REPORT TO EU
1ST RP (1.1.20-30.6.21)

INTERACT REPORTING PERIOD

1º Report (M1-M18)
1/01/2020 – 30/06/2021
OPEN: 1 JUL 2021
EU DUE DATE: 31 AUG 2021
INTERNAL DUE DATE: TR (31 JUL) - FR (15 AUG)

Technical Report (TR)
Part A (Coordinator in the Participant Portal)
Part B (WP and Task leader)
• description of the work carried out by each beneficiary involved, during the reporting period
• overview of the WP progress towards the project objectives

Financial Report (FR)
• Individual Financial Statement (Annex 4 of the GA)
• Explanation of the use of the resources (in the Participant Portal)
**1ST PERIODIC TECHNICAL REPORT**

**TASK LEADERS**
- Send to WP leader a brief description of the work carried out by each beneficiary involved in the Task

**WP LEADERS**
- Describe work carried out in their WP (consolidate Task's description)
- Explain the work carried out by each beneficiary involved in their WP
- Give an overview of the progress towards the project objectives, justifying the differences between work expected under Annex I and work actually performed, if any
- WP report should be sent to Coordinator by 31st July 2021

A TEMPLATE will be distributed to WP leader.

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**1ST FINANCIAL STATEMENT**

Open: 1 July 2021

Participant Portal -> My Projects -> MP (Manage Projects)
1st Financial Statement

Beneficiaries must:
- fill in their own financial statement into the Participant Portal
- electronically sign it (PFSIGN has rights to sign)
- and submit it to the coordinator by 15 August 2021

Make sure you have assigned an FSIGN user role to your project (PFSIGN - Project Financial Signatory) in your organisation
1ST FINANCIAL STATEMENT

- Costs related to INTERACT III activities and incurred from the start date of the project (1st January 2020) to the end of the reporting period (30 June 2021)
- Costs shall always be reported in EUR

Beneficiaries with accounts in other currencies shall use average of the daily exchange rate (C series) over the corresponding reporting period, as reported in the European Central Bank (ECB) website:

Detailed instructions will be sent

1ST FINANCIAL STATEMENT

PERSONNEL COSTS

- Personnel costs must be detailed for each person carrying out work for the project (individual hourly rate multiplied by the actual hours worked for the action)
- Number of P/M (Person Month) worked on specific WP(s)

Working hours must be recorded throughout the duration of the project using any effective tool (including time sheets), in accordance with the beneficiary’s normal accounting rules. An estimation is insufficient.

They must match the accounting records and supporting documentation (i.e. labour contracts, collective labour agreements, applicable national law on taxes, labour and social security contributions, payslips, time records, bank statements showing salary payments, etc.).
EU TIME SHEET

<table>
<thead>
<tr>
<th>Month</th>
<th>[Month / Year]</th>
<th>[Month / Year]</th>
<th>[Month / Year]</th>
<th>[Month / Year]</th>
<th>[Month / Year]</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>26</td>
<td>WP2</td>
<td>WP3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Employee Name: [Full-time employee]

Supervisor: [Signature]

Date: [9]

1ST FINANCIAL STATEMENT

OTHER DIRECT COSTS

- TRAVEL and SUBSISTENCE cost for:
  - Researchers taking part in the project actions (SMF, GA in person, other project meeting)
  - TA User Groups (Travel and logistic costs reimbursement)
  - Accommodation and meal costs at the station (TA User Groups)

- EQUIPMENT bought for the project (if planned):
  - Depreciation is charged in each relevant periodic report

- OTHER COSTS
  - Costs of other goods and services
    - (consumables and supplies, dissemination, publications…)
      - identifiable and assigned to the project
  - Other eligible costs (refer to GA Art. 6)
RECORDS FOR ACTUAL COSTS

OTHER DIRECT COSTS

- The beneficiary must keep a breakdown of costs declared by type (i.e., travel costs and related subsistence allowances, depreciation, costs of other goods and services etc.).
- It should be able to provide details of individual transactions for each type of cost. For depreciation, it must be able to provide details per individual equipment used for the action.
- Declared costs must match accounting records (i.e., general ledger transactions, annual financial statements) and supporting documentation (i.e., purchase orders, delivery notes, invoices, contracts, bank statements, asset usage logbook, depreciation policy, etc.).

1ST FINANCIAL REPORT

ACCESS COSTS

*if offered by your station, and already claimed in INTERACCESS*

- N. of person days of access provided (total cost is automatically calculated)

Detailed instructions will follow

INDIRECT COSTS

- 25% of Direct Costs (automatically calculated)
COST’S ELIGIBILITY CRITERIA

A declared Cost is eligible if it is:
- actual (real, non estimated)
- incurred by the beneficiary (paid by your institute)
- identifiable and verifiable (except indirect costs)
- compliant with your national law
- following the accounting practices of beneficiary
- recorded in the accounts of the beneficiary
- reasonable and justified

COST’S ELIGIBILITY CRITERIA

A declared Cost is eligible if it is:
- incurred during the reporting period (1.1.2020-30.6.2021)
- incurred in connection with the action (specific WP)
- necessary for its implementation
- indicated in the estimated overall budget (Annex 2 of GA)
- declared in the Individual Financial Statement submitted through the Participant Portal
NON-ELIGIBLE COSTS

- identifiable indirect taxes including deductible VAT (Value Added Tax).
- costs declared or incurred, or reimbursed in respect of another EU project (avoiding double funding)
- …other specific cases (check the Grant Agreement for details… or ASK ME!)

DON’T FORGET:

- Additional technical details about reporting procedure will be given at July 2021 (as soon as the reporting period starts)
- DO NOT SPEND Pre-financing money for anything else than expenses related to the project (be sure they are eligible).
- Record personnel working time (Time sheets)
- Keep Time-sheets and documentation about costs incurred for the project (they should be kept for at least 5 years after the end of the project)
- Financial declaration is under responsibility of each Beneficiary. Coordination Office could only give you support, but has no role in what will be declared.
- Contact Project Coordination Office in case of doubts about reporting (luisella.bianco@eu4pm.it)
WE WILL ENJOY A LOT

CIAO

luisella.bianco@eu4pm.it