



EUROPEAN COMMISSION
RESEARCH EXECUTIVE AGENCY

P3 – Marie Curie Integration Grants and Researchers' Night



GUIDANCE NOTES ON PROJECT REPORTING

**Career Integration Grants (CIG)
International Reintegration Grants (IRG)
European Reintegration Grants (ERG)**

MARIE CURIE Actions

<http://ec.europa.eu/research/mariecurieactions/>

Version September 2013

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1. INTRODUCTION

The aim of these Guidance Notes on Project Reporting is to assist beneficiaries of MARIE CURIE Career Integration Grants (CIG), International Reintegration Grants (IRG) and European Reintegration Grants (ERG) with the preparation and submission of reports, amendments and other documents to the REA. This version explains better what is expected in terms of content and reflects some important technical changes in the submission system.

'Electronic only' submission - possible since 1st January 2013

On 1st January 2013, the new EU Financial Regulation entered into force. This new Financial Regulation allows beneficiaries and the REA to move to the 'electronic only' submission, including the Form C.

The 'electronic only' submission of both, Form C and Periodic/ Final reports applies automatically to all grants concluded after 1st January 2013.

For grants signed by the REA before 1st January 2013, beneficiaries can move to the 'electronic only' submission upon their request via an amendment. For more details, please see pages 15ff.

Format and submission of reports

The layout, content and submission of the reports must conform to the instructions and guidance documents published by the REA and the Commission. Reports should be transmitted to the REA by using the electronic submission systems SESAM (for scientific reports) and FORCE (for the Form C).

Both IT applications are accessible online via the Participant Portal, the unique entry point established for beneficiaries of FP7 grants:

<http://ec.europa.eu/research/participants/portal/appmanager/participants/portal>

Please note that beneficiaries have to manage their access/ user rights themselves.

Evaluation of reports with the help of scientific reviewers

Periodic /Final Reports are essential to assess the impact of the Specific Programme PEOPLE. For Integration grants, the REA will in most cases evaluate project reports with the help of scientific reviewers and beneficiaries will receive feedback (provided by the Project Officer/ PO) on the progress of the scientific work as well as the research career development and integration of the fellow.

Impact of MARIE CURIE Projects - Have a look at our SUCCESS STORIES

Please visit the website below to find out about success stories funded by MARIE CURIE:

http://ec.europa.eu/research/mariecurieactions/media-library/success-stories/index_en.htm

A culture of structured communication

Each REA Project Officer manages a large quantity of proposals and projects at the same time. To facilitate a smooth communication, please **always specify the Project Identification Number (6 digits) and if possible the Acronym in the subject of your email** when communicating with your Project Officer:

Example => "MC CIG 268902/ Acronym:" + topic of your email.

These Guidance Notes do not supersede the European Community and European Union acts related to FP7 and to the relevant Specific Programmes, the FP7 Rules for Participation, the Financial Regulation applicable to the general budget of the Union and its Rules of Application, the Decision setting up the Research Executive Agency, the Decision delegating powers to the Research Executive Agency, the Grant Agreement and its Annexes, and other European Community and European Union acts.

2. REPORTING REQUIREMENTS - TYPES AND TIMING OF REPORTS

Note that the rules governing the reporting (as stipulated in the grant) are the same for all three types of integration grants (CIG, IRG and ERG). These rules state that

- after each reporting period the beneficiary must submit a **periodic report** and a **financial statement**.
- at the end of the project a **final report** and a **questionnaire** must also be submitted (in addition to the periodic report for the final reporting period)
- if a **reporting period** is 25 months or more a **mid-term progress report** must be submitted at the middle of the period.

In the remainder of this guide the above rules are applied to the three types of integration grants with their respective typical number and duration of reporting periods, which are stipulated in Article 3 of the core Grant Agreement. Typically, reporting is due after 24 months and/or, depending on the overall duration of the grant, at the end of the project.

2.1 International Reintegration Grants (IRG) and Career Integration Grants (CIG)

Periodic Report

Periodic reports inform the REA about the progress of the scientific work in the light of the Description of Work, the dissemination (notably publications), the transfer of knowledge to the Host Institution and beyond and about the state-of-the-art of the research career development and long term re-/integration of the fellow.

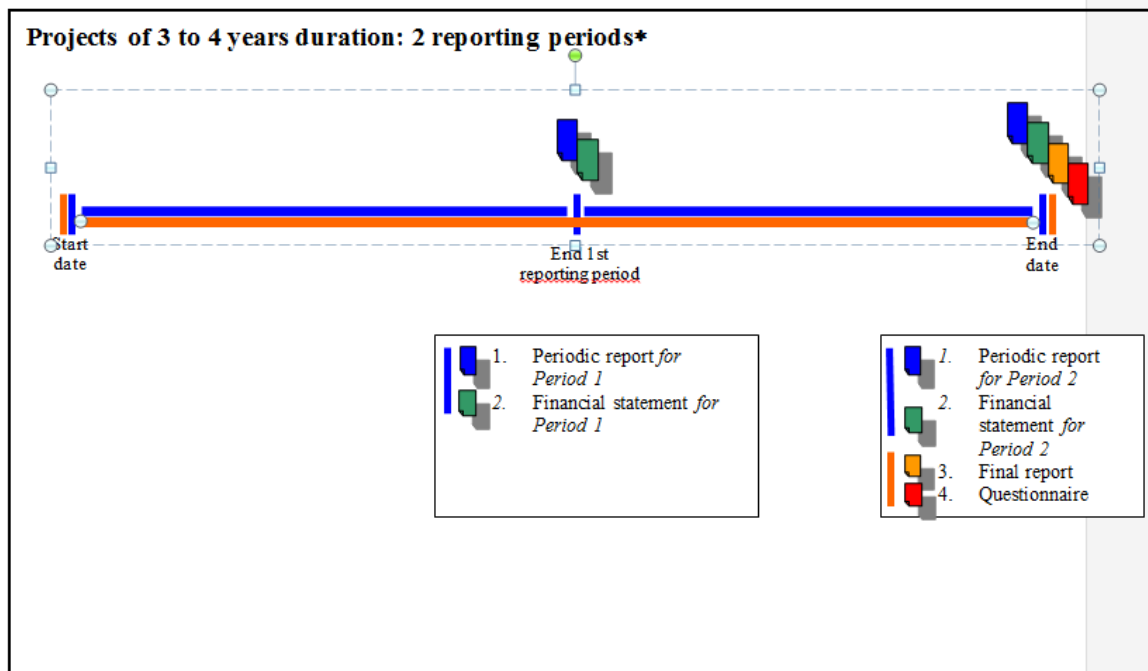
A Periodic Report is always linked to a payment, so the submission of a Financial Statement (Form C) is also required at the same time.

Beneficiaries of a CIG/ IRG submit a first Periodic Report typically after 24 months and a second Periodic Report at the end of the project. A Periodic report should be submitted as soon as possible after the end of the reporting period and at the very latest 60 days after the end date of the period concerned.

Final Report

The Final Report comprises mainly a questionnaire to be completed by the Scientist in charge¹, and the full list of publications. It covers the entire project duration and should be submitted at the latest 60 days after the end date of the project (together with the Periodic Report and the Form C for the last period).

