

BBI JU – FAQ for coordinators

Purpose. In this document, the most frequently received questions from coordinators are gathered, and answers are provided. Where possible, links to official Horizon 2020 and BBI JU guidelines will be provided. This document complements but does not replace these official guidelines; if different interpretations could be found, the information provided in the official guidelines always has precedence.

The **structure** of this document (see also table of contents on the next page) is based on the project lifecycle: a Grant Agreement (GA) is established, reports and deliverables are submitted, audits and reviews are carried out, project results are assessed, payments are made, and project results are disseminated, communicated and exploited.

For **additional questions**, please contact:

- Your BBI JU Project Officer (PO) for project-specific questions;
- info@bbi.europa.eu for general questions.

Version history		
Version	Date	Main updates
1.0	18/12/2015	First version
1.1-1.9	28/04/2016-18/05/2018	Between 28/04/2016 and 18/05/2018, the FAQ for coordinators was expanded and clarified.
2.0	15/10/2018	Updated structure and numbering in section 2; addition of section 2.1.4 (final reporting), Q 2.1.1.7 (visibility of deliverables), Q 2.2.1.9 ((how) to adjust previously submitted financial statements); updates of Q 2.2.1.3 (BIC member contributions), Q 2.2.1.4 (CFS), Q 2.2.3.1 (reporting of financial contributions), Q 5.1 (new dissemination / communication / exploitation guidelines produced by the IPR Helpdesk)

Table of Contents

1. Grant Agreement (GA)	3
1.1 Interpretation of (articles in) Grant Agreement	3
1.2 Amendments	3
1.3 EU membership changes	3
2. Reporting & Audits	5
2.0 Webinar 28 Nov 2016	5
2.1 Scientific & impact reporting	5
2.1.1 Continuous Reporting – incl. deliverables & milestones	5
2.1.2 Annual reporting	6
2.1.3 Periodic reporting	7

2.1.4 Final reporting	7
2.2 Financial reporting	8
2.2.1 Budget reporting - general.....	8
2.2.2 'In kind' contributions ('IKOP')	10
2.2.3 'In cash' (financial contributions)	10
2.3 Additional Activities (AA) / investments	10
2.4 Financial Audits	10
3. Reviews	11
3.1 Structure & content of review meetings	11
3.2 Expert-reviewers.....	11
4. Assessment & payment	12
4.1 Assessment.....	12
4.2 Payment.....	12
4.2.1 Pre-financing.....	12
4.2.2 Payment after (periodic) assessments	12
5. Dissemination, Communication, Exploitation.....	13

1. Grant Agreement (GA)

1.1 Interpretation of (articles in) Grant Agreement

Q 1.1.1: Should beneficiaries that are not requesting BBI JU funding submit a financial statement (cf. Art. 9 of GA)?

Yes. As the BBI JU initiative also needs to report on 'in kind' contributions of projects, it was decided to use the same financial template as for 'standard' financial reporting. This approach not only results in equal treatment of all participants, but also ensures that the amount of different reporting templates remains limited (as the same template as used in Horizon 2020 projects is applicable).

Q 1.1.2: Which beneficiaries can be audited (financial audit over cost claims)?

Only those beneficiaries that receive BBI JU funding.

1.2 Amendments

Q 1.2.1: When is an amendment necessary?

As BBI JU uses the same grant management procedure as the EC/Horizon 2020, please consult:

- The Horizon 2020 online manual (http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/amendments_en.htm), where in the upper half of the page a description is provided about who, when and how amendments are necessary.
- Art. 55 of the Annotated Model Grant Agreement (AGA), see http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf, where all relevant information is provided, including a sample list of cases where an amendment is (not) necessary.

Q 1.2.2: How & when to submit an amendment request?

The 7-step amendment process, incl. timing and info on the IT environment (Participant Portal), are described in the online H2020 manual (see bottom half of http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/amendments_en.htm); additional screenshots are provided [here](#).

