Administration, Finances and Reporting

MACIS – Kick off Meeting
14th - 16th of November 2006,
Lund, Sweden
How can we avoid trouble with Brussels?
Give them everything they want and send it in time.

Communication flow: EC ➔ Coordinator ➔ Partner

Scientific officer: Karin Zaunberger
Responsibilities: approval of DoW, scientific reports and deliverables

Unit Administration and Finances: no direct contact person
Responsibilities:
• approval of the CPFs and Form A, contract preparation
• approval of management reports, cost statements and audit certificates
• approval of amendments to the contract
• initiation of periodic and final payments (45 days after the approval of the reports)
Coordinator’s obligations:

in general: scientific, financial and administrative coordination of the project

- intermediary between contractors and Commission

- collects all documents from the partners and submits them to the Commission (periodic and final report; deliverables; cost statements; audit certificates)

- requests for an amendment to the contract on behalf of the consortium (if any)

- transfers the funds paid by the EC to the partners
How does the cash-flow work? (1)

1. From the Commission to the Coordinator
   (core contract, article 8)

- pre-financing of 85% (540,000 Euro) of the amount planned for the first 18 months

- intermediate pre-financing of 85% of the estimated amount corresponding to the subsequent period and the settlement of balances
  (45 days after the reports are approved by the Commission)

- final payment (45 days after all final reports are approved by the Commission)
How does the cash-flow work? (2)

2. From the Coordinator to the Consortium

- pre-financing and intermediate pre-financing will be transferred to the partners immediately after receiving from the Commission

- final payment will be transferred to the partners immediately after receiving from the Commission
Which costs you can declare (Eligible costs)?

- actual, economic and necessary for the project
- incurred during the duration of the project
- recorded in the accounts not earlier than project start and not later than the contract completion date
- exclude any profit margin (important for leasing)

Which costs you must not declare (Non-eligible costs)?

- VAT (value-added tax)
- Exchange losses
- any costs incurred or reimbursed in respect of another international or national project, in particular of another Community funded
- project unnecessary or ill-considered expenses
What are eligible costs? (Examples)

1. Costs belonging to the Research activities
   • Personnel, Equipment, Travel, Consumables, Subcontracts
     - so called “direct costs”
   • Overhead, depending on the cost model (AC, FC or FCF)
     - so called “indirect costs”

2. Costs belonging to the Management activities
   • Audit certificate (obligatory at the end of the project)
     - drawn up by an external auditor or for public bodies by a public competent officer
     - collect all invoices and other documents arising during the project
When do we have to send reports to Brussels?

Within 45 days after the end of the reporting period

Reporting Periods:
• 1st of November 2006 to 31st of October 2007
• 1st of November 2007 to 31st of October 2008
What do we have to send to Brussels after the first project period?

1. Periodic Activity Report

- Publishable executive summary
- Project objectives and major achievements
- Workpackage progress
- Consortium management
- Plan for using and disseminating the knowledge
What do we have to send to Brussels after the first project period?

2. Periodic Management Report
   • Justification of major cost items and resources
   • Form C (Financial statement per activity)
   • Summary financial report

3. Periodic report on the distribution of the Community’s contribution
4. Interim science and society reporting questionnaire
5. Interim reporting questionnaire on workforce statistics
6. Interim socio-economic reporting questionnaire
If you have any questions concerning the administrative or financial part of MACIS, please contact:

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