

# The Italy - Israel Cooperation in Agricultural Research Program 2011

## (Italy-Israel program)

### Grant Management Guidelines

The approval and implementation of the Italy-Israel (IT-IL) program obligates the Italian and Israeli participants and institutions involved to carry out the research within the framework of the following guidelines.

#### The Research Grant Agreement

Approved Italy-Israel projects will require separate contracts (ministerial decree/grant agreement) between the Ministry of Agriculture Food and Forestry Policies (MIPAAF) and the beneficiary Italian institutions, and between the Chief Scientist Office, the Ministry of Agriculture and Rural Development (MOARD) and the beneficiary Israeli institutions. All contracts will specify an identical Start Date and duration, effective only after the contracts have been duly signed.

#### Parties to the Agreement

##### **Funding bodies**

Italian Ministry of Agriculture Food and Forestry Policies (MIPAAF) and Israel Ministry of Agriculture and Rural Development (MOARD) are the funding bodies of the bi-lateral call and will serve as the national contact focal point offices.

##### **Institutions**

Each participating institution accepts responsibility for supervision of that portion of the project to be carried out by its affiliated investigator/s.

**Participants, project leader, coordinator and co-coordinator** are defined as follows:

**Participants:** all the scientist involved in the project and responsible to carry out the identified tasks listed on the cover page

**IT project leader:** is that participant whose name appears first on the cover page of the proposal among the scientists from Italy. The IT project leader is responsible for the submission of scientific reports, financial reports, notification of changes in the work plan and maintaining contacts with both the Italian and Israeli participants and the Research Office of MIPAAF. That person must come from a research center / unit of the national council of agricultural research (CRA).

**IL project leader:** is that participant whose name appears first on the cover page of the proposal among the scientists from Israel. The IL project leader is responsible for the submission of scientific reports, notification of changes in the work plan and maintaining contacts with both the Italian and Israeli participants and the Chief Scientist Office of MOARD. That person must be a scientist / certified researcher employed by an official research center / unit/ institute / university from Israel.

**The coordinator of the bilateral project: is one of the two project leaders** (either from Italy or from Israel) who **will be responsible** to communicate with both the Italian and the

Israeli contact focal point offices on behalf of the entire team regarding the submission of joint scientific reports and any team or institutional changes.

Co-coordinator: is the project leader of the research team of the other country not coordinator.

The IT project leader, being or not coordinator, will be responsible to produce financial and scientific reports on behalf of all Italian participants to the national funding body.

The IL project leader, being or not coordinator, will be responsible to produce financial and scientific reports on behalf of all Israeli participants to the national funding body.

### **Submission of Research Proposals and Evaluation**

The submission of the research proposals and their evaluation process are detailed in the “**Call for Proposals - Guidelines for the preparation and submission of proposals**” of the Italy - Israel cooperation in agricultural research program 2011. The submission deadline for the research proposals is June 27, 2011.

### **Initiation of the Research Grant**

Following notification of the award and approval of any required budget revision, an identical Starting Date for the bilateral project is agreed among both the project leaders, their Institutions and the contact focal point offices. The Starting Date is specified in the Research contracts (ministerial decree/grant agreement) as well as the duration of the project and the financial contribution for each participant.

### **Termination of the Research Grant**

Termination of the project is dependent upon approval of the project's final scientific report and the approval of the cost statements of each funded institution by the Research Office of MIPAAF for Italy and The Chief Scientist Office of MOARD for Israel.

The final scientific report is to be prepared jointly by the IT and the IL project leaders and submitted to Italian and Israeli contact focal point offices by the coordinator. The report is due within six months of the conclusion of the project and will include a summary of the project's scientific activities of all participants in both countries.

Both the Research Office of MIPAAF and the Office of the Chief Scientist of MOARD will jointly notify all participants in writing upon satisfactory termination of the research contracts.

The Italy-Israel program can cancel, by a joint decision, the research contracts for reasons of non-compliance with the regulations of the agreement by written notification to the institutions.

**Adherence to the Original Work Plan:** in case of unforeseen obstacles leading to substantial changes in the work plan/participants, the coordinator must inform both the funding bodies describing the possible corrective actions and explaining their necessity. The workplan will only be modified following a joint approval from the IT and IL contact focal point offices. The Italy-Israel program reserves the right to refuse such alterations in the original plan.

