FORCE
WEB BASED EDITOR
OF FORMS C FOR FP-6 AND FP-7
What does FORCE do?

- Web based tool to edit and submit Forms C, both for FP-6 and FP-7 (access via SESAM)

- FP-6: 2 ways to submit Forms C
  - Excel sheets (as before)
  - Web based application FORCE
    - Highly recommended to use as from now FORCE

- FP-7: only 1 way to submit Forms C
  - Web based application FORCE

- Only coordinators have access (in a later version individual beneficiaries will be able to view, edit and print their own Form C)

- Examples given in this presentation are taken mostly from FP-6 but FORCE will call up the correct Forms C for your project taking into account the instrument/funding scheme and the framework programme (FP-6 or FP-7) under which your project falls
Key services offered by FORCE

- The preparation of **FP6 FORMS C** and **FP-7 FORMS C** with updated and correct contract/grant information of each beneficiary participating in the project/grant

- Printing of **Forms C**

- Electronic submission of **FORMS C** to the Commission (signed paper version to be sent afterwards)

- Correction of **Forms C** after refusal by Commission
Important issues to be considered

- FORCE relies on the contractual information encoded in the contract management system of the Commission.
- The Forms C of new beneficiaries will appear in FORCE only when the relevant amendment was signed by the Commission.
- Cost models/indirect costs methods in FORCE are taken from the same Commission system. If there is a problem contact the financial gestionnaire of your contract/grant.
OBJECTIVES OF THE TRAINING

At the end of the training coordinators will know how to:

– Get access to FORCE (via SESAM)
  • Register as a new user to SESAM
  • Obtain access to a specific project via SESAM

– Manage Forms C
  • Edit/save/print/submit the FORMS C in FORCE
  • Correct FORMS C in FORCE
FORCE
FORM C EDITOR

register as a new user in SESAM/FORCE
Access from outside via following link

webgate.ec.europa.eu/sesam
Register as a new user in SESAM (2)

Register as new user

Please enter the user and participant related information and click the button 'Register' to register yourself as new user.

Personal Information

Username: ____________________ (at least 8 characters, starting with letter)
First name: ____________________
Email: ____________________
Organization: ____________________
Telephone: ____________________

Surname: ____________________
Email verification: ____________________
Organization address: ____________________
Fax: ____________________

Discrete Information

Discrete question: ____________________
Answer to discrete question: ____________________
Answer verification: ____________________

Register  Cancel
Register as a new user in SESAM (3)

You are about to register yourself as a new user. Are you sure you want to proceed?

OK Cancel

Your request for SESAM account has successfully been registered and a message for account confirmation shall be sent to your email address shortly. Please note that the account will not be activated unless you reply back to the account confirmation message.

OK
Confirmation of SESAM Registration?

sesam-admin@eurodyn.com

To:

Your SESAM account has been successfully created.

Please, follow the link below to activate it.

http://rock.eurodyn.com:7503/guest/userConfirmation.do?actionType=setup&username.dupont2006&cid=0

Confirm registration as new user

Please click the button 'Confirm' to complete your registration as new user.

Personal Information

Username: dupont2006

Firstname: Jean

Email: @int.rei.eu

Organization:

Telephone:

Discrete Information

Discrete question: Your two best childhood friends

Answer to discrete question: Marc and Paul

Confirm Cancel
Register as a new user in SESAM (5)

The account details shall be sent to your email address shortly. You are recommended to change your password at first login.

SESAM Account Information
sesam-admin@eurogin.com

To:
You are successfully registered as the SESAM user. Your SESAM username, password and answer to discrete question are:

Username: dupontJOBS
Password: lec0730079
Answer to discrete question: Marc and Paul

Please, login as soon as possible and change the password.

Login
Please enter your username and password and click the button 'Login' to proceed.

In case you have forgotten your password you may reset password.

Username: 
Password: 

Clear Login
Register as a new user in SESAM: change password (1)
Register as a new user in SESAM: change password (2)

Change password

Please enter your old and new password and click the button 'Change Password' to change your password.

Username: dupont2008
Old password: 
New password: 
New password verification: 

Change Password  Cancel

You are about to change the password. Are you sure you want to proceed?

OK  Cancel
FORCE
FORM C EDITOR
(SESAM)

login in SESAM/FORCE
You are here: > FP7 Home > Project Management > Login > ...

