

**Contract between WATERFORD INSTITUTE OF TECHNOLOGY and  
<PARTNER>**

**For financial support to third parties under Article 15 of Grant Agreement  
number 871582 — NGLatlantic.eu**

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THIS CONTRACT is made between:

- (1) **WATERFORD INSTITUTE OF TECHNOLOGY** - whose legal address is  
Cork Road, Waterford, County Waterford, Ireland, X91 KOEK (hereinafter  
called "**WATERFORD INSTITUTE OF TECHNOLOGY**")

And

- (2) **<PARTNER NAME and ADDRESS>** (hereinafter called "**PARTNER**")

who shall be the "parties" to this Contract:

WHEREAS **WATERFORD INSTITUTE OF TECHNOLOGY** is the coordinator of project  
"NGLatlantic.eu - A Collaborative platform for EU-US NGI experiments", that receives  
European Union funding under Horizon 2020 Grant Agreement number 871582 –  
NGLatlantic.eu, and

WHEREAS NGLatlantic.eu has reserved funds to provide financial support to third parties  
under Article 15 of Grant Agreement<sup>1</sup> number 871582 — NGLatlantic.eu through an open  
call process, and

WHEREAS **WATERFORD INSTITUTE OF TECHNOLOGY** is the one of 5 beneficiaries in  
Grant Agreement number 871582 – NGLatlantic.eu authorized to contract the third parties  
who are successful in the NGLatlantic.eu open call process, and

WHEREAS **PARTNER** is an entity receiving financial support for research services critical  
to the success of the delivery of research work under the aforementioned Grant Agreement;  
and the work of this project must be performed within the timeframe and deadlines of the  
NGLatlantic.eu's 1<sup>st</sup> Open Call.

**WATERFORD INSTITUTE OF TECHNOLOGY** and **PARTNER** now agree the following  
**Contract** for performance and delivery of research services by **PARTNER** as part of the  
aforementioned **Grant Agreement**.

**The Contract:**

**1. Definitions**

In this Contract and unless the context requires otherwise, the following words and  
phrases shall have the meanings detailed below:

"**Contract**" shall mean this Contract, together with its annexes and any modifications  
agreed in writing by the parties.

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<sup>1</sup> Article 15 of Grant Agreement number 871582 — NGLatlantic.eu is equal to the Article 15 of the Model Grant Agreement.  
The MGA is available at [http://ec.europa.eu/research/participants/data/ref/h2020/mga/gga/h2020-mga-gga-multi\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/mga/gga/h2020-mga-gga-multi_en.pdf)

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“**Grant Agreement**” means Horizon 2020 Grant Agreement 871582 for project NGLatlantic.eu as awarded to WATERFORD INSTITUTE OF TECHNOLOGY and 4 additional beneficiaries, which follows the H2020 Model Grant Agreement, whose latest annotated full version can be found [here](#)<sup>2</sup> for further reference.

“**IPR**” shall mean any intellectual property right (including know-how) in any form, e.g. invention, copyright (including software), patent of any description, trade mark, trade dress, domain name, registered design right, design right and any registered protection for any of the foregoing including any application for such protection.

“**Foreground**” shall mean IPR generated pursuant to the performance of the Work and includes the Results of the Work.

“**Background**” IPR shall mean that which is not Foreground.

“**Description of Work**” is the description of the tasks as presented in Annex 1 to this **Contract**.

“**Work**” shall mean any work carried out or to be carried out under this Contract as specified in the “Description of Work” in Annex 1 to this **Contract**, and any modifications to that agreed between WATERFORD INSTITUTE OF TECHNOLOGY and the PARTNER.

“**Services**” shall mean the items or services specified as such in the Scope of Work.

“**Results of the Work**” shall mean any direct results of performing the Work, and includes all Services.

“**Mentoring/Coaching**” shall mean monitoring, mentoring, and coaching plan of the undertaken EU – US experiments project funded under the Open Calls of NGLatlantic.eu (See Annex 3).