### **Financial Administration of the Grant**

Financial requirements are different at MIPAAF and MOARD. Recipient institutions must comply with the specific requirements of their granting agency.

The Italian grant recipient institutions must follow the requirements stated in the Ministerial Decree n.6387 of 22/03/2010.

The Israeli grant recipient institutions must follow the requirements stated in the updated regulatory procedures of the Chief Scientist of MOARD.

**Financial report:** Each funded institution is responsible for the preparation and timely submission of the report to its national contact focal point office according to its regulations through the coordinator/co-coordinator

### **Scientific Administration of the Grant**

The project leaders are responsible for preparing the periodical scientific reports to be submitted by the coordinator to both the Italian and Israeli contact focal point offices. Reports will be prepared according to the national regulations of the project leader.

The coordinator will also be responsible for submitting the final scientific report to both the Italian and Israeli contact focal point offices.

**Periodical Scientific Progress Reports** (one electronic copy sent by email to both Italian and Israeli contact focal points offices):

According to the respective rules, provide intermediate reports to Italian and Israeli contact focal point offices through the coordinator. Evaluate the work done in both Italy and Israel during the referring months. Include the following items in the report:

**Cover Page** signed by the project leaders (for both countries, also the institution's authorizing official).

**Evaluation of research achievements** as relates to the original research proposal and objectives.

**Description of the activities carried out referring to the original Workpackages**

**Description of cooperation**

**Changes in direction**, if any from that in the original proposal.

**List of publications**, if any, arising from the joint research.

**1. Final Scientific Report** (one electronic copy sent by email to both Italian and Israeli contact focal point offices):

A comprehensive scientific report, jointly prepared by the project leaders in accordance with the instructions below, must be submitted to Italian and Israeli contact focal point offices by the project coordinator within **6** months of the conclusion of the project.

Upon request, copies of the final scientific reports will be made available to the public. In addition, the final report will undergo peer review and will be used to establish accountability of the Italy-Israel program. It is important that the relevant information be presented in an accessible form that facilitates fair and comprehensive review.

***The final report should include the following items and headings:***

- **Cover Page**
- **Publication Summary**
- **Abstract** (one page maximum, single spaced), including:

- *list of the original objectives, as defined in the approved proposal, and any revisions made during the project.*
- *Brief background to the topic.*
- *Major achievements and conclusions.*
- *Implications, both scientific and agricultural.*
- **Achievements** (max 10 pages, 1.0 line spaced, font size 11-12), include:
  - *Significance of the main scientific achievements or innovations.*
  - *Agricultural and/or economic impacts of the research findings, if known.*
  - *Details of cooperation: whether and how project objectives were promoted as a result of the cooperation.*
  - *Publications: publications in reviewed journals should be included only if reporting on work at least partially supported by the Italy-Israel program. These should include an acknowledgement to the Italy-Israel program using the following format:*  
*"This research was supported by Research Grant Award No. ----- and Ministerial Decree n.----- from The Italy-Israel program 2011".*
- **Appendix** (technical information supporting the research findings): Provide a table of contents and include the following:
  - *Published papers.*
  - *One copy of each 'in-press', 'accepted' or 'submitted' paper.*
  - *Unpublished data, briefly summarized.*
  - *Other relevant material may be included (1.0 line spaced, font size 11-12).*
- **Publications:** *One reprint of each published paper resulting from the project research and not included in the appendix of the report, are to be forwarded to both Italian and Israeli contact focal point offices, as they become available.*

## Appendices to the Research Grant

G1.....	Cover Page
G2-1 .....	Amended Budget Summary- Israel
G2-2 .....	Amended Budget Summary-Italy
G3 .....	Signature Page
G4 .....	Semi-annual Declaration (Israel only)
G5-1 .....	Annual Fiscal Report (Israel only)
G5-2 .....	List of Employees (Israel only)
G6 .....	Periodical Scientific Report Cover Page
G7-1 .....	Final Scientific Report Cover Page
G7-2 .....	Publication Summaries

