**­European Union**

**Main Financial Terms and Conditions for Horizon Europe**

**Allowable Costs**

**AmendmEnts & notifications**

*Costs claimed must be in accordance with*

*the approved project budget, incurred by UOG,*

*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 Horizon Europe 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 215 days p.a. (with timesheets maintained on a regular basis. Use EU timesheet template)
* Approved 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)
* Airport/City Taxes only
* VAT
 |

**Ineligible direct costs:**

|  |  |
| --- | --- |
| * Unproductive personnel costs
* Indirect taxes / charges (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
 |

**Note: Refer to specific call documents for further eligible and ineligible costs. See the** [**EU Participant Portal**](http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html) **for information and updates.**

**Periodic reporting:**

Required 60 days after end of each respective period

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

**Final reporting:**

Required 60 days after the end of the project

* 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 auditorwhen **value greater than or equal to €430,000 at end of grant (Total grant inc. indirect costs). HE EIT KIC program audit at every €430,000 reached.**

* ‘Certification of Financial Statements’ (CFS) (audit) costs can be aligned under the category ‘other’ with overhead allowable on this cost.
* *Reports can vary 12month to 18-month financial reporting period.*
* Electronic only signature on Grant Agreements and financial statement submissions and the electronic-only transmission of the certificates on financial statements and certificates on the methodology
* Use of 215 days p.a. for personnel costs annual productive days. Daily rate to be calculated per financial year.
* Increased emphasis on time records with increased level of detail required.

**Financial Reporting**

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 Horizon Europe grant agreement, or beneficiary responsibilities are not being met.