

# MOLTO

FP7-ICT-2009-4 247914

## Kick-Off Meeting

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# Overview of the presentation

- Definition of the grant agreement
- Amendments to the grant agreement
- Funding rates
- Payments
- Financial Statements
- Eligible costs
- Reporting
- Dissemination
- Documentation



# Definition of the grant agreement

- Core part: Grant Agreement parameters
- Annex I: DoW, including budget breakdown
- Annex II: General Conditions
- (Annex III: not applicable)
- Annex IV: accession forms
- Annex V: accession forms new beneficiaries
- Annex VI: form C financial statement
- Annex VII: Form D terms of reference for the certificate on the financial statements and  
Form E certificate on the methodology (NEW)
- **AND**
  - ☐ Prevailing order is core, Annex II, Annex I
  - ☐ Obligation to inform the Commission of any major event
  - ☐ Amendments motivated by written



# Amendment to grant agreement

- Coordinator requests amendments on behalf of the consortium
- Coordinator can accept an amendment proposed by the Commission (NEW)
- Tacit disapproval of amendment requests after 45 days
- except for addition/withdrawal (tacit approval after 45 days)



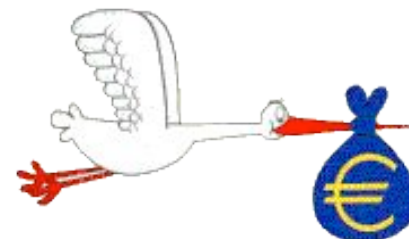
# Funding rates

- Research and technological activities:  
50% of eligible costs except for:
  - ❑ Public bodies: 75%
  - ❑ Secondary and higher education establishments: 75%
  - ❑ Research organisations: 75%
  - ❑ SMEs: 75%
- Demonstration activities: 50% of eligible costs
- Other activities: 100% including e.g. Management



# Payments

- Global maximum funding: **2.375.000 €**
- Advance payment paid
  - ❑ **1.232.000 €** minus **118.750 €** for guarantee fund
- 3 Intermediate payments
  - ❑ Annual periods
  - ❑ Up to 90% of total contribution
- Final payment
  - ❑ May include costs incurred after end of project (reporting, reviewing, dissemination)
- Interests yielded by the pre-financing
  - ❑ Have to be identifiable (article II-6-5)



# Financial Statements

Art. II.4.4



- To be submitted within **60 days** after the end of the reporting period
- Complete all fields of the financial statement forms template in annex VI
- If cumulated costs are  $> 375\,000\text{ €}$ , certificate on financial statement by external auditor- form D annex VI
- No certificate on financial statement if a certification on the methodology
- Obligation to provide clarifications requested by the EC



# Financial Statement by beneficiary

**FP7 - Grant Agreement - Annex VI - Collaborative Project**  
Form C - Financial Statement (to be filled in by each beneficiary)

Project nr	nnnnnn	Funding scheme	Collaborative Project
Project Acronym	xxxxxxxxxxxxxxxxxxxxxxxx		
Period from	dd/mm/aa	Is this an adjustment to a previous statement ?	Yes/No
To	dd/mm/aa		
Legal Name		Participant Identity Code	nn
Organisation short Name		Beneficiary nr	nn
Funding % for RTD activities (A)		If flat rate for indirect costs, specify %	%

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

	Type of Activity				TOTAL (A+B+C+D)
	RTD (A)	Demonstration (B)	Management (C)	Other (D)	
Personnel costs					
Subcontracting					
Other direct costs					
Indirect costs					
Lump sum/rate/scale of unit declared					
Total					
Maximum EC contribution					
Requested EC contribution					

**2- Declaration of receipts**  
Did you receive any financial transfers or contributions in kind, free of charge from third parties or did the project generate any income which could be considered a receipt according to Art. II.17 of the grant agreement ?  
If yes, please mention the amount (in €)

Yes/No

**3- Declaration of interest yielded by the pre-financing** (to be completed only by the coordinator)  
Did the pre-financing you received generate any interest according to Art. II.19 ?  
If yes, please mention the amount (in €)

Yes/No

**4- Certificate on the methodology**  
Do you declare average personnel costs according to Art. II.14.1 ?  
Is there a certificate on the methodology provided by an independent auditor and accepted by the Commission according to Art. II.4.4 ?

Yes/No

Yes/No

Name of the auditor		Cost of the certificate (in €), if charged under this project	
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**5- Certificate on the financial statements**  
Is there a certificate on the financial statements provided by an independent auditor attached to this financial statement according to Art. II.4.4 ?

