Research Executive Agency

GUIDANCE NOTES ON PROJECT REPORTING

Industry-Academia Partnerships and Pathways

Marie Curie Actions

SEVENTH FRAMEWORK PROGRAMME

October 2010

This document can be downloaded from URL: http://cordis.europa.eu/fp7/mariecurieactions/iapp-manage_en.html#03

CONTENTS

1 INTRODUCTION

On 14th of December 2007, the *Commission* decided[1] to set up a *Research Executive Agency* (REA) charged with performing certain management tasks, within the guidelines established by the *Commission* for Executive Agencies. In this context, as of 15th of June 2009, and on the basis of powers delegated by the *Commission*, the Agency is carrying out all operations necessary for implementing those parts of the Community programmes entrusted to it, and in particular those connected with the award and monitoring of grants, including signature of *grant agreements*.

This document is the guidance note to help the coordinators and consortia to prepare the periodic and final reports requested in Article II.4 of the grant agreement. This is a contractual obligation.

It applies to the People Programme – Industry - Academia Partnerships and Pathways under the 7th Framework Programme[2].

The Research Executive Agency evaluates the reports and deliverables in accordance with Article II.5 of the grant agreement. It may be assisted in this task by independent experts through technical project reviews (Article II.22 of the grant agreement). Payments are made after the REA's approval of reports and/or deliverables.

NB: Each project is related to the specific call year. Please refer to the Work Programme which corresponds to the call publication. In case of any doubt, please, contact your Project Officer.

2 GENERAL ADVICE

- Read carefully the grant agreement and all its annexes before starting to implement the project.
- Inform your partners and the fellows about their rights and duties as laid down in the grant agreement.
- Inform the financial office in your organisation about the financial rules governing your grant agreement.
- Stay in regular contact with your Project Officer and inform him/her about any potential problems at an early stage.
- Check the management pages for your project on the Marie Curie website http://cordis.europa.eu/fp7/mariecurieactions/iapp-manage_en.html#03 for updates.
- In case of any uncertainty on how to implement your grant agreement within the local legislation, contact your Mobility National Contact Point (http://cordis.europa.eu/fp7/ncp_en.html - **PLEASE NOTE** that you should select "Mobility" as the NCP function) or your Project Officer.

1 COMMISSION DECISION of 14 December 2007 setting up the 'Research Executive Agency' for the management of certain areas of the specific Community programmes People, Capacities and Cooperation in the field of research in application of Council Regulation (EC) No 58/2003; OJ L11, 15.01.2008.

2 Decision of the European Parliament and of the Council (EC) No 1982/2006 of 18 December 2006 concerning the Seventh Framework
Programme of the European Community for research, technological development and demonstration activities (2007-2013) - OJ L412 of 30.12.2006, p1.

3 SUMMARY OF REPORTING REQUIREMENTS

The following reports should be submitted to the Research Executive Agency during the implementation of the grant agreement:

48-month projects:

Reports	within 30 days after **12 months**	at least 30 days before **Mid-Term Review***	within 60 days after **24 months**	within 30 days after **36 months**	within 60 days after **48 months**	within 30 days after **Final payment**
Progress report	♦	♦		♦		
Periodic report: • Periodic report • Financial Statements – Forms C • Summary Financial report • Certificates (if required)			♦ ♦ ♦ ♦		♦ ♦ ♦ ♦	
Final Report					♦	
Distribution report						♦

36-month projects:

Reports	within 30 days after **12 months**	at least 30 days before **Mid-Term Review***	within 60 days after **24 months**	within 60 days after **36 months**	within 30 days after **Final payment**
Progress report	♦	♦		♦	
Periodic report: • Periodic report • Financial Statements – Forms C • Summary Financial report • Certificates (if required)			♦ ♦ ♦ ♦	♦ ♦ ♦ ♦	
Final Report				♦	
Distribution report					♦

* According to Article 7 of the grant agreement each coordinator has an obligation to organize a Mid-Term Review meeting which shall be held at the mid-stage of the project (between months 20 and 22 of the project as a recommendation, but at the latest before the submission of the first periodic report). See point 6.6 for further details.

The role of coordinator and partners in the project reporting stage:

Reports	**Coordinator**	**Partners**	**Submission Tool**
Progress report	♦		PP/ SESAM
Periodic report	♦		PP / SESAM
Final report (Incl. Periodic report for the 2nd period)	♦		PP / SESAM
Financial Statements – Forms C	♦	♦	PP / FORCE
Summary Financial report	♦		PP / FORCE
Distribution report	♦		PP/ SESAM

Certificate on the financial statements	♦	♦	only by mail
Documents			
Declaration on the Conformity	♦	♦	PP/ SESAM
Request for Amendments			
Only after prior consultation with the REA	♦		PP/ SESAM
Notifications			
Notification about the start date of the project	♦		PP/ SESAM
Notification about change of scientist-in-charge	♦	♦	PP/ SESAM
Vacancies			
Publication of vacancies	♦	♦	Euraxess
Questionnaires	**Fellows**		**Submission Tool**
Evaluation questionnaires	♦		PP/ SESAM
Mid-Term Assessment questionnaires	♦		PP/ SESAM
Follow-up questionnaires	♦		PP/ SESAM

In the next sections the detailed description of each report/document is given.

Both applications SESAM and FORCE are accessible via the PARTICIPANT PORTAL - PP (see point 4 and 5).

4 REPORTING - SESAM TOOL

SESAM is the European Commission's online reporting tool for Research and Technological projects, in which documents related to the grant agreement are submitted.

Each beneficiary (the coordinator as well as the participants) has to ask for access to SESAM via the **Participant Portal**. The Participant Portal is the unique entry point which in the future will provide a single location for all services and information relevant for the participants in the Framework Programme. The Portal is available via the following link:

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

In order to enter the Participant Portal, you are required to have a European Commission Authentication Service (ECAS) account. Beneficiaries who already have an ECAS account in order to access other Commission IT tools, such as PDM or URF can use the same login/password.

For more information on how to use the Participant Portal please refer to the manual available at the following link: http://ec.europa.eu/research/participants/portal/ShowDoc/Participant+Portal/portal_content/help/participant_portal_usermanual_version2.0.pdf.

As soon as a user is registered in the Participant Portal, the list of projects in which the user is involved will appear. The user can choose the project he/she wishes to work on.

