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ImpleMentAll

*"Towards evidence-based tailored implementation strategies
for eHealth"*

**IMA Guide to Financial issues and
reporting**

Maite Arrillaga. RSD-Ecomit

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1. INTRODUCTION

The ImpleMentAll -IMA- Project has been funded by the European Commission in the framework of the Horizon 2020 Programme.

This IMA Guide to Financial issues and Reporting is based on one hand, on the **Annotated Model Grant Agreement** (General Model Grant Agreement- General MGA) which provides information on financial issues, and on the other, on the **tools that have been created** by the IMA Coordination team, in order to comply with the reporting contractual obligations set by the Grant Agreement, as well as to monitor and assess the progress of the project.

The Guide details the conditions to be fulfilled for costs to be considered eligible, lists the most common ineligible costs, provides a description of H2020 costs forms and main type of costs and gives some tips to avoid common mistakes. It explains the reporting requirements from the EC as well as the reporting tools that all Beneficiaries/Partners have to fill in order to collect the necessary information to be provided to the European Commission.

2. H2020 PROGRAMME FINANCIAL GUIDELINES

2.1 ELIGIBLE COSTS

In order to be eligible, costs charged to the IMA action/project must fulfill the following conditions:


- **actually incurred by the beneficiary** (real and not estimated, budgeted or imputed and definitively borne by the beneficiary, not by any other entity)
- **incurred during the action duration** (i.e. the generating event that triggers the costs must take place during the action duration)

-The 'action duration' is the period running from the action starting date to the end date of the action.

-If costs are invoiced or paid later than the end date, they are eligible only if the debt existed already during the action duration (supported by documentary evidence) and the final cost was known at the moment of the financial report.

- **entered as eligible costs in the estimated budget of the action, under the relevant budget category (see Annex 2)**
- **connected to the action as described in Annex 1** (i.e. necessary to achieve the action's objectives)
- **identifiable and verifiable** (i.e. come directly from the beneficiary's accounts (be directly reconcilable with them) and supported by documentation)

Costs must be calculated according to the applicable accounting rules of the country in which the beneficiary is established and according to the beneficiary's usual cost accounting practices.

 **New in Horizon 2020: Accounting documentation is necessary only for direct costs. Indirect costs do not need supporting evidences because they are declared using a flat-rate**

- **reasonable, justified and must comply with the principles of sound financial management, in particular regarding economy and efficiency** (i.e. be in line with good housekeeping practice when spending public money and not be excessive)

'Economy' means minimising the costs of resources used for an activity (input), while maximising quality; 'efficiency' is the relationship between outputs and the resources used to produce them.

2.2 INELIGIBLE COSTS

Certain costs are specifically excluded from the eligible costs. According to the grant agreement, non-eligible costs are in particular the following:

- ✓ 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 from the Commission;**
- ✓ excessive or reckless expenditure;
- ✓ **deductible VAT;**
- ✓ costs incurred during suspension of the implementation of the action
- ✓ costs declared under another EU or Euratom grant

VAT can be claimed in H2020 but only if the organization can prove is unable to recover it

2.3 COSTS FORMS

There are three forms of costs in H2020: Actual costs, Unit Costs and Flat rate.



The costs forms foreseen in the **IMA project** are:

- **Actual costs** (costs which are real and not estimated or budgeted)
- **Flat-rate costs** for indirect costs: 25% flat-rate

Only in case of beneficiaries using **average personnel costs** or internally invoicing, Unit costs will apply:

- **Unit costs** (i.e. an amount per unit) for:
 - Personnel costs of SME owners/natural persons not receiving a salary

- **Personnel costs calculated by the beneficiaries in accordance to their usual cost accounting practices (average personnel costs)**
- Costs of internally invoiced goods and services calculated by the beneficiaries in accordance with their usual cost accounting practices

2.4 TYPES OF COSTS

Project costs can be classified as either ‘Direct costs’ or ‘Indirect costs’.

‘**Direct costs**’ are specific costs directly linked to the performance of the action and which can therefore be directly booked to it. They are either costs that have been caused by the activities of the action or costs that have been caused in full by the activities of several actions (projects), and attributed to a single action and directly measured (i.e. not attributed indirectly via an allocation key, a cost driver or a proxy).

‘**Indirect costs**’ are costs that cannot be identified as specific costs directly linked to the performance of the action.

In practice, they are costs whose link to the action can NOT be (or has not been) measured directly, but only by means of cost drivers or a proxy (i.e. parameters that apportion the total indirect costs (overheads) among the different activities of the beneficiary

2.4.1 DIRECT COSTS

The Grant Agreement foresees three categories of direct costs:

- personnel,
- subcontracting and
- other direct costs (travel, consumables and supplies, equipment, telecommunication costs, fees and others)

2.4.1.1 Personnel costs

Types of personnel costs under H2020

There are five types of personnel costs, of which the first three can be used in IMA

Direct personnel costs

Types of personnel costs:

- **A1.** Personnel working under an employment contract
- **A2.** Natural persons working under a direct contract with the beneficiary other than an employment contract.
- **A3.** Personnel seconded by a third party against payment (RSD, NCL, LSHTM)
- **A4.** Cost of SME owners (who do not receive a salary)
- **A5.** Beneficiaries that are natural persons not receiving a salary

IMA

A.1 Personnel costs related to personnel working for the beneficiary under an **employment contract** (or equivalent appointing act). 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.

Beneficiaries that are **non-profit legal entities*** may also declare as **personnel costs additional remuneration** for personnel assigned to the action (including payments on the basis of supplementary contracts regardless of their nature), if:

- (a) it is part of the beneficiary's **usual remuneration practices** and is **paid in a consistent manner** whenever the same kind of work or expertise is required;
- (b) the **criteria** used to calculate the supplementary payments are **objective** and generally applied by the beneficiary, regardless of the source of funding used.

'**Additional remuneration**' means any part of the remuneration which exceeds what the person would be paid for time worked in projects funded by national scheme.

**: 'non-profit legal entity' means a legal entity which by its legal form is non-profit-making or which has a legal or statutory obligation not to distribute profits to its shareholders or individual members.*

A.2 Costs for natural persons working under a direct contract with the beneficiary other than an employment contract, if:

- (a) the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed);
- (b) the result of the work carried out belongs to the beneficiary (unless exceptionally agreed otherwise), and
- (c) the costs are not significantly different from those for personnel performing similar tasks under an employment contract with the beneficiary.

A.3 Costs of personnel seconded by a third party against payment if the following conditions are met:

- ✓ The **beneficiaries may declare costs related to the payment** of in-kind contributions as eligible (see Article 6.1 and 6.2), **up to the third parties' costs** for the seconded persons, contributed equipment, infrastructure or other assets or other contributed goods and services.
- ✓ **There must be a secondment agreement** (stating tasks, payment, duration of the secondment, location, etc)
- ✓ The **third parties and their contributions must be set out in Annex 1**.

The *Commission* may however **approve** in-kind contributions not set out in Annex 1 **without amendment**, if:

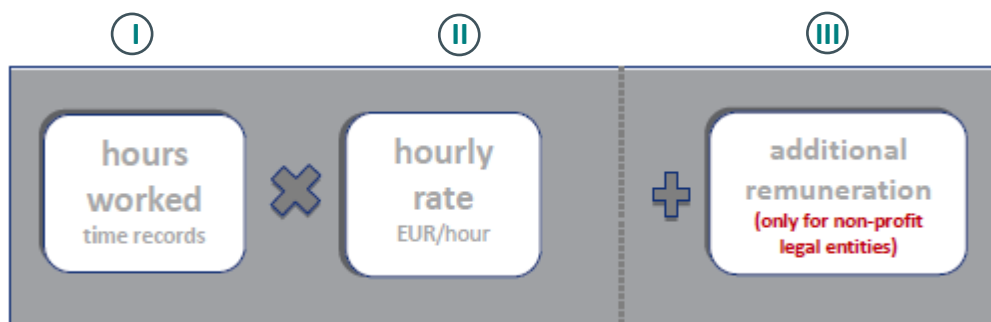
- they are specifically justified in the periodic technical report and
 - their use does not entail changes to the Agreement which would call into question the decision awarding the grant or breach the principle of equal treatment of applicants.
- ✓ The beneficiaries must ensure that the Commission, the European Court of Auditors (ECA) and the European Anti-Fraud Office (OLAF) can **exercise their rights** also towards the third parties.

A.4 Costs of owners of beneficiaries that are small and medium-sized enterprises ('**SME owners**'), who are working on the action and who do not receive a salary if they correspond to the amount per unit set out in Annex 2a multiplied by the number of actual hours worked on the action.

A.5 Costs of 'beneficiaries that are natural persons' not receiving a salary, if they correspond to the amount per unit set out in Annex 2a multiplied by the number of actual hours worked on the action.

Calculation of Actual Personnel costs

Actual Personnel costs must be calculated as follows:



I.- Hours worked for the project

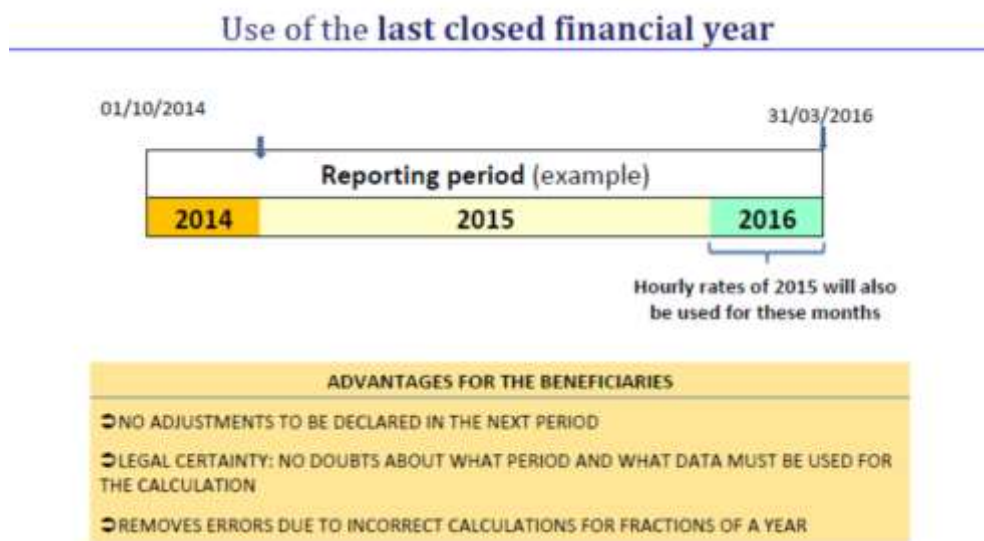
- ✓ The **number of actual hours** declared for a person **must be identifiable and verifiable** ➡
Timesheets
- ✓ The **total number of hours declared in EU or Euratom grants**, for a person for a year, **cannot be higher than the annual productive hours used for the calculations of the hourly rate.**

