

Kick-off meeting

Project outcome synthesis: DELIVERABLES, REPORTS, TIMING

Malgorzata Serwatka
Financial Officer, IO PAS

Project is coordinated by:

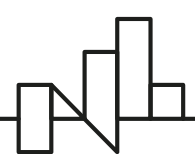


Project is implemented in partnership with:



ArcticSGD schedule

No.	Task title	Implementing institution	Start	End
1	Project synthesis and dissemination	Nord University, IOPAN, NGU, IOW	1	36
	Description	WP1 will be led by Dr. Beata Szymczycha (IOPAN) and include all activities related to management, results synthesis, reporting, and disseminating knowledge from the project. There are three primary tasks in this WP: Task 1. Project management and coordination; Task 2. Project outcome synthesis; Task 3. Project dissemination. The Leibniz Institute for Baltic Sea Research (IOW) will be an additional partner of this WP.		
2	Geology, seafloor mapping and SGD identification	Nord University, IOPAN, NGU	7	30
	Description	This WP will be led by Dr. Aivo Lepland (NGU). WP will focus on acoustic and imagery seafloor mapping, selection of sites for detailed sampling and the sediment geochemical and mineralogical characterization		
3	SGD influence on sediments and Water column biogeochemistry	IOPAN, NG	7	30
	Description	This WP will be led by Dr. Wei-Li Hong (NGU). WP is dedicated to investigation of fluid geochemistry and quantification of the groundwater and accompanying solutes fluxes to the overlying water column. The Leibniz Institute for Baltic Sea Research (IOW) will be an additional partner of this WP. The detailed description of the WP is provided in the project proposal.		
4	Benthic ecology	Nord University, IOPAN,	7	30
	Description	This work package will be led by Dr. Arunima Sen (Nord University) and will investigate the impact of SGD on benthic meio- & macro-fauna.		



WP1. Project outcome synthesis and dissemination (IOPAN, NGU, Nord University, IOW).

Months: 1-36



Task 1. Project management and coordination

Task 2. Project outcome synthesis

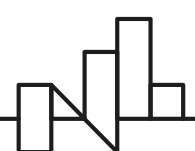
Task 3. Project dissemination

Deliverables:

- D1.1- Launching project webpage
- D1.2- Arranging annual meetings among all investigators
- D1.3- Coordinating report duties
- D1.4- Coordinating the use of research vessels and equipment
- D1.5- Supervising the progress of the Project
- D1.6- Transferring of results among the different work groups within the project
- D1.7- Presenting results to scientific communities
- D1.8- Conveying the key findings and significance to the general public
- D1.9- Meta data base and data base complete
- D1.10-Integrating all geological, biological, and geochemical results to assess our hypotheses

Milestones:

- M1.1- Routine meetings among all investigators from different countries and institutes complete
- M1.2- Three research cruises to Svalbard and LV seep complete
- M1.3- Regular reports of project progress and e-newsletters complete
- M1.4- Routine meetings and workshop among work groups in the project
- M1.5- Presentations in national/international conferences
- M1.6- Broadcasting results to the general public through social media and outreach activities
- M1.7- Publications of peer-reviewed papers in scientific journals
- M1.8- Report of preliminary assessment of Hypotheses 1-4 complete



WP2. Geology and seafloor mapping (NGU, Nord University, IOPAN).

Months: 7-30

Deliverables:

- D2.1- Identifying active and fossil SGD from the selected Svalbard fjords and Storfjordrenna
- D2.2- Surveying of SGD activity from LV seep
- D2.3- Collecting sediment cores and samples from investigated sites

Milestones:

- M2.1- Sites with active and fossil SGD identified from selected Svalbard fjords
- M2.2- Surveys of Storfjordrenna GHM complete
- M2.3- Surveys of LV seep complete
- M2.4- Bathymetry mapping of selected area complete
- M2.5- Seafloor photo mosaics at selected area from Svalbard and LV seep complete
- M2.6- Sediment cores successfully collected

WP3. Fluid geochemistry, solute fluxes in the sediments and to the water column (NGU, IOPAN, IOW)

Months: 7-30

Deliverables:

- D3.1- Collecting pore fluid samples for various analyses
- D3.2- Collecting water column samples for various analyses

Milestones:

- M3.1- Analyses of pore fluid samples complete.
- M3.2- Analyses of water column samples complete.

