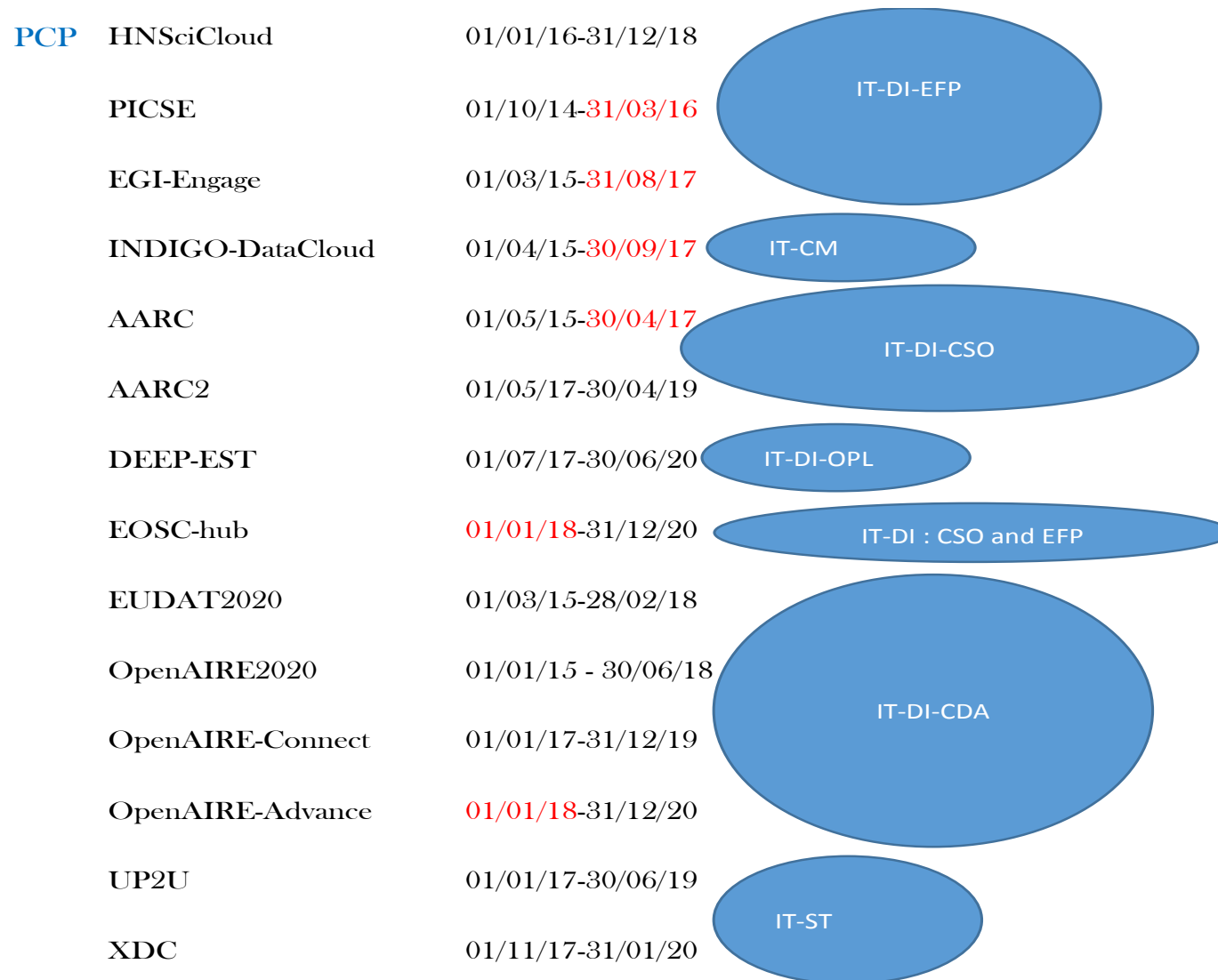




EU8 Project costs eligibility

EU Project – Horizon 2020 in the IT Department



Horizon 2020 – EU projects

- Budget
- General conditions for eligibility costs
 - Personnel declaration
 - Travel
 - Material and services
 - Standard equipment and consumables
- European Commission's Payment

EU Projects Budget

Budgets are compiled on the project proposal and the budget plan is based on the approved budget. Related memo [Procedures for new EU Projects with the participation of CERN](#).

Budget compilation:

Direct costs:

- Personnel Costs
 - personnel category
 - percentage of work
- Other costs
 - Costs of travel, meetings/conference organization, invitation of collaborators, purchase of specific equipment, Audit, etc.

