The European Research Council

Caterina VISANI & Soultana LYNGERI

Grant Management Department

Principles of Sound Financial management

Paris, 02/06/2017

European Commission

Horizon 2020
European Union funding
for Research & Innovation

ERC funds = EU citizen's money

Art. 30 of EU Financial Regulation

- Economy: resources made available in due time, in appropriate quantity and quality, and at best price

- Efficiency: best relationship resources – results

- Effectiveness: Achievement of the objectives and the intended results

Summary

- Reporting obligations of the PI and how to use the H2020 IT tools
- Time records: supporting documents
- Budget transfers
- Avoiding double funding
- Travels & equipment
- Key messages

Reporting obligations of the PI in H2020

European Research Council
Established by the European Commission

- **Financial reporting**

PI contributes to the narrative part (Periodic Financial Report part B)

- **Scientific reporting**

PI fully responsible for the drafting of the report

➢ **H2020 completely paperless reporting!**

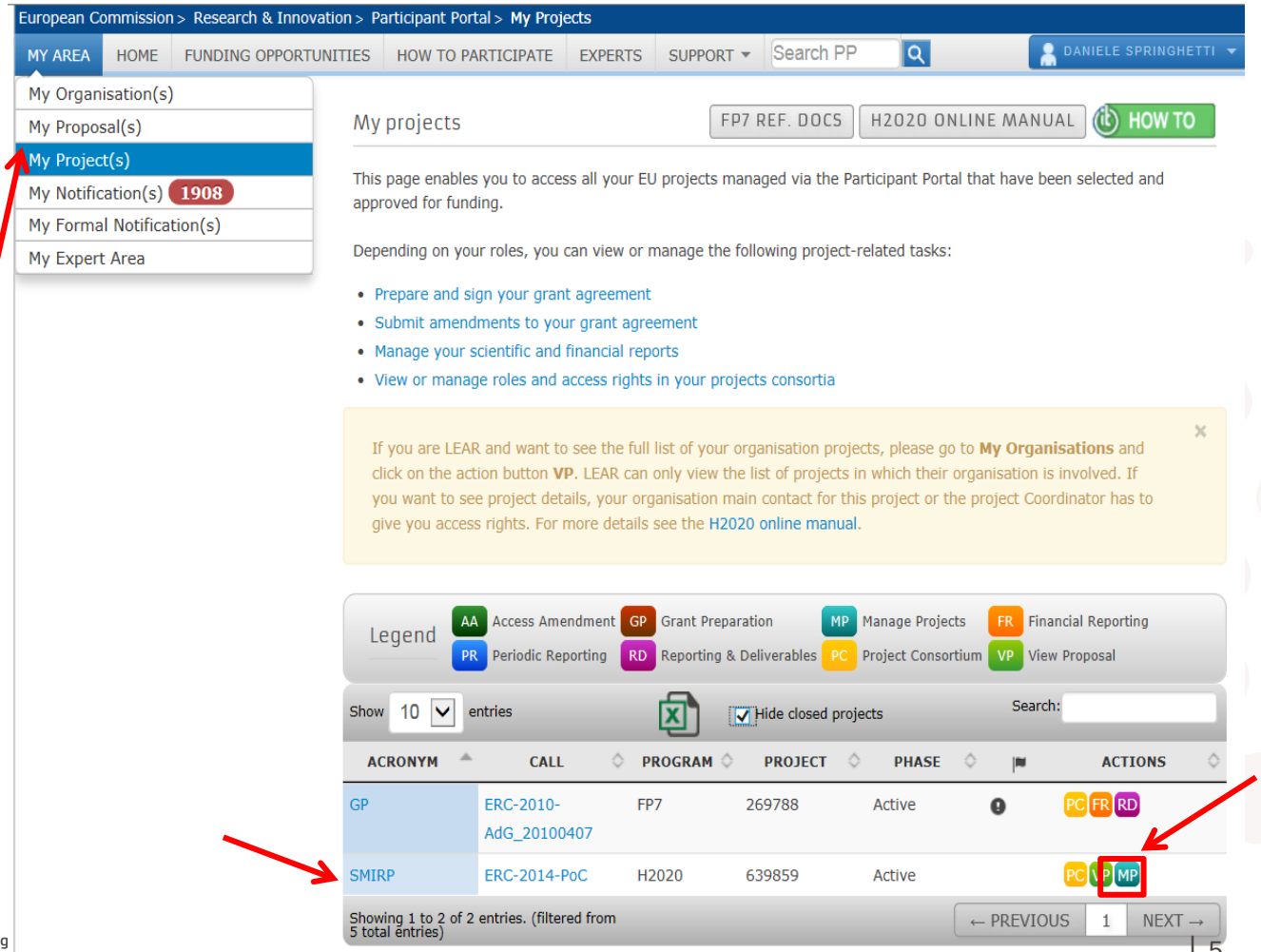
H2020 Reporting – how to

The **Participant Portal** (PP) is your entry point to submit :

