



Finances in a Nutshell

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Topics

1. Receive Payment
 1. Legal Documents
 2. ECAS Participant Portal
 3. Bank (Sub-) Account
2. Keep Payment and Claim Costs
3. Who to Ask
4. Summary

1. Receive Payment

1.1 Legal Documents

- European Commission General Grant Agreement (EC-GA)
- Form A: Accession to Grant Form
- Consortium Agreement (CA) Version 1
 - » CA Version 2
 - » Clinical Site Contract
- Certified Copies of Originals

1. Receive Payment

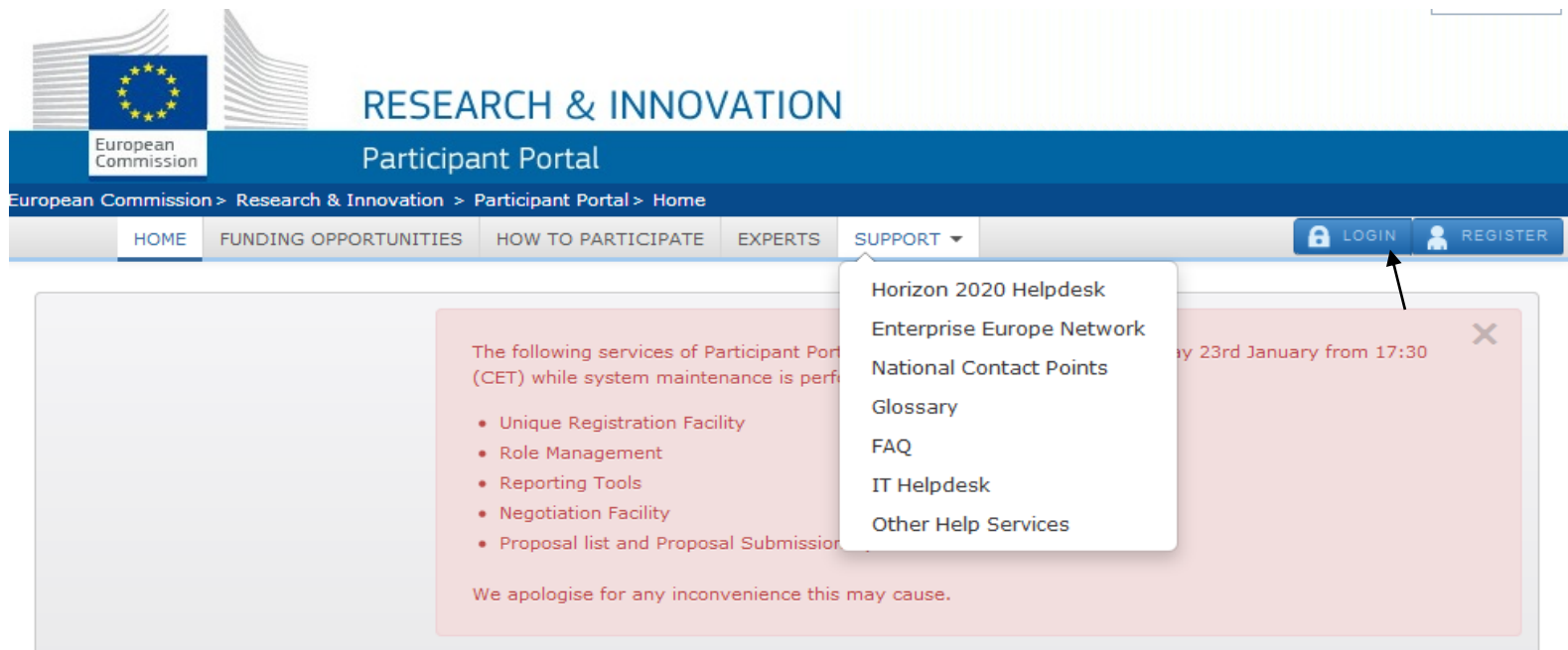
1.2 ECAS Participant Portal

- Give Access to ECAS Participant Portal
 - » Financial/administrative staff including the Legal Representative (LEAR) of your organisation!!!
 - » Financial Forms: electronic!!! NEW
 - » Names: in grant preparation forms,...
 - » Key staff of your team
 - » Staff needs own email account linked to ECAS

1. Receive Payment

1.2 ECAS - Participant Portal

- <http://ec.europa.eu/research/participants/portal/>



The screenshot displays the ECAS Participant Portal interface. At the top, there is a header with the European Commission logo and the text "RESEARCH & INNOVATION" and "Participant Portal". Below this is a navigation bar with links for "HOME", "FUNDING OPPORTUNITIES", "HOW TO PARTICIPATE", "EXPERTS", and "SUPPORT". The "SUPPORT" link is highlighted, and a dropdown menu is visible, listing various services: "Horizon 2020 Helpdesk", "Enterprise Europe Network", "National Contact Points", "Glossary", "FAQ", "IT Helpdesk", and "Other Help Services". An arrow points to the "LOGIN" button in the top right corner. A red notification box is also visible, indicating system maintenance on January 23rd from 17:30.

European Commission

RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT

LOGIN REGISTER

Horizon 2020 Helpdesk
Enterprise Europe Network
National Contact Points
Glossary
FAQ
IT Helpdesk
Other Help Services

The following services of Participant Portal (CET) while system maintenance is performed on Monday 23rd January from 17:30

• Unique Registration Facility
• Role Management
• Reporting Tools
• Negotiation Facility
• Proposal list and Proposal Submission

We apologise for any inconvenience this may cause.

1. Receive Payment

1.2 ECAS - Participant Portal

European Commission > Research & Innovation > Participant Portal > My Projects

MY AREA | HOME | FUNDING OPPORTUNITIES | HOW TO PARTICIPATE | EXPERTS | SUPPORT ▼ | MARC DEWEY ▼

- My Organisation(s)
- My Proposal(s)
- My Project(s)**
- My Notification(s)
- My Expert Area

My projects

H2020 ONLINE MANUAL

This page enables you to access all your projects that have been selected and approved for funding.

Depending on your roles, you can view or manage the following project-related tasks:

- [Negotiate your grant agreement](#)
- [Submit amendments to your grant agreement](#)
- [Manage your scientific and financial reports](#)
- [View or manage roles and access rights in your projects consortia](#)

If you are LEAR and want to see the full list of your organisation projects, please go to **My Organisations** and click on the action button **VP**. LEAR can only view the list of projects in which their organisation is involved. If you want to see project details, your organisation main contact for this project or the project Coordinator has to give you access rights. For more details see the [H2020 online manual](#).

Legend

AA Access Amendment | AN Access Negotiation | MP Manage Project | FR Financial Reporting | PR Periodic Reporting | RD Reporting & Deliverables | PC Project Consortium

Show 10 entries Search

ACRONYM	CALL	PROG	PROJECTID	ROLES	PHASE	ACTIONS
DISCHARGE	FP7-HEALTH-2013-INNOVAT	FP7	603266	PC	Active	FR RD

1. Receive Payment

1.2 ECAS - Participant Portal

> COORDINATOR Organisation - CHARITE - UNIVERSITAETSMEDIZIN BERLIN	EDIT ROLES
> BENEFICIARY Organisation - MEDIZINISCHE UNIVERSITAT INNSBRUCK	EDIT ROLES
> BENEFICIARY Organisation - UNIVERSITAIR ZIEKENHUIS ANTWERPEN	EDIT ROLES
> BENEFICIARY Organisation - FAKULTNI NEMOCNICE V MOTOLE	EDIT ROLES
> BENEFICIARY Organisation - REGION HOVEDSTADEN	EDIT ROLES

- Edit Role
- Add contact
- New contact: automated invitation from ECAS

1. Receive Payment

1.3 Bank (sub-) Account

- Bank account for FP7 Projects and (sub-) account for DISCHARGE
- Signed and stamped bank information from your finance department
- Can include sub-account in „subject line“
- Mail WORD to A. Napp
- Mail scanned/ signed PDF to A. Napp

1. Receive Payment

1.4 To Do Back Home

- You inform financial staff of administration
- Add in ECAS
- Provide the contact details to A. Napp
- Ask them to contact A. Napp
- A. Napp will send them an email after kick-off

2. Keep Payment - Claim Costs

2.1 Direct Costs/Indirect Costs

- Claim direct costs (record)
 - » Staff
 - » Consumables CT (ICA)
 - » Travel to Charité
- Cannot claim (no record)
 - » Indirect costs: Office equipment, postage,...
 - » Own contributions
- Details
 - » Annex II, General Conditions
 - » Financial Guide

2. Keep Payment - Claim Costs

2.2 Calculate Staff Effort

- Total time per work package (DoW)
 - » WT6 Project Effort by Beneficiary and WP
 - » WT2 List of Deliverables
 - Note: Deliverables need to be delivered to Project Management on time for reports
- Proposal Part B: Section Resources to be Committed
 - » Type of staff and their planned time
 - » Expected salary

2. Keep Payment - Claim Costs

2.3 Time per Work Package

WT6:

Project Effort by Beneficiary and Work Package

Project Number ¹	603266	Project Acronym ²	DISCHARGE
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Indicative efforts (man-months) per Beneficiary per Work Package

Beneficiary number and short-name	WP 1	WP 2	WP 3	WP 4	WP 5	WP 6	WP 7	WP 8	WP 9	WP 10	WP 11	WP 12	Total per Beneficiary
1 - CHARITE	65.25	3.00	2.25	43.25	24.25	34.25	2.25	2.25	2.25	20.25	3.25	15.00	217.50
2 - MUI	0.00	0.00	0.00	2.00	0.00	33.50	0.00	0.00	0.00	0.00	0.00	0.50	36.00
3 - UZA	0.00	0.00	0.00	2.00	0.00	34.00	0.00	0.00	0.00	0.00	0.00	0.50	36.50
4 - FN MOTOL	0.00	0.00	0.00	2.00	0.00	45.00	0.00	0.00	0.00	0.00	0.00	0.50	47.50
5 - REGIONH	0.00	0.00	0.50	2.00	0.00	34.00	1.00	0.25	0.25	0.50	0.50	0.50	39.50

2. Keep Payment - Claim Costs

2.4 Time per Deliverable

WT2: List of Deliverables

Deliverable Number ⁶¹	Deliverable Title	WP number ⁵³	Lead beneficiary number	Estimated indicative person-months	Nature ⁶²	Dissemination level ⁶³	Delivery date ⁶⁴
	following GRADE method						
D8.5	Outputs tailored to stakeholders	8	26	8.75	R	PU	60
D9.1	Results from micro-costing study	9	27	8.00	R	CO	6
D9.2	Draft paper for cost analyses rules and procedures	9	27	1.75	R	CO	6

2. Keep Payment - Claim Costs

2.4 Time per Deliverable

- Time per deliverable (can be less than time per WP, except WP6 PRCT)
- % of your time (all patients -> 1 patient)
- D6.1 = 70%, D6.2 = 12%, D6.3 = 18%

List of deliverables

Deliverable Number ⁶¹	Deliverable Title	Lead beneficiary number	Estimated indicative person-months	Nature ⁶²	Dissemination level ⁶³	Delivery date ⁶⁴
D6.1	Recruited patients	1	583.00	R	CO	36
D6.2	First year follow-up	1	99.00	R	CO	42
D6.3	Final year follow-up	1	150.25	R	CO	54
Total			832.25			

2. Keep Payment - Claim Costs

2.5 Type of Staff and Salary

- 1 Person-Month full = 2 Persons half,...
- Salary/month x Person-Months = Total
- No subcontracts foreseen (money loss)

P100 Clinical Site	Person-Months				Total €
	RTD	MGT	Other	Total	
Physicians	2.5	0	0.5	3	30000
Study Personnel	30	0	0	30	80000
Clinical Monitor	2	0	0	2	10000
Sum	34.5	0	0.5	35	112000

2. Keep Payment - Claim Costs

2.6 Staff - Timesheets

- Time Sheets
 - » Daily hours on project
 - » A. Napp will send you a template
- Clinical Sites
 - » Start in August
 - » Staff time until then: Own contribution
- WP leaders
 - » Start now

2. Keep Payment - Claim Costs

2.6 Staff - Timesheets

Person : **Prof. W.**

Number of hours envisaged i.e. according to the employment contract: **20 hours/week**

2008 **January**

Indicate the time in hours Only the yellow cells are writeable

Date	1	2	3	4	5	6	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	
Day	Sun	Mo	Tue	Wed	Thu	Fri	Sat	Sun	Mo	Tue	Wed	Thu	Fri	Sat	Sun	Mo	Tue	Wed	Thu	Fri	Sat	Sun	Mo	Tue	Wed	Thu	Fri	Sat	Sun	Mo		
EU-Projects																																
R&D Activities																																
Project x			3	4	7	8								3,5			3	2	8	9	4									7	58,5	
Project y			5	5			5,5																								15,5	
Project z																															0	
Total RTD	0	8	9	7	8	5,5	0	0	0	0	0	0	3,5	0	0	3	2	8	9	4	0	0	0	0	0	0	0	0	0	7	74	
Demonstration																																
Project x																															0	
Project y																															0	
Project z																															0	
Total Demonstration	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Management																																
Project x												8	3,5				5			1										17,5		
Project y																															0	
Project z																															0	
Total Management	0	0	0	0	0	0	0	0	0	0	0	8	3,5	0	0	0	5	0	0	1	0	0	0	0	0	0	0	0	0	0	17,5	
Other Activities																																
Project x													3			5														8		
Project y																															0	
Project z																															0	
Total Other	0	0	0	0	0	0	3	0	0	0	0	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	
Internal and National Projects																																
Teaching																																
B						2,5											6	1			3										12,5	
C																															0	
Total	0	0	0	0	0	2,5	0	0	0	0	0	0	0	0	0	6	1	0	0	3	0	0	0	0	0	0	0	0	0	0	12,5	
Absences																																
Annual Leave																									8	8	8	8			32	
Special Leave						0																									0	
Illness										8	8	8																			24	
Total Absences	0	0	0	0	0	0	0	0	8	8	8	0	0	0	0	0	0	0	0	0	0	0	0	0	8	8	8	8	0	0	56	
Total productive hours	0	8	9	7	8	8	3	0	0	0	0	8	7	0	5	9	8	8	9	8	0	0	0	0	0	0	0	0	0	7	112	
Total hours																																168

Signed:

Approved:

Productive hours per project:	Project x	84
	Project y	15,5
	Project z	0

2. Keep Payment - Claim Costs

2.7 Other direct costs

- Other direct costs (Resources to be committed)
 - » Travel: Charité, Monitor, Patients

P100 Clinical Site	RTD	Other	Total €
CTA/ICA Examination	11520	0	11520
Travel	7000	0	7000
Dissemination	0	500	500
Ethics	0	0	0
Sum	18520	500	19020

2. Keep Payment - Claim Costs

2.8 What to Claim?

- Only claim if not already covered otherwise!
- For the budget we had set standard times
 - » WP PRCT: Recruitment, CT/ICA, Follow-up
 - » Other WPs: also specific per deliverable/task
- Clinical Sites
 - » The more is paid by health care provider, the more you have left to spend for other staff time, e.g., follow-up.

3. Who to Ask

- Finance/Administration
 - » Your own administration
 - » National Contact Point (NCP)
 - » Countries offer trainings
- DISCHARGE Project Manager
 - » Project specific
 - » Your intermediary to the European Commission
 - » +49 30 450 627364; adriane.napp@charite.de

4. Summary

- Register relevant staff in ECAS
- Financial Guide, Annex II General Conditions
- Create bank (sub) account
- Claim direct costs
- Time per work package: Table WT6 in DoW
- Time per deliverable: Table WT2 in DoW
- Type of staff and salary: Proposal Part B
Section „Resources to be Committed
- Keep time sheets for staff time
- Bills for consumables and travels
- Only claim if not covered otherwise