



Global-IQ Meeting

Admin session

* Financial rules and management *

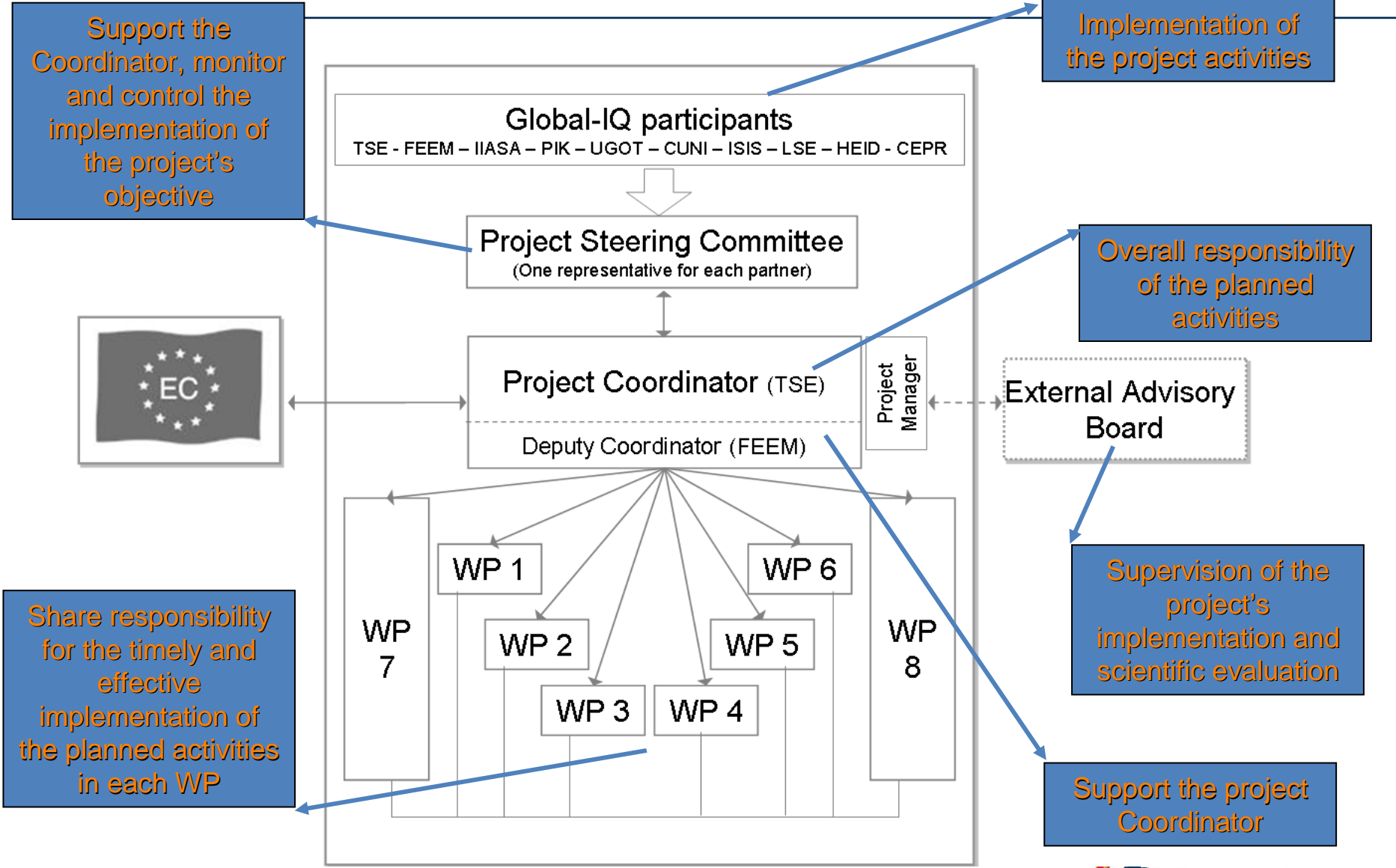
Mariaester Cassinelli
Fondazione Eni Enrico Mattei

Prague, 10/10/2012



1.

