

Gestione degli aspetti legali & finanziari nel VII PQ - FASE DI GESTIONE -

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Punto di Contatto Nazionale Aspetti Legali e Finanziari VII PQ

CICLO DI VITA DEI PROGETTI UE GESTIONE DEL PROGETTO

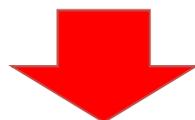
- FASE 1: PROPOSTA
- FASE 2: VALUTAZIONE
- FASE 3 : NEGOZIAZIONE
- **FASE 4: GESTIONE**

AGENDA

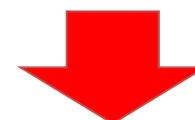
- ✓ **MONITORAGGIO**
 - Scientifico
 - Finanziario
- ✓ **RENDICONTAZIONE**
 - Periodic Report
 - SESAM
 - FORCE
 - Final report
 - Approvazione dei Report
 - Review
- ✓ **CONTROLLI & SANZIONI**

GESTIRE UN GA MONITORAGGIO

IL BENEFICIARIO DEVE AVERE SEMPRE SOTTO CONTROLLO



- ✓ L'andamento dell'attività nel suo complesso (e per WP)
- ✓ Le scadenze previste da GA
- ✓ Risultati raggiunti



- ✓ Le risorse a disposizione
- ✓ Le risorse impiegate/residue in relazione all'attività
- ✓ il flusso di cassa (distribuzione contributo EU)

MONITORAGGIO SCIENTIFICO

Definire procedure di qualità

▪ Formato standard

- Documenti ufficiali: Deliverables/Rapporti
- *Visual identity* del progetto (logo, presentazioni ppt)
- Regole comuni per la numerazione e la nomina dei documenti
- ...

▪ Qualità scientifica del contenuto

- Linee guida per la produzione/verifica dei documenti
- Flow chart per la produzione di documenti
- Processo di revisione interno
- Supporto organi consultivi (esperti esterni/indipendenti)
-

▪ Disponibilità dei documenti di progetto in intranet

▪ Documenti pubblici su website del progetto

Verificare avanzamento attività

- Definizione scadenze intermedie (verifica draft) e finali
- Previsione di rapporti intermedi di attività (interni)

MONITORAGGIO SCIENTIFICO STRUMENTI

3. TABLE 1 Deliverables & Milestones Periodic Status Check (M1-6)

WP /Task / Leader	Task	Responsible (sub-task)	Deliv/ Mil.	Ref n.	Del/Mil Title	Due Date (M1-18 First Activity Report)	Due date (M19-48)	Del. Diss. Level *	1st Steering Committee (M3 Paris, 11 Dec. 2009)	MIL/DEL STATUS	NOTES
WP 1 Project Management M1-48	T1.1 Project Bodies Functioning (APRE)	[REDACTED]	MIL	1.10	Consortium Agreement (Signed by all beneficiaries and copy to EC)	M3				REACHED (M3)	
WP 1 Project Management M1-48	T1.1 Project Bodies Functioning (APRE)	[REDACTED]	MIL	1.11	CHARISMA GB meetings (Meetings' minutes)	M1, M11	23, 35, 47			REACHED (M4)	1st GB date postponed M3 11/12/09
WP 1 Project Management M1-48	T1.1 Project Bodies Functioning (APRE)	[REDACTED] D. Di Maggio (APRE)	MIL	1.12	SC meetings (Minutes)	M1, M6, M11, M18	23, 30, 35, 42, 47			REACHED (M4)	1st SC date postponed M3
WP 1 Project Management M1-48	T1.1 Project Bodies Functioning (APRE)	[REDACTED]	MIL	1.13	Peer Review Panel established (Letters of appointment)	M3				??	
WP 1 Project Management M1-48	T1.2 Quality assurance (CNRS-LC2RMF)	Steering Committee [REDACTED]	DEL	1.21	Definition of quality control procedures	M11		CO			
WP 1 Project Management M1-48	T1.2 Quality assurance (CNRS-LC2RMF)	D. Di Maggio (APRE)	DEL	1.22	Monitoring of project obligations (Del. & Mil. periodic status check)	M6, M12, M18	24, 30, 36, 42	CO		COMPLETED (M6)	



CONTROLLO PERIODICO STATUS DI CONSEGNA DELIVERABLES

WP N°/ Leader	WP Duration	Deliv. N°	Title	Disse min. Level	Due Date Month	KEY DELIVERABLES
WP 1 [REDACTED]	1 - 48	D1.2-1	Definition of quality control procedures	CO	11	KEY DELIVERABLE
WP 1 [REDACTED]	1 - 48	D1.2-2 (a)	Monitoring of project obligations (Del. & Mil. periodic status check report)	CO	6	
WP 1 [REDACTED]	1 - 48	D1.2-2 (b)	Monitoring of project obligations (Del. & Mil. periodic status check report)	CO	12	
WP 1 [REDACTED]	1 - 48	D1.2-2 (c)	Monitoring of project obligations (Del. & Mil. periodic status check report)	CO	18	
WP 1 [REDACTED]	1 - 48	D1.2-2 (d)	Monitoring of project obligations (Del. & Mil. periodic status check report)	CO	24	
WP 1 [REDACTED]	1 - 48	D1.2-2 (e)	Monitoring of project obligations (Del. & Mil. periodic status check report)	CO	30	
WP 1 [REDACTED]	1 - 48	D1.2-2 (f)	Monitoring of project obligations (Del. & Mil. periodic status check report)	CO	36	
WP 1 [REDACTED]	1 - 48	D1.2-2 (g)	Monitoring of project obligations (Del. & Mil. periodic status check report)	CO	42	
WP 1 [REDACTED]	1 - 48	D1.4-1	Project reporting templates and guidance	CO	10	
WP 1 [REDACTED]	1 - 48	D1.4-2 (a)	Periodic reports	CO	18	KEY DELIVERABLE

IDENTIFICAZIONE DI DELIVERABLES CHE RICHIEDONO UN LIVELLO PIU' APPROFONDITO DI VALIDAZIONE (KEY DELIVERABLES)



MONITORAGGIO FINANZIARIO

IL BENEFICIARIO DEVE...

