



Schweizerische Eidgenossenschaft  
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**Innosuisse – Swiss Innovation Agency**

## Eurostars-3 Projects

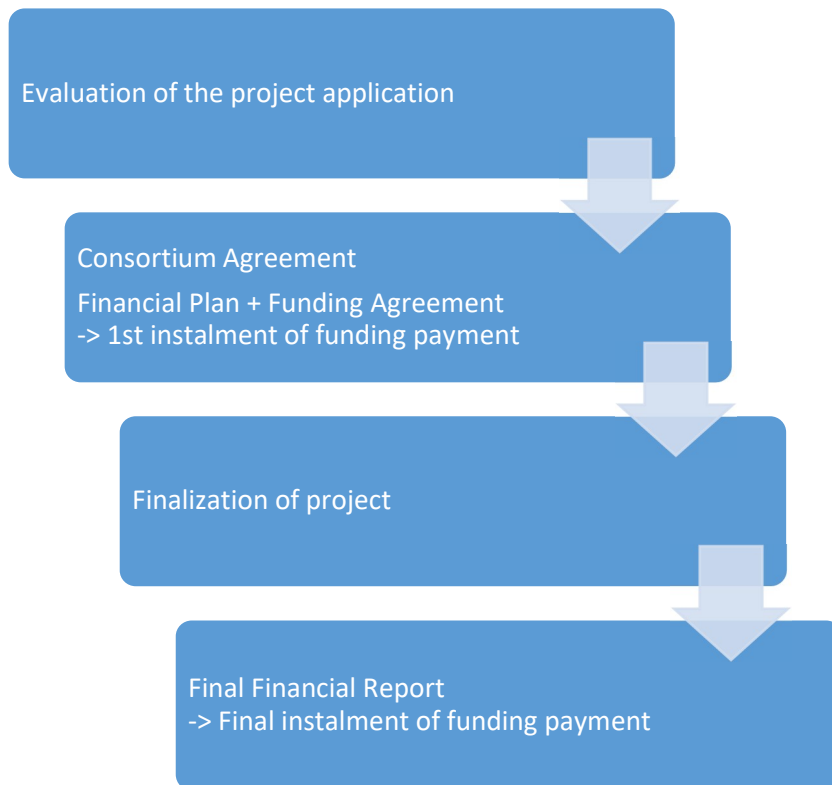
# **Guidelines for Financial Report**

- 1) Introduction
- 2) Timeline
- 3) Procedure
- 4) Content of Financial Report

## 1) Introduction

This document provides project partners with guidelines on preparing, completing and submitting the financial report.

## 2) Timeline



## 3) Procedure

The **final financial report** is to be submitted one month after completion of the project. Each project partner submits his or her own report.

In order to ensure compliance, the financial report forms provided by Innosuisse are to be used. The template for the final report will be sent to you around a month before the end of the project.

Each financial report must include copies of corresponding invoices and receipts to account for the use of the public funding contribution or an excerpt of a financial system/tool demonstrating the expenditures. Please provide additional information, if the text of the invoice or the receipt is vague and therefore difficult, by a third party, to draw a connection to the budgeted expenses indicated in the financial plan.

The EU or Innosuisse can undertake audits at any time and therefore, it is advisable to keep this information up-to-date to simplify future audit procedures. An audit can also be performed after the end of the project.

#### 4) Content

Page 1 – Project no, project title, start and end date of the project, contact information.

Page 2 – Expenses for depreciation of fixed assets (for the report time period and based on the figures stated in the financial plan)



##### 2.1 Depreciation of fixed assets

Only the depreciation mentioned in chapter 2.1 of the Financial Plan can be listed here. For all funded costs copies of invoices or a corresponding abstract of account from the financial service of the partner must be submitted together with the Financial Report. If an abstract of account from the financial service of the partner is submitted, copies of invoices or receipts must be delivered on request.

Item (specify production type, supplier)	Total depreciation in reporting period in CHF	Public funding in CHF	In-kind contribution in CHF
		0	0
		0	0
		0	0
		0	0
		0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Please adjust ratio accordingly, if it is not 50%/50%

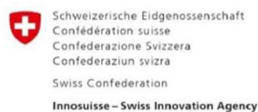
“In-kind contribution” = previously called “funding by project partner”

##### Page 3 – Other expenses

In order to avoid having to search for receipts and invoices from previous years, we recommend you collect, scan and save all supporting documents from the beginning of the project. Please store them in pdf-format.

The assignment of the receipts and invoices is simplified, if they are numbered or the respective page number is indicated. If the documents are submitted in random order and therefore cannot be assigned to the expenses listed, the report will be rejected.

If you are using an excerpt of a financial system, e.g. a separate account for the expenses of the project, you may transfer the account total to page 3 of the financial report.



##### 2.2 Other expenses

These costs must be specified according to chapter 2.2. of the Financial Plan. All copies of invoices or receipts must be delivered on request. The items must be ordered in a) consumables, b) travel for project meetings (list purpose, date, location and no. of people) and c) miscellaneous expenses.

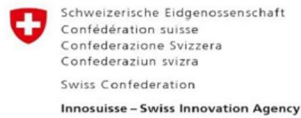
\*Please note: **Travel costs within Switzerland** are included in the overhead costs and are therefore not eligible for funding. **Travel costs for conferences are only eligible for funding if participation is linked directly to the Eurostars project and the partner makes an active contribution to the conference (presentation, poster, paper, booth).**

Utilization of funds	Total costs for other expenses in reporting period in CHF	Public funding in CHF	In-kind contribution in CHF
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Please adjust columns C + D if ratio is not 50%/50% (see financial plan)

Page 4 – New Project Team Members

Please provide us with the information of the newly added project team members - only team members **not** listed in the original financial plan.



Fill in, ONLY new team members compared to financial plan

Family name		First name	
Position in Project			
Employer		Place of work	
Family name		First name	
Position in Project			
Employer		Place of work	
Family name		First name	
Position in Project			

Page 5 – Wage costs

Please fill in the wage costs indicated in the financial plan. If for any reason the hourly rates are higher than in the financial plan, this must be reported to Innosuisse during the project.



2.3 Wage costs

Only salaries of collaborators, which are named in chapter 2.3 of the Financial Plan or have been added under 2.3a of this report can be charged. Only list the effectively paid salary and employer's contribution to the social cost according to the salary declaration to the tax authorities of the years during the project. The annual salary and employer social cost of the declaration is divided by 1816.5 hours and multiplied by the working hours a collaborator has worked on the project. Innosuisse reserves the right to randomly check salary declarations.

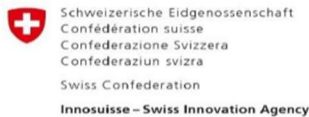
Project Function	Name	Gross annual salary plus employer contribution in CHF				Total working hours on project in reporting period				public funding in CHF	in-kind contribution in CHF
		year 1	year 2	year 3	year 4	year 1	year 2	year 3	year 4		
Project coordinator										0	0
Deputy project coordinator										0	0
Experienced researcher										0	0
Experienced researcher										0	0
Experienced researcher										0	0
Scientific assistants										0	0
Scientific assistants										0	0
Scientific assistants										0	0
Technician, programmer										0	0
										0	0
<b>NEW TEAM MEMBERS</b>										0	0
...										0	0
...										0	0
...										0	0
										0	0
<b>Total</b>										0	0

Please adjust columns K + L if ratio is not 50%/50% (see financial plan)

Along with the report, please submit the time sheets of the project team members. It may be in the form of an abstract of your time recording system or if not available, you may record the hours worked in an excel-sheet. **At least one monthly total and one project total per employee must be shown.**

Example:

Eurostars Project EI##### EXAMPLE													
Project Hours													
Names	Jan 20	Feb 20	March20	Apr 20	Mai 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct20	Nov 20	Dez 20	
R. Muster			5	0	8	7	6	0	0	3	4	5	38
E. Müller			8	8	15	0	0	0	20	10	7	0	68
I. Meier			10	20	25	32	0	0	10	15	20	3	135
<b>Total</b>	0	0	23	28	48	39	6	0	30	28	31	8	241



## 2.4 Subcontracting

Remember to submit the invoices concerning subcontracting.

Description (incl. Contracting partner)	Total costs for subcontracting in CHF	public funding in CHF	in-kind contribution in CHF
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Overhead costs cannot be applied on Subcontracting.

Subcontracting has to be supported by a copy of the invoice if co-funded by public funding contribution. The invoice should show the service provided, as well as the number of hours and the hourly rate.

## Page 7 – Recapitulation

Please double-check if the totals of the previous pages correspond with the figures in the summary. Transfer the figures from the financial plan to the column indicated.

Do not forget to sign and date the report.



## 2.5 Recapitulation

### Public Funding

Credit columns	Total funding as in financial plan	Expenditure in the reporting period	Remaining funding
Fixed assets (2.1)	-	-	
Other expenses (2.2)	-	-	
Wage costs (2.3)	-	-	
15% Overhead (2.1 - 2.3)	-	-	
Subcontracting (2.4)	-	-	
<b>Total in CHF</b>	<b>-</b>	<b>-</b>	<b>-</b>

in-kind contribution by Partner (company/university filling out this report)

Credit columns	Total in-kind contribution as in financial plan	Expenditure in the reporting period	Remaining in-kind contribution
Fixed assets (2.1)	-	-	
Other expenses (2.2)	-	-	
Wage costs (2.3)	-	-	
15% Overhead (2.1 - 2.3)	-	-	
Subcontracting (2.4)	-	-	
<b>Total in CHF</b>	<b>-</b>	<b>-</b>	<b>-</b>