



This project has received funding from the European Union's Horizon 2020 Research and Innovation programme under Grant Agreement No 101004730.

# Contractual and reporting aspects of the I.FAST project

Sabrina El Yacoubi, Svet Stavrev

# Contractual status of ARIES – start 01.05.2021

---

## Grant Agreement = contract with the EC

- Signed by the EC and CERN in March.
- Accession Forms signed by the other 47 beneficiaries in April.

## Consortium Agreement = internal agreement of the Consortium

- Final version sent out for review: first week of May
- To be signed by all 48 beneficiaries, and the 12 partner organisations

## Pre-financing of 4.83 M€ = initial payment by the EC

- Paid by the EC
- Individual payments to the beneficiaries will be made after the signature of the Consortium Agreement as follows:

**70%** → at the beginning of the project, subject to the signature of the CA

**30%** → after the end of the 1<sup>st</sup> year, subject to the approval of the Y1 report by the GB

**Note:** beneficiaries with a total EC contribution of < 100,000 € → will receive the full amount of pre-financing in a single instalment at the start of the project.

# Project reporting lines

---

There will be two project reporting lines in ARIES:

→ **External** = reporting to the EC / REA, covering:

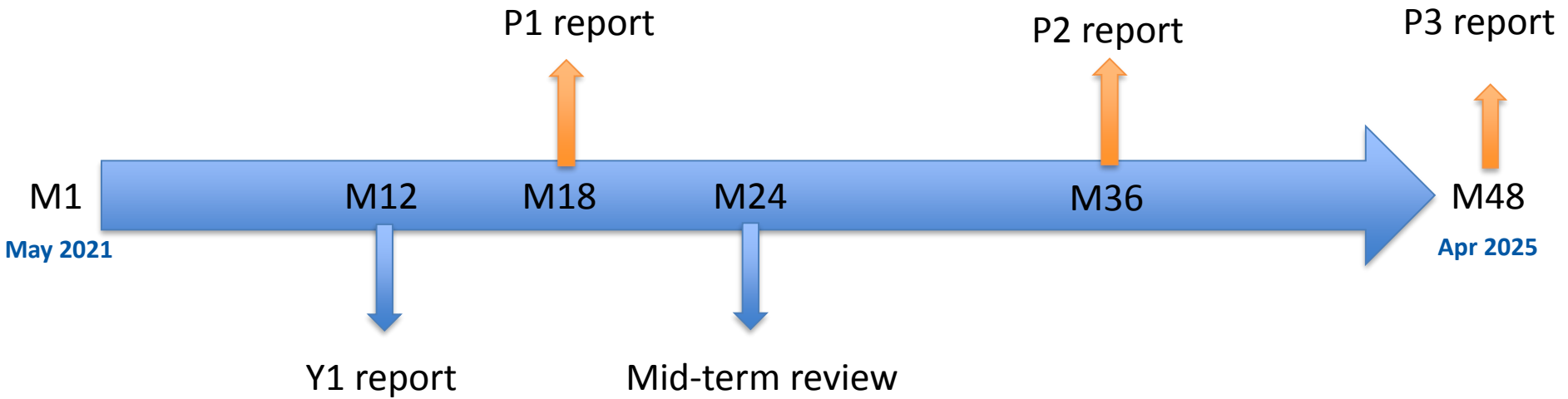
- the Periodic and Technical Reports
- the Financial Summaries of all beneficiaries and third parties

→ **Internal** = reporting to the project management, serving:

- as **necessary input** for the preparation of the Periodic Reports
- as means for the Coordinator, StCom and the GB to follow-up the **technical progress and full costs of the project**, and in case of problems, to take adequate measures on time, as needed