“**Partner set up form**” shall mean that the document the PARTNER must submit to WATERFORD INSTITUTE OF TECHNOLOGY in order to get set up in their partner system (See Annex 4).

## **2.0 Effectiveness of this Contract**

The start date of this Contract shall be <start date>, and shall be made effective by signature by both parties.

## **3.0 Terms and Conditions**

In addition to the terms and conditions of this contract, the terms and conditions of the Horizon 2020 Grant Agreement number 871582 – NGLatlantic.eu under which the work is performed also apply mutatis mutandis to this **Contract** to ensure that the European Commission (EC) the European Court of Auditors (ECA) and the European Anti-Fraud Office (OLAF) can exercise their rights under Articles 22 and 23 of the Model Grant Agreement towards **PARTNER**. Furthermore, the obligations of the **PARTNER** include the obligations under articles 35, 36, 38, and 46. In case of any conflict between the provisions of this CONTRACT and those of the Grant Agreement, those of the Grant Agreement shall take order of precedence.

The above referenced articles of the Grant Agreement cover:

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<sup>2</sup> [https://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/amga/h2020-amga\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf)

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- Article 22 – Checks, reviews, audits and investigations — Extension of findings
  - Checks, reviews and audits by the EC;
  - Investigations by the European Anti-Fraud Office (OLAF);
  - Checks and audits by the European Court of Auditors (ECA);
  - Checks, reviews, audits and investigations for international organisations;
  - Consequences of findings in checks, reviews, audits and investigations — Extension of findings;
  - Consequences of non-compliance.
- Article 23 – Evaluation of the impact of the action
  - Right to evaluate the impact of the action;
  - Consequences of non-compliance.
- Article 35 – Conflict of interest
  - Obligation to avoid a conflict of interests;
  - Consequences of non-compliance.
- Article 36 – Confidentiality
  - General obligation to maintain confidentiality;
  - Consequences of non-compliance.
- Article 38 – Promoting the action – Visibility of EU funding
  - Communication activities by beneficiaries;
  - Communication activities by the EC;
  - Consequences of non-compliance.
- Article 46 – Liability for damages
  - Liability of the EC;
  - Liability of the beneficiaries.

If the project team is composed of more than one partner, the PARTNER must ensure that its obligations under this Agreement also apply to any other Project partners. In addition, the PARTNER must ensure that the Project partners have internal arrangements regarding their operation and co-ordination to ensure that the Project is implemented properly. These internal arrangements must be set out in a written 'consortium agreement' between the partners, which may cover:

- legal representation;
- internal organisation of the project team;
- distribution of financial support;
- intellectual property rights.

#### **4.0 Performance**

- 4.1 PARTNER shall perform its work under this Contract in accordance with the requirements of the Description of Work.
- 4.2 PARTNER shall endeavour to ensure that all Work is performed to the highest professional standards and shall be responsible for the quality and timeliness of its services under this Contract.

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4.3 PARTNER will perform its services according to the following performance standards:

- (i) PARTNER must be available during normal working hours to discuss the work in progress and respond to technical and/or administrative requests;
- (ii) The Personnel offered for the performance of the work must have the necessary competence to perform the work and must be announced in advance to WATERFORD INSTITUTE OF TECHNOLOGY.

WATERFORD INSTITUTE OF TECHNOLOGY shall be entitled to request the exchange of personnel in case the Personnel offered is provably unable to perform the services as agreed under this agreement.

**5.0 Consideration and Payment**

The sum due in consideration of performance, and the payment terms, shall be as specified by the payment plan in Annex 2 to this CONTRACT.

Notwithstanding the commitments in the payment plan, Payments to the PARTNER will only be done by WATERFORD INSTITUTE OF TECHNOLOGY subsequent to receiving the corresponding funding from the European Commission.

As with all H2020 projects, the final 15% payment will only be paid after the completion and approval of all Work of the Project by the European Commission.

PARTNER shall strictly abide by all H2020 provisions concerning reporting, and cost calculations, and adhere to all instructions contained in H2020 Annotated Model Grant Agreement<sup>3</sup> when completing its cost claim and funds utilisation report.