Global-IQ MANAGEMENT STRUCTURE





- **Annex II** – General Condition of the Global-IQ ECGA
- **Guide to Financial Issues** relating to FP7 Indirect Action
(latest version: 16.01.2012)
- **Guidance Notes on Project Reporting**
(latest version: 28.06.2012)

→ Downloadable from the CORDIS website:
http://cordis.europa.eu/fp7/find-doc_en.html



- ECAS is the acronym of “European Commission Authentication Service”
- Through the ECAS account you have access to the EC Research Participant Portal
<http://ec.europa.eu/research/participants/portal/appmanager/participants/portal>



European Commission
RESEARCH - Participants



Reports	Month	Deadline
Intermediate reporting period	18	Jan 13
Final report	36	Jul 14

DELIVERABLES SUBMISSION



- Have to be submitted only electronically in the specific template
- Submission procedure:



- **Deadline: the one indicated in the DOW (no extra time to deliver them)!**
Each WP leader should collect the deliverable and submit it to TSE, and to FEEM (in CC), **strictly two weeks before the deadline indicated in the DOW**
- Only the coordinator will submit the deliverables via the Participant Portal: <http://ec.europa.eu/research/participants/portal/>



- **Periodic Reports:**
 - Overview, including a publishable summary, of the progress of work
 - Financial Statements and Explanation of the use of the resourcesDeadline: **60 days after the end of each reporting periods**

- **Final Report:**
 - Final publishable summary report
 - Plan for the use and dissemination of foreground
 - Report on societal implications (questionnaire)Deadline: **60 days after the end of the last reporting period**

The coordinator will circulate the template and the forms to be filled in due time

The coordinator will collect all the information/documents and then will submit them via the Participant Portal: <http://ec.europa.eu/research/participants/portal/>

Only the Financial Statements (Forms C) must be submitted by each partner electronically (via the Participant Portal) and in paper version, signed by the authorized person (to be sent by regular mail)



Your Form C - Financial Statement must be submitted to the coordinator electronically through FORCE (the FORM C Editor – in the Research Participant Portal) which is accessed via ECAS.

The direct link is: <https://webgate.ec.europa.eu/FormC>

Once you have submitted your Form C electronically and the coordinator has accepted it and submitted it to the EC, you should send two signed paper copies by post to the coordinator.

Internal deadline: 30 days after the end of the reporting period.



“A CFS is mandatory for every claim (interim or final) in the form of reimbursement of costs whenever the amount of the EU contribution is equal or superior to EUR 375,000 when cumulated with all previous interim payments (not including the pre-financing) for which a CFS has not been submitted.

Once a CFS is submitted, the threshold of EUR 375,000 applies again for subsequent EU contributions but the count starts from 0 ”.

In Global-IQ, considering the contributions and the two reporting periods, the CSF could be applied just **once**, probably at the end of the project.

This involves: FEEM, IIASA, PIK (EU contribution > €375,000)



1. The **pre-financing** has been paid after the signature of the Consortium Agreement by all the Parties;
2. An **intermediate payment** to Parties will be handled according to the following:
 - A reimbursement of the costs accepted by the European Commission, up to the maximum of 90% ceiling set by the GA;
 - The Project Steering Committee can, on the basis of the budgeted costs needed for future work and the amounts already advanced for the reporting period (through the pre-financing), make necessary modifications to the payment schedule;
3. **Final payment** on the basis of eligible costs accepted by the EC.



Participant	RTD	MNG	OTH	TOT	EC CONTRIB
1 FOND JJLTSE	256.000	78.400	81.600	416.000	352.000
2 FEEM	518.400	51.400	22.400	592.200	462.600 *
3 IIASA	530.100	6.550	0	536.650	404.125 *
4 PIK	521.840	6.000	0	527.840	397.380 *
5 UGOT	174.400	6.400	0	180.800	137.200
6 CUNI	198.800	6.400	0	205.200	155.500
7 ISIS	213.958	4.982	0	218.940	165.450
8 LSE	78.400	1.600	79.200	159.200	139.600
9 HEID	125.200	1.600	19.200	146.00	114.700
10 WIIW	435.200	1.600	0	436.800	328.000
11 CEPR	3.200	0	39.200	42.400	41.600
	3.055.498	164.932	241.600	3.462.030	2.698.155

* Certificates on the Financial Statements required



GENERAL PRINCIPLE

- Estimation of eligible costs is shown in detail in the provisional budget included in the Grant Preparation Forms (GPF) and subsequently in the Description of Work
- Under FP7, there are no cost reporting models. The beneficiaries had declare their actual costs incurred during the project.