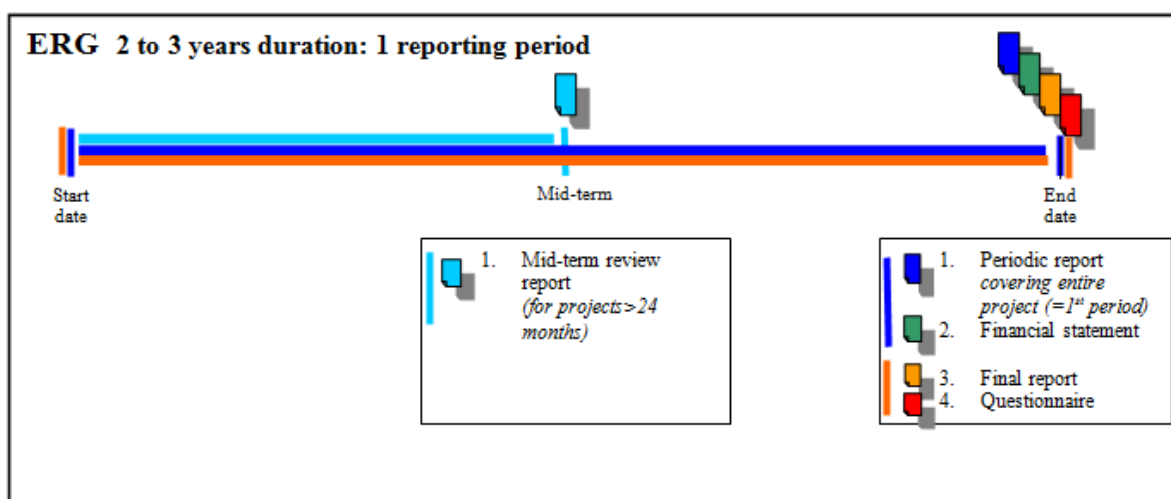
¹ This term refers generally to the immediate scientific supervisor of the fellow. The fellow can only in exceptional circumstances act as "Scientist in charge". In this case, the Host Institution has to send an official letter (duly filled in, dated and signed) to the PO, explaining why there is no institutional supervision and giving authorisation to the fellow to act as "Scientist in charge".



2.2 European Reintegration Grants (ERG)

Beneficiaries of an ERG submit one Periodic Report and a Final report at the end of the project only, covering the whole duration of 24 to 36 months. For an ERG, apart from the pre-financing, there is only one payment at the end.

Besides, beneficiaries of an ERG lasting longer than 24 months should submit a Mid-Term review report to inform the REA about their progress. This Mid-Term review report is not linked to a payment.



Reports should be submitted as soon as possible after the end of the reporting period and at the very latest 60 days after the end date of the period concerned.

3. STRUCTURE AND CONTENT OF REPORTS

3.1 Periodic Report

Good quality reports are required to inform the REA about the progress achieved not only regarding the scientific work, but also regarding the prospects of the research career development and long term re-/integration of the fellow.

Reports are usually reviewed by scientific experts, and in most cases beneficiaries will receive an outline of this assessment.

In order to enable the REA, with the help of scientific reviewers, to assess the progress made, please provide the information required as detailed below:

1. Publishable summary (expected length: max. 500 words)

The publishable summary is automatically published on CORDIS once the PO has approved the report. It should comprise not only the scientific progress/ results, but also the state-of-the-art and prospects of the research career development and re-/ integration of the fellow. Please make sure the publishable summary is written in a concise way accessible to a wider scientific and also non-scientific public.

The publishable summary must be provided in the foreseen section in the reporting tool as a "stand-alone" text. No references should be made to other parts of the report. References can be made only to publicly available information.

2. Project objectives for the period (expected length: max. 500 words)

Please provide as a basis for the review a concise summary of the project objectives for the reporting period as defined in the Annex I/ Description of Work.

3. Work progress and achievements during the period (expected length: max. 2000 words):

This section should specify the concrete research progress made and the results obtained in the light of the objectives for this reporting period.

Deviations: If there are deviations and/ or delays, please be specific, explain them under this heading and provide information on their impact on the objectives/ outcomes of the project.

Please be specific on the following points:

- **Research progress** made in the light of the objectives for the reporting period (incl. deviations)
- **Advancement beyond the state of the art in the field**
- **Impact**
Please describe the specific impact of the research undertaken in terms of scientific/ technical/ commercial and/ or social impact.
- **Transfer of knowledge**
This should comprise activities related to the transfer of knowledge to the Host Institution and beyond (e.g. seminars, workshops, teaching activities).

4. Explanation on the use of resources

Please disregard this section. Due to the fact that the grant is paid as a lump sum, it is of no relevance for the CIG/ IRG/ ERG.

5. **Additional information (expected length: max. 300 words)**

Please mention any other specific topic (if any) related to the project that has not been addressed within another heading.

6. **Dissemination activities (expected length: max. 800 words)**

Please specify all dissemination activities related to the project:

- **All publications** related to the project, completed or under preparation. If the fellow is working on a draft publication, notably if the project reached its end, please attach it as annex to the report.
- **List scientific conferences** attended and provide details of the exact role of the fellow (papers/ posters presented/talks)
- **Outreach activities:** Specify activities aiming at the wide public (for example workshops, summer school weeks, public talks etc.)
Please consult for your information the brochure
'Communicating EU Research&Innovation – a guide for project participants'
http://ec.europa.eu/research/social-sciences/pdf/communicating-research_en.pdf
- **Website** If the fellow or the Host Institution created a website related to the project, please indicate the address.

Please do always acknowledge your MARIE CURIE grant in your publications and other dissemination activities.

7. **Project Management (expected length: max. 800 words)**

Please mention any relevant issue concerning the management of the project and include (if applicable) the progress of compliance with ethics' requirements:

- **Progress of professional re-integration and research career development**
Please explain the progress of the fellow's professional re-integration and long term research career perspectives:
 - **Size and composition of the research group** established (number of post docs/ PhD students, technicians) and the level of the fellow's independence at the Host Institution.
 - **Stable, permanent position** Please mention explicitly if the fellow managed to obtain or has the perspective to obtain a stable, promising long term position and specify the exact current position occupied by the fellow at the Host Institution.
 - **Independence and support from Host institute**
Please describe the level of independence of the fellow at the Host Institution (own laboratory?) and mention scientific facilities and administrative support provided by the Host Institution.
- **Additional grants** Please mention any additional grants obtained to support the fellow and/or the project and how they support the overall integration (including length, name of funding body, size of grant).
- **Collaborations** Please mention collaborations set up within the Host Institution, and at national as well as international level and describe their impact on the project. Please describe any industrial links and additional funding if appropriate.
- **Ethics (approvals, follow up, reports of independent ethics advisors)**

If Article 6 of the Grant Agreement stipulates that the Beneficiary has to comply with Special Clauses 15 and/or 16, please attach any outstanding ethics approvals (scanned copy) and report on the compliance of the project with the requirements set out in the Ethics reports/ EC ethics review report. If applicable, please attach the report of the independent ethics advisor/ advisory board (the REA provides a template for this report upon request).

Please consult the brochure '**Ethics for researchers. Facilitating Research Excellence in FP7**':

<ftp://ftp.cordis.europa.eu/pub/fp7/docs/ethics-for-researchers.pdf>

8. Annexes

Please include all essential information into the online reporting template available in SESAM. Please **avoid annexes**. However, if you have a draft publication or an ethics approval to attach or any illustration/ graphics design/ statistics which are essential to underpin/ visualise the progress made, please upload these documents as annexes.