1.3 EU membership changes

Q 1.3.1: What is the impact of the UK's leave referendum on BBI JU consortia?

The Statement of 29 June 2016 of the Heads of State or Government of 27 Member States, as well as the Presidents of the European Council and the European Commission, confirms that until the UK leaves the EU, EU law continues to apply to and within the UK, both when it comes to rights and obligations. This includes the eligibility of UK legal entities to participate and receive funding in Horizon 2020 (and thus also BBI JU) actions.

This view was further clarified by the statement dd. 6 October 2017, as found on <https://ec.europa.eu/research/participants/portal/desktop/en/support/about.html>: "For British applicants: Please note that until the UK leaves the EU, EU law continues to apply to and within the UK, when it comes to rights and obligations; this includes the eligibility of UK legal



Version 2.0 dd. 15 October 2018

entities to fully participate and receive funding in Horizon 2020 actions. Please be aware however that the eligibility criteria must be complied with for the entire duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, you will cease to be eligible to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of Article 50 of the grant agreement”.

2. Reporting & Audits

2.0 Webinar 28 Nov 2016

On 28 November 2016, BBI JU organised a webinar about periodic and annual reporting. The recorded version of this webinar can be consulted [here](#).

2.1 Scientific & impact reporting

2.1.1 Continuous Reporting – incl. deliverables & milestones

Q 2.1.1.1: Where can we find templates for deliverables?

There is no template for deliverables; the only restriction is that via the Participant Portal, one (and only one) document can be uploaded per deliverable. Although no mandatory format exists, including the following information on the front page of each deliverable adds considerable value:

- Project acronym, logo (if any) and grant agreement number;
- Deliverable title & number;
- Type of deliverable (R, DEM, DEC, OTHER);
- Dissemination level (PU, CO, EU-RES, EU-CON, EU-SEC);
- Lead beneficiary name & contact details;
- Scheduled (according to GA) submission Date and Month (e.g. 1 July 2016 – M12);
- Actual submission Date and Month.

Q 2.1.1.2: What type of info should be added in deliverables like ‘the website has been created’?

Be pragmatic, and ask yourself the question: “does the submitted deliverable provide enough (links to) information for BBI JU and/or external reviewers/auditors to assess that the objectives of the deliverable have been reached?” For ‘non-textual’ deliverables like the launch of the project website, create e.g. a deliverable with a front page, the URL of the website, some screenshots, and the general structure of the website.

Q 2.1.1.3: How/where should milestone-related information be reported?

Milestones are part of the ‘continuous monitoring/reporting’ of H2020/BBI JU projects. Like deliverables, the achievement of a milestone should be reported immediately after its achievement via the participant Portal / the Sygma IT tool. The ‘milestone reporting’ module of Sygma became operational on 21 March 2016. In order to submit the milestone info in Sygma, please:

- Check the check box to indicate whether the milestone has been achieved or not;
- Select the delivery date;
- Add a comment (optional);
- Click the Save button.

Q 2.1.1.4: Will public deliverables be published, and if so: when & where?

As of April 2017, *public* deliverables (dissemination level ‘PU – Public’) will be automatically published on [Cordis](#) (the EC’s primary portal for results of EU-funded research projects) after approval of this deliverable by BBI JU. In principle, deliverables will only be approved after the assessment of the corresponding periodic report (see also Q 4.1.2). Please also note that in order to change the dissemination level of a deliverable, an amendment to the Grant

Agreement is required. Therefore, please contact your BBI JU Project Officer asap when you become aware of a dissemination level change, as not officially (via an amendment) updating the dissemination level might result in the unwanted publication of confidential data.

Q 2.1.1.5: What level of detail is required for deliverables (how long should they be)?

Although there are no requirements on the min. or max. amount of pages, each deliverable should provide sufficient information to both BBI JU and external reviewers (see [section 3](#) of this document) to assess the project's progress and if the activities described in the Grant Agreement have been successfully carried out. Info found in deliverables should also be in line with (e.g. financial) information found in periodic reports.