Any applicable VAT or tax payments on the amount due to the PARTNER shall be fully borne by the PARTNER.

**6.0 Acceptance of Services**

6.1 PARTNER shall supply the work and services as defined in the Description of Work.

6.2 After reception of part or all of these Services, WATERFORD INSTITUTE OF TECHNOLOGY may object to any work or service that does not comply with the standards implied in the Description of Work. If the objected Service does not comply with these standards, PARTNER shall re-work the Service to reach the agreed standards.

**Failure to supply the work or service to a satisfactory standard by the final date for that task as set out in the Description of Work shall oblige WATERFORD INSTITUTE OF TECHNOLOGY to withhold corresponding payment and/or claim back the respective part of the advance payment.**

In the case where part or all of the work or service has not been supplied to the standard required by the **CONTRACT** and an opportunity to rework it has not been successful, PARTNER undertakes to return any payment or prepayment received for this work or service within 30 days.

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<sup>3</sup> [http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/amga/h2020-amga\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf)

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All reports must be drawn up using the forms and templates provided by the Waterford Institute of Technology. All reports and deliverables, when appropriate, required by this **CONTRACT** shall be in English.

**7.0 Intellectual Property Rights**

PARTNER warrants full compliance with all IPR provisions under the H2020 Model Grant Agreement.

PARTNER shall take all reasonable precautions to avoid the inclusion of third party IPR in the Results of the Work, and to avoid making the use of the Foreground subject to third party IPR, and to avoid giving advice the following of which would result in the infringement of third party IPR.

PARTNER warrants that the supply and use of their Personnel and Services in accordance with this **CONTRACT** does not and will not infringe any IPR belonging to WATERFORD INSTITUTE OF TECHNOLOGY, and/or any of the NGLatlantic.eu beneficiaries or any third party.

As H2020 Model Grant Agreement shall apply, IPR to the Results of the Work generated by the PARTNER shall be owned by the PARTNER as specified in article 26 of H2020 Model Grant Agreement. In the event of multiple partners, the allocation and terms of exercise of any joint ownership of results arising between the partners will be agreed in writing between themselves to ensure compliance with the Grant Agreement

**8.0 Confidentiality**

All information in whatever form or mode of communication, which is disclosed by a Party (the “Disclosing Party”) to any other Party (the “Recipient”) in connection with the Project during its implementation and which has been explicitly marked as “confidential” at the time of disclosure, or when disclosed orally has been identified as confidential at the time of disclosure and has been confirmed and designated in writing within 15 calendar days from oral disclosure at the latest as confidential information by the Disclosing Party, is “Confidential Information”.

8.1 The Recipients hereby undertake in addition and without prejudice to any provisions of the Grant Agreement, for a period of 5 years after the end of the Project:

- Not to use Confidential Information otherwise than for the purpose for which it was disclosed;
- not to disclose Confidential Information without the prior written consent by the Disclosing Party;
- to ensure that internal distribution of Confidential Information by a Recipient shall take place on a strict need-to-know basis; and to return to the Disclosing Party, or destroy, on request all Confidential Information that has been disclosed to the Recipients including all copies thereof and to delete all

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information stored in a machine readable form to the extent practically possible.

The Recipients may keep a copy to the extent it is required to keep, archive or store such Confidential Information because of compliance with applicable laws and regulations or for the proof of on-going obligations provided that the Recipient comply with the confidentiality obligations herein contained with respect to such copy for as long as the copy is retained.

