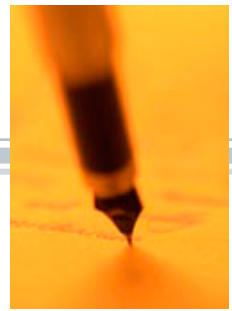


Some guiding rules on FP7 project management

Kick-off Meeting **ENDORSE**
Sophia Antipolis (France) - 13 January 2011

Outline of presentation

1. Reporting
2. Auditing
3. GA amendments and
4. Dissemination issues

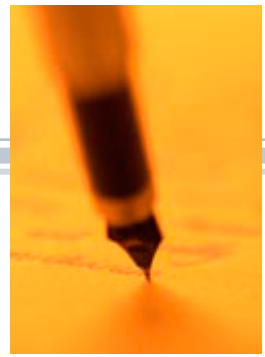


Reporting

During the course of ENDORSE, the consortium should submit:

- The **deliverables** identified in Description of Work of the Grant Agreement, according to the timetable specified in the Deliverables list (*p2-4 of DoW PART A*)
 - To be submitted at the date scheduled in the work plan,
 - Via SESAM,
 - If a deliverable is « late », explain the reason, the corrective action undertaken, the estimate date of delivery
 - The PO will make an assessment of the situation.
- A **periodic report** within 60 days of the end of each reporting period (including the last reporting period): **ENDORSE: Months 12, 24 and 36**

In addition: *at each milestone, the Coordinator should provide a brief overview of the state of play (max 1 page email) to the Project Officer (in scope of good management practice, not official reporting obligation)*

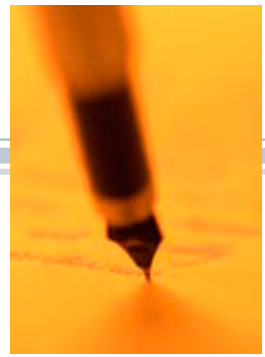


Periodic reports

The periodic report comprises:

1. An overview, including a publishable summary, of the progress of work towards the objectives of the project, including achievements and attainment of milestones and deliverables identified in the Description of Work;
2. An explanation of the use of the resources;
3. A Financial Statement (**Form C**) from each beneficiary + summary financial report for all beneficiaries together;

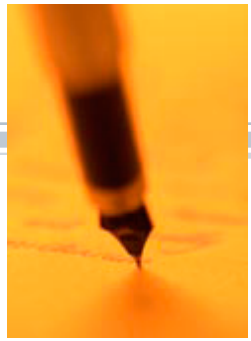
Financial statements should be accompanied by certificates (**Form D**), when appropriate.



Final report

At the end of the project you should submit:

- A **final report**, within 60 days after the end of the project, comprising:
 - A final publishable summary report covering results, conclusions and socio-economic impact of the project;
 - A report covering the wider societal implications of the project, in the form of a questionnaire (gender equality actions, ethical issues, etc.)
- After receiving final EC payment, the coordinator shall submit a **report on the distribution of the Community financial contribution** between beneficiaries. To be submitted 30 days after receipt of the final payment.



Some guiding rules on reporting...

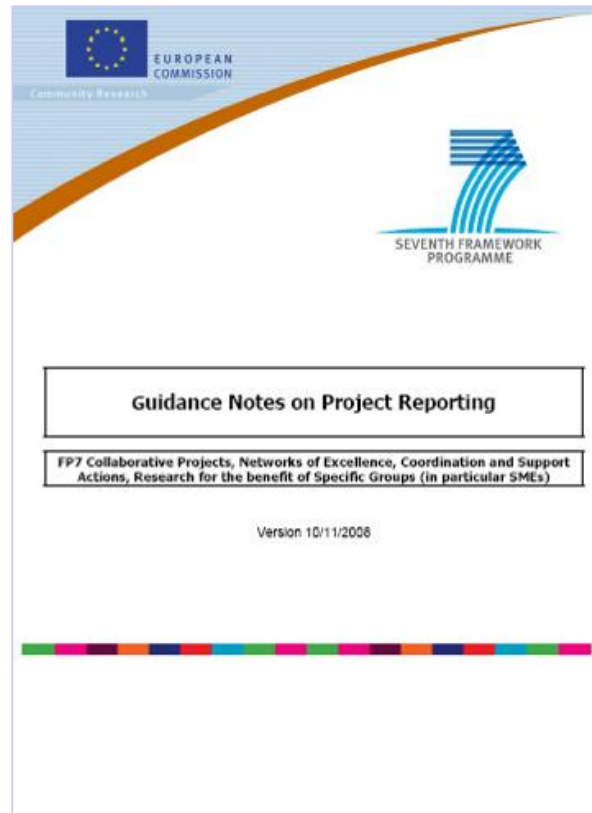
- Give a clear account of the project activities during the reporting period
 - What did you do?
 - What did you achieve?
 - Which problems did you encounter?
 - How did you spend your budget? Any deviations?
 - Personnel: Who worked on the project? How many person*months? How much?
 - » **KEEP TIMESHEETS**
 - Travel: which trips? Where? How much in total?
 - Any subcontracting?
 - Check eligibility of costs made (eg. VAT excl.)
- Clear, informative, straight to the point, concise
- Transparent communication
- On time

