GENE-SWitCH

The regulatory GENomE of SWine and CHicken: functional annotation during development

Deliverable D7.1
Project Management Guidelines

Deliverable leader: IT

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Research and Innovation Action, SFS-30-2018-2019-2020 Agri-Aqua Labs

Duration of the project: 01 July 2019 – 30 June 2023, 48 months

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1. Summary

The project management guidelines are a practical reference guide intended for the workpackage leaders and for all the consortium partners of GENE-SWitCH.

The management guidelines will be available on the collaborative platform, and will be updated when necessary.

- **Objectives:** This document aims to provide information about the project structure, management and reporting activities as well as the different procedures required for the smooth running of the GENE-SWitCH project. It allows partners to have a better understanding of the procedures within the project.
- **Method:** These Management guidelines are based on and complying with the following reference documents: 1. The GENE-SWitCH Grant Agreement

  2. The Consortium Agreement

  3. The Annotated Model Grant Agreement
- **Main Results:** This document has been divided into seven section with glossary and additional annexes:

  1. GENE-SWitCH summary
  2. Management structure
  3. Deliverables and Milestones
  4. Project reporting and reviews
  5. Financial issues
  6. Annual meetings
  7. Communications best practices
- **Teams involved:** INRA Transfert and INRA

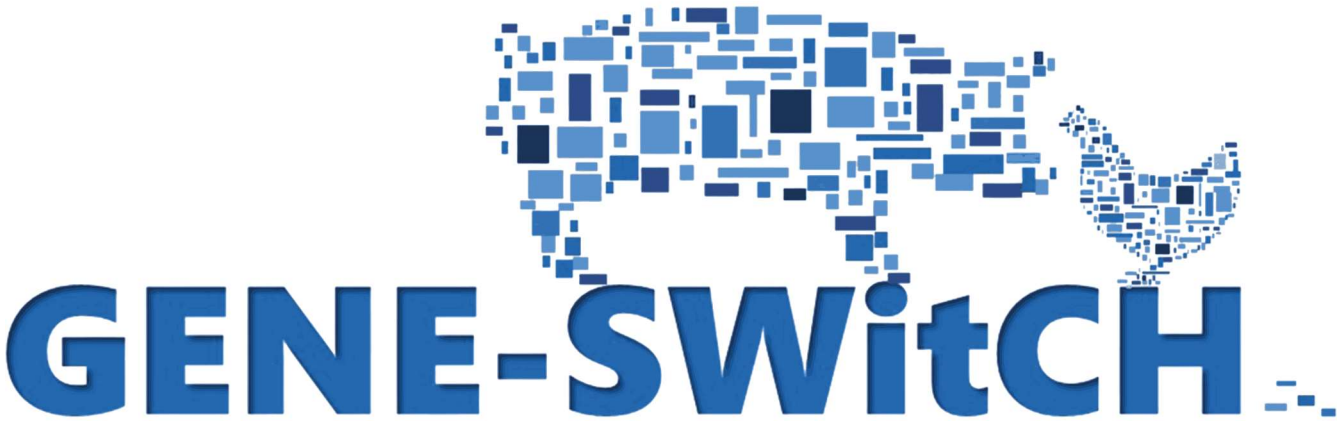
2. Introduction

The project management guidelines are a practical reference guide intended for the workpackage leaders and for all the consortium partners of GENE-SWitCH. This document aims to provide information about the project structure, management and reporting activities as well as the different procedures required for the smooth running of the GENE-SWitCH project.

It allows partners to have a better understanding of the procedures within the project.

The management guidelines will be available on the collaborative platform, and will be updated when necessary.

3. Project Management Guidelines



The regulatory GENomE of SWine and CHicken: functional annotation during development

GENE-SWitCH:

Project Management Guidelines

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1. About GENE-SWitCH

1.1. Project Summary

Project title: GENE-SWitCH: The regulatory **GEN**om**E** of **SWi**ne and **CH**icken: functional annotation during development

- **Horizon 2020 – Grant agreement number:** 817998
- **Call:** H2020-SFS-2018-2
- **Work programme topic:** SFS-30-2018-2019-2020 Agri-Aqua Labs
- **Type of action:** Research and Innovation Action (RIA)
- **Duration of the project:** 48 months, from 01 July 2019 to 30 June 2023

GENE-SWitCH aims to deliver new underpinning knowledge on the functional genomes of two main monogastric farm species (pig and chicken) and to enable immediate translation to the pig and poultry sectors. The activation status of functional genome sequences varies across time and space, and in response to environmental perturbations. In full coordination and synergy with global effort and ongoing projects of the Functional Annotation of Animal Genomes (FAANG) community, we will characterize the dynamics ("switches") of the functional genome from embryo (chicken) and fetus (pig) to adult life by targeting a panel of tissues relevant to sustainable production. New expression QTL data in pigs and existing high-resolution QTL data in chicken will be used for developing innovative genomic predictive models that integrate functional annotations, and these models will be validated in commercial pig and poultry populations. In addition, nutritional epigenetic data will allow evaluation of the influence of maternal diet on the epigenome of the pig fetus and whether such effects persist until post-weaning. These openshared datasets will conform fully with FAANG standards and add valuable knowledge on genetic and epigenetic variation of functional elements to FAANG. A comprehensive plan of dissemination and outreach activities to a large audience of stakeholders will be implemented. The GENE-SWitCH consortium brings together partners representing pan-European excellence (including the academic institutions which pioneered FAANG) and world-leading animal breeding and biotech industry in a true co-creation effort. Overall, GENE-SWitCH will contribute to the global FAANG effort considerably, demonstrate how functional annotation of genomes can foster the advancement of genomic selection for immediate benefit to the breeding industry, and produce cutting-edge research paving the way to new studies and strategies for sustainable productions.

1.2. Project Consortium

1.2.1 Documents of reference

The consortium is ruled by two agreements. The **Grant Agreement (GA)** which is an agreement between the European Commission (EC) and all the beneficiaries (partners) of the project, and the **Consortium Agreement (CA)** between all the beneficiaries. **Both documents will be available on the collaborative platform.**

The Grand Agreement is composed of:

- **Terms and Conditions**
- **Annex 1:** Declaration of Action (DoA), (part A and Part B, WP description, deliverables, narrative part of the project, resources, third parties, ethics)
- **Annex 2:** Estimated budget for the action
- Annex 3: Accession Forms
- Annex 4: Model for the financial statements
- Annex 5: Model for the certificate on the financial statements
- Annex 6: Model for the certificate on the methodology

1.2.2 Partners

The GENE-SWitCH consortium gathers together eleven organisations (Table 1) and involves four third parties and subcontractors.

Table 1: GENE-SWitCH consortium partners

N°	Participant organisation name	Short name	Country
1	Institut national de la recherche agronomique	INRA	France
2	INRA Transfert	IT	France
3	University of Edinburgh	UEDIN	United Kingdom
4	Wageningen University	WU	The Netherlands
5	European Molecular Biology Laboratory	EMBL	Germany
6	Uppsala Universitet	UU	Sweden
7	Diagenode	DIAGEN	Belgium
8	European Forum of Farm Animal Breeders	EFFAB	The Netherlands
9	European Federation of Animal Science	EAAP	Italy
10	Hendrix Genetics	HG	The Netherlands
11	Institute for Food and Agricultural Research and Technology	IRTA	Spain

2. Management structure

This paragraph is based on the Grant Agreement, Annex1-part B, section 3.2 and on the Consortium Agreement section 6.3.

2.1. European Commission – Research Executive Agency

The Research Executive Agency (REA) is an executive agency of the European Commission and assists the Commission with projects' follow-up. The role of the REA Project Officer (PO) is to monitor the implementation of the project according to the DoA.

The PO for GENE-SWitCH is Vanessa Campo Ruiz (REA).

The Administrative and Legal Officer assists the PO on financial and legal matters, e.g. eligibility of reported costs, amendments of the Grant Agreement, etc. The PO needs to be informed by the Consortium, **only via the Coordinator**, if any changes or deviations occur. The Financial Officer will oversee the financial aspect of the project.

