



**iPAAC**  
INNOVATIVE PARTNERSHIP  
FOR ACTION AGAINST CANCER

# iPAAC financial policy

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Co-funded by  
the Health Programme  
of the European Union

# OUTLINE

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- WHAT IS NEW
- iPAAC BUDGET
- ELIGIBLE COSTS
- INELIGIBLE COSTS
- PAYMENT POLICY
- GENERAL INFORMATION ON REPORTING
- 4pm PROJECT MANAGEMENT - ANNOUNCEMENT

# WHAT IS NEW

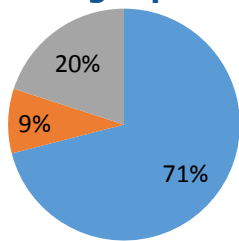
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## EXPOSED NOVELTIES:

- Different determination process of competent authorities and affiliated entities,
- Different classification of budget eligible costs – more transparent classification,
- New amendment rules regarding transfer of funds,
- New internal financial reporting platform 4pm.

# iPAAC BUDGET

## Budget per cost category



- Personnel costs
- Costs of subcontracting
- Other costs

	TOTAL
<b>ELIGIBLE COSTS (per budget category)</b>	
Eligible cost	€
A. Direct personnel costs	3.746.120,79
B. Direct costs of subcontracting	441.000,00
C. Other direct costs	1.069.888,51
C1. Travel	817.435,50
Travel	476.630,00
Subsistence allowances	340.805,50
C2. Equipment	17.400,00
C3. Other goods and services	235.053,01
Total Direct Eligible Cost	5.257.009,30
D. Indirect costs (7%)	367.991
Total Indirect Eligible Cost	367.991
<b>TOTAL EXPENDITURE</b>	<b>5.624.999,96</b>
<b>RECEIPTS</b>	
Income generated by the action	-
Financial contributions given by third parties to the beneficiaries	-
<b>CONTRIBUTION</b>	
Reimbursement rate %	80%
Maximum EU contribution	4.499.999,96
Applicant's financial contribution	1.125.000
<b>TOTAL INCOME</b>	<b>5.624.999,96</b>

Proposal overall  
**ESTIMATED  
ELIGIBLE COSTS**

iPAAC JA has 80 % EC  
funding due to  
exceptional utility

Maximum Grant Amount = **80.00 %**  
of total **ELIGIBLE** costs (actual  
and flat costs)

## CHANGES TO THE BUDGET:

- more flexible rules regarding iPAAC budget changes,
- amendment required only if increasing/adding subcontracting costs or transferring funds between partners,
- can shift funds between categories without amendment.

# ELIGIBLE COSTS

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## **Direct Costs = ACTUAL COSTS**

1. Personnel costs (competent authorities + affiliated entities + seconded by third party, not a distinction between public officials and non-public officials).
2. Subcontracting (expert input and advice, technical and/or IT support, organization of meetings, conferences, dissemination)
3. Other Direct costs
  - 3a. Travel costs and Subsistence costs  
(*Subsistence = accommodation + daily subsistence allowance*  
*1.5 day meeting = 1 day at hotel + 1.5 or 2 x daily allowance*)
  - 3b. Equipment
  - 3c. Other goods and services

## **Indirect Costs = OVERHEADS/FLAT RATE**

7% of total direct costs

## ELIGIBLE COSTS - KEEP IN MIND:

- subcontractors need to be selected in line with national legislation (tender threshold),
- subcontractors must have all travel costs in their contract, cannot be reimbursed for travel costs to iPAAC events outside of contract,
- promotional items = must have EU funding logo in order to be eligible cost (even small items),
- reimbursement of travel costs - only for collaborating partners, not associated partners.

# INELIGIBLE COSTS

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- ☐ Return on capital,
- ☐ Debt and debt service charges,
- ☐ Provisions for future losses or debts,
- ☐ Interest owed,
- ☐ Doubtful debts,
- ☐ Currency exchange losses,
- ☐ Costs of transfers from the Executive Agency charged by the bank of a beneficiary,
- ☐ In kind contributions provided by third parties free of charge,
- ☐ Excessive or reckless expenditure,
- ☐ Deductible VAT,
- ☐ Costs declared under another EU or Euratom grant,
- ☐ Costs incurred during suspension of the implementation of the action,
- ☐ Costs for staff of a national (or local) administration, for activities that are part of the administration's normal activities,
- ☐ Costs (especially travel and subsistence costs) for staff or representatives of EU institutions, bodies or agencies.