Example on reporting of use of the resources

TABLE 3.1 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR BENEFICIARY 1 FOR THE PERIOD

Work Package	Item description	Amount	Explanations
Ex: 2,5, 8, 11, 17	Personnel costs	235000 €	Salary of Mr xx, postdoctoral student, for 18 person*months Salary of Ms yy, director, for 3 person*months Salary of Mr zz, lab technician, for 5 person*months
5	Subcontracting	10000 €	Set up of the web site and printing of brochure
8, 17	Equipment	75000 €	NMR spectrometer
2, 4,8	Travel	10000	List of travels including for each event: conference or meeting title, location (city and country), date <i>Example</i> 1 person: ESWW5 Brussels, Nov. 2008, kick-off meeting 3 persons: Space Climate Symp. 3, Saariselkä, Mar. 2009, 2 posters and WP meetings
11	Major cost item 'Y'	27000€	(for example consumables)
	Remaining direct costs	500€	
TOTAL DIRECT COSTS			(Total direct costs have to be coherent with the directs costs claimed in Form C)

** All the entries are examples and purely for illustration*



ftp://ftp.cordis.europa.eu/pub/fp7/docs/project_reporting_en.pdf

Submission of reports

Development and Maintenance of SESAM - User's Guide for Project Participants



- Register in ECAS (Commission's Authentication Service):
<https://webgate.ec.europa.eu/ecas/index.jsp>
- Once access granted, log in and submit documents via SESAM
- What information should be submitted:
 1. Deliverables
 2. Publications
 3. Patents (if relevant)
 4. Periodic and final reports
- Additional information on SESAM see:
<http://webgate.ec.europa.eu/sesam/index.do>

SESAM

User's Guide for Project Participants
2009-11-19 Release 7

Submission of financial statements: FORCE

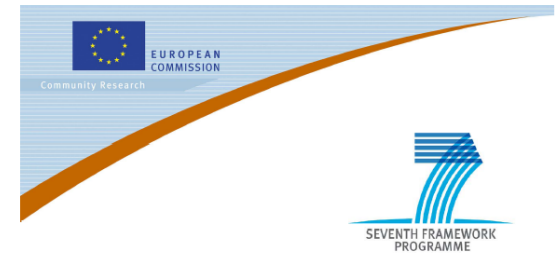
- Financial Statements (FORM C) are submitted via **FORCE**
 - FORCE is a web based tool to edit and submit Forms C
 - Use your ECAS registration to enter FORCE
(<https://webgate.ec.europa.eu/ecas/index.jsp>)
- Further information see:
ftp://ftp.cordis.europa.eu/pub/fp7/docs/presentation-force_en.pdf

Technical Project Reviews / Audits

- The REA may initiate a **technical audit or review** at any time during the implementation of the project and up to up to five years after the end of the project:
 - At month **12** , **24** and **36**, location tbd
- Independent experts are appointed as reviewers:
 - give external advice to the REA on the project for the period concerned
 - *assist* the REA by recommending any reorientation that may be required.

Technical Project Reviews/Audits

- The reviewers assess, among others:
 - the degree of fulfilment of the project work plan and of the related deliverables;
 - the continued relevance of the objectives;
 - the resources planned and utilised in relation to the achieved progress;
 - the management procedures and methods of the project;
 - the beneficiaries' contributions and integration within the project etc.
- The COO will be informed on the outcome of the review report (submitted via SESAM)
- Templates for review report:
ftp://ftp.cordis.europa.eu/pub/fp7/docs/project_review_en.pdf