After selection of the project reporting the page with the following list will appear:

- **Reports** – To submit all reports related to the project (Progress, Periodic and Final).
- **Documents** – To submit the Declarations on the Conformity for each fellow (newly recruited and seconded)
- **Amendment Requests** – To submit requests for amendments to the grant agreement
- **Notifications** – This is the place where the beneficiaries should submit the following notifications:
  - Notification of the start date of the project (if this option is mentioned in Article 3 of the grant agreement).
  - Notification of a change of scientist-in-charge.
  - Notification of a change of authorized representative.
  - Notification of a change of the institution's name.
  - Notification of a change of the institution's address.
  - Notification of the universal transfer of rights and obligations.
- **Vacancies** – Coordinators will find a direct link to connect to the EURAXESS job vacancy tool where all open vacancies for the project should be advertised.
- **Questionnaires** – Here the fellows should submit the following questionnaires:
  - Evaluation questionnaire
  - Mid-Term Assessment questionnaire
  - Follow-up questionnaire

5 FINANCIAL REPORTING - FORCE TOOL

FORCE is the European Commission's online reporting tool for Research and Technological projects for the submission of financial documents related to the grant agreement. Each beneficiary has access to his own Form C only and sends it to the coordinator, who submits all Forms C to the REA.

As with SESAM, each beneficiary (the coordinator as well as the participants) has to ask for access to FORCE via the **Participant Portal**:

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

Role of the coordinator in FORCE:

- Manage access rights of beneficiaries (if authorisation given by the REA project officer)
- Can fill in Forms C of beneficiaries (if authorisation given by the REA project officer)
- Check/verify submissions done by beneficiaries
- Can reject Forms C
- Submit all Forms C to the REA

Advantages of FORCE

- Less error prone - Forms C are pre-filled containing the correct information on the grant, periods and beneficiaries.
- Automatic verification whether requested EU contribution does not exceed maximum value that can be requested.

6 REPORTS

The following reports should be submitted to the Research Executive Agency during the implementation of the grant agreement:

1. **PROGRESS REPORT 1** (to be submitted within 30 days after 12th month of the project). This report covers the period from month 1 to month 12. No financial reports are required for this period.

2. **PROGRESS REPORT FOR MID-TERM** (to be submitted at least 30 days before the Mid-Term Review meeting). This report covers the period from month 1 to the month of the Mid-Term review. No financial reports are required for this period.

3. **PERIODIC REPORT 1** (to be submitted within 60 days after the period P1 defined in Article 4 of the grant agreement). This report covers the period from month 1 to month 24. The Periodic report has to be submitted via PP / SESAM. Financial Statements (Form C) as well as Summary Financial Report required for this period have to be submitted via PP / FORCE.

4. **PROGRESS REPORT 2** (to be submitted within 30 days after 36th month of the project). This report covers the period from month 1 to month 36. No financial reports are required for this period. This report is not applicable for contracts with a total duration of 36 months.

5. **PERIODIC REPORT 2** (to be submitted within 60 days after the period P2 defined in Article 4 of the grant agreement). This report covers the period from month 25 to the end of the project. The Periodic report has to be submitted via PP / SESAM. Financial Statements (Form C) and Summary Financial Report required for this period have to be submitted via PP / FORCE.

6. **FINAL REPORT** (to be submitted within 60 days after the period P2 defined in the Article 4 of the grant agreement). This report covers the period from month 1 to the end of the project and must be submitted together with Periodic report 2.

7. **DISTRIBUTION REPORT** (30 days after receiving the final payment). Having received the final payment from the REA, the coordinator should submit a Report on the distribution of the Community financial contribution between beneficiaries.

All the above mentioned reports must be submitted via the Participant Portal (PP) (see chapter 3) electronically only.

The only requested signed original which must be sent to the REA by regular mail to the address mentioned in the Article 8.1 of the grant agreement, is Form C (for each beneficiary) and the Summary Financial Report.

Other documents to be submitted:

8. **CERTIFICATES ON THE FINANCIAL STATEMENTS** - must be submitted for claims of interim payments and final payments when the cumulative EU financial contribution per partner is equal or superior to 375.000 euro. For details see Article II.4.4 of the grant agreement.

6.1 PROGRESS REPORT

This report must be submitted **within 30 days** after the **first year** and **third year** of the project and also **30 days before the Mid-Term Review meeting (see section 6.6)**. The report contains a short overview of the deliverables implemented during the reporting project.

The report comprises the following sections:

1. **Overall progress of the project** – free text section.

2. **Contract deliverables update** – separate tables for:
   a. Recruitment and Secondment – 1 line per contractor. Tables will calculate automatically the difference between planned and implemented deliverables (researcher-months)
   b. International conferences / events – 1 line per event

6.2 PERIODIC REPORT

This report is required **within 60 days after each period defined in Article 4 of the grant agreement**.

Documents to be submitted:

By the scientist-in-charge: (each beneficiary, including the coordinator)

6.2.1 A Financial Statement (Form C – Annex VI of the grant agreement) from each beneficiary[3] and each third party, if applicable. Financial statements should be accompanied by certificates (Form D – Annex VII of the grant agreement), when appropriate (see Article II.4.4 of the grant agreement).

The report must be submitted via the Participant Portal / FORCE, printed out, **signed by the scientist-in-charge** or authorized **financial officer** of the beneficiary and sent **to the coordinator**. The coordinator will have the possibility to verify the Forms C and, if necessary, return them to the beneficiaries. Once all the Forms C are collected by the coordinator, he/she is responsible for transmitting them to the REA electronically via PP / FORCE and originals via regular mail.

NB: Please note that a certificate on the financial statements must be submitted for claims of interim payments when the amount of the Community financial contribution claimed by a beneficiary for reimbursement of costs is equal or superior to 375.000 euro (see also section 5.4)

By the coordinator:

6.2.2. Summary Financial Report consolidating the Community contribution claimed by all the beneficiaries in an aggregated form, based on the information provided in the Forms C of each beneficiary. This form can be generated by the coordinator as soon as all the beneficiaries have submitted the Forms C.

[3] Beneficiary means a project participant – Article 1 of the grant agreement

The Summary Financial Report must be submitted via the Participant Portal / FORCE, printed out, **signed by the scientist-in-charge** or authorized **financial officer** of the **Coordinator** and sent **to the REA via regular mail**.