NB: The publishable summary must be written under the foreseen heading and cannot refer to annexes supplied.

3.2 Final Report

The Final report is usually completed by the Scientist in charge (which is the scientific supervisor of the fellow). The Final Report covers the entire project duration and comprises mainly a questionnaire and the list of publications and patents. Please provide in the table a fully completed overview of the publications.

3.3 Mid Term Review Report (only for ERG)

A Mid-Term review report is required only for European Reintegration Grants lasting more than 24 months (please consult Article 3 of your core Grant Agreement), to allow for assessment of the progress of the *researcher activities*.

The report must be submitted on-line via the Participant Portal (SESAM) within 60 days after the mid-term of the concerned reporting period. No signed paper copy is required as the report, once submitted to the REA, is deemed to be approved by both the scientist in charge of supervising the fellow and the fellow.

No financial statement is required. This report is not linked to a payment.

4. QUESTIONNAIRES (ANONYMOUS)

Please note that after the end of the project, beneficiaries are requested to keep the contact details of the fellow **up-to-date in SESAM for at least two years**. This is essential to enable a later evaluation of the impact of this scheme, notably the progress of the re-/integration and research career development of the fellow.

4.1 The Evaluation Questionnaire (fellow)

The anonymous, compulsory Evaluation Questionnaire has to be completed by the **fellow** at the **end date of the Marie Curie Re-/ Integration Grant**.

Access to the anonymous Evaluation Questionnaire:

<https://webgate.ec.europa.eu/sesam-fp7/questurl.do>

No ECAS Login is required to access the questionnaire.
There is no need to pass via the Participant Portal.

4.2 The Follow-Up Questionnaire (fellow)

The anonymous, but compulsory **Follow –up questionnaire** has to be completed by the **fellow 2 years after the end date** of the project.

Access to the Follow-up Questionnaire:

<https://webgate.ec.europa.eu/sesam-fp7/questurl.do>

No ECAS Login is required to access the questionnaire.
There is no need to pass via the Participant Portal.

5. THE FINANCIAL STATEMENT (FORM C)

5.1 FORM C – complete only the boxes for the flat rate

A Periodic report is always linked to a payment. Therefore it should be accompanied by a **financial statement – a FORM C** - corresponding to the same reporting period.

You will find a model of a completed Form C (printed version) on page 28 of this guide.

The Form C is accessible for beneficiaries of a given project in FORCE via the Participant Portal. The electronic version (see page 29) is pre-filled with data retrieved from the signed

Grant Agreement (project number and acronym, Participant Identification Code /PIC, period concerned). Beneficiaries cannot edit this pre-filled information in the Form C.

Under heading 1 "Declaration of eligible costs/lump sum/flat rate/scale of unit", **ONLY the box "Lump sum/flat rate" for "Other costs" should be completed.**

5.2 FORM C - a request for payment, no declaration of actual costs

For Re-/ Integration Grants, since they are paid as flat rates, the Form C is **not** used to **declare** real **costs** for the project. The Form C allows beneficiaries to **request** a fixed amount per months corresponding to the number of months the fellow was employed full time at the Host Institution in compliance with Annex III of the Grant Agreement, working on the project. Please see Article 3 of the Grant Agreement to know the exact duration of the period you are reporting on. Pages 28-30 of this guide contain an example how the Form C should be completed.

The concept behind Re-/ Integration Grants is that these grants are paid as genuine flat rates which are **not** subject to verification on the basis of actual costs incurred. The REA may verify during an audit if the fellow was employed in line with Annex III², but will not verify actual cost spending.

The Commission established the flat rate on the basis of an ex-ante assessment of all costs related to the re-/ integration of a first class researcher in the European Research Area/ ERA, concluding that this flat rate does not generate profit to the Beneficiary. In principle the grant only covers a fraction of the costs of re-/integrating the researcher (considering the entire salary/ social security costs, travel costs, protection of new knowledge, infrastructure/ overhead costs, etc.). The grant represents rather an encouragement to the Beneficiary to integrate the fellow, promoting her/ his research career. The grant is not conceived as a full coverage of expenses incurred by the Host Institution. The issue of actual spending is therefore not relevant for this scheme.

The grant nevertheless remains subject to justification that the conditions for the flat rate - the recruitment of the researcher (**full time**) at least throughout the duration of the grant and the fact that the researcher worked on the research described in Annex I - are fulfilled.

For grants with two reporting periods (CIG, IRG) the total amount of the pre-financing and interim payment shall not exceed **90%** of the maximum Community financial contribution defined in Article 4 of the grant agreement³.

² Annex III: ftp://ftp.cordis.europa.eu/pub/ftp7/docs/rea-annex3-mc-rg-mono-v3_en.pdf

³ Article II.5.2 of the Annex II to the Marie Curie mono- model grant agreement.

6. THE SUBMISSION PROCEDURE

6.1 Electronic submission of reports, Form C and questionnaires

All reports (scientific, financial) and documents (Declaration of Conformity, Notification of start date) should be submitted electronically via the Participant Portal.

<https://ec.europa.eu/research/participants/portal/page/home>

Access to the Participant Portal

The EC FP7 IT Helpdesk for IT support

For **technical help with the use of SESAM and FORCE**, for example in case of access problems, please contact the **EC FP7 Help Desk** by sending an email to EC-FP7-IT-HELPDESK@ec.europa.eu

Periodic/ Final report – via SESAM

The Periodic and Final reports are submitted via the online IT application SESAM to the REA. SESAM is accessible via the Participant Portal. No signed paper copy of these reports is required. The PO receives an automatic notification each time a report is submitted.

When opening the template of the report in SESAM, beneficiaries have to select on the front page the **correct reporting period** and can modify on the same page the data linked to the duration of the reporting period. Please make sure the correct reporting period is indicated on the front page of the Periodic and Final report.

Evaluation questionnaire (to be submitted by the fellow) – via SESAM

Access to the anonymous Evaluation questionnaire:

<https://webgate.ec.europa.eu/sesam-fp7/questurl.do>

No ECAS Login is required to access the questionnaire.

To be submitted at the end date of the project.

Follow up Questionnaire (to be submitted by the fellow) – via SESAM

Access to the anonymous Follow up questionnaire:

<https://webgate.ec.europa.eu/sesam-fp7/questurl.do>

No ECAS Login is required to access the questionnaire.

To be submitted two years after the end date of the project.

Form C – via FORCE

The Form C is submitted via the online IT application FORCE to the REA/ EU. FORCE is accessible via the Participant Portal. The PO receives an automatic notification each time a Form C is submitted.

Draft Version – 'fully submitted'

Please note that you first have to submit a draft version of the Form C to the 'coordinator'. This is the first step. In order to complete the process and fully submit the Form C to the EU/REA, you have to click a second time on "submit". The final status for a valid submission has to be 'fully submitted'.

6.2 'electronic only' submission of the Form C

The entry into force of the new EU Financial Regulation⁴ on 1st January 2013 allows for the 'electronic only' submission of the Form C by beneficiaries. This means for all grants signed by the REA after 1st January 2013, beneficiaries don't have to submit a signed paper copy anymore.

For FP7 Grant Agreements signed by the REA before 1st January 2013, beneficiaries have to request a specific amendment in order to move to the 'electronic only' submission of the Form C. Please verify with the LEAR of the Host Institution if the organisation (and the REA) already signed this amendment⁵. Otherwise, the Beneficiary still has to send a signed paper copy.

