

# The European Research Council

## Financial Reporting in ERC grants (Horizon Europe)

ERC grant management event for Host Institutions  
Paris, 26 May 2026

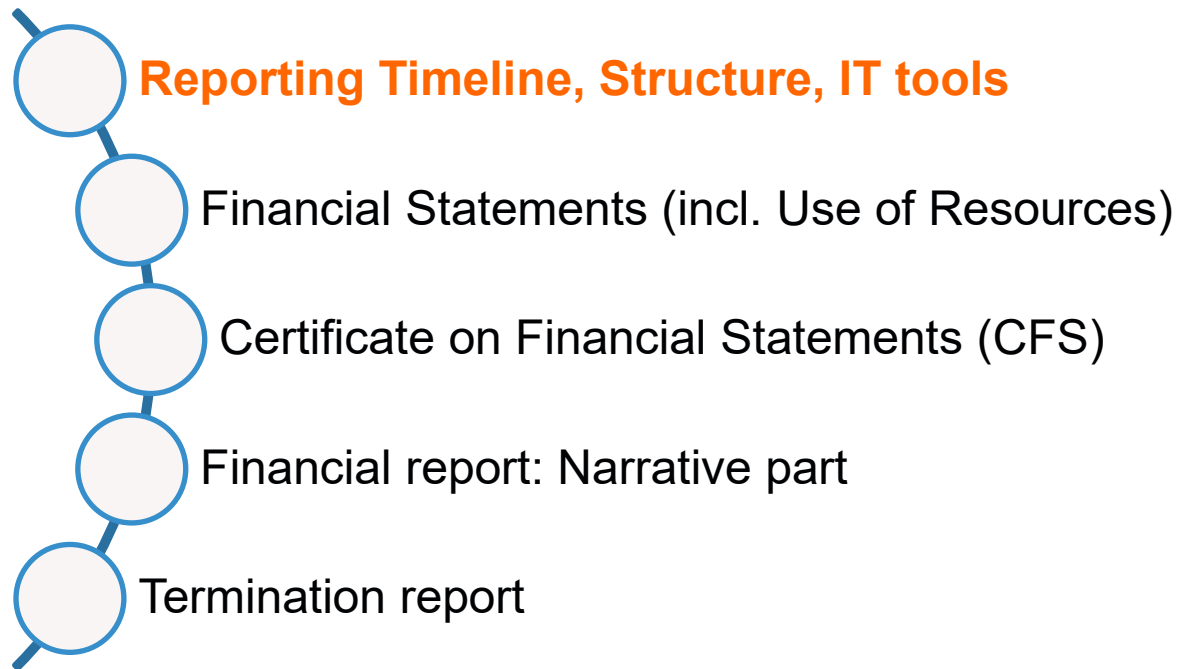


**European Research Council**

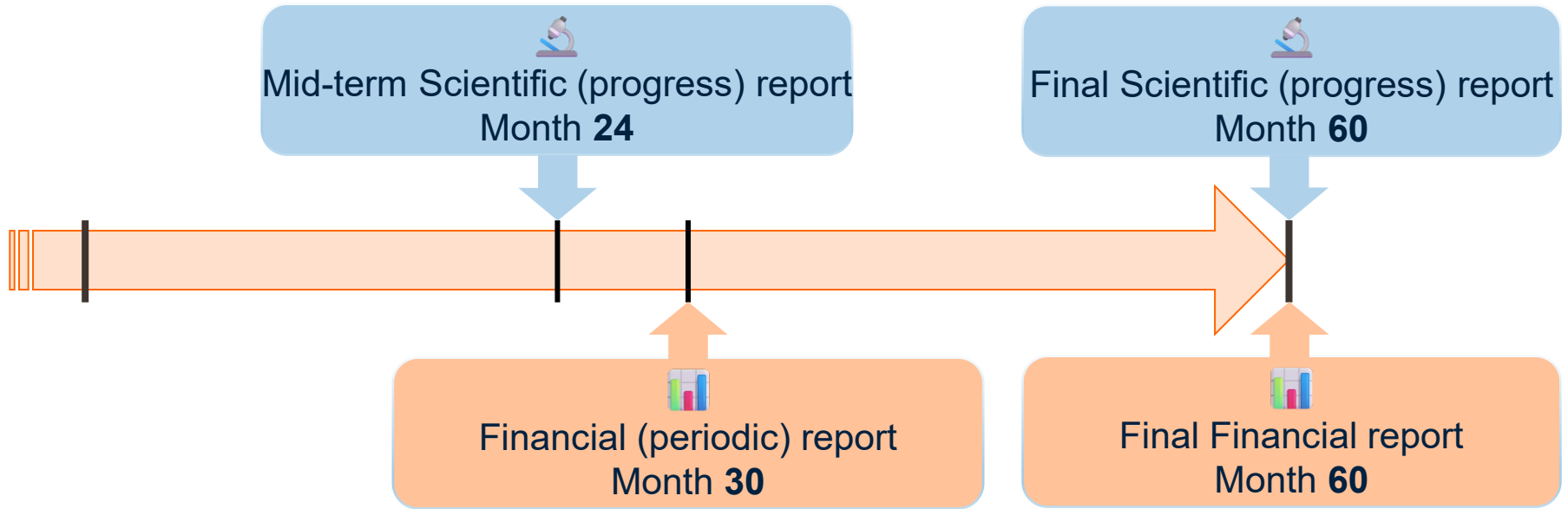
Established by the European Commission

# Agenda

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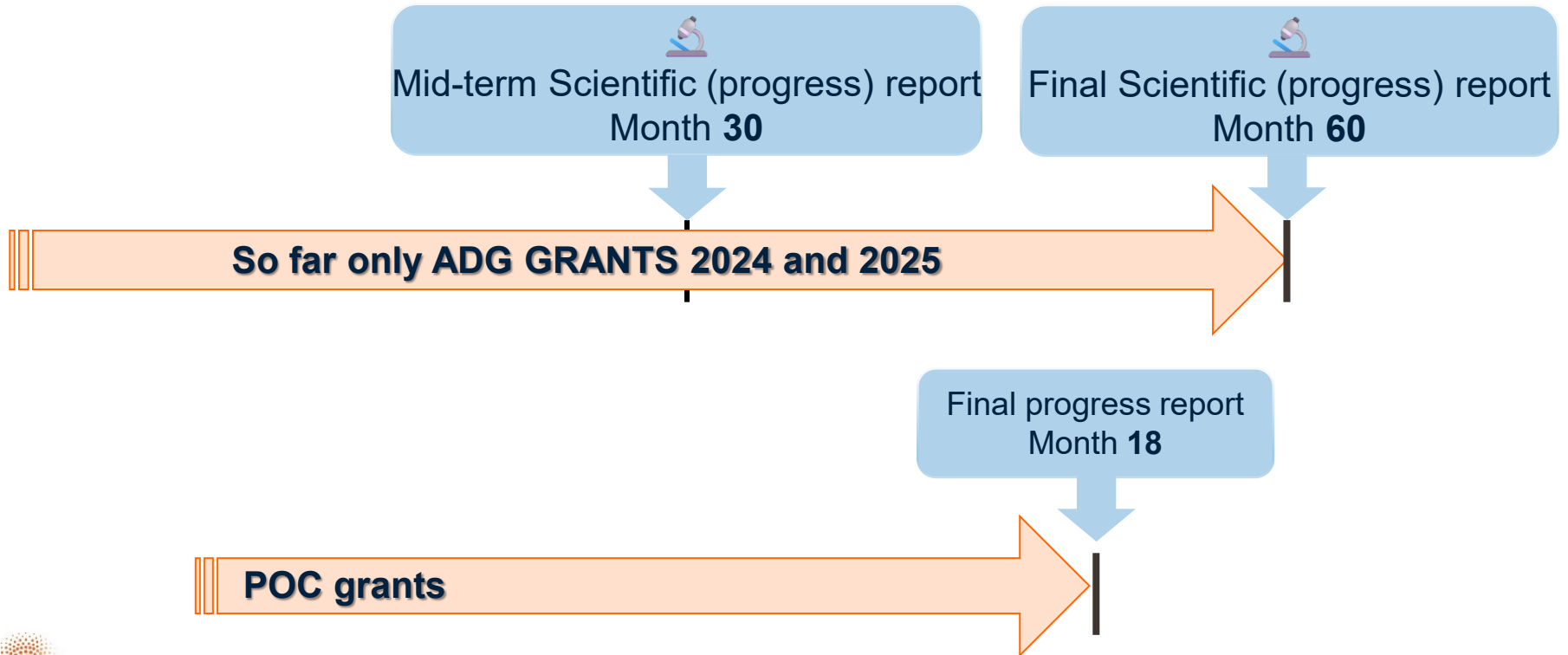
# ERC Reporting : timing (actual costs)



## ERC Synergy grants:

- **3 Scientific** (progress) reports – every 24 months
- **4 Financial** (periodic) reports – every 18 months

# ERC Reporting : timing (Lump Sum)



# ERC Reporting: Structure (actual costs)

## INTERIM - Periodic (financial) report

- ✓ **Part A** – a snapshot of **continuous reporting**
- ✓ **Part B** - a **technical / narrative part** ('technical report Part B')

A **financial part** (per beneficiary & affiliated entity if applicable), consisting of:

- ✓ Financial statement
- ✓ Report on the use of resources

## TERMINATION report

Same parts as for the interim

- + report on the distribution of payments to terminated Beneficiary
- + Certificate on the Financial Statements (CFS), if required

## FINAL - Periodic (financial) report

Same parts as for the interim

- + Scientific report (PI to fill in)
- + Certificate on the Financial Statements (CFS), if required

# IT tools: Entry point “Funding & Tenders Portal”

**Periodic Financial reporting**  
open at the end of each period

**Continuous reporting**  
Always open

**the Project Officer**  
your key contact person

The screenshot displays the 'MY PROJECT' interface. On the left, a sidebar lists project details: Call: ERC-2021-COG, Type of Action: HORIZON-ERC, Current Phase: Grant Management, Duration: 60 months, Start Date: 01 Apr 2022, and Estimated Project Cost: €1,999,748.00. Below this are buttons for 'Latest Legal Data', 'Active Processes', 'Document Library', 'Communication Centre', and 'Archived Processes'. The main content area shows two reporting sections. The top section, 'Periodic Reporting' (REP-101043998-1), has a progress bar with stages: Draft (01 Oct 2024), Submitted, Observations, and Paid. The bottom section, 'Continuous Reporting' (101043998 - DEEPCONTROL), has a progress bar with stages: Started (06 Apr 2022) and Completed. A red box highlights the 'Continuous Reporting' section. At the bottom, there are links for 'ONLINE MANUAL' and 'HOW TO'.

