

BESTPRAC Training School “ How to manage key financial tasks for FP7 and H2020 European research and innovation projects: Finance for Beginners”

April 18-20, 2016
University of Verona, Italy

Objectives

This training school is designed for administrative staff who have been assigned to these tasks, and who:

- are not familiar with the financial rules of FP7 and H2020, and/or:
- have little or no practical experience or training in how to perform and solve these tasks.

What can you get out of this?

First and foremost, this training school is primarily about practical solutions:

- We will focus on practical examples and exercises.
- Ample time will be set aside for Q&A sessions and discussions.
- We will explain some key financial rules, but the goal is not to present a detailed review of all financial rules of these framework programmes.
- Our goal is to provide you with practical skills for your toolbox, and a step-by-step overview of suggested best practices for the most important financial tasks. The number of participants will be limited to 20. This will allow for active engagement by all participants and one-on-one dialogue during the sessions.

All participants are requested to bring their own laptops.

Trainers

Vanessa Ravagni, Head of Research Support and Knowledge Transfer Division,
University of Trento, Italy

Per Inge Andresen, Senior adviser, NTNU – Norwegian University of Science and
Technology, Norway

Jaco De Graaf, Project Administrator/ Advisor Projects at Leiden University Medical Center

Mag. Dr. Wolfram Rieneck, Deputy Head of Service Center Research, Medical University Innsbruck,

Roberto Di Gioacchino, auditor from Studio Cippitani Di Gioacchino Iozzolino, Rome, Italy, http://www.cippitanidigioacchino.eu/html/index_eng.html

Mirella Collini, Head of Project Administration Office, University of Trento, Italy

Samanta Voltolini and Claudia Simoni, Research Support and Knowledge Transfer Division University of Trento, Italy

LOCATION:

University of Verona, ROOM T. 11

C/O POLO SANTA MARTA

Str. CANTARANE, 24 VERONA



PROGRAMME

Day 1 April 18th 9.30 – 13.00 / 14.00 – 17.30

8:45 : MEETINGPOINT To REACH The Venue by WALK:

- **Under the column opposite the Shop of Luis Vuitton, via Mazzini 82. We start at 8:50 to the Course Venue (via Cantarane)**

If you want to go together by walk, please meet under the indicated point at the requested time. Meeting Point: Via Mazzini, 85, Verona



9.30 – 11.00 - INTRODUCTION

- Brief presentation of H2020 and relevant documents

- Website
- Different type of action
- Reference Documents (e.g. the Grant Agreement)
- Consortium agreements

11.00 – 11.15 – COFFEE BREAK

11.15 – 13.00 - BUDGETING AT THE PROPOSAL STAGE in H2020

- Eligible and non- eligible costs

- Cost categories

- Personnel
- Other goods and services
- Subcontracting
- Other third party arrangements

13.00 – 14.00 – LUNCH

14.00 – 15.30 - BUDGETING AT THE PROPOSAL STAGE in H2020

- Calculate a budget for your own organization - for Research and Innovation Actions (RIA) and Innovation Actions (IA)

- Particular considerations for European Research Council (ERC) proposals
- Particular considerations for Marie Skłodowska-Curie Action (MSCA) proposals

15.30 – 15.40 – BREAK

15.40 – 16.30- BUDGETING AT THE PROPOSAL STAGE in H2020

- Calculate the budget for a consortium when your own organization is the coordinator for Research and Innovation Actions (RIA) and Innovation Actions (IA)
- Particular considerations for Marie Skłodowska-Curie Action (MSCA) proposals

16.30 – 17.30- FROM PROPOSAL TO PROJECT in H2020

- The Grant Agreement preparation
- Consortium Agreements
 - Research and Innovation Actions (RIA) and Innovation Actions (IA)
 - Marie Skłodowska-Curie Action (MSCA)

FREE SOCIAL PROGRAMME:

18.30 – 19.30 –Aperitivo Veneto/Drink pre Dinner at Caffè Anselmi, Piazza delle Erbe

Piazza delle ERBE, where Caffè Anselmi is Located. We will have a glass of prosecco or a glass of spritz to drink and something to eat (at the “Aperitivo” time)



Day 2. April 19th 9.30 – 13.00 / 14.00 – 17.30

9.30 – 11.30 – THE MANAGEMENT OF A H2020 PROJECT

- Pre-financing and interim payments
- Justification of costs incurred, supporting documents (time recording, sound management etc.)
- Monitoring the incurred costs against the budget
- Monitoring and follow-up of costs vs. budget for the consortium when your own organization is the coordinator
- The interaction between the monitoring of project progress and financial monitoring

11.30 – 11.45 – COFFEE BREAK

11.45 – 13.00 – THE MANAGEMENT OF A H2020 project

- An example of Best practice

13.00 – 14.00 – LUNCH

14.00 – 17.30 – THE FINANCIAL REPORTING

- Financial reports:

- RIA and IA
- European Research Council
- Marie Skłodowska-Curie

- Learn how to deal with Certificate on Financial Statements

- The Grant Agreement requirements
- The Auditors
- The Check lists

- Learn how to report costs for a consortium for a project (as coordinator)

FREE SOCIAL PROGRAMME:

- **18.30 – 19.30 –City walk through Verona:** We start our city walk at Piazza Brà, one of the largest and most beautiful squares in Verona. The first destination is the magnificent Roman arena just on the Piazza Brà. Then we will move to the house of Juliet with the famous balcony and a bronze statue of Juliet... and more..

Day 3. April 20th 9.30 – 13:00

9.30 – 11.30 THE AUDIT CARRIED OUT BY THE EC, one of its Agencies, or auditors appointed by them

- The procedure foreseen by the Grant Agreement
- How to be prepared for an EU audit
- The field (on-site) audit
- How to answer with e-mail calls...documentation

11.30 – 13.00 CONCLUDING Q&A SESSION

13:00 – 14:00 LIGHT LUNCH

Host organisation

University of Trento, Italy

Co –organisation and venue

University of Verona, Italy

Contact details

Local organizer: Vanessa Ravagni (vanessa.ravagni@unitn.it),

mobile: +393201893810