Best Practices in Issuing Funding Requests for the FP7 Post-Grant Open Access Pilot

The policy guidelines for this EC FP7 Post-Grant Open Access Pilot may occasionally be difficult to navigate: the submitter of a funding request needs to be aware of the difference between a fully Open Access journal and a hybrid journal, of the €2,000 and €6,000 funding caps for journal articles and books and especially of the need to provide an invoice issued to Athena Research Centre for the payment to be made. These are not particularly complex requirements though, and they’re highlighted in the OpenAIRE system for collecting and processing funding requests at https://postgrantoapilot.openaire.eu/.

Most of the almost 200 funding requests arrived so far as of mid-January 2016 had to go through several-step approval process which more often than not required an updated invoice to be provided. A few of them however were perfect on arrival, and they were subsequently approved and very quickly processed. If a funding request is correctly delivered into the system, the APC payment can be made in just a few days. Moreover, the fact that some researchers are able to submit perfect funding requests means it’s all a question of carefully reading the information that has been made available and eventually submitting any queries to the support service at postgrantpilotinfo@openaire.eu.

Two examples for correct funding requests are described here as a best practice that those applying for funding are welcome to follow too. The first example is for a funding request made upon manuscript acceptance (whose APC payment is directly made to the publisher) and the second example is for a reimbursement request where the APC fee has previously been paid by the institution. In both cases the APC fee was below the funding cap, which makes things much easier, but further examples will be provided on perfect requests that have arrived for the payment of APC fees above the €2,000 funding cap for journal articles.

1. Funding request for a manuscript accepted at Copernicus BGD

A funding request for an article stemming from the GRACE-200915 FP7 project and accepted at Copernicus Biogeosciences Discussions arrived on Sep 24th, 2015 from a researcher at the University of Oxford. This request, with ID 157, was the first one ever to get directly approved for payment without any request for updated information to be provided. The details are in the system screenshot below.

The requested APC fee for this article was €960. The Copernicus invoice that the researcher uploaded was correctly issued to Athena Research Centre and also included its VAT number EL999723442 as appropriate in order not to incur any VAT charges, see below. Since everything was correct in the request, it was formally approved on Sep 24th and the payment was made on Oct 1st, just a week after arrival.
RESEARCHER
Michael Hermoso
THE CHANCELLOR, MASTERS AND SCHOLARS OF THE UNIVERSITY OF OXFORD - Earth Sciences

PROJECT
GRACE - Genetic Record of Atmospheric Carbon dioxide (GRACE), FP7/SP2/ERC, ERC - 290195, 200915, 20080901 - 20150831

PUBLICATION
Type: Article
DOI: 10.5194/bg-12-15833-2015
Title: Vanishing coccolith vital effects with alleviated CO2 limitation
Authors: Michael Hermoso, Rosalind Rickaby
Acceptance Date: 2015/09/03
Publication Date: 2015/09/23
Languages: English
Subjects: Biogeochemistry; Paleoceanography

REPOSITORY
unresolved

JOURNAL
Geology/Science/Biology (General)/Science, BY

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Copernicus.org
Meetings & Open Access Publications

COPERNICUS Gesellschaft "IMI"
Sanktobststrasse 1a • 37091 Goettingen • Germany
Athena Research Centre
Artemidos 6 & Epidavrou
15125 Athens
Greece
VAT ID: EL999733442

Customer ID: 165557
Invoice No.: BG-PUC-2015-460

Please refer to this number in all correspondence and payment.

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Total €960.00

Order Reference: "ERC Project PI Rickaby - 200915 GRACE "

(*) The VAT liability is shifted to the recipient of the supply
2. Reimbursement funding request for an article published in BMC Genomics

This funding request for a REFRESH-264103 FP7 project article published in BioMed Central’s BMC Genomics arrived on Nov 27th from a researcher at the Polish Academy of Sciences. It was the first request ever to arrive from a Polish institution and it remains the sole case so far of a perfect reimbursement funding request on arrival. It shouldn’t necessarily be the case, as the instructions for issuing a reimbursement request and a 2-page reimbursement invoice are provided in the FAQs together with an example.

This BMC Genomics article had been accepted on Oct 28th and published on Nov 4th, so by the time this funding request arrived, the GBP 1370 APC fee had already been paid by the Polish Academy of Sciences. The reimbursement invoice that the researcher uploaded was exactly what was required, with an invoice from the Academy to Athena Research Centre on the first page and the original invoice collected from BioMed Central and issued to the Academy on p.2, see below.

The reimbursement payment was made to the Academy on Dec 18th, which is significantly faster than the average for reimbursement payments since arrival date of their request.
## FAKTURA VAT
### INVOICE

**Data wystawienia/Issue Date:** 12.11.2015  
**Nr ewid./Invoice No.:** 53/2015/ZAGK  
**Oryginal/Original:**

**Nabycia / Client:**  
**ATHENA RESEARCH CENTRE**

**Adres nabycia / Address:**  
**NIP/Identification number:** EL999723442  
**ARTEMIDOS 6 & EPIDAVROU**  
**GR-151 25, ATHENS GREECE**

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**Sklonie/Total amount written out:**

**Total DUE:** 1370 00

**TOTALE VAT:** 8192 05