

"ATRAE PROGRAM"

CALL 2023

EXECUTION INSTRUCTIONS AND SCIENTIFIC-TECHNICAL JUSTIFICATION

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GENERAL ISSUES

These instructions refer to the execution and scientific-technical justification of the grants to encourage the incorporation of consolidated talent "ATRAE Programme", approved by the Resolution of 16 June 2023 of the Presidency of the State Research Agency, approving the 2023 call.

This call is approved under Order CIN/1025/2022, of 27 October, published in the "Official State Gazette" of 29 October 2022, which approves the regulatory bases for the granting of public aid corresponding to various programmes and sub-programmes of the State Plan for Scientific, Technical and Innovation Research for the period 2021-2023.

The granting of the grants for the 2023 call was made by Resolution published on 22 December 2023 by the Presidency of the State Research Agency (hereinafter, the 2023 award resolution).

The execution and justification of the actions must be governed by the regulatory bases, the call for applications and the concession resolution, subject to the applicable national regulations. These instructions are clarifying some points included in the order of bases, in the call and in the concession resolution, relating to the execution and scientific-technical justification.

COMMUNICATIONS BETWEEN THE STATE RESEARCH AGENCY AND THE BENEFICIARIES

Article 4 of the call establishes the mandatory use of the established electronic means, both for the notification or publication of the administrative acts that are issued, and for the presentation by the beneficiary entities.

The submission of applications, documents and communications will be made through the virtual file folder-Facilit@, located in [FACILIT@ - Consulta y tramitación de expedientes](#).

The State Research Agency will also communicate with the entities through Facilit@, responding to the requests made by the beneficiary entity or, where appropriate, requiring additional information, which can be found in the "Notifications" tab.

In Facilit@, the submission of documents must be made by the person who legally represents the beneficiary entity (RL). When the actions to be carried out in Facilit@ have a specific period, this period will be unique for the provision of the relevant documentation to the application and for the electronic signature and registration of said person. The documentation will not be considered submitted until it is completed with the RL signature.

The different models of documents to be submitted are available in the Execution and Justification section of the website of the call for these grants, in that of the AEI.

The documents in Facilit@ can be provided in two ways:

1. **When it is on the beneficiary entity's own initiative**, through "Actions to be carried out" > "Make instance", choosing one of the types of instance visible in the drop-down menu or, if you do not find a type of instance that adapts to what you want to request, using the type "Generic instance".
2. **When it is in response to a notification from the AEI**, the documentation will be provided through the "Required documentation" tab. In the justification verification phase, this option to provide documentation will be enabled after the request for correction for the presentation of clarifications, or after the initial agreement for the presentation of allegations.

The maximum file size is 4MB. Only documentation in PDF format is accepted, except for documents in which it is established that it must be provided in .xls format

For **clarification queries related to the execution and scientific-technical justification** of the "Atrae Programme" grants, you can use the institutional email box: atrae.seg@aei.gob.es

1. MODIFICATIONS TO THE CONCESSION RESOLUTION

1.1 GENERAL ISSUES

The conditions for the execution of the grants may only be modified in the cases permitted in the order of bases of the call (article 25) and in the call (article 20), if they meet the criteria and requirements specified therein and that they are due to supervening causes that could not be foreseen at the time of the application.

Applications that involve a change in the conditions of the concession resolution must be submitted **at least 2 months** before the end of the period of execution of the action.

The decision adopted by the Agency will be communicated to the entity, which **must inform** the person hired under these grants.

Changes made to the initial application **must be incorporated into the intermediate and final monitoring reports, in the sections existing for this purpose**, to facilitate their follow-up.

The acceptance of the aid in the proposal for a provisional resolution or proposal for a final resolution **implies agreement with the achievement of the objectives and activities proposed** under the conditions under which the aid has been approved. **No changes may be made to the objectives or activities of the aid** in relation to the conditions of its approval without prior authorisation from the AEI.

Requests for modifications must be made using and completing all the sections of the forms available on the **call website** ([Grants to encourage the incorporation of consolidated talent "ATRAE Programme" | State Research Agency \(aei.gob.es\)](#)), in the section on **Execution and justification > Models for modification requests**. Once the document has been completed, it must be provided by the person who has the legal representation of the entity through the website on <https://aplicaciones.ciencia.gob.es/facilita/>.

1.1.1. MODIFICATION IN THE DISTRIBUTION OF THE AID GRANTED

No transfers may be made between the concepts of direct costs and indirect costs.

The amount approved within the sub-concept of recruitment costs of the PI, which is not executed by the creation and coverage of the permanent contract, may be transferred only to the sub-concept of execution costs of the R+D+i project.

The amount approved in the concept of direct costs as costs of execution of the project may be allocated to any of the eligible expenses established in article 8.3.b), with the established limits and in accordance with the needs of the action, provided that the link with it is demonstrated, without requiring prior authorization from the Division of Cross-Cutting Scientific and Technical Programs, Strengthening and Excellence.

Any change in the expenses contemplated in the budget of the application must be reflected in the interim and final monitoring reports, justifying their necessity. **The inclusion of this information in the intermediate and final scientific-technical reports is mandatory** for the scientific-technical approval of the changes made

1.1.2. MODIFICATION OF THE PROJECT EXECUTION PERIOD.

Extensions exceeding half of the initial duration of the project shall not be authorized

Modifications to the term of execution of the activity must have a specific scientific-technical justification and be due to **supervening causes** that could not be foreseen in the application, which **prevent** execution within the scheduled period.

Administrative reasons will not be admitted as justification for supervening causes, **nor will** changes in the execution period

be authorized to carry out **objectives not included in the original application**.