To know who the LEAR of the Host Institution is, see Page 4 of the Grant Agreement Preparation Forms/ GPFs for your project:

Legal form ¹⁹			
Legal Entity Appointed Representative (LEAR) ²⁰			
Family name		First name(s)	
Phone 1 ²¹	+4	Phone 2 ²¹	
E-mail		Fax ²¹	

If your Host Institution and the REA already signed this amendment for 'electronic only' submission, please consult the following links:

Detailed guidance on the submission procedure provided via the Participant Portal:

http://ec.europa.eu/research/participants/portal/ShowDoc/Participant+Portal/portal_content/docs/submission/quick_info_e_only_submission_of_forms_c.pdf

For more and also latest information on this subject, please consult the Research Participant Portal:

<https://ec.europa.eu/research/participants/portal/page/home>

Beneficiaries facing difficulties with the "electronic only" submission process, are encouraged to contact the Project Officer or the EC FP7 IT Helpdesk:

Email: EC-FP7-IT-HELPDESK@ec.europa.eu

⁴ Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (OJ L 298, 26.10.2012, p.1.) ; "The Financial Regulation" is accompanied by new detailed "Rules of Application": Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union (OJ L 362, 31.12.2012, p.1.)

⁵ Please note that the LEAR ("Legally appointed representative") is the contact point of the organisation with respect to legal information on the organisation. This is NOT the same 'role' as the authorized legal representative who is (for ex. the head of, director, rector, president) empowered by the institution to sign all types of legally binding contracts like the Grant Agreement and other contracts on behalf of the institution.

7. FP7 IT REPORTING TOOLS

7.1 The Research Participant Portal

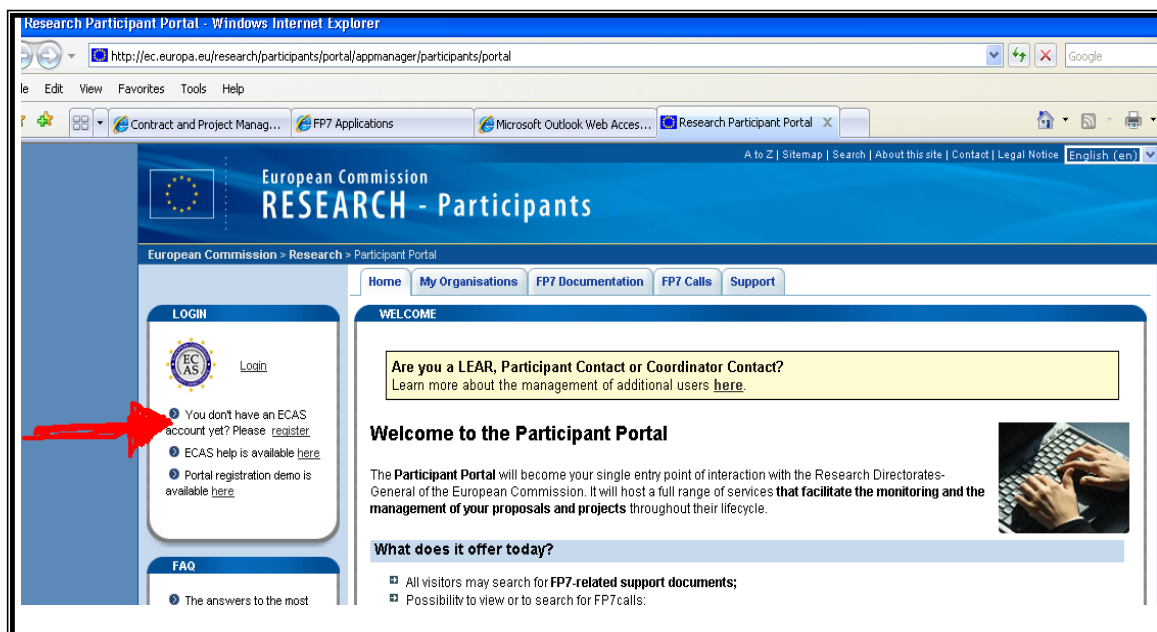
In FP7, a growing number of interactions between beneficiaries and the Commission or the REA in the management of proposals and grants are made via the **Participant Portal**.

<http://ec.europa.eu/research/participants/portal/appmanager/participants/portal>

The Portal is the **unique platform** for the IT project management. Currently, the services for **legal entity registration, grant negotiation, amendments and financial and scientific reporting** are already accessible from the Portal. More functions (e.g. management of expert-evaluators, proposal submission) will be made available in the future. The implementation of the concept of a unique platform requires an appropriate **management of access rights**, to provide each individual user with access to the projects in which s/he is involved with the appropriate roles.

Access is based on an **ECAS** (European Commission Authentication System) account for each user (physical person). **Access and user rights** (specific 'roles') are **mainly managed by beneficiaries themselves** (see below "The Primary Coordinator Contact").

In order to access the different services mentioned above, users have to **login first via their ECAS account**. The Portal applies the "single sign-on" approach (the ECAS registration is done only once). The unique identifier for a physical person in ECAS is her/ his **email address** or a **generic account used by the Beneficiary**.



7.2 Access to the project – managed by beneficiaries

There is a 'Primary Coordinator Contact' for each individual project. The '**Primary Coordinator Contact**' for your project manages the access and user rights of other persons (and their electronic accounts) to the project in SESAM and FORCE by **assigning 'roles'** and/ or by providing access to others via **a generic email account**.

This means access/ user rights ('roles') are managed via the Participant Portal by beneficiaries themselves.

Typically, the 'Primary Coordinator Contact' is the person nominated by the Host Institution during the negotiations in the GPFs as contact person for administrative, legal and financial issues.

If you don't manage to find out at your Host organisation (with the help of the GPFs) who this could be, please contact preferably the REA Project Officer assigned to your project (or if s/he happens to be absent, the following generic email: REA-MARIECURIE-CIG@ec.europa.eu).

Access

If one of the actors of the project (the fellow, the scientist in charge, etc.) can't access the project in SESAM or FORCE (or submit a specific document), **please check first if the 'Primary coordinator contact' for the project at the Host Institution granted the necessary access/ user rights ('roles') to this actor.**

In case of persisting access problems, please contact the EC FP7 IT Helpdesk:

EC-FP7-IT-HELPDESK@ec.europa.eu

If the Host organisation would like to change the '**Primary Coordinator Contact**'/ **Portal coordinator** please contact the REA Project Officer assigned to your project. Please note that the REA doesn't accept the fellow as 'Primary coordinator contact'/ 'Portal coordinator'.

A culture of structured communication

To facilitate a smooth communication, please always specify the **Project Identification Number (6 digits)** and if possible the **Acronym** in the subject of your email when communicating with your Project Officer: Example => "MC CIG 268902 Acronym": + topic of your email.

7.3 Step- by – step - access to all templates in SESAM / FORCE via the Portal

SESAM is the web-based reporting tool, which allows not only for the submission of the Periodic/ Final reports, the Evaluation-/ Follow Up Questionnaires, but also for submission of other documents related to the Grant Agreement, such as the Declaration of Conformity (under "Documents") and electronic notifications of amendments⁶.

FORCE is a web based application which allows for submitting the FP7 financial statements (Form C – Annex VI to the grant agreement).

⁶ Please note that for amendments, an original signed paper copy is still required for a valid request to be processed by the REA.