Q 2.1.1.6: Besides deliverables, which other elements are part of continuous reporting?

BBI JU uses the Horizon 2020 approach regarding continuous reporting; more information can be found in the Horizon 2020 online manual, specifically:

- The [continuous reporting](#) section;
- The [Ethics](#) section, where more information is provided about the use of genetic resources and the ABS regulation (Nagoya Protocol). Via a decision tree, you can check if your project falls within the scope of the ABS regulation.

Q 2.1.1.7: Are all deliverables visible to the whole consortium?

Yes. This is in line with art. 41.1 of the Grant Agreement, which states that "The beneficiaries are jointly and severally liable for the technical implementation of the action as described in Annex 1. If a beneficiary fails to implement its part of the action, the other beneficiaries become responsible for implementing this part (without being entitled to any additional EU funding for doing so), unless BBI JU expressly relieves them of this obligation." This article can only be implemented if all beneficiaries are aware at all times of the project's progress (e.g. via its deliverables).

2.1.2 Annual reporting

Q 2.1.2.1: How to report on BBI JU KPIs?

BBI JU has specific Key Performance Indicators (KPIs) on top of the 'standard' Horizon 2020 KPIs (which are already included in the 'standard' Horizon 2020 reporting templates / questionnaires; see Q 2.1.3.1). The main elements about this type of reporting are:

- All consortia will be asked to report on the KPIs by completing a questionnaire on an *annual* basis (↔ periodic reporting (Q 2.1.3.1) happens after the end of each 6-18 month period);
- The KPI questionnaire will be sent to all coordinators in Q3-Q4 of each year. The coordinators will have at least three weeks to complete the questionnaire. More information about the 2018 version of the questionnaire can be found [here](#).

Q 2.1.2.2: How to annually report on 'in kind' ('IKOP') and financial ('in cash') contributions?

See FAQ sections [2.2.2](#) and [2.2.3](#).

2.1.3 Periodic reporting

Q 2.1.3.1: Where can we find periodic reporting templates?

The most recent template to be used for technical/scientific reporting can be found on http://ec.europa.eu/research/participants/data/ref/h2020/gm/reporting/h2020-tmpl-periodic-rep_en.pdf (= the same template as used for Horizon 2020 periodic reporting). Until further notice, BBI JU will use this template; any changes compared to the Horizon 2020 template will be minor. Therefore, the information about periodic reporting found in the [Horizon 2020 online manual](#) is also relevant for BBI JU. Please also note that in order to submit a periodic report, all 'continuous reporting tabs' (e.g. summary for publication, critical risks, publications,...) also need to be completed.

Q 2.1.3.2: What happens if the expected impacts of the project are not achieved at the end of the project?

The consortium should focus on implementing the project in line with the Description of the Action (DoA; see Annex 1 of the Grant Agreement (GA)). The BBI JU will monitor the project and assess the correct technical & scientific implementation as described in the DoA. Any important deviation to the GA, which for instance might affect the expected impacts, should be communicated to the BBI JU as soon as possible in order to check if an amendment of the GA is needed. If after assessments (see FAQ [section 4](#)) or other intermediate checks it is proven that the consortium is not performing the DoA activities, corrective actions will be undertaken, including – as a last resort – the termination of the GA and/or repayment of (pre)payments.

2.1.4 Final reporting

Q 2.1.4.1: Which reports need to be submitted at the end of a project?

(Only) the last periodic report (similar to the one described in Q 2.1.3.1); there is no need to submit a 'separate' final report As stated on the Horizon 2020 Online Manual (see http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/reports_en.htm#final-report): "a final report is generated automatically by the IT tool" This report is based on the data encoded in the 'continuous reporting' module (see section 2.1.1). Therefore, please ensure that your continuous reporting data is updated before submitting the last periodic report.

2.2 Financial reporting

2.2.1 Budget reporting - general

Q 2.2.1.1: Where can we find reporting templates?