WP4. Benthic ecology (Nord University, IOPAN).

Months: 7-30

Deliverables:

- D4.1- Collecting and sorting animal samples from the sediment
- D4.2- Sampling of animal parts for isotopic analyses

Milestones:

- M4.1- Identifying and quantification of different meiofauna and macrofauna communities complete
- M4.2- Analyses of the stable C, N, S isotopes from the different animal parts complete



Funding

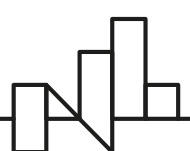


- receives financial support from the Norway Grants (85%) and the Polish national contribution (15%).
- costs are eligible if they are justified, necessary and appropriate, and directly related to the project. The eligibility of the incurred expenses expires on **30 April 2024**.

ELIGIBILITY PERIOD - the eligible costs may be borne only between the effective date of the decision and the last day of the Project's implementation. Costs in respect to which accounting documents have been issued in the final month of eligibility are also deemed to be incurred within the dates of eligibility if the costs are paid within 30 days of the final date for eligibility.

DURATION OF ARCTICSGD PROJECT:

- **start date:** 04 September 2020
- **completion date:** 03 September 2023
- **implementation period:** 36 months



Important documents / Guidelines

- EEA and Norway Grants Regulation

<https://eeagrants.org/resources/regulation-implementation-eea-grants-2014-2021>

- Guideline for research programmes

<https://eeagrants.org/resources/2014-2021-guideline-research-programmes>

- Financial Guidance

https://www.eog.gov.pl/media/89594/Financial_guidance_Sep_2018.pdf

- rules under the call documents comprising the conditions of the 'GRIEG's call

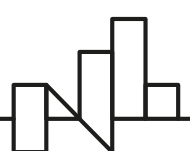
<https://www.ncn.gov.pl/ogloszenia/konkursy/grieg?language=en>

- information provided in *Partnership Agreement*

- applicable national and EU laws, including rules on competition, public procurement and state aid and the protection of personal data;

- RCNs webpage about EEA and Norway Grants programmes in Poland:

<https://www.forskningsradet.no/sok-om-finansiering/internasjonale-midler/eos-midlene/>



Costs eligibility

- Expenditure is considered to have been incurred, when the cost has been paid and the subject matter delivered (in the case of goods) or performed (in the case of services and works). Costs incurred by the Project Promoter and Partner(s) shall be documented by received invoices or possibly accounting documents of equivalent probative value and, in the case of actions implemented under competitive bidding procedures, also on the basis of signed contracts.
- The Project Promoter and the Project Partner(s) are obliged to have documents confirming the costs incurred for the Project's implementation. Documents should be prepared and kept in compliance with legislation. **The original accounting document should be described, indicating the following information: Contract No., the relevant cost category pursuant to Art. 8.3 of the Regulation, the amount of eligible costs taking into account the split of funds on an 85%/15% basis, and information about funding under the Norwegian Financial Mechanism 2014-2021.**
- Indirect costs and depreciation of equipment are considered as incurred when they are recorded on the accounts of the Project Promoter or a certain Project Partner(s).



Budget lines

The eligible project costs are direct expenditures and indirect costs (overheads).

