



MuCol

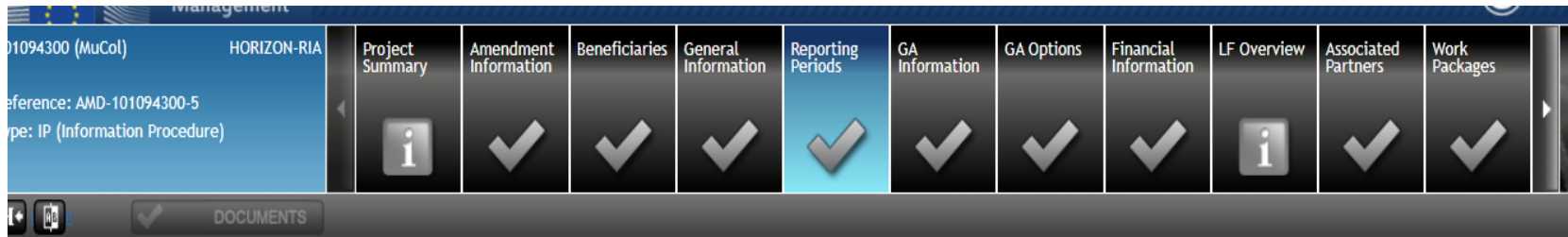
5th Governing Board (21.11.2024) 1st Financial report

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CERN



Reporting periods



Management

101094300 (MuCol) HORIZON-RIA

Reference: AMD-101094300-5
Type: IP (Information Procedure)

- Project Summary
- Amendment Information
- Beneficiaries
- General Information
- Reporting Periods**
- GA Information
- GA Options
- Financial Information
- LF Overview
- Associated Partners
- Work Packages

DOCUMENTS

Reporting Periods ?

Reporting Period No.	From Month	To Month	Duration	Start Date	End Date	Payment Type
1	1	24	24	01/03/2023 (00:00)	28/02/2025 (23:59)	Interim payment
2	25	48	24	01/03/2025 (00:00)	28/02/2027 (23:59)	Final payment

Handwritten notes:
 - Duration of 24 months
 - Start of first reporting period
 - End of second reporting period

Reporting to the EU

- ❑ When ?
 - Within 60 days after the end of each reporting period as stated in the GA (RP1 01.03.2023 – 28.02.2025 + 60 days and RP2 01.03.2025 – 28.02.2027 + 60 days)

- ❑ What ?
 - Financial Statement
 - Technical Period report
 - Certificate on Financial Statement (only at the end of the project if requested EU contribution > € 430.000)

- ❑ Who ?
 - Finance officers, persons working on the project and Scientists in charge
 - External Grants Section (for CERN)
 - External Auditor if thresholds reached (CFS)

Reporting to the EU

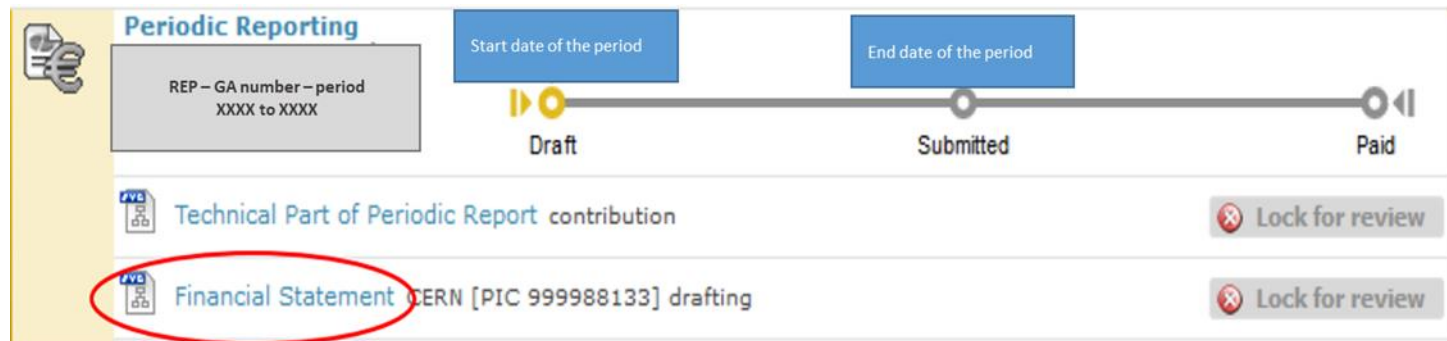
- **When:**

1st reporting period ends the **28.02.2025 + 60 days** to prepare the report,
(official submission by the 30.04.2025 to the EC)