The costs have to be:

- **Actual:** Costs must be actually incurred (actual costs). That means that they must be real and not estimated, budgeted or imputed.
- **Incurred by the beneficiary.** Supporting documents must be kept for all costs and for up to five years after the end of the project.
- **Incurred during the duration of the project,** with the exception of costs relating to final reports and CFS
- **Determined according to the usual accounting and management principles and practices** of the beneficiary identifiable and verifiable



The costs have to be:

- **Used for the sole purpose of achieving the objectives of the project and its expected results**, in a manner consistent with the principles of **economy, efficiency and effectiveness**
- **Recorded in the accounts** of the beneficiary and, in the case of any contribution from third parties, recorded in the accounts of the third parties
- **Have been indicated** in the estimated overall budget annexed to the ECGA – Annex I



Direct costs are all those eligible costs which can be attributed **directly to the project** and are **identified by the beneficiary as such**, in accordance with its accounting principles and its usual internal rules

- **Personnel costs:** Only the costs of the actual hours worked by the persons directly carrying out work under the project may be charged. Working time is the total number of hours, excluding holidays, personal time, sick leave, or other allowances.

→ TIMESHEETS are REQUESTED!



- **Travel and subsistence allowances:**
 - Travel costs must be needed for the work in the project, or for activities related to it (e.g. presentation of a paper explaining the results of the project in a conference).
 - Travel costs related to a conference where no specific project-related work will be performed or presented by the beneficiary would not be eligible.
 - Travel costs should be limited to the necessity for the project; any extension of the travel for other professional or private reasons is not an eligible cost.
 - Conference fees: It could be acceptable for example if the participant were to present a paper related to the research in the project. In any case, this participation should have been mentioned in Dow; if it is not, we have to check with EC before participating in the conference.



Useful documents to be collected to justify travel costs

- Agenda of the workshop/conference/meeting
 - Participants list
 - Presentation or paper
It has to include the “acknowledgement” as a dissemination activity!
 - Minutes, in case of research meeting
- Check that the days of the event have been included in the timesheet participant!
- Acknowledgement.
“The research leading to these results has received funding from the European Union’s Seventh Framework Programme (FP7/2007-2013) under the grant agreement n° 266992” (Global-IQ)



Two kinds of subcontract are foreseen in Global-IQ:

1. A subcontractor recruited by HEID for data collection via survey to elicit values for ancillary effects of GHG abatement in China (Budget allocated: 10.000 Euro).
2. A subcontractor recruited by CUNI for a survey to elicit barriers to adopt renewable energy by households in EU countries (Budget allocated: 18.000 Euro).



- The tasks carried out by subcontractor are **not “core” parts** of the project work.
- The partners possess the **expertise and skills to guide** the subcontractors and remain responsible for all their rights and obligations.
- The partners will ensure that the **intellectual property**, generated by subcontractors, will be reverted to the Consortium in order to achieve the project results.
- The partners will ensure **transparent bidding procedures** in the selection and recruitment of the subcontractors (best price-quality ratio, transparency and equal treatment).
- The procedure depends on the legal status of each partner and will be proportionate to the size of the subcontract.



- Identifiable indirect taxes including value added tax (e.g. VAT)
- Duties
- Interest owed
- Provisions for possible future losses or charges
- Exchange losses, cost related to return on capital
- Costs declared or incurred, or reimbursed in respect of another EU/Euratom project (avoiding double funding)
- Debt and debt service charges, excessive or reckless expenditure



- Indirect costs (**overheads**) are all those eligible costs which cannot be identified by the beneficiary as being directly attributed to the project, but which can be identified and justified by its accounting system as being incurred in direct relationship with the eligible direct costs attributed to the project
- Indirect costs must be calculated on the basis of the own method of calculating indirect costs of each Participant (flat rate, transition flat rate, real indirect costs, etc.)