6.2.3. A Periodic Report which should comprise:

a. **A cover page**
b. **Declaration by the project coordinator**
c. **Publishable summary** (which will be automatically published on the Cordis website)
d. **Overview of the work progress** towards the objectives of the project, including achievements and attainment of any milestones, deliverables and dissemination activities identified in Annex I
e. **Project management overview** with justification of **costs incurred**
f. List of submitted **certificates**

6.3 FINAL REPORT

A final report should be submitted within **60 days** after the end of the project. The final report comprises (see article II.4.2 of Annex II to the Grant Agreement):

a) **A final publishable summary report** covering results, conclusions and socio-economic impact of the project. (This summary will be automatically published on the CORDIS website)

b) **A report covering the wider societal implications** of the project, including gender equality actions, ethical issues, efforts to involve other actors and spread awareness as well as the plan for the use and dissemination of foreground. This report will include the scientist-in-charge questionnaire.

NB: Please note that the Final report should be submitted together with the Periodic report covering the last reporting period (see section 6.2).

6.4 CERTIFICATE ON THE FINANCIAL STATEMENTS

The **Certificates on the Financial Statements (CFS**) are independent reports of factual findings produced by an external auditor (or in the case of a public body it may be provided by a competent public officer) according to the requirements of Article II.4 of the grant agreement. The purpose of the report of factual findings is to provide the REA with relevant information necessary to assess whether costs (and, if relevant, the receipts and interest generated by the pre-financing) charged under the project are claimed by the beneficiaries in accordance with the relevant legal and financial provisions of the FP7 model grant agreement.

Please follow the Guidance Notes for Beneficiaries and Auditors available at: ftp://ftp.cordis.europa.eu/pub/fp7/docs/guidelines-audit-certification_en.pdf which have been compiled to guide research beneficiaries and external auditors in the preparation of Certificates on the Financial Statements and/or on the Methodology for calculating personnel costs/indirect costs under the 7th RTD Framework Programme (FP7).

NB: A certificate on the financial statements must be submitted for claims of interim payments and final payments when the amount of the EU financial contribution claimed by a beneficiary for reimbursement of costs is 375.000 euro or more, when cumulated with all previous payments for which a certificate on the financial statements has not been submitted.

The signed original must be sent to the REA by regular mail to the address mentioned in Article 8.1 of the grant agreement.

6.5 DISTRIBUTION REPORT

Having received the final payment from the Research Executive Agency, the coordinator should submit the **Report on the distribution of the EU financial contribution** between beneficiaries, within **30 days** of receiving the final payment.

6.6 MID-TERM REVIEW MEETING

According to Article 7 of the grant agreement each coordinator has an obligation to organize a Mid-Term Review meeting which must be held at the mid-stage of the project (between months 20 and 22 as a rule). Exact Mid-Term Review meeting timing has to be agreed with the Research Executive Agency representative and in any case can not be held later than the submission of the Periodic report (for P1 period). This meeting will be attended by a REA representative. The following scheduling must be respected:

- At least two months before the date of the review the REA will communicate to the consortium in accordance with Article 8 the modalities of the project review. Each beneficiary is requested to attend this meeting in accordance with Article II.3.h of the grant agreement. The Agenda of the Mid-Term Review meeting should be agreed with the REA representative at the same time.
- At least one month before the date of the review, the coordinator must submit via SESAM the updated Progress report (see section 6.1) for the mid-term of the project covering the period from the beginning of the project till the date of mid-term review.
- At least two weeks before the Mid-Term Review meeting all recruited/seconded researchers employed in the frame of the project must fill in Mid-Term Assessment questionnaires (see section 11.3)

7 DECLARATIONS ON CONFORMITY

According to Article III.4 of the grant agreement, the contractor is obliged to send to the Research Executive Agency a signed Declaration on Conformity **as soon as possible after the appointment of the researcher,** and in any case within 60 days after the end of the first reporting period (P1).

Declarations on the Conformity (under 'Documents' menu in SESAM) should be sent for **each newly recruited and seconded researcher.**

The format of the declaration is the following:

- The first part contains legal information such as: Name of researcher, experience (Early stage, Experienced, More Experienced), and the type of contract (Employment contract, Fixed amount stipend).
- The second part contains information about the researcher. This information will be used by the REA ONLY for statistical reasons and this WILL NOT form part of the final declaration document.

This statistical part contains the following information (for detailed explanation see Annex I of this document):

- Gender of researcher
- Year of birth
- Nationality
- Family charges
- Location of origin
- Country of secondment/recruitment
- Start date of fellowship
- End date of fellowship
- Scientific area

The declaration can be saved before submission in case it needs to be edited. The possibility 'attachments' can be used in order to attach any document (e.g. contract with researcher, if needed, etc.).

The final declaration should be submitted via PP / SESAM, printed out, **signed by both the legal representative of the host institution** as well as **by the researcher** and sent duly signed to the REA by regular mail.

Please note that it is acceptable for the Declaration on the Conformity to be signed by a person other than the legal representative, for example the responsible person of the administrative office, the co-ordinator of the contract or the scientist-in-charge (especially in case of multi-partner contracts) as long as the person signing takes the responsibility for declaring conformity after having checked the agreement against the grant agreement with the REA.

All signed declarations must be sent to the address mentioned in the Article 8.1 of the grant agreement.

8 AMENDMENT REQUESTS

Amendments to the grant agreement should be considered as exceptional measures to reflect significant changes to the conditions of the original grant agreement. "Technical" amendments, such as a change of banking details or legal data of the beneficiaries, should be implemented as soon as possible. Other requests (e.g. change of consortium composition, modification of the Technical Annex, extension of the project duration) will be accepted only in exceptional and duly justified cases and are subject to the prior agreement of the REA project officer. Any amendment should be requested using the model letters produced by SESAM together with the relevant supporting documents, which should be submitted to the REA project officer.

In the SESAM menu 'Amendment Requests' the coordinator selects the type of amendment to be submitted. Having completed the form, the coordinator can save it, add attachments or submit. The final amendment should be **submitted via PP / SESAM, printed out, signed by the legal representative, stamped and sent duly signed to the REA by registered mail.**
All signed requests for amendments must be sent to the address mentioned in the Article 8.1 of the grant agreement.

There are 4 possible types of status of amendment in SESAM:

- Submitted – when the coordinator submits an amendment in SESAM
- Validated – when the REA approves the amendment
- Rejected – when the REA rejects the amendment
- Implemented – when the REA implements an amendment in all the internal IT systems (e.g. new partner will appear in SESAM for reporting)

The coordinator will be notified by email whenever the status of the amendment is changed.

For further information on amendments, please see the Amendments Guide for FP7 Grant Agreements available on the CORDIS website: ftp://ftp.cordis.europa.eu/pub/fp7/docs/amendments-ga_en.pdf.

