



SERVICE OFFER

ADMINISTRATIVE & FINANCIAL DEPARTMENT

This document presents a description of the Administrative and Financial Tasks Sustainable Innovations can offer, detailing comprehensive solutions to address technical and financial reporting, as well as contractual management, both amendments and consortium agreements.

www.sustainableinnovations.eu

ABOUT US

Sustainable Innovations is a Spanish consultancy firm that provides innovative services to a wide range of sectors across Europe: bio-based industry, renewable energy, and advanced materials, among others. The core competencies offered by Sustainable Innovations are structured in two main pillars which bridge the gap between ideas to market. On the one hand, the R&D management area offers expertise in fundraising, grant writing, project integration and advisory services. On the other hand, we are involved in EU project execution where we offer expertise in two distinct areas: exploitation & business plans, as well as communication & dissemination. Additionally, we offer training and support in project administration as well as financial management. Our main value is the highly qualified and multi-cultural-disciplined talented team of engineers, environmentalists, communication experts, and business strategists that work with us.

OUR COMPANY

Sustainable Innovations, established in the last decade, began its mission to catalyze the adoption of early-stage innovations from research centers, start-ups, and universities. Since 2018, we've actively contributed to European projects, focusing on sectors vital for sustainable progress like circular economy, bio-based industries, manufacturing, and energy storage.



Mission

We build a better tomorrow by establishing feasible paths for sustainable innovations to come.



Vision

We contribute to the Sustainable Development Goals of the United Nations through our Innovation management services, including R&D support and EU project execution, as well as supporting organizations in their innovative processes. Thus, we aim to be the most active and contributive European Sustainability Consultancy company.



Values

Innovation, Sustainability, Commitment, Teamwork.

ADMINISTRATIVE & FINANCIAL SERVICES

Sustainable Innovations (SIE) plays a critical role in the administrative and financial management of Horizon Europe projects. Its tasks are key to ensuring that projects run smoothly and are following the program's stringent requirements. Below are the primary tasks SIE undertakes in this regard:

Sustainable Innovations

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1. ADMINISTRATIVE MANAGEMENT

Project Coordination: SIE helps manage the overall administrative coordination of Horizon Europe projects, ensuring proper communication between project partners, the European Commission (EC), and other stakeholders.

Compliance with EU Regulations: We ensure that all actions taken in the project align with the Horizon Europe program rules and the financial regulations stipulated by the EU, which is crucial for maintaining funding eligibility.

Reporting and Documentation: SIE prepares and submits periodic reports (financial, technical, and progress reports) to the European Commission, ensuring that they comply with the Horizon Europe guidelines and timelines.

Contract Management: SIE manages the contractual agreements with consortium partners, ensuring that all terms and conditions are followed, and provides guidance on any necessary amendments or adjustments throughout the project lifecycle.

2. FINANCIAL MANAGEMENT

Budget Planning and Monitoring: SIE is responsible for creating a detailed budget for the project, keeping track of expenditures, and ensuring that spending aligns with the approved project plan. This includes monitoring costs, forecasting financial needs, and adjusting as necessary to avoid budget overruns.

Financial Reporting: We ensure that financial reports are submitted on time to the European Commission. These reports include justifications for the funds spent, and could include supporting documentation such as invoices, timesheets, and other documents.

Cost Tracking and Auditing: SIE tracks all eligible costs for the project, ensuring that the proper costs (personnel, travel, subcontracting, etc.) are reimbursed according to the Horizon Europe rules. We also prepare for audits by managing internal control processes to guarantee compliance.

Funding Disbursement support: SIE supports the main Coordinator in the process management of fund distribution to project partners, ensuring that all partners receive their due share of the funds based on their contribution and financial needs as specified in the project agreement.

3. RISK AND COMPLIANCE MANAGEMENT

Risk Assessment and Mitigation: SIE monitors and identifies any potential risks to the project's financial or administrative health, addressing any issues early on to prevent delays or financial discrepancies.

Ethical and Legal Compliance: We ensure that the project adheres to ethical standards, and other legal requirements, including data privacy rules such as GDPR, which are essential in Horizon Europe projects.

4. COMMUNICATION AND STAKEHOLDER MANAGEMENT

Internal Communication: SIE facilitates clear and consistent communication within the project consortium, ensuring that all partners are aware of their responsibilities and deadlines.

External Communication: SIE liaises with the European Commission and other external stakeholders to ensure that the project is on track, and the project's progress is communicated clearly and effectively.

5. SUPPORT TO CONSORTIUM PARTNERS

Capacity Building: SIE provides administrative and financial training to project partners, ensuring they understand the specific requirements for Horizon Europe funding and reporting.

Advising Partners on Financial Issues: we advise consortium members on cost eligibility, financial planning, and any changes to EU regulations that may affect their project activities.

6. DATA MANAGEMENT

Data Collection and Analysis: SIE collects and processes project data, including financial reports and performance data, ensuring proper data management according to EU rules, especially considering the data reporting and privacy requirements.



Image 1: Some of Sustainable Innovations' EU projects logos where admin & finance tasks were led

As part of the projects shown in the image, and for other private partners, SIE has been in charge of some or all of the aforementioned tasks, as well as audit of actual status and necessary training for project managers in charge of the coordination.

