



# Administrative processes

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# Outline

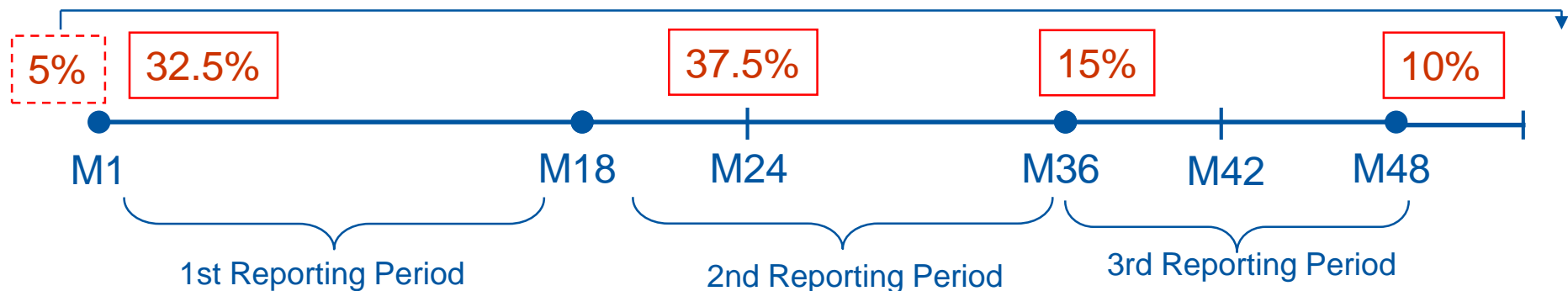
- Reporting types
- Timeline
- Activity (scientific reporting)
- Financial reporting

Co-funded by the



# EC payments for

- Pre-financing = **37.5% of the total EC contribution**, of which 5% withheld (for Guarantee Fund, to be reimbursed at the end of the project)
- Effective pre-financing = **32.5%** of the 2.99 M€ = **974,675€** (on its way)
  - of which 60% will be paid to each participant (pro-rata to project share)
  - the other 40% will be distributed after the 1st Internal Activity Report
- 1st EC reimbursement of costs for the first Reporting Period at M18 + 2 + 3
- 2nd EC reimbursement (limited by 85% of the 2.99 M€) at M36 +2 +3
- Final EC payment (**10% + 5%**) after the Final Report is approved



# Project reporting lines

## Why is project reporting necessary?

- Contractual obligations vis-à-vis the European Commission (see Consortium Agreement)
- To follow up the technical progress and resource utilisation

## Two project reporting lines:

- External to the European Commission
  - Scientific part (activity report + deliverables) + financial part in M18, M36, M48
- Internal to Project Coordination
  - Scientific in M10, M25
  - Resource utilization in M10, M18, M25, M36, M48

# Reporting timeline

Report	Date at which information reaches Coordinator	
Internal Activity Report 1	M 10	March 31, 2016
Internal Resource Utilisation 1	M 10	March 31, 2016
Internal Resource Utilisation 2	M 18	November 30, 2016
<b>Periodic Report 1 to EC</b>	M 18 + 10 calendar days	December 10, 2016
Internal Resource Utilisation 3	M 25	June 31, 2017
Internal Activity Report 2	M 25	June 31, 2017
Internal Resource Utilisation 4	M 36	May 31, 2018
<b>Periodic Report 2 to EC</b>	M 36 + 10 calendar days	June 10, 2018
Internal Resource Utilisation 5	M 48	May 31, 2019
<b>Periodic Report 3 to EC</b>	M 48 + 10 calendar days	June 10, 2019

# Internal Activity Reports

- For project coordination (not to EC)
- Basis for second payment to beneficiaries
- For each WP an overview
  - Achievements, problems
  - Progress towards deliverables & milestones
  - Expected delays if any
  - Work plan for coming year
- Baseline for reports to EC

# Internal Resource Utilisation

- For project coordination (not to EC)
- Large matching resources require tracking
  - 3 M€ EC funded vs. 10 M€ total
  - Supports project advancement assessment
- Approximate budget usage in tabular form
- Includes matching resources

Person months	Personnel costs	Other costs	Overhead	Total
Total number of person-months consumed at beneficiary per WP	Approximate personnel costs	Travel, material costs (<15% of personnel costs)	Constant 25% overhead	Sum of personnel, other and overhead

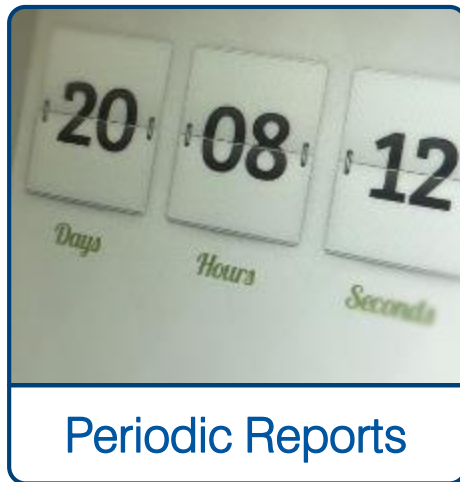
# Resource Recording



- Monthly timesheets compulsory
  - Contact your EU/finance office!
  - Limit claims to personnel, travel, dedicated material as agreed in proposal
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- Travel + material must be < 15% of personnel costs at end of period
    - Exception UNILIV: allocation is not for UNILIV, but for Consortium events and common outreach package. UNILIV acts as fiduciary for funds.

