

SEAT Project Administration

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FP7 Project Introduction



- SEAT is an EU ‘Collaborative project for specific cooperation actions dedicated to international cooperation partner countries (SICA)’
- Specific requirements for reporting and administration – different for WP coordinators and other beneficiaries
- New to me too so keen to work together and learn from shared experience



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University of Stirling's Role

- Facilitate the attainment of project objectives & deliverables to desired quality within timescale & budget
- Support communication between partners & other stakeholders
- Check reports are submitted as required
- Assemble partner contributions for reports
- Act as contact between partners & EC



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...continued

- Management of WP activities & budgets is the responsibility of WP coordinator
- Delayed reports from one partner means all partners wait for re-imburement
- The EC & SEAT partners will be kept up-to-date with who has submitted on time
- We will work with one named individual – details of institute finance officer would be helpful



Reporting Summary

- Periodic and final reports
 - Financial reports - all beneficiaries
 - Technical reports - all WPs
- Reporting periods:
 - Month 1-12 (Starting 01 August 2009)
 - Month 13-30
 - Month 31 - to the last month of the Project
- Includes:
 - overview and publishable summary of work
 - Explanation of resource use
 - Financial statements (Form Cs)



Reporting procedure

- Stirling will:
 - collect financial statements from all beneficiaries
 - compile the periodic technical report on the basis of coordinator feedback
 - submit periodic reports to the EC
- All beneficiaries are required to:
 - fill their financial statements (form C's)
 - sign off their financial statement and dispatch them to Stirling
- Online tools are available to facilitate the process



Finance details

- Submitted 30 days after reporting period
- Payment 105 days later
- Again...if one partner is late, payment is delayed for everyone!
- Eligible costs must be justifiable and receipts retained and must be within the project dates
- Please report costs in Euros (EC rate on website:



<http://ec.europa.eu/budget/inforeuro/index.cfm?fuseaction=countries&Language=enAileen>)



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Non-eligible costs

- If you buy a nice new car for your daughter, like the one here Francis wants, please don't charge the project!!!
- Non-eligible costs include provision for debts, taxes / VAT, non-essential entertainment / hospitality costs, & only economy travel will be reimbursed
- Institutional norms



McMac & Sons Painters
3354 Angle Way
Heavens Helpers
Cloudville
Aberton 215874

TAX INVOICE

987654321

Business Number 123456789

3345 4545

mcmac@mcmacandsons.com

Date: Monday, March 03, 2008

Invoice Number: 101

To: PETER MATHEWS
55 NEW ST
KINGSVILLE

Reference: REPAINT VERANDA AND SIDING

Qty	ITEM	Unit Price	GST	Totals
15	LABOUR	35.00	3.50	577.50
1	MATERIALS	250.00	25.00	275.00

Total Excluding GST	\$	775.00
Total Price Includes GST of	\$	77.50
TOTAL AMOUNT PAYABLE THIS INVOICE:	\$	852.50



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Budget rules



- Up to 20% of budget can be transferred between categories internally – when exceeded must be put through coordinator and EC desk officer
- Transfer between partners cannot exceed 20% and must be through consultation with coordinators and EC – usually only end of project
- Don't overspend and try not to underspend!



Worked example of payment

- In year 1 partners received ~53% of their budget
- Further 5% held back by the EU
- The initial payment is deducted from the next 4 years
- Each year Form C costs for each partner will be reimbursed, less a percentage of the original payment
- Please do not expect much payment in 2010!





Timesheets



- Must be kept for ALL staff on FP7 project
- Required for audits
- Only actual working hours for Scientific and Technical work are eligible
- All working hours must be recorded
 - Full time = 1650 hours based on 7.5 hr day
- Personnel must be directly employed
- New Rule: For part-time staff, timesheet must also reflect how the rest of time is spent





Communication



- Will be discussed in more detail tomorrow
- The number of interdisciplinary collaborators mean that efficient communication is essential
- What methods are available to us?
- What methods would people prefer?



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Copyright

- Please make materials and photographs taken for the project available to the consortium
- For use on SEAT materials only, particularly the website
- A copyright form can be provided required



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Project Management

- Allowing file sharing, calendar sharing, chat groups etc.
- Number of options available including
 - ZoHo
 - Huddle
 - Google



Research Tools & referencing

- Important for the SEAT project so that we are able to have a common set of references as required
- Should be for sharing references not files

Reference
Manager



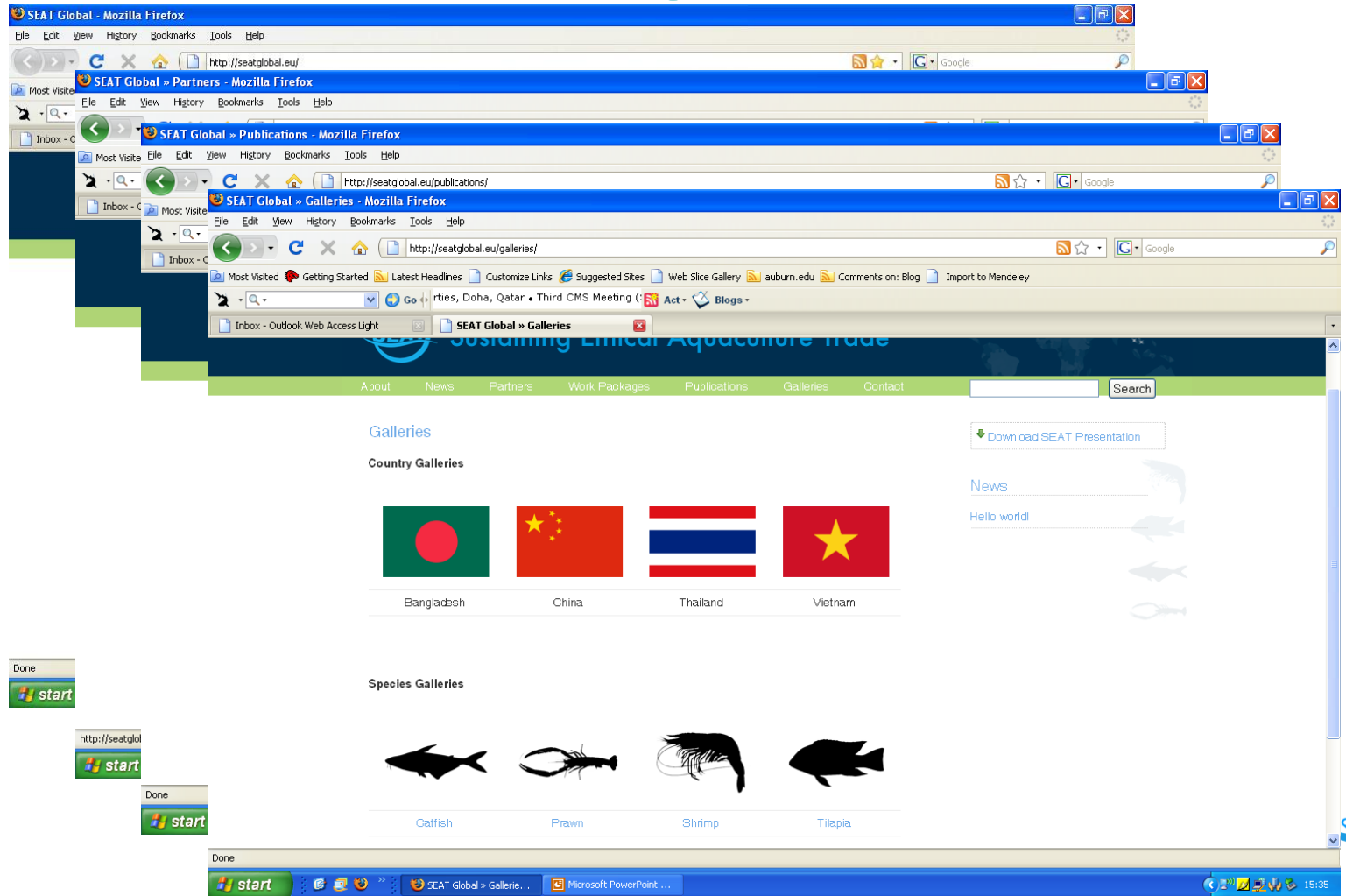
zotero



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www.seatglobal.eu



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Useful links...

- Conversion rates:
<http://ec.europa.eu/budget/inforeuro/index.cfm?fuseaction=countries&Language=enAileen>
- FP7 Wiki site for beneficiaries:
<http://212.68.215.215/display/iKnowextern/DG+INFSO+FP7+Beneficiaries+Documentation>
- SESAM online reporting:
<http://webgate.ec.europa.eu/sesam/index.do>
- FP7 Finance Helpdesk: <http://www.finance-helpdesk.org>
- FP7 Documentation: http://cordis.europa.eu/fp7/find-doc_en.html
- UKRO guidance documents:
http://www.ukro.ac.uk/subscriber_services/fp7/participation/index.htm



THANK YOU!

As a group, the consortium has a wealth of experience and expertise, as well as willingness and desire to learn here. We look forward to working and communicating together on this exciting project

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