



UNIVERSITÀ DEGLI STUDI
DI TRENTO



RE-TRUST:

Project management

Torino, June 19-20, 2007

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Project objectives:



- *Major* objective: produce scientific innovation and research
Good Luck!
- *Minor* (but mandatory) objective: be ready for the financial and administrative reports
How to succeed?
Don't panic and follow the **golden rule**



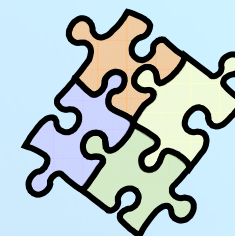
Introduction

Financial side
Scientific side
What to do now

The golden rule:

create a coherent picture of what's happening

Documents and reports on the scientific side have to be coherent with their counterparts on the financial side and viceversa.



Scientific side

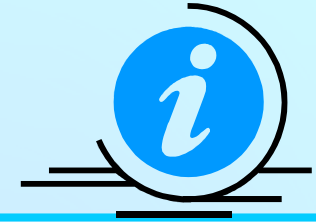
- Periodic activity report
- Plan for using/disseminating the knowledge

Financial side

- Management Report
 - Financial Report
- Financial Statement (Form C)
 - Justification of resources deployed

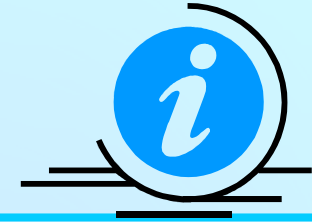
Financial side

- General rules
- Management Report
- Financial Report
- Financial Statement (Form C)
- Equipment & Travels
- Justification of resources deployed



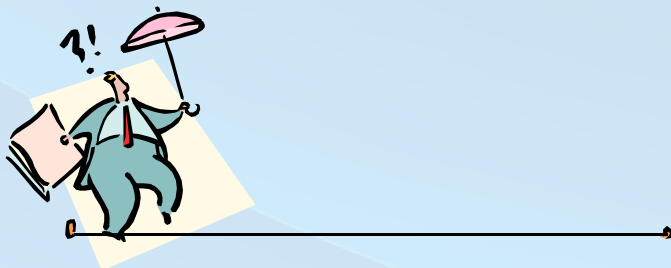
Costs models in RE-TRUST

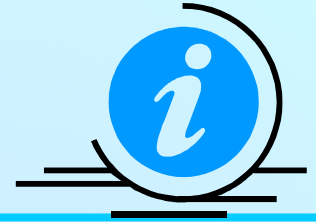
- **UNITN, GEM+ ➡ Full Cost model**
 - Actual eligible direct and indirect costs
- **SPIIRAS, POLITO, K.U. LEUWEN ➡ Additional Cost model**
 - Direct additional cost can include Personnel with :
 - a temporary contract for working under the Community contract concerned
 - a temporary contract for completing a Doctorate
 - a contract which depends upon external funding additional to the normal recurring funding of the contractor (the costs charged to this contract must exclude any costs borne by the normal recurring funding)



Concept of eligible costs (Art.II.19.1)

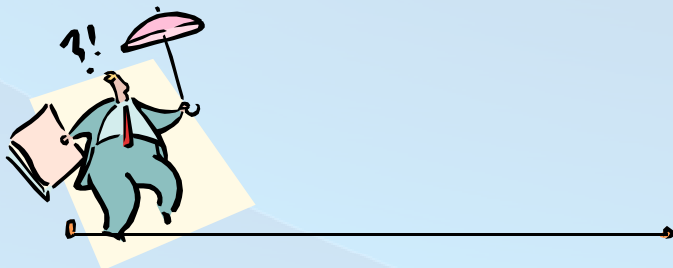
- Actual, economic and necessary
- In accordance with the usual accounting principles of the contractor
- During the duration of the project (...) except (...) drawing up the final reports (...) which may be incurred during the period of up to 45 days after the end of the project
- Recorded in the accounts (...)
- In case of contributions made by third parties (...) be recorded in the accounts of the third party





Concept of NOT- eligible costs (Art.II.19.2)

- Indirect taxes, including VAT or duties
- Interest owed, dept and dept service changes
- Exchange losses
- Return on capital
- Provisions for future losses or charges
- Costs related to another Community project



Management Report

It contains a summary explanation for any cost claimed.

