



Fifth Annual report Guidelines



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The annual report includes :

- scientific and technical report
- financial report

1. Scientific and technical Report

If not yet done: send the requested deliverables to the workpackage leaders and inform them immediately – the report will be integrated in the general report. (only global report).

2. Financial Report

Each partner should send a separate report for cost statements. The cost Statements should be reported on the two mandatory EC forms:

- **Appendix 1 – Pnn.xls** ->> Activities costs reports for each Partner Pnn
Form pre-prepared with the only tasks in which Pnn participates

Check the coherence with the technical Annex.

- **Appendix 2- Form C-Pnn.xls** ->> Synthesis and **Signatures**

The cost statements Appendix 1 and 2 should be sent first as electronic file to:
Yoann.Marchand@ifremer.fr + copy to sdn-userdesk@ifremer.fr for **April 24**
and the final version in paperprint for **May 5**.

Important:

- 1) Pre-prepared forms with the name of the scientific and administrative responsables according to the CPFs and the technical annex can be downloaded from the private workspace BSCW (link through the web, user, password already requested).
- 2) If the scientific responsible, and/or if the institute name has changed, check that it has been transferred to EC and correct them on the files.
- 3) For the costs, only personnel, travel and consumables are eligible. **DO NOT INCLUDE ANY VAT.**
- 4) All costs should be in Euro. For those, which are not in the Euro zone, the conversion rate should be the rate of the day following the end date of the report April 1st 2011 -

the official European Central Bank conversion rate is given in a table at the end of this document - do not drop any decimal in the computation.

2.1. Costs Statements Appendix 1 – Pnn.xls

Justification of Resources deployed during reporting period

Heading

Check **the conformity of the Participant short name with the CPFs** (modifications included, when there has been a change).

Activity list

The pre-prepared forms take into account the activity reported in the technical annex for their institute. It should be updated . Note that “ To fulfil all conditions for eligible costs stipulated in Article II.19 of the contract, your personnel costs must be attributed to the appropriate activity”.

TA is for the 40 data centres platforms only, and only the number of kilopageviews has to be reported (see technical annex and below).

Personnel costs

The total person/month for each activity: look at the first estimate of the technical annex p74-79 and not that the activity may be or not be, evenly distributed over the 5 years of the project:

- 1) **The cost should correspond to the real salary costs** and not anymore an average salary cost like for the technical annex. Therefore the number of man/month reported can differ from the technical annex, due to the real level of salaries.
- 2) **All personnel time spent on the project should be reported**, whichever the institute has transferred the money to the data centre/laboratory/working team or not (unless there will not be any further reimbursement). The salaries may be managed at the institute level and not at the team level, this is a possible internal management rule that do not change the project contribution.
- 3) **Cost category : All boxes should be fulfilled:**
 - a. **direct costs are costs without overheads,**
 - b. **indirect costs= overhead according to the costs model**
 - Real overhead on salary only for FC
 - 20% of all direct costs minus costs of subcontracts for FCF
 - 20 % of all direct additional costs minus costs of subcontracts for AC
 - c. **total = direct + indirect**

- 4) **For TA activities:** the UF cost model is used. Do not include any personnel, travel consumable but include the exact number of kilopageviews from the consultation of the data centre pages.
- 5) **For the partners in AC cost model:**
- a. AC contractors **must include both the total estimated human effort (including permanent staff) and, in brackets, additional staff only. Only the costs of additional staff are eligible.**
 - b. At the end of the sheet, AC contractors must quantify their total financial contribution to the project, including the cost of permanent staff (that, being not eligible, is not indicated in form C). This is to comply with art. II.24 point (d) ¹of the contract (Annex II - general conditions).
- 6) Totals should correspond to the respective figures on the following Appendix 2 - FORM C - Financial Statement.

Travel costs

General case: group the travel in NA2 (plenary meetings), NA3 (Training course) and for regional meetings either for NA2 or JRA.

Consumables costs

The direct consumable costs for NA are limited to 3000 € for the whole project duration for networking activities NA. For the JRA, only tasks leaders+P45 have consumables.

Similarly to the travel, it is possible to group the consumable costs in NA2 (except for IOC training).

