

# The European Research Council Executive Agency

ERCEA GRANT MANAGEMENT EVENT FOR HOST  
INSTITUTIONS, ONLINE WEBINAR

Financial Reporting in ERC grants  
(Process and Case Study)



# Agenda



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- Financial Reporting in **the portal**
- ERC **Financial report: how** to fill it in
- **Case study**: financial management of ERC grants

# H2020 Reporting

The entry point : “Funding & Tenders Portal”



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1. Periodic financial reporting Open:  
M:18,36,54,60

2. Continuous reporting  
Always open :

- Project Summary
- Deliverables (ethics and ORDP plan)
- Publications
- Dissemination activities
- Patents
- Gender

**TIP:** The Project Officer,  
your key contact person

The screenshot displays the 'RESEARCH & INNOVATION Participant Portal - Grant Management Services' interface. The sidebar on the left, under 'MY PROJECT', shows details for 'HORIZON 2020' project 119261, including call number, type of action, acronym, current phase, duration, start date, estimated project cost, requested EU contribution, and contact information. The main area is divided into sections for 'Periodic Reporting', 'Continuous Reporting', and 'Proposal Management & Grant Preparation'. Each section includes a timeline and a list of tasks. Red arrows from the text on the left point to the 'Periodic Reporting' section (for '1. Periodic financial reporting') and the 'Continuous Reporting' section (for '2. Continuous reporting').

**Periodic Reporting**  
REP-119261-1 - period 17/01/2010 > 16/07/2011  
Timeline: 14 Mar 2017 (Draft) → 15 Sep 2011 (Submitted, 2068/60 days) → Paid  
Tasks: Technical Part contribution (Lock for review), Financial Statement AST [PIC 973276467] drafting (Lock for review), Periodic Report composition (Submit to EU), Process specific documents, Process specific communications

**Continuous Reporting**  
119261 - 119261 TEST [ABAC: ABACBUDL]  
Timeline: 14 Mar 2017 (Started) → Completed  
Tasks: Continuous reporting data, Process specific documents, Process specific communications

**Proposal Management & Grant Preparation**  
119261 - 119261 TEST [ABAC: ABACBUDL]  
Timeline: 01 Mar 2017 (Submitted) → Informed → Invited → Prepared → Signed → 13 Apr 2017 (Paid, 1/30 days)  
Tasks: GA Declaration - GAP-119261 - 973276467 signature by other beneficiaries, Process specific documents, Process specific communications

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# H2020 Reporting

## Financial Statement



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**SyGMA**  
System for Grant Management

Project Periodic Report

714916 (LEAF-FALL)      ERC-STG

**HORIZON 2020**

Period No: 1      Duration (months): 18  
Reporting Period : [01 Feb 2017 - 31 Jul 2018]

Beneficiary 1: UANTWERPEN

Legal Name: UNIVERSITEIT ANTWERPEN  
PIC: 999902870      Status: VALIDATED

Legal Address: PRINSSTRAAT 13 000 , 2000 , ANTWERPEN  
Belgium

Financial Statement

### Financial Statement

☐ Use of Resources    Export Use of Resources to PDF

Financial information from contract

No contribution requested?    ☐ Yes    ☒ No

#### Financial Statements

Period	Adjustment	Requested Contribution
01 Feb 2017 - 31 Jul 2018 (Period No. 1)	No	427,266.50 €

Financial Statement for period '1' - (01 Feb 2017 - 31 Jul 2018)

#### Eligible costs: 1

Cost Category	Total	Actions
a) Direct personnel costs declared as actual costs	129,455.79 €	
b) Direct personnel costs declared as unit costs (average costs)	0.00 €	
d) Direct costs of subcontracting	0.00 €	
e) Other direct costs	196,019.10 €	
g) Costs of internally invoiced goods and services	24,359.36 €	
h) Indirect costs ( = 0.25 * (a + b + e + g - n) )	77,432.25 €	
i) Total costs ( = a + b + d + e + g + h )	427,266.50 €	
l) Maximum EU contribution ( = 100% * i )	427,266.50 €	
m) Requested EU contribution	427,266.50 €	
z) Requested EU contribution eligible for CFS	349,834.25 €	

**Additional Information for indirect costs:**

Use of 'costs of in-kind contributions not used on premises'? (n)    ☒ Yes    ☐ No    40,105.26 €