In particular pay attention to give a summary explanation for any budget deviation (underspending/overspending)

Summary Financial Report

Summary Financial Report																			
Type of Instrument		STRAP		Project Title (or Acronym)										Contract N°					
Reporting period number				From (dd/mm/yyyy)						To (dd/mm/yyyy)				Page		1/1			
Contract n°	Organisation Short Name	Cost model used	Eligible costs (in I)	Type of activities								Total eligible costs $(F)=(A)+(B)+(C)+(D)+(E)$		Receipts		EC contribution			
				Research and Techno- logical Development I		Demonstration (B)		Training (C)		Management of the consortium (D)		Other Specific Activities (E)							
				Contract nr	Third party(ies)	Contract nr	Third party(ies)	Contract nr	Third party(ies)	Contract nr	Third party(ies)	Contract nr	Third party(ies)	Contract nr	Third party(ies)	Contract nr	Third party(ies)	Maximu Requested	
0			Direct eligible costs											0,00	0,00				
			<i>at whole level</i>																
			<i>at local level</i>																
			Indirect eligible costs																
			Adjustment on previous																
			Total eligible costs		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00					
Total eligible costs					0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00		
Maximum calculated EC contribution for the reporting period (in I) without taking				0,00	0,00	7,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	7,00					
Amount of the financial interests generated by the prefinancing														0,00					
Requested EC contribution for the reporting period (in I)														0,00					

The Form C (1/4)

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Form C - Model of Financial Statement per Activity (to be filled by each contractor)												
2													
3	Type of instrument			Specific Targeted Project			Type of Action <i>(if necessary)</i>						
4	Project Title (or Acronym)						Contract n°						
6	Contractor's Legal Name												
7	Legal Type												
8	Contact Person						Telephone						
9	Telecopy						E-mail						
11	Cost model used (AC/FC or FCF)			FC			Indirect costs <i>(Real or Flat Rate of 20% of Direct costs, except subcontracting)</i>			Real indirect cost			
12							Flat rate			20			
14	Period from						To						
15													
16	1- Resources (Third party(ies))												
17	Are there any resources made available on the basis of a prior agreement with third parties identified in Annex I of the contract? (Yes / No)												
18	If Yes, please provide the following information												
20	Third Party 1 (Y1) Legal Name						Cost model used						
21	Third Party 2 (Y2) Legal Name						Cost model used						
22	Third Party 3 (Y3) Legal Name						Cost model used						
23	Third Party 4 (Y4) Legal Name						Cost model used						
26	Add Third Party												

[illegible]

The Form C (3/4)

Receipts:

- Financial transfers or their equivalent to the contractor from third parties;
- Contributions in kind from third parties;
- Income generated by the project.

	A	B	C	D	E	F	G	H	I	
41	3- Declaration of receipts (in €)									
	<i>If you are a contractor using the additional cost model (AC), indicate only receipts covered by Article II.23.c of the contract. If you are a contractor using a full cost model (FC/FCF), indicate receipts covered by Article II.23 of the contract. If a receipt is not allocated to an activity</i>									
43	Type of Activity									
45	Research and Technological Development / Innovation (A)		Demonstration (B)		Training (C)		Management of the Consortium (D)		Other	
46	Contractor	Third Party(ies)	Contractor	Third Party(ies)	Contractor	Third Party(ies)	Contractor	Third Party(ies)	Contractor	Third Party(ies)
47	Total receipts									
48										
49	4- Declaration of interest generated by the pre-financing (in €)									
50	<i>To be completed only by the coordinator.</i>									
51	<i>Did the pre-financing (advance) you received by the Commission for this period earn interests? (Yes / No)</i>									
52	<i>If yes, please mention the amount (in €)</i>									
53	5- Request of FP6 Financial contribution (in €)									
54	<i>For this period, the FP6 Community financial contribution requested is equal to (amount in €)</i>									
55										
56	6- Audit certificates									
57	<i>According to the contract, does this Financial Statement need an audit certificate (or several in case of Third party(ies)) delivered by independent auditor(s)? (Yes / No)</i>									
58	<i>If Yes, does this(those) audit certificate(s) cover only this Financial Statement per Activity? (Yes / No)</i>									
59	<i>If No, what is the periodicity covered by this(those) audit certificate(s)?</i>									
60	<i>What is the total cost of this(those) audit certificate(s) (in €) per independent auditor(s)?</i>									
61	Audit certificate of the contractor (X)									
62	Legal name of the audit firm		Audit certificate(s) of the third party(ies) (Ys) (if necessary)		Cost of the certificate					
63										
64	Y1: Legal name of the audit firm				Cost of the certificate					
65	Y2: Legal name of the audit firm				Cost of the certificate					
66	Y3: Legal name of the audit firm				Cost of the certificate					
67	Y4: Legal name of the audit firm				Cost of the certificate					
68	Add Audit Firm				Total (Z) = (X) + (Ys)		0,00			
69	Reminders:									
70	The cost of an audit certificate is included in the costs declared under the activity "Management of the Consortium".									
71	The required audit certificate(s) is(are) attached to this Financial Statement.									
72	7-Conversion rates									
73	Costs incurred in currencies other than EURO shall be reported in EURO.									
74	Please mention the conversion rate used (only one choice is possible) – Please note that the same principle applies for receipts.									
75	Contractor									
76	- Conversion rate of the Date of incurred actual costs?									
77	- Conversion rate of the first day of the first month following the period covered by this Financial Statement?									

