

SENSEnet – Initial Training Network

Financial Regulations and Guidelines

5th June 2009, Brussels

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General Advice

- Read the grant agreement and all its annexes carefully before starting to implement the project.
- Inform the Finance Office in your organisation about the financial rules governing your grant agreement.
- Stay in regular contact with the Co-ordinator and inform him/her about any potential problems at an early stage.
- When preparing your reports, follow the ITN Reporting Guidelines carefully in order to avoid unexpected delays in the approval of your reports (due to missing documents, incorrect information, etc.)



Grant Agreement and Annexes

- **Core Grant Agreement (Multi Contractor)**
- **Annexes**
 - I. Technical Annex - Description of work
 - II. General conditions (Multi-Contractor)
 - III. Specific provisions for ITN (Multi-Contractor)
 - IV. Form A: accession to the grant
 - V. Form B: request for accession of a new beneficiary
 - VI. Form C: Financial statement
 - VII. Form D: ToR for the CFS; Form E: ToR for the certificate on methodology



Consortium Agreement

- Project Management (as described in Annex 1)
- Intellectual Property (in accordance with EC GA and Annexes)
- Framework for project secondments



General Funding Principles

EC financial contribution

- Grant Agreement: maximum EC contribution
 - Max. 40% to a single country in multipartner GAs
- Any interest generated by pre-financing and other income will be deducted from final EC contribution.
- Breakdown table in Annex I indicative
- Transfer of budget between activities and beneficiaries may be allowed, on a case-by-case basis to be verified with the Project Officer via the Co-ordinator.
- Marie Curie grant agreements prohibit transfers of budget from the allowances allocated for the activities carried out by the researcher to the amounts allocated for the activities carried out by the beneficiary (host).



General Funding Principles

Eligible Costs

- Actual
- Related to objectives of the project, consistent with principles of economy, efficiency and effectiveness
- Recorded in the accounts of beneficiary
- Incurred during the duration of the project
 - Except costs related to final report, last periodic report, certificates on financial statements and final reviews (up to 60 days after the end of the project)



EC contribution in ITNs

- **Direct costs:**
 - Expenses for the activities carried out by the
 - researchers: categories A, B, C, D
 - beneficiaries: categories E, F, G
- **Indirect costs:**
 - Overheads: category H
- **Details: 2008 Workprogramme and Guide for Applicants**



Eligible Costs - Personnel

(Other than for researchers or visiting scientists with allocated person-months)

- **ONLY** for assistance in management activities (category G)
- Other personnel costs (e.g. supervision/teaching) **NOT** eligible costs



Eligible Costs - Events

- If an event generates income it must be taken into account in claimed costs
- Costs can be charged in two different categories:
 - E for researchers within the consortium
 - F for researchers outside consortium
- Participant lists



Financial Reporting – When?

- For SENSEnet, after 24 months and at the end 48 months (2 financial reporting periods) a Financial Statement- 'Form C' is required
- A Certificate on the Financial Statement - Form D (Audit) is mandatory if claim \geq **375,000 €**
 - Next CFS needed when claim again \geq 375,000 €
- Reports required by the Commission 60 days after end of reporting period but partners will need to report to Co-ordinator within 30 days



Financial Reporting – How?

- Financial Reporting is via SESAM system
- Partners create their Form C in SESAM and submit to the co-ordinator.
- If correct, Partner prints and signs the Form and sends to co-ordinator
- Co-ordinator collects the Financial Statements, prepares a summary and submits them to the Commission electronically and by post



Audit

- (In addition to the Certificate on the Financial Statement required when costs exceed €375,000)
- Can be any time up to 5 years after final payment is made
- Purpose is to obtain assurance that the Form C is backed up by genuine expenditure (evidence: timesheets, contracts, receipts, invoices – all in originals)



Payment – pre-financing

- **Pre-financing (65% of EC contribution)**
 - Only one pre-financing payment – received by coordinator within 45 days of the entry of Grant Agreement into force
 - Pre-financing remains the property of the EC until final payment (also interest!)
- **Guarantee Fund**
 - Replaces other financial guarantees
 - In principle this amount will be reimbursed at the end of the project
 - 5% of the EC contribution is deducted from prefinancing
 - **Therefore, (65% - 5%) x total EC contribution = prefinancing**



Payments - Interim

- After approval of the periodic report (24 months)
- Calculated on the basis of the accepted eligible costs
- EC interim payment
 - based on accepted claimed costs (interest earned/receipts taken into account)



Payments - Final

- Following approval of the final report
- 10 % retention of total EC contribution kept by EC until final payment
- Guarantee Fund contribution will be returned (normally 5%) to the beneficiaries via the coordinator at the moment of the final payment, at the end of the project



Links

- Marie Curie ITN Guidance on Project Management
http://cordis.europa.eu/fp7/mariecurieactions/itn-manage_en.html
- Model Core Agreement and Annexes available from
http://cordis.europa.eu/fp7/calls-grant-agreement_en.html#people
- 2008 Workprogramme and Guide for Applicants
http://cordis.europa.eu/fp7/dc/index.cfm?fuseaction=UseSite.FP7DetailsCallPage&call_id=121&act_code=PEOPLE&ID_ACTIVITY=12
- SESAM Tool
<https://webgate.ec.europa.eu/sesam/index.do>
- EC Financial Regulations version 2nd April 2009
http://cordis.europa.eu/fp7/find-doc_en.html#guidance



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