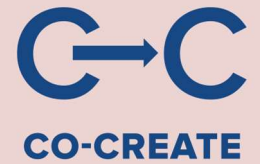


2018



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D1.5: Project Quality Assurance Plan

Norwegian Institute of
Public Health
30.08.2018



Deliverable administration and summary			
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Reviewer(s)	PSC	All	
Final review and approval	Therese Bakke		

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Dissemination level	
PU	Public



Executive Summary

The project quality assurance plan is reported here. The aim of the quality assurance plan is to provide project partners with information on the project management structure and how quality assurance is implemented, including clear instructions on specific procedures specifying who is responsible and how to report in the project.

Quality assurance is substantially supported by a robust management structure, with clear procedures for how to proceed in a timely and effective way on issues related to all aspects of the project as they emerge. Included are procedures on how to manage legal aspects, financial aspects, reporting, research ethics, youth involvement and communication within the CO-CREATE project.

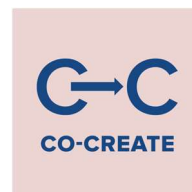


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List of acronyms / abbreviations

CA – Consortium Agreement

CO – Coordinator

EB – Executive Board

EC – European Commission

GA – Grant Agreement

PO – Project Officer

PP – Participant Portal

PSC – Project Steering Committee

PSO – Project Support Office

QA – Quality Assurance

QC – Quality Control

SPEAB – Science, Policy and Ethics Advisory Board

WP – Work Package



Introduction

Deliverable description

To ensure that all work provided through CO-CREATE will be of high quality, project quality assurance has been included as part of a robust management structure of the consortium.

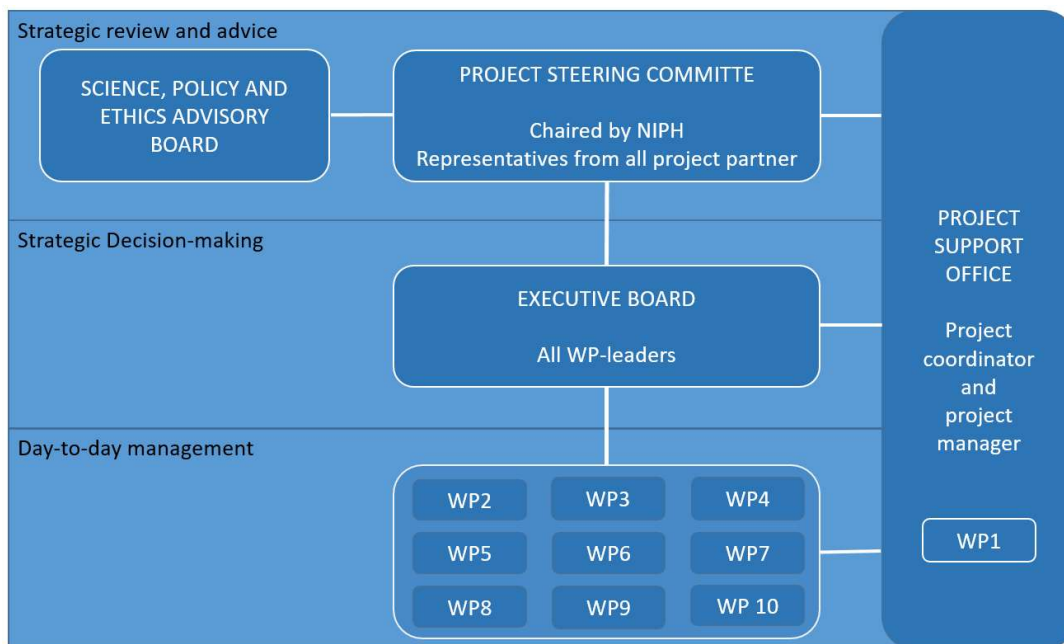
Objective of deliverable

Maintaining accuracy and quality throughout the project period is a continuous, dynamic process, including all phases from planning through implementation towards the final reporting of project results. Careful planning and monitoring of all aspects of the project activities is important, to be able to efficiently execute any changes in expectations and requirements if they occur.

The project quality assurance plan aims to provide project partners with information on the project management structure and how quality assurance is implemented, including clear instructions on specific procedures specifying who is responsible and how to report in the project. It is a dynamic document that will be updated regularly to meet the requirements of the project as it proceeds.

1. Legal management

This section summarizes the governance structure described in full in the CA, to provide easy access to what each partner needs to know:



1.1 The Project Steering Committee

The Project Steering Committee (PSC) is the ultimate decision making body of the project, and consists of one representative from each consortium partner, appointed by the partners themselves. Unless otherwise specified, this representative will be the main point of contact for each partner, and will be responsible for forwarding information to his/her institution as relevant. The PSC is responsible for any changes to the work plan. The PSC will also be responsible for upholding a system of project internal review and quality control on all deliverables and milestones that must be submitted to the EC, and in general all public output generated by the project.

Decisions regarding evolution of the consortium and appointments to the other management bodies of the project are included in the tasks of the PSC.

The PSC will meet at least yearly at the consortium meetings. Intermediary meetings will be held by web-conference if needed, and items that require PSC decisions between meetings will be distributed by e-mail by the PSO.

The chairperson of the PSC is the coordinator.

An updated list of PSC-members is available for all partners in the shared project workspace on CO-CREATE Sharepoint. Minutes from PSC meetings and documentation of decision making by e-mail is also available in CO-CREATE Sharepoint.

Partners have appointed their members to the PSC during May 2018, and the PSC was convened for the first time at the project kick off meeting in Oslo June 28th 2018.

1.2 The Executive Board

The Executive Board (EB) is the central management team and has the responsibility for the proper execution and implementation of the project in accordance with the GA, and to monitor the progress towards the objectives and outcomes. The EB consists of the CO, WP-leaders, one representative from the University of Amsterdam to account for the added complexity of recruitment in WP5 and the Project Manager.

The EB is responsible for drafting the reports to the EC, supporting the CO with preparation of meetings with other management bodies and the EC, setting the scientific agenda and advice the PSC on how to handle deviations from the work plan within the consortium.

The chairperson of the EB is the coordinator.

An updated list of PSC-members EB-members is available for all partners in the shared project workspace on CO-CREATE Sharepoint (see also Annex). Minutes from meetings are also available in CO-CREATE Sharepoint.

The EB has had regular meeting by TC during May and June 2018, and two in person meetings, including the project kick off in Oslo June 28th 2018. The EB will hold monthly meetings throughout the project period.

1.3 The Coordinator

The Coordinator (CO) will act as the intermediary between the partners and the EC. The main tasks of the CO include monitoring the proper implementation of the project by all partners, and providing information and reports to the EC as per the GA and requests.

CO responsibilities towards the EC include:

- Facilitation of project to be delivered in accordance with the GA
- Receiving and distributing payments
- Submitting periodic reports
- Provide information requested by the EC

CO responsibilities towards the consortium partners include:

- Provide information and guidance on the requirements of the EC
- Facilitation of information and communication

1.4 The Project Support Office

The Project Support Office (PSO) is led by the CO, and consists of the members appointed by the CO. The main task of the PSO is to assist and facilitate the work of the EB and the CO, and to provide day-to-day management of the project.

The PSO will monitor the different roles and responsibilities of partners to ensure compliance by all participants. It is in daily/weekly contact with members of the PSC and EB, and if necessary, with the external advisors.

1.5 The Science, Policy and Ethics Advisory Board

The Science, Policy and Ethics Advisory Board (SPEAB) is an independent board of advisors with leading and unique competence in areas that are crucial for the project. The SPEAB will provide advice to the project as a group or as individuals, depending on the needs. The CO shall propose the members of the SPEAB and they shall be appointed by the PSC.

The CO will ensure that a non-disclosure agreement is executed with each SPEAB member. Its terms shall be not less stringent than those stipulated in the CA.

An updated list of SPEAB-members is available for all partners in the shared project workspace on CO-CREATE Sharepoint.

1.6 Work Package Leaders (WP-leaders)

The WP-leaders are responsible for meeting the objectives of their WP and monitoring that the deliverable and milestones are achieved on time in accordance with the GA. Each WP consists of specific tasks with task leaders at each institution involved. Task leaders are accountable to the WP-leaders, and is part of the WP team. The WP-leaders are responsible for reporting to the Coordinator in case a deliverable or milestone is in danger for being unable to be delivered or unattainable relatively to schedule. The work package teams will set up plans for regular meetings as needed.

An updated list of WP-leaders is available for all partners in the shared project workspace on CO-CREATE Sharepoint.

1.7 Operational procedures for calling of meetings and minutes

The chairperson of each management body is responsible for convening meetings, following the below deadlines for PSC and EB:

What	Who	Ordinary Meeting	Extraordinary Meeting
Convene meetings	PSC	At least yearly	Request of EB member or 1/3 of PSC members
	EB	Monthly	Request of EB member
Notice of meetings	PSC	45 days	15 days
	EB	14 days	7 days
Sending the agenda	PSC	21 days	10 days
	EB	7 days	7 days
Adding to the agenda	PSC	14 days	7 days
	EB	2 days	2 days
Sending minutes	PSC	10 days	10 days
	EB	10 days	10 days
Acceptance of minutes	PSC	7 days	7 days
	EB	7 days	7 days

A calendar of meetings has been prepared for the planning of in person management meetings in the project (See Annex).