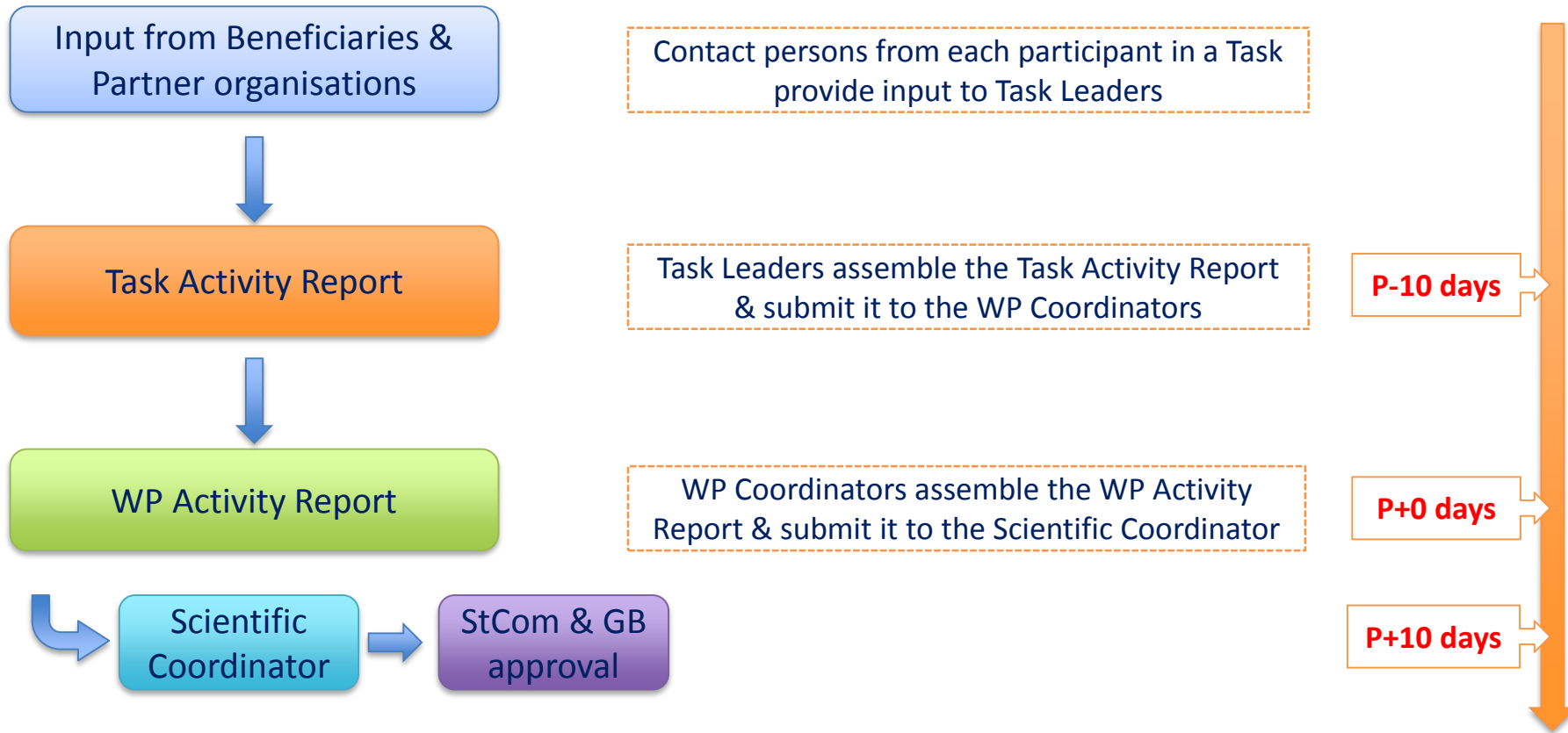
# Project reporting schedule

---



# Project reporting workflow (technical reports)

P = the last day of the reporting period



# Deliverable and milestone reports

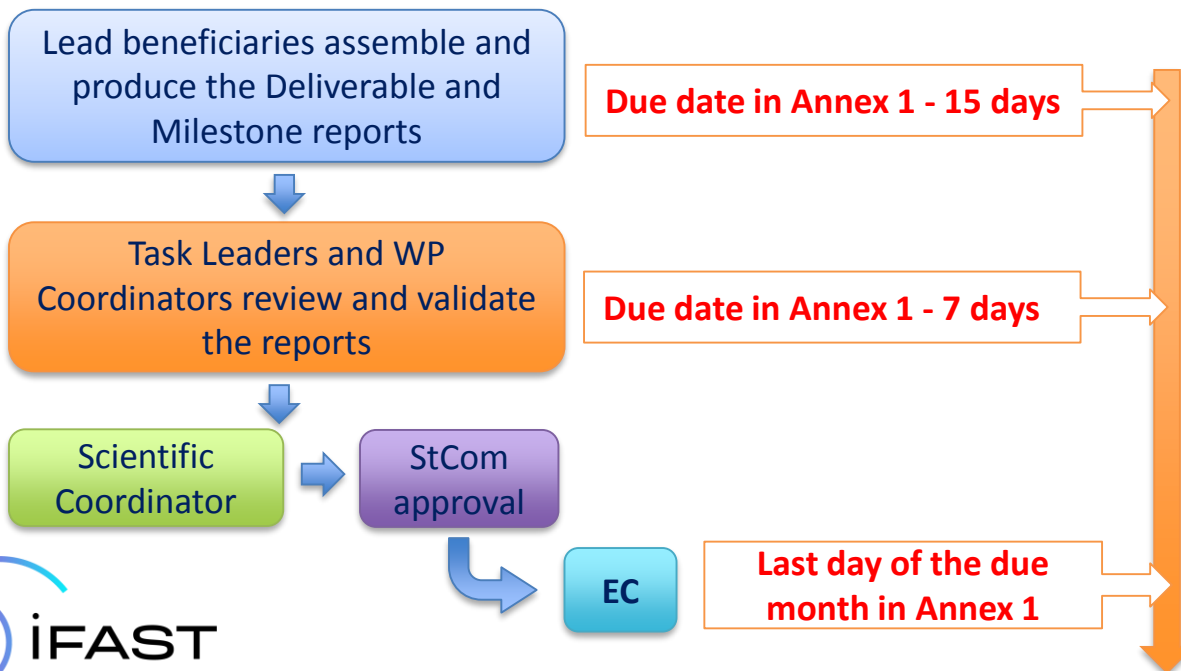
**Deliverables** = committed contractual outputs of the project

**Milestones** = checkpoints indicating the progress of the project

**N.B.** each Deliverable and Milestone has to be associated with a **written report**, regardless of their nature (website, prototype, database etc.)

**Deadlines** → the reports must be sent to the EC according to the timetable indicated in Annex 1.

All delays will be flagged on the Participant Portal and will require a written justification.



# Resources monitoring

## I.FAST budget

Full costs = **18.7 M€**

EC contribution = **10 M€**

→ all partners contribute with a certain amount of matching funds and the funding rate for the beneficiaries is variable but typically 40-50%.

## Internal Resource Utilisation Summaries (IRUS)

**Purpose:** to allow the Coordinator and the GB to monitor the utilisation of resources of each participant, WP and project as a whole.

**Content:** an estimate (not necessarily actual expenditure) of the full costs related to the project.

### Periodicity:

- M12, M18, M36, M48 for the beneficiaries
- M12, M24, M36, M48 for the partner organisations

The IRUS summaries will NOT be sent to the EC and do not have to be formally certified.

IRUS for beneficiary	no.	Period
CERN	1	01.05.2021 - 31.10.2022

