



MC-PAD Reporting

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MC-PAD Supervisory Board meeting
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Outline

- Contractual requirements – a reminder
- Budget – a reminder
- Activity & Management Reports
- Financial reporting – the Form C





Contractual requirements – a reminder

- Declaration of Conformity
 - officially informs the Commission / REA that the researcher has started → *ongoing for urgent completion*
- The Progress Report after 12 months – done
- Financial, activity & management reports
 - every 2 years
 - financial reports (Form C) by each partner
 - Activity and Management Reports by CERN as coordinator
 - **deadline for submission to Brussels : mid-December**





Budget – a reminder

- Total project finance almost 4.7 M€ over 4 years
- Money released by Brussels start of Y1 & Y3 (after MTR & the first big report) + final payment at end of project
- EU contribution covers people, not equipment unless essential for the successful execution of the researcher's project and training
- Money can only be spent during contract – you cannot commit money during the project for an event after the end of MC-PAD
- Financial reports will account for non-€ payments as necessary





Activity & Management Reports

- Christian will compile the Activity Report on the basis of input from :
 - you as the scientists at each of the partners
 - with additional input to you from your researchers who were active during the reporting period
- Seamus will work with Christian on the Management Report
- More information to be sent after the MTR





Financial reporting – the Form C

- Every full partner must submit a Form C for the period 1 November 2008 – 31 October 2010 on Force
 - A : (cost of living + mobility allowance) x country coefficient
 - B : travel allowance
 - C : career exploratory allowance
 - D : participation expenses for researchers
 - E : expenses for the network
 - F : organization of conferences / meetings
 - G : management costs
 - H : contribution to overheads
- Further instructions on how to compile Form C and where to send it will be e-mailed after the MTR

