

ITEA Contribution rules 2014

According to Article VII.1 of the ITEA 2 Frame Agreement, all costs covered by the approved ITEA 2 budget shall be borne by all ITEA 2 Partners. This document describes the detailed ITEA contribution rules for 2014 as approved by the ITEA 2 Board in their meeting of 3 December 2013.

Responsibilities

1. The ITEA Office is responsible for calculating and invoicing the **contribution** to be paid by each ITEA 2 partner.
2. The ITEA Board is responsible for determining and approving the contribution rules and the annual **ITEA 2 contribution rate**.

ITEA 2 Contribution 2014

1. For 2014, the ITEA 2 contribution due per partner is 1.1 % of the 2014 planned cost for that partner as specified in the latest Full Project Proposal.
2. Exempted from contribution in 2014 are:
 - a. Participating universities
 - b. Partners for whom public funding has been rejected for 2014.
 - c. Partners that decided to participate at own costs without applying for public funding.

Invoicing Procedure

1. In general the ITEA Office invoices the annual contribution for each partner in ITEA 2 in advance in two six-monthly instalments: the first half (50%) of the annual contribution in January and the second half (50%) of the annual contribution in July. In specific cases invoices may also be issued later during the second half of the year.
2. Project Leaders will be informed at least one month before invoicing so that Change Requests can be proposed. Each project partner will be informed individually about the exact amount of the invoice in order to be able to report changes to the Project Leader or to request Purchase Orders if needed.
3. Changes to planned costs are taken into account only if reported to the ITEA 2 Office via a formal Change Request. Planned costs for a year may only be changed until march 31st of subsequent year. Please note that if a funding approval has to be renewed during the project duration, the invoicing will continue based on the figures defined in the latest Full Project Proposal.
4. No credit notes will be issued after invoicing to correct changes in costs; this will be corrected in the next invoicing round. However, for exceptional circumstances a credit note can be requested.

5. Exceptions:
 - No invoice will be issued before project start or before funding has been approved by the relevant Public Authorities.
 - If a project finishes in the first half of the year only one full (100%) annual contribution invoice will be issued.
6. Each contribution invoice consists of:
 - A full or 50% instalment of the annual contribution
 - A possible correction for the contribution due up to the current invoice period reflecting the latest Full Project Proposal

References

1. ITEA 2 Founding Partners, *ITEA 2 Frame Agreement* – Version 8, 25 November 2005