WP no.	Person-months used (PM)	Estimated personnel costs €	Estimated other direct costs* €	Total direct costs €	Total indirect costs €	Total estimated costs €
WP1				0	0	0
WP2				0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Equipment, consumables, travels, computing, services, goods

Provide a brief explanation for any significant deviations from the planned man-power utilisation (over-spending or under-spending exceeding 20% with respect to the planning)

Only the costs reported and claimed on the Individual Financial Statements need to be verified and may be subject to EC and/or external audits.



# Periodic financial reporting to the EC

**Financial Statements:** special forms on the Participant Portal where beneficiaries will report and claim to the EC their EC contribution from Annex 2 of the Grant Agreement

The screenshot shows the SyGMa system interface for financial reporting. The top navigation bar includes 'Grant Management' and 'Project Periodic Report'. The main content area is titled 'Financial Statement' and contains several sections:

- Financial information from contact:** A form with a radio button for 'No contribution requested?' (set to 'No').
- Financial Statements:** A table with columns for 'Period', 'Adjustment', and 'Requested Contribution'. The data row shows '01/07/2014 - 31/12/2014 (Period No \*1)', 'No', and '100,000.00 €'.
- Financial Statement for period \*1\* (01/07/2014 - 31/12/2014):** A section for eligible costs.
- Eligible costs:** A table with columns for 'Cost Category', 'Total', and 'Actions'. The data rows are as follows:

Cost Category	Total	Actions
a) Direct personnel costs declared as actual costs	30,000.00 €	[R]
b) Direct personnel costs declared as unit costs (average costs)	0.00 €	[R]
d) Direct costs of subcontracting	65,000.00 €	
e) Direct costs of providing financial support to third parties	0.00 €	
f) Other direct costs	3,000.00 €	[R]
h) Indirect costs (= 0,25 * (a + b + f - o))	8,000.00 €	
j) Total costs (= a + b + d + e + f + h)	106,000.00 €	
k) Receipts	0.00 €	
m) Maximum EU contribution (100%)	106,000.00 €	
n) Requested EU contribution	100,000.00 €	
z) Requested EU contribution eligible for CFS	106,000.00 €	

Additional information for indirect costs: Use of 'costs of in-kind contributions not used on premises?' (a)  Yes  No

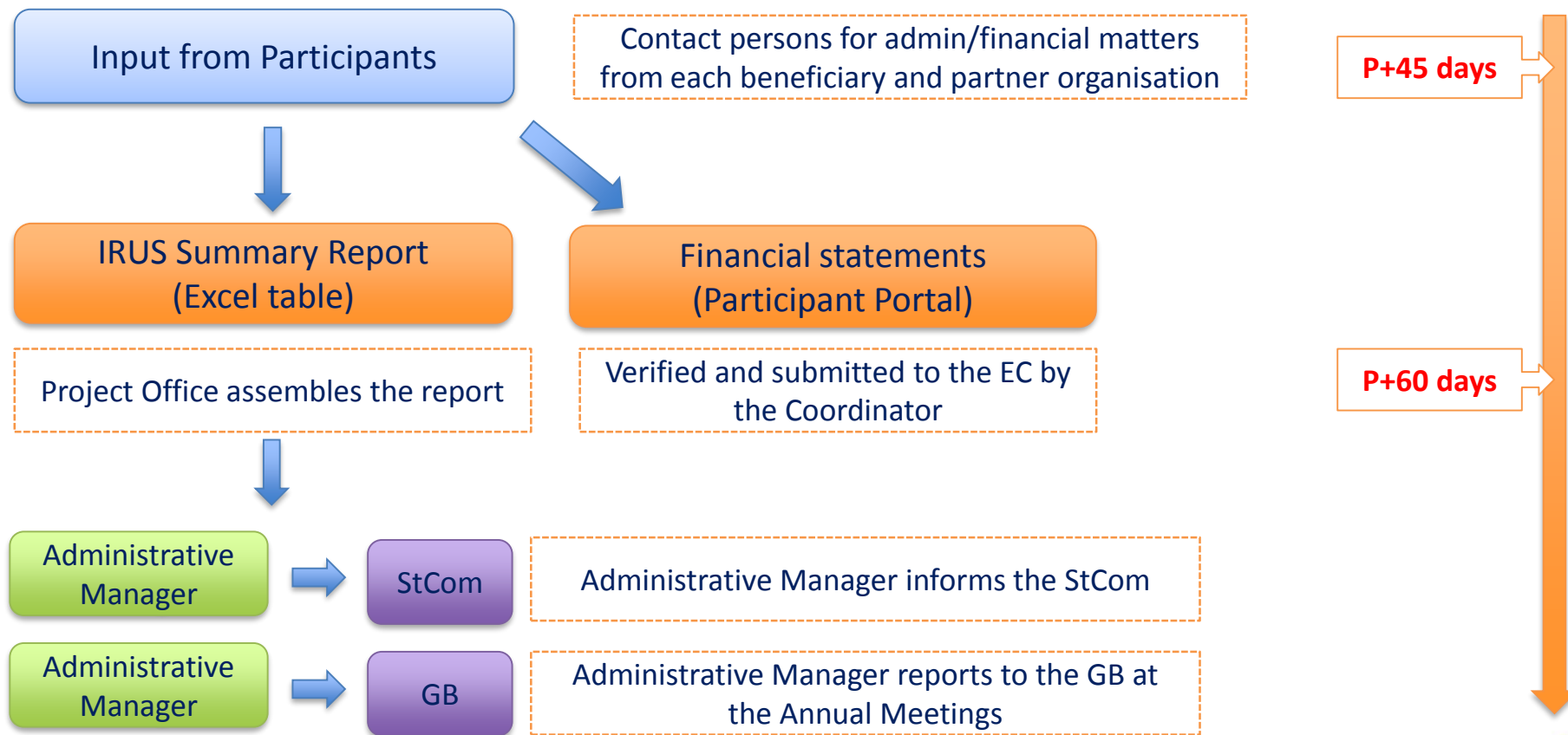
- Each beneficiary will need to complete on the Participant Portal its Financial Statement (and the financial report of their Third Parties), including explanations on the use of resources (UoR)
- The PDFs of the Financial Statements and UoR will be generated automatically by the system