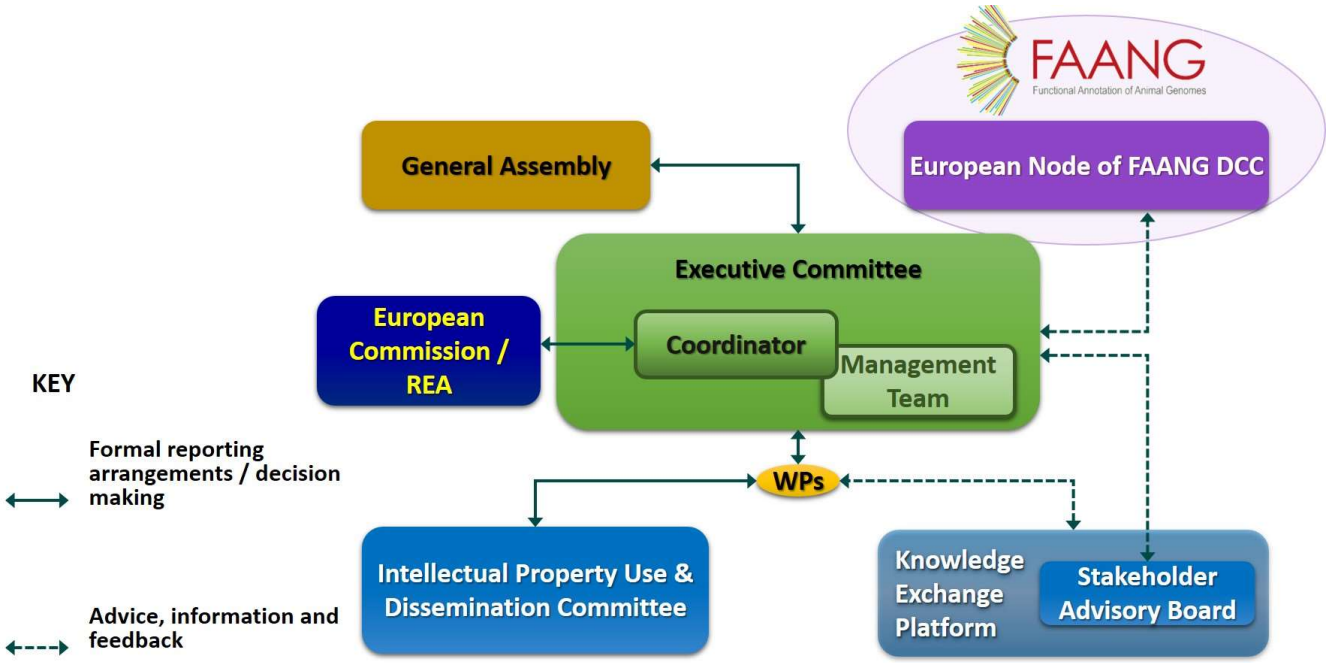

Figure 1: GENE-SWitCH governance

2.2. Coordination

The Coordinator of the project is INRA, represented by **Dr. Elisabetta Giuffra**. Her primary role is to represent the Consortium to the EC as well as to promote and supervise the overall technical, financial and scientific progress of GENE-SWitCH. She is supported by the Management Support Team for the administrative tasks.

She will be responsible for (i) chairing the Executive Committee (ExCom) and the General Assembly and taking all actions to enable proper decision-making by these decision bodies; (ii) ensuring operation of the project: work plan maintenance, monitoring project progress, analysing results, problems and consequences for planned activities; (iii) writing periodic reports on progress of the project, partners' activity; (iv) submitting all required progress reports, deliverables and financial statements to the EC; (v) communicating all information in connection with the project to the Commission and (vi) transferring the advance payments and further payments to the participants as per the provisional budget and the actual expenses approved by the General Assembly.

2.3. General Assembly

The General Assembly is the decision-making body of the project. Chaired by the project Coordinator, it is composed of one representative per partner, each having one vote for decision making. Third parties' representatives may participate to the General Assembly meetings as invited persons with no voting right.

The General Assembly will be responsible for the strategic and political orientation of the project, i.e. overall direction of all activities (research, dissemination and management) and re-

orientation whenever necessary (budget revision, incorporation of new contractors, measures towards defaulting partners). In addition, the General Assembly will analyse performance indicators, activity dashboard and all other relevant information provided by the Executive Committee (ExCom).
Meetings of the General Assembly are held once a year, unless the interest of the project requires intermediate meetings. In this case, the meetings are held by decision of the Coordinator or by at least 50% of its members. The General Assembly makes decisions upon simple majority with a casting vote for the Coordinator, in the case of equality of votes. The secretariat of the General Assembly is ensured by the Management Team.

2.4. Executive Committee

The Executive Committee (ExCom) is the decision-implementing body of the project. It is made up of the leaders and deputy leaders of each workpackage (WP) and chaired by the coordinator. The Executive Committee will be in charge of the operational management of all of GENE-SWitCH activities. It will also prepare the documentation for the General Assembly (concerning the description of work, budget and allocation of the contribution, etc.), ensure that the decisions of the General Assembly are properly implemented, integrate and develop implementation and follow-up strategies for recommendations received from the Intellectual Property Use and Dissemination Committee, from the European Node of the FAANG DCC and from the Advisory Board.

The ExCom will also monitor the progress of the work in the various workpackages towards the planned objectives, within the budgets and timelines agreed and will survey ethical and gender issues. The ExCom will supervise the work of the Management Support Team including quality control and preparing meetings with the Commission, including preparation, review and submission of deliverables.

It is composed of the following persons:

WP	WP Leaders	Deputy WP Leaders
WP1	Dr. Celine Sabatel – DIAGEN	Dr. Hervé Acloque – INRA
WP2	Dr. Mick Watson – UEDIN	Dr. Fiona Cunningham – EMBL
WP3	Dr. Guy Cochrane – EMBL	Dr. Andrea Rosati – EAAP
WP4	Dr. Marco Bink – HG	Dr. Mario Calus – WU
WP5	Prof. Jerry Wells – WU	Dr. Elisabetta Giuffra – INRA
WP6	Dr. Tessa Brinker – EFFAB	Dr. Andrea Rosati – EAAP
WP7	Dr. Elisabetta Giuffra – INRA	Camille Benard – IT

Meetings of the ExCom will be **held twice a year**, unless the interest of the projects may require intermediate meetings. The ExCom makes decisions upon simple majority with casting vote for the Coordinator, Dr. Elisabetta Giuffra, in case of equality of votes. It is also the responsibility of the ExCom to identify and assess risks and provide their contingency plans.

This Executive Committee will work interactively by communicating using the ExCom mailing list and a dedicated space on the collaborative platform.

2.5. The European Node of the FAANG Data Coordination Centre (EU FAANG DCC)

Building around the already existing core of the FAANG Data Coordination Centre (FAANG DCC), the European Node of the FAANG DCC (EU FAANG DCC) will be led by EMBL. It will bring together the representatives of all the H2020-SFS30 funded projects and gather other European FAANG-related projects on domesticated animal species with the representatives of other FAANG projects globally (see tasks T3.1 and T7.4 in the DoA). The EU FAANG DCC will build on the existing network ensured until April 2020 by the COST Action FAANG Europe.

It will work as a consulting group for overseeing clustering activities meant to coordinate mutual efforts and facilitate new emerging collaborations with other groups. The EU FAANG DCC representatives will communicate regularly by teleconference and hold face to face meetings when possible to coincide with livestock conference events. This collaborative effort would be represented through inter-connection of each of the project websites.

2.6. The Intellectual Property Use and Dissemination Committee (IPUDC)

The Intellectual Property Use and Dissemination Committee (IPUDC) members will include, among others, technology transfer specialists and lawyers. The IPUDC will advise on the management of knowledge, intellectual property and other innovation-related activities arising during the project. The IPUDC will also monitor the implementation of the principles governing intellectual property rights which will partially be covered by the Consortium Agreement dispositions. The IPUDC will:

- Propose to the Executive Committee the updating of the Pre-Existing Know-How list;
- Assist in identifying knowledge that could be the subject matter of protection, use or dissemination, based on publications and activity reports issued by activity leaders;
- Assist the partners in proposing measures in connection with the protection of foreground (knowledge produced by the project) and their dissemination;
- Submit on demand a proposal to the ExCom and to the concerned partners on the allocation of co-ownership shares over knowledge obtained by several partners. It shall propose solutions to the concerned partners in case of co-ownership issues between different partners having different policies and shall endeavour to resolve possible conflicts related to intellectual property rights.

One of the first IPUDC actions will be to establish a set of guidelines that will be communicated to the project beneficiaries and that will summarize the rules for the handling of Results before publication, reports and deliverables under review and the technology transfer procedure. A dedicated IPUDC space will be included in the GENE-SWitCH collaborative platform to provide parties with the forms to i) easily submit permission to publish requests and ii) request for patent application.

2.7. The Stakeholder Advisory Board (SAB)

The Stakeholder Advisory Board (SAB) includes the representatives of the breeding companies involved in Pillar 2 and otherwise be as much as possible inclusive for the different types of stakeholders identified in the dissemination and exploitation plan. This group will provide direct advice, quality assurance and will contribute to shape the research agenda of GENE-SWitCH. Their advice on how to maximise outcomes' impacts and how to exploit the most promising results for transfer will be particularly valuable for the GENE-SWitCH consortium. The SAB members will also support the project dissemination, notably by providing advice on the main topics of interest for training events and by acting as 'ambassadors' in the further dissemination of results to their respective networks.

The SAB will be guided by the Executive Committee and participate in the meetings of the General Assembly once a year.

2.8. The Knowledge Exchange Platform (KEP)

The Knowledge Exchange Platform (KEP) is a unique platform for cooperation and collaboration with representatives of stakeholders from outside the project (knowledge institutes, pig and chicken breeding and feed industry, pig and poultry producers, animal welfare groups, consumer associations, policy makers) which express a stake or view at a certain moment of

the project and are willing to share these with the project partners during stakeholders' meetings and consultations. It also integrates the members of the SAB. The KEP serves as the key forum for stakeholders to interact with the project and thus ensure that the full diversity of relevant stakeholders' perspectives, demands, concerns and needs is captured and integrated in the entire work cycle of GENE-SWitCH with the aim of enhancing its value and impact. The KEP will also maximise the flow of information to and from the project to enhance knowledge transfer and effective and timely uptake of GENE-SWitCH outcomes.

The KEP will be to (i) ensure that experts' and practitioners' views and needs in terms of knowledge, technology development and services are included/taken into account throughout the duration of the project and thus guarantee an effective two-way communication, (ii) assist to disseminate the results generated by the research effort.