Please enter your username and password and click the button 'Login' to proceed.

In case you have forgotten your password you may reset password.

Username: 
Password: 

Login
FORCE FORM C EDITOR (SESAM)

request access (« register ») to a specific project in SESAM/FORCE
SESAM: register for a project (1)

Select Project

Please select the project you want to work with.

If the Project Number you require is missing from this list, please register by clicking on ‘Register to a Project’ (in the menu on the left).

Project ID: 036245

[Button] Work With

What is FP6? | FP7 step by step | Find a Call | Get Support | Find a Partner | Find a Document | Prepare & submit a proposal | What’s New?
Register as new participant

This page is restricted to the existing users involved in more than one project or as more than one participant on a project. Before gaining the access for submission of participant beyond the first, ad-hoc configuration is required through this page.

Please enter the project-related information and click the button 'Next' to proceed with registration yourself as new participant.

Personal Information

Username: lemmaip

Project Identification

Instrument: [Select Instrument]
Project type: [Select Project Type]
Project ID: [Enter Project ID]

Next  Cancel
### Project Identification

<table>
<thead>
<tr>
<th>Instrument</th>
<th>...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project type</td>
<td>not applicable</td>
</tr>
<tr>
<td>Project ID</td>
<td>189-Article 169 of the Treaty</td>
</tr>
<tr>
<td></td>
<td>171-Article 171 of the Treaty</td>
</tr>
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<td></td>
<td>ESG-Research for the benefit of specific groups</td>
</tr>
<tr>
<td></td>
<td>CA-Coordination Action</td>
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<td></td>
<td>CIP-EIP-EMR-P-ETP-DRD-EC-Innovation - Pilot and market replication projects</td>
</tr>
<tr>
<td></td>
<td>CIP-EIP-TN-CIP-Eco-Innovation - CIP-Thematic Network</td>
</tr>
<tr>
<td></td>
<td>CIP-ICT-PSP-BPN-CIP-Best Practice Network</td>
</tr>
<tr>
<td></td>
<td>CIP-ICT-PSP-P-CIP-Pilot actions</td>
</tr>
<tr>
<td></td>
<td>CIP-ICT-PSP-TN-CIP-Thematic Network</td>
</tr>
<tr>
<td></td>
<td>CIP-IEE-MRF-CIP-Market replication projects</td>
</tr>
<tr>
<td></td>
<td>CIP-IEE-Promo-CIP-Promotion &amp; dissemination projects</td>
</tr>
<tr>
<td></td>
<td>CP-Collaborative project</td>
</tr>
<tr>
<td></td>
<td>CP-CSA-Combination of CP &amp; CSA</td>
</tr>
<tr>
<td></td>
<td>CSA-Coordination and support action</td>
</tr>
<tr>
<td></td>
<td>ERC-Support for frontier research (ERC)</td>
</tr>
<tr>
<td></td>
<td>FUSION-Administrative Contracts (FUSION)</td>
</tr>
<tr>
<td></td>
<td>II-Specific actions to promote research infrastructures</td>
</tr>
</tbody>
</table>
SESAM: register for a project (4)
SESAM: register for a project (5)

Fill in project number
SESAM: register for a project (6)
SESAM: register for a project (7)

You are about to register yourself as a new project participant. Are you sure you want to proceed?

OK  Cancel

Project participant type: Project Coordinator

Beneficiary: EUROPEAN FOOD INFORMATION COUNCIL

Reviewer type: 1000 - Consoliated review report - reviewer

Back  Register  Cancel
SESAM: register for a project (8)

From: ec-fp6-helpdesk@ec.europa.eu  
To: LEMAITRE Patrice (RTD)  
Cc:  
Subject: SESAM Participant Registration Approved

Dear user Patrice LEMAITRE,

Your request to register to project 211905 has been approved by the Project Officer in charge of the project. You may now access the project.
• The EC project officer receives an e-mail whereby he is requested to approve your registration to the project

• In case of problems or too long delays contact your project officer
FORCE
FORM C EDITOR
(SESAM)

Work with a specific project in SESAM/FORCE for which you have registered
SESAM: select a project for which you have registered (1)
SESAM: select a project for which you have registered (2)

Select Project

Please select the project you want to work with.