**Periodicity:** at M18, M36, M48



# Resources monitoring & reporting workflow

P = the last day of the reporting period



# EC payments to I.FASTS

	Amount	Percentage
Max EC grant	10 M€	100%
Pre-financing	5.33 M€	53.3%
Guarantee Fund	0.5 M€	5%

→ Effective pre-financing received = 4.83 M€

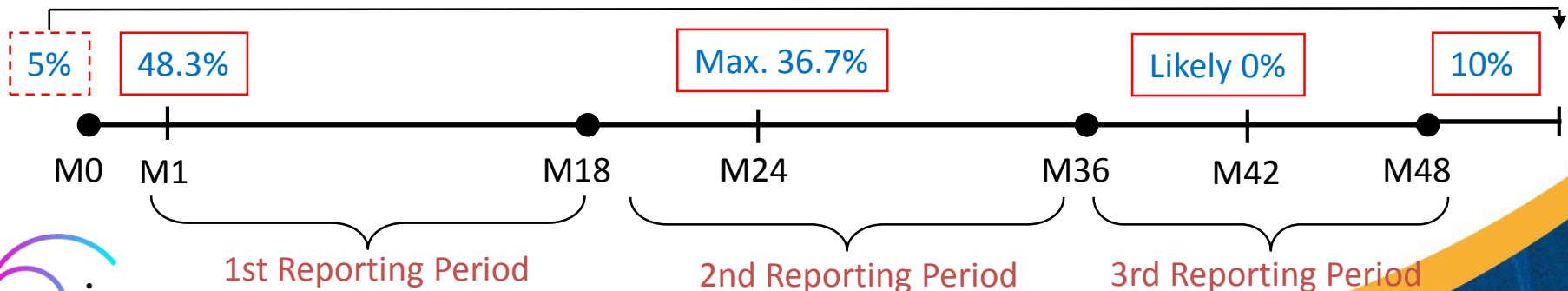
	Percentage
1 <sup>st</sup> pre-financing instalment	70% *
2 <sup>nd</sup> pre-financing instalment	30%
P1 payment	According to the spending profile**
P2 payment	According to the spending profile**
Final payment	10% + 5% after the Final report is approved

When?

- ← At the start of the project
- ← After Y1
- ← M18+2+3
- ← M36+2+3
- ← M48+2+3

\* beneficiaries with a total EC contribution < 100,000 € = 100% pre-financing

\*\* cumulative payments to beneficiaries are **limited to a maximum of 85%** of their EC contribution



