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Project council & Consortium Board

3rd Conference of the European Project „Pro-Health 65+” Health
promotion and prevention of risk. Actions for seniors
Maastricht, 29.06. - 1.07. 2017

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Activities conducted

- Deliverables 1 – 9 sent to Chafea and accepted
 - ✓ Project website
 - ✓ Project conferences (conference in Cracow)
 - ✓ Research tools
 - ✓ Dissemination website
 - ✓ Country profiles and state of the art. Reports
 - ✓ Interim Project report
 - ✓ First dissemination package
 - ✓ Second dissemination package
 - ✓ Trainings and project manual for health promoters
- Second amendment to the Grant Agreement signed

What remains to be done

- ✓ Publication in Epidemiology and Biostatistics journal
- ✓ Publication in Health Policy journal
- ✓ Publication of the Manual in the form of an e-book
- ✓ Project evaluation
- ✓ Financial documents to be sent to JUMC – by August 25th 2017
- ✓ Final project report to be written and consulted with partners – September 15th 2017
- ✓ Final project report to be sent to Chafea – September 25th 2017

Documents required

* to be sent to JUMC

- ✓ Originals of „Individual Certificate of cost”
- ✓ Where required by the terms of the agreement, an audit certificate on the financial statements and underlying accounts (audit is necessary when the cumulative amount of payment requests is at least 325 K euro)
- ✓ Detailed cost template (no 4) – electronic version via e-mail and three signed copies via post (full period not just 18 months)
- ✓ General cost template (no 3) – electronic version via e-mail and three signed copies via post (full period)
- ✓ Copies of equipment invoices (3 copies signed)
- ✓ Copies of invoices for subcontracting costs (3copies signed)



Documents to be sent to JUMC

- ✓ Relevant documentation related to "Income generated", "External resources" (copies from the bank statements)
- ✓ If not able to recover VAT, attestation issued by national VAT administration stating that you are not able to recover VAT
- ✓ If you have traveled outside EU Member States, please attach Chafea's prior approval (eg. copy of an email, letter). I assume you have not.

Documents to be kept for future controls

Any other supporting documents have not to **be sent** with payment request but could be requested upon request in case of further verifications or audits. These documents are:

- ✓ Time sheets and salary slips
- ✓ Invoices related to Travel costs
- ✓ Invoices related to Subsistence allowances
- ✓ Invoices related to Consumables and supplies directly linked to the project
- ✓ Invoices related to Other costs

Travel costs reporting

The following elements are mandatory when reporting Travel Costs and Subsistence Allowances.

Travel Costs

- Acronym of beneficiary organisation
- Country code
- Name of person travelling
- Purpose and dates of travel
- Means of transports (plane, car, boat, ...)
- Place of departure (city, country)
- Destination (city, country)
- Cost of travel

Travel costs reporting

Subsistence Allowances

- Acronym of beneficiary organisation
- Country code
- Name of person travelling
- Purpose and dates of travel
- Destination (city, country)
- Number of days
- Cost of the daily allowance (to be checked against the table in the contract)
- Cost (= Number of days x Cost of daily allowance)

Only travels done by staff listed under "E1. Staff" can be reported in these categories. Otherwise please see "E6. Other costs" category.

Equipment

The report should contain a list of equipment purchased. Following details should be listed:

- Acronym of beneficiary organisation
- Country code
- Name of supplier
- Description of the equipment
- Date of purchase
- Purchase price
- % allocation of equipment linked to the project (if not 100%)
- Total amount of the depreciation

Depreciation

The principle of depreciation is covered in the Contract Article II.14.2. In the case the beneficiary is not able to provide proof of own depreciation rule, the Commission rules should apply as follows:

- ◇ Hardware expenses depreciated over 36 months
- ◇ Purchase of software depreciated 100%
- ◇ Furniture depreciated over 5 years
- ◇ Equipment (photocopiers, fax, etc.) depreciated over 36 months

Consumables and supplies

The costs reported under "E4. Consumables and Supplies" should have a direct link with the project. This is normally ensured by having an invoice with a reference to the project. The report should contain a detailed list of items purchased for the project.

The following details should be listed:

- Acronym of beneficiary organisation
- Country code
- Name of supplier
- Description of item
- Purchase price

Subcontracting

The following details should be listed:

- Acronym of beneficiary organisation
- Country code
- Name of subcontractor
- Description of tasks subcontracted
- Total amount of invoice(s)

Other costs

The following details should be listed:

- Acronym of beneficiary organisation.
- Country code
- Name of supplier
- Description of item.
- Purchase price.

Reporting incomes

All incomes should be declared in the financial report. The income may appear as receipts of the project or as third party funding. The third party funding could be, for instance, state aid.

Comment:

- Contribution pertaining to national officials under (I2) must be the same amount as under E1.b
- Explanations/justifications related to 'Income generated by the project' (I4) needs to be provided

Reporting incomes

Every partner should sent (if appropriate):

- Copy of bank statements or any other documents supporting the amount(s) reported under "Income generated by the project" (I4)
- Copy of bank statements or any other documents supporting the amount(s) reported under "Other external resources" (I5)
- Copy of bank statements or any other documents supporting the amount(s) reported under "Other current funding applications" (I6)



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Thank you for your attention

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