- D is the percentage of use of the asset for the implementation of the project, during the reporting period.

Costs for renting or leasing equipment, infrastructure, or other assets are also eligible, if they do not exceed the depreciation costs of similar equipment, infrastructure, or assets and do not include any financing fees.

5.3 Reviews

The reviews are occasions to compare and verify the work done and the progress of the project activities. They roughly coincide with the reporting periods and are carried out in the presence of external technical experts and an innovation expert as well as the PO.

They are scheduled by the Granting Authority indicatively between months 12 and 14, between months 30 and 32, and at month 49 (fig. 4).

The issues under review will be:

- the work plan implementation
- if all deliverables were completed
- if objectives are still relevant

¹⁸ The country-specific correction coefficients used are those set out in the Horizon Europe Work Programme (section Marie Skłodowska-Curie actions) in force at the time of the call (see [Portal Reference Documents](#)).

¹⁹ See note n. 14.

²⁰ The time project-related must be verifiable. Verification may occur through a use log if this is standard practice for the beneficiary.



- sound management of resources
- management procedures and methods
- beneficiaries' contributions
- potential impact
- plans for using and disseminating
- results
- eligibility of the costs claimed
- compliance with the grant agreement
- obligations.

6. Payment procedures

Payments are made in accordance with modalities set out in the GA Data Sheet (4.2). They are transferred to the Coordinator and must be distributed to the beneficiaries without unjustified delay.

- a) **Pre-financing** is distributed to partners at the beginning of the project. The 5% of the maximum grant amount is retained from the prefinancing by the granting authority and destined to the Mutual Insurance Mechanism. The amount retained for the MIM will be released and paid to the Coordinator (in accordance with the rules governing the Mechanism) at the final payment, and distributed to beneficiaries;
- b) Two **interim payments** are also foreseen 90 days after receipt of the interim report, at month 12 and month 30. They correspond to a reimbursement of the eligible costs incurred for the implementation of the action during the corresponding reporting periods. Payment is subject to the approval of the periodic report. Its approval does not imply recognition of compliance, authenticity, completeness, or correctness of its content²¹;
- c) The **final payment**, or payment of the balance, reimburses the remaining part of the eligible costs and contributions claimed for the implementation of the action. It is scheduled 90 days after receipt of the final report and is subjected to the approval of the periodic report. Its approval does not imply recognition of compliance, authenticity, completeness, or correctness of its content.

The cumulative paid amount never will be over 90% of the beneficiary's contribution, before the final payment.

7. Amendments

As a general reference, we can say that the project should be implemented as approved and described in Annex 1. However, there may be changes.

Some of them may be minor, and others may have a major impact on the project implementation, on the budget, or on the consortium.

The Agreement may be amended if the amendment:

- does not call into question the decision to award the grant;
- does not breach the principle of equal treatment of applicants to the call.

Significant project changes and deviations from the work planned must be dealt with in writing. As soon as a participant or a WP Leader becomes aware of possible changes in the project must

²¹ See GA, art. 22.3.3.



inform the Consortium and the Coordinator with a written communication, providing details about the changes foreseen:

- what is the change?
- why is it requested?
- which part of the Description of Action will be affected?
- what impact has the change in the project?

The Coordinator will inform the PO as soon as possible. The PO, after evaluating the information received may ask for further clarifications and tell if the changes are allowed under Horizon Europe and if they need an amendment²².

If the changes do not require an amendment, beneficiaries have to report the Annexes' 1 and 2 deviations in Section 5 of the Technical Report of the Reporting Period.

If an amendment is necessary, the Coordinator submits and receives requests for amendment on behalf of the beneficiaries and submits it through the Portal Amendment tool, unless the amendment is requested to change the Coordinator without its agreement. In this only case, the submission must be done by another beneficiary, acting on behalf of the other beneficiaries.

²² A list of cases in which a formal amendment is required can be found in the [AGA – Annotated Grant Agreement, art 39](#) and on the IT How to at this page <https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/How+to+prepare+an+amendment>.



