Horizonte 2020
Aspectos legales y financieros

Taller
Sevilla, 14 de abril de 2015

Carmen Hormigo
Punto de Contacto Nacional
Aspectos Legales y Financieros H2020
Fuente: Comisión Europea
### Table 6: Ranking of top 10 REC organisations in FP7 signed grant agreements in terms of counts of participations for the period 2007-2013

<table>
<thead>
<tr>
<th>REC Rank</th>
<th>Overall rank</th>
<th>Organisation</th>
<th>Country</th>
<th>Participations</th>
<th>EU Financial Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>CENTRE NATIONAL DE LA RECHERCHE SCIENTIFIQUE</td>
<td>FR</td>
<td>1.524</td>
<td>793,225,130.05</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>FRAUNHOFER-GESSELLSCHAFT</td>
<td>DE</td>
<td>1.228</td>
<td>581,811,909.66</td>
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<tr>
<td>3</td>
<td>3</td>
<td>COMMISSARIAT A L’ENERGIE ATOMIQUE ET AUX ENERGIES ALTERNATIVES</td>
<td>FR</td>
<td>745</td>
<td>422,915,212.07</td>
</tr>
<tr>
<td>4</td>
<td>6</td>
<td><strong>AGENCIA ESTATAL CONSEJO SUPERIOR DE INVESTIGACIONES CIENTIFICAS</strong></td>
<td>ES</td>
<td>701</td>
<td><strong>259,532,907.43</strong></td>
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<tr>
<td>5</td>
<td>7</td>
<td>CONSIGLIO NAZIONALE DELLE RICERCHE</td>
<td>IT</td>
<td>696</td>
<td>231,028,794.70</td>
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<tr>
<td>6</td>
<td>8</td>
<td>MAX PLANCK GESELLSCHAFT ZUR FoERDERUNG DER WISSENSCHAFTEN E.V.</td>
<td>DE</td>
<td>665</td>
<td>412,347,025.81</td>
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<td>7</td>
<td>14</td>
<td>TEKNOLOGIAN TUTKIMUSKESKUS VTT</td>
<td>FI</td>
<td>471</td>
<td>194,828,078.17</td>
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<td>8</td>
<td>15</td>
<td>DEUTSCHE ZENTRUM FUER LUFT - UND RAUMFAHRT EV</td>
<td>DE</td>
<td>430</td>
<td>191,188,192.08</td>
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<tr>
<td>9</td>
<td>16</td>
<td>NEDERLANDSE ORGANISATIE VOOR TOEGEPAST NATUURWETENSCHAPPELIJK ONDERZOEK - TNO</td>
<td>NL</td>
<td>429</td>
<td>187,829,231.70</td>
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<tr>
<td>10</td>
<td>17</td>
<td>INSTITUT NATIONAL DE LA SANTE ET DE LA RECHERCHE MEDICALE</td>
<td>FR</td>
<td>423</td>
<td>299,026,799.42</td>
</tr>
</tbody>
</table>
**7º Programa marco**

**Resultados CSIC**

### ES - Spain - most active organisations in terms of EC contribution granted to the FP7 research projects

<table>
<thead>
<tr>
<th>Legal Name</th>
<th>Activity Type</th>
<th>Number of Participations</th>
<th>% of all ES Participations</th>
<th>EC contribution (M euro)</th>
<th>% of total EC contribution to ES Participations</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGENCIA ESTATAL CONSEJO SUPERIOR DE INVESTIGACIONES CIENTIFICAS (CSIC)</td>
<td>REC</td>
<td>701</td>
<td>6,28%</td>
<td>259,53</td>
<td>7,97%</td>
</tr>
<tr>
<td>FUNDACION TECNALIA RESEARCH &amp; INNOVATION (TECNALIA)</td>
<td>REC</td>
<td>374</td>
<td>3,35%</td>
<td>113,29</td>
<td>3,48%</td>
</tr>
<tr>
<td>UNIVERSIDAD POLITÉCNICA DE MADRID (UPM)</td>
<td>HES</td>
<td>264</td>
<td>2,36%</td>
<td>81,48</td>
<td>2,50%</td>
</tr>
<tr>
<td>UNIVERSITAT POMPEU FABRA (UPF)</td>
<td>HES</td>
<td>140</td>
<td>1,25%</td>
<td>70,22</td>
<td>2,16%</td>
</tr>
<tr>
<td>UNIVERSITAT DE BARCELONA (UB)</td>
<td>HES</td>
<td>155</td>
<td>1,39%</td>
<td>55,21</td>
<td>1,70%</td>
</tr>
<tr>
<td>TELEFONICA INVESTIGACION Y DESARROLLO SA (TID)</td>
<td>PRD</td>
<td>109</td>
<td>0,98%</td>
<td>52,62</td>
<td>1,62%</td>
</tr>
<tr>
<td>UNIVERSITAT POLITÉCNICA DE CATALUNYA (UPC)</td>
<td>HES</td>
<td>172</td>
<td>1,54%</td>
<td>52,61</td>
<td>1,62%</td>
</tr>
<tr>
<td>ATOS SPAIN SA</td>
<td>PRD</td>
<td>141</td>
<td>1,26%</td>
<td>51,95</td>
<td>1,60%</td>
</tr>
<tr>
<td>FUNDACIO CENTRE DE REGULACIO GENOMICA</td>
<td>REC</td>
<td>66</td>
<td>0,59%</td>
<td>51,13</td>
<td>1,57%</td>
</tr>
<tr>
<td>UNIVERSITAT AUTONOMA DE BARCELONA (UAB)</td>
<td>HES</td>
<td>154</td>
<td>1,38%</td>
<td>42,12</td>
<td>1,29%</td>
</tr>
</tbody>
</table>