EB-meetings will be organized by the PSO monthly on the final Friday of each month. This meeting will be attended by the EB-members or his/her appointed deputy in case he/she is unable to attend the meeting.

The agenda for these meetings will generally focus on:

- Progress of work within each WP
- Due deliverables
- Management issues, such as reporting, organization of meetings, necessary changes in management structure etc.

Separate meetings in each WP will be planned at the discretion of each WP-leader.

1.8 Operational procedures for reporting items for the PSC and EB

The PSC will hold annual in person meetings, or extraordinary meetings to handle issues that need immediate attention. All members of the consortium can continuously report items for the PSC agenda to the PSO, using the agenda template provided in Sharepoint. The PSO will handle reported items in one of the following ways, depending of the nature and urgency:

- implementation into the agenda of the next PSC-meeting

- calling of an extraordinary meeting
- distribute the item by e-mail for the immediate attention and decision making of the PSC-members

1.9 Operational procedures for calling upon the SPEAB

The membership of the SPEAB has been reported in D1.2, and will be a flexible group called upon to provide advice for the project either collectively or as individuals. The EB will advise on when it is required to call upon the SPEAB. The WP-leader(s) in charge of the activities causing the need for advice will be responsible for presenting the issue in a document, and include all necessary documentation to provide the background needed for the SPEAB members to provide advice on the issue. The WP-leader(s) will submit the documentation to the PSO, along with a suggestion for which SPEAB members to call upon and the preferred format for the advice. The PSO will contact the SPEAB members and suggest a plan for follow up, including the following options:

- Arrange telephone conference
- Ask for written advice
- Exceptionally, arrange in person meeting

2. Youth involvement

Youth involvement is at the core of CO-CREATE, and all partners are obliged to adhere to the involvement of youth in line with the strategy provided in D1.3. The scope of youth involvement in each WP will be decided by the WP leader in charge, and implementation will be the responsibility of each partner.

The project youth partner, Press, has the actual expertise in specifics on how best to involve youth. Press can be consulted by the WP-leaders on a case by case basis by sending an e-mail to their main contact person outlining the challenge and scope of the issue.

3. Management procedures for activities with youth participants

All activities including youth participation will be handled in accordance with legal and ethical permissions obtained in the project. Partners involved in these activities shall report on the implementation of these activities to the responsible WP-leader on a continuous basis.

To handle these issues efficiently a working group including WP-leaders for WP-4, WP-6, WP-7 and WP-10, headed by the WP-leader for WP-5 (EB working group). The working group reports to the EB.

Since the beginning of the project, the working group has had weekly meetings by TC to address the implementation and the detailed development and planning of activities involving youth participants in a spirit of day-to-day concertation. Likewise, the recruitment of youth participants, a critical and recurring task, is addressed collectively by the partners involved in WP4-WP7, in light of the list of announced deliverables.

4. Ethics management

The CO-CREATE research activities involves adolescents (between the age of 13 and 18 at the time of recruitment) in five countries. Ethics issues are broadly related to:

- Recruitment and inclusion of study participants, including minors
- Collection and processing of personal data from human study participants, including data sharing
- Secondary use of personal data that has already been collected
- Transfer of data from third countries

Project activities that may be pose ethics issues will only commence after obtaining all necessary approvals in accordance with national and/or local legal and ethical requirements, and EU legislation:

- The EB working group will be responsible for drafting the document templates providing the basis for all project activities involving minor participants, including a research protocol, recruitment procedures and templates for informed consent that will serve as a basis for ethics applications.
- Each partner will be responsible for fulfilment and reporting of ethical and legal requirements in their country, including obtaining the required permissions before start-up of project activities. Included in this is tailoring of template documents provided by the EB working group into local language and adaptation into local requirements.
- WP-leaders in collaboration with local partners will be required to ensure proper implementation of ethics procedures at each country site, report on ethics issues to the EB and PSC where relevant.
- WP-leaders must collect legal and ethical approvals and locally adapted PCD from each country site and make sure that these are uploaded into a designated folder on Sharepoint.
- The PSO will check that all documents are provided and keep records of all legal and ethical permissions on behalf of the project, and report this to the EC.
- The CO will furthermore be responsible for consulting ethics experts during the course of the project if needed.

Monitoring of ethics issues will be implemented in the project:

- A procedure for handling of unexpected findings will be included in the ethics protocol, listing examples of such findings and suggestions for how to handle them in the project.
- Each partner will be responsible for tailoring the unexpected findings policy into national setting, implement ethics monitoring in their country site and report unexpected findings to the WP-leaders.
- Each partner will be responsible for keeping a record of unexpected findings at their country site in safe electronic data storage and report findings in a de-identified manner to WP-leader.
- Each WP-leader will be required to keep a file of all reported unexpected findings.

5. Reporting management

5.1 Continuous reporting

There are a total of 73 deliverables to be provided from CO-CREATE as part of the project continuous reporting. A template for deliverables is available for all partners in CO-CREATE Sharepoint (See Annex).

To ensure high quality of all project deliverables we will be implementing a process for internal QA, before submission to the EC through the PP:

- The deliverable leader will be appointed by the responsible institution, and will be the responsible editor for the deliverable.
- The deliverable leader must ensure that the content of the deliverable is consistent with the deliverable objectives and the GA and CA.
- The deliverable leader is responsible for collecting input from all partners as necessary to fulfil its objective (co-authors)
- The deliverable leader must ensure that the deliverable is ready for internal reviewing 20 days before final deadline in the GA
- The deliverable leader must suggest reviewers for the review process to the PSO. Reviewers cannot be part of the drafting process itself, but can be selected across consortium participants.
- The PSO will appoint the reviewers and start the review process
- The reviewers will provide comments and suggestions for the deliverable leader and co-authors within 10 calendar days.
- The deliverable leader and co-authors will revise in accordance with comments provided by the reviewers within 10 calendar days.

The deliverable review process can be repeated several times if required. When this internal QA is finalised the approved deliverable will be marked as final by the deliverable leader and sent to the PSO for upload to the PP.

The progress of work and status of deliverables is addressed in the monthly EB-meetings. Any delays of due deliverables will be addressed in these meetings, including the reason for delay and mitigation measures included to amend the delay. The CO will provide information to the PO as part of status updates as needed.

5.2 Financial reporting

Financial reporting is due for the periodic reporting schedule of the project is as follows:

- RP1: M1 to M18
- RP2: M10 to M36
- RP3: M37 to M48
- RP4: M49 to M60

- Final report

Management activities of the CO in terms of the financial reporting will largely focus on cost reports including the preparation, collection and review of partners' financial statements and cost explanations before submission.

The partners are required to justify their costs that helps the EC to understand a partner's cost claim better. The major types of costs and required explanations are outlined in the CO-CREATE Handbook on financial issues and reporting (See Annex).

Although it has been suggested for H2020 actions that other direct costs can be presented in aggregated form if the total amount remains lower than 15% of the total personnel costs claimed, it is recommended that partners establish internal systems from the start of the project for these cost justifications.

During the periodical reporting, the PSO will give guidance in the following ways:

- by facilitating the collection of financial figures for the relevant reporting period
- by reviewing the cost explanations for consistency and completeness
- by clarifying how to enter figures into the PP

Advice will be offered via email, phone and/or Skype. When finalized, each beneficiary enters its individual financial information, signs their financial statements and submits them to the PP. Revisions requested by the EC will be followed up by the PSO.

Distribution of payments

NIPH transfers money to the partner's bank accounts without undue delay and in conformity with the rules laid out in the GA. When NIPH received the pre-financing for the project in June 2018, the partners were informed about the amount of payment and the 5% retention that was directly paid into the Guarantee fund by the EC on behalf of the partners. The pre-financing payment has been distributed among the partners as per the GA and CA. Information on payments will be followed up in a similar manner for interim payments in due time.

Information on the financial rules

During the kick-off meeting, participants received information and could ask questions about the financial and legal management rules of H2020 from Therese Bakke, Project manager of CO-CREATE. The presentation is included in D1.1. The presentation was based on previous presentations provided by EC representatives, presenting important key issues and reference documents.

An easy to use Handbook on financial issues and financial reporting has been provided for the project (see Annex)



Monitoring expenditures

In order to ascertain that the project expenditure is in line with the budget and in accordance with the work performed, internal financial reporting has been included in CO-CREATE on a semi annual basis. The PSO has provided details on the internal reporting and templates are available on Sharepoint (See Annex).

Each partner will be asked to justify any major over/underuse of resources to make sure that the deviations from the planned resources will not result in an overall delay of the project or jeopardize the project's objectives.

Partners should declare all eligible costs, even if they exceed the amounts indicated in the estimated budget, and cannot be reimbursed from the project. Amounts which are not declared in the individual financial statement will not be taken into account by the EC.

An internal report following the template of the periodic reporting in Month 12 will help to evaluate the first year experiences and take measures if necessary.

Appointment of PFSIGN and PLSIGN

All project partners have appointed a project financial signatory and a project legal signatory in the PP.

6. Communication management

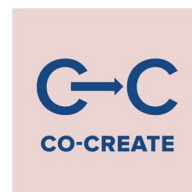
Effective channels of communication are important to keep an efficient flow of information within the project consortium, and with external stakeholder groups. The main web page and Sharepoint of CO-CREATE have been reported separately in deliverable 1.3. The management of communication routines is outlined in this section.

6.1 Internal Communication

Channels for internal communication are important to keep the flow of project tasks and deliverables across the consortium, keeping the progress on track. The internal communication structure of the project is set up to facilitate easy communication within the consortium and with the EC. The main tools for communication are e-mail, Skype and Sharepoint.