**Guidance notes and templates for Project
Technical Review involving Independent
Expert(s)**

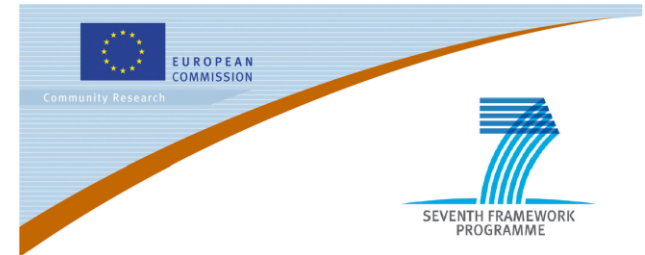
**FP7 Collaborative Projects, Networks of Excellence, Coordination and
Support Actions**

Version 10/11/2008

Disclaimer
The information and advice contained herein is not intended to be comprehensive and readers are advised to seek independent professional advice before acting upon them. The Commission does not accept responsibility for the consequences of errors or omissions herein enclosed.

Request for Amendments

- An amendment to a grant agreement (GA) is a legal act modifying the commitments initially accepted by the parties and which may create new rights or impose new obligations on them, or modifying significant parts of the GA. It allows the parties to modify the GA during its lifetime.
- When does the GA need to be amended by an **Amendment Request**?
- When is an **Information Letter** sufficient?



Amendments Guide for FP7 Grant Agreements

Version 5/05/2008

Disclaimer

These guidance notes are aimed at assisting beneficiaries. It is provided for information purposes only and its contents are not intended to replace consultation of any applicable legal sources or the necessary advice of a legal expert, where appropriate. Neither the Commission nor any person acting on its behalf can be held responsible for the use made of these guidance notes.

See: ftp://ftp.cordis.europa.eu/pub/fp7/docs/amendments-ga_en.pdf

Budgetary transfers:

Beneficiaries are allowed to transfer budget between different activities and between themselves in so far as that needs are clearly justified and the work is carried out as foreseen in Description of Work

Approval of reports

After reception of the reports the REA may:

- **Approve** the reports and deliverables: REA disburses the corresponding payments within 105 days of their receipt unless the time-limit, the payment or the project has been suspended;
- **Suspend the time limit** if reports/deliverables have not been supplied, are incomplete, unclear or raise doubts concerning the eligibility of costs claimed.
- **Suspend the payment** at any time for the amount intended for the beneficiary(ies) concerned: **for details see Article II.5 of Annex II (General conditions) to the grant agreement;**
- **Reject** the reports and deliverables by giving an appropriate justification and, if appropriate, start the procedure for termination of the GA.

Financial audits

- The Commission/REA may, at any time during the implementation of the project and up to five years after the end of the project, arrange for **financial audits** to be carried out, by external auditors, or by the Commission/REA services themselves including European Anti-Fraud Office OLAF.



- The beneficiaries shall keep the **originals** or, in exceptional cases, duly authenticated copies – including electronic copies - of all documents relating to the grant agreement for up to five years from the end of the project

Dissemination

- The beneficiaries shall, throughout the duration of the project, take appropriate measures to **engage with the public and the media** about the project and **to highlight the EC financial support**.
- Any publicity, including at a conference or seminar or any type of information or promotional material must specify that the project has received EC research funding and **display the European emblem**.



- Any publicity made by the beneficiaries in respect of the project must specify that it reflects ***only the author's views and that the Community is not liable for any use that may be made of the information contained therein***.

Dissemination

- All publications 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° 262892*** (see Article II.30. of the Grant Agreement).
- During and after the project, the coordinator shall **provide references and an abstract** of all scientific publications relating to foreground **at the latest two months following publication** (see Article II.30. of the Grant Agreement).
- As part of the final project report, the coordinator will be required to submit **a full list of publications relating to foreground of the project.**

Dissemination - GMES

- In case of communications with an important public outreach, please inform the PO but also:
 - **DG ENTR - GMES Bureau** (Marie.MENARD-CAER@ec.europa.eu <<mailto:Marie.MENARD-CAER@ec.europa.eu>>) and
 - **DG ENTR - Space research and development unit** (Tobias-Skovbjerg.GRAS@ec.europa.eu <<mailto:Tobias-Skovbjerg.GRAS@ec.europa.eu>>).
- Background info on GMES see also: <http://www.gmes.info/>

Helpdesk for IT related questions

EC-FP7-IT-HELPDESK@ec.europa.eu

Tel: +32 2 29 87288 (08:30 – 16:30 CET)

Questions?

Stijn VERMOOTE

REA – Research Executive Agency

<http://ec.europa.eu/research/rea>

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