The Form C (4/4)

	A	B	C	D	E	F	G	H	I	J	K	L	M
	7-Conversion rates												
	Costs incurred in currencies other than EURO shall be reported in EURO.												
71	Please mention the conversion rate used (only one choice is possible) – Please note that the same principle applies for receipts.												
72	Contractor												
73	- Conversion rate of the Date of incurred actual costs?												
74	- Conversion rate of the first day of the first month following the period covered by this Financial Statement?												
75	Third Party(ies) (if necessary)												
76	Third Party 1 (Y1)												
77	- Conversion rate of the Date of incurred actual costs?												
78	- Conversion rate of the first day of the first month following the period covered by this Financial Statement?												
79	Third Party 2 (Y2)												
80	- Conversion rate of the Date of incurred actual costs?												
81	- Conversion rate of the first day of the first month following the period covered by this Financial Statement?												
82	Third Party 3 (Y3)												
83	- Conversion rate of the Date of incurred actual costs?												
84	- Conversion rate of the first day of the first month following the period covered by this Financial Statement?												
85	Third Party 4 (Y4)												
86	- Conversion rate of the Date of incurred actual costs?												
87	- Conversion rate of the first day of the first month following the period covered by this Financial Statement?												
89	Add Third Party												
90													
	8- Contractor's Certificate												
	We certify that:												
	- the costs declared above are directly related to the resources used to reach the objectives of the project ;												
	- the receipts declared above are directly related to the resources used to reach the objectives of the project ;												
	- the costs declared above fall within the definition of eligible costs specified in Articles II.19, II.20, II.21, II.22 and II.25 of the contract, and, if relevant, in Annex III and Article 9 (special clauses) of the contract ;												
	- the receipts declared above fall within the definition of receipts specified in Article II.23 of the contract ;												
	- the interest generated by the pre-financing declared above falls within the definition of Article II.27 of the contract ;												
	- the necessary adjustments, especially to costs reported in previous Financial Statement(s) per Activity, have been incorporated in the above Statement ;												
	- the above information declared is complete and true ;												
	- there is full supporting documentation to justify the information hereby declared. It will be made available at the request of the Commission and in the event of an audit by the Commission and/or by the Court of Auditors and/or their authorised representatives.												
91													
92	Contractor's Stamp			Name of the Person responsible of the work					Name of the duly authorised Financial Officer				
93													
94				Date					Date				
95													
96				Signature					Signature				
97													

Equipment & Travels



- Top Tips:
 - Eligible costs (actual, economic and necessary)
 - Depreciation
 - Conversion
 - VAT
 - Acknowledgment
 - Boarding pass
 - Giustification

Equipment & Travels



Example of justification

UNITN				
Who (PARTNER, Surname)	Place	Title of the Event	costs	
UNITN -Guidolin	Brussels - B	Management Course	0,00	Trip to Brussels from 14 to 16 May: in order to attend the course Management and financial reporting of European Projects, was essential to the activities of assistant project management.
UNITN - Guidolin	Torino - IT	Project meeting	0,00	Trip to Torino from 18 to 19 June: quartely project meeting. ..
UNITN Tot project travel				
UNITN - ToT events			0,00	
Other	Hard Disk		51,00	
	Screen protector		105,00	
	Wireless Keyboard		140,00	
	Laptop Battery		120,00	
	Domain re-trust		19,00	
	Renewal Domain		42,00	
	UNITN - tot other costs		477,00	

Justifications:

- a single short letter for every line in .xls file with short description of the activities, workpackages...
- every travel should appear necessary for the project!

