FORCE

(through ECAS)
release of 8 June 2009

Not legally binding

What does FORCE do?

- Web based tool to edit and submit Forms C, both for FP-6 and FP-7
- 2 possibilities to access to FORCE:
  - Old way: via SESAM, being phased out by end 2009
  - New way: via the European Commission Authentication Service (ECAS)
  - Recommended to use as from now ECAS
- FP-6: 2 ways to submit Forms C
  - Excel sheets (as before)
  - Web based application FORCE
  - Highly recommended to use as from now FORCE
- FP-7: only 1 way to submit Forms C
  - Web based application FORCE
- Examples given in this presentation are taken mostly from FP-7 but FORCE will call up the correct Forms C for your project taking into account the instrument/funding scheme and the framework programme (FP-6 or FP-7) under which your project falls

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Major changes with respect to previous release of December 2008

- Access via ECAS (access via SESAM continues to exist)

- Both coordinator and beneficiaries have access in this new version
  - Beneficiary has only access to his own Form C
  - Coordinator has access to all Forms C
  - Access rights for the coordinator continue to be attributed by the Commission
  - Access rights for the beneficiaries delegated to the coordinator

- Automatic calculation of the indirect costs in the Form C in case a flat rate is used as ICM

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Issues still to be implemented

- Automatic e-mail notification not implemented yet (foreseen by end 2009)
- Therefore always inform yourself your counterpart in case you do an action that affects him (such as grant access or refuse a Form C)

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Access via SESAM versus access via ECAS

- Both access possibilities continue to exist temporarily (as from 15/6/2009 you will also to have to use ECAS in order to obtain access to SESAM)
- Access to FORCE via SESAM will be phased out in the future
- Strong recommendation to access FORCE directly from ECAS as from now
- ECAS is compatible with FP-7 participant portable (through which access to all Commission applications such as e.g. NEF will be provided as from 2010)
- Login/password ECAS in order to have access to FORCE
  - Beneficiaries who already have access to PDM/URF via ECAS can, if applicable, use the same login/password in order to obtain access to FORCE
  - The SESAM login/password will be migrated to ECAS. So, in principle, you should be able to use your existing SESAM login/password also in ECAS
  - If you do not have yet a login/password to access FORCE simply ask a new one via ECAS (explained further in the presentation)

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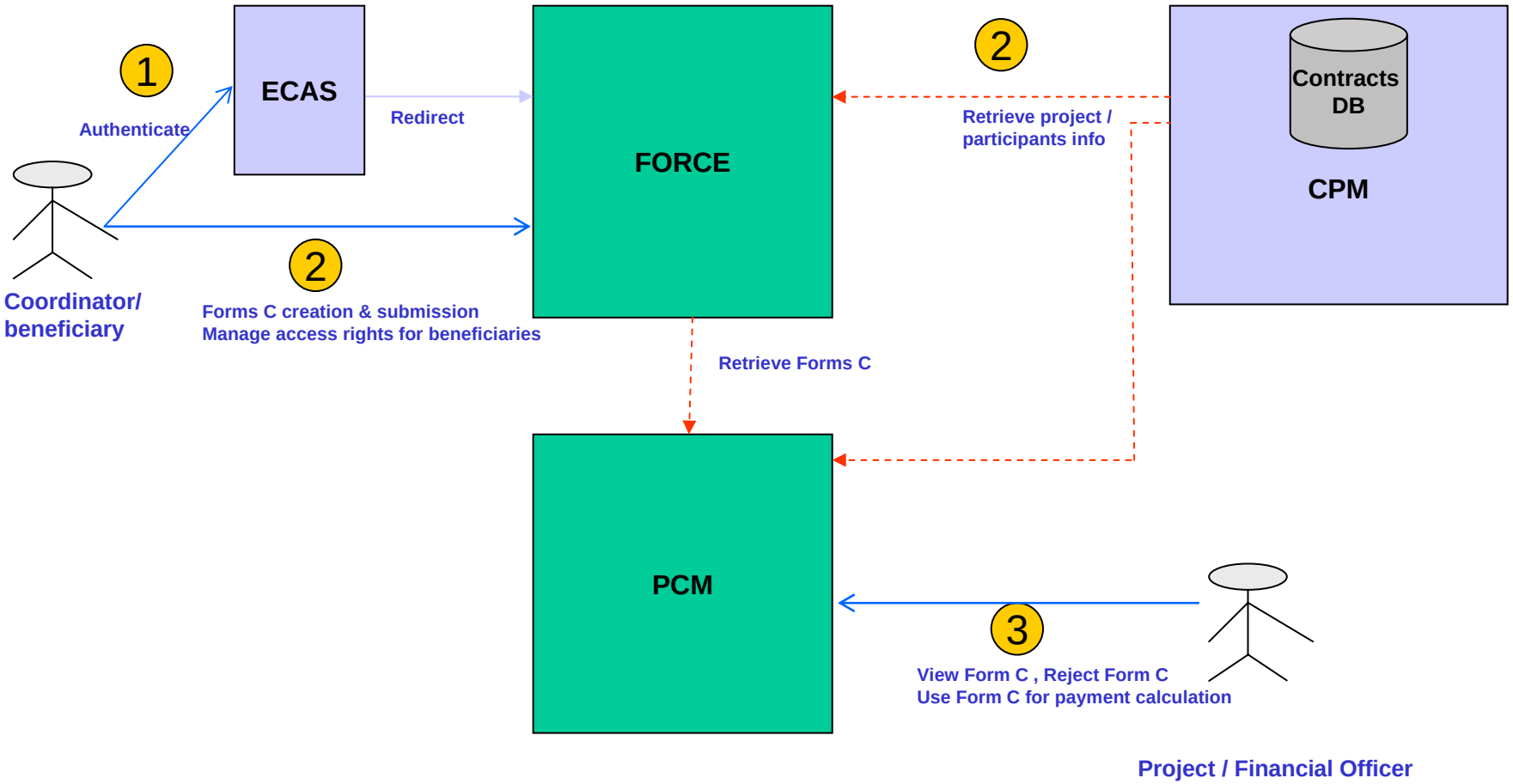
Specific “architecture”: ECAS



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Key services offered by FORCE

- The preparation of **FP-6 FORMS C and FP-7 FORMS C** with updated and correct contract/grant information of each beneficiary participating in the project/grant
- Printing of **Forms C**
- For the beneficiaries: electronic submission of **FORMS C** to the coordinator
- For the coordinator: electronic submission of **FORMS C** to the Commission (signed paper version to be sent afterwards)
- Correction of **Forms C** after refusal by the coordinator or the Commission

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Advantages of FORCE

- less error prone than excel sheets
  - Forms C are pre-filled containing the correct information of the
    - grant
    - periods
    - beneficiaries
  - Automatic verification whether requested EC contribution does not exceed maximum value that can be requested
- Forms C are automatically transferred to internal Commission module to treat the Forms C and to calculate the payment parameters

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Important issues to be considered

- FORCE relies on the contractual information encoded in the contract management system of the Commission
- The Forms C of new beneficiaries will appear in FORCE only when the relevant amendment was signed by the Commission
- Cost models/indirect costs methods in FORCE are taken from the same Commission system. If there is a problem contact the financial gestionnaire of your contract/grant

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OBJECTIVES OF THE PRESENTATION (1)

- **How to get access as a beneficiary or coordinator to FORCE via ECAS**
  - Register as a new user in ECAS
  - Login in FORCE via ECAS
- **How to obtain access to a specific project via FORCE**
  - As a coordinator
  - As a beneficiary
- **How to manage access right for the beneficiaries** (only for the coordinator)
- **How to accede to the Forms C of a specific project:**
  - Login
  - Select project
  - Select Forms C of a selected project
  - Fill in/save/print/submit

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OBJECTIVES OF THE PRESENTATION (2)

- **What the role is of the coordinator?**
  - Manages access rights of beneficiaries (if authorisation given by project officer)
  - Can fill in Forms C of beneficiaries (if authorisation given by project officer)
  - individual beneficiaries submit Forms C to coordinator
  - Checks/verifies submissions done by beneficiaries
  - Can reject Forms C
  - Submits all Forms C to the Commission

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FORCE
FORM C EDITOR

for External User

Not legally binding

FORCE
FORM C EDITOR

step 1: register as a new user in FORCE

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Access from outside via following link

- **SESAM: https://webgate.ec.europa.eu/sesam**
- **ECAS: https://webgate.ec.europa.eu/FormC**

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FORCE
FORM C EDITOR

step 1: register as a new user in FORCE via ECAS

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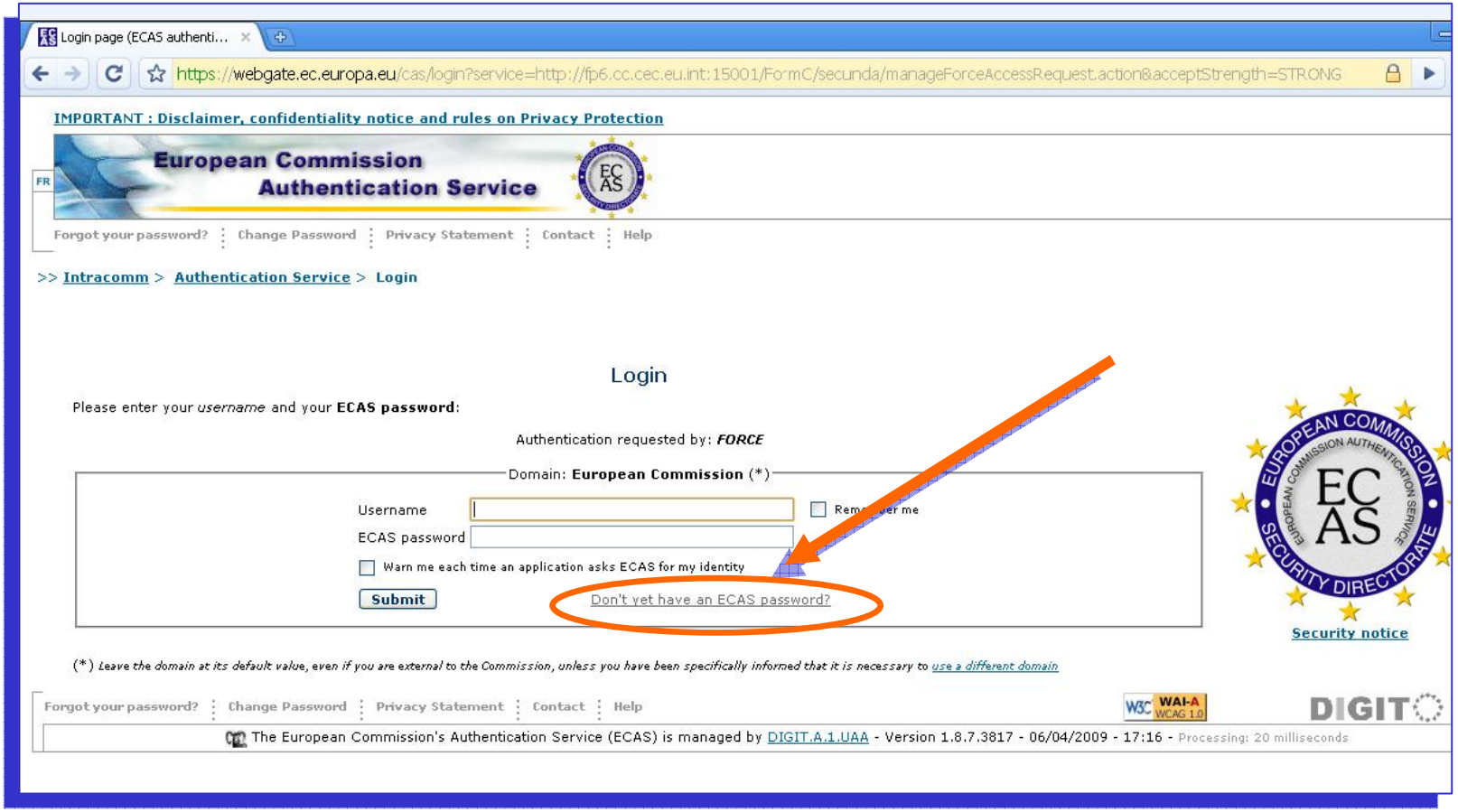
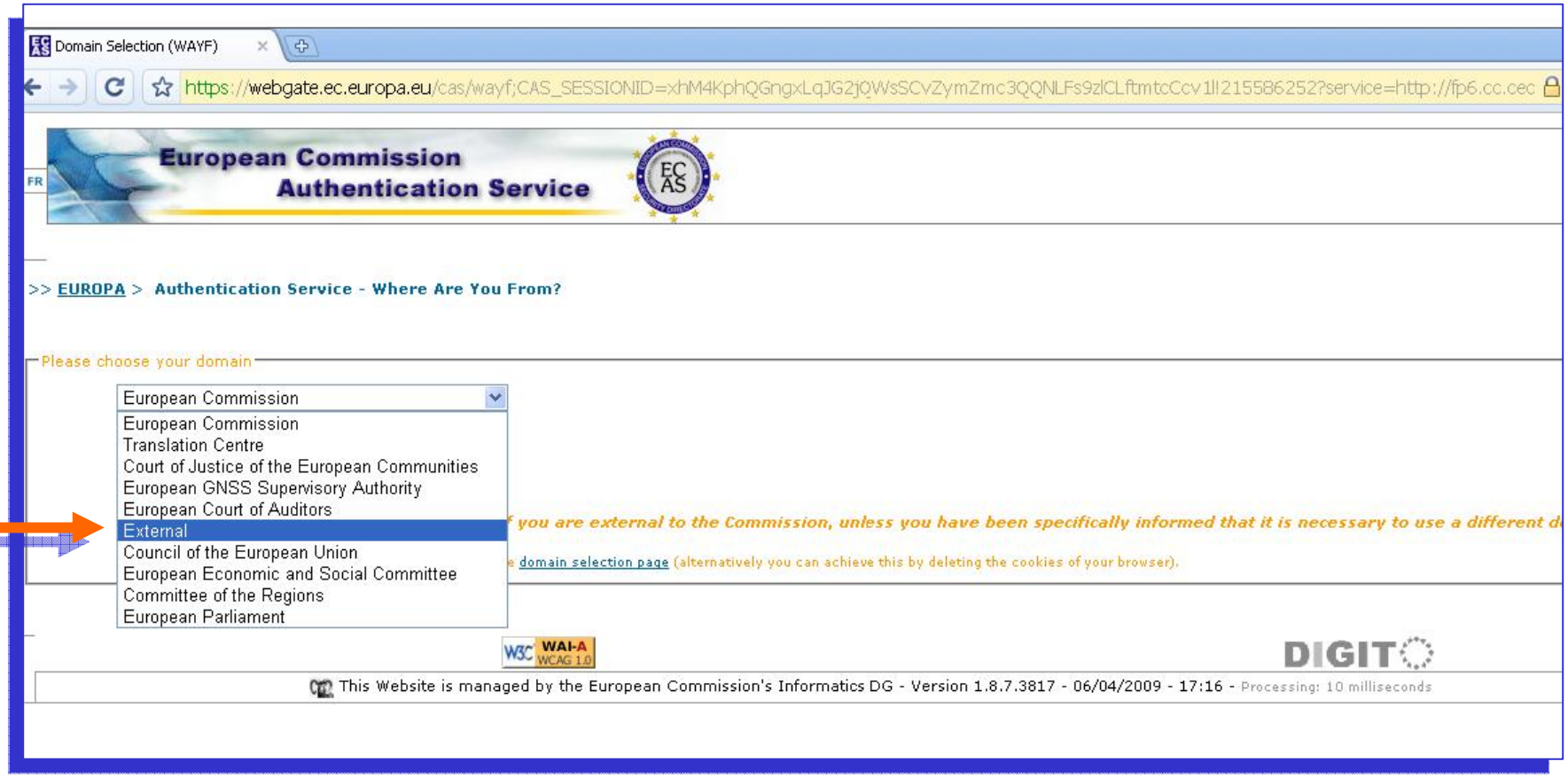
Register as a new user in FORCE via ECAS: opening screen



Not legally binding

Register as a new user in FORCE via ECAS: select "external"



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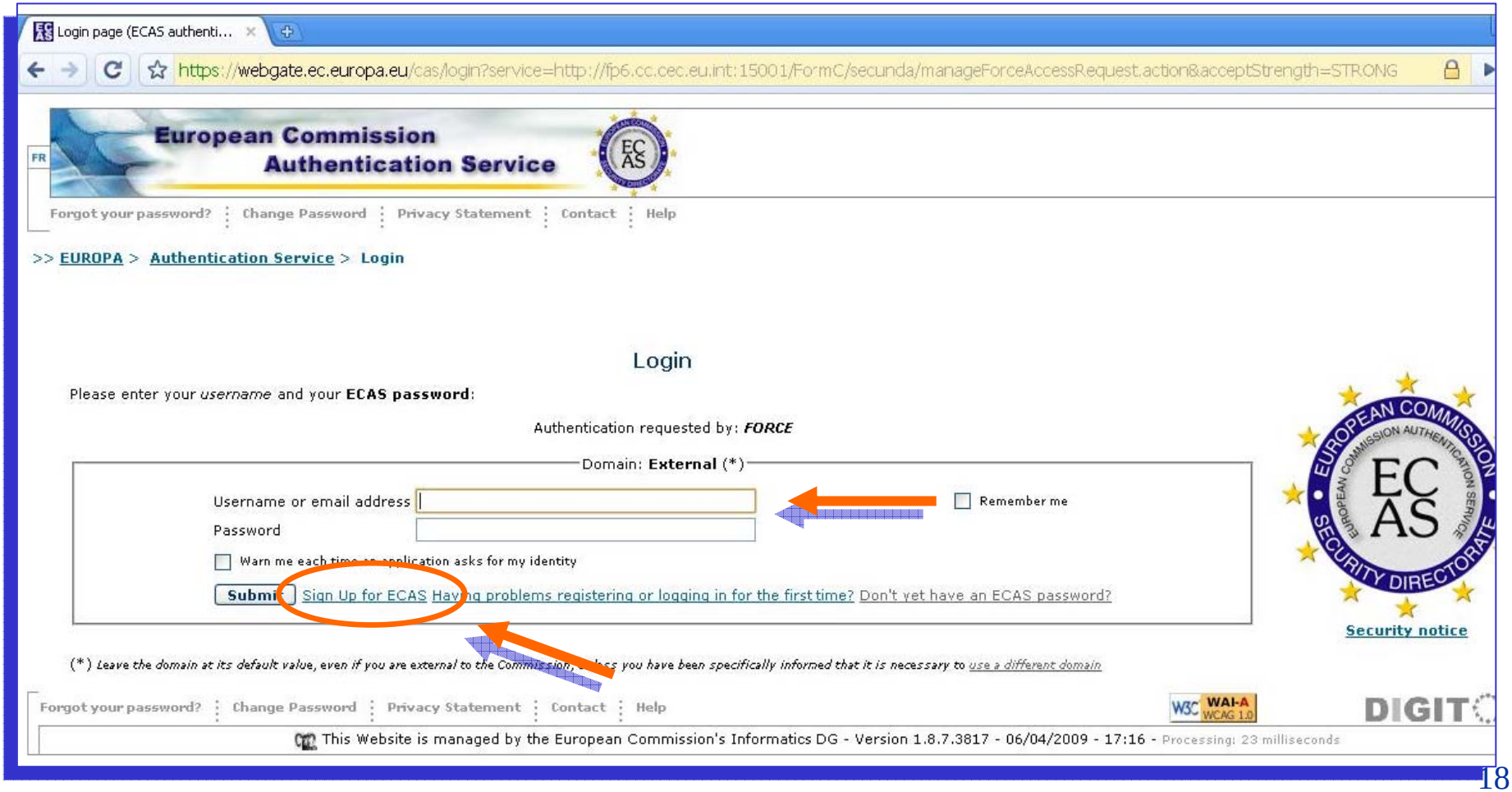
Register as a new user in FORCE via ECAS: provide a username or an email address



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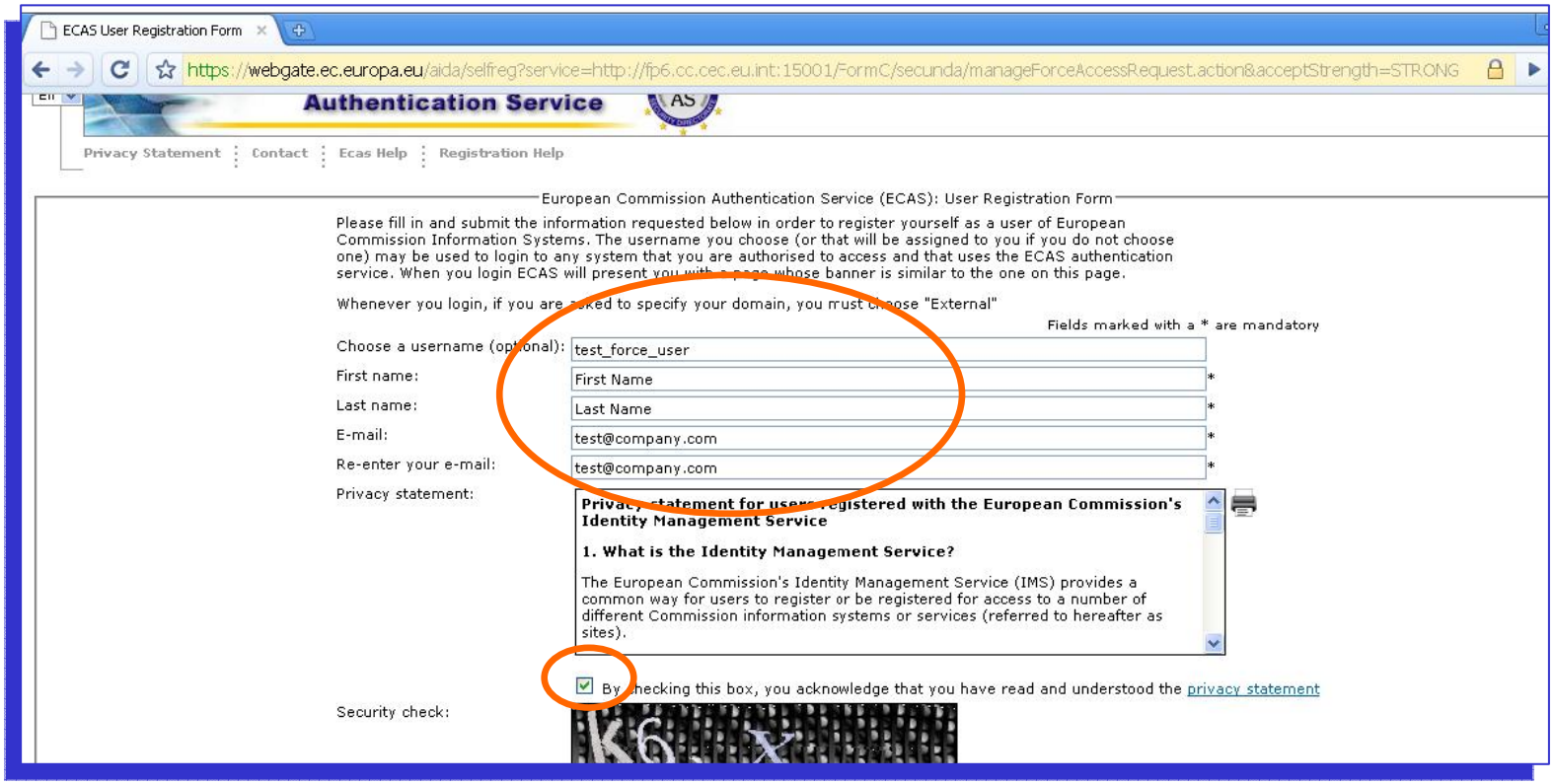
Register as a new user in FORCE via ECAS: fill in the data as requested, tick the privacy statement and submit (after having filled in the security check)



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Register as a new user in FORCE via ECAS: an e-mail message will be sent to the address you have specified

From: European Commission Authentication Service <ecas-admin@ec.europa.eu>
To: <test@company.com>
Sent: Friday, May 1, 2009 7:01:09 PM
Subject: Your password / Votre mot de passe

English version
Version française ci-dessous
Dear 'First Name' 'Last Name',
Your account has been created by the European Commission Authentication Service. Your user name is **test_force_user**.
Follow **this link** to initialize your password, preferably immediately - **but a maximum of 90 minutes after this message was sent.** You should therefore follow the link before 01/05/2009 18:31:09 UTC.
If the link above does not work, you can copy the following address (make sure there are no line breaks) and paste it into your browser address bar:
https://webgate.ec.europa.eu/ecas/init/initialisePasswordLogin.do?wayf.domain=external&wayf.remember=checked&wayf.submit=Select&uid=test_force_user&resetCode=7d475d4f7941b69bb5a850a2e85479480015c
Whenever you login, please make sure that the selected domain in ECAS is "External", not "European Commission".
Instead of replying to this message, if you have a problem, please follow the help or contact information on the site where you were trying to register.