9 NOTIFICATIONS

Notifications which can be submitted to the REA:

- Notification of the start date – this option can ONLY be used in cases where it is mentioned in Article 3 of the grant agreement
- Notification of a change of the scientist-in-charge - available for all beneficiaries. Unless the REA project officer advises otherwise, the CV of the new scientist-in-charge should be attached to this notification.
- Notification of a change of authorized representative - available for all beneficiaries. Please note that this notification should be signed by the previous legal representative(s) only.
- Notification of a change of the institution's name - available for all beneficiaries.
- Notification of a change of the institution's address - available for all beneficiaries.
- The Notification of the Universal transfer of rights and obligations - available for all beneficiaries.

The final notification should be submitted via PP / SESAM, printed out, signed by the legal representative and sent duly signed to the REA by regular mail.

All signed notifications must be sent to the address mentioned in Article 8.1 of the grant agreement.

10 JOB VACANCY TOOL

All open positions for the project must be entered into the EURAXESS vacancy tool displaying host research job vacancies for all Marie Curie Actions under FP7. It can be found at the following URL:

http://ec.europa.eu/research/mariecurieactions/publish_en.htm.

Please post all your current vacancies there. The Euraxess pages can be also accessed from SESAM.

Each beneficiary is responsible for entering the data regarding each open position and updating the information. The coordinator is responsible for overall management of this process and for consistency of the data entered by each beneficiary with the Annex I of the grant agreement.

When a researcher is selected, the beneficiary/coordinator must update the information or remove the vacancy notice.

11 QUESTIONNAIRES

Each recruited researcher must commit him/herself to completing in SESAM the following questionnaires referred to in Annex III of the grant agreement:

11.1 MID-TERM ASSESSMENT QUESTIONNAIRE

At the mid-term point, the coordinator should invite **all fellows who are currently employed** by the consortium to complete the mid-term assessment questionnaire. This questionnaire is designed to give the REA some feedback on the overall impact of the network's activity. It is composed of five sections:

- personal profile;
- host assessment;
- integration into the research environment & training;
- work assessment;
- career impact.

11.2 THE EVALUATION QUESTIONNAIRE

The coordinator should invite **all fellows at the end of their training period** to complete the evaluation questionnaire. This questionnaire is designed to give the REA some feedback on the overall impact of the network's activity. It is composed of seven sections:

- personal profile;
- host assessment;
- integration into the research environment & training;
- work assessment;
- career impact;
- evaluation of Marie Curie action;
- future career.

11.3 THE FOLLOW-UP QUESTIONNAIRE

The coordinator should contact **each researcher two years after they have finished** their appointment and ask them to complete the follow-up questionnaire. The follow-up questionnaire is composed of three sections:

- Career progress;
- Recognition of research excellence;
- Scientific outputs.

In order to attain a high response rate, coordinators are strongly encouraged to develop an active strategy to keep in contact with former fellows. Costs linked to this activity might be covered under the project management costs.

The information requested in the questionnaires will be kept in strict confidence by the Commission and the REA and will mainly be used for assessing the level of satisfaction of the fellows and scientists taking part in the project as well as for assessing the impact of the action.

Please note that the scientist-in-charge questionnaire is a part of the Final Report template.

These questionnaires must be submitted via SESAM by both seconded as well as recruited researchers.

12 REPORTS - TEMPLATES

The rest of this document provides guidance on how to complete reports. Please follow the provided structure carefully and complete all of the sections described below. Please make sure that all acronyms used are clearly explained.

PLEASE NOTE THAT TEMPLATES LISTED BELOW ARE FOR INFORMATION ONLY. ALL REPORTS AND DOCUMENTS SHOULD BE SUBMITTED ELECTRONICALLY.

12.1 PROGRESS REPORT

Cover page:

PROJECT PROGRESS REPORT

Grant agreement number: [data generated automatically]

Project acronym: [data generated automatically]

Project title: [data generated automatically]

Funding Scheme: [data generated automatically]

Period covered: **from** [editable data - start date in the format dd/mm/yyyy]

to [editable data in the format dd/mm/yyyy]

Project co-ordinator:

Organisation PIC: [data generated automatically]

Organisation legal name: [data generated automatically]

Person in charge of scientific aspects:

Title: [data generated automatically]

First name: [data generated automatically]

Name: [data generated automatically]

Tel: [data generated automatically but editable]

Fax: [data generated automatically but editable]

E-mail: [data generated automatically]

Project website address: [data generated automatically but editable]

OVERALL PROGRESS OF THE PROJECT:

In this section please insert any information summarizing the overall progress of the project (1-2 pages maximum).

CONTRACT DELIVERABLES UPDATE:

These tables are "cumulative", meaning they should always show all deliverables from the beginning to the end of the project/period.
*Please insert the number of person-months **implemented** up to now.*

These tables include the summary for all participants (beneficiaries):

Example:

SECONDMENT																											
	Early Stage Researcher (ESR < 4)									**Experienced Researcher (ER 4-10)**									**Experienced Researcher (ER>10)**								
	Foreseen			**Implemented**			***Difference***			**Foreseen**			**Implemented**			***Difference***			**Foreseen**			**Implemented**			***Difference***		
Participants	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B
AA	*Automatically prefilled from GPFs – per participant*			*10*	*1*	*0*	*Automatic calculation (Foreseen – Implemented)*	*Automatic calculation (Foreseen – Implemented)*	*Automatic calculation (Foreseen – Implemented)*	*Automatically prefilled from GPFs – per participant*			*0*	*0*	*0*	*Automatic calculation (Foreseen – Implemented)*	*Automatic calculation (Foreseen – Implemented)*	*Automatic calculation (Foreseen – Implemented)*	*Automatically prefilled from GPFs – per participant*			*0*	*0*	*0*	*Automatic calculation (Foreseen – Implemented)*	*Automatic calculation (Foreseen – Implemented)*	*Automatic calculation (Foreseen – Implemented)*
BB				*2*	*2*	*50*							*0*	*0*	*0*							*12*	*6*	*50*			
CC				*0*	*0*	*0*							*3*	*1*	*100*							*4*	*1*	*0*			
Automatically prefilled from GPFs																											
Total:																											
	Numbers will be calculated automatically																										

<u>Please note that non-scientific/ technical/managerial staff should be listed in appropriate experience groups.</u>

In the section "Comments" insert your explanation in case of any deviations from the plan.

Explanation should also list actions undertaken in order to correct those deviations/delays in the next reporting period.