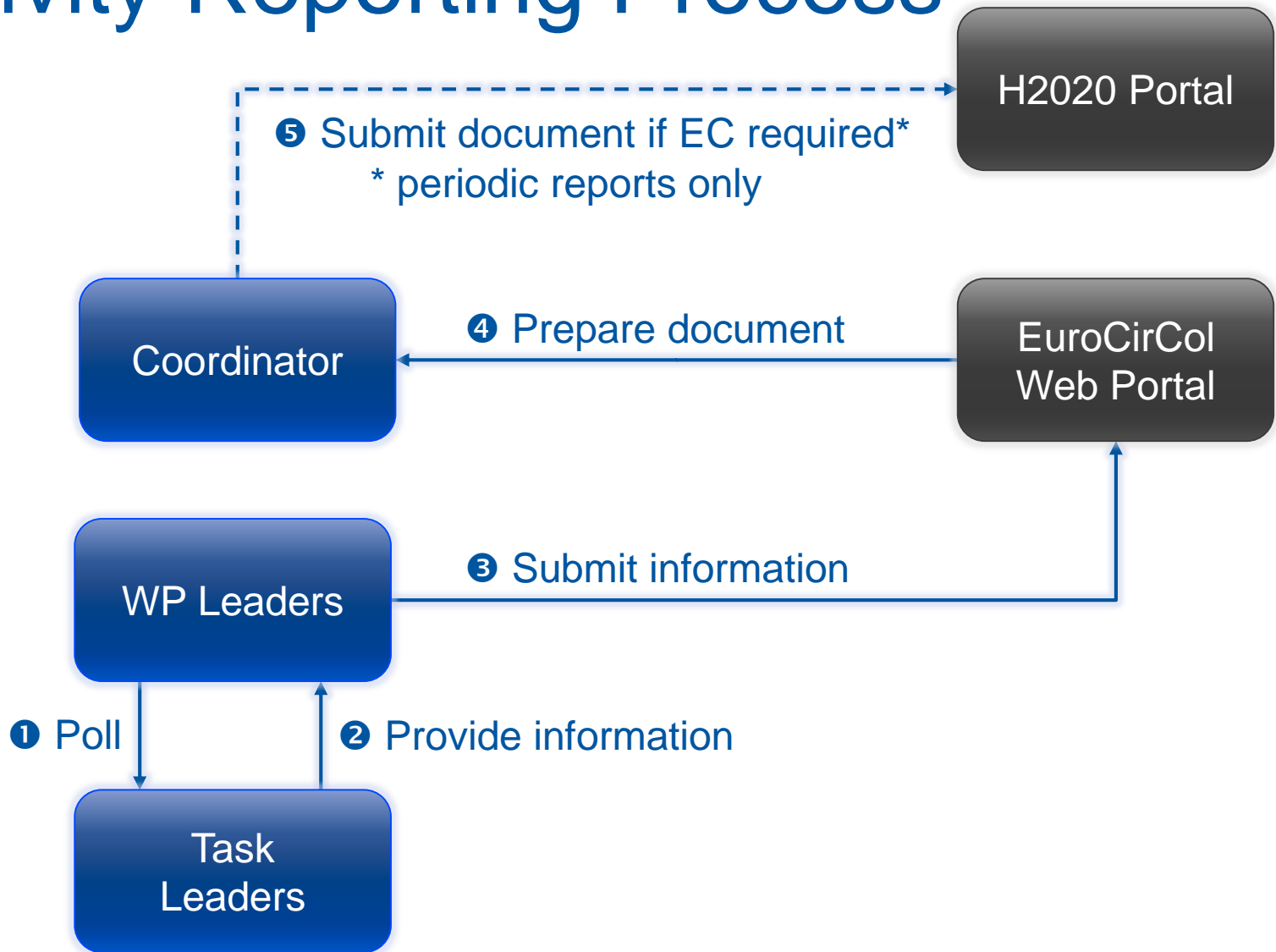


# Periodic Reports



- **EC reporting period is 18 months**
  - **Foreseen contents per Work Package (based on FP7)**
  - Executive summary for public
  - Objectives set and achieved results
  - Deliverable and milestone matching
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- Project management activities
  - Communication and KT management activities
  - Gender equality actions
  - Resource utilization overview for period
  - Financial statement
  - Publications

# Activity Reporting Process



# Resource Reporting Process