Table of Contents

1. FP7 : Lessons learned
2. H2020: Model Grant Agreement
3. Cost Categories and Reporting Issues
   a. Personnel cost calculation
   b. Additional Remuneration and Types of Staff Contracts
   c. Identification and Measurement of Direct Costs
   d. Third parties
   e. Subcontracting
   f. Synergies with other grant
1. Costs claimed are not substantiated or not linked to the project

2. Third parties and subcontracting costs not properly reported

3. Depreciation costs not correctly charged to the project

4. Indirect costs model not properly reflecting the entity's reality

5. Indirect costs – ineligible costs included
Background: FP7 10 most common errors

6. Personnel costs – calculation of productive hours

7. Personnel costs – charging of hours worked on the project

8. Personnel costs – use of average personnel costs

9. Payment of salaries to owner/managers of SME

10. VAT
Background: H2020 vs. FP7 – What changed?

Main changes (1)

• Single reimbursement rate
• More flexible rules for third parties and subcontracting costs
• Differentiation between contracts and subcontracts
• Unique flat rate of 25% for indirect costs
• Introduction of the concept of Large Research Infrastructure
Background: H2020 vs. FP7 – What changed?

Main changes (2)

- 3 options for determining annual productive hours
- Clearer and simpler obligations on time records
- More flexibility for average personnel costs
- Provisions on additional remuneration
- Eligibility of non-deductible VAT
- Common Support Centre (CSC)
Horizon 2020 Model Grant Agreement

Specific models

- ERC MGAs
- SME instrument MGAs
- Marie-Sklodowska Curie MGAs
- Co-fund MGAs

General Model Grant Agreement
Horizon 2020 Model Grant Agreement

A single document with all provisions

Core text
General conditions
Annex 2
Special clauses
Specific provisions
Annex 3

FP7

Options
Annex 1: Description of the action

Annex 2: Estimated budget

Annex 3: Accession Forms, 3a & 3b

Annex 4: Financial statements

Annex 5: Certificate on the financial statements

Annex 6: Certificate on the methodology
Forms of costs

- Actual costs
  - Costs actually incurred, identifiable and verifiable, recorded in the accounts, etc.
    - NEW: non-deductible VAT paid is also eligible

- Unit costs
  - A fixed amount per unit determined by the Commission
    - Example: SME owners' unit cost
  - For average personnel cost (based on the usual accounting practices – with or without COMUC)

- Lump sum
  - A global amount to cover one or several cost categories
    - Example: Phase 1 of the SME instrument

- Flat rate
  - A percentage to be calculated on the eligible costs
    - Example: 25% flat rate for indirect costs
### Budget categories and Forms of costs

<table>
<thead>
<tr>
<th>FORMS OF COSTS</th>
<th>BUDGET CATEGORIES</th>
<th>DIRECT COSTS</th>
<th>INDIRECT COSTS</th>
<th>SPECIFIC CATEGORIES OF COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Personnel</td>
<td>Subcontracting</td>
<td>Financial support to 3rd parties</td>
</tr>
<tr>
<td>Actual costs</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Unit costs</td>
<td>Yes for</td>
<td>✓</td>
<td>❌</td>
<td>❌</td>
</tr>
<tr>
<td></td>
<td>- Average personnel costs</td>
<td></td>
<td>❌</td>
<td>❌</td>
</tr>
<tr>
<td></td>
<td>- SME owners &amp; natural persons without a salary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flat-rate costs</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
</tr>
<tr>
<td>Lump sum costs</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
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</tbody>
</table>
## Budget categories: budget transfers

<table>
<thead>
<tr>
<th>Budget transfers and re-allocation</th>
<th>Amendment needed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>From one beneficiary to another</td>
<td>NO</td>
</tr>
<tr>
<td>From one budget category to another</td>
<td>NO</td>
</tr>
<tr>
<td>Re-allocation of Annex 1 tasks</td>
<td>YES</td>
</tr>
<tr>
<td>Transfers between forms of costs (actual costs, unit costs, etc.)</td>
<td>YES if no budget was foreseen for the 'form' receiving the transfer</td>
</tr>
<tr>
<td>New subcontracts</td>
<td>YES (strongly advised)</td>
</tr>
</tbody>
</table>
## Budget categories: budget transfers (example)

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<th>Form of costs****</th>
<th>A. Direct personnel costs</th>
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### Estimated eligible* costs (per budget category)

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</table>

### Beneficiary 1

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</tr>
</tbody>
</table>

### Beneficiary 2

<table>
<thead>
<tr>
<th>Form of costs****</th>
<th>A. Direct personnel costs</th>
<th>B. Direct costs of subcontracting</th>
<th>[C. Direct costs of fin. support]</th>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

### Calculations for Beneficiary 1

- **Actual:** 500,000
- **Unit:** XX EUR/hour
- **No hours:** 100
- **Total (a):** 500,000
- **Total (b):** 0
- **Total (c):** 3,213
- **Total (d):** 150,000
- **Total (e):** 0
- **Total (f):** 325,000

### Calculations for Beneficiary 2

- **Actual:** 0
- **Unit:** 300,000
- **No hours:** 0
- **Total (a):** 0
- **Total (b):** 0
- **Total (c):** 0
- **Total (d):** 0
- **Total (e):** 0
- **Total (f):** 125,000

---

Disclaimer: Information not legally binding
Classifying workforce contracts

Is it an employment contract or another type of contract?

Is it the only contract with the person or are there several contracts?

Does the contract establish the working time conditions?

Is the contract concluded with a person or with a company?