Comments:

The table for recruitment includes again the summary for all participants (beneficiaries).

Example:

RECRUITMENT																		
	Experienced Researcher (ER 4-10)									**Experienced Researcher (ER>10)**								
	Foreseen			**Implemented**			***Difference***			**Foreseen**			**Implemented**			***Difference***		
Participants	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B
AA	*Automatically prefilled from GPFs – per participant*			*12*	*1*	*0*	*Automatic calculation (Foreseen – Implemented)*	*Automatic calculation (Foreseen – Implemented)*	*Automatic calculation (Foreseen – Implemented)*	*Automatically prefilled from GPFs – per participant*			*0*	*0*	*0*	*Automatic calculation (Foreseen – Implemented)*	*Automatic calculation (Foreseen – Implemented)*	*Automatic calculation (Foreseen – Implemented)*
BB				*0*	*0*	*0*							*0*	*0*	*0*			
CC				*0*	*0*	*0*							*0*	*0*	*0*			
Automatically prefilled from GPFs				*0*	*0*	*0*							*6*	*1*	*0*			
Total:																		
	Numbers will be calculated automatically																	

In the section "Comments" insert your explanation in case of any deviations from the plan.

Explanation should also list actions undertaken in order to correct those deviations/delays in the next reporting period.

Comments:

INTERNATIONAL CONFERENCES / EVENTS:

Complete the table related to the events organized already.

The table is prefilled with the data in Grant agreement Preparation Forms (GPFs) and editable. Example:

Event Number	Participant hosting the event	Type of Event	Month when the event took place	Start date of the event (dd/mm/yy)	End date of the event (dd/mm/yy)	Total number of researchers from outside the network attending the event	Total number of researcher-days for researchers from outside the network attending the event	Website of the event
1 2 3	*BB* *CC* *Select from drop down menu with participants from GPFs*	Workshop Conference	6 12 Select from drop down menu with numbers 1-60	20/05/2009 13/11/2009 Select from calendar	23/05/2009 17/11/2009 Select from calendar	25 57	45 100 NO automatic calculations. Please provide real numbers for researcher-days from outside the partnership	www.bvf.be NA
TOTAL						*Automatic calculation*	*Automatic calculation*	
PLANNED						*Data prefilled automatically*	*Data prefilled automatically*	
REMAINING						*Automatic calculation*	*Automatic calculation*	

In the section "Comments" insert your explanation in case of any deviations from the plan.

Explanation should also list actions undertaken in order to correct those deviations/delays in the next reporting period.

Comments:

12.2 PERIODIC REPORT

This report contains a concise description of the progress of the project and the financial statements for the reporting period, and should be submitted within 60 days of the end of each reporting period.

A periodic report covering the last reporting period of the project (P2) should be also submitted, in addition to the final report.

The report should comprise the sections mentioned below. Please replace the text in italics with your own reporting text.

Cover page:

PROJECT PERIODIC REPORT

Grant agreement number: [data generated automatically]

Project acronym: [data generated automatically]

Project title: [data generated automatically]

Funding Scheme: [data generated automatically]

Periodic report (choose one option)[4]**:** **P1 ---**

P2 ---

Other period --- (if none of above mentioned)

Period covered: **from** [editable field: dd/mm/yyyy] **to** [editable field: dd/mm/yyyy]

Project co-ordinator:

Organisation PIC: [data generated automatically]

Organisation legal name: [data generated automatically]

Person in charge of scientific aspects:

Title: [data generated automatically]

First name: [data generated automatically]

Name: [data generated automatically]

Tel: [data generated automatically but editable]

Fax: [data generated automatically but editable]

E-mail: [data generated automatically]

Project website address: [editable field]

[4] Article 6 of the grant agreement

DECLARATION BY THE PROJECT COORDINATOR

I (name), as co-ordinator of the project (Grant agreement number, Acronym), hereby confirm that:

- The attached periodic report represents an accurate description of the work carried out in this project for this reporting period;
- The project (tick as appropriate)[6]:
  - ☐ has fully achieved its objectives and technical goals for the period;
  - ☐ has achieved most of its objectives and technical goals for the period with relatively minor deviations;
  - ☐ has failed to achieve critical objectives and/or is not at all on schedule.
- The project Website is up to date.
- To my best knowledge, the financial statements which are being submitted as part of this report are in line with the actual work carried out and are consistent with the report on the resources used for the project and if applicable with the certificate(s) on financial statement(s).
- All beneficiaries, in particular non-profit public bodies, secondary and higher education establishments, research organisations and SMEs, have declared to have verified their legal status. Any changes have been reported under section 5 (Project Management) in accordance with Article II.3.f of the Grant Agreement.

Name of Coordinator: filled automatically

Date: ..../……../…………….

Signature of Coordinator: ....

PUBLISHABLE SUMMARY

This section should normally not exceed 2 pages.
It must be of suitable quality to enable direct publication by the REA. You may extract this wholly or partially from the website of the project, if suitable, but please ensure that this is set out and formatted so that it can be printed as a stand-alone paper document.

Please include:

- *a summary description of the project objectives,*

[6] If any of these boxes is ticked, the report should reflect these and any remedial actions taken.

- *a description of the work performed since the beginning of the project,*
- *a description of the main results achieved so far,*
- *the expected final results and their potential impact and use (including the socio-economic impact and the wider societal implications of the project so far).*

You should update this publishable summary at the end of each reporting period.

Please include also, as appropriate, diagrams or photographs illustrating and promoting the work of the project, the project logo and relevant contact details.

Please ensure that all publishable reports submitted ***for publication*** *are of a suitable quality to permit direct publication without any additional editing. By submitting the publishable reports to the REA, you are also certifying that they include no confidential material.*

The address of the project public website should also be indicated, if applicable.
The internet address should be active.

PROJECT OBJECTIVES FOR THE PERIOD

Please provide an overview of the project objectives for the reporting period in question, as included in Annex I of the grant agreement. These objectives are required so that this report is a stand-alone document.

Please include a summary of the recommendations from the previous reviews (if any) and indicate how these have been taken into account.

WORK PROGRESS AND ACHIEVEMENTS DURING THE PERIOD

Please provide a concise overview of the progress of the work in line with the structure of Annex I of the grant agreement - except project management, which will be reported in the section PROJECT MANAGEMENT (see the section below).