Direct costs of subcontracting (if eligible)

Indirect costs:

- Overheads
 - Cover the standard equipment and installations provided by the Beneficiary (organization) to their members of personnel for the work execution.

General conditions for eligibility costs

To be eligible costs must be:

- ✓ Incurred in the project period
- ✓ Incurred in connection with the project actions, as described in Annex 1, and necessary for the project implementation
- ✓ Reasonable and verifiable
- ✓ Recorded in the beneficiary's accounts and justified by the specific documents

Personnel costs

Members of the personnel Staff, fellow, Doct, Tech, Admn, PJAS, Scientific associates and guest professors, working on EU projects has to be declared as “Funded” by the project or “Unfunded” if funds are not eligible.

Timesheets declaration

- People are registered on [PPT EU](#) by FAP-EF-EG, via Joelma Tolomeo.
- Once per month the person registered on PPT EU receive an email reminder with a link to fill in the timesheet.

It is important to fill in the timesheet as soon as possible.

The hours related to the absence and hours spent on other work are filled automatically from EDH.

WP	Task	Description	Comments/Work Performed	Hours
WP3	WP3	Cloud-based infrastructure services	Preparation of the programme of work / task scheduling for WP3 CERN contribution.	8
Other Work				144
Absence				0
Total Productive Hours				152
Total				152

Timesheet declaration must be made according to the percentage and tasks delivered.

Timesheets are routed to the project leader for approval.

Subsistence to Cooperative Associates: COAS, USER, VISC and Temporary workers

Costs for people on those categories will be declared as “Other direct costs”

Duration of collaboration for COAS, USER and VISC shall normally be limited to three months
-> a collaboration agreement between the organisation and the Institute, stating the activity to be done for the project and the home Institution declaration are necessary for the CERN registration and for the costs eligibility.

-> Any change of personnel assigned to a project must be notified to the it-ec-projectoffice@cern.ch as early as possible.

Subcontracting costs

- Only certain tasks of a project can be subcontracted and as long as it is foreseen in Annex 1 of the Grant Agreement (GA).
- The subcontractor must be selected following CERN and EU procurement rules.
Having the name of the subcontractor in the contractual documents such as the Annex I, does not guarantee his selection.
- In case you have to subcontract certain tasks of the project, it is highly recommended you contact fap-dep-ef-eg@cern.ch

Travel costs

If there was no project would I go to this conference?



If the answer is no, in this case the travel can be charged to the project.
If the answer is maybe, then costs may be shared between CERN and the project

Travel charged to the project must be justified with:

- ✓ Travel ticket (mentioning the payment details)
 - ✓ Boarding pass
 - ✓ All original tickets and invoices (conference fees, taxi, bus, train, etc)
 - ✓ Participants list, conference website link or any other document stating your name
 - ✓ Any edits, reports, notes, presented at the conference or justifying the presence at the meeting
- ❖ **A copy of those documents are to be attached to the EDH travel claim**

Other costs - Travel costs

Additional information to be inserted on the EDH travel documents:

The project name, the reason for the travel and the number of the Work Package concerned by the action must appear in the EDH document:

Official Travel Claim

Created by Joelma Maria TOLOME0 (IT-DI-SE) Tel: 62646 on 20.10.2017

Applicable administrative procedure: "Official travel"

Traveller

Beneficiary *: ?

Effective date: 20.10.2017 automatic Automate

Number of paper enclosures *: ?

Training request document ID ? For docu

Travel request document ID ? For docu

Beneficiary Has Signed on Paper: ?

Trip

Reason *: Meeting/conference/talk... on XXXX for the xxxxx project, corresponding to the WP XXX agenda link:

Please **look-back** at your last travels on EU projects and if any of those documents or information are missing, please attach them to the claims.

The audit may be done soon after the project end!

Other costs - Others

Equipment costs, costs of other goods and services may be considered as eligible costs, provided they meet the definition of eligible costs in the ECGA and are incurred in the context of the project.

For the eligibility of the following costs, please see the list of required documents:

Invited Speaker

- ✓ official invitation letter mentioning the name of the invitee, the name and date of the event, the costs covered and their amounts
- ✓ a confirmation letter from the institute indicating there is no double reimbursement for the same invitee's expenditure
- ✓ copy of all expenditure receipts and/or invoices

Material bought outside CERN (other than standard equipment and consumables), payment of a consultant company, etc.

- ✓ DAI: Supplier(s) offer(s), contract and invoice copy, CERN order, etc.

Meeting organisation

- ✓ programme or agenda of the event
- ✓ participants list
- ✓ copy of the restaurant invoice
- ✓ copy of the room rental invoice (if room rented)

Audit (CFS - Certificate on the Financial Statement)

For projects exceeding 325kEUR the CFS is required at the end of the project.

