



Kick-off meeting of the Project

SPS G5683

"NOVEL COMPOSITES BASED ON CERIUM OXIDE NANOPARTICLES
AND CARBON ENTEROSORBENTS FOR ACUTE RADIATION SICKNESS
THERAPY"

NPD Svitlana Lyubchyk, Portugal
PPD Anatoliy Belous, Ukraine

June 15, 2020
Zoom on-line meeting

Kick-off meeting G 5683, 15 July 2020



Our Partners



NPD Prof. Svitlana Lyubchyk
Universidade Nova de Lisboa, Faculdade de Ciências e
Tecnologia, **Portugal**



PPD Prof. Anatoliy Belous
V.I. Vernadskii Institute of General & Inorganic Chemistry,
Ukraine



Co-Director Prof. Volodymyr Nikolaev
R.E. Kavetsky Institute of Experimental Pathology, Oncology
and Radiobiology, NAS, **Ukraine**



Co-Director Dr. Andrey Musatov,
Institute of Experimental Physics, SAS, **Slovak Republic**



Universitat d'Alacant
Universidad de Alicante

Co-Director Prof. Joaquin Silvestre-Albero
Universidad de Alicante, **Spain**

Project management

- Planning
- Data management
- Reporting
- Finance

Budget Payment

Documentation

- Inspection & Audit
- Useful info, links, annexes

2.3. Acceptance and Kick-off

- An initial payment for the **first six months** of project work has been transferred to the NPD's institutional account and were spread among partners.
- The SPS Office has been informed of the date of this meeting which will serve as **the start date for the project**.

2.4. Reporting and Assessment

- A reporting schedule linked to technical progress is established in the Project Plan. **A financial and technical report will be due for Milestone One within six months from the start date.** Further progress reports will be linked to technical milestones, as defined in the Project Plan.

Reporting

Event	Description	Expected date
Kick-off	Project kick-off meeting	0M, 15 July 2020
M1	First progress and Financial Report	6M
M2	Progress Report and Financial Report	18M
M3	Progress Report and Financial Report	30M
Final Report	Final technical and financial report	36M

Kick-off meeting G5683

Reporting

- In addition to formal **Progress reports**, co-directors shall keep the SPSOffice informed regularly, and upon request of the SPSOffice, with timely informal updates on project events and milestones: project meetings, purchase and installation of significant equipment, project-related conferences, publication of project-related articles or patents and etc.

Reporting

- Both informal updates and progress reports shall include high quality multimedia content in order to allow NATO to promote the project to the public: project website, professional photography and video production, or project related exhibitions or educational activities, or publication fees, may be included in the project budget

Reporting

All publications, presentations, and other externally distributed materials stemming from the MYP grant shall comply with SPS Visual Identity Guidelines
<https://www.nato.int/cps/en/natohq/129138.htm>

and

shall credit NATO support with the following or a substantially similar sentence:

This research was sponsored [in part] by the NATO Science for Peace and Security Programme under grant [XXXXXX].

Reporting

- The financial and technical progress of each project will be overseen by, the SPSAdvisor, who will be the co-directors' primary contact in the SPS Office.

In addition, the SPSOffice will, at its discretion, appoint an external evaluator with expertise in the project's technical area. Both the SPSAdvisor and the external evaluator will review progress reports and work with co-directors

2.5 Project Close-out

- After the technical activities of a project have been completed, the co-directors shall prepare a final report

Instructions and a template for final reports are in annex and must be submitted along with a final financial report including remaining **justifying documents and an account balance statement prepared by the NPD's institution.**

3. Finance

- Grantees will manage funds in accordance with the budget and other conditions of the SPS Grant Letter and with the financial regulations in place at the NATO Project Director's institution.
- NATO funds must be used only **for direct project-specific costs reflected in the project budget**. Any misuse of funds or material non-compliance with grant conditions may lead to the immediate termination of the grant and to legal action.

3.1 Budget

- **Modifications to the project budget**, within budget ceiling, are possible in the course of the project. Changes which, alone or together, are less than 5% of the overall budget **must be approved by the NPD** who must also promptly notify the SPS Office.
- **Larger changes** must be recommended by all co-directors and approved in advance by the SPS Office. All approved changes, will be incorporated into the project budget, and subsequent reporting shall reflect them
- after each Report **unspent money** are **lost... or** it is possible to propose a **change of budget** ..and “NATO will make a subsequent payment in accordance with this updated schedule.”