- *A summary of progress towards objectives and details for each task;*
- *Highlight clearly significant results;*
- *If applicable, explain the reasons for deviations from Annex I and their impact on other tasks as well as on available resources and planning;*
- *If applicable, explain the reasons for failing to achieve critical objectives and/or not being on schedule and explain the impact on other tasks as well as on available resources and planning (the explanations should be coherent with the declaration by the project coordinator);*
- *A statement on the use of resources, in particular highlighting and explaining deviations between actual and planned researcher-months in Annex 1 (Description of Work);*
- *If applicable, propose corrective actions.*

Update from DoC

DELIVERABLES AND MILESTONES TABLE

SECONDMENT / RECRUITMENT: add anew row for each fellow in the contract; follow the example shown below in the first row.

All data will be automatically prefilled from submitted Declarations on Conformity (DoC).

Add new rows in case of new researchers without DoC.

In case of any missing information on a researcher with a submitted ***Declaration on Conformity*** you can automatically update this table with the data from the DoC by clicking on button **Update from DoC** in the top right corner.
Example:

Fellow Name	Recruiting participant no	Seconded from participant no	Seconded to participant no	Type of contract (A or B)	category (ESR, ER 4-10, ER>10)	Location of origin	Gender (F or M)	Family situation (S - Single, M - Married)	Start date of secondment/ recruitment (dd/mm/yyyy)	End date of secondment/ recruitment (dd/mm/yyyy)	Working time commitment (full time, part time, other)	Full-time equivalent of person-months covered during the reporting period	Declaration o n the Conformity submitted (Yes/No)
John Brown	---	*1*	*2*	*B*	ER 4-10	*Germany*	*F*	*S*	*01/05/2008*	*30/04/2009*	*Full time*	*2 (Automatically prefilled in case of full time)*	*Yes / No Automatically prefilled*
Subtotal:													
Number will be calculated automatically												Number will be calculated automatically	

Example:

SECONDMENT																											
	Early Stage Researcher (ESR < 4)									**Experienced Researcher (ER 4-10)**										**Experienced Researcher (ER>10)**								
	Foreseen			**Implemented**			***Difference***			**Foreseen**			**Implemented**			***Difference***			**Foreseen**			**Implemented**			***Difference***		
Participants	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B
AA	*Automatically prefilled from GPFs – per participant*			*12*	*0*	*50*	*Automatic calculation (Foreseen – Implemented)*	*Automatic calculation (Foreseen – Implemented)*	*Automatic calculation (Foreseen – Implemented)*	*Automatically prefilled from GPFs – per participant*			*0*	*0*	*0*	*Automatic calculation (Foreseen – Implemented)*	*Automatic calculation (Foreseen – Implemented)*	*Automatic calculation (Foreseen – Implemented)*	*Automatically prefilled from GPFs – per participant*			*0*	*0*	*0*	*Automatic calculation (Foreseen – Implemented)*	*Automatic calculation (Foreseen – Implemented)*	*Automatic calculation (Foreseen – Implemented)*
BB				*6*	*1*	*0*							*0*	*0*	*0*							*0*	*0*	*0*			
CC				*0*	*0*	*0*							*4*	*2*	*0*							*4*	*1*	*100*			
Automatically prefilled from GPFs																											
Total:																											
	Numbers will be calculated automatically																										

Please note that non-scientific/ technical/managerial staff should be listed in an appropriate experience group.

The table for recruitment includes the summary for all participants (beneficiaries):

Example:

RECRUITMENT																		
	Experienced Researcher (ER 4-10)									**Experienced Researcher (ER>10)**								
	Foreseen			**Implemented**			***Difference***			**Foreseen**			**Implemented**			***Difference***		
Participants	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B
AA	*Automatically prefilled from GPFs – per participant*			*12*	*1*	*0*	*Automatic calculation (Foreseen – Implemented)*	*Automatic calculation (Foreseen – Implemented)*	*Automatic calculation (Foreseen – Implemented)*	*Automatically prefilled from GPFs – per participant*			*0*	*0*	*0*	*Automatic calculation (Foreseen – Implemented)*	*Automatic calculation (Foreseen – Implemented)*	*Automatic calculation (Foreseen – Implemented)*
BB				*0*	*0*	*0*							*0*	*0*	*0*			
CC				*0*	*0*	*0*							*0*	*0*	*0*			
Automatically prefilled from GPFs				*0*	*0*	*0*							*6*	*1*	*0*			
Total:																		
	Numbers will be calculated automatically																	

In the section "Comments" insert your explanation in case of any deviations from the plan.

Explanation should also list actions undertaken in order to correct those deviations/delays in the next reporting period.

Comments:

Complete the table related to the events already organized.

The table is prefilled with the data in Grant agreement Preparation Forms (GPFs) and editable.

Example:

Event Number	**Participant hosting the event**	**Type of Event**	**Month when the event took place**	**Start date of the event (dd/mm/yy)**	**End date of the event (dd/mm/yy)**	**Total number of researchers from outside the network attending the event**	**Total number of researcher-days for researchers from outside the network attending the event**	**Website of the event**
1 2	*BB* *CC* *Select from drop down menu with participants from GPFs*	Workshop Conference	6 12 Select from drop down menu with numbers 1-60	20/05/2009 13/11/2009	23/05/2009 17/11/2009	25 57	45 100	www.bvf.be NA
TOTAL						*Automatic calculation*	*Automatic calculation*	
PLANNED						*Data prefilled automatically*	*Data prefilled automatically*	
REMAINING						*Automatic calculation*	*Automatic calculation*	

In the section "Comments" insert your explanation in case of any deviations from the plan.

Explanation should also list actions undertaken in order to correct those deviations/delays in the next reporting period.

Comments:

MILESTONES:

Please complete this table with the information on milestones specified in Annex I of the grant agreement, section 4.
Example:

Milestone no.	Milestone name	Due achievement date from Annex I	Achieved Yes/No	Actual / Forecast achievement date
1	**Kick-off meeting**	Month 1	Yes Select from drop down menu	Month 2
2	**Model for audio coding**	Month 9	Yes	Month 12

In the section "Comments" insert your explanation in case of any deviations from the plan.

Explanation should also list actions undertaken in order to correct those deviations/delays in the next reporting period.

Comments:

ADDITIONAL INFORMATION

*Indicate any **additional information**, which may be considered useful to assess the work done during the reporting period.*
The socio-economic aspects of the project may be addressed in this section.
*If applicable, propose **corrective actions** related to discrepancies between planned and executed deliverables and milestones.*

DISSEMINATION ACTIVITIES

*Use this section to summarise all dissemination activities **executed** during the reporting period as well as activities **planned** for the next period.*

NB: Please note that acknowledgement of EU funding under the 7th Framework Programme must be mentioned in all publications and dissemination materials.

