

H2020 CHECK LIST

FULL NAME OF THE BENEFICIARY	
------------------------------	--

NAME OF THE UNIVERSITY DEPARTMENT OR RESEARCH CENT	
--	--

PROJECT	GA. NUMBER		ACRONYM	
<input type="checkbox"/>				the FINAL proposal submitted
<input type="checkbox"/>				Copy of all the documents required by the European Commission (EC) or agencies, under the power delegated by the EC (REA o ERCEA) during the Grant Agreement preparation phase: Declaration of Honour (final version, duly signed on line, downloaded from the participant portal) the requirements related to ethics issues (if applicable)
<input type="checkbox"/>				The Grant Agreement (GA) duly signed online, including all the Annexes and amendments approved by the EC or agencies (to be downloaded by the Participant Portal)
<input type="checkbox"/>				If applicable, the Consortium Agreement signed by all the beneficiaries including all the Annexes and amendments duly signed
<input type="checkbox"/>				When UNIVERSITY NAME is the coordinator: the original copy duly signed by all the beneficiaries, including Annexes and amendments signed
<input type="checkbox"/>				When UNIVERSITY NAME is a beneficiary: the original agreement duly signed by all the beneficiaries (or a copy, if the coordinator hasn't foreseen one original for each beneficiary) including all the Annexes and amendments duly signed by all the beneficiaries
<input type="checkbox"/>				ERC projects:
<input type="checkbox"/>				the original internal support letter signed by the Head of the Department or Research Center and the original Commitment letter submitted to the ERC at the proposal stage di proposta (the letter must be dated and signed by the Rector)
<input type="checkbox"/>				The original Supplementary Agreement signed by the PI and the Rector
<input type="checkbox"/>				Marie Skłodowska Curie IF
<input type="checkbox"/>				Notification of the start date (if applicable)
<input type="checkbox"/>				For the Global Fellowships, the partnership agreement signed by UNIVERSITY and the Outgoing Hosts, for all the other IF additional agreements signed with institutions hosting the researchers during the secondments foreseen in the project
<input type="checkbox"/>				If applicable, questions on budget modification sent to the EC or agency and the related answers received
<input type="checkbox"/>				Copy of all the queries sent to the EC and the answers received concerning budget transfers, changes or reallocation, amendment procedures etc.
<input type="checkbox"/>				Reports submitted by UNIVERSITY to the EC or agencies
<input type="checkbox"/>				Periodic and final activity reports, periodic final management reports, supplementary reports required by the Grant Agreement or Action
<input type="checkbox"/>				All the Financial reports (Form C) sent to the EC or agency to be downloaded from the participant portal (the downloaded version per ogni periodo archiviare la copia scaricata dal participant portal
<input type="checkbox"/>				All the Certificates on Financial Statement sent to the EC (or agencies) or to the Coordinator with the acknowledgment of receipt

H2020 CHECK LIST

FULL NAME OF THE BENEFICIARY	
-------------------------------------	--

NAME OF THE UNIVERSITY DEPARTMENT OR RESEARCH CENTRE	
---	--

PROJECT	GA. NUMBER		ACRONYM	
----------------	-------------------	--	----------------	--

- | | |
|--------------------------|---|
| <input type="checkbox"/> | When UNIVERSITY is the coordinator: also copy of the Forms C and certificates on Financial Statements submitted by the other beneficiaries and the EC acknowledgement of receipt |
| <input type="checkbox"/> | IDEAS – ERC: scientific reports required by the GA |
| <input type="checkbox"/> | Copy of all the communications between the coordinator and the EC, with particular attention to those emails or letters concerning the approval and or rejections of reports and/or of costs and the reasons |
| <input type="checkbox"/> | The adequate supporting documentation to prove all the costs incurred and claimed which can demonstrate that they are in line with the eligibility criteria indicated in the Grant Agreement |
| <input type="checkbox"/> | Internal list of expenses signed by the internal scientist in charge (Principal Investigator) related to each Form C. The list of expensed must enable direct reconciliation between the amounts declared in the Form C, the amounts recorded in the UNIVERSITY accounts and the amounts stated in the supporting documentation |
| <input type="checkbox"/> | Internal accountability report for each reporting period detailing and attesting that the reported costs are recorded in the accounts of the University |
| <input type="checkbox"/> | When documents are missing or not complete or unclear, a self declaration signed by the Principal Investigator is needed, explaining the differences and/or particular circumstances. <u>It is up to the auditor to decide to accept it as supporting document or not</u> |
| <input type="checkbox"/> | When UNIVERSITY is the coordinator, copy of the approval of costs claimed by all the beneficiaries of the project |
| <input type="checkbox"/> | Bank statement showing the amount and data of the receipt of the pre-financing and interim and final payments |
| <input type="checkbox"/> | The list of the receipts |
| <input type="checkbox"/> | In case of technical review and/or impact evaluation, copy of Officers' reports |
| <input type="checkbox"/> | In case of Financial Audit, copy of the auditors' reports |
| <input type="checkbox"/> | When UNIVERSITY is the coordinator, bank statement attesting the CE contribution transfer to the other beneficiaries |

