



# **OPERAs**

## **Administrative and Financial Procedures**

**Janet Taylor**

**European Funding Advisor**

**European Office**

**ERI**

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**European Projects Financial Manager**

**Research Grants Section**

**Finance Department**



## Overview

- **General project information**
- **Eligible/Non-Eligible Costs**
- **Direct/Indirect Costs**
- **Funding**
- **Reporting requirements**
- **Documentation / Guidelines**



## General Project Information

- Collaborative Project
- Grant Agreement No – 308393
- Start Date – 1 December 2012
- Reporting periods
  - P1 months 1 – 18
  - P2 months 19 – 36
  - P3 months 37 – 54
  - P4 month 55 to the final month
- Total Budget €11,459,749
- EU Contribution €8,997,909.50



## Role of each beneficiary

- **Co-ordinator**
  - **Collect financial statements**
  - **Write periodic technical report**
  - **Submit periodic reports**
  - **Respond to EC queries**
  - **Act as intermediary between the EC and the beneficiaries**
  
- **Beneficiaries (partners)**
  - **Complete financial statements (form C)**
  - **Arrange for a Certificate of Financial Statement (if required)**
  - **Provide information for periodic reports to Edinburgh**



## Eligible Costs

- **Actual**
- **Incurred by Beneficiary**
- **During the Duration of the Project**
- **In accordance with usual acc & mgmt principles**
- **Used for sole purpose of achieving the objectives of the project**
- **Consistent with principles of economy, efficiency & effectiveness**
- **Recorded in the Accounts of Beneficiary**
- **Indicated in estimated budget in Annex I**



## Non-Eligible Costs

- **Identifiable indirect taxes including VAT & Airport Tax**
- **Duties**
- **Interest owed**
- **Provisions for poss. future losses or charges**
- **Exchange losses, costs related to return on capital**
- **Debt & debt service charges, excessive or reckless expenditure**



## Direct Costs - examples

- **Staff**
  - **Permanent Staff (charged to project)**
  - **New staff**
  - **Time recording**
- **Travel and subsistence**
- **Consumables**
- **Equipment**
- **Other – subcontracting (inc. auditing)**



## Indirect Costs

- **Depends on Cost Model**
- **Full Cost – Actual Indirect Costs**
- **Full Cost (Simplified Method) – Actual Indirect Costs**
- **Special Transitional Flat Rate – 60% of Direct Costs**
- **Standard Flat Rate – 20% of Direct Costs**





## Reimbursement Rates

- **RTD (Research) – 75%**
- **Demonstration – 50%**
- **Management – 100%**
- **Other – 100%**



## Funding

- **Initial pre-financing**
  - 160% of average EC contribution per period**
  - Less 5% of total budget to guarantee fund**
- **Interim payment (based on financial reports)**
  - **After the 1st & 2nd reporting periods**
  - **(limited to 90% of total budget)**
- **Final payment**
  - **After final report (inc. 10% retention & 5% Guarantee Fund)**



## Reporting

- **Periodic Reports within 60 days to EC**
  - **Partners within 45 days to co-ordinator**
- **Form C (Financial Statement)**
- **Certificate on the Financial Statement (Audit Certificate) – only if ‘requested’ amount since previous audit is more than €375,000**



# Exchange Rates

For those not using the Euro can use either:

- the rate on the date that the actual costs were incurred

or

- on the basis of the rate applicable on the first day of the month following the end of the reporting period.

Rates can be found on ECB site:

[ECB: Euro foreign exchange reference rates](#)

- Must use the same basis for each report



# Form C

- Completed by each partner online
- [Research Participant Portal](#)
- Click on 'My Projects' to find OPERAs
- Click on FR (Financial Reporting) button on right hand side
- Click on 'Add Form C' under 'Actions'
- Complete Form C
- You can 'Save' and go back later to amend / complete
- When complete click 'submit to co-ordinator'
- When all complete UEDIN will 'submit to EU', then advise Partners to print, sign, stamp & send Form C to Edinburgh.
- If agree to use Fsign then no need to send originals



# Explanation of the Use of Resources

## Breakdown of the costs in Form C

- Personnel
- Subcontracting
- Other Direct Costs
- Indirect Costs

**Work Packages / Item Description / Amount in Euro / Explanations**

**This is now completed as part of the Form C.**



# Periodic Report

- 1. Publishable Summary**
- 2. Core of the Report for the Period: Project objectives, work progress and achievements, project management**
- 3. Deliverables & Milestones Tables**
- 4. Explanation of the Use of Resources and Financial Statements (Form C)**

**All relating to the specific period of the project.**

**Completed by co-ordinator.**



# Final Report

- 1. Final Publishable Summary Report**
- 2. Use and Dissemination of Foreground**
- 3. Report on Societal Implications**

**All relating to the whole project.  
Completed by co-ordinator.**





## Timesheets – basic requirement

- Include the full name of the beneficiary
- Full name of the employee
- Title of the project
- Project account number
- Time period concerned (daily/weekly/monthly)
- Must show 100% of time
- Full name and signature of supervisor



# Edinburgh Research and Innovation

THE UNIVERSITY of EDINBURGH

Person : **Prof. W.**

Number of hours envisaged i.e. according to the employment contract: **20 hours/week**