FONDAZIONE ENI
ENRICO MATTEI



Global-IQ Meeting

Admin session

* ECAS and Research Participant Portal *

Mariaester Cassinelli,
Fondazione Eni Enrico Mattei

Prague, 10/10/2012



EUROPEAN COMMISSION
European Research Area



SEVENTH FRAMEWORK
PROGRAMME



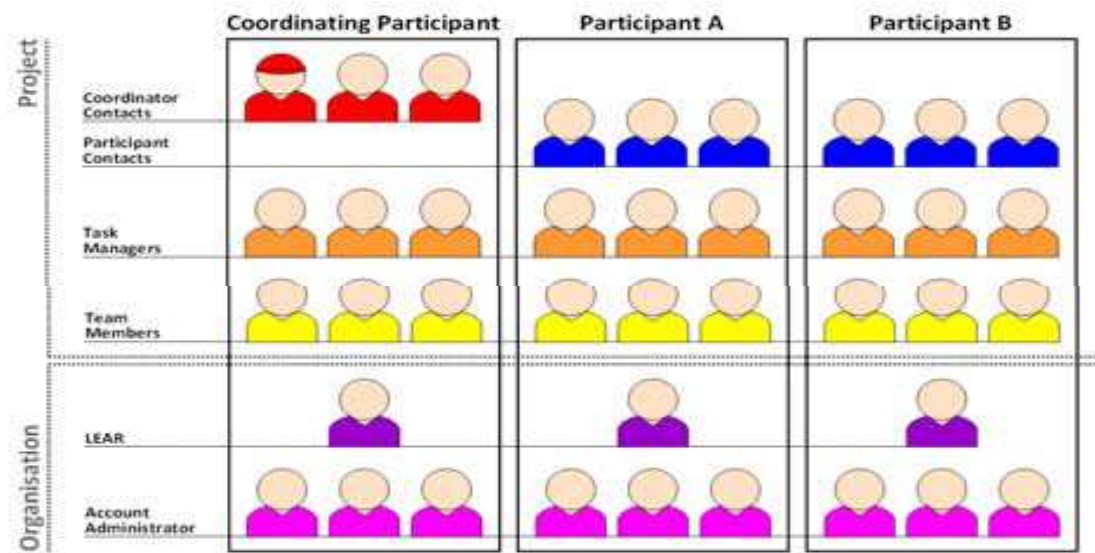
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ECAS – Roles (from February 2012)



- **Coordinator Contacts and Primary Coordinator Contact:** Coordinator of a project/proposal who is the first point of contact for the EC
- **Participant Contacts:** Primary point of Contact for an organisation within a Consortium - scientific/financial representatives
- **Task Managers:** Administrative/legal representatives
- **Lear and Account Administrator:** Manage organisation's data





1. Go to the Participant Portal home page:
<http://ec.europa.eu/research/participants/portal>
2. Click on the register link in the login box:

Participants Portal requires you to authenticate

Login [Not registered yet](#) [New password](#) [Sign Up](#) [Help](#)

Is the selected domain correct?
[External](#) [Change it](#)

Username or e-mail address *

Password *

[More options...](#)

[Login!](#) [Lost your password?](#)

* Required fields



3. Fill in the user registration form:

The screenshot shows the ECAS registration page. At the top, there is the European Commission logo and the text "EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS) External". Below this is a navigation bar with "EUROPA > Authentication Service > Sign Up" and links for "Login", "New password", "Sign Up", and "Help". A warning message states: "Is the selected domain correct? External Change it".

The main section is titled "Sign Up" and includes a link for "Help for external users". The form fields are:

- Choose a username
- First name *
- Last name *
- E-mail *
- Confirm e-mail *
- E-mail language * (set to English (en))
- Enter the code * (with a CAPTCHA image showing "RMATD" and a refresh button)
- Privacy statement: Privacy statement: by checking this box, you acknowledge that you have read and understood the [privacy statement](#) *

A "Sign up" button is located at the bottom right. A footnote at the bottom left indicates "* Required fields".



4. Within a few minutes you will receive an email allowing you to complete the registration process. Note that the process must be completed within 1h30 after your original request!

5. Go to your mail box. You will see that the ECAS has sent you a message to initialise your password. Open it and click on the link indicated in the e-mail: you will be redirected to the Password initialisation page of ECAS

6. Create and initialise your password

7. Click on the Submit button

8. It is now possible to log on.

Change ECAS password

Username	nspedebr
Domain	External
ECAS password	<input type="password"/>
The new ECAS password	<input type="password"/>
Confirm new ECAS password	<input type="password"/>
<input type="button" value="Submit"/>	

**PARTICIPANT PORTAL USERMANUAL**

http://ec.europa.eu/research/participants/portal/ShowDoc/Participant+Portal/portal_content/help/participant_portal_usermanual.pdf;





RESEARCH & INNOVATION Participant Portal

European Commission > Research & Innovation > Participant Portal > My Projects > Active

Home | FP7 Calls | FP7 Doc | My Organisations | My Proposals | My Projects | My Roles | Notifications | Experts | ?