UTILIZZARE

- strumenti di rendicontazione dei costi e delle ore lavorate interni/dedicati al progetto
- guida/supporto nella fase di rendicontazione

TENER TRACCIA

- delle modifiche/riallocazioni di budget nel corso del progetto
- del budget residuo in relazione alle attività da svolgere e alla durata del progetto
- dei pagamenti ricevuti dal coordinatore



MONITORAGGIO FINANZIARIO STRUMENTI

From 01.09.09 to 31.05.10					From 01.06.10 to 28.02.11				
NAME	Task	hourly rate (if average, please insert certified rate)	n. hours	Costs	NAME	Task	hourly rate (if average, please insert certified rate)	n. hours	Costs
Name 1	T1.1			0	Name 1	T1.1			0
Name 2	T1.1			0	Name 2	T1.1			0
Name 3	T1.1			0	Name 3	T1.1			0
Name 4	T1.1			0	Name 4	T1.1			0
TOTAL	T1.1		0	0	TOTAL	T1.1		0	0
Name 1	T1.2			0	Name 1	T1.2			0
Name 2	T1.2			0	Name 2	T1.2			0
Name 3	T1.2			0	Name 3	T1.2			0
Name 4	T1.2			0	Name 4	T1.2			0
TOTAL	T1.2		0	0	TOTAL	T1.2		0	0
Name 1	T1.3			0	Name 1	T1.3			0
Name 2	T1.3			0	Name 2	T1.3			0
Name 3	T1.3			0	Name 3	T1.3			0
Name 4	T1.3			0	Name 4	T1.3			0
TOTAL	T1.3		0	0	TOTAL	T1.3		0	0
Name 1	T1.4			0	Name 1	T1.4			0
Name 2	T1.4			0	Name 2	T1.4			0
Name 3	T1.4			0	Name 3	T1.4			0
Name 4	T1.4			0	Name 4	T1.4			0
TOTAL	T1.4		0	0	TOTAL	T1.4		0	0
Name 1	T1.5			0	Name 1	T1.5			0
Name 2	T1.5			0	Name 2	T1.5			0
Name 3	T1.5			0	Name 3	T1.5			0
Name 4	T1.5			0	Name 4	T1.5			0
TOTAL	T1.5		0	0	TOTAL	T1.5		0	0
TOTAL	VP1		0	0	TOTAL	VP1		0	0
Name 1	T2.1			0	Name 1	T2.1			0
Name 2	T2.1			0	Name 2	T2.1			0
Name 3	T2.1			0	Name 3	T2.1			0
Name 4	T2.1			0	Name 4	T2.1			0
TOTAL	T2.1		0	0	TOTAL	T2.1		0	0
Name 1	T2.2			0	Name 1	T2.2			0
Name 2	T2.2			0	Name 2	T2.2			0
Name 3	T2.2			0	Name 3	T2.2			0
Name 4	T2.2			0	Name 4	T2.2			0
TOTAL	T2.2		0	0	TOTAL	T2.2		0	0
Name 1	T2.3			0	Name 1	T2.3			0
Name 2	T2.3			0	Name 2	T2.3			0
Name 3	T2.3			0	Name 3	T2.3			0
Name 4	T2.3			0	Name 4	T2.3			0

COSTI DEL PERSONALE

PERSON MONTHS	From 01.09.09 to 31.05.10						From 01.06.10 to				
	TOTAL	1	2	3	4	5	6	TOTAL	1	2	3
	APRE	Telligence	ICA	PKC	DLR	IP		APRE	Telligence	ICA	
SUPPORT											
WP1 Opportunities and obstacles to access Canadian research and innovation programmes	#DIV/0!	0,00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0,00	#DIV/0!	#DIV/0!
T1.1 Benchmarking workshop	#DIV/0!	0,00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0,00	#DIV/0!	#DIV/0!
T1.2 Create list of research and innovation programmes	#DIV/0!	0,00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0,00	#DIV/0!	#DIV/0!
T1.3 Assess opportunities and obstacles for Canadian and non-Canadian researchers	#DIV/0!	0,00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0,00	#DIV/0!	#DIV/0!
T1.4 Map existing bilateral S&T agreements	#DIV/0!	0,00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0,00	#DIV/0!	#DIV/0!
T1.5 Provide annually updated "Roadmap"	#DIV/0!	0,00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0,00	#DIV/0!	#DIV/0!
WP2 Awareness raising & dissemination	#DIV/0!	0,00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0,00	#DIV/0!	#DIV/0!
T2.1 Create Dissemination Plan	#DIV/0!	0,00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0,00	#DIV/0!	#DIV/0!
T2.2 Construct project website	#DIV/0!	0,00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0,00	#DIV/0!	#DIV/0!
T2.3 Design logo, presentation, flyer and poster	#DIV/0!	0,00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0,00	#DIV/0!	#DIV/0!
T2.4 Produce a short project video	#DIV/0!	0,00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0,00	#DIV/0!	#DIV/0!
T2.5 Produce up to 5 issues of the project newsletter and/or common ACCESS4EU newsletter	#DIV/0!	0,00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0,00	#DIV/0!	#DIV/0!
T2.6 Organise 2 'webinars' for researchers in EU and Canada	#DIV/0!	0,00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0,00	#DIV/0!	#DIV/0!
T2.7 Organise info-days in EU	#DIV/0!	0,00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0,00	#DIV/0!	#DIV/0!
T2.8 Visit conferences and events to promote Access2Canada	#DIV/0!	0,00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0,00	#DIV/0!	#DIV/0!
WP3 monitoring EU participation and feedback to EC and JSTCC	#DIV/0!	0,00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0,00	#DIV/0!	#DIV/0!
T3.1 Monitor EU researcher participation in Canadian research and innovation programmes	#DIV/0!	0,00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0,00	#DIV/0!	#DIV/0!
T3.2 Analyse EU researcher participation and map areas of research and innovation	#DIV/0!	0,00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0,00	#DIV/0!	#DIV/0!
T3.3 Feedback to EC and JSTCC	#DIV/0!	0,00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0,00	#DIV/0!	#DIV/0!
MANAGEMENT											
WP4 Management	#DIV/0!	0,00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0,00	#DIV/0!	#DIV/0!
T4.1 Administrative management	#DIV/0!	0,00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0,00	#DIV/0!	#DIV/0!
T4.2 Project management and monitoring	#DIV/0!	0,00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0,00	#DIV/0!	#DIV/0!
T4.3 Communication Management	#DIV/0!	0,00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0,00	#DIV/0!	#DIV/0!
Total Person months	#DIV/0!	0,00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0,00	#DIV/0!	#DIV/0!

