



UNIVERSITÀ DI PISA



Communicating ICT to Markets  
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## FINANCE IN FRAMEWORK SEVEN – 9<sup>TH</sup> NOVEMBER 2011

Framework Seven (FP7) brings with it new financial rules, which cover everything from eligible costs to interest earned on advance payments, from payment terms to penalties, from subcontracting to social costs. This workshop addresses the financial rules and practices of the Cooperation and Capacities Programmes of FP7. Through lectures and exercises, it will give you a practical interpretation of the EU financial rules and guidelines drawing on real experience. The workshop will bring out the differences and similarities between FP6 and FP7.

The workshop will be led by **Paul Drath of [Singleimage](#)**. Paul has extensive experience of EU research programmes gained over the last twenty years, as proposal evaluator, project reviewer and participant or coordinator in more than ten EU funded projects. He has lectured on EU research to audiences from every EU Member State and Associated country, and from Russia, Belarus and the Ukraine. He is frequently invited to speak at events relating to EU research funding organized by FP7 National Contact Points, associations and foundations, as well as individual universities and institutes.

The workshops are organised in collaboration with the [University of Pisa – European and International Research Unit](#), the Unit of the Research Office within the Research & International Relations Area in charge of: contracts with EC; analysis of funding opportunities in European Programmes, in particular referring to Framework 7; Dissemination, Promotion & Training about European Programmes; Support and Advice to Project Management and Financial Accounting of European Projects; Monitoring European projects presented by the University of Pisa; Panel of University of Pisa scientific experts ; Relationships with European Commission, APRE, research institutional actors and stakeholders.

**TARGET AUDIENCE:** *The workshop is essential for finance and administration staff involved in EU research projects, whether as a coordinator or partner. It is also suitable for project managers and professional advisors working on these projects.*

**[Combine Finance in Framework Seven with Coordinating EU Projects taking place on 10<sup>th</sup> November 2011 \(special rates available\)](#)**

### AGENDA

9:00 *Registration and coffee*

#### **BASICS OF EC RESEARCH FUNDING**

9:30 Main contract types and activities, indirect cost methods, funding rates, project receipts, management costs, Coordination and Support Actions, Research Infrastructures, the SME scheme.

11:00 *Coffee break*

#### **DIRECT COSTS**

11:15 Eligible costs: indirect taxes, interest, provisions, notional costs, personnel, productive days, timesheet recording, subcontract and third parties, financial reporting, timing and cash flow, guarantee payments, viability checks.

12:30 *Lunch*

#### **OVERHEADS / INDIRECT COSTS**

13:30 Direct costs v overheads, removing non-eligible costs, allocating shared overheads, cost drivers, actual v simplified, choosing the right overhead method.

15:00 *Coffee break*

#### **FINANCIAL CERTIFICATES AND AUDIT**

15:15 Certificate on financial statements, certificate on the methodology, average personnel costs, SME owner managers; EC audit: process, financial consequences, common errors.

16:30 *End of formal workshop*



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**FRAMEWORK SEVEN WORKSHOPS BOOKING FORM**

To book a place at a workshop, price 480€ + VAT (Total = 576€), in Pisa, Italy, send this booking form to Trust-IT Services Srl (fax +39 050 503325, email [training@trust-it-services.com](mailto:training@trust-it-services.com)).

**Note: Special rates for attending more than one course or for organisations with multiple participants.**

The Workshop is in English and the price includes attendance at the workshop, copy of Workshop materials, lunch and refreshments.

|  |              |             |  |
|--|--------------|-------------|--|
| <b>I WILL PARTICIPATE TO THE WORKSHOP:</b><br><br><input type="checkbox"/> FINANCE IN FRAMEWORK SEVEN<br><input type="checkbox"/> COORDINATING EU RESEARCH PROJECTS<br><input type="checkbox"/> FINANCE & COORDINATING |              |             | 9 <sup>TH</sup> NOVEMBER 2011<br>10 <sup>TH</sup> NOVEMBER 2011<br>9 <sup>TH</sup> & 10 <sup>TH</sup> NOVEMBER 2011 (SPECIAL RATE) |
| MR/MRS/MS/MISS/DR/PROF   | FIRST NAME   | FAMILY NAME |  |
| POSITION IN ORGANISATION   | ORGANISATION |             |  |
| ADDRESS  |              |             |  |
| CITY   | POST CODE    | COUNTRY     |  |
| PHONE  | FAX          | EMAIL       |  |
| ORGANISATION VAT NUMBER  |              |             |  |
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**Payment:** Trust-IT Services Srl will issue an invoice by email. All payment details will be present on the invoice (e.g. bank transfer, credit card)

Signature .....

**Cancellations:** a refund of 80% of the fee will be made if you cancel in writing two weeks prior to the event. After that date, the whole fee will be forfeited.

**Substitutions** are welcome at any time but must be confirmed by email or fax before the event. Singleimage / Trust-IT Srl reserve the right to cancel the workshop if necessary, in which case the fees will be refunded. For **accommodation**, please see the Logistics document that can be downloaded from our web site – [www.trust-it-services.com](http://www.trust-it-services.com)