# H2020 Reporting

## Use of resources

**TIP:** always input the PM corresponding to the salary cost charged

Direct personnel costs declared as actual costs

Effort per Staff Category

No.	Staff Category	Person Months	Costs
1	Principal Investigator	12.60	65,879.30 €
2	Post Doctorate	10.20	16,899.85 €
3	Student (including PhD, Master,...)	43.90	40,301.20 €
4	Other	11.00	23,849.64 €

Use of in kind contribution from third party

No.	Costs	Third Party Name	Type	Foreseen in Annex I	Explanations (if not foreseen in Annex I)
1	65,879.30 €	FCT/UNL	Free of charge	Yes	

### Other direct costs

Explanation of major cost items if the amount exceeds 15% of personnel costs

Amount to be explained: € 83643.38

No.	Costs	Short Description	Category	Foreseen in Annex I	Explanations (if not foreseen in Annex I)
1	5,611.10 €	Chemicals	Other goods and services	Yes	
2	21,121.03 €	Tips, vials and tubes for sample preparation	Other goods and services	Yes	
3	2,745.39 €	logo design and domain (webpage)	Other goods and services	Yes	
4	31,327.24 €	servicecontract for the LCMS-MS machines used for Ultradian for period 1	Other goods and services	Yes	
5	22,044.17 €	Costs for arranging the kickoff meeting in Bergen 30.09.15-02.10.15, Conference and hotel costs	Travel	Yes	
1	2,963.04 €	Amplified GaAs 9 GHz Photodetector	Equipment	Yes	
2	11,936.32 €	Tuneable Optical Isolator 900 -1000 nm	Equipment	Yes	
3	976.18 €	Mounted half-wave plate 980 nm	Equipment	Yes	
4	193.09 €	Rotation mount for 1 optics, M4 tap	Equipment	Yes	

# H2020 Reporting

## Financial Statement: CFS Certification



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**SyGMa** System for Grant Management

647311 (Sol-Pro) ERC-COG

THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION  
**HORIZON 2020**

Period No: 4 Duration (months): 6  
Reporting Period : [01 Jan 2020 - 30 Jun 2020]

Periodic Report Assessment

Final Financial Report Final Scientific Report Report Assessment Cost Assessment **CFS Certification** Payment Invoice Details Deviation Report

H+ DOCUMENTS

### CFS Certification

Number	Role	Short Name	PIC	Total CFS Contribution	Audits	CFS Provided?	CFS Required?	CFS Accepted?
1	CO	CUT	999597223	1,472,275.44 €	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <a href="#">View Certificate</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**SyGMa** System for Grant Management

647311 (Sol-Pro) ERC-COG

THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION  
**HORIZON 2020**

Period No: 4 Duration (months): 6  
Reporting Period : [01 Jan 2020 - 30 Jun 2020]

Project Periodic Report

Beneficiary 1: CUT  
Legal Name: TECHNOLOGIKO PANEPISTIMIO KYPROU  
PIC: 999597223 Status: VALIDATED  
Legal Address: ARCHBISHOP KYPRIANOS 31 SAVINGS  
COOPERATIVE BANK BUILDING 3RD FLOOR 50239 , 3036 ,  
LEMESOS, Cyprus

Financial Statement

### Financial Statement

Financial information from contract

No contribution requested? ☐ Yes ☒ No

Financial Certificate

Certificate on the Financial Statements

☒ Yes ☐ No [View Certificate](#)

Name of the Auditor Tserkezos Savrides Ass

Cost of Certificate 5,355,00 €

**Cost of  
certificate**

# H2020 Reporting

## Key tips about the Certificate on Financial Statements



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A CFS is needed if you requested a financial contribution equal or higher than 325.000€, excluding the indirect costs

### **TIP 1:**

A CFS is composed of:

1. Terms of Reference
2. Independent Report of Factual Findings
3. Table of Procedures

The uploaded file must contain all of them, signed by the auditor

### **TIP 2:**

In cases of change of HI (or early departures of beneficiaries), the CFS is needed only if the threshold is reached

### **TIP 3:**

If the Independent Report contains “exceptions”, do comment in detail on each of them in the narrative part of the Report

### **TIP 4:**

If the Commission has already audited one of the reporting periods, those costs must not be covered again by the CFS



## PI's salary cost – EXERCISE

### **1<sup>st</sup>** Financial report (18 months)

PI's salary costs <b>107 211 euro</b>	Person Months indicated in SYGMA <b>14 PM</b>
---------------------------------------	---

### **2<sup>nd</sup>** Financial report (18 months)

PI's salary costs <b>182 276 euro</b>	Person Months indicated in SYGMA <b>14 PM</b>
---------------------------------------	---

***What has happened?***

The PI had an *important* increase in the salary because he has been promoted to a full professor position

### **ACTION:**

Explain it in the narrative part of the periodic report



# ERC Financial Report

## The narrative part /1 – relation PI-HI



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### 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 report 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.*

**TIP:** half a page is enough, the PI will have the Scientific Report to elaborate further.

# ERC Financial Report

## The narrative part /2 – tasks of the team members



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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 aspect 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*

**TIP:** Mention the team members whose salaries are not charged to the project too

# ERC Financial Report

## The narrative part /3 – Time commitment of the PI



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### 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.