LOGIN



**Mariaester
CASSINELLI** 

In addition to logging out, you must close all your browser windows to avoid any unauthorised access

PROJECT LIST FOR MARIAESTER CASSINELLI




If you are a LEAR of your organisation, please visit the tab My Organisations and follow the link "View projects" to have the list of projects linked to your organisation. A LEAR can only view projects their organisation is linked with. Granting access to projects is done separately.

Please visit the [user manual](#) for roles nominations details

Refresh 

LEGEND
AA Access Amendment
AN Access Negotiation
FR Financial Reporting
PR Periodic Reporting
RD Reporting & Deliverables

Show 10 entries
 Copy
Excel
Print
Search:

Acronym	Call	Prog.	Project ID	Roles	Phase	Actions
ADVANCE	FP7-ENV-2012-two-stage	FP7	308329	 	Active	RD FR
AMPERE	FP7-ENV-2010	FP7	265139	 	Active	RD FR
DYNAMIX	FP7-ENV-2012-one-stage	FP7	308674	 	Active	RD FR
ENTRACTE	FP7-ENV-2012-one-stage	FP7	308481	 	Active	RD FR
Global-IQ	FP7-SSH-2010-2	FP7	266992	 	Active	RD FR
LIMITS	FP7-ENV-2011	FP7	282846	 	Active	RD FR AA
MEDPRO	FP7-SSH-2009-A	FP7	244578	 	Active	RD FR
PASHMINA	FP7-SSH-2009-A	FP7	244766	 	Active	RD FR AA
PLANETS	FP7-ENERGY-2007-1-RTD	FP7	211859	 	Active	RD FR
POLINARES	FP7-SSH-2009-A	FP7	244516	 	Active	RD FR AA

Showing 1 to 10 of 12 entries

First
Previous
1
2
Next
Last

NEED HELP?

-  [Frequently Asked Questions](#)
(NEW) [Experts area](#) ([Quick info](#))
-  [User manual](#)
(NEW) [Electronic proposal submission user manual](#)
-  [Presentations](#)
(NEW) [Submission of proposals](#)
-  [Contact the Helpdesk](#)

WHAT'S NEW

Participant Portal V3.3.1 (07/2012)

-  [Area dedicated to experts \(evaluators of research\)](#)



PROJECT LIST FOR DEMO ACCOUNT

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Show 10 entries Search:

Acronym	Call	Prog.	Project ID	Roles	Phase			
TEST PROJECT1	FP7-INFRASTRUCTURES-2007-2	FP7	999991		Active	PR		
TEST PROJECT2	FP7-ICT-2007-1	FP7	999992		Active	PR	AA	
TEST PROJECT3	FP7-KBBE-2007-1	FP7	999993		Active	RD	FR	AA
TEST PROJECT4	FP7-INFRASTRUCTURES	FP7	999994		Active	RD	FR	
TEST PRO...						RD	FR	

Showing 1

First Previous 1 Next Last


AA = Access Amendment

FR = **Financial Reporting**

PR = Periodic Reporting

RD = Reporting & Deliverables





RESEARCH & INNOVATION

Participant Portal - Grant Management - Financial Reporting

Project Information

General Show

Details

Reporting Period : no. 1 (from 01/08/2011 - to 31/01/2013)

Beneficiaries List ?