Direct costs:

- **personnel costs and scholarships** (cost of staff assigned to the project) General rule: Most partners (such as universities, university colleges, enterprises, health authorities) from Norway, shall use the same rates for personnel costs as in H2020 projects. Norwegian partners have to follow internal rules of their entities.
- **costs of research equipment, devices and software** - Appendix No. 6 to the Contract specifies the equipment whose total cost of purchasing or manufacturing be eligible (changes require an annex*)

Other direct costs:

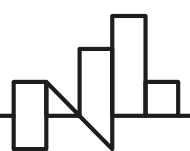
- travel and subsistence allowances (for staff taking part in the project)
- consumables and supplies
- costs entailed by other contracts
- costs arising directly from requirements imposed by the project contract for each project
- **subcontracting and cost of resources made available by third parties** Appendix No. 5 (changes require an annex*)

*** exception: equipment and subcontracting costs, referred to in Appendices No. 5 and 6 to the Contract resulting from the application of the rules on public procurement contract award, set forth in Art. 9;**



Indirect costs

- Indirect costs (overheads) shall be determined by applying a flat rate of 25% of the total direct eligible costs, excluding direct eligible costs of subcontracting and the costs of resources made available by third parties which are not used on the premises of the project promoter or a project partner, as well as financial support to third parties.
- for example: infrastructure costs, insurance, office supplies and equipment, administration and financial management, legal advice etc.



Terms and method of funds transfer

- Funds will be transferred to the Project Promoter in the form of an **advance payment** – the first tranche will be disbursed within 30 days from the date of signature of the Contract, and in the form of **interim payments** – tranches accounting for 50% of the planned annual Project budget, disbursed **twice a year** under Appendix No. 3 to the Contract.
- The Project Promoter transfers to the Partner(s) the due portion of funds pursuant to the Cost Estimate Table for Project parts for the Partner/individual Partners without undue delay, however, not later than within 15 days from the date of receipt of funds by the Project Promoter. The Project Promoter transfers the funds referred to in the preceding sentence to the Partner/certain Partner via bank transfer to the bank account referred to in the partnership agreement.



Important dates !

- If by 31 December or 30 June respectively, at least 70% of all funds received so far has not been spent, the Project Promoter is obliged to inform the NCN about this fact by submitting an electronic statement to the NCN.

The statement shall be made by:

- **15 January (if the funds have not been spent by 31 December)**
- **15 July (if the funds have not been spent by 30 June)**
- The NCN withholds the consecutive payment until the Project Promoter submits a statement in an electronic format to the extent that at least 70% of all funds received so far have been spent. The funds received and not used in a given budget year may be used in the next budget year of the Project's implementation.
- **15 November** - submission of an annex to the contract, if less than 70% of the funds received were spent by 31 October



Flexibility rule

- the transfer of funds between the budget breakdown items specified in the Appendix No. 4 up to 15% of the total eligible costs of the Project Promoter or Partner/each of the Partners, but not more than PLN 100,000, provided that the indirect costs are settled by means of percentage rate, referred to in Art. 4.6 and that the subcontracting costs represent a subcategory of other costs;



Exchange rate

- amount of project budget - according to the call documents, the value in EUR was determined according to the average National Bank of Poland's exchange rate prevailing at 17 June 2019, i.e. the day of the call announcement **(it's 4,2599* in the OSF system)**.

[source: *contract No. UMO-2019/34/H/ST10/00645 § 4. item 1*, * <https://www.ncn.gov.pl/eeanorwaygrants/faq/grieg-chat?language=en> question 28]

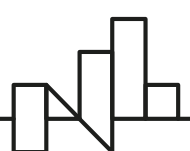
- The cost of the Project presented in the reports of the Parties from the Donor States will be calculated in Polish zloty (PLN) based on the exchanges rate of the European Central Bank in last day of reporting period.

[source: *Partnership Agreement item 7.3.7*]



Project Promoter tasks & obligations

- informing Parties in advance of any changes to the Project that affect them, monitoring compliance by the Parties with their obligations, keeping the address list of members of Steering Committee and other contact persons updated and available,
- collecting, reviewing and submitting information on the progress of the Project and reports and other deliverables to the Programme Operator, and all specific requested documents,
- preparing the meetings, proposing decisions and preparing the agenda of Steering Committee meetings,
- chairing the meetings through the Principal Investigator, preparing the minutes of the meetings and monitoring the implementation of decisions taken at meetings, transmitting promptly documents and information connected with the Project to any other Parties concerned, administering the financial contribution of the Norwegian Mechanism Funds and fulfilling the financial tasks.
- providing the Parties, upon request, with official copies or originals of documents, which are in the sole possession of the Project Promoter when such copies or originals are necessary for the Parties,
- communicating all relevant information in connection with the Project,
- preparing annual project reports and a final report based on the basis of individual reports and the supporting documents to be provided to the Project Promoter by the Parties,
- sending copies of the annual reports and the final report to the Partners as soon as they are sent to the Programme Operator.



