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# **CERTIFICATION MODALITIES IN FP7**

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## 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



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# 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				
<b>EU-Projects</b>																																		
<b>R&amp;D Activities</b>																																		
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			
<b>Demonstration</b>																																		
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	0		
<b>Management</b>																																		
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			
<b>Other Activities</b>																																		
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			
<b>Internal activities and National Projects</b>																																		
Teaching						2,5										6	1			3												12,5		
Training																																		
National Projects																																		
(...)																																		
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	0		12,5		
<b>Absences</b>																																		
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	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	0	7	112			
Total hours																															188			

Signed:

Approved:

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





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# Additional Information



## Guidance notes for beneficiaries and auditors on FP7 Audit Certification

[http://cordis.europa.eu/fp7/find-doc\\_en.html#guidance](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](http://cordis.europa.eu/audit-certification/home_en.html)



## FP7 Certification FAQs

[ftp://ftp.cordis.europa.eu/pub/fp7/docs/faq-certification\\_en.pdf](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](http://ec.europa.eu/research/enquiries)





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# THANK YOU