Access to SESAM (Periodic/ Final Report, Declaration of Conformity, Questionnaires, amendments):

1. Login to Participant portal (<http://ec.europa.eu/research/participants/portal>)
2. Click on the "My projects" tab
3. To access **SESAM**, enter via the tab "my projects " and click on the button "RD" for the project concerned

The screenshot shows the 'Participant Portal - Grant Management - Scientific' interface. The top navigation bar includes links: Home, Funding, Documents, My Organisations, My Proposals, My Projects, My Roles, Notifications, Experts, Support. The 'My Projects' tab is selected.

On the left sidebar, there is a 'LOGIN' section with a 'Logout' button and a 'NEED HELP?' section with links to 'Frequently Asked Questions', 'User manual', 'Presentations', and 'Contact the Helpdesk'. Below this is a 'WHAT'S NEW' section mentioning 'Participant Portal V3.7 (06/2013)' and 'Enhanced CIP calls'.

The main content area is titled 'PROJECT LIST FOR [redacted]'. It contains a message: '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.' Below this is a 'Please visit the user manual for roles nominations details' link and a 'Refresh' button.

A red arrow points to the 'RD' button in the 'LEGEND' section, which is labeled 'Reporting & Deliverables'. The legend also includes 'AA' Access Amendment, 'AN' Access Negotiation, 'FR' Financial Reporting, and 'PR' Periodic Reporting.

Below the legend is a table with columns: Acronym, Call, Prog., Project ID, Roles, Phase, and Actions. The table lists several projects, including 'FP7-PEOPLE-2007-4-3-IRG' and 'FP7-PEOPLE-2009-RG'. The 'Actions' column for each project has a red 'RD' button. A red arrow points to one of these 'RD' buttons with the text 'Click on "RD"/ Reports and Deliverables'.

4. In SESAM, click on "Reports":

The screenshot shows the 'Participant Portal - Grant Management - Scientific' interface. The top navigation bar includes links: Home, Funding, Documents, My Organisations, My Proposals, My Projects, My Roles, Notifications, Experts, Support. The 'My Projects' tab is selected.

On the left sidebar, there is a 'MENU' section with links: 'Assessment Reports', 'Review Reports', 'Reports', 'Documents', 'Amendment Requests', 'Notifications', 'Deliverables', 'Publications', 'Patents', 'Exploitable Foregrounds', 'Vacancies', 'Close window', and 'Help Documents'. A red arrow points to the 'Reports' link.

The main content area is titled 'FP7 Work with a Project [redacted]'. It contains a message: 'Please choose one of the following: To go to home page, select "Home" from menu. To fill-in assessment report, select "Assessment Reports" from menu. To fill-in review report, select "Review Reports" from menu. To fill-in report, select "Reports" from menu. To fill-in declaration on the conformity, select "Documents" from menu. To fill-in amendment request, select "Amendment Requests" from menu. To fill-in notification form, select "Notifications" from menu. To logout from the system, select "Logout" from menu.'

3) Select correct report (Periodic/ Final report) and the relevant reporting period (1 or 2) and click on "create new report"

Select Report

Please choose one of the following:
 1. Create a new report by clicking the button 'Create New Report'.
 2. Continue editing an existing report by clicking the link in the column 'Form name' of the table 'Intermediate Reports' for target Report.
 3. Delete an existing report by clicking the link in the column 'Delete' of the table 'Intermediate Reports' for target Report.

Instrument MC - Support for training and career development of researchers (Marie Curie)

Project Information 2

Username -

Report type Periodic Report

Participant 1 - [dropdown]

Reporting Period - [dropdown]

Choose the correct reporting period (points to Reporting Period dropdown)

Choose correct report (Periodic or Final) (points to Report type dropdown)

Intermediate Reports

Username	Participant Index	Form name	Date created	Date last
		1 - (01/07/2011 - 30/06/2013)		
		2 - (01/07/2013 - 30/06/2014)		

Submitted Reports

Report status Submitted

Create New Report (button)

Count of Questionnaires

Username	Participant Index	Form name	Attachments	Period	Date submitted	Date rejected	Status
Questionnaire type							

What is FP7? : FP7 step by step : Find a Call : Get Support : Find a Partner : Find a Document : Prepare & submit a proposal : What's New?

5. You can create first a Draft version of the report and save it. In order to fully submit the report/ Form C to the REA, please **click twice on "submit"** (fully submitted to the EU).

Access to FORCE (Form C):

1. Login to the Participant portal (<http://ec.europa.eu/research/participants/portal>)
2. To access **FORCE**, enter via the tab "my projects" and click on the button "FD" for the project concerned

RESEARCH & INNOVATION
Participant Portal

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

Home Funding Documents My Organisations My Proposals My Projects My Roles Notifications Experts Support

LOGIN

Logout

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

NEED HELP?

- Frequently Asked Questions (NEW) Electronic-only submission of Forms C (Quick info) 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 V3.7 (06/2013)

PROJECT LIST FOR [REDACTED]

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
[REDACTED]	FP7-PEOPLE-2007-4-3-IRG	FP7	[REDACTED]	[REDACTED]	Grant Management	RD FR
[REDACTED]	FP7-PEOPLE-2010-RG	FP7	[REDACTED]	[REDACTED]	Grant Management	RD FR
[REDACTED]	FP7-PEOPLE-2009-RG	FP7	[REDACTED]	[REDACTED]	Negotiation	RD FR
[REDACTED]	FP7-PEOPLE-2007-4-3-IRG	FP7	[REDACTED]	[REDACTED]	Grant Management	RD FR
[REDACTED]	FP7-PEOPLE-2010-RG	FP7	[REDACTED]	[REDACTED]	Grant Management	RD FR

Click on "FR"/ Financial Reporting

Showing 1 to 6 of 6 entries First Previous 1 Next Last

Once you have selected your project, FORCE will automatically call up the appropriate Financial Statement (Form C), taking into account the FP7 instrument/funding scheme under which your project is funded. The Form C is partly pre-filled (period concerned and Beneficiary, *PIC*).

Access to the Participant Portal

The EC FP7 IT Helpdesk for IT support

For **technical help with the use of SESAM and FORCE**, for example in case of access problems, please contact the **EC FP7 Help Desk** by sending an email to EC-FP7-IT-HELPDESK@ec.europa.eu

8. THE DECLARATION OF CONFORMITY

8.1 Ensure compliance with Annex III to the Grant Agreement

Marie Curie Re-/ Integration Grants are paid as a flat rate contribution to the overall re-/ integration of the fellow. The REA doesn't verify the actual costs incurred. But the REA has to make sure that throughout the entire duration of the project the fellow has a written work agreement with the Host Institution which is in conformity with **Annex III of the Grant Agreement**:

ftp://ftp.cordis.europa.eu/pub/fp7/docs/rea-annex3-mc-rg-mono-v3_en.pdf

The written work agreement concluded between the Beneficiary and the *Researcher* must be in force at the latest the day when the project starts. The agreement must cover at least the duration of the project.

According to Article III.3 of Annex III of the Grant Agreement, the Beneficiary is obliged to submit, by electronic means (SESAM), **within 20 days following the project start date** a 'Declaration of Conformity' stating that the written agreement concluded between the Beneficiary and the *Researcher* is in conformity with Annex III.

The 'Declaration of Conformity' must be submitted via the Participant Portal (SESAM). Please insert the date of entry into force of the bilateral agreement concluded between the Beneficiary and the *Researcher*. Please detail the type of bilateral agreement in the relevant field.