E-mail groups

E-mail groups have been set up in Microsoft Outlook and been provided to the main contacts at each partner. The groups will be kept updated by the PSO and uploaded to Sharepoint for easy access, or provided by e-mail to the project main contact persons.



The groups are:

- CO-CREATE Project Steering Committee
- CO-CREATE Executive Board
- CO-CREATE All
- CO-CREATE Financial contacts

All e-mails addressing the groups as a whole should be clearly marked in the e-mail header with the following information “CO-CREATE - group concerned - the item raised for attention of the group – deadline for response if applicable”.

Recipients of the e-mails will be responsible for forwarding the information to members of their team if relevant.

CO-CREATE Yellow pages

An address book, including all project members has been uploaded to Sharepoint. All partners are responsible for adding their team members to the address book and include their contact information and role in the project. The address book will provide information on who to contact throughout the project, and will be adapted to be as informative as possible to help facilitate communication on all topics.

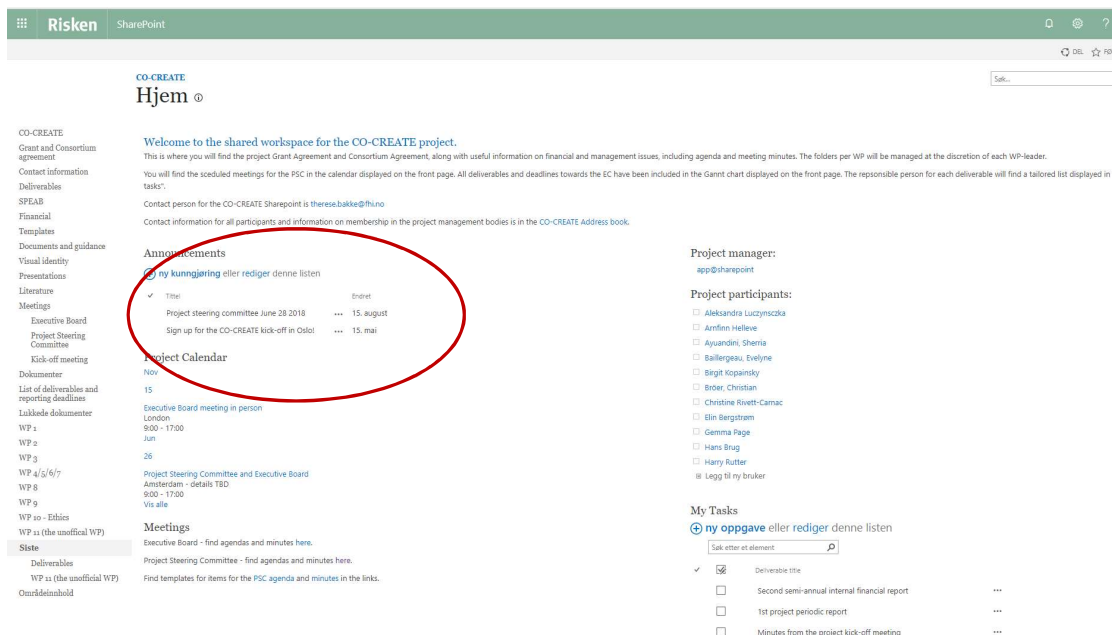
Sharepoint

Sharing of information from attended conferences, meetings etc, along with articles and documents will be done on Sharepoint, using the section called “Announcements”. These items will, as a general rule, not be distributed by e-mail, and keeping updated will be up to each project member.

Items for the announcement section can be sent by e-mail to the Project Manager who will post the information to Sharepoint. Information to be included in the e-mail includes:

- Headline, main text for publication and any attachments

Reminders to check the Announcements section will be provided in e-mails from the PSO concerning other items.



CO-CREATE
Hjem

Welcome to the shared workspace for the CO-CREATE project.
This is where you will find the project Grant Agreement and Consortium Agreement, along with useful information on financial and management issues, including agenda and meeting minutes. The folders per WP will be managed at the discretion of each WP-leader.
You will find the scheduled meetings for the PSC in the calendar displayed on the front page. All deliverables and deadlines towards the EC have been included in the Gantt chart displayed on the front page. The responsible person for each deliverable will find a tailored list displayed in "My tasks".
Contact person for the CO-CREATE SharePoint is therese.bakke@fhi.no
Contact information for all participants and information on membership in the project management bodies is in the CO-CREATE Address book.

Announcements
ny kunngjøring eller rediger denne listen

✓	Title	Endret
	Project steering committee June 28 2018	15. august
	Sign up for the CO-CREATE kick-off in Oslo!	15. mai

Project Calendar
Nov

Executive Board meeting in person
London
9:00 - 17:00
jun

WP 4 (5/6/7)
Project Steering Committee and Executive Board
Amsterdam - details TBD
9:00 - 17:00
Vis alle

Meetings
Executive Board - find agendas and minutes here.
Project Steering Committee - find agendas and minutes here.
Find templates for items for the PSC agenda and minutes in the links.

Project manager:
app@sharepoint

Project participants:

- Aleksandra Luczynska
- Annfinn Helleve
- Aysandini, Sherina
- Baillergeau, Evelyne
- Blight Kopainsky
- Broer, Christian
- Christine Rivett-Carnac
- Elin Bergstram
- Gemma Page
- Hans Brug
- Harry Rutter
- Legg til ny bruker

My Tasks
ny oppgave eller rediger denne listen

Søk etter et element

✓	☑	Deliverable title	
	<input type="checkbox"/>	Second semi-annual internal financial report	...
	<input type="checkbox"/>	1st project periodic report	...
	<input type="checkbox"/>	Minutes from the project kick-off meeting	...

6.2 External communication

External communication about the project in the first year will primarily take the form of newsletters, project partner websites, social media and media releases.

The first CO-CREATE project newsletter will be sent at the end of October 2018. It will include updates from project partners about progress at meeting their deliverables and the project outputs. World Obesity Federation, working in partnership with NIPH and all other partners to collect relevant newsworthy stories, will coordinate this. The project website will have an area for people to sign up to receive the newsletter, and this will be publicised by partners on social media.

The project website is at <https://www.fhi.no/en/studies/co-create/> and partners have been encouraged to set up their own dedicated CO-CREATE pages on their institutional websites. Guidance and a template has been given by WP9 for doing this.

Social media has been one of the key forms of external dissemination from the start of CO-CREATE. Partners have been encouraged to tweet about the projects; links to their websites; and links to media releases. A dedicated CO-CREATE twitter account has been set up at [@EU COCREATE](https://twitter.com/EUCOCREATE).

To date two media releases have been issued: one at the start of the project (May 2018), and one at the kick off meeting (June 2018). These have been sent to international media contacts by the World Obesity Federation, and to national media contacts by project partners.

6.3 Registration of dissemination activities

WP9 is responsible for keeping track of project dissemination activities. When project partners do, any external dissemination related to the project they should send details to WP9 in order for them

to be effectively tracked. WP9 keeps details of all relevant external dissemination for reporting purposes, and to ensure project outputs are effectively exploited.

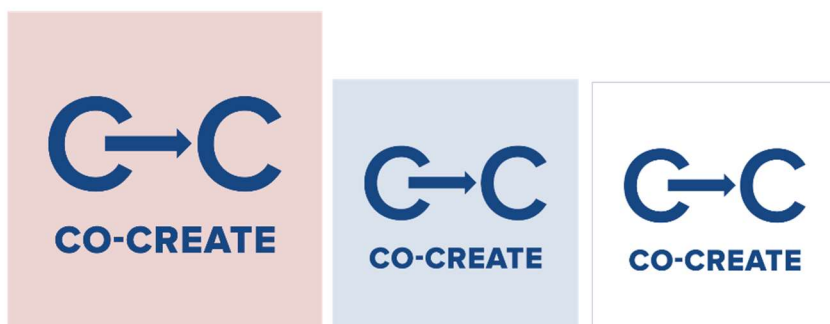
WP9 will imminently be starting to work with a new media release distributor which will provide metrics and reports on media release pickup.

6.4 Dissemination materials

In order to ensure a common, coherent and effective project dissemination, it is important that the output be presented in a visual format that is similar and recognizable. Thus the CO has collaborated with a design firm to provide a visual identity platform for CO-CREATE.

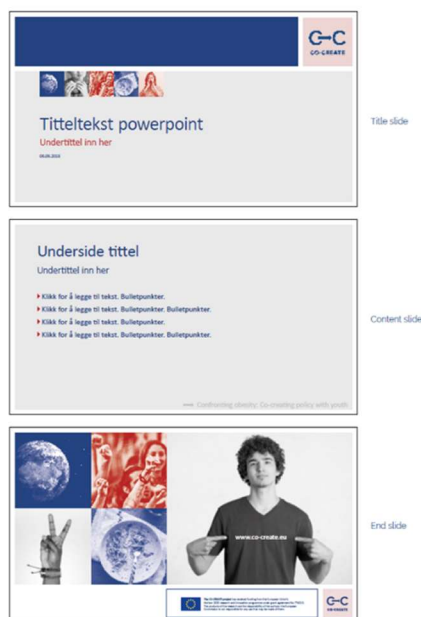
Logo

The project logo was created using the name of the project and the arrow visual to illustrate the overall project aim of contributing to changing the prevalence of obesity among youth. The main logo is pink, with subversions in blue and white where pink cannot be used (see pictures below). Black and white version is also available for surfaces where colour cannot be applied. Files are made for print, office and web, and all are available on Sharepoint.