If the Project Number you require is missing from this list, please register by clicking on 'Register to a Project'.
SESAM/FORCE

select the « Form C report » for a selected project
SESAM: select the « Form C report » for a selected project (1)

- 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 including Form C type, select 'Reports' from menu.
- To logout from the system, select 'Logout' from menu.

You are here: > FP6 Home > Project Management > FP6 Work with a Project > ...
SESAM: select the « Form C report » for a selected project (2)

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.

Instrument: SSA - Specific Support Action

Project Information: 44247

Username: lemaipa

Report type: Science and Society Reporting Questionnaire

Participant: Science and Society Reporting Questionnaire

Intermediate Reports

<table>
<thead>
<tr>
<th>Username</th>
<th>Participant Index</th>
<th>Work Force Statistics (WFS) Final Report</th>
<th>Science and Society Reporting Questionnaire</th>
<th>Socio-Economic Reporting Questionnaire</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reporting Period: Interim

Create New Report
FORCE
FORM C EDITOR
edit Forms C
• FORCE will call up automatically the appropriate Forms C for your project, taking into account the instrument/funding scheme and the framework programme (FP-6 or FP-7) under which your project falls.

• For each beneficiary the Forms C contain the necessary ‘intelligence’ to ensure that:
  – the requested EC contribution does not exceed the maximum that can be requested, taking into the applicable reimbursement rate for the different activities and your cost model/indirect cost methodology
  – Only those activity columns can be filled in, in agreement with the instrument/funding scheme of your project
FORCE (Form C Editor): Home page for an FP-6 project

Form C Editor

Project Information
- Project Acronym: AQUAMIX
- Contract No: 16249
- Sub-Instrument: Integrated Project
- Call Identifier: FP6-2004-FOOD-3-A
- Start Date (dd/mm/yyyy): 01/03/2006
- End Date (dd/mm/yyyy): 28/02/2010

Reporting Periods

<table>
<thead>
<tr>
<th>Period</th>
<th>Date from</th>
<th>Date to</th>
<th>Period Duration (days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01/03/2006</td>
<td>26/02/2007</td>
<td>365</td>
</tr>
<tr>
<td>2</td>
<td>01/03/2007</td>
<td>26/02/2008</td>
<td>366</td>
</tr>
<tr>
<td>3</td>
<td>01/03/2008</td>
<td>26/02/2009</td>
<td>365</td>
</tr>
<tr>
<td>4</td>
<td>01/03/2009</td>
<td>26/02/2010</td>
<td>365</td>
</tr>
</tbody>
</table>

