

Disclaimer: The content included in the examples provided in the document is indicative and not legally binding

- Instructions and footnotes in blue are for information and must be removed.
- For options [in square brackets]: the option that applies must be chosen.
- For fields in [grey in square brackets] (even if they are part of an option as specified in the previous item): enter the appropriate data.

European Research Council
Executive Agency



Project¹ Number: [insert project reference number]

Project Acronym: [insert acronym]

Project title: [insert project title]

Periodic Financial Report

Part B

Period covered by the report: from [insert dd/mm/yyyy] to [insert dd/mm/yyyy]

Periodic report: [1st] [2nd] [3rd] [4rd]

¹ The term 'project' used in this template equates to an 'action' in certain other Horizon 2020 documentation

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General remark: please do not delete any heading in this template. Should the reply to any heading be "not applicable", please insert "N/A".

1. Overview of the action's implementation for this reporting period

Include a global overview of the action's implementation for the reporting period including the major achievements and elaborate on any problems incurred (no more than ½ page).

2. Information on eligible costs

2.1 Relationship PI - HI

Describe how the relationship between the Principal Investigator and the Host Institution has evolved (i.e. Have the provisions of the Supplementary Agreement been respected? What is the kind of administrative support provided by the Host Institution? Has the Principal Investigator been able: to set-up and recruit the research team as planned, to timely purchase the foreseen equipment, other difficulties or delays?

The relationship between the PI and the HI has been very good.

The provisions of the Supplementary Agreement have been respected.

No specific difficulties or delays have been met during these 18 months of the project implementation.

HI manages all research projects with joint support from the Department of Physics and Astronomy and with the central support department, Research Services. Collectively these provide secretarial support, procurement administration and Personnel/Human Resources. The Department also assists with general project management, providing infrastructure and other services necessary for the project. From the centralized Research Services department, monthly financial reports are given to the PI, support and advice on technical aspects of ERC regulations and guidelines, re-charging salary costs based on timesheet analysis and ultimately liaising with the PI in completion of Periodic Reports.

Elaborate on the tasks of the various team members (list names together with a short description of the work undertaken)

Host Institution

Team members and brief description of their tasks: (Name) is a graduate student who performed Biochemical analysis, cell imaging and molecular biology analysis. He has been contributing to Aim 1 and 2. (Name) is instrumental to the project: she is in charge of many aspects of the project, including cell culture preparation (Aim 1); Lab management (Ordering, Health and safety enforcement); Biochemical reagent preparation; Biochemical and cell imaging experiments and analysis (Aim1 step2).

Beneficiary 2

Structure the explanations as in the example above

Linked third party

Structure the explanations as in the example above

2.2 Time commitment of the PI

According to the ERC Work Programme and the Grant Agreement, the Principal Investigator must spend a minimum amount of his/her working time on the action and in an EU Member State or Associated Country.

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% of working time that the PI has committed to the action according to the Grant Agreement (Annex 2):	[insert XX% from Annex 2]
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Please indicate:

The % of the total contractual working time the PI has dedicated to the action from the start date of the action until the end of this reporting period:	[insert XX%]
Did the PI spend at least 50% of his/her total working time in Europe (Member States or Associated Countries) from the start date of the action until the end of this reporting period?	[YES] [NO]

If the Principal Investigator has deviated from one or both requirements concerning the time commitments, please justify and explain how the latter - as per the Annex 1 and 2 (commitment to the action) and/or the Work Programme (commitment in Europe) - will be met by the end of the action.

There are no deviations from the total time commitment. In the Annex II is written "During the whole project I will spend from 60 to 65% of my total time on the project. In the first starting years, this percentage could be higher than 60% and it could become less than 60% later". In line with the provisions of the Annex II the PI has decided to be involved in the action a bit more in these first 18 months in order to launch the project.

2.3. Deviations from Annex 1 and Annex 2 (if applicable)

Explain the reasons for deviations from the DoA, the consequences and the proposed corrective actions.

2.3.1 Tasks

Include explanations for tasks not fully implemented, critical objectives not fully achieved and/or not being on schedule. Explain also the impact on other tasks on the available resources and the planning.

2.3.2 Use of resources – budget follow-up

- Include explanations on deviations and any envisaged reallocations of the use of resources between actual and planned use of resources in Annex 1, with ref. to the 'Annex 2 to the GA – Estimated budget of the action'. Describe the expenses during the Action in comparison with the original budget breakdown in Annex 2 of the Grant Agreement. Include explanations on transfer of costs between cost categories (if applicable).

Example:

Host Institution

→Direct costs Personnel (overconsumption): This deviation is due to two main reasons: (1) the % of working time that the PI has committed to the project and (2) the actual recruitment timeline.