Justification of resources deployed Timesheets

- Mandatory
- Actual
- Signed by:
 - The worker
 - the Scientist in charge of your Institution



Project number	21186
Project name	RE-TRUST
Name	name
Report	september 06-november 06

	Settembre																																	activity	
Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		TOT			
name				3	3	3	2	2			3	3	2	0	3			8	8	4	3	3			3	3	3	3	4		66				
	ottobre																																	activity	
Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOT			
name		2	2	2	3	4			2	4	3	3	2			2	4	0	3	3			0	3	2	3	2			2	2	53			
	November																																	activity	
Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		TOT			
name		2	3			2	2	2	1	1			1	0	3	2	2			3	3	0	1	2			3	0	1	0		34			

hours	153
months	1,093

Signature	Researcher
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Signature		Project Coordinator
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Scientific side

- Scientific Report



Periodic activity report

A description of:

- the activities carried out during the period
- the progress toward the objectives of the project
- the progress towards the milestones and deliverables foreseen
- the identification of problems and corrective actions

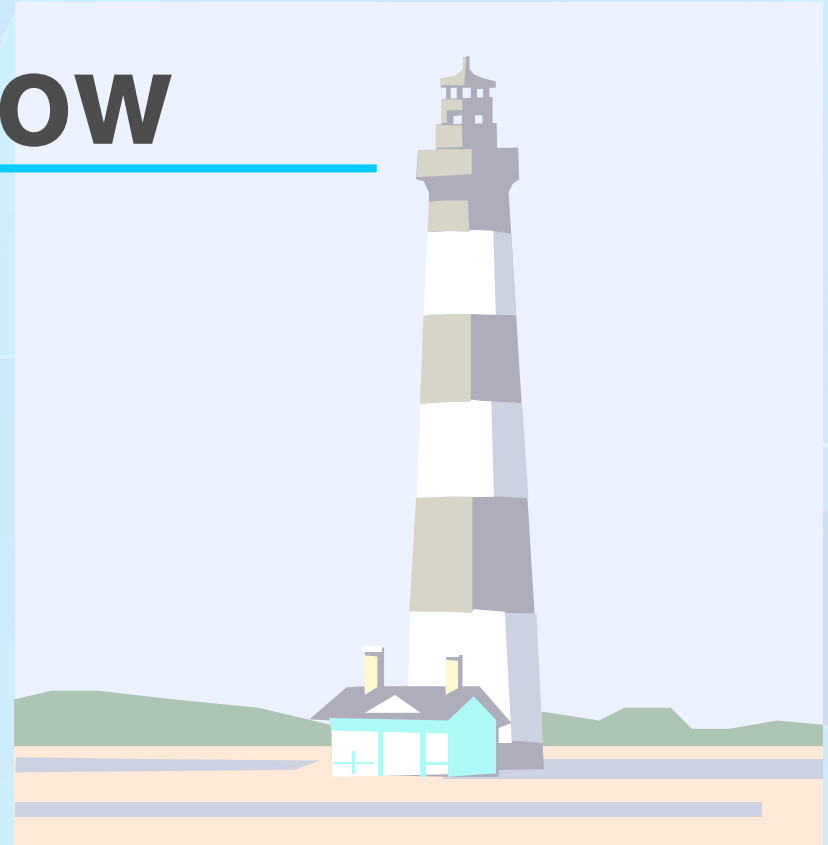
Plan for using/disseminating the knowledge

Contents:

- Exploitable knowledge and its use
(topic and aim explanation)
- Dissemination of knowledge
(planning of conferences, meetings,
courses, presentations...)

What to do now

- Deadlines
- Audit

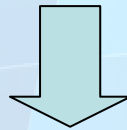


Deadlines



- Project reports have to be sent to the EC at the end of each year (months 12, 24, 36), no later than 45 days after the end of the reporting period
- Unitn, as coordinator, requires partners contribution no later than ten days after the end of the reporting period
Each partner will submit its costs using Form C and will submit three original signed paper copies and the electronic file to Unitn
- The first review will be on September, 24 2007 (TBC)

- Core contract Art. 7.1 and Art 7.2 and Annex II .26:
“Each contractor shall provide an audit certificate.”
- Core contract Art. 9:
"Notwithstanding the provisions of Article 7.2 of this contract, contractors requesting a Community financial contribution for one or more reporting periods of less than EUR 150.000, need not submit an audit certificate.....".



Audit is an option if your Community contribution request is less than 150.000,00 €

Thank you!

For any question please mail me:
roberta.guidolin@unitn.it