And what about 'consultants'?
## What contract under what budget category

<table>
<thead>
<tr>
<th>A. Direct personnel costs</th>
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<th>C. Direct costs of fin. support</th>
<th>D. Other direct costs</th>
<th>E. Indirect costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.1 Employees (or equivalent)</td>
<td>A.4 SME owners without salary</td>
<td>D.1 Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.2 Natural persons under direct contract</td>
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<table>
<thead>
<tr>
<th>Actual</th>
<th>Unit 7</th>
<th>Unit 8</th>
<th>Actual</th>
<th>Actual</th>
<th>Actual</th>
<th>Flat-rate 9</th>
</tr>
</thead>
</table>

Workforce costs
What workforce contracts can you declare under personnel costs?

**Standard case:** persons hired by the beneficiary via an *employment contract*

(qualified as such under national law; and for whom the hiring entity pays social security contributions)

**Other cases:**

→ Employees of a third party seconded to the beneficiary (must be set in Annex 1!)

→ Natural persons hired directly via a contract other than an employment contract *if*:
  
  o They work under hierarchical dependence within the beneficiary structure and (in general) work at the beneficiary's premises
  
  o The result of the work belongs to the beneficiary
  
  o The costs are similar than those of an employee of the beneficiary with similar tasks
What contract under what budget category

What you can **NOT** declare under personnel costs?

- Contracts with companies (e.g. temporary work agencies) to provide staff

- Natural persons (e.g. consultants) not fulfilling any of the conditions mentioned in the previous slide. 
  - e.g. working autonomously on the tasks assigned to them

- Natural persons (e.g. consultants) paid *for deliverables* rather than for *working time*

**In the cases above the costs may be eligible under 'Other goods and services' or under 'Subcontracting' but never as personnel costs**
**Personnel costs: Calculation**

- **Hours worked**
- **Hourly rate** (EUR/hour)
- **Additional remuneration**

Time records → Formula for actual costs & specific unit costs → Only eligible for non-profit legal entities
Only the hours **actually worked** on the action can be charged.

- Think of how **you** follow different projects

You **cannot** declare:

- Budgeted time (what you indicated for the budget)
- Estimated time (e.g. person 'guessing' at the end of the year)
- Time allocation (e.g. x % of the contractual time of the person)

**Hours declared to the action must be supported by reliable records and documentation!**
**Time records: supporting documents**

**Depend if the person works exclusively on a H2020 action or not**

For this purpose, "working exclusively" refers to an uninterrupted period of at least one full calendar month during which all the hours worked by the employee for the beneficiary were dedicated to the H2020 action.

<table>
<thead>
<tr>
<th>Working exclusively</th>
<th>Records</th>
<th>Conditions (full details available in the AGA; page 160)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YES</strong></td>
<td>Declaration on exclusive work for the action</td>
<td>→ only one per reporting period (per person)  &lt;br&gt;→ covering one uninterrupted period of exclusive dedication of at least one calendar month</td>
</tr>
<tr>
<td><strong>NO</strong></td>
<td>Time records (i.e. timesheets)</td>
<td>→ dated and signed at least monthly by the person and his/her supervisor  &lt;br&gt;→ <strong>minimum conditions</strong> and information needed are detailed in the AGA</td>
</tr>
</tbody>
</table>

Disclaimer: Information not legally binding
Declaration for persons working exclusively on the action:

Model available in the AGA (version 19/12/2014)

☐ the whole reporting period

☐ from …/…/…/… until …/…/…/…

(This period must cover at least one full natural month)

Only one declaration can be made per reporting period for each person

Disclaimer: Information not legally binding
<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>4 hours</td>
</tr>
<tr>
<td>Tuesday</td>
<td>4 hours</td>
</tr>
<tr>
<td>Thursday</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>2 hours</td>
</tr>
<tr>
<td>Monday</td>
<td>8 hours</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8 hours</td>
</tr>
<tr>
<td>Friday</td>
<td>4 hours</td>
</tr>
<tr>
<td>Monday</td>
<td>4 hours</td>
</tr>
<tr>
<td>Tuesday</td>
<td>3 hours</td>
</tr>
<tr>
<td>Wednesday</td>
<td>8 hours</td>
</tr>
<tr>
<td>Thursday</td>
<td>8 hours</td>
</tr>
<tr>
<td>Friday</td>
<td>2 hours</td>
</tr>
</tbody>
</table>

*Total month .................................. 57 hours*
**Time recording: common errors**

- Inconsistency with HR records
- Time sheets not properly dated or signed
- More than full time employment charged among different projects → double funding!
- Poor or limited information captured
# Timesheet: template available in the AGA (version 19/12/2014)

## TIME RECORDING FOR A HORIZON 2020 ACTION

| DAY | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | Total |
|-----|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
|     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

### Short description of the activities carried out in the month:

Signed (name of the person working for the action):

Date:

Signed (name of the supervisor):

Date:
Personnel costs: hourly rate

How to determine the Hourly Rate

A: general case
Hourly rate calculated as defined in the model GA

B: if you use average personnel costs:
Hourly rate calculated by the beneficiary in accordance to its usual accounting practices

C: if you are a SME owner without a salary or a natural person without a salary
Hourly rate formula fixed by the Commission

ACTUAL COSTS

UNIT COSTS
Personnel costs: hourly rate

C: if you are a SME owner without a salary or a natural person without a salary

Costs must be declared on the basis of the unit cost (hourly rate) fixed by Commission Decision C(2013) 8197 and indicated in Annexes 2 and 2a of the GA.