Click on the reporting period to view or encode Form C for the given period.
FORCE (Form C Editor): Home page for an FP-7 project

```markdown
**Form C Editor**
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FORCE (Form C Editor): Workflow for the external Coordinator

1. Select the Reporting period
2. Fill in the Form C and save it
3. Submit the Form C to the Commission
4. The EC user can request a revision
FP-6 example
Form C Editor: click on the reporting period

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Date (dd/mm/yyyy)</th>
<th>End Date (dd/mm/yyyy)</th>
<th>Period Duration (days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01/03/2006</td>
<td>28/02/2007</td>
<td>365</td>
</tr>
<tr>
<td>2</td>
<td>01/03/2007</td>
<td>28/02/2008</td>
<td>366</td>
</tr>
<tr>
<td>3</td>
<td>01/03/2008</td>
<td>28/02/2009</td>
<td>365</td>
</tr>
<tr>
<td>4</td>
<td>01/03/2009</td>
<td>28/02/2010</td>
<td>365</td>
</tr>
</tbody>
</table>
FP-6 example
Form C Editor: the list of Participants appears
Click on Add Form C in the Actions column
FP-6 example
Form C Editor : Fill in FORM C (upper part) (1)

<table>
<thead>
<tr>
<th>Participant Information</th>
<th>Draft - Version 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name:</td>
<td>Aquatic</td>
</tr>
<tr>
<td>Instrument:</td>
<td>Integrated Project</td>
</tr>
<tr>
<td>Work Program:</td>
<td>Mapping</td>
</tr>
<tr>
<td>Start Date (dd/mm/yyyy)</td>
<td>01/03/2006</td>
</tr>
<tr>
<td>End Date (dd/mm/yyyy)</td>
<td>28/02/2010</td>
</tr>
<tr>
<td>Reporting period number</td>
<td>1</td>
</tr>
<tr>
<td>From (dd/mm/yyyy)</td>
<td>01/03/2006</td>
</tr>
<tr>
<td>To (dd/mm/yyyy)</td>
<td>28/02/2007</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contractor’s Legal Name</th>
<th>National Institute of Nutrition and Seafood Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Name</td>
<td>TNC</td>
</tr>
<tr>
<td>Contract Person</td>
<td>Dr. O'Neild</td>
</tr>
<tr>
<td>Telephone</td>
<td>+34 995 555 556</td>
</tr>
<tr>
<td>E-Mail</td>
<td><a href="mailto:role@tnc.ne">role@tnc.ne</a></td>
</tr>
<tr>
<td>Comment</td>
<td></td>
</tr>
<tr>
<td>Cost model type</td>
<td>FC - Real Indirect Cost</td>
</tr>
</tbody>
</table>

1. Resources (Third party(ies))

Are there any resources made available on the basis of a prior agreement with third parties identified in Annex 1 of the contract? [ ]

2. Declaration of eligible costs (in €)

<table>
<thead>
<tr>
<th>Type of activity</th>
<th>Total (€)</th>
<th>(A)</th>
<th>(B)</th>
<th>(C)</th>
<th>(D)</th>
<th>(E)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Third party</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Eligible Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Not legally binding, DG RTD, CPM, version 16/1/2009

To fill in:
- The table for the declaration of eligible costs (in €)
- The section on resources (third party(ies))

Mandatory:
- Contractor’s Legal Name
- Short Name
- Telephone
- E-Mail
- Cost model type

Arrow pointing to:
- The table for the declaration of eligible costs (in €)
- The section on resources (third party(ies))
- Mandatory fields
### FP-6 example

**Form C Editor**: Fill in FORM C (lower part) (2) and save

#### 3. Declaration of Receipts (in €)

<table>
<thead>
<tr>
<th>Type of activities</th>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
<th>Column 5</th>
<th>Total (€)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research and technological development / Innovation (€)</td>
<td>Contractor</td>
<td>Third party (€)</td>
<td>Contractor</td>
<td>Third party (€)</td>
<td>Contractor</td>
<td>Third party (€)</td>
</tr>
<tr>
<td>Demonstrations (€)</td>
<td>Contractor</td>
<td>Third party (€)</td>
<td>Contractor</td>
<td>Third party (€)</td>
<td>Contractor</td>
<td>Third party (€)</td>
</tr>
<tr>
<td>Training (€)</td>
<td>Contractor</td>
<td>Third party (€)</td>
<td>Contractor</td>
<td>Third party (€)</td>
<td>Contractor</td>
<td>Third party (€)</td>
</tr>
