



# Innovation Takes Off

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*Clean Sky 2* Info Day  
Third Call for Proposals  
[CfP04]

Administrative and Financial Aspects

9 Septembre 2016, Toulouse

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# Admin and Financial Aspects

- Register your organisation
- Pre-financing Principles
- Guarantee Fund

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# Admin & Financial Aspects

## Register your organisation

- If you want to participate in a project proposal, your organisation needs to be registered with the Commission.
- You can check on the Participant Portal [Beneficiary Register](#) page if your organisation is already registered.
- If not, you can start the registration process on the same page.
- You will need to provide information on the legal status and the finances of your organisation
- Once the registration is completed, you will receive a 9-digit PIC number (Participation Identification Code) to be quoted in your proposal and in any correspondence with the Commission

# Admin & Financial Aspects

## LEAR appointment

- Parallel to the validation of your organisation in the beneficiary register, a Legal Entity Appointed Representative (LEAR) must be appointed by the legal representative of your organisation.
- Mandatory nomination (!) to be done through the Participant Portal
- The LEAR :
  - provides the Validation Services of the EC with up-to-date legal and financial data (including — on request — supporting documents) on your organisation, via the Beneficiary Register.
  - appoints 'Legal Signatories' (LSIGN) representative of their organisation to electronically sign a grant agreement
  - and appoints 'Financial Signatories' (FSIGN) representative of their organisation to electronically sign financial statements for project costs



# Admin & Financial Aspects

## Financial viability check

The Financial Viability Check is requested:

- Only for the coordinators
- Not requested for public bodies or a higher or secondary education establishment and other specific cases or for mono-beneficiary
- If the requested JU funding for the action is equal or exceeds 500 k€  
*In addition*
- If the requested JU funding exceeds 750 k€  
the Coordinator will be invited to submit to the Validation Services a full audit report that certifies the accounts of the last available financial year

# Admin & Financial Aspects

## Financial viability check

- Coordinator to provide financial information and relevant supporting documents covering the last closed financial year to the Validation Services of the EC via Participant Portal.
- FVC process takes a certain time and is performed by the Validation Services of the EC (REA).
- Consequences of the weak/insufficient financial capacity – Change of the Coordinator



# Admin & Financial Aspects

## Supporting Guidance (Legal & Financial Validation)

- Participant Portal H2020 Online Manual:  
[http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/register-an-organisation/financial-capacity-check\\_en.htm](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/register-an-organisation/financial-capacity-check_en.htm)
- Guide on beneficiary registration, validation and financial viability check:  
[http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/lev/h2020-guide-lev\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/lev/h2020-guide-lev_en.pdf)
- Beneficiary Register  
<http://ec.europa.eu/research/participants/data/support/manual/urf.pdf>



Guide beneficiary  
registration

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# Admin & Financial Aspects

## Pre-financing, Payments

	Time-to-Pay	From
<p><b>One Pre-financing</b></p> <ul style="list-style-type: none"> <li>• <b>No standard amount</b> (or percentage) for the pre-financing payment. In principle, up to 100% of the average JU funding per period for actions with at least two reporting periods (e.g. 50% PF for a 2 periods GA)</li> <li>• Retention 5 % of maximum grant for the <b>Guarantee Fund</b></li> <li>• <b>In general:</b> one RP =&gt; 80%; 2 RP =&gt; 50%; 3 RP =&gt; 33%; 4 RP =&gt; 25% ... This may be revised by the JU</li> </ul>	<p><b>30</b> days</p>	<p>From: entry into force or from 10 days before the starting date</p>
<p><b>Interim Payments</b></p>	<p><b>90</b> days</p>	<p>From reception of periodic report</p>
<p><b>Payment of the Balance</b></p>	<p><b>90</b> days</p>	<p>From reception of final reports</p>

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# Admin & Financial Aspects

## Guarantee Fund

H2020: A new Participant Guarantee Fund (PGF) called 'The Fund' was established in order to ensure more efficient management and better coverage of the risks associated with the amounts due and not reimbursed by defaulting participants (Reg. n°1290/2013 – “Rules of participation”(RP)).

# Admin & Financial Aspects

## Guarantee Fund

### Release of the amount retained for 'the Fund'

The amount due will be deducted from the amount of the Fund released.

If the resulting amount:

- is positive -> it will be paid to the coordinator
- is negative -> it will be recovered.

If the total amount of earlier payments is lower than the final validated contribution, the *JU* will pay the balance within 90 days from receiving the final report .

The released amount of 'the Fund' shall be paid in full to the coordinator together with the amount due for the balance.

# Admin & Financial Aspects

## Guarantee Fund

The participants' contribution to the Fund will be deducted from the initial pre-financing.

At the end of the action the amount contributed to the Fund will be released and returned to the participants, via the coordinator.

### Example:

JU contribution (GA)	100.000 €
Contribution to the Fund 5 %	5.000 €
Initial pre-financing 50 %	50.000 €
Paid to coordinator	45.000 €
Paid to the Guarantee Fund	5.000 €

Any questions?

**[Info-Call-CFP-2016-02@cleansky.eu](mailto:Info-Call-CFP-2016-02@cleansky.eu)**

Last deadline to submit your questions:  
16<sup>th</sup> August 2016, 17:00

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# Thank You