Yes/No

Name of the auditor		Cost of the certificate (in €)	
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**6- Beneficiary's declaration on its honour**  
We declare on our honour that:  
- the costs declared above are directly related to the resources used to attain the objectives of the project and fall within the definition of eligible costs specified in Articles II.14 and II.15 of the grant agreement, and, if relevant, Annex III and Article 7 (special clauses) of the grant agreement;  
- the receipts declared above are the only financial transfers or contributions in kind, free of charge, from third parties and the only income generated by the project which could be considered as receipts according to Art. II.17 of the grant agreement;  
- the interest declared above is the only interest yielded by the pre-financing which falls within the definition of Art. II.19 of the grant agreement ;  
- there is full supporting documentation to justify the information hereby declared. It will be made available at the request of the Commission and in the event of an audit by the Commission and/or by the Court of Auditors and/or their authorised representatives.

Beneficiary's Stamp	Name of the Person(s) Authorised to sign this Financial Statement
	Date & signature





# Financial Statement Summary



Adobe Reader - [fp7 annex 6 collaborative project\_en.pdf]

Project acronym: XXXXXXXXXXXXXXXXXXXX Project no: XXXXXXXX Reporting period from: dd/mm/yyyy to: dd/mm/yyyy Page: 5/5

FP7 - Grant Agreement - Annex VI - Collaborative Project

Summary Financial Report - Collaborative Project - to be filled in by the coordinator

Beneficiary #2nd Party, linked to beneficiary	Adjustment (if any)	Organisation Short Name	Type of activity								Total (if any)		Receipts	Interest
			IP12 (A)		Demonstration (B)		Management (C)		Other (D)		Total	Max EC Contribution		
Year			Total	Max EC Contribution	Total	Max EC Contribution	Total	Max EC Contribution	Total	Max EC Contribution	Total	Max EC Contribution		
1														
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24														
25														
TOTAL														

Requested EC contribution for the reporting period (in €)

# Financial Statements - Checks

- Reference to accurate reporting period
- Established in accounting currency?
- Euro exchange rate  
<http://europa.eu.int/comm/budget/inforeuro/files.htm>
- Signed by both authorised persons?
- Dated and signed?



# Settlement of Financial Statements

- Commission has **105 days** to evaluate and execute the payment unless the time-limit has been suspended
  - ☐ No tacit approval of reports
  - ☐ EC will pay interests on late payment
- After reception Commission may:
  - ☐ Approve
  - ☐ Suspend the time-limit requesting revision/completion
  - ☐ Reject giving justification, possible termination
  - ☐ Suspend the payment



# Financial Management



includes

- maintenance of the *consortium agreement*
- the legal, ethical, financial and administrative management
- the obtaining of the certificates on the financial statements and on the methodology and costs relating to financial audits and technical reviews,
- implementation of competitive calls by the *consortium* for the participation of new *beneficiaries*, where required by Annex I

# Eligible Costs



## ➤ Eligible

- ☐ actual
- ☐ incurred during duration of project
- ☐ in accordance with usual accounting principles
- ☐ recorded in the accounts of the beneficiary
- ☐ used for the sole purpose of the project
- ☐ Reasonable

## ➤ Non-eligible

- ☐ taxes including VAT,
- ☐ non productive time of researchers...

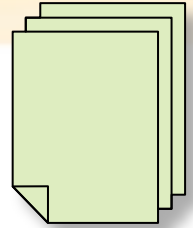
# Certificate on the methodology

## NEW

- Aims at certifying the methodology of calculating (average) personnel costs and overhead rates
- Valid throughout FP7 on a voluntary basis
- Must be accepted by EC
- Particularly aimed at legal entities with multiple participation
- Waives the obligation of certificates on financial statements for interim payments
- Simplified certificate for final payments



# Reporting

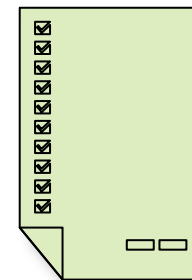


- Defined in annex I and annex II
  - Annual progress report
  - Annual report on resources usage
  - Annual financial statement
  - Six-monthly interim progress report
  - Public summary in the progress reports
- 
- Reports' template provided by Commission
  - Deliverables can be submitted by e-mail



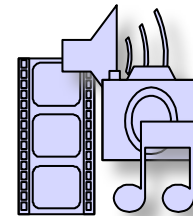
# Periodic Progress Report

- Enables monitoring of work progress
- Substantiates cost statements
- Provides a detailed overview of
  - ☐ work completed/launched
  - ☐ deviations from work plan
  - ☐ plans for the next phase



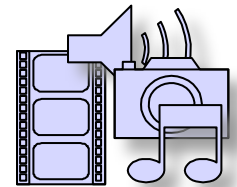
# Dissemination of scientific publication

- Art. II.  
12.2
- The *Commission* shall be authorised to publish, in whatever form and on or by whatever medium, the following information: [...]
- Art. II.  
16.5
- [...] Furthermore, an electronic copy of the published version or the final manuscript accepted for publication shall also be provided to the *Commission* at the same time for the purpose set out in Article II.12.2 if this does not infringe any rights of third parties.