Project Partners tasks & obligations

Reporting

- **Annual Report** (template specified Appendix No. 2a);

The annual report shall be prepared and submitted to the Project Promoter within **30 days from the date of completion of the each reporting period**. The matter subject (part D) of annual report for the previous year of the implementation of the Project shall not be required in cases where the time limit for completion of its implementation is shorter **than 6 months of the first year of the Project**. Each subsequent reporting period includes the full calendar year of the Project's implementation.

- **Final Report**

The last reporting period covers the period from the beginning of the last calendar year of the Project's implementation to the Project completion date. **The final report, together with the costs** incurred within the framework of the Project, each Party shall submit to the Project Promoter, **within 30 days** from the date of the completion of the implementation of the Project. The final report contains the report of the scientific publications including the complete list of publications related to the results of the Project and a summary of and references to all the scientific publications in relation to the results of the Project, which must be supplied no later than **30 days from the date of publication**. Publications related to the results of the Project should **include a statement on the financing from the Norwegian financial mechanism**.

[source: *Partnership Agreement item 4.1.2* ,the template specified in Appendix No. 2a of contract No. *UMO-2019/34/H/ST10/00645*]



Project Partners tasks & obligations part 2

Reporting

- **Project Sustainability Report**

The report of the sustainability of the Project shall be prepared and submitted to the Project Promoter no later **than January 5 after each year of the sustainability of the Project**. The last report of the sustainability of the Project shall be prepared and submitted to the Project Promoter no later than 30 days from the date of the completion of the sustainability period of the Project.

IN THE CASE OF IRREGULARITIES IN THE DOCUMENTS SUBMITTED BY THE PARTY, THE RESPONSIBLE PARTY IS OBLIGED TO REMOVE THEM WITHIN 7 DAYS FROM THE DATE OF RECEIPT OF THE REQUEST

[source: *Partnership Agreement item 4.1.2.* , the template specified in Appendix No. 2b No. *UMO-2019/34/H/ST10/00645*]



Reporting periods

Period I 4.09.2020 - 31.12.2020	Period II 01.01.2021 - 31.12.2021	Period III 01.01.2022 - 31.12.2022	Period IV 01.01.2023 - 03.09.2023
Annual report (without information about the project implementation progress) 30.01.2021	Annual report 30.01.2022	Annual report 30.01.2023	Final report 01.10.2023

Attention : All dates above are deadline to submit report by Project Partner to the Project Promoter.



Financial statement

FIRST REPORTING PERIOD 04 September 2020 - 12 December 2020

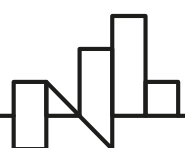
- For each reporting period, the Partner shall provide a **single financial report** prepared in accordance with the template provided in the Project Contract. Single financial report shall be prepared and submitted to the Project Promoter **no later than within 30 days** from the date of completion of the each reporting period.

Appendix No. 2c Individual Financial Statement

SPECIFICATION OF PLANNED AND INCURRED COSTS (PLN) – FINANCIAL STATEMENT							
	Item	Costs covered with project funds					
		Year		Year		Total	
		planned	incurred	planned	incurred	Planned cumulatively	Incurred cumulatively
1	Direct costs including:						
	- personnel costs and scholarships						
	- costs of research equipment, devices and software						
	- other direct costs including:						
	-- subcontracting and costs of resources made available by third parties						
2.	Indirect costs						
3.	Total costs						
I hereby declare that: <ul style="list-style-type: none"> - the information provided is complete, reliable and true - the declared costs are eligible - the costs can be substantiated by adequate records and supporting documentation that will be produced on request or in the context of checks, reviews, audits and investigations. 							