In practice: SYGMA calculates the hourly rate for you by using the formula:

\[
\text{Monthly living allowance for experienced researchers under the IF actions} \times \text{Country correction coefficient} \div 143
\]

The SME owner or natural person may be remunerated by dividends, service contracts between the company and the owner, etc. **Still, unit costs are to be declared**

If the remuneration status of the SME owner changes - > **The GA should be amended to change the form of costs**
**Personnel costs: hourly rate**

**B: if you use average personnel costs**

You calculate the hourly rate according to your usual practice provided that:

- You applied it in a consistent manner, based on objective criteria, and regardless of the source of funding

- You calculate the hourly rate using the actual personnel costs recorded in your accounts, excluding ineligible cost or costs included in other budget categories

- You use one of the options of the Grant Agreement to determine the annual productive hours
**Personnel costs: hourly rate**

**A: General case**

**Hourly rate** = $\frac{\text{Annual personnel costs}}{\text{Annual productive hours}}$

**Annual personnel costs**

- **Include:**
  - Salaries (basic remuneration)
  - Social security contributions (employers' and employees')
  - Taxes and other costs included in the remuneration if they arise from national law or the employment contract

- **Do not include:**
  - Any ineligible item (article 6.5)
  - Any costs included in other budget categories (e.g. indirect costs)
  - Any part of the personnel costs that qualifies as additional remuneration
Personnel costs: hourly rate

A: General case

\[
\text{Hourly rate} = \frac{\text{Annual personnel costs}}{\text{Annual productive hours}}
\]

Annual productive hours

1720 hours

**Advice**

⚠️ You must use this option if the employment contract does not specify the working time conditions or if the "annual workable hours" cannot be determined.

**Individual annual productive hours**

• Formula: annual workable hours + overtime - absences

**Standard annual productive hours**

• According to the beneficiary's usual accounting practices. Minimum threshold: annual productive hours ≥ 90% of the standard annual workable hours.
Personnel costs: hourly rate

A: General case

The hourly rate is to be calculated per financial year.

If the financial year is not closed at the time of reporting, the beneficiary must use the hourly rate of the last closed financial year available.

![Diagram showing reporting periods and hourly rates]

- Reporting period (example)
  - 2014
  - 2015
  - 2016

- Hourly rate of 2014
- Hourly rate of 2015
- Hourly rate of 2015 also for these months

Advantages
Exercise: General calculation of personnel costs

Ms R. has worked in 2015 and 2016 for the H2020 action whose reporting period runs from 01/10/14 to 31/03/16.

How do we calculate the personnel costs to be charged to the action?

Step 1: Calculate the hourly rate

Step 2: Identify the hours worked for the action

Step 3: Multiply the hours worked for the action by the hourly rate
Exercise: General calculation of personnel costs

\[ \text{Cost} = \text{Hours worked for the action} \times \frac{\text{Annual personnel costs}}{\text{Annual productive hours} \times \text{Hourly rate}} \]

**Step 1.a** Calculate the hourly rate: annual personnel costs

As 2016 is on-going at the end of the reporting period, the 2015 hourly rate will apply also for the 2016 months of the reporting period

Ms R. has a gross monthly salary of 2 500 EUR and the employer pays 30% on top as social security

Annual personnel costs =  

Disclaimer: Information not legally binding
Exercise: General calculation of personnel costs

\[ \text{Cost} = \text{Hours worked for the action} \times \frac{\text{Annual personnel costs}}{\text{Annual productive hours}} \]

Step 1.b  
**Calculate the hourly rate:** annual productive hours

Out of the three options offered by the H2020 grant agreement:

i. Fixed hours
ii. Individual annual productive hours
iii. Standard annual productive hours

The beneficiary applies option 1 for all its staff

Annual productive hours of Ms R. = [ ]

What if Ms R. would be a part time employee?
Exercise: General calculation of personnel costs

Cost = \( \text{Hours worked for the action} \times \frac{\text{Annual personnel costs}}{\text{Annual productive hours}} \)

Step 2

Identify the hours worked for the action

Ms R. worked some hours in December 2015 (registered in a timesheet):

| DAY | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | Total |
|-----|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| WP 2| 8 | 8 | 8 | 4 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 84 |

And in 2016 she signed a declaration of exclusive work in the action covering the period:

\[ \text{from 01/01/2016} \quad \text{until 15/02/2016} \]

(This period must cover at least one full natural month)

Disclaimer: Information not legally binding
**Exercise: General calculation of personnel costs**

\[
\text{Cost} = \frac{\text{Hours worked for the action} \times \text{Annual personnel costs}}{\text{Annual productive hours}}
\]

**Step 3**

**Multiply the hours worked for the action by the hourly rate**

Cost 2015 =

As 2016 is on-going, the 2015 hourly rate will apply also for the 2016 months of the reporting period

Cost 2016 =

215 \times 22.67 = 4887.45 \text{ EUR}
Exercise: Individual annual productive hours

The beneficiary has chosen option 2, individual annual productive hours:

\[
\text{annual workable hours + overtime - absences}
\]

Ms R. contract stipulates that she works 8 hours per day from Monday to Friday (the year has 52 weeks). She has 22 working days of annual leave + eight days of public holidays.

In 2015 she worked 29 hours of overtime and was on sick leave for five days.

Annual productive hours =

Annual workable hours =

\[
\text{Annual workable hours} = 365 - 104 - 22 - 8 = 231 \times 8\]

\[
+ 29 - 40 = 1848 + 29 - 40 = 1837
\]
The remuneration of Ms R. is composed of:

Gross annual salary fixed by contract: 20 000 EUR
+ the following complements fixed in the collective labour agreement:
  - Hazard pay for working with radioactive materials: 500 EUR/month
  - Family allowance: 100 EUR/month
  - Transportation allowance: 2 EUR/day

In addition, she may receive a variable 'extra'.