# PAYMENT POLICY

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## **A. Pre-financing payment** – 30% of total amount: 1.800.000,00 €.

- Following the entry into force of the Agreement, the time limit for CHAFEA to pay the pre-financing payment to the Coordinator is 30 days.
- Pre-financing may be distributed only if 90% of beneficiaries have acceded to the Agreement.
- The coordinator must distribute the payments between the beneficiaries without unjustified delay, estimated deadline for financial transfers is 30 days or according to the agreement, signed in Consortium Contract.

**B. Interim payment:** The Agency will pay to the coordinator the amount due as interim payment within 60 days (M20 + 60 DAYS) from receiving the periodic report. Payment is subject to the approval of the periodic report.

The coordinator must distribute the payments between the beneficiaries without unjustified delay, estimated deadline for financial transfers is 30 days or according to the agreement, signed in Consortium Contract.

**C. Payment of the balance:** the remaining part of eligible costs, within 60 days after the confirmation of all partners final reports!!!

The coordinator must distribute the payments between the beneficiaries without unjustified delay, estimated deadline for financial transfers is 30 days or according to the agreement, signed in Consortium Contract.

# GENERAL INFORMATION ON REPORTING

During the period of the action there will be two types of reports, both online:

## 1. Reports submitted to CHAFAE **through Participants Portal**:

RP 1 - Interim report, M1-18

RP 2 - Final report M1 -36

### RP 1 - Interim report, **M 1-18**

All supporting documents must be sent to the CHAFAE by the coordinator.

All parties will report the incurred costs on EU Participant Portal.

The periodic interim report must include:

a. periodic technical report

b. periodic financial report: *individual financial statement from each beneficiary and from each affiliated entity,  
an explanation of the use of resources  
information on subcontracting from each beneficiary and from each affiliated entity, for the reporting period concerned,  
a periodic summary financial statement, created by the electronic exchange system,  
a certificate on the financial statements,  
the cumulative amount of EU contributions it requests as reimbursement of actual costs and the maximum EU contributions indicated for that beneficiary or affiliated entity, in the estimated budget.*

***After successful approval of report by CHAFAE, the beneficiaries can proceed with the request for interim payment.***

***All parties will send their interim report for the period M1 – M18 with supporting documents no later than **31. October 2019.*****

RP 2 - Final report **M 1 -36**

The **Final Report** will cover the 36 months of the action.

The Final report must include:

Final technical report with a summary for publication + Final financial report, containing final summary financial statement, created automatically by the electronic exchange system, consolidating the individual financial statements for all reporting periods and including **the request for payment of the balance.**

**All parties will send their final report for the period M1 – M36 with supporting documents no later *than 30. April 2021.***

## 2. Internal reports **through 4pm portal**:

Internal Interim Financial Reports M1-6, M7-12, M13-18, M19-24, M25-30, M31-36

	Supporting documents	
	Mandatory for internal reporting (to be uploaded to 4pm)	<b>Keeping</b> supporting documents for upload to 4pm ( <b>5 year retention period</b> )
Staff costs	Original time-sheets	salary slips, proof of payments, contracts of employment, other documents (social security legislation, beneficiary's internal rules ...) calculation of daily rate
Subcontracting costs	Original contracts with subcontractors, original invoices	call for tender, tenders (if applicable), justification for the choice of subcontractor, declarations by the beneficiary, proofs of payment, other documents: e.g. national rules on public tendering if applicable, EU Directives, etc.
Travel costs	Original transport (train or plane) invoices and tickets, boarding passes	the beneficiary's internal rules on travel, declarations by the beneficiary, other documents (proofs of attendance such as minutes of meetings, reports, etc.), proofs of payment
Subsistence allowances	Original hotel invoice, taxi, metro invoice, etc.	
Equipment costs	Original invoice, calculation of equipment depreciation	delivery slips / certificates of first use, proofs of payment
Other costs	Original invoices	proofs of payment, other relevant accounting documents

Additionally:  
If you organize a  
meeting, please  
note to have  
presence lists  
signed from all the  
attendees for each  
meeting organized.