- Easter holidays from 18.04.2025 (plus public holidays, 25.04.2025 and 01.05.2025)
- Proposed timetable:
 - **08.04.2025** : submission of the first draft of the financial report by all beneficiaries (on the EC portal)
 - **15.04.2025** : analysis of the reports and deviations (requests for clarification, if necessary) to complete the technical report (Use of resources – deviations)
- Submission of the financial report to the EC the **24.04.2025**.

Reporting to the EU

- **What:**



The screenshot displays the 'Periodic Reporting' interface. At the top, there is a progress bar with three stages: 'Draft', 'Submitted', and 'Paid'. The 'Draft' stage is currently active, indicated by a yellow play button icon. Below the progress bar, there are two document entries:

- Technical Part of Periodic Report contribution (with a 'Lock for review' button)
- Financial Statement CERN [PIC 999988133] drafting (with a 'Lock for review' button)

The 'Financial Statement' entry is circled in red.

- Important: data must be consistent with the grant agreement

Budget approved (annex 2)


ESTIMATED BUDGET FOR THE ACTION

Estimated eligible ¹ costs (per budget category)										Estimated EU contribution ²				
Forms of funding	Direct costs								Indirect costs	Total costs	EU contribution to eligible costs			Maximum grant amount ⁴
	A. Personnel costs		B. Subcontracting costs	C. Purchase costs			D. Other cost categories	E. Indirect costs ³	Funding rate % ⁴		Maximum EU contribution ⁵	Requested EU contribution		
	A.1 Employees (or equivalent)	A.2 Natural persons under direct contract	A.3 Seconded persons	A.4 SME owners and natural person beneficiaries	B. Subcontracting	C.1 Travel and subsistence	C.2 Equipment	C.3 Other goods, works and services	D.2 Internally invoiced goods and services		E. Indirect costs			
	Actual costs	Unit costs (usual accounting practices)	Unit costs ⁷	Actual costs	Actual costs	Actual costs	Actual costs	Unit costs (usual accounting practices)	Flat-rate costs ⁸					
	a1	a2	a3	b	c1	c2	c3	d2	$e = 0,25 * (a1 + a2 + a3 + c1 + c2 + c3)$	$f = a + b + c + d + e$	U	$g = f * U\%$	h	m
1 - CERN	0.00	0.00	0.00	0.00	40 000.00	0.00	128 000.00	0.00	42 000.00	210 000.00	100	210 000.00	210 000.00	210 000.00
2 - DESY	40 000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10 000.00	50 000.00	100	50 000.00	50 000.00	50 000.00
3 - TUDA	96 216.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24 054.00	120 270.00	100	120 270.00	120 000.00	120 000.00
4 - UROS	72 000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18 000.00	90 000.00	100	90 000.00	90 000.00	90 000.00
5 - CEA	332 074.00	0.00	0.00	0.00	6 000.00	0.00	0.00	0.00	84 518.50	422 592.50	100	422 592.50	385 000.00	385 000.00
6 - INFN	362 000.00	0.00	0.00	0.00	18 000.00	0.00	28 000.00	0.00	102 000.00	510 000.00	100	510 000.00	510 000.00	510 000.00
7 - UMIL	230 000.00	0.00	0.00	0.00	10 000.00	0.00	0.00	0.00	60 000.00	300 000.00	100	300 000.00	300 000.00	300 000.00
8 - UNIPD	60 000.00	0.00	0.00	0.00	20 000.00	0.00	0.00	0.00	20 000.00	100 000.00	100	100 000.00	100 000.00	100 000.00
9 - UTWENTE	84 000.00	0.00	0.00	0.00	4 000.00	0.00	8 000.00	0.00	24 000.00	120 000.00	100	120 000.00	120 000.00	120 000.00
10 - LIP	30 000.00	0.00	0.00	0.00	2 000.00	0.00	0.00	0.00	8 000.00	40 000.00	100	40 000.00	40 000.00	40 000.00
11 - ESS	184 320.00	0.00	0.00	0.00	7 680.00	0.00	0.00	0.00	48 000.00	240 000.00	100	240 000.00	240 000.00	240 000.00
12 - UU	19 000.00	0.00	0.00	0.00	5 000.00	0.00	0.00	0.00	6 000.00	30 000.00	100	30 000.00	30 000.00	30 000.00