The KEP will meet in dedicated meetings, approximately four times in the course of the project, by relying on stakeholders' participation to main international conferences and events. The KEP will also be solicited through questionnaires and through the participation in workshops organised by the GENE-SWitCH project (maximum one questionnaire and one workshop per year).

This group will have a flexible membership and will include representatives from all GENE-SWitCH targeted audiences.

2.9. The Management Support Team

The Management Support Team will ensure the daily administrative work and handling the project logistics. Provided by INRA Transfert, this team will be made up of a project manager, supervised by a consultant and assisted by a project administrator whenever necessary.

Management tasks performed by INRA Transfert (IT) should be understood as ensuring the project administrative tasks and thereby providing support to the coordinator.

The Management Support Team is in particular responsible for:

- Project administration (including planning, preparation and follow-up of the meeting, meeting minutes)
- Consolidation of the annual Project reports
- Financial administration (monitoring of expenses against budget allocations, consolidation of financial summary sheets, etc.)
- Consolidation and control of the annual cost claims according to the contractual requirements, their conformance with the work done and the audit certificate to be produced by the parties.
- Assistance to individual project parties on specific administrative issues
- Communication facilities and coordination (web-based collaborative tool).

3. Deliverables and Milestones

The project includes 42 Deliverables (D) and 35 Milestones (MS). They will be prepared using the templates and following the instructions provided by IT and will be available on the collaborative platform.

3.1. Deliverables

Deliverables represent **verifiable contractual outputs of the project that are submitted officially** to the Agency / Commission upon completion.

The EC payment can be conditioned by the timely submission of project deliverables and their compliance with quality requirements. Project reviewers will thus be in charge of evaluating project deliverables and providing the Agency / Commission with an evaluation report.

It is therefore essential that project deliverables are produced and submitted in time and with a high quality standard, to be evaluated by the WP leader and the Coordinator as detailed in **Figure 2** below, to ensure that the project runs according to plan and to secure payment from the Agency / Commission.

Deliverables will be produced in each WP during the project lifetime. GENE-SWitCH project deliverables are listed according to the workpackage (WP) in which they will be produced in the DoA and are presented in annex 1 to this document. **The timetable of deliverables is detailed in figure 3.**

Deliverables are most often written reports but can also take other forms such as prototype, molecular data, protocol setting up, software, etc. Even if the deliverable is not a written report, a written document must be produced and sent to the Agency / Commission to outline the nature of the deliverable.

For example, if the deliverable is a piece of software, a report describing the software (its conception, functionalities etc.) must be submitted to the Agency / Commission as the deliverable.

NB Each partner must be aware of the deliverables to which they contribute.

As deliverables are defined in the contract, any change to these deliverables is subjected to a revised version of the DoA by the Coordinator and the Project Manager (PM) and has to be approved by the Agency / Commission.

A general process of deliverables production is needed in order to help the WP leaders and deliverable leaders to prepare and finalise GENE-SWitCH deliverables in a timely and efficient manner (Figure 2). **The project manager** will send reminders of upcoming Deliverables to WP leaders every month, and make available the Deliverable Template (Annex 2) on the collaborative platform.

Step 1: The deliverable leader prepares a plan for the deliverable and circulates it to the relevant **WP leader, task leader and all other partners directly contributing to the deliverable**. This plan should include a draft table of contents, the expected contributions per partner, the timing for contributions etc.

The deliverable leader writes the deliverable using the deliverable template and includes the contributions of the involved partners in a harmonized fashion (same styles etc).

The deliverable leader sends the draft deliverable to the involved partners for their feedback and comments and integrates this feedback thereafter.

Step 2: The deliverable leader sends the final draft to the **WP leader** for his feedback and potential modifications. These exchanges may take some time so we advise deliverable leaders to send to the WP Leader the final draft **at least 1 month before** the deliverable due date to the Agency / Commission. The deliverable leader should complete the deliverable check list (Annex 2 of this document) before sending the final draft to the WP leader.

Step 3: The WP leader sends the final draft of the deliverable to the Project Coordinator and the Project Manager **at least 2 weeks** before the deliverable due date. The Project Coordinator, with potential support from the ExCom, has 2 weeks to review the deliverable and send back any comments to the WP leader.

Step 4: The Coordinator submits an electronic copy of the deliverable to the Agency / Commission in due time. The final version of the deliverable will be made available on the GENE-SWitCH collaborative platform. Only public deliverables will be published on the general GENE-SWitCH website.

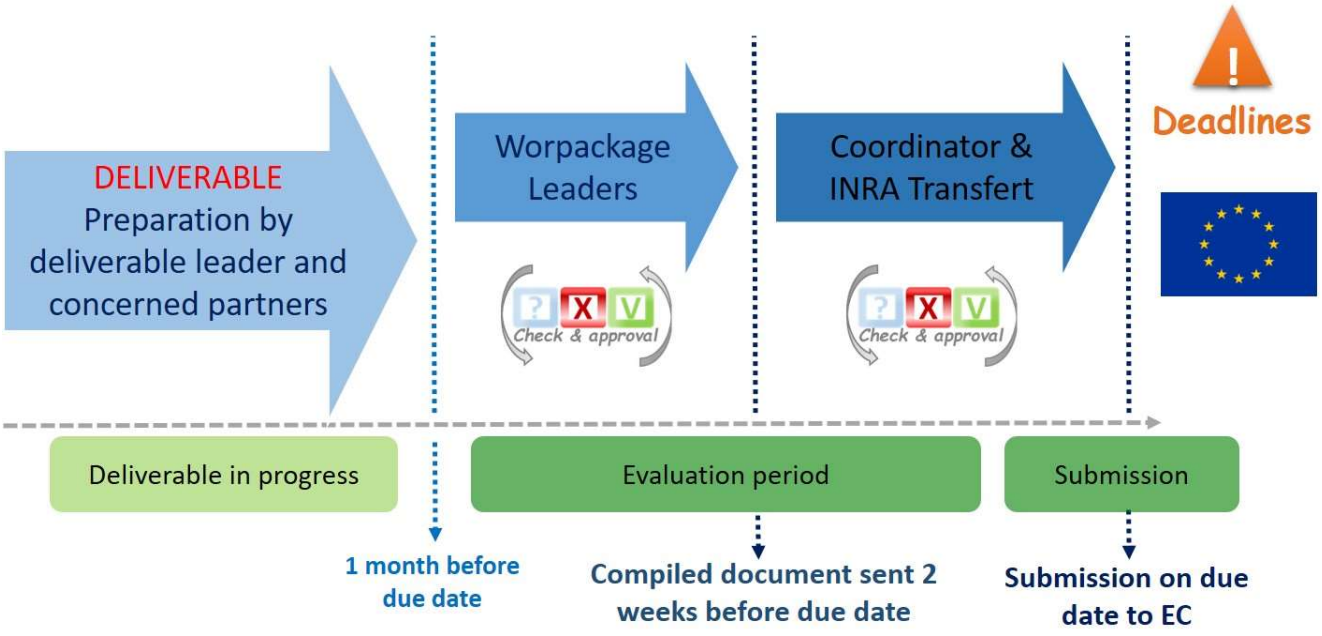

Figure 2: Deliverables production process

NB If any item which may affect or delay the production of the deliverable (such as work delayed at contributor's organisations, content no longer relevant to the initial description, change in the contributors, etc.) is identified, inform as soon as possible and at the latest 1 month before the deliverable due date, the Coordinator (elisabetta.giuffra@inra.fr) and the Project Manager (camille.benard@inra.fr).

If necessary, present an adequately justified request to the ExCom to postpone the submission of the deliverable at a later specific date. However, they should be aware that such request could be refused by the ExCom, which as a consequence may take the decision to reallocate the specific budget.

NB Role & Responsibilities

The Deliverable leader is responsible for:

• Producing a deliverable plan including a draft table of contents, expected contributions per partners, timing for contributions, etc.

• Overseeing the quality and nature of the contributions provided by contributors and authors of the deliverable.

• Ensuring that the deliverable is produced in line with the DoA and is submitted in due time to the WP leader for the evaluation process.

The WP leader is responsible for:

• Defining the deliverables of their WP in consultation with their WP partners and designating a suitable deliverable leader and providing this information to the PM.

• Overseeing the timely production of each deliverable by the designated deliverable leader.

• Evaluating the deliverable submitted in final draft format by the deliverable leader and endorsing its quality before submitting it to the Coordination and the PM.

• Overseeing any revising the deliverable further to the evaluation process initiated by the PM.

The Project Manager is responsible for:

• Providing a deliverable template and guidelines on deliverable submission in the project.

• Following up the production and evaluation of project deliverables.

• Sending reminders when necessary.

• Making deliverables available to all partners, by publishing it on the collaborative platform.

The Coordinator is responsible for:

• Following up the evaluation and endorsement of project deliverables.

• Submitting electronically the project deliverables to the Agency / Commission.

3.2. Milestones

Milestones are control points in the course of the development of an achievement or a product, and points where decisions about next steps may have to be made. A milestone is not necessarily a document. It could be a prototype, an intermediary report, or a decision to be taken based on previous results to orient future actions.

The milestones are defined, together with their means of verification, in the Description of Action (DoA) of each WP and in Annex 3 of this document. The milestones' timetable is detailed in Figure 3.

NB No official report is necessary but at least a **summary** that includes a short description of results/actions/decisions taken and the **mean of verification** should be sent to the Coordinator and the Project Manager **2 weeks** before the due date of the milestone.

The project manager will make available the Milestone Template on the collaborative platform, and is responsible for publishing the information about the milestone in the appropriate folder on the collaborative platform.