The following supporting  
documents need to be  
provided and **uploaded to  
reporting platform 4pm. Best  
practice: instant document  
load** – to prevent mistakes later  
in the reporting process and to  
start immediate base for  
creation of each report.

# TIMESHEET TEMPLATE

<b>Project Reference</b>	iPAAC
Contract Number	
Name of Beneficiary	NIJZ
Name of staff member	Petra Džinić
Calendar Year	2018
Calendar Month	4
Time unit	hour

Work package	WP Description	Work time
WP1	Coordination	36,00
	<b>total</b>	36,00

Work package	Task Description	Work time
WP1	Task 1.1. Joint Action Management and Meeting Structure	36,00
	<b>total</b>	36,00

	Date	WP	Task	Work Description	Work Time
1	09.04.18	WP1	Task 1.1.	Organizing the Kick-off meeting	4,00
2	10.04.18	WP1	Task 1.1.	Organizing the Kick-off meeting	4,00
3	11.04.18	WP1	Task 1.1.	Organizing the Kick-off meeting	4,00
4	12.04.18	WP1	Task 1.1.	Organizing the Kick-off meeting	4,00
5	13.04.18	WP1	Task 1.1.	Organizing the Kick-off meeting	4,00
6	16.04.18	WP1	Task 1.1.	Kick-off meeting in Luxembourg	8,00
7	17.04.18	WP1	Task 1.1.	Kick-off meeting in Luxembourg	8,00
			<b>total</b>		36,00

<b>Date</b>	<b>Date</b>
Signature of staff member	Signature of Project Manager/Coordinator/Responsible

Time sheet is generated simultaneously when entering person/month per WP/TASK. This information is crucial for internal as well as interim and final reports.

# 4PM PROJECT MANAGEMENT – ANNOUNCEMENT

WHY 4PM effectively combines the plan and implementation of the project:

- Project scheduling & structure (work-packages & activities) is related to the implementation: both financially and in terms of content and work,
- Financial plan is easily compared with the realization - **costs are always under control,**
- Planning of project inflows,
- Constant overall view of the project organization, project plan and implementation,
- Individual project partners can easily overview management of their work on the project,
- Communication and exchange of documents,
- A comprehensive platform for reporting within the team on the progress of the project, sharing comments and secure document center,
- Personalized access control,
- Collaboration: comments and email notifications,
- Gantt-chart by tasks and assigned people,
- Communication is organized by tasks and WP's,
- Reporting.

www.nijz.si 4PM\_COFIN project

https://nijz.4pm.si/projects/project.jsf?view=1&prjId=25721&menu=all

4PM project management powered by Arctur

Nataša Voje support favourites(0) help print logout

MY 4PM PROJECTS RESOURCES OVERVIEWS ACCESSORIES

I participate

Gantt-chart

new project

IPAAC (410) / CHAFAA

General data for project is entered and edited here. Data can be changed or edited at anytime.