MESI-FONDO

MONITORAGGIO FINANZIARIO STRUMENTI

GIUSTIFICAZIONE

RESIDUO

	TOTAL spent	APRE	Explanation of the use of resources	REMAINING Budget
Support				
Personnel Cost			<i>es. Salaries of 2 postdoctoral students and one lab technician</i>	33.950,00
Subcontracts			<i>es. Maintenance of the web site and printing of brochure</i>	8.000,00
Other direct costs:				
travel			<i>es. Participation to the Conference XXX (Ottawa, d - m - y)</i>	
consumables			<i>es.</i>	
equipment				
Total Other direct costs				34.900,00
Indirect costs				18.673,00
Total				95.523,00
Mangement				
Personnel Cost				29.750,00
Subcontracts			<i>es. Participation on methodology for the calculation of average personnel costs</i>	
Others:				
travel			<i>es. Participation to the kick off meeting (Rome, 1-2 October 2009)</i>	
consumables				
equipment				
Total Other direct costs				1.900,00
Indirect Costs				16.363,00
Total				48.013,00
Personnel costs				63.700,00
Subcontracts				8.000,00
Other direct costs				36.800,00
Indirect costs				35.036,00
Indirect costs (Max EC reimbursement)				7.035,00
Total eligible costs				€ 143.536,00
EC Contribution				€ 115.534,00

TOTALE COSTI ELEGGIBILI



MONITORAGGIO FINANZIARIO STRUMENTI

Contract N°:		Acronym:		Date:					
PARTICIPANTS	TYPE of EXPENDITURE (as defined by participants)	BUDGET	ACTUAL COSTS (EUR)					Pct. Spent TOTAL	Remain'g Budget (EUR)
			Period 1	Period 2	Period 3	Period 4	Total		
		*	a1	b1	c1	d1	e1	a1+b1+c1+d1	e1
Part 1.....	Total Person-month						0	0%	0
	Personnel costs						0	0%	0
	Subcontracting						0	0%	0
	Major cost items						0	0%	0
	Other costs ('the rest')						0	0%	0
	Total Costs	0	0	0	0	0	0	0%	0
Part 2.....	Total Person-month						0	0%	0
	Personnel costs						0	0%	0
	Subcontracting						0	0%	0
	Major cost items						0	0%	0
	Other costs ('the rest')						0	0%	0
	Total Costs						0	0%	0
TOTAL	Total Person-month						0	0%	0
	Personnel costs						0	0%	0
	Subcontracting						0	0%	0
	Major cost items						0	0%	0
	Other costs ('the rest')						0	0%	0
	Total Costs						0	0%	0

Example

Beneficiary n°	Organisation Short Name	Eligible costs (in €)	Type of activities								Total eligible costs (F)=(A)+(B)+(C)+(D)+(E)		Receipts		EC contribution		
			Research and Techno.		Demonstration		Management of the		OTHER		Beneficiary	Third party(ies)	Contractor	Third party(ies)	Maximum	Request	
			Beneficiary	Third party(ies)	Beneficiary	Third party(ies)	Beneficiary	Third party(ies)	Beneficiary	Third party(ies)							
		Direct eligible costs of which direct eligible costs of subcontracting															
		Indirect eligible costs															
		Adjustment on previous period(s)															
		Total eligible costs															
		Direct eligible costs of which direct eligible costs of subcontracting															
		Indirect eligible costs															
		Adjustment on previous period(s)															
		Total eligible costs															

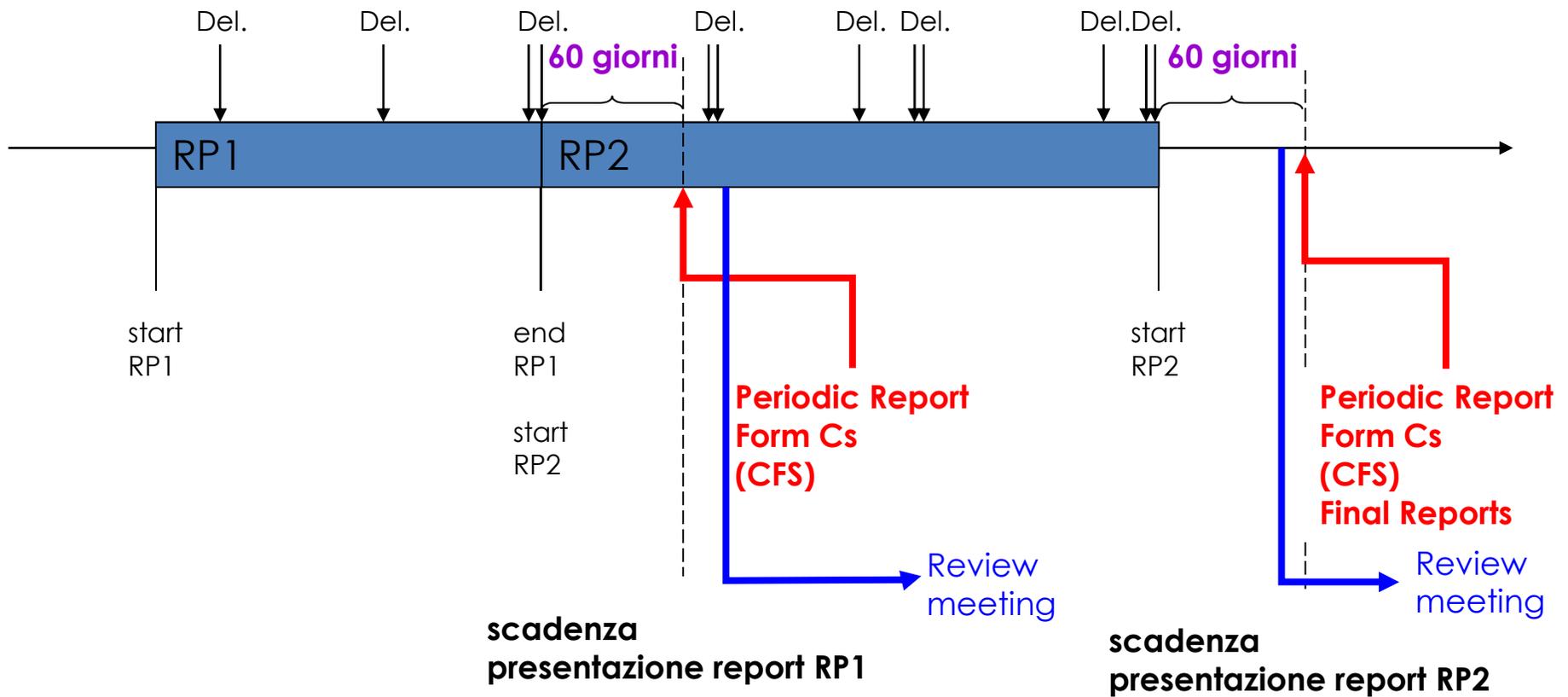
TABELLA COST-BUDGET FOLLOW UP (VI° P.Q.)

GESTIRE UN GRANT AGREEMENT RENDICONTAZIONE

QUANDO?

- ✓ NEL CORSO DEL PROGETTO
- ✓ ALLA FINE DI CIASCUN REPORTING PERIOD
- ✓ ALLA FINE DEL PROGETTO

RENDICONTAZIONE TEMPISTICA



RENDICONTAZIONE NEL CORSO DEL PROGETTO

- **DELIVERABLES**
 - Da presentare attraverso **SESAM** (*via Participant Portal*)

Questi rapporti vanno presentati entro la fine del mese indicato nell'Annex I (*Deliverables list*) e non alla fine del Reporting Period

RENDICONTAZIONE ALLA FINE DEL REPORTING PERIOD

La Commissione controlla il progresso del progetto tramite **RAPPORTI PERIODICI** e un **RAPPORTO FINALE** che tutti i partecipanti devono presentare tramite il coordinatore

Tutti i rapporti e risultati devono essere presentati **entro 60 giorni** dalla scadenza del periodo di rendicontazione



RENDICONTAZIONE PERIODIC REPORT

DOCUMENTI RICHIESTI

- ✓ **DELIVERABLES** (come identificati nell' Annex I del GA)
- ✓ **RAPPORTO PERIODICO** [entro 60 giorni dalla fine del periodo di riferimento]:
 - **Panoramica** rispetto agli obiettivi del progetto (deliverables) + **Publishable Summary** sui progressi rispetto al lavoro svolto (spiegando se applicabile ogni deviazione)
 - spiegazione relativa all' **utilizzo delle risorse**
 - **Financial Statement** (Form C – Annex VI del Grant Agreement) + **Summary Financial Report**
 - **Certificate on Financial Statement** (se richiesto)



PERIODIC REPORT DICHIARAZIONE DEL COORDINATORE

FRONT PAGE

PROJECT PERIODIC REPORT

Grant Agreement number:

Project acronym:

Project title:

Funding Scheme:

Date of latest version of Annex I against which the assessment will be made:

Periodic report: 1st 2nd 3rd 4th

Period covered: from to

Name, title and organisation of the scientific representative of the project's coordinator⁵:

Tel:

Fax:

E-mail:

Project website⁶ address:

⁵ Usually the contact person of the coordinator as specified in Art. 8.1. of the grant agreement

⁶ The home page of the website should contain the generic European flag and the FP7 logo which are available in electronic format at the Europa website (logo of the European flag: http://europa.eu/abc/symbols/emblem/index_en.htm ; logo of the 7th FP: http://ec.europa.eu/research/fp7/index_en.cfm?pg=logos). The area of activity of the project should also be mentioned.

Declaration by the scientific representative of the project coordinator⁵

I, as scientific representative of the coordinator⁵ of this project and in line with the obligations as stated in Article II.2.3 of the Grant Agreement declare 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):
 - 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 deviations⁷;
 - has failed to achieve critical objectives and/or is not at all on schedule⁸.
- The public website is up to date, if applicable.
- 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 (section 3.6) and if applicable with the certificate on financial statement.
- 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 scientific representative of the Coordinator⁵:

Date:/...../.....

Signature of scientific representative of the Coordinator⁵:

PERIODIC REPORT PARTE TECNICA

➤ **Publishable Summary**

- qualità adatta a garantire pubblicazione diretta dalla Commissione
- max 4 pagine
- descrizione degli obiettivi, lavoro svolto, risultati raggiunti, impatto potenziale

➤ **Obiettivi del progetto nel periodo**

- panoramica degli obiettivi nel periodo di riferimento

➤ **Progressi del lavoro svolto e risultati raggiunti nel periodo**

- per ogni *work package* (ad eccezione del management) fornire:
 - resoconto obiettivi dettagliati per task
 - mettere in luce i risultati raggiunti
 - spiegare ragioni di ogni deviazione e relativo impatto sui task (se applicabile)
 - spiegare ragioni per mancato raggiungimento obiettivi critici (se applicabile)
 - dichiarazione circa l'utilizzo delle risorse (spiegare deviazioni se applicabile)
 - proporre azioni correttive (se applicabile)

PERIODIC REPORT PARTE di GESTIONE

➤ PROJECT MANAGEMENT

Sintetizzare le attività di gestione del consorzio nel periodo di riferimento:

- ✓ gestione del consorzio, relativi task e risultati raggiunti
- ✓ problemi incontrati e soluzioni previste
- ✓ cambiamenti nella composizione del consorzio (se applicabile)
- ✓ incontri di gestione del progetto
- ✓ pianificazione attività e status
- ✓ impatto delle eventuali deviazioni dalle *milestones* e *deliverables* (se applicabile)
- ✓ cambiamenti rispetto allo status legale dei partecipanti
- ✓ creazione del sito web del progetto
- ✓ utilizzo del foreground and diffusione dei risultati



PERIODIC REPORT UTILIZZO RISORSE FINANZIARIE

Spiegare le **modalità di utilizzo dei costi** di personale, subcontratti e ogni altro costo diretto principale sostenuto dal beneficiario

TABLE 3.1 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR BENEFICIARY 1 FOR THE PERIOD

Work Package	Item description	Amount	Explanations
Ex: 2,5, 8, 11, 17	Personnel costs	235000 €* <i>150000*</i>	<i>Salaries of 2 postdoctoral students and one lab technician for 18 months each*</i>
5	Subcontracting	11000 €* <i>10000*</i>	<i>Maintenance of the web site and printing of brochure*</i>
8, 17	Major cost item 'X'	75000 €* <i>75000*</i>	<i>NMR spectrometer*</i>
11	Major cost item 'Y'	27000 €* <i>27000*</i>	<i>Expensive chemicals xyz for experiment abc*</i>
	Remaining direct costs	15000 €* <i>15000*</i>	
TOTAL DIRECT COSTS ¹⁰		363000 €* <i>363000*</i>	

* The entries in italics are examples and purely for illustration

TABLE 3.2 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR BENEFICIARY 2 FOR THE PERIOD

Work Package	Item description	Amount	Explanations
	Personnel costs		
	Subcontracting		
	Major cost item 'X'		
	Major cost item 'Y'		
	Remaining direct costs		
TOTAL DIRECT COSTS ¹⁰			

PERIODIC REPORT (PARTE TECNICA) SESAM

European Commission
RESEARCH - Participants

European Commission > Research > Participant Portal

Home | My Organisations | **My Projects** | My Roles | FP7 Documentation | Support

In Negotiation | **Active** | Closed

LOGIN
Change Password
Logout
User: konstantinos FLOKOS

ECAS help is available [here](#).
Portal registration demo is available [here](#).

FAQ
The answers to the most

PROJECT LIST FOR KONSTANTINOS FLOKOS

The list displayed below might not be the exhaustive list of the FP7/CIP projects associated with your organisation. Only the projects for which on-line services are available through the Participant Portal for the specific user are currently presented. Technical work is ongoing to resolve this limitation. If you are a LEAR of your organisation, please visit the tab My Organisations and follow the link "View projects" to have the list of projects linked to your organisation.

PAGE 1 OF 1 FIRST / PREVIOUS NEXT / LAST

Acronym	CallID	Prog.	Project ID	Roles
INNOSHADE	FP7-NMP-2007-LARGE-1	FP7	200431	Reporting & Deliverables Financial Reporting
DEVANI	FP7-HEALTH-2007-A	FP7	200481	Reporting & Deliverables Financial Reporting
3D NanoChemiscope	FP7-NMP-2007-SME-1	FP7	200613	Reporting & Deliverables Financial Reporting
MMOTION	FP7-Fission-2007	FP7	211388	Reporting & Deliverables Financial Reporting

ACCESSO A SESAM

WORKING AREA
DEL PROGETTO

CORDIS

2007 - 2013

You are here: > [FP7 Home](#) > Project Management > FP7 Work with a Project > ... [Helpdesk](#)

Konstantinos FLOKOS [flokoko]

FP7 Work with a Project 200431

Reports

Deliverables Please choose one of the following:

- To go to home page, select 'Home' from menu.
- To fill-in report including Form C type, select 'Reports' from menu.
- To fill-in job vacancy, select 'Vacancies' from menu.
- To logout from the system, select 'Logout' from menu.

Publications

Patents

Exploitable Foregrounds

Vacancies

Close window

Help Documents

What is FP7? : FP7 step by step : Find a Call : Get Support : Find a Partner : Find a Document : Prepare & submit a proposal : What's New?

QUEST version 7.3.7.8 in PREPROD environmen

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PERIODIC REPORT (PARTE TECNICA) SESAM

DELIVERABLES

Legal Notice: The information in this website is subject to a [disclaimer](#) and a [copyright](#) notice.

FP7 QuickLinks

CORDIS

You are here: > [FP7 Home](#) > Project Management > Deliverables Management [Helpdesk](#)

Konstantinos FLOKOS [flokoko]

Deliverables Management

Instrument CP-CSA - Combination of CP & CSA

Project Information 211382

Username flokoko

Submitted deliverables

Deliverable N°	Title	Version	WP n°	Lead beneficiary	Nature	Dissemination level	Delivery date from Annex I (proj month)	Actual date	Status	Status Date	Contractual	Action
1	Quality-controlled datasets of carbonate chemistry and other chemical variables (over time and space)	1.0						06/01/2010	Received		Yes	
2	Workshop on standardised experimental protocols to study the effect of ocean acidification on calcification, and agreement on methodologies	1.0						06/01/2010	Received		Yes	

Deliverables in progress

Deliverable N°	Title	Version

Publications List

Title *

Main Author *

Title of the periodical or the series *

Number, date or frequency *

Publisher *

Place of publication *

Date of publication * Syntax: dd/mm/yyyy

Relevant pages *

Permanent identifiers (if available)

Open access is/will be provided to this publication Yes No

Embargo period (months)

Project Publications

N°	Title	Main Author	Title of the periodical or the series	Number, date or frequency	Publisher	Place of publication	Date of publication	Relevant pages	Permanent identifiers (if available)	Open access is/will be provided to this publication	Embargo period (months)	Embargo expiration date	Status	Actions	Order
1	Nanotechnology radar thermal management	Falessi C	Aerospace and Electronic Systems Magazine, IEEE	Volume: 24, Issue: 12	IEEE	NA	01/12/2009	11-16	ISSN: 0885-8985	Yes	0	01/12/2009	VALIDATED	update delete	

PUBBLICAZIONI

PERIODIC REPORT (PARTE TECNICA) SESAM

✦ 2. Core of the report

Please upload here a pdf document following the annotated structure below.

Section on objectives, results and management

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... 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.

For each work package -- except project management, which will be reported in the management section--please provide the following information:

- 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 a declaration by the project coordinator) ;
- a statement on the use of resources, in particular highlighting and explaining deviations between actual and planned person-months per work package and ;
- If applicable, propose corrective actions.

Project management

Please use this section to summarise management of the consortium activities during the period. Management tasks are indicated in Articles II.2.3 and Article... Amongst others, this section should include the following:

- Consortium management tasks and achievements;
- Problems which have occurred and how they were solved or envisaged solutions;
- Changes in the consortium, if any;
- List of project meetings, dates and venues;
- Project planning and status;
- Impact of possible deviations from the planned milestones and deliverables, if any;
- Any changes to the legal status of any of the beneficiaries, in particular non-profit public bodies secondary and higher education establishments, research or ;
- Development of the Project website, if applicable;
- Use of foreground and dissemination activities during this period (if applicable).

The section should also provide short comments and information on co-ordination activities during the period in question, such as communication between ber... For Grant Agreements related to infrastructures (Annex III of the Grant Agreement), the access provider shall include a section in the periodic reports on the amount of access provided to the user groups, with the description of their work, and the names and home institutions of users.

Attached document: Include one PDF document following the annotated structure above.

attach PDF

SIMULAZIONE REPORTING: Accesso a SESAM

PERIODIC REPORT (PARTE FINANZIARIA) FORM C

FP7 - Grant Agreement - Annex VI - Collaborative Project

Summary Financial Report - Collaborative Project- to be filled in by the coordinator

Project acronym: xxxxxxxxxxxxxxxxxxxxxxxxxx Project nr: nnnnnn Reporting period from: dd/mm/aa to: dd/mm/aa Page: 1/1

Funding scheme: CP Type of activity

Beneficiary n°	3rd Party linked to beneficiary	Adjustment (Yes/No)	Organisation short Name	RTD (A)		Demonstration (B)		Management (C)		Other (D)		Total (A)-(B)-(C)-(D)		Receipts	Interest
				Total	Max EC Contribution	Total	Max EC Contribution	Total	Max EC Contribution	Total	Max EC Contribution	Total	Max EC Contribution		
1															
2															
3															
4															
5															
6															
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17															
18															
19															
20															
21															
22															
23															
24															
25															
TOTAL															

Requested EC contribution for the reporting period (in €)

1 per beneficiario

FP7 - Grant Agreement - Annex VI - Collaborative Project

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

Project nr: nnnnnn Funding scheme: Collaborative Project

Project Acronym: xxxxxxxxxxxxxxxxxxxxxxxxxx

Period from: dd/mm/aa To: dd/mm/aa Is this an adjustment to a previous statement? Yes/No

Legal Name: Participant Identity Code: nn

Organisation short Name: Beneficiary nr: nn

Funding % for RTD activities (A): % If flat rate for indirect costs, specify %: %

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

	Type of Activity				TOTAL (A+B+C+D)
	RTD (A)	Demonstration (B)	Management (C)	Other (D)	
Personnel costs					
Subcontracting					
Other direct costs					
Indirect costs					
Lump sums/flat-rate/scale of unit declared					
Total					
Maximum EC contribution					
Requested EC contribution					

2- Declaration of receipts
Did you receive any financial transfers or contributions in kind, free of charge from third parties or did the project generate any income which could be considered a receipt according to Art.11.17 of the grant agreement? Yes/No
If yes, please mention the amount (in €)

3- Declaration of interest yielded by the pre-financing (to be completed only by the coordinator)
Did the pre-financing you received generate any interest according to Art. 11.19? Yes/No
If yes, please mention the amount (in €)

4- Certificate on the methodology
Do you declare average personnel costs according to Art. 11.14.1? Yes/No
Is there a certificate on the methodology provided by an independent auditor and accepted by the Commission according to Art. 11.4.4? Yes/No

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 this financial statement according to Art.11.4.4? Yes/No

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

6- Beneficiary's declaration on its honour

We declare on our honour that:

- the costs declared above are directly related to the resources used to attain the objectives of the project and fall within the definition of eligible costs specified in Articles 11.14 and 11.15 of the grant agreement, and, if relevant, Annex III and Article 7 (special clauses) of the grant agreement;
- the receipts declared above are the only financial transfers or contributions in kind, free of charge, from third parties and the only income generated by the project which could be considered as receipts according to Art. 11.17 of the grant agreement;
- the interest declared above is the only interest yielded by the pre-financing which falls within the definition of Art. 11.19 of the grant agreement;
- there is full supporting documentation to justify the information hereby declared. It will be made available at the request of the Commission and in the event of an audit by the Commission and/or by the Court of Auditors and/or their authorised representatives.

Beneficiary's Stamp: Name of the Person(s) Authorised to sign this Financial Statement

Date & signature

FORM C

TASSI DI CAMBIO

I COSTI DEVONO ESSERE DICHIARATI IN EURO

I BENEFICIARI CHE UTILIZZANO UNA **VALUTA DIVERSA DALL'EURO**, HANNO DUE OPZIONI NELLA **SCELTA DEL TASSO DI CAMBIO** :

1. Quello in vigore alla data in cui il costo è stato sostenuto
2. Quello in vigore il primo giorno del mese successivo alla fine del periodo di rendicontazione

La scelta vale per tutti i periodi di rendicontazione del GA

I tassi di conversione sono fissati dalla **Banca Centrale Europea**:

<http://www.ecb.int/stats/eurofxref/>

(per i giorni in cui non sono stati pubblicati i tassi di cambio – es. sabato, domenica, 1° Gennaio – si fa riferimento al tasso in vigore il primo giorno successivo di pubblicazione)

PERIODIC REPORT (PARTE FINANZIARIA) CERTIFICATE ON FINANCIAL STATEMENT

FORM D

- ✓ Obbligatorio per i beneficiari il cui finanziamento richiesto è \geq a **375,000 €** (per i progetti fino a 2 *reporting period* o meno, il CFS deve essere emesso alla fine del progetto)
- ✓ A meno che il beneficiario non abbia provveduto a certificare la metodologia per il calcolo del costo del personale e delle spese generali

CERTIFICATE ON FINANCIAL STATEMENT ESEMPIO

ESEMPIO :

➤ **1 anno** contributo UE= 175.000€

(175.000€ < 375.000€) **NO CFS**

➤ **2 anno** contributo UE= 200.000€

(175.000€+200.000€ > 375.000€) **SI CFS**

➤ **3 anno** contributo UE= 250.000€

(250.000€ < 375.000€) **NO CFS**

CERTIFICATE ON FINANCIAL STATEMENT CERTIFICATORE COMPETENTE

La certificazione è effettuata da:

- Auditor esterno indipendente dal beneficiario
- Qualificato ai sensi VIII Dir. 84/253/CEE del 10 aprile 1984

Per l'Italia v. Registro dei revisori contabili, Istituito dal D.Lgs. n. 88/1992 presso il Ministero di Giustizia

La certificazione degli enti pubblici può essere effettuata da un **pubblico funzionario competente** secondo quanto stabilito dall'autorità pertinente

PERIODIC REPORT (PARTE FINANZIARIA) FORCE

✓IL COORDINATORE INVITA I PARTNER A COMPILARE IL RISPETTIVO FORM C SU FORCE

Home My Organisations My Projects My Roles My Notifications FP7 Calls Support

PROJECT LIST FOR DIASSINA DI MAGGIO

If you are a LEAR of your organisation, please visit the tab My Organisations and follow the link "View projects" to have the list of projects linked to your organisation. A LEAR can only view projects their organisation is linked with. Granting access to projects is done separately.

Please visit the [user manual](#) for roles nominations details

Show 10 entries Search:

Acronym	Call	Prog.	Project ID	Roles	Phase			
BIO-NET	FP7-KBBE-2007-1	FP7	211363		Active	RD	FR	AA
ABESTII	FP7-INCO-2009-2	FP7	244327		Active	RD	FR	
BILAT-USA	FP7-INCO-2009-2	FP7	244434		Active	RD	FR	
BILAT SILK	FP7-INCO-2007-2	FP7	222800		Active	RD	FR	
CHARISMA	FP7-INFRASTRUCTURES-2008-1	FP7	228330		Active	RD	FR	
EU-LAC Health	FP7-HEALTH-2011-single-stage	FP7	281459		Negotiation	AN		
EcoWeb	FP7-ENV-2011-ECO-INNOVATION-OneStage	FP7	282864		Negotiation	AN		
SM-BIO-POWER	FP7-HEALTH-2007-A	FP7	201119		Active	RD	FR	AA
GEMMA	FP7-SSH-2007-1	FP7	217194		Active	RD	FR	
ENLACE	FP7-INCO-2009-1	FP7	244468		Active	RD	FR	

Showing 1 to 10 of 45 entries

First Previous 1 2 3 4 5 Next Last

ACCESSO A FORCE



FORCE FORM C EDITOR

✓ I PARTNER COMPILANO IL FORM C E:

- SALVANO UNA BOZZA (modificabile): **SAVE DRAFT**
- EFFETTUANO LA **SUBMISSION** AL COORDINATORE (non più modificabile): **SUBMIT TO THE COORDINATOR**

General Show

Details

Reporting Period : no. 1 (from 01/09/2009 - to 28/02/2011)

Form C

Beneficiary

Contractor's Legal Name: AGENZIA PER LA PROMOZIONE DELLA RICERCA EUROPEA

Participant Identity Code: 999914191

Short Name: APRE

Beneficiary No.: 1

Comment:

Lump Sums Used:

Indirect Cost Method: Simplified Method

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

Eligible costs (in €)	Type of activities					Total (F)= (A)+(B)+(C)+(D)+(E)
	RTD (A)	Demonstration (B)	Coordination / Support (C)	Management (D)	Other (E)	
Personnel costs						0.00
Subcontracting [▲]						0.00
Other direct costs						0.00
Indirect costs						0.00
Lump sums / flat-rate / scale of unit declared						0.00
Total						0.00
Maximum EC Contribution	0.00	0.00	0.00	0.00	0.00	0.00
Requested EC contribution						0.00