3.2 Payments

- Once the Grant Letter is signed and returned to NATO, NATO will transfer the initial payment to **the NPD's institution** where it must be held, as with all project funds, **in a separate account or sub-account established exclusively for this project**; NATO funds shall not be mingled with funds from any other source.

3.3 Documentation - FRF

- All payments from the project account must be recorded on the **Financial Record Form (FRF)**, contained in the budget spreadsheet.
- **FRF must be kept up to date** and ready for inspection by the SPS Advisor at any time. In addition, justifying documentation must be retained for expenses as required by the financial standards of the NPD's institution.
- **Copies** of these justifying documents in paper or electronic format **must be submitted to the SPS Office**, along with the FRF as part of the required reporting.
- These documents should be grouped by expense and each group labelled with the corresponding entry number from the FRF.
- **Original** justifying documents **should be retained by each co-director**, and approved copies by the NPD, for at least five years after the official closure of the project.

3.3 Documentation

- For equipment with an initial value of over €2,500, co-directors must, on delivery, affix a unique NATO **SPS identification label** [to be provided by the SPS Office] to the instrument itself if feasible (and if not to an associated item, for example the user's manual), and inform the NPD who will enter the details **in the property tab in the budget spreadsheet**.
- If satisfactory progress is not made, the SPS Office reserves the right to require or impose modifications to the budget or the project, or to terminate the project.

Documentation for travel

supply a copy of the relevant financial documents

- Ticket –Invoice, confirmation of payment (COP)
Boarding passes
- Hotel invoice and COP
- Travel report (short)
- Conference fee, taxis from airport, ... upon receipts only.
- If there is an advance, also must be reported.

All the missions must be approved by Co-Dirs/NPD prior the mission

If the mission is outside EAPC (The Euro-Atlantic Partnership Countries), or more than 30 days training – explicit approval from SFP Office prior the mission is required.

Documentation for purchase

supply a copy of the relevant financial documents:

- How was the vendor chosen
Purchase order, Invoice, bill and etc.
- Vindication of delivery (take over) of a commodity

Competitive binding

- For purchases of a value below 15K **in one calendar year** telephone inquiries maybe sufficient ...
- For purchases of a value over 15K CBis performed solution to pay in 2 instalments below 15K. Another solution is to distribute it into 2 calendar years.
- Major equipment over 2500€ must be marked with inventory stickers to be provided by SPSOffice.

3.5. Ineligible expenses

- salaries or related benefits
- overhead or general administrative expenses including but not limited to construction, rental or use of buildings, depreciation of equipment already available, maintenance of premises, vehicle, or consumables such as electricity and heating oil
- office equipment and supplies such as copy machines, fax machines, etc.
- general language or computer courses

4. Inspection and Audit

The financial records of the project, including an updated Financial Record Form (FRF) and justifying documents must be made available to the SPS Office upon request.

A summary consisting of the FRF and an account statement from the NPD's institution shall be made **available within one week** of the Office's request, while a reasonable delay, not to exceed four weeks, will be accorded for justifying documents.

4. Inspection and Audit

Furthermore, grant recipients shall

- provide in a timely manner any information about the grant that NATO reasonably requests;
- contribute to the monitoring, review and evaluation of NATO's granting programmes by participating in mid-term reviews, evaluation studies, surveys, workshops, audits and other activities organized for the purpose of collecting information to assess progress and results;
- make their students, researchers, and staff available to participate in the monitoring, review and evaluation of NATO's programmes, policies and processes

Knowledge Transfer

- Regular project meetings with all key participant (end users) are necessary.
- SfP Office can send a staff member or consultant or steering committee member to the meeting – therefore date, place and agenda should be announced in advance.
Participating of End-users from the beginning is recommended.
- Following the meeting a brief report is sent to the SfP Office (NPD).

Annexes

Detailed Plan of work agreed and accepted by all the Partners with description of the Partners interaction/ their responsibilities/data management plan for the foreseen reporting

CVs of the candidates for the Stipends chosen by project teams and approved by Co-Directors and their Organization

CV template for proposed stipend recipients together with back-up document [Receipt for Stipends] template

Progress report template

Final report template

Template for the Financial Record Form (FRF)