

Advice to Researchers Involved in H2020 Projects Affected by the Covid-19 Crisis

Overall Advice

Partners/Beneficiaries: If you cannot fulfil your obligations under the action, **please contact your coordinator ASAP, and ask your coordinator to inform the Project Officer.**

Coordinators: If you cannot fulfil your obligations under the action, **please contact your Project Officer directly ASAP.**

Detailed Advice

For Partners/Beneficiaries

If you cannot fulfil your obligations under the action due to the corona outbreak, **please contact your coordinator ASAP, and ask your coordinator to inform the Project Officer.**

The Project Officer will examine the possible application of the rules on force majeure on a **case-by-case basis** and will discuss with the coordinator a solution on how to proceed. **Please note that the EC has announced that the maximum grant amount cannot be increased.** However, an extension of the project end date or a suspension may be a possibility if agreed upon with and if deemed necessary by the Project Officer. If the corona outbreak prevents you from working on the project, no personnel costs can be claimed for work not done. Usual eligibility criteria follow, even in case of force majeure.

Meeting activities

If some of your already planned meetings have been cancelled due to the outbreak of corona, and if you cannot reclaim all of your costs upon cancellation, please contact your coordinator ASAP, and ask your coordinator to inform the Project Officer.

The Project Officer will examine the possible application of the rules on force majeure on a case-by-case basis. Please note, however, that lost travel costs may only be deemed eligible, if they fulfil the general eligibility conditions as set out in Article 6 of the H2020 MGA. When considering your claim for lost travel costs, the Project Officer or the Financial Officer may ask you to document that you have taken all necessary steps to limit any damage due to force majeure (e.g. you have tried to cancel the flight ticket or you have sought reimbursement from your cancellation insurance).

If you have a review meeting coming up in the near future, please ask your coordinator to check with the Project Officer whether the review meeting will be a physical meeting or a remote meeting. Do not book any flights or accommodation until your coordinator has checked this with the Project Officer.

For Coordinators

As coordinator, please discuss with your consortium **if the corona outbreak prevents your consortium from fulfilling your obligations** under the action. If this is the case, **please inform your Project Officer immediately.**

Your Project Officer will examine the possible application of the rules on force majeure on a **case-by-case basis** and will - together with you as the coordinator - discuss a solution on how to proceed. **Please note that the EC has announced that the maximum grant amount cannot be increased.** However, an extension of the project end date or a suspension may be a possibility if agreed upon with and if deemed necessary by the Project Officer. If corona prevents your consortium from working on the project, no personnel costs can be claimed for work not done. Usual eligibility criteria follow, even in case of force majeure.

Coordinators who have opted for admin support from the Research Support Office (please see contact details at the bottom) are asked also to keep the Research Support Office informed of any communication with your project officer. Please also feel welcome to ask for our assistance on the matter.

Meeting activities

If some of your already planned meetings have been cancelled due to the outbreak of corona, please check whether your beneficiaries are able to reclaim some or all of their travel costs upon cancellation. If this is not the case, please inform your Project Officer immediately who will examine the possible application of the rules on force majeure on a case-by-case basis. Please note, however, that lost travel costs may only be deemed eligible, if they fulfil the general eligibility conditions as set out in Article 6 of the H2020 MGA. When considering your claim for lost travel costs, your Project Officer or the Financial Officer may ask for documentation that all necessary steps have been taken to limit any damage due to force majeure (e.g. the beneficiary has tried to cancel his/her flight ticket or has claimed reimbursement from the cancellation insurance). Please inform your beneficiaries of this.

If you have a review meeting coming up in the near future, please check with your Project Officer if the review meeting will be a physical meeting or a remote meeting. Inform your beneficiaries not to book any flights or accommodation until your Project Officer has confirmed whether the meeting will be a physical or a remote meeting. Once informed by your Project Officer, inform your beneficiaries immediately and accordingly.

Periodic Reporting

In your next periodic report, please remember to include any deviations from Annex I and Annex II caused by the corona outbreak in section 5.1 of the periodic technical report. Moreover, please remember to explain any deviations in claimed PMs or costs caused by the outbreak of corona in section 5.2 of the report. Explanations may also be needed for the financial statement and for the section on Use of Resources.

For MSCA-IF

If you cannot fulfil your obligations under the action as planned due to the corona outbreak, **please contact your supervisor and the Research Support Office** (see contact details at the bottom) **ASAP. Do not forget to inform your Project Officer.**

Your Project Officer will examine the possible application of the rules on force majeure on a **case-by-case basis** and will discuss a possible solution on how to proceed. **Please note that the EC has announced that the maximum grant amount cannot be increased.**

If you consider a suspension of your project, please contact the Research Support Office and your Head of Department in order to discuss possible alternative solutions as a suspension will have financial impact on the department and on AU.

IMPORTANT NOTE

If the corona outbreak prevents you from working on the project according to your regular plan, now would be a good time to write or update your Data Management Plan.

[For MSCA-ITN:](#)

The above advice for MSCA IF is also valid for ITN beneficiaries and coordinators.

FAQ

What do I do if I cannot work on my project as planned?

Start a dialogue with your supervisor or coordinator. Write an article or start writing your next report for your project could be an option. Anything written now is time saved come reporting time. Read up on relevant articles, etc.

Can I register my hours when working from home?

Working from home under the COVID-19 situation is considered the same as working from home under normal conditions. All hours on related project work must be registered in the timesheet as usual.

The FAQ will be continuously updated.

Contact information - Project Administration Team

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