

Financial management strategy of the network

The Norwegian University of Life Sciences (UMB) has participated in EU projects since Norway in 1994 became a full member of the EU Framework Programme. The university has participated as a partner or acted as coordinator in over 100 EU financed projects, including Marie Curie actions.

The University is currently coordinating two Marie Curie actions under FP 7.

There exist considerable expertise both at the Departmental and the Main Administrative level in managing EU projects. The university has, in addition, created a university wide EU financial and administrative support team that assists researchers and research groups that are in the process of applying for, are participating in or are coordinating projects under FP 7.

Financial management team

The financial management of the project will be the responsibility of the chief financial officer (Ann-Kristin Mrs. Øyen) in the Department of Department of Chemistry, Biotechnology and Food Science (IKBM). The chief financial officer has management experience from both previous and on-going EU projects. The chief financial officer is, together with financial assistants in the department, responsible for handling financial matters related to all research projects hosted by the department including budgeting, payment and accounting. Financial management is executed through the web-based University Financial System (Agresso).

For the ITN project financial management also involves distribution of funds to the participating partners and recruited researchers as well as preparing financial statements. The financial officers will work closely and liaison with the coordinator (prof. Åsa Frostegård) who is has the overall management responsibility for the project.

The project will fund a part-time position (financial assistant) that will be fully dedicated to handle all financial matters pertaining to the project.

The financial team in will consist of:

Person	Position	Responsibility in the ITN projects
Mrs. Ann-Kristin Øyen	Chief financial officer	Financial management, IKBM
To be employed (part-time)	Financial assistant	Dedicated to handle financial matters in the ITN project, IKBM
Mrs. Wenche Traneid	Administrative officer	Responsible for handling invoices and payments, IKBM
Mrs. Valborg Lippestad	Senior financial adviser	Bursars office, the Main Administration

EU projects at the university is audited, according to rules and regulations set out in 7FP, by Price Waterhouse Coopers AS in Norway (contact person: Tone Torsås, Senior Associate, Gravane 26, N-4610 Kristiansand, Norway)

EU support team

The EU support team at the university is responsible for assisting researchers and research groups that are involved in FP7 projects.

The EU-team consists of:

Person	Position	Responsibility
Mrs. Monica Holthe	EU-coordinator at UMB, the Main Administration	Project management support
Mr. Vegard Arnhoff	Legal Counsel	EU contracts and legal matters, LEAR person
Mr. Colin Murphy	Head of Technology Transfer Office	IPR, Knowledge Transfer and SME collaboration

The above-mentioned persons will assist the project coordinator and the chief financial officer in carrying out the ITN project. In addition the team can draw on support from other administrative staff in the main administration that are responsible for assisting the departments in matters pertaining to employment of staff, payment of salaries, travel and subsistence allowance as well as accommodation for in-coming researchers. The service will be carried out on a need to do basis. No payment will be charged for this service as it forms part of management assistant to EU projects at the university.

Management of funds

Expenses for the activities carried out by the host organisation (Norwegian University of Life Sciences) will be managed by the chief financial officer in the Department of Food Department of Department of Chemistry, Biotechnology and Food Science (IKBM). This involves both expenses connected to execution of the training project and expenses related to coordination between the partners. Expenses for organising international workshops and events open to participants outside of the network will also be managed by the chief financial officer and her assistant.

A part of the maximum contribution of 7 % for the ITN project will pay for salary for a part-time position as financial assistant fully dedicated to handling all financial matters pertaining to running of the project under supervision of the chief financial officer. Part of the 7% will be used for audit certification by Price Water House Coopers Ltd in Norway. A part will also be set aside for covering travelling and other related running expenses for the coordinator of the project.

Expenses for activities carried out by the researchers as for instance monthly living and mobility allowance, travel allowance and career exploratory allowance, will be managed centrally and distributed from the University of Life Science to each partner when a researcher or fellow is recruited.

The Consortium Agreement will set out in detail how the funds will be managed for the length of the project.