

IMECC Partners: Reporting instructions

You have received the following documents. If not, please contact the project PM planning copy
CPF information
Form C
JoR

These are the forms needed from each partner for the reporting process this year.

Two of these are financial reporting documents: The Form C and the JoR (Justification of Resources). Both have been drawn from the documents you submitted last year, so they should look familiar. The other two are planning documents: CPF information and PM (Person-Month) planning.

For the Justification of Resources:

- The use of resources must be justified by activity. This form contains a reporting table, with different types of costs for each activity you are involved in. If you have changed the activities you are involved in (joining new types of TA, for example), then please add a new table for each new activity.
- Please remember to include your Person months used in the place indicated. For AC partners, include the months which your institution is funding, as well as EC funded person months.
- AC partners also please remember to include an estimate of the global costs of the project (i.e. EC funded and unfunded costs)
- If you are and AC or FCF partner, please remember that your indirect costs are always 20% of total costs.
- If you need to have an audit, please remember to include the audit costs, they are a cost on Activity NA1: Management.
- For TA activities, please note that only those projects which have been approved by the review team, and which are entered into the TA database can be listed as costs.
- If you are using an UF cost model for TA activities, costs are worked out by multiplying the number of units of access with the unit access costs. Overheads are included in this calculation, and are not **cost** separately.

For the Form C

- This version has been generated from the Form you returned last year. It should already include your contact information and details of your cost model. Please check these details, and inform the Project Office if there are any changes.
- Please note that your total costs on your JoR should be equal to the total costs on your Form C. Similarly, total costs for all networking activities, research activities and TA access activities must be equal to the total costs for these activities on the Form C.
- Please remember to answer question 6: YES if you need an audit, NO if you do not.

- If you need to use currency conversion for costs, please convert all costs using the official exchange rate for the 1 April, 2009. This exchange rate can be found at among the notices at:
 - <http://eur-lex.europa.eu/JOMonth.do?year=2009&month=4>
- This form also includes the names of the people who signed last year. If either of these officials have changed, please alter the form, and send an accompanying letter explaining the change of personnel.
- Please send an excel version of the Form C to the project office (not a pdf).
- Please wait for the project office to check details of the Form C before getting it signed and stamped and sending it to us. There are frequently minor details to be clarified on these forms, and it is best to sort these out before the paper copy has been sent.

CPF information:

- This version is a copy of your planning for P2. Please update the planning sheet for the next period. (sheet 2 of the workbook).
- We are working on the budget re-adjustment at the moment, and the overall figures will be confirmed with partners.

PM planning

- This is a new form, based on some difficulties we had last year with consistency in the report. We are asking each partner to indicate their planned person months for each activity in the planning period (18 months long, starting at month 25).
- There is one sheet, and one column of information to be provided.

Please return all (electronic) forms to the project office by April 22, 2009