



EUROPEAN
COMMISSION

Community research

22nd October 2008

CERTIFICATION MODALITIES IN FP7

Philippe COENJAARTS

DG Research – Unit A5



EUROPEAN
COMMISSION

Community research

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



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



EUROPEAN COMMISSION

Community research



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																																		
Project x																																0		
Project y																																0		
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			
Management																																		
Project x												8	3,5				5			1											17,5	WP1		
Project y																															0			
Project z																															0			
Total Management	0	0	0	0	0	0	0	0	0	0	0	8	3,5	0	0	0	5	0	0	1	0	0	0	0	0	0	0	0	0	0	17,5			
Other Activities																																		
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	5	0	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																															0			
National Projects																															0			
(...)																															0			
Total	0	0	0	0	0	2,5	0	0	0	0	0	0	0	0	0	6	1	0	0	3	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	0	8	8	8	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	7	112				
Total hours																																188		

Signed:

Approved:

Productive hours per project:	Project x	84
	Project y	15,5
	Project z	0





EUROPEAN
COMMISSION

Community research

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





EUROPEAN
COMMISSION

Community research

THANK YOU

