**Template Collaboration Agreement**

**for the implementation of SGS (support for ERC candidates) funded under the Norwegian Financial Mechanism Programme**

**2014-2021**

between

**[*Name*]**

 [*Represented* *by*]

hereinafter referred to as the “ Project Promoter”

and

**[*Name*]**

[*Represented* *by*]

hereinafter referred to as the “Host institution”

hereinafter referred to individually as a “Party” and collectively as the “Parties”

**Disclaimer:**

This template Collaboration Agreement aims at assisting the employing organization of the Romanian researcher and European host institution in the preparation of their agreement.

It is provided for information purposes only and its contents are not intended to replace consultation of any applicable legal sources, where appropriate. Parties can add articles to this present agreement.

PREAMBLE:

The Small Grant Scheme (SGS) – support for ERC candidates aims to support the Romanian promising candidates in order to improve their project proposals before reapplying to ERC calls. Thus, the Romanian ERC candidates have opportunity to gain international research experience by working in an excellent research environment offered by the ERC grantees and their institutions.

IT IS AGREED AS FOLLOWS:

**Article 1 – Scope and objectives**

This Collaboration Agreement (hereinafter referred to as the “Agreement”) defines the responsibilities of the Parties and sets the rules for a good cooperation.

**Article 2 – Entry into force and duration**

This Agreement shall enter into force on the date of the signature by the Parties and shall remain in force until the end of the research visit of the Romanian researcher as SGS beneficiary.

**Article 3 – Main roles and responsibilities of the Parties**

**3.1 Employing institution, as Project Promoter:**

* to control and approve the scientific activities of the Beneficiary (Romanian researcher);
* to establish payment deadlines towards the Host institution as agreed in this Agreement;
* to transfer to the Host institution nominated bank account the payments due by the set deadlines;
* to immediately inform the Host institution (ERC Grantee) concerning any changes regarding the employment status of the Beneficiary (Romanian researcher);
* to ensure that the researcher as Beneficiary of the grant scheme respects the following:
* to carry out the research visit within the period of time agreed with the Host institution;
* to follow the rules regarding the access and use of the research infrastructure/data base established by the Host institution;
* to actively participate in the research activities undertaken by the research group from the Host institution;
* to require the necessary information for the improvement of the level of knowledge or research activities;
* to observe the working hours imposed by the Host institution;
* to elaborate a detailed technical report upon the research visit and to transmit it to the ERC Grantee for approval.

**3.2 Host institution of ERC Grantee:**

* to receive the Beneficiary (Romanian researcher) on the institution premises;
* to make available to the Beneficiary (Romanian researcher) the access to research infrastructure/data base;
* to communicate the usage rules of the research infrastructure/data base and the working hours;
* to analyse and approve the technical report of the mobility;
* to provide mentorship/scientific guidance, and to give relevant information on the good practices required in order to elaborate a successful ERC project proposal;
* to control and supervise the Beneficiary (Romanian researcher) activity;
* to actively involve the Beneficiary (Romanian researcher) or in the research group activities;
* to inform the Project Promoter - employing institution regarding any misconduct of the Beneficiary (Romanian researcher).

**Article 4 –Budget**

1. The total amount that the host institution may claim from the project budget according to the call documents is up to 5.000 Euro;
2. The amount under this agreement is……………….Euro;
3. The amount represents access to the research infrastructure/data base at the Host institution.

**Article 5 – Financial management and payment arrangements**

Specify bank account details of the parties: name of bank, address of branch in full, exact designation of account holder, full account number including IBAN and BIC/Swift codes

Payment methods: invoice etc.

**Article 6 – Term of this Collaboration Agreement**

1. Any amendment to this Agreement, including its Annexes (if case), shall be the subject of a written agreement concluded by the Parties.
2. This agreement is a mutual statement of intent among Parties, who agree to make every reasonable effort to fulfil the intentions expressed herein.

**Article 7 – Notices and language**

All notices and other communications between the Parties shall be made in English, writing and be sent to the following addresses:

For the Employing institution (Project Promoter):

[*include contact details*]

For the Host institution:

[*include contact details*]

This Agreement has been prepared in two originals, of which each Party has received one.

For the Employing institution (Project Promoter) For the Host Institution

Signed in……………… on …………..…. Signed in………… on …………….

[*Name*] [*Name*]

[*Title*] [*Title*]