The audit costs ~5kEUR (covered by the EU commission funds)

Indirect costs - Overhead

Standard equipment and consumables

Unless duly stipulated in Annex I, CERN considers that standard equipment/consumables are not eligible costs.

- They are not used for the sole purpose of the project
- They are defined as any good that is provided by default by the Organization to its members of personnel in order to allow them to perform their job

This includes :

- Desktop computers, screens and accessories
- Printers
- Phones and phone communications
- Office furniture (e.g. desks, chairs, whiteboards, etc.)
- Office consumables (pens, paper, etc.)

Indirect costs - Overhead

Overhead rate is 25% of the direct and indirect costs (no overhead for subcontracting)

The grant is shared as follows:

- 70% covers the exchange rate and the personnel cost variation
- 30 % covers the installation and standard equipment and consumables

EU projects in IT -> budget information

Budget summary are published on the first ITMM of the month and a copy of the table is stored at: https://espace.cern.ch/ec4it/_layouts/15/start.aspx#/default.aspx

EU8 Projects - IT Department 14.11.17 - JT	Contract			Overhead		Direct costs (EU funds)				CERN Funds - IT Department		External (procurement)			IT - EU "funded" Effort (person months)	
	Total project cost	Maximum Granted EU contribution to CERN	Declared/Reimbursed EU contribution ("Form C")	Overhead FAP-EF (70%)	Overhead IT Depart. (30%)	Granted EU budget to the project in IT	Payments charged to the budget code (CET extraction)	Committed Budget	Remaining available budget not yet committed*	Budget funded by IT Department	Payments charged to the budget code (CET extraction)	Budget Granted by the External for PCP	Budget invoiced/reimbursed by the external	Payments charged to the budget code (CET extraction)		
															kEUR	kEUR
AARC2 : Authentication and Authorisation for Research and Collaboration 2	257	257		39	17	206 / 222	58	205	17						24	17.6
Coordinator: Licia Florio, GÉANT Duration: 24 months (May'17-Apr'19), Group: IT-DI-CSO			RP1(05/17-04/18) RP2(05/18-04/19)						7.87%							
DEEP-EST : Extreme Scale Technologies	380	380		58	25	304 / 331	22	225	106						36	24
Coordinator: Estela Suarez, JSC Duration: 36 months (Jul'17-June'20), Group: IT-CDA			RP1(07/17-12/18) RP2(01/19-06/20)						177.41%							
EGI-Engage: Engaging the EGI Community towards an Open Science Commons	138	138	186	19	8	110 / 132	138	133	-1	-	-				12	11.5
Coordinator: Tiziana Ferrari, EGI.eu Duration: 30 months (Mar'15-Aug'17), Group: IT-DI-CSO			RP1(03/15-02/16) 61% RP2(03/16-08/17) 73% (TBC not yet signed)						-0.93%							

Financial Costs Reporting

Costs are reported and declared to the commission, by period: P1 , P2, etc.

Reporting period can be for 12, 18, 24 months... The period depend on the time of the project

Costs reporting are done by FAP-EF-EG and are based on the timesheets declaration and CET costs.

-> for some project (specifically in IT) a quarterly report is done by FAP-EF-EG

European Commission's payments

Pre-financing payment :

50% of the total budget -> Paid within 30 days after the Grant agreement signature by the commission, or 10 days before the starting date of the action

5% of the pre-financing is retained by the commission and transferred into the "Guarantee Fund"

Interim payments:

Based on the amount declared and limited to 90% of the maximum grant amount.

(calculation: 90% maximum grant amount - (minus) pre-financing and previous interim payments)

Payment of the balance

Paid in 90 days from receiving the final report

The guarantee funds is liberated

The payment coordination is managed by FAP-EF-EG

EU Projects – contacts

The Team Leader of the IT EU projects office is Bob Jones.

The Project Leader “Scientist in Charge” is responsible for the coordination of the preparation and implementation of the project at CERN.

Any question and need of assistance on the EU project in the IT department, please contact: it-ec-projectoffice@cern.ch

EU projects in IT department are listed on the <https://espace.cern.ch/ec4it/Proposals/Home.aspx>

More information on the web (FAP-EF) page: [Finance and Administrative Processes Department - External Grants – Financing EU projects pages](#)

FAP-External Funding – External Grants, for all questions on the financial management of the EU projects email : fap-dep-ef-eg@cern.ch

Many thanks for your attention!

I hope this presentation could provide a clarification on the financial part of the European Commission Projects.

Any comments or questions?