**Date of Submission: Month, Day, 2011**

**Proposal Title:**

**Total Requested Budget (in thousand Euros €)**

**Requested Duration of the Proposed Research:**

**Participants**

<b>Position in Proposal</b>	<b>Name</b>	<b>affiliated institution</b>
<b>1) Coordinator</b>		
<b>2) Co-coordinator</b>		
<b>3) Participant</b>		
<b>4)....</b>		

## Amended Budget Summary by Israel

(in Euros)

**Italy-Israel Project Number:** \_\_\_\_\_

**Italian Project leader:** \_\_\_\_\_

**Affiliated Institution:** \_\_\_\_\_

**Israeli Project leader:** \_\_\_\_\_

**Affiliated Institution:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_

Budget Item	First Year		Second Year		Third Year	
	Israel	Italy	Israel	Italy	Israel	Italy
1. Salaries and Social Benefits						
2. Non-expendable Equipment						
3. Operating Expenses						
4. Foreign Travel						
<b>Total Direct Costs</b>						
5. Overhead Expenses						
<b>Annual Totals</b>	,000	,000	,000	,000	,000	,000

If more than one institution in the *same* country is participating in the project, provide either a *separate* table or additional columns with the same format for that country's institutions .

<b>Project Totals</b>			
Budget Item	Israel	Italy	Project Total
1. Salaries and Social Benefits			
2. Non-expendable Equipment			
3. Operating Expenses			
4. Foreign Travel			
<b>Total Direct Costs</b>			
5. Overhead Expenses			
<b>Project Totals</b>	,000	,000	,000

**Amended Budget Summary by Italy**  
(in Euros)

**Italy-Israel Project Number:** \_\_\_\_\_

**Italian Project leader:** \_\_\_\_\_

**Affiliated Institution:** \_\_\_\_\_

**Israeli Project leader:** \_\_\_\_\_

**Affiliated Institution:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_

Budget Item	First Year		Second Year		Third Year	
	Israel	Italy	Israel	Italy	Israel	Italy
1. Personnel Man months						
1 a) Salaries						
1 b) Travels						
2. Consumables						
3. Expenses for external activity <sup>1</sup>						
4. Equipment						
<b>Total Direct Costs</b>						
5. Overheads						
6.Coordination						
<b>Annual Totals</b>	,000	,000	,000	,000	,000	,000

If more than one institution in the *same* country is participating in the project, provide either a *separate* table or additional columns with the same format for that country's institutions .

<b>Project Totals</b>			
Budget Item	Israel	Italy	Project Total
1. Personnel (Salaries, Social Benefits, travels)			
2. Consumables			
3. Expenses for external activity			
4. Equipment			
<b>Total Direct Costs</b>			
5. Overheads			
6.Coordination			
<b>Project Totals</b>	,000	,000	,000

<sup>1</sup> For IT partners: see voices at point C of Model B

## Signature Page

Changing of participants or institutions during the course of the study requires submission of a Signature Page.

**Italy-Israel Project Number & Title:**

### **Affiliated Institution's Authorized Officer:**

**Signature of the Authorized Officer confirms the availability of the described facilities and the scientist's access to them; and confirms that the regulatory policies are adhered to and any required permits have been applied for and will be presented prior to initiation of a grant.**

**Name:**

**Title:**

**Affiliated Institution:**

**e-mail:**

Affiliated Officer's Signature:

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### **Institution's Identifying number of the proposal:**

**Affiliated Scientists:** The signature of the affiliated scientist indicates participation in the preparation of the proposal, confirmation of the facilities and agreement to carry out the research responsibilities described.

Name:

Signature:

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Name:

Signature:

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Name:

Signature:

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**Semi-annual Declaration (Israel only)**

**Italy–Israel Project Number:** \_\_\_\_\_

**Institution Reference Number:** \_\_\_\_\_

**Name and Address of Institution:**

<b>Research Year</b>
___ First
___ Second
___ Third

We certify that the research of the above mentioned project is being carried out in our institution and in the cooperating institution(s) in accordance with the approved research and budget plans.

In order to enable us to continue with our research, we request payment of the next installment as per our agreement.