Power point template

A power point template has been made available for use when presenting the project. It includes a front page, a content template and a final page (see pictures below). Content has been included to accommodate the project visual profile, also displaying the EU emblem and texts as required by the GA.



Deliverable template

A deliverable template has been provided to ensure that project deliverables are in conformity with the project visual profile, and presented in a manner that includes administrative information on the deliverable, including a history of change table. Also included in the template are the EU-emblem and texts as required by the GA. The deliverable template is available on Sharepoint and is provided in full in the Annex. All deliverables from CO-CREATE will be presented using the deliverable template.

Picture bank and graphic elements

Pictures, in total 12, have been selected to represent the core features of the projects. Pictures are provided on selected colour backgrounds, providing in total 30 picture options. Graphic elements are also available. These items are to be used when producing any type of dissemination material (folders, flyers, consent templates, information material etc.) from the project, and can be selected and displayed as preferred by the partner in charge of the material.

When using the project pictures a credit should be included as follows “Photo: Shutterstock”.

All material included in the CO-CREATE visual identity has been uploaded to Sharepoint for partners to use in their dissemination material, along with the project profile manual that summarizes the elements of the visual profile and provides some input for use. Included in the visual profile are also font types to be used, both for websites and for deliverables, and a colour palette. The colour palette has been applied to all pictures included in the project picture bank.

All elements of the visual profile of CO-CREATE are in the folder called “Visual identity” on Sharepoint:



6.5 Communication with the EC

The CO acts as the intermediary for all communication between the beneficiaries and the EC. This involves mainly correspondence by e-mail with the PO regarding matters such as submission of deliverables and reports, including financial reports, and project related questions or information that needs explicit feedback from/agreement with the PO.

Communication will also be through the EC grant management system, SyGMA, which is a web based system available through the Participant Portal.

Conclusion

Quality assurance is implemented throughout project activities as part of the management procedures of CO-CREATE. The deliverable is reported with a minor delay as per previous e-mail correspondence with the EC. The project management and quality assurance procedures will be adapted to fit the needs of the project during the project period. The quality assurance plan may therefore be the subject of updates as the project progresses.

Annex

1. List of members of PSC and EB (page 23)
2. Template on deliverables (pages 24-30)
3. CO-CREATE Handbook on financial issues and reporting (pages 31-55)
4. Template for internal financial reporting (page 56)
5. Calendar of meetings (page 57)

Name	Role	Organisation	PSC	EB
Knut Inge Klepp	Coordinator	NIPH	PSC-representative	EB-member
Arnfinn Helleve	WP3-lead	NIPH		EB-member
Therese Bakke	Project Manager	NIPH		EB-member
Isabelle Budin Ljøsne	WP10-lead	NIPH		EB-member
Nanna Lien	WP7-lead	UoO	PSC-representative	EB-member
Christian Brøer	WP5-lead	UvA	PSC-representative	EB-member
Tim Lobstein	WP9-lead	IASO-IOTF	PSC-representative	EB-member
Harry Rutter	Deputy coordinator	LSHTM	PSC-representative	
Cecile Knai	WP4-lead	LSHTM		EB-member
Janetta Harbron	Main partner contact	UCT	PSC-representative	
Ana Rito	Main partner contact	CEIDSS	PSC-representative	
Louise Meincke	WP2-lead	WCRF	PSC-representative	EB-member
Sudhvir Singh	WP6-lead	EAT	PSC-representative	EB-member
Karoline Steen Nylander	Main partner contact	Press	PSC-representative	
Aleksandra Luszczynska	Main partner contact	SWPS	PSC-representative	
Steven Allender	Main partner contact	Deakin	PSC-representative	
Deanna Hoelscher	Main partner contact	UTHealth	PSC-representative	
Oddrun Samdal	WP8-lead	UoB	PSC-representative	EB-member

YYYYY



agreement number 774210 – CO-CREATE

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 774210



Insert title/deliverable number

Lead partner institution
DD.MM.YYYY



Deliverable administration and summary			
Due date	DD.MM.YYYY		
Submission date	DD.MM.YYYY		
Deliverable type	As per list of deliverables Annex (Report/Demonstrator/Website, patents filling etc./ORDP/Ethics/Other)		
Contributors:	Name	Organisation	Role / Title
Deliverable Leader			
Contributing Author(s)			
Reviewer(s)			
Final review and approval			

Document change history				
Version	Release date	Reason for Change	Status (Draft/In-review/Submitted)	Distribution

Dissemination level		
PU	Public	
CO	Confidential, only for members of the consortium (including the Commission Services)	



Executive Summary

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List of acronyms / abbreviations

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Objective of deliverable

Background*

Current status of task/state-of-the art in the topic*

Objectives*

Collaboration among partners/relation to other project activities*

**suggestions for what to also cover in the introduction*

Description of activities/Discussion

Results

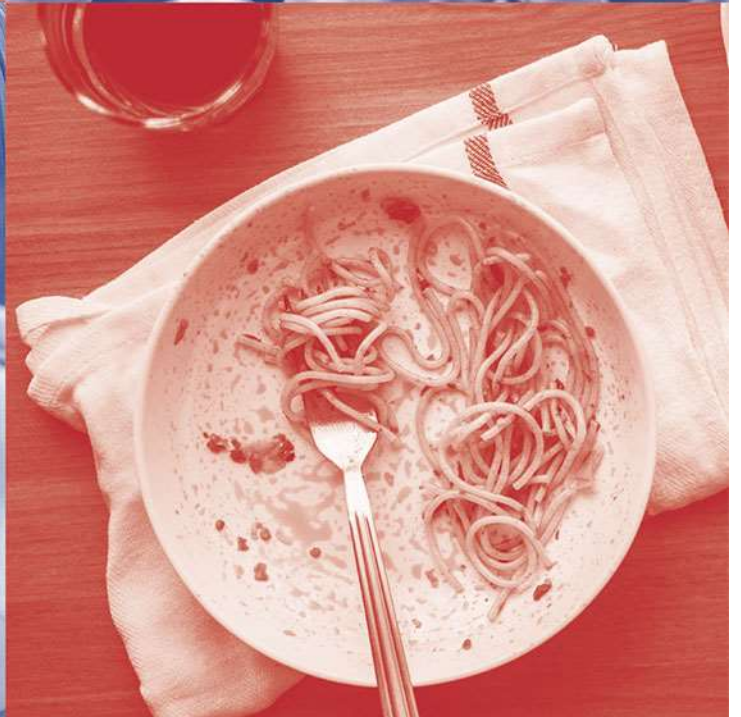
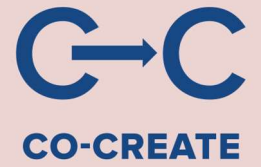
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References

Appendix



→ The **CO-CREATE project** has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 774210. The products of the research are the responsibility of the authors: the European Commission is not responsible for any use that may be made of them.



2018



agreement number 774210 – CO-CREATE

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 774210



Annex 2

Handbook on financial issues and financial reporting

Norwegian Institute of
Public Health
22.06.2018



Deliverable administration and summary			
Due date	N.A		
Submission date	N.A		
Deliverable type	Internal guidance document		
Contributors:	Name	Organisation	Role / Title
Deliverable Leader	Therese Bakke	NIPH	Project Manager
Contributing Author(s)	Patrycja Sollund	NIPH	Research administration
	Alena Koslerova	UoB	Research administration
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Final review and approval	Therese Bakke	NIPH	Project Manager

Document change history				
Version	Release date	Reason for Change	Status (Draft/In-review/Submitted)	Distribution
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Dissemination level		
INT	Internal document	



Executive Summary

The CO-CREATE financial handbook summarizes guidance related to reporting and documentation of costs in H2020 projects, and reporting in the EU participant portal. It is based on the CO-CREATE Grant Agreement and its Annexes (GA), and specifications in the CO-CREATE consortium agreement (CA).

The GA and CA take precedence should there be any discrepancies.

The GA and CA can be found in the CO-CREATE Sharepoint. Further details on eligibility of costs can be found the [EC annotated model grant agreement](#), and on reporting in the [H2020 Online Manual](#).

For information, the GA consists of the following:

- The GA document (project number 774210)
- Annex 1 – Description of the action
- Annex 2 – Estimated budget
- Annex 3 – Accession forms
- Annex 4 – Model for the financial statements
- Annex 5 – Model for the certificate of financial statement

Let us know if you have questions, or need help with solving issues that arises during the project:

Therese.bakke@fhi.no

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List of acronyms / abbreviations

CA – Consortium Agreement

CFS – Certificate of financial statement

Beneficiary – consortium partner receiving funding from EC

EC – European Commission

ECB – European Central Bank

GA – Grant Agreement

PM – Person Months

PSO – Project support office

WP – Work Package

1. CO-CREATE financial reporting

1.1 Internal reporting

In order to ascertain that the project expenditure is in line with the budget and in accordance with the work performed, we need to implement internal financial reporting in CO-CREATE on a semi annual basis. The PSO will provide details on the internal reporting and templates will be provided through the CO-CREATE Sharepoint.

Each partner will be asked to justify any major over/underuse of resources to make sure that the deviations from the planned resources will not result in an overall delay of the project or jeopardize the project's objectives.