- 8.2 The Recipients shall be responsible for the fulfilment of the above obligations on the part of their employees or third parties involved in the Project and shall ensure that they remain so obliged, as far as legally possible, during and after the end of the Project and/or after the termination of the contractual relationship with the employee or third party.
- 8.3 The above shall not apply for disclosure or use of Confidential Information, if and in so far as the Recipient can show that:
- the Confidential Information has become or becomes publicly available by means other than a breach of the Recipient's confidentiality obligations;
  - the Disclosing Party subsequently informs the Recipient that the Confidential Information is no longer confidential;
  - the Confidential Information is communicated to the Recipient without any obligation of confidentiality by a third party who is to the best knowledge of the Recipient in lawful possession thereof and under no obligation of confidentiality to the Disclosing Party;
  - the disclosure or communication of the Confidential Information is foreseen by provisions of the Grant Agreement;
  - the Confidential Information, at any time, was developed by the Recipient completely independently of any such disclosure by the Disclosing Party;
  - the Confidential Information was already known to the Recipient prior to disclosure, or
  - the Recipient is required to disclose the Confidential Information in order to comply with applicable laws or regulations or with a court or administrative order, subject to the provision Section 10.7 hereunder.
- 8.4 The Recipient shall apply the same degree of care with regard to the Confidential Information disclosed within the scope of the Project as with its own confidential and/or proprietary information, but in no case less than reasonable care
- 8.5 Each Party shall promptly advise the other Party in writing of any unauthorised disclosure, misappropriation or misuse of Confidential Information after it becomes aware of such unauthorised disclosure, misappropriation or misuse.
- 8.6 If any Party becomes aware that it will be required, or is likely to be required, to disclose Confidential Information in order to comply with applicable laws or regulations or with a court or administrative order, it shall, to the extent it is lawfully able to do so, prior to any such disclosure
- notify the Disclosing Party, and

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- comply with the Disclosing Party's reasonable instructions to protect the confidentiality of the information.

#### **9.0 Liabilities**

- 9.1 PARTNER shall use all reasonable endeavours to ensure the accuracy of any information it supplies under this Contract and shall be responsible for any direct loss or damage arising out of any inaccuracies or omissions, which are the result of its gross negligence or wilful intent.
- 9.2 PARTNER shall promptly notify WATERFORD INSTITUTE OF TECHNOLOGY of any claim arising relevant to 9.1. If any claim relevant to 9.1 is made against WATERFORD INSTITUTE OF TECHNOLOGY and/or any of the NGLatlantic.eu beneficiaries arising from PARTNER work, PARTNER will indemnify and keep indemnified WATERFORD INSTITUTE OF TECHNOLOGY and/or any of the NGLatlantic.eu beneficiaries against any and all loss and damages arising from such claim.
- 9.3 PARTNER shall promptly notify WATERFORD INSTITUTE OF TECHNOLOGY of any claim arising from their performance of the work where a third party alleges harm has been caused by the actions of PARTNER in performing this contract. If any such claim is made against WATERFORD INSTITUTE OF TECHNOLOGY and/or any of the NGLatlantic.eu beneficiaries arising from PARTNER work, PARTNER will indemnify and keep indemnified WATERFORD INSTITUTE OF TECHNOLOGY and/or any of the NGLatlantic.eu beneficiaries against any and all loss and damages arising from such claim.
- 9.4 PARTNER's overall liability under this contract is limited to the value of PARTNER's share of this contract, except for damages caused by wilful intent or gross negligence.
- 9.5 Upon request, PARTNER shall inform WATERFORD INSTITUTE OF TECHNOLOGY on the essential terms and conditions of its employer's liability insurance.
- 9.6 Should in the execution of the CONTRACT a need arise to provide the European Commission or the NGLatlantic.eu beneficiaries with information which is subject to export control laws and regulations that originates from PARTNER, PARTNER shall notify WATERFORD INSTITUTE OF TECHNOLOGY to secure that such information is only provided in accordance with the provisions of such export control laws and regulations.

#### **10 Term and Termination**

- 10.1 This Contract starts on <start date> and it shall terminate no later than the end date of the project as foreseen in Annex 1. In the case Grant Agreement 871582 for project NGLatlantic.eu is terminated earlier than planned, this Contract will also be terminated, and work items and payments will be finalised in line with the European Commission decision to terminate the Grant Agreement 871582 for the NGLatlantic.eu project.
- 10.2 If either party breaches any conditions of this Contract and fails to remedy such breach within thirty days after receipt of a written notice from the other party, the

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party giving notice may, at its option and in addition to any other remedies that it may have, terminate this Contract by sending notice of termination in writing to the other party and such termination shall be effective as the date of the receipt of such notice, and any benefits of the Contract in respect of the other party shall cease.