Depending on its characteristics, this extra will be:

(also) **Basic Remuneration**

**Additional Remuneration**

**Ineligible**
Personnel costs: additional remuneration

Ineligible

- Arbitrary bonus
- Bonus based on commercial targets (e.g. sales target), fund raising targets or representing profit distribution (dividends)
- Bonus applied only to EU actions

Additional Remuneration

- Triggered by specific projects
- Paid for additional work or expertise
- Part of the usual remuneration practices of the entity
- Determined using objective criteria established in the internal rules
- Eligible only for non-profit legal entities

(Also) Basic Remuneration

- If not triggered by specific projects
- Under a scheme authorised by law, collective agreement of contract
- Determined using objective criteria established in the internal rules

Disclaimer: Information not legally binding
Salary complement or supplementary contract resulting in a higher hourly rate

Is it triggered by a specific project? (the employee would not have received the complement if it had not participated in the project)

- Yes
- No

Is the amount fixed and mandatory by law, collective agreement or contract?

- Yes
- No

Is the scheme of the complement authorised by law, collective agreement or the contract? (‘arises from’)

- Yes
- No

Is the complement determined based on objective criteria established at least in the entity’s internal rules?

- Yes
- No

Is it based commercial targets (e.g. sales target), fund raising targets or profit distribution (dividends)?

- Yes
- No

Basic Remuneration

Is it paid for additional work or different expertise than the usual ones according to the (main) contract?

- Yes
- No

Ineligible

Is it triggered by the EU action?

- Yes
- No

Is it part of the usual remuneration practices of the entity?

- Yes
- No

Is the complement determined based on objective criteria established at least in the entity’s internal rules?

- Yes
- No

Arbitrary bonus

Is it applied only to EU actions?

- Yes
- No

Ineligible

Additional Remuneration

Disclaimer: Information not legally binding
Eligible additional remuneration is subject to a eligibility ceiling fixed at **EUR 8 000** for a full-time employee working exclusively for the action during the entire year.

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>hired full time during the entire year</td>
<td>NOT hired full time during the entire year</td>
</tr>
</tbody>
</table>

**working exclusively** for the EU action during the entire year  

- **EUR 8 000**
- pro-rata amount of **EUR 8 000**

**NOT working exclusively** for the EU action during the entire year

- \(\text{8 000} / \text{annual productive hours FTE}\) * hours worked for the action over the year

The ceiling covers the additional salary + all additional taxes, costs and social security contributions triggered by the additional salary.
Direct costs are costs that are directly linked to the action's implementation and can be attributed to it directly. They must not include any indirect costs.

Direct costs are:

- costs that have been caused in full by the action
- or costs that have been caused in full by several actions and the attribution to a single action can, and has been, directly measured (e.g. not allocated via cost drivers)
Direct costs for the action

- Must be justified by sufficient persuasive evidence showing the direct link to the action
- Must be properly recorded in order to allow direct measurement of the use for the action and to ensure auditability
- The measurement system used by the beneficiary must accurately quantify the cost
- Direct measurement of costs does not mean fair apportionment of costs through proxies, cost drivers or allocation keys. Once you use them, it's indirect cost!
- In principle, what was considered direct/indirect in FP7 remains the same in H2020. Now, it is even more important because Indirect Cost is calculated at 25% flat rate
Examples (1)

A beneficiary uses a x-ray machine for the action for few hours and for the rest of the time the x-ray machine is used for other activities. The beneficiary charges the full depreciation costs for the period in the cost statement of the action.

NOT ALLOWED!

The allocation of the part of the annual depreciation to the H2020 action must be calculated based on the number of hours/days/months of actual use of equipment for the action as a part of its full capacity. The actual use should be directly measured (logbook, etc.).
Examples (2)

The total consumables costs are charged as direct costs on the H2020 action as proportion of the action hours to total worked hours in the laboratory.

NOT ALLOWED!

Even if the usual accounting practice of a beneficiary is to consider laboratory consumables as direct costs.

The costs of other goods and services should be declared as actual costs e.g. direct consumption for the action should be measured.
However, where it is necessary for the action, the participants may:

- award subcontracts for carrying out certain elements of the action
- call upon linked third parties to carry out work under the action
- use resources made available by third parties

... *according to the conditions set out in the grant agreement.*
Third parties: basics

What is a third party?

A legal entity which carries out work of the action, supplies goods or provide services for the action, but which did not sign the grant agreement.

What types of third parties?

Third parties directly carrying out part of the work described in Annex 1

Third parties providing resources, goods or services to the beneficiaries for them to carry out the work described in Annex 1

Only when authorised in the call: third parties receiving financial support (money) from the beneficiary as part of the action.
Third parties carrying out work in the action

**Beneficiary**

- **Linked third parties**
  - **Affiliated entities**
  - **Third parties with a legal link**

**Affiliated entity**

- Under the direct or indirect control of the beneficiary
- Under the same direct or indirect control as the beneficiary
- Directly or indirectly controlling the beneficiary

'control' = >50 % shares or majority voting rights or decision-making powers
Third parties carrying out work in the action

**Beneficiary**

- **Linked third parties**
  - **Affiliated entities**
  - **Third parties with a legal link**

- **Legal link**
  - A legally established relationship *not* specifically created for the Grant Agreement.
  - It may be in the framework of a legal structure (e.g. the relationship between an association and its members) or through an agreement or contract (not limited to the action).

- **Similar to FP7 Special Clause 10**
- **Must be identified in the GA**
- **Same cost eligibility criteria than for beneficiaries**
- **NEW**: COM or Agency may request them to accept joint and several liability for their EU contribution
Third parties carrying out work in the action

**Beneficiary**

- **Linked third parties**
  - Affiliated entities
  - Third parties with a legal link

- **Subcontractors**

- **Ensure best value for money and avoid conflict of interests**

- **Warning:** Subcontracting between beneficiaries is **not allowed.** Subcontracting to affiliates is generally not allowed either.

