



# Preparation for the First Annual Report

St Andrews

- We have to file reports with the commission after each year of the project
- We have **45 days** from the end of the year (ie from 31 March) to do this.
- The report consists of three parts:
  - financial reports:
    - what we spent,
    - broken down by activities and “budget headings”
      - staff, travel, etc.
    - includes timesheets for staff !!
    - may need to be backed by audit certificates
  - technical/management report:
    - what we did
      - by reference to “Description of Work”
    - activity leaders to coordinate
  - what we want to do next:
    - 18 month detailed plan

- 2 signed copies of form C from each partner
  - signed by technical and financial representative
  - not sure what if anything we need from MapleSoft – will check
- Expenditure by activity and type
  - give brief details for items over about €1000 in supporting document
  - timesheets justifying all staff costs – sorry!
  - excluding all taxes
    - the commission will not pay these, but you should be able to claim them back locally

- Only St Andrews and JKU need audit certificates confirming their expenditure for year 1, unless:
  - someone else has spent €150K in year 1
    - in which case they need one
  - the project as a whole has spent less than 70% of its budget in the year -- quite likely
    - in which case everyone needs one.
- These have to be in at the same time as the financial reports
  - May 15<sup>th</sup> in Brussels

- Deliverables delivered
  - only three due in year 1
    - reports on Website & Mailing lists
    - first workshop (not the report, just the workshop)
  - might want to deliver the report on the workshop early
- Technical report on progress of each activity and workpackage
  - needs to include man-months expended, which must match the financial reports
- Reports on all meetings etc
  - who was there, what was done
  - which should match the travel expenses :-)

## We have to:

*Describe all the actions undertaken during the reporting period to disseminate, promote and exploit the knowledge derived from the various activities of the project. For each action indicate the Web-link, if any. Areas to be covered may include:*

- *publications resulting from the project (with the exclusion of those from user groups supported under Transnational Access, that are provided separately in Annex 5);*
- *patentable results, including a list of patents applied for;*
- *conference presentations resulting from the project;*
- *Web-based activities;*
- *actions undertaken in implementation of the plan to raise public participation and awareness i.e. the activities engaging with actors beyond the research community and with the public as a whole, to help spreading awareness and exploring the wider societal implications of the proposed work;*
- *contacts with potential users outside the consortium.*
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- **Now:** find out how much of the budget (mainly staff) people expect to spend this year
  - so try and work out who will need audit certs.
- **By 1 May (sooner if you can):**
  - technical reports from activity leaders (electronic)
  - electronic draft of financial reports
  - so that we can prepare the overall documents
- **By 7 May (absolute latest):**
  - signed documents and audit certificates to arrive in St Andrews
    - Send to Lynn Hind, Mathematics Institute, University of St Andrews, North Haugh, St Andrews, Fife, Scotland, KY16 9SS

- Financial documents have Word templates from EC
  - propose that we use Word/Excel for these.
- Technical documents also have to fit a template, nevertheless
  - propose LaTeX for these
  - will distribute LaTeX template.