- 10.3 Notwithstanding termination or cessation of this Contract, clauses 7, 8 and 9 shall remain in force.

**11.0 Force Majeure**

If any party is rendered unable by circumstances of Force Majeure to fulfil any of its obligations under this **CONTRACT**, such party, by giving notice and reasonably full particulars to the other party promptly after the occurrence of such Force Majeure, shall be excused from the performance of such obligations during the continuance of such inability so caused, so far as and to the extent that the obligations are affected by such Force Majeure, that such party shall be relieved of the liability for failure to fulfil the same during such period provided that the cause of such inability shall be remedied so far as is possible with reasonable despatch. For the purpose of this Contract, the term "Force Majeure" means an occurrence beyond the control of the party affected and which, by acting in a reasonable and prudent manner, said party is unable to prevent such as acts of God, state of war, riot, epidemics, atmospheric disturbance, lightning, storm, hurricane, earthquake, landslide, strikes and lock-outs.

**12.0 Amendments, Variation**

Amendments or variations of this Contract or any of the rights or obligations of WATERFORD INSTITUTE OF TECHNOLOGY or PARTNER herein shall only be effective when expressed in writing and signed by both parties.

**13.0 Waiver**

No delay, neglect or forbearance in enforcing against any term or condition of this Contract shall be deemed to be a waiver or in any way prejudice any rights under this Contract unless in writing and signed by the parties.

**14.0 Enforceability**

The invalidity or unenforceability for any reason of any provision of this Contract shall not prejudice the validity or enforceability of the remainder. The parties shall seek to agree an amendment of this Contract such that the amended contract has as near as possible the same effect as intended in the original Contract.

**15.0 Notice**

Any notice to be given under this Contract may be first sent as a PDF file attached to an eMail and must be acknowledged by the receiving party on receipt. If not acknowledged by eMail, then it shall be forwarded by letter post to the addressee at its business address as last notified in writing to the other party.

The PARTNER must immediately inform Waterford Institute of Technology of any of the following:



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- change of contact person(s) and/or contact details of the Partner;
- events which are likely to affect significantly or delay the implementation of the Project or delivering the Project's goals or the Commission's financial interests, in particular changes in its legal, financial, technical, organisational or ownership situation;
- circumstances affecting the decision to award the financial support or non-compliance with requirements under this Agreement.

Any communication or request concerning this Agreement shall identify the PARTNER agreement number, the nature and details of the request or communication and be submitted to the following addresses:

For the Waterford Institute of Technology:

Name: Jim Clarke

Address: TSSG, Waterford Institute of Technology, Waterford, Rep. of Ireland

Email: [jclarke@tssg.org](mailto:jclarke@tssg.org)

Phone: 00 353 87 2323931

For the PARTNER:

Name:

Address:

Email:

Phone:

## **16.0 Relationship of the Parties**

Nothing in this Contract shall be construed as establishing or implying any partnership or joint venture between the parties hereto and nothing in this Contract shall be deemed to constitute either of the parties hereto as the agent of the other or authorise either party:

- (i) to incur any expense on behalf of the other party;
- (ii) to enter into any engagement or make any representation or warranty on behalf of the other party;
- (iii) to pledge the credit of or otherwise bind or oblige the other party; or
- (iv) to commit the other party in any way whatsoever without in each case obtaining the prior written consent of the party concerned.

The sole exception to this section is where such an action is foreseen and the conditions allowing it are described in the scope of the work (Annex 1).

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**17.0 Assignment**

This Contract shall not be assigned or transferred by either party except with the written consent of the other party.

**18.0 Applicable Law**

This Contract shall be governed by and construed in all respects by the laws of Ireland. The Court of jurisdiction is Dublin, Ireland.