<tr>
<td>Management of the Consortia (€)</td>
<td>Contractor</td>
<td>Third party (€)</td>
<td>Contractor</td>
<td>Third party (€)</td>
<td>Contractor</td>
<td>Third party (€)</td>
</tr>
<tr>
<td>Other Specific Activities (€)</td>
<td>Contractor</td>
<td>Third party (€)</td>
<td>Contractor</td>
<td>Third party (€)</td>
<td>Contractor</td>
<td>Third party (€)</td>
</tr>
</tbody>
</table>

**Did the pre-financing (advance) you received from the Commission for this period earn interest?**

- [ ] No

**5. Request of FP6 Financial contribution (in €)**

For the period, the FP6 Community financial contribution requested is equal to (amount in €) **9,000.00**.

**6. Audit certificates**

According to the contract, does the financial statement need an audit certificate for several cases? (Third party(ies)) delivered by independent auditor(s)?

- [ ] Yes
- [ ] No

If yes, does this/these audit certificate(s) cover only the financial statement per Activity?

- [ ] Yes
- [ ] No

If no, what is the periodicity covered by this/these audit certificate(s)?

What is the total cost of this/these audit certificate(s) (in €) paid to independent auditor(s)?

**7. Conversion rates**

**8. Contractor’s Certificate**

- **Name of the person responsible for the work**
- **Date**
- **Name of the duly authorized Financial Officer**
- **Date**
- **Signature**

---

**Not legally binding, DG RTD, CPM, version 16/1/2009**
FP-7 example

Form C Editor: click on the reporting period
FP-7 example
Form C Editor: the list of participants appears
Click on Add Form C in the Actions column
FP-7 example
Form C Editor: Fill in FORM C (upper part) (1)

<table>
<thead>
<tr>
<th>Project Acronym</th>
<th>University College Dublin, National University of Ireland, Galway</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Scheme</td>
<td>Collaborating project</td>
</tr>
<tr>
<td>Work Program</td>
<td>Missing</td>
</tr>
<tr>
<td>Start Date</td>
<td>01/01/2008</td>
</tr>
<tr>
<td>End Date</td>
<td>31/12/2008</td>
</tr>
<tr>
<td>Reporting period number</td>
<td>1  From (dd/mm/yyyy)  To (dd/mm/yyyy)</td>
</tr>
</tbody>
</table>

**Beneficiary**

<table>
<thead>
<tr>
<th>Contractor's Legal Name</th>
<th>UNIVERSITY COLLEGE DUBLIN, NATIONAL UNIVERSITY OF IRELAND, GALWAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor ID</td>
<td>NA</td>
</tr>
<tr>
<td>Indirect Cost Method</td>
<td>Simple Transition Flat Rate</td>
</tr>
<tr>
<td>Indirect Cost %</td>
<td>10</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Eligible costs (in €)</th>
<th>Total (3)=(1)+(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel costs</td>
<td>0.00</td>
</tr>
<tr>
<td>Subcontracting</td>
<td>0.00</td>
</tr>
<tr>
<td>Other direct costs</td>
<td>0.00</td>
</tr>
<tr>
<td>Indirect costs</td>
<td>0.00</td>
</tr>
<tr>
<td>Lump sum / flat rate</td>
<td>0.00</td>
</tr>
<tr>
<td>Total</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**To fill in**
FP-7 example
Form C Editor: Fill in FORM C (lower part) (2) and save

2. Declaration of Receipts (in €)
Did you receive any financial transfers or contributions in kind, free of charge from third parties?
If the project generated any income which could be considered a receipt according to Art. II.17 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.14.17?

Is there a certificate on the methodology provided by an independent auditor and accepted by the Commission according to Art. II.4.42?

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 the financial statement according to Art. II.4.49?

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

6. Beneficiary’s declaration on their honour

Name of the person responsible for the work

Date [dd/mm/yyyy]
Form C Editor: after save → draft status
Form C Editor: after save: draft status
Edit the FORM C (click on the hyperlink)

### Project Information

<table>
<thead>
<tr>
<th>Project Acronym</th>
<th>Instrument</th>
<th>Work Program</th>
<th>Start Date (dd/mm/yyyy)</th>
