

"ATTRACT 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 subsidies to promote the incorporation of consolidated talent "ATRAE Programme", approved by the Resolution of 16 June 2023 of the Presidency of the State Research Agency, which approves the 2023 call.

This call is approved under Order CIN/1025/2022, of 27 October, published in the "BOE" 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 subsidies for the 2023 call was made by means of a Resolution published on 22 December 2023 by the Presidency of the State Research Agency (hereinafter, the resolution of the 2023 award).

The execution and justification of the actions must be regulated by the regulatory bases, the call for applications and the concession resolution, subject to the applicable national regulations. These instructions clarify some points included in the order of bases, in the call for applications and in the award 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 issued and for the presentation by the beneficiary entities.

The submission of applications, documents and communications will be made through the virtual folder Facilit@, located in [FACILIT@ - Consultation and processing of files](#).

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

In Facilit@, the presentation 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 deadline, this period will be unique for the delivery of the documentation relevant 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 signature of the RL.

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

Documents in Facilit@ can be provided in two ways:

1. **When it is on the beneficiary entity's own initiative**, by means of "Actions to be carried out" > "Create instance", choosing one of the instance types visible in the drop-down menu or, if you do not find an instance type that suits what you want to request, using the "Generic instance" type.
2. **When responding to an AEI notification**, documentation will be provided through the "Required Documentation" tab. At the justification verification stage, this option to provide documentation will be enabled after the request for correction to the submission of clarifications, or after the initial agreement for the presentation of the accusations.

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

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

1. MODIFICATIONS TO THE CONCESSION RESOLUTION

1.1 GENERAL ISSUES

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

Applications involving a change in the conditions of the award decision must be submitted **at least 2 months** before the end of the implementation period of the action.

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

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

The acceptance of the aid in the proposal for a provisional resolution or a final resolution **implies an agreement to comply with the objectives and activities proposed** under the conditions in 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 promote the incorporation of consolidated talent "ATRU Program" | State Research Agency \(aei.gob.es\)](#)), in the section on **Execution and Justification > Models for modification requests**. Once the document is completed, it must be provided by the person who has the legal representation of the entity through the website in FACILIT@.

1.1.1. MODIFICATION IN THE DISTRIBUTION OF THE AID GRANTED

IP Change

The change of the person **acting as the PI** will not be allowed.

Increase in the maximum percentage of subcontracting.

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 the Order of bases.

Transfers between the three categories of expenditure

No transfers may be made between the three categories of types of expenditure within the concept of direct costs set out in Article 8.3, with the exception set out in the following section.

The amount approved in the concession resolution in the concept of direct costs as execution costs of the R+D+i 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 the need for a modification resolution or prior authorisation from the State Research Agency.**

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

Any changes in the expenses foreseen 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

Transfer of contracting cost to execution costs after IP stabilization

The approved amount that, within the sub-concept of hiring costs of the PI, is not executed as a result of the creation and coverage of the permanent job, in accordance with the provisions of articles 7.2 and 8.3.a), respectively, **may be transferred to the sub-concept of costs of execution of the R+D+i project, without the need for a modification resolution or prior authorisation from the State Research Agency.**

However, the amount approved in the concession resolution for indirect costs and in the sub-concept of costs for the establishment and/or improvement of facilities and equipment, within the concept of direct costs, will not be modified by such transfer.

This transfer of funds must be reflected in the interim and final monitoring reports, justifying its purpose, as well as its application to eligible expenditure established in Article 8.3.b), within the established limits and in accordance with the needs of the action, provided that the link with it is justified. 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 will not be authorized

Modifications in the execution period 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 **prevents** 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 general rule, second extensions will not be authorised. **If a possible second extension is authorised, the total extended period** (sum of both) 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 implementation period, including the reasons for the delay in the implementation of the objectives of the action.
- Detailed proposal of activities to be carried out to achieve the pending objectives. along with a detailed chronology.
- Updated statement of the expenditure made and committed to date and the rest available for pending activities.
- Detail of the planned expenditure per concept until the end of the aid, including the extension requested.

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, as they are part of the subsidised 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 cannot be subcontracted, which must correspond to the person in charge hired by the beneficiary entity and its research team.

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

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 Transversal Scientific and Technical Programs, Strengthening and Excellence is the competent body for the scientific-technical monitoring of activities, for which it has two types of actions:

- Mandatory presentation 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 carried out 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 ([Subsidies to promote the incorporation of consolidated talent "ATrue Programme" | State Research Agency \(aei.gob.es\)\)](https://www.aei.gob.es/programas/programa-atrue)). All **sections** (staff, outreach activities, expenses, etc.) must be completed by following the instructions at the end of each form.

The reports must inform the **date of coverage and the characteristics of the permanent position created by the permanent contract or the taking of possession, as well as the data of the person who occupies it**. In addition, an **affidavit of the beneficiary entity's real right** must be attached indicating **that the position has been created in the area of knowledge of the principal investigator**.

In addition, with the final scientific justification, the person hired must respond to the questionnaire of indicators of the result of the grant, before sending the justification to the entity, for signature and registration. The data entered in this questionnaire **must match 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 midpoint of the implementation period of the action is completed.
- 3.1.2. **Final monitoring report:** Maximum three months from the day on which the implementation period of the action is completed.

These reports will be drafted, attached to the justification request, located in [JUSTIFICATIONS](#) 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 request, you must be registered in the Unified Registry of Applicants (RUS), <https://aplicaciones.aei.gob.es/rus/> already which you must access with the same username and password RUS. It is **essential that**

RUS data is always **Updated** 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 template.

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

Failure to comply with the final report or a negative rating of the final report may result in full or partial reimbursement of the grant awarded.

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

In addition, face-to-face conferences can be organised for the presentation of results and any other type of activities related to the scientific-technical monitoring of the grants awarded. To this end, appropriate bodies or experts may be appointed, supplementary information may be requested, and the necessary evaluation reports may be prepared. Participation in these activities will be mandatory for those actions that are called. Thus, failure to provide assistance 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 Branch of Cross-Cutting Scientific and Technical Programmes of the Agency, 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 expenses that cannot be considered manifestly linked to the execution of the action.

Failure to submit or scientifically and technically assess the interim monitoring report as "unsatisfactory" may lead to the interruption of the action, as well as the full or partial reimbursement of the aid.

Failure to submit or scientifically evaluate the final report as "unsatisfactory" may result in full or partial reimbursement of the aid.

A subsequent scientific-technical monitoring (ex-post monitoring) can be carried out to assess the effectiveness and overall impact of the call, for which beneficiary entities may be required to provide new indicators.