The most recent template to be used for financial reporting can be found in (the second part of) http://ec.europa.eu/research/participants/data/ref/h2020/gm/reporting/h2020-tmpl-periodic-rep_en.pdf (the same template as used for Horizon 2020 periodic reporting; see also FAQs 2.1.3). Since 1 July 2016, Art. 18 of the [Annotated Model Grant Agreement \(A\(M\)GA\)](#) also contains more info on time records, including a timesheet model with the minimum requirements.

Q 2.2.1.2: Which costs are eligible for BBI JU funding?

All types of eligible costs for BBI JU funding are described in the article 6 of the Grant Agreement (GA). The annotated GA (AGA) provides more concrete examples (e.g. calculation of hourly rates via 'financial year' or 'monthly' methods; travel and subsistence allowance; entertainment or hospitality expenses (including gifts, special meals and dinners) are generally not eligible; depreciation costs; etc.); see http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf.

Q 2.2.1.3: Do beneficiaries in BBI JU projects who are not members of the "Bio-Based Industries consortium" (BIC) need to contribute to the administrative costs of the BBI JU?

Regulation 560/2014 establishing the BBI JU (the "BBI JU regulation") sets out that the administrative costs of the JU "shall be covered by means of financial contributions ... [by] the Union and the members other than the Union". In the BBI JU, the member other than the Union is the "Bio-Based Industries consortium" (BIC) and it is therefore BIC that should provide to the BBI JU the contribution to the JU's administrative costs.

The BBI JU regulation does therefore not provide a legal basis to impose mandatory contributions on non-BIC members that are beneficiaries of BBI JU projects in order for BIC to contribute to the JU administrative costs.

Such contributions may not be deducted from any amounts received by the coordinator as pre-financing either.

In any case, any contributions to the administrative costs of the BBI JU are not eligible costs because they are not incurred in connection with the project (action) as described in the Grant Agreement and are not necessary for its implementation.

Q 2.2.1.4: How and when to report CFS (Certificate on Financial Statement) costs?

Only costs of a mandatory CFS are eligible. Such a certificate is needed if the beneficiary/linked third party requests a total financial contribution of € 325 000 (or more) as reimbursement for actual costs and personnel costs declared on the basis of unit costs calculated according to its usual accounting practices (average personnel costs). This means that costs based on lump sums, flat-rates (e.g. indirect costs) or unit costs (other than those for personnel costs 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). More information: see art. 20 of the [AGA](#).

Q 2.2.1.5: Should linked third parties also submit financial statements?

Yes, but via the participant to which the linked third party is linked. See also [Annotated Model Grant Agreement](#), art. 14, note 3 (“Additional cost eligibility criterion: costs of the linked third party”), which states that:

- Each linked third party declares its own costs. The costs of the linked third party must not be included in the beneficiary’s financial statements;
- Each linked third party has its own financial statements, but these statements must be submitted by its beneficiary (since linked third parties cannot sign them in the IT system. For this purpose, linked third parties must send their signed financial statements on paper to their beneficiary;
- Each linked third party has to provide its own certificate on the financial statements (CFS; see Article 20.4). The threshold of € 325 000 applies to each linked third party (independently of its beneficiary).

Q 2.2.1.6: Should other direct costs <15% of personnel costs be reported during periodic reporting?

BBI JU follows the H2020 rules. During periodic reporting, BBI JU will not ask to specify other direct costs <15%. However, depending on other reported elements, BBI JU could ask follow-up questions, asking to e.g. provide more detailed cost information on some direct costs. Furthermore, it is possible that external auditors might ask additional information about other direct costs, even if they are < 15%. Therefore, please keep detailed accounts; maybe the initial reporting does not require to specify <15% other direct costs, but follow-up questions (from BBI JU or other organisations) could.

Q 2.2.1.7: What is the level of detail required for the financial periodic reporting?

