

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.



PUBLISHER CONTACT
accounting@copernicus.org

BANK TRANSFER INFO
Date of payment: 2015-10-01 APC paid: 960 EUR, Transfer costs: 18 EUR, Other expenses: 0.3 EUR
[Click here to download the bank transfer document](#)

COMMENTS

- The request is approved and the invoice will shortly be processed (Pablo De Castro - 2015/09/24)

^ (ID: 20150924-157) "Vanishing coccolith vital effects with alleviated CO2 limitation"

PAID

2015/09/24 | GRACE | Copernicus Publications | BG-PUC-2015-460 | 960 EUR

Status - Eligible

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-2007-StG, 200915, 2008/09/01 - 2015/08/31

PUBLICATION

Type: Article
DOI: 10.5194/bgd-12-15835-2015
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; Palaeoceanography

REPOSITORY

unknown

JOURNAL

Biogeosciences Discussions, BGD, <http://www.biogeosciences.net>, Copernicus Publications, English, 1810-6277,1810-6285, Germany, Geology,Science,Biology (General),Science, BY

ACCOUNTING



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 Bahnhofsallee 1e • 37081 Göttingen • Germany
Athena Research Centre
 Artemidos 6 & Epidavrou
 15125 Athens
 Greece
 VAT ID: EL999723442

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Customer ID: 165557

Invoice No.: BG-PUC-2015-460

Please refer to this number in all correspondence and payment.

Invoice

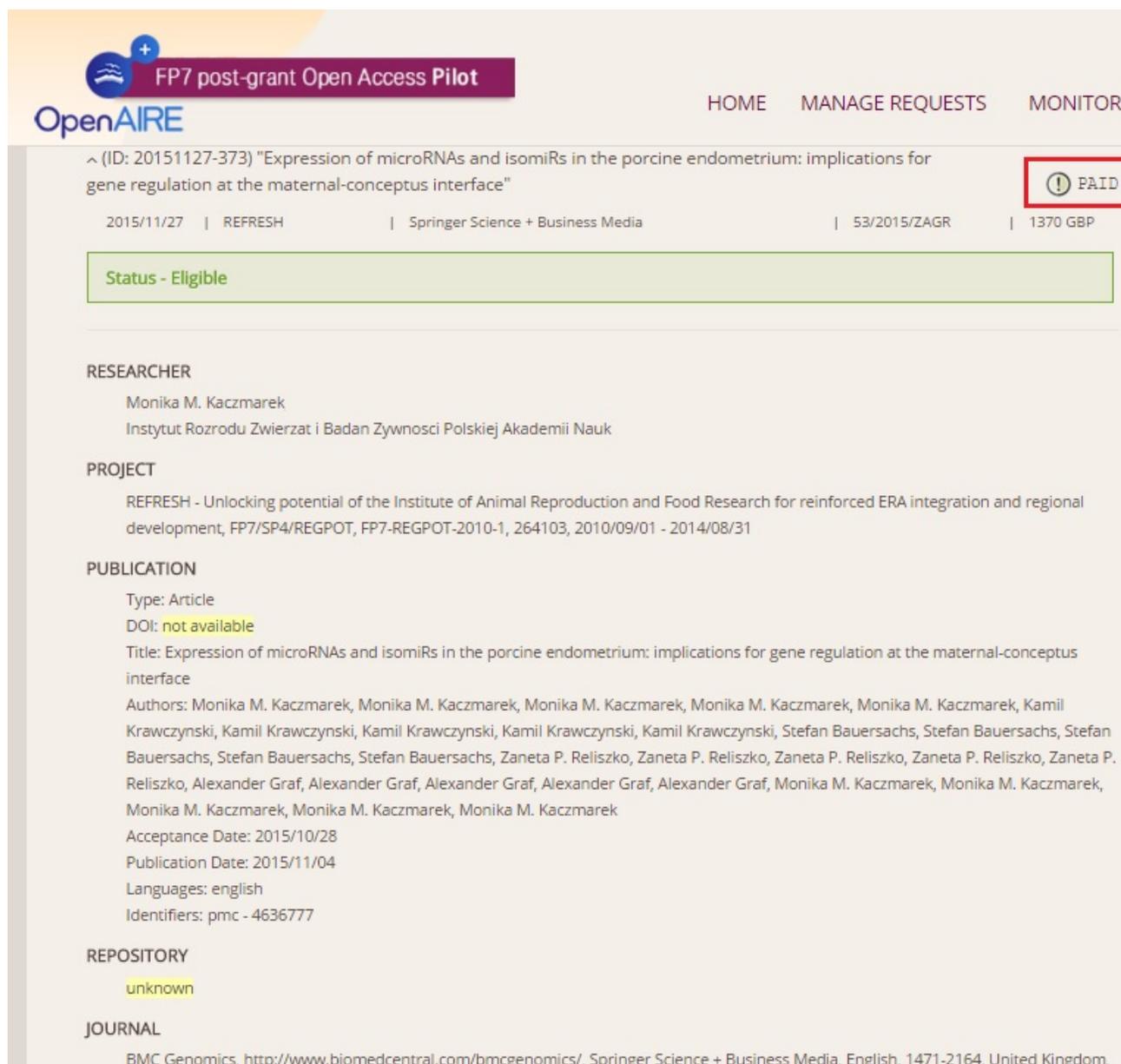
Pos.	Item	Qt.	Unit net	Sum net
1	BG 2015 Article Processing Charges for "Vanishing coccolith vital effects with alleviated CO2 limitation" by M. Hermoso et al., Manuscript bg-2015-424, Category 2 (*) Service date: 24 Sep 2015	32	€30.00	€960.00
Total				€960.00

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.



The screenshot displays the OpenAIRE FP7 post-grant Open Access Pilot interface. At the top, there is a navigation bar with 'HOME', 'MANAGE REQUESTS', and 'MONITOR' links. The main content area shows a request for an article with the following details:

- ID:** 20151127-373
- Title:** "Expression of microRNAs and isomiRs in the porcine endometrium: implications for gene regulation at the maternal-conceptus interface"
- Date:** 2015/11/27
- Project:** REFRESH
- Journal:** Springer Science + Business Media
- Issue:** 53/2015/ZAGR
- Amount:** 1370 GBP

The request status is marked as **PAID** (indicated by a red box around the 'PAID' label) and **Status - Eligible** (indicated by a green box).

RESEARCHER
Monika M. Kaczmarek
Instytut Rozrodu Zwierząt i Badania Żywności Polskiej Akademii Nauk

PROJECT
REFRESH - Unlocking potential of the Institute of Animal Reproduction and Food Research for reinforced ERA integration and regional development, FP7/SP4/REGPOT, FP7-REGPOT-2010-1, 264103, 2010/09/01 - 2014/08/31

PUBLICATION
Type: Article
DOI: **not available**
Title: Expression of microRNAs and isomiRs in the porcine endometrium: implications for gene regulation at the maternal-conceptus interface
Authors: Monika M. Kaczmarek, Kamil Krawczynski, Kamil Krawczynski, Kamil Krawczynski, Kamil Krawczynski, Kamil Krawczynski, Stefan Bauersachs, Stefan Bauersachs, Stefan Bauersachs, Stefan Bauersachs, Stefan Bauersachs, Zaneta P. Reliszko, Alexander Graf, Alexander Graf, Alexander Graf, Alexander Graf, Alexander Graf, Monika M. Kaczmarek, Monika M. Kaczmarek, Monika M. Kaczmarek, Monika M. Kaczmarek, Monika M. Kaczmarek
Acceptance Date: 2015/10/28
Publication Date: 2015/11/04
Languages: english
Identifiers: pmc - 4636777

REPOSITORY
unknown

JOURNAL
BMC Genomics, <http://www.biomedcentral.com/bmcgenomics/>, Springer Science + Business Media, English, 1471-2164, United Kingdom,

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.

**INSTITUTE OF ANIMAL REPRODUCTION AND FOOD RESEARCH
OF THE POLISH ACADEMY OF SCIENCES**
Instytut Rozrodu Zwierząt i Badań Żywności Polskiej Akademii Nauk w Olsztynie

10-747 Olsztyn, ul. Tuwima 10, Box 55, Poland; Phone: 48-89-5234868; Fax: 48-89-5234693
e-mail: institute@pan.olsztyn.pl; http://www.pan.olsztyn.pl/; NIP/Identification number: PL7390504515

**FAKTURA VAT
INVOICE**

Data wystawienia/Issue Date: 12.11.2015	Nr ewid./Invoice No. 53/2015/ZAGR	Oryginal/Original
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Nabywca / Client:

ATHENA RESEARCH CENTRE

Adres nabywcy / Address:

NIP/Identification number:

EL999723442

**ARTEMIDOS 6 & EPIDAVROU
GR-151 25, ATHENS
GREECE**

Lp.	Nazwa towaru lub usługi Product or service description	Ilość Quantity	Price per unit		Total net price		VAT			Total gross price	
			Cena jedn.		Wart. bez podatku		%	Wart. z podatkiem		Wart. z podatkiem	
			GBP	cents	GBP	cents		GBP	cents	GBP	cents
			PLN	gr	PLN	gr		PLN	gr	PLN	gr
1	THE PAYMENT FOR THE PRINT OF THE MANUSCRIPT IN BMC GENOMICS	1	1370	00	1370	00		1370	00	1370	00
			8192	05	8192	05		8192	05	8192	05
2				00	0	00		0	00	00	00
			0	00	0	00		0	00	00	00
3					0	00		0	00	00	00
			0	00	0	00		0	00	00	00

Słownie/Total amount written out:

TYSIĄC TRZYSET CIEKROSIĘCZAT I OSIEDZIECIE DZIESIĘT DZIESIĘT CZYLI OPIĘCIUSETY DZIESIĘCIECZAT DWA ZŁ 05/100

TOTAL DUE	1370	00
DO ZAPŁATY	8192	05