Partners should declare all eligible costs, even if they exceed the amounts indicated in the estimated budget, and cannot be reimbursed from the project. Amounts which are not declared in the individual financial statement will not be taken into account by the EC.

1.2 Periodic reporting

The coordinator must submit a periodic report within 60 days of each reporting period, including the periodic financial report, on behalf of the consortium. These reports include the requests for payment and must be drawn up using the forms and templates provided in the electronic exchange system – on which the internal reporting templates are built. Included in the periodic financial report is:

- an **individual financial statement** from each beneficiary, for the reporting period concerned, detailing the eligible costs per budget category.
- an **explanation of the use of resources** and the **information on subcontracting** (see Article 13) and in-kind contributions provided by third parties (see Articles 11 and 12) from each beneficiary

Each beneficiary must **certify** that:

- the information provided is full, reliable and true;
- the costs declared are eligible
- the costs can be substantiated by adequate records and supporting documentation
- for the last reporting period: that all the receipts have been declared

During the periodic reporting, the CO will give advice and guidance for the partners in the following ways:

- by facilitating the collection of financial figures for the reporting period
- by reviewing cost explanations for consistency and completeness
- by supporting entering of figures in the Participant Portal

Advice will be by e-mail/skype or phone. The frequency of internal reporting will be reviewed after gaining experience with the first periodic reporting, and measures will be taken if necessary.

1.3 Final report

In addition to the periodic report for the last reporting period, the coordinator must submit the final report within 60 days following the end of the last reporting period, including a ‘final financial report’ containing:

- a **‘final summary financial statement’**, consolidating the individual financial statements for all reporting periods and including the **request for payment of the balance** and
- a **‘certificate on the financial statements’** (drawn up in accordance with Annex 5) for each beneficiary if it requests a total contribution of EUR 325 000 or more, as reimbursement of actual costs

1.4 Reporting schedule

The reporting schedule contains the internal reporting planned towards the first periodic report and an overview of all periodic reports towards the end of the project. It will be updated with internal financial reporting schedule for reporting periods 2,3,4 and final.

Reporting period	Submission date to the coordinator	Final submission date to the Participant Portal	Type of report	Form of report
May 1 2018 – October 31 2018	Latest November 30 2018	-	Internal report	Internal reporting template
November 1 2018 – April 30 2019	Latest May 31 2019	-	Internal report	Internal reporting template
TBD: May 1 2019 – July 30 2019	Latest August 31 2019		Internal report	Internal reporting template (test before first periodic reporting)
May 1 2018 – October 31 2019	November 30 2019	December 31 2019	First periodic report	Periodic report template of H2020
November 1 2019 – April 30 2021	May 31 2021	June 30 2021	Second periodic report	Periodic report template of H2020
May 1 2021 – April 30 2022	May 31 2022	June 30 2022	Third periodic report	Periodic report template of H2020



May 1 2022 – April 30 2023	May 31 2023	June 30 2023	Fourth periodic	Periodic report template of H2020
May 1 2018 – April 30 2023	May 30 2023	June 30 2023	Final report	Final report template of H2020, certificate on financial statements

2. Eligible and ineligible costs

Costs charged to the project must be eligible in accordance with the provisions in the GA (article 6). There are general and specific conditions set out, and all costs charged to the project must comply with both the general and specific eligibility criteria.

The general conditions for costs to be eligible are as follows:

- costs must be actually incurred by the beneficiary
- costs must be incurred in the project period for CO-CREATE (May 1 2018 – April 30 2023), with the exception of costs relating to the submission of the periodic report for the last reporting period and the final report (GA Article 20)
- costs must be indicated in the estimated budget set out in Annex 2 of the GA
- costs must be incurred in connection with the CO-CREATE project as described in Annex 1 and necessary for its implementation
- costs must 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
- costs must comply with the applicable national law on taxes, labour and social security, and
- costs must be reasonable, justified and must comply with the principle of sound financial management, in particular regarding economy and efficiency

The specific conditions for eligible costs are applicable per budget category, and summarizes the types of costs, form of cost under each type and calculation of costs:

2.1 Direct personnel cost (budget category A)

Personnel costs are eligible, if they are related to personnel working for the beneficiary under an employment contract (or equivalent appointing act) and assigned to the action ('costs for employees (or equivalent)'). They must be limited to salaries (including during parental leave), social security contributions, taxes and other costs included in the remuneration, if they arise from national law or the employment contract (or equivalent appointing act).

- 'Direct costs' are costs that are directly linked to the action implementation and can therefore be attributed to it directly. They must not include any indirect costs.
- 'Indirect costs' are costs that are not directly linked to the action implementation and therefore cannot be attributed directly to it. E.g. office supplies

Only costs for **personnel assigned to the action** (i.e. working for the action according to internal written instructions, organisation chart or other documented management decision) can be eligible. Reliable time records will normally be sufficient proof of the assignment to the action — unless there is other contradicting evidence (e.g. the employment contract indicates that the person was hired to work on another project)

Calculation of personnel costs

In general, personnel costs for H2020 actions are calculated (for each person assigned to the action, including persons working exclusively on the action) as follows:



Additional remuneration given to personnel at institutions that are non-profit legal entities under certain circumstances are eligible up to a maximum amount of 8000 euro/year for personnel working full time for the project.

Calculating the hourly rate

There are different options for calculating the hourly rate in H2020 projects. Each beneficiary is responsible for implementing the option that is best suited, and the chosen model must be applied across all EU projects performed by the beneficiary. The available options are described in detailed in the [annotated model grant agreement article 6](#).

For each person assigned to the action you need:

- Their yearly staff cost paid by the beneficiary
- The “annual productive hours” calculated either per financial year OR monthly – as per the three available options:
 1. fixed number of hours’: 1 720 hours for persons working full time (or corresponding prorated for persons not working full time);
 2. ‘individual annual productive hours’: the total number of hours worked by the person in the year for the beneficiary, calculated as follows:
{annual workable hours of the person (according to the employment contract, applicable collective labour agreement or national law) plus overtime worked minus absences (such as sick leave and special leave)}.
 3. ‘standard annual productive hours’: the ‘standard number of annual hours’ generally applied by the beneficiary for its personnel in accordance with its usual cost accounting practices. This number must be at least 90% of the ‘standard annual workable hours’. If there is no applicable reference for the standard annual workable hours, this option is not available.

For all options, the actual time spent on parental leave by a person assigned to the action may be deducted from the number of annual productive hours.

2.2 Direct costs of subcontracting (budget category B)

There will be subcontracting of action tasks in CO-CREATE as specific in table 4.2 of Annex I of the GA. Costs for this budget category are only eligible if mentioned in the GA.

Subcontracting costs are eligible under the provisions of article 13 of the GA, and covers (and is limited to) the price paid for subcontracts and related taxes (including for VAT that is non-deductible to the beneficiary).

Subcontracts must be awarded ensuring the best value for money or, if appropriate, the lowest price. In doing so, they must avoid any conflict of interests.

2.3 Other direct costs (budget category D)

Travel costs (budget category D1)

Travel costs and related subsistence allowances (including related duties, taxes and charges such as non-deductible value added tax (VAT) paid by the beneficiary) are eligible if they are in line with the beneficiary's usual practices on travel.

All travel costs must be limited to the needs of the CO-CREATE project. The events and meetings planned before project start are included as detailed in the budgets and Annex 1 of the GA (project steering committee meetings, executive board meetings, dissemination events, training workshops, coordination visits etc.).

Travel costs will be covered by each partners own budget, and each travel covered from the project should be recorded with an explanation detailing the event attended and the reason linked to the project activities.

All meals covered by the hosting institution must be deducted from reported travel costs.

Transport:

- Flights are expected to be economy class.
- Taxis should as a general rule only be used when no other local transport is available, as they are generally the more expensive option.

Accommodation:

- Hotel accommodation should only be charged as needed for the project. When combining project travels with travels for other purposes, only costs that would have been required for the project related travel may be covered from the project.
- Meals will be reimbursed as per the usual practice at each partner institution

Depreciation costs (budget category D2)

The depreciation costs of equipment, infrastructure or other assets (new or second-hand) as recorded in the beneficiary's accounts are eligible, if they were purchased in accordance

➤ The principles of best value for money or, if appropriate, the lowest price must be adhered to when purchasing goods, works or services

with Article 10.1.1 of the GA, and written off in accordance with international accounting standards and the beneficiary's usual accounting practices.

Other goods and services (budget category D3)

Costs of other goods and services (including related duties, taxes and charges such as non-deductible value added tax (VAT) paid by the beneficiary) are eligible, if they are purchased specifically for the CO-CREATE project (GA article 10.1.1).

Examples include costs for publications and dissemination (editing, printing, translation, website creation and maintenance, design of leaflets, etc), and costs for conferences and seminars (renting room, interpretation costs, coffee break and lunch costs etc)

These costs must not be confused with general office supplies (pens, paper, folders, ink cartridges, electricity supply, telephone and postal services, Internet connection time, computer software etc.) which are INDIRECT costs.

2.4 Indirect costs (budget category E)

Indirect costs are eligible if they are declared on the basis of the flat-rate of 25% of the eligible direct costs, with the exception of subcontracting costs.

In practice, the declaration of indirect costs is completely automatized: The indirect costs are automatically calculated by the IT system when reporting costs (on the basis of the direct costs).

2.5 Ineligible costs

Costs that do not meet the general and specific eligibility conditions as explained above are not eligible.

