Recommendations for the 3rd report to EC

M. Fichaut, S. Gouzien, M. Vernet
End of the project reported to 30/04/2021

- Report due to EC on 30/06/2021
- Final payment probably in autumn 2021

BUT AS

- As all deliverables and milestones have to be delivered as originally planned except D4.13 (IMDIS proceedings) and MS14 (IMDIS)
- As the only activities accepted for reporting from 01/11/2020 to 30/04/2021 will concern IMDIS organisation
- As the only expenses accepted for reporting from 01/11/2020 to 30/04/2021 will concern IMDIS
Decision: Stick to the plans

The coordinators with the agreement of the Steering group have decided to prepare the reports (financial and technical) as originally planned:

- in November and December 2020.
- with a small update of
  - the financial reports in April-May 2021 after IMDIS
  - and of the technical report WP4 for IMDIS
Plans for 3\textsuperscript{rd} report to EC (2)

- November and December 2020
  - **Financial reporting** on Excel sheets + checks by the project office as originally planned
  - **Technical reports by the WP leaders** + finalisation of the report by Project office as originally planned
  - All deliverables a but D4.13 (IMDIS proceedings) finalised
  - All milestones but MS14 (IMDIS conference) finalised
Plans for 3\textsuperscript{rd} report to EC (3)

- May – June 2021
  - Update of the financial report excel sheets with the expenses for IMDIS:
    - \textbf{only} registration fees, travels and accommodations for the majority of the partners.
    - Organisers also have extra P/M to report: NIOZ, IFREMER, OGS and IODE
    - NIOZ and ENEA can also report expenses for promotional material such as poster, leaflets, video, goodies (ENEA), organisation expenses (NIOZ)
  - Insertions of the numbers on EC website by all partners
  - Update of the technical report with the IMDIS information in WP4
  - Completion of all other information by PO
  - Input of the final report on EC website by coordinators
Plans for report 3 (2): audit

- Planned audit for partners who have been funded more than 325 k€
  - IFREMER, MARIS, BODC, DKRZ, CINECA, CSC, GRNET

- Partners with planned AUDIT have to anticipate the meeting with the audit firm so that the audit can start beginning of May, because we anticipate delays

- Certificates of the financial statement (CFS) must be available latest End of June 2021
  - CFSs must cover all costs declared as personnel costs and costs for internally invoiced goods and services. Incomplete certificates will be returned for correction.
3rd report to EC – Financial report

Project office

PO checks:
- Completeness of information
- Cost allocations (right WP)
- Cost eligibility
- Enough details given for travels and other direct costs
- Over or underspending

Excel file validated by PO

Input numbers in the EC-PP

EC-PP numbers validated by PO

Submission by FSign

Final submission by PO

Partners

Same procedure than for the 1st and 2nd report

PO checks:
- Same numbers than in the Excel file (for costs and Use of resources)
- if Other direct costs > 15% Total personnel costs ➔ details must be given

Final web plenary meeting, 29-30 October 2020
3rd report to EC – Financial report - Adjustments

• For the 3rd report, possibility to make **adjustments** on the 1st and/or the 2nd periods for
  – Travel costs related to the 1st/2nd periods but not reported at that time because necessary supporting document were missing
  – Person/month if some of them were not validated at the end of the 1st/2nd reporting periods
  – Sub-contracts
  – Other goods and services
  – **Hourly rate adjustments are not permitted** (this was possible in FP7, but not in H2020)

• **Adjustments must be reported in a different sheet of the excel file**, each data centre will one excel file with 3 different sheets
3rd report to EC – Financial report

• For the 3rd report, we will send you the Excel file as we did for the previous reports
  – Except that, this excel file contains **Macros**, which are now banned by many emails servers
  – The excel file will be send via and **owncloud link**
  – It will have to be sent back to **sdn-po@seadatanet.org** via a voucher for **FileSender** that we will send you

• A link to a user manual for Financial reporting will be send at the same time
<table>
<thead>
<tr>
<th>Beneficiary:</th>
<th></th>
<th>Nb of productive hours per month:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Indirect Cost rate:</td>
<td>25%</td>
<td></td>
<td></td>
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</tbody>
</table>

**V1 - Costs per WP and beneficiary during Period 3**

| Direct personnel costs | Type of personnel or Name | R&D | M/L | Hour rate | Hrs | pm | Cost | WP1-MGT | WP2-NA1 | WP3-NA2 | WP4-NA3 | WP5-NA3 |
|------------------------|----------------------------|-----|-----|-----------|-----|----|------|---------|---------|---------|---------|---------|---------|
| Researchers count      | Male                       | 0   | 0   |           | 0.00| 0.00| 0.00 | 0.00    | 0.00    | 0.00    | 0.00    | 0.00    |
|                        | Female                     | 0   | 0   |           | 0.00| 0.00| 0.00 | 0.00    | 0.00    | 0.00    | 0.00    | 0.00    |
| Other personnel count  | Male                       | 0   | 0   |           | 0.00| 0.00| 0.00 | 0.00    | 0.00    | 0.00    | 0.00    | 0.00    |
|                        | Female                     | 0   | 0   |           | 0.00| 0.00| 0.00 | 0.00    | 0.00    | 0.00    | 0.00    | 0.00    |

**Direct personnel costs per WP**

<table>
<thead>
<tr>
<th></th>
<th>WP1-MGT</th>
<th>WP2-NA1</th>
<th>WP3-NA2</th>
<th>WP4-NA3</th>
<th>WP5-NA3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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**Total Direct personnel costs per Activity**

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<th></th>
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</table>

**Direct cost of subcontracting**

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<tr>
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<th>WP1-MGT</th>
<th>WP2-NA1</th>
<th>WP3-NA2</th>
<th>WP4-NA3</th>
<th>WP5-NA3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct costs of Subcontracting per WP</td>
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<td>0.00</td>
<td>0.00</td>
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</table>

**TOTAL Direct costs of Subcontracting per Activity**

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<tr>
<th></th>
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</thead>
</table>

**Other direct costs:**

**Travel and subsistence**

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<thead>
<tr>
<th></th>
<th>WP1-MGT</th>
<th>WP2-NA1</th>
<th>WP3-NA2</th>
<th>WP4-NA3</th>
<th>WP5-NA3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Travel and subsistence per WP</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
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**Other Goods and Services**

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<th>WP1-MGT</th>
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<th>WP3-NA2</th>
<th>WP4-NA3</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td></td>
<td></td>
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**Adj. period 1**

**Adj. period 2**

**Period 3**
3rd report to EC: Financial report

Final web plenary meeting, 29-30 October 2020

Partner

November to December 2020

- Excel detailed Costs file
- Corrections of Excel detailed Costs file
- Validation of Excel detailed cost file
- Validation of Excel detailed cost file
- Financial reporting in EC-PP
- Corrections of financial reporting in EC-PP
- Validation of financial reports on EC-PP
- Electronic signature of financial report by Fsign
- Final submission of complete report (financial + scientific) report on EC-PP

2020

After IMDIS in 2021

Step 1

Step 2

Step 3

Step 4

Step 5

May 2021
3rd report to EC: Scientific report

Final web plenary meeting, 29-30 October 2020

November to December 2020

2020

WP reports using template

Possible comments on the WP report

Compiled Technical report

After IMDIS in 2021

Update with IMDIS info

Validation of updated technical report

Compiled updated Technical report

Technical + Final report

Work Package leader

Project office

Reminder + template