



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

Sara has a long record of work experience in the domain of the internal and financial audit with a focus on managing EU Funds. She has been working in the European Commission, as a Certified Internal Auditor, on EU Agencies and other EU bodies, as well as Financial Auditor on beneficiaries of FP7 Research program.

As of 2020 Sara has joined the European Academy as a lead training consultant on EU Grants' financial management. Her specialty spans from the experience in EU Research funds, through other EU Programmes as EU4Health, CERV and others.

TRAINING AGENDA

Day 1

Session 1 9:30 – 11:00

- EU Funding Regulations
- Grants as a regulated Financial Instrument of the EU Budget
- Action grants vs. Operating Grants
- Grants v. other instruments How to read the Grant Agreement template
- Sound Financial Management of EU Budget – definition and safeguards
- How to plan your next participations in EU Grants competitions (Calls for Proposals)
- Comparison of H2020 and Horizon Europe – what are the current challenges?

Coffee Break 11:00 – 11:30

Session 2 11:30 – 13:00

Grant Management Process

- Keeping Records
- Payments, Reporting, Suspensions
- Certificate on the Financial Statements submitted to the Grant Authority
- Budget management and transfers
- Audit methodology:
 - Sampling per cost category, systemic errors, extension of audit findings, available guidelines

Lunch Break 13:00 – 14:00

Session 3 14:00 – 15:30

- How to read the Six General Eligibility Criteria for costs reimbursement?
- Which costs are direct and which indirect?
- Actual vs. Unit costs – how to report and how to keep records?
- Personnel Costs:
 - Different Personnel Costs Categories and specific eligibility criteria
 - H2020 rules: Productive Hours and Hourly Rates
 - Horizon rules: Day Equivalents and Daily Rate
 - Reporting personnel costs based on Unit Costs
 - Conversion of hourly reporting to daily reporting
- Examples and Questions

Coffee break 15:30 – 16:00

Session 4 16:00 – 17:30

- How to report costs of External Experts?
- What are the differences of Secondment, Subcontracting, or Service Contracts?
- What are the specific eligibility criteria?
- How to ensure that general and specific eligibility criteria for personnel are complied with?
- How to cover costs of guests to project's events?
- Examples and Questions

End of Day 1 17:30

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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TRAINING AGENDA

Day 2

Session 1 9:30 – 11:00

- What risks are linked to the third parties for the Granting Authority?
- Specific Eligibility Criteria for costs incurred by third parties
 - Subcontracting: What activity can be subcontracting?
 - In-kind contributions—what can it be and is it useful?
 - Affiliated Entities: how can they be helpful to the project?
 - Conditions and rules for including in the projects, and for costs reporting

Examples and Questions

Coffee break 11:00 – 11:30

Session 2 11:30 – 13:00

- Specific Eligibility Criteria for Purchases
- How to justify a purchase? How to comply with the Value for Money principle?
- Travel costs: what can be reported, how to keep records? Actual vs. Unit costs
- Internally Developed Goods, Works or Services: how to report them and how to justify them? What should be kept in mind?
- Equipment – when can these be reported at a full acquisition price?
- Purchase of goods, works or services – others – what can be this category? How to report and justify these costs?

Examples and Questions

Lunch break 13:00 - 14:00

Session 3 14:00 – 15:30

- Indirect costs – what can be considered for them?
- Ineligible costs
- Can we measure indirect costs so that they could be reported as direct?
- Income reporting, Non-profit rule – what is the importance of reporting it?

Examples and Questions

Coffee break 15:30 – 16:00

Session 4 16:00 – 17:30

- Payment of the Balance (Final Payment)
- Recoveries based on negative adjustments found by auditors
- Review of additional guidance resources from the European Commission platforms

Examples, Questions and Answers

17:30

End of Day 2

Please note - This agenda should be considered as a backbone, the exact content and flow may vary to better accommodate the needs of each training group individually.