

MacroFuels

3rd Project Meeting
Brugge, 4-5 July 2017



Periodic report

MacroFuels reporting periods:



Reporting period 1:

- Technical report – part A and B
- Financial report including Use of Resources (UoR)

The periodic report including technical- and financial reports must be submitted within 60 days following the end of each reporting period – August 30th 2017

Financial reports must be submitted to coordinator before **August 7th 2017**

MacroFuels on PP

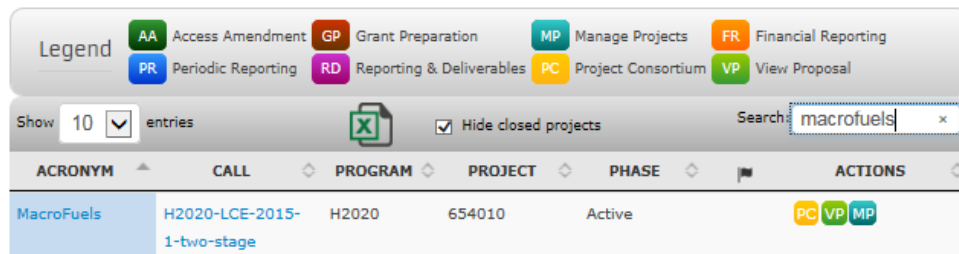
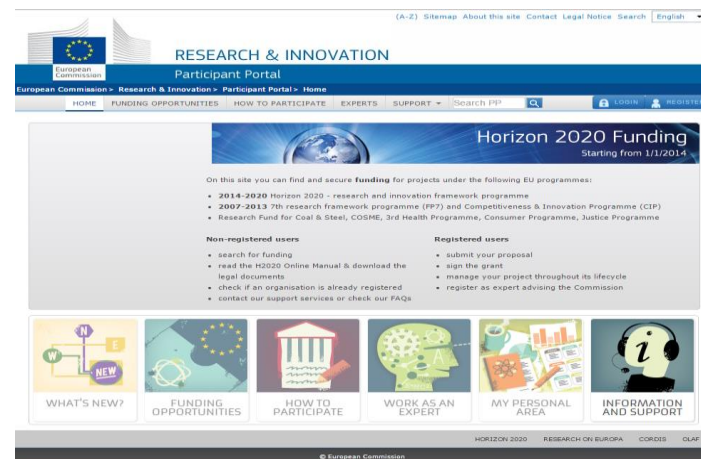


- Electronic submission only on Participant Portal (PP)

- Link:
<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>

- Project Consortium - edit roles

- Manage projects - reporting



MacroFuels on PP



MACROFUELS

MY PROJECT

HORIZON 2020

Call: H2020-LCE-2015-1-two-stage
Type of Action: RIA
Acronym: MacroFuels
Current Phase: Grant Management
Number: 654010
Duration: 48 months
Start Date: 01 Jan 2016
Estimated Project Cost: €5,999,892.50
Requested EU Contribution: €5,999,892.50
Contact: [Laura GOMEZ LOZANO](#)

[Latest Legal Data](#)
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[Document Library](#)
[Communication Center](#)

H2020 ONLINE MANUAL

Launch new interaction with the EU



Periodic Reporting
REP-654010-1 - period
01/01/2016 > 30/06/2017

01 Jul 2017
30 Aug 2017 (3/60 days)

Draft Submitted Paid

Technical Part contribution Lock for review

Financial Statement DTI [PIC 999460356] drafting Lock for review

Periodic Report composition Submit to EU

Process specific documents

Process specific communications

Consortium Requested Amendment
AMD-654010-2

11 Apr 2016

Launched Prepared Submitted Admissible Decision

Process specific documents

Process specific communications

Continuous Reporting
654010 - MacroFuels

01 Jan 2016

Started Completed

Link: http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/reports/periodic-reports_en.htm



Financial reporting

The financial report contains three structured forms including:

- Individual financial statements from each beneficiary
 - Detailing the eligible costs for each budget category
 - Declaring all eligible costs, even if they exceed the amounts indicated in the estimated budget (see Annex 2 of the Grant Agreement)
- Explanation on the use of resources including information on subcontracting and in-kind contributions provided by third parties for the reporting period
- Periodic summary financial statement including the request for interim payment created automatically, consolidating the individual financial statements

Financial reporting

All beneficiaries are required to:

- Report their incurred eligible costs for each reporting period and certify that information is complete, reliable and true
- If a beneficiary fails to report, his **costs will be considered 'zero'** for this reporting period (he can then declare them in the next reporting period)
- Keep records and other supporting documentation (original documents) for at least 5 years after project closure (payment of balance) to prove the proper implementation of the action and the costs, they declare as eligible

Financial reporting in Part B

Point 5 in Part B - Deviations from Annex 1:

- 5.1 Tasks
- 5.2 Use of Resources - Explain any differences in the use of resources between actual and planned (Annex 1), especially related to person months per work package.
 - 5.2.1 Unforeseen subcontracting
 - 5.2.2 Unforeseen use of in-kind contributions from 3rd party against payment or free of charge

General eligibility conditions

ELIGIBLE

- Actual, incurred in connection with the action, as described in Annex 1, by the beneficiary
- During the project period (Art. 3)
- Indicated in the estimated budget (Annex 2) and necessary for implementation of the action
- Be identifiable and verifiable (recorded in the beneficiary's accounts)
- Comply with the applicable law on taxes, labour and social security
- Be reasonable, justified and comply with the principle of sound financial management, in particular regarding economy and efficiency

NON-ELIGIBLE

- Return on Capital
- Interest, debt service charges
- Provisions
- Exchange losses
- Excessive/reckless
- Deductible VAT
- Other EU funding

Direct personnel costs – Line a-c

Eligibility criteria:

- Related to personnel working for the beneficiary under an employment contract and assigned to the action
- Remuneration includes salaries (including parental leave), social security contribution and taxes

Calculation of personnel costs:

Hourly rate x Number of actual hours worked on the action

Calculation of hourly rate:

Actual personnel costs / Number of productive hours

For further guidance on calculation of personnel costs, hourly rates and productive hours, please check pp. 47-79 in Annotated Model Grant Agreement

http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf

Direct personnel costs – Line a-c

Calculation of the hourly rate (for each employee):

- **Per full financial year:** Single hourly rate for each person for each full financial year
- **Per month:** One hourly rate for each person for each month (i.e. 12 hourly rates per person for each financial year)
- The beneficiary may choose any of the two options, but the option chosen must be applied during the full financial year to all its personnel in all H2020 grants.
- The calculation method can be changed from one financial year to another – but again for all its personnel in all its H2020 grants
- If a financial year is not closed at the end of the reporting period, the beneficiary must use the hourly rate of the last closed financial year available

The beneficiary must ensure:

- The number of actual hours declared are identifiable and verifiable by timesheets
- Burden of proof for eligibility is with the beneficiary

Other Direct Costs – Line f

- Travel costs and related subsistence allowances
- Cost of other goods and services (consumables and supplies, dissemination, costs related to IPR, cost for certificate on the financial statement and translation costs)
- Depreciation costs of equipment, infrastructure or other assets (*purchased as ‘best value for money’ and depreciated in accordance with international standards and beneficiary’s usual accounting practices*)
- Actual costs of renting or leasing equipment, infrastructure or other assets (*if they do not exceed purchasing- or depreciation costs of similar equipment, infrastructure or assets and do not include any financing fees*)

Please check the Grant Agreement, MacroFuels, Annex I Description of Action pp. 44-47 for the detailed budget of “other direct costs”

Thank you



For questions on financial issues please contact:
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