- Project Reports
- Ethics Deliverables
- Other documents (e.g. requests of Amendment)

"My Area" – "My projects" tab, then "MP" (manage project)

- Forms and templates are provided online



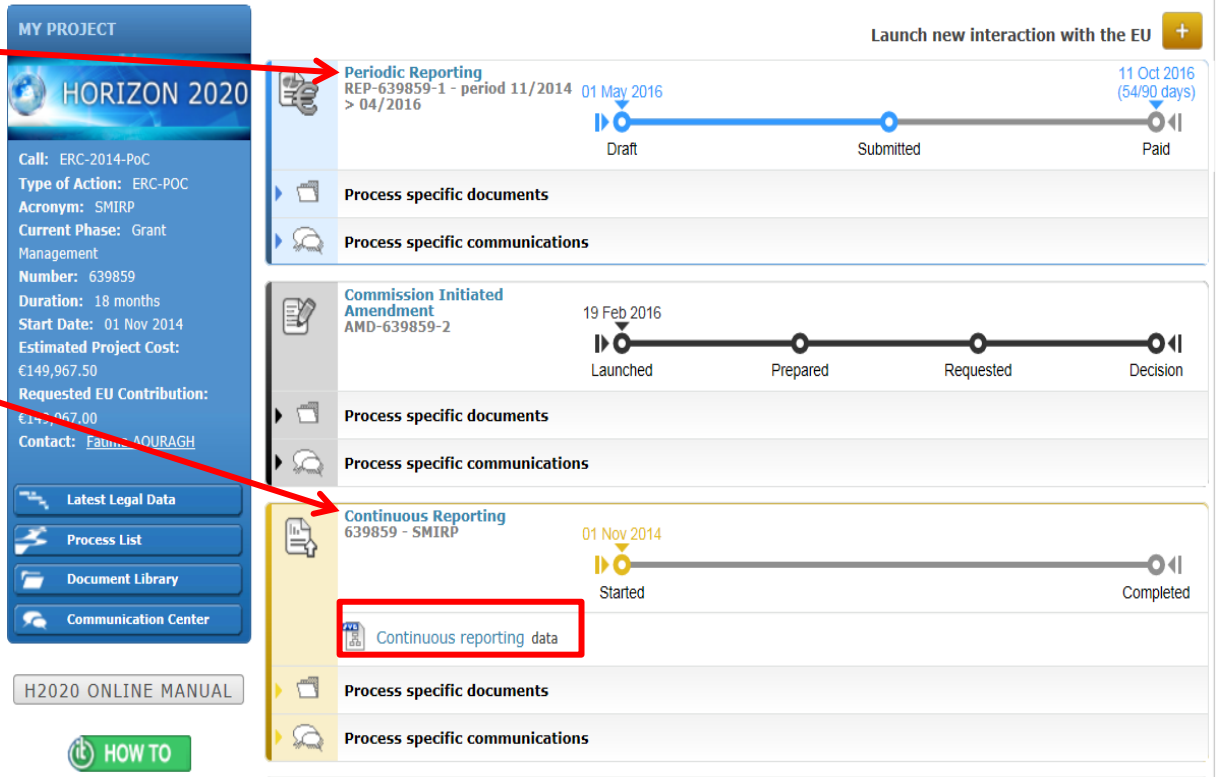
H2020 Reporting – how to /2

Reporting in H2020, from an IT point of view, is divided in 2 :

