

# Financial Reporting: Rules and Main Aspects TRAINING CLASS



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# Contact details

## CNAO Financial Department

Maria Vittoria Livraga	Chiara Marazzi
Phone number: 0382 078 401	Phone number: 0382 078 401
<a href="mailto:mariavittoria.livraga@cnao.it">mariavittoria.livraga@cnao.it</a>	<a href="mailto:chiara.marazzi@cnao.it">chiara.marazzi@cnao.it</a>



# Training Course for the first Financial Reporting

Organized by



Addressed to all people involved in financial reporting activities for their institution (controllers, accountants, legal professionals) but open to all beneficiaries' admin staff

**When:** June 9, 2022 at 9:30 AM

**Where:** On line – 4 hours class divided in two different modules

**Registration deadline:** June 1<sup>st</sup>

**Registration on INDICO**

**ONLINE ON GOOGLE MEET – access keys to follow**

# Training Course Agenda

**1st part: General H2020 rules & financial reporting**  
**JUNE 9, STARTING AT 9:30 AM**

Target: technical and financial team from all partners

- **PROJECT MONITORING AND REPORTING**

Periodic reports: deadlines, timing and information requested (templates)

How to fill in the financial statement on the EC Funding & Tender portal

Next steps required for your reporting

- **PAYMENT SCHEDULE**

When the EC payments are expected how they will be distributed by the coordinator

- **BUDGET OVERVIEW AND FINANCIAL REPORTING**

Cost categories and need for justification: Personnel costs, Other direct costs, Subcontracting, Indirect costs

Specific consortium's issues illustrated and examples provided

Subcontractor vs other costs

Ineligible costs

Recommendations to keep track of project costs

Budget flexibility and amendments

- **RECOMMENDATIONS AND TIPS & TRICKS**

# Training Course Agenda

## 2<sup>nd</sup> part: Trans-national access to research infrastructure JUNE 9, STARTING AT 1 PM

- **TRANS-NATIONAL ACCESS EXPECTED IN THE PROJECT:**

timing, beneficiaries involved, activities linked to WP6

- **RULES FOR PROVIDING TRANS-NATIONAL ACCESS TO RESEARCH INFRASTRUCTURE IN THE GA**

- **FINANCIAL REPORTING**

Actual vs Unit costs

How to fill the financial statement

- **TECHNICAL REPORTING:**

How to fill Part A

How to complete Part B

Target: technical and  
financial team from  
WP6 partners

**BONUS:**

the consultant will be available for 10 days after the  
course for Q&A on specific issues

# PNO Consultant



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# PNO Consultant



**Marina Dora Tavano**

Grants & Networking Consultant

CiaoTech / PNO IT

md.tavano@ciaotech.com

8+ years of experience in financial and administrative management of projects funded under regional, national and EU funding Programmes (H2020, COSME, UIA and LIFE). In particular:

- **provide training, guidance, tools and templates, as well as help-desk support to clients for the grant management and in monitoring project implementation and use of resources;**
- **preparation of progress, mid-term and final technical and financial reports, preparation of the management deliverables, management of the EC (Funding & Tenders Portal, eProposal) and national/regional portals.**

# PLEASE REGISTER!