When completing the (periodic) financial statements, please ensure that you do not only add amounts (EUR) per cost category in the IT forms, but that you also provide additional details via manually clicking on the [blue links](#) and the 'R' icon (see 4 slides with screenshots [available here](#)). This level of information is essential for a good (financial) review (by external experts) and assessment (by BBI JU).

Q 2.2.1.8: How should project receipts be taken into account?

Please consult art. 5.3.3 of the [Annotated Model Grant Agreement \(A\(M\)GA\)](#), where the general rule is explained (“If grant amount + receipts > total eligible costs → reduction of grant amount”), and examples of project receipts are provided. For project-specific questions, please contact your BBI JU Project officer, with info@bbi.europa.eu in CC.

Q 2.2.1.9 (How) can previously submitted financial statements be adjusted?

As of the second periodic report, costs submitted via previous periodic reports can be adjusted. For more information and screenshots, please [click here](#). When incorporating adjustments, please only include the difference. For example:

- In Reporting Period 1 (RP1), I have declared € 10,000 as direct personnel cost and I want to add 2,000 => +2,000
- In RP1, I have declared € 10,000 as direct personnel cost and I want to subtract 2,000 => -2,000

2.2.2 'In kind' contributions ('IKOP')

Q 2.2.2.1: What & how should beneficiaries that are not requesting BBI JU funding report?

See FAQ 1.1

Q 2.2.2.2: What is the difference between periodic and annual IKOP reporting?

Via the *periodic* reports (see Qs 2.2.3), the actual in IKOP is reported / calculated via the submitted costs. An *estimation* of a project's IKOP is requested to the coordinator via *annual* reporting. The annual reporting request is typically sent in Q4 of each year. In 2016, the IKOP annual reporting e-mail was sent to project coordinators on 21 Nov 2016 (reply deadline: 12 Jan 2017), and included a [combined questionnaire + guidelines](#).

2.2.3 'In cash' (financial contributions)

Q 2.2.3.1: how to report financial ('in cash') contributions?

Due to current limitations with the H2020 reporting tools, it is not possible to submit data concerning financial (= 'in cash') contributions from consortium partners via the periodic reporting IT modules. BBI JU is currently working on this issue with the IT services and we hope that a solution is implemented in 2019. In order to ensure an accurate and efficient monitoring of financial contributions, and as a temporary solution, BBI JU launched the collection of this information outside of the H2020 reporting flow in July 2018. Next 'financial contributions' reporting requests (if any) will be communicated to project coordinators via e-mail.

2.3 Additional Activities (AA) / investments

Q 2.3.1: how & when to report on AA?

BIC (Bio-based Industries Consortium) has hired an external consultancy firm to gather AA information. Relevant project consortia are typically contacted in Q4 of every year and are asked to provide AA input.

2.4 Financial Audits

Q 2.4.1: When / how will audits be organised?

Financial audits will be coordinated by the H2020 common audit service and will be performed either by the EC's auditor or by external audit firms. In addition to these audits, other institutions (e.g. the European court of auditors) can also initiate and perform audits.

3. Reviews

3.1 Structure & content of review meetings

Q 3.1.1: which documents will be assessed during a review?

The review will be based on the documents submitted within the period in question: the periodic report, financial statements, all elements submitted or achieved during the continuous reporting (e.g. deliverables, milestones, critical risks, info on dissemination, IPR, gender, etc.), plus possibly other documents (e.g. needed for the interim impact evaluation). The reference document for the progress assessment is the GA, and especially its Annexes I (Description of Action - DoA) and II (estimated budget).

Q 3.1.2: How to deal with confidentiality issues between consortium members?

Some (industrial) consortium members might be competitors in their daily business, and might not want to share certain confidential (e.g. commercial) information with each other when additional information is requested during the review. BBI JU will take this into account when organising the review meeting by proactively discussing / identifying such issues with the coordinator, and take appropriate measures (e.g. by structuring the review meeting agenda in such a way that some presentations are given and heard by only part of the consortium representatives).

Q 3.1.3: What are potential outcomes of a review?

