

**eGrants training 09.06.2023 Q&A list**

Nr	Question	Category	Answer
1	We are an affiliated entity to a beneficiary. Do affiliated entities have to do the reporting in the EC portal on their own or does the beneficiary report for their affiliated entities?	Affiliated entities	Affiliated Entities must supply their Beneficiary with a blue-ink signed paper Financial Statement; the Beneficiary must then fill in the information in the system and sign and submit.
2	In case a beneficiary has a third party or affiliated entity linked to it, who is responsible to enter the data for the third party or affiliated entity into the section for the corresponding cost statement before it is finally submitted by the main entity? Does the third party or affiliated entity also receive access to the EC-portal to enter data once a reporting period is open?	Affiliated entities	See previous question.
3	What are the changes to Horizon 2020?	General reporting	Please refer to the training slides to see changes and new sections to be filled in as part of the reporting in the portal.
4	What is the necessary documentation to back up the IKAA declared ?	IKAA	IKAA reporting is not part of this training. Further documentation has been sent to the members.
5	Does the IKAA need to be performed by the same legal entity as the one in the consortium, or are the tasks from an affiliated company also eligible ?	IKAA	IKAA reporting is not part of this training. Further documentation has been sent to the members. Each private member shall report for it(s) affiliated entity(ies), if any, by including in its reported costs the ones of it(s) affiliated entity(ies).
6	What is the necessary documentation to back up the "internally invoiced goods and services" ? Do the internal invoicing process need to meet some criteria ?	Internally invoiced G&S	Please refer to art. 6.2.D2 of the HE Annotated Grant Agreement as well as the slides of the Financial Workshop (April 2023).  <a href="https://www.clean-aviation.eu/sites/default/files/2023-04/CA%20Financial%20Workshop%202023%20slides.pdf">https://www.clean-aviation.eu/sites/default/files/2023-04/CA%20Financial%20Workshop%202023%20slides.pdf</a>  <a href="https://www.clean-aviation.eu/sites/default/files/2023-06/Q%26A%20list%20CAJU%20Financial%20Workshop%202023.pdf">https://www.clean-aviation.eu/sites/default/files/2023-06/Q%26A%20list%20CAJU%20Financial%20Workshop%202023.pdf</a>
7	Will you send us guidelines for the eligibility criteria for In Kind Contribution - Additional Activities, as well as guidance for auditing these costs.	IKAA	See previous question on IKAA.
8	It would be interesting to see the transactions in SYGMA and the supporting information required from PLANES or other templates.	SyGMA & PLANES	See specific training on PLANES.
9	Would it be possible to address the calculation for personnel costs and what is to be included in the formula described in the GA?	Personnel costs	Please refer to the slides of the Financial Workshop (April 2023).  <a href="https://www.clean-aviation.eu/sites/default/files/2023-04/CA%20Financial%20Workshop%202023%20slides.pdf">https://www.clean-aviation.eu/sites/default/files/2023-04/CA%20Financial%20Workshop%202023%20slides.pdf</a>  <a href="https://www.clean-aviation.eu/sites/default/files/2023-06/Q%26A%20list%20CAJU%20Financial%20Workshop%202023.pdf">https://www.clean-aviation.eu/sites/default/files/2023-06/Q%26A%20list%20CAJU%20Financial%20Workshop%202023.pdf</a>
10	IKC declarations through the portal at M6. Any declaration needed in PLANES at M6 of project.	IKC	The reporting of IKAA is separate from the costs reporting at M6. This is done through a specific module on the EC portal and only for the Clean Aviation members and their affiliates. A separate email has been sent on 31.05.2023.

11	<p><b>Our country didn't adopt Euro currency yet - For reporting, is it ok to use ECB bank average of EUR FX conversion for the entire reporting period (e.g. as average for 6 months in the 1st reporting period)</b></p>	Currency	<p>According to art. 21.3 of the Grant Agreement:</p> <p>21.3 Currency for financial statements and conversion into euros</p> <p>The financial statements must be drafted in euro.</p> <p>Beneficiaries with general accounts established in a currency other than the euro must convert the costs recorded in their accounts into euro, at the average of the daily exchange rates published in the C series of the Official Journal of the European Union (ECB website), calculated over the corresponding reporting period.</p> <p>If no daily euro exchange rate is published in the Official Journal for the currency in question, they must be converted at the average of the monthly accounting exchange rates published on the European Commission website (InforEuro), calculated over the corresponding reporting period.</p> <p>Beneficiaries with general accounts in euro must convert costs incurred in another currency into euro according to their usual accounting practices.</p>
12	<p><b>Are publication fees eligible?</b></p>	Publication	<p>Only publication fees in full open access venues for peer-reviewed scientific publications are eligible for reimbursement (Annexe 5 of HE Model Grant agreement).</p>