**19.0 Dispute Resolution**

19.1 WATERFORD INSTITUTE OF TECHNOLOGY and PARTNER will attempt to settle any claim or controversy arising out of it through consultation and negotiation in good faith and a spirit of mutual cooperation.

19.2 All disputes arising out of or in connection with this Contract, including any question regarding its existence, validity or termination, shall, unless amicably settled between the parties, be finally settled by arbitration according to the ICC (International Chamber of Commerce) Rules of Arbitration ("RULES"). Arbitration proceedings shall take place in Dublin, Ireland, and the language of the proceedings shall be English.

**20.0 Headings**

The headings used for the terms and conditions in this Contract are for reference purposes only and shall not affect the construction of the Contract.

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**WATERFORD INSTITUTE OF TECHNOLOGY** and **PARTNER** now agree the above **Contract** for the performance and delivery of research services by **PARTNER** under the aforementioned Grant Agreement 871582 for project NGlatlantic.eu

Signed for and on behalf of  
WATERFORD INSTITUTE OF TECHNOLOGY

Signed for and on behalf of  
PARTNER

.....  
Technology Transfer Manager  
Title

.....  
<NAME>  
<TITLE>

Date.....

Date.....

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ANNEXES:

**Annex 1 to this Contract: The agreed Description of Work (DoW)**

The DoW is based on the Partners' proposal including any adjustments agreed in the contracting phase e.g. timing of deliverables.

Description of work is provided in the attached proposal "**Proposal title**" submitted to the 1<sup>st</sup> NGLatlantic.eu Open Call.

Plan for submitting the deliverables in the proposal is complemented by mandatory deliverables described under point 2 of the Annex 2 to this contract.

End of Annex 1

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**Annex 2 to this Contract: Payment plan and working practices for the above DoW**

The payment plan will cover any payments(s), including interim payments based on achievements/deliverables, the final payment and any other financial conditions. This annex also presents the standard NGIatlantic.eu project requirements for contributions to management, reporting, attending meetings and providing deliverables.

Annexes to this Contract not attached hereto, but available to both parties, when project is deemed successful.

1) Maximum financial support for the PARTNER: <€xxxxx.xx>

2) Mandatory deliverables to be provided by the PARTNER:

- **D1 – Enter End date of First month of project** - Detailed experiment description and implementation / execution plan (Confidential);
- **D2 – Enter End date of 3<sup>rd</sup> Month of project** – Report on experiment implementation and execution – Experience on experiment implementation and execution (Project internal – to be disclosed upon consortium decision);
- **D3 – Enter End date of last month of project** – Experiment results (Public).

3) Payment plan:

- 40% of the maximum financial support after approval of D2 by NGIAtlantic.eu consortium;
- 45% of the maximum financial support after approval of D3 by NGIAtlantic.eu consortium;
- 15% of the maximum financial support after the successful review of the project that includes the first two payments for the open call projects, only after approval of the PARTNER's work by EC and independent reviewers. The final total amount to be paid to the PARTNER will be defined after approval of the final PARTNER's report (see below), which cannot be higher than the maximum financial support defined above.

4) Reporting

- Intermediate report on usage of the PARTNERS's resources to fulfil this contract (number of person months spent, personnel and other costs, as well as related indirect costs) for first three months must be provided to the NGIAtlantic.eu coordinator until **end of 3<sup>rd</sup> month of project date**.
- Final report on usage of the PARTNER's resources for entire duration of the contract until **end of project date**.
- The final report must be accompanied by corresponding cost claim and funds utilisation report from the PARTNER and evidence the money has been spent.

5) Participation at NGIAtlantic.eu meetings

- The PARTNER should ensure representation at the NGIAtlantic.eu meetings and audio/video mentoring / coaching audio conferences, as requested by the NGIAtlantic.eu consortium and as recorded in the corresponding meeting minutes and notes. (See Annex 3)

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- If selected, the PARTNER representation at an NGIAtlantic.eu review meeting, if required by EC, is mandatory.