Different review outcomes are possible. E.g. if there are deviations, delays as compared to the Description of Action (DoA), or if the submitted documents are of low quality, requests for revisions of reports and/or deliverables can follow and/or recommendations for the next reporting period(s) can be made. The review outcomes will be used as an additional input for the assessment of the period by the BBI JU Project Manager. Based on the results of these assessments, the decision will be made to continue or terminate the project / Grant Agreement.

3.2 Expert-reviewers

Q 3.2.1: How to select expert-reviewers, taking into account confidentiality issues?

BBI JU will select independent (= not involved in the project) experts on the basis of the relevant expertise needed to review the (scientific, industrial, IPR, etc.) progress of the project. The BBI JU Project Manager will discuss the preselected experts with the consortium. Consortia will be able to refuse experts on grounds of (commercial) Conflicts of Interest (CoI). Furthermore, experts will sign a contract with BBI JU that includes clear confidentiality arrangements.

Q 3.2.2: How many expert-reviewers will be used?

The review will be carried out (standard rule) with the support 1-3 (mostly 2) independent experts, depending on the complexity of the topic / project / value chain.

4. Assessment & payment

4.1 Assessment

Q 4.1.1: How long does an assessment of a periodic report last?

The coordinator must submit the periodic report within 60 days following the end of each reporting period. BBI JU must execute the payment within 90 days after having received all the elements of the periodic report. However, if not all required documents are submitted within the 60-day period, BBI JU cannot proceed with the assessment and payment. If the information provided in the periodic report is incomplete or insufficient, BBI JU will ask additional questions, and the 90-day period will be suspended. Furthermore, a review (see FAQs 3) might be carried out in this 90-day period. The approval by the BBI JU Project Manager of the reports and any required deliverables will then trigger the payment.

Q 4.1.2: When will deliverables and milestones be assessed and/or approved?

Deliverables and milestones will be checked by BBI JU in 2 phases:

- At the time of their submission, at least a formal check will be carried out (does the deliverable contain all elements it says it contains, or are certain parts missing? Is there an appropriate front page and structure? Is the level and quality of the provided information sufficient to assess the project's results, progress and achievements? Etc.). At this stage, deliverables might be rejected, and the resubmission of an updated deliverable might be requested;
- At the time of the assessment of the periodic report, all deliverables and milestones linked to the period in question will be assessed in detail by BBI JU and potentially external reviewers (see 3.2). Specifically, the consistency between the Grant Agreement, deliverables, milestones and the relevant periodic report will be assessed. Deliverables can only be accepted after finalisation of a periodic assessment. Deliverables can also be rejected if they do not provide sufficient information to conduct a proper assessment, resulting in a (partial) cost (and thus funding) rejection.

4.2 Payment

4.2.1 Pre-financing

Q 4.2.1.1: How much is the pre-financing?

The pre-financing amount is specified per Call, and the amount is fixed in each GA. Please also note that an amount of 5% of the maximum grant amount is retained by the BBI JU from the pre-financing payment and transferred into the Guarantee Fund.

Q 4.2.1.2: when is the pre-financing paid?

The pre-financing will be paid to the coordinator within 30 days, either from the entry into force of the Grant Agreement (GA) or from 10 days before the starting date of the action whichever is the latest (See art. 21.2 of the GA).

4.2.2 Payment after (periodic) assessments

Q 4.2.2.1: When are payments done?

The BBI JU aims to pay within 90 days from receiving the full periodic report. More information: see [FAQ 4.1](#).

5. Dissemination, Communication, Exploitation

Q 5.1: How to separate Dissemination from Communication activities?

The question is not if/how to separate dissemination and communication activities; the main question is: which dissemination and communication activities are described in your Grant Agreement (GA), and have you carried them out (and if not: why not?).

