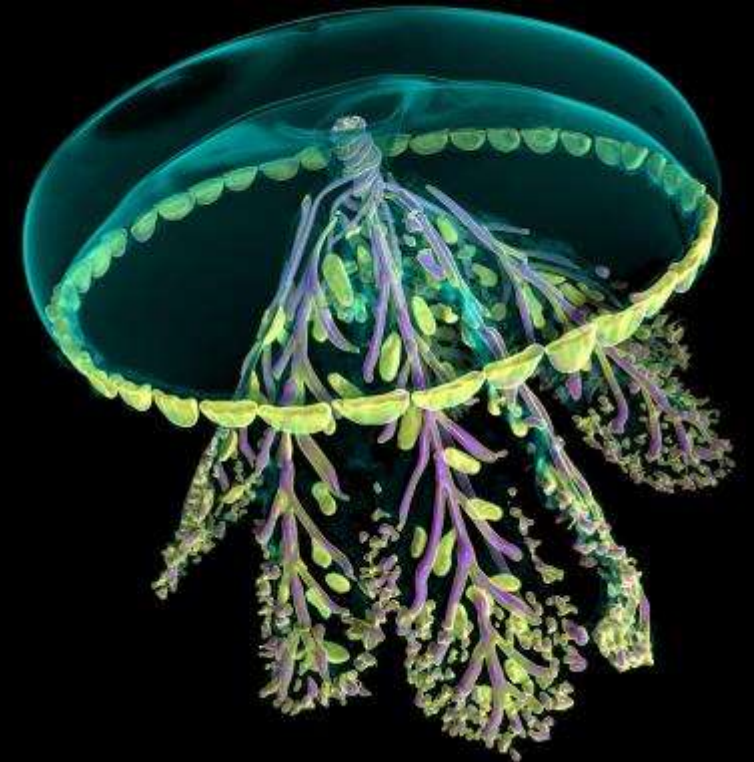


Reporting & financial administration

Kristina Gorman, SYNTHESYS Project Manager



Reporting Periods:

- 1: 18 months (1st Feb 2019 – 30th Jul 2020)
- 2: 18 months (1st Aug 2020 – 31st Jan 2022)
- 3: 12 months (1st Feb 2022 – 31st Jan 2023)

EC reports:

Continuous reporting

Periodic reports

Final reports

6-month progress report:

6 months (1st Feb 2019 – 30th July 2019)

Financial monitoring reports:

- 1: 12 months (1st Feb 2019 – 31st Jan 2020)
- 2: 30 months (1st Aug 2020 – 30th Jul 2021)

Report	When	Who
Deliverable report / document	As in Annex 1	Deliverable "owner"
WP Periodic report 1	30 th September 2020	WP Leader
Financial Periodic report 1	30 th September 2020	Institution administrator
WP Periodic report 2	31 st March 2022	WP Leader
Financial Periodic report 2	31 st March 2022	Institution administrator
WP Periodic report 3	31 st March 2023	WP Leader
Financial Periodic report 3	31 st March 2023	Institution administrator
WP Final report	31 st March 2023	WP Leader

Actual costs must:

- (i) be actually incurred by the beneficiary
- (ii) be incurred during the project
- (iii) be in the estimated budget
- (iv) be incurred in connection with the project as described in Annex 1 and necessary for its implementation
- (v) be identifiable and verifiable, in particular recorded in the beneficiary's accounts in accordance with the accounting standards applicable in the country where the beneficiary is established and with the beneficiary's usual cost accounting practices
- (vi) comply with the applicable national law
- (vii) be reasonable, justified and must comply with the principle of sound financial management, in particular regarding economy and efficiency



Cost categories:

- direct personnel costs
- direct costs of subcontracting
- other direct costs
- indirect costs
- costs for providing trans-national access to research infrastructure



‘Direct costs’ are costs that are directly linked to the action implementation and can therefore be attributed to it directly.

‘Indirect costs’ are costs that are not directly linked to the action implementation and therefore cannot be attributed directly to it.

“The beneficiaries must - for a period of five years after the payment of the balance - keep records and other supporting documentation in order to prove the proper implementation of the action and the costs they declare as eligible.”

