



FINANCIAL ADMINISTRATION & AUDITING PREPARATION FOR E.C. FUNDED PROJECTS

From understanding the Financial aspects of E.C. funded projects to delivering model Financial Reporting and successfully dealing with on-the-spot audits.

LEAD EXPERT

Sara Dishkova

FORMER AUDITOR EUROPEAN COMMISSION

Certified Internal Auditor (CIA) since 2002. Experienced internal auditor, both in private sector and in the domain of EU-funds-spending entities. Sara was actively involved in the establishment of the internal audit function in the administrations managing the pre-accession of EU funds in Bulgaria. As such she worked as internal auditor for SAPARD, ISPA and PHARE Agencies and held many training courses for government officials.

Sara worked for many years as internal auditor of EU Agencies and bodies, serving as an external auditor in the Common Audit Service (CAS) of the European Commission (RTD), and was responsible for the outsourced audits of FP7 beneficiaries. She has also participated in the development of the procedures used for audit of personnel costs in projects under H2020 funding.

TRAINING AGENDA

Day 1

Session 1 9:30 – 11:00

European Commission as an investment partner

- Commission's purpose, role and powers
- Methods of EU Budget Implementation:
 - Direct Management
 - Indirect Management
 - Shared Management
- Forms of EU contribution (Forms of costs which the EC can cover)
- Financing with the EU Budget
 - Grants
 - Procurement and Concessions
 - Prizes
 - Financial Instruments, Budgetary Guarantees and Financial Assistance

European Funding Programmes (indicative selection)

- Research Funds Legal Framework
 - Horizon Europe – the funding rules compared to those for H2020
- The financial instruments under other funds

Coffee Break 11:00 – 11:30

Session 2 11:30 – 13:00

Sound financial management

- Funding risks for the EC
- Funding risks for recipients of EU funds
- Governance and Executive Function
- Internal Audit
- Internal Control System

Grant management

- Before signature of the Grant Agreement
 - Call for proposal/ Submission
 - Evaluation/ Award
 - Preparation for Signature
- After signature
 - Keeping Records
 - Payments and Reporting, CFS, Suspensions
 - Amendments
 - Budget Transfers
 - Checks, Reviews & Audits (Financial and System and Process Audit)

Lunch Break 13:00 – 14:00

Session 3 14:00 – 15:30

Eligibility of costs

- General eligibility criteria
- Direct vs. Indirect costs
- Forms of Costs (actual and unit based)
- Avoiding double funding
- No-profit rule

Coffee break 15:30 – 16:00

OTHER COURSES

PM² PROJECT MANAGEMENT
METHODOLOGY FOR EUROPEAN FUNDED
PROJECTS

PROPOSAL WRITING FOR RESEARCH &
INNOVATION PROJECTS

MASTERING ERASMUS+ PROPOSAL
DEVELOPMENT: FROM PROJECT
CONCEPT TO WINNING PROPOSAL

FINANCIAL ADMINISTRATION & AUDITING
PREPARATION
FOR E.C. FUNDED PROJECTS

RISK MANAGEMENT FOR EC FUNDED
PROJECTS

IMPACT OF E.C. FUNDED RESEARCH

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journey from Inception to
Implementation

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Session 4 16:00 – 17:30

- Direct costs
 - Personnel costs
 - Day-Equivalents and Daily Rates
 - Project-based Remuneration
 - The Personnel Cost Categories
 - Contracted consultants

End of Day 1 17:30

TRAINING AGENDA

Day 2

Session 1 9:30 – 11:00

- Direct costs – continuation
 - Personnel costs – continuation
 - Consultants – specific eligibility criteria
 - Seconded people
 - Exercises

Coffee break 11:00 – 11:30

Session 2 11:30 – 13:00

- Subcontracting and Third Parties
 - General eligibility criteria: procurement
 - Additional criteria
 - Examples
 - Secondment of persons
 - Secondment vs. Services
- Direct costs - continuation
 - In-kind contributions
 - How to claim in-kind related costs?
- Other direct costs
 - Additional eligibility criteria: value for money, design of a selection/procurement control system
 - Travel expenses
 - Equipment
 - Other Purchases of Goods, Works, or Services
- Indirect costs
 - What to pool in and how to claim indirect costs

Lunch break 13:00 - 14:00

Session 3 14:00 – 15:30

Ineligible costs
Income, Non-profit rule, Receipts
Payment of the Balance (final payment)

Coffee break 15:30 – 16:00

Session 4 16:00 – 17:30

- Review of additional online available EC guidance
- Private 10 min time for consulting the tutor on confidential issues
- Other practical examples and questions

End of Day 2 17:30

Please note - This agenda should be considered as indicative, the exact content and flow may vary to better