II.- Hourly rate:

- The **hourly rate** is calculated **per full financial year** as follows:

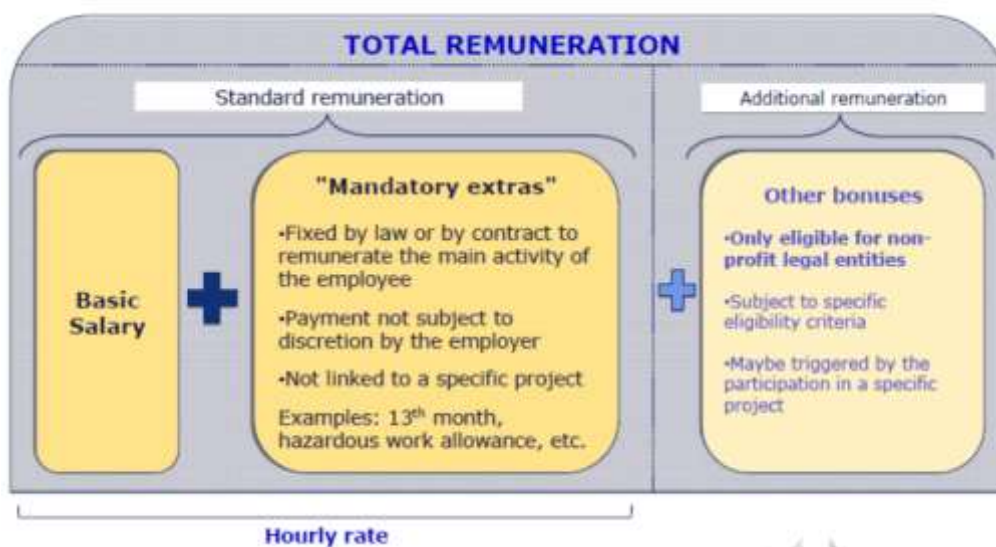
actual annual personnel costs (A) (excluding additional remuneration) for the person, divided by **number of annual productive hours (B)**

⚠️ If a financial year is not closed at the end of the reporting period, the hourly rate of the last closed financial year available must be used



- Hourly rates calculated on a **monthly basis** are allowed.

A- Annual personnel costs



- ✓ **Total remuneration** is made up of **standard remuneration** and for non-profit legal entities, **additional remuneration** (i.e. extra payments made for the participation in projects — above the beneficiary's usual remuneration practice for national projects).
- ✓ **Standard remuneration includes the basic salary + mandatory extras** (i.e. the payments for the employee's normal work and participation in projects — up to what is the beneficiary's usual remuneration practice for national projects)
- ✓ **National projects** are to be understood in the large sense, meaning all types of projects funded under any type of national (public or private) funding scheme (including projects co-financed by EU funds that are managed by the Member States, e.g. *regional funds, agricultural and fisheries funds*). Projects from EU programmes directly managed by the Commission/Agencies or their funding bodies (e.g. *LIFE, ERASMUS, Health, etc.*) do not, however, qualify as national projects (but as EU/international projects).
- ✓ Both **basic remuneration and additional remuneration** do not only cover the payment itself (salary or bonus), but **also the social security contributions** (*mandatory employer and employee contributions*), **taxes included** in the remuneration (e.g. *income tax*) and **other costs and payments included in the remuneration** (e.g. *a fee paid by the beneficiary for a complementary health insurance scheme for the employee*).

B- Number of actual annual productive hours

For the number of **actual annual productive hours** there are the following three options



- 1) **1,720 fixed hours.** Any beneficiary can use this option
 - **Absences: Maternity and parental leave may be deducted from the 1720 fixed hours.** No other leave (sick leave, special leave, annual leave, etc) can be deducted.
 - **Overtime:** No overtime has to be added.

2) Individual annual productive hours.

The number of hours is calculated on the basis of the annual workable hours of the employee (total number of hours including the overtime worked and absences such as sick leave or other types of special leave)

- a) Annual workable hours per contract (or collective agreement or national law)
- b) + overtime worked
- c) - absences (sick leave and special leave)

‘Annual workable hours’ means the period during which the personnel must be working, at the employer’s disposal and carrying out his/her activity or duties under the employment contract, applicable collective labour agreement or national working time legislation.

If the contract (or applicable collective labour agreement or national working time legislation) does not allow to determine the annual workable hours, this option cannot be used;

- **Absences:** All leaves can be deducted.
- **Overtime:** All overtime worked, paid or unpaid must be included

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 cannot be used.

- **Absences:** Maternity and parental leave can be deducted from the standard productive hours
- **Overtime:** the standard productive hours normally take into account the standard overtime hours in the organisation.

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.

C- Monthly hourly rates

As an alternative, beneficiaries may calculate **the hourly rate *per month***, as follows:

- ✓ **actual monthly personnel cost (excluding additional remuneration) for the person, divided by number of annual productive hours / 12**

- ✓ Time spent on **parental leave** may **not be deducted** when calculating the hourly rate per month. However, beneficiaries may **declare personnel costs incurred in periods of parental leave in proportion to the time the person worked on the action in that financial year.**
- ✓ For calculating the **anual productive hours, only option 1 (1720 hours) and 3** (standard number of anual hours) are valid. Option 2 is not valid because the individual annual productive hours are known only at the end of the financial year.
- ✓ The same option (1 or 3) must be applied to all personnel working in H2020 actions, unless different options are used for different type of personnel.
- ✓ If parts of a basic remuneration are generated over a period longer than a month, the beneficiaries may include only the share which is generated in the month (irrespective of the amount actually paid for that month)
- ✓ Recalculation & adjustments of financial statements should be exceptional: If a later event (e.g. the unexpected leave of the employee) means the payments made are actually lower, i.e. that the monthly hourly rates were overstated, hourly rates must be recalculated and the difference must be declared in the next reporting period.

D- Hourly rates for In-house consultants

The costs of **natural persons working under a direct contract** must be calculated according to the same rules (hourly rate multiplied by the number of actual hours worked on the action). However if the contract:

- ✓ specifies an hourly rate: this hourly rate must be used
- ✓ states a fixed amount for the work and the number of hours to be worked: the global amount for the work must be divided by the number of hours to be worked
- ✓ states a fixed amount for the work but does not specify the number of hours to be worked: the global amount for the work must be divided by the pro-rata of 1 720 annual productive hours which corresponds to the duration of the contract over the financial year.

III Additional remuneration (only for non-profit entities)

Additional remuneration, up to a ceiling of 8.000 EUR per year, as above mentioned, can apply only to those employees of **non-profit entities**, whose **remuneration is Project-based** (i.e. different remuneration levels, depending on whether they work in specific projectes or not), if:

a) it is part of the beneficiary's usual remuneration practices and is paid in a consistent manner whenever the same kind of work or expertise is required;

(b) the criteria used to calculate the supplementary payments are objective and generally applied by the beneficiary, regardless of the source of funding used.

A- Calculation of hourly rates (2 hourly rates)

For each employee, it must be find out if the remuneration is all basic remuneration or contains also additional remuneration.

To do this, **two reference hourly rates** must be calculated:

- a) reference rate for the work on the H2020 action ('**action reference**') and
- b) reference rate for the usual remuneration practice for national projects ('**national projects reference**').

If the **action reference** is *equal or below* the **national projects reference**, the remuneration is all **basic remuneration**. If it is *higher*, the **exceeding part is additional remuneration** and must be taken out for the calculation of the hourly rate to be charged to the action.

For the **action reference**: the beneficiary must calculate an hourly rate (either *annual* or *monthly*) based on the remuneration paid to the employee for his/her work in the H2020 action.

For **annual** reference rates: annual personnel costs for the person for his/her work in the action divided by number of hours worked for the action in the financial year.

If the reporting period ends before the end of the financial year, the beneficiary must use the personnel costs and the hours from the beginning of the year until the end of the reporting period.

For **monthly** reference rates: monthly personnel costs for the person for his/her work on the action divided by number of hours worked for the action in the month.

For the **national projects reference**: the beneficiary must calculate an hourly rate based on either:

- ✓ regulatory requirements (*e.g. national law or collective labour agreements*) setting up the level of remuneration to be paid for work in projects funded under

national schemes — if those amounts were actually paid at least once before the submission of the H2020 proposal for work in a national Project.

- ✓ internal rules setting up the level of remuneration to be paid for work in projects funded under national schemes — if those amounts were actually paid at least once before the submission of the H2020 proposal for work in a national project

or

- ✓ if none of these are available or if the beneficiary never had any national projects before the submission of the H2020 proposal: the **average remuneration** of the employee in the previous financial year.

The hourly rate of the **national project reference** must be calculated using 1720 fixed annual productive hours (unless there is an hourly rate directly set in the law, collective labour agreement or internal rules).

For the **average remuneration** of the employee, the beneficiary must moreover exclude remuneration that came from H2020 actions; i.e.:

total annual personnel costs* for the person for year n-1 excluding remuneration paid for work in H2020 actions divided by 1720** minus hours worked in H2020 actions in year n-1

* The total annual personnel costs include all remuneration paid by the beneficiary to the person for work, irrespectively of the tasks of the person and the projects for which the person was working; but excludes all remuneration paid for work in H2020 actions. If the remuneration included ineligible items (*e.g. profit distribution, arbitrary bonuses*) those must also be removed.

** 1720 is the fixed number of annual productive hours. The beneficiary must remove from those annual productive hours the hours worked in H2020 actions. If in year n-1 the person worked exclusively in H2020 actions, the beneficiary must use the average salary of the last year in which the person did not work exclusively in H2020 actions (*e.g. year n-2 or year n-3*).

If the national law or the internal rules set up different levels of remuneration for different categories of staff, the reference will be the one of the category to which the person belongs. If the national law or the internal rules set up different remuneration levels for different types of national projects (or for different work within the projects), the reference will be the one applicable to the type of project/work that is closest to the H2020 action.

Appropriate and sufficient evidence to support the action and national project references used must be kept

B- Comparison of the action reference with the national project reference

If the **action reference** is **higher** than the **national project reference**, the exceeding part is additional remuneration:

- ✓ total additional remuneration = difference between the two reference rates * number of hours worked on the action
- ✓ total basic remuneration = national project reference rate * number of hours worked on the action

If the **action reference** is **equal or lower** than the **national project reference**, there is **no additional remuneration**; the remuneration paid to the employee is all **basic remuneration**.