No signed paper copy is required.

The submission can be done

- by the administrative contact person mentioned in the GPFs,
- by the scientific contact person (this is normally not the fellow).

But these contact persons must first get an ECAS account via the Participant Portal and should ask the Portal Coordinator to grant them access to the project in SESAM. Please verify in the GPFs who was assigned for these different roles. Typically, the Portal Coordinator is the same person as the administrative contact person for the project. Please be aware that beneficiaries manage access rights themselves and grant access to other staff at their institution.

8.2 Access to the 'Declaration of Conformity' in SESAM

1. Login to Participant portal (<http://ec.europa.eu/research/participants/portal>)
2. Click on the "My projects" tab
3. To access **SESAM**, enter via the tab "my projects " and click on the button "RD" for the project concerned

Home Funding Documents My Organisations My Proposals My Projects My Roles Notifications Experts Support

LOGIN

Logout

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

NEED HELP?

- Frequently Asked Questions (NEW) Electronic-only submission of Forms C (Quick info) 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 V3.7 (06/2013)

- Enhanced CIP calls

PROJECT LIST FOR [redacted]

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
[redacted]	FP7-PEOPLE-2007-4-3-IRG	FP7	[redacted]	[redacted]	Grant Management	RD FR
[redacted]	FP7-PEOPLE-2009-RG	FP7	[redacted]	[redacted]	Negotiation	RD FR
[redacted]	FP7-PEOPLE-2007-4-3-IRG	FP7	[redacted]	[redacted]	Grant Management	RD FR
[redacted]	FP7-PEOPLE-2010-RG	FP7	[redacted]	[redacted]	Grant Management	RD FR
[No details available]						AA AN RD FR

Showing 1 to 5 of 5 entries First Previous 1 Next Last

4. SESAM will open - click on "Documents"

You are logged as: [redacted]

Helpdesk

Menu

- Assessment Reports
- Review Reports
- Reports
- Documents
- Amendment Requests
- Notifications
- Deliverables
- Close window
- Help Documents

FP7 Work with a Project [redacted]

Please choose one of the following:

- To go to home page, select 'Home' from menu.
- To fill-in assesment report, select 'Assessment Reports' from menu.
- To fill-in review report, select 'Review Reports' from menu.
- To fill-in report, select 'Reports' from menu.
- To fill-in declaration on the conformity, select 'Documents' from menu.
- To fill-in amendment request, select 'Amendment Requests' from menu.
- To fill-in notification form, select 'Notifications' from menu.
- To fill-in job vacancy, select 'Vacancies' from menu.
- To logout from the system, select 'Logout' from menu.

What is FP7? : FP7 step by step : Find a Call : Get Support : Find a Partner

5. Choose "Declaration of Conformity" and click on "Create New Document"

Select Document

Please choose one of the following:
 1. Create a new document by clicking the button 'Create New Document'.
 2. Continue editing an existing document by clicking the link in the column 'Form name' of the table 'Intermediate Documents' for target Document.
 3. Delete an existing document by clicking the link in the column 'Delete' of the table 'Intermediate Documents' for target Document.

Instrument MC - Support for training and career development of researchers (Marie Curie)

Project Information

Username almailt

Document type Declaration on the Conformity

Participant

Intermediate Documents

Username	Participant Index	Form name	No.	Date created	Date last updated
Create New Document					

Submitted Documents

Document status Submitted

Username	Participant Index	Form name	No.	Attachments	Date submitted	Date rejected
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6. Fill in the document

Declaration on the Conformity

Identification

Funding Scheme (Action) FP7-MC-CIG

Grant Agreement

Scientific panel Social and Human Sciences

Project acronym

Project title

Beneficiary

Researcher*

Researcher's email*

Researcher's phone*

Start date of the project

Date of entry into force of bilateral agreement between researcher and host institution*

Type of bilateral agreement between researcher and host institution*

Declaration

The undersigned, as legal representative of the beneficiary, declares that the agreement entered into force by the signature between the beneficiary and researcher to determine the terms and conditions of the participation of the Researcher in the project is in conformity with the provisions set forth in the Grant Agreement signed between the Commission and the beneficiary.

The undersigned declares that the Agreement between the researcher and the beneficiary details all the information specified in Article 3 of Annex III to the Grant Agreement.

I certify that a copy of the Grant Agreement and its annexes (Annex I: description of work, Annex II: General conditions for Marie Curie Actions with a single beneficiary and Annex III: Specific provisions) have been annexed to the Agreement, furthermore I assure that any possible amendment will be annexed to the Agreement, according to Article II.3.1 of Annex II to the Grant Agreement and the Researcher will be duly informed of any amendment to the Grant Agreement.

cancel save submit attachments

Start date notification (Open start date)

If Article 2 of the Grant Agreement/ GA states that the Beneficiary has to notify the start date within 12 months following the entry into force of the GA, the Beneficiary has to notify the effective project start date to the REA. In this case, the REA has to validate the start date electronically **before** the Beneficiary can submit the Declaration on Conformity. The Beneficiary must first submit at the very latest three weeks before the effective start date the "Notification of the Project Start Date" via the Participant Portal (SESAM). The Declaration of Conformity can only be submitted once the PO validated the Start date notification.

9. TIME-TO-PAY FOR THE REA

The EU Financial Regulation stipulates that beneficiaries have a maximum of 60 days after the end date of a reporting period to submit the fully completed report/s and the Form C. The REA has 90 days to approve the reports and the Form C, and to make the payment.

Payments depend on the duration of projects and individual reporting periods:

Funding Scheme / Duration⁷	Pre-financing	Interim payment after 24 months	Final Payment
IRG/ CIG of 36 - 48 months	50.000 EUR (5.000 EUR go to the Guarantee Fund)	From 17.500 EUR (for projects lasting 36 months) up to 40.000 EUR (for projects lasting 48 months)	7500 EUR - 10.000 EUR, depending on the project duration and restitution from GF
ERG of 36 months	36.000 EUR (2.250 EUR go to the Guarantee Fund)	-	9.000 EUR and restitution from GF
IRG/ERG/CIG of 24 months	40.000 EUR (2.500 go to the Guarantee Fund)	-	10.000 EUR and restitution from GF

9.1 A complete reporting package is required

The approval of the financial statement (Form C) and the payment of the corresponding EU contribution are subject to the **prior approval of the relevant scientific Periodic / Final report/s** by the Project Officer.

This means preferably the first step for the Beneficiary is to ensure the timely submission of fully completed scientific reports, before submitting the Form C.

In line with the EU Financial Regulation, the maximum timeline for the payment (90 days) can be suspended by the REA due to missing information

- information on research career development missing in Periodic Report,
- a missing Declaration of Conformity,
- a missing Ethics approval
- an incorrectly completed Form C etc

In this case, the "clock" is put on hold by the PO until the Beneficiary submits the requested information.

The PO will inform the Beneficiary of any suspension of the time limit of 90 days and the conditions to be met for the lifting of the suspension ('incompleteness'- email)⁸.

⁷ Grants may have a duration other than 24, 36 or 48 months. Please refer to the Grant Agreement, Article 2 and 3, to know the exact duration and the corresponding reporting periods.

⁸ The absence of a clear response by the PO, once reports have been submitted, doesn't imply the approval of these reports. The PO may reject reports due to missing information/ an incorrectly completed Form C even after the maximum time-limit of 90 days for payment.