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
2019							**M1** D7.1 *MS22*	**M2**	**M3** D7.2 *MS7 MS25*	**M4** D7.3 *MS1 MS26*	**M5**	**M6** D1.1 D2.1 D3.1 D6.1 D8.1 D8.2 D8.3 *MS4 MS8 MS23*
2020	**M7**	**M8** *MS18 MS29*	**M9**	**M10**	**M11**	**M12** D1.2 D3.2 *MS2 MS9 MS12*	**M13**	**M14** D7.4 *MS30*	**M15** D5.1 *MS19 MS27*	**M16**	**M17**	**M18** D1.3 D3.3 *MS5 MS10 MS14*
2021	**M19**	**M20** *MS20 MS31*	**M21**	**M22**	**M23**	**M24** D1.4 D1.5 D4.1 D4.2 *MS3 MS13*	**M25** *MS21*	**M26** D7.5 *MS32*	**M27**	**M28** D2.2 D2.3 D5.2 *MS17*	**M29**	**M30** D4.3 *MS11 MS16*
2022	**M31**	**M32** *MS33*	**M33**	**M34**	**M35** D2.4	**M36** D4.4 D5.3 *MS6 MS15*	**M37**	**M38** *MS34*	**M39**	**M40** D6.2	**M41**	**M42** D3.5 D5.4 *MS24*
2023	**M43**	**M44** D6.3 *MS35*	**M45** *MS28*	**M46**	**M47**	**M48** D2.5 D3.6 D3.7 D4.5 D4.6 D6.4 D6.5 D6.6 D6.7						**Month number** Delivrable Milestone

Figure 3: Project planning of deliverables and milestones and their due dates. Reporting Periods (RP) are represented in blue (RP1: light blue; RP2: blue; RP3: dark blue).

4. Project Reporting to the Agency / Commission and project reviews

This section is based on the reporting requirements as stipulated in the Grant Agreement, section Terms and Conditions and the Consortium Agreement.

The purpose of this part is to provide guidance to assist partners in preparing reports as well as to provide a uniform framework for all reports in GENE-SWITCH.

GENE-SWitCH is divided into **three reporting periods**:

- **RP1:** 1st July 2019 (M1) to 31st December 2020 (M18) → 18 months report
- **RP2:** 1st January 2021 (M19) to 30th June 2022 (M36) → 18 months report
- **RP3:** 1st July 2022 (M37) to 30th June 2023 (M48) → 12 months report

For each of these major reporting periods, different periodic reports are required by the Agency /Commission.

The different **periodic reports** that are required are the following:

- **M20 (end of February 2021):** Submission of the 1st periodic report covering period M1 to M18.

- **M38 (end of August 2022):** Submission of the 2nd periodic report covering period M19 to M36.
- **M50 (end of August 2023):** Submission of the 3rd periodic report covering period M37 to M48.
- **M50 (end of August 2023):** Final report covering period M1 to M48.

Each report is mandatory and has to follow the model provided by the EC.

Four months before the report submission, the Project Manager will propose:

- A template for the technical report, which will be filled in by each WP leader together with partners involved in their WP
- A template to prepare the financial statement, which will be filled in by each partner

4.1. Periodic Technical Report

The technical report contains an overview of the activities carried out during the reporting period and describes the progress in relation to the project objectives, the progress towards the milestones and the deliverables set for the period. Any observed or foreseeable problems and any adopted or planned corrective actions, must be described in this report.

A procedure is needed to ensure timely submission of the technical report (**Figure 4**).

It will be compiled by the coordinator and the beneficiaries (WP leaders & partners involved in each WP). Once validated, it will be submitted on-line through the Agency / Commission portal by the Coordinator.

The technical report will consist of:

- An explanation of the work carried out by the beneficiaries;
- An overview of the progress towards the objectives of the action, including milestones and deliverables identified in Annex 1 (DoA). This report must include explanations justifying the differences between the work planned in Annex 1 and that actually carried out. The report must also enclose a detailed description of the exploitation and dissemination of the results and — if required — an updated 'plan for the exploitation and dissemination of the results';
- A summary for publication by the Agency / Commission;
- The answers to the 'questionnaire', covering issues related to the action implementation and its economic and societal impact, notably in the context of the Horizon 2020 key performance indicators and the Horizon 2020 monitoring requirements.

NB Tips to make a good report

• Check reality of the work performed against the DoA → **explain & justify changes**

• Mirror explanations in the use of resources (description of deliverables, tasks & persons performing them within the considered period)

• Mirror those again in the invoices (best practice invoices)

• Write your use of resources based on the invoices

• Reflect the use of resources in describing the work in the report

• Check the report against DoA

4.2. Periodic Financial report

The periodic financial report will contain:

- The individual financial statement from each beneficiary, covering the reporting period concerned. The individual financial statement must detail the eligible costs for each budget category. The beneficiaries must declare all eligible costs. Amounts which are not declared in the individual financial statement will not be taken into account by the Agency. The individual financial statements of the last reporting period must also detail the receipts of the action (see Article 5.3.3 of the GA).

  Each beneficiary must certify that:

  - the information provided is full, reliable and true;
  - the costs declared are eligible (see Article 6 of the GA);
  - the costs can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations, and
  - for the last reporting period: that all the receipts have been declared;
- An explanation of the use of resources and the information on subcontracting and in-kind contributions provided by third parties from each beneficiary, for the reporting period concerned;
- A 'periodic summary financial statement', created automatically by the electronic submission system, consolidating the individual financial statements for the reporting period concerned and including — except for the last reporting period — the request for interim payment.

A procedure is needed to ensure the submission on time of the financial report and to ensure the internal follow-up of the use of resources (Figure 4).

Each beneficiary must submit online its financial report *via* the EC portal.

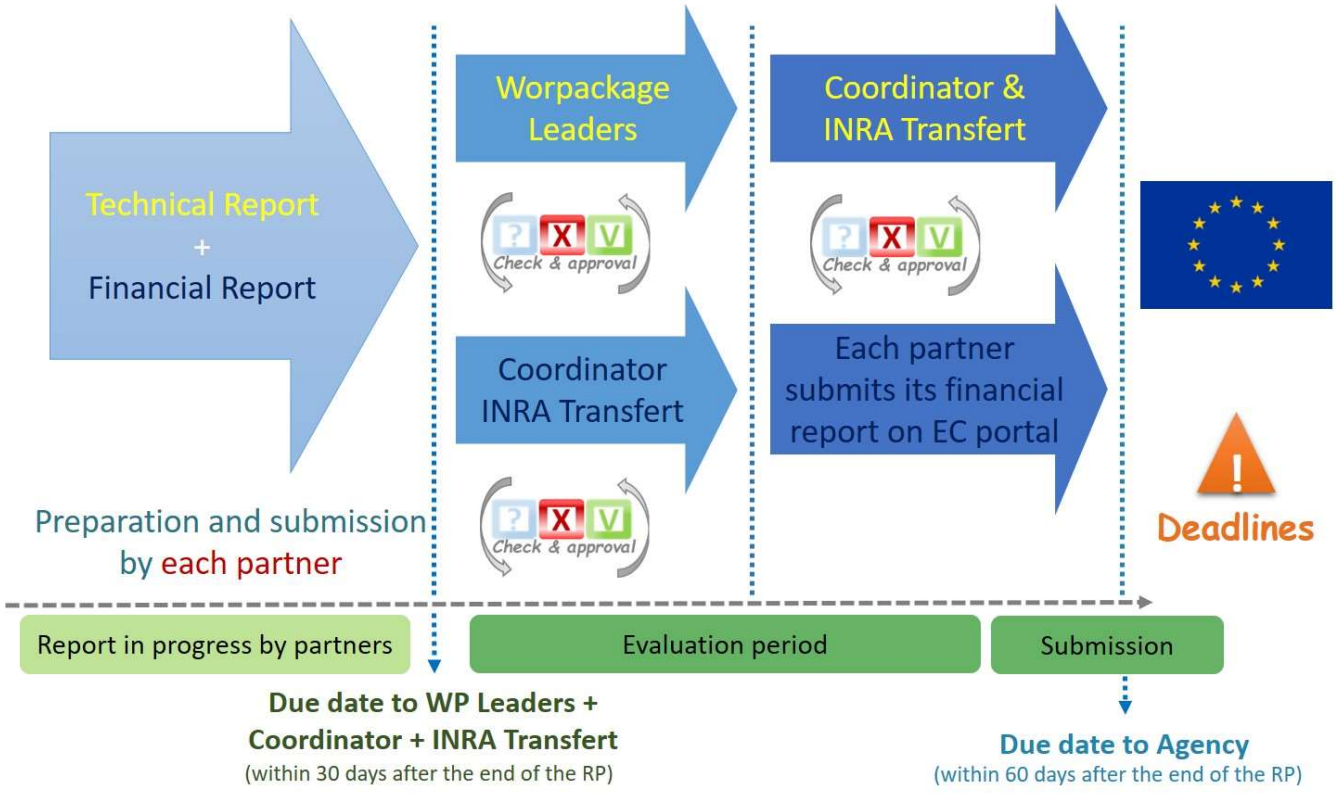

Figure 4: Procedure for production and submission of the technical and financial reports

NB Tips to avoid errors when claiming costs

Costs are eligible if they are:

• Actually incurred by the beneficiary and necessary to achieve the objectives of the project and expected results

• Incurred during the reporting period within the action (1st July 2019 / 30th June 2023)

• Connected to the action

• Identifiable and verifiable (documented in the beneficiary's accounting records)

• In compliance with national law

• In accordance with each beneficiary's organization accounting principles and management practices (e.g. depreciation, travel standard class)

• Reasonable, financially sound

• Value added tax is eligible only if non-deductible (including non-identifiable VAT)

So:

• Be transparent

• Keep supporting documents up to 2 years after project end (i.e. 2 years after date of last payment)

• Treat all costs as you usually do in your business practice (according to organisation's internal rules)

• Check for exceptions beforehand (inform the coordinator and the Project Manager who will be in contact with Project Officer (PO) and the Financial Officer (FO)

• Record hours devoted to the project and keep trace of expenses linked to the project

NB Periodic single submission & single rejection

The Agency / Commission requires that the Coordinator submits the technical and financial report as a **"single package"**. Please note that **any change or correction made after the single package submission will imply the rejection of the full package**

If a beneficiary does not include its financial statement in a periodic report the costs will be considered **'zero'**. However, the beneficiary can declare its costs in the next reporting period but in this case he will not receive intermediary payment.

