**­European Union**

**Main Financial Terms and Conditions for Seventh Framework Programme for Research and Technological Development (FP7)**

**Allowable Costs**

**AmendmEnts & notifications**

*Costs claimed must be in accordance with*

*the approved project budget, incurred by NUIG,*

*during duration of contract (or where final reviews applicable - specific costs within 60 days of the end date as agreed with the EC project officer), and for the specific project purpose.*

*Public entities must follow the national procurement policies.*

**Eligible direct costs** – only the following costs can be claimed for FP7 projects and must be directly attributable to the award and in line with the Description of Works (Annex 1):

|  |  |
| --- | --- |
| * Personnel Costs – total personnel cost for productive hours (with timesheets maintained)
* Subcontractor costs (not allowed between consortium partners)
 | * Consumables
* Conference Fees
* Travel and subsistence costs
* Equipment (depreciation only for project period for equipment subject to depreciation)
 |

**Ineligible direct costs:**

|  |  |
| --- | --- |
| * Unproductive personnel costs
* Indirect taxes / charges (VAT, exchange losses, duties, interest, provision for losses)
* Overheads

Exchange losses, cost related to return on capital.* Debt and debt service

 charges | * Costs funded by another EU projects
* Resources received free of charge
* Administration costs (indirect costs not attributed in full to project)
* Cost of recruitment (exception ERC)
* Excessive and Reckless Expenditure
 |

**Financial Reporting**

**Periodic reporting:**

Required 60 days after end of each respective period

 **(Form C Annex VI).**

* Overview progress work
* Explanation Use of Resources
* Form C together with a summary financial report and certificate (**Form C Annex VI**).
* Receipts must be declared on the financial statement

**Final reporting:**

Required 60 days after the end of the project

 **(Form C Annex VI).**

* Requirements as above.
* Co-ordinator must submit a certified report on the distribution of financial contribution between beneficiaries. Must be submitted 30 days after receipt of final payment.

Financial reports are required to be certified by an auditor (**Form D** **Annex VII)** when cumulative claim **value greater than or equal to €375,000**

The Commission should be notified by the coordinator when:

* A change in the PI or institution is required;
* The Rules for Participation, Financial Regulation, or Implementation are being breached;
* Delays in the implementation of the project occur;

The project needs to be suspended or terminated;

There must be full justification and information relating to the event, as well as an estimation of the date when the work on the project will recommence.

* The project is no longer in compliance with the FP7 grant agreement, or beneficiary responsibilities are not being met.
* Grant Agreements signed after 1/1/2013 introduce the electronic-only signature and transmission of the financial statements (Form C) and the electronic-only transmission of the certificates on financial statements and certificates on the methodology (forms D and E). For Grant Agreements signed before 31/12/2012, the consortia may apply the new electronic-only transmission and signature system, provided they introduce a request for an amendment via the coordinator.

**Note: Refer to specific call documents for further eligible and ineligible costs and the** [**FP7 FAQs page**](http://ec.europa.eu/research/fp7/index_en.cfm?lg=en&pg=faq&sub=results&show=all)**.**