HERA
Humanities in the European Research Area

HERA Joint Research Programme

Financial Reporting – Frequently Asked Questions

Last updated on 11 January 2012

How do I fill out the expenditure statement?

The expenditure statement must first be filled out **electronically**, and then sent electronically to the Handling Agency that will analyse the reported costs according to the initial budget and the reporting guidelines.

Upon validation by the Handling Agency, the expenditure statement should be printed out, **signed** by **the authorised financial officer** and **stamped** by the organisation.

For Non-Euro zone partners: please fill out the column with your currency. The conversion in EUR will be calculated automatically (at the validated set rate) in another column.

General Data

Please fill out general data concerning your organisation directly in the excel spreadsheet.

- Title of the Collaborative Research project
- Name of the Principal Investigator (PI)
- Research Organisation of the Principal Investigator
- Country of the P.I
- Period of reporting "start date of the reporting period – end date of reporting period"
  →example: 1st February 2011 – 1st February 2012

Employment Costs

You are kindly asked to provide the number of hours spent on the project and the hourly rate (including all costs) for each position linked to the project. The "TOTAL for position" will be automatically calculated.

Equipment

Equipments/ Materials dedicated to the project are considered as "Major Items" if their cost is above 1,000 €. Each "Major Item" must be listed for its price AND the percentage of allocation to the project.

→ *A computer bought by the organisation and being equally used for 4 different projects would represent a 25% of use for this focused project.*

Equipments/ Materials with a price below 1,000€ can be listed under the expenditure line "Other Items".

Travel Costs

Please indicate the following identification criteria for each meeting:

- Date / Location / Nr of participants from our organisation.

- Travel Costs / subsistence costs must be listed according to the reimbursement rules applied in your organisation (subsistence costs correspond to accommodation, food and drinks expenses)

- “Other type of expenses” refers to any other cost directly linked to the meeting.
  → *Example: the renting of a conference room dedicated to the meeting.*

Publication / Dissemination Costs.

Please list these expenditures.

Other Costs

All the remaining costs DIRECTLY linked to the project can be listed here with a brief description.

Financial, Scientific, Administrative Support Fee

These costs cover indirect costs from your organisation such as support services (scientific, administrative, financial, IT) linked to the HERA programme. These indirect costs may also be called “overheads” in your organisation.

How do I submit a financial report?

The financial reports should be submitted as part of the Annual/Final reports, which include:

- **A progress report and a publishable summary** explaining the research outcomes, progress of work and management issues
- **A financial report from each Principal Investigator** explaining the use of resources and major costs of the project
- **An expenditure statement from each Principal Investigator** and **a summary financial report prepared by the Project Leader** on the basis of expenditure statements provided by all Principal Investigators.

What is the reporting deadline?

1 April of each year (for Annual reports) and within 30 days after the end of the grant (for the Final report).

What are the reporting periods?

In each expenditure statement, please only report on the costs incurred during the relevant reporting period:

- Start of the project – 1 February 2011 (1st Annual report)
- 1 February 2011 – 1 February 2012 (2nd Annual report)
- 1 February 2012 – end of project (Final report)

What templates do I use? What level of detail is there in the financial reports?

Templates for reporting the major costs, as well as the templates for expenditure statements and a summary financial report in Excel are provided via the HERA JRP Handling Agency (hera@esf.org). Please note that for the non-Euro zone partners, specific expenditure statements must be used (see below).

Can I transfer the funds from one budget line to another within on Individual Project budget?

Yes, provided it is well justified. If the transferred sum is less than 10% of the total budget line amount for the grant duration, this can be done without consulting the HERA JRP

Handling Agency. Even so, this would need to be explained in the justification of the use of resources. If the transferred sum exceeds 10%, please contact the Handling Agency at hera@esf.org.

Can I transfer the funds from Individual Project budget to another?

Yes, provided it is well justified. Please consult with the Handling Agency before any such transfer is made. An amendment to the final proposal would need to be made.

Where are the *receipts* of Individual Projects to be kept and for how long?

The receipts of the projects, the originals or duly authenticated copies of all documents relating to the project and the accounting data should be kept by the hosting organisation of each Principal Investigator for at least five years after the end of the project. These documents shall be made available to the HERA JRP Handling Agency, the HERA JRP partner funding agencies or the EC upon request.

Will there be any audits of our project?

HERA JRP Handling Agency, the HERA JRP funding agencies and the European Commission reserve the right to have reasonable access to audit the records and financial procedures associated with research grants or to appoint any other body or individual for the purpose of such audits.

Can I charge costs to the HERA JRP grant before the start date or after the official end date?

No, expenditure may only be charged to the grant if it was incurred during the lifespan of the grant, i.e. in the time period between the start date of the grant and before the end date of the grant, as noted on the *Acceptance of Grant Certificate.*

Do we have to submit the records of time allocated to the project by the project members?

Only hours worked on the project can be charged to the grant. For this reason, you need to keep records (e.g. timesheets) of the time spent on the project for all persons employed. There is no need to submit the timesheets to the HERA JRP Handling Agency. However, these records should be available upon request in the event of an audit.

The timesheets should include the following information:

- Full name of beneficiary.
- Full name of the employee directly contributing to the project.
- Title of the project.
- Project account number should be indicated.
- Time period concerned (for instance on daily, weekly, monthly basis) according to the beneficiary's normal practice.
- Amount of hours claimed on the project. All hours claimed must be able to be verified in a reliable manner.
- Full name and a signature of a supervisor (person in charge of the project).

In the absence of timesheets, the grantee must substantiate the cost claimed by providing alternative evidence with an equivalent level of assurance.

If any of your questions have not been answered here, please contact the HERA JRP Handling Agency at hera@esf.org. This document will be regularly updated in the course of the Programme.