A. **Periodic reporting**

- Reports from art. 20 of the GA

B. **Continuous reporting** (always open, can be filled in whenever needed)



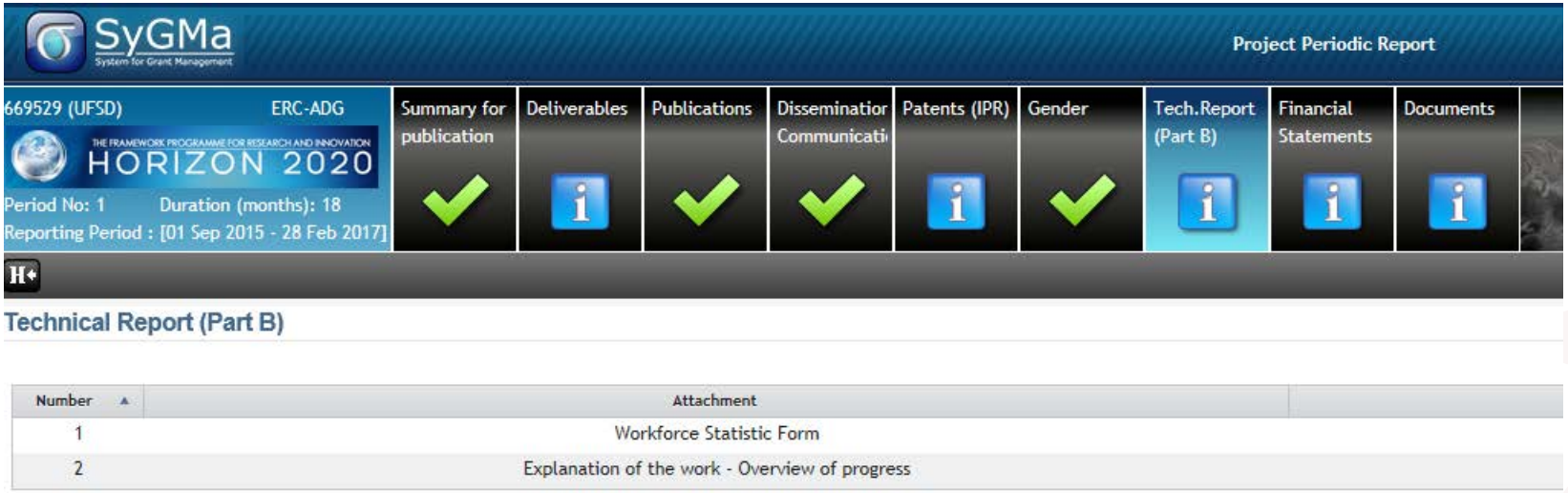
H2020 Reporting – how to /3

B. **Continuous reporting**

- Summary publication
- Ethics deliverables
- Publications
- Dissemination activities
- Patents, etc

H2020 Reporting – how to /4

Periodic Financial Report



PI contributes to the narrative part

H2020 Financial Reporting – timeline

- **4 financial reports**

Reports covering the *financial aspects* of the grant

- Prepared by Host Institution in consultation with the PI
- Submitted 4 times over 5 years: months 18, 36, 54, 60. PoC only on 12m
- To be sent max 2 months after the date. A notification will be sent the day after the end of the RP
- Assessment by the relevant unit (StG, AdG, CoG/PoC)
- Final Scientific report to be submitted together with the Final Financial report

H2020 Financial Reporting
– the role of the PI

European Research Council
Established by the European Commission

Requires explanations about:

- Global overview of the action's implementation for the RP
- The working relationship with the HI
- The respect of the time commitments of the PI
- The costs incurred in comparison with the budget foreseen *(tasks of the team members, the equipment used, description of travels, consumables, other direct costs, etc.)*
- Any envisaged reallocations of the use of resources
- Eventual problems (including delay, cancellation, postponement of activities/work tasks) which have incurred and how they have been addressed

H2020 - Time records: supporting documents

European Research Council
Established by the European Commission

Depends if the person works exclusively on a H2020 action or not

- '*working exclusively*' = uninterrupted period of at least one full calendar month working on the H2020 action (NO OTHER ACTIVITIES)
  - **The researcher claiming 100% time commitment should not spend time teaching activities and/or travelling for other projects**

Working exclusively	Records	Conditions (full details available in the AGA; page 160)
YES	**Declaration on exclusive work for the action**	→ only one per reporting period (per person) → covering one uninterrupted period of exclusive dedication of at least one calendar month
NO	**Time records** (i.e. timesheets)	→ dated and signed at least monthly by the person and his/her supervisor → minimum conditions and information needed are detailed in the AGA

Disclaimer: information contained in this presentation is not legally binding

H2020 – Budget transfers POSSIBLE

- The PI is free to re-arrange the budget at will, as long as the scientific work does not change (please keep the HI informed!)
- Such changes must be explained in the next available Financial Report
- If the transfer is extremely important better to check first with the ERC Project officer
- For unforeseen subcontracts and in kind contribution from third parties, it is best to require an amendment but you can also choose to explain in the next FR (the beneficiary bears the risk that the costs might be not accepted!)