<th>Reporting period number</th>
<th>Contract No</th>
<th>Sub-Instrument</th>
<th>Call Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>AQUAMAX</td>
<td>Integrated Project</td>
<td>Missing</td>
<td>01/03/2006</td>
<td>1</td>
<td>16349</td>
<td>Integrated Project</td>
<td>FP6-2004-FOOD-2-6</td>
</tr>
</tbody>
</table>

### Participants List

<table>
<thead>
<tr>
<th>Participant</th>
<th>Participant No</th>
<th>Short Name</th>
<th>Cost Model</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Institute of Nutrition and Seafood Research</td>
<td>1</td>
<td>NIFES</td>
<td>FC</td>
<td>Draft</td>
<td><img src="draft_status_icon" alt="Draft" /></td>
</tr>
<tr>
<td>INSTITUT NATIONAL DE LA RECHERCHE AGRONOMIQUE</td>
<td>2</td>
<td>INRA</td>
<td>FCF</td>
<td>-</td>
<td><img src="submit_button" alt="Submit" /></td>
</tr>
<tr>
<td>University of Striking</td>
<td>3</td>
<td>UDS</td>
<td>AC</td>
<td>-</td>
<td><img src="submit_button" alt="Submit" /></td>
</tr>
<tr>
<td>Consejo Superior de Investigaciones Científicas</td>
<td>4</td>
<td>CSIC</td>
<td>FC</td>
<td>-</td>
<td><img src="submit_button" alt="Submit" /></td>
</tr>
</tbody>
</table>
FORCE
FORM C EDITOR

print Forms C
### Form C Editor

#### Project Information
- **Name of Project**
- **Eurocode**
- **Contract No.**
- **Contract Duration**
- **Total Cost**
- **Funding Sources**
- **Definition of Activities**
- **Funding Scheme**
- **Start Date (dd/mm/yyyy)**
- **End Date (dd/mm/yyyy)**
- **ID No.**
- **Grant**
- **Contract No.**

#### Financial Information
- **Year**
- **Main Financial Indicators**
- **Expected Income**
- **Actual Income**
- **Expected Expenditure**
- **Actual Expenditure**
- **Net Balance**

#### Project's Third Country Subcontractors
- **Name**
- **Address**
- **Country**
- **Total Amount**

---

**Print Forms C (1)**

---

**FP6/FP-7 IT System**

**Not legally binding, DG RTD, CPM, version 16/1/2009**

---

50
### FP - Grant Agreement - Annex VI - Collaborative project

Form C - Financial Statement (to be filled in by each beneficiary)

<table>
<thead>
<tr>
<th>Project</th>
<th>Project No.</th>
<th>Project Title</th>
<th>Beneficiary</th>
<th>Beneficiary's Address</th>
<th>Beneficiary's Bank</th>
<th>Beneficiary's Account</th>
<th>Beneficiary’s Stamp</th>
<th>Name of the Person(s) Authorized to sign this Financial Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>FP6</td>
<td>123456</td>
<td>Example Project</td>
<td>Company A</td>
<td>123 Main St, Anytown, USA</td>
<td>Bank XYZ</td>
<td>123456</td>
<td>Steam</td>
<td>John Doe (signed)</td>
</tr>
</tbody>
</table>

#### Declaration of inputs and outputs from the estimate of unit costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>5000.00</td>
<td>5000.00</td>
</tr>
<tr>
<td>Materials</td>
<td>1000.00</td>
<td>1000.00</td>
</tr>
<tr>
<td>Total</td>
<td>6000.00</td>
<td>6000.00</td>
</tr>
</tbody>
</table>

#### Declaration of costs

- Personnel costs: 5000.00
- Materials costs: 1000.00
- Total costs: 6000.00

#### Certified by:

[Signature]

Print Forms C (3)

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FORCE
FORM C EDITOR

submission of Forms C
Submission of Forms C

- Only the coordinator should submit Forms C to the Commission.

- When submitting Forms C to the Commission please submit them as a group per reporting period and do not submit each form C individually.
Form C Editor: Submit the Form C to the Commission

### Project Information

<table>
<thead>
<tr>
<th>Project Acronym</th>
<th>AQUAMIX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instrument</td>
<td>Integrated Project</td>
</tr>
<tr>
<td>Work Program</td>
<td>Missing</td>
</tr>
<tr>
<td>Start Date (dd/mm/yyyy)</td>
<td>01/03/2006</td>
</tr>
<tr>
<td>Reporting period number</td>
<td>1</td>
</tr>
<tr>
<td>From (dd/mm/yyyy)</td>
<td>01/03/2006</td>
</tr>
<tr>
<td>To (dd/mm/yyyy)</td>
<td>28/02/2007</td>
</tr>
</tbody>
</table>

### Participants List

<table>
<thead>
<tr>
<th>Participant</th>
<th>Participant No</th>