PROJECT MANAGEMENT

Please use this section to summarise management activities during the period as follows:

- *Consortium management tasks and achievements;*
- *Project planning and status – from the management point of view;*
- *Problems which have occurred and how they were solved or envisaged solutions;*
- *Changes in the consortium, if any;*
- *Changes to the legal status of any of the beneficiaries, in particular, SME status;*
- *List of project meetings, dates and venues;*
- *Impact of possible deviations from the planned milestones and deliverables, if any;*
- *Development of the project website (if applicable);*
- *Gender issues; Ethical issues;*
- *Justification of subcontracting (if applicable);*
- *Justification of SME equipment (if applicable);*
- *Justification of real costs (management costs);*
- *Other*

The section should also provide short comments and information on co-ordination activities during the period in question, such as communication between beneficiaries, possible co-operation with other projects/programmes etc.

FINANCIAL STATEMENTS – FORM C AND SUMMARY FINANCIAL REPORT

Please submit ***a separate financial statement from each beneficiary*** *(if Special Clause 10bis applies to the grant agreement, please include a separate financial statement from each third party as well) together with a summary financial report which consolidates claimed EU contribution of all the beneficiaries in an aggregated form, based on the information provided in Form C (Annex VI of the grant agreement) by each beneficiary.*

When applicable, certificates on financial statements must be submitted by the concerned beneficiaries according to Article II.4.4 of the grant agreement.

SUMMARY FINANCIAL REPORT

This report consolidates the claimed Community contributions of all the beneficiaries in an aggregated form, based on the information provided in Form C by each beneficiary.

This form can be generated automatically via FORCE as soon as all the beneficiaries submit Forms C.

CERTIFICATES

Please list the certificates due for this period, in accordance with Article II.4.4 of the grant agreement.

Example:

Beneficiary	Organisation short name	Certificate on the financial statements provided? yes / no	Any useful comment, in particular if a certificate is not provided
1	AA	No	NA for the period
2	BB	Yes	

A copy of each duly signed certificate on the financial statements (Form C) or on the methodology should be included in this section, according to the table above (signed originals to be sent in parallel by regular mail).

12.3 FINAL REPORT

The text in italics must be replaced with the reporting text.

Cover page:

PROJECT FINAL REPORT

Grant agreement number: [data generated automatically]

Project acronym: [data generated automatically]

Project title: [data generated automatically]

Funding Scheme: [data generated automatically]

Period covered: **from** [editable field: dd/mm/yyyy] **to** [editable field: dd/mm/yyyy]

Project co-ordinator:

Organisation PIC: [data generated automatically]

Organisation legal name: [data generated automatically]

Person in charge of scientific aspects:

Title: [data generated automatically]

First name: [data generated automatically]

Name: [data generated automatically]

Tel: [data generated automatically but editable]

Fax: [data generated automatically but editable]

E-mail: [data generated automatically]

Project website address: [editable field]

FINAL PUBLISHABLE SUMMARY REPORT

This section should normally not exceed 2 pages.

This is a comprehensive summary overview of ***results, conclusions and the socio-economic impacts*** *of the project. The publishable report must be formatted to be* ***printed as a stand alone paper document****. This report should address a wide research audience, including the general public.*

Please ensure that it:

- *Is of suitable quality to enable direct publication.*
- *Is comprehensive, and describes the work carried out to achieve the project's objectives; the main results, conclusions and their potential impact and use and any socio-economic impact of the project. Please mention any target groups such as policy makers or civil society for whom the research could be relevant.*
- *Includes where appropriate, diagrams or photographs and the project logo, illustrating and promoting the work of the project.*
- *Provides the address of the project Website (if applicable) as well as relevant contact details.*

USE AND DISSEMINATION OF FOREGROUND

Section A (public) – DISSEMINATION MEASURES

This section should describe the dissemination measures, including any scientific publications relating to foreground and specify any applications for patents etc. Its content will be made available in the public domain thus demonstrating the added-value and positive impact of the project on the European Union.

- **Dissemination activities**

Maximum 2 pages *This section must include a list of planned dissemination activities (publications, conferences, workshops, web, press releases, flyers, etc) in free text format. Where Articles have been published in the popular press, please provide a list as well.*

- **Publications (peer reviewed)**

The list of scientific publications (see Article II.12 of the grant agreement) beginning with the most important ones, should specify:

- *publication title,*
- *date and page allowing its identification (see the proposed template).*

Example:

LIST OF SCIENTIFIC (PEER REVIEWED) PUBLICATIONS, STARTING WITH THE MOST IMPORTANT ONES								
NO.	**Title**	**Main author**	**Title of the periodical or the series**	**Number, date or frequency**	**Publisher**	**Place of publication**	**Year of publication**	**Relevant pages**
1	*'Economic transformation in Hungary and Poland'* *NB: If possible insert a link with publication*	*XY*	*European Economy*	*No 43, March 1990*	*Office for Official Publications of the European Communities*	*Luxembourg*	*1990*	*pp. 151 - 167*
2								
3								

With regard to scientific publications published before or after the final report, such details/references and an abstract of the publication must be provided to the REA at the latest two months following publication. Furthermore, an electronic copy of the published version or the final manuscript accepted for publication must also be provided to the REA at the same time for the purpose of publication by the REA if this does not infringe any rights of third parties.

Section B (confidential) - EXPLOITABLE FOREGROUND AND PLANS FOR EXPLOITATION

This section should specify the exploitable foreground and provide the plans for exploitation.
It will be kept confidential and will be treated as such by the Commission and the REA.

***The applications for patents, trademarks, registered designs**, etc. must be listed according to the template provided below.*

The list should specify at least one unique identifier e.g. European Patent application reference. If applicable, contributions to standards should be specified.

TABLE B1: LIST OF APPLICATIONS FOR PATENTS, TRADEMARKS, REGISTERED DESIGNS, ETC.			
Type of IP Rights: Patents, Trademarks, Registered designs, Utility models, etc.	**Application reference(s) (e.g. EP123456)**	**Subject or title of application**	**Applicant(s) (as on the application)**
Patent	EP 123456	Insert title/subject of application	XYZ; University of XY, ….

