

Fourth Meeting of the WG 2Finance COST Targeted Network

TN1302: BESTPRAC
Interactive Session of WG1/WG2/WG3
on audit experiences

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*As a beneficiary of grant support under the 7th Framework programme, it is in your interest to **make sure that your claims for cost reimbursement are as error-free as possible**. This will considerably speed-up **repayment of your eligible project costs**, and should **prevent you having to reimburse some or all of the EU financial contribution** received should errors be detected during the course of **financial audits**.*

*These reimbursements may be increased **By liquidated damages**, which is a greater incentive to avoid the errors in the first place. In fact, the vast majority of **errors arise from misunderstandings of the rules or a lack of attention** to the detail of the provisions of the **grant agreements and associated guidelines**: they are, therefore, mostly avoidable.*



Note for beneficiaries
in the 7th Framework Programme
for Research and Innovation

How to avoid common errors identified in cost claims

“misunderstandings of the rules”

FPVII

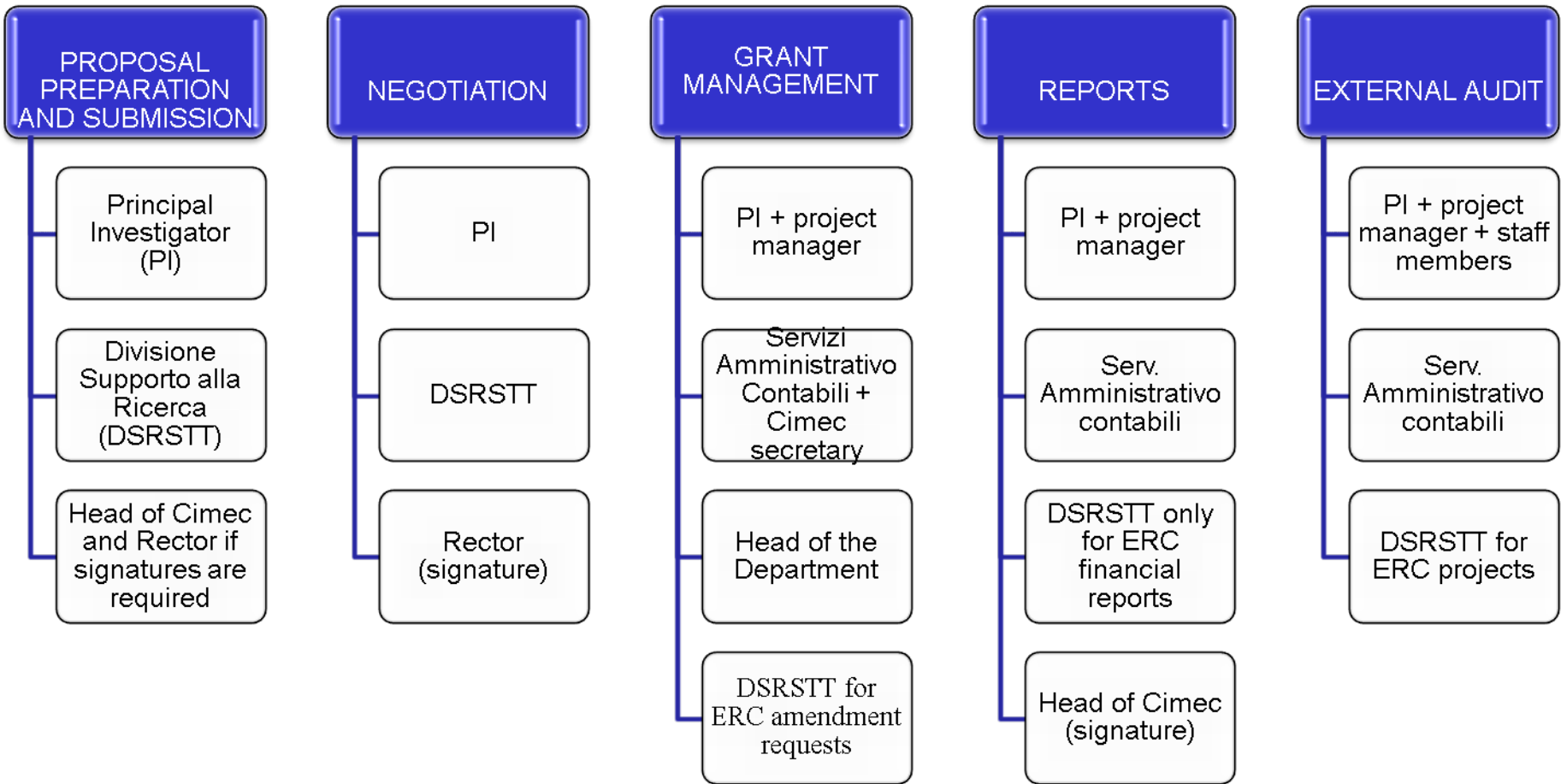
- **Rules for participation (RfP)** Regulation (EC) No 1906/2006 for VII FP Programme (2007-2013), Section 3 ‘Community Financial Contribution’, containing general financial information
- **Model Grant Agreement (MGA)**, Core Text , Annex II ‘Financial Provisions’, and also in the additional annexes (C Forms), Terms for the Certificate on Financial Statements (D Forms), and the Certificate on Methodology for calculating personnel costs/indirect costs (E Forms). Specific MGAs for People and Ideas.
- **Guide to Financial Issues explaining the financial provisions of the MGA** (especially Standard MGA) by providing detailed interpretations and examples.
- **The Marie Curie Actions FP7 Financial Guidelines** and the **Guide for ERC Grant Holders Guidance notes for beneficiaries and auditors on certificates issued by external auditors**
- **Rules on verification of the existence, legal status, operational and financial capacity**
- **Guidance Notes on Project Reporting** identifying, inter alia, EC requirements for financial reporting of incurred eligible costs and explanation of the use of resources

“misunderstandings of the rules”

H2020

- **Rules for participation (RfP)** Regulation (EC) No 1290/2013 for "Horizon 2020 (2014-2020)" and repealing Regulation (EC) No 1906/2006, Section 3 'Forms of grants and funding rules?', containing general financial information.
- **H2020 General Model Grant Agreement (MGA)**, with more detailed information provided in the Terms and Conditions, Core Text and primarily in Annex 2 'Estimated budget for the action, Annex 4 'Model for the financial statements', Annex 5 'Model for the certificate on the financial statements' and Annex 6 'Model for the certificate on the methodology'. Specific MGAs for MSC and ERC
- **Annotated Model Grant Agreement (AGA)**: a user guide that aims to explain to applicants and beneficiaries the General Model Grant Agreement ('General MGA') and the different specific Model Grant Agreements ('Specific MGAs') for the Horizon 2020 Framework Programme for 2014-2020.

WHO involved ? University of Trento – ERC Grant management



University of Trento – ERC Grant management: procedure

Kick off meeting with PI: to explain

Internal Guidelines (in italian for colleagues managing the projects): Basic dos and don'ts and budget excel files

Checklists for cost category:

- Personnel
- Travel
- Equipment
- Other
- consumables
- Sub
- Contracts

Time sheet

«Internal financial audit»: expenses according internal regulation but not according EC or ERCEA rules « example: 2 researchers participated to the event, while only one was necessary