Once the Form C is submitted, beneficiaries receive an acknowledgment of receipt per email.

In case the Beneficiary doesn't comply with the reporting obligations in a timely and due manner, the REA may decide not to make the payment of the corresponding EU financial contribution. The Beneficiary receives in this case first a written notice of non-receipt of the required document/s and has one month to react.

9.2 The Guarantee Fund (GF)

To protect the interests of the European Union and of participants of FP7, the Commission decided to set up a Guarantee Fund (GF). This fund enables the Commission/ REA to face, should the situation arise, losses linked to FP7 projects.

Detailed information on the Guarantee Fund can be found here:

http://ec.europa.eu/research/fp7/pdf/guarantee-funds/user_guide_en_5.pdf#view=fit&pagemode=bookmarks

Max. 5% of each and every FP7 grant are transferred by the EC/ REA to the Guarantee Fund. The Guarantee Fund is managed by the European Investment Bank (EIB) on behalf of the Commission. Thanks to the interests generated by the fund, losses related to FP7 projects can be covered.

This amount (exactly 5% of each Re- /Integration Grant) is deducted from the pre-financing and transferred to the EIB. The amount is reimbursed to the Beneficiary at the end of the project, once all scientific and financial reports have been approved by the REA.

9.3 Audits

Approval of the reports does not imply exemption from audits or reviews⁹.

MARIE CURIE Re- / Integration Grants remain subject to justification that the conditions for the flat rate are fulfilled. In the case of a financial audit, beneficiaries would need to provide evidence of the recruitment of the researcher in conformity with Annex III of the Grant Agreement (employment contract/ written work agreement) and proof that the researcher actually worked on the project (this can be demonstrated for ex. via the production of lab books, timesheets, conference abstracts, library records).

The Commission has also established an Ethics Follow-up/ Audit Procedure (EFA) to verify that beneficiaries comply with EU legislation and FP7 guidelines in the field of research ethics. The EFA procedure is carried out on projects that raise serious ethical concerns (eg use of hESC, severe intervention on humans etc.), selected on the basis of the recommendations of the ethics review independent experts and/ or requested by the responsible PO.

⁹ The REA or the Commission may, at any time during the implementation of the project and up to five years after the end of the project, arrange for technical or financial audits to be carried out, by REA, external auditors, or by the Commission services including OLAF (Articles II.20 and II.21 of the Annex II to the Marie Curie mono-Beneficiary model grant agreement). For more information on audits, please see the MC financial guidelines in CORDIS.

10. AMENDMENT REQUESTS

10.1 Amendment requests – based on prior agreement with the Project Officer

Amendments¹⁰ to the Grant Agreement should be considered as exceptional procedures to reflect substantial changes concerning conditions stipulated in the original Grant Agreement. In general, following Annex III to the Grant Agreement, the Beneficiary has to inform the REA immediately about any upcoming substantial changes such as

- a change of legal representative/s,
- a change of banking details,
- or an upcoming maternity/ paternity leave of the fellow.

Other requests will be accepted only in exceptional and duly justified cases and are subject to prior **agreement per email** with the Project Officer. **Any official, formal written, original amendment request letter should only be sent to the REA after prior consultation per email with the PO.**

The initial amendment request may also – after prior consultation with the PO – be introduced by the Beneficiary via the Participant Portal (SESAM). Supporting documents may be attached if needed. Once introduced in SESAM, the amendment request should be printed out, signed by the authorised legal representative/s indicated in the GPFs (duly stamped if possible), and sent to the REA, preferably by Express Courier Service. If a template is not available in SESAM or it seems out of date, the Project Officer may provide the Beneficiary with the latest version of a specific template for requesting the amendment. General templates for amendment requests are also available in the FP7 general Amendment Guidelines:

ftp://ftp.cordis.europa.eu/pub/fp7/docs/amendments-ga_en.pdf.

All signed requests for amendments must be sent to the address mentioned in article 7.1 of the Grant Agreement, to the attention of the Project Officer.

10.2 Suspension and part time implementation

In principle, the period of the stay of the fellow at the Beneficiary should not be interrupted and s/he should be working full time at the Host Institution.

The Beneficiary shall inform the REA as soon as possible of any event affecting or delaying the implementation of the project¹¹. The Beneficiary can, prior to the modification, propose to suspend the project, or propose to modify the time dedicated to it by the fellow (e.g. from full to part time) :

- in case of Force majeure or exceptional circumstances which render the execution of the project excessively difficult or uneconomic (article II.7.2);

¹⁰ See Articles III.4 of Annex III to the Grant Agreement.

¹¹ Article II.7.1 to the Marie Curie mono-Beneficiary model grant agreement, Article III.4 of Annex III to the GA

- due to personal, family (including maternity/parental leaving) or professional reasons with an impact on the fellow, and which were not foreseen in Annex I of the Grant Agreement

Suspension and part time implementation are changes requiring an amendment.

Consequently, the Beneficiary should - after prior consultation per email with the PO - send a signed paper copy of the request letter to the REA (The signature of authorised legal representative who is entitled to commit the organisation legally is required.).

10.3 (Early) Termination of the Grant Agreement

If the termination of the Grant Agreement is considered by the fellow/ Host Institution, the PO should be informed per email well in advance of the envisaged date of Early Termination. The PO will provide the Beneficiary with detailed information on how to proceed. Reports have to be submitted before the official request for Early Termination shall be sent to the REA.

If the project never started according to Article 2 of the Grant Agreement, no reports are due.

Normally, the Beneficiary is entitled to keep the part of the EU contribution corresponding pro-rata to the number of months the fellow was employed and worked on the project at the Host Institution.

Templates for requests are available in SESAM (and in the general FP7 Amendment Guidelines). But an original request on paper (letterhead of the institution, Project ID/ Acronym, exact date of proposed end, reason for Early Termination), signed by the legal representative mentioned in the GPFs, is still required.

11. USEFUL DOCUMENTS / WEBSITES

The Marie Curie Website of the EC

<http://ec.europa.eu/research/mariecurieactions/>

The Marie Curie Fellows Association

<http://mariecurie.org/site2/>

Communicating EU Research&Innovation – a guide for project participants:

http://ec.europa.eu/research/social-sciences/pdf/communicating-research_en.pdf

Ethics for researchers. Facilitating Research Excellence in FP7

<ftp://ftp.cordis.europa.eu/pub/fp7/docs/ethics-for-researchers.pdf>

Annex III to the Grant Agreement:

ftp://ftp.cordis.europa.eu/pub/fp7/docs/rea-annex3-mc-rg-mono-v3_en.pdf

Research Enquiry Service:

<http://ec.europa.eu/research/index.cfm?pg=enquiries>

12. ANNEX I: EXAMPLE OF A FORM C

12.1 Example of a completed, printed version of FORM C (IRG/ CIG, reporting after 24 months)

FP7 - Grant Agreement - Annex VI - Support for training and career development of researchers (Marie Curie)

Form C - Financial Statement (to be filled in by each beneficiary)			
Project nr.	2	Funding scheme	Support for training and career development of researchers (Marie Curie)
Project Acronym	F		
Period from	01/06/2011	Is this an adjustment to a previous statement?	No
To	31/05/2013		
Legal Name		Participant Identity Code	
Organisation short Name		Beneficiary nr.	1

1. Declaration of eligible costs/lump sum/flat rate/scale of unit (in €)

	Type of Activity									Total
	A	B	C	D	E	F	G	H	I	
	Monthly living and mobility allowance	Travel Allowance	Career exploratory allowance	Contribution to the participation expenses of eligible researchers	Contribution to the research / training / transfer of knowledge programme expenses	Contribution to the organisation of international conferences, workshops and events	Management activities (including certification on financial statements)	Contribution to overheads	Other types of eligible expenses / specific conditions	$A+B+C+D+E+F+G+H+I$
Lump sums/flat rate/scale of unit declared									50,000.00	50,000.00
Direct actual costs										0.00
Subcontracting										0.00
Indirect costs										0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	50,000.00
Maximum EU contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	50,000.00
Requested EU contribution										50,000.00

2. Declaration of receipts

Did you receive any financial transfers or contributions in kind, free of charge from third parties or did the project generate any income which could be considered a receipt according to Art. II.15 of the grant agreement?