SCORECARD TEAM FINANCE TASKS & MILESTONES COMMENTS DOCUMENTS CHANGES

GENERAL DATA PERIOD HOURLY RATE PERIOD CO-FINANCING LEVELS SETTINGS

show details

GENERAL DATA

PROJECT NAME	IPAAC
PROJECT GROUP	3rd Health Programme
PRIORITY	high
PROJECT SIZE	large
PROJECT STATUS	aktiven projekt
DESCRIPTION	<p>The general objective of the Joint Action – Innovative Partnership for Action Against Cancer (IPAAC JA) is to develop innovative approaches to advances in cancer control. The innovation that will be covered within the JA consists of further development of cancer prevention, comprehensive approaches to the use of genomics in cancer control, cancer information and registries, improvements and challenges in cancer care, mapping of innovative cancer treatments and governance of integrated cancer control, including a new analysis of National Cancer Control Plans. The development of innovative approaches to cancer control will be supplemented by a Roadmap on Implementation and Sustainability of Cancer Control Actions, which will support Member States in implementation of IPAAC and CANCON recommendations. The Roadmap will act as the central pillar of the JA, integrating the diverse topic areas, providing synergies between the topics, ensuring consideration of transversal issues for all topics and acting as the central comprehensive deliverable, integrating all the JA outputs. A variety of methods will be used to fulfil the general and specific objectives including pilot studies, working groups, expert panels, literature review and surveys. A governmental board will be in place to ensure that implementation and sustainability in national contexts are duly considered for each topic area. The proposal for the IPAAC JA proposes actions to address objective 1 of the 2017 annual work programme, that is promoting health, preventing diseases and fostering supportive environments for healthy lifestyles taking into account the 'health in all policies' principle. The work to be developed by the IPAAC JA is complementary to the outcomes of the EPAAC and CANCON Joint Actions, funded by the Second and Third Health Programmes and will build on their outputs, using the stakeholder networks as an optimal base for the development of innovative cancer control actions.</p>

MAIN PROJECT TEAM MEMBERS



I participate

Gantt-chart

new project

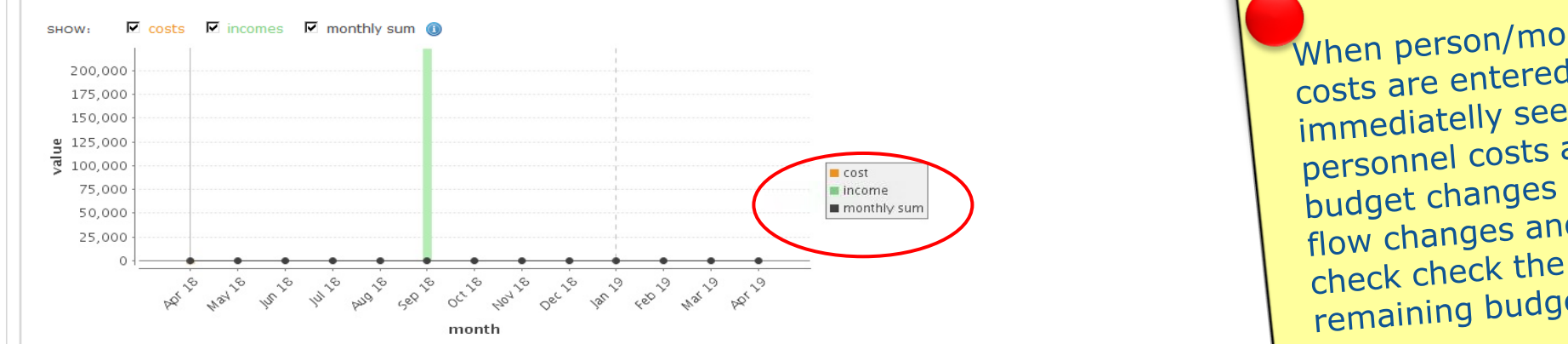
iPAAC (410) / CHAFAA

Here you can follow the project cash flow. Data in the graph is drawn from costs plan, cost and income realization. In the table below, you can filter the plan based on received or issued invoice.

SCORECARD TEAM FINANCE TASKS & MILESTONES COMMENTS DOCUMENTS CHANGES

COST PLAN COSTS SUMMARY OVERVIEWS INCOMES FINANCIAL STATE CASH FLOW

FROM TO BY document date SHOW TOTAL PROJECT



When person/month costs are entered, you immediately see personnel costs and budget changes - cash flow changes and you can check the remaining budget.