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

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 the first 18 months in order to launch the project.*

**TIP:** Always explain deviations. If commitment is below what was planned, explain how PI will catch up

This figure is cumulative (since the start of the project)

**TIP:** Do not forget the time spent in Europe

# PI's time commitment – EXERCISE 1

## Annex 2 - PI's time commitment/

% of working time that the PI has committed to the action according to the Grant Agreement (Annex 2)

70%

### 1<sup>st</sup> Financial report (18 months)

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

80%

### 2<sup>nd</sup> Financial report (18 months)

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

50%

- PI's % 1<sup>st</sup> reporting: 80%
- PI's % 2<sup>nd</sup> reporting: 20%

Cumulative 1+2 is 50%

Observations regarding PI's time commitment?

PI's % in Annex 2 is 70%

**ACTION:** provide information under the header "2.2. Time commitment of the PI", including a plan to recuperate

#### 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.

% of working time that the PI has committed to the action according to the Grant Agreement (Annex 2):

[insert XX% from Annex 2]

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%]

Does the PI spend at least 50% of his/her total working time in Europe (EU 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 it 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 the first 18 months in order to launch the project.*



## Time commitment of the PI – EXERCISE 2

The 3<sup>rd</sup> financial report for a project has been completed as per below. You have to review it before sending it to the ERC. You know that the PI was at 50% after the 2<sup>nd</sup> RP. How do you react?

### 2.2 Time commitment of the PI

% of working time that the PI has committed to the action according to the Grant Agreement (Annex 2)	50%
--	-----

### 3<sup>rd</sup> Financial report (18 months)

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	95%
---	-----



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
---	-----

A. The information reported is correct,  
95% is the cumulative time committed

B. The information reported is incorrect  
because it refers by mistake only to period 3.



CUMULATIVE  
is  
65%

# ERC Financial Report

## The narrative part /4 - Deviations from Annex 1 & 2



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### 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 (underconsumption)** - 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 (underconsumption)** - 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**

**TIP:** Organise the explanation by

1. HI
2. Additional beneficiaries
3. Linked 3rd parties,
4. 3rd parties providing in-kind contribution

**TIP:** Explanations have to address all categories AND match with the amounts claimed

**TIP:** If only PART of the PI's salary is requested to ERC, explain it.



# ERC Financial Report

## The narrative part /5 – Additional funding



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- 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:

- the digital holographic microscope (DHM) for which 350,000€ additional funding was granted, will be delivered and put in place in the 2<sup>nd</sup> reporting period. The costs will be declared according to depreciation, starting 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€

- A project has additional funding if above the max EU contribution for that scheme (ex: above 2 MIO for COG)

- Additional funding can be used **only** for the purpose for what it was awarded by the panel

# ERC Financial Report

## The narrative part /6 – Unforeseen third parties



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### 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 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 that was 1500 euros, we didn't organize a selection for this work. The RA worked on a specific task of activity 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 "Plateforme ABC" of the University of XYZ but categorised under "other goods and services – other services".*

*However, since Plateforme 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".*

Subcontracts and other 3rd parties foreseen in the DOA do **not** need to be explained here

By having used this unforeseen contributors you bear the risk of seeing such costs rejected

**TIP:** discuss with the PO before incurring in such costs (an amendment might be required)

# ERC Financial Report

## The narrative /7 – Adjustments from previous periods



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### 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).

#### **Host Institution**

*Personnel: we have introduced a correction of -5.620€ because we recalculated the salary costs of the PI and we noticed a mistake in the figure charged in the previous period.*

*Travel: there is a correction of -2.530€ because we reviewed the invoices of the Conference that the PI and Post doc1 attended in Los Angeles in period 1 and we realized that it was not actually related to this ERC project but to another activity of the PI*

#### **Beneficiary 1**

*Publication: we have charged 3.400€ of publication charges for the article that the PI published in period 1 in Nature. Due to administrative problems, we had lost the invoice so we could not charge it in the previous report. In the meantime, we found the invoice so we can charge it now as an adjustment.*

**TIP:** Do not submit negative adjustments based on AUDIT results

# Case study

## Financial management of an ERC grant :

You are a newly appointed administrative officer of the central EU office of the *University of Grand Science*, in charge of a portfolio of ERC H2020 grants. Every day you assist and accompany the PIs in the legal and financial management of their grants...