¹ d) Contractors using the additional cost model must also identify in their periodic technical reports all the resources employed on the project and provide a global estimate of all their costs (not just the additional eligible costs which are reported in the financial statement)

2.2. Appendix 2 - Financial Form “Form C-Pnn.xls” Model of Financial Statement per Activity for Activity for Integrated Infrastructure Initiative

Heading

Please **check the administrative information in the heading** of the sheet is correctly pre-filled, with regards to names.

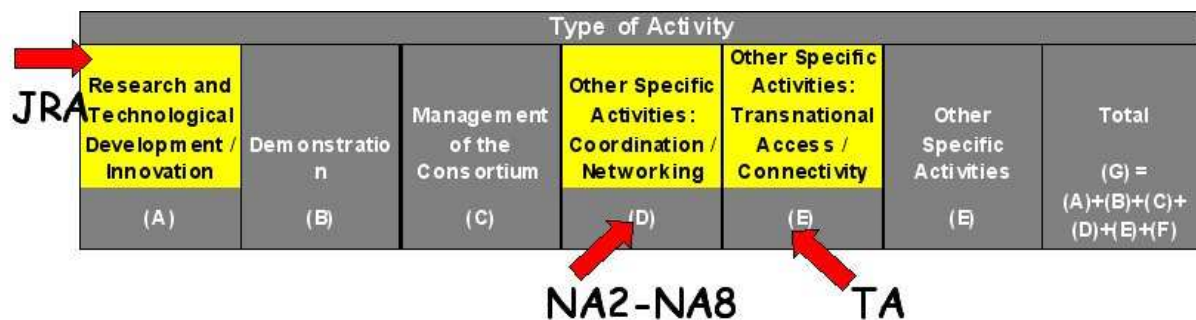
1- Resources (Third party(ies))

Do not fill this box.

2- Declaration of eligible costs (in €)

- Defer the amounts calculated in Appendix1 to the appropriate column:

Type of Activity						
Research and Technological Development / Innovation	Demonstration	Management of the Consortium	Other Specific Activities: Coordination / Networking	Other Specific Activities: Transnational Access / Connectivity	Other Specific Activities	Total
(A)	(B)	(C)	(D)	(E)	(F)	(G) = (A)+(B)+(C)+(D)+(E)+(F)



- The total costs reported should correspond to the sum of the costs reported in Appendix 1

note: do not report any subcontracts unless previously included in the CPF are eligible (this is not the case for most of the partners).

- Be careful with the overheads!
 - 1) Real overhead on salary only for FC
 - 2) 20% of all direct costs minus costs of subcontracts for FCF
 - 3) 20 % of all direct additional costs minus costs of subcontracts for AC

3 – Declaration of receipts

Do not fill this box.

4 – Declaration of interest generated by the pre-financing

Do not fill this box, this is only for the coordinator.

5 – Request of FP6 Financial Contribution

Fulfil, taking into account that the maximum reimbursement rates are :

- 1) Research and Technological Development = JRA : FC/FCF 50% and AC 100%
- 2) Management of the Consortium = NA1 : 100% (up to 7% of the contribution)
- 3) Other specific Activities : Coordination/Networking = NA2 to NA8 : 100%
- 4) Other specific Activities : TA : 100%

You calculate the amount requested on the total costs (refer to Line L36)

6 - Audit certificates

Include the amount if necessary and the legal name of the audit firm.

7 - conversion rates

Contractor incurred in currencies other than EURO:

For « Conversion rate of the date of incurred actual cost ? » Note **NO**

For « Conversion rate of the first day of the first month following the period covered by this Financial statement » Note **YES**.

Conversion Rates for 2011 Report

1 - Rates published on Official Journal of the European Union

Reference: 2.4.2011 / C 102/05 Official Journal of the European Union

Signatures

In a form C partly filled we have:

Name of the Person responsible for the work (empty space) date signature	Name of the duly authorised Financial Officer (empty space) date Signature
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The name of the Person responsible for the work is the scientist indicated in the CPF.

You can select the second person (the financial officer) yourselves. This person must to be authorised by your administration (of course according to your normal practices).