

Minutes from the first meeting with the European Project Center of the TU Dresden

1. Contractual documents

- Waiting for the contract documents (Grant Agreement and Partnership Agreement)
- Once the contracts are in place, they will be reviewed by an EPC lawyer and iterations are expected until a common agreement is reached - which results in the final contracts
- Contracts will get signed by the EPC team (They have authorization of the Chancellor and Rector)
- Once this has been done, the PSP element (= project account) is opened
 - If needed a PSP element can be open temporarily, for example in the case the partner agreement is not ready for the first in-person meeting
- Once the partnership agreement is signed it will follow an EPC Agreement, in which the financial split (EPC share and IKTP share) is also shown

2. Personnel cost

- Two ways to use the staff money:
 - Change contract of Joany - for a period of time proportionately paid by the new PSP
 - Hire another researcher -WHK or scientific officer to Michael Kobel discretion
- Time sheets must be written:
 - an own working time overview with the actually worked hours for the project
 - the time sheet for the project-executing agency
 - The exact number of days that must be fulfilled in order to receive the approved personnel costs must be listed here
 - Settlement is based on work packages
 - Approx. 75% must be signed by a person employed on the project and approx. 25% by a household financed person (own contribution).
 - If Joany is employed on the project, she can represent both persons - it only has to be separated in the time sheet according to DM-employed time and HH-employed time
- Original required:
 - The time sheets and a joint declaration (linked [timesheets](#))
 - Countersigned by Joany and the EPC i. A. for the Chancellor

3. Travel expenses

- For travelers exactly the same procedure with DRA and RKA as for other projects - just two small changes:
 - The EPC should be informed before booking a trip. Who travels? Where to go? When and over what period of time do you travel? The EPC then checks the budget
 - A travel report must be written after the trip - the original will be sent to EPC
- We get pre-financings and the coordinator manages the budget for the whole project. It is estimated now that 5 travels can be made with the project.
 - 4 times to South America?
 - 1 time within Europe?

4. Availability of funds

- Requested 32.276 € ?
- Exclusively for personnel and travel expenses
- The agreement shall specify how often and when the funds are flowing - usually two payments
 - The last 10 % of the funds come only after the end of the project - after the examination of the final report!
 - Fund call or acceptance is managed/organized by the EPC.