**2008 January**

Indicate the time in hours Only the yellow cells are writeable

Date	1	2	3	4	5	6	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	
Day	Sun	Mo	Tue	Wed	Thu	Fri	Sat	Sun	Mo	Tue	Wed	Thu	Fri	Sat	Sun	Mo	Tue	Wed	Thu	Fri	Sat	Sun	Mo	Tue	Wed	Thu	Fri	Sat	Sun	Mo		
<b>EU-Projects</b>																																
<b>R&amp;D Activities</b>																																
Projectx			3	4	7	8							3.5			3	2	8	9	4										7	58.5	
Projecty			5	5			5.5																									15.5
Projectz																																0
Total RTD	0	8	9	7	8	5.5	0	0	0	0	0	0	3.5	0	0	3	2	8	9	4	0	0	0	0	0	0	0	0	0	7	74	
<b>Demonstration</b>																																
Projectx																																0
Projecty																																0
Projectz																																0
Total Demonstration	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Management</b>																																
Projectx												8	3.5				5			1												17.5
Projecty																																0
Projectz																																0
Total Management	0	0	0	0	0	0	0	0	0	0	0	8	3.5	0	0	0	5	0	0	1	0	0	0	0	0	0	0	0	0	0	0	17.5
<b>Other Activities</b>																																
Projectx								3								5																8
Projecty																																0
Projectz																																0
Total Other	0	0	0	0	0	0	3	0	0	0	0	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	
<b>Internal and National Projects</b>																																
Teaching						2.5										6	1			3												12.5
B																																0
C																																0
Total	0	0	0	0	0	2.5	0	0	0	0	0	0	0	0	0	6	1	0	0	3	0	0	0	0	0	0	0	0	0	0	12.5	
<b>Absences</b>																																
Annual Leave																									8	8	8	8				32
Special Leave						0																										0
Illness									8	8	8																					24
Total Absences	0	0	0	0	0	0	0	0	8	8	8	0	0	0	0	0	0	0	0	0	0	0	0	0	8	8	8	8	0	0	56	
Total productive hours	0	8	9	7	8	8	3	0	0	0	0	8	7	0	5	9	8	8	9	8	0	0	0	0	0	0	0	0	0	7	112	
Total hours																																168

Signed:

Approved:

Productive hours per project:	Projectx	84
	Projecty	15.5
	Projectz	0



## TIMESHEET

Full Name: **AN Other** Full/Part-Time: **Full-Time**  
 Category: **Researcher** FTE: **1.00**  
 Month and Year: **Aug-08**  
 Staff N°: **22222**

			Hours worked	Equivalent annual FTE
<b>Chargeable Activity</b>				
1.	Project Title: <b>ICONZ</b> Project Type: <b>FP7</b> Contract No: <b>221948</b> R Number(s): <b>RE70000</b>	RTD Demonstration Management Other	126.00	0.90
2.	Project Title: <b>Project 2</b> Project Type: <b>EC Non-Framework</b> Contract No: R Number(s): <b>R80000</b>	RTD Demonstration Management Other	14.00	0.10
3.	Project Title: Project Type: Contract No: R Number(s):	RTD Demonstration Management Other		
<b>Sub-total</b>			<b>140</b>	
<b>Non-Chargeable Activity</b>				
Other Research Projects				
Management and Administration (excl mgmt/admin on EC project)				
Teaching				
Other (e.g. Consultancy)				
<b>Sub-total</b>				
<b>Non-Productive Time</b>				
Sick Leave				
Holiday			7.00	
Other Non-productive time (e.g. parental leave, unpaid absence)				
<b>Sub-total</b>			<b>7</b>	
<b>Total productive (worked) hours</b>			<b>140</b>	
<b>Total hours</b>			<b>147</b>	

1.00  
 Total FTE

## AUTHORIZATIONS

Signature of Person carrying out work: \_\_\_\_\_ Date: \_\_\_\_\_

**Project 1** Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Project 2** Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Project 3** Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Starters & Leavers**  
 Start date  
 Leaving date



## Documentation

- **EC Grant Agreement**
- **Annex I (description of work)**
- **Annex II – general conditions**
- **Annex VI – Form C (financial statements)**
- **Annex VII – Form D (certificate on the financial statements – audit certificate)**
- **Annex VII – Form E (certificate on the methodology)**



## Reporting / Financial Guidelines

### ■ Reporting Guidelines

[ftp://ftp.cordis.europa.eu/pub/fp7/docs/project-reporting\\_en.pdf](ftp://ftp.cordis.europa.eu/pub/fp7/docs/project-reporting_en.pdf)

### ■ Financial Guidelines:

[ftp://ftp.cordis.europa.eu/pub/fp7/docs/financialguide\\_en.pdf](ftp://ftp.cordis.europa.eu/pub/fp7/docs/financialguide_en.pdf)

### ■ Audit Guidelines:

[ftp://ftp.cordis.europa.eu/pub/fp7/docs/guidelines-audit-certification\\_en.pdf](ftp://ftp.cordis.europa.eu/pub/fp7/docs/guidelines-audit-certification_en.pdf)



# Any Questions?