- **Estimated costs and tasks must be identified in the budget and in Annex 1**

- **NEW:** if not identified in Annex 1, Commission may still approve them (beneficiary bears the risk of rejection)

- **E.g.:** Testing described in Annex 1 as action task

Disclaimer: Information not legally binding
Other third parties

Beneficiary

Contracts necessary for the implementation

Contributions in-kind

For the purchase of goods, works or services

Ensure **best value for money** and avoid any **conflict of interests**

E.g.: CFS, supply of consumables, etc.

Free of charge or against payment

Only the actual eligible costs of the third party may be charged

Must be set out in Annex 1

**NEW**: if not identified in Annex 1, Commission may still approve them (beneficiary bears the risk of rejection)

E.g.: seconded staff, use of equipment
Financial support to third parties

- **'Cascading grants'**: Equivalent to FP7 Special Clause 42
- **Prizes**: awarded by the beneficiary as part of the action
- Option to be used **ONLY** if foreseen in the Work Programme
- Conditions set out in Annex 1
- E.g.: users, experimenters and suppliers for which financial support is granted (call: H2020-ICT-2015)
# Third parties: summary

<table>
<thead>
<tr>
<th>Types of third parties</th>
<th>Characteristics</th>
<th>Must be indicated in Annex 1</th>
<th>Indirect costs</th>
<th>Selecting the third party</th>
<th>Articles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linked third party</td>
<td>YES</td>
<td>NO</td>
<td>Costs</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subcontractors</td>
<td>YES</td>
<td>NO</td>
<td>Price</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Third party providing in-kind contributions</td>
<td>NO</td>
<td>YES</td>
<td>Costs</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractors</td>
<td>NO</td>
<td>YES</td>
<td>Price</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial support to third parties</td>
<td>Only if allowed in the call</td>
<td>The beneficiaries’ activity consists in providing financial support to the target population</td>
<td>YES</td>
<td>NO</td>
<td>According to the conditions in Annex 1</td>
</tr>
</tbody>
</table>
Third parties: Warnings!

The beneficiary retains the sole responsibility for the work and the costs declared!
If something goes wrong with the third party, the beneficiary will be responsible.

The beneficiary must ensure that Commission, OLAF and European Court of Auditors can audit its third parties including subcontractors and providers.

In case of an audit to a 3rd party, the beneficiary is also in copy of all relevant communications (announcement of the audit, audit report, etc.)
### Subcontracts vs. Contracts

<table>
<thead>
<tr>
<th>Article 10</th>
<th>Article 13</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contracts to purchase goods, works or services</strong></td>
<td><strong>Subcontracts</strong></td>
</tr>
<tr>
<td>These contracts do not cover the implementation of action tasks, but they are necessary to implement action tasks by beneficiaries.</td>
<td>Subcontracts concern the implementation of action tasks; they imply the implementation of specific tasks which are part of the action and are described in Annex 1.</td>
</tr>
<tr>
<td>Do not have to be indicated in Annex 1.</td>
<td>Must be indicated in Annex 1.</td>
</tr>
<tr>
<td>The price for these contracts will be declared as ‘other direct costs’ — column D in Annex 2 — in the financial statement; they will be taken into account for the application of the flat-rate for indirect costs.</td>
<td>The price for the subcontracts will be declared as ‘direct costs of subcontracting’ — column B in Annex 2 — in the financial statement; they will not be taken into account for the application of the flat-rate for indirect costs.</td>
</tr>
</tbody>
</table>
The following are considered as contracts:
(if not specifically mentioned in Annex 1 as action tasks)

- Certificate on the financial statements
- Catering for meetings
- Translation services
- Setting up and maintenance of a project website

To be reported as other direct costs
Subcontracting: characteristics

- Based on business conditions (includes profit)
- No hierarchical subordination, no direct supervision
- Responsibilities lie with the beneficiary
- No rights and obligations vs. the Commission/Agency or the other beneficiaries
- **BUT** the beneficiary must ensure that its subcontractors can be audited by the Commission/Agency, OLAF and the ECA
- Beneficiaries that are 'contracting authorities' must comply with applicable national law on public procurement
Subcontracting: additional eligibility conditions

- Tasks and estimated costs should be set in Annex 1 for each subcontract
- Total costs per beneficiary should be set in Annex 2
- The need for a subcontract should be clearly justified in Annex 1
- Existing framework subcontracts are acceptable: in such cases the name of the subcontractor may be indicated in Annex 1

⚠️ These conditions do not lift the obligation to ensure best value for money!
Subcontracts not set out in Annexes 1 & 2 are not eligible but the Commission/Agency may approve these costs without an amendment:

- On its own discretion
- If costs are duly justified in the periodic technical report
- If there is no breach of principle of equal treatment of applicants
- If this does not entail changes to the Grant Agreement which would call into question the decision awarding the grant
Best Practice

- Do not wait for an audit!

- At grant signature: Foresee and justify all subcontracts in Annexes 1 & 2

- During the grant execution:
  - Ask for amendment to include subcontracts
  - Justify subcontracts in the technical reports
  - Communicate clearly and in written with the project officers
Avoid conflict of interests
(Art.35 of the MGA)

'The beneficiaries must take all measures to prevent any situation where the impartial and objective implementation of the action is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ('conflict of interests').
Avoid **conflict of interests**
(Art.35 of the MGA)

The beneficiaries must formally notify the EC/Agency without delay any situation constituting or likely to lead to a conflict of interests and immediately take all the necessary steps to rectify this situation.

Non-compliance may have consequences (reduction of grant, termination).
Best Practice

You must demonstrate *best value for money* both, in sub-contracting and in purchases of goods

- Some level of tendering to demonstrate 'best value' – e.g. tender, three offers, market survey, etc.

