

MacroFuels

Kick-off Meeting

Amsterdam, 19-20 January 2016



General information



- Acronym: MacroFuels
- Project number: 654010
- Start date: 01 January 2016
- Duration: 48 months
- Reporting periods: 3
- Beneficiaries: 11
- Total budget: EUR 5.999.892,50



Content



- Participant Portal
- Reports
- Financial reporting
- Eligibility conditions
- Costs
- CFS
- Payments



MacroFuels on PP



- Electronic submission only on Participant Portal (PP)
- Link:
<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>

The screenshot shows the top navigation bar of the Participant Portal, including the European Commission logo and the text 'RESEARCH & INNOVATION Participant Portal'. Below this is a search bar and a 'Search PP' button. The main content area features a banner for 'Horizon 2020 Funding Starting from 1/1/2014'. Below the banner, there is a list of EU programmes and a section for 'Non-registered users' and 'Registered users' with their respective actions. At the bottom, there are six icons representing different portal sections: 'WHAT'S NEW?', 'FUNDING OPPORTUNITIES', 'HOW TO PARTICIPATE', 'WORK AS AN EXPERT', 'MY PERSONAL AREA', and 'INFORMATION AND SUPPORT'. The footer includes the text '© European Commission' and 'HORIZON 2020 RESEARCH ON EUROPA CORDIS CLAF'.



MacroFuels on PP



Legend

- AA Access Amendment
- GP Grant Preparation
- MP Manage Projects
- FR Financial Reporting
- PR Periodic Reporting
- RD Reporting & Deliverables
- PC Project Consortium
- VP View Proposal

Show 10 entries

Hide closed projects

Search: macrofuels

ACRONYM	CALL	PROGRAM	PROJECT	PHASE	ACTIONS
MacroFuels	H2020-LCE-2015-1-two-stage	H2020	654010	Active	PC VP MP

MY AREA HOME FUNDING OPPORTU

My Organisation(s)
My Proposal(s)
My Project(s)
My Notification(s) 70
My Formal Notification(s)
My Expert Area

- Project Consortium - edit roles
- Manage projects
- Legal documents
- Budget
- Reports and deliverables
- Financial reporting (access at the beginning of first reporting period)



MacroFuels on PP



A screenshot of the MacroFuels Participant Portal. The header includes the European Commission logo, the text "RESEARCH & INNOVATION", and "Participant Portal - Grant Management Services". A user profile for "charlotte ØHLENSCHLÆGERR" is visible. The main content area is divided into three sections: "Continuous Reporting", "Ethics Management", and "Proposal Management & Grant Preparation". Each section has a progress bar and a "Completed" status. The "Proposal Management & Grant Preparation" section shows a detailed timeline with stages: Submitted, Informed, Invited, Prepared, Signed, and Paid. A sidebar on the left provides project details for "HORIZON 2020" and includes links for "Latest Legal Data", "Process List", "Document Library", and "Communication Center".



Periodic reports and Final report



MacroFuels reporting periods:



- Periodic reports consist of a **technical** and a **financial** report
- An **additional final report** must be submitted with the last periodic report
- All reports must be **submitted within 60 days following the end of each reporting period**



Financial reporting



Each financial report must contain:

- An **‘individuel financial statement’** (Form C) from each beneficiary for the reporting period concerned:
 - 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)
- Each beneficiary must provide an **‘explanation of the use of resources’** including information on subcontracting and in-kind contributions provided by third parties for the reporting period
- A **‘periodic summary financial statement’** created automatically, consolidating the individual financial statements and the ‘request for interim payment’



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
- Submit to Project Coordinator in good time their individual financial statement and, if required, certificates on the financial statements (CFS)
- 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



General eligibility conditions



For actual costs, they must:

- be actually incurred by the beneficiary
- be incurred within the project period (Art. 3)
- be indicated in the estimated budget (Annex 2)
- be incurred in connection with the action as described in Annex 1 and necessary for its implementation
- 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



Direct personnel costs



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
- Non-profit legal entities may also declare as personnel costs additional remuneration (see Art. 6.2.A.1)

Calculation of personnel costs:

Hourly rate x number of actual hours worked on the action (+ additional remuneration)

Calculation of hourly rate:

Actual annual personnel costs (excl. additional remuneration) / number of annual productive hours



Direct personnel costs



- The beneficiary must use the annual personnel costs and the number of annual productive hours for each financial year covered by the reporting period.
- 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



Travel and subsistence allowance



Eligibility criteria:

- Travel must be necessary for the action
- Costs must be adequately recorded
- Costs must be in line with the beneficiary's usual practice on travel
- If paid by the beneficiary, duties, taxes and charges such as non-deductible value add tax (VAT)

The beneficiary must keep:

- Original receipts (creditcard receipts are NOT enough), boarding passes, train tickets etc.
- Conference/meeting agendas, minutes and participant lists
- Hotel- and flight reservation confirmations are NOT enough



Other goods and services



Type of costs:

- Consumables and supplies, dissemination, costs related to IPR, cost for certificate on the financial statement and translation costs
- 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

Eligibility criteria:

- If paid by the beneficiary, duties, taxes and charges such as non-deductible value add tax (VAT)
- Purchased **specifically** for the action and be **necessary** to implement the action
- The beneficiary must ensure best value for money or, if appropriate, the lowest price. Any conflicts of interest must be avoided

The beneficiary must:

- **Comply with the applicable national law** on public procurement as well as procurement procedures and rules
- Archive all **procurement documents, original invoices and receipts**, and documentation proving the necessity of the cost claimed



Subcontracting



- Subcontractor **independently** carries out a task defined in the project description, rather than the beneficiary
- Subcontracting may only cover a limited part of the action and must be **necessary** for implementation of certain action tasks described in Annex 1
- The beneficiary must ensure **best value for money** or, if appropriate, the lowest price. Any conflicts of interest must be avoided
- The tasks to be implemented and the estimated costs for each subcontract must be set out in Annex 1 and the total estimated costs of subcontracting per beneficiary must be set out in Annex 2

The beneficiary must:

- Ensure that **internal procurement rules, national procurement legislation** as well as **EC produrement legislation** are followed
- All relevant **produrement documents are filed and archived** as well as clearly assigned to the project and specific work package



CFS



- Each beneficiary requesting a total contribution of EUR 325.000 or more must provide a '**certificate on the financial statement**' (CFS), drawn up in accordance with Annex 5 of the Grant Agreement
- Costs for the CFS are eligible if planned in the estimated budget (Annex 2) and reported in the final financial statement
- CFS required from DTI, ECN, DLO, AVT, SAMS, Sioen, and MATIS



Payments



EC reimburses the project coordinator, who distributes the funds among the consortium members according to the Consortium Agreement.

The following payments are made to coordinator:

- 1 pre-financing payment (not yet received from EC)
- 2 interim payments, on the basis of the request(s) for interim payment
- 1 payment of the balance, on the basis of the request(s) for payment of the balance



Thank you



For more questions on financial issues please contact:
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