

FP6 FINANCIAL STATEMENTS – ELECTRONIC VERSION

INSTRUCTIONS FOR USE

The workbook starts with the Summary sheet where you should fill the Project number, the Project Acronym and the Reporting Period. This information will then appear on the individual contractor sheets which can be added by using the field “Add Participant”.

For the moment this version does not yet allow that you to send the individual forms C to the contractors and add them in the workbook when they are filled by the contractors. It means that you as co-ordinator will have to copy and paste the information in the workbook.

The advantage of the workbook is that the Summary sheet is automatically filled in and calculated with the reimbursement rates as indicated in art. II.25.

The individual forms C have some checks already embedded in a number of fields and protection measures for several cells are built in. It is important however to verify that all questions are properly answered.

A small explanation per section of the form C with recommendations on how to complete it is listed below:

In the general section of the form C it is essential that the correct legal name of the contractor is entered as well as the cost model used according to the contract. The legal type will have to be chosen by the drop-down box.

Section 1 will have to be filled in if contractors want to declare costs for third parties. Funding for Third parties will be calculated with the cost model of the contractor. In case third parties are covered by special clause for contractors representing members of a joint research unit or enterprise grouping (special clause 23), they will fill their own form C and can use their own cost model for calculation of the funding.

Section 2 has some checks built in on the maximum percentages for indirect costs depending on cost model and instrument. The adjustments to previous periods only allow for one amount and will have to be explained further in a separate document making the distinction between direct and indirect costs.

Section 3 asks for declaration of the value of receipts in the period. They will be taken into account at the end of the project to check the eventual contribution limit at contractor level.

Section 4 will only have to be filled in by the co-ordinator and the amount will be taken into account at the final payment stage.

Section 5 will propose a maximum amount of funding based on the costs declared at section 2 and applying the funding percentages as indicated in art. II.25. This amount can be modified by the contractor to a lower amount if required. Note that the amount proposed is provisional; the actual contribution allowed in respect of the period will be determined when the completed Form C and supporting documents have been reviewed by the Commission's services.

Section 6 has a certain logic built in for the questions and answers. In case audit certificates are provided for the period, please indicate name of the audit firm and costs of the audit certificate (note that. the costs have to be reported in the next reporting period /except for the final period)

Section 7 allows you to choose one of the options.

Section 8 should be filled with the names of responsible persons and dated. The contractor can print this version and sign it to go along with the rest of the reports to be submitted on paper.

It might be obvious but only contractors that have legally acceded to the contract (form A or form B) can fill a form C.