H2020 – Avoiding double funding

- A PI can always look for additional funds (regional /national/ international/European) for costs not covered by the ERC grant.

- A PI can have his/her main ERC grant (STG/COG/ADG) running in parallel with a POC. 2 POCs cannot run in parallel instead.

- The safest way to avoid double charging is to have an HI with an accounting system capable of allocating expenditures, just once, to different cost centres.

H2020 – Travel costs

- It means flight ticket and transportation costs, hotel, food and/or per diem, for team members and visiting experts
- Team Members = those working on the project, not simply "with the PI", no matter if salary costs are charged to ERC or not
- Visiting experts = must have been foreseen in the DoA

H2020 – Equipment

- Respect internal procurement procedures
- Demonstrate Best Value for Money (tender, offers, market survey) and document reasons for Single Source Providers
- Do not artificially split tenders into smaller contracts to avoid public tendering calls.
- Only equipment purchased for the purpose of carrying out the project can be charged as direct cost
- Avoid purchasing equipment in the final period

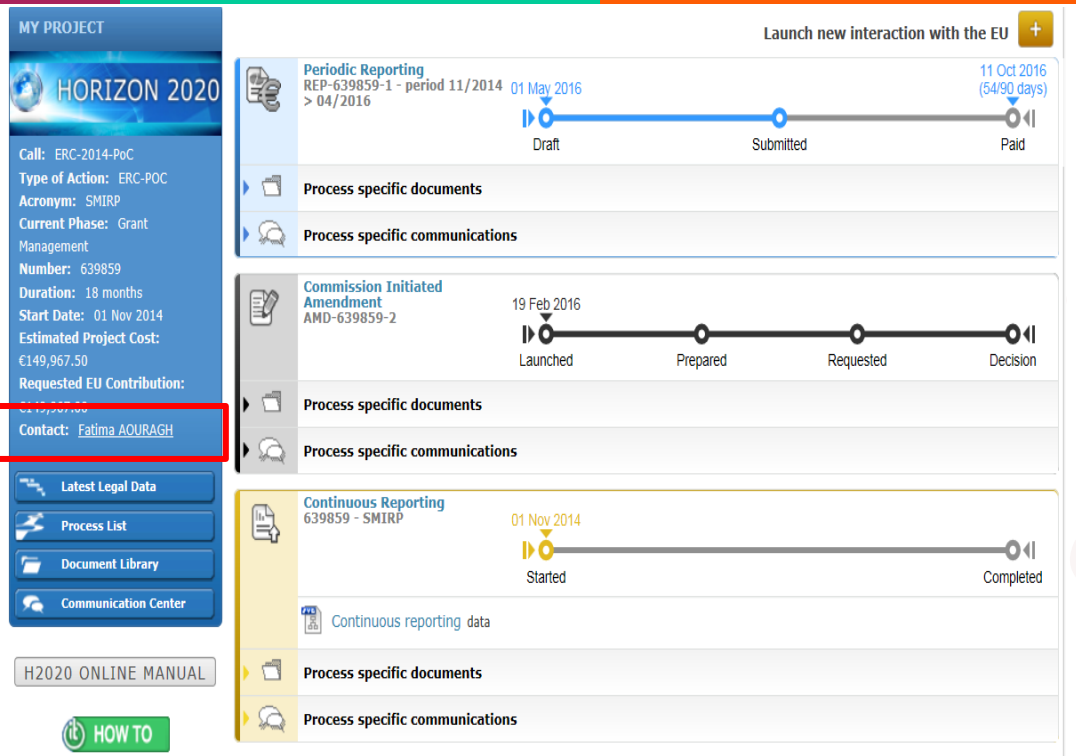
- Key Messages !

- Sound financial planning & follow-up from the start
- Be as informed as possible of H2020 Legal/Financial rules (as well as of those of the HI)
- Avoid Double Funding
- Keep relevant supporting documents for all expenses
- Avoid unnecessary expenditure made in the last few months/weeks of the project
- Ensure that all costs meant to be charged to the project are really necessary, are related to the project & fall within project period
- Seek advice as soon as issue arises with HI and with the ERC

Useful emails and links

EMAILS:

- Your KEY contact person, the **project officer** (PO), is mentioned here:
- Email format is *Name.surname@ec.europa.eu*
- PI helpdesk mailbox: **ERC-C2-PI-HELPDESK@ec.europa.eu**



LINKS:

H2020 On-line manual:
http://ec.europa.eu/research/participants/portal/desktop/en/funding/guide.html

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

European Research Council
Established by the European Commission

Keep it transparent!

Thank you !