The following table outlines indicative tasks for a standard European project (Horizon Europe programme used as standard). Please note that the services provided are indicative and may vary depending on project specifications, scope, and additional requirements. For a tailored quote or further information, please don't hesitate to contact us.

TASK	DESCRIPTION
Data Management Plan	<p>Use of internal expertise in order to draft the best strategies for the identified datasets. This includes:</p> <ol style="list-style-type: none"> 1. Advice for data generation, collection and preservation methodology following the FAIR principles and security protocols, as well as advice for GDPR compliance. 2. Implementation of data repository tool for data management. 3. Open-science management. 4. Drafting of Data Management manual report <p>It is important to state that this service goes beyond the points listed, as to deliver quality results it is necessary to be in constant communication with the owners of the datasets, so there is a need to obtain constant feedback from the consortium. All emails and meetings/workshops necessary to achieve the quality desired are included in the service itself.</p> <p>This service can be provided for both research and commercial results, customisations can be made depending on each case.</p>
Risk Management Plan	<p>From the proposal stage, it is necessary to identify preliminary risks for each project. SIE's tasks once the project is running are to closely monitor their status, level of impact, probability of materialising, etc. Likewise, it is key to identify new possible risks and define clear corrective measures, if that was to be the case.</p>
Technical Report part A Support and guidance in completion	<p>SIE provides support and guidance all along the way of the data requested when reporting to the European Commission (tabs including Researchers, Impact, Dissemination and Communication, IPR, Standardisation, Publications, etc).</p>
Technical Report part B template, proofreading and fine tune	<p>SIE provides partners with the necessary template for reporting the activities performed during the analysed period and guarantees that every piece of information requested is addressed by the consortium (WP advance, impacts, KPIs, Open Access, Exploitation, Communication, Use of Resources, etc.).</p>
Financial report (real costs & lump sum structure projects). Official and interim reporting periods	<p>Financial monitoring is key to the success of a project reporting. That is why SIE performs interim reports to detect in advance any possible deviation or doubts within the consortia in the cost eligibility. SIE is expert in actual costs management (personnel costs and effort, purchase costs, subcontracting, etc.) but also in lump sum structure where the administrative burden is very much reduced but also implies experience and knowledge in handling the reporting phase.</p>
Grant Agreement Preparation	<p>GAP procedure involves several processes that imply being in close contact with partners for feedback and necessary completion of certain stages. SIE will support all along the way in the legal signature,</p>

	as well as in the necessary shortcomings to be addressed for a successful final grant agreement signature.
Amendment Management	Many things can happen during a 36- or 48-month project: partner withdrawal, budget redistribution, etc. SIE will handle these and other possible issues smoothly with the European Commission Project Officers, in a way that technical partners will be able to concentrate just in carrying out their work as per the Description of Action.
Consortium Agreement Preparation	To regulate the rules within the consortium partners it is necessary to draft a concrete agreement prior to the signature of the main grant agreement. SIE will provide the template and coordinate partner's inputs to it for it to be signed before the project kicks off.
Organisation of major meetings and process of minutes	A project is only a success when being handled correctly. SIE will organise in a continuous and timely manner the expected meetings, as long as the project lasts. Likewise, we will guarantee that major issues and discussions are well kept record of.
Tailor made audit of status and necessary corrective measures	If your project has already kicked off but you are struggling with unfamiliar regulations and are not sure everything is managed properly, we are here for you. We will audit your project processes and procedures and analyse what should be improved. We will provide you with the necessary tools to excel in project management.
Tailor made training on Financial and Administrative Management of projects	As experts in H2020, Horizon Europe and other Public Funding programmes, our group of experienced professionals will provide a tailor-made training for you to become yourself a master's in European project management.

Table 1: Services table

Additionally, if there are any tasks not included in this Table, we welcome the opportunity to discuss them further during a separate consultation call. Our team is committed to accommodating your specific requirements and tailoring our services to address any additional needs that may arise. We value open communication and are dedicated to providing flexible solutions that align with your project objectives. Please feel free to reach out to us to explore how we can best support your project management goals.

IMPLEMENTATION PLAN AND ROADMAP

The following roadmap delineates the strategic framework and actionable steps to effectively implement our project management solutions. Within this implementation plan, we outline a detailed roadmap, guiding you through the sequential phases essential for project success:



Figure 1: Implementation Plan and roadmap.

The outlined roadmap encompasses a structured approach to guide the implementation of your administrative and financial strategies seamlessly. Beginning with the thorough analysis of calls, followed by the development of conceptual ideas and task structuring, each phase is meticulously designed to ensure clarity and effectiveness. Furthermore, the inclusion of validation and approval processes underscores our commitment to delivering high-quality results that resonate with stakeholders and drive impactful outcomes. Ultimately, the culmination of this roadmap leads to the delivery of final results, representing the culmination of our collective efforts and dedication. By adhering to this strategic framework, we not only ensure the successful execution of communication initiatives but also pave the way for sustained engagement and meaningful impact within your project.



**Sustainable
INNOVATIONS[®]**

Let's meet up!

Have a great business idea, patent, break-through
and don't know how to bring it to the market in a
sustainable and competitive way?

Well, we are here for you.

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