<th>Short Name</th>
<th>Cost Model</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Institute of Nutrition and Seafood Research</td>
<td>1</td>
<td>NIFES</td>
<td>FC</td>
<td>Draft</td>
<td></td>
</tr>
<tr>
<td>INSTITUT NATIONAL DE LA RECHERCHE AGRONOMIQUE</td>
<td>2</td>
<td>INRA</td>
<td>PEF</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>University of Stirling</td>
<td>3</td>
<td>UDS</td>
<td>AC</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Consejo Superior de Investigaciones Científicas</td>
<td>4</td>
<td>CSIC</td>
<td>FC</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

Showing 1 of 4 | 2 4 5 6 7 8 9

Not legally binding, DG RTD, CPM, version 16/1/2009
Form C Editor: Submit the Form C to the Commission and confirm (→ data read-only)
Form C Editor: the Form is submitted
### Form C Editor: Submission

#### Project Information
- **Project Acronym**: AQUAMARINE
- **Instrument**: Integrated Project
- **Work Program**: Missing
- **Start Date (dd/mm/yyyy)**: 05/23/2008
- **Contract No**: 16249
- **Sub-Instrument**: Integrated Project
- **Call Identifier**: FP6-2004-F000-3-A
- **End Date (dd/mm/yyyy)**: 28/03/2010

#### Submissions List

<table>
<thead>
<tr>
<th>Submission / List of participants</th>
<th>Participant No</th>
<th>Short Name</th>
<th>Submission Date</th>
<th>Reporting Period</th>
<th>Version</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission 1</td>
<td></td>
<td></td>
<td>17/10/2008 9:48</td>
<td>1</td>
<td>1</td>
<td>Submitted</td>
</tr>
</tbody>
</table>

Not legally binding, DG RTD, CPM, version 16/1/2009
FORCE
FORM C EDITOR

Forms C for third parties
Form C Editor : status ‘Submitted’

Form C has to be submitted for all Participants…. 
Add third party Form C
Form C Editor: Fill in Data for Third Parties

### Project Information

<table>
<thead>
<tr>
<th>Project Acronym</th>
<th>Specific Targeted Project</th>
<th>Contract No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FP6/FP-7</td>
<td>Specific Targeted Project</td>
<td>504017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Work Program</th>
<th>Call Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>C2006-1789</td>
<td>FP-2005-1IMPL</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Participant Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant Name</td>
</tr>
<tr>
<td>Short Name</td>
</tr>
<tr>
<td>Contact Person</td>
</tr>
<tr>
<td>Telephone</td>
</tr>
<tr>
<td>E-mail</td>
</tr>
<tr>
<td>Comment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cost model type</th>
<th>Purchase</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Real Indirect cost</td>
</tr>
</tbody>
</table>

### Resources (Third party(s))

1. Are there any resources made available on the basis of a prior agreement with third parties identified in Annex 1 of the contract? [ ]

2. Declaration of eligible costs (in €)

<table>
<thead>
<tr>
<th>Type of activities</th>
<th>Eligible costs (in €)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research and Development (RD)</td>
<td></td>
</tr>
<tr>
<td>Demonstration (D)</td>
<td>Contractor: 52000.00, Third party: 5454.00</td>
</tr>
<tr>
<td>Training (T)</td>
<td>Contractor: 544.00, Third party: 0.00</td>
</tr>
<tr>
<td>Management of the Consortium (M)</td>
<td>Contractor: 0.00, Third party: 0.00</td>
</tr>
<tr>
<td>Other Specific Activities (O)</td>
<td>Contractor: 591998.00, Third party: 0.00</td>
</tr>
</tbody>
</table>

Total: 52000.00 + 5454.00 + 544.00 + 0.00 + 591998.00 = 667144.00
### Participants List

<table>
<thead>
<tr>
<th>Participant</th>
<th>Participant No</th>
<th>Short Name</th>
<th>Cost Model</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>CENTRE NATIONAL DE LA RECHERCHE SCIENTIFIQUE</td>
<td>1</td>
<td>CNRS-DR87</td>
<td>FCF</td>
<td>Submitted</td>
<td></td>
</tr>
<tr>
<td>(WP) ABDDGd</td>
<td>-</td>
<td>-</td>
<td>FC</td>
<td>Submitted</td>
<td></td>
</tr>
<tr>
<td>(WP) TESTTPHI</td>
<td>-</td>
<td>-</td>
<td>FC</td>