# Case study question 1



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On day one of your PIs, *Ms. Iknowsomuch*, comes to you asking if she can recruit 2 post docs instead of the 3 foreseen in the GA. She will use the rest of the money to fund a PhD position instead: what do you do/tell her?

She adds that she does not need that much money under equipment, better to use the money to invite a few more scientific guests...How do you react?

***Answer: Transfers of amounts between budget categories are allowed and do not require an amendment provided that the action is implemented in line with Annex 1.***

***However, you may not claim costs relating to subcontracts not foreseen in Annex 1, unless such additional subcontracts have been previously approved by an amendment to the Grant Agreement or by the simplified approval procedure in accordance with Article 13. The above applies also to the addition of unforeseen in-kind contribution (see Articles 11 & 12 of the Grant Agreement).***

***Moreover, if "that much money" under equipment means that additional funding was granted for the purchase of major equipment, then the additional funding can be used ONLY for the objectives for which the additional funding was awarded. Transfers to another budget line are normally not allowed if not justified by the same objectives.***



# Case study question 2



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A few days later, *Prof. Number One*, an ERC grantee, announces that he is eventually taking sabbatical leave in the United States for one year but he wants to understand first what will be the consequences on the funds available from his ERC project. What do you tell him?

***Answer: The salary costs of a PI in sabbatical are eligible, pro-rata to the time devoted to the ERC project and in line with the usual eligibility criteria, provided that the person is actually paid by the Host Institution even during his/her absence.***

*During the period of a sabbatical leave, the PI may:*

- Suspend the grant (0% time commitment);*
- Continue supervising the grant remotely at the same time commitment;*
- Continue to supervise the grant remotely but with a reduced time commitment (attention that the reduction does not impact negatively the overall time commitment). In order for the PI to declare his/her time commitment to the action, we need a letter from the receiving entity that will confirm that they allow the PI to work X% of his/her time to the ERC action.*

*In case of doubt it is advisable to contact the ERCEA prior to declaring these costs to assess each case individually.*



# Case study question 3



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Prof Jones does a lot of fieldwork outside the EU for his archaeological studies. In the *Description of Action* the **task of data collection at the place of fieldwork** was not foreseen. It turned out now that by far the best and cheapest solution would be to employ local students to perform this task. Under which cost category this could be charged to the ERC grant?

Answer:

**1. Subcontracting** (Article 13 MGA): if the data collection is considered an action task.

**2. Contract to purchase services** (Article 10): if data collection is not considered action task.

*If the local students are provided by a temporary work agency it could be a subcontract or contract subject to the nature of the tasks (actions tasks or not). In both options, the award of the contract must fulfil the specific eligibility conditions, respecting the principles of best value for money and no conflict of interest. Please note that an amendment may be needed.*

**3. In-kind contribution against payment** (Art. 11 MGA), if data collection is not considered an action task and the third party provides only resources without a profit. In the case of Prof. Jones, it would be an in-kind contribution outside the HI's premises (specific budget line not generating the 25% overhead).

**4. as personnel costs** if the students are employed directly by your HI and they work under conditions similar to those of an employee of yours (Art. 6.2.2).

# Case study question 4



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*Prof. Brave* leads a very daring ERC grant, with a lot of sensitive ethic issues. An ethics advisor is therefore required for this project, even if not full time. A professor of law in the nearby Department of Law has the skills and qualifications to do it. What do you advise the PI to do? In which category could the beneficiary charge the costs of such ethics advisor?

*Answer: the involvement of such professor will follow the normal eligibility criteria for **personnel costs**. Due keeping of timesheets will be particularly important given the limited time to be devoted to the task.*

## Case study question 5

Due to the Covid pandemic, *Professor Excel's* travel to a conference in Boston in March 2020 got cancelled. Your HI had bought his flight ticket and the airline did not allow a reimbursement, but offered a voucher. It can be used until the end of 2022. The PI hasn't used it yet. You have to decide whether or not to claim such cost in the Financial Report for his project that is coming to an end right now. What do you do?