4.3. Final Report

The Final report will be submitted at the same time as the last periodic technical report. The final report is a publishable document summarizing the project activities for the full duration of the project. It is aimed at the general interested reader and therefore should not be too technical. The overview report will be mainly drafted by the Coordinator, the WP leaders and the PM with the help of partners where required.

It will consist of:

- A final publishable summary (Executive summary, Summary description of project context and objectives, Description of the main scientific and technical results/foregrounds);
- A description of the potential impact and the main dissemination activities and exploitation of results;
- Certificates on the Financial Statements (CFS) (if necessary).

4.4. Project Reviews

The aims of the project reviews are to assess the work carried out under the project over the considered period in order to provide recommendations to the Agency / Commission and to the Consortium. Such reviews may cover scientific, technological and other aspects relating to the proper implementation of the project's workplan and of the Grant Agreement.

During the whole duration of the GENE-SWitCH project, three reviews are planned by the Agency / Commission 60 days after each reporting period (see tentative schedule in the table below).

Project Reviews number	Tentative timing	Planned venue of review	Comments
PRV1	M21 (March 2021)	Brussels	Contact PO on M17
PRV2	M39 (September 2022)	Brussels	Contact PO on M35
PRV3	M48 (June 2023)	Brussels	Contact PO on M45

The organisation of project reviews should be further discussed and organised with the PO according to the advancement of the project, the periodic reports submission and the project meetings.

The Agency may seek for an expert's opinion, and will invite one or several scientific or technological experts to review the reports. Notwithstanding, it is the REA who decides if reports are accepted or not.

4.4.1. Objectives of the review

The reviewer's task is to give external advice to the Agency on the project, with respect to the following issues:

- The degree of fulfilment of the project work plan for the relevant period and of the related deliverables;
- The continued relevance of the objectives and breakthrough potential with respect to the scientific and industrial state of the art;
- The resources planned and utilized in relation to the achieved progress, in a manner consistent with the principles of economy, efficiency and effectiveness;
- The management procedures and methods of the project;
- The beneficiaries' contributions and integration within the project;
- The expected potential impact in scientific, technological, economic, competitive and social terms (where relevant), and the plans for the use and dissemination of results.

The reviewer(s) will also assist the Agency by recommending any reorientation that may be required, but the final decision on recommendations and reorientation is taken only by the Agency.

4.4.2. Reviewing Process

The Commission transmits the name(s) of the appointed expert(s) to the Consortium in order to avoid any potential conflict of interest. The Consortium can also suggest experts and the EC can approve or reject this choice.

A review meeting has to be scheduled by the Project Manager. The expert(s) will read all relevant documents before the meeting (Annex I: Description of Action, Project periodic reports, deliverables). He/she will then provide an assessment of the project based on the written material and information provided at the meeting.

During the review meeting, each WP leader will present his/her objectives, progress, difficulties and alternative solutions selected. Ideas can be exchanged with the expert(s) on main issues. The expert shoudl not be considered as a fault-finder but as an adviser who can give useful information for the future of the project.

The technical review report of the project (consolidated in a consensus report if there are several experts) is transmitted by the Agency to the Consortium via the Coordinator and it is not made public.

NB It is important to be transparent and open to the expert reviewer(s). If problems occurred in the course of the project, you can talk about them and describe explain your plans to solve them. Preparing the review in advance (including a rehearsal meeting) is a key success factor.

4.4.3. Project assessment by the Agency

On the basis of expert's formal recommendations, the Agency will inform the coordinator of its decision (which may differ from expert's recommendations):

- to accept or reject the deliverables;
- to allow the Project to continue without modification of Annex I or with minor modifications;
- to consider that the Project can only continue with major modifications;
- to initiate the termination of the Grant Agreement or of the participation of any Beneficiary according to Article 50.3 of the Grant Agreement;
- to issue a recovery order regarding all or part of the payments made by the EC and to apply any applicable sanction.

5. Financial issues

Eligible and ineligible costs are described in the Grant Agreement: Terms and Conditions part, Article 6.

5.1. Costs of the project

The purpose of this section is to summarize how costs claims are made and how claims will be verified by the Agency. In order to be considered for reimbursement, costs incurred by the beneficiaries in the course of the project must satisfy the eligibility criteria laid down in the Grant Agreement.

5.1.1. Eligible costs

- **Actual costs incurred by the beneficiary** (*not estimated, real costs*)
- **Necessary** to achieve the objectives of the project and expected results
- Incurred **during** timescale of project (dates on contract)
- **In accordance with your organization accounting principles and management practices** (e.g. depreciation, travel standard class)
- **Recorded,** identifiable and verifiable in your organization accounts

- **Indicated** in the estimated overall budget in the Description of Action
- **Value added tax (VAT)** is eligible if **non-deductible** (including non-identifiable VAT)

5.1.2. Non-eligible costs

- Costs related to return on capital
- Debt and debt service charges
- Provision for future losses or debt
- Interest owed
- Doubtful debts
- Currency exchange losses
- Bank cost charged by the beneficiary's bank for transfers from the Agency
- Excessive or reckless expenditure
- Deductible VAT
- Cost incurred during suspension of the implementation of the action
- Costs declared under another EU or Euratom grant (including grants awarded by a Member State and financed by the EU or Euratom budget and grants awarded by bodies other than the [Commission][Agency] for the purpose of implementing the EU or Euratom budget); in particular, indirect costs if the beneficiary is already receiving an operating grant financed by the EU or Euratom budget in the same period, unless it can demonstrate that the operating grant does not cover any costs of the action

NB Tips

Discuss in advance with the Coordinator and the PM any doubt about eligibility

Please, keep in mind that in your invoice the name of the project should be indicated (for example in an invoice for renting meeting rooms, it is important that the date, the name of the meeting and the name of the project are indicated)

See Periodic Financial Report section

5.2. Expense categories for eligible costs

5.2.1. Direct costs

Personnel costs

- Personnel costs are eligible if they are related to personnel working for the beneficiary under an employment contract (or equivalent appointing act) and assigned to the action. They must be limited to salaries (including during parental leave), social security contributions, taxes and other costs included in the remuneration, if they arise from national law or the employment contract (or equivalent appointing act).

- The costs for natural persons working under a direct contract with the beneficiary other than an employment contract are eligible personnel costs, if:
  - the person works under the beneficiary's instructions and, unless otherwise agreed with the beneficiary, on the beneficiary's premises
  - the result of the work carried out belongs to the beneficiary
  - the costs are not significantly different from those for personnel performing similar tasks under an employment contract with the beneficiary

- The costs of personnel seconded by a third party against payment are eligible personnel costs, if the conditions in Article 11 of GA are met.

- The number of **actual hours declared** for a person must be identifiable and verifiable through a **timesheet** (see the template in annex 4 of this document). A time sheet is needed for **persons who do NOT work exclusively for the action** (see below article 18.1.2 of the Annotated Model Grant Agreement from the EC).

ARTICLE 18 — KEEPING RECORDS — SUPPORTING DOCUMENTATION

18.1.2 Records and other documentation to support the costs declared

In addition, **for personnel costs** (declared as actual costs or on the basis of unit costs), the beneficiaries must keep time records for the number of hours declared. The time records must be in writing and approved by the persons working on the action and their supervisors, at least monthly. In the absence of reliable time records of the hours worked on the action, the *[Commission][Agency]* may accept alternative evidence supporting the number of hours declared, if it considers that it offers an adequate level of assurance.
As an exception**,** for **persons working exclusively on the action**, there is no need to keep time records, if the beneficiary signs a **declaration** confirming that the persons concerned have worked exclusively on the action.

5.2.2. Direct costs of subcontracting

They are eligible if the tasks to be implemented and the estimated cost for each subcontract is set out in the DoA and the total estimated cost of subcontracting per beneficiary is set out in the budget. The beneficiaries must award the subcontracts ensuring the best value for money or, if appropriate, the lowest price. In doing so, they must avoid any conflict of interests.

If a beneficiary needs to subcontract tasks and it was not planned in the DoA, he will have to inform the Coordinator and the PM who will take care to check with the PO if an amendment is needed or not. **Subcontracting costs not foreseen in the DoA are not eligible.**

5.2.3. Other direct costs

This category includes:

- **Travel costs** and **related subsistence allowances** (including related duties, taxes and charges such as non-deductible VAT paid by the beneficiary) are eligible if they are in line with the beneficiary's usual practices on travel.
- **The depreciation costs of equipment, infrastructure or other assets** (new or second-hand) as recorded in the beneficiary's accounts are eligible, if they were purchased in accordance with Article 10 of the GA.