C- Calculation of the cost to be charged (additional remuneration included)

1.- Calculate the hourly rate using only the basic remuneration (action reference, capped at the national project referent. The hourly rate will normally be equal to the national project reference rate)

2- If there is NO additional remuneration (i.e. all is basic remuneration), the **action reference** hourly rate can be charged to the action/project.

3.- Multiplying the hourly rate by the hours worked on the action

4.- Add the additional remuneration up to 8000 EUR, as per the table below:

| Occupation | Contract | |
|--|---|--|
| | hired full time during the entire year | NOT hired full time during the entire year |
| working exclusively for the EU action during the full financial year | EUR 8 000 | pro-rata amount of EUR 8 000 |
| NOT working exclusively for the EU action during the full financial year | {8 000 / annual productive hours FTE} * hours worked for the action over the year | |

For more details and examples on additional remuneration, please refer to the Annotated Model Grant Agreement (pages 58-63 of the AMGA April 2017 version)

2.4.1.2 Subcontracting

- If necessary to implement the action, the beneficiaries may award subcontracts covering the implementation of certain tasks described in Annex 1.
- Subcontracting may cover only a limited part of the action.
- Subcontracts must be **awarded ensuring the best value for money or**, if appropriate the **lowest price**. Any conflict of interests must be avoided.
- **Every prior information notice, contract notice or contract award notice published in relation to the subcontracting must include the following disclaimer:**

“This procurement receives funding under the European Union’s Horizon 2020 research and innovation programme under the grant agreement No 733025. The EU is however not participating as a contracting authority in this procurement”

- **The tasks to be implemented and the estimated cost for each subcontract must be set out in Annex 1 and the total estimated costs of subcontracting per beneficiary must be set out in Annex 2.**

The *Commission* may however approve subcontracts not set out in Annex 1 and 2 without amendment, if:

- they are specifically justified in the periodic technical report and
- they do not entail changes to the Agreement which would call into question the decision awarding the grant or breach the principle of equal treatment of applicants.
- Occasionally and only for contracts with a value higher than EUR 60.000 the Commission may set out additional conditions.
- Framework contracts can be used for selecting a provider if this is the usual practice of the beneficiary. To be eligible, the framework contract must be awarded on the basis of best-value-for-money and absence of conflict of interest. The framework contract does not necessarily have to be concluded before the start of the action.
- The beneficiaries must ensure that the Commission, the European Court of Auditors (ECA) and the European Anti-Fraud Office (OLAF) can exercise their rights also towards their subcontractors.
- The beneficiaries must ensure that their obligations (avoiding conflict of interest, maintaining confidentiality and promoting the action and give visibility to the EU funding) also apply to the subcontractors.
- Special arrangements regarding **results** produced by the subcontractors must be foreseen.

- Beneficiaries that are ‘contracting authorities’ within the meaning of Directive 2004/18/EC or ‘contracting entities’ within the meaning of Directive 2004/17/EC must comply with the applicable national law on public procurement.

2.4.1.3 Other direct costs

- Travel and related subsistence costs
 - ✓ Travel costs and related subsistence allowances (including all related duties, taxes and charges that the beneficiary has paid, if including them is part of the usual practices for travel, e.g. non-deductible VAT) are eligible if linked to the action.
 - ✓ Travel and subsistence costs **may relate to the personnel as well as to external experts** that participate in the action on an ad hoc basis (e.g. attending specific meetings), **if the experts’ participation is foreseen in Annex 1**. In this case, the beneficiary may reimburse the experts or handle the travel arrangements itself (and be invoiced directly).
 - ✓ be in line with the beneficiary’s **usual practices on travel** (actual, per diem...)
 - ✓ There is no distinction between travelling in- or outside of Europe.
 - ✓ Combination with personal travels is allowed but ONLY up to the cost that would have been incurred if the travel would have been made exclusively for the action AND if it is the usual practice of the beneficiary to pay for such travels (*combining professional and personal reasons*). Tip: keep evidence also of the cost of the flight that the person would have taken if it would have returned directly after the end of the work for the action.

In case of an audit prove of the attendance to the meeting (minutes, reports, signed attendance lists) or to an event (programme of the event, presentation of the project at the event) will be requested.

- Durable Equipment

This budget category covers the **depreciation costs of equipment**, infrastructure or other assets used for the action **as recorded in the beneficiary’s accounts if written off in accordance with international accounting standards and the beneficiary’s usual accounting practices**.

- ✓ The depreciation costs must be calculated for each reporting period:

Monthly cost of depreciation x number of months relevant to the Financial Statement x percentage spent on the project if equipment is used for other projects.

- ✓ Total depreciation can never exceed the purchase price of the equipment.
- ✓ costs of **renting or leasing** of equipment (if they do not exceed the depreciation costs of similar equipment)
- ✓ **For low-value assets** the full cost may be eligible in the year when it is purchased if:
 - **the full cost is recorded in the accounts of the entity as expenditure of that year** (i.e. NOT recorded as an asset subject to depreciation), and
 - **the cost of the asset is below the low-value ceiling as defined under national law** (e.g. *national tax legislation*), and
 - **the item is used exclusively for the action in the year of purchase. If the item is not used exclusively for the action in the year of purchase, only the portion used on the action may be charged.**

▪ Consumables and supplies

This budget category covers the costs for goods and services that were purchased for the action (or contributed in-kind against payment), including:

- ✓ costs for consumables and supplies (e.g. raw materials etc.)
- ✓ **dissemination costs** (including regarding open access to peer-reviewed scientific publications, e.g. article processing or equivalent charges, costs related to open access to research data and related costs, such as data maintenance or storage and **conference fees** for presenting project-related research)
- ✓ costs related to intellectual property rights (IPR) (including costs to protect the results or royalties paid for access rights needed to implement the action)
- ✓ costs for **certificates on financial statements** (CFS) and certificates on methodology (unless unnecessary, for instance because the EU contribution is below the threshold or the certificate was submitted not for the final report but before).
- ✓ **translation costs** (if translation is necessary for the action's implementation, is justified, etc.).

2.4.2 INDIRECT COSTS

Indirect costs, also called overheads, are all the structural and support costs of an administrative, technical and logistical nature which are cross-cutting for the operation of the beneficiary body's various activities.

Indirect costs are calculated on the basis of a **flat rate of 25% on the direct costs** (minus subcontracting, costs incurred by third parties not used in the beneficiaries' premises and costs of providing financial support to third parties)

There is no need for any supporting evidence because they are declared using a flat-rate. Only the costs to which the flat-rate is applied must shown to be eligible.

Indirect costs: Flat rate of 25% on all direct costs but subcontracting and third parties in-kind contribution provided outside the premises of the beneficiary

2.5 Justification of costs

- **Beneficiaries need to justify the eligible costs in order to be reimbursed.** The accounts for the project and appropriate documentation related to the grant agreement and in particular the costs and time reported in the financial statements should be maintained on a regular basis and in accordance with the normal accounting conventions of the country of establishment.
- **Working time** charged to the grant agreement **must be recorded throughout the project** and the 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 (i.e. linking the electronic identity data to the electronic validation data, with a documented and secure process for managing user rights and an auditable log of all electronic transactions).

2.6 Receipts of the project

Receipts must be declared in the last Financial Statement. Types of receipts:

- Income generated by the action (tickets sold to attend a Project event; selling equipment purchased for the project...).
- Financial contributions given by third parties to the partner to be used for the specific action.
- In-kind contributions provided free of charge to be used for the specific action, if they have been declared as eligible costs.

As IMA is a 100% funded action, any receipt (as defined above), will be deducted from the EU grant.

The following type of incomes are not receipts:

- income generated by exploiting the action/project's results
- financial contributions by third parties, if they may be used to cover costs other than the eligible costs
- financial contributions by third parties with no obligation to repay any amount unused at the end of the action/project.

2.7 Check, reviews and audits

- The Commission may carry out reviews on the proper implementation of the action, and compliance with the obligations under the Grant Agreement.
- Audits may also extend to third parties.
- **The Reviews may be started up to two years after the payment of the balance.** They will be formally notified to the coordinator or beneficiary concerned and will be considered to have started on the date of the formal notification.
- **Records and other supporting documentation** that prove the costs declared are eligible, **must be kept for a period of five years after the payment of the balance** (final payment).
- **Original documents**, or digital and digitalised documents if they are authorised by the national law, have to be kept. The Commission may accept non-original documents if it considers that they offer a comparable level of assurance.
- Type of documents needed:
 - ✓ Timesheets
 - ✓ Contracts
 - ✓ Payroll extracts
 - ✓ Subcontracts
 - ✓ Invoices
 - ✓ Accounting records
 - ✓ Internal accounting practices (procurement, depreciation...)
 - ✓ Proofs of payments (salaries, taxes, invoices)
 - ✓ if applicable, certificate that VAT can not be eligible

- ✓ Any other document supporting the costs that have been claimed in the framework of the project
 - ✓ Bank statements showing the payments received from the Coordinator
 - ✓ Proves of attendance to meetings and events: minutes of the meetings; signed meetings attendance lists; boarding passes, programme in case of attendance to a conference where the project has been presented...
- Findings in checks, review, audits or investigations may lead to the rejection of ineligible costs, reduction of the grant and recovery of undue amounts.
 - In case of systemic or recurrent errors, irregularities, fraud or of breach of obligations, the fundings of the Audit may be extended to other grants.

2.8 Payments schedule

Payments

| | Time-to-Pay | From |
|--|-------------|--|
| One Pre-financing → Retention 5 % of maximum grant for the Guarantee Fund | 30 days | Counted from: - entry into force, or - 10 days before start date, whichever is the latest. |
| Interim Payments → Based on financial statements (EU contribution = eligible costs approved * reimbursement rate) → Limit = 90 % of the maximum grant (Retention 10%) | 90 days | From reception of periodic report |
| Payment of the Balance | 90 days | From reception of final reports |

Payments schedule for the IMA project:

- Pre-financing : 53,33% - 5% (Guarantee Fund)= **48,33%** . *Already paid*
- Interim payments: 2 payments till reach **90%** of the maximum grant
Payments: December 2018 & June 2020 (estimates)
 Payment of the balance: **15%** (Retention 10% + 5% from Guarantee Fund). *October 2021 (estimate)*

Link to the Annotated Model Grant Agreement latest version:
https://www.dropbox.com/s/am4wvmohfu8m1tj/h2020amga_en%20%28April%202017%29.pdf?dl=0

3 IMA REPORTING REQUIREMENTS

The ImpleMentAll project is divided into 3 reporting periods:

- **RP1:** from 01/01/17 to 30/06/18
- **RP2:** from 01/07/18 to 31/12/19
- **RP3:** from 01/01/20 to 31/03/21

At the end of each reporting period a project **Periodic Report** has to be submitted to the EC as well as a **Final Report** at the end of the project.

The **Periodic Report** provides a concise overview of objectives and progress of the work carried out during the period and justifies the implementation carried out and the expenses being reported during the period.

The **Periodic Report** is made up of a Periodic *Technical* Report and a Periodic *Financial* Report.

The **Final Report** consists of a final technical report with a summary for publication containing: an overview of the results and their exploitation and dissemination, the conclusions on the action and the socio-economic impact of the action.

3.1 Periodic Technical Report

The Periodic *Technical* Report will include:

- **Part A** structured tables from the grant management system:
 - cover page
 - publishable summary
 - web-based tables covering issues related to the project implementation (e.g. work packages, deliverables, milestones, etc.)
 - answers to the questionnaire about the economic and social impact, especially as measured against the Horizon 2020 key performance indicators and monitoring requirements.
- **Part B:** free text core part of the report that must be upload to the grant management tool with:
 - explanations of the work carried out by all beneficiaries and linked third parties during the reporting period
 - an overview of the progress towards the project objectives, justifying the differences between work expected under Annex I and work actually performed, if any.

For each work package, the **Work Package Leader** will provide input to the Technical Report and **Task leaders** will support the **Work Package Leader** with the description and analysis of the progress of the task.

3.2 Periodic Financial Report

The Periodic **Financial** Report consists of structured forms from the grant management system, including:

- individual **financial statements** for each beneficiary containing all costs incurred during the reporting period that fulfill the eligibility conditions
- explanation of the **use of resources** and the information on **subcontracting** and **in-kind contributions** provided by third parties, from each beneficiary for the reporting period concerned
- periodic **summary** financial statement including the **request for interim payment**

Points to be highlighted:

- ✓ The financial statement must detail the eligible costs for each budget category.
- ✓ **All eligible costs must be declared, even if they exceed the amounts indicated in the estimated Budget (Annex 2).**
- ✓ The costs need to be substantiated by adequate records and supporting documentation.
- ✓ If for some reason, an individual financial statement is not submitted for a reporting period, it may be included in the periodic financial report for the next reporting period.
- ✓ The financial statements of the **last reporting period** must also detail the **receipts of the action**. Taking into account that IMA is a 100% funded action, receipts would mean a reduction on the grant to be received, due to the no-profit rule application.
- ✓ Adjustments of financial statements become exceptional. Only if a mistake is noticed (incorrect accounting information, error in the calculation, etc), adjustments (positive or negative) can be done in the following reporting period. Otherwise, **costs can normally NOT be adjusted.**
- ✓ Financial Statement data will be uploaded through the Grant Management System, Periodic Reporting. Once you have logged in the Participant Portal, you should click on "My project(s)" area and then click on the **MP** button next to *ImpleMentAll* project.




All beneficiaries will receive an email from the Commission informing that a Periodic Report needs to be prepared. You should prepare your individual financial report (and for EAAD those of your linked third party) based on the data collected and processed in your individual reporting tool.

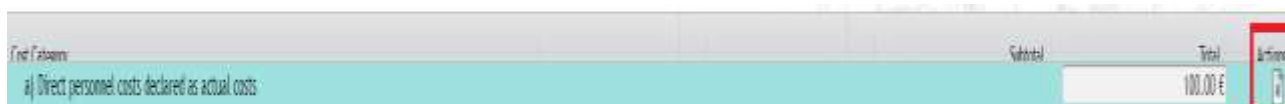
At the Participant Portal – Grant Management System, the screen will show your Financial Statement (name of your organisation + PIC number). You should click on the Financial Statement and start entering data.

The financial statement and the explanation on the use of resources are linked: for each cost declared in the financial statement, a box will pop up asking you to give an explanation of the cost, link it to the relevant work package(s) and justify the expense, if necessary.

You should please complete the *Direct personnel costs* based on the information collected in the reporting tool



To complete the PMs information for each WP, please click on button under Actions (highlighted in red)



Note: You need to report the **total PMs for each WP**

Direct personnel costs declared as actual costs

Persons/month per WP

| No. | Person Months | Associated Work Package | Actions |
|-----|--------------------------------|-------------------------|---------|
| 1 | <input type="text" value="2"/> | + WP1 | ✕ |
| 2 | <input type="text"/> | + (none) | ✕ |
| 3 | <input type="text"/> | + (none) | ✕ |
| 4 | <input type="text"/> | + (none) | ✕ |
| 5 | <input type="text"/> | + (none) | ✕ |

[+ Add Detail](#)

Use of in kind contribution from third party

[+ Add Detail](#)

Please complete the "other direct costs" based on the information collected in the reporting tool

f) Other direct costs 0.00 €

Don't forget to click on [Save](#) and [Validate](#) button before leaving the page.

Financial Statement model

MODEL ANNEX I FOR HORIZON GENERAL LEGA – MULTI

FINANCIAL STATEMENT FOR (BENEFICIARY) / (NAME) / (LINED) / (INDU) / (PARTY) / (NAME) / (FOR REPORTING PERIOD) / (REPORTING PERIOD)

| Type of cost | A. Direct personnel costs | | | | B. Direct costs of subcontracting | | C. Other direct costs | | D. Indirect costs ¹ | | E. Other direct costs ² | | F. Other direct costs ³ | | Total costs | Examples | Indirect costs (see table 6) | Indirect costs (see table 6) | Indirect costs (see table 6) | Additional information |
|--------------|---------------------------|----------|-------|----------|-----------------------------------|--------|-----------------------|--------|--------------------------------|--------|------------------------------------|--------|------------------------------------|--|-------------|----------|------------------------------|------------------------------|------------------------------|------------------------|
| | Actual | Indirect | Total | Indirect | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |

The beneficiary/contract third party hereby certifies that the information provided is complete, reliable and true. The costs declared are eligible (see Article 41). The costs are to be reimbursed by subsequent payments and supporting documentation that will be produced upon request or in the context of audits, reviews, audits and investigations (see Article 17, 18 and 22). For the first reporting period, they all the requests have been validated (see Article 5.4.2).

I have declared eligible costs, even if they exceed the amount indicated in the authorized budget (see Article 11). Only amounts that were declared in your individual financial statements up to the date indicated below, in order to replace other costs that are found to be ineligible.

¹ See Article 4 for the eligibility conditions.

² The indirect costs declared must be those of the activities covered by an operating grant (contracted under any EU or Horizon funding programme), see Article 5.2.2. If you have received operating grants during this reporting period, the indirect costs are indirect costs.

³ This is the maximum amount of indirect costs that the beneficiary can claim, by multiplying the reimbursement rate by the total costs declared. The amount you request for the indirect (reimbursed) contribution should be set based on this (e.g. if you want the other benefit/other to be eligible, if the other benefit/other is not eligible, etc.).

⁴ See Article 4 for the form of costs.

⁵ For costs (EU or eligible direct costs), from which are excluded: other costs of subcontracting, costs of third parties (not used as previous), other costs of financial support and other costs declared under budget category 1.8. These include indirect costs (see Article 5.2.2).

⁶ This specific cost code should include indirect costs.

▪ **Financial Statements – Digital signature**

- ✓ Financial Statements has to be signed through the Participant Portal making use of the EC electronic exchange system
 - The **Financial Signatory (FSIGN)** is the person who has the right to sign financial statements for grants on behalf of the organisation managed through the electronic exchange system implemented by the EC.
- ✓ **To allow the FSIGN to sign the ImpleMental Financial Statement the LEAR has to have appointed that/those people as Financial Signatory/ies:**
 - a) The LEAR gets access to the Organization’s data (by clicking on ‘My Area’ /‘My Organization’ on the top left of the Participant Portal main page screen once logged in with ECAS account)
 - b) Select ‘OR’ (Organization Roles) under ACTION (bottom right side of the screen)



- c) Click on ‘EDIT ROLES’



- d) The screen requests to enter the contact name and details. Under ‘Role’ the LEAR selects ‘Financial Signatory’ and adds the name and email of the person entitled to sign the Financial Statement.

The LEAR enters the people who have the rights to sign the Financial Statements at the Organization level, but does not assign the Financial Signatory to a particular grant, this is done by the Project Participant Contact (Project Contact Person).

- ✓ Once the FSIGN for IMA (PFSIGN) has been assigned, he/she can digitally sign and submit the Financial Statement to the Coordinator.
- ✓ After submission by the Coordinator of the Financial Statements package to the Commission, a digitally signed eReceipt is issued for each Financial Statement and another one is issued for the whole package

▪ Certificate on Financial Statements (CFS)

For the last Financial Statement a Certificate on the financial statements is compulsory only when the cumulative amount of requests for payment by a beneficiary is equal to or superior to €325 000 as reimbursement of actual costs, that is, indirect costs are not counted for the EUR 325.000 threshold.

Certificates on financial statements (CFS) shall certify that the costs claimed in the financial statements and the receipts declared meet the conditions of the grant agreement. They shall be prepared and certified by an external auditor.

Where a *beneficiary* is a *public body*, it may opt for a competent public officer provided that the relevant national authorities have established this officer's legal capacity to audit that entity and that the independence of the officer can be ensured.

According to the budget, these partners will be requested to submit a certificate on financial statements:

- ✓ RSD
- ✓ VUA
- ✓ NCL
- ✓ GiG
- ✓ BSA

The electronic only submission applies also to CFS. A scanned copy of the certificates is transmitted through the electronic exchange system. The original must be kept by the partner.

The certificate is needed only if the organization requests a cumulative amount equal or superior to €325,000 (indirect costs excluded)

- It is worth noting that the **Grant Agreement fixes the maximum amount to be granted to the project as a whole and to any individual partner**, but **the funding each partner receives, will depend on the expenses and receipts, if any, being claimed by the partner and the amount of the expenses that are approved by the EC**. Those partners claiming less expenses than planned, or having some of the expenses rejected by the EU will receive less funding than the maximum amount settled in the Grant Agreement.

4 IMA REPORTING

There are two basic documents prepared for IMA reporting:

- 1.- Timesheets
- 2.- Individual Reporting tool

4.1 Timesheets

As already stated, employees have to record their time on a daily, weekly or monthly basis using a paper or a computer-based system.

Exception: employees **working exclusively** on the action do not need to record their time working. A declaration may replace the monthly time-sheets.

- A template called **IMA_personal timesheet** aimed to collect the **number of working hours dedicated to the action/project by WP and task by each person** involved in the project, is uploaded in the Dropbox IMA repository.

| FULL PROJECT TITLE: Towards evidence-based tailored implementation strategies for leishmaniasis | | ACRONYM: IMPEMENTALL | Start date: 01/01/2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|----------------------|------------------------|------|------|------|------|---|---|------|------|------|------|------|----|----|------|------|------|------|------|----|----|------|------|------|------|------|----|----|------|------|
| NAME OF EMPLOYEE | | EA No. 733025 | End date: 31/03/2021 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TYPE OF PERSONNEL: A1 (Employment contract) A2 (Direct contract other than employment) A3 (Seconded by a third party) A4 (SME owner) | | PARTNER | Duration: 51 months | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| STANDARD HOURS/MONTH IN THE INSTITUTION: 135 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | JANUARY 2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 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 |
| WP1 - Integrated Implementation Frameworks/IFIs | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 |
| Task 1.1 - Repository | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 1.2 - Evaluation framework | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 1.3 - Workflow | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 1.4 - Finalisation of the Integrated Implementation Framework | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 1.5 - Theoretical underpinning | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WP2 - Implementation Interventions (tailoring) | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 |
| Task 2.1 - Understand determinants of practice in relation to scaling up ICRT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 2.2 - Develop methodology and tools for tailoring | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 2.3 - Synthesise ICRT interventions, determinants of practice, and scalability | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 2.4 - Coordinate and support implementation sites in developing tailored | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WP3 - Evaluation of Implementation Interventions | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 |
| Task 3.1 - Data management and infrastructure | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 3.2 - Ethical considerations and privacy regulations | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 3.3 - Trial coordination: randomization procedure, quality control and adherence to | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 3.4 - Perform data analysis and issue trial reports | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WP4 - Utilisation platform | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 |
| Task 4.1 - Specifications and requirements | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 4.2 - Technical infrastructure and IMA iterative co-design process and pilot test | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 4.3 - IFIs toolbox utilization platform provision | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 4.4 - Platform laboratory testing and training materials | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 4.5 - Beyond implementation: development of future deployment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WP5 - Implementation management and knowledge transfer | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 |
| Task 5.1 - Implementation of the innovative health intervention in the local | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 5.2 - Monitoring of recruitment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 5.3 - Knowledge exchange | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 5.4 - Guidelines for further deployment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WP6 - Stakeholder and expert participation | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 |
| Task 6.1 - Stakeholder mapping and creation of the Advisory Board | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 6.2 - Management of the Advisory Board | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WP7 - Innovation and dissemination management | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 |
| Task 7.1 - Development of dissemination plan | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 7.2 - Scientific exchange and dissemination | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 7.3 - Liaison with relevant EU and non-EU initiatives | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 7.4 - Innovation management | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 7.5 - Final conference | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WP8 - Project management and communication | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 |
| Task 8.1 - Financial and Administrative Co-ordination | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 8.2 - Operational Co-ordination | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 8.3 - Communication Management | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 8.4 - Quality Assurance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 8.5 - Scientific Management | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WP9 - Ethics requirements (TO BE CLAIMED IN WPs) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL HOURS | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 |
| TOTAL IMA MONTH | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | | 0,00 | 0,00 |

IMA individual Timesheet

- Hours worked by each person need to be completed in the monthly sheets (January 2017, February 2017...) and assigned to the task to which the effort has been devoted.
- **The use of this IMA timesheet template is optional.** Partners can use their own internal models, but any recording system should comply with these minimum requirements:

- ✓ Acronym of the action: **ImpleMentAll**
- ✓ Grant Agreement No.: **733025**
- ✓ Name of the organization:
- ✓ Name of the person working on the action:
- ✓ Type of personnel:
 - **A1 (employment contract),**
 - **A2 (natural person with a contract other than employment)**
 - **A3 (seconded by a third party)**
- ✓ Date and signature of the person working for the action as well as those of his/her superior

Time recording model for a Horizon 2020 action (minimum requirements)

| TIME RECORDING FOR A HORIZON 2020 ACTION – Minimum requirements | | | | | | | | | |
|--|-------|----------------|----------------|----------------|----------------|----------------|--|-----|-------|
| Title of the action (acronym): | | | | | | | Grant Agreement No: | | |
| Beneficiary's / linked third party's name: | | | | | | | | | |
| Name of the person working on the action: | | | | | | | Type of personnel <small>(see Art. 6.2.A Grant Agreement)</small> | | |
| | Month | [Month / Year] | [Month / Year] | [Month / Year] | [Month / Year] | [Month / Year] | [Month / Year] | ... | Total |
| Number of hours | | | | | | | | | |
| Work packages (of Annex 1) to which the person has contributed by the reported hours | | | | | | | | | |
| Date and signature of the person working for the action | | | | | | | | | |
| Name, date and signature of the superior | | | | | | | | | |

- It is the responsibility of each Beneficiary to keep and file the hours worked on IMA by collecting **personal timesheets that MUST be signed by the worker and his/her supervisor. They are not** requested to submit them to the Coordination team.

Failure to produce signed timesheets for an audit will result in the hours being disallowed.

For employees **working exclusively** on the action, timesheets may be replaced by a declaration, using the model below:

**Declaration for persons working exclusively on the action:
Model available in the Annotated GA**

- the whole reporting period
- from³ until⁴
(This period must cover at least one full natural month)⁵



Version 1.1 – December 2014

Declaration on a person working exclusively on a H2020 action

| Action | | |
|--|------------------------|--|
| Title of the action (acronym) | Grant Agreement number | |
| Beneficiary/ ¹ linked third party's name | | |
| Reporting period covered by this declaration ² | | |
| Reporting period number | from (date) | to (date) |
| | | |
| This document certifies that ³ has worked for the beneficiary/ ¹ linked third party exclusively on the above-mentioned H2020 action during (choose one below): | | |
| <input type="checkbox"/> the whole reporting period | | |
| <input type="checkbox"/> from ³ until ⁴ (This period must cover at least one full natural month) ⁵ | | |
| Short description of the activities carried out during the period covered by this declaration | | |
| Reference (e.g. work package) | Activities | |
| | | |
| | | |
| SIGNATURES | | |
| For the beneficiary/linked third party (supervisor) | | For the person working exclusively on the action |
| Name: | | Name: |
| Date: | | Date: |
| Signature: | | Signature: |

Only one declaration can be made per reporting period for each person



¹ Only one declaration can be made per reporting period for each person working on the action.
² Short name of the person.
³ Start date.
⁴ End date.
⁵ The person must keep timesheets for any hours worked for the action outside the period indicated herein.

IMA PLANNED EFFORT BREAKDOWN PER PARTNER AND WP

The table below shows the planned effort per partner and the WPs the partner is expected to be involved

| Beneficiary | WP1 | WP2 | WP3 | WP4 | WP5 | WP6 | WP7 | WP8 | WP9 | Total |
|-------------------|---------------|---------------|--------------|--------------|---------------|--------------|--------------|---------------|-----|---------------|
| 1 - RSD | 4,50 | 7,00 | 2,00 | 3,00 | 22,00 | 20,00 | 12,00 | 74,00 | | 144,50 |
| 2 - VUA | 35,75 | 21,50 | 14,00 | 2,50 | 1,00 | 3,00 | 5,50 | 19,00 | | 102,25 |
| 3 - ANU | 17,00 | 12,00 | 1,50 | 0,00 | 30,00 | 1,00 | 3,50 | 3,00 | | 68,00 |
| 4 - NCL | 29,00 | 67,00 | 1,00 | 2,00 | 1,00 | 1,00 | 5,00 | 5,60 | | 111,60 |
| 5 - GiG | 2,00 | 6,00 | 47,00 | 0,00 | 9,00 | 1,00 | 1,00 | 4,00 | | 70,00 |
| 6- BSA | 2,00 | 6,00 | 1,50 | 25,80 | 9,00 | 1,00 | 1,00 | 2,50 | | 48,80 |
| 7 - FONDAMENTAL | 1,50 | 6,00 | 1,50 | 0,00 | 13,00 | 1,00 | 1,00 | 3,50 | | 27,50 |
| 8 – SCHÖN (term.) | | | | | | | | | | |
| 9 - ASLTO3 | 1,50 | 6,00 | 3,00 | 0,00 | 17,00 | 1,00 | 1,00 | 3,00 | | 32,50 |
| 10 - UMCG | 1,50 | 6,00 | 1,50 | 0,00 | 7,30 | 1,00 | 1,00 | 2,50 | | 20,80 |
| 11 - LSHTM | 1,50 | 2,00 | 4,80 | 0,00 | 6,00 | 1,00 | 1,00 | 2,50 | | 18,80 |
| 12 - EAAD | 1,50 | 1,00 | 1,00 | 1,00 | 1,00 | 6,00 | 19,30 | 5,00 | | 35,80 |
| DF * | 0,00 | 5,00 | 0,50 | 0,00 | 3,00 | 0,00 | 0,00 | 0,00 | | 8,50 |
| 13 - MHCPriz | 1,50 | 6,00 | 1,50 | 0,00 | 21,10 | 1,00 | 1,00 | 2,50 | | 34,60 |
| 14 - CMHTir | 1,50 | 6,00 | 1,50 | 0,00 | 21,10 | 1,00 | 1,00 | 2,50 | | 34,60 |
| 15 - GAMIAN | 1,50 | 1,00 | 0,00 | 0,00 | 0,50 | 3,00 | 2,00 | 1,50 | | 9,50 |
| 16 - SDU | 7,50 | 0,50 | 0,00 | 0,00 | 0,00 | 3,50 | 1,00 | 0,50 | | 13,00 |
| 17 - REDMAX | 0,50 | 2,00 | 0,00 | 6,00 | 0,00 | 1,00 | 2,50 | 2,30 | | 14,30 |
| 18 - BDI | 1,50 | 6,00 | 1,50 | 5,00 | 43,00 | 1,00 | 4,00 | 2,50 | | 64,50 |
| 19 - GET.ON | 1,50 | 6,00 | 1,50 | 0,00 | 36,00 | 3,00 | 1,00 | 3,00 | | 52,00 |
| Total | 113,25 | 173,00 | 85,30 | 45,30 | 241,00 | 50,50 | 63,80 | 139,40 | | 911,55 |

*DF (German Depression Federation): EAAD's linked third party

All WPs are scheduled to be running from month 1 till month 51, except WP4 that starts at month 6, so effort can be claimed to all WPs during the project lifetime if the organization has effort budgeted in the WP.

4.2 Reporting Tool

The IMA Reporting Tool is compulsory and it has a double purpose:

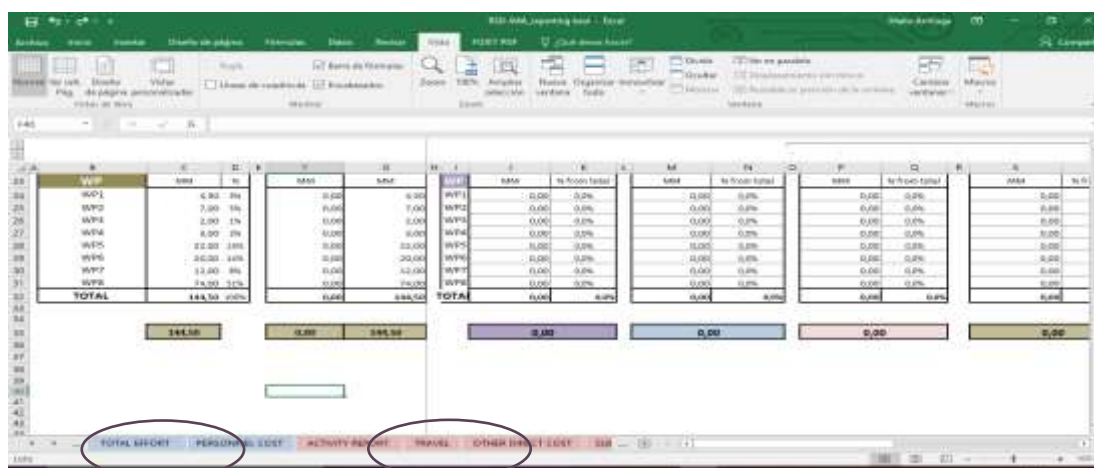
- On a six-months and ongoing basis: to assess the progress of the project and spot potential errors and deviations.
- At the end of each reporting period: to facilitate the official compulsory reports to be sent to the Commission

Each partner* has its own tool that has been uploaded to dropbox. https://www.dropbox.com/sh/2iwfami558q6jxa/AACuwb_R3cQxDZMRUCAvSdmva?dl=0

*: EAAD has two separate reporting tools, to report on their own and that of its linked third party costs.

The Reporting Tool contains two types of tabs (see figure below):

- A.- Pink label tabs: sheets where data need to be provided by partners
- B.- Blue label tabs: automatically calculated based on the data provided

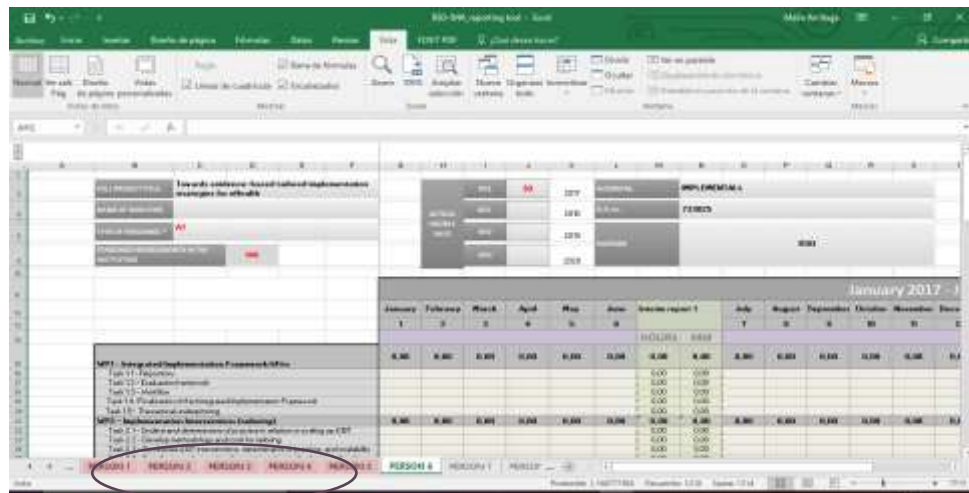


The screenshot shows an Excel spreadsheet with a green header bar. The main content area contains several tables. The first table on the left lists WPs (WP1 to WP8) with columns for 'BMA' and 'total'. Below this table are summary cells with values like 144,50 and 249,98. To the right, there are more tables for WPs and a 'TOTAL' row. At the bottom, there are several tabs: 'TOTAL BUDGET' (pink), 'PERSONNEL COST' (blue), 'ACTIVITY COST' (pink), 'TRAVEL' (blue), and 'OTHER COST' (pink). The 'TOTAL BUDGET' and 'PERSONNEL COST' tabs are circled in red.

A.- Sheets to be filled in by Partners:

✚ On a six-months basis:

- PERSON 1, PERSON 2...



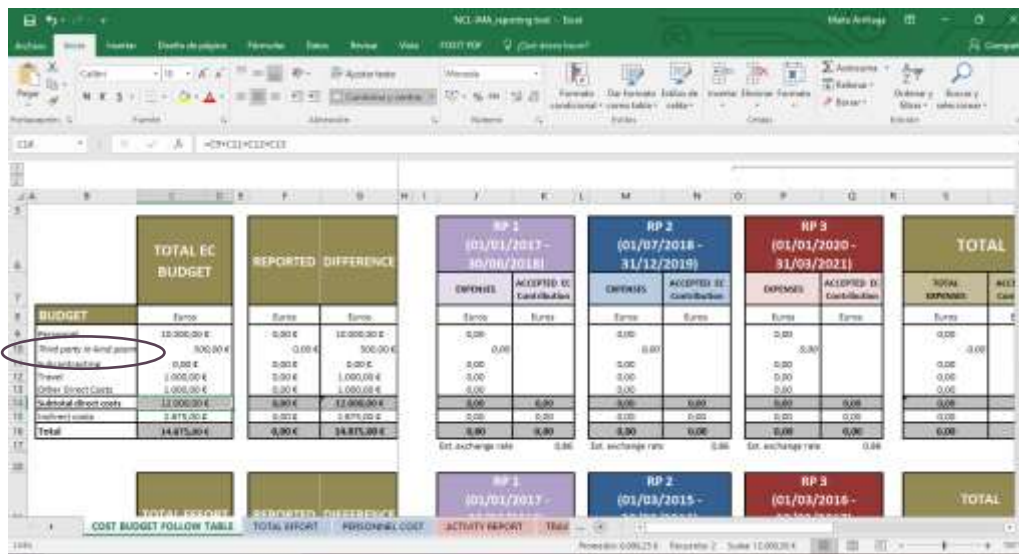
For each person involved in the action/project you should fill in:

- ✓ **Name** of the person involved in the Action.
- ✓ **Type of personnel:** A1 for personnel with employment contract; A2 in case of natural persons with a direct contract other than employment contract, or A3 for seconded personnel
- ✓ **Standard hours/month** in the institution: Total workable hours per year/12 months.
- ✓ **Annual Hourly rate (column J):**
 - For *Period 1*, please enter your estimate for the 2017 hourly rate. This estimate will have to be updated once the 2017 fiscal year is closed. According to H2020 rules the 2017 hourly rate has to be used to calculate the personnel costs for the whole period 1, that is, until 30th June 2018.
 - For *Period 2*, you will have to enter your estimate of the 2018 hourly rate, that will be updated once the fiscal year is closed. The same for 2019 hourly rate
 - For *Period 3*, first the estimate for 2020 hourly rate will be entered and updated when the year is finished. The 2020 hourly rate will be used during the 3 months of 2021.
- ✓ For those partners using **monthly hourly rates**, the ‘Personnel costs’ cells at the bottom of the sheet have been left unprotected so that formulas can be updated. You can either update the formulas yourself or request us to adjust your reporting tool for monthly rates reporting.
- ✓ Number of hours worked in the action per month, based on the individual timesheets signed by each person, as explained in section 4.

| | | | | | | | |
|--|---|-----|------|----------|-------------|-------------|------------|
| FULL PROJECT TITLE: | Develop evidence-based tailored implementation strategies for | RP1 | 30 | ACRONYM: | IMPLEMENTAL | Start date: | 01/01/2017 |
| NAME OF EMPLOYEE: | | RP2 | 2018 | CA no.: | 733205 | End date: | 31/03/2021 |
| TYPE OF PERSONNEL: | A1 | RP2 | 2019 | PARTNER: | RSD | Duration: | 18 months |
| STANDARD HOURS MONTH IN THE INSTITUTION: | 30 | RP3 | 2020 | | | | |

| | January 2017 - June 2018 | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--------------------------|----------|-------|-------|------|------|------------------|--------|-----------|---------|----------|----------|------------------|----------|-------|-------|------|------|------------|------|-------|------|-------|------|-------|------|
| | Interim report 1 | | | | | | Interim report 2 | | | | | | Interim report 3 | | | | | | TOTAL RP 1 | | | | | | | |
| | January | February | March | April | May | June | July | August | September | October | November | December | January | February | March | April | May | June | HOURS | MM | HOURS | MM | HOURS | MM | HOURS | MM |
| RP1 - Integrated Implementation Framework (IIF) | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| Task 1.1 - Repository | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 1.2 - Evaluation framework | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 1.3 - Workflow | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 1.4 - Finalisation of the Integrated Implementation Framework | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 1.5 - Theoretical underpinning | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RP2 - Implementation Interventions (Deliverables) | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| Task 2.1 - Conducted assessments of practice in relation to scaling up CBT | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 2.2 - Develop methodology and tests for testing | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 2.3 - Synthesise CBT interventions, development of practice, and usability | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 2.4 - Coordinate and support implementation sites in developing tailored | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RP3 - Evaluation of Implementation Interventions | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| Task 3.1 - Data management and infrastructure | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 3.2 - Ethical considerations and privacy regulations | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 3.3 - Trial coordination, randomisation, procedure, quality control and adherence to | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 3.4 - Perform data analysis and issue trial reports | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RP4 - Evaluation platform | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| Task 4.1 - Specifications and requirements | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 4.2 - Technical infrastructure and IIT iterative co-design process and pilot test | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 4.3 - IIT-to-IT-to-IT-to-IT platform provision | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 4.4 - IIT-to-IT-to-IT-to-IT platform provision | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 4.5 - Beyond implementation: development of future deployment | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RP5 - Implementation management and knowledge transfer | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| Task 5.1 - Implementation of the innovative health intervention in the local | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 5.2 - Monitoring of recruitment | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 5.3 - Knowledge exchange | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 5.4 - Guidelines for further deployment | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RP6 - Stakeholder and expert participation | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| Task 6.1 - Stakeholder mapping and co-creation of the Advisory Board | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 6.2 - Management of the Advisory Board | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RP7 - Innovation and dissemination management | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| Task 7.1 - Development of dissemination plan | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 7.2 - Scientific exchange and dissemination | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 7.3 - Liaison with relevant EU and non-EU initiatives | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 7.4 - Innovation management | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RP8 - People management and communication | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| Task 8.1 - Financial and Administrative Co-ordination | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 8.2 - Operational Co-ordination | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 8.3 - Communication Management | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 8.4 - Quality Assurance | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 8.5 - Scientific Management | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL HOURS | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| TOTAL MAN MONTH | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| PERSONNEL COSTS | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |

For those beneficiaries with third parties in-kind contribution against payment, that is, RSD, NCL and LSHTM, the tool is prepared to collect and duly process the third party cost. Please bear in mind that the indirect cost does not apply on the third party personnel cost, as the invoice from the third party should already include this 25% indirect costs rate.



| | TOTAL EC BUDGET | REPORTED | DIFFERENCE | RP 1 (01/01/2017 - 30/06/2018) | RP 2 (01/07/2018 - 31/12/2019) | RP 3 (01/01/2020 - 31/03/2021) | TOTAL |
|-----------------------------|---------------------|---------------|---------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------|
| | € | € | € | EMPLOYEES | ACCEPTED EC Contribution | EMPLOYEES | ACCEPTED EC Contribution |
| BUDGET | 14.875.806 € | | | | | | |
| Third party in-kind payment | 800.000 € | 0,00 € | 800.000 € | 0,00 | 0,00 | 0,00 | 0,00 |
| Indirect costs | 0,00 € | 0,00 € | 0,00 € | 0,00 | 0,00 | 0,00 | 0,00 |
| Personnel | 1.000.000 € | 0,00 € | 1.000.000 € | 0,00 | 0,00 | 0,00 | 0,00 |
| Other Direct Costs | 1.000.000 € | 0,00 € | 1.000.000 € | 0,00 | 0,00 | 0,00 | 0,00 |
| Subtotal indirect costs | 12.000.000 € | 0,00 € | 12.000.000 € | 0,00 | 0,00 | 0,00 | 0,00 |
| Indirect costs | 2.875.806 € | 0,00 € | 2.875.806 € | 0,00 | 0,00 | 0,00 | 0,00 |
| Total | 14.875.806 € | 0,00 € | 14.875.806 € | 0,00 | 0,00 | 0,00 | 0,00 |

The tool is built on the available information of the current third party personnel. You should please inform us on any other personnel working as third party, so that we adjust the tool to these new personnel (due to third party personnel having a different indirect costs system).

| SUBCONTRACTING | | | | | |
|---|---|----|----------------------------|---|-----------|
| Reporting Period | Description (insert detail; name, etc) one row per subcontract) | WP | Foreseen in Annex I Yes/No | Explanations if not foreseen in Annex I | COSTS - € |
| RP 1 | | | | | |
| RP 1 | | | | | |
| RP 1 | | | | | |
| RP 1 | | | | | |
| RP 2 | | | | | |
| RP 3 | | | | | |
| | | | | | |
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| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | 0,00 |
| SUBCONTRACTING SUMMARY PER REPORTING PERIOD | | | | | |
| Reporting Period | Total Costs | | | | |
| RP 1 | 0,00 € | | | | |
| RP 2 | 0,00 € | | | | |
| RP 3 | 0,00 € | | | | |
| TOTAL | 0,00 € | | | | |

- ACTIVITY REPORT

insert here a **description of the activities performed by your institution in each semester** referring as much as possible to the DoA and the corresponding WPs and tasks:

| ACTIVITY REPORT - REPORTING PERIOD 1 | | |
|--|---|---|
| REPORTING PERIOD | INTERIM REPORT | DESCRIPTION OF THE TASKS (MENTION TO WP) |
| RP 1 (01/01/2017 - 30/06/2018) | Interim Report 1 (01/01/2017 - 30/06/2017) | |
| | Interim Report 2 (01/07/2017 - 31/12/2017) | |
| | Interim Report 3 (01/01/2018 - 30/06/2018) | |

B.- Sheets with data generated automatically:

- COST AND BUDGET FOLLOW TABLE:

Provides very useful data on costs and effort reported versus the budgeted ones.

COST AND EFFORT BUDGET FOLLOW TABLE

| TOTAL EC BUDGET | | REPORTED | | DIFFERENCE | | RP 1 (01/01/2017 - 30/06/2018) | | RP 2 (01/07/2018 - 31/12/2019) | | RP 3 (01/01/2020 - 31/03/2021) | | TOTAL | |
|------------------------------|-------------------|---------------|-------------------|------------|-------|-----------------------------------|--------------------------|-----------------------------------|--------------------------|-----------------------------------|--------------------------|----------------|--------------------------|
| BUDGET | Euros | Euros | Euros | Euros | Euros | EXPENSES | ACCEPTED EC Contribution | EXPENSES | ACCEPTED EC Contribution | EXPENSES | ACCEPTED EC Contribution | TOTAL EXPENSES | ACCEPTED EC Contribution |
| Personnel | 1.000,00 € | 0,00 € | 1.000,00 € | | | 0,00 | | 0,00 | | 0,00 | | 0,00 | |
| Subcontracting | 0,00 € | 0,00 € | 0,00 € | | | 0,00 | | 0,00 | | 0,00 | | 0,00 | |
| Travel | 1.000,00 € | 0,00 € | 1.000,00 € | | | 0,00 | | 0,00 | | 0,00 | | 0,00 | |
| Other Direct Costs | 1.000,00 € | 0,00 € | 1.000,00 € | | | 0,00 | | 0,00 | | 0,00 | | 0,00 | |
| Subtotal direct costs | 3.000,00 € | 0,00 € | 3.000,00 € | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| Indirect costs | 750,00 € | 0,00 € | 750,00 € | | | 0,00 | | 0,00 | | 0,00 | | 0,00 | |
| Total | 3.750,00 € | 0,00 € | 3.750,00 € | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |

| TOTAL EFFORT | | | REPORTED | | DIFFERENCE | | RP 1 (01/01/2017 - 30/06/2018) | | | RP 2 (01/03/2015 - 29/02/2016) | | | RP 3 (01/03/2016 - 31/03/2017) | | | TOTAL | | |
|--------------|-------------|-------------|-------------|-------------|------------|----|-----------------------------------|-------------|--------------|-----------------------------------|--------------|-------------|-----------------------------------|-------------|--------------|-------------|--------------|--|
| WP | MM | % | MM | MM | MM | MM | % from total | MM | % from total | MM | % from total | MM | % from total | MM | % from total | MM | % from total | |
| WP1 | 1,00 | 13% | 0,00 | 1,00 | | | 0,00% | 0,00 | 0,00% | 0,00 | 0,00% | 0,00 | 0,00% | 0,00 | 0,00% | 0,00 | 0,00% | |
| WP2 | 1,00 | 13% | 0,00 | 1,00 | | | 0,00% | 0,00 | 0,00% | 0,00 | 0,00% | 0,00 | 0,00% | 0,00 | 0,00% | 0,00 | 0,00% | |
| WP3 | 1,00 | 13% | 0,00 | 1,00 | | | 0,00% | 0,00 | 0,00% | 0,00 | 0,00% | 0,00 | 0,00% | 0,00 | 0,00% | 0,00 | 0,00% | |
| WP4 | 1,00 | 13% | 0,00 | 1,00 | | | 0,00% | 0,00 | 0,00% | 0,00 | 0,00% | 0,00 | 0,00% | 0,00 | 0,00% | 0,00 | 0,00% | |
| WP5 | 1,00 | 13% | 0,00 | 1,00 | | | 0,00% | 0,00 | 0,00% | 0,00 | 0,00% | 0,00 | 0,00% | 0,00 | 0,00% | 0,00 | 0,00% | |
| WP6 | 1,00 | 13% | 0,00 | 1,00 | | | 0,00% | 0,00 | 0,00% | 0,00 | 0,00% | 0,00 | 0,00% | 0,00 | 0,00% | 0,00 | 0,00% | |
| WP7 | 1,00 | 13% | 0,00 | 1,00 | | | 0,00% | 0,00 | 0,00% | 0,00 | 0,00% | 0,00 | 0,00% | 0,00 | 0,00% | 0,00 | 0,00% | |
| WP8 | 1,00 | 13% | 0,00 | 1,00 | | | 0,00% | 0,00 | 0,00% | 0,00 | 0,00% | 0,00 | 0,00% | 0,00 | 0,00% | 0,00 | 0,00% | |
| TOTAL | 8,00 | 100% | 0,00 | 8,00 | | | 0,00% | 0,00 | 0,00% | 0,00 | 0,00% | 0,00 | 0,00% | 0,00 | 0,00% | 0,00 | 0,00% | |

- PERSONNEL COSTS and TOTAL EFFORT:

Consolidates personnel costs and total effort from all personnel on a monthly, six months and official reporting period basis.

| PERSONNEL COSTS | | January 2017 - June 2018 | | | | | | | | | | | | | | | | | | | | | |
|-------------------|-------------|--------------------------|-------------|-------------|-------------|-------------|-------------|------------------|-------------|-------------|-------------|-------------|-------------|-------------|------------------|-------------|-------------|-------------|-------------|-------------|-------------|------------------|-------------|
| Name | COST | January | February | March | April | May | June | Interim report 1 | July | August | September | October | November | December | Interim report 2 | January | February | March | April | May | June | Interim report 3 | RP 1 |
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| AAA | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| SSS | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| CCC | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| DDD | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| E | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| F | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| G | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| H | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| I | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| J | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| K | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| L | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| M | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| N | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| O | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| P | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| Q | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| R | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| S | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| T | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| U | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| V | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| W | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| X | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| Y | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| Z | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| TOTAL COST | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |

TOTAL EFFORT

Provides info on the consolidated effort claimed by all personnel involved in the Action, at month, six-months and reporting period level.

| STANDARD HOURS/MONTH BY THE INSTITUTION | 140 | FULL PROJECT TITLE: Towards evidence-based tailored implementation strategies for research | January 2017 - June 2018 | | | | | | | | | | | | Start date: EU09/2017 | End date: 31/06/2022 | | | | | | | | | |
|---|-----|--|--------------------------|----------|-------|-------|-----|------|------------------|------|--------|-----------|---------|----------|--------------------------|-------------------------|----------|------------------|---------|----------|-------|-------|-----|------|------------------|
| | | | January | February | March | April | May | June | Interim report 1 | July | August | September | October | November | | | December | Interim report 2 | January | February | March | April | May | June | Interim report 3 |
| | | ACRONYM: IMPLEMENTAL | | | | | | | | | | | | | | | | | | | | | | | |
| | | PARTNER: | | | | | | | | | | | | | | | | | | | | | | | |
| | | January 2017 - June 2018 | | | | | | | | | | | | | | | | | | | | | | | |
| | | IMPROVING IMPLEMENTATION FRAMEWORKS | | | | | | | | | | | | | | | | | | | | | | | |
| | | WP1 - Integrated Implementation Frameworks (2016) | | | | | | | | | | | | | | | | | | | | | | | |
| | | Task 1.1 - Repository | | | | | | | | | | | | | | | | | | | | | | | |
| | | Task 1.2 - Evaluation Framework | | | | | | | | | | | | | | | | | | | | | | | |
| | | Task 1.3 - Workflow | | | | | | | | | | | | | | | | | | | | | | | |
| | | Task 1.4 - Finalisation of the integrated Implementation Framework | | | | | | | | | | | | | | | | | | | | | | | |
| | | Task 1.5 - Theoretical underpinning | | | | | | | | | | | | | | | | | | | | | | | |
| | | WP2 - Implementation Interventions (2016/17) | | | | | | | | | | | | | | | | | | | | | | | |
| | | Task 2.1 - Understand determinants of practice in relation to scaling up (CER) | | | | | | | | | | | | | | | | | | | | | | | |
| | | Task 2.2 - Develop methodology and tools for tailoring | | | | | | | | | | | | | | | | | | | | | | | |
| | | Task 2.3 - Synthesise KCF interventions, determinants of practice, and scalability | | | | | | | | | | | | | | | | | | | | | | | |
| | | Task 2.4 - Coordinate and support implementation sites in developing tailored | | | | | | | | | | | | | | | | | | | | | | | |
| | | WP3 - Evaluation of implementation interventions | | | | | | | | | | | | | | | | | | | | | | | |
| | | Task 3.1 - Data management and infrastructure | | | | | | | | | | | | | | | | | | | | | | | |
| | | Task 3.2 - Ethical considerations and privacy regulations | | | | | | | | | | | | | | | | | | | | | | | |
| | | Task 3.3 - Trial coordination: randomisation procedures, quality control and adherence to | | | | | | | | | | | | | | | | | | | | | | | |
| | | Task 3.4 - Perform data analyses and issue trial reports | | | | | | | | | | | | | | | | | | | | | | | |
| | | WP4 - Utilisation platforms | | | | | | | | | | | | | | | | | | | | | | | |
| | | Task 4.1 - Specifications and requirements | | | | | | | | | | | | | | | | | | | | | | | |
| | | Task 4.2 - Technical infrastructure and UI/UX iterative co-design process and pilot test | | | | | | | | | | | | | | | | | | | | | | | |
| | | Task 4.3 - HITs toolbox utilisation platform provision | | | | | | | | | | | | | | | | | | | | | | | |
| | | Task 4.4 - Platform laboratory testing and learning materials | | | | | | | | | | | | | | | | | | | | | | | |
| | | Task 4.5 - Beyond implementation: development of future deployment | | | | | | | | | | | | | | | | | | | | | | | |
| | | WP5 - Implementation management and knowledge transfer | | | | | | | | | | | | | | | | | | | | | | | |
| | | Task 5.1 - Implementation of the innovative health intervention in the local | | | | | | | | | | | | | | | | | | | | | | | |
| | | Task 5.2 - Monitoring of recruitment | | | | | | | | | | | | | | | | | | | | | | | |
| | | Task 5.3 - Knowledge exchange | | | | | | | | | | | | | | | | | | | | | | | |
| | | Task 5.4 - Guidelines for further deployment | | | | | | | | | | | | | | | | | | | | | | | |
| | | WP6 - Stakeholder and expert participation | | | | | | | | | | | | | | | | | | | | | | | |
| | | Task 6.1 - Stakeholder mapping and creation of the Advisory Board | | | | | | | | | | | | | | | | | | | | | | | |
| | | Task 6.2 - Stakeholder engagement and dissemination plan | | | | | | | | | | | | | | | | | | | | | | | |
| | | Task 6.3 - Scientific exchange and dissemination | | | | | | | | | | | | | | | | | | | | | | | |
| | | Task 6.4 - Liaison with relevant EU and non-EU initiatives | | | | | | | | | | | | | | | | | | | | | | | |
| | | Task 6.5 - Innovation management | | | | | | | | | | | | | | | | | | | | | | | |
| | | Task 6.6 - Final conference | | | | | | | | | | | | | | | | | | | | | | | |
| | | WP7 - Project management and communication | | | | | | | | | | | | | | | | | | | | | | | |
| | | Task 7.1 - Financial and Administrative Co-ordination | | | | | | | | | | | | | | | | | | | | | | | |
| | | Task 7.2 - Operational Co-ordination | | | | | | | | | | | | | | | | | | | | | | | |
| | | Task 7.3 - Communication Management | | | | | | | | | | | | | | | | | | | | | | | |
| | | Task 7.4 - Quality Assurance | | | | | | | | | | | | | | | | | | | | | | | |
| | | Task 7.5 - Scientific Management | | | | | | | | | | | | | | | | | | | | | | | |
| | | TOTAL HOURS | | | | | | | | | | | | | | | | | | | | | | | |
| | | TOTAL MAN MONTH | | | | | | | | | | | | | | | | | | | | | | | |

The sheet provides also information on the personnel costs broken down per person and period

| Name | January 2017 - June 2018 | | | | | | | | | | | | | | | | | | TOTAL RP 1 | | | | | | |
|-------------------------|--------------------------|----------|-------|-------|------|------|------------------|------|--------|-----------|---------|----------|----------|------------------|---------|----------|-------|-------|---------------|------|------|------------------|-------|------|-------|
| | January | February | March | April | May | June | Interim report 1 | July | August | September | October | November | December | Interim report 2 | January | February | March | April | | May | June | Interim report 3 | HOURS | MM | HOURS |
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| AAA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CCC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| DDD | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| EEE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| FFF | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| GGG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| HHH | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| III | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| JJJ | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| KKK | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| LLL | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| MMM | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| NNN | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OOO | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| PPP | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| QQQ | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| RRR | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SSS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TTT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| UUU | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| VVV | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| WWW | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| XXX | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| YYY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ZZZ | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EFFORT PER PERSON | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EFFORT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Conversion rate

The Financial Statements should be claimed in EUR, but the Reporting tool is updated for those partners with accounts in currencies other than EUR, so that costs can be entered in local currency and be automatically converted into euros.


Beneficiaries (and linked third parties) with accounting established in a currency other than the euro must convert the costs recorded in their accounts into euros, 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.

If no daily euro exchange rate is published in the Official Journal of the European Union for the currency in question, they must be converted at the average of the monthly accounting rates published on the Commission's website, 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.

How to calculate the conversion rate in H2020

To calculate the exchange rate the editable charts on the ECB website should be used. Procedure:

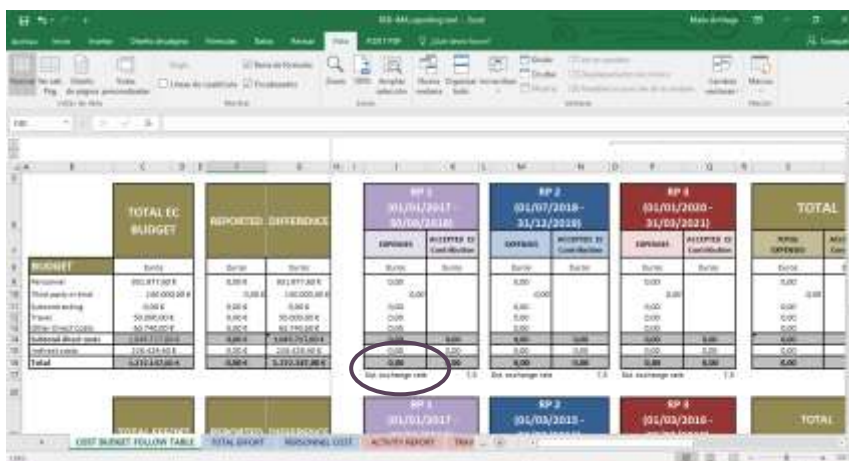
- ✓ Step 1 — Go to the ECB website.
http://www.ecb.europa.eu/stats/policy_and_exchange_rates/euro_reference_exchange_rates/html/index.en.html
- ✓ Step 2 — Click on the chart icon  for the currency.
- ✓ Step 3 — Choose the 'HTML5 version' which appears under the name of the currency in the top-left corner.
- ✓ Step 4 — 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 above the chart.

For those currencies with no daily euro exchange rate published in the Official Journal, (Albania), the average of the monthly accounting rates over the reporting period should be calculated using the currency converter on the Commission website:

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm

For instance the exchange rate in Period 1, will be the average of the 18 monthly rates, from January 2017 till June 2018.

For those beneficiaries with currencies other than euro an estimate of the exchange rate has been added to the reporting tool. The estimate will be updated once the reporting period is closed and the official exchange is known.



| Reporting Period | TRAVEL DESCRIPTION | | | | | COST (DKK) | COSTS - € |
|------------------|---|------------------------------|---------------|----------------------------|---|------------|-----------|
| | Short description (meeting title, date, city) | Name of travellers/attendees | Associated WP | Foreseen in Annex I Yes/No | Explanations if not foreseen in Annex I | | |
| RP 1 | Ex. Kick-off meeting, 18/01/2017, Amsterdam | | | | | | 0,00 € |
| RP 1 | | | | | | | 0,00 € |
| RP 1 | | | | | | | 0,00 € |
| RP 1 | | | | | | | 0,00 € |
| RP 2 | | | | | | | 0,00 € |
| RP 3 | | | | | | | 0,00 € |
| | | | | | | kr. 0,00 | 0,00 € |

4.3 Reporting tool calendar

Partners should submit their labour reports and costs charged to the project on a six months basis. For those partners whose financial departments are not able to provide this information on a six month basis, the reporting tool should contain the best estimates on effort.

The table below shows the calendar of reporting activities.

| Year | Month no. | Month | Activity |
|------|-----------|---------|--|
| 2017 | 7 | July | Send the reporting tool by 21st July 2017 |
| 2018 | 13 | January | Send the reporting tool by 21st January 2018 |
| | 19 | July | Send the reporting tool by 21st July 2018 |
| 2019 | 25 | January | Send the reporting tool by 21st January 2019 |
| | 31 | July | Send the report tool within the 21st July 2019 |
| 2020 | 37 | January | Send the reporting tool by 21st January 2020 |
| | 43 | July | Send the reporting tool by 21st July 2020 |
| 2021 | 51 | April | Send the reporting tool by 21st April 2021 |

For any further information, please contact us at:

central@ecomit.net