- Naming the supplier in the grant does not mean that you do not have to demonstrate best value

- We will normally accept your standard practices, when properly used

**But...**

Your accounting practices are not panacea!
(e.g. cash basis depreciation is not automatically accepted even if it is in line with your accounting practices)
Common errors

- 'Best value' not demonstrated
  - no tender, no offers, no market survey

- Participants' own usual practices and procedures not applied

- Subcontracting between participants

- No documentation kept

- Public entities not applying public procurement rules

- Too high thresholds foreseen in the rules of the participant
Beneficiary A lacks resources and subcontracts action tasks to Beneficiary B. The subcontracting costs are declared by Beneficiary A.

NOT ALLOWED!

The subcontracting between beneficiaries in the same grant agreement is not allowed under any circumstances. In the above case, the tasks should be allocated to Beneficiary B and the costs should be declared by Beneficiary B (at cost basis).
Beneficiary A is the consortium's coordinator and subcontracts coordinator's tasks.

**NOT ALLOWED!**

The coordinator's tasks listed in Article 41.2.b cannot be subcontracted.

(e.g. monitor proper implementation, act as intermediary for communication, request and review documents, submit deliverables, ensure payments, produce funds distribution report).
Synergies: Objective

The EC aims at ensuring coordination, synergies and complementarities between actions funded by the European Structural and Investment Funds (ESIFs), Horizon 2020 and other EU directly managed programmes in the area of research, innovation and competitiveness.

ESIFs are:

- ERDF – European Regional Development Fund, Cohesion Fund
- ESF – European Social Fund
- EAFRD – European Agricultural Fund for Rural Development
- EMFF – European Maritime and Fisheries Fund
Article 37, H2020 Rules for Participation:

"Cumulative funding: An action for which a grant from the Union budget has been awarded may also give rise to the award of a grant on the basis of H2020 provided that the grant does not cover the same cost items."

A cost item is the amount declared as eligible for Union funding under a budget category which may be defined by activity (training, work package) or by nature (personnel costs, consumables, etc.) or by combination of activity and nature.
A beneficiary can be entitled to receive H2020 funding for the reimbursement of personnel costs (if they fulfil the cost eligibility conditions under H2020 rules) and to receive at the same time ESIF funding for the other costs (if they fulfil the cost eligibility conditions under ESIF rules), provided that personnel costs are not declared as eligible under the ESIF grant and that the other costs are not declared as eligible under the H2020 grant.
Concepto de sinergia
Es posible combinar en un mismo proyecto o un grupo de acciones coordinadas fondos de H2020 y ESIF pero sin financiación doble para el mismo elemento de coste.

**Horizonte 2020**

**Principios básicos**

**ESIF**

Art. 65(11) CPR: "An operation may receive support from one or more European Structural and Investment Funds or from one or more programmes and from other Union instruments, provided that the expenditure item included in a request for payment for reimbursement by one of the ESI Funds does not receive support from another Fund or Union instrument, or support from the same Fund under another programme."

**Horizon2020**

Article 37 Rules for Participation: "Cumulative funding: An action for which a grant from the Union budget has been awarded may also give rise to the award of a grant on the basis of Regulation [Horizon 2020] provided that the grants do not cover the same cost items."
Horizonte 2020

Principios básicos (2)

- **Qué se financia:**
  - Proyectos sucesivos que derivan unos de otros
  - Proyectos en paralelo que se complementan
  - Proyectos de alta calidad en H2020 para los que no existe presupuesto suficiente
  - No puede sustituirse la cofinanciación en proyectos H2020, nacional, regional o privada, por fondos ESIF
  - En estos casos, las normas se unifican (mismo tipo de beneficiarios, costes elegibles, modelos de costes, etc.)
Project ≠ Grant agreement!

**Concept & planning**
- Coherent *project concept* and with identified *work packages* (ideally geographically attributable) or *cost/activity categories* attributed clearly to Horizon 2020 or an ESIF-OP.
- Includes at least partners from 3 *countries*.
- *Content & purpose* of the project corresponds to the *Horizon 2020 call*; the part for ESIF is related to the relevant RIS3 specialisations & OP priorities.
- *Available possible budgets* identified (Horizon2020 work programme: future calls for proposals), eligible costs & co-funding levels for Horizon2020 and ESIF respectively taken into account.
- *Scope for pooling resources* for joint activities/work packages across borders identified.

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**Horizonte 2020**

**Principios básicos** (3)

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**Project with cumulative funding**

**Concept & planning**

- **Horizon2020 innov. action:**
  - Call for proposals
  - Eligible cost:
    - Staff; equipment; travel; sub-contracting;
  - **Budget:**
    - 70% H2020 + 30% own public or private funds (**no ESIF!**)  

---

**ESIF actions**

- **Eligible cost:**
  - Purchase of R&D equipment and infrastructure
  - Entrepreneurship training for researchers

- **Budget:**
  - ESIF from different OPs + relevant % of own public funds (**no Horizon2020!**)
Horizonte 2020

Principios básicos (4)

Simultaneous/cumulative funding H2020 Innovation Action 70% funded:

- Partner 1 / MS1
  - 70% of Staff, Prototype, Equipment, OH
  - 30% own funds

- Partner 2 / MS2
  - 70% of eligible Costs funded By H2020
  - 30% own funds Of partner

- Partner 3 / MS3
  - 70% of eligible Costs funded By H2020
  - 30% own funds Of partner

--- H2020 GA (Grant Agreement) that includes all partners (simplified version with 3 partners from 3 MS=minimum number required)

--- ESIF grant contract for partner 1: may be up to 85% in MS of EU13
Other issues

- Consortium Agreement
- Controls and audits
- Exchange rates
- Final grant amount
- Payments
- Receipts
Use of the last closed financial year

