

Manual: H2020 financial reporting in SYGMA

Beneficiaries and **linked third parties** of each project, funded by the European Commission must fill in a financial statement and submit them to the Commission within 60 days after the project period has ended, as part of the periodic report.

If you fail to submit a financial statement in time (or at all), your **costs will be considered 'zero'** for this reporting period (though you can declare them in the next/final reporting period).

For questions regarding the financial reporting *not* addressed or extensively explained in this document, please check the AGA – Annotated Model Grant Agreement (as from page 39): http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf

Steps explained in this manual

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1 Log in to the Participant Portal

https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home

| European Commission Single Electronic Data Interchange Area (SEDIA) | English (B) Aegister Login |
|--|-------------------------------|
| 😤 SEARCH FUNDING & TENDERS 👻 HOW TO PARTICIPATE 👻 PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT 👻 | programme *** |
| The Funding & Tenders Portal is the entry point (the Single Electronic Data Interchange Area) for participants and experts in funding programmes and tenders managed by the European Commission and other EU bodies. | > |
| Find calls for proposals and tenders Search calls for proposals and tenders by keywords, programmes Q Search | |
| Calls for proposals by EU Programme | ~ |
| 3rd Health Programme (3HP) Asylum, Migration and Consumer Programme (CP) Creative Europe (CREA) Erasmus+ Programme (EPLUS) European Maritime and Fisheries European Statistical Programme HERCULE III (HEI Integration Fund (LMIF) (ESTAT) (ESTAT) | RC) |

Go to my project(s)

| European Commission | Funding & tender opportunities Web | come Jacqueline Heintz (nheintja) |) 🗇 |
|------------------------|--|-----------------------------------|-----|
| 🗮 Manage my area | SEARCH FUNDING & TENDERS 👻 HOW TO PARTICIPATE 👻 PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT 💌 | programme | |
| o GRANTS ✓ | The Funding & Tenders Portal is the entry point (the Single Electronic Data Interchange Area) for participants and programmes and tenders managed by the European Commission and other EU bodies. | d experts in funding | > |
| My Project(s) | Find calls for proposals and tenders Search calls for proposals and tenders by keywards, programmes Q Search | | |
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Click Actions followed by MP – Manage Project – behind the concerning project

| My Project(s) | | | | | | |
|---------------------------|-------------|--|---------------------------------------|------------|---------|--------------------------------------|
| My Formal Notification(s) | Results: 11 | _ | Download excel list of those projects | | | Q Search |
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| | | | ki ≪i 1 2 | → H 10 ▼ | (| Project Consortium Manage Project |
| | | | | | | View Proposal |
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Click Financial Part of <your organisation>:





2 Fill in all costs including explanations

Cost Category

| a) Direct personnel costs declared as actual costs |
|--|
| b) Direct personnel costs declared as unit costs (average costs) |
| ▼c) Direct personnel costs declared as unit costs |
| c1) SME owner/Natural person costs |
| d) Direct costs of subcontracting |
| e) Direct costs of providing financial support to third parties |
| f) Other direct costs |
| h) Costs of internally invoiced goods and services |
| i) Indirect costs (= 0.25 * (a + b + c + f + h - p)) |
| k) Total costs (= a + b + c + d + e + f + h + i) |
| l) Receipts |
| n) Maximum EU contribution (= 70% * k) |
| o) Requested EU contribution |

a) Personnel costs

Complete the direct costs for personnel (a,b,c) as

- actual costs or
- unit costs (average costs), followed by:

Action Report: complete data on the person-months per work-package.

At this stage, you don't have to provide details like names, level of experience etc. (though the EC may ask you to later).

Next to the 'R' a 'magic wand' can be clicked this is the **personnel costs calculation wizard** (Bwizard): a tool to help to calculate the personnel costs.

| inancial Statement | | | | < | | \$ |
|--------------------------------|--------------------|----------------------------|---------------------|----------------------|--------------------|---|
| | | | | | | Use of Resources |
| Financial information from con | itact | | | | | |
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| Financial Statements | | | | | | |
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| I | Period | | Adjust | ment | Requested Cor | ntribution |
| 04/07/2015 - 03/ | 03/2016 (Perio | d No '1') | N | 0 | 0.00 | (|
| | | | 2005 | | what is close with | and the second constant |
| Financial Statement for period | 1.1. (04/07/2015 | o - 03/03/2016) | - / · · · · | | 1 1 Jan 1 7 1 6 3 | |
| ligible costs: | | | | | | Alathan Strange Land and Andrews |
| Cost Category | | | Unit Cost | Number of Units | Subtotal | Total Actions |
| a) Direct personnel costs de | clared as actu | al costs | | | | 120,000.00 € |
| b) Direct personnel costs de | clared as unit | costs (average cos | | | | 0.00 € |
| ▼c) Direct personnel costs de | clared as unit | costs | | | | 0.00 € |
| Direc | t personnel cost | s declared as actual costs | | | | |
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| Persor | ns/month per WP | | | | | |
| | Ne | Perroe Heaths | | Arrosisted Work P | + Ad | d Detail |
| | no. | Person montais | | Associated work P | ackage , | |
| 1 | 10 | | Ass | ociate Work Packages | | x |
| Use of | f in kind contribu | ution from third party | | | | |
| | | | | | 🐈 <u>Ad</u> | d Detail |
| | | Ther | re are no Use of Re | sources provided | | |
| | | | | | | |

Don't forget to save your input!



d) Direct costs for subcontracting

This is an editable field (or a link when these uses of resources are not provided in the budget). When you click the number a pop up will occur:

| Direct costs of subcontracting | | | | | | | | | | |
|--------------------------------|-------|-------------|---------------------|--|-----------|--|--|--|--|--|
| | | | | 1 | dd Dotail | | | | | |
| No. | Costs | Description | Foreseen in Annex I | Explanations (if not foreseen in Anne: | Actions | | | | | |
| 1 | | | | | × | | | | | |
| | | | Ok 🛞 Cancel | | | | | | | |

Use one line (add detail) for each cost and explain the costs clearly. Only give an *explanation* when the costs are NOT foreseen in Annex 1 (Descripton of Action).

e) Direct costs of providing financial support to third parties

This concerns "cascade funding" and prizes (Article 15, GA). Declare third parties here.

| Financial Statement | | | | | | 🗒 s |
|---|-------------------------|-------------------|-------------------------|-----------------------------|---|------------------------|
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| Financial Statements | | | | | | |
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| 04/0//2013 - 05/05/2010 (1 | | NC | | 1.5.65 | 150,508.80 € | et S alles |
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| ligible costs: | | 1.1 . 1 | AM | Mar Hes | finds and trans paying of fishers be frome to una trans film of fishers be | lere Califile in a |
| Cost Category | | Unit Cost | Number of Units | Su | ubtotal Total | Actions |
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| ▼ c) Direct personnel costs declared as | unit costs | | | | 0.00€ | |
| c1) SME owner/Natural person cost | 3 | 33.92 € × | 0 | - | 0.00€ | |
| d) Direct costs of subcontracting | | | | | 0.00 € | |
| e) Direct costs of providing financial s | upport to third parties | | | | 0.00 € |) |
| , | | | | | | |
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| o. Costs Desc | ription Fo | reseen in Annex I | Explanations (if Ann | f not foreseen in lex I) | Actions | |
| 0.00 € | Yes | • | 5 | | × | |
| | 🗇 Ok 🔗 C | ancel | | | | |
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f) Other direct costs

| nancial Statement | | | | | | 1 |
|---|-------------------------------|-----------------------|--------------------------------------|----------------------------------|---|-----------------|
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| | | | 1-1-1-1 | enterna statisti como vide | in and a star part of a | S. J. Lundf |
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| Financial Statement for period 1 (04/0//2015 - 03/03/2016) | | 7. M. A. | 1000 | a still and for | 1. Control 12 marthal | |
| igible costs: | | | | | | |
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| b) Direct personnel costs declared as unit costs (average costs) | | | | | 0.00 € | R |
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| c1) SME owner/Natural person costs | 33.92 € | x | 0 = | 0.00€ | | |
| d) Direct costs of subcontracting | | | | | <u>0.00 €</u> | |
| e) Direct costs of providing financial support to third parties | | | | | <u>0.00 C</u> | |
| f) Other direct costs | | | | | 25,000.00€ | R |
| Other direct costs Explanation of major cost items if the amount exceeds 15% of pe Amount to be explained: € 7000 | ersonnel costs | | | Add Detail | | |
| No. Costs Short Description Category | Associated Work Fo Package | oreseen in Annex I | Explanations (if foreseen in Anne | not Actions x I) | | |
| 1 Environment | (none) | • | 8 | × | | |
| Use of in kind contribution from third party Other goods and se Travel | rvices | d | | <mark>ቶ</mark> <u>Add Detail</u> | | |

You should have detailed costs related to contracts to third parties for providing goods, works or services in line f9 (Article 10, GA).

If costs declared under "other direct costs" are **equal to or less than 15%** of the personnel costs, you are claiming for this reporting period, you do not need to provide an explanation (though you must still keep all the proof you have of any costs you declare as eligible, in case you are audited).

If costs declared under "other direct costs" **are higher than 15%** of these personnel costs, then you must explain other major direct cost items (this means costs declared in your accounts according to your internal accounting practices.) in the table provided in the pop up in line f).

You must explain all items apart from those that add up to less than 15% of your personnel costs. Start from the highest-value cost items. Do NOT explain more than necessary.

If you are reporting other direct cost items, you must provide:

- if indicated in the DoA (description of actions) a simple reference to the DoA
- if not indicated in the DoA cost/amount per item, description of the item, nature of item (travel, equipment, other goods & services), work package(s), project relevance/explanation.

Example:

- Personnel costs: €100 000
- Other directs costs: €35 000

Since the other direct costs represent 35% of the personnel costs, you must justify an amount representing 20% of the personnel costs, i.e. €20,000.

If the €35 000 is the sum of items recorded in the accounts (e.g. €8 500 + €7 500 + €6 500 + €5 500 + €4 000 + 3 x €1 000) you must list and justify the items €8 500, €7 500 and €6 500. The remaining amount (a total of €12 500) is less than 15% of the personnel costs, so no details are required for it.



g) Costs of internally invoiced goods and services

For more information regarding this topic, see the <u>Annotated Model Grant Agreement</u> as from page 103.

h) Indirect costs

These costs (=0,25 x (a+b+c+f-o)) are automatically calculated. Click the use of resources button to see what you have completed:

| Financial Statement | | | | | | 3 |
|-------------------------------------|--|-------------------------------------|----------------------------|----------|------------------|-------------------|
| | | | | | Use | of Resources |
| Financial information from contact | t | | | | | |
| No contribution requested? | Use of Resources summary | | | | × | |
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| | | Direct personr | el costs | | The orthogo | Care and Care and |
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| b) Direct personnel costs decla | 30 | | | | 0.00 € | |
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| c1) SME owner/Natural perso | 3.Use of in kind contribution from third part | у | | | | |
| , | No use of resources was specified for Direct cost | 5 | | | | |
| | | Direct costs of sub | contracting | | | |
| d) Direct costs of subcontractir | Description Foreseen in Ann | ex 1 Explanations (if not fore | een in Annex 1) | Costs | <u>0.00 €</u> | |
| e) Direct costs of providing fina | Yes | | | 0.00 | 0.00 € | |
| f) Other direct costs | TOTAL | | | 0.00 | 25,000.00 € | R |
| h) Indirect costs (= 0.25 * (a + b | Di | ect costs of providing financi | I support to third parties | | 36,250.00 € | |
| i) Total costs (= a + b + c + d + e | | | | | 181,250.00 € | |
| k) Receipts | Description | | | 0.00 | • 0.00 € | |
| m) Maximum EU contribution (10 | 0%) | | | | 181,250.00 € | |
| n) Requested EU contribution | | | | | 181,250.00 € | 0 |
| | | | | 1.7.7.89 | change request | ted contributi |
| Additional Information for indirect | costs: | | | 10 | | 7.4 |
| Use of 'costs of in-kind contr | ributions not used on premises? (o) (| 🛛 Yes 🔍 No | | | | |
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| | | | | | Valid | ate |
| | | | | | 1000 | area. |

o) Requested EU Contribution

Click the sign behind the automatically calculated 'requested EU contribution' and change the number in case this is necessary.

Don't forget to save your input!



3 Validate the Financial Statement

Click the 'Validate' button to see if all required information has been provided correctly.



4 Adjustment to previous period

In the right upper corner, you will find the possibility to add an adjustment to a previous period. Once clicked a new financial statement will be visible.

Fill in the *difference* between what should have been reported and what has been report in the previous period. Don't forget to provide an explanation where possible.



Rules regarding an adjustment are to be found in the Annotated Model Grant Agreement (as from page 55).



5 Audit report

If the **cumulative requested EU contribution** is **EUR 325 000 or more** *at the end of the project* an audit has to be performed. For this audit the auditor could need the financial statements of all project periods. Below is explained how to retrieve the financial statements from SYGMA.

Extra info regarding the audit:

Costs based on lump sums, flat rates (e.g. indirect costs) or unit costs (other than those for personnel costs and for internally invoiced goods and services calculated according to the beneficiary's usual cost-accounting practices) are not counted for the EUR 325 000 threshold (and don't need to be covered by the certificate) like the amount paid as pre-financing. **Linked third parties** must submit a certificate if they themselves (i.e. without taking into account costs claimed by the beneficiary in question) reach the EUR 325 000 threshold.

Within 60 days of the end of the last reporting period, coordinators must submit a final report including a CFS for each beneficiary and each linked third party that requested the contribution indicated above.

If a certificate is required, it must cover all costs declared as actual costs or average personnel costs and costs for internally invoiced goods and services. Incomplete certificates will be returned for correction.

How to retrieve financial statements from SYGMA?

Previous reporting period

In case you haven't downloaded/saved it when the statement was submitted, go to 'document library' in the left menu at the starting window. Make sure you have the PIC-number of your organization at hand (9-digits).



Look for the Periodic report (at the time it has been submitted) and click on the name 'Periodic Report', then click the PDPF-sign that show and then you will see the below grey screen. The financial statements of all partners are to be found here. You will recognize yours by the PIC-number. Please click it and download it.





Current reporting period

It is only possible to retrieve a financial statement from SYGMA when the statement is 'locked for review' mode or 'Sent to COO'. Please note that **only an PF-sign can unlock** the 'lock for review'-status.

In case you want to use this statement for the audit, keep in mind that you (1) need to lock the statement to (2) retrieve an overview of the financial statement, (3) then the PF-sign needs to unlock it in order for you to (4) upload the audit-report to the statement, after which you can (5) lock the statement again. Then the PF-sign can (6) submit the financial statement including the audit report to the coordinator.

Click -in the starting screen- at 'Periodic Report – composition' (see below marked with yellow).



Another screen will open in which you can see the status of the financial statements of all partners. When the statement is in 'lock for review' or 'sent to COO' status, you will be able to click the name of your organization and download a PDF of the statement.



6 Lock for review

Please note that only a 'participant contact' is able to work in the financial statement.

If you are not able to work in the financial statement, please check the roles for this project in the participant portal (see also next chapter).

When the financial statement is finished, the 'participant contact' can click the button 'lock for review' (see below). As soon as this button is clicked the PF-sign will receive an automatic email from the EC with an invitation to sign the statement. As from that moment the PF-sign can sign&submit or unlock the Financial Statement. The PF-sign is not able to *adjust* the statement. The PF-sign can only *review* the statement.

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As soon as the document has been signed by the PFSIGN, the coordinator will be informed on the status.

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The coordinator will check the document, and will ask the partner to redo, when some items need to be adjusted or will include the statement to the periodic report.

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7 PF-sign (Project Financial Signatory) – assigning roles

1. Go to the start screen and select 'My project(s)':

- 35.

| | <u>》</u> | | | | | | | |
|--------------|-----------------|-----------------------|--|----------------|------------------|-------------------|-----------------|------------------------|
| | **** | RES | EARCH & INNO | ATION | 1 | | | |
| Euro Com | pean mission | Parti | cipant Portal | | | | | Ĩ |
| European Con | nmission | > Research & Innovati | on > Participant Portal > Home | | | | | |
| MY AREA | HOME | FUNDING OPPORTUNI | TIES HOW TO PARTICIPATE | EXPERTS | SUPPORT - | Search PP | Q | 🔒 COR VANDERZWEEP 🔻 |
| My Organi | isation(s |) | | | | | | |
| My Propos | sal(s) | | | | | Llor | izon 7 | 020 Eunding |
| My Project | t(s) | | 62 | | | HUI | 12011 2 | 020 Funding |
| My Notifica | ation(s) | | | | | | | Starting from 1/1/2014 |
| My Expert | Area | | | | | | | |
| | | | On this site you can find and se | ecure fundin | g for projects u | under the followi | ing EU program | mmes: |
| | | | • 2014-2020 Horizon 2020 - | research and | l innovation fra | mework progra | mme | |
| | | | • 2007-2013 7th research fr | amework pro | gramme (FP7) | and Competitiv | eness & Innov | vation Programme (CIP) |
| | | | Research Fund for Coal & St | teel, COSME, | 3rd Health Pro | gramme, Consu | imer Program | me |
| | | | Non-registered users | | Re | gistered users | 5 | |
| | | | search for funding | | | submit your pro | posal | |
| | | | • read the H2020 Online Manu | ial & downloa | d the • | sign the grant | | |
| | | | legal documents | | | manage your p | roject through | out its lifecycle |
| | | | • check if an organisation is a | Iready registe | ered • | register as expe | ert advising th | e Commission |
| | | | contact our support services | or check ou | r FAQs | | | |

2. Go to the project you need and select the yellow button 'Project Consortium':

(It is in the column 'Roles')

3. Go to your 'Beneficiary Organisation' and click on the button on the right 'Edit Roles' The following screen appears:

| Please enter the contact name and details | |
|---|---------------------|
| * Role : | Participant Contact |
| * First Name : | |
| * Last Name : | |
| * Email : | |

- Please select the 'Project Financial Signatory': The persons authorised by the LEAR will now show up. In case the person you are looking for doesn't show, please contact Uniresearch. In that case the LEAR needs to appoint someone, which requires other steps.
- 5. Please select the correct person and click the 'ok'-button.
- 6. Now all Form C's can be electronically signed by your company.



Annex 1: how to calculate the personnel costs – hourly rate

This can be calculated with a wizard, provided in Sygma.

Open the financial statement in Sygma and click the wizard with the following questions:

behind line a) personnel costs, this will start the

| SyGMa - System for Grant Management - Internet Explorer | a di Dan ad Fann fin Fishen at 19977 1997 a data in di salan a | | | - 0 |
|--|---|------------------------|----------------------------|--------------------|
| https://ec.europa.eu/research/participants/grants-app/reporting/ReP-/13/93-2/Pen | odickeport-orm/Initiatement/999/34963/restartApplication= | | | |
| | | | | invandeco (c |
| Grant Management | | | | go <u>f</u> u |
| 3 (AM4INFRA) CSA Beneficiary 6: UNR | | | | |
| Legal Name: UNIRESEARCH BV | Disclaimer | | | |
| Legal Address: Elektronicawee 16c - 2 | | | | |
| No: 2 Duration (months): 12 ine Period : [01 Sep 2017 - 31 Aug 2018] Netherlands | Dear user, | | | |
| a a construction and a const | Welcome to the beta version of the nerrounal casts calculation winard (OWinard) | | | |
| | Your project is part of the pilot testing phase of the wizard, in order to identify possible errors and gather feedback for improvements. | | | |
| ncial Statement | | | | 4 |
| | "Personnel cost wizard") available in the Support section of the Participant Portal. | | Use of Resources DExport U | e of Resources to |
| | | | | |
| contribution requested? | Please note that the lowitard does not cover the following use cases: | | | |
| | Personnel seconded free of charge | | The second strategy of | and the state |
| ancial Statements | Persons with more than one contract with the same entity during a financial year Persons with two or more employment contracts with the same entity running to parallel and totalizing more than 100 % of a full | | AND AND IN TAILOUT A | |
| | time employee | | | Add Adjust |
| Period | Monthly hourly rates for employees with project-based remuneration | Requested Contribution | | Act |
| Sep 2017 - 31 Aug 2018 (Period No. 2) | Persons with different working patterns during a financial year (e.g. full time January to June and part-time July to December). | 0.00€ | | |
| | And the following personnel costs types are currently not covered by the wizard: | | | |
| ible costs: | Calculation of salaries paid during parental leave in the option for monthly hourly rates | | | |
| 00.000 | Redundancy payments (end of contract indemnities). | | | |
| t Category | Disclaimer* | Subtotal | Total | Actions |
| a) Direct personnel costs declared as actual costs | | | 30,372.97 € | |
| b) Direct personnel costs declared as unit costs (average costs) | Please be aware that the BWizard is a tool to help you calculate your personnel costs and is offered for your convenience only. It does not | | 0.00€ | Ř |
| c) Direct personnel costs declared as unit costs | provide you with a guarantee that an the costs you declare with be accepted. In intergrote, such cost with be rejected (either at the next | 0.00.5 | 0.00 € | |
| 1) Direct costs of subcontracting | | 0.00 € | 0.00 € | |
| e) Direct costs of providing financial support to third parties | since the switzard is currently still in testing mode, we would strongly advise you to systematically double-check all amounts against your own calculations and contact us in case of issues. | | 0.00 € | |
| f) Other direct costs | All and and faile and a support of the angle of the set | | 0.00 € | Ŕ |
| h) Costs of internally involced goods and services | | | <u>0.00 €</u> | |
| i) Indirect costs (= 0.25 * (a + b + c + f + h - p)) | Lundorstand and accost | | 7,593.24 € | |
| k) Total costs (- a + b + c + d + e + f + h + i) | Tondestand and accept | | 37,966.21 € | |
|) Receipts | | | 0.00€ | |
| a) Requested El contribution (= 100% - K) | | | 37,900.21 € | - |
| of nequested to concrudition | | | 57,700.21 € | |
| tional Information for indirect costs: | | | | |
| Use of 'costs of in-kind contributions not used on premises? (p) $\bigcirc\gamma_{\text{PS}}$ $ \textcircled{\textbf{0}}_{N0}$ | | | a to be | and the set of the |
| | | | | |
| | | | | |
| | | | | |

Dear user.

Welcome to the beta version of the personnel costs calculation wizard (BWizard). Your project is part of the pilot testing phase of the wizard, in order to identify possible errors and gather feedback for improvements.

You can send your comments and suggestions, as well as any question you may have, via the IT Helpdesk Contact Form (selecting the domain "Personnel cost wizard") available in the Support section of the Participant Portal.

Please note that the BWizard does not cover the following use cases:

- · Personnel seconded free of charge
- · Persons with more than one contract with the same entity during a financial year
- Persons with two or more employment contracts with the same entity running in parallel and totalizing more than 100 % of a full time employee
- · Monthly hourly rates for employees with project-based remuneration
- · Persons with different working patterns during a financial year (e.g. full time January to June and part-time July to December).

And the following personnel costs types are currently not covered by the wizard:

- · Calculation of salaries paid during parental leave in the option for monthly hourly rates
- · Redundancy payments (end of contract indemnities).

Disclaimer:

Please be aware that the BWizard is a tool to help you calculate your personnel costs and is offered for your convenience only. It does not provide you with a guarantee that all the costs you declare will be accepted. If ineligible, such cost will be rejected (either at the next payment or afterwards, e.g. after an audit).

Since the BWizard is currently still in testing mode, we would strongly advise you to systematically double-check all amounts against your own calculations and contact us in case of issues.

I understand and accept

Cancel



| Direct | personnel costs decla | red as actual co | osts | | | | | | | | • × | |
|--------|------------------------|------------------|--------------------------|----------------------|-------------------------|----------|----------------|--------------------|---------------|-----------------|-----------|-----------|
| | | | | | | | | | | | | |
| | Direct personnel co | sts on action | | | AMAINEDA | | | | | | | |
| | Reporting period | | | | | 04.5 | | - 2010 | | | | |
| | Reporting period | | | | 2 - FINAL - Fror | n 01 Sep | p 2017 to 31 A | Jg 2018 | | | | |
| | Role | | | | PARTICIPANT | | | | | | | |
| | PIC | | | | 999734963 | | | | | | | |
| | Is non profit LE? | | | | No | | | | | | | |
| | Beneficiary | | | | UNIRESEARCH E | 3V | | | | | | |
| | Financial vear = cal | endar vear? | | | Yes | | | | • | | | |
| | Financial year start | month | | | | | | | * | | | o.00 |
| | | | | | | | | | | Disclaimer | | |
| | | 51 | | | | | | D | | | | S. [. |
| | | Fina | anciai year | | | | | Reporting type | | | | and for a |
| | 1 | | 2017 | | | | Pe | r full financial v | /ear | | | ubtotal |
| | 2 | | 2018 | | | | Pe | r full financial y | rear | | | |
| | | | | | | | | 🐈 Add P | erson working | g on the action | |).00€ |
| | Work contract type | Person alias | Employment start date | Employme end date | ent Total e personne | el | on action | Personnel costs | Addition Ad | dd Person worki | ng on the | e action |
| | | | | | 0.00 | | | | | | | |
| | | | | | | | | | | | | |
| | Total actual personnel | l costs: 0.00 € | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | Close with | hout copying | | Clear | n up | | | | | | |
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| | | | | | | | | | | | | |
| | Dorron working | on the actio | | | | | | | | | | |
| | Person working | on the actio | 'n | | AM4INFRA | | | | | | | |
| | | | | | | | | | | | | |
| | Work contract t | ype | | | Employee (o | r equi | ivalent) | | •) | | | |
| | Person alias | | | | TEST | | | | . | | | |
| | Employment sta | rt date | | (| 01-10-2013 | | | | | | | |

Employment end date Annual productive hours option chosen

Does the person receive a project-based

remuneration?

| Employee (or equivalent) | | |
|----------------------------------|---|---|
| TEST | • | |
| 01-10-2013 | | |
| | | 0 |
| 1720 fix annual productive hours | • | |
| No | • | |
| | | |

Go for a full explanation to H2020 manual in SyGMa

OK