# Dissemination of scientific publication

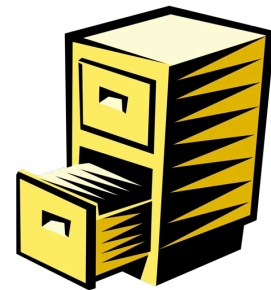
All publications and other *dissemination* relating to *foreground* shall include the following statement:



**"The research leading to these results has received funding from the European Community's Seventh Framework Programme (FP7/2007-2013) under Grant Agreement n° 247914"**

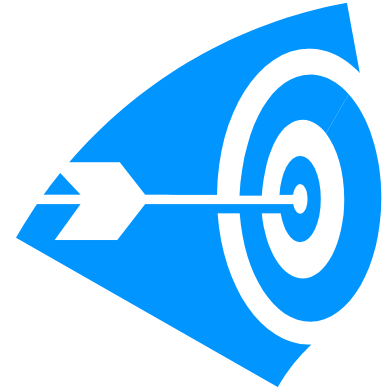
# Documentation

- Technical and financial audits possible up to 5 years after end of the project (article II-22 and II-23)



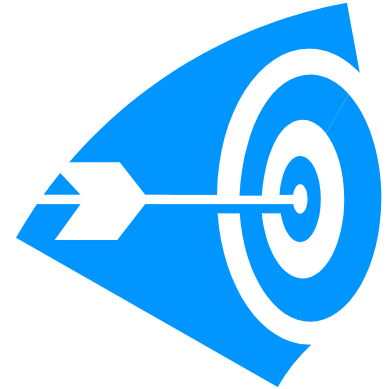
# Conclusions

- **Coordinator** is the key link between the Consortium and EC



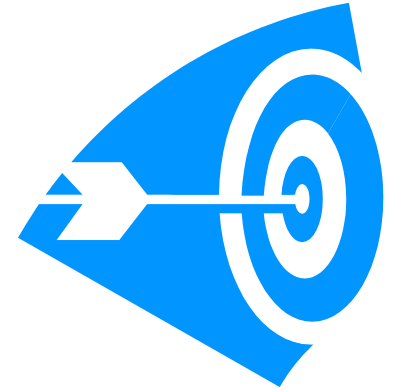
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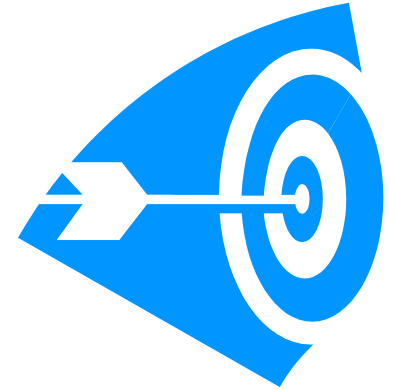
- **Coordinator** is the key link between the Consortium and EC
- Read and study the **entire** grant agreement
- Communicate, collaborate, be flexible





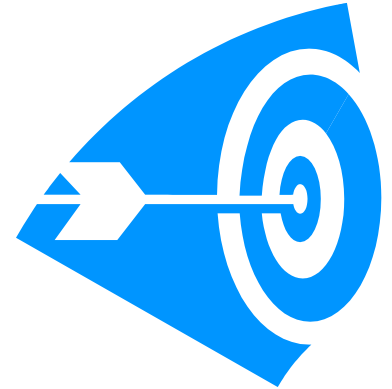
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- **Coordinator** is the key link between the Consortium and EC
- Read and study the **entire** grant agreement
- Communicate, collaborate, be flexible
- It is **your** project, turn it into a success



# Conclusions

- **Coordinator** is the key link between the Consortium and EC
- Read and study the **entire** grant agreement
- Communicate, collaborate, be flexible
- It is **your** project, turn it into a success
- Make your project **visible** through common publications



# Just one more last thing ...