REPORT PREPARED ON

Head of the entity/A person authorized to represent the entity

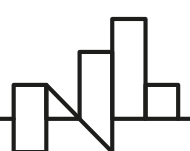


Report template

RESERCH EQUIPMENT - part G

Appendix No. 6. Equipment the cost of which is financed from Project funds under Contract No. UMO-2019/34/H/ST10/00645.

G. SPECIFICATION OF RESEARCH EQUIPMENT, DEVICES AND SOFTWARE DEPRECIATED, PURCHASED OR MANUFACTURED FOR PROJECT IMPLEMENTATION PURPOSES						
No.	Name of equipment	Number of pieces	Planned costs	Costs of research equipment, devices and software covered by project funds ⁶		
				Year	Year	SUBTOTAL
1.						
2.						
			TOTAL:			
<i>Is the equipment purchased during the project's implementation compliant with the Contract for the funding of the project? If the answer is NO, please describe the changes made and provide a rationale for them in the box below³.</i>				YES/no equipment purchase was planned /NO ¹		



Report template

PROJECT TEAM part I

I. PROJECT TEAM						
<p>Please enter all persons who participated in the project, including those who were not included in the Project funding proposal. In addition, in the case of young researchers, please indicate in the cell (Scope of project work) the type of mentoring activities undertaken and⁸ describe what these activities consisted of. Please complete the details of the planned remuneration of contractors listed below in accordance with the funding proposal and the Contract.</p>						
1. Planned number of project implementing staff						
2. Principal investigator and other project implementing staff ⁹						
1	Academic degree/ academic title	First and last name	PESEL Personal statistical No. /date of birth and country of origin	New person	Role in the project (select: Principal Investigator / contractor)	
	Scope of works under Project (please consider mentoring in the case of young scientists)	Type of position ¹⁰	No. of months with remuneration paid ¹¹		Employment status ¹²	
	Planned remuneration ¹³	Incurred personnel costs ⁶				
		Year	Year	SUBTOTAL		
	TOTAL personnel costs					
Possible explanations concerning the amount of remuneration, form of employment and changes in the composition of contractors (optional):						



Report template

OTHER COSTS part J

J. SPECIFICATION OF OTHER PROJECT IMPLEMENTATION COSTS						
Justification for other direct costs incurred by the Project Promoter and partners under the Project with cost breakdown: travel, costs of consumables, costs entailed by other contracts, costs arising directly from the requirements imposed by the project contract for each project, subcontracting and resources made available:						
No.	Description and justification for other direct costs vs. the work carried out on the project ¹⁴	Name of entity	Cost category	Costs covered with project funds ⁶		
				Year	Year	Subtotal
1.						
2.						
			TOTAL			
No.	Name and brief description of subcontracting and costs of resources made available by third parties ¹⁴	Name of entity	Planned costs	Subcontracting costs covered with project funds ⁶		
				Year	Year	Subtotal
1.						
2.						
			TOTAL			
<i>Is the sum of other costs incurred by the Project Promoter/each of the partners during the project implementation in compliance with the Contract for the funding of the project? If the answer is NO, please describe the changes made and provide a justification in the box below³.</i>				YES/NO ¹		
<i>Are the costs incurred in the subcontracting category during the project implementation compliant with the costs planned in the Contract for the funding of the project? If your answer is NO, please describe the changes made and provide a justification in the box below.³</i>				YES/NO ¹		

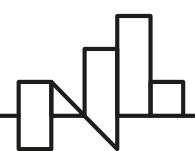
¹⁴ For consecutive items please add rows according to the table format.



Contact details

Malgorzata Serwatka

mals@iopan.pl





Thank you!

**Project financed by the Norwegian Financial Mechanism 2014–2021 (85%) and national co-financing (15%)
within GRIEG Programme
"Submarine Groundwater Discharge in a Changing Arctic Region: Scale and Biogeochemical impact"
Project No. 2019/34/H/ST10/00645**

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YouTube: EEANorwayGrants
Mail: info-fmo@efta.int

Programme Operator:

