

ATHENS OUTREACH EVENT – October 14th, 2011

N°	Question	Answer
1	Do we have to specifically mention the name of the subcontractor in the DoW?	Normally, as subcontracting is subject to national or institutional procurement rules, it is advisable just to mention the subcontracting task in the DoW and do not specify any names.
2	How do we account for depreciation of equipment if it is bought in last year only - charge full cost or one fifth only?	In this case, depreciation should only be charged at one fifth in accordance with own internal rules for depreciation.
3	Can lap tops be purchased and charged as a direct cost? Purchase of Lap Tops - can be charged as a direct cost if normal procedures to buy for the PI and is solely used for the project.	Lap tops can be charged as a direct cost if it is the HI's normal procedure to buy such equipment for the PI and it is solely used for the project
4	In Multi-beneficiary contracts does the applicant have to complete different tables for all institutions	In the application there is one budget table with an explanation as to how costs are attributed across the beneficiaries. For the DoW it is necessary to have the breakdown for each individual beneficiary.
5	Are the costs of administrative personnel eligible (preparation of financial reports, preparing trips etc).	NO, these are covered by the 20% overheads. Exceptionally, they might be considered as a direct cost if there is a key focus on the project e.g. researcher involved in sending out questionnaires and analysing results as part of the main project work.
6	Are the costs associated with the organisation of a Conference eligible?	YES, but they should be clearly mentioned in DoW and charged under Other costs.
7	When HI changes its legal name does this require an amendment?	Amendments are related to projects not to administrative procedures. The first action is to check with URF as to how to proceed.
	Why is it that changes are made in the URF but the Form C	This is a technical bug relevant to all FP7 projects - problem due to

	still has the old Organisation name?	coordination between two different databases. C2 are aware of the problem and are trying to find a solution - answer may be to provide the modification via an information letter.
8	Does each ERC project have to have a separate bank account?	NO but the interest on the account used needs to be calculated correctly and be clearly traceable.
9	How do we proceed with a change of legal representative?	You will need to submit a letter from the organisation informing of the change in legal representative and providing the details of the new legal signatory (e.g. empowerment letter, notification in official journal, etc).
10	How do we calculate interest on pre-financing?	Interest should be reported on pre-financing only. Once the pre-financing has been fully absorbed there is no need to report any interest on the remaining balance.
11	<p>In a Multi-beneficiary contract does the partner have to report interest?</p> <p>Why should the partner not have to report interest on money transferred as also not spent?</p>	<p>NO - once the funds have been transferred to the beneficiary the HI does not have to report interest on the amount transferred to the other beneficiaries.</p> <p>The FP7 programme rules have been setup as such. For multi-partner actions according to the Implementing Rules, the obligation to declare interest "shall apply solely to the entity receiving pre-financing". In order to avoid discrimination between beneficiaries, the provision of the GA shall apply only to the share of pre-financing not distributed by the coordinator (principal beneficiary) to the other beneficiaries. This means that the coordinator does not have to declare interest in its own part of pre-financing, only has to declare interest on the part of pre-financing not yet distributed to the other beneficiaries.</p>

12	<p>With regards budget shifts in/between cost categories, are there any ceilings?</p> <p>How is a budget shift approved outside the FR?</p>	<p>There are no set limits, any deviations need to be clearly explained in the Financial Report (FR). An amendment is only required if there is any modifications to the scientific element or in case of introduction of subcontracting. If there is a transfer of funds from subcontracting to direct eligible costs then it is highly likely an amendment will not be needed.</p> <p>It is advisable to send an email in advance in order to obtain approval or advice as to whether an amendment is required.</p>
13	Is the Budget Follow-up Table sent at the time of the Form C?	The budget follow-up table is submitted together with FR. This is a new table that is sent out 15 days before the end of the reporting period.
14	What happens if the costs for the CoFS have not been foreseen as a Subcontracting cost in the project DoW?	This is not a problem, declare them in the Form C and they will generally be accepted.
15	Can overtime be charged to the projects?	Overtime can only be charged if it is paid out to the employee on his/her salary slip and it is registered in the accounts as a personnel cost.
16	Are tuition fees eligible?	Tuition fees are eligible if they are clearly mentioned as part of the salary/stipend package in the employment contract and are normally paid as part of the University's normal accounting practises/procedures.
17	Can a flat rate for hotel/subsistence costs be applied if national legislation states actual costs have to be used?	The HI should follow its normal accountancy rules/procedures and therefore in this case should use 'actuals' instead of flat rates. Flat rates can only be applied if they are mentioned in the call for proposals and are incorporated into the DoW at the time of the finalisation of the GA.

18	If a person has a full-time administrative employment contract with the university, can they have a second contract to work on a specific research task and receive a salary supplement from the ERC?	<p>The salary supplement/bonus is only eligible if it is part of the normal remuneration and is a standard practise within the organisation (all of the eligibility criteria mentioned on page 58 of the FP7 Guide to Financial Issues need to be met).</p> <p>The salary supplement/bonus is only applicable to direct members of the project research team. A person's time can not be charged at more than 100%. Administrative costs are covered by the 20% flat rate overhead allowance and can therefore not be charged as a direct cost.</p>
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