What if the ticket was neither refundable nor exchangeable for a voucher (so the funds were just lost). Would that cost be eligible in this latter case?

*Since the voucher has not been used yet, that costs is still not eligible. If, by the time the travel takes place, the project is still running and the event is related to the project, then the cost will be eligible.*

*If the funds were totally lost, these costs could still be eligible in the context of Force Majeure (the COVID pandemic and consequent flights cancellations in early 2020), provided that:*

- the costs fulfil the general eligibility conditions of art. 6 of the Grant Agreement and*
- the beneficiary took all the necessary steps to limit any damage due to "force majeure" unsuccessfully (i.e. tried to change the flight ticket or tried the reimbursement by the cancellation insurance).*

*In this case, please explain in detail the situation in the narrative part of the Financial Report.*

*The eligibility of costs will be assessed on a case-by-case basis.*

# Case study question 6



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*Prof. Smart's project has been audited by the EC for the costs of period 1. The Letter of Conclusion informs you of a negative finding of -6.800€. Your administration was aware and agrees with this adjustment. What do you do to pay the debt back?*

***You just wait. Don't submit an adjustment Financial Statement.***

***The offsetting will be done directly by the ERC against the next available payment for the same project.***

***'Offsetting' means to deduct the amount the debtor owes to the Agency from another amount that the Agency owes to debtor. With the offsetting both amounts are considered paid.***

***If the project is closed already, a debit note will be addressed to you by the Agency with all details required to transfer the funds to a Commission's bank account.***

# Case study question 7

Is the use of resources (UoR) for Other direct costs in this example filled in properly?

**Costs exceeding 15% of claimed personnel costs per beneficiary need to be explained in the UoR.**

**Each amount should be declared per “major cost item”, where an item is a cost declared in the accounting book of the beneficiary according to their internal accounting practices.**

**However, some grouping of cost items is acceptable. Costs should be given starting from the “most expensive cost items”. The beneficiary must provide a description if planned in the DoA or specific justification if not planned. Supporting documents should be kept for all costs in case of ex-post audit**

Other direct costs

Amount to be explained: € 114511.8

No.	Costs	Short Description	Category	Foreseen in Annex I	Explanations (if not foreseen in
1	20,889.29 €	<input checked="" type="checkbox"/> Microscope à force atomique	Equipment	Yes	<input checked="" type="checkbox"/>
2	122,196.55 €	<input checked="" type="checkbox"/> Consumables : Small lab bench equipment : This category includes small equipment for experimental manipulations, such as instruments (pipettes, tweezers) and small bench equipment (mini bench vortex, mini bench centrifuge). These have been used to do the biochemical and molecular biology assays (Aim 1 Step 1 and 2 - Aim2). Plastic consumables & Glassware : the pastic consumables (tubes, dishes and boxes) and glassware used for general lab manipulations and experiments (Aim1 and 2). Antibodies : both primary and secondary antibodies. These have been used for biochemical assays in Aim1 step 1 and Aim 2 Step1. Cell culture reagents : This includes reagents used to perform cell culture: ligands for surface coating, cell medium and acrylamde substrates used for Aim1 (step 1 and 2) and Aim 2. <input checked="" type="checkbox"/> Biochemical assay reagents : Reagents used for the biochemical assays performed in Aim 1 Step 1 and 2 Step 1, such as reagents for western blot, immunofluorescence and cell fractionnation. Molecular Biology reagents : Reagents used for the molecular biology assays performed in Aim 1 step 2 and Aim 2, such as reagents for transfection (siRNA, transfection solution) and plasmid amplification. Chemical reagents : This category includes all the chemical reagents that have been used for conducting the experiments described in Aim 1 (step 1 and 2) and Aim 2. Other Consumables for lab bench manipulations & shipping costs : consumable for lab bench manipulations, such as health and safety material (gloves, lab coat), bench tape and shipping costs.	Other goods and	Yes	<input checked="" type="checkbox"/>
3	2,729.96 €	<input checked="" type="checkbox"/> Publications	Other goods and	Yes	<input checked="" type="checkbox"/>
4	325.55 €	<input checked="" type="checkbox"/> [REDACTED] - DIJON (France) - April 2016	Travel	Yes	<input checked="" type="checkbox"/>

Use of in kind contribution from third party

There are no Use of Resources provided

# Conclusions for Financial Reporting



Before submitting your next Financial Report:

- Read our TIPs again
- Consult the Annotated Model Grant Agreement
- In case of doubt contact your ERC Project officer