# Pre-financing 1<sup>st</sup> instalment (~May 2021)

				Consortium conditions	
				70% or 100%	30%
		Max EC Contribution	Prefinancing	1st Installment	2nd Installement
		(Grant Agreement)	Distribution	May-21	May-22
1	CERN	2,975,837.50	1,438,321.46	1,438,321.46	
2	ESS	110,000.00	53,166.67	37,216.67	15,950.00
3	RHP	50,000.00	24,166.67	24,166.67	0.00
4	TalTech	25,000.00	12,083.33	12,083.33	0.00
5	BI	95,000.00	45,916.67	45,916.67	0.00
6	CEA	399,137.50	192,916.46	135,041.52	57,874.94
7	CNRS	333,875.00	161,372.92	112,961.04	48,411.87
8	SOLEIL	53,000.00	25,616.67	25,616.67	0.00
9	THALES	258,125.00	124,760.42	87,332.29	37,428.12
10	BNG	94,281.25	45,569.27	45,569.27	0.00
11	BT	95,000.00	45,916.67	45,916.67	0.00
12	DESY	284,500.00	137,508.33	96,255.83	41,252.50
13	GSI	353,000.00	170,616.67	119,431.67	51,185.00
14	HIT	60,000.00	29,000.00	29,000.00	0.00
15	HZB	41,000.00	19,816.67	19,816.67	0.00
16	ILK	120,000.00	58,000.00	40,600.00	17,400.00
17	KIT	127,000.00	61,383.33	42,968.33	18,415.00
18	USI	147,000.00	71,050.00	49,735.00	21,315.00
19	WWU	55,000.00	26,583.33	26,583.33	0.00
20	Wigner RCP	24,637.50	11,908.12	11,908.12	0.00
21	CNR	70,000.00	33,833.33	33,833.33	0.00
22	COMEB	157,000.00	75,883.33	53,118.33	22,765.00
23	ELETTA	168,000.00	81,200.00	56,840.00	24,360.00
24	INFN	1,015,012.50	490,589.37	343,412.56	147,176.81
25	KYMA	275,000.00	132,916.67	93,041.67	39,875.00
26	PICCOLI	30,000.00	14,500.00	14,500.00	0.00
27	Polimi	73,000.00	35,283.33	35,283.33	0.00
28	RTU	213,000.00	102,950.00	72,065.00	30,885.00
29	UT	50,000.00	24,166.67	24,166.67	0.00
30	VDL-ETG	262,000.00	126,633.33	88,643.33	37,990.00
31	INCT	130,000.00	62,833.33	43,983.33	18,850.00
32	IEE	60,000.00	29,000.00	29,000.00	0.00
33	STU	40,000.00	19,333.33	19,333.33	0.00
34	CIEMAT	314,562.50	152,038.54	106,426.98	45,611.56
35	CYCLOMED	27,000.00	13,050.00	13,050.00	0.00
36	Elytt	89,906.25	43,454.69	43,454.69	0.00
37	NNK	85,000.00	41,083.33	41,083.33	0.00
38	GE	27,000.00	13,050.00	13,050.00	0.00
39	Scanditronix	59,937.50	28,969.79	28,969.79	0.00
40	UU	164,500.00	79,508.33	55,655.83	23,852.50
41	PSI	273,687.50	132,282.29	92,597.60	39,684.69
42	DLS	83,000.00	40,116.67	40,116.67	0.00
43	HUD	50,000.00	24,166.67	24,166.67	0.00
44	RHUL	65,000.00	31,416.67	31,416.67	0.00
45	TMD	67,000.00	32,383.33	32,383.33	0.00
46	UKRI	339,000.00	163,850.00	114,695.00	49,155.00
47	ULANC	70,000.00	33,833.33	33,833.33	0.00
48	UOXF	40,000.00	19,333.33	19,333.33	0.00
	<b>Total</b>	<b>10,000,000.00</b>	<b>4,833,333.33</b>	<b>4,043,895.33</b>	<b>789,438.00</b>

# Conclusions

---

- ✓ The **success of I.FAST** will be measured by the EC/REA primarily by the acceptance (or rejection) of the Periodic and Deliverable Reports → cooperation and commitment from all participants, as well as Task Leaders and WP Coordinators will be essential for the success of the project.
- ✓ The **Internal Project Reporting** line:
  - will help the beneficiaries, WP Coordinators and Project Office in the preparation of the Periodic (and Final) Reports
  - will allow the Management, StCom and GB to follow-up the progress of the project and the utilisation of resources (full costs)
- ✓ The preparation of the **Periodic Reports** is the responsibility of the Project Office:
  - input from all WP Coordinators for the Scientific Report
  - input from all beneficiaries for the Financial Statements
- ✓ The preparation of the **Deliverable Reports** is the responsibility of the Lead Beneficiary, under the coordination of the Task Leaders and WP Coordinators, with input from all contributing participants.
- ✓ The **Coordination Office** will endeavour to ensure efficient follow-up and monitoring of the progress of the project, keeping the reporting workload at a reasonable level → templates and Reporting Guidelines will be made available to the beneficiaries.