In addition the following costs have been specially mentioned as ineligible in the GA article 6.5:

- costs related to return on capital;
- debt and debt service charges;
- provisions for future losses or debts;
- interest owed;
- doubtful debts;
- currency exchange losses;
- bank costs charged by the beneficiary's bank for transfers;
- excessive or reckless expenditure;
- deductible VAT;
- costs incurred during suspension of the implementation of the action (see Article 49);
- costs declared under another EU grant

3. Keeping records

In accordance with the GA article 18, all partners must keep records of costs charged to the project for the entire duration of the project, and a **period of 5 years following the project end date**.

Original documents must be kept. Digital and digitalised documents are considered originals if they are authorised by the applicable national law.

3.1 Personnel costs

For personnel costs these records must be kept:

- Employment contract
- Proof of payment of the researcher's allowances and of the deductions for social security
- Records and other supporting documentation on scientific and technical implementation of the action
- Evidence that the fellow worked: time-sheets:

All partners must be able to document hours worked on CO-CREATE with reliable time records. Time records must be dated and signed at least monthly by the person working for the action and his/her supervisor. If the time recording system is computer-based, the signatures may be electronic.

There are no standardised templates for timesheets. However, templates used should at a minimum include the following information:

- the title and number of the action, as specified in the GA
- the beneficiary's full name, as specified in the GA
- the full name, date and signature of the person working for the action
- the number of hours worked for the action in the period covered by the time record
- the supervisor's full name and signature
- a reference to the action tasks or work packages of Annex 1, to which the person has contributed by the reported working hours

- Time recording is mandatory
- Not recording time worked on CO-CREATE may lead to personnel costs being declared ineligible by the EC
- Use timesheets as per instructions from your institution, or the template provided by in CO-CREATE Sharepoint

Information included in timesheets must match records of annual leave, sick leave, other leaves (including closure days such as Easter, Christmas etc.) and work-related travel. The time recording system should allow identification of work related to all projects within the total worked hours for each staff member, as the total number of hours declared in EU grants for a person for a year cannot be higher than the annual productive hours used for the calculations of the hourly rate.

Exception



Persons who work exclusively for the action (regardless if they are full-time or part-time employees) are exempt from keeping time records. For these staff members the beneficiaries may provide a signed declaration on exclusive work for the action to confirm that the person worked exclusively for the action (template in CO-CREATE Sharepoint).

Beneficiaries should take a prudent approach and use this possibility only if it is planned that the person works exclusively on the action during a long and continuous period of time. If there are any doubts, a time record of actual hours worked should be kept.

➤ Exclusive work means that the person carried out **NO OTHER** activities for the beneficiary than those of CO-CREATE.

If the person works exclusively for the action during a *full financial year*, it is strongly recommended that the beneficiary signs the ‘declaration on exclusive work for the action’ - even if the person keeps time records. In this way, the declaration can serve as evidence that the person worked for the action all her/his annual productive hours.

LOGO	Title/Acronym of the action CO-CREATE Funding ID 774210 Beneficiary name Reporting person *insert name of project personnel* Reporting month January 2018	Funded by the European Union	
-------------	--	---------------------------------	--

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Notes	
A) Hours worked for project CO-CREATE																																		
WP 1 - Management																																	0,0	
WP 2 - Policy assessment																																	0,0	
WP 3 - Obesity rates																																	0,0	
WP 4 - Obesity system mapping																																	0,0	
WP 5 - Youth Alliances																																	0,0	
WP 6 - Dialogue forums																																	0,0	
WP 7 - Evaluation																																	0,0	
WP 8 - Data management																																	0,0	
WP 9 - Dissemination																																	0,0	
WP 10 - Ethics (no cost reimbursement)																																	0,0	
A) Total	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	
B) Hours worked other projects																																		
Project 1																																	0,0	
Project 2																																	0,0	
Project 3																																	0,0	
Project 4																																	0,0	
Project 5																																	0,0	
Project 6																																	0,0	
Project 6																																	0,0	
Project 7																																	0,0	
Project 8																																	0,0	
B) Total	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0		
C) Hours worked for own organisation																																		
C) Total	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0		
D) Total productive hours (A+B+C)	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0		
E) Non-productive hours																																		
Annual leave																																	0,0	
Special leave																																	0,0	
Illness																																	0,0	
E) Total non-productive hours	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0		
Total hours (D + E)	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0		

Brief description of work performed by this person during this month.

Date and place

Signature of reporting person.....

Date and place

Name and function of supervisor

Signature of supervisor.....

Figure 1: Timesheet provided by the CO-CREATE PSO

3.2 Travel and accommodation

- Flights: boarding passes for both legs of the flight and invoice for the flight
- Hotel: invoice, clearly indicating name and the date of payment
- Other expenses: as per the travel policy of the institution (if covered by a standard per diem rate, keeping receipts is not a requirement, and specific expenses are not eligible)
- Travel agency invoice (if used)
- Documents describing the event (attendance sheet, agenda, minutes, registration form etc.)

3.3 All other costs

- Keep all documentation related to each purchase on behalf of the project (invoices etc.) Purchases charged to the project should reference the project to the extent possible to document the link to the project.
- Subcontracting must, as all other costs charged, adhere to the principles of best value or lowest price. Documentation must be kept to document this (tender, best price search etc.)
- For Equipment cost the plan for depreciation of each equipment concerned must be kept

4. Conversion rates

Costs will be reported in euro in all financial statements.

Beneficiaries with accounting established in a currency other than the euro must convert the costs recorded in their accounts into euro, at the average of the daily exchange rates published in the C series of the *Official Journal of the European Union*, calculated over the corresponding reporting period.

Beneficiaries with accounting established in euro must convert costs incurred in another currency into euro according to their usual accounting practices.

To calculate this rate, the beneficiaries may use the editable charts on the [ECB website](#).

How to calculate the rate on the ECB website:

- Go to the ECB website
- Click on the chart icon for the currency
- Insert the starting date of the reporting period in the field 'from' and the end date of the reporting period in the field 'to'
- The average for the period will appear in the text above the chart

5. Receipts

The individual financial statements of the last reporting period must also detail the receipts for the project during the entire project period. The EC will deduct the total receipts earned by the consortium when calculating the maximum grant amount for payment of the balance.

The following are considered **receipts**:

- income generated by the action; if the income is generated from selling equipment or other assets purchased under the Agreement, the receipt is up to the amount declared as eligible under the Agreement;
- financial contributions given by third parties to the beneficiary specifically to be used for the action, and
- in-kind contributions provided by third parties free of charge and specifically to be used for the action, if they have been declared as eligible costs.

- Avoid double funding, be clear which activities and costs belong to only CO-CREATE
- Each partner must notify expected receipts to the PSO as soon as possible, and keep detailed records of receipts
- Receipts will be deducted from the budget for the partner generating the receipt

6. Certificate of financial statement

All partners reporting as eligible direct costs a sum of 325 000 euro or above must submit a CFS with their **final periodic report**. If a certificate is required, all costs declared as actual costs or unit costs calculated according to usual accounting practices must be covered by the certificate. Incomplete certificates will be returned for correction.

The certificate must be issued by an **external auditor**, using the template in Annex 5 of the GA.

7. How to complete your financial statement

Periodic reporting will be requested by the EC within 60 days of the end of each reporting period (including the final one), including requests for payment.

The CO-CREATE reporting periods will be as follows:

Reporting period 1: Months 1 to 18 (18 month period)

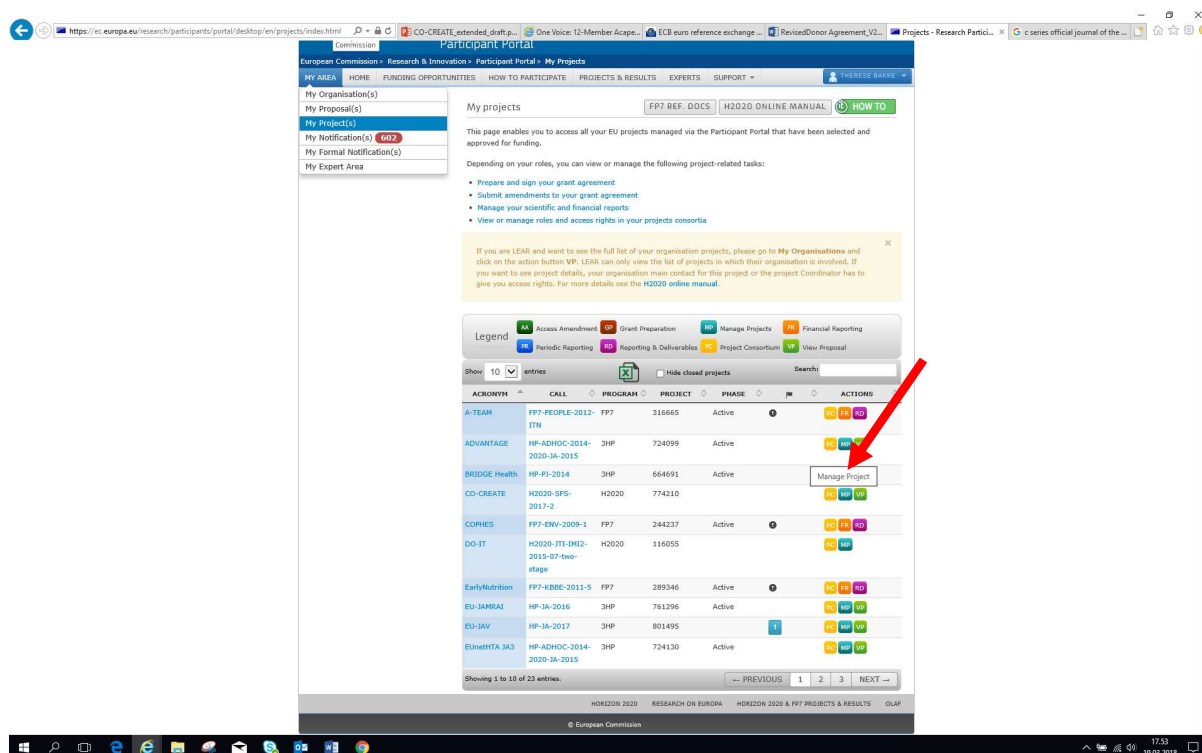
Reporting period 2: Months 19 to 36 (18 month period)

