



# 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  $\Rightarrow$  Coordinator  $\Rightarrow$  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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