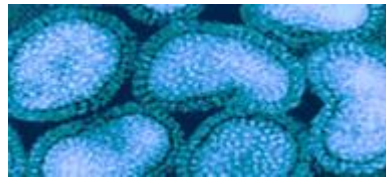


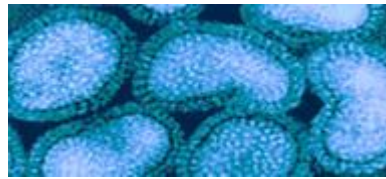
Financial Guidelines





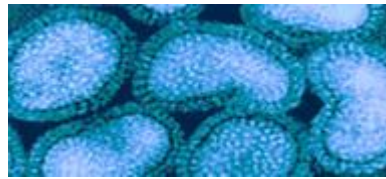
Project Details

- Duration 39 Months
- Start Date 1 April 2008
- 2 Reporting Periods
 - P1 18 months 01/04/2008 – 30/09/2009
 - P2 21 months 01/10/2009 – 30/06/2011



Periodic Reports

- P1 18 month Periodic Report due end of November
- P2 39 month Final Report
 - Work progress and achievements
 - Deliverables and milestones
 - Explanation of the use of resources
 - Financial statements – **Form C** and Summary Financial Report



Form C

- Register as a new user in FORCE via ECAS and request access to EMIDA using the following:

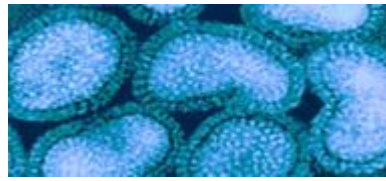
Domain: External

Project: 219235

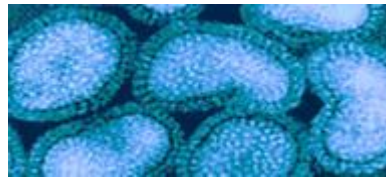
Framework: FP7

Instrument: Coordination and support action

Sub instrument: Coordinating action



- For more information refer to FORCE presentation on Cordis website via the link in my email of 2nd September
- Use only 'Coordination/support' category



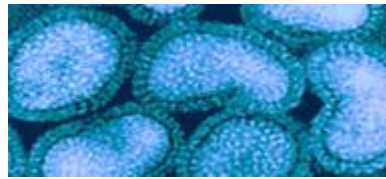
EC Cost Definitions

Eligible Costs:

- Actual (real and not estimated)
- Incurred during the duration of the project
- Determined according to usual accounting practices of beneficiary (verifiable and recorded in accounts)
- Used for sole purpose of achieving the objectives of the project

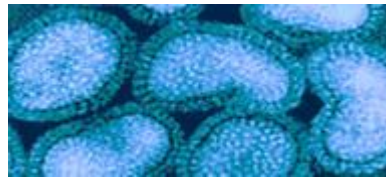
Non-Eligible Costs:

- Identifiable indirect taxes including value added tax (VAT)



Eligible Costs

- **Direct Costs:** Eligible costs directly attributable to the project
 - T & S
 - Actual travel and related costs
 - *Per diem* rate can be used if it is the usual accounting practice of the beneficiary
- **Indirect Costs (Overheads):** Eligible costs which cannot be identified as being directly attributable to the project
 - Max of 7% for coordination and support actions



Audit Requirements

- Keep documentation of all receipts and purchases claimed according to your normal accounting practices
- Can be audited on-the-spot and for up to 5 years after the end of the project
- Be prepared by keeping good financial records as you go along and be able to justify each claim