Reporting period 3: Months 37 to 48 (12 month period)

Reporting period 4: Months 49 to 60 (12 month period)

1. Notification and login

At the end of each reporting period, each beneficiary will receive a notification from the Participant Portal to complete their financial statement. When you receive a notification that the reporting is opened, you go into the grant management system of the portal, click “My Projects” and then the green “MP”-button:



The screenshot shows the 'My Projects' page in the Participant Portal. The page lists various projects with columns for ACRONYM, CALL, PROGRAM, PROJECT, PHASE, and ACTIONS. A red arrow points to the 'MP' button in the 'ACTIONS' column for the CO-CREATE project.

ACRONYM	CALL	PROGRAM	PROJECT	PHASE	MP	ACTIONS
A-TEAM	FP7-PEOPLE-2012-ITN	FP7	316665	Active		MP
ADVANTAGE	HP-ADHOC-2014-2020-JA-2015	3HP	724099	Active		MP
BRIDGE Health	HP-FJ-2014	3HP	664691	Active		MP
CO-CREATE	H2020-SFS-2017-2	H2020	774210	Active		MP
CORVUS	FP7-ENV-2009-1	FP7	244237	Active		MP
DO-IT	H2020-JTI-IM2-2015-07-two-stage	H2020	116055	Active		MP
EarlyNutrition	FP7-KBBE-2011-5	FP7	285346	Active		MP
EU-JAMRAJ	HP-JA-2016	3HP	761296	Active		MP
EU-JAV	HP-JA-2017	3HP	801495	Active		MP
EUHEHTA JA3	HP-ADHOC-2014-2020-JA-2015	3HP	724130	Active		MP

This will take you to the reporting module – click on “Financial Statement”:



2. Complete your Financial Statement

All beneficiaries - including the coordinator - must fill in their own financial statement, electronically sign it and submit it to the coordinator:

- Users who can **fill in** the statement: *Participant Contacts, Project Financial Signatories, Task Managers*
- Users who can **electronically sign & submit** the statement: *Project Financial Signatory (PFSIGN) only*

➤ Make sure you have assigned an FSIGN user role for your institution in the portal

Complete the requested information and save. Click the **Validation** button to see whether you have filled in all information correctly, then close the current screen and return to the Participant Portal:



Grant Management | Project Periodic Report | nautopne (EXTERNAL) ?

Project 666098 (666098 REPA Testing REA 7) | Beneficiary 1: shortname for 999997930
 Legal Name: CENTRE NATIONAL DE LA RECHERCHE SCIENTIFIQUE | PC: 999997930 | Status: VALIDATED
 Legal Address: Rue Michel -Ange 3, 75794, PARIS France

Period No: 1 | Duration (months): 18 | Reporting Period: [10/06/2012 - 09/12/2013]

Financial Statement [SAVE]

Financial information from contact
 No contribution requested? Yes No

Financial Statements

Period	Adjustment	Requested Contribution
10/06/2012 - 09/12/2013 (Period No '1')	No	0.00 €

Financial Statement for period '1' (10/06/2012 - 09/12/2013)

Eligible costs: **i**

Cost Category	Total	Actions
a) Direct personnel costs declared as actual costs	0.00 €	
b) Direct personnel costs declared as unit costs (average costs)	0.00 €	
d) Direct costs of subcontracting	0.00 €	
e) Direct costs of providing financial support to third parties	0.00 €	
f) Other direct costs	0.00 €	
h) Indirect costs (= 0.25 * (a + b + f - o))	0.00 €	
j) Total costs (= a + b + d + e + f + h)	0.00 €	
m) Maximum EU contribution (100%)	0.00 €	
n) Requested EU contribution	0.00 €	
z) Requested EU contribution eligible for CFS	0.00 €	

Additional Information for indirect costs:
 Use of 'costs of in-kind contributions not used on premises?' Yes No

[Validate]

Pop-up boxes within the financial statement template:

Click on “Add detail” to add information on information on the PM per WP included in the reported costs.

Direct personnel costs declared as actual costs

Persons/month per WP

No.	Person Months	Associated Work Package	Actions

Use of in kind contribution from third party

No.	Costs	Third Party Name	Type	Foreseen in Annex I	Explanations (if not foreseen in Annex I)	Actions

Click "Add detail" to add the amounts and corresponding details of the costs. The total of all amounts entered will be automatically displayed in the "Total" column. Please note that subcontracting costs NOT included in Annex 1 may be declared as ineligible by the EC. Unforeseen need for subcontracting should be reported to the PSO before using such services.

Direct costs of subcontracting

[+ Add Detail](#)

No.	Costs	Description	Foreseen in Annex I	Explanations (if not foreseen in Annex I)	Actions
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>

Other direct costs

Explanation of major cost items if the amount exceeds 15% of personnel costs
It is recommended to specify the Personnel Costs and total amount of Other Direct Costs before filling in the Use of Resources

[+ Add Detail](#)

Use of in kind contribution from third party

[+ Add Detail](#)

Costs will be reimbursed up to a maximum of the budget allocated for each partner in Annex 2.

The beneficiaries are even so advised to declare **all eligible costs**, even if they exceed the amounts indicated in Annex 2. Amounts which are not declared in the individual financial statement will not be taken into account in EC audits.

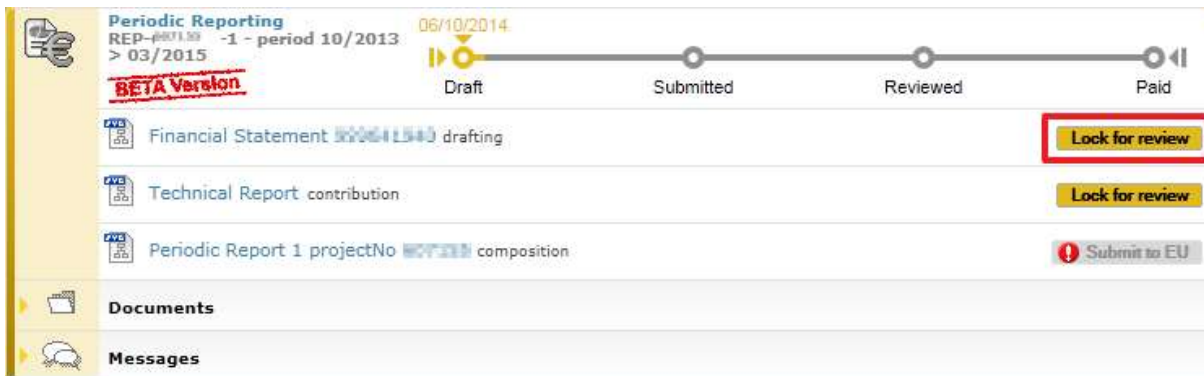
After reporting all eligible costs, change the requested EC contribution field in line with your allocated budget amount:

Change Requested Contribution

Are you sure you want to change the Requested EU Contribution?

3. Lock for review

Click the "Lock for Review" button, which will prevent further editing and generate a pdf document.



The screenshot shows the 'Periodic Reporting' interface for REP-607159 -1 - period 10/2013 > 03/2015. A progress bar at the top indicates the current status is 'Draft' (dated 06/10/2014), with other stages being 'Submitted', 'Reviewed', and 'Paid'. Below the progress bar, a list of tasks is shown:

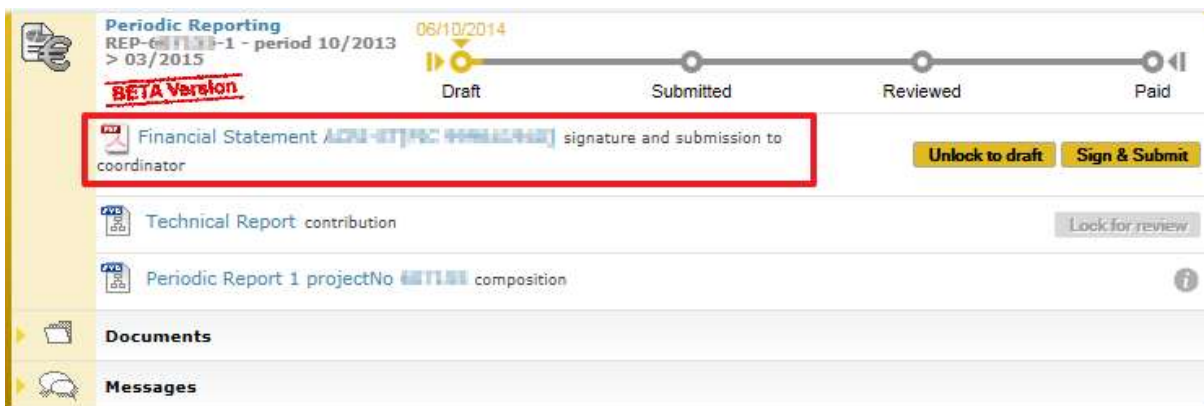
- Financial Statement** (ID: 000641540) - status: drafting - button: **Lock for review** (highlighted in red)
- Technical Report** - status: contribution - button: **Lock for review**
- Periodic Report 1 projectNo** (ID: 007210) - status: composition - button: **Submit to EU**

At the bottom, there are sections for 'Documents' and 'Messages'.