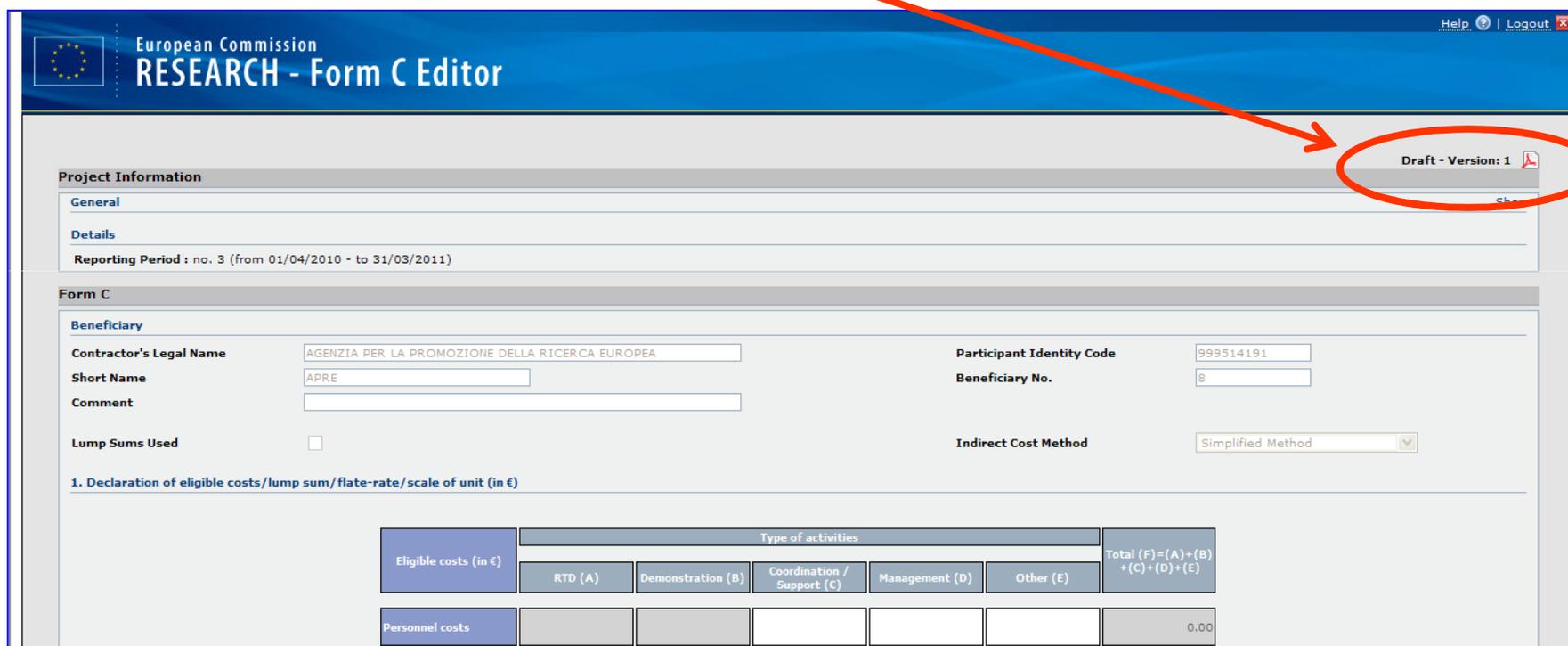
✓ IL COORDINATORE VERIFICA I FORM C E:

- ✓ LI RIMANDA AL PARTNER PER MODIFICHE (**REJECT**)
- ✓ LI INVIA IN COMMISSIONE (**SUBMIT TO THE EC**)



FORCE FORM C EDITOR

1. CIASCUN PARTNER SCARICA IL PDF DELL'ULTIMA VERSIONE DEL FORM C INVIATO AL COORDINATORE



European Commission
RESEARCH - Form C Editor

Help | Logout

Project Information

General
Details
Reporting Period : no. 3 (from 01/04/2010 - to 31/03/2011)

Form C

Beneficiary

Contractor's Legal Name: AGENZIA PER LA PROMOZIONE DELLA RICERCA EUROPEA
Short Name: APRE
Comment:
Lump Sums Used:
Participant Identity Code: 999514191
Beneficiary No.: 8
Indirect Cost Method: Simplified Method

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

Eligible costs (in €)	Type of activities					Total (F) = (A) + (B) + (C) + (D) + (E)
	RTD (A)	Demonstration (B)	Coordination / Support (C)	Management (D)	Other (E)	
Personnel costs						0.00

2. IL PARTNER FIRMA IL FORM C E LO INVIA AL COORDINATORE
3. IL COORDINATORE RACCOGLIE TUTTI I FORM C ORIGINALI (2 COPIE) E LI INVIA IN COMMISSIONE

PERIODIC REPORT PRESENTAZIONE

IL COORDINATORE E' TENUTO A:

- ✓ Inviare i documenti in formato elettronico (SESAM/FORCE) e gli originali firmati al cd. '**Single Entry Point (SEP)**' che li inoltra al Project Officer
- ✓ Il Single Entry Point è un funzionario CE (identificato dal programma cui la proposta afferisce) responsabile per raccogliere i rapporti e per controllare che la documentazione inviata sia completa e in linea con le scadenze.
- ✓ Il Single Entry Point controlla le informazioni ricevute e richiede l'invio della documentazione mancante.

PERIODIC REPORT PRESENTAZIONE

----- Original Message -----

From: [RTD INCO PROJECTS](#)

To:

Sent: Friday, March 06, 2009 11:27 AM

Subject: Acknowledgement of receipt for Contract 212985 INCONTACT {REF RTD REG/D.4(2009)D/517428}

**Acknowledgement of receipt for Contract 212985 INCONTACT {REF RTD REG Courier(2008)A/ 212985 }:
Documents received for this contract on 17/2/2009 by post + CDR for period 1:**

- Front Page of the Periodic Report – both versions
- Declaration duly signed by the scientific representative– paper version (pdf version is not signed)
- Publishable Summary – both versions
- Project objectives – both versions
- Work Progress and achievements – both versions
- Deliverables table – both versions
- Milestones table – both versions
- Project management – both versions
- Explanation of the use of the resources (tables 3.1 and 3.2) – both versions
- Original Form C for all partners not signed and not stamped – both versions
- Deliverables:
 - Report on Workshops – paper version
 - 5 presentations – electronic version
 - Questionnaires + Questionnaires analysis – both versions

Still waiting for:

- Declaration duly signed by the scientific representative– electronic version
- Original Form C for all partners duly signed and stamped – both versions
- Summary Financial Report – both versions

Please note that the payment delay clock is stopped until all requested/missing documents are received by EC.

