

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

## GENERAL OVERVIEW

- Introduction to Horizon Europe
- Novelty introduced from 2023 (H2020 vs. HEU)
- Statistics of H2020

## LEGAL FRAMEWORK OF A HORIZON ACTION

- Preliminary considerations
- The Grant Agreement and its annexes
- Different (possible) stakeholders in the project
- The Consortium Agreement
- The grant: maximum / final / revised
- Consequences of not fulfilling GA obligations

## LUNCH

## 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

## 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
- Time Recording Systems

## END OF TRAINING DAY 1

FINANCIAL MANAGEMENT  
OF HORIZON EUROPE PROJECTS*Theoretical and Practical Approach v5.1***DAY 2** ELIGIBILITY OF OTHER DIRECT COSTS & 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

## OTHER DIRECT COSTS:

- The new structure of the Form C (Financial Statement) in HE
- Eligibility of other costs:
  - Subcontracting
  - Travel (& subsistence) costs
  - Equipment
  - Goods and Services
  - Financial support to third parties
  - Internally invoiced good and services

## LUNCH

## ADMINISTRATIVE MANAGEMENT

- Coordinator's rights and obligations
- Beneficiaries obligations
- Legal aspects (IPR, Conflict of interest, Confidentiality)
- Deliverables, Reports & Exchange Rate
- Adjustments to financial reports & budget transfer
- Amendments to the GA
- Receipts
- Recruitment and working conditions

CERTIFICATE ON FINANCIAL STATEMENT – CFS  
CERTIFICATE ON THE METHODOLOGY OF UNIT COSTS – CoMUC  
SYSTEM AND PROCESS AUDIT - SPA

## 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° 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 DG Research & Innovation
- internal factors & influences
- the error rate
- most common error and their origin
- the control strategy of the European Commission
- selection of auditees

##### AUDIT PROCEDURE, FINDINGS & CONTESTATION

- NATURE OF AUDITS
- THE AUDIT STRATEGY (H2020 and HE)
- THE AUDIT WORKFLOW
  - Initiation: how auditees are selected
  - Planning: Audit Input File
  - Preparation: Audit Risk analysis, Letter of Announcement and its 3 annexes
  - Examination: what happens during the visit on the spot, how to get prepared & handle it
  - Conclusion: Draft Audit Report (DAR), observation to the DAR, Final Audit Report (FAR)
- CONSEQUENCES OF ADJUSTMENTS
- CHALLENGING AUDIT FINDINGS
- Audit “findings”: nature and seriousness, consequences of adjustments
- Contestation & Challenging the Audit Findings: EC level, Ombudsman, Court of Justice

#### LUNCH

##### THE AUDIT IN THE EXPERIENCE

- Audit Report Review.
- H2020 Indicative Audit Programme

##### DISCUSSIONS: QUESTIONS & ANSWERS

#### END OF TRAINING DAY 3