

Summary: NATIONAL PLAN (R+D) PROJECTS 2015-2017

1. ELIGIBILITY

Expenses that have been detailed in the proposal submitted will be considered eligible provided that they are eligible under the relevant regulations. If they are not detailed in the proposal, they must be duly justified in the interim and final technical reports.

If you have any queries or if you have any other type of expenses that are not listed in this document, please contact the UGAD.

Staff expenses

- Staff expenses refer to the cost of **contracting temporary administrative and service staff/teaching and research staff** (full or part time) to work during the project and exclusively on the project.
- Training grants are **NOT** eligible.
- Staff expenses **CANNOT BE JOINTLY FUNDED** in the case of staff with contracts funded by the National Programme for Promoting Talent and Employability.

Operating costs

- **Equipment and materials:** Acquisition of scientific and technical equipment, technical software directly related to the project and bibliographic material
 - These should be acquired at the beginning of the project.
 - **Expenses cannot be claimed** for equipment and materials acquired during the **last two months of the project**.
- **Consumables:**
 - **Eligible expenses: directly related to the project:** reprography, RAM, external hard drives, keyboards, mice, webcams, increased external memory, external batteries, laboratory consumables, chemical products.
 - **Ineligible expenses:** office materials, toners, ink cartridges and CDs.
- **Travel and meal expenses** of the research team and the working team. For further information see the [travel regulations](#)
 - Meal expenses: **The maximum amount per category and country of destination is specified in the Boletín Oficial del Estado (Official Gazette of the Spanish State).**
 - Conference attendance: the aim must be to **promote and publicise the project**. To claim back the cost of attendance, it is necessary to submit a presenter certificate or an attendance certificate and the conference programme detailing the presentation given.
 - Attendance at a meeting: To claim back the cost of attendance, it is necessary to submit the minutes of the meeting or an accrediting document.

- Research visits of over three months are NOT eligible.
 - **Working meals and hospitality expenditure are NOT**
 - Parking costs can only be claimed for parking at stations/airports and periods of less than 24 hours.
 - VISA payment receipts **CANNOT** be used to claim expenses.
 - Mileage can be claimed as an expense. All journeys for which mileage is claimed will be considered to start and end at the place of work.
 - The **dates of the journey** must coincide with the dates of the activity for which the journey was made and may include travel on the day before and on the day after the activity, if appropriate.
- **Other expenses:** Expenses relating to publication in journals or open access repositories (project code must be specified), conference registration fees, short training activities for staff members. **Subscriptions to associations and/or scientific journals are NOT eligible.**

***3 quotes must be submitted for any expense equal to or greater than €12,000. Any activity or purchase requiring an expenditure of €18,000 or more must be put out to contract.**

***Expenses from projects that receive funding from the ERDF cannot be jointly financed with funds from European projects.**

2. CHANGES TO THE GRANT CONDITIONS

Any changes to the conditions under which the grant has been issued must be requested no later than **two months before** the end of the project.

Changes that may be requested are:

- Contracting of a researcher
- Withdrawal/reduction in working hours of a researcher
- Change to Principal Researcher
- Change to project location (within the same beneficiary organisation)
- Change to beneficiary organisation
- Extension of project deadline
- Withdrawal from project

Any change must be requested via Facilit@ and communicated to the UGAD.

3. PUBLIC INFORMATION, DISCLOSURE AND ACKNOWLEDGEMENT

Scientific publications, communications (in any format) and promotional activities linked to the project (seminars, conferences, websites, etc.) must include the project code and acknowledgement of joint funding from the Ministry/ERDF. Staff recruitment processes, contracting processes, and equipment and materials (among others) must also be made public.

Depending on the circumstances, the corresponding logos must also be included. [Link to full document](#)

!! Beneficiaries who fail to comply with this requirement may be required to return the full amount of the grant.

Expenses relating to promotional activities ARE ELIGIBLE, provided that they comply with the current regulations on eligibility and, in the case of publications, comply with the open access regulations.

For any queries, please contact the UGAD.

4. OPEN ACCESS

All publications resulting from projects funded by the **Spanish Ministry of Economy, Industry and Competitiveness (MINECO)** must be available via open access for a maximum of 6 or 12 months depending on the area of knowledge. [Link to full document](#)

5. REPORTS

Two different types of report must be submitted:

- **Scientific-technical report:**
 - One report to be submitted halfway through the project.
 - One report to be submitted at the end of the project.

- **Financial report:**
 - At the end of each annuity.