The following distinction is made:

- “Dissemination”. Art. 29 of the Grant Agreement (GA) states that “unless it goes against their legitimate interests, each beneficiary must - as soon as possible - ‘disseminate’ its results by disclosing them to the public by appropriate means (other than those resulting from protecting or exploiting the results), including in scientific publications (in any medium).” Dissemination is about *sharing* project results.
- “Communication”. Art. 38 of the GA states that “the beneficiaries must promote the action and its results, by providing targeted information to multiple audiences (including the media and the public) in a strategic and effective manner.” Communication is about *promoting* results to targeted (= project-specific) audiences.

Dissemination is often aimed at peers, e.g. other researchers working in the area of the proposed project, while communication is aimed at promoting the project to e.g. non-specialists, including stakeholders whose interest is in potential application of the results. In principle, some dissemination activities (e.g. presenting project results during a scientific conference) could also be seen as a relevant communication activity, as they promote the project to a relevant, targeted audience (in this case: fellow scientists). However, every project has other relevant target groups, and thus different communication activities. This is why a dissemination and communication plan needs to be included in each project, and relevant activities need to be defined, monitored and carried out. If new (= not mentioned in the GA) dissemination or communication ideas would arise, please contact your BBI JU project Manager to discuss them, as to check if an amendment is necessary or not.

More information and good practices can be found in:

- BBI JU’s [Communication and dissemination guidelines](#);
- The Horizon 2020 communication guidance for project participants, as found on http://ec.europa.eu/research/participants/data/ref/h2020/other/gm/h2020-guide-comm_en.pdf;
- The European IPR helpdesk’s
 - Factsheet for Horizon 2020 exploitation and dissemination (https://www.iprhelpdesk.eu/sites/default/files/newsdocuments/FS-Plan-for-the-exploitation-and-dissemination-of-results_1.pdf).
 - Communication, Dissemination and Exploitation brochure (<https://www.iprhelpdesk.eu/sites/default/files/newsdocuments/EU-IPR-Brochure-Boosting-Impact-C-D-E.pdf>)

Q 5.2: Which logos should be used in dissemination & communication activities?

Articles 29.4 and 38.1.2 of the BBI JU Grant Agreement (GA) describe the need to use BBI JU, EC and BIC 'emblems' in your project's dissemination & communication activities and materials. Please (only) use the following logos in your dissemination & communication activities:



Please also note that art. 29.4 and 38.1.2 of the GA also describe which text to add to these logos. Specifically:

- For communication & dissemination activities: "This project has received funding from the Bio-Based Industries Joint Undertaking under the European Union's Horizon 2020 research and innovation programme under grant agreement No XXXXXX"
- For infrastructure, equipment and major results: "This [infrastructure][equipment][insert type of result] is part of a project that has received funding from the Bio Based Industries Joint Undertaking under the European Union's Horizon 2020 research and innovation programme under grant agreement No XXXXXX".

For additional questions about this issue, please check BBI JU's [Communication and dissemination guidelines](#), your GA, the [Annotated Model Grant Agreement](#), or the [EU emblem guidelines](#).

Q 5.3: Does BBI JU provide IPR-related support?

No, as IPR-related support is centralised via the European IPR Helpdesk (<https://www.iprhelpdesk.eu/>). The European IPR Helpdesk offers free of charge, first-line support on IP and IPR matters to beneficiaries of EU funded research projects and EU SMEs involved in transnational partnership agreements, especially within the Enterprise Europe Network (EEN).

Q 5.4: Does BBI JU provide exploitation- and/or dissemination-related support?

Indirectly, through informing consortia about the most recent and relevant guidelines (see other questions in section 5) and initiatives, such as the Common *Dissemination* Booster (CDB) and the Common *Exploitation* Booster (CEB). Both of these measures were pilot projects organised in 2016-2017, and **currently no new applications can be submitted**. Based on the results of the first round of requests, new or updated Calls could be launched in 2018-2019. Therefore, even if you didn't submit a request, please familiarise yourselves with the CDB and CEB principles described below, as future opportunities might still arise.

