

FINANCIAL MANAGEMENT  
OF HORIZON EUROPE PROJECTS*Theoretical and Practical Approach v5.1***DAY 1** LEGAL FRAMEWORK, COST ELIGIBILITY & PERSONNEL

The first day, the participants are provided with a solid understanding of the terminology, methods and EU procedures. All the main aspects of the administrative management of the Grant Agreement are also addressed. After the DAY 1, the participants understand the specific legal aspects of the Horizon programme legislative framework, the Grant Agreement, and the general issues of financial management, which could have a significant impact on the implementation of the project.

## START OF THE TRAINING

## INTRODUCTION AND SHORT TOUR DE TABLE BY PARTICIPANTS

## UNDERSTANDING THE BACKGROUND OF EU ENVIRONMENT

- General Overview
- EU Budget
- Introduction to Horizon Europe
- Statistics of H2020

## LEGAL FRAMEWORK OF A HORIZON ACTION

- Preliminary considerations
- The Grant Agreement and its annexes
- The grant: maximum / final / revised
- Consequences of not fulfilling GA obligations

## INTRODUCTION TO ELIGIBLE (AND INELIGIBLE) COSTS

- Actual, Unit, Flat Rate, Lump Sum,
- The new lump sum i.e. "Financing not linked to costs"
- Direct costs vs. Indirect costs
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## LUNCH

## DIRECT COSTS: PERSONNEL COSTS from the productive hours to the conversion rate

- Types of Personnel costs
- Calculation of Personnel costs in H2020 and Horizon Europe
- Actual vs. Unit
- Productive Hours / Productive Days
- Hourly Rate / Daily rate

## END OF TRAINING DAY 1

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## DAY 2 ELIGIBILITY OF OTHER DIRECT COSTS &amp; ADMINISTRATION

On the second day you will learn about general and specific eligibility criteria of all types of cost categories, starting from the most relevant “personnel costs” and subcontracting. In the afternoon, we will examine the remaining part of cost categories and will fine-tune its understanding through application of the theoretical knowledge into several practical cases from the field.

## START OF THE TRAINING

DIRECT COSTS: PERSONNEL COSTS from the productive hours to the conversion rate

- Time Recording System - TRS

OTHER DIRECT COSTS:

- Possible Stakeholders in a project (Affiliated entities, In-kind contributors, Subgrantees)
- Eligibility of other costs:
  - Subcontracting
  - Travel (& subsistence) costs
  - Goods and Services
  - Equipment
  - Internally invoiced good and services
  - Revenues

## LUNCH

ADMINISTRATIVE MANAGEMENT

- Coordinator's rights and obligations
- Beneficiaries obligations
- Consortium Agreement
- Legal aspects (IPR, **Conflict of interest**, Confidentiality)
- Budget Flexibility
- Exchange rate
- Recruitment and working conditions
- Adjustments
- Deliverables, Pre-financing calculation & Reporting

END OF TRAINING DAY 2

## FINANCIAL MANAGEMENT OF HORIZON EUROPE PROJECTS

*Theoretical and Practical Approach v5.1*

### DAY 3 THE EC CONTROL STRATEGY AND THE II<sup>o</sup> LEVEL AUDIT

The third day goes deeply into financial audit management. The participants are provided with the in-depth understanding of the audit procedure and non-common aspects of the audit process. The 3rd day training provides answers how to be more prepared for an EU audit, how to eliminate unexpected situations during an audit. Experiences with EC Audits: how to prepare – format, content, overall principles, possible bottlenecks, which information should or should not be included and in which way.

#### START OF THE TRAINING

##### ORIGIN ON THE AUDITS

- organization of the European Union, DG Research & Innovation, Error rate
- internal factors & influences
- The EC Audit Strategy
- Selection of auditees

##### AUDIT PROCEDURE, FINDINGS & CONTESTATION

- Nature of audits and Workflow
- Phase 1: The preparation

#### LUNCH

##### AUDIT PROCEDURE, FINDINGS & CONTESTATION

- Phase 2: The examination (on-the-spot)
- Phase 3: The report
  - Draft Audit Report
  - Final Audit Report & Letter of Conclusion
- Phase 4: The contestation
  - Within the EC
  - To the other Institutions

##### THE AUDIT IN THE EXPERIENCE

- Audit Report Review (from a real case)
- LoA Annex 3 – The reconciliation of the data and the adjustments
- H2020 Indicative Audit Programme

##### DISCUSSIONS: QUESTIONS & ANSWERS

#### END OF TRAINING DAY 3