<td>Draft</td>
<td></td>
</tr>
<tr>
<td>ASSISTANCE PUBLIQUE - HOPITAUX DE PARIS</td>
<td>2</td>
<td>APHP-HTD</td>
<td>AC</td>
<td>Submitted</td>
<td></td>
</tr>
<tr>
<td>(Complementary Form C no. 1)</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Complementary Form C no. 2)</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BANQUE FRANCAISE DES YEUX</td>
<td>3</td>
<td>BFY</td>
<td>FCF</td>
<td>Draft</td>
<td></td>
</tr>
<tr>
<td>LABORATOIRES IOLTECH SA</td>
<td>4</td>
<td>IOLTECH</td>
<td>FCF</td>
<td>Draft</td>
<td></td>
</tr>
<tr>
<td>(WP) LABO</td>
<td>-</td>
<td>-</td>
<td>FC</td>
<td>Draft</td>
<td></td>
</tr>
</tbody>
</table>

Showing 1 of 4 | 2 3 4
FORCE
FORM C EDITOR
revise a FORM C
FORCE: 'Request for Revision' on the level of the Reporting Period
FORCE: 'Request for Revision'
View the Comments by the PO

Form C Editor

Project Information
- Project Acronym: AQUAMAX
- Instrument: Integrated Project
- Work Program: Missing
- Start Date (dd/mm/yyyy): 03/09/2006
- Reporting period number: 1

Participants List

<table>
<thead>
<tr>
<th>Participant Name</th>
<th>Participant No</th>
<th>Short Name</th>
<th>Cost Model</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Institute of Nutrition and Seafood Research</td>
<td>1</td>
<td>NIFES</td>
<td>FC</td>
<td></td>
<td>Rejection Comment</td>
</tr>
<tr>
<td>INSTITUT NATIONAL DE LA RECHERCHE AGRONOMIQUE</td>
<td>2</td>
<td>INRA</td>
<td>FCF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University of Stirling</td>
<td>3</td>
<td>UOS</td>
<td>AC</td>
<td></td>
<td>Please check this part</td>
</tr>
<tr>
<td>Consejo Superior de Investigaciones Científicas</td>
<td>4</td>
<td>CSIC</td>
<td>FC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: modify the Form C and submit again....
FORCE : Submission of the revised version of the Form C

### Form C Editor

#### Project Information
- **Project Acronym**: AQUAMAX
- **Contract No**: 16245
- **Sub-Program**: Integrated Project
- **Call Identifier**: FP6-2004-FOOD-3-A
- **Start Date**: 01/03/2006
- **End Date**: 28/02/2018

#### Submissions List

<table>
<thead>
<tr>
<th>Submission / List of participants</th>
<th>Participant No</th>
<th>Short Name</th>
<th>Submission Date</th>
<th>Reporting Period</th>
<th>Version</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Institute of Nutrition and Seafood Research</td>
<td>1</td>
<td>NIFES</td>
<td>17/10/2008 10:21</td>
<td>1</td>
<td>2</td>
<td>Submitted</td>
</tr>
<tr>
<td>National Institute of Nutrition and Seafood Research</td>
<td>1</td>
<td>NIFES</td>
<td>17/10/2008 9:48</td>
<td>1</td>
<td>1</td>
<td>Archived</td>
</tr>
</tbody>
</table>
FORCE FORM C EDITOR

view locking of reporting periods
FORCE: Reporting Period locked by PO

**Form C Editor**

**Project Information**
- Project Acronym: CORIMBA ENGINEERING
- Instrument: Specific Targeted Project
- Work Program: C(2002)x789
- Start Date (dd/mm/yyyy): 01/01/2004
- Contract No: 504017
- Sub-Instrument: Specific Targeted Research Project
- Call Identifier: FP6-2002-1MP-1
- End Date (dd/mm/yyyy): 31/12/2007

**Reporting Periods**
<table>
<thead>
<tr>
<th>Period</th>
<th>Date from</th>
<th>Date to</th>
<th>Period Duration (days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01/01/2004</td>
<td>31/12/2004</td>
<td>360</td>
</tr>
<tr>
<td>2</td>
<td>01/01/2005</td>
<td>31/12/2005</td>
<td>365</td>
</tr>
<tr>
<td>3</td>
<td>01/01/2006</td>
<td>31/12/2006</td>
<td>365</td>
</tr>
<tr>
<td>4</td>
<td>01/01/2007</td>
<td>31/12/2007</td>
<td>365</td>
</tr>
</tbody>
</table>

Click on the reporting period to view or encode Form C5 for the given period.
FORCE
FORM C EDITOR

how to best log out
• use the logout button of FORCE to log out
• Closing the application via the web browser will leave the project inaccessible for 30 minutes
FP6/FP7 Service Desk

E-mail address: EC-FP7-IT-HELPDESK@ec.europa.eu
Phone number: +32 2 29 87288

E-mail address: EC-FP7-IT-TRAINING@ec.europa.eu
Phone number: +32 2 29 87293