☑ (1) In order to start the project properly, the PI has devoted more of his time (85% of his time instead of 75% from Annex 2). This allowed him to focus on the project implementation and correctly manage, organize and perform some

of the experimental investigations. We anticipate that this % will decrease for the following periods and normalize his overall % devoted time to the 75% planned.

☒ (2) Whereas some recruitments were supposed to start earlier (postdoctoral fellow) some others were planned to start later (graduate student and staff). Earlier recruitment: The graduate student and the ERC staff were recruited early in the project, as the PI realized that they were required for some specific early steps. The recruitment of the postdoctoral fellow was initially planned to happen during the 1st year of the project, but we had to postpone the recruitment in order to recruit a candidate whose experience and skills meet all the requirements. An outstanding candidate with a very strong background in biophysics has been identified and will be recruited in the second reporting period.

→ **Direct costs Other goods and services (overconsumption)** – This was mainly due to the initial implantation of the project and the purchase of small equipment lab and antibodies, which were necessary for the beginning of each aim (first year). Now that this initial phase of the project has been completed, we anticipate that the “Other goods” budget per month will decrease in the next year and does not require any reallocation.

☐ → **Direct costs Travel (under consumption)** - The PI and the research team aimed to focus mainly on the experimental work to start this project and significantly less travel to conferences were undertaken over this first period (compare to what was initially planned). However, we foresee that the research team will attend more conferences in the future.

☐ → **Direct costs Equipment (under consumption)**– This is due to the time of purchase which was slightly delayed. This was done in order to be able to buy a newer (and improved) version of the equipment.

☐ → **No subcontracting yet (subcontracting planned for period 1)**. The subcontracting funds is planned to be used for Aim1 step2 and Aim2 Step2, which are about to be tackled as of period 2.

☐ Regarding the different deviations no reallocations are planned

Beneficiary 2

Structure the explanations as in the example above

Linked third party

Structure the explanations as in the example above

- If this ERC action has been awarded with additional funding for one of the eligible purposes ((i) covering eligible 'start-up' costs for a PI moving from another country to the EU or an Associated Country as a consequence of receiving an ERC grant and/or (ii) the purchase of major equipment and/or (iii) access to large facilities), describe how the related expenses have been incurred.

Example:

Start up costs:

- as foreseen in the DoA the PI moved from the US at the start of the project. He is using the additional 750k granted for this purpose in the following way :

1.

2.

Equipment:

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- the digital holographic microscope (DHM) for which 350,000€ additional funding was granted, will be delivered and put in place in the 2nd reporting period. The costs will be declared at that time.

Access to large facilities:

- exceptional funding of 500,000€ was granted for access to Antarctic field sites. During this first reporting period the expenditure for the access to the site was 150,000€

2.3.3. Unforeseen subcontracting (if applicable)

Specify in this section:

- a) the work (the tasks) performed by a subcontractor which may cover only a limited part of the project;
- b) explanation of the circumstances which caused the need for a subcontract, taking into account the specific characteristics of the project;
- c) the confirmation that the subcontractor has been selected ensuring the best value for money or, if appropriate, the lowest price and avoiding any conflict of interests.

Subcontracting cost for a work performed by a research assistant in Italy. This RA has worked with E.C. and we didn't have the possibility to pay him with an employment contract. This work was not foreseen in Annex I

Following our procurement rules, and the amount for the subcontract was 1 500 euros, we didn't organize a selection for this work. The RA worked on a specific task of work package 4. This activity is limited to this reporting period and it is not likely to be repeated. Should this be the case, a request for amendment to add the subcontracting tasks and costs will be introduced.

2.3.4. Unforeseen use of in kind contribution from third party against payment or free of charges (if applicable)

Specify in this section:

- a) the identity of the third party;
- b) the resources made available by the third party respectively against payment or free of charges
- c) explanation of the circumstances which caused the need for using these resources for carrying out the work.

The identity of the third party is University of XYZ, Belgium

Equipment and services linked to deep sequencing DNA and RNA analyses as described in the DoA were made available by the "Platform ABC" of the University of XYZ but categorised under "other goods and services – other services".

However, since platform ABC does not make any profit on their services, and it is an academic institution who contributes with their specific equipment and services to the project against payment (only costs actually incurred), we have now placed these costs under "in-kind contributions not used on the premises".

2.3.5. Financial statement from the previous reporting period (where applicable)

In case you are submitting an individual financial statement for the previous reporting period, please elaborate (art. 20.3 of the MGA).

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HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	30.05.2017	Initial version

EXAMPLE