

# ITEA Financial contribution rules

## ITEA Operational Costs

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- ITEA is a non-profit association of which the operational costs are laid down in a yearly budget
- The **operational costs** for running the ITEA programme are **paid by the public funded participants** of the programme via a yearly contribution
- We may charge a fee for joining or participating in ITEA events
- The yearly budget and contribution is approved by the ITEA Board

## ITEA Frame Agreement (IFA)

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- The basic financial contribution rules are defined in Article VII “Cost of ITEA Organisation” of the ITEA Frame Agreement
  - The detailed financial contribution invoicing rules are described in the financial contribution guidelines, which are updated and approved by the ITEA Board on an annual basis
  
- Formal acceptance of the ITEA Financial contribution rules by project partners:
  - ITEA Founding companies already signed the IFA
  - All other non-founding organisations must sign a Declaration of Acceptance (DoA) of the IFA for each ITEA 3 labelled project in which they participate

# ITEA Financial Contribution Rules

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- Each partner pays a yearly fee by means of a **fixed percentage (1.5% in 2018)** of the **planned project costs** as defined in its national funding contract
  - Exempted from contribution are:
    - Partners for whom public funding has been rejected in that year
    - Partners that decided to participate at own cost without applying for public funding
- For the current percentage check the latest ITEA Contribution rules on the ITEA Call documents page:  
<https://itea3.org/call-documents.html>
- Non-payment can lead to exclusion from the programme



- The yearly contribution is collected by the ITEA Office in two instalments:
  - 1<sup>st</sup> half of the year: January (50% of yearly contribution fee)
  - 2<sup>nd</sup> half of the year: July (50% of yearly contribution fee)
  - In specific cases invoices may also be issued later during the second half of the year
  - For projects finishing in the first half of the year we issue only **one invoice in Feb** (100% of yearly contribution fee) in the final year
  
- Invoice announcements:
  - Project leaders will receive two months ahead an announcement to inform project partners
  - All project partners will receive a pro-forma invoice one month in advance

- In every invoice round, we take into account:
  - Planned costs as indicated on a national funding contract
  - The contribution paid so far over the years
  - Invoice the remainder of the two issues above
- All project partners are obliged to provide the national funding contract information as soon as it is signed
- When the planned costs are changed on a national funding contract, partners should inform the ITEA Office as soon as possible in order to update the planned costs
- If necessary, corrections are taken into account in the next invoice round. Only in exceptional cases a credit note will be prepared

- No invoice will be issued before project start or before funding contract has been signed by the relevant Public Authorities and project partners
  - We will delay the invoicing until the funding contract status is clear. We will check regularly with the Public Authorities and Project Leaders about the individual partner funding status.
- Partners whose funding has stopped are exempted from fees for all subsequent years (as long as no new funding contracts are signed)





**For any question or support:  
info@itea3.org**



Thank you for your attention