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22nd October 2008

CERTIFICATION MODALITIES IN FP7

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Reminder for CoM

The Certificate on the Methodology (CoM) for both personnel and indirect costs may cover the following costs combinations:

- actual personnel costs and actual indirect costs (full analytical accounting or simplified method)
- actual personnel costs and flat-rate for indirect costs
- average personnel costs and actual indirect costs (full analytical accounting or simplified method)
- average personnel costs and flat-rate for indirect costs.



Statistics on Certification (as of 22nd October 2008)

- **CoM (Certificates on the Methodology for both personnel and indirect costs)**
 - number of eligibility requests received :41 (out of which 29 requests are eligible)
 - number of CoM received : 9 (out of which 6 cover average personnel costs and indirect costs and 3 cover actual personnel costs and indirect costs)
 - number of CoM rejected : 3
 - number of CoM being currently analysed : 6

- **CoMAv (Certificates on the Methodology for Average Personnel Costs)**
 - number of CoMAv received : 5
 - number of CoMAv being currently analysed : 5



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Major difficulties encountered with submitted CoM/CoMAv

- Missing terms of reference (sections 1.1 to 1.8 of Form E, Annex VII)
- Mandatory Form E not respected
- No reference to a signed FP7 Grant Agreement
- Agreed-upon-procedures performed partially
- Missing benchmarks and support documents to enable proper evaluation of the average personnel costing methodology (Procedure 3, Form E)
- Long delays in responding to the additional information requested by the Commission



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Timesheet

Person : **Name**

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

YEAR MONTH

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	Notes																												
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	WP3																												
Project y			5	5		5,5																										15,5	WP8																											
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																																																												
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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	0																												
Management																																																												
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Project x							3									5																8	WP7																											
Project y																																0																												
Project z																																0																												
Total Other	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8																													
Internal activities and National Projects																																																												
Teaching						2,5										6	1		3													12,5																												
Training																																																												
National Projects																																																												
(...)																																																												
Total	0	0	0	0	0	2,5	0	0	0	0	0	0	0	0	0	6	1	0	3	0	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





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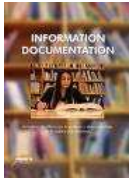
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Additional Information



Guidance notes for beneficiaries and auditors on FP7 Audit Certification

http://cordis.europa.eu/fp7/find-doc_en.html#guidance



FP6 / FP7 Audit certification policy website

http://cordis.europa.eu/audit-certification/home_en.html



FP7 Certification FAQs

ftp://ftp.cordis.europa.eu/pub/fp7/docs/faq-certification_en.pdf



And in case of doubts, don't forget: **RESEARCH HELPDESK**

ec.europa.eu/research/enquiries



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THANK YOU