Common Dissemination Booster (CDB) – submission deadline: 30/11/2017

The CDB aims at providing dissemination-related knowledge and skills to FP7 and Horizon 2020 (incl. BBI JU) project consortia in order to

1. Bring together results from several projects that are suitable to be disseminated together, forming a portfolio of project results;
2. Better map and target project stakeholders and openly disseminate to targeted potential users at European level and beyond.

The added value is manifold, as it allows participants to:

- Expand their dissemination skills & capabilities with the help of a consultant specialised in dissemination
- Expand on their known dissemination networks and stakeholders (1. Expand to other research domains; 2. Expand to other networks; 3. Expand to other levels (European))
- Expand their awareness of other projects that are complementary to theirs
- Take their dissemination to a different level – a step closer to the needs of the end-user – which will potentially ensure better dissemination, better uptake, more impact
- Increase their visibility – the lead project's dissemination is multiplied by a tremendous factor (all the channels of the participating projects + new channels secured via the CDB, CORDIS Result Packs, etc..)

Important CDB information & timing:

- The CDB is not substituting nor duplicating existing dissemination activities at individual project level; it aims at maximising the dissemination and exploitation potential by leveraging the synergies amongst related projects with a dedicated service offering.
- Timing. The call for expressions of interest ran until November 2017, with implementation of CDB services up to Q2 2019.
- 5 services are offered:
 1. Portfolio Identification Service
 2. Stakeholder/End-user mapping, including Leveraging Networks at European Level and in Complementary Research Field
 3. Portfolio Dissemination Plan Development
 4. Portfolio Dissemination Capacity Building
 5. Dissemination Campaign in Practice
- More information about the CDB (including a description of the 5 types of services and a link to a 2-page leaflet) can be found on <https://ec.europa.eu/eusurvey/runner/CDB> and <https://webgate.ec.europa.eu/fpfis/wikis/pages/viewpage.action?pageId=145399321>.

Common Exploitation Booster (CEB) – submission deadline: 30/11/2016

Via this EC-initiated support measure, ongoing (also BBI JU) projects could request - free - help from external consultants to facilitate the exploitation of research results. Specifically, 4 types of services could be requested (see also <http://exploitation.meta-group.com/SitePages/default.aspx>):

- [Analysis of Exploitation Risks](#) (to scout the route towards the market and better tackle risks)
- [Exploitation Strategy Seminar](#) (a joint working session to streamline the exploitation strategy and go to market action plan)
- [Business Plan Development](#) (to design a convincing and actionable plan for exploitation)
- [Brokerage and Pitching Event](#) (where partners present their results to peers, potential users and investors, in order to pave the way to follow-ups)

Q 5.5: How should we acknowledge Horizon 2020 funding?

Please acknowledge the EU funding in all your communication, publication dissemination and IPR activities as well as on all equipment, infrastructure and major results funded by the grant.

More information and templates can be found on:

- [Horizon 2020 Participants' Guide to acknowledging funding](#)
- [Horizon 2020 Online Manual section on project communication](#)

Q 5.6: (How) should 'open access' be taken into account?

BBI JU follows the Horizon 2020 approach regarding 'open access'. For more information, please consult the ['open access' section](#) on the Horizon 2020 online manual, as well as the relevant [infographic](#).

Q 5.7: (How) can we use BBI JU's communication channels to promote our projects?

BBI JU offers the following communication channels to promote your project's activities and results:

- The BBI JU newsletter. Please subscribe via [this link](#).
- BBI JU's [LinkedIn page](#): become a member, and post project-related messages to an ever-growing community.
- [Twitter](#). Become a follower of BBI JU's [Twitter feed](#), and include the [@BBI2020](#) [@BIC](#) and [@EU_H2020](#) Twitter handles in tweets and in LinkedIn posts. If you have a Twitter account for the project then follow us so we can pick this up and retweet project news etc.

For all communication-related questions and requests for inclusion / promotion of your communication materials, please e-mail communications@bbi.europa.eu with your BBI JU project officer in CC.