ADVANTAGES FOR THE BENEFICIARIES

01/10/2014

<table>
<thead>
<tr>
<th>Reporting period (example)</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
</table>

31/03/2016

Hourly rates of 2015 will also be used for these months

- NO ADJUSTMENTS TO BE DECLARED IN THE NEXT PERIOD
- LEGAL CERTAINTY: NO DOUBTS ABOUT WHAT PERIOD AND WHAT DATA MUST BE USED FOR THE CALCULATION
- REMOVES ERRORS DUE TO INCORRECT CALCULATIONS FOR FRACTIONS OF A YEAR

Disclaimer: Information not legally binding
Consortium Agreement (CA)

- CA is mandatory unless otherwise specified in the work programme
  
  Article 41.3 of the H2020 Model Grant Agreement

- Characteristics
  
  - It is a private agreement between the beneficiaries and does not involve the EC/Agency (which, however, provides guidance).
  
  - Deals with the rights and obligations of the beneficiaries amongst themselves.

  Examples: internal organisation, distribution of EU funding, additional rules on IPR, settlement of disputes, etc.

  - In principle to be concluded before signing the Grant Agreement
Financial viability

- Most beneficiaries exempt from detailed analysis; only systematic check for coordinators when requested EU funding for the action is ≥ EUR 500,000

Certificates

- **Certificate on the financial statements:** Only for final payments when total EU contribution claimed by the beneficiary on the basis of actual costs + unit costs for average personnel ≥ EUR 325,000 (excluding e.g. flat rates !)

- **Certificate on the methodology:** Optional for average personnel costs (now under unit costs)
Ex-post audits

- Audits of the Commission limited to **two years** after the payment of the balance
  
  ... but documents must be kept for 5 years

Extension of audit findings

- Former 'extrapolation' (FP7) now included in the MGA
- In the case of systemic or recurrent errors, irregularities, fraud or breach of obligations
Exchange rates provisions

- **Beneficiary’s accounts in Euro**
  For purchases in other currencies ➔ conversion into Euro according to its usual accounting practice

- **Beneficiary’s accounts in other currencies**
  Average of the daily exchange rates published in the Official Journal of the EU calculated over the reporting period

**Calculation shortcut:** you may use the editable charts on the website of the European Central Bank at:

**Final grant amount: Calculation**

**Step 1** — Application of reimbursement rates to eligible costs

Total approved eligible costs *(actual costs, unit costs, flat rate and lump sum costs, if any)* × reimbursement rate *(100% for research actions, 70% for innovation actions)*

**Step 2** — Limit to the maximum grant amount

The grant amount obtained in Step 1 is capped at the maximum grant amount set out in the GA. The grant amount following Steps 1 and 2 is the lower of the two amounts.

**Step 3** — Reduction due to the no-profit rule

Profit of the action = Grant amount obtained in Step 2 + Receipts – Total eligible costs of the action

- If Profit > 0 → grant amount obtained in Step 2 is reduced
- If Profit < or = 0 → grant amount obtained in Step 2 is not reduced

**Step 4** — Reduction due to improper implementation or breach of other obligations under the GA at the payment of the balance

**Final grant amount** is the lower of the following two amounts:

- Amount obtained following Steps 1 to 3
- Amount obtained in Step 4
**Final grant amount: Example**

<table>
<thead>
<tr>
<th>EXAMPLE</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum grant amount</td>
<td>Approved eligible costs</td>
<td>Funding rate</td>
<td>If Receipts</td>
<td>If Reduction</td>
<td></td>
</tr>
<tr>
<td>200</td>
<td>220</td>
<td>100%</td>
<td>30</td>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>

**Step 1**
Total approved eligible costs $\times$ reimbursement rate

$220 \times 100\% = 220$

**Step 2**
The lower between Step 1 and the maximum amount of the grant

Lower between $(220; 200) = 200$

**Step 3**
Step 2 - profit of the action (Profit (only if positive) = Step 2 + receipts – Eligible cost)

$200 - (200 + 30 - 220) \Rightarrow 200 - 10 = 190$

**Step 4**
The lower between Step 3 and the reduced maximum grant amount (if any reduction)

Lower between $(190; (200 - 20)) \Rightarrow$ Lower between $(190; 180) = 180$
<table>
<thead>
<tr>
<th>Payments</th>
<th>Time-to-Pay</th>
<th>From</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>One Pre-financing</strong></td>
<td>30 days</td>
<td>From: entry into force or 10 days before the starting date (whichever is the latest)</td>
</tr>
<tr>
<td>→ Retention 5% of maximum grant for the Guarantee Fund</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Interim Payments</strong></td>
<td>90 days</td>
<td>From reception of periodic report</td>
</tr>
<tr>
<td>→ Based on financial statements (EU contribution = eligible costs approved * reimbursement rate)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>→ Limit = 90% of the maximum grant (Retention 10%)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Payment of the Balance</strong></td>
<td>90 days</td>
<td>From reception of final reports</td>
</tr>
</tbody>
</table>
Receipts

Income generated by the action (except for action's results)

Income generated from the sale of assets purchased in the GA

Receipts

In-kind contributions:
- specifically for the action
- received free of charge

Financial contributions specifically assigned by the donors to finance the eligible costs

No-profit rule applied at project level, not per beneficiary!
Participant Portal
At: http://ec.europa.eu/research/participants/portal/desktop/en/home.html

- **Horizon 2020 Annotated Grant Agreement**

- **Horizon 2020 On-line Manual**
  http://ec.europa.eu/research/participants/portal/desktop/en/funding/guide.html#

- **Questions? Research Enquiry Service**
  http://ec.europa.eu/research/enquiries
Horizonte 2020

Vuestras dudas y consultas…
MUCHAS GRACIAS POR SU ATENCIÓN

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