As a rule, second extensions will not be authorized. **If a possible second extension is authorized, the total period extended** (sum of the two) will not exceed half of the initial duration of the project.

The request for an extension of the period must be made using **the form available on the website** and will contain the following information:

- Reasoned and detailed scientific-technical justification of the need to extend the execution period, including the reasons that have motivated the delay in the execution of the objectives of the action.
- Detailed proposal of activities to be carried out to achieve the fulfillment of the pending objectives. along with a detailed timeline.
- Updated statement of the expenditure made and committed to date and the remainder available for the pending activities.
- Detail of the expenditure forecast by concept until the end of the aid, including the requested extension.

1.1.3. SUBCONTRACTING

In general, the actions subject to the aid may be subcontracted in compliance with the requirements and prohibitions established in Article 29 of Law 38/2003, of 17 November, and in Article 68 of Royal Decree 887/2006, of 21 July.

Those activities that, being part of the subsidized action, cannot be carried out by the beneficiary entity itself, may be subcontracted, which must be accredited in the technical report or in the scientific-technical reports. The essential elements of the action may not be subcontracted, which must correspond to the person in charge hired by the beneficiary entity and its research team.

In general, activities up to 25% of the total amount granted may be subcontracted, which may be increased to 50%, in duly justified cases **and upon a reasoned request**. In no case may the expenditure corresponding to the same object and the same supplier be split up.

It will not require the modification of the concession resolution and will be authorized by the Subdivision of Transversal Scientific and Technical Programs, Strengthening and Excellence, the increase in the maximum percentage of subcontracting of the activities subject to aid established in this call, within the limits regulated in article 9 of the regulatory bases and in article 8.8 of this call.

PART TWO. SCIENTIFIC-TECHNICAL JUSTIFICATION

2.1. GENERAL ISSUES

The Branch of Cross-Cutting Scientific and Technical Programmes, Strengthening and Excellence is the competent body for the scientific-technical monitoring of activities, for which it has two types of actions:

- Mandatory submission of the scientific-technical report for intermediate and final monitoring.
- Face-to-face days for the presentation of results, visits, etc.

2.2. FORM, DEADLINES AND CONTENT OF SCIENTIFIC-TECHNICAL REPORTS

The scientific-technical justification will be made through the presentation of two monitoring reports, one intermediate and one final, which will be written using the standardised models for each monitoring, available on the Agency's website ([Grants to](#)

[encourage the incorporation of consolidated talent "ATRAE Programme" | State Research Agency \(aei.gob.es\)\)](#). All sections (personnel, dissemination activities, expenses, etc.) must be completed by following the instructions at the end of each form.

The reports must inform of the **date of coverage and the characteristics of the permanent position created through the permanent contract or taking of possession, as well as the data of the person who occupies it**. Additionally, an **affidavit from the RL** of the beneficiary entity must be attached that **the position has been created in the area of knowledge of the PI**.

In addition, with the final scientific justification, the person hired must answer the questionnaire of indicators of the result of the aid, before sending the justification to the entity, for signature and registration. The data entered in this questionnaire must coincide with the data provided in the final report.

The **deadline** for the presentation of each of them will be:

- 3.1.1. **Interim monitoring report**: Maximum three months from the day on which the halfway point of the period of execution of the action is completed.
- 3.1.2. **Final monitoring report**: Maximum three months from the day on which the end of the period of execution of the action is completed.

These reports will be drafted, attached to the justification application, **located in [JUSTIFICACIONES](#)**, and sent to the beneficiary entity by the person hired with the aid. The **file format** will be pdf and its **maximum size** (including the selection of publications resulting from the project) will be 4Mb.

To access the justification application, you must be registered in the Unified Registry of Applicants (RUS), [Registro Unificado de Solicitantes](#), since you must access with the same RUS username and password. It is **essential** that RUS data is always **up to date** so that notifications and communications with the State Research Agency (AEI) are efficient.

It is recommended to carefully read the "Instructions for the preparation of scientific-technical monitoring reports" available at the end of each scientific-technical report model.

The instructions for completing the reports, as well as their formats, may be modified by the Branch of Transversal Scientific and Technical Programmes, Strengthening and Excellence and any updates that may be made will be incorporated into the website.

Failure to submit the final report or a negative rating of the report of it may result in the total or partial reimbursement of the subsidy granted.

2.3. FACE-TO-FACE DAYS FOR THE PRESENTATION OF RESULTS

In addition, face-to-face conferences for the presentation of results and any other type of activities related to the scientific-technical monitoring of the grants awarded may be organised. To this end, the appropriate bodies or experts may be appointed, the submission of complementary information may be requested and the necessary assessment reports may be drawn up. Participation in these activities will be mandatory for those actions that are called. Thus, non-attendance for unjustified reasons may lead to the interruption of the action, as well as the total or partial reimbursement of the aid.

2.4. EX-POST EVALUATION AND ANALYSIS

As a result of the scientific-technical monitoring, the Agency's Branch of Cross-Cutting Scientific and Technical Programmes, Strengthening and Excellence will prepare a report whose result may be "very satisfactory", "satisfactory", "acceptable", "unsatisfactory" and "unsatisfactory". The report must include, where appropriate, those items of expenditure that cannot be

considered manifestly linked to the performance of the action.

Failure to submit or the scientific-technical assessment of the interim monitoring report as "unsatisfactory" may lead to the interruption of the action, as well as the total or partial reimbursement of the aid.

Failure to submit or the scientific-technical assessment of the final report as "unsatisfactory" may result in the total or partial reimbursement of the aid.

Subsequent scientific-technical monitoring (*ex-post* monitoring) may be carried out to evaluate the effectiveness and general impact of the call, for which the beneficiary entities may be required to provide new indicators.