4. Review the Financial Statement and sign & submit it to the coordinator

Click on the task "Financial Statement" to review the financial statement.

Users with the roles Participant Contacts, Coordinator Contacts, Primary Coordinator Contacts, Task Managers and Team Members can open the pdf to see the data, but that they can not unlock the data. Only users with the role Project Financial Signatory (PFSIGN) can perform this action, and submit to coordinator.



The screenshot shows the 'Periodic Reporting' interface for REP-607159 -1 - period 10/2013 > 03/2015. The progress bar shows the current status is 'Draft' (dated 06/10/2014). Below the progress bar, the 'Financial Statement' task (ID: 000641540) is highlighted with a red box. The task description is 'signature and submission to coordinator'. The buttons 'Unlock to draft' and 'Sign & Submit' are visible next to the task. Other tasks and sections are also visible:

- Technical Report** - status: contribution - button: **Lock for review**
- Periodic Report 1 projectNo** (ID: 007210) - status: composition - button: **Submit to EU**
- Documents** and **Messages** sections at the bottom.

Once reviewed, the Financial Statement can be unlocked ("Unlock to draft") for further editing or electronically signed and submitted ("Sign and Submit") to the coordinator.



Periodic Reporting
 REP-000000000000000000 - period 10/2013
 > 03/2015

06/10/2014

Draft Submitted Reviewed Paid

BETA Version

Financial Statement [signature and submission to coordinator] **Unlock to draft** **Sign & Submit**

Technical Report contribution **Lock for review**

Periodic Report 1 projectNo composition **i**

Documents

Messages

The system will then ask you to confirm that the information is valid.

Please confirm

The beneficiary hereby confirms that:

- The information provided is complete, reliable and true.
- The costs declared are eligible (see Article 6).
- The costs can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 17, 18 and 22).
- For the last reporting period: that all the receipts have been declared (see Article 5.3.3).

Ok Cancel

Once you have confirmed, the system will ask you to complete your EU Login password, in order to electronically sign the Financial Statement (the comment box is optional).

The screenshot shows the 'EU Login Signature' page. At the top, there is a blue header with the European Commission logo and the text 'EUROPEAN COMMISSION AUTHENTICATION SERVICE (EU LOGIN)'. Below this, a navigation bar shows 'EUROPA > Authentication Service > EU Login Signature'. A dark grey bar contains the user's role 'External' and their name 'PARTNERPFSAS (nptestsf)'. A globe icon is on the left. The main content area is titled 'EU Login Signature' and includes a welcome message: 'Welcome [redacted] to the EU Login Signature page. This page allows you to digitally sign a transaction using your EU Login password.' The transaction details are: 'Sign a transaction for SyGMa-PPGMS', 'Description: Signature of the financial statement for 500603-500603 [redacted] PROJECT 2016/10/28-5 [ABAC: ABACBUDL] as authorised representative of the legal entity [redacted]. SERVICES BV', and 'Reason: For signature'. There are three input fields: 'Comment' (empty), 'Password' (empty), and a 'SIGN' button. The 'Comment' and 'Password' fields are highlighted with red boxes.

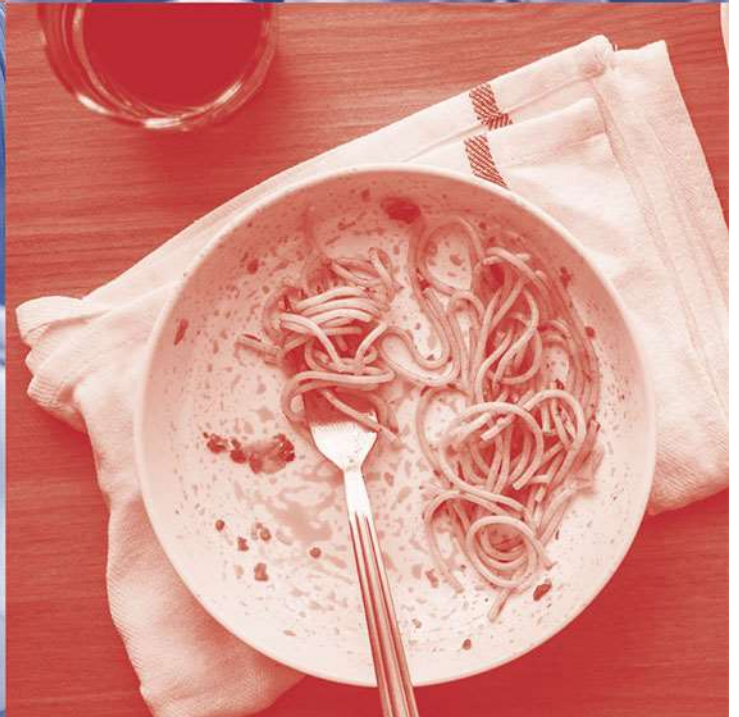
At this point you have completed your Financial Statement. Your statement has been electronically signed and submitted to the Coordinator. It is accessible via the task Periodic Report composition.



Periodic Report 1 project No 8007155				
Filter	All	Draft	Available	Included
Report Element				Status
Technical report				
Technical Statement				Draft
Financial report				
Financial Statement 999999999				Draft
Financial Statement 999999999				Draft
Financial Statement 8007155 [PIC 900641940]				Sent to CO
Financial Statement 999999999				Draft
Financial Statement 952533144				Draft
Financial Statement 999999999				Draft
Financial Statement 911179934				Draft



→ The **CO-CREATE project** has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 774210. The products of the research are the responsibility of the authors: the European Commission is not responsible for any use that may be made of them.





Template on internal financial reporting

Excel Online | CO-CREATE - Templates | CO CREATE_Template_Internal financial reporting_V1 | Therese Bakke

FILE | HJEM | SETT INN | DATA | SE GJENNOM | VISNING | Fortell meg hva du vil gjøre | REDIGER I EXCEL

Lim inn | Klipp ut | Kopier | Kopier format | Angre | Urkopier | Skrift | Justering | Generelt | Betinget formatering | Formater som tabell | Sett inn | Slett | Format | Autosummer | Fjern | Sorter og Søkk etter filter | Del

Formulasbar: $= (B8+B11+B12+B13) * 0,25$

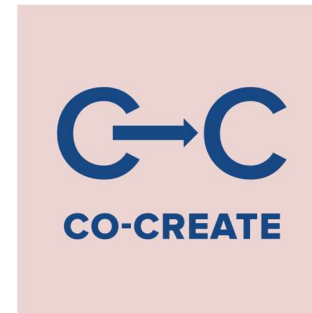
Cost category	Reported costs
Personnel costs_A	0
Other Direct costs:	
Travel costs_D1	0
Equipment costs_D2	0
Other goods and services_D3	0
Indirect costs	0
Subcontracting_B	0
Total costs	0

19 Date and place:

21 Name of reporting person:

Introduction | 1.Personnel_A | 2.Travels_D1 | 3.Other direct costs | **4.Summary sheet**

HELP TIL MED Å FORBEREDE OFFIC



CO-CREATE MEETINGS

Updated: 23.08.2018

Date	Time (CET)	Meeting	Venue	Participants	Status
Jan – May 2018	9.00 – 10.00	Weekly status meetings	TC	WP-leaders	Confirmed
May 2-3 2018	Lunch-lunch	Pre-project planning meeting	Oslo	WP-leaders	Confirmed
June 27-28 2018	1,5 day	Project kick-off meeting	Oslo	Consortium	Confirmed
June 28 2018	Afternoon	PSC Meeting	Oslo	PSC members	Confirmed
Nov 15-16 2018	2 days	EB meeting	London	EB members	Confirmed
June 26 2019	Morning - lunch	EB meeting	Amsterdam	EB members	Confirmed
June 26-27 2019	1,5 day	PSC Meeting	Amsterdam	PSC members	Confirmed
Nov 2019	2 days	EB meeting	Oslo - TBD	EB members	Suggestion
May 2020	Morning - lunch	EB meeting	London - TBD	EB members	Suggestion
May 2020	1,5 day	PSC Meeting	London - TBD	PSC members	Suggestion
Nov 20	2 days	EB meeting	Polen - TBD	EB members	Suggestion
June 21	Morning - lunch	EB meeting	Oslo - TBD	EB members	Suggestion
June 21	1,5 day	PSC Meeting	Oslo - TBD	PSC members	Suggestion
Nov 21	2 days	EB meeting	Portugal - TBD	EB members	Suggestion
June 22	Morning - lunch	EB meeting	London - TBD	EB members	Suggestion
June 22	1,5 day	PSC Meeting	London - TBD	PSC members	Suggestion
Nov 22	2 days	EB meeting	Amsterdam - TBD	EB members	Suggestion
May 23	1 day	Closing conference	Brussels - TBD	Consortium	Suggestion
May 23	1 day	PSC Meeting	Brussels - TBD	PSC members	Suggestion



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