# IT tools: Grant management tool – HE periodic report

The screenshot shows a progress bar for 'Continuous reporting' and 'Periodic Report'. The 'Continuous reporting' section is highlighted with a red box and contains the following items: Project Summary (green checkmark), Researchers involved in the project (green checkmark), Deliverables (info icon), Publications (info icon), Results (green checkmark), Disseminat... Activities (green checkmark), Intellectual property rights (IPR) (green checkmark), Tech. Report (Part B) (info icon), and Financial Statements (info icon). The 'Periodic Report' section is highlighted with a green box and contains: Impact (green checkmark), Other Results (green checkmark), Datasets (green checkmark), and Documents (info icon).

Technical Report (Part B)

Number	Attachment	Actions	Template
1	Explanation of the work - Overview of progress	No file selected	<a href="#">Link to webpage with templates</a>

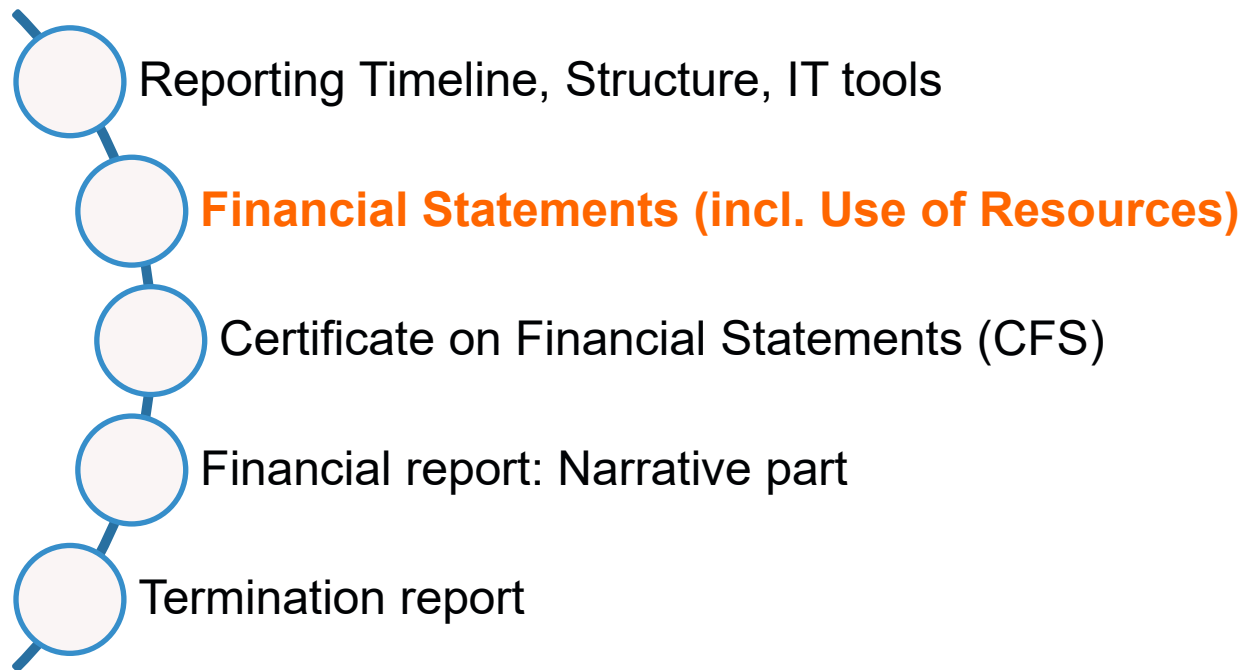
Upload the document when completed

Link to webpage with templates

The screenshot shows the navigation menu of the ERC website. The 'Manage your project' menu item is highlighted with a green box. Below the menu, the breadcrumb trail reads 'Homepage > Manage your project > Project Reporting'. A green box labeled 'Project Reporting' is positioned below the breadcrumb trail.

# Agenda

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# ERC Reporting – Financial Statement & Use of Resources

## Financial Statement

Financial Statement for period 1 - (01 Mar 2022 - 31 Aug 2022)

### Eligible costs:

Category	Form of Funding	Total Amount	
▼ Eligible costs (per budget category)			
▼ Direct costs			
▼ A. Personnel costs			
▼ (a1) A.1 Employees (or equivalent), A.2 Natural persons under direct contract, A.3 Seconded persons (actual costs)	actual	375,277.03 €	
▼ (a2) A.1 Employees (or equivalent), A.2 Natural persons under direct contract, A.3 Seconded persons (actual costs)	unit (usual accounting practices)	0.00 €	
▼ B. Subcontracting costs			
▼ (b) Subcontracting	actual	0.00 €	
▼ C. Purchase costs			
▼ (c1) C.1 Travel and subsistence	actual	53,152.70 €	
▼ (c2) C.2 Equipment	actual	13,466.64 €	
▼ (c3) C.3 Other goods, works and services	actual	14,063.82 €	
▼ D. Other cost categories			
▼ (d2) D.2 Internally invoiced goods and services	unit (usual accounting practices)	0.00 €	
▼ (d7) D.7 ERC additional funding	actual	0.00 €	
▼ (d8) D.8 ERC additional funding (subcontracting and internally invoiced goods and services)	actual costs or unit costs (usual accounting practices)	0.00 €	
▼ Indirect costs			
▼ E. Indirect costs			
(e) E. Indirect costs (25% * (a1 + a2 + c1 + c2 + c3 + d7))	flat-rate	113,990.05 €	
(f) Total costs (a1 + a2 + b + c1 + c2 + c3 + d2 + d7 + d8 + e)		569,950.24 €	
▼ EU contribution			
▼ EU contribution to eligible costs			
(g) Maximum EU contribution (100% * f)		569,950.24 €	

Not generating indirect costs

Use of resources section



# ERC Reporting – Use of Resources “Personnel costs”

Tip: start with the personnel costs

Financial Statement

Eligible costs:

Category	Form of Funding	Total Amount
▼ Eligible costs (per budget category)		
▼ Direct costs		
▼ A. Personnel costs		
▼ (a1) A.1 Employees (or equivalent), A.2 Natural persons under direct contract, A.3 Seconded persons (actual costs)	actual	375,277.03 €
▼ (a2) A.1 Employees (or equivalent), A.2 Natural persons under direct contract, A.3 Seconded persons (actual costs)	unit (usual accounting practices)	0.00 €
▼ B. Subcontracting costs		
▼ (b) Subcontracting	actual	0.00 €
▼ C. Purchase costs		
▼ (c1) C.1 Travel and subsistence	actual	53,152.70 €
▼ (c2) C.2 Equipment	actual	13,466.64 €
▼ (c3) C.3 Other goods, works and services	actual	14,063.82 €

## Direct personnel costs declared as actual costs

### Effort per Staff Category

No.	Staff Category	Person Months	Costs
1	Principal Investigator	12.60	65,879.30 €
2	Post Doctorate	10.20	16,899.85 €
3	Student (including PhD, Master,...)	43.90	40,301.20 €
4	Other	11.00	23,849.64 €

Always input the PMs corresponding to the salary costs charged



# ERC Reporting – Use of Resources “Purchase costs”

The IT tool indicates the amount to explain

## C.3 Other goods, works and services

**Purchase Costs amount to be explained: 74,630.61 [1] €**  
**Total explained Purchase Costs amount:**  
**[1] = Purchase Costs - (0.15 \* Personnel Costs)**

Category	Form of Funding	Total Amount
▼ Eligible costs (per budget category)		
▼ Direct costs		
▼ A. Personnel costs		
▼ (a1) A.1 Employees (or equivalent), A.2 Natural persons under direct contract, A.3 Seconded persons (actual costs)	actual	375,277.03 €
▼ (a2) A.1 Employees (or equivalent), A.2 Natural persons under direct contract, A.3 Seconded persons (actual costs)	unit (usual accounting practices)	0.00 €
▼ B. Subcontracting costs		
▼ (b) Subcontracting	actual	0.00 €
▼ C. Purchase costs		
▼ (c1) C.1 Travel and subsistence	actual	53,152.70 €
▼ (c2) C.2 Equipment	actual	13,466.64 €
▼ (c3) C.3 Other goods, works and services	actual	14,063.82 €

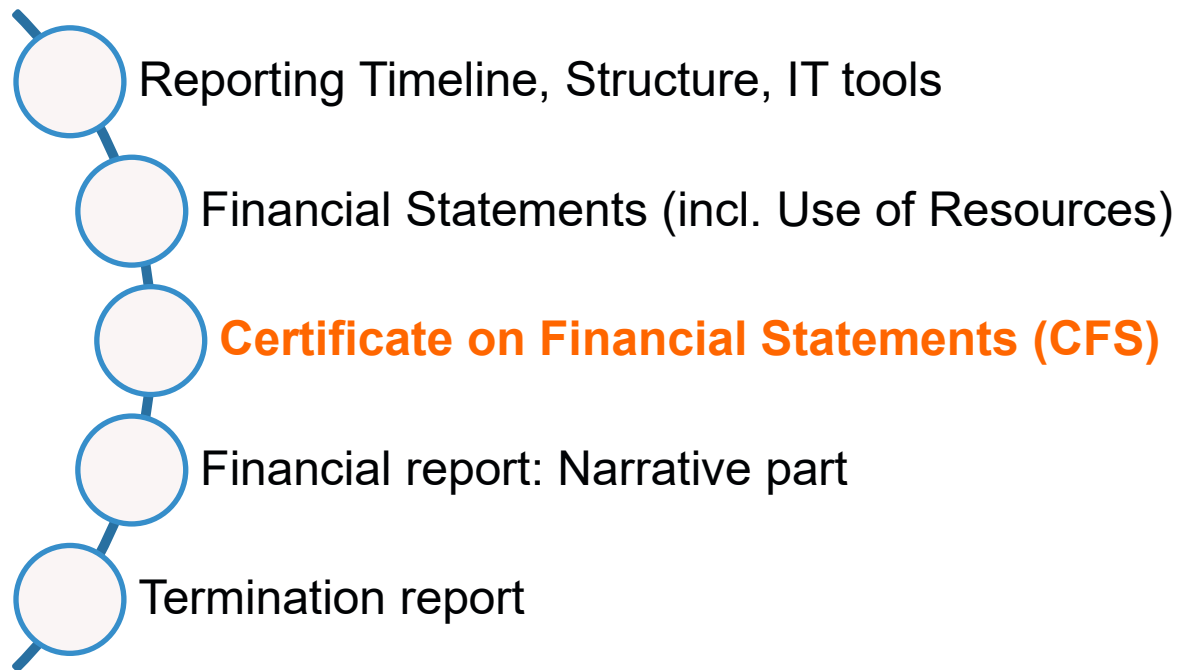
Item Name	Foresee in Annex 1?	Explanation	Costs (EUR)
Publication costs for publication with Springer Nature	True		4,695.75
Hexagonal Boron Nitride	True		3,824.66
Optical Benches	True		3,768.73
Publication costs for publication with Springer Nature	True		2,277.10
Mid-IR-Waveplates	True		1,082.90
Photoresist	True		946.05
			16,595.19

- Ensure acceptable level of detail
- Go item by item or by groups



# Agenda

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# Certificate on the Financial Statement (CFS) – 1/2



- A Certificate on the Financial Statements (**CFS**) **must be submitted**:
  - With a Final report or
  - With a Beneficiaries' termination report

## **AND**

- When the 'Requested EU contribution for **all costs**' for that entity is  **$\geq \text{€}430.000$**
- Costs already covered by a closed audit (Letter of Conclusion 'LoC' received) by the Commission Services **do not need to be certified again in the CFS**

**The CFS is NOT NEEDED in lump sum grants**

(only technical reviews on non-financial obligations are possible)



# Certificate on the Financial Statement (CFS) – 2/2



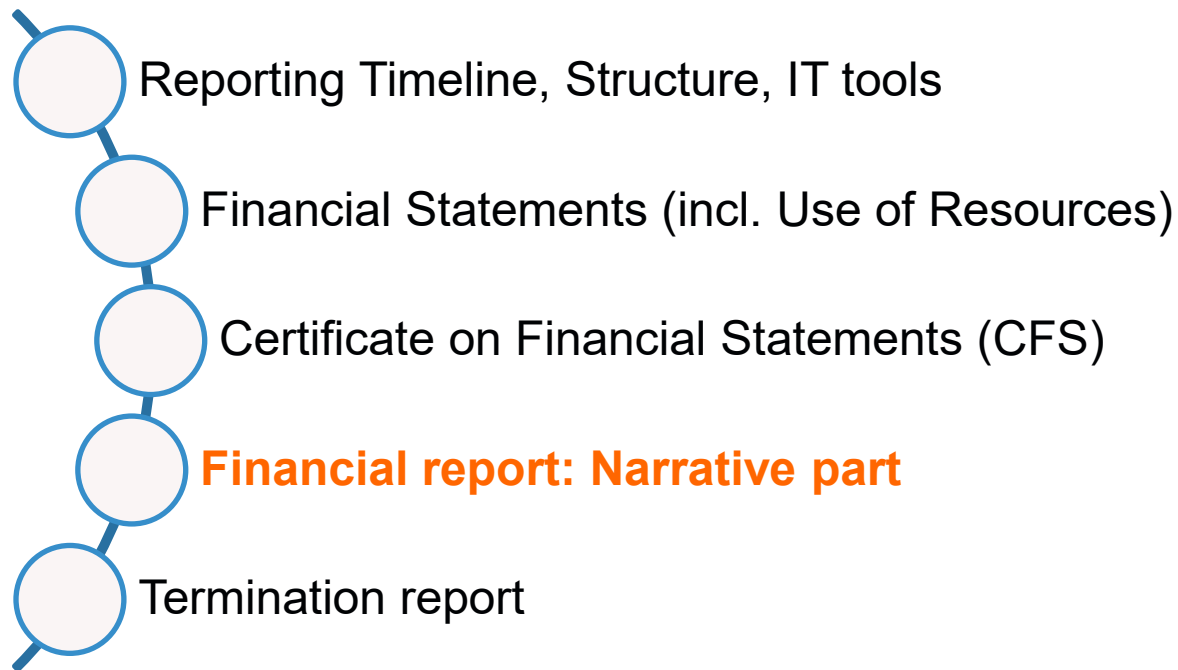
Before submitting the CFS, please check:

- ☑ Are the **project references** (number, acronym, dates, etc) correct?
- ☑ Are the **certified amounts** correct?
- ☑ Are the required **signatures and stamps** present?
- ☑ Are the **procedures performed for all cost categories for which costs are claimed?**
- ☑ Are there any **exceptions** noted? If yes, ensure you clarify them with the auditor.
- ☑ Did you **upload all 3 parts** of the CFS?



# Agenda

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# ERC Financial Report – Action Implementation – Progress

## 1. ACTION IMPLEMENTATION

### 1.1 Progress

Has the action progressed as planned in the Description of the Action (Annex 1 of the Grant Agreement)?	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	Not fully
<input type="checkbox"/>	No

If the answer is 'Not fully' or 'No' please elaborate and justify any issues or delays (e.g. unforeseen events and adjustments - particularly in the use of resources, changes in the participating entities, recruitment delays, timely purchase of the equipment foreseen, in case of multi-beneficiary action indicate if one of the beneficiaries fails to implement their part of the action, other difficulties etc. not more than ½ page).

- ✓ Applicable **only** for interim reports
- ✓ Simplification : **only if the action is 'not fully' or 'not progressing'** as planned an explanation is needed
- ✓ **Remain succinct** in the explanation, the scientific aspects should be described in the scientific report

# ERC Financial Report – Relation PI – HI

## 1.2 Relations PI – HI

Please describe how the relationship between the Principal Investigator and the Host Institution has evolved (i.e. Have the provisions of the Supplementary Agreement been respected? What is the kind of administrative support provided by the Host Institution?).

Has there been any change in the employment situation of the PI? If yes, please explain.

- ✓ Clearly state whether the **supplementary agreement provisions** have been followed.
- ✓ Outline the type and adequacy of **support provided by the HI**.
- ✓ Briefly explain **how the relationship between the PI and the HI has developed** over time.

### Examples

- *The provisions of the Supplementary Agreement have been respected.*
- *The HI manages all research projects with joint support from the Department of XX and with the central support department. Collectively these provide secretarial support, procurement administration and Personnel/Human Resources.*
- *The Department assists with general project management, providing infrastructure and other services necessary for the project.*
- *From the centralized Research Services department, monthly financial reports are given to the PI, support and advice on technical aspects of ERC regulations and guidelines.*

# ERC Financial Report – PI time commitment

Time commitment of the PI	
% of the total working time that the PI has committed to the action according to the Grant Agreement (Annex 1):	[insert XX% from Annex 1]
The % of the total working time the PI has dedicated to the action from the start date of the action until the end of this reporting period	[insert XX%]
The % of the total working time the PI has dedicated to the action during this reporting period (applicable to grants with 3 or more reporting periods):	[insert XX%]
Did the PI spend at least 50% of their total working time in Europe (Member States or Associated Countries) from the start date of the action until the end of this reporting period?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

**CUMULATIVE**  
(since the start of the project)

**NOT cumulative**

If there is a deviation from one or both time commitment requirements, please justify AND explain how the requirements will be met by the end of the action

# ERC Financial Report – Team members

## 1.4 Team members

Please explain briefly the work of the team members for whom personnel costs are claimed in this reporting period (list the names of the team members and their staff category in accordance with the use of resources breakdown e.g. Post-Docs; Students; Other).

- ✓ List the **names of the team members**, the related **staff category** and **their tasks**
- ✓ Provide information **for each beneficiary/affiliated entity** separately
- ✓ **Ensure consistency** with the ‘Use of resources’ section

### Examples

#### **Host Institution**

- *Name (PhD student): analysis, cell imaging and molecular biology analysis. He has been contributing to Aim 1 and 2*
- *Name (post doc): she is in charge of many aspect of the project, including xxx (Aim 1); cell imaging experiments (Aim2)*

#### **Beneficiary 2**

- *Name (PhD student) dealt with the modelling of xxx and their effect on xxx. Also, she was actively working on the implementation of advanced methodologies for xxx*

# ERC Financial Report – Deviations in the Use of Resources

## 2. USE OF RESOURCES

### 2.1 Budget follow-up (*n/a for Lump Sums*)

Include explanations on deviations of the use of resources between actual and planned use of resources in Annex 1 and Annex 2.

Include explanations on transfer between budget categories (if applicable).

- ✓ Provide explanations on **deviations in terms of resources**, including underconsumption or overconsumption compared to Annex 1 and Annex 2, **for all entities** involved in the project HI / Add. beneficiaries / Affiliated entities
- ✓ The information should **address all concerned costs categories** and any **budget reallocation** between categories that do not involve changes in the scientific methodology and objectives of the action.
- ✓ **Ensure consistency** of the information with the “Use of resources”



# ERC Financial Report – Adjustment(s) from previous period(s)

## 2. USE OF RESOURCES

### 2.1 Budget follow-up (*n/a for Lump Sums*)

Include explanations on deviations of the use of resources between actual and planned use of resources in Annex 1 and Annex 2.

Include explanations on transfer between budget categories (if applicable).

Include explanations on adjustments to previous financial statements (if applicable).

[insert text]

- ✓ Provide **details on submitted adjustments** (cost category, reason, amount)
- ✓ **Ensure consistency** with the Financial statement/Use of resources
- ✓ **Do NOT submit negative adjustments related to an AUDIT carried out by the Commission!**

### Examples

#### **Personnel**

- *correction of -5.000€ due to recalculation of the PI salary costs as we noticed a mistake in the figure charged in the previous period.*

#### **Travel**

- *correction of -2.000€ because after review of the invoices for the Conference xxx that the PI attended in xxx was not actually related to this ERC project but to another activity of the PI.*

#### **Publications**

- *correction of + 3.000€ of publication costs for the publication of an article. Due to administrative problems, it was not possible to charge it in the previous report.*

# ERC Financial Report – Unforeseen subcontracting & In-kind contribution

## Unforeseen subcontracting (if applicable)

Specify in this section:

- the work (the tasks) performed by a subcontractor which may cover only a limited part of the project
- explanation of the circumstances which caused the need for a subcontract, taking into account the specific characteristics of the project
- the confirmation that the subcontractor has been selected ensuring the best value for money or, if appropriate, the lowest price and avoiding any conflict of interests
- include also the name of subcontractor and the amount.

## Unforeseen use of in kind contributions (n/a for Lump Sums)

Specify in this section:

- the identity of the third party
- the resources made available by the third party free of charges
- explanation of the circumstances which caused the need for using these resources for carrying out the work.

- ✓ Subcontracts and in-kind contributions from third parties **foreseen** in the DOA **do not need to be explained here**
- ✓ By having used this unforeseen contributors **you bear the risk of seeing such costs rejected**
- ✓ **TIP : discuss with the PO before incurring such costs (an amendment might be required)**

### Example

- *The claimed amount for the unforeseen subcontract is 1.000 euros. Name\_Contractor worked on task xxx of activity xx of the Annex 1. The subcontracted tasks are limited to this reporting period only and are not expected to recur during the subsequent phases of the project implementation. No further deviations or newly envisaged subcontracted activities are anticipated*

# ERC Financial Report – Additional funding (if applicable)

## 2.1.3 Additional funding (if applicable) (n/a for Lump Sums)

If this ERC action has been awarded with additional funding, please describe how the related expenses have been incurred<sup>4</sup>.

If applicable, please explain any change in the use of the additional funding awarded, namely:

- a) the cost category affected;
- b) the circumstances which caused the need for a change in the use of the additional funding awarded and how the objectives for which the additional funding was awarded remain the same.

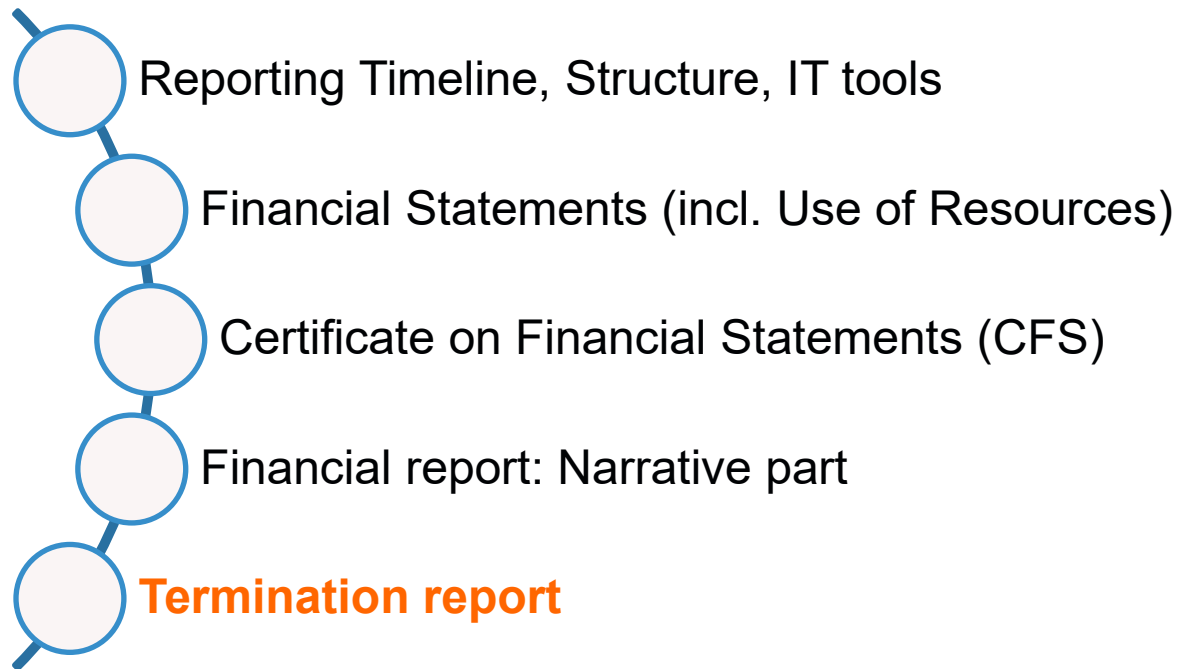
- ✓ Additional funding is the **amount above the max EU contribution for that scheme** (> 2mio € for COG)
- ✓ Additional funding **can only be used for the purpose for what it was awarded by the panel**
- ✓ **Describe how the related expenses have been incurred**
- ✓ Explain any exceptional change in the use of the additional funding: the cost category and the reason

### Example

- **Major Equipment:** *the digital microscope for which 200.000€ additional funding was granted, was delivered and put in place in the 2nd reporting period. The costs for this RP2 amounts to xxx and are in accordance with depreciation policy.*
- **Access to large facilities:** *additional funding of 200.000€ was granted for access to xxx. During this first period the expenditure for the access to the site was 150.000€.*

# Agenda

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# ERC Reporting: Termination report (1/2)

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⇒ When to be submitted :

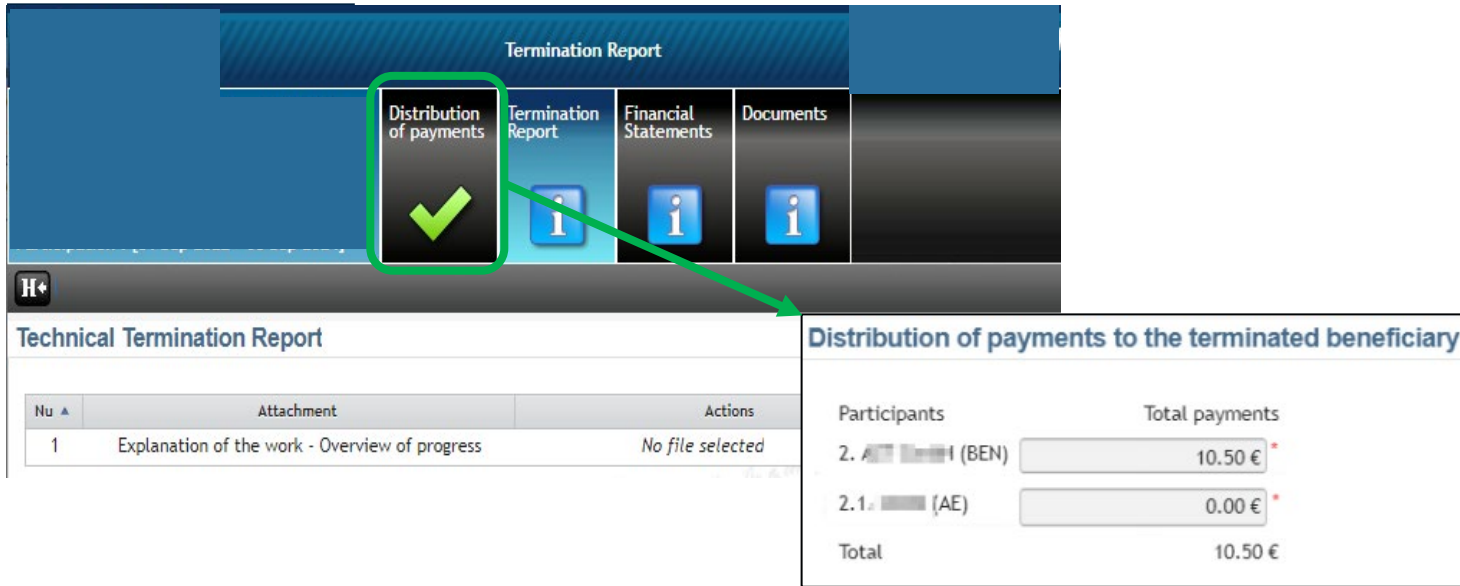
- **Termination of a beneficiary** in multi-beneficiary grant
- **Change of Host Institution** if the former host institution leaves the project

⇒ The terminated beneficiary / former host Institution **prepares the reports**

⇒ The host institution / new host institution **submits the reports**

⇒ There is **NO** payment after approval of the termination report

## ERC Reporting: Termination report (2/2)



The screenshot shows the 'Termination Report' interface. The 'Distribution of payments' tab is highlighted with a green box and a green checkmark. An arrow points from this tab to a detailed view of the payment distribution table.

**Technical Termination Report**

Nu ▲	Attachment	Actions
1	Explanation of the work - Overview of progress	No file selected

**Distribution of payments to the terminated beneficiary**

Participants	Total payments
2. [redacted] (BEN)	10.50 € *
2.1. [redacted] (AE)	0.00 € *
Total	10.50 €

Sum of **EU funds (if any) received** from the HI (or from ERCEA) by the terminated beneficiary

# Financial ERC Reporting – Conclusions

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Before submitting your next Financial/Periodic Report:

- **check the guidance** on each process under the Funding & Tenders portal:  
[Reporting process — general - IT How To - Funding Tenders Opportunities \(europa.eu\)](#)
- **consult** the **Annotated Grant Agreements**
  1. [h2020-amga\\_en.pdf \(europa.eu\)](#)
  2. [HE aga\\_en.pdf \(europa.eu\)](#)
- Financial and administrative matters explained in **6 [videos](#)**
- in case of doubt, contact your **ERC Project Officer**



# Thank You!

More information: [erc.europa.eu](https://erc.europa.eu)



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## Case study

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Join at  
**slido.com**  
**#1839 158**



<https://admin.sli.do/event/3ohY5cgVm1xwVHaV1ekey6>

# Case 1

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1) The action did NOT FULLY progress as planned in the Annex 1. Is a justification required in the ERC Financial Report?

- No, a justification is only needed if the action did not progress as planned
- Yes, information is needed (what/why/how is it affecting the project) if the action did not or not fully progress as planned
- No, this needs to be reported in the scientific report only.

## Case 2

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2) The PI TC reported is 50% in Period 1 (30 months). The personnel costs of the PI are charged to the project and 30 Person Months are declared in the Use of Resources. Is the information correct?

- No, Personnel costs of the PI cannot be charged to the ERC budget
- Yes, Personnel costs of the PI are considered as direct eligible costs
- No, the number of Person Months reported is incorrect



## Case 3

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3) The project was transferred to another Host Institution at the end of Month 40 (i.e. after 1st periodic report M1-30) and the initial HI terminated. WHAT type of report is required for the costs incurred between M31-40 by the initial HI?

- A Periodic Report
- A Termination Report
- No report is needed, only the Financial Statement with the costs

## Case 4

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4) The project was transferred to another Host Institution at the end of Month 40 (i.e. after 1st periodic report M1-30) and the initial HI terminated. WHO should prepare & submit the report for the costs incurred between M31-40?

- The INITIAL Host Institution
- The NEW Host Institution
- The INITIAL HI prepares and the NEW HI submits

## Case 5

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5) The project was transferred to another Host Institution (the initial did not remain) at the end of Month 40. The old HI incurred in costs for 400.000€ in M1->30 and 40.000 € for M31-40.

Is a CFS needed for the terminated beneficiary?

- Yes, because the total costs is  $>$  the HE threshold for CFS
- No, because the initial HI is leaving
- No, because the HE threshold for CFS is not reached

## Horizon Europe ERC Reporting – Links to the templates

	INTERIM Scientific report	INTERIM Financial & Termination reports	FINAL reports
<b>Starting Consolidator Advanced</b> (actual costs)	<a href="#">Scientific Progress Report</a>	<a href="#">Technical Report (part B) interim</a>	<a href="#">Scientific Progress Report</a> + <a href="#">Technical Report (part B) final</a>
<b>Synergy</b>	<a href="#">Scientific Progress Report</a>	<a href="#">Technical Report (part B) interim</a>	<a href="#">Scientific Progress Report</a> + <a href="#">Technical Report (part B) final</a>
<b>Proof of Concept</b>		<a href="#">ERC Scientific Report (Part B)</a> (only applicable in case of beneficiary termination)	<a href="#">ERC Scientific Report (Part B)</a>