Click on the link to activate your password within 90 minutes after the message was sent to you!

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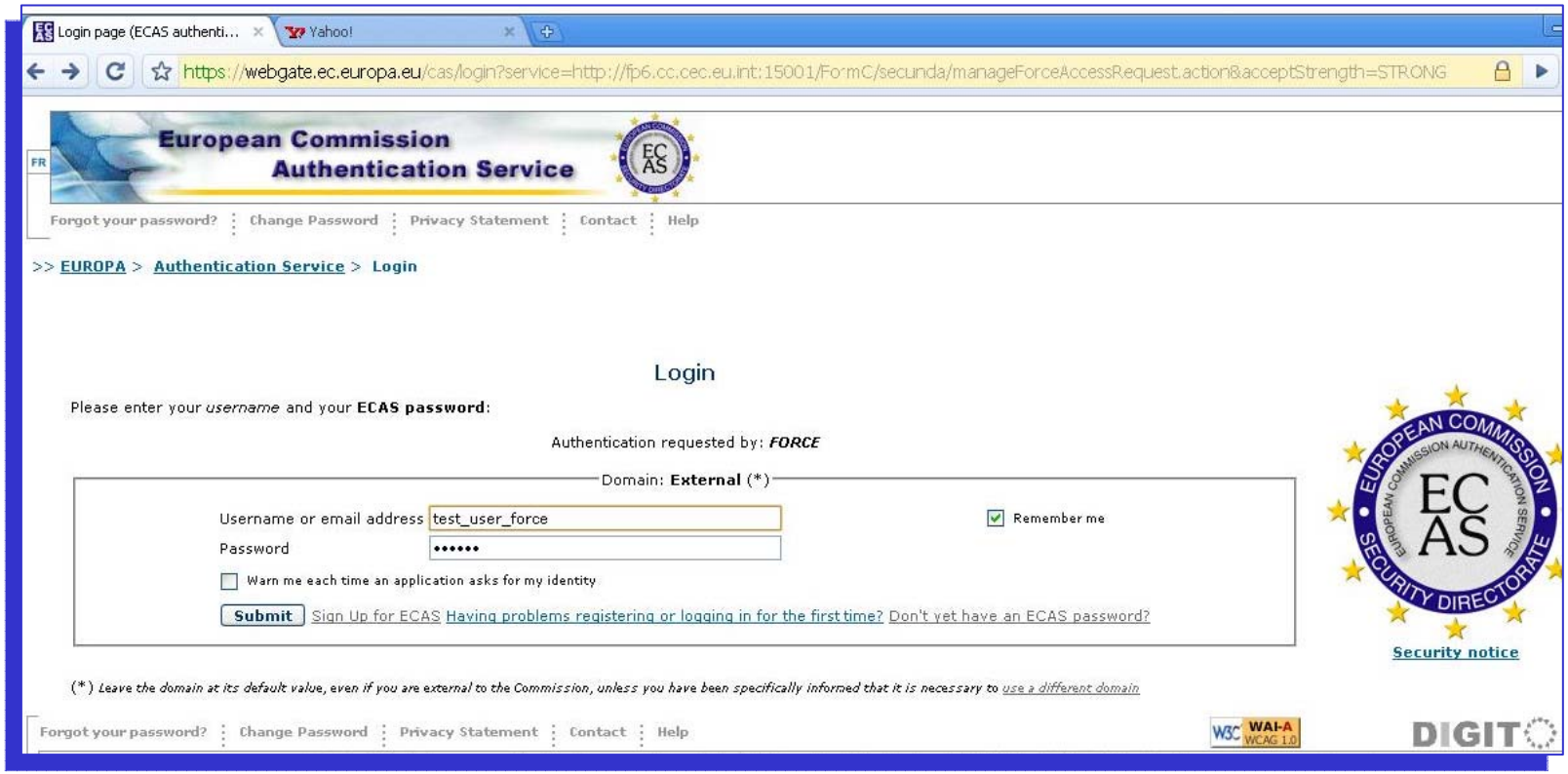
Register as a new user in FORCE via ECAS: the account is activated and you can log in FORCE



Not legally binding

Register as a new user in FORCE via ECAS

More information on how to register as a new user in ECAS can be found at the following website:

https://webgate.ec.europa.eu/ecas/help.jsp

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FORCE
FORM C EDITOR

Step 2.a: request access (« register ») to a specific project in FORCE

for coordinator

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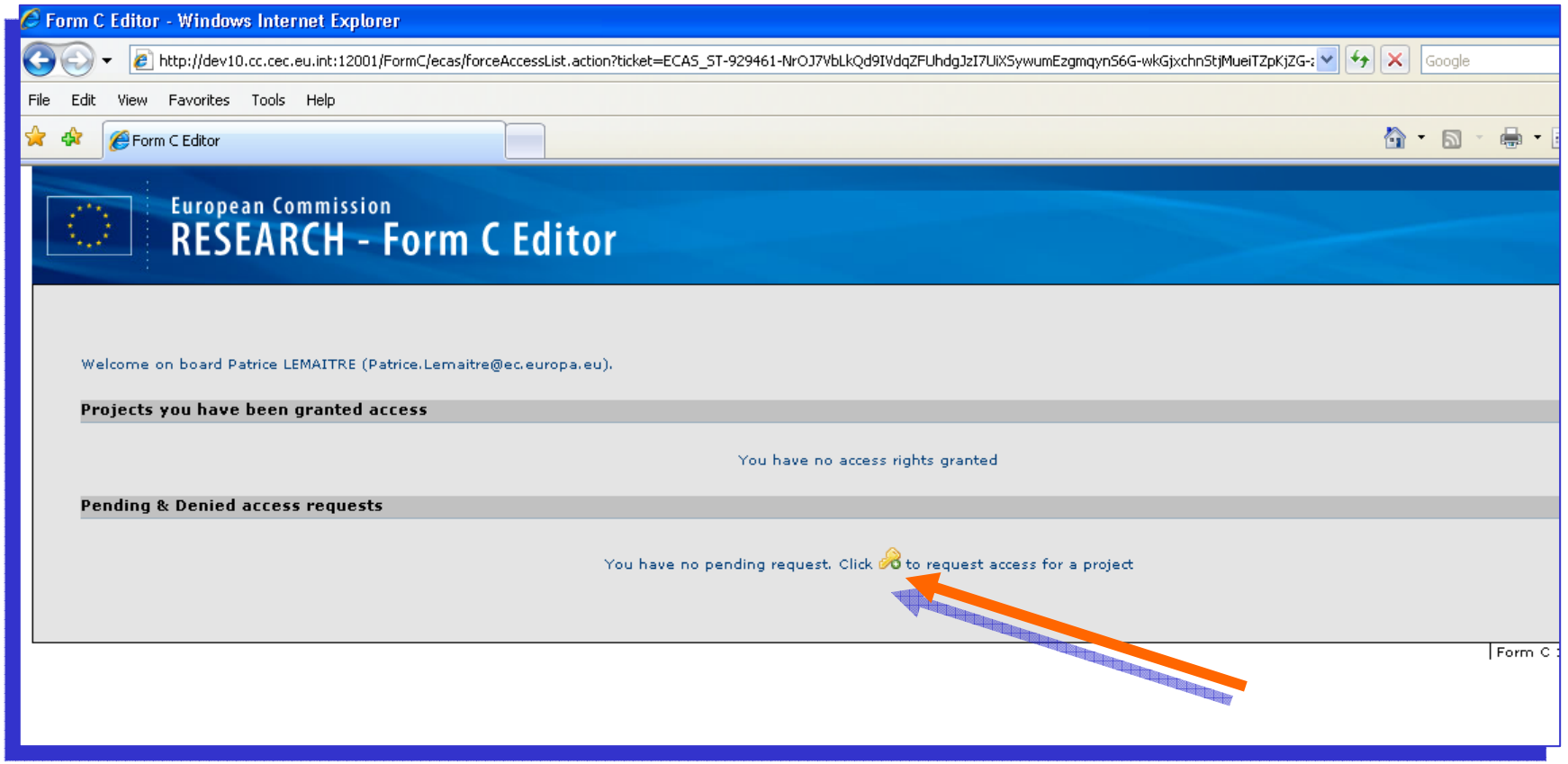
Request access to a project in FORCE: coordinator (1)



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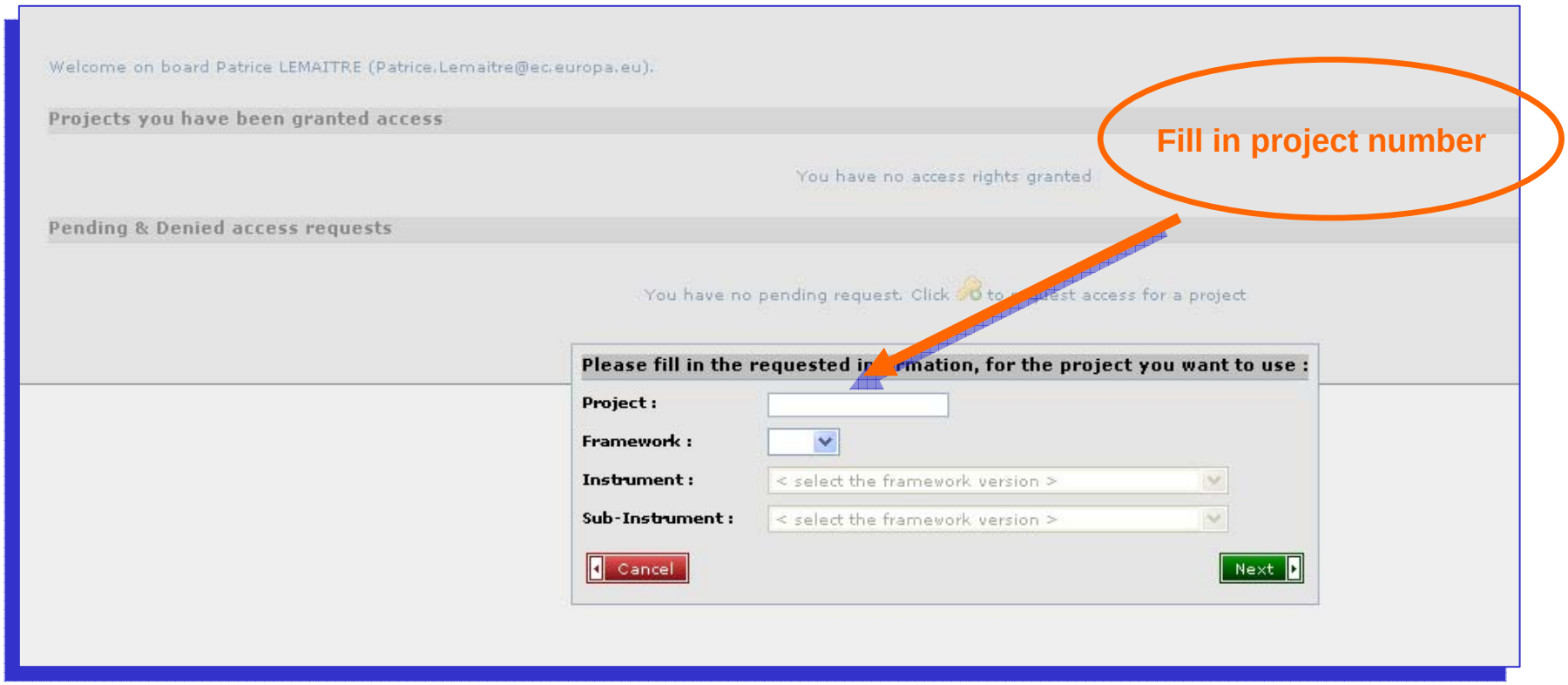
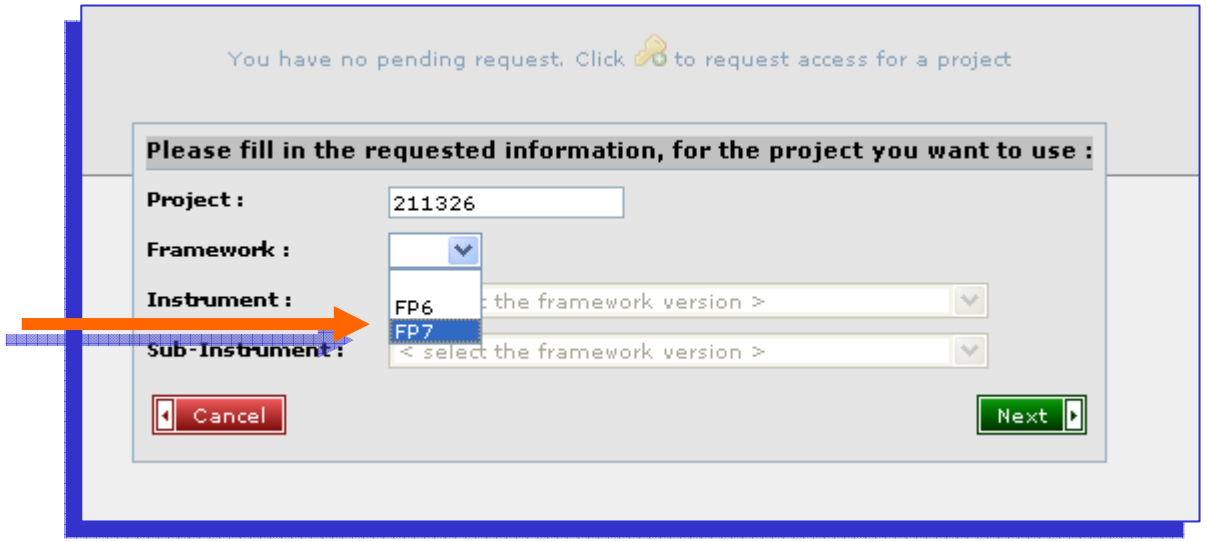
Request access to a project in FORCE: coordinator (2)



Not legally binding

Request access to a project in FORCE: coordinator (3)



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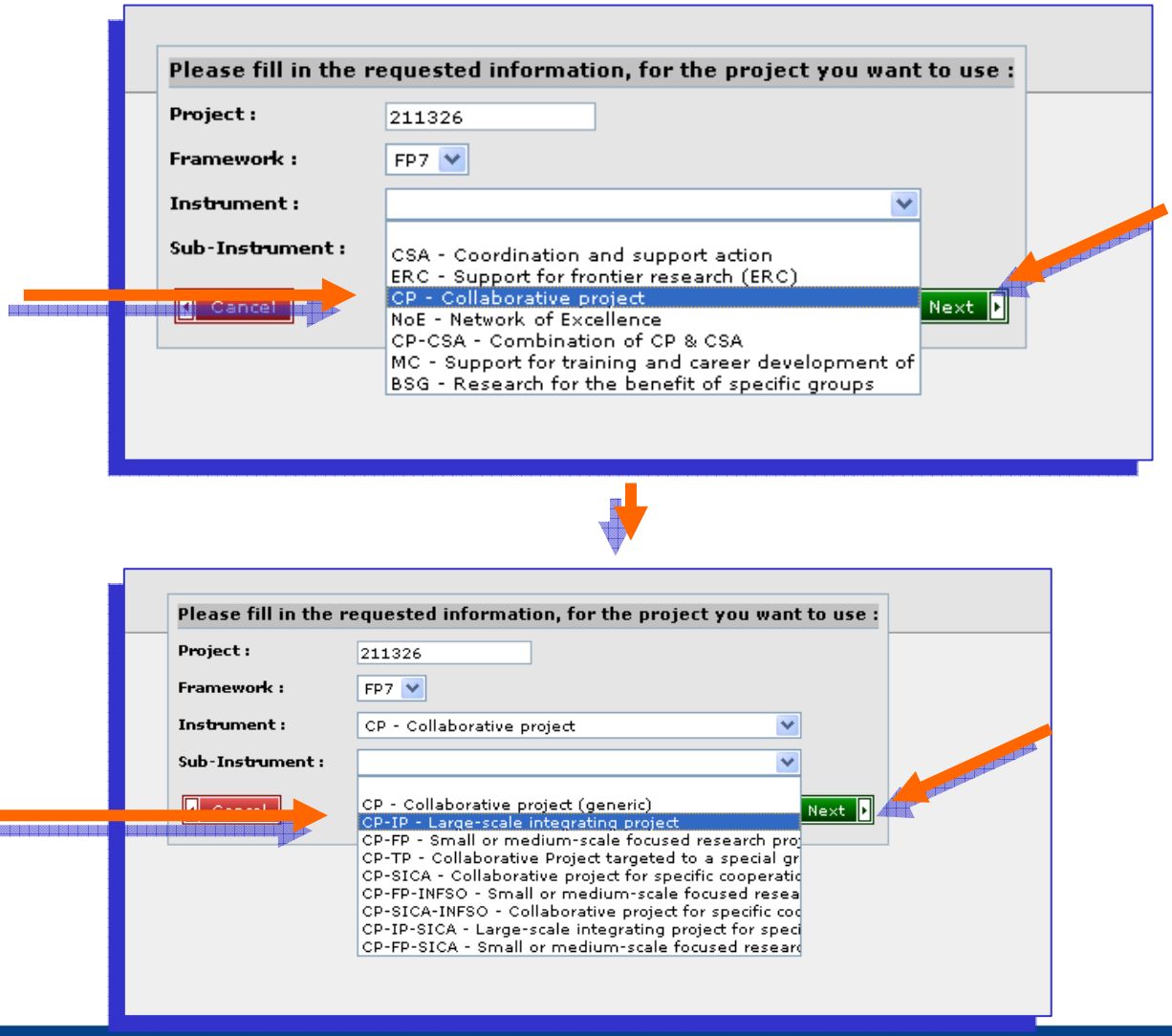
Request access to a project in FORCE: coordinator (4)



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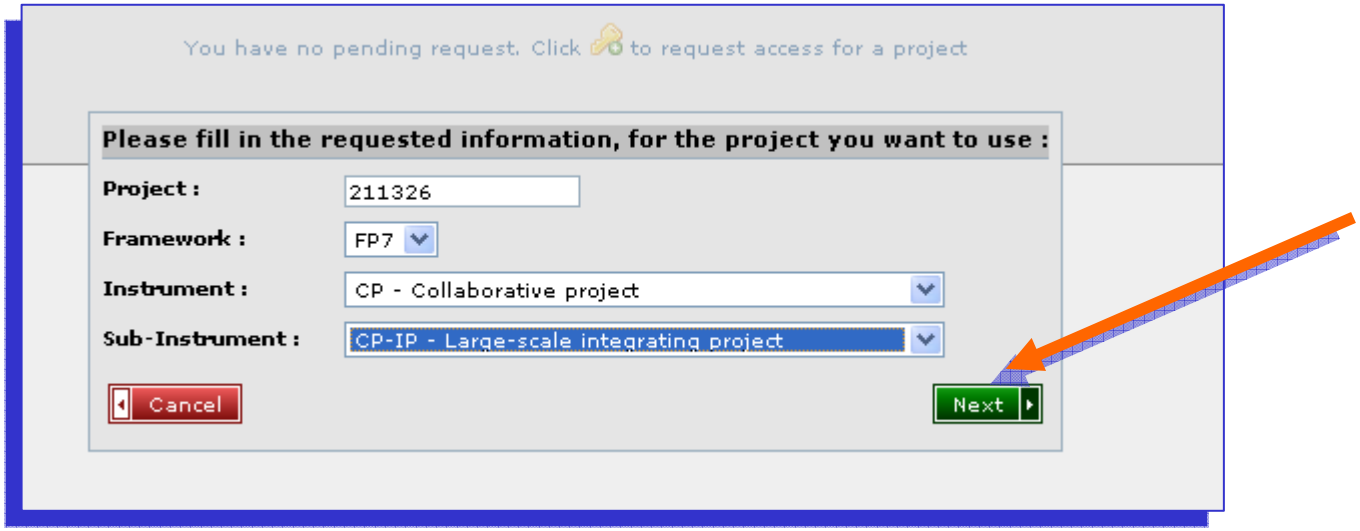
Request access to a project in FORCE: coordinator (5)



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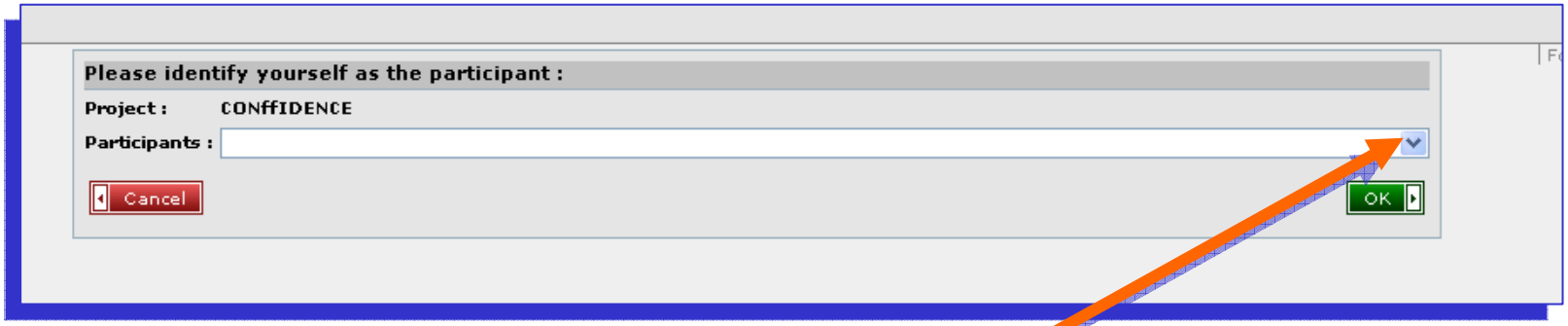
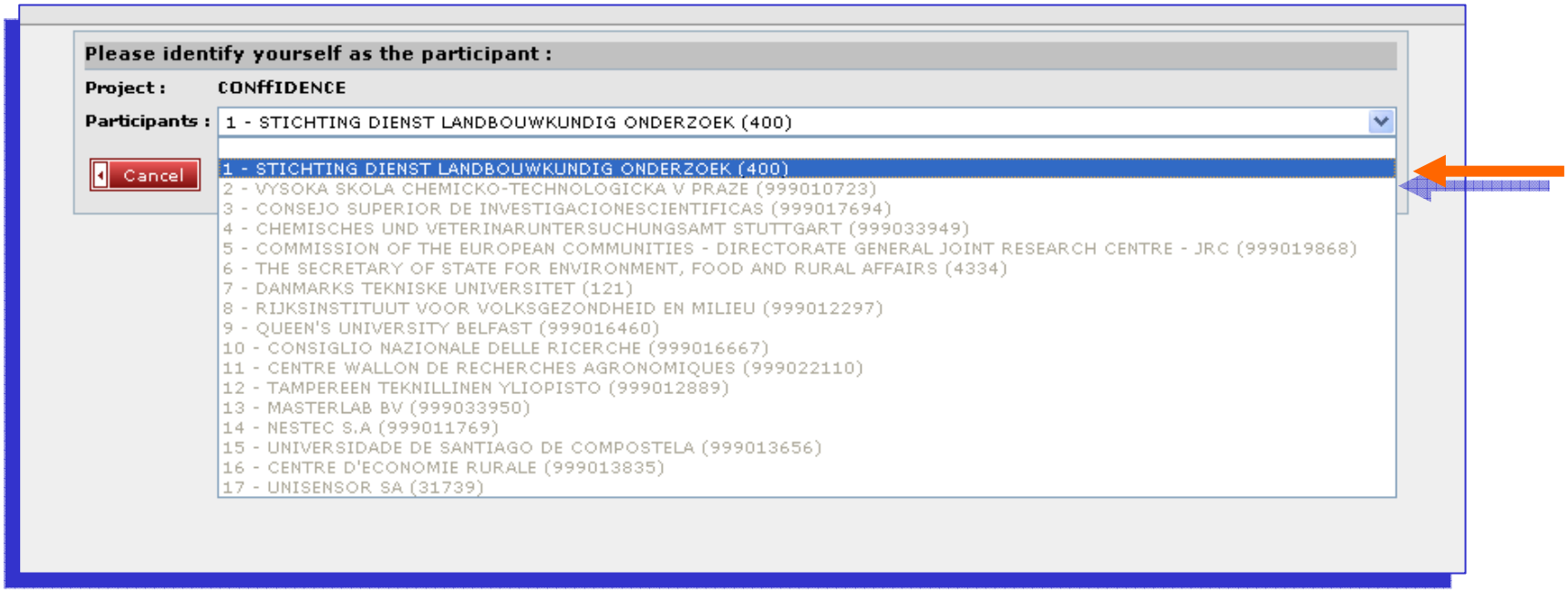
Request access to a project in FORCE: coordinator (6)

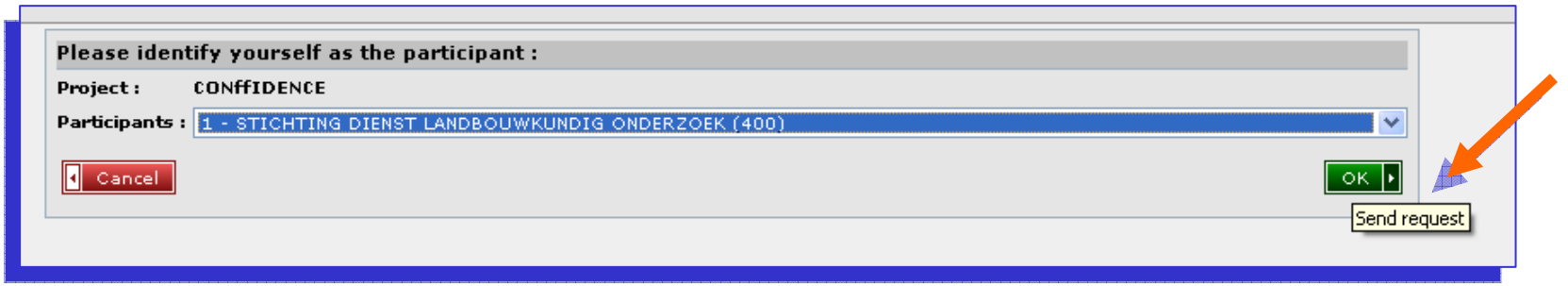


View beneficiaries in the project

Not legally binding

Request access to a project in FORCE: coordinator (7)





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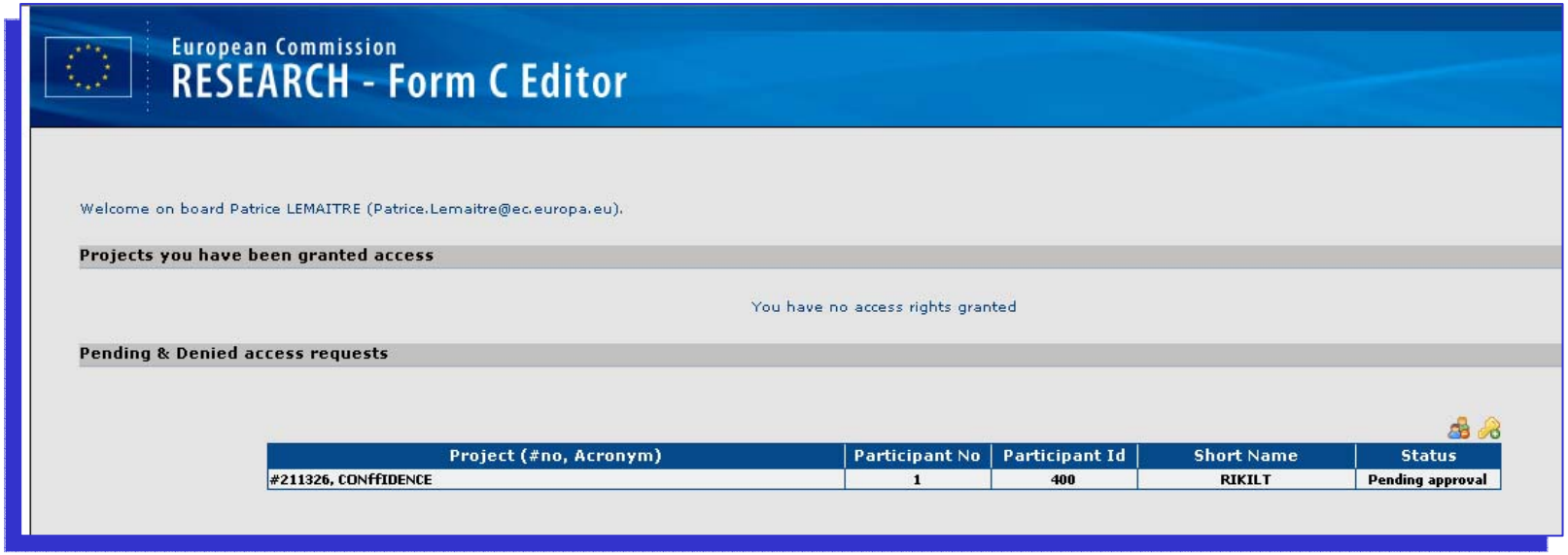
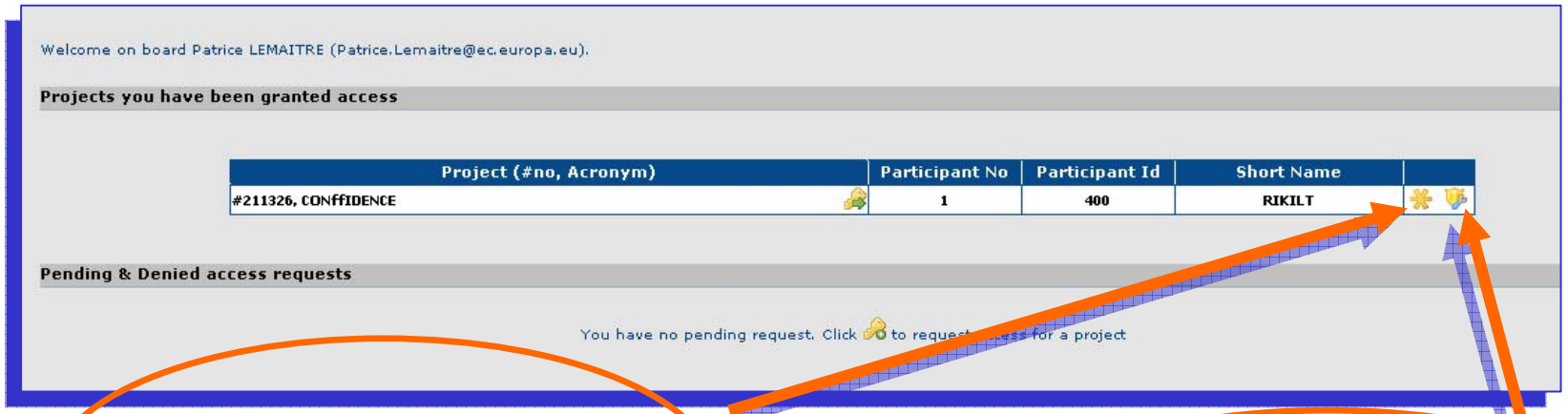
Request access to a project in FORCE: coordinator (8)



Not legally binding

Request access to a project in FORCE: coordinator (9)

Upon approval by project officer: opening screen FORCE



If yellow you have as coordinator the right to grant access in FORCE to beneficiaries

If yellow you have as a coordinator the right to edit Forms C of beneficiaries

Not legally binding

FORCE
FORM C EDITOR

Step 2.b: request access (« register ») to a specific project in FORCE

for beneficiaries

Not legally binding

Request access to a project in FORCE: beneficiary (1)

- Exactly they same procedure as for the coordinator
- Access granting rights in general delegated to coordinator
- E-mail notification under development

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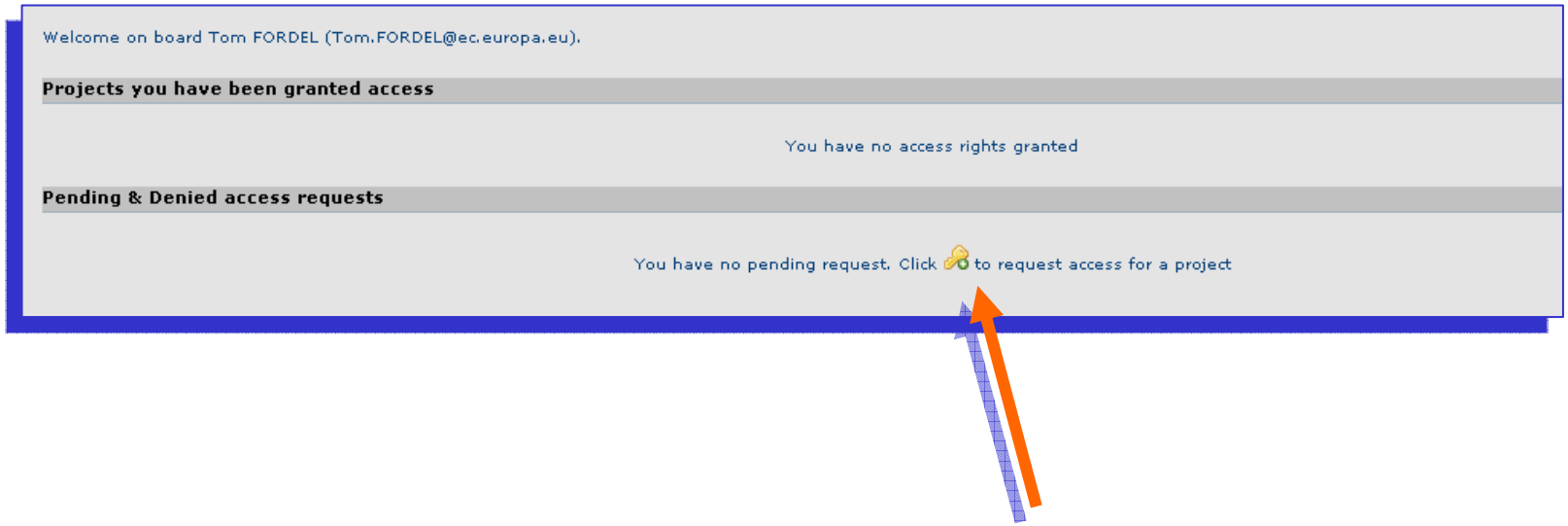
Request access to a project in FORCE: beneficiary (2)



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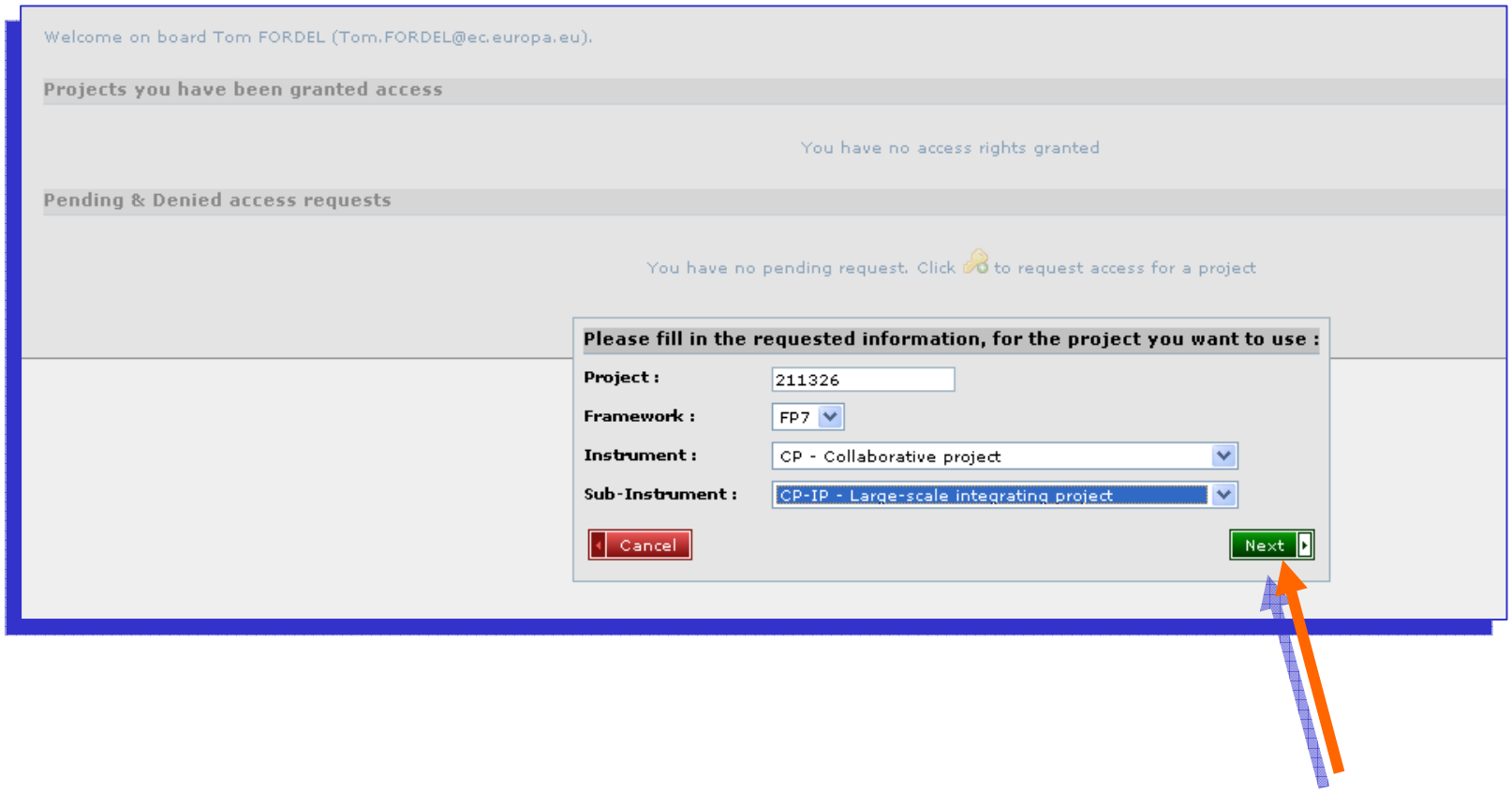
Request access to a project in FORCE: beneficiary (3)



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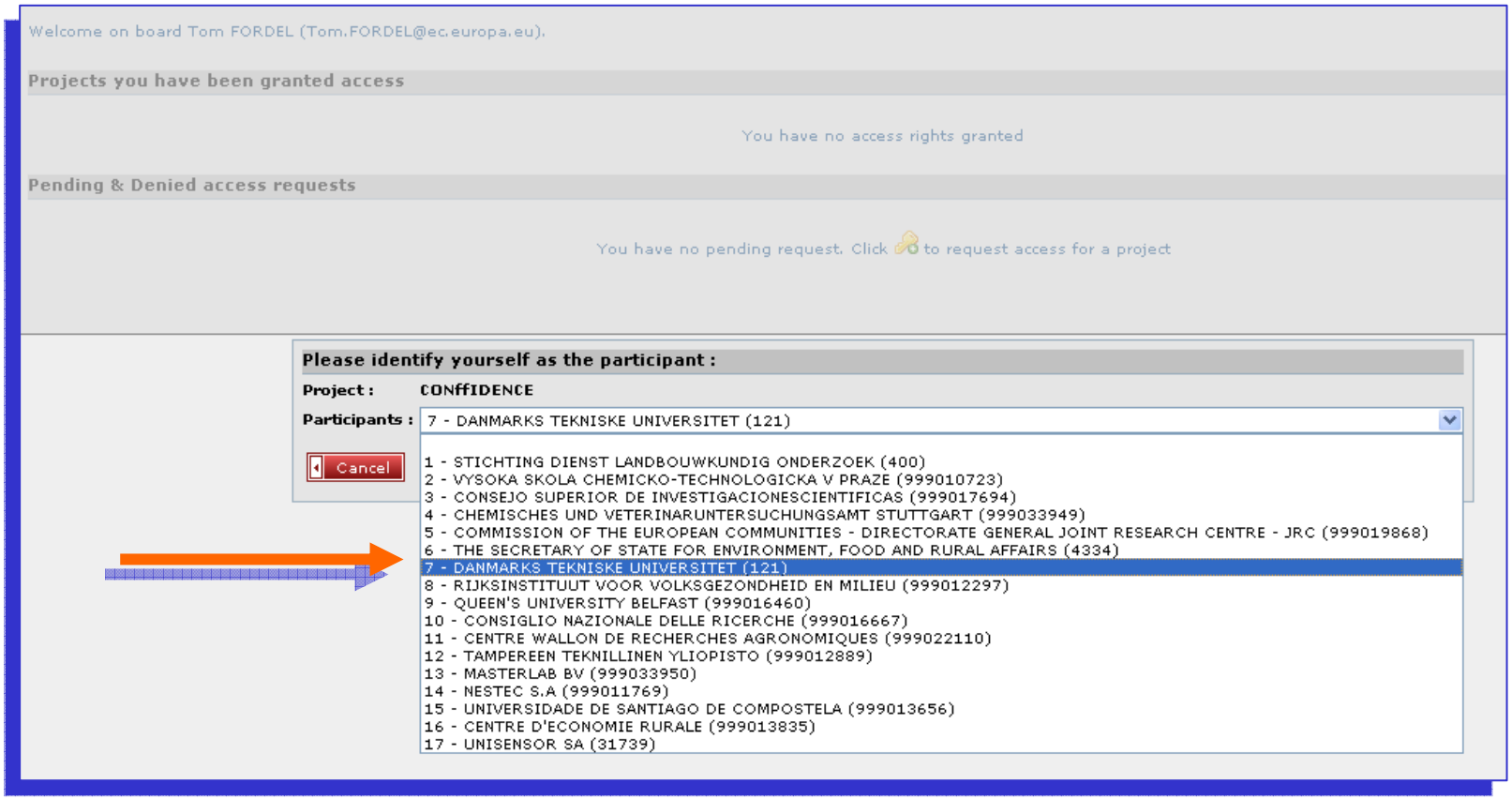
Request access to a project in FORCE: beneficiary (4)



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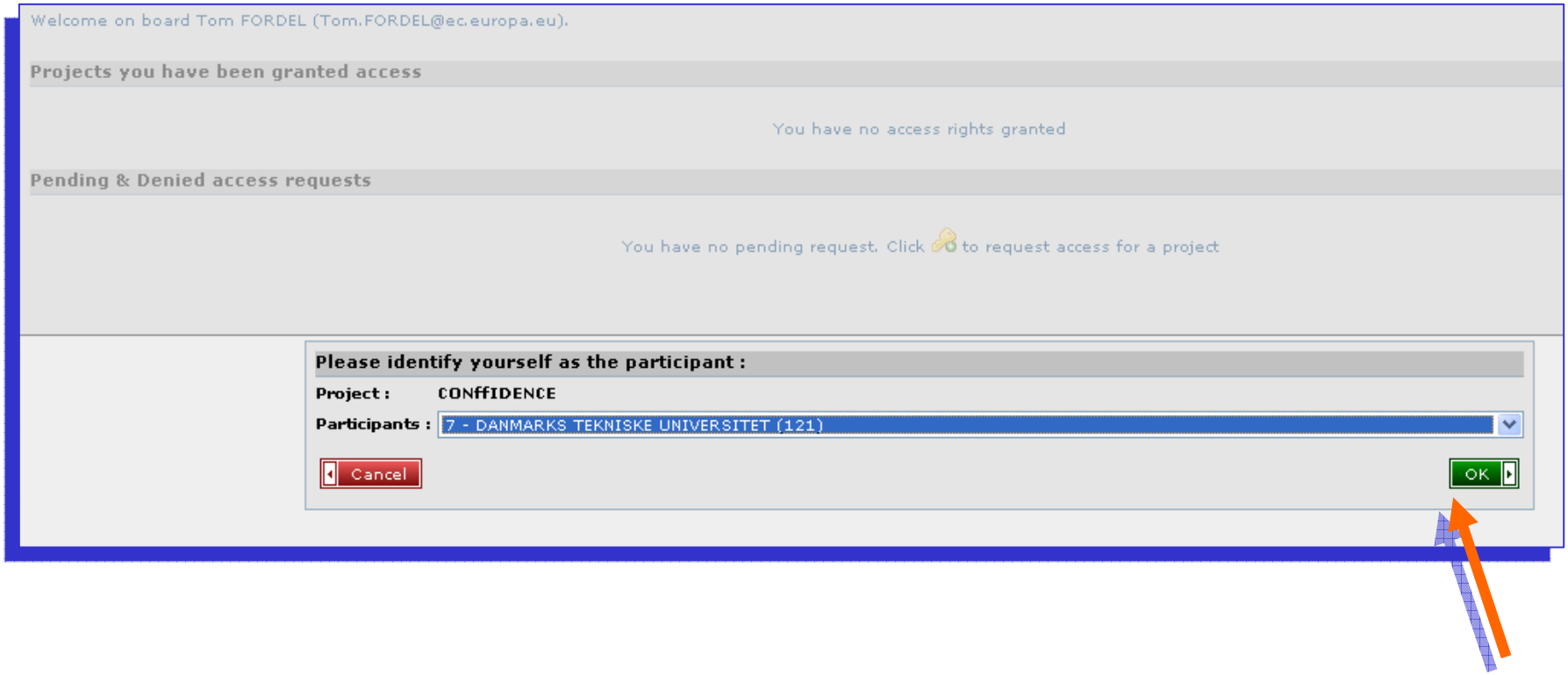
Request access to a project in FORCE: beneficiary (5)



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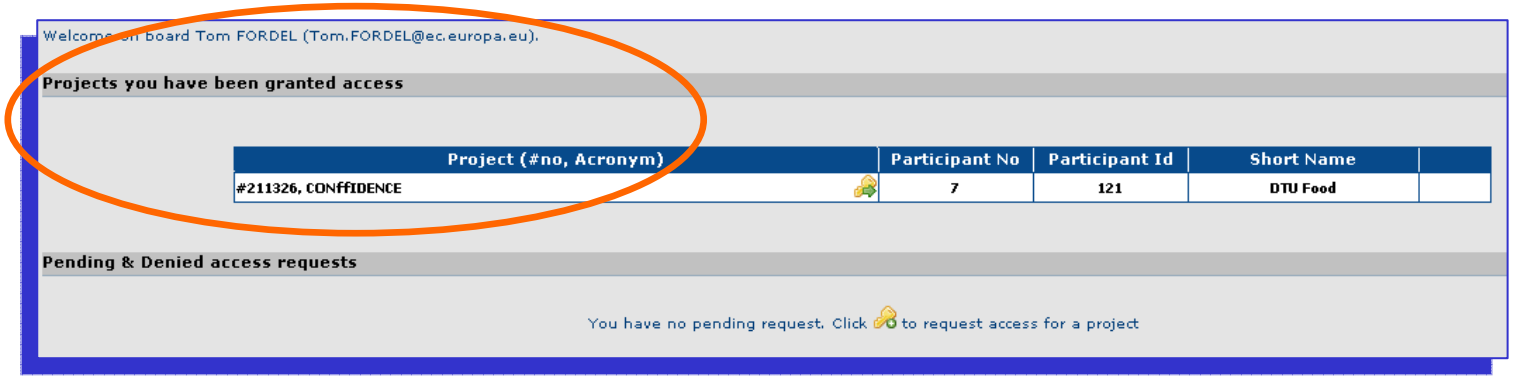
Request access to a project in FORCE: beneficiary (6)

Opening screen in FORCE for a beneficiary after the coordinator has granted access



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Grant access to a coordinator

Step 2.c: grant access and delegate rights to a coordinator in PCM

Only for Commission staff

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Grant access to a coordinator

- Project officer is the person who will grant you access to the project
- There is no automatic e-mail notification yet (under development)
- In addition the project officer can delegate the following rights to the coordinator
  - Manage access rights for the beneficiaries
  - Edit Forms C of the beneficiaries
- In case of problems or delays please contact directly the project officer

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FORCE
FORM C EDITOR

Step 2.d: grant access to beneficiaries in a specific project in FORCE

only for coordinator

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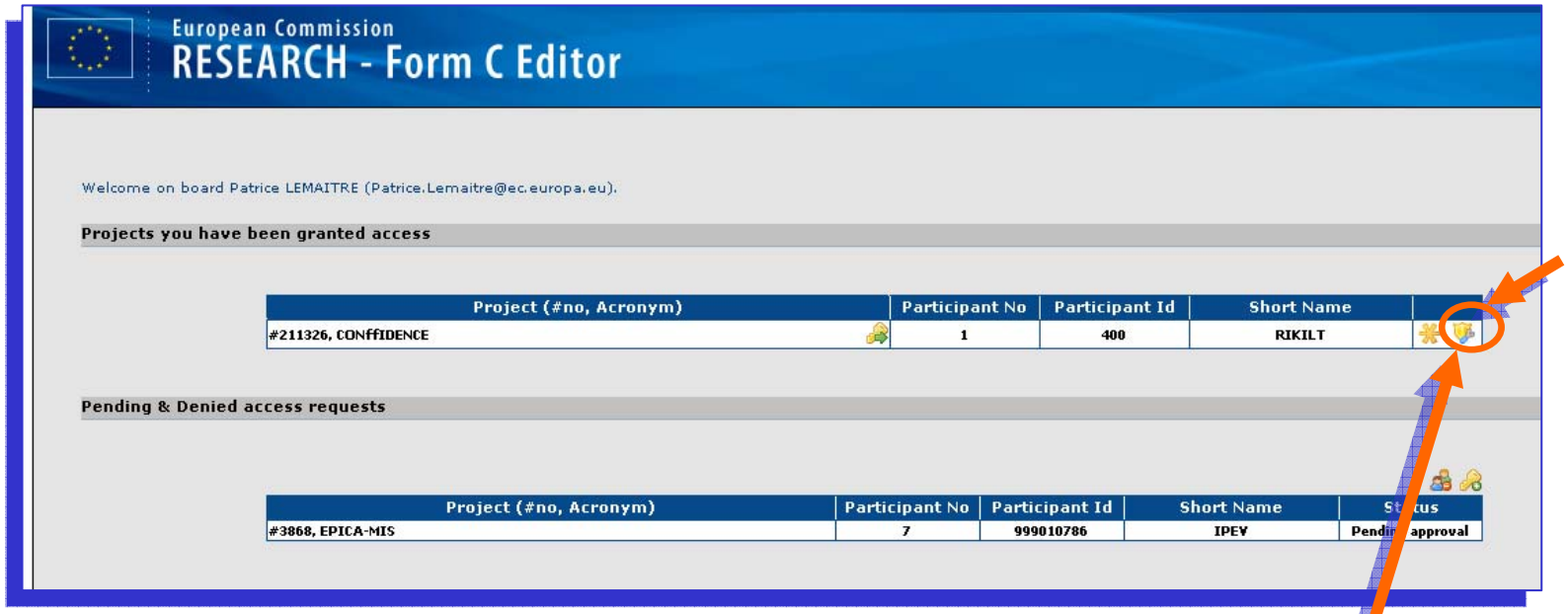
Grant access to a project in FORCE: coordinator (1) opening screen in FORCE



If yellow, coordinator has right to grant access to beneficiaries

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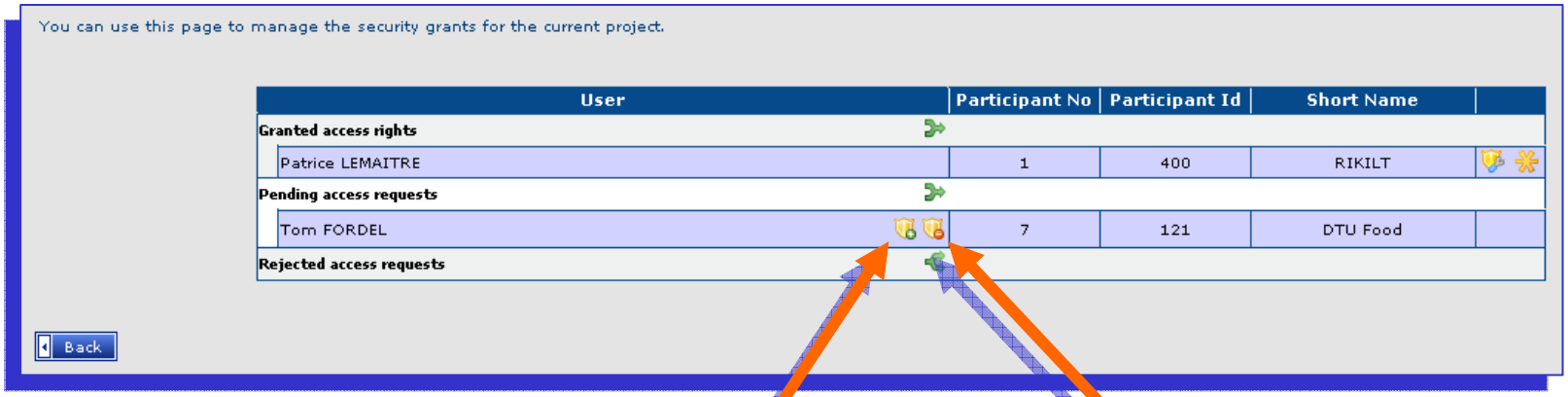
Grant access to a project in FORCE: coordinator (2)



Grant access to concerned beneficiary

refuse access to concerned beneficiary

One can grant access to different persons, having a different e-mail, of the same beneficiary

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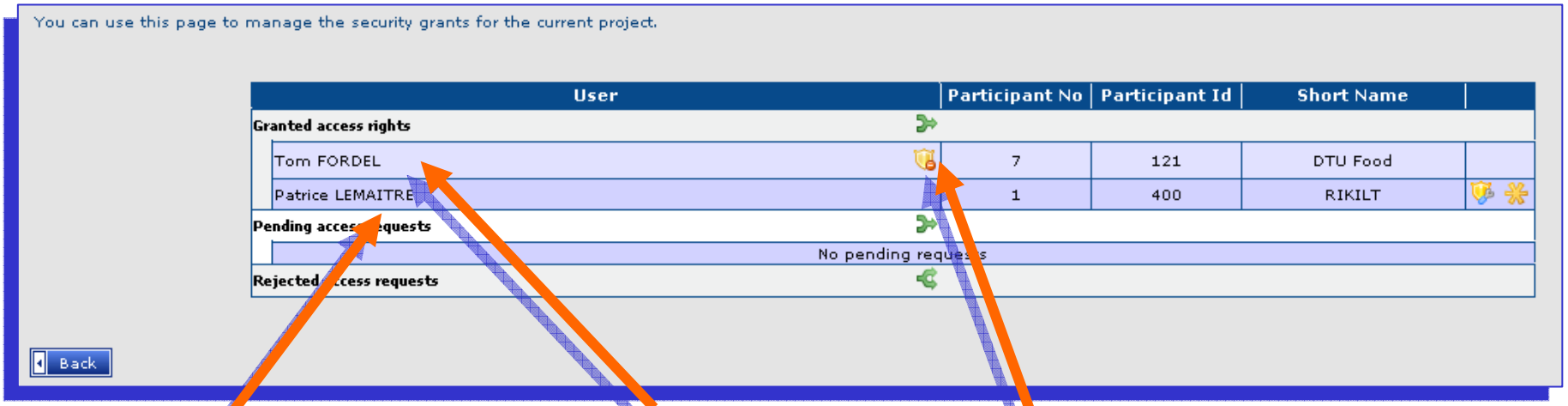
Grant access to a project in FORCE: coordinator (3)



coordinator

beneficiary

access rights for a beneficiary can be removed at any time by the coordinator

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FORM C EDITOR

Step 3: connect to a project in FORCE

for coordinator and beneficiaries

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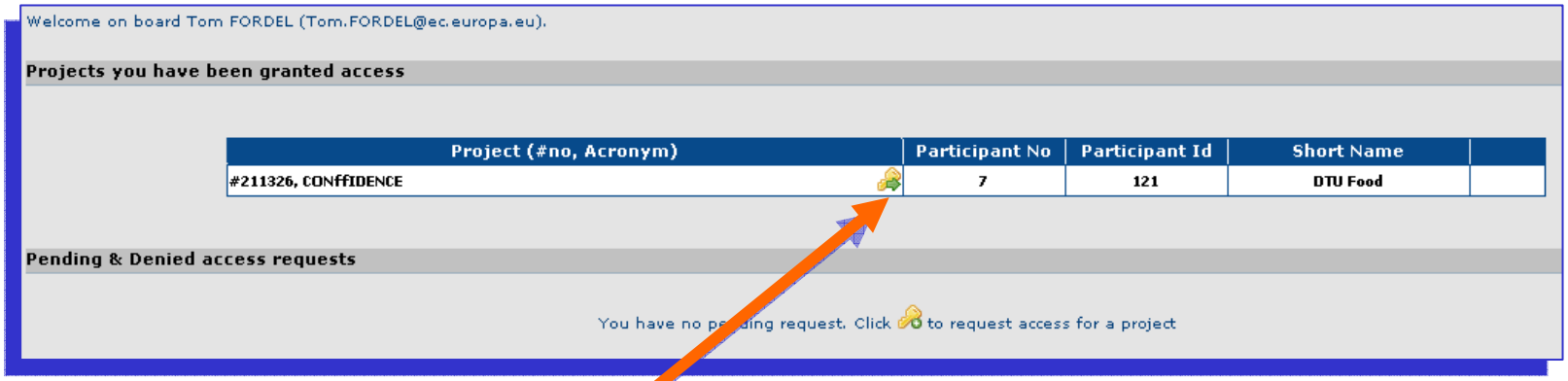
Connect to a project to fill in Forms C: beneficiary/coordinator



Connect to project

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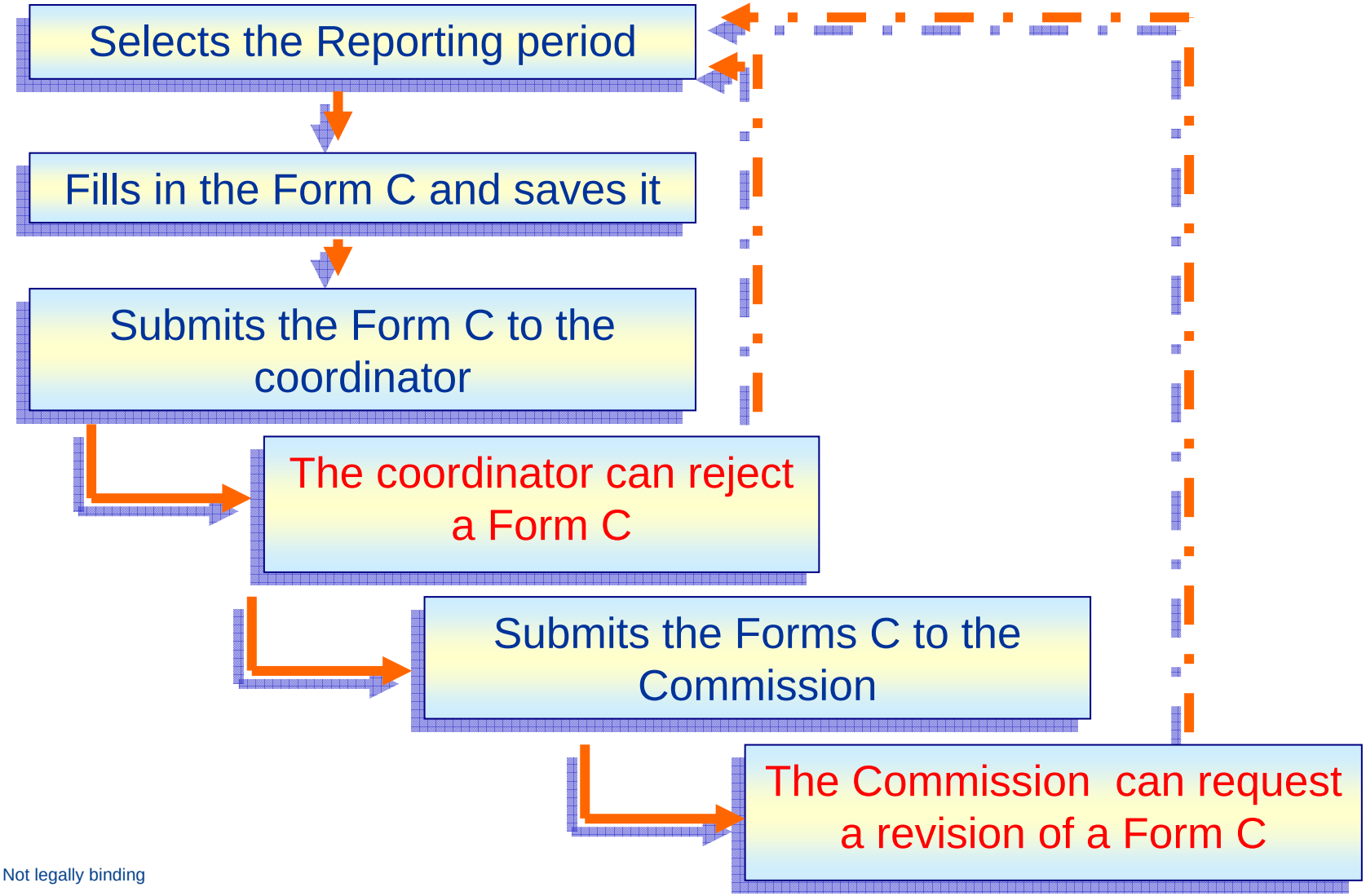
FORCE (Form C Editor): Workflow



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Step 4: edit Forms C in FORCE

for coordinator and beneficiaries

Not legally

- FORCE will call up automatically the appropriate Forms C for your project, taking into account the instrument/funding scheme and the framework programme (FP-6 or FP-7) under which your project falls

- For each beneficiary the Forms C contain the necessary 'intelligence' to ensure that:
  - the requested EC contribution does not exceed the maximum that can be requested, taking into the applicable reimbursement rate for the different activities and your cost model/indirect cost methodology
  - Only those activity columns can be filled in, in agreement with the instrument/funding scheme of your project

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Forms C edit rights

- Beneficiary:
  - Each beneficiary has edit/view rights for his own Form C
- Coordinator
  - Coordinator has view rights for all Forms C
  - Coordinator can be granted edit rights for all Forms C

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edit Forms C: select reporting period

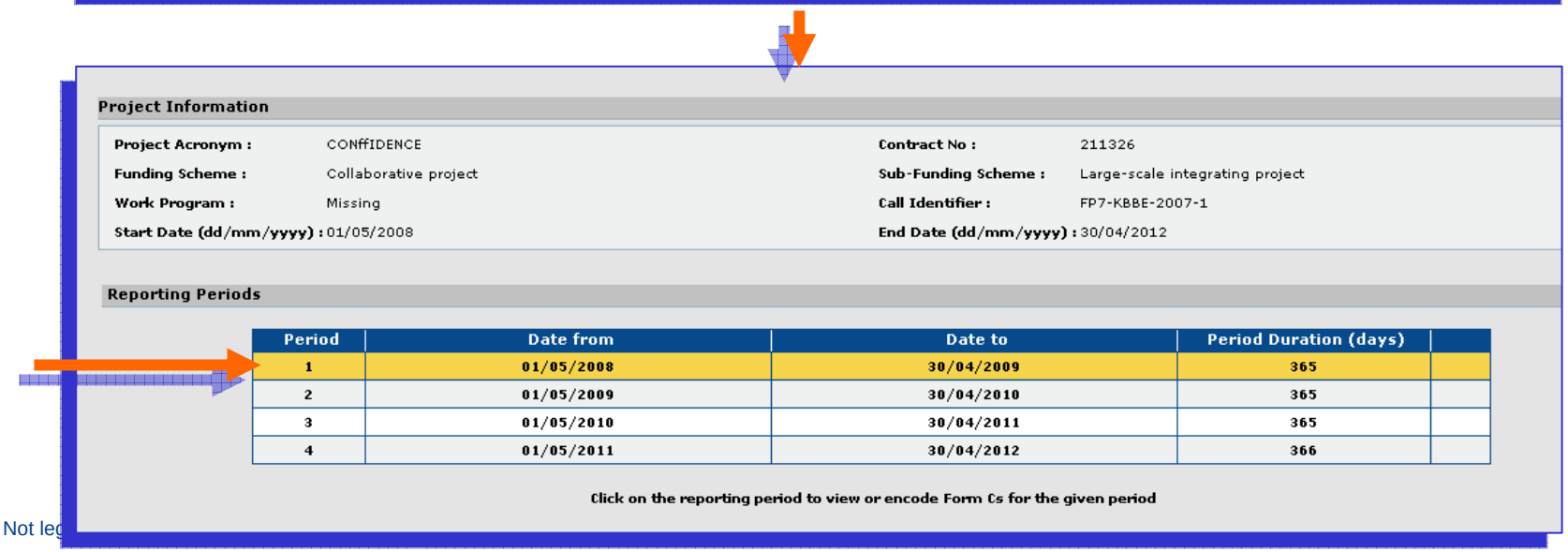
Project Information

Project Acronym :	CONffIDENCE	**Contract No :**	211326
Funding Scheme :	Collaborative project	**Sub-Funding Scheme :**	Large-scale integrating project
Work Program :	Missing	**Call Identifier :**	FP7-KBBE-2007-1
Start Date (dd/mm/yyyy) :	01/05/2008	**End Date (dd/mm/yyyy) :**	30/04/2012

Reporting Periods

Period	Date from	Date to	Period Duration (days)	
1	01/05/2008	30/04/2009	365	
2	01/05/2009	30/04/2010	365	
3	01/05/2010	30/04/2011	365	
4	01/05/2011	30/04/2012	366	

Click on the reporting period to view or encode Form Cs for the given period



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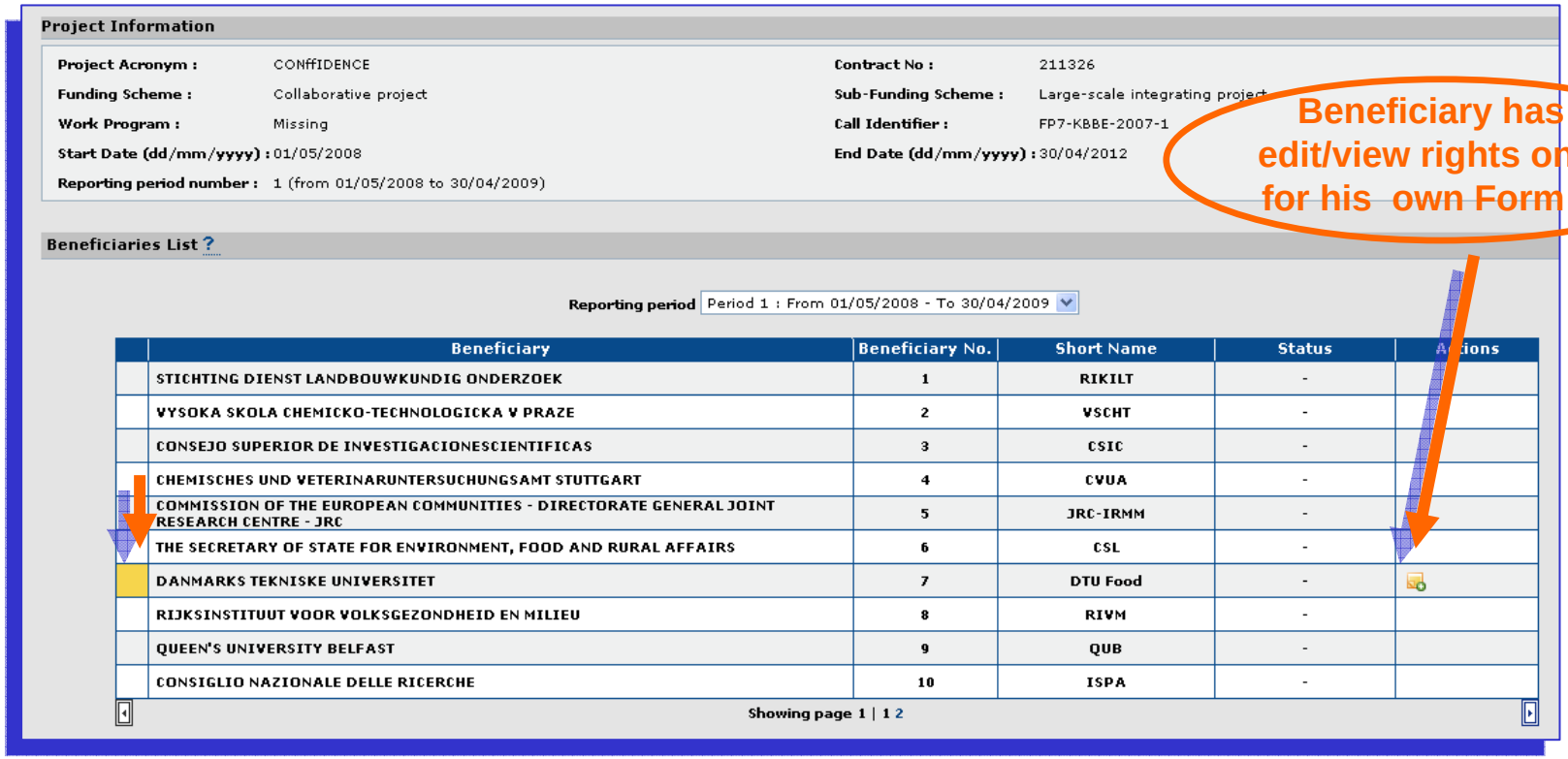
edit Forms C: beneficiary



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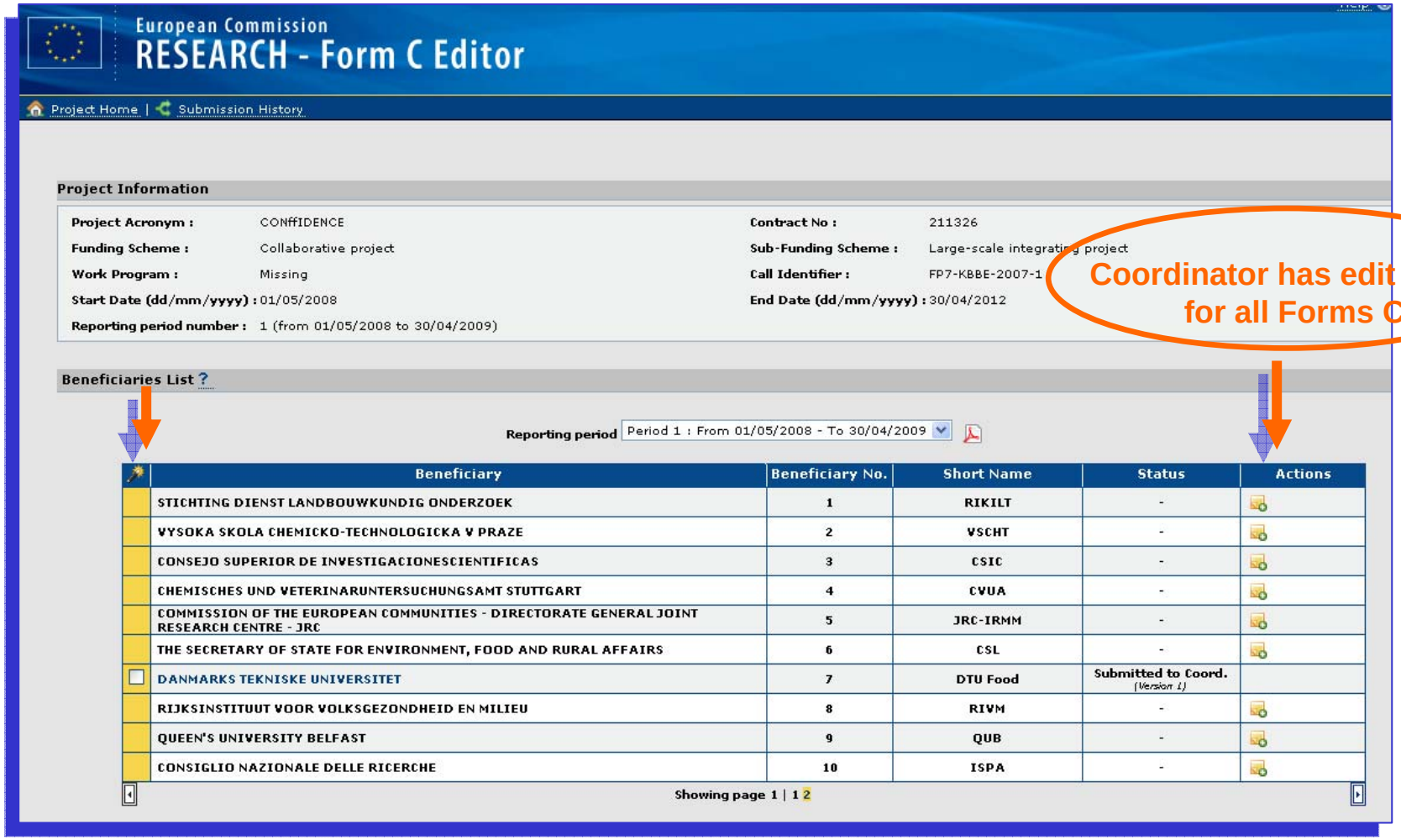
Edit Forms C: coordinator



Not legally binding

edit Forms C: click on ”add Form C” button (1)

Project Information

Project Acronym :	CONffIDENCE	**Contract No :**	211326
Funding Scheme :	Collaborative project	**Sub-Funding Scheme :**	Large-scale integrating project
Work Program :	Missing	**Call Identifier :**	FP7-KBBE-2007-1
Start Date (dd/mm/yyyy) :	01/05/2008	**End Date (dd/mm/yyyy) :**	30/04/2012
Reporting period number :	1 (from 01/05/2008 to 30/04/2009)		

Beneficiaries List ?

Reporting period Period 1 : From 01/05/2008 - To 30/04/2009

	Beneficiary	Beneficiary No.	Short Name	Status	Actions
	STICHTING DIENST LANDBOUWKUNDIG ONDERZOEK	1	RIKILT	-	
	VYSOKA SKOLA CHEMICKO-TECHNOLOGICKA V PRAZE	2	VSCHT	-	
	CONSEJO SUPERIOR DE INVESTIGACIONESCIENTIFICAS	3	CSIC	-	
	CHEMISCHES UND VETERINARUNTERSUCHUNGSAMT STUTTGART	4	CVUA	-	
	COMMISSION OF THE EUROPEAN COMMUNITIES - DIRECTORATE GENERAL JOINT RESEARCH CENTRE - JRC	5	JRC-IRMM	-	
	THE SECRETARY OF STATE FOR ENVIRONMENT, FOOD AND RURAL AFFAIRS	6	CSL	-	
	DANMARKS TEKNISKE UNIVERSITET	7	DTU Food	-	
	RIJKSINSTITUUT VOOR VOLKSGEZONDHEID EN MILIEU	8	RIVM	-	
	QUEEN'S UNIVERSITY BELFAST	9	QUB	-	
	CONSIGLIO NAZIONALE DELLE RICERCHE	10	ISPA	-	

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Not legally binding

edit Forms C: fill in upper part (1)

Project Information

Project Acronym :	CONffIDENCE	**Contract No :**	211326
Funding Scheme :	Collaborative project	**Sub-Funding Scheme :**	Large-scale integrating project
Work Program :	Missing	**Call Identifier :**	FP7-KBBE-2007-1
Start Date (dd/mm/yyyy) :	01/05/2008	**End Date (dd/mm/yyyy) :**	30/04/2012
Reporting period number :	1 (from 01/05/2008 to 30/04/2009)		

Beneficiary

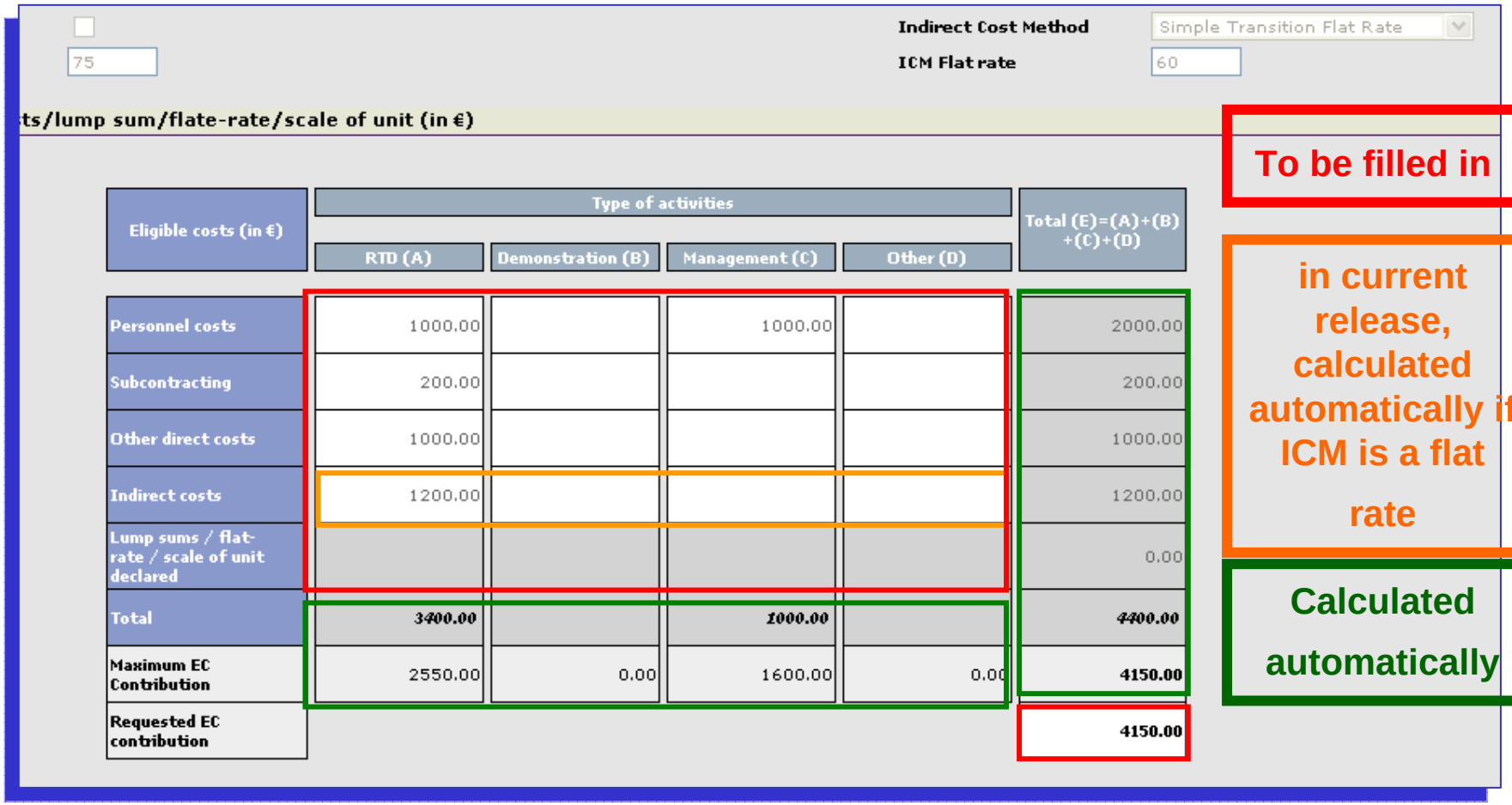
Contractor's Legal Name	DANMARKS TEKNISKE UNIVERSITET	**Beneficiary No.**	7
Short Name	DTU Food		
Comment			
Lump Sums Used	☐	**Indirect Cost Method**	Simple Transition Flat Rate
Funding % for RTD activities	75	**ICM Flat rate**	60

1. Declaration of eligible costs/lump sum/flate-rate/scale of unit (in €)

Eligible costs (in €)	Type of activities				Total (E)=(A)+(B)+(C)+(D)
	RTD (A)	Demonstration (B)	Management (C)	Other (D)	
Personnel costs	10000.00				10000.00
Subcontracting					0.00
Other direct costs					0.00
Indirect costs	6000.00				6000.00
Lump sums / flat-rate / scale of unit declared					0.00
Total	***16000.00***				***16000.00***
Maximum EC Contribution	12000				**12000.00**
Requested EC contribution					**12000.00**

Not legally binding

edit Forms C: fill in upper part (2)



Indirect Cost Method: Simple Transition Flat Rate

ICM Flat rate: 60

75

ts/lump sum/flate-rate/scale of unit (in €)

Eligible costs (in €)	Type of activities				Total (E)=(A)+(B)+(C)+(D)
	RTD (A)	Demonstration (B)	Management (C)	Other (D)	
Personnel costs	1000.00		1000.00		2000.00
Subcontracting	200.00				200.00
Other direct costs	1000.00				1000.00
Indirect costs	1200.00				1200.00
Lump sums / flat-rate / scale of unit declared					0.00
Total	3400.00		1000.00		4400.00
Maximum EC Contribution	2550.00	0.00	1600.00	0.00	4150.00
Requested EC contribution					4150.00

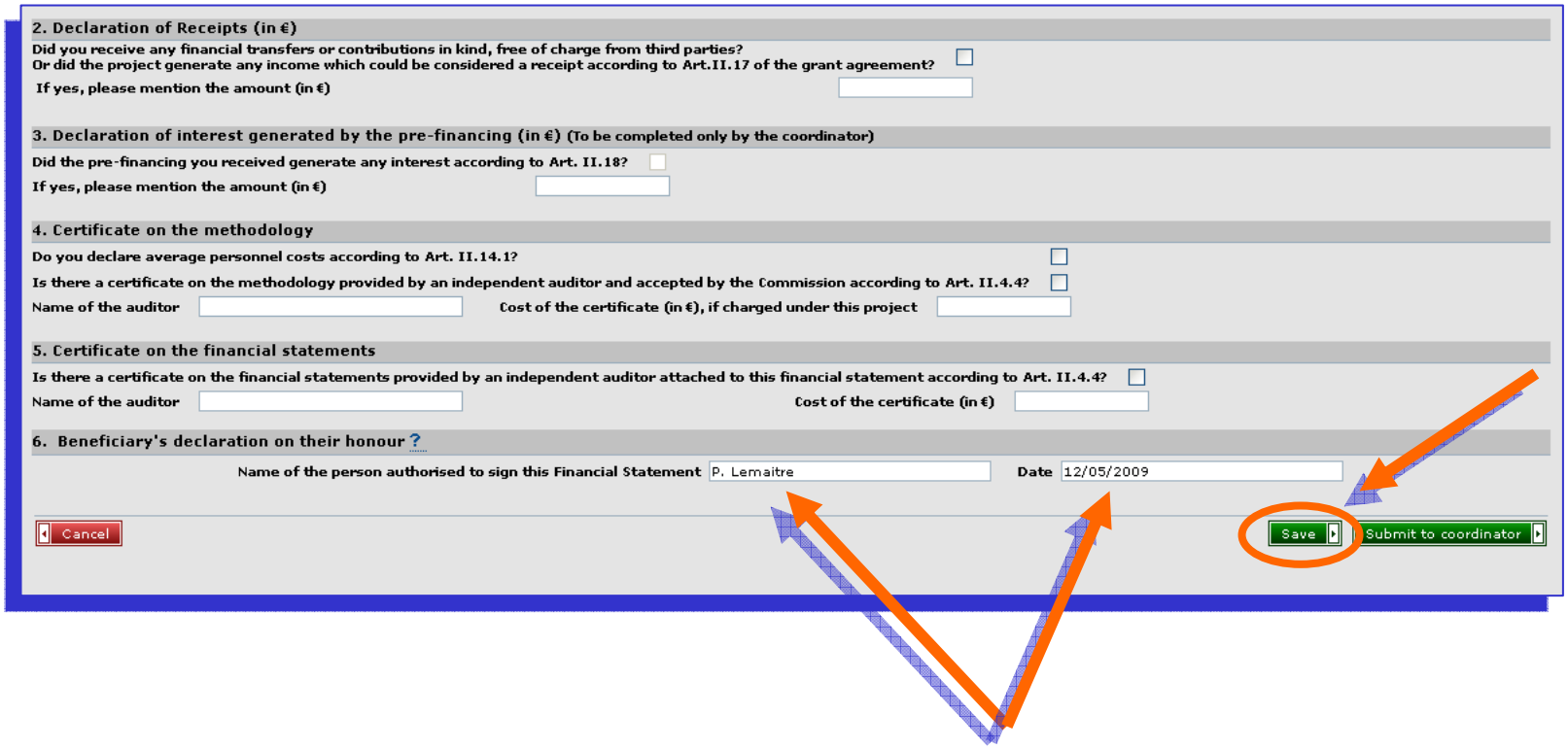
To be filled in

in current release, calculated automatically if ICM is a flat rate

Calculated automatically

Not legally binding

edit Forms C: fill in lower part and save



mandatory

Not legally binding

edit Forms C: after saving the draft Form C remains editable and can still be deleted

oject Acronym : CONffIDENCE
Contract No : 211326
nding Scheme : Collaborative project
Sub-Funding Scheme : Large-scale integrating project
ork Program : Missing
Call Identifier : FP7-KBBE-2007-1
art Date (dd/mm/yyyy) : 01/05/2008
End Date (dd/mm/yyyy) : 30/04/2012
eporting period number : 2 (from 01/05/2009 to 30/04/2010)

neficiaries List ?

Reporting period: Period 2 : From 01/05/2009 - To 30/04/2010

Beneficiary	Beneficiary No.	Short Name	Status	Actions
STICHTING DIENST LANDBOUWKUNDIG ONDERZOEK	1	RIKILT	-	
VYSOKA SKOLA CHEMICKO-TECHNOLOGICKA V PRAZE	2	VSCHT	-	
CONSEJO SUPERIOR DE INVESTIGACIONESCIENTIFICAS	3	CSIC	-	
CHEMISCHES UND VETERINARUNTERSUCHUNGSAMT STUTTGART	4	CVUA	-	
COMMISSION OF THE EUROPEAN COMMUNITIES - DIRECTORATE GENERAL JOINT RESEARCH CENTRE - JRC	5	JRC-IRMM	-	
THE SECRETARY OF STATE FOR ENVIRONMENT, FOOD AND RURAL AFFAIRS	6	CSL	-	
DANMARKS TEKNISKE UNIVERSITET	7	DTU Food	Draft (Version 1)	
RIJKSINSTITUUT VOOR VOLKSGEZONDHEID EN MILIEU	8	RIVM	-	
QUEEN'S UNIVERSITY BELFAST	9	QUB	-	
CONSIGLIO NAZIONALE DELLE RICERCHE	10	ISPA	-	

Showing page 1 | 1 2

Not legally binding

FORCE
FORM C EDITOR

Step 5: submit Forms C in FORCE

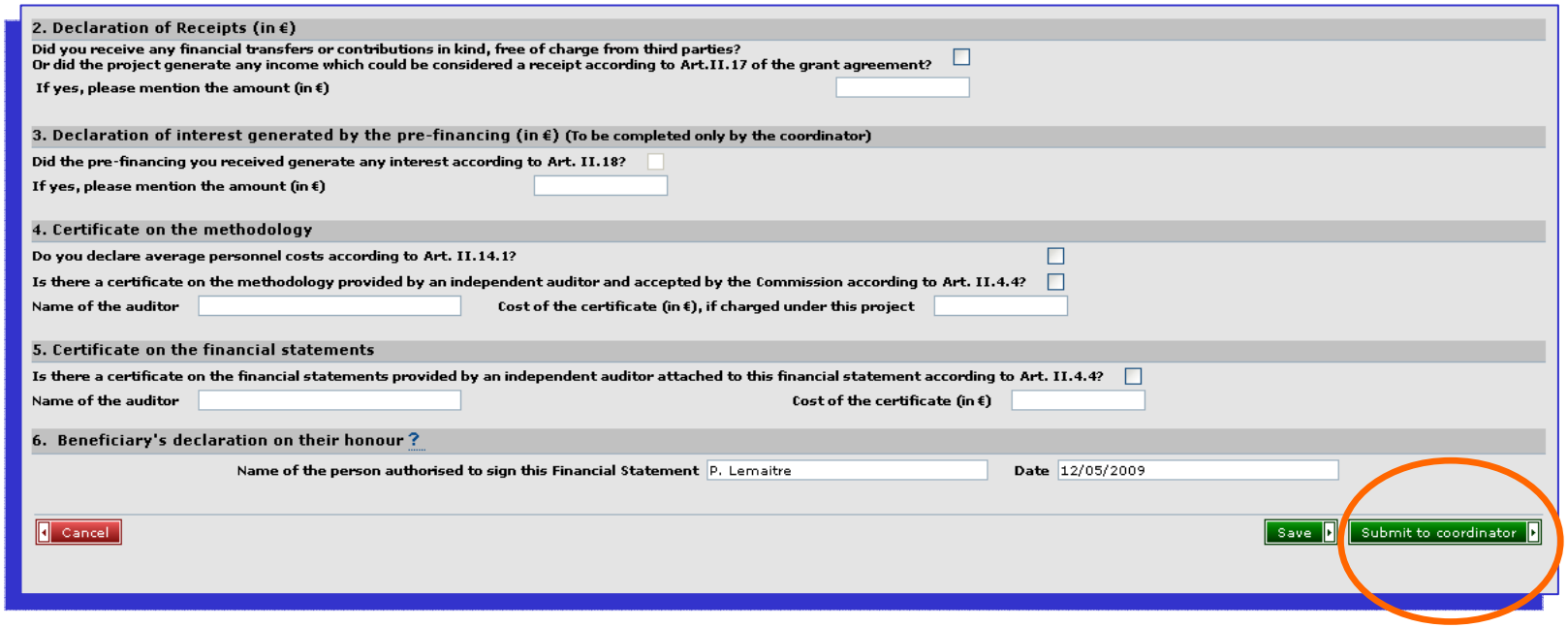
Beneficiaries/coordinator

Not legally binding

- Beneficiary:
  - Each beneficiary can submit his own Form C to the coordinator
  - A beneficiary can not submit directly to the Commission
- Coordinator
  - Coordinator submits his own Form C to himself
  - Only coordinator can submit Forms C to the Commission

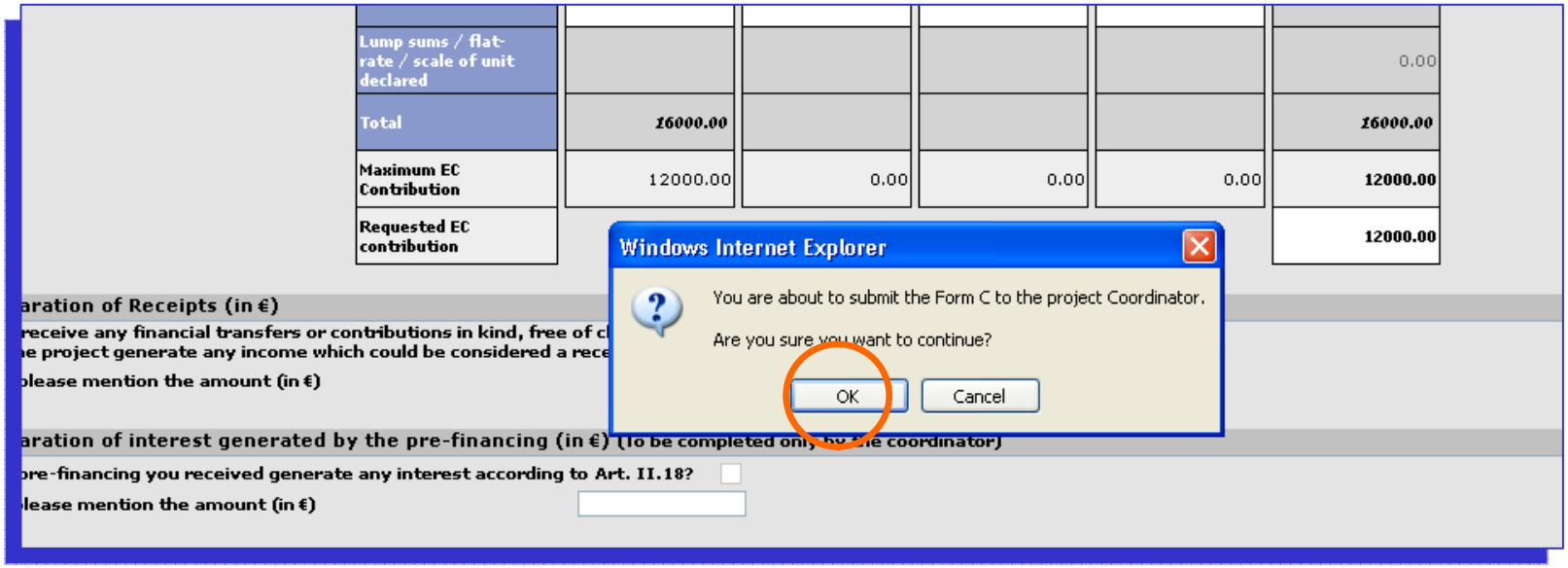
Not legally binding

Submit Form C: beneficiary (1)
go to the lower part of the Form C



Not legally binding

submit Form C: beneficiary (2)



Not legally binding

submit Form C: beneficiary (3)
once submitted the Form C becomes read-only

Project Information

Project Acronym :	CONFfIDENCE	**Contract No :**	211326
Funding Scheme :	Collaborative project	**Sub-Funding Scheme :**	Large-scale integrating project
Work Program :	Missing	**Call Identifier :**	FP7-KBBE-2007-1
Start Date (dd/mm/yyyy) :	01/05/2008	**End Date (dd/mm/yyyy) :**	30/04/2012
Reporting period number :	1 (from 01/05/2008 to 30/04/2009)		

Beneficiaries List ?

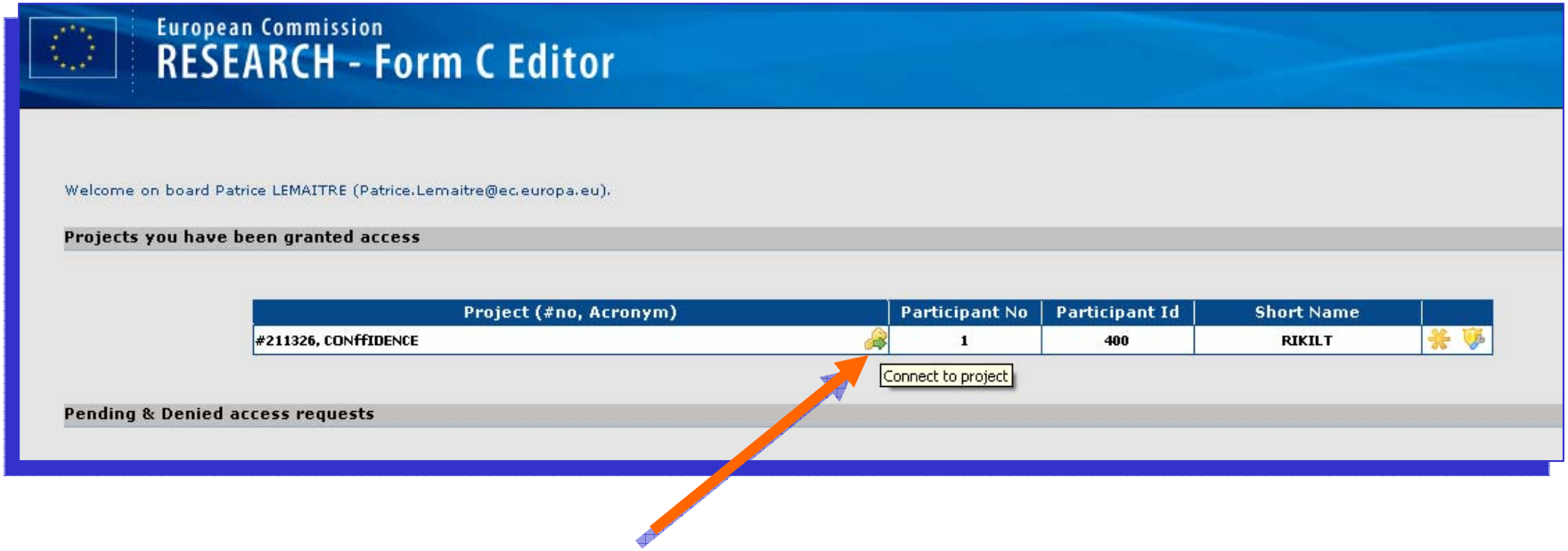
Reporting period Period 1 : From 01/05/2008 - To 30/04/2009

Beneficiary	Beneficiary No.	Short Name	Status	Actions
STICHTING DIENST LANDBOUWKUNDIG ONDERZOEK	1	RIKILT	-	
VYSOKA SKOLA CHEMICKO-TECHNOLOGICKA V PRAZE	2	VSCHT	-	
CONSEJO SUPERIOR DE INVESTIGACIONESCIENTIFICAS	3	CSIC	-	
CHEMISCHES UND VETERINARUNTERSUCHUNGSAMT STUTTGART	4	CVUA	-	
COMMISSION OF THE EUROPEAN COMMUNITIES - DIRECTORATE GENERAL JOINT RESEARCH CENTRE - JRC	5	JRC-IRMM	-	
THE SECRETARY OF STATE FOR ENVIRONMENT, FOOD AND RURAL AFFAIRS	6	CSL	-	
DANMARKS TEKNISKE UNIVERSITET	7	DTU Food	Submitted to Coord. (Version 1)	
RIJKSINSTITUUT VOOR VOLKSGEZONDHEID EN MILIEU	8	RIVM		
QUEEN'S UNIVERSITY BELFAST	9	QUB	-	
CONSIGLIO NAZIONALE DELLE RICERCHE	10	ISPA	-	

Showing page 1 | 1 2

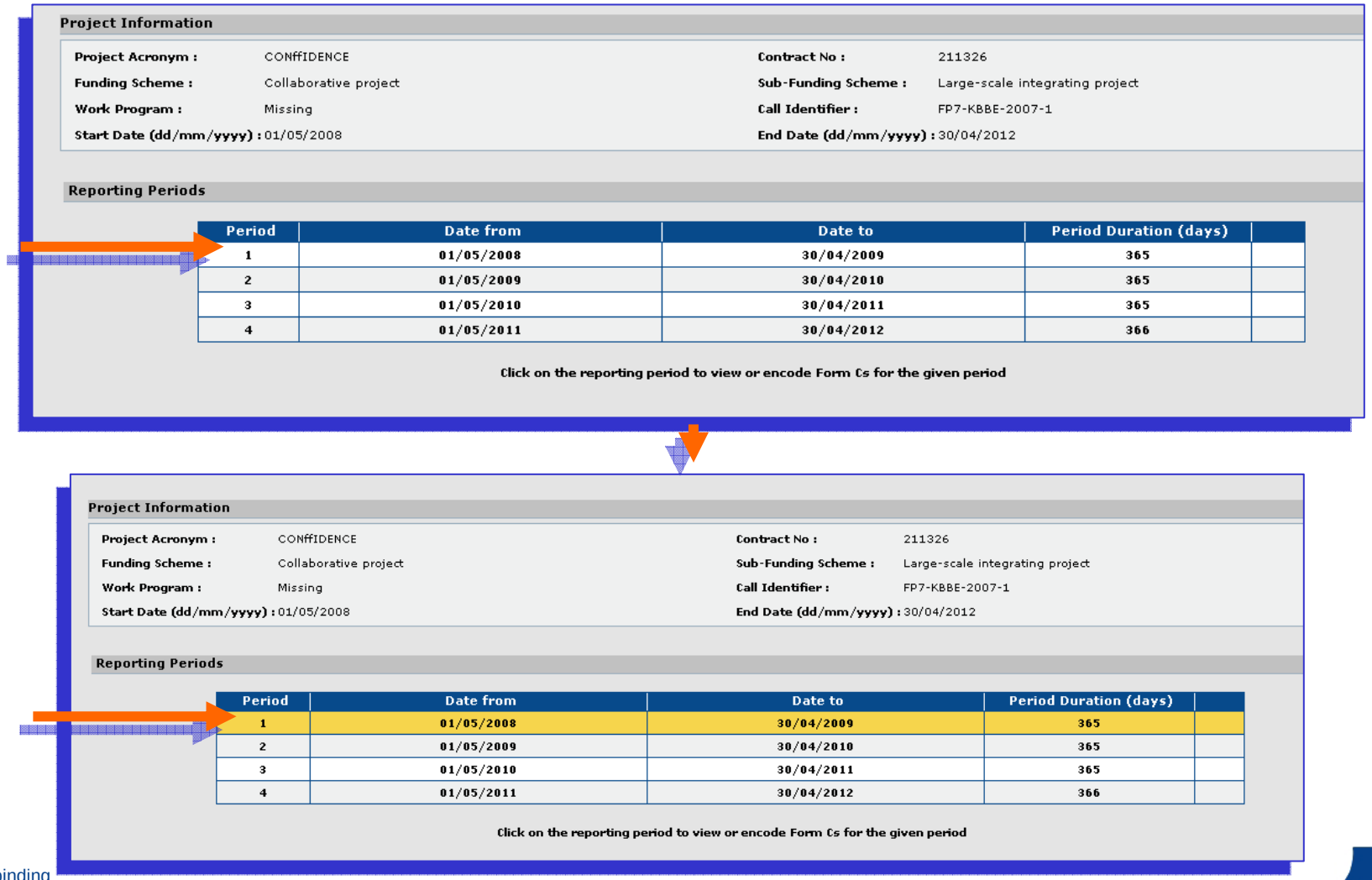
Not legally binding

submit Forms C: coordinator connects to project (1)



Not legally binding

Submit Forms C: coordinator selects reporting period (2)



Project Information

Project Acronym :	CONffIDENCE	**Contract No :**	211326
Funding Scheme :	Collaborative project	**Sub-Funding Scheme :**	Large-scale integrating project
Work Program :	Missing	**Call Identifier :**	FP7-KBBE-2007-1
Start Date (dd/mm/yyyy) :	01/05/2008	**End Date (dd/mm/yyyy) :**	30/04/2012

Reporting Periods

Period	Date from	Date to	Period Duration (days)
1	01/05/2008	30/04/2009	365
2	01/05/2009	30/04/2010	365
3	01/05/2010	30/04/2011	365
4	01/05/2011	30/04/2012	366

Click on the reporting period to view or encode Form Cs for the given period

Project Information

Project Acronym :	CONffIDENCE	**Contract No :**	211326
Funding Scheme :	Collaborative project	**Sub-Funding Scheme :**	Large-scale integrating project
Work Program :	Missing	**Call Identifier :**	FP7-KBBE-2007-1
Start Date (dd/mm/yyyy) :	01/05/2008	**End Date (dd/mm/yyyy) :**	30/04/2012

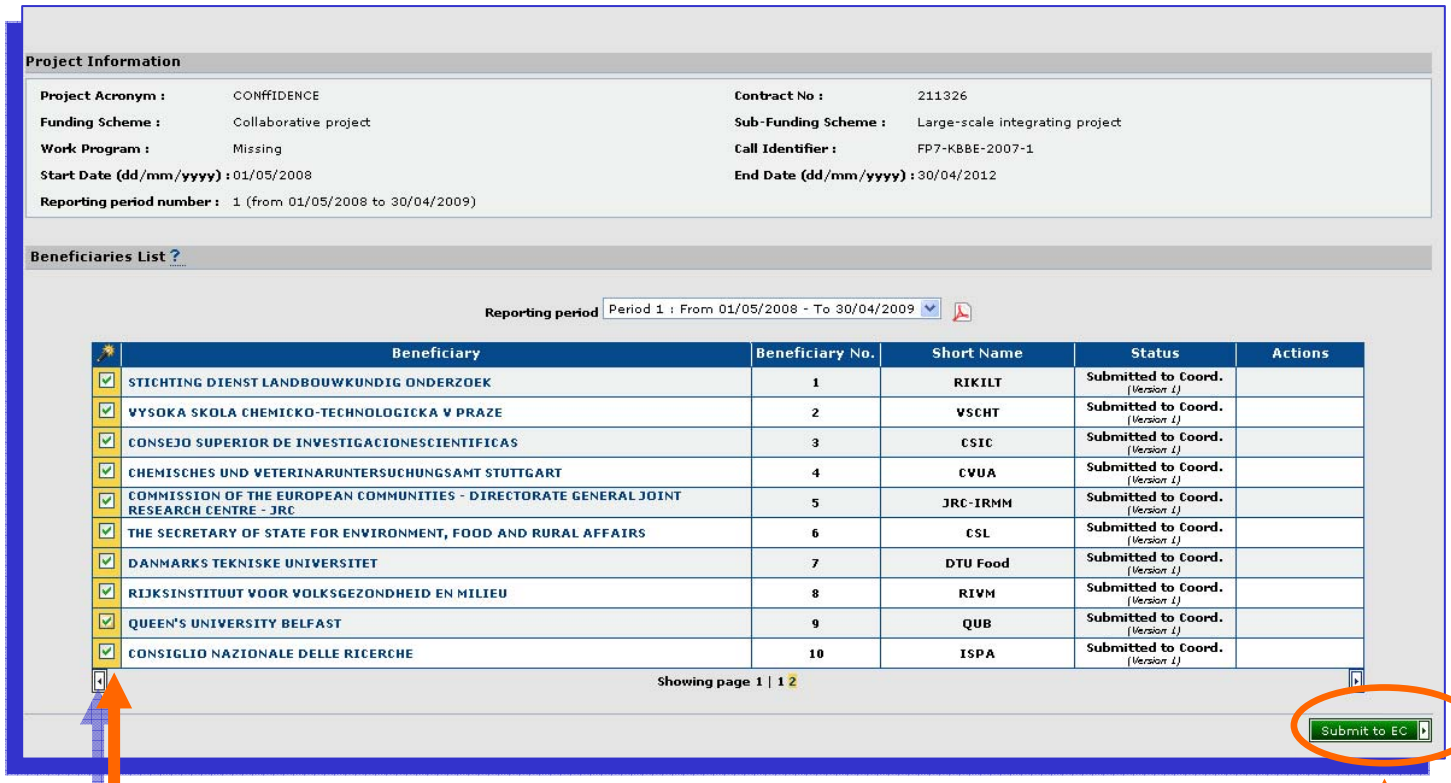
Reporting Periods

Period	Date from	Date to	Period Duration (days)
1	01/05/2008	30/04/2009	365
2	01/05/2009	30/04/2010	365
3	01/05/2010	30/04/2011	365
4	01/05/2011	30/04/2012	366

Click on the reporting period to view or encode Form Cs for the given period

Not legally binding

Submit Forms C: coordinator selects Forms C to be submitted (3)



Select Forms C for submission

Not legally binding

Submit Forms C: coordinator obtains overview of Forms C ready for submission and confirms (4)

Summary Financial Report

Project Acronym :	CONFfIDENCE	**Contract No :**	211326
Funding Scheme :	Collaborative project	**Sub-Funding Scheme :**	Large-scale integrating project
Work Program :	Missing	**Call Identifier :**	FP7-KBBE-2007-1
Start Date (dd/mm/yyyy) :	01/05/2008	**End Date (dd/mm/yyyy) :**	30/04/2012

No errors were detected.

				Type of activities								Total (E)=(A)+(B)+(C)+(D)			
Beneficiary No.	If 3rd Party, linked to beneficiary	Adjustment (Yes/No)	Organisation Short Name	RTD (A)		Demonstration (B)		Management (C)		Other (D)				Receipts	Interest
				Total	Max EC Contribution	Total	Max EC Contribution	Total	Max EC Contribution	Total	Max EC Contribution	Total	Max EC Contribution		
1		No	RIKILT	150000.00	112500.00	0.00	0.00	0.00	0.00	0.00	0.00	150000.00	112500.00	0.00	0.00
2		No	VSCHT	320000.00	240000.00	0.00	0.00	0.00	0.00	0.00	0.00	320000.00	240000.00	0.00	
3		No	CSIC	250000.00	187500.00	0.00	0.00	0.00	0.00	0.00	0.00	250000.00	187500.00	0.00	
4		No	CVUA	64000.00	48000.00	0.00	0.00	0.00	0.00	0.00	0.00	64000.00	48000.00	0.00	
5		No	JRC-IRMM	16000.00	12000.00	0.00	0.00	0.00	0.00	0.00	0.00	16000.00	12000.00	0.00	
6		No	CSL	320000.00	240000.00	0.00	0.00	0.00	0.00	0.00	0.00	320000.00	240000.00	0.00	
7		No	DTU Food	16000.00	12000.00	0.00	0.00	0.00	0.00	0.00	0.00	16000.00	12000.00	0.00	
8		No	RIVM	80000.00	60000.00	0.00	0.00	0.00	0.00	0.00	0.00	80000.00	60000.00	0.00	
9		No	QUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
10		No	ISPA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total				1216000.00	912000.00	0.00	0.00	0.00	0.00	0.00	0.00	1216000.00	912000.00	0.00	

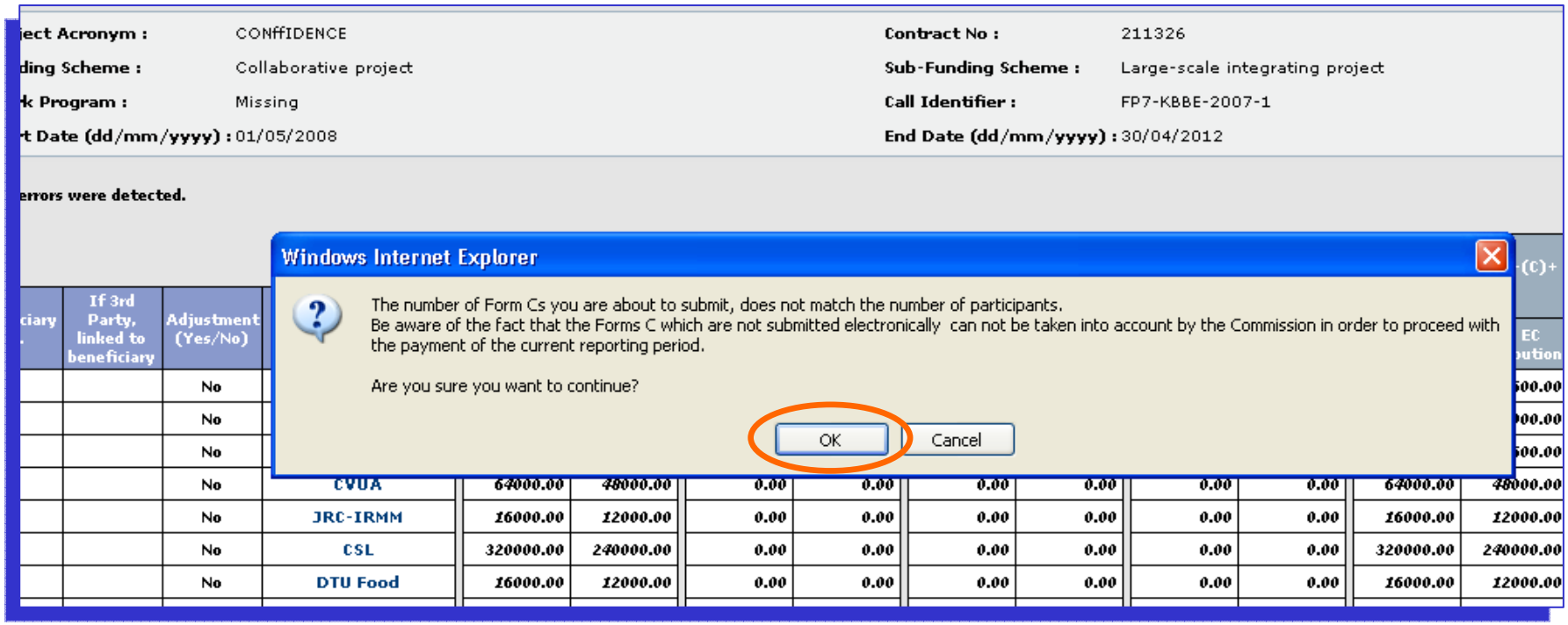
Requested EC contribution for the reporting period (in €) 912000.00

Showing page 1 | 1

Cancel Confirm

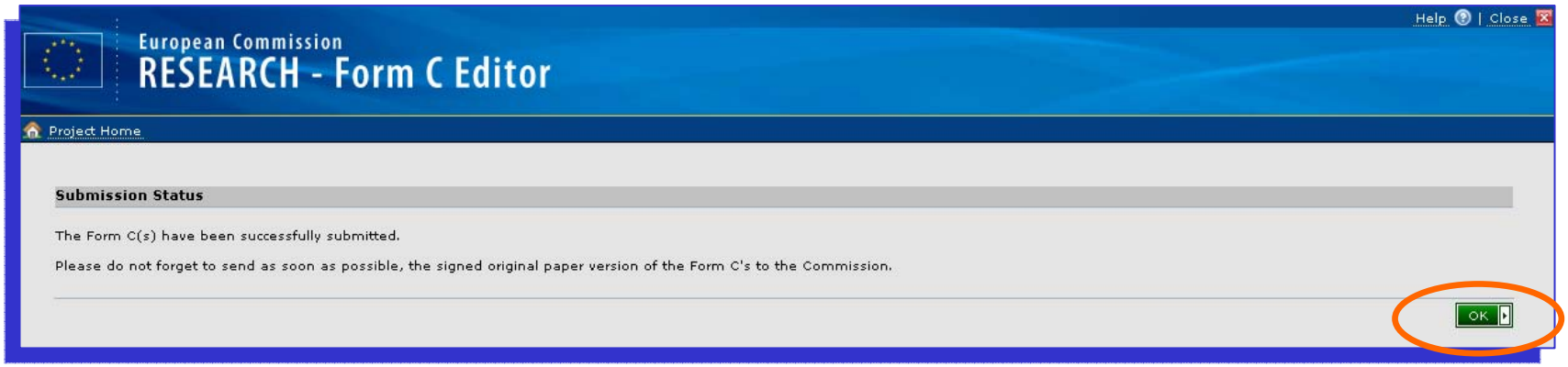
Not legally binding

Submit Forms C: coordinator confirms in case Forms C of all participants were not submitted (5)



Not legally binding

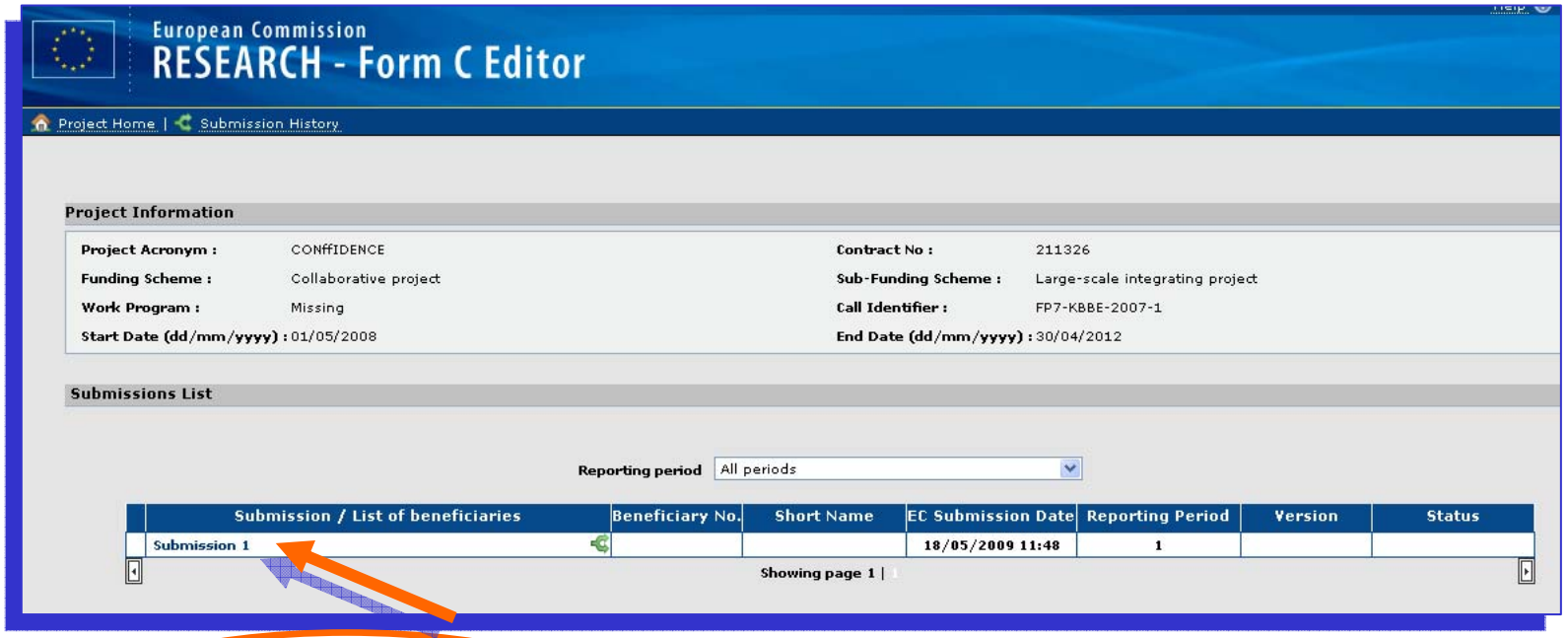
Submit Forms C: coordinator receives OK message (6)



Upon electronic submission the coordinator should send as soon as possible the signed paper version of the Forms C to the Commission. There is no need whatsoever to wait with this.

Not legally binding

Submit Forms C: coordinator can view different submissions any time (7)



Submission can be viewed at any time afterwards

Not legally binding

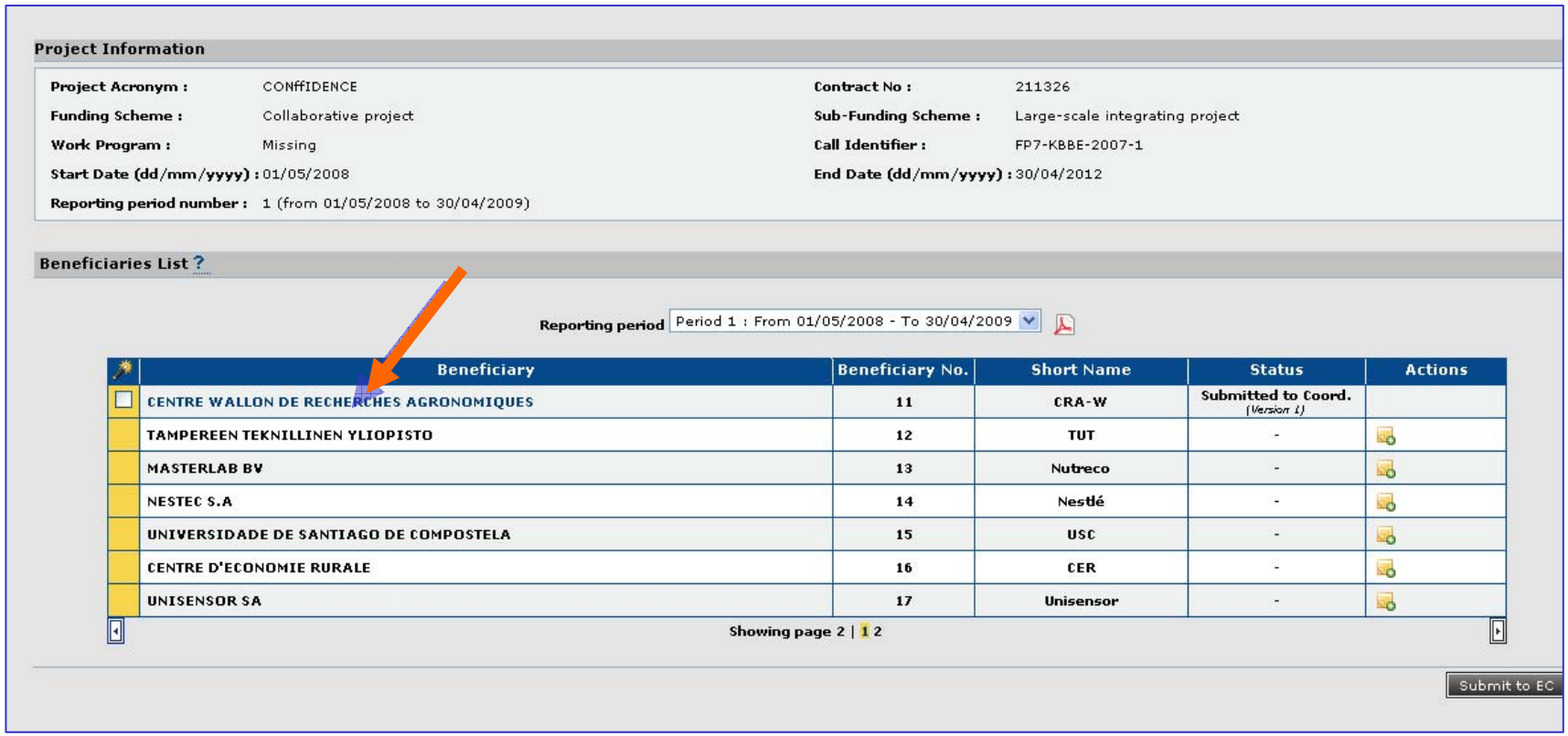
FORCE
FORM C EDITOR

reject a Form C in FORCE

coordinator only

Not legally binding

Reject Form C: click on Form C to be rejected



Project Information

Project Acronym :	CONffIDENCE	**Contract No :**	211326
Funding Scheme :	Collaborative project	**Sub-Funding Scheme :**	Large-scale integrating project
Work Program :	Missing	**Call Identifier :**	FP7-KBBE-2007-1
Start Date (dd/mm/yyyy) :	01/05/2008	**End Date (dd/mm/yyyy) :**	30/04/2012
Reporting period number :	1 (from 01/05/2008 to 30/04/2009)		

Beneficiaries List

Reporting period: Period 1 : From 01/05/2008 - To 30/04/2009

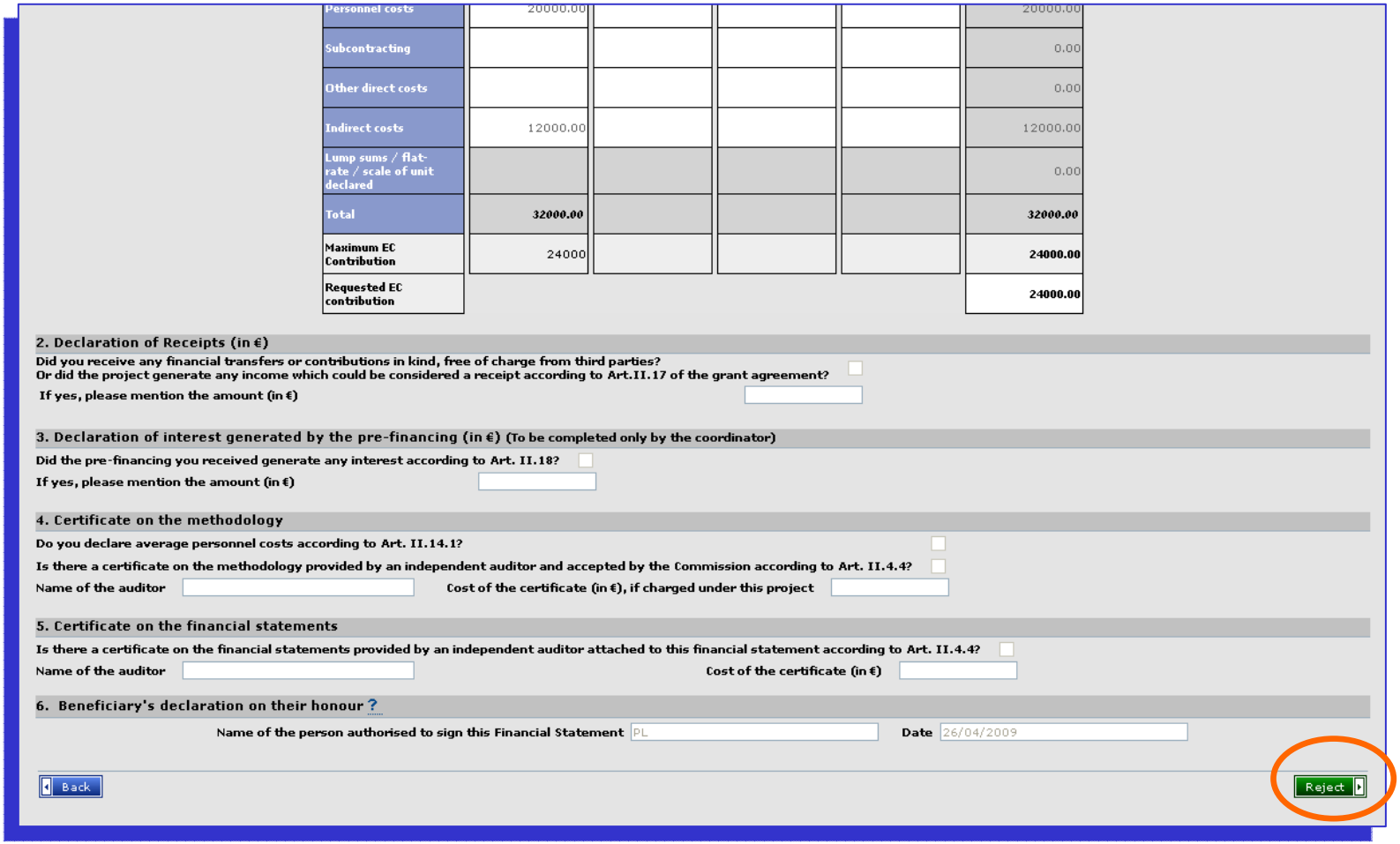
Beneficiary	Beneficiary No.	Short Name	Status	Actions
CENTRE WALLON DE RECHERCHES AGRONOMIQUES	11	CRA-W	Submitted to Coord. (Version 1)	
TAMPEREEN TEKNILLINEN YLIOPISTO	12	TUT	-	
MASTERLAB BV	13	Nutreco	-	
NESTEC S.A	14	Nestlé	-	
UNIVERSIDADE DE SANTIAGO DE COMPOSTELA	15	USC	-	
CENTRE D'ECONOMIE RURALE	16	CER	-	
UNISENSOR SA	17	Unisensor	-	

Showing page 2 | 1 2

Submit to EC

Not legally binding

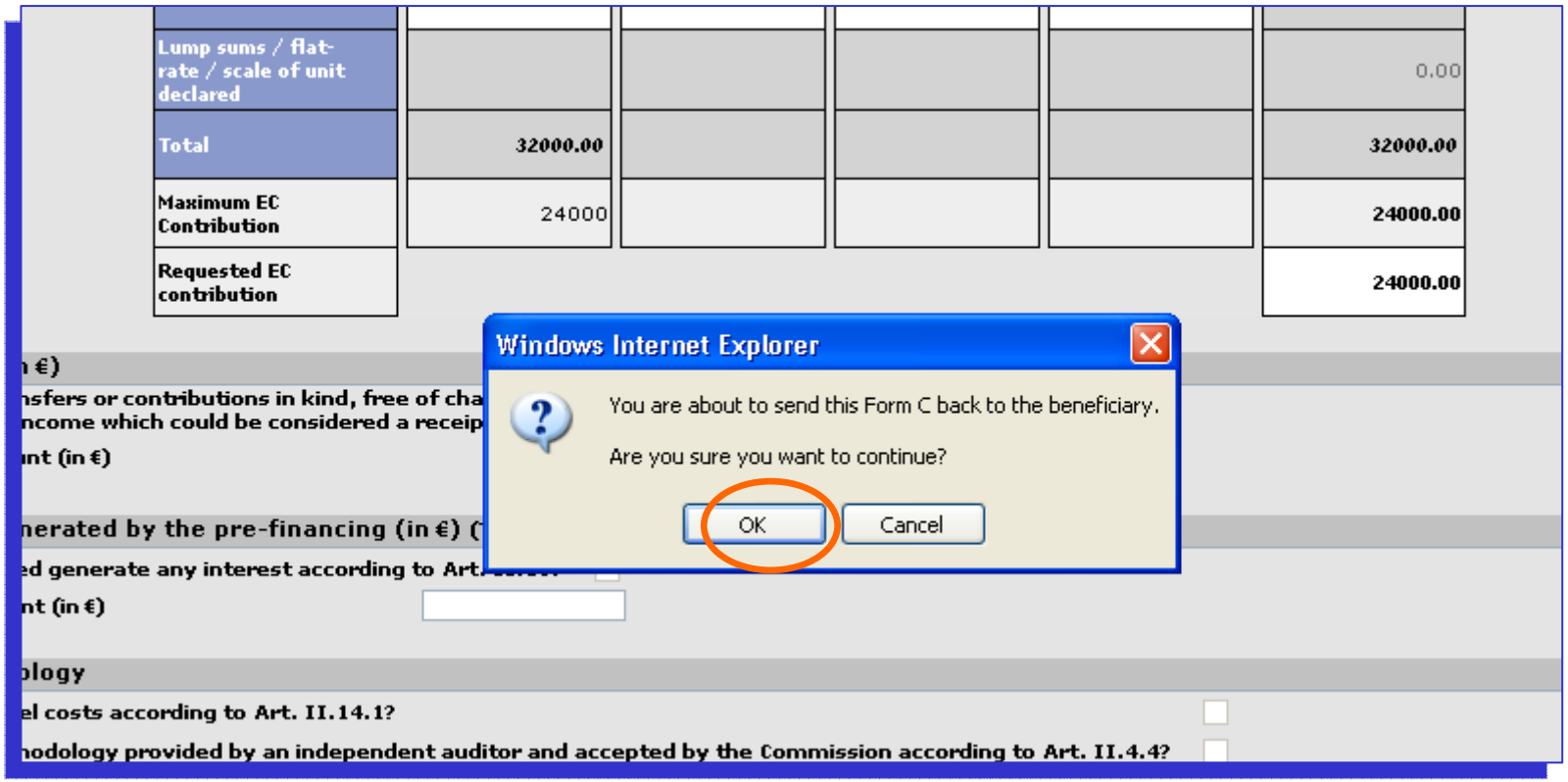
Reject Form C: In the Form C click on the "reject " button



Personnel costs	20000.00				20000.00
Subcontracting					0.00
Other direct costs					0.00
Indirect costs	12000.00				12000.00
Lump sums / flat-rate / scale of unit declared					0.00
Total	32000.00				32000.00
Maximum EC Contribution	24000				24000.00
Requested EC contribution					24000.00

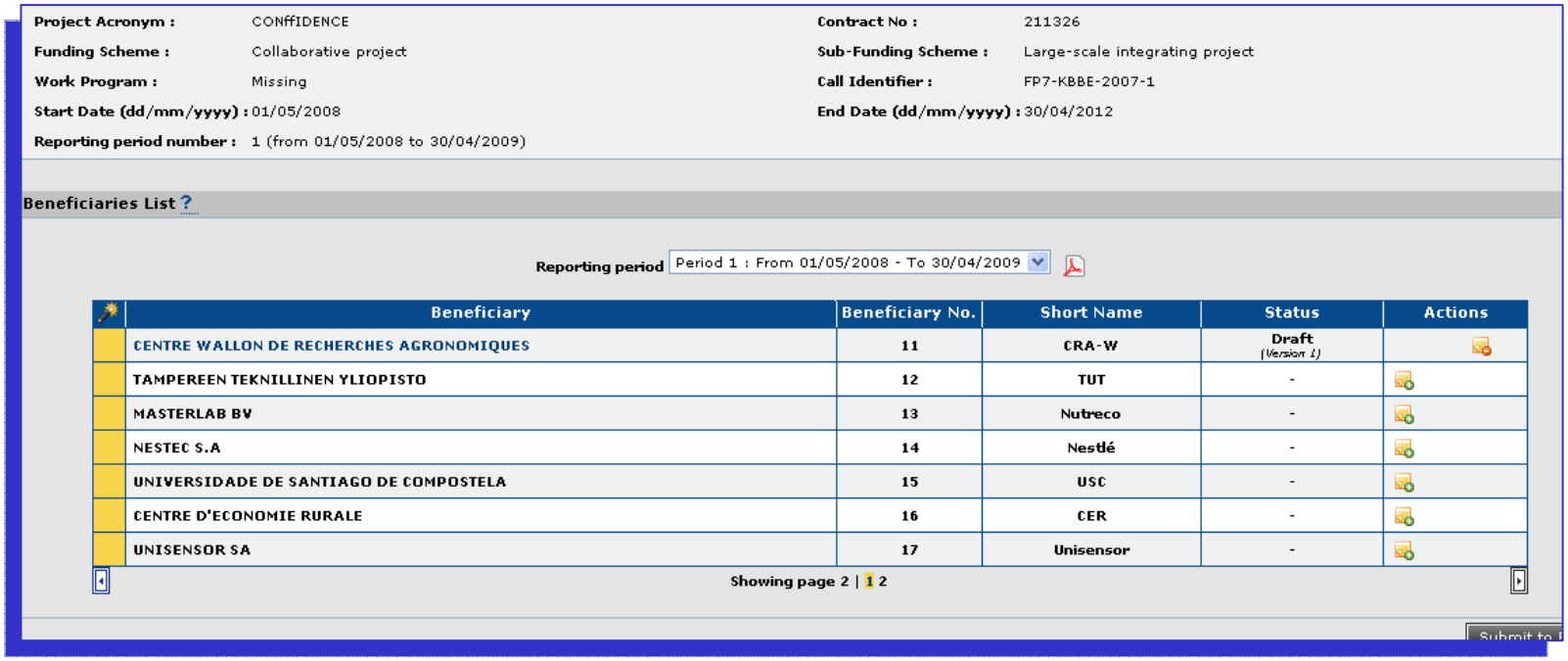
Not legally binding

Reject Form C: confirm rejection (current version does not allow the coordinator to introduce a comment yet)



Not legally binding

Reject Form C: rejected Form C will appear as draft in summary and can be corrected and resubmitted



Project Acronym : CONFfIDENCE
Contract No : 211326
Funding Scheme : Collaborative project
Sub-Funding Scheme : Large-scale integrating project
Work Program : Missing
Call Identifier : FP7-KBBE-2007-1
Start Date (dd/mm/yyyy) : 01/05/2008
End Date (dd/mm/yyyy) : 30/04/2012
Reporting period number : 1 (from 01/05/2008 to 30/04/2009)

Beneficiaries List ?

Reporting period Period 1 : From 01/05/2008 - To 30/04/2009

Beneficiary	Beneficiary No.	Short Name	Status	Actions
CENTRE WALLON DE RECHERCHES AGRONOMIQUES	11	CRA-W	Draft (Version 1)	
TAMPEREEN TEKNILLINEN YLIOPISTO	12	TUT	-	
MASTERLAB BV	13	Nutreco	-	
NESTEC S.A	14	Nestlé	-	
UNIVERSIDADE DE SANTIAGO DE COMPOSTELA	15	USC	-	
CENTRE D'ECONOMIE RURALE	16	CER	-	
UNISENSOR SA	17	Unisensor	-	

Showing page 2 | 1 2

Not legally binding

request to revise Forms C

for internal EC USER (financial officer or project officer)

Not legally binding

Revision of Forms

- EC project officer/financial officer can request to revise Forms C
- There is no automatic e-mail notification yet
- The need to revise the Form C will appear clearly in FORCE
- Note that the concerned beneficiary will have immediately access to the Form C that has to be revised

Not legally binding

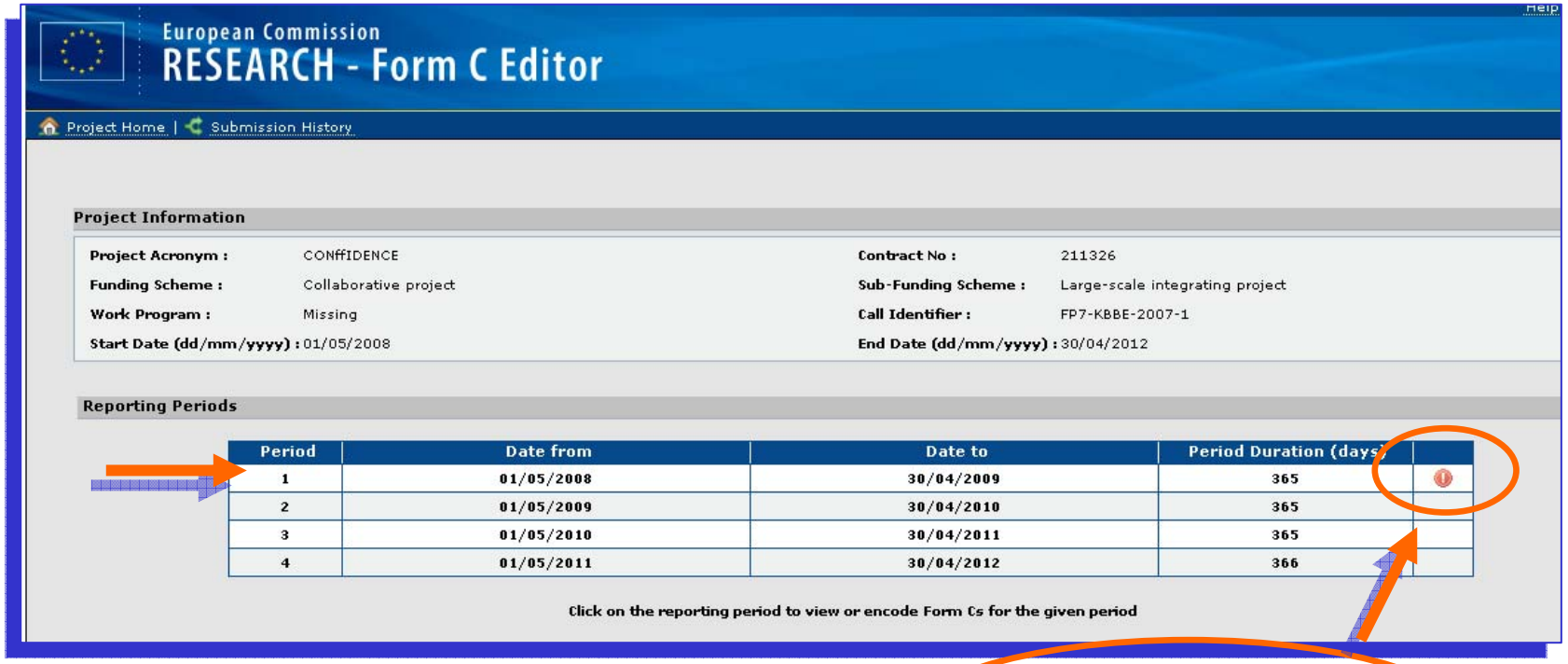
FORCE
FORM C EDITOR
(SESAM)

revise a FORM C

for external user (coordinator or beneficiary)

Not legally binding

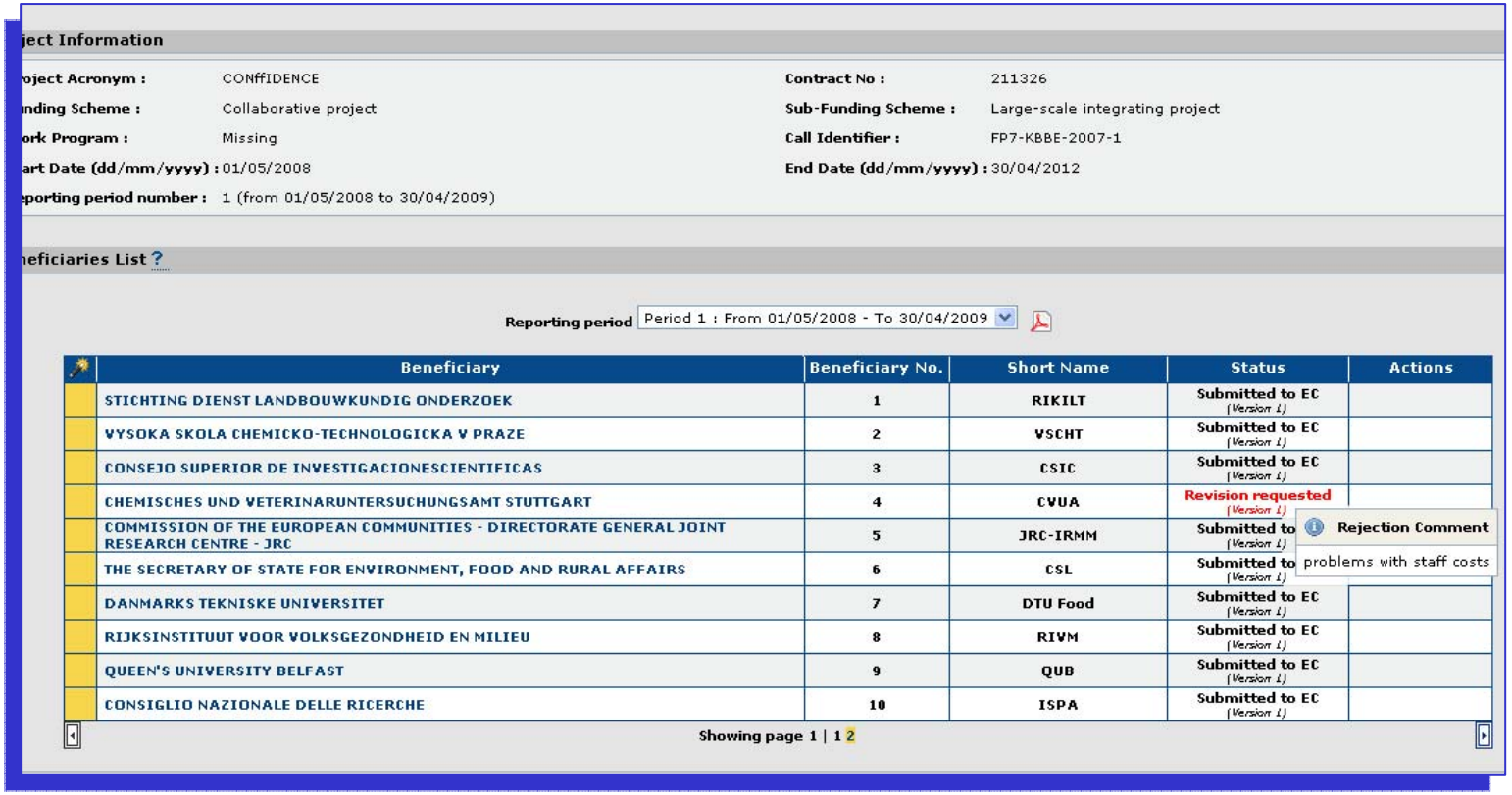
Revise a Form C (1)



Indicates that the Commission asked to review Forms C

Not legally binding

Revise a Form C: edit and resubmit (2)



ject Information

oject Acronym :	CONffIDENCE	Contract No :	211326
nding Scheme :	Collaborative project	Sub-Funding Scheme :	Large-scale integrating project
ork Program :	Missing	Call Identifier :	FP7-KBBE-2007-1
art Date (dd/mm/yyyy) :	01/05/2008	End Date (dd/mm/yyyy) :	30/04/2012
eporting period number :	1 (from 01/05/2008 to 30/04/2009)		

neficiaries List ?

Reporting period: Period 1 : From 01/05/2008 - To 30/04/2009

Beneficiary	Beneficiary No.	Short Name	Status	Actions
STICHTING DIENST LANDBOUWKUNDIG ONDERZOEK	1	RIKILT	Submitted to EC (Version 1)	
VYSOKA SKOLA CHEMICKO-TECHNOLOGICKA V PRAZE	2	VSCHT	Submitted to EC (Version 1)	
CONSEJO SUPERIOR DE INVESTIGACIONESCIENTIFICAS	3	CSIC	Submitted to EC (Version 1)	
CHEMISCHES UND VETERINARUNTERSUCHUNGSAMT STUTTGART	4	CVUA	Revision requested (Version 1)	
COMMISSION OF THE EUROPEAN COMMUNITIES - DIRECTORATE GENERAL JOINT RESEARCH CENTRE - JRC	5	JRC-IRMM	Submitted to (Version 1)	
THE SECRETARY OF STATE FOR ENVIRONMENT, FOOD AND RURAL AFFAIRS	6	CSL	Submitted to (Version 1)	
DANMARKS TEKNISKE UNIVERSITET	7	DTU Food	Submitted to EC (Version 1)	
RIJKSINSTITUUT VOOR VOLKSGEZONDHEID EN MILIEU	8	RIVM	Submitted to EC (Version 1)	
QUEEN'S UNIVERSITY BELFAST	9	QUB	Submitted to EC (Version 1)	
CONSIGLIO NAZIONALE DELLE RICERCHE	10	ISPA	Submitted to EC (Version 1)	

Rejection Comment: problems with staff costs

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Not legally binding

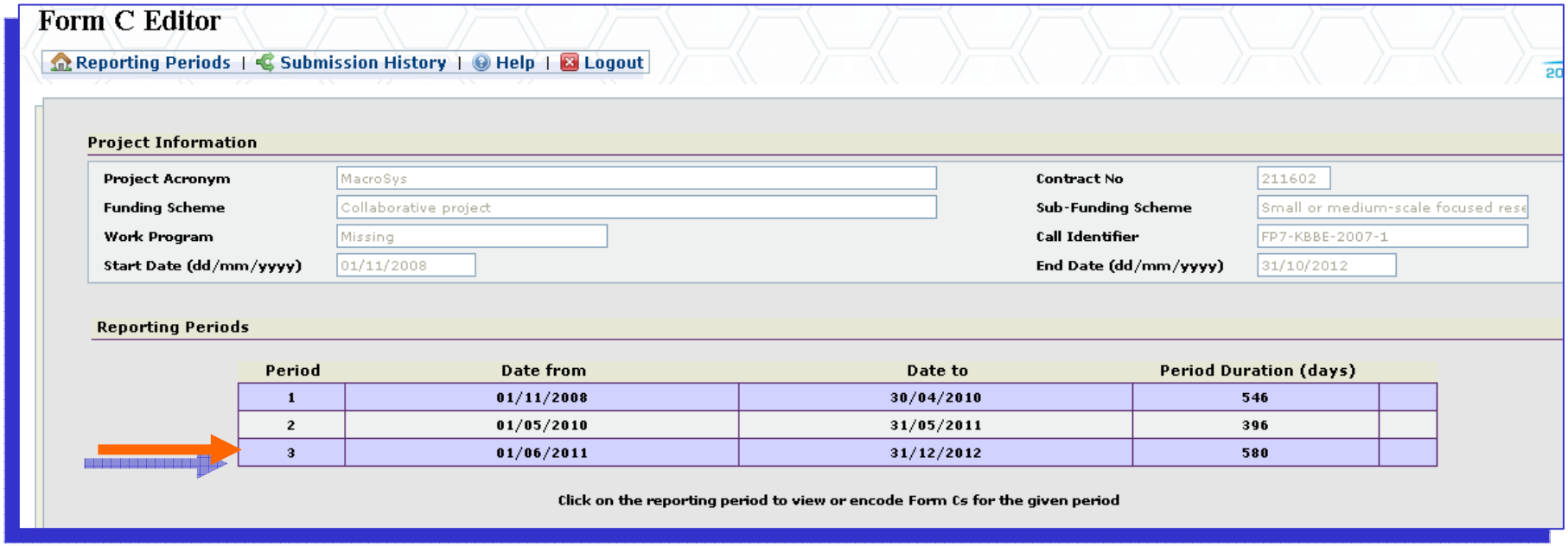
FORCE
FORM C EDITOR

adjustment Forms C
(only for FP-7)

(external user)

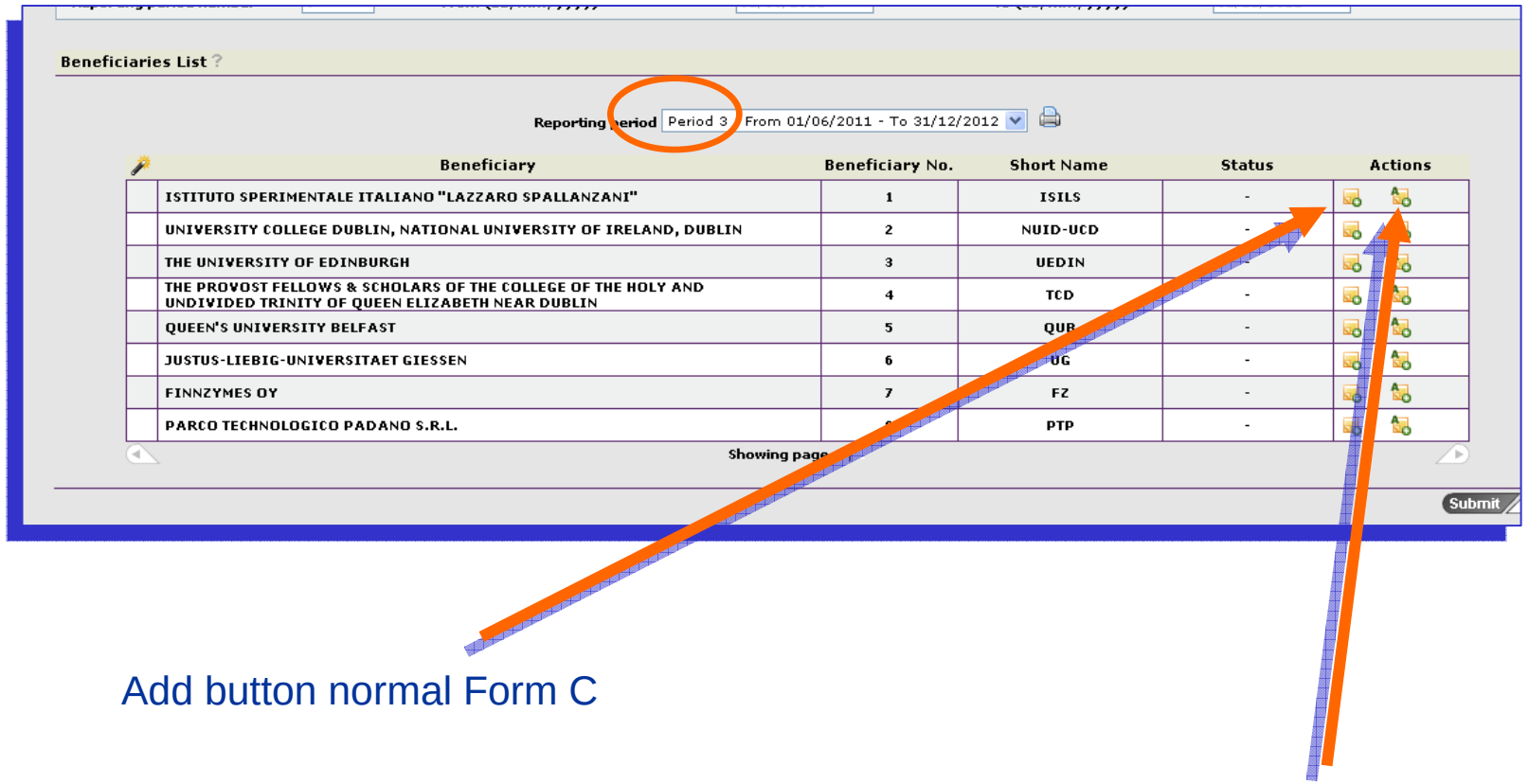
Not legally binding

Form C Editor : adjustment forms C (1)



Not legally binding

Form C Editor : adjustment forms C (2)