The "Single Entry Point" (SEP) is responsible for recording delivery of documents only and is not responsible in confirming the validity of these.

All documents will be transmitted to the Scientific Officer and/or the Financial Manager in charge of your project (in copy of this e-mail) for further processing.

Please use the following e-mail address for all electronic communication concerning INCO-projects: [RTD-INCO-](mailto:RTD-INCO-PROJECTS@ec.europa.eu)

PROJECTS@ec.europa.eu

Each periodic report shall be in the form of ONE single report in electronic format, preferably in PDF format and include, where applicable, a copy (properly scanned) of the signed pages, the originals being sent in parallel by post. The signed pages concerned are the Forms C, the self declaration of the coordinator and the audit certificates or certificates on the methodology.

You'll find the reporting guidance notes on CORDIS (http://cordis.europa.eu/fp7/find-doc_en.html), and the documents to submit electronically -at the end of the 1st reporting period (Interim) and at the end of the project at the same time as the Final Reports- at the following address: <http://webgate.ec.europa.eu/sesam/index.do>

Best regards,

XXX

E-MAIL TIPO DEL SINGLE ENTRY POINT

SIMULAZIONE REPORTING: Accesso a FORCE

FINAL REPORT

PARTE TECNICA

FRONT PAGE

PROJECT FINAL REPORT

.....to be filled in as appropriate, see below.....

("Publishable"
or
"Use and dissemination of foreground"
or
"societal implications")

Grant Agreement number:

Project acronym:

Project title:

Funding Scheme:

Period covered: from to

Name of the scientific representative of the project's co-ordinator¹¹, Title and Organisation:

Tel:

Fax:

E-mai:

Project website⁶ address:

¹¹ Usually the contact person of the coordinator as specified in Art. 8.1. of the grant agreement

CONTENUTO:

- a) **Final publishable summary report** che includa risultati, conclusioni ed impatto socio-economico del progetto
- b) Un report che spieghi le "**wider societal implications**" del progetto, sotto forma di questionario (includere azioni volte alla promozione della parità di genere, questioni etiche, sforzi per inclusione di altri attori e per diffusione della conoscenza)
- c) **Piano per l'utilizzo e la diffusione dei risultati**

FINAL REPORT DOCUMENTI RICHIESTI

Section B (confidential)

The applications for patents, trademarks, registered designs, etc. shall be listed according to the template B1 provided hereafter.

The list should, specify at least one unique identifier e.g. European Patent application reference. For patent applications, only if applicable, contributions to standards should be specified.

TEMPLATE 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)																										
			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6" style="text-align: center;">TEMPLATE B2: OVERVIEW TABLE WITH EXPLOITABLE FOREGROUND</th> </tr> <tr> <th style="width: 15%;">Exploitable Foreground (description)</th> <th style="width: 15%;">Exploitable product(s) or measure(s)</th> <th style="width: 10%;">Sector(s) of application</th> <th style="width: 10%;">Timetable, commercial use</th> <th style="width: 15%;">Patents or other IPR exploitation (licences)</th> <th style="width: 25%;">Owner & Other Beneficiary(s) involved</th> </tr> </thead> <tbody> <tr> <td>1. New superconductive Nb-Ti alloy</td> <td>MRI equipment</td> <td>1. Medical 2. Industrial inspection</td> <td>2008 2010</td> <td>A materials patent is planned for 2006</td> <td>Beneficiary X (owner) Beneficiary Y, Beneficiary Z, Poss. licensing to equipment manuf. ABC</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			TEMPLATE B2: OVERVIEW TABLE WITH 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 & Other Beneficiary(s) 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						
TEMPLATE B2: OVERVIEW TABLE WITH 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 & Other Beneficiary(s) 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, in particular:

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

FINAL REPORT DOCUMENTI RICHIESTI

Report sulle "SOCIAL IMPLICATIONS"

A General Information *(completed automatically when Grant Agreement number is entered.)*

Grant Agreement Number:

Title of Project:

Name and Title of Coordinator:

B Ethics

1. Did you have ethicists or others with specific experience of ethical issues involved in the project?	<input type="radio"/> Yes	<input type="radio"/> No
2. Please indicate whether your project involved any of the following issues (tick box):	YES	
INFORMED CONSENT		
• Did the project involve children?	<input type="checkbox"/>	<input type="checkbox"/>
• Did the project involve patients or persons not able to give consent?	<input type="checkbox"/>	<input type="checkbox"/>

C Workforce Statistics

3 Workforce statistics for the project: Please indicate in the table below the number of people who worked on the project (on a headcount basis).

Type of Position	Number of Women	Number of Men
Scientific Coordinator		
Work package leader		
Experienced researcher (i.e. PhD holders)		
PhD Students		
Other		

4 How many additional researchers (in companies and universities) were recruited specifically for this project?

Of which, indicate the number of men:

Of which, indicate the number of women:

1 or personal data (eg. health, sexual conviction) of people?

Healthcare, education etc)

RENDICONTAZIONE APPROVAZIONE REPORT/DELIVERABLES

Entro **105 giorni dalla consegna**, la Commissione valuta i rapporti e i *deliverables* e, previa approvazione, procede al pagamento:

- No approvazione tacita
- La CE paga gli interessi nel caso di ritardo ingiustificato nei pagamenti

Successivamente alla ricezione dei rapporti, la CE può:

- Approvare i rapporti e i *deliverables*
- Respingere i rapporti e i *deliverables*
- Sospendere il limite di 105 gg per l'approvazione
- Sospendere il pagamento in tutto o in parte

RENDICONTAZIONE ALLA FINE DEL PROGETTO

REPORT SULLA DISTRIBUZIONE DEL CONTRIBUTO UE (Coordinatore)

Inviato alla Commissione **entro 30 giorni dal ricevimento del pagamento finale** del Contributo Comunitario

Summary Financial Report - Collaborative Project- to be filled in by the coordinator																			
Project acronym		xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx				Project nr		nnnnnn		Reporting period from		dd/mm/aa		to: dd/mm/aa		Page		1/1	
Funding scheme			CP		Type of activity														
Beneficiary n°	If 3rd Party, linked to beneficiary	Adjustment (Yes/No)	Organisation Short Name	RTD (A)		Demonstration (B)		Management (C)		Other (D)		Total (A)+(B)+(C)+(D)		Receipts	Interest				
				Total	Max EC Contribution	Total	Max EC Contribution	Total	Max EC Contribution	Total	Max EC Contribution	Total	Max EC Contribution						
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