Financial statement

Financial Statement for period '3' - (01 Oct 2023 - 30 Sep 2024)

Eligible costs:

Cost Category	Total	Actions
a) Direct personnel costs declared as actual costs	0.00 €	 
b) Direct personnel costs declared as unit costs (average costs)	0.00 €	
d) Direct costs of subcontracting	0.00 €	
e) Direct costs of providing financial support to third parties	0.00 €	
f) Other direct costs	0.00 €	
h) Costs of internally invoiced goods and services	0.00 €	
i) Indirect costs ($= 0.25 * (a + b + f + h + p)$)	0.00 €	
k) Total costs ($= a + b + d + e + f + h + i$)	0.00 €	
l) Receipts	0.00 €	
n) Maximum EU contribution ($= 100% * k$)	0.00 €	
o) Requested EU contribution	0.00 €	

Additional Information for indirect costs:

Use of 'costs of in-kind contributions not used on premises?' (p) Yes No

Once filled in the financial data, the financial statement need to be saved, signed and submitted to CERN

Technical report, Part B

SECTION 5 : DEVIATIONS FROM ANNEX 1 AND ANNEX 2 (IF APPLICABLE)

5.1 Tasks/objectives

Include explanations for tasks not fully implemented, critical objectives not fully achieved and/or not being on schedule. Explain also the impact on other tasks on the available resources and the planning. Explain also the impact on other tasks and provide and provide details to allow assessing whether the project is on track.

5.2 Use of resources *(n/a for MSCA and Lump Sums)*

Include explanations on deviations of the use of resources between actual and planned use of resources in Annex 1, especially related to person-months per work package.

Include explanations on transfer of costs categories (if applicable).

Include explanations on adjustments to previous financial statements (if applicable).

Staff effort

Staff effort per participant

Grant Preparation (Work packages - Effort screen) — Enter the info.

Participant	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	Total Person-Months
1 - CERN	0.10								0.10
2 - DESY		12.00							12.00
3 - TUDA							15.00		15.00
4 - UROS						12.00			12.00
5 - CEA		12.00			24.00	22.00	18.00		76.00
6 - INFN		12.00			12.00	36.00	32.00	18.00	110.00
7 - UMIL							8.00	32.00	40.00
8 - UNIPD		24.00							24.00
9 - UTWENTE							14.00		14.00
10 - LIP		12.00							12.00
11 - ESS			24.00						24.00
12 - UU			2.00						2.00
13 - PSI							36.00		36.00
14 - UNIGE							24.00		24.00
15 - Imperial				22.50				12.00	34.50
16 - UKRI				28.60					28.60
17 - UWAR				21.00					21.00
18 - ULA						36.00			36.00
19 - SOTON							42.00		42.00
20 - UOS		12.00							12.00
Total Person-Months	0.10	84.00	26.00	72.10	36.00	106.00	189.00	62.00	575.20

How to report to EC

KEEP RECORDS:

- Supporting documents for personnel costs
 - Employment contract
 - Beneficiary internal guidelines for time recording + timesheets
 - Collective labour and job descriptions
 - Payroll / salary slips for all personnel involved in the action
 - Proof of payment
- Supporting documents for travel costs
 - List and dates of events/trips/conference + link to the action
 - Agenda, participant list
 - Authorised travel request forms
 - Underlying documentation (original invoices(bus, taxi, hotel...) , minutes of the meeting, facilities reservations, boarding cards if printed, link to presentation
- Material: invoices and, if needed, tender procedure
- GUIDELINES will be sent to help beneficiaries



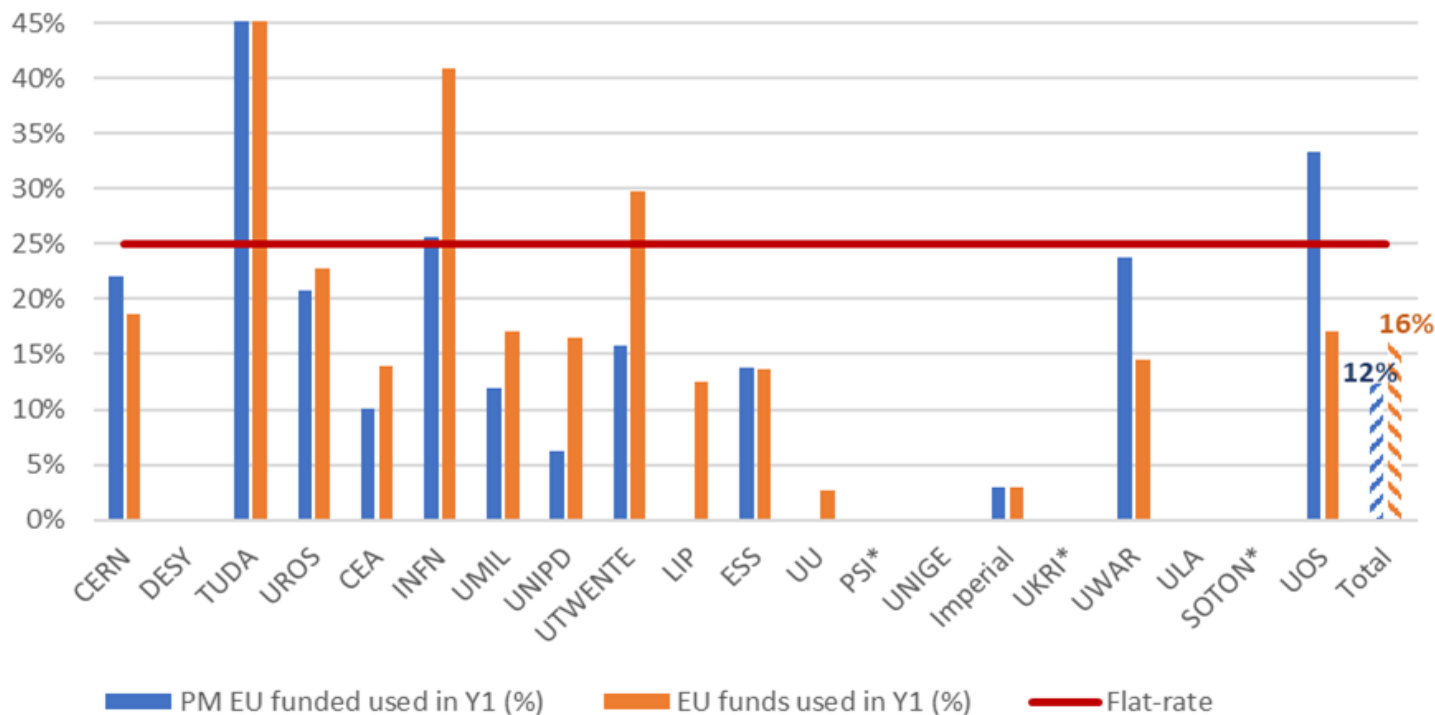
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Use of funds

**Use of EU funds and PM funded by EU, per partner
(% compared to the estimate for the 4 years duration)**

*For CH and UK partners, national funds instead of EU funds
Beneficiaries listed with * did not send back their IRUS file*



Use of funds

