



HOW TO SUBMIT ERROR-FREE COST CLAIMS

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<http://www.fch.europa.eu/>



Important points for Coordinators

Common objectives:



1. To ensure correct timely reporting of all eligible costs incurred
2. To avoid common errors
3. To keep all reimbursed costs after the audit

ERROR-FREE COST CLAIMS -> BEGIN AT GAP!

Important points for Coordinators

Coordinators' checklist:

- Are you a newcomer?
- Did you charge costs incurred before the start of the project?
- Personnel costs
 - Do you keep time-sheets?
 - Do you apply 1720 hours standard (OPTION 1) for productive hours calculation?
 - Do you have all contracts with physical persons only? (! In-house consultants !)
- Other direct costs
 - Can you demonstrate / justify best value for money -> also for purchases between entities within the same group?
 - Are you familiar with your depreciation policy? Are you aware that in general only depreciation costs of the equipment are allowed?
- Subcontracting
 - Do you know what tasks you will need to sub(contract) and with whom?

! Action tasks of the coordinators can never be subcontracted!
You may not, under any circumstances, sub-contract to a project partner

Important points for Coordinators

Attention:



- http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf

Questions?