Please complete the table below:

TABLE B2: **OVERVIEW TABLE OF EXPLOITABLE FOREGROUND**					
Exploitable Foreground (description)	**Exploitable product(s) or measure(s)**	**Sector(s) of application**	**Timetable, commercial use**	**Patents or other IPR exploitation (licences)**	**Owner and Other Beneficiary(ies) involved**
1. New superconductive Nb-Ti alloy	*MRI equipment*	*1. Medical* *2. Industrial inspection*	*2008* *2010*	*A materials patent is planned for 2006*	*Beneficiary X (owner)* *Beneficiary Y, Beneficiary Z, Poss. licensing to equipment manuf. ABC*

In addition to the table, please provide a text to explain the exploitable foreground
[One text box per row in table B2]

Free text (2 pages maximum) following the order:

- *The purpose*
- *How the foreground might be exploited, when and by whom*
- *IPR exploitation measures taken or intended*
- *Further research necessary, if any*
- *Potential/expected impact (quantify if possible)*

SCIENTIST-IN-CHARGE QUESTIONNAIRE

Please note that the scientist-in-charge questionnaire is part of the Final report.

The coordinator must fill in the questionnaire and answer the following sections:

- Research/Training assessment
- Research assessment
- Research/Training outcomes
- Your opinion about Marie Curie Actions

For each beneficiary the Scientist-in-charge (the person in charge of scientific and technical/technological aspects in this project for this node) should fill in this questionnaire and attach it as a separate file (Word or PDF-document) to the Final Report.

Please note that the contents of the questionnaire will be used ONLY for statistical reasons and will not be communicated further.

12.4 DISTRIBUTION REPORT

The Final report on the distribution of the Community financial contribution must be submitted within **60 days** of receiving the final payment of the Community financial contribution.

A template for this report will be available soon.

12.5 EXPLANATION OF THE COSTS

Category A: Monthly living and mobility allowances

Each beneficiary should summarize in this category the Living allowance and the Mobility allowance paid to each fellow during the reporting period

<u>Living allowance</u>

This refers to the basic amount to be paid to the researcher in monthly instalments according to the table in Annex III of the grant agreement, Part B, Article III.7.

There are two options:

- As a general rule **an employment contract** - the rates include all compulsory deductions under national legislation.
- **A fixed amount fellowship** (only if this option was approved by the REA during the negotiations) - must be compatible with the applicable legislation of the beneficiary host organisation and ensure that adequate social security has been provided to the researcher, but not necessarily paid from the fellowship.

NB: Regarding an employment contract / a fixed amount fellowship the consortium has to implement the Deliverables as presented in Annex I (Description of Work).

<u>Mobility allowance</u>

This is a monthly payment of a fixed amount to cover mobility related expenses of the researcher (e.g. relocation, family expenses etc.). There are two reference amounts depending on the family situation of the researcher *at the time of the secondment/recruitment*:

- €800/month: Researcher with family obligations (marriage or relationship with equivalent status to a marriage recognised by the national legislation of the country of the host organisation or of the nationality of the researcher, and/or children).
- €500/month: Researcher without family obligations

NB: Both the mobility allowance and living allowance should be adjusted by applying a correction coefficient for the cost of living according to the country of secondment/recruitment. ***The correction coefficients are indicated in Table 3 in Annex 3 of the PEOPLE Work Programme relevant to the Call for which the project proposal has been submitted.***

Category B: Travel allowance (yearly)

This allowance is paid upon taking up employment and yearly thereafter. The allowance is a fixed-amount based upon the direct distance between *the location of origin* of the researcher and the location of the host institution.
Each IAPP researcher is entitled to at least one travel allowance. Researchers with a fellowship of between 13-24 months are entitled to two travel allowances.

Category C: Career exploratory allowance (single payment)
This allowance of one single payment of €2000/fellow is paid **only for newly recruited researchers.**

NB: Please note that categories A, B, C are on the basis of fixed amounts and therefore no exchange rate is applicable for these categories for reporting purpose.

Category D: Contribution to the participation expenses of eligible researchers

Not applicable for IAPP.

Category E: Contribution to the research/transfer of knowledge programme expenses:

This is a contribution of a fixed amount (**€800 per researcher month** for the following calls: *PEOPLE-2007-3-1-IAPP and FP7-PEOPLE-IAPP-2008* and **€1200 per researcher month** for *FP7-PEOPLE-2009-IAPP* call) being managed the host organisation to execute the project (publication of vacant positions, internal training actions), for the participation of eligible researchers in research and transfer of knowledge activities (research costs, participation in meetings and conference attendance, etc) and for contribution to the expenses related to the co-ordination between participants (partnership meetings, secondment of staff, etc.).

NB1: Personnel costs of the host organization staff are not eligible under this category.
NB2: For each purchase being subject to depreciation according to national legislation, this rule must be applied and cosst reported accordingly.

Category F: Contribution to the organisation of international conferences, workshops and events:

Category F is applicable only to the following calls: *PEOPLE-**2007**-3-1-IAPP and FP7-PEOPLE-IAPP-**2008***

This contribution is managed by the host institution for the organisation of international conferences, workshops and events **open to participants outside the network**, including: organisational expenses (invitation of keynote speakers, publications, rental of premises, web casting) and participation fees of eligible researchers from outside the partnership.

It is a fixed amount contribution of €300 per researcher-day for researchers **from outside the partnership**, for the duration of the event (provided this has been approved during the negotiation phase, otherwise the amount in this column is "zero").

Category F is **not** applicable to *FP7-PEOPLE-**2009**-IAPP* call. In the 2009 Work Programme the structure of the Community Contribution has been simplified – the budget for the organization of international conferences, workshops and events has been transferred to the category E budget: research, training and transfer of knowledge, therefore category F is no longer applicable.

Category G: Management activities

This refers to a *maximum of 3% of the total EU contribution* that will be paid towards the management of the project. This will also cover the cost of audit certification. It will be based upon actual, **real expenses**. Please provide a justification of the costs in the section PROJECT MANAGEMENT of the Periodic Report.

Category H: Contribution to overheads

This refers to a flat rate payment of 10% of the direct costs, excluding costs for subcontracting.

Category I: Small equipment (for SMEs beneficiaries only provided this has been agreed during the negotiation)

Those costs are on the basis of real costs, therefore you should provide justification of the costs in the section PROJECT MANAGEMENT of the Periodic Report.

NB: For each purchase being subject to depreciation according to national legislation, this rule must be applied and costs reported accordingly.

For more information related to FP7 financial aspects please consult the Guide to Financial Issues relating to FP7 Indirect Actions available at http://cordis.europa.eu/fp7/find-doc_en.html.