Appendix A - WP list e deliverables list

WP No	WP name	Deliverable Related No	Deliverable Name	Lead Beneficiary	Type	Dissemination Level	Due Date
WP1	Brain oxygenation and perfusion (neo-opticap)	D1.1	Neo-opticap evaluation of performance	POLIMI	DEM	SEN	31/07/2025
		D1.2	WP1 Medical Device Approval Documentation	POLIMI	R	SEN	31/01/2026
		D1.3	WP1 Revision	POLIMI	R	SEN	31/01/2027
WP2	Continuous Metabolic Monitoring (wearable sensor)	D2.1	Ethics pig	QLAB	OTHER	PU	30/04/2023
		D2.2	Sensor biocompatibility results	QLAB	R	PU	31/01/2024
		D2.3	Continuous metabolic monitoring device description	QLAB	R	PU	31/01/2025
		D2.4	Training on continuous metabolic monitoring device usage	QLAB	DEC	PU	30/11/2025
		D2.5	WP2 Medical device approval documentation	QLAB	R	PU	31/12/2025
		D2.6	WP2 Revision	QLAB	R	PU	31/01/2027
WP3	Metabolic Model and neonatal in silico avatar	D3.1	Ethics rats	UGA	OTHER	PU	31/05/2023
		D3.2	Results of rats study	UGA	R	PU	31/07/2025
		D3.3	Neonatal metabolic model & avatar	UNIPD	R	PU	30/09/2025
		D3.4	WP3 Revision	UNIPD	R	PU	31/01/2027
WP4	Prometeus Nutritional Clinical Advisor (NCA)	D4.1	Nutritional Clinical Advisor Development	UdG	DEM	SEN	31/07/2025
		D4.2	Testing of nutritional clinical advisor	UNIPD	R	PU	30/11/2025
		D4.3	WP4 Revision	UdG	R	SEN	31/01/2027
WP5	Cloud-based platform (digital cloud twin)	D5.1	Specifications of the cloud app	DAVE	R	SEN	31/05/2023
		D5.2	Cloud-app Prototype evaluation	DAVE	DEM	SEN	31/01/2024
		D5.3	Communication protocol	DAVE	R	SEN	30/11/2024
		D5.4	WP5 Revision	DAVE	DEM	PU	31/07/2025
		D5.5	Testing of the cloud-based app	DAVE	R	PU	30/09/2025



		D5.6	Training video for cloud-based app usage	DAVE	DEM	PU	31/10/2025
WP6	First in human	D6.1	Ethics human	UCC	OTHER	PU	30/04/2026
		D6.2	Interim report - first in human	UCC	R	PU	31/08/2026
		D6.3	Final report - first in human	UCC	R	PU	31/01/2027
WP7	The social culture of preterm birth	D7.1	Training video for interview	UNIPD	DEC	PU	31/07/2024
		D7.2	Psychometric assessment results	UCC	R	PU	31/01/2025
		D7.3	Results on perception of medical devices	UNIPD	R	PU	31/01/2025
		D7.4	Visual&Oral Archive of prematurity release	UNIPD	R	PU	31/07/2025
		D7.5	WP7 Revision	UNIPD	R	PU	31/01/2026
WP8	Management, dissemination, exploitation and communication	D8.1	Project Management handbook	UNIPD	R	PU	31/03/2023
		D8.2	Website and project logo	UNIPD	R	PU	31/03/2023
		D8.3	Plan for Dissemination and Exploitation Including Communication Activities	UNIPD	R	PU	31/07/2023
		D8.4	Data Management Plan	UNIPD	DMP	PU	31/07/2023
		D8.8	RP1 Technical/scientific review meeting documents	UNIPD	R	SEN	29/02/2024
		D8.6	RP2 update of the Data Management Plan	UNIPD	R	PU	31/07/2025
		D8.9	RP2 Technical/scientific review meeting documents	UNIPD	R	SEN	31/08/2025
		D8.5	Final version of Plan for Dissemination and Exploitation Including Communication Activities	UNIPD	R	PU	31/01/2027
		D8.7	RP3 update of the Data Management Plan	UNIPD	R	PU	31/01/2027



		D8.10	RP3 Technical/scientific review meeting documents	UNIPD	R	SEN	31/01/2027
WP9	Ethics requirements	D9.4	OEI - Requirement No. 4	UNIPD	ETHICS	SEN	28/02/2023
		D9.1	H - Requirement No. 1	UNIPD	ETHICS	SEN	31/07/2025
		D9.2	H - Requirement No. 2	UNIPD	ETHICS	SEN	31/07/2025
		D9.3	OEI - Requirement No. 3	UNIPD	ETHICS	SEN	31/07/2025
		D9.6	OEI - Requirement No. 6	UNIPD	ETHICS	SEN	30/09/2025
		D9.5	OEI - Requirement No. 5	UNIPD	ETHICS	SEN	31/01/2027