No

If yes, please mention the amount (in €)

3. Declaration of interest yielded by the pre-financing (to be completed only by the coordinator)

Did the pre-financing you received generate any interest until 31/12/2012 according to Art. II.17?

No

If yes, please mention the amount (in €)

4. Certificate on the methodology

Is there a certificate on the methodology provided by an independent auditor and accepted by the Commission according to Art. II.3.3?

No

Name of the auditor		Cost of the certificate (in €), if charged under this project	
---------------------	--	---	--

5. Certificate on the financial statements

Is there a certificate on the financial statements provided by an independent auditor attached to this financial statement according to Art. II.3.3?


No

Name of the auditor		Cost of the certificate (in €)	
---------------------	--	--------------------------------	--

6. Beneficiary's declaration on their honour

We declare on our honour that:

- the costs declared above are directly related to the resources used to attain the objectives of the project and fall within the definition of eligible costs specified in Articles II.13 and II.14 of the grant agreement, and, if relevant, Annex III and article 6 (special clauses) of the grant agreement;
- the receipts declared above are the only financial transfers or contributions in kind, free of charge, from third parties and the only income generated by the project which could be considered as receipts according to Art. II.15 of the grant agreement;
- the interest declared above is the only interest yielded by the pre-financing until 31/12/2012 which falls within the definition of Art. II.17 of the grant agreement;
- there is full supporting documentation to justify the information hereby declared. It will be made available at the request of the European Union and in the event of an audit by the European Union and/or by the Court of Auditors and/or their authorised representatives.

Beneficiary's Stamp	Name of the Person(s) Authorised to sign this Financial Statement
	
	Date & hand signature
	27/06/2013

12.2 Online view of how to complete Form C in FORCE

Eligible costs (in €)	Type of activities									Total (J) = (A) + (B) + (C) + (D) + (E) + (F) + (G) + (H) + (I)
	Monthly living and mobility allowance (A)	Travel allowance (B)	Career exploratory allowance (C)	Contribution to the participation expenses of eligible researchers (D)	Contribution to the research / training / transfer of knowledge programme expenses (E)	Contribution to the organisation of international conferences, workshops and events (F)	Management activities (including certification on financial statements) (G)	Contribution to overheads (H)	Other types of eligible expenses / specific conditions (I)	
Lump sums / flat-rate / scale of unit declared										0.00
Direct actual costs										0.00
Subcontracting										0.00
Indirect costs										0.00
Total										0.00
Maximum EU Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Requested EU contribution										0.00

Other types of eligible expenses / specific conditions / Lump sums / flat-rate / scale of unit declared			
	Cost	Explanation	Work Package
	0.00	Flat rate	
	50000	TOTAL	

Clear All Done

Other types of eligible expenses / specific conditions / Lump sums / flat-rate / scale of unit declared			
	Cost	Explanation	Work Package
	0.00	Flat rate	
	50000	TOTAL	

Clear All Done

The information is transferred to the Form C.

Points 2 to 5 are not applicable to our scheme, so they are to be left un-ticked. Then the name of the representative authorised to sign financial statements and the date are to be filled in.

Eligible costs (in €)	Type of activities									Total (J) = (A) + (B) + (C) + (D) + (E) + (F) + (G) + (H) + (I)
	Monthly living and mobility allowance (A)	Travel allowance (B)	Career exploratory allowance (C)	Contribution to the participation expenses of eligible researchers (D)	Contribution to the research / training / transfer of knowledge programme expenses (E)	Contribution to the organisation of international conferences, workshops and events (F)	Management activities (including certification on financial statements) (G)	Contribution to overheads (H)	Other types of eligible expenses / specific conditions (I)	
Lump sums / flat-rate / scale of unit declared										0.00
Direct actual costs										0.00
Subcontracting										0.00
Indirect costs										0.00
Total										0.00
Maximum EU Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Requested EU contribution										0.00

Eligible costs (in €)	Monthly living and mobility allowance (A)	Travel allowance (B)	Career exploratory allowance (C)	Contribution to the participation expenses of eligible researchers (D)	Contribution to the research / training / transfer of knowledge programme expenses (E)	Contribution to the organisation of international conferences, workshops and events (F)	Management activities (including certification on financial statements) (G)	Contribution to overheads (H)	Other types of eligible expenses / specific conditions (I)	Total (J) = (A) + (B) + (C) + (D) + (E) + (F) + (G) + (H) + (I)
Lump sums / flat-rate / scale of unit declared									50000	50000.00
Direct actual costs										0.00
Subcontracting										0.00
Indirect costs										0.00
Total									50000.00	50000.00
Maximum EU Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50000.00	50000.00
Requested EU contribution										50000.00

2. Declaration of Receipts (in €)
 Did you receive any financial transfers or contributions in kind, free of charge from third parties?
 Or did the project generate any income which could be considered a receipt according to Art. II.15 of the grant agreement? ☐
 If yes, please mention the amount (in €)

3. Declaration of interest generated by the pre-financing (in €) (To be completed only by the coordinator)
 Did the pre-financing you received generate any interest according to Art. II.17? ☐
 If yes, please mention the amount (in €)

4. Certificate on the methodology
 Do you declare average personnel costs according to Art. II.14.1? ☐
 Is there a certificate on the methodology provided by an independent auditor and accepted by the European Union according to Art. II.3.3? ☐
 Name of the auditor Cost of the certificate (in €), if charged under this project

5. Certificate on the financial statements
 Is there a certificate on the financial statements provided by an independent auditor attached to this financial statement according to Art. II.3.3? ☐
 Name of the auditor Cost of the certificate (in €)

6. Beneficiary's declaration on their honour ?
 Name of the person authorised to sign this Financial Statement Date dd/MM/yyyy

The Form C, first 'submitted to coordinator', has to be submitted to EU. To do this, the 'Primary portal contact' person ticks on the blank box on the left. Then, submits to EU. The Form C submitted to EU is then ready to be printed (in pdf version), signed and sent to REA.

Project Information

General Show

Details

Reporting Period : no. 2 (from 01/12/2011 - to 30/11/2013)

Submission History

Beneficiaries List ?

Reporting Period : no. 2 (from 01/12/2011 - to 30/11/2013)

Beneficiary	Beneficiary No.	Short Name	Status	Actions
	1		Submitted to Coord. (Version 1)	

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In case of 'electronic only' submission of the Form C, please consult the following link to know how to proceed:

http://ec.europa.eu/research/participants/portal/ShowDoc/Participant+Portal/portal_content/docs/submission/quick info e only submission of forms c.pdf