Reporting Period : no. 1 (from 01/08/2011 - to 31/01/2013) ▼

	Beneficiary	Beneficiary No.	Short Name	Status	Actions
	FONDATION JEAN-JACQUES LAFFONT, TOULOUSE SCIENCES ECONOMIQUES	1	FOND JJLTSE	-	
	GIE ECONOMIE INDUSTRIELLE MIDI-PYRENEES	-	-	-	
	FONDAZIONE ENI ENRICO MATTEI	2	FEEM	-	
	INTERNATIONALES INSTITUT FUER ANGEWANDTE SYSTEMANALYSE	3	IIASA	-	
	POTSDAM INSTITUT FUER KLIMAFOLGENFORSCHUNG	4	PIK	-	
	GOETEBORGS UNIVERSITET	5	UGOT	-	
	UNIVERZITA KARLOVA V PRAZE	6	CUNI	-	
	ISTITUTO DI STUDI PER L'INTEGRAZIONE DEI SISTEMI (ISIS)	7	ISIS	-	
	LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE	8	LSE	-	
	FONDATION POUR L'ETUDE DES RELATIONS INTERNATIONALES ET DU DEVELOPPEMENT	9	HEID	-	
	WIENER INSTITUT FUR INTERNATIONALE WIRTSCHAFTSVERGLEICHE	10	WIIW	-	

Showing page 1 | 1 2

You must have the role of **Participant Contact** or **Task Manager** to access this page!



Upon clicking on a cell of a cost table, the following pop-up is shown:

Eligible costs (in €)	Type of activities				Total (E)=(A)+(B)+(C)+(D)
	RTD (A)	Demonstration (B)	Management (C)	Other (D)	
Personnel costs					0.00
Transaction with the RTD performer					
Subcontracting					
Other direct costs					
Indirect costs					
Lump sums / flat-rate / scale of unit declared					
Total					
Maximum EU Contribution	0.00	0.00	0.00	0.00	0.00
Requested EU contribution					0.00

RTD/Personnel costs

Cost	Explanation	Work Package
0		
0		TOTAL

Done



RTD/Personnel costs		
Cost	Explanation	Work Package
1000.00	various	1
1000.00	TOTAL	

Done

Type of activity
of the selected cell

Cost type
of the selected cell



RTD/Personnel costs		
Cost	Explanation	Work Package
1000.00	various	1
1000.00	TOTAL	

Done

You must fill in
at least one
major "Cost" item

The "Total" cost is automatically
calculated on the basis
of the individual cost items.



RTD/Personnel costs		
Cost	Explanation	Work Package
1000.00	various	1
1000.00	TOTAL	

Done



“Explanation”
for this cost item

Mandatory part of the reports
but not checked by the IT tool

“Work package”
for this cost item
(optional)

More work packages can be
linked to one cost item



RTD/Personnel costs		
Cost	Explanation	Work Package
 1000.00	various	1
 0		
1000.00 TOTAL		

Done

Delete a cost item

Add a cost item



Upon clicking the “Done” button, the total sum is copied to the corresponding field of the form C.

Eligible costs (in €)	Type of activities				Total (E)=(A)+(B)+(C)+(D)
	RTD (A)	Demonstration (B)	Management (C)	Other (D)	
Personnel costs	1500.00				1500.00
Transaction with the RTD performer					
Subcontracting					
Other direct costs					
Indirect costs	11111.00				
Lump sums / flat-rate / scale of unit declared					
Total	12611.00				
Maximum EU Contribution	0.00	0.00	0.00	0.00	0.00
Requested EU contribution					0.00

RTD/Personnel costs		
Cost	Explanation	Work Package
1000.00	various	1
500.00	personnel expenses	2
1500.00	TOTAL	

Done



Eligible costs (in €)	Type of activities				Total (E)=(A)+(B)+(C)+(D)
	RTD (A)	Demonstration (B)	Management (C)	Other (D)	
Personnel costs	1500.00				1500.00
Transaction with the RTD performer					
Subcontracting					
Other direct costs					
Indirect costs	11111.00				
Lump sums / flat-rate / scale of unit declared					
Total	12611.00				12611.00
Maximum EU Contribution	0.00	0.00	0.00	0.00	0.00
Requested EU contribution					0.00

RTD/Personnel costs		
Cost	Explanation	Work Package
1000.00	various	wp1
500.00	personnel expenses	wp2
1500.00	TOTAL	

RTD/Subcontracting		
Cost	Explanation	Work Package
0		
0	TOTAL	

Actual indirect costs are directly editable (without details).