Timesheets

- Timesheets do not need to be submitted with financial statements
- BUT any personnel costs claimed without supporting timesheets **WILL BE REJECTED** if your institution is audited. Critical that staff working on the project complete timesheets



Receipts, invoices, supporting documents & boarding passes

“Checks, reviews, audits or investigations that find systemic or recurrent errors, irregularities, fraud or breach of obligations may also lead to consequences in other EU or Euratom grants awarded under similar conditions”

Teamwork Notebook per beneficiary

1-2 lines to be added to
each heading in the template

Approval by Executive Board

NOT expected to be a time-
consuming task

Provides assurance that the
beneficiary is engaged in the
project

The screenshot displays the DiSSCo Teams web application. The top navigation bar includes 'Projects', 'Everything', 'Calendar', and 'People', along with a search bar and utility icons. The left sidebar shows a list of categories: 'Categories', 'Notebooks' (with a count of 1), 'Project ideas' (0), 'Project notes' (0), 'Project Information' (0), and 'Project category' (1). The main content area is titled 'NHM 6-month progress report' and contains a rich text editor with the following structure:

- WP X**
- Task X.X**
- Work progress on this task**

Person XX has started work on landscape analysis of and estimates c. % of a first draft report is completed. Has met with XX and XX to discuss ...
- Meetings attended for this task**

Person XX attended teleconference for WP X task leaders on dd/mm/yyyy.

Person YY attended project kick-off meeting on 18-19/02/2019 and discussed plans with WP leader.

Person XX attended project council teleconference on dd/mm/yyyy to provide update on work progress on this task.
- Deliverable X.X**
- Work progress on this deliverable**

Persons XX and YY have set a date of dd/mm/yyyy for the workshop and XX delegates have confirmed attendance. An agenda has been set (see: XX) and a GoogleDoc has been set up to gather institutional policies and procedures for this deliverable, so far with responses from X institutions.

End of 1st Reporting Period: **31st July 2020** (month 18)

- **ALL beneficiaries:** Individual financial statement (CFS not required until final report & only if >325k)
- **NHMMT & WP leaders:** Technical Report:
 - explanation of the work carried out
 - overview of progress, including:
 - milestones & deliverables
 - differences between work expected & that actually carried out
 - exploitation & dissemination of results
 - communication activities
 - access activity
 - summary for publication by the Commission
 - economic & societal impact questionnaire

*Deadline to submit reports to Krissie is **31st August 2020***



MTR requirements:

- Update to EC Project Officer on project progress
- Planned to be Oct/Nov 2020 following submission of 1st periodic reports
- WP leaders to present progress reports

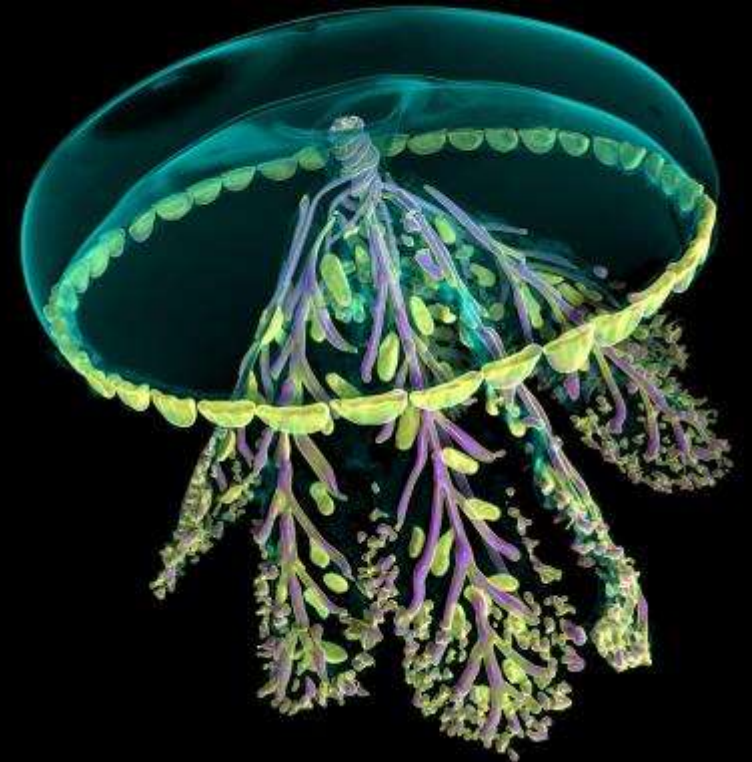


SYNTHESYS+

Synthesis of Systematic Resources

a DiSSCo project

Any questions?



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📘 <http://on.fb.me/1KrD2Ko>

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