

Fehlerfrei durch die Kostenabrechnung im 7. EU-Rahmenprogramm!

Fragen und Antworten

1. Personalkosten von PraktikantInnen und VolontärInnen

Are allowances for volunteers and trainees participating in project meetings or field work eligible?

If the volunteers/trainees are paid, their costs can be charged. But even if the volunteers/trainees are not paid employees, they could still be considered as personnel under FP7 rules. The rules concerning time recording etc. are the ones that apply for all personnel.

2. (In-House) Consultants

1. Our interim project manager is not an employee but has a contract for work and labour. He is partly working in our premises and partly from his home office. How can we charge his costs?

This situation is similar to a consultant contract. In principle, this would be a subcontract. However, his earnings could be accepted as personnel costs if all the conditions for in-house consultants apply.

2. What about the travel expenses of consultants attending a project meeting at the contractor's premises?

As a subcontractor, a consultant normally issues one bill for all his work and does not charge additional travel costs. These costs should be included in the general price for the consultant's services.

3. Informationspflichten bei Personalwechsel

Do we need to inform the Project Officer if the personnel working for the project, such as the coordinator, changes?

Generally speaking, the Project Officer and the Financial Officer need to know the composition of the project team. So, they need to be informed of such changes. However, not every change of personnel requires an amendment of the GA.

4. Auswahl eines Subcontractors



Is a selection procedure for subcontracting always compulsory?

This generally depends on the amount of money involved. The higher the amount, the more detailed the selection procedure should be. However, some kind of selection procedure is always required.

5. CO2-Abgabe

There are some airport fees/taxes such as “CO2-Abgabe” etc. where it is not very clear who receives the fee/tax (the airport or the state). What shall we do in such cases?

If the “tax” is not actually a tax but a fee, it is eligible and can be reimbursed. This is the case in Austria, where an “airport tax” is actually a fee. In case of other countries, please contact the national NCP for information. Please note that indirect taxes, such as VAT, are not eligible under any circumstances.

6. Reisekosten vor Projektbeginn/Kick-off-meeting

What if a project starts on March 1st and the kick-off-meeting is on the same day. Therefore, the coordinator needs to fly to the meeting on February 28. Are the costs for the flight and the first night eligible?

In this very particular case, it is evident why the costs occurred before the start of the project, so the costs would not be objected.

7. Räumlichkeiten als Einnahme

What if a partner or third party provides a meeting room especially for the fulfillment of a project task – is this considered as an income of the project?

Income is anything specifically given or attributed to the project and coming from a third party. Thus, if the room has been lent to the beneficiary by a third party specifically because of the project, this is an income to the project. If the beneficiary may always use this room, no matter for which reason, this is not considered as income.