PROJECT LIST FOR DEMO ACCOUNT

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Show entries Search:

Acronym	Call	Prog.	Project ID	Roles	Phase			
TEST PROJECT1	FP7-INFRASTRUCTURES-2007-2	FP7	999991		Active	PR		
TEST PROJECT2	FP7-ICT-2007-1	FP7	999992		Active	PR	AA	
TEST PROJECT3	FP7-KBBE-2007-1	FP7	999993		Active	RD	FR	AA
TEST PROJECT4	FP7-INFRASTRUCTURES	FP7	999994		Active	RD	FR	
TEST PRO...						RD	FR	

Showing 1

First Previous 1 Next Last

AA = Access Amendment

FR = Financial Reporting

PR = **Periodic Reporting**

RD = **Reporting & Deliverables**



The screenshot shows the 'RESEARCH & INNOVATION Participant Portal - Grant Management - Scientific Reporting' interface. The user is logged in as mariaester CASSINELLI. The main content area displays instructions for 'FP7 Work with a Project 266992', including a menu with options like Reports, Deliverables, Publications, Patents, and Exploitable Foregrounds. A large blue arrow points from the list below towards the 'Reports' and 'Deliverables' options in the menu.

1. Reports
2. Deliverables
3. Publications
4. Patents
5. Exploitable Foregrounds



You are logged as:
mariaester CASSINELLI
[mariaester.cassinelli]
[Helpdesk](#)

Menu

[Home](#)

[Close window](#)

[Back](#)

Deliverables Management

Instrument CP - Collaborative project

Project Information 266992

Username mariaester.cassinelli

Submitted deliverables

WP n°	Deliverable N°	Title	Version	Lead beneficiary	Person months	Nature	Dissemination level	Document type	Delivery date from Annex I (proj month)	Actual date	Status	Status Date	Action	Ares/Herm Id
7	1	Dissemination plan	2.0	FONDATION JEAN-JACQUES LAFFONT, TOULOUSE SCIENCES ECONOMIQUES	1.0	Other	PU		30/09/2011 (2 months)	02/08/2012	Accepted	02/08/2012		Ares(2012) 939745
7	2	Project presentation - brochure and .ppt	1.0	FONDATION JEAN-JACQUES LAFFONT, TOULOUSE SCIENCES ECONOMIQUES	1.0	Other	PU		31/10/2011 (3 months)	01/08/2012	Accepted	01/08/2012		Ares(2012) 933141

Deliverables in progress

WP n°	Deliverable N°	Title	Version	Lead beneficiary	Person months	Nature	Dissemination level	Document type	Delivery date from Annex I (proj month)	Forecast date	Status	Status Date	Action	Ares/Herm Id
1	1	Conceptual issues and review of global change assessment and analysis	0.0	ISTITUTO DI STUDI PER L'INTEGRAZIONE DEI SISTEMI (ISIS)	3.0	Report	PU		31/01/2013 (18 months)	31/01/2013	Pending		Upload	
2	1	Analysis of key determinants of costs and benefits of mitigation policy	0.0	UNIVERZITA KARLOVA V PRAZE	3.0	Report	PU		31/07/2013 (24 months)	31/07/2013	Pending		Upload	

→ Only TSE will upload the deliverables on the PP



Global-IQ Meeting Admin session *Dissemination*

Mariaester Cassinelli,
Fondazione Eni Enrico Mattei

Prague, 10/10/2012





Grant agreement, Annex II, General conditions

II.12. Information and communication

The beneficiaries shall, throughout the duration of the project, take appropriate measures **to engage with the public and the media about the project aims and results and to highlight the Community financial support.**

**NEW
FP7**



***All publications** shall include the following statement: “The research leading to these results has received funding from the European Union’s Seventh Framework Programme (FP7/2007-2013) under the grant agreement n° 266992”*

Any publicity**, including at a conference or seminar or any type of information or promotional material (brochure, leaflet, poster, presentation etc), must specify that the project has received Community research funding and display the **European emblem





Global-IQ Meeting Admin session * Gender Aspects*

Mariaester Cassinelli,
Fondazione Eni Enrico Mattei

Prague, 10/10/2012



1.

Gender Aspects

- The involvement of the women researchers in each organisation must be encouraged.
- We have to ensure that the language used, the actions and the policy carried out in the project are not gender biased or exclusive.
- The gender balance and actions will be regularly assessed and reported to the EC through the intermediate and final reports.



THANKS FOR YOUR ATTENTION

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www.feem.it

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Via Umberto I n.10 - 85059 Viggiano (PZ), Italy - Tel +39 0975.350729 - Fax +39 0975.350126
<http://www.feem.it>