End of Annex 2

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### **Annex 3. MENTORING agreement**

This Mentoring Agreement is devised to ensure Mentees and Mentors develop a mutual understanding of expectations from the outset of their partnership. This agreement will help each Mentee/Mentor pair:

- Establish communication expectations;
- Identify goals for this Mentoring partnership;
- Outline boundaries around the Mentoring partnership.

As a Mentee, I agree to:

1. Carry out all meetings with my Mentor, <for Long Term Contribution projects, commit to a minimum of interaction points at a monthly interval within the six month project duration at a location specified by my Mentor>, <for Short Term Contribution projects, commit to a minimum of interaction points at a bi-weekly interval within the three month project duration at a location specified by my Mentor>.
2. Communicate with my Mentor via an agreed email only, unless otherwise agreed with my Mentor. Communication will be during the normal working week 9am-5pm only.
3. Meetings will usually last in the region of 60 minutes. Timeliness is to be respected.
4. Give my Mentor advance notice of the cancellation of any pre-arranged meetings and attempt to reschedule promptly.
5. Review my progress as I work towards my identified goals.
6. Devote an optimum amount of time to our partnership.
7. Keep all information disclosed within the mentoring partnership confidential and maintain safe private systems for the recording of such information.
8. Agree the only exception for breach of confidentiality is if the Mentor becomes concerned about the Mentees mental or physical wellbeing. In light of such concerns, the Mentor will inform the NGLatlantic.eu Co-ordinator so the Mentee can be signposted to the appropriate support.
9. Contact the NGLatlantic.eu Co-ordinator as soon as possible if I'm no longer able to commit to the Mentoring partnership.

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As a Mentor, I agree to:

1. Provide guidance, support, and encouragement to my Mentee.
2. Commit to a minimum of <for Long Term Contribution projects, Commit to a minimum of interaction points at a monthly interval within the six month project duration at a location specified by me as the Mentor>, <for Short Term Contribution projects, Commit to a minimum of interaction points at a bi-weekly interval within the three month project duration at a location specified by me as the Mentor>.
3. Communicate with my Mentee via an agreed email only, unless otherwise agreed with my Mentee. Communication will be during the normal working week 9am-5pm only.
4. Meetings will usually last in the region of 60 minutes. Timeliness is to be respected.
5. Give my Mentee advance notice of the cancellation of any pre-arranged meetings and attempt to reschedule promptly.
6. Meet and communicate regularly with my Mentee to support them work toward identified goals.
7. Devote an optimum amount of time to our partnership.
8. Keep all information disclosed within the mentoring partnership confidential and maintain safe private systems for the recording of such information.
9. Agree the only exception for breach of confidentiality is if in my capacity as Mentor, I become concerned about the Mentees mental or physical wellbeing. In light of such concerns, I will inform the NGLatlantic.eu Co-ordinator so the Mentee can be signposted to the appropriate support.
10. Contact the NGLatlantic.eu Co-ordinator as soon as possible if I'm no longer able to commit to the Mentoring partnership.

Name of Mentor: \_\_\_\_\_

Mentor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Mentee: \_\_\_\_\_

Mentee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**End of Annex 3**



Contract between WATERFORD INSTITUTE OF TECHNOLOGY and  
<PARTNER>

For financial support to third parties under Article 15 of Grant Agreement  
number 871582 — NGIatlantic.eu

Annex 4: NEW PARTNER SET UP FORM REQUEST



Waterford Institute of Technology  
INSTITIÚID TEICNEOLAÍOCHTA PHORT LÁIRGE

*To be completed by WIT staff member- seeking the Partner set up. This form is to be returned to [procurement@wit.ie](mailto:procurement@wit.ie).*

Partner Name:	
Partner Address:	
Contact no of Partner:	
E-mail Address of Partner:	

Project Name	
Project Details	NGIAtlantic.eu first open call
Project Subaccount	P2238
Project Value (Total)	€3 499 937.50
Project Value <b>this partner</b>	€
Project Duration	

Name of WIT staff member seeking Partner set up:	James Clarke
Signature:	
Date:	

End of Annex 4