cost details income details

INCOME AND OUTCOME PLAN

ENTRY TYPE -- all -- SHOW CONFIRMED. SHOW CANCELLED

Document ID	Cost holder / payer	Order type	Project / phase / task	Entry type / cost type	Description	Date	Value	Spent	Remaining	
30/03/2018	MERCATOR, D.D.	naročilnica	410	cost / Ostali stroški	Pogostitev iPAAC delovni sestanek WP2	4.4.2018	10.00 €	0.00 €	10.00 €	
30/03/2018a		naročilnica	410	cost / Ostali stroški	Delovno kosilo iPAAC WP2	4.4.2018	90.00 €	0.00 €	90.00 €	
12/03/2018		prevoz	410	cost / Službene poti	Kick-off meeting, Luxembourg, 16.4.-17.4.2018, Tit Albreht	16.4.2018	1,000.00 €	0.00 €	1,000.00 €	
16/03/2018		prevoz	410	cost / Službene poti	Kick-off meeting, Luxembourg, 16.4.-17.4.2018, Marjetka Jelenc	16.4.2018	1,000.00 €	0.00 €	1,000.00 €	
12/03/2018		prevoz	410	cost / Službene poti	Kick-off meeting, Luxembourg, 16.4.-17.4.2018, Tina Lipušček	16.4.2018	1,000.00 €	0.00 €	1,000.00 €	
	CHAFAA		410	income	Pre-financing payment (30%)	1.9.2018	222,952.80 €	0.00 €	222,952.80 €	

4PM project management powered by Arctur

MY 4PM PROJECTS RESOURCES OVERVIEWS ACCESSORIES

home my milestones my tasks my meetings my comments travel orders my projects work overview work and expense entry favorites insert

**my tasks**

Joint Action Management and Meeting Structure / splošno  
31.3.2021  
IPAAC / WP1  
CHAEFA

**my entries (9.4.2018 -14.4.2018)**

project work  
non-project work  
absence  
overtime hours used

**calendar - hours input**

date	reported
Sunday, 8.4.2018	0h 0min
Monday, 9.4.2018	0h 0min
Tuesday, 10.4.2018	0h 0min
Wednesday, 11.4.2018	0h 0min
Thursday, 12.4.2018	0h 0min
» Friday, 13.4.2018	0h 0min
Saturday, 14.4.2018	0h 0min
Sunday, 15.4.2018	0h 0min
Monday, 16.4.2018	0h 0min
Tuesday, 17.4.2018	0h 0min
Wednesday, 18.4.2018	0h 0min

**my notifications and information**

tasks  
current 1 1

notifications  
unrecorded work 0h 0min from 72h 0min

Regularly report / record the work done on the project at 4pm. Regularly means at least at the end of the month.

Any information (time, cost, estimate sales, a change in plans) that users enter to 4PM system takes into account in the various reports and analyzes. Reporting is really quick and easy. Stressless.

my projects

- ADVANTAGE
- CFS - REAL
- EU Menu Lot 1
- EU Menu Lot 2
- EuroMtic
- iPAAC

add to list

calendar - hours input

date	reported
Sunday, 8.4.2018	0h 0min
Monday, 9.4.2018	4h 0min
Tuesday, 10.4.2018	4h 0min
Wednesday, 11.4.2018	4h 0min
Thursday, 12.4.2018	4h 0min
Friday, 13.4.2018	4h 0min
Saturday, 14.4.2018	0h 0min
Sunday, 15.4.2018	0h 0min
Monday, 16.4.2018	8h 0min
Tuesday, 17.4.2018	8h 0min
Wednesday, 18.4.2018	0h 0min

my entries (9.4.2018 - 14.4.2018)

project work  
non-project work  
absence  
overtime hours used

my notifications and information

tasks  
current: 14

milestones  
current: 1

notifications  
unrecorded work: 36h Great Team 72h Done

travel orders  
to confirm: 1

notifications and information - managers

tasks  
done: 1  
late: 7h  
not evaluated: 1

We suggest to enter hours and days on the project for each person thoroughly and consistently, since personnel costs represent the great majority of the total iPAAC budget.

## 4pm online video workshops

- Short and usefull presentation of 4pm platform
- Basic functions and advantages when using 4pm platform
- Series of video courses from june 2018 – sept 2018
- Exact dates of 4pm video courses – TBA.

Final Financial Policy manual will be delivered **in the following weeks.**

CONTACT DETAILS:

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Looking forward to our mutual cooperation.