

# Tools of the Participant Portal: Financial Reports

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# Financial Reporting: Workflow (1/2)



1. Beneficiaries fill in Forms C
2. Beneficiaries submit the Forms C to the Coordinator



3. Coordinator checks submissions done by Beneficiaries
- ( 4. Coordinator can reject Forms C from the Beneficiaries )
5. Coordinator submits Forms C to the Commission
- ( 6. The Commission can ask for a revision of the Forms C )



# Financial Reporting: Workflow (2/2)

## Remarks:

- A Beneficiary can never directly submit his Forms C to the Commission
- The Coordinator Contact sends his Forms C to himself before sending them to the Commission



# Financial Reporting: Key features of the Participant Portal service (1/2)

- **Automatic call-up of the appropriate Form C** for your project (taking into account the Funding scheme)
- Preparation of the Forms C with **updated and correct Contract information** of each Beneficiary in the Project

*Note: The information used by the financial reporting service is what is encoded in the contract management system of the Commission*

## **Important remark:**

The Forms C of new Beneficiaries will appear only when the relevant amendment is signed by the Commission



# Financial Reporting: Key features of the Participant Portal service (2/2)

- **Printing** of Forms C
- **Electronic submission** of Forms C to the Commission (*signed paper version to be sent afterwards*)
- **Correction** of Forms C in case of rejection by the Commission
- Forms C are automatically transferred into the Commission's database for **faster processing**





LOGIN

Logout

Johnny CADDY

Authentication and security help is available [here](#).

NEED HELP?

- See the [online user manual](#)
- You can consult [FAQs](#)
- Watch the demonstration of the Participant Portal: - [Introduction](#)
- If you cannot find an answer there, then submit your question via the [eFP7 service desk](#)

[read more](#)

WHAT'S NEW

Participant Portal V3.1.1 (07/2011)

- The Participant Portal has become the European Commission's single authoritative website for the **publication of FP7 calls**. The FP7 call-related information is no longer published on CORDIS. Users of the 'Find a call' section on CORDIS are redirected to the relevant pages of the 'FP7 Calls' section of the Participant Portal.
- Additional services such as RSS feeds, deep linking and e-mail notifications are also provided and users are requested to sign up for these services on the Participant Portal.

[read more](#)

QUICK LINKS

PROJECT LIST FOR JOHNNY CADDY

If you are a LEAR of your organisation, please visit the tab My Organisations and follow the link "View projects" to have the list of projects linked to your organisation. A LEAR can only view projects their organisation is linked with. Granting access to projects is done separately.

Please visit the [user manual](#) for roles nominations details

Show 10 entries Search:

Acronym	Call	Prog.	Project ID	Roles	Phase	Actions
XXXXXX	XXXXXXXXXXXXXXXXXX	FP7	XXXXXX		Active	<a href="#">RD</a> <a href="#">FR</a>
XXX	XXXXXXXXXXXXXXXXXX	FP7	XXXXXX		Negotiation	<a href="#">AN</a>
XXXXXXXX	XXXXXXXXXXXXXXXXXX	FP7	XXXXXX		Active	<a href="#">RD</a> <a href="#">FR</a> <a href="#">AA</a>
XXXXXXXX	XXXXXXXXXXXXXXXXXX	FP7	XXXXXX		Active	<a href="#">RD</a> <a href="#">FR</a> <a href="#">AA</a>
XXXXXX	XXXXXXXXXXXXXXXXXX	FP7	XXXXXX		Active	<a href="#">RD</a> <a href="#">FR</a>
XXXXXX	XXXXXXXXXXXXXXXXXX	FP7	XXXXXX		Active	<a href="#">RD</a> <a href="#">FR</a>
XXXXXXXXXX	XXXXXXXXXXXXXXXXXX-XXXXXX	FP7	XXXXXX		Active	<a href="#">RD</a> <a href="#">FR</a>

Showing 1 to 7 of 7 entries [First](#) [Previous](#) 1 [Next](#) [Last](#)

Accessing the **F**inancial **R**eporting tool (FR)



**Project Information**

General

Show

Details

Reporting Period : no. 1 (from 01/03/2010 - to 31/08/2011)

Submission History

**Beneficiaries List ?**

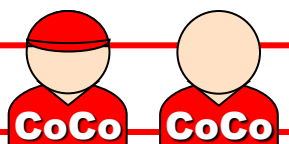
Reporting Period : no. 1 (from 01/03/2010 - to 31/08/2011)

Beneficiary	Beneficiary No.	Short Name	Status	Actions
CORD	1	CORD	-	
ORG1	2	ORG1	-	
ORG2	3	ORG2	-	
↳ Sub-Department	-	-	-	
ORG3	4	ORG3	-	
ORG4	5	US	-	
ORG5	6	ORG5	-	
↳ TEST1	-	-	-	

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Submit to EU

Coordinator's screen





**Project Information**

General

Show

Details

Reporting Period : no. 1 (from 01/12/2009 - to 31/05/2011)

**Beneficiaries List ?**

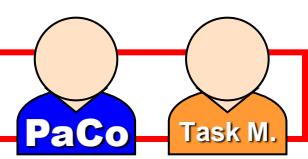
Reporting Period : no. 1 (from 01/12/2009 - to 31/05/2011)

**Add a Form C**

	Beneficiary	Beneficiary No.	Short Name	Status	Actions
	Entity 1	1	E1	-	
	Entity 2	2	E2	-	
	Entity 3	3	E3	-	
	Entity 4	4	E4	-	
	Entity 5	5	E5	-	
	Entity 6	6	E6	-	
	Entity 7	7	E7	-	
	Entity 8	8	E8	-	
	Entity 9	9	E9	-	
	Entity 10	10	E10	-	

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**Beneficiary's screen**







Draft - Version: 1

**Project Information**

General

Hide

Project Acronym : Contract No :  
 Contract version : Framework :  
 Funding Scheme : Sub-Funding Scheme :  
 Call Identifier :  
 Start Date (dd/mm/yyyy) : End Date (dd/mm/yyyy) :

Details

Reporting Period : no. 1 (from 01/12/2009 - to 31/05/2011)

**Form C**

Beneficiary

Contractor's Legal Name:  Participant Identity Code:   
 Short Name:  Beneficiary No.:   
 Comment:   
 Lump Sums Used:  Indirect Cost Method:   
 Funding % for RTD activities:  Flat Rate for Indirect Costs %:

**Read-only information about the Project and the Beneficiary**

Eligible costs (in €)	Type of activities				Total (E)=(A)+(B) +(C)+(D)
	RTD (A)	Demonstration (B)	Management (C)	Other (D)	
Personnel costs					0.00
Subcontracting					0.00
Other direct costs					0.00
Indirect costs					0.00
Lump sums / flat-rate / scale of unit declared					0.00
<b>Total</b>					<b>0.00</b>
Maximum EU Contribution	0.00	0.00	0.00	0.00	0.00
Requested EU contribution					0.00

**2. Declaration of Receipts (in €)**

Did you receive any financial transfers or contributions in kind, free of charge from third parties?  
 Or did the project generate any income which could be considered a receipt according to Art.II.17 of the grant agreement?   
 If yes, please mention the amount (in €)

Lump Sums Used

Funding % for RTD activities

Indirect Cost Method

Flat Rate for Indirect Costs %

1. Declaration of eligible costs/lump sum/flat-rate/scale of unit (in €)

Eligible costs (in €)	Type of activities				Total (E)=(A)+(B)+(C)+(D)
	RTD (A)	Demonstration (B)	Management (C)	Other (D)	
Personnel costs					0.00
Subcontracting <sup>▲</sup>					0.00
Other direct costs					0.00
Indirect costs					0.00
Lump sums / flat-rate / scale of unit declared					0.00
<b>Total</b>					<b>0.00</b>
Maximum EU Contribution	0.00	0.00	0.00	0.00	0.00
Requested EU contribution					0.00

Declaration of eligible costs

2. Declaration of Receipts (in €)

Did you receive any financial transfers or contributions from other sources?  
Or did the project generate any income which could be used for the project?  
If yes, please mention the amount (in €)

3. Declaration of interest generated by the pre-financing (in €) (To be completed only by the coordinator)

Did the pre-financing you received generate any interest according to Art. II.19?   
If yes, please mention the amount (in €)

4. Certificate on the methodology

Do you declare average personnel costs according to Art. II.4.4?  
Is there a certificate on the methodology provided by an independent auditor?  
Name of the auditor  Cost of the certificate (in €), if charged under this project

5. Certificate on the financial statements

Is there a certificate on the financial statements provided by an independent auditor attached to this financial statement according to Art. II.4.4?   
Name of the auditor  Cost of the certificate (in €)

6. Beneficiary's declaration on their honour ?

Name of the person authorised to sign this Financial Statement  Date

You can save a draft...

...or submit your Form C to the Coordinator



**Project Information**

General Hide

Project Acronym :

Contract No :

Contract version :

Framework :

Funding Scheme :

Sub-Funding Scheme :

Call Identifier :

Start Date (dd/mm/yyyy) :


End Date (dd/mm/yyyy) :

Details

Reporting Period : no. 1 (from 01/12/2009 - to 31/05/2011)

**Beneficiaries List ?**

Reporting Period : no. 1 (from 01/12/2009 - to 31/05/2011)

Beneficiary	Beneficiary No.	Short Name	Status	Actions
Entity 1	1	E1	-	
Entity 2	2	E2	Draft (Version 2)	
Entity 3	3	E3	-	
Entity 4	4	E4	-	
Entity 5	5	E5	-	
Entity 6	6	E6	-	
Entity 7	7	E7	-	
Entity 8	8	E8	-	
Entity 9	9	E9	-	
Entity 10	10	E10	-	

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After saving, the "Draft" Form C remains editable...

...or it can be deleted

Lump Sums Used

Funding % for RTD activities

Indirect Cost Method

Flat Rate for Indirect Costs %

1. Declaration of eligible costs/lump sum/flat-rate/scale of unit (in €)

Eligible costs (in €)	Type of activities				Total (E) = (A) + (B) + (C) + (D)
	RTD (A)	Demonstration (B)	Management (C)	Other (D)	
Personnel costs	21.00	2.00	1.00	4.00	28.00
Subcontracting	12.00	1.00	2.00	3.00	18.00
Other direct costs	0.00	0.00	0.00	0.00	0.00
Indirect costs	4.20	0.40	0.20	0.80	5.60
Lump sums / flat-rate / scale of unit declared					0.00
<b>Total</b>	<b>37.20</b>	<b>3.40</b>	<b>3.20</b>	<b>7.80</b>	<b>51.60</b>
Maximum EU Contribution	27.90	1.70	3.20	7.80	40.60
Requested EU contribution					40.60

2. Declaration of Receipts (in €)

Did you receive any financial transfers or contributions in kind, free of charge or did the project generate any income which could be considered a receipt? If yes, please mention the amount (in €)

3. Declaration of interest generated by the pre-financing (in €) (To be completed if you received pre-financing)

Did the pre-financing you received generate any interest according to Art. II.19?   
 If yes, please mention the amount (in €)

4. Certificate on the methodology

Do you declare average personnel costs according to Art. II.14.1?   
 Is there a certificate on the methodology provided by an independent auditor and accepted by the European Union according to Art. II.4.4?   
 Name of the auditor  Cost of the certificate (in €), if charged under this project

5. Certificate on the financial statements

Is there a certificate on the financial statements provided by an independent auditor attached to this financial statement according to Art. II.4.4?   
 Name of the auditor  Cost of the certificate (in €)

6. Beneficiary's declaration on their honour ?

Name of the person authorised to sign this Financial Statement  Date

**Message from webpage** ✖

You are about to submit the Form C to the project Coordinator.  
 Are you sure you want to continue?



**Project Information**

General Hide

Project Acronym :

Contract No :

Contract version :

Framework :

Funding Scheme :

Sub-Funding Scheme :

Call Identifier :

Start Date (dd/mm/yyyy) :

End Date (dd/mm/yyyy) :

Details

Reporting Period : no. 1 (from 01/12/2009 - to 31/05/2011)

**Beneficiaries List ?**

Reporting Period : no. 1 (from 01/12/2009 - to 31/05/2011) ▼

	Beneficiary	Beneficiary No.	Short Name	Status	Actions
	Entity 1	1	E1	-	
	Entity 2	2	E2	Submitted to Coord. <small>(Version 2)</small>	
	Entity 3	3	E3	-	
	Entity 4	4	E4	-	
	Entity 5	5	E5	-	
	Entity 6	6	E6	-	
	Entity 7	7	E7	-	
	Entity 8	8	E8	-	
	Entity 9	9	E9	-	
	Entity 10	10	E10	-	

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# Financial Reporting: Third Parties (1/2)

**Project Information**

**General** Hide

<b>Project Acronym :</b> AAA	<b>Contract No :</b> 111111
<b>Contract version :</b> Information Letter No. 1 (Proposal Version 2)	<b>Framework :</b> FP7
<b>Funding Scheme :</b> Combination of CP & CSA	<b>Sub-Funding Scheme :</b> Integrating Activities / e-Infrastructures
<b>Call Identifier :</b> FP7-INFRASTRUCTURES-2008-1	
<b>Start Date (dd/mm/yyyy) :</b> 01/01/2009	<b>End Date (dd/mm/yyyy) :</b> 31/12/2012

**Details**

**Reporting Period :** no. 1 (from 01/01/2009 - to 30/06/2010)

[Submission History](#)

**Beneficiaries List ?**

Reporting Period : no. 1 (from 01/01/2009 - to 30/06/2010)

Beneficiary	Beneficiary No.	Short Name	Status	Actions
	1		-	
	2		-	
	3		-	
	4		-	
	5		-	
	6		-	
	7		-	
	8		-	
Legal name Beneficiary 9	9	WWW	-	
▶ Legal name Third Party	-	-	-	

Showing 1 Third party of participant XXXXXXXX

[Submit to EC](#)

Add a Form C

# Financial Reporting: Third Parties (2/2)

Draft - Version: 1

**Project Information**

**General** Hide

**Project Acronym :** AAA **Contract No :** 111111  
**Contract version :** Information Letter No. 1 (Proposal Version 2) **Framework :** FP7  
**Funding Scheme :** Combination of CP & CSA **Sub-Funding Scheme :** Integrating Activities / e-Infrastructures  
**Call Identifier :** FP7-INFRASTRUCTURES-2008-1  
**Start Date (dd/mm/yyyy) :** 01/01/2009 **End Date (dd/mm/yyyy) :** 31/12/2012

**Details**

**Reporting Period :** no. 1 (from 01/01/2009 - to 30/06/2010)

**Form C**

**Beneficiary**

**Contractor's Legal Name ?** THP of CCCCCCCCCCCCCC  
 XX

**Participant Identity Code** 99999999

**Short Name** WWWXXXXXXXXXX

**Beneficiary No.** 9

**Comment**

**Lump Sums Used**

**Indirect Cost Method** Actual Indirect Costs

**Funding % for RTD activities**

**Flat Rate for Indirect Costs %**

**1. Declaration of eligible costs/lump sum/flat-rate/scale of unit (in €)**

Eligible costs (in €)	Type of activities					Total (F)=(A)+(B) +(C)+(D)+(E)
	RTD (A)	Coordination (B)	Support (C)	Management (D)	Other (E)	
Personnel costs	2000,00	1000,00		5000,00		8000,00

Fill in data for Third Parties

# Financial Reporting: Sub-Departments (1/2)

**Project Information**

**General** Hide

<b>Project Acronym :</b> AAAAA	<b>Contract No :</b> 111111
<b>Contract version :</b> Grant (Proposal Version 1)	<b>Framework :</b> FP7
<b>Funding Scheme :</b> Collaborative project	<b>Sub-Funding Scheme :</b> Small or medium-scale focused research project for specific cooperation actions dedicated to international cooperation partner countries (SICA)
<b>Call Identifier :</b> FP7-KBBE-2009-3	
<b>Start Date (dd/mm/yyyy) :</b> 01/01/2010	<b>End Date (dd/mm/yyyy) :</b> 31/12/2013

**Details**

**Reporting Period :** no. 1 (from 01/01/2010 - to 30/06/2011)

[Submission History](#)

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**Beneficiaries List ?**

**Reporting Period :** no. 1 (from 01/01/2010 - to 30/06/2011)

Beneficiary	Beneficiary No.	Short Name	Status	Actions
	1		-	
	2		-	
Legal name Beneficiary 3	-	AAAAA	-	
↳ <b>Sub-Department</b>	-		-	
Legal name Beneficiary 4				

Sub-Department of XXXXXX  
 Sub-departments as declared in the contract:

- Research TD

Showing p

Please note that all subdepartments of a participant share one formc per period (carrying the cumulative costs for all subdepartments)

Special Clause 30



# Financial Reporting: Sub-Departments (2/2)

## Project Information

**General** Hide

**Project Acronym :** AAAAAA      **Contract No :** 111111  
**Contract version :** Grant (Proposal Version 1)      **Framework :** FP7  
**Funding Scheme :** Collaborative project      **Sub-Funding Scheme :** Small or medium-scale focused research project for specific cooperation actions dedicated to international cooperation partner countries (SICA)  
**Call Identifier :** FP7-KB&E-2009-3  
**Start Date (dd/mm/yyyy) :** 01/01/2010      **End Date (dd/mm/yyyy) :** 31/12/2013

**Details**

**Reporting Period :** no. 1 (from 01/01/2010 - to 30/06/2011)

## Form C

**Beneficiary**

**Contractor's Legal Name** (SUB-DEPT)XXXXXXXX      **Participant Identity Code** 999999999

**Short Name** WWW      **Beneficiary No.** 3

**Comment** \_\_\_\_\_

**Lump Sums Used**       **Indirect Cost Method** Actual Indirect Costs

**Funding % for RTD activities** 75      **Flat Rate for Indirect Costs %** \_\_\_\_\_

### 1. Declaration of eligible costs/lump sum/flat-rate/scale of unit (in €)

Eligible costs (in €)	Type of activities				Total (E)=(A)+(B) +(C)+(D)
	RTD (A)	Demonstration (B)	Management (C)	Other (D)	
Personnel costs					0.00
Subcontracting <span style="color: yellow;">▲</span>					0.00
Other direct costs					0.00

# Financial Reporting: Submitting Forms C to the Commission (1/4)

European Commission  
**RESEARCH - Form C Editor**

**Project Information**

**General** Hide

Project Acronym : AAAAAA Contract No : 11111111  
Contract version : Grant (Proposal Version 1) Framework : FP7  
Funding Scheme : Combination of CP & CSA Sub-Funding Scheme : Integrating Activities / e-Infrastructures  
Call Identifier : FP7-INFRASTRUCTURES-2008-1  
Start Date (dd/mm/yyyy) : 01/03/2009 End Date (dd/mm/yyyy) : 28/02/2013

**Details**

Reporting Period: **Select**  
- All Form Cs submitted to Coordinator  
- All normal Form Cs submitted to Coordinator  
- All third party Form Cs submitted to Coordinator  
- All adjustment Form Cs submitted to Coordinator  
**Deselect**  
- All selected Form Cs

**Beneficiaries List** Submission History

Reporting Period : no. 1 (from 01/03/2009 - to 31/08/2010)

Beneficiary	Beneficiary No.	Short Name	Status	Actions
<input type="checkbox"/> Legal name Coordinator	1	WWW	Submitted to Coord. (Version 1)	
<input checked="" type="checkbox"/> Legal nameBeneficiary 2	2		Submitted to Coord. (Version 1)	
<input checked="" type="checkbox"/>	3		Submitted to Coord. (Version 1)	
<input checked="" type="checkbox"/>	-		Submitted to Coord. (Version 1)	
<input checked="" type="checkbox"/>	4		Submitted to Coord. (Version 1)	
<input checked="" type="checkbox"/>	5		Submitted to Coord. (Version 1)	
<input checked="" type="checkbox"/>	6		Submitted to Coord. (Version 1)	
<input checked="" type="checkbox"/>	7		Submitted to Coord. (Version 1)	
<input checked="" type="checkbox"/>	8		Submitted to Coord. (Version 1)	

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**Submit to EC**

The Coordinator Contact selects the Form Cs to be submitted

# Financial Reporting: Submitting Forms C to the Commission (2/4)



## Project Information

### General

**Project Acronym :** AAAAAA **Contract No :** 11111111  
**Contract version :** Grant (Proposal Version 1) **Framework :** FP7  
**Funding Scheme :** Combination of CP & CSA **Sub-Funding Scheme :** Integrating Activities / e-Infrastructures  
**Call Identifier :** FP7-INFRASTRUCTURES-2008-1 **End Date (dd/mm/yyyy) :** 28/02/2013  
**Start Date (dd/mm/yyyy) :** 01/03/2009

## Financial summary

No errors were detected.

Beneficiary No.	If 3rd Party, linked to beneficiary	Adjustment (Yes/No)	Organisation Short Name	Type of activities										Total (F)=(A)+(B)+(C)+(D)+(E)	
				RTD (A)		Coordination (B)		Support (C)		Management (D)		Other (E)		Total	Max EC Contribution
				Total	Max EC Contribution	Total	Max EC Contribution	Total	Max EC Contribution	Total	Max EC Contribution	Total	Max EC Contribution		
1		No	AAA	189.00	134.19	1252.40	987.93	212.40	159.93	1652.40	1652.40	126.00	126.00	3432.20	3060.45
2		No		1786.80	1340.10	910094.40	610793.33	1700.40	1353.78	1100.40	1100.40	1100.40	1100.40	915782.40	615688.01
3		No		226.20	113.10	1491.80	1026.46	2137.20	1720.09	217.20	217.20	146.20	146.20	4218.60	3223.05
-	3	No		1076.00	645.60	1225.20	1100.92	1030.80	927.58	286.80	286.80	286.80	286.80	3905.60	3247.70
4		No		98.00	41.16	254.80	202.86	1680.40	1156.23	240.40	240.40	1436.80	1436.80	3710.40	3077.45
5		No		123.40	92.55	2052.40	1522.93	163.40	110.93	1398.00	1398.00	1271.40	1271.40	5008.60	4395.81
6		No		1822.80	1367.10	1677.20	1154.09	3028.20	2028.09	388.20	388.20	1525.80	1525.80	8442.20	6463.28
7		No		269.20	142.68	269.20	212.49	1160.20	1103.49	260.20	260.20	1069.20	1069.20	3028.00	2788.06
8		No		1192.00	894.00	205.00	205.00	294.00	294.00	294.00	294.00	294.00	294.00	2279.00	1981.00
<b>Total</b>				<b>6783.40</b>	<b>4770.48</b>	<b>918522.40</b>	<b>617206.01</b>	<b>11407.00</b>	<b>8854.12</b>	<b>5837.60</b>	<b>5837.60</b>	<b>7256.60</b>	<b>7256.60</b>	<b>949807.00</b>	<b>643924.81</b>

Requested EC contribution for the reporting period (in €)

643924.81

The Coordinator Contact has a complete overview of the Form Cs ready to be submitted

Confirm

Cancel

# Financial Reporting: Submitting Forms C to the Commission (3/4)

Reporting Periods | Submission History

**Project Information**

General

**Financial summary**

✓ No errors were detected.

Beneficiary No.	If 3rd Party, linked to beneficiary	Adjustment (Yes/No)	Organisation Short Name	Type of activities										Total F)=(A)+(B)+(C)+(D)+(E)	
				RTD (A)		Coordination (B)		Support (C)		Management (D)		Other (E)		Total	Max EC Contribution
				Total	Max EC Contribution	Total	Max EC Contribution	Total	Max EC Contribution	Total	Max EC Contribution	Total	Max EC Contribution		
1		No	AAA	502000.00	252000.00	800000.00	800000.00	500000.00	500000.00	200000.00	200000.00	0.00	0.00	1550200.00	1525200.00
2		No		502000.00	375750.00	200500.00	200500.00	60000.00	60000.00	0.00	0.00	0.00	0.00	762500.00	636250.00
3		No		2000000.00	1500000.00	500000.00	500000.00	400000.00	400000.00	0.00	0.00	0.00	0.00	2900000.00	2400000.00
4		No		140000.00	105000.00	200000.00	200000.00	100000.00	100000.00	0.00	0.00	0.00	0.00	440000.00	405000.00
<b>Total</b>				<b>2691200.00</b>	<b>2005850.00</b>	<b>1700500.00</b>	<b>1700500.00</b>	<b>1060000.00</b>	<b>1060000.00</b>	<b>200000.00</b>	<b>200000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5651700.00</b>	<b>4966350.00</b>

Windows Internet Explorer

The number of Form Cs you are about to submit, does not match the number of participants. Be aware of the fact that the Form Cs which are not submitted electronically can not be taken into account by the Commission in order to proceed with the payment of the current reporting period.

Are you sure you want to continue?

OK Cancel

4966350.00

The Coordinator Contact receives a warning message if Forms C were not submitted by all Beneficiaries

# Financial Reporting: Submitting Forms C to the Commission (4/4)



The Coordinator Contact receives a confirmation message

Reporting Periods | Submission History...

**Submission Status**

The Form C(s) have been successfully submitted.

Please do not forget to send, as soon as possible, the signed original paper version of the Form Cs to the Commission.

OK

Histor

Reporting Period : no. 1 (from 01/03/2009 - to 31/08/2010)

Beneficiary	Beneficiary No.	Short Name	Status	Actions
Legal name Coordinator Local name Beneficiary B	1	AAA	Submitted to EC (Version 1)	

The Project Officer at the Commission receives an automatic e-mail

			(Version 1)	
	4		Submitted to EC (Version 1)	
	5		Submitted to EC (Version 1)	
	6		Submitted to EC (Version 1)	
	7		Submitted to EC (Version 1)	
	8		Submitted to EC (Version 1)	

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Submit to EC

# Financial Reporting: View submission history

European Commission  
**RESEARCH - Form C Editor**

**Project Information**

General Show

Details

Reporting Period : no. 1 (from 01/03/2009 - to 31/08/2010)

**Submissions List** Beneficiary List

Reporting Period : no. 1 (from 01/03/2009 - to 31/08/2010)

Submission / List of beneficiaries	Beneficiary No.	Short Name	EC Submission Date	Reporting Period	Version	Status
Submission 1			03/11/2010 14:42	1		
Legal name Coordinator	1	WWW		1	1	Submitted
Legal name Beneficiary 2	2			1	1	Submitted
	3			1	1	Submitted
	3			1	1	Submitted
	4			1	1	Submitted
	5			1	1	Submitted
	6			1	1	Submitted
	7			1	1	Submitted
	8			1	1	Submitted

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# Financial Reporting: Form C rejection by the Coordinator Contact (1/2)

Personnel costs	1200000.00	45000.00	450000.00			1695000.00
Subcontracting						0.00
Other direct costs						0.00
Indirect costs						0.00
Access costs						0.00
Lump sums / flat-rate / scale of unit declared						0.00
<b>Total</b>	<b>1200000.00</b>	<b>45000.00</b>	<b>450000.00</b>			<b>1695000.00</b>
Maximum EC Contribution	600000	45000	450000			1095000.00
Requested EC contribution						1095000.00

**2. Declaration of Receipts (in €)**  
 Did you receive any financial transfers or contributions in kind, free of charge, or did the project generate any income which could be considered as such?  
 If yes, please mention the amount (in €)

**3. Declaration of interest generated by the pre-financing (in €) (To be filled in by the beneficiary)**  
 Did the pre-financing you received generate any interest according to Art. II.4.4?  
 If yes, please mention the amount (in €)

**4. Certificate on the methodology**  
 Do you declare average personnel costs according to Art. II.14.1?   
 Is there a certificate on the methodology provided by an independent auditor and accepted by the Commission according to Art. II.4.4?   
 Name of the auditor:  Cost of the certificate (in €), if charged under this project:

**5. Certificate on the financial statements**  
 Is there a certificate on the financial statements provided by an independent auditor attached to this financial statement according to Art. II.4.4?   
 Name of the auditor:  Cost of the certificate (in €):

**6. Beneficiary's declaration on their honour ?**  
 Name of the person authorised to sign this Financial Statement:  Date:

**Windows Internet Explorer**

?

You are about to send this Form C back to the beneficiary.  
 Are you sure you want to continue?

The Coordinator Contact can reject a Form C by clicking on the "Reject" button in the Form C

# Financial Reporting: Form C rejection by the Coordinator Contact (2/2)

Reporting Periods | Submission History

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**Project Information**

**General** Hide

<b>Project Acronym :</b> AAAAA	<b>Contract No :</b> 111111
<b>Contract version :</b> Grant (Proposal Version 1)	<b>Framework :</b> FP7
<b>Funding Scheme :</b> Combination of CP & CSA	<b>Sub-Funding Scheme :</b> Integrating Activities / e-Infrastructures
<b>Call Identifier :</b> FP7-INFRASTRUCTURES-2008-1	
<b>Start Date (dd/mm/yyyy) :</b> 01/01/2005	<b>End Date (dd/mm/yyyy) :</b> 31/12/2008

**Details**

Reporting Period : no. 1 (from 01/01/2005 - to 30/04/2006)

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**Beneficiaries List ?**

Reporting Period : no. 1 (from 01/01/2005 - to 30/04/2006)

Beneficiary	Beneficiary No.	Short Name	Status	Actions
Legal name Coordinator	1	WWW	Submitted to EC <small>(Version 1)</small>	
Legal name Beneficiary 2	2		Submitted to EC <small>(Version 1)</small>	
	3		Submitted to EC <small>(Version 1)</small>	
	4		Submitted to EC <small>(Version 1)</small>	
	5		<b>Draft</b> <small>(Version 1)</small>	
	6		-	
	7		-	
	8		-	
	9		-	
	10		-	

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Submit to EC

Rejected Form C will appear as "Draft" and can be corrected and resubmitted



# Financial Reporting: Revision of a Form C

Reporting Periods | Submission History

### Project Information

**General** Hide

<b>Project Acronym :</b> AAAA	<b>Contract No :</b> 1111111
<b>Contract version :</b> Grant (Proposal Version 1)	<b>Framework :</b> FP7
<b>Funding Scheme :</b> Combination of CP & CSA	<b>Sub-Funding Scheme :</b> Integrating Activities / e-Infrastructures
<b>Call Identifier :</b> FP7-INFRASTRUCTURES-2008-1	<b>End Date (dd/mm/yyyy) :</b> 31/12/2008
<b>Start Date (dd/mm/yyyy) :</b> 01/01/2005	

### Submissions List

Reporting Period : All periods

Submission / List of beneficiaries	Beneficiary No.	Short Name	EC Submission Date	Reporting Period	Version	Status
Submission 2			11/12/2009 11:08	1		
Submission 1			11/12/2009 10:51	1		
Legal name Coordinator	1	WWW		1	1	Revision requested
Legal name Beneficiary 2	2			1	1	
	3			1	1	
	4			1	1	

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Rejection comment  
Comments Submitted

Indicates that the Commission asked for a revision of this Form C

# Financial Reporting: Printing Forms C (1/5)

You may create and print PDF files for:

- **each individual Form C**
- a **Summary Form C**, taking into account all submissions for the concerned reporting period
- **all Forms C** in one go (combined with the Summary Form C)

**Note**: the “Draft” watermark only disappears after a successful submission by the Coordinator Contact to the Commission



# Financial Reporting: Printing Forms C (2/5)

Draft - Version: 1 

## Project Information

Project Acronym	AAAAA	Contract No	111111
Funding Scheme	Collaborative project	Sub-Funding Scheme	Small or medium-scale focused res
Work Program	Missing	Call Identifier	FP7-KBBE-2007-1
Start Date (dd/mm/yyyy)	01/11/2008	End Date (dd/mm/yyyy)	31/10/2012
Reporting period number	1	From (dd/mm/yyyy)	01/11/2008
		To (dd/mm/yyyy)	30/04/2010

## Beneficiary

Contractor's Legal Name	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	Beneficiary No.	2
Short Name	WWWWW		
Comment			
Lump Sums Used	<input type="checkbox"/>	Cost Method	Simple Transition Flat Rate
Funding % for RTD activities	75	rate	60


## 1. Declaration of eligible costs/lump sum/flat-rate/scale

Eligible costs (in €)					Total (E)=(A)+(B)+(C)+(D)
Personnel costs					1200.00
Subcontracting	200.00				200.00
Other direct costs	1000.00				1000.00
Indirect costs	1200.00		120.00		1320.00
Lump sums / flat-rate / scale of unit declared					0.00
<b>Total</b>					<b>3720.00</b>
Maximum EC Contribution	2550.00	0.00	320.00	0.00	<b>2870.00</b>
Requested EC contribution					<b>2870.00</b>


Printing each Form C

**File Download**

Do you want to open or save this file?

 Name: FP7-Single\_Form\_C-MacroSys.pdf  
 Type: Adobe Acrobat Document, 11,3KB  
 From: webgate.ec.europa.eu

Open Save Cancel

 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

## 2. Declaration of Receipts (in €)

Did you receive any financial transfers or contributions in kind, free of charge from third parties?  
 Or did the project generate any income which could be considered a receipt according to Art.II.17 of the grant agreement?

If yes, please mention the amount (in €)

# Financial Reporting: Printing Forms C (3/5)

Printing each Form C

FP7 - Grant Agreement - Annex VI - Collaborative project

**Form C - Financial Statement (to be filled in by each beneficiary)**

Project nr. <b>111111</b>		Funding scheme <b>Collaborative project</b>	
Project Acronym <b>AAAA</b>		Is this an adjustment to a previous statement? <b>No</b>	
Period from <b>01/05/2008</b>	To <b>30/04/2009</b>		
Legal Name <b>XXXXXXXXXX</b>		Participant Identity Code	
Organisation short Name <b>DDD</b>		Beneficiary nr. <b>1</b>	
Funding % for RTD activities (A) <b>/5,00</b>		If flat rate for indirect costs, specify % <b>0.00 %</b>	

**1. Declaration of eligible costs/lump sum/flat-rate/scale of unit (in €)**

	Type of Activity				Total (A+B+C+D)
	RTD (A)	Demonstration (B)	Management (C)	Other (D)	
Personnel costs	100,000.00	0.00	0.00	0.00	100,000.00
Subcontracting	0.00	0.00	0.00	0.00	0.00
Other direct costs	0.00	0.00	0.00	0.00	0.00
Indirect costs	50,000.00	0.00	0.00	0.00	50,000.00
Lump sums/flat rate/scale of unit declared	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>150,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>150,000.00</b>
Maximum EC contribution	112,500.00	0.00	0.00	0.00	112,500.00
Requested EC contribution					112,500.00

**2. Declaration of receipts**

Did you receive any financial transfers or contributions in kind, free of charge from third parties or did the project generate any income which could be considered a receipt according to Art.II.17 of the grant agreement?  
If yes, please mention the amount (in €)

No

**3. Declaration of interest yielded by the pre-financing (to be completed only by the coordinator)**

Did the pre-financing you received generate any interest according to Art.II.19?  
If yes, please mention the amount (in €)

No

**4. Certificate on the methodology**

Do you declare average personnel costs according to Art.II.14.1?  
Is there a certificate on the methodology provided by an independent auditor and accepted by the Commission according to Art.II.4.4?

No

Name of the auditor	Cost of the certificate (in €), if charged under this project
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**5. Certificate on the financial statements**

Is there a certificate on the financial statements provided by an independent auditor attached to this financial statement according to Art.II.4.4?

No

Name of the auditor	Cost of the certificate (in €)
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**6. Beneficiary's declaration on its honour**

We declare on our honour that:

- the costs declared above are directly related to the resources used to attain the objectives of the project and fall within the definition of eligible costs specified in Articles II.14 and II.15 of the grant agreement, and, if relevant, Annex III and article 7 (special clauses) of the grant agreement;
- the receipts declared above are the only financial transfers or contributions in kind, free of charge, from third parties and the only income generated by the project which could be considered as receipts according to Art.II.17 of the grant agreement;
- the interest declared above is the only interest yielded by the pre-financing which falls within the definition of Art.II.19 of the grant agreement;
- there is full supporting documentation to justify the information hereby declared. It will be made available at the of the Commission and in the event of an audit by the Commission and/or by the Court of Auditors and/or their authorised representatives.

Beneficiary's Stamp	Name of the Person(s) Authorised to sign this Financial Statement
	FL
	Date & signature
	18/05/2009

# Financial Reporting: Printing Forms C (4/5)

**Project Information**

<b>Project Acronym :</b> AAAAAAA	<b>Contract No :</b> 111111
<b>Funding Scheme :</b> Collaborative project	<b>Sub-Funding Scheme :</b> Large-scale integrating project
<b>Work Program :</b> Missing	<b>Call Identifier :</b> FP7-KBBE-2007-1
<b>Start Date (dd/mm/yyyy) :</b> 01/05/2008	<b>End Date (dd/mm/yyyy) :</b> 30/04/2012
<b>Reporting period number :</b> 1 (from 01/05/2008 to 30/04/2009)	

**Beneficiaries List ?**

Reporting period: Period 1 : From 01/05/2008 - To 30/04/2009

Beneficiary	Beneficiary No.	Short Name	Status	Actions
Legal name Coordinator	11	WWW	Submitted to EC <small>(Version 1)</small>	
Legal name Beneficiary	12		-	
	13		-	

Select what do you want to print:

- The Form Cs summary
- The Form Cs summary and all individual Form Cs

Printing a Forms C summary or all Forms C in one go

# Financial Reporting: Printing Forms C (5/5)

Form-Cs\_Summary [1].pdf - Adobe Reader

View Document Tools Window Help

69,1% 1 (1 of 1) Object Data Tool

FP7 - Grant Agreement - Annex VI - Collaborative project

Summary Financial Report - Collaborative project

Project acronym: AAA Project no: 111111 Reporting period from: 01/05/2008 to: 30/04/2009 Page: 1/1

Funding scheme: CP

Beneficiary no.	If 3rd Party, linked to beneficiary	Adjustment (Yes/No)	Organization Short Name	Type of activity								Total (A)+(B)+(C)+(D)		Resigns	Interest
				RTD (A)		Demonstration (B)		Management (C)		Other (D)		Total	Max EC Contribution		
				Total	Max EC Contribution	Total	Max EC Contribution	Total	Max EC Contribution	Total	Max EC Contribution	Total	Max EC Contribution		
1		No	XXX	150,000.00	112,500.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	112,500.00	0.00	0.00
2		No		320,000.00	240,000.00	0.00	0.00	0.00	0.00	0.00	0.00	320,000.00	240,000.00	0.00	0.00
3		No		250,000.00	187,500.00	0.00	0.00	0.00	0.00	0.00	0.00	250,000.00	187,500.00	0.00	0.00
4		No		64,000.00	48,000.00	0.00	0.00	0.00	0.00	0.00	0.00	64,000.00	48,000.00	0.00	0.00
5		No		16,000.00	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	16,000.00	12,000.00	0.00	0.00
6		No		320,000.00	240,000.00	0.00	0.00	0.00	0.00	0.00	0.00	320,000.00	240,000.00	0.00	0.00
7		No		16,000.00	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	16,000.00	12,000.00	0.00	0.00
8		No		80,000.00	60,000.00	0.00	0.00	0.00	0.00	0.00	0.00	80,000.00	60,000.00	0.00	0.00
9		No		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10		No		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11		No		32,000.00	24,000.00	0.00	0.00	0.00	0.00	0.00	0.00	32,000.00	24,000.00	0.00	0.00
TOTAL				1,248,000.00	906,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,248,000.00	906,000.00	0.00	0.00

Requested EC contribution for the reporting period (in €): 906,000.00

Preview of a Forms C summary