**Date:** \_\_\_\_\_

**Institution’s Authorizing Official:**

**Signature**

\_\_\_\_\_

**Name**

\_\_\_\_\_  
**Institution’s Stamp**

**Israeli project leader:**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Signature**

## Annual Fiscal Report (Israel only)

**Italy-Israel Project Number:** \_\_\_\_\_

**Institution Reference Number:** \_\_\_\_\_

Name and Address of Institution:	Report		Report Period	
	First		From	To
	Second		From	To
	Third		From	To
	Final		From	To
1. Expenditures for this reporting period:			Euros	New Israeli Shekels
a. Salaries and social benefits				
b. Non-expendable equipment (please list items costing €XXX or more in Item 6 below)				
c. Operating expenses (supplies, local travel, etc.)				
d. Foreign travel				
<b>Total direct costs:</b>				
e. Overhead / indirect expenses (____%)				
<b>Total costs of reported period (Item 1):</b>				
2. Expenditures as set forth in previous Annual Reports				
3. Total cumulative expenditures (Items 1 + 2)				
4. Amount of grant awarded to period of report, cumulative				
5. Amount of grant payments made to date				
6. List of non-expendable equipment approved by the Chief Scientist Office :				
<u>Date of Purchase</u>	<u>Item</u>	<u>Serial Number</u>	<u>Cost in Euros €</u>	
Remarks:				

We hereby certify that this report is true and correct to the best of our knowledge and that all expenditures reported herein have been made in accordance with appropriate grant policies and for the purposes set forth in the application and award documents.

Date: \_\_\_\_\_

Institution's Authorizing Official:

Israeli Project Leader

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

**Annual Fiscal Report (Israel only)**

**List of Employees**

**Italy-Israel Project Number:** \_\_\_\_\_ **Report:**  
First \_\_\_\_\_  
Second \_\_\_\_\_  
**Institution Reference Number:** \_\_\_\_\_ Third \_\_\_\_\_

<b>Name of Employee</b>	<b>Job Title</b>	<b>Full/Part time (indicate % if part-time)</b>	<b>Cost in Euros (salaries + social benefits)</b>
<b>Total (equal to amount in item 1a of fiscal report form page 1)</b>			

Date: \_\_\_\_\_

Institution's Authorizing Official:

\_\_\_\_\_  
Name Signature

Israeli Project leader:

\_\_\_\_\_  
Name Signature

**Periodical Scientific Report**

**Italy-Israel Project Number:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Participants:**

**Affiliated Institutions:**

_____	_____
_____	_____
_____	_____
_____	_____

**Start Date of Project:** \_\_\_\_\_

**Date of Submission of Report:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
Italy Project leader

\_\_\_\_\_  
Italy Authorizing Official, Principal Institution

\_\_\_\_\_  
Israel Project leader

\_\_\_\_\_  
Israel Authorizing Official, Principal Institution

\_\_\_\_\_

**Final Scientific Report  
Cover Page**

**Italy-Israel Project Number:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

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**Participants:**

**Affiliated Institutions:**

**Italy:**

**Israel:**

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**Keywords** *not* appearing in the title and in order of importance. Avoid abbreviations.

**Abbreviations commonly** used in the report, in alphabetical order:

**Budget: Israel Total (IS)**

**Italy Total (€)**

**Signatures:**

\_\_\_\_\_  
Italy Project leader

\_\_\_\_\_  
Italy Authorizing Official, Principal Institution

\_\_\_\_\_  
Israel Project leader

\_\_\_\_\_  
Israel Authorizing Official, Principal Institution

**Publication Summary (numbers)**

	Joint Israel/Italy authorship	Italy Authors only	Israeli Authors only	Total
Refereed (published, in press, accepted) Canada-Israel support acknowledged				
Submitted, in review, in preparation				
Invited reviews				
Book chapters				
Books				
Master theses				
Ph.D. theses				
Abstracts				
Not refereed (proceedings, reports, etc.)				

**Postdoctoral Training:** List the names and identity numbers (or social security) of all postdocs who received more than 50% of their funding by the grant.

**Cooperation Summary (numbers)**

	From Italy to Israel	From Israel to Italy	Together, elsewhere	Total
Short Visits & Meetings				
Longer Visits (Sabbaticals)				

**Description Cooperation:**

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**Patent Summary (numbers)**

	Israeli inventor only	Italian inventor only	Joint Israel/Italy inventors	Total
Submitted				
Issued (allowed)				
Licensed				