The costs of **renting or leasing** equipment, infrastructure or other assets (including related duties, taxes and charges such as non-deductible VAT paid by the beneficiary) are also eligible, if they do not exceed the depreciation costs of similar equipment, infrastructure or assets and do not include any financing fees.

The costs of equipment, infrastructure or other assets contributed in-kind against payment are eligible, if they do not exceed the depreciation costs of similar equipment, infrastructure or assets, do not include any financing fees and if the conditions in Article 11 of the GA are met.

The only portion of the costs that will be taken into account is that which corresponds to the duration of the action and rate of actual use for the purposes of

the action. It has to be in the beneficiary's records and the full time use of the equipment is required.

- **Costs of other goods and services** (including related duties, taxes and charges such as non-deductible VAT paid by the beneficiary). Such goods and services include, for instance, consumables and supplies, dissemination (including open access), protection of results, certificates on the financial statements (if they are required by the Agreement), certificates on the methodology, translations and publications are eligible if the conditions in Article 10 and 11 of the GA are met.

5.2.4. Indirect costs

Indirect costs are eligible if they are declared on the basis of the **flat-rate of 25% of the eligible direct costs**, from which are excluded:

- costs of subcontracting and
- costs of in-kind contributions provided by third parties which are not used on the beneficiary's premises.

5.3. Budget transfer

During the whole duration of the project, budget transfers can be done if needed and if the conditions are acceptable. Please, refer to the table below and to the figure 5.

Budget transferts and re-allocation	Amendment needed?
From one beneficiary to another	**NO**
From one budget category to another	**NO**
Re-allocation of Annex 1 tasks (DoA)	**YES**
Transfers between forms of costs (actual costs, unit costs, etc.)	**YES** if no budget was foreseen for the "form" receiving the transfer
New subcontracts	**YES** (Strongly advised)

	Estimated eligible costs (per budget category)						
	A. Direct personnel costs				B. Direct costs of subcontracting	*[C. Direct costs of fin.support]*	D. Other direct costs
	A.1 Personnel A.2 Natural persons under direct contract A.3 Seconded persons *[A.6 Personnel for providing access to research infrastructure]*		A.4 SME Owners without salary A.5 Beneficiaries that are natural persons without salary				D.1 Travel D.2 Equipment D.3 Other goods and services *[D.4 Costs of large infrastructure]*
Form of costs	Actual	Unit	Unit		Actual	Actual	Actual
	a	Total b	No hours	Total c	d	*[e]*	f
Beneficiary 1	500 000	0	100	3 213	150 000	0	325 000
Beneficiary 2	0	300 000	0	0	0	0	125 000

Figure 5: Budget transfers allowed requiring or not an amendment

NB If the change is significant an amendment to the GA is needed. Each time you need to operate a budget transfer, please inform the Coordinator and the PM. They will take care of contacting the Agency / Commission in order to discuss the typology and impact of change.

5.4. EC contribution

The grant reimburses a maximum of 100% of the action's eligible costs (it could be less if specified by the beneficiaries).

5.4.1. Payments schedule

Each partner's budget is described in the DoA and has been accepted by each partner through the signature of the GA.

The Agency / Commission will transfer to the Coordinator 4 payments (Figure 6):

- **Pre-financing,** paid by the Agency after the signature of the GA. The payment was fixed by the Agency and was equal to the 53,33% of the total EU grant. The pre-financing includes the Guarantee Fund (5% of the total EU grant), which was retained by the Agency and will be released at the end of the project. So the real pre-financing payment received by each partner is equal to the 48,33% of his EU contribution.

- **2 Interim Payments** will be paid by the Agency by a maximum of 90 days after the approval by EC of the periodic report (or additional information or explications, if requested). The sum of received interim payment and pre-financing will not exceed the 85% of the EU grant of each partner.

- **Final Payment** will be made after the approval of the last periodic report and of the final report. It will be equal to the amount of project accepted EU grant claimed by the partner – amount of payments already paid (pre-financing and interim payments)

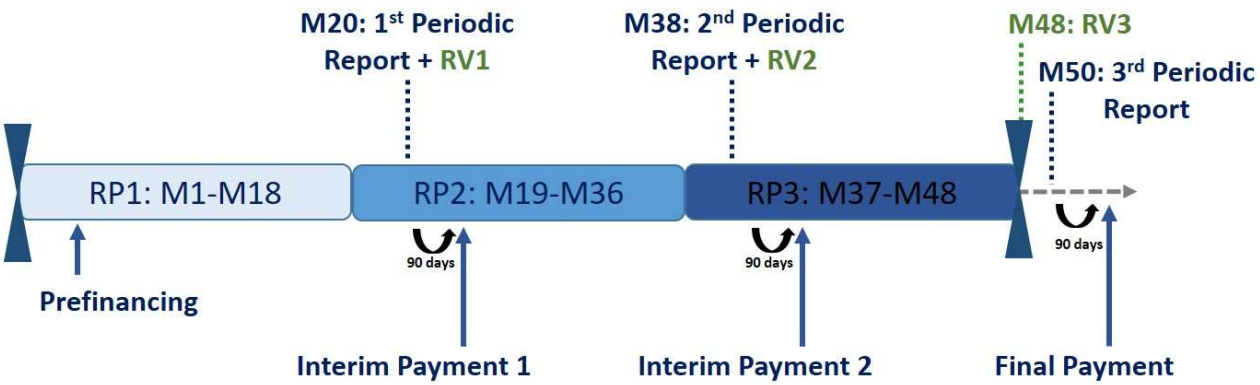

Figure 6: Schedule of Payments, Reporting Periods (RP) and Project Review (PRV)

5.4.2. Funds transfer from INRA to Beneficiaries

- The Coordinator receives payments made by the Agency (as outlined above).
- All partners provide the Coordinator with details of their bank account (if an update is necessary, complete a new Financial Identification form and have it duly signed before sending it to the Project Manager).
- Once the Coordinator has received the payment, the relevant amounts (see **Consortium Agreement** for detailed internal arrangements) will be transferred to Beneficiaries without unjustified delay.

5.5. Certificate on Financial Statement

Some beneficiaries must submit a Certificate on the Financial Statement (CFS). Such a certificate is needed if the beneficiary (or linked third party) requests a **total financial contribution of 325 000 €** (or more) as reimbursement for actual costs and unit costs calculated according to its usual accounting practices (average personnel costs and costs for internally invoiced goods and services).

This means that costs based on lump sums, flat-rates (*e.g. indirect costs*) or unit costs (other than those for personnel costs and costs for internally invoiced goods and services calculated according to the beneficiary's usual cost accounting practices) are NOT counted for the 325 000 € threshold (and do not need to be covered by the certificate).

Example:

A is a beneficiary in a H2020 action which declared the following total eligible costs for the action:

− personnel costs according to usual accounting practices = 250.000 €

− subcontracting costs = 40.000 €

− depreciation costs of equipment used to carry out the action = 60.000 €

− indirect costs (25% flat rate) = 77.500 €

− total eligible costs claimed by A = 427.500 €

The reimbursement rate is 100%.

As the amount of eligible actual costs and personnel costs according to usual accounting practices incurred by A (and hence the requested financial contribution) is higher than 325 000€, A must submit a CFS for the following costs:

Types of costs:

- *Direct personnel costs: 250.000 €*
- *Subcontracting costs: 40.000 €*

- *Other direct costs: 60.000€*
- *Indirect costs: 0 €*
- *Total costs covered by the CFS: 350.000 €*

If a certificate is required, all costs declared as actual costs or unit costs calculated according to usual accounting practices must be covered by the certificate. Incomplete certificates will be returned for correction.

However, costs previously audited by the Commission/Agency are NOT counted for the 325 000 € threshold and they do not need to be covered (again) by the certificate).

Certificates submitted before the 325.000 € threshold is reached will be rejected by the Commission/Agency.

Beneficiaries may submit either **one certificate per reporting period or a single CFS for the whole action.**

In both cases, the certificate may be submitted **only with the final financial report**. The Commission/Agency will not accept certificates submitted at any other moment (and costs incurred for those certificates will not be considered eligible, because not necessary).

Costs for partial certificates (i.e. one certificate per reporting period) will be accepted ONLY in the last reporting period and ONLY if:

- a CFS is mandatory (i.e. the threshold is reached at the end of the action) and
- the total costs of the partial certificates is similar to the cost that would have been incurred for a single certificate.

The certificate must be issued by **an external auditor**, using the template in Annex 5 of the GA. Only qualified auditors may issue a certificate. 'Qualified' means qualified in accordance with national legislation implementing Directive 2006/43/EC (or any EU legislation that replaces this Directive).

The auditor must certify that the costs declared in the financial statement are accurately recorded in the beneficiary's accounting system and eligible and that all receipts have been declared. If the auditor cannot confirm (for any reason), s/he must explain this in detail in the certificate. The Commission/Agency will consider the explanation in light of the facts provided by the auditor, and decide on steps to take.

Specific cases (certificates on the financial statements):

For **public bodies**, the certificate may be issued by an independent public officer with formal competence to audit the beneficiary/linked third party (instead of by an external auditor).

For **international organisations**, it can be an internal or external auditor that is appointed in accordance with the internal financial regulations and procedures of the organisation.

5.6. Audit

The Commission/Agency may — **at any moment and up until 2 years after the final payment** — carry out an audit. These audits are different from the CFS.

Audits are based on the financial statements submitted by the beneficiary, the extension of audit findings is mandatory. The Coordinator and the Beneficiary concerned will be contacted by the Agency in this respect.

6. Annual meetings

In total, a kick-Off, three annual and a final meeting are planned.

The meetings are co-organised by the local partner and IT, under the supervision of the Coordinator.

Before each meeting, the overall **objectives** of the meeting will be defined as well as the **participants**,

the date and the location. Then, **an agenda** will be established and the details of the venue and accommodation arranged.

During the meetings, we will have to comply as far as possible with the agenda, i.e to ensure that all issues have been covered and agree on next steps (actions) for the project. T**he minutes of the meeting** will gather the issues discussed during the meeting and the actions to be undertaken for next periods.

The Kick-Off Meeting will be held in Paris, on 10th and 11th of September 2019.

7. Communication best practices

This paragraph is based on the Consortium Agreement section 8, the Grant Agreement section Terms and Conditions, and the Annex 1 (DoA).

7.1. Communication between partners and document traceability

Communication and its traceability are very important particularly in view of the number and large geographical distribution of the Consortium partners.

NB It is very important to communicate as soon as possible any foreseeable delay in project work and outcomes to the WP leader, to the Coordinator and to the Project Manager.

During the project, numerous documents will be created and modified by partners. That's why it is important to have a good traceability of any document.

For this purpose, a nomenclature has been defined for GENE-SWItCH. Each document will be named as follows:

GENE-SWitCH_WPx (or Dx.x or MSx) _document title _version n° _name (initials) _date (ddmmyyyy)

If you have to modify a document, please activate the track changes and rename the document by adding your name at the end.

Example:

- Camille Bénard creates the WP7 deliverable 1 "Project Management Guidelines" the 9th of July 2019. So the name of the document will be:
  "GENE-SWitCH_D7.1_Project Management Guidelines_V0_CB_09072019"
- Elisabetta Giuffra modifies this document. So its name is now:
  "GENE-SWitCH_D7.1_Project Management Guidelines_V0_CB-EG_12072019"
- Camille Bénard updates this document with comments received and validated the 20th of July 2019. The new name of the document is now:
  "GENE-SWitCH_D7.1Project Management Guidelines_V1_CB_ 20072019"

NB It is important to respect this nomenclature especially for deliverable, milestones and reports to the Agency / Commission in order to allow the follow up of any contractual documents. **Pay attention if the mention "confidential" is listed.**

7.2. Contact and Mailing lists

A GENE-SWitCH **mailing list** will be created in order to facilitate communication in the consortium. This mailing list will enable you to send messages to all GENE-SWitCH partners.

You should be careful what you send through it and assess if all members are actually concerned about your message.

So please, use it sparingly.

If you need to include a new member in the GENE-SWitCH mailing list, contact the Project Manager (camille.benard@inra.fr), and justify your request by giving the name and the role of the new member as well as the workpackage(s) were s/he is involved.

Additional mailing lists could be created by WP, so that information can be smoothly exchanged within each WP. Please contact the Project Manager to create a new list or to modify the existing list(s).

The GENE-SWitCH **contact list** is updated by the project manager and is available on the collaborative workspace. Please inform the project manager when a new person joins or leaves a team/organisation, and give the details of the new contact including name, email address, telephone, and the WPs in which the person is involved.

7.3. GENE-SWitCH Collaborative Platform

The project intranet (collaborative workspace) is under construction and will be soon accessible (deliverable D7.2 and milestone MS25 due in M3 – September 2019).

The Project Manager (camille.benard@inra.fr) is setting up this platform and will ensure its maintenance throughout the project.

This internal workspace is a secured collaborative platform on the web where all partners can share information and documents:

- scientific documents (deliverables, milestones…)
- administrative documents (contact list, templates…)
- project meetings information (agenda, minutes, presentations…)
- time sheets
- financial documents

This platform is intended to enable collaboration between the different partners at all levels: workpackages, Executive Committee, etc. and to trace document delivery. It should also be used as a central storage system of the project. Dedicated spaces for the IUPDC and ExCom are included.

Using this internal website during the project will allow avoiding any excessive exchange of emails, which may saturate users' mailboxes.

This Collaborative Workspace is secured by password and only authorized people can access this site.

The access levels are the following:

- Reader: can only read pages
- Author: can read and add pages but not edit other's pages
- Editor: can read add and edit any pages (WP leader access)
- Manager: read, add pages, add/remove members and customize (Project Manager access)

As soon as the GENE-SWitCH collaborative platform will be finalised, each participant will be invited to access it through a login together with guidelines on its use.

NB Obligations of the partners:

- Not sharing the login/password

- Asking for new access only to authorized people working for the partner

- Providing information in advance on any withdrawal of persons working for a partner (*e.g.* temporary employees)

7.4. External communication

7.4.1. GENE-SWitCH dissemination plan

The external communication will provide information on GENE-SWitCH activities and outputs in order to share, assess and disseminate GENE-SWitCH data and results.

A specific workpackage (WP6) is in charge of the Outreach, Dissemination and Training. For the full array of the planned actions please refer to the WP6 description in the Grant Agreement.

The aim is to ensure broad communication and dissemination of GENE-SWitCH outcomes throughout the animal production chain, from breeders to consumers who will benefit of an increased understanding of the value of functional annotation of genomes for genetic evaluation.

The Outreach, Dissemination, and Training Plan will be updated throughout the time span of the project and will be used as a guide for the WP6 communication and training tasks.

As examples of channels that will be used to communicate and disseminate project's results and outcomes are: GENE-SWitCH own website and social media pages; networking sessions; organisation of events; a GENE-SWitCH video; an e-book of abstract.

All deliverables and documents with public dissemination level have to be put on the GENE-SWitCH website after validation by the ExCom.

7.4.2. Procedure for results dissemination

During the Project and for a period of 1 year after the end of the Project, the dissemination of results is governed by the procedure of Article 29.1 of the Grant Agreement.

Any publication, patents or communication (presentation, seminars, conference) by one beneficiary, in connection with the project or with the Background, must be submitted to the Coordinator and to the other beneficiaries. A beneficiary cannot publish Foreground or Background of another beneficiary without the other beneficiary's prior written approval.

Procedure:

Step 1: Prior notice of any planned publication or communication shall be submitted to the other Parties at least 30 calendar day before the publication. The delay for submission shall be reduced to (i) 15 calendar days for abstracts and for poster presentations (and related slides) and for oral presentations at scientific meetings, and to (ii) 5 working days for press releases.

Step 2: The Coordinator and the Beneficiaries have the indicated number of days from the date of referral to object or ask for complementary data. Beyond this period, consent shall be deemed to have been given unless an objection is raised.

The official **twitter account** of the project (@GENE-SWitCH) will be used as a fast and reactive form of central communication of major outcomes and events (e.g. accepted publications, forthcoming project meetings, data release, etc.) for the research and stakeholder communities and the general public. It will be operated and managed by the project Coordinator, the coordinator of the EU FAANG DCC and a representative of WP6. The texts for new tweets proposed by Parties will be gathered by @GENE-SWitCH managers (without constraints of prior notice) and put online in @GENE-SWitCH in the shortest delay.

NB Any communication / dissemination activity related to the action and any results (in any form, including electronic) must:

- Display the EU emblem (downloadable on the project's intranet)

- Include the following text:

"The research leading to these results has been conducted as part of the GENE-SWitCH project which received funding from the European Union's Horizon 2020 Research and Innovation Programme under the grant agreement n° 817998"

When displayed together with another logo, the EU emblem must have appropriate prominence.

8. Glossary

Agency / Commission	Research Executive Agency (also called REA)
CA	Consortium Agreement
CFS	Certificate on Financial Statements
Commission	European Commission
D	Deliverable
DoA	Description of Action (Annex 1)
EC	European Commission
ExCom	Executive Committee
FO	Financial Officer
GA	Grant Agreement
IPUDC	Intellectual Property Use and Dissemination Committee
IT	INRA Transfert
KEP	Knowledge Exchange Platform
MS	Milestone
PM	Project Manager
PO	Project Officer
PR	Periodic Report
PRV	Project Reviews
RP	Reporting Period
SAB	Stakeholder Advisory Board
WP	Work Package
WPL	Work Package Leader

9. Annexes

9.1. Annex 1_Deliverables List

WP	Number	Deliverable Title	Lead participant	Due Date
WP1	D1.1	Bio-repository of 3120 samples	INRA	M6
	D1.2	Raw sequences of WGBS and RRBS delivered to ENA and FAANG	WU	M12
	D1.3	Raw sequences of RNA-seq delivered to ENA and FAANG	UEDIN	M18
	D1.4	Raw sequences of ChiP-seq and ATAC-seq delivered to ENA and FAANG	DIAGEN	M24
	D1.5	Raw sequences of Hi-C Capture delivered to ENA and FAANG	INRA	M24
WP2	D2.1	Reproducible, scale-able workflows for FAANG data analysis	UEDIN	M6
	D2.2	Improved chicken annotation, including variant and transcript annotations improvements	EMBL	M28
	D2.3	Improved pig annotation, including variant and transcript annotations improvements	EMBL	M28
	D2.4	Visualisation and API access for improved annotation in chicken and pig	EMBL	M35
	D2.5	Results of the comparative analyses	EMBL	M48
WP3	D3.1	GENE-SWitCH Data Management Plan	EMBL	M6
	D3.2	Report on coordinated data production, recording and archiving within the European node of FAANG DCC	EMBL	M12
	D3.3	Fully functional data coordination platform for production use	EMBL	M18
	D3.4	Operational analysis workflows in Embassy Cloud	EMBL	M24
	D3.5	Submission of publication on state of the art and usage of ontologies	EMBL	M42
	D3.6	GENE-SWitCH project data portal presentation platform	EMBL	M48
	D3.7	Publication on state of the art of SFS-30 projects, the European node of FAANG DCC and FAANG platform developments	EMBL	M48
WP4	D4.1	Availability of software implementing the proposed Bayesian genomic prediction model incorporating functional annotations	INRA	M24
	D4.2	Significant associations detected by eQTL analysis in pigs	IRTA	M24
	D4.3	Validation of developed models with simulated or publicly available data	WU	M30
	D4.4	Functional annotations across fine-mapped, selected regions contributing to body-weight in the experimental Virginia chicken lines	UU	M36
	D4.5	Empirical validation of improved genomic prediction models in commercial pig populations	HG	M48
	D4.6	Empirical validation of improved genomic prediction models in commercial chicken populations	UEDIN	M48
WP5	D5.1	Biorepository of tissues	WU	M15
	D5.2	Results of transcriptomics analysis in fetuses and piglets	WU	M28
	D5.3	Pattern of chromatin alterations induced by diet/SCFA in fetuses and piglets	INRA	M36
	D5.4	Integrated analysis of RNA-seq and ATAC-seq data	INRA	M42
WP6	D6.1	Outreach, dissemination, and training plan	EFFAB	M6
	D6.2	Advanced Bioinformatics Training	EAAP, EMBL	M40
	D6.3	Webinar	EFFAB	M44
	D6.4	Report of communication materials	EFFAB	M48
	D6.5	Knowledge Exchange Platform recommendations report	EFFAB	M48
	D6.6	Final Conference proceedings	EFFAB	M48
	D6.7	GENE-SWitCH e-book of abstracts	EAAP	M48
WP7	D7.1	Project Management Guidelines	IT	M1
	D7.2	GENE-SWitCH collaborative platform guidelines	IT	M3
	D7.3	1st General Assembly meeting minutes (at Kick-off meeting) & actions list	IT	M4
	D7.4	2nd General Assembly meeting minutes (at 1st annual meeting) & actions list	IT	M14
	D7.5	3rd General Assembly meeting minutes (at 2nd annual meeting) & actions list	IT	M26
WP8	D8.1	H - Requirement No. 1	INRA	M6
	D8.2	POPD - Requirement No. 2	INRA	M6
	D8.3	A - Requirement No. 3	INRA	M6

9.2. **Annex 2_Deliverable Template**

GENE-SWitCH

The regulatory GENomE of SWine and CHicken: functional annotation during development

GUIDELINES
Complete parts that are highlighted in yellow

Deliverable DX.X
Title of the deliverable *(in DoA)*

Deliverable leader: Partner affiliation short name

Authors: Names of authors (Affiliation)

Version: 1.0

Due date of deliverable (as in DoA):	MX
Actual submission date:	dd/mm/YYYY, month MX

Dissemination level:

PU Public	
CO Confidential, only for members of the consortium (including the	

Research and Innovation Action, SFS-30-2018-2019-2020 Agri-Aqua Labs
Duration of the project: 01 July 2019 – 30 June 2023, 48 months

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 817998

GENE-SWitCH – Deliverable DX

	Check list	X	Comments
BEFORE	I have checked the due date and have planned completion in due time		*Please inform WPx team of any foreseen delays*
	The title corresponds to the title in the DoA		*If not please inform WPx team and add a justification in the summary*
	The content corresponds to the description in the DoA		*If not please inform WPx team and add a justification in the summary*
	The dissemination level corresponds to that indicated in the DoA		*If not please inform WPx team and add a justification in the summary*
	The contributors (authors) correspond to those indicated in the DoA		*If not please inform WPx team and add a justification in the summary*
	The Table of Contents (ToC) has been validated with the WP Leader		*Please validate the ToC with the WP leader before drafting the deliverable*
	I am using the GENE-SWitCH deliverable template (title page, styles etc.)		*Can be found under in the "Deliverable and Milestones" section on the collaborative workspace*
The draft is ready			
AFTER	The deliverable has been reviewed by all contributors (authors)		*Make sure all contributors have reviewed and approved the final version of the deliverable. You should leave sufficient time for this validation.*
	I have done a spell check and had the English verified		*Ask a colleague with a good level of English to review the language of the text and do a spell-check too.*
	I have sent the final version to the WP Leader for approval		*Please send the final validated draft to the WP leader and leave time for feedback and final changes before the due date. Once the WP leader validates the draft it will be sent to the Coordinator for validation and then to the **EC**.*

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GENE-SWitCH – Deliverable DX

1 Summary

To be completed

This summary of the deliverable (max 2 pages) should be very informative (i.e. **accessible to non-researchers**) and include the following elements:

- **Objectives** of your deliverable
- **Method:** describe the approach/methodology you chose to reach the objectives
- **Main Results:**
- **Teams involved:** Specify the list of GENE-SWitCH partners and other contributors that have worked on this Deliverable (Just the name of the organism, not the name of the persons).

2 Introduction

To be completed

3 Results

3.1 Result 1

3.2 Result 2

3.3 .....

To be completed

4 Conclusion

To be completed

5 Deviations or delays

If applicable, please provide explanation of any deviation or delay and mention the impact

To be completed (if applicable)

6 Acknowledgements

To be completed (if applicable)

7 References

To be completed (if applicable)

8 Annexes

To be completed (if applicable)

9 Glossary

To be completed (if applicable)

9.3. **Annex 3_Milestones List**

WP	Milestone number	Milestone name	Lead Participant	Due date
WP1	MS1	Tissue samples stored	INRA	M4
	MS2	mRNA-seq, ATAC-seq and WGBS sequences delivered to WP2	UEDIN	M12
	MS3	All sequences of the core molecular assays delivered to WP2	DIAGEN	M24
WP2	MS4	Initial analysis workflows released	UEDIN	M6
	MS5	Primary analysis data frozen	INRA	M18
	MS6	New annotation maps of the pig and chicken genomes	EMBL	M36
WP3	MS7	Establish prototype cloud infrastructure for the analysis of GENE-SWitCH data	EMBL	M3
	MS8	Preliminary platform configured for data sharing with reporting, validation and initial in-project standards	EMBL	M6
	MS9	Submission method optimised for WP1 data flow	EMBL	M12
	MS10	Survey monogastric community re. ontology usage and requirements	EMBL	M18
	MS11	First generation data visualisation environment	EMBL	M30
WP4	MS12	Bayesian genomic prediction model incorporating functional annotations developed and validated on simulated data	INRA	M12
	MS13	Description of developed machine learning models and validation on simulated data	WU	M24
	MS14	Generation and characterization of gene expression data	IRTA	M18
	MS15	WPR founder haplotypes associated with growth in Virginia lines identified, annotated and informative tagging markers for use in validation of genomic prediction models in commercial populations selected	UU	M36
	MS16	Report with descriptive statistics on the commercial pig populations for empirical validation, including phenotypic and genotypic data specification	HG	M30
	MS17	Whole-genome SNP imputation to sequence coverage completed for commercial chicken populations	UEDIN	M28
WP5	MS18	Outcome of pilot diet study	WU	M8
	MS19	Fetal tissue and piglet tissue sample biorepository obtained from 3 dietary groups	WU	M15
	MS20	Raw RNA-seq data produced	WU	M20
	MS21	Raw ATAC-seq data produced	INRA	M25
WP6	MS22	Project identity package	EAAP	M1
	MS23	Project website	EFFAB	M6
	MS24	GENE-SWitCH Video	EFFAB	M42
WP7	MS25	GENE-SWitCH collaborative workspace established	IT	M3
	MS26	European node of the FAANG DCC established	INRA	M4
	MS27	First reporting guidelines sent	IT	M15
	MS28	Second and final reporting guidelines sent	IT	M45
	MS29	ExCom meeting_1	IT	M8
	MS30	ExCom meeting_2	IT	M14
	MS31	ExCom meeting_3	IT	M20
	MS32	ExCom meeting_4	IT	M26
	MS33	ExCom meeting_5	IT	M32
	MS34	ExCom meeting_6	IT	M38
	MS35	ExCom meeting_7	IT	M44

9.4. Annex 4_Time sheet template - example

TIME RECORDING FOR A HORIZON 2020 ACTION	Month:		Year:	

Title of the action (acronym):		Grant Agreement No:	
Beneficiary´s / linked third party's name:			
Name of the person working on the action:		Type of personnel (see Art. 6.2.A Grant Agreement)	

DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Reference e.g. work package																																
Total Hours																																

Short description of the activities carried out in the month:	
Signed (name of the person working for the action):	**Signed** (name of the supervisor):
Date:	**Date:**
Signature:	**Signature:**

4. Conclusion

This document will help the project partners throughout the different stages of the project. It will be available on the project collaborative platform and updated as much as necessary in order to be in constant compliance with the reference documents (GENE-SWitCH Grant Agreement, GENE-SWitCH Consortium Agreement and the Annotated Model Grant Agreement).