

PAC, 15 September 2010, Beurs van Berlage

Wiki to be used for financial and administrative reporting information
wiki.egi.eu/wiki/Project_Administrative_Committee. Including cut down version of the financial advice and instructions for the CFS.

All cost claims based on effort spent – budget is allocated in this way.

Q. If there are no internal cost claims how do we declare travel?

A. There a lump sum allocated for travel. This has been added to the partner budgets through the average cost for the person. Effectively the partners claim it back through reporting the person months, and the real costs of employing the person. The average cost of the PMs given at the start of the project needs to be accurate.

Q. (CD) This average cost could be affected by changes in exchange rate, so the estimate made at the beginning may turn out to be inaccurate compared to the real costs.

Q. Partners have mistakenly reported unfunded effort, all effort should be reported as funded. Can this be corrected in PPT?

A. All PMs in PPT are funded – by a combination of the EC, by EGI, by the NGI. You can report unfunded effort if the people working on the project are 100% funded elsewhere (but they wish to report effort to EGI-InSPIRE).

Q. Do we report real costs as for EGEE, and when, if not in the Quarterly Reports.

A. At the end of the year, you have to report the real cost for the persons employed including travel. But the total budget for each partner is based on an average cost, including travel. Money is paid to the partners on a quarterly basis, based on the effort reported in PPT, the average cost per PM and the % reimbursement per type of task (E, M, N or G).

A. The first payment made to partners will be the share of the pre-financing plus the first quarter's payment based on the effort reported in PPT.

A. Second payment can be done by the end of the month following the close of the quarter ie end of November for Q2, provided everyone reports their effort into PPT in a timely way.

A. Expect to send out guidance on cost claims and CFS 2 months before the end of the first period ie February 2011.

A. A CFS is needed each year for every partner in the JRU when the JRU as a whole passes 375K euros eligible costs in that year. Fewer than 20 partners in EGI-InSPIRE will need one. However, some partners in large JRUs receive only small amounts of money, the bulk of which could potentially go on paying for the CFS. It could be possible for large JRUs affected by this issue to only make claims every other year to avoid small partners needing a CFS every year, but maybe this has other implications.

EGI-InSPIRE has budgeted 100K Euros for audit reports in total. We need to check the costs of these audits for each partner – for example will cheaper internal or more expensive external auditors be used?