NOTES

RECEIPT:

The following are considered receipts:

- (a) income generated by the specific action; if the income is generated from selling equipment or other assets purchased under the Specific Agreement, the receipt is up to the amount declared as eligible under the Specific Agreement;
- (b) financial contributions given by third parties to the partner [or to a linked third party] specifically to be used for the specific action, and
- (c) in-kind contributions provided by third parties free of charge specifically to be used for the specific action, if they have been declared as eligible costs.

The following are however not considered receipts:

- (a) income generated by exploiting the specific action's results (see Article 34);
- (b) financial contributions by third parties, if they may be used to cover costs other than the eligible costs (see Article 5 SGA);
- (c) financial contributions by third parties with no obligation to repay any amount unused at the end of the period set out in Article 3 of the Specific Agreement).

H2020 CHECK LIST - ELIGIBILITY CRITERIA

FULL NAME OF THE BENEFICIARY	0					
NAME OF THE UNIVERSITY DEPARTMENT OR RESEARCH CENTER	0					
PROJECT (Grant Agreement N., Acronym, Title)	GA. NUMBER	0	ACRONYM	0		
Reporting Period	FROM		TO		REPORTING PERIOD	N.

'Eligible costs' are costs that meet the following criteria:

ACTUAL COSTS

- ☐ they must be actually incurred by the beneficiary (UNIVERSITY)
- ☐ they must be incurred in the period set out in Article 3, with the exception of costs relating to the submission of the periodic report for the last reporting period and the final report (see Article 20)
- ☐ they must be indicated in the estimated budget set out in Annex 2
- ☐ they must be incurred in connection with the action as described in Annex 1 and necessary for its implementation
- ☐ they must be identifiable and verifiable, in particular recorded in the beneficiary's accounts in accordance with the accounting standards applicable in the country where the beneficiary is established and with the beneficiary's usual cost accounting practices
- ☐ they must comply with the applicable national law on taxes, labour and social security, and
- ☐ they must be reasonable, justified and must comply with the principle of sound financial management, in particular regarding economy and efficiency

UNIT COSTS (only when foreseen by the GA)

- ☐ they must be calculated as follows: {amounts per unit set out in Annex 2 or calculated by the beneficiary in accordance with its usual cost accounting practices (see Article 6.2, Point A) multiplied by the number of actual units};
- ☐ the units must be actually used or produced in the period set out in Article 3
- ☐ the units must be necessary for implementing the action or produced by it, and
- ☐ the number of units must be identifiable and verifiable, in particular supported by records and documentation (see Article 18);

FLAT RATES (only when foreseen by the GA)

- ☐ they must be calculated by applying the flat-rate set out in Annex 2, and
- ☐ the costs (actual costs or unit costs [or lump-sum costs]) to which the flat-rate is applied must comply with the conditions for eligibility set out in the GA

LUMP SUMS (only when foreseen by the GA)

- ☐ the eligible amount is equal to the amount set out in Annex 2, and
- ☐ the corresponding tasks or parts of the action must have been properly implemented in accordance with Annex 1

NOT ELIGIBLE COSTS

- ☐ costs related to return on capital

H2020 CHECK LIST - ELIGIBILITY CRITERIA

FULL NAME OF THE BENEFICIARY	0						
NAME OF THE UNIVERSITY DEPARTMENT OR RESEARCH CENTER	0						
PROJECT (Grant Agreement N.,Acronym, Title)	GA. NUMBER	0		ACRONYM	0		
Reporting Period	FROM		TO		REPORTING PERIOD	N.	
<input type="checkbox"/>	debt and debt service charges						
<input type="checkbox"/>	provisions for future losses or debts						
<input type="checkbox"/>	interest owed						
<input type="checkbox"/>	doubtful debts						
<input type="checkbox"/>	currency exchange losses						
<input type="checkbox"/>	bank costs charged by the beneficiary's bank for transfers from the Commission or Agency						
<input type="checkbox"/>	excessive or reckless expenditure						
<input type="checkbox"/>	deductible VAT						
<input type="checkbox"/>	costs incurred during suspension of the implementation of the action (see Article 49)						
<input type="checkbox"/>	costs declared under another EU or Euratom grant (including grants awarded by a Member State and financed by the EU or Euratom budget and grants awarded by bodies other than the Commission or Agency for the purpose of implementing the EU or Euratom budget; in particular, indirect costs if the beneficiary is already receiving an operating grant financed by the EU or Euratom budget in the same period)						

UNIVERSITÀ DEGLI STUDI
DI TRENTO

H2020 CHECK LIST - PERSONNEL COSTS

FULL NAME OF THE BENEFICIARY		0					
NAME OF THE UNIVERSITY DEPARTMENT OR RESEARCH CENTER		0					
PROJECT (Grant Agreement N., Acronym, Title)	GA. NUMBER	0		ACRONYM	0		
Reporting Period	FROM		TO		REPORTING PERIOD	N.	

☐ Declaration on the research group (Annex II_2_Research_group.doc) duly filled in and signed for each reporting period. The Principal investigator should also briefly describe the role of each team member. The Declaration must be delivered to the Servizi Amministrativi alla Didattica ed alla Ricerca

☐ All the documents of the public selection of personnel, showing that personnel has been recruited in accordance with the national legislation and with the Grant Agreement

☐ The employment contracts signed by UNIVERSITY and the project personnel (the object of the contract must be consistent with the project)

☐ Assignment Letters signed by the Head of the Department or Research Center for each reporting period (if the person to be assigned is the Head of the Dept. or Research Center, the letter must be signed by the Rector). It isn't necessary if the person is recruited on specifically for the project and this is mentioned in the employment contract

☐ **TIMESHEETS**

☐ **All** the monthly individual timesheets of each person involved in the project duly filled in and signed. **A short description of the activities carried out in the month and the reference to the project workplan (e.g. Workpackage) MUST BE INCLUDED**

☐ **All** the monthly reports, of each project, signed by the PI of the project and by the Head of the Department or Research Center

☐ Marie Skłodowska-Curie (MSCA) Individual Fellowships: only the individual monthly timesheets are required, but they must be signed by the Marie Curie researcher and the scientist in charge of the project. For Outgoing International Fellowship during the outgoing phase, also the signature of the scientist in charge of the outgoing host is requested.

☐ **All the individual timesheets and the monthly reports must be signed at the end of each month and the data of signature must be indicated near each signature**

☐ Breakdown of personnel costs claimed, describing the methodology used to calculate personnel costs, including the annual cost, the social charges (according to the national legislation), the productive time, the hourly rate for each person involved in the project (in English) and the number of hours charged on the project for each person. Please detail costs for each financial year even when the reporting period covers more than one financial year.

☐ Payroll/Salary slips for all project personnel

☐ Bank statement showing the amount and date of payments, including the payment of social security contributions and taxes

☐ The CV of each person involved in the project duly signed

☐ **Marie Skłodowska-Curie (MSCA):**

☐ documents showing that the Marie Curie research is eligible (title, mobility rule, family charges for the family allowance)

☐ the Career Development Plan as foreseen by the GA

NOTES

Timesheet must be printed and signed at the end of each month. The indication of the data of signature is mandatory for the person signing his/her own individual timesheet and for the PI and the Head of the Department signing the monthly reports. A short description of the activities carried out in the month and the reference to the project workplan (e.g. Workpackage) MUST BE INCLUDED

H2020 CHECK LIST - TRAVEL AND SUBSISTENCE

FULL NAME OF THE BENEFICIARY							
NAME OF THE UNIT/ DEPARTMENT OR RESEARCH CENTER							
PROJECT (Grant Agreement N., Acronym, Title)	GA. NUMBER				ACRONYM		
Reporting Period	FROM				TO		
					REPORTING PERIOD	N.	

- ☐ Evidence that travel costs were incurred in connection with the action as described in Annex 1 and necessary for its implementation
- ☐ es. Consortium or partners meetings: the convocation, the agenda, minutes of the meetings, proof of stay, invitation letters and other supporting documents proving the compliance with the costs eligibility criteria indicated in the Grant Agreement
- ☐ es. Seminars and/or conferences: the agenda, papers or presentation submitted or presented, brochures, invitation letters, indication of the travel in the reports submitted to the EC and other supporting documents proving the compliance with the costs eligibility criteria indicated in the Grant Agreement
- ☐ The indication of that travel in Annex I and/or authorizations received from the European Commission
- ☐ The business travel authorization issued by the PI of the project and by the Head of the Department
- ☐ The breakdown of the costs incurred by each person during the travel submitted online (or signed if the travel was done when the travels e-tool was not available) and the original supporting documents of each cost incurred and claimed (e.g. travel tickets, boarding pass, invoices for meals and accommodation, receipts etc...)
- ☐ Whenever the business travel requires a usage of private vehicle, in compliance with the Internal Regulation on Business Travel and in line with the eligibility criteria of costs indicated in the Grant Agreement, indication and the proof of the number of kilometers (i.e. the route indicated in the via Michelin website and the fuel cost stated by the Italian Ministry of Economic Development)
- ☐ A brief report duly signed by the PI, mentioning the name of person(s) travelling, the aim of the travel, the importance for the project and the results obtained
- ☐ Bank statement showing the amount and date of payment
- ☐ Breakdown of costs incurred and claim in an excel sheet (including the complete list of travel and indicating the dates)

NOTE

Si possono rendicontare solo costi debitamente documentati e **non è** ammessa in alternativa l'autocertificazione (ad esempio nel caso in cui si sia smarrito il biglietto)

Il biglietto aereo deve **essere sempre accompagnato dalla carta d'imbarco**, altrimenti la spesa non sarà rendicontabile. In caso di smarrimento della carta d'imbarco è necessario allegare una dichiarazione della Compagnia aerea che attesti la presenza della persona sul volo o il duplicato della carta di imbarco rilasciato dalla Compagnia stessa

Attenzione al rispetto dei criteri di ammissibilità della spesa stabiliti del Grant Agreement, fra cui ad esempio la **necessità del viaggio** e l'**economicità** della spesa

H2020 CHECK LIST - EQUIPMENT

FULL NAME OF THE BENEFICIARY	0						
NAME OF THE UNIVERSITY DEPARTMENT OR RESEARCH CENTER	0						
PROJECT (Grant Agreement N.,Acronym, Title)	GA. NUMBER	0		ACRONYM	0		
Reporting Period	FROM		TO		REPORTING PERIOD	N.	

<input type="checkbox"/>	The estimates or bids received aimed at showing the compliance with the eligibility criteria on costs indicated in the Grant Agreement (e.g. best value for money, transparency and equal treatment) and with the national legislation of the purchase of equipment
<input type="checkbox"/>	Contracts and orders
<input type="checkbox"/>	Invoices and transport documents
<input type="checkbox"/>	Reports on tests performed on the equipment purchased (if applicable)
<input type="checkbox"/>	Inventory register or fixed asset register/ledger for the durable equipment
<input type="checkbox"/>	Breakdown of costs showing the calculation of the eligible costs claimed
<input type="checkbox"/>	A declaration signed by the Principal Investigator on the percentage of use of the equipment on the project and the equipment timesheets (Annex_3_timesheet_equipment and Annex_4_declaration for equipment) and other additional documents that attest the percentage of use of the equipment on the project
<input type="checkbox"/>	Bank statement showing the amount and date of payment
<input type="checkbox"/>	Whenever the equipment is not in the University, a declaration signed by the Principal Investigator where he/she declares the reason why the equipment is not at the beneficiary's premises. The auditor shall verify the presence of the equipment in lab of the University
<input type="checkbox"/>	If applicable, the documents showing the equipment cancellation from our inventory. The sale of equipment purchased under the grant agreement up to the amount declared as eligible under the Agreement by the beneficiary is a receipt on the project that has to be declared in the Form C

NOTE

The timesheet of the equipment must be filled in and signed each month. Even in this case the date of signature is mandatory on each sheet.

Regardless of the internal regulations please always proceed to comparative selection of competing offers.

H2020 CHECK LIST - Goods or Services (art.10)

FULL NAME OF THE BENEFICIARY	0					
NAME OF THE UNIVERSITY DEPARTMENT OR RESEARCH CENTER	0					
PROJECT (Grant Agreement N.,Acronym, Title)	GA. NUMBER	0		ACRONYMN	0	
Reporting Period	FROM		TO		REPORTING PERIOD	N.

- ☐ Description of the cost incurred and claimed, if applicable the reference to a Work Package or Task indicated in the Annex I
- ☐ If the cost or activity is not mentioned in Annex I, the authorization issued by the European Commission
- ☐ All the estimates or bids received aimed at showing the compliance with the eligibility criteria on costs indicated in the Grant Agreement (e.g. best value for money, transparency and equal treatment,etc..)
- ☐ Purchase orders, contracts, trasport documentation, invoices where also the reference to the EU project should be indicated
- ☐ Documents proving that the costs was recorded in the accounts of the University
- ☐ Evidence of the delivery of the service provided (if applicable)
- ☐ Bank statement showing the amount and date of payment
- ☐ Breakdown of costs incurred for each Financial Statement submitted (Form C)
- ☐ All the documents that can justify that costs were incurred in connection with the action as described in Annex 1 and necessary for its implementation incurred and that they are reasonable, justified and they comply with the principles of sound financial management, in particular regarding economy and efficiency and also best value for money, transparency and equal treatment (see Grant Agreement, eligibility criteria on costs)

NOTE

Such goods and services include, for instance, consumables and supplies, dissemination (including open access), protection of results, certificates on the financial statements (if they are required by the Agreement), certificates on the methodology, translations and publications in compliance with the conditions for eligibility indicate in the Grant Agreement

Regardless of the internal regulations please always proceed to comparative selection of competing offers.

H2020 CHECK LIST - CONSUMABLES

FULL NAME OF THE BENEFICIARY							
NAME OF THE UNIVERSITY DEPARTMENT OR RESEARCH CENTER							
PROJECT (Grant Agreement N., Acronym, Title)	GA. NUMBER				ACRONYM		
Reporting Period	FROM		TO		REPORTING PERIOD	N.	

<input type="checkbox"/>	The description of the type of consumable, including the indication of the Workpackage or Task included in Annex 1 of the Grant Agreement that require its purchase
<input type="checkbox"/>	All the estimates or bids received aimed at showing the compliance with the eligibility criteria on costs indicated in the Grant Agreement
<input type="checkbox"/>	Purchase orders and invoices where the reference to the european project should be appear, transport documents and documents proving that the costs was recorded in the accounts of the University
<input type="checkbox"/>	Documentazione che dimostri il relativo pagamento con data e somma
<input type="checkbox"/>	Bank statement showing the amount and date of payment
<input type="checkbox"/>	Breakdown of costs incurred and claimed in each reporting period and each Financial Statement (form C)
<input type="checkbox"/>	All the documents that can justify the amount and type of goods purchased for the sole purpose of achieving the objectives of the project and its expected results and that this is consistent with the principles of economy, efficiency and effectiveness and with the principle "best value for money" (best price-quality ratio), under conditions of transparency and equal treatment

NOTE

Regardless of the internal regulations please always proceed to comparative selection of competing offers.
--

H2020 CHECK LIST - SUBCONTRACT

FULL NAME OF THE BENEFICIARY	0						
NAME OF THE UNITN DEPARTMENT OR RESEARCH CENTER	0						
PROJECT (Grant Agreement N., Acronym, Title)	GA. NUMBER	0		ACRONYM	0		
Reporting Period	FROM		TO		REPORTING PERIOD	N.	

<input type="checkbox"/>	Public selection or tender
<input type="checkbox"/>	Original contract or agreement signed by Unitn and the subcontractor
<input type="checkbox"/>	If applicable, the signed Curriculum Vitae
<input type="checkbox"/>	Description of the task in Annex 1
<input type="checkbox"/>	If the subcontractor is not inserted in Annex 1, the description of the service and the prior official authorization issued by the European Commission or Annex 1 amended
<input type="checkbox"/>	Original Invoices
<input type="checkbox"/>	Evidence of the delivery of the service provided
<input type="checkbox"/>	Breakdown of the costs incurred
<input type="checkbox"/>	Prove of payment with clear evidence of amount and data of payment
<input type="checkbox"/>	Evidence showing that:
<input type="checkbox"/>	the service has the sole purpose of achieving the objectives of the project and its expected results and that the cost complies with the principle of sound financial management, in particular regarding economy and efficiency
<input type="checkbox"/>	it has been awarded to the bid offering best value for money (best price-quality ratio), under conditions of transparency and equal treatment. These principles must be applied even if the name of the subcontractor to which the tasks will be subcontracted is explicitly mentioned in the Annex 1.
<input type="checkbox"/>	the beneficiary had to subcontract the service in order to facilitate/make possible the achievement of the objectives of the project, as doing the activity internally was impossible or not convenient

NOTE

If necessary to implement the action, the beneficiaries may award subcontracts covering the implementation of certain action tasks described in Annex 1. Subcontracting may cover only a limited part of the action. The beneficiaries must award the subcontracts ensuring the best value for money or, if appropriate, the lowest price. In doing so, they must avoid any conflict of interests. The total estimated costs of subcontracting per beneficiary must be set out in Annex 2

Subcontracts should:

comply with the eligibility criteria on costs indicate in art. 6 of the Grant Agreement

comply with the rules indicated in art. 13 of the Grant Agreement

be actually paid

be excluded from the calculation of the indirect costs