

South Africa October 2011

Poul Petersen
Senior Executive Officer
EU Liaison Officer
Research & Innovation
EU Office

Ole Maaløes Vej 3
2200 Copenhagen N
+45 35 32 28 10

Pope@adm.ku.dk

www.eu.ku.dk



EU Office – Staff Members and core competences



Poul Petersen
"Applications, Legal
Issues, American
Grants"



Mille Møllegaard
"Applications &
Administration"



Søren Haslund
"Applications &
Administration"



Harry Havskum
"Lobby, FP7 Statistics,
FP8, Administration"



Karl Hansen
"Consortium
Agreements, Legal
Issues, IPR, Lobby, FP8"



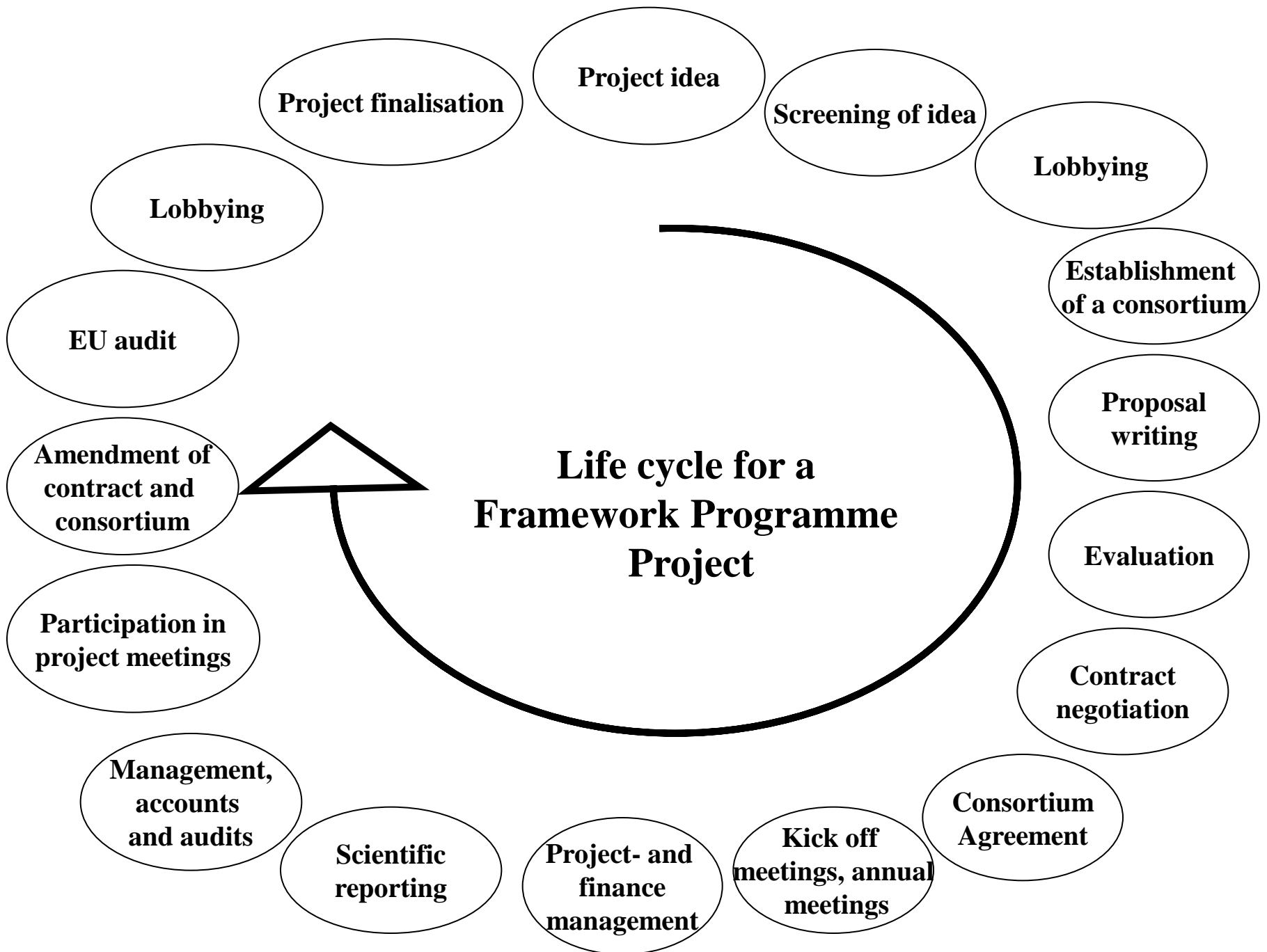
Louise Thers Nielsen
"Administration,
Finance, Reporting,"

FP7 priorities & budget

The 4 Pillars	Themes	Health	Biotech, Food, Agriculture	Information Society	Nano, Materials, Production	Energy	Environment	Transport	Socio-economic Research	Space and Security		
COOPERATION	Collaborative Research	6,1	1,9	9,1	3,5	2,3	1,9	4,2	0,6	2,8	32,4	
IDEAS	European Research Council										7,5	
PEOPLE	Marie Curie Actions										4,7	
CAPACITIES	Research Infrastructures	Research for SMEs	Regions of Knowledge	Research Potential	Science in Society	Research policies	International Co-operation					4,2
	1,9	1,3	0,13	0,4	0,3	0,07	0,19					
	Total										48,7*	

*Not including contributions to Euratom (2.75 Bn) and JRC (1.80 Bn)

Life cycle for a Framework Programme Project



Funding instruments in FP7 Cooperation

Integrated Projects (IP)	= >	Large Integrating Projects
STREP Projects focused	= >	Small or medium-scale research projects
Networks of Excellence (NoE)	= >	Networks of Excellence
Coordination action Specific Support Action Action	}	Coordination and Support (CSA)
Infrastructure	= >	Combination of Collab. and CSA

Terminology changes from FP6 to FP7

Partner	⇒	Beneficiary
Contract	⇒	Grant Agreement
Proposer	⇒	Applicant
Instrument	⇒	Funding scheme
Financial Guidelines	⇒	Guideline to Financial Issues
INCO	⇒	ICPC (International Cooperation Partner Countries)
Audit Certificates	⇒	Certificate on the financial statements

First version of Table 3.1

3.6 Explanation of the use of the resources

Please provide an explanation of personnel costs, subcontracting and any major costs incurred by each beneficiary, such as the purchase of important equipment, travel costs, large consumable items, etc. linking them to work packages.

There is no standard definition of "major cost items". Beneficiaries may specify these, according to the relative importance of the item compared to the total budget of the beneficiary, or as regards the individual value of the item.

These can be listed in the following tables:

TABLE 3.1 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR COST ITEMS FOR BENEFICIARY 1 FOR THE PERIOD			
Work Package	Item description	Amount	Explanations
	Personnel costs		
	Subcontracting		
	Major cost item 'X'		
	Major cost item 'Y'		
	Remaining costs		
TOTAL DIRECT COSTS AS CLAIMED ON FORM C			

TABLE 3.2 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR COST ITEMS FOR BENEFICIARY 2 FOR THE PERIOD			
Work Package	Item description	Amount	Explanations
	Personnel costs		
	Subcontracting		
	Major cost item 'X'		
	Major cost item 'Y'		
	Remaining costs		
TOTAL DIRECT COSTS AS CLAIMED ON FORM C			

Second version of Table 3.1

3.6 Explanation of the use of the resources

Please provide an explanation of personnel costs, subcontracting and any major direct costs incurred by each beneficiary, such as the purchase of important equipment, travel costs, large consumable items, etc. linking them to work packages.

There is no standard definition of "major direct cost items". Beneficiaries may specify these, according to the relative importance of the item compared to the total budget of the beneficiary, or as regards the individual value of the item.

*These **can** be listed in the following tables (one table by participant):*

TABLE 3.1 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR BENEFICIARY 1 FOR THE PERIOD			
Work Package	Item description	Amount	Explanations
Ex: 2,5, 8, 11, 17	Personnel costs	235000 €* ¹⁰	Salaries of 2 postdoctoral students and one lab technician for 18 months each*
5	Subcontracting	11000 €* ¹⁰	Maintenance of the web site and printing of brochure*
8, 17	Major cost item 'X'	75000 €* ¹⁰	NMR spectrometer*
11	Major cost item 'Y'	27000 €* ¹⁰	Expensive chemicals xyz for experiment abc*
	Remaining direct costs	15000 €* ¹⁰	
TOTAL DIRECT COSTS ¹⁰		363000 €* ¹⁰	

¹⁰ Total direct costs have to be coherent with the direct costs claimed in Form C

Not possible to distinguish Personnel costs for RTD, Management and Dissemination.

Not possible to reconcile with Requested contribution in Form C

Template for Periodic Reporting

Third version of Table 3.1

Table 3.1 Personnel, subcontracting and other major cost items for Beneficiary 1 for the period			
Work Package	Item description	Amount in € with 2 decima ls	Explanations
Ex: 2,5, 8, 11, 17	Personnel direct costs	235000.00 €*	Salaries of 2 postdoctoral students and one lab technician for 18 months each*
5	Subcontracting	11000.02 €*	Maintenance of the web site and printing of brochure*
8, 17	Major cost item 'X'	75000.23 €*	NMR spectrometer*
11	Major cost item 'Y'	27000.50€*	Expensive chemicals xyz for experiment abc*
	Remaining direct costs	15000.10€*	
	<u>Indirect costs</u>		
	<u>TOTAL COSTS</u> ^[1]	363000.85€*	

^[1] Total costs have to be coherent with the costs claimed in Form C.

New electronic table for "Explanation of use Resources" ?

+ 4. Explanation of the use of the resources

Please provide an explanation of personnel costs, subcontracting and any major costs incurred by each beneficiary, such as the purchase of important equipment, travel costs, large consumable items, etc., linking them to work packages. There is no standard definition of "major cost items". Beneficiaries may specify these, according to the relative importance of the item compared to the total budget of the beneficiary, or as regards the individual value of the item. These can be listed in the following tables (one table by participant):

Work Packages	Item description	Amount in EUR with 2 decimals	Explanations
<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text"/>
<input type="button" value="insert row"/>			
<input type="button" value="delete row"/>			
+ Table A.10: Personnel, subcontracting and other major cost items for the period for OSAGEUNDES UNIVERSITET			
Work Packages	Item description	Amount in EUR with 2 decimals	Explanations
<input type="text" value="All workpackages"/>	<input type="text" value="All costs"/>	<input type="text" value="100.00"/>	<input type="text" value="All costs"/>
<input type="button" value="insert row"/>			
<input type="button" value="delete row"/>			
+ Total (€)			
	Total	100.00	
<u>(€) Total costs have to be coherent with the costs claimed in Form C.</u>			
<input type="button" value="cancel"/>	<input type="button" value="check spelling"/>	<input type="button" value="save"/>	<input type="button" value="attachments"/> <input type="button" value="calculate"/>

What is FP7? | FP7 step by step | Find a Call | Get Support | Find a Partner | Find a Document | Prepare & submit a proposal | What's New?

Only one "Total" for the whole project
No direct link to Form C

Make sure that you are using the correct following label when your project has classified deliverables:

EU restricted - Classified with the mention of the classification level restricted "EU Restricted".

EU confidential - Classified with the mention of the classification level restricted "EU Confidential".

EU secret - Classified with the mention of the classification level restricted "EU Secret".

Milestones Please complete the milestones for each work package. Milestones should always show all milestones from the start to the end of the work package.

Milestone no.

This amount should be total requested contribution or? What kind of detail is required? It is difficult to calculate indirect cost on individual WP level!

4. Explanation of the use of the resources

Please provide an explanation of personnel costs, subcontracting and any major costs incurred by each beneficiary, such as the purchase of important equipment, travel costs, large consumable items, etc., linking them to work packages.

There is no standard definition of "major cost items". Beneficiaries may specify these, according to the relative importance of the item compared to the total budget of the beneficiary, or as regards the individual value of the item.

These can be listed in the following tables (one table by participant):

Table 4.1: Personnel, subcontracting and other major cost items for the period for DANMARKS TEKNISKE UNIVERSITET

Work Packages	Item description	Amount in EUR with 2 decimals	Explanations
WP1	Personnel costs,	25000.00	
WP1	Equipment	25000.00	
WP1	Consumables,	50000.00	
WP1	Travel	25000.00	

Table 4.2: Personnel, subcontracting and other major cost items for the period for WAGENINGEN MARES

Work Packages	Item description	Amount in EUR with 2 decimals	Explanations
		0.00	

Alternative Table 3.1 – Explanation of the use of resources

FP7 Cost Statement Template

Example Collaborative Project

Project Acronym: SuperProject
EC contract number: 12345
Reporting period: 01.01.08 – 31.12.08
Partner name: University of Copenhagen
Partner number: 1
Indirect Cost Model: Specific Transitional Flat Rate of 60%

	Personel Costs	Other Direct Costs				Total Direct Costs	Indirect Costs (Overhead)	Total Eligible Costs	Requested Contribut.
		Travel	Comsumabl.	Equipment	(Other Costs)				
RTD (WP3,5,7)	80.000	10.000	5.000	5.000		100.000	60.000	160.000	120.000
Management (WP9)	10.000	5.000				15.000	9.000	24.000	24.000
Dissemination Other (WP8)	2.000	3.000				5.000	3.000	8.000	8.000
Subcontract.					2.000*	2.000*		2.000	2.000
Total Requested Contribution as in Form C									154.000

* Audit Certificate

FP7 - Grant Agreement - Annex VI - Collaborative Project

Form C - Financial Statement (to be filled in by each beneficiary)

Project nr	12345	Funding scheme	Collaborative Project
Project Acronym	SuperProject		
Period from	01.01.08	Is this an adjustment to a previous statement ?	No
To	31.12.08		
Legal Name	University of Copenhagen	Participant Identity Code	999991043
Organisation short Name		Beneficiary nr	1
Funding % for RTD activities (A)	75%	If flat rate for indirect costs, specify %	%

1- Declaration of eligible costs/lump sum/flat-rate/scale of unit (in €)

	Type of Activity				TOTAL (A+B+C+D)
	RTD (A)	Demonstration (B)	Management Disseminat.(C)	Other (D)	
Personnel costs	80000		12000		95000
Subcontracting				2000	2000
Other direct costs	20000		8000		25000
Indirect costs	60000		12000		72000
Lump sums/flat-rate/scale of unit declared					
Total	160000		32000	2000	194000
Maximum EC contribution	120000				
Requested EC contribution	120000		32000	2000	154000

Alternative Table 3.1 – Explanation of the use of resources

FP7 Cost Statement Template

Example Collaborative Project

Project Acronym: SuperProject
EC contract number: 12345
Reporting period: 01.01.08 – 31.12.08
Partner name: University of Copenhagen
Partner number: 1
Indirect Cost Model: Specific Transitional Flat Rate of 60%

	Personel Costs	Other Direct Costs				Total Direct Costs	Indirect Costs (Overhead)	Total Eligible Costs	Requested Contribut.
		Travel	Comsumabl.	Equipment	(Other Costs)				
RTD (WP3,5,7)	80.000	10.000	5.000	5.000		100.000	60.000	160.000	120.000
Management (WP9)	10.000	5.000				15.000	9.000	24.000	24.000
Dissemination Other (WP8)	2.000	3.000				5.000	3.000	8.000	8.000
Subcontract.					2.000*	2.000*		2.000	2.000
Total Requested Contribution as in Form C									154.000

* Audit Certificate

FP7 Cost Statement Template

Collaborative Project

KØBENHAVNS
UNIVERSITET



Project Acronym:	SuperProject
EC contract number:	12345
Reporting period:	01.01.09
Partner:	31.12.09

	Personel Costs	Other Direct Costs				Sum of Other direct costs	Subcontracting (skal forklares særskilt)	Total Direct Costs	Indirect Costs (Overhead)	Total Eligible Costs	Total Requested Contribution
		Travel	Consumables	Equipment	(Other Costs)						
RTD WPs: (WP3,5,7)	80.000,00	10.000,00	5.000,00	5.000,00		20.000,00		100.000,00	60.000,00	160.000,00	120.000,00
Management WPs: (WP9)	10.000,00	5.000,00				5.000,00	2.000,00	17.000,00	9.000,00	26.000,00	26.000,00
Dissemination / Other WPs: (WP8)	2.000,00	3.000,00				3.000,00		5.000,00	3.000,00	8.000,00	8.000,00
Total	92.000,00	18.000,00	5.000,00	5.000,00	0,00	28.000,00	2.000,00	122.000,00	72.000,00	194.000,00	
Total Requested Contribution as in Form C											154.000,00

Dato og institutleders underskrift:

1. Upper funding limits (2)

Maximum reimbursement rates	Research and technological development activities (*)	Demonstration activities	Management of the consortium activities	Other activities
Network of excellence	50% 75% (**)		100%	100%
Collaborative project (****)	50% 75% (**)	50%	100%	100%
Coordination and support action			100% (***)	100% (***)

(*) Research and technological development includes scientific coordination.

(**) For *beneficiaries* that are non profit public bodies, secondary and higher education establishments, research organisations and SMEs

(***) The reimbursement of indirect eligible costs, in the case of coordination and support actions, may reach a maximum 7% of the direct eligible costs, excluding the direct eligible costs for subcontracting and the costs of reimbursement of resources made available by third parties which are not used on the premises of the beneficiary.

(****) Including research for the benefit of specific groups (in particular SMEs).

2. Eligible Costs (1)

- **Eligible**
 - Actual *
 - Incurred during the duration of project
 - in accordance with its usual accounting and management principles
 - recorded in the accounts of beneficiary
 - used for the sole purpose of achieving the objectives of the project
- **Non-eligible** (identifiable indirect taxes including VAT...)
(obs. Lufthavnsskatter – nu OK I Danmark)

Financing

- **Eligible Costs**

- ✓ Therefore, costs must be :

- ⇒ **actual, economic and necessary for the project** incurred during the duration of the project (exception: costs of the final reports)

- ⇒ **recorded in the accounts (or third parties)**

- ✓ and must exclude indirect taxes, duties, interests, costs reimbursed in respect of another Community project, and **not give rise to profit**

7. Third parties

▪ Third parties carrying part of the work

- **Subcontracts: tasks have to be indicated in Annex I**
 - awarded according to best value for money
 - External support services may be used for assistance in minor tasks (not to be indicated in Annex I)
- **Specific cases: EEIG, JRU, affiliates and groupings carrying out part of the work (special clause), tasks to be indicated in Annex I**

▪ Third parties making available resources

- Have to be indicated in Annex I
- Costs may be claimed by the beneficiary
- Resources “free of charge” may be considered as receipts

8. Receipts

Two kinds of receipts must be taken into consideration to avoid any profit:

- **Transfers from third parties** to the beneficiary (if specifically attributed to the project and not reimbursed):
 - Financial transfers
 - Contributions in kind
- **Income generated by the project**

8. Receipts

At final payment the EC contribution will take into account any receipts of the project

**For each beneficiary:
the eligible costs \geq Community financial contribution + the receipts for the project**

9. Guarantee Fund (1)

- No financial collective responsibility
- Instead: establishment of a **participant's Guarantee Fund** to cover risks
- However, there is “technical responsibility” to carry out the project jointly and severally *vis-à-vis* the Commission

Consequences:

- Verification of financial viability **only** for **Coordinators** and **beneficiaries** requesting more than **500.000€**
- No bank/financial guarantee may be requested

Timesheet for R&D Contracts

Partner	
Person carrying out the work	
Category (Scientist, technician...)	

The undersigned certifies having devoted () hours in the month ()
 Distribution of these hours (by work package)

Project Acronym	Project number									
Work Package	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	WP9	Total
RTD										
Management										
Dissm./other										
Total										

Project Acronym	Project number									
Work Package	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	WP9	Total
RTD										
Management										
Dissm./other										
Total										

Signature of the person carrying out the work, place, date

Name	Signature	Data of Signature	Place

Signature of person in charge of scientific issues

Name	Signature	Data of Signature	Place

Timesheet for R&D Contracts

Partner 1	University of Copenhagen
Person carrying out the work	Dr. John Doe
Category (Scientist, technician...)	Scientist

The undersigned certifies having devoted (**160**) hours in the month (**May, 2009**)
 Distribution of these hours (by work package)

Project Acronym: SuperProject					Project number: 12345					
Work Package	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	WP9	Total
RTD	20		10		20		10			60
Management									10	10
Dissm./other								10		10
Total										80

Project Acronym: BrilliantProject					Project number: 56789					
Work Package	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	WP9	Total
RTD		20	10	20						50
Management										
Dissm./other						30				30
Total										80

Signature of the person carrying out the work, place, date

Name	Signature	Data of Signature	Place
John Doe			

Signature of person in charge of scientific issues

Name	Signature	Data of Signature	Place
Hans Nielsen			

Timesheet for LEPAS

Type of Contract	
Acronym	
Contract Number	
Partner	
Person carrying out the work	
Category (Scientist, technician...)	

The undersigned certifies having devoted () hours in the month ()
Distribution of these hours (by work package)

Project Acronym	Project number									
Work Package	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	WP9	Total
RTD										
Management										
Dissm./other										
Total										

I certify that all the recorded hours have been devoted solely to work on the LEPAS project and that none of the hours have been reimbursed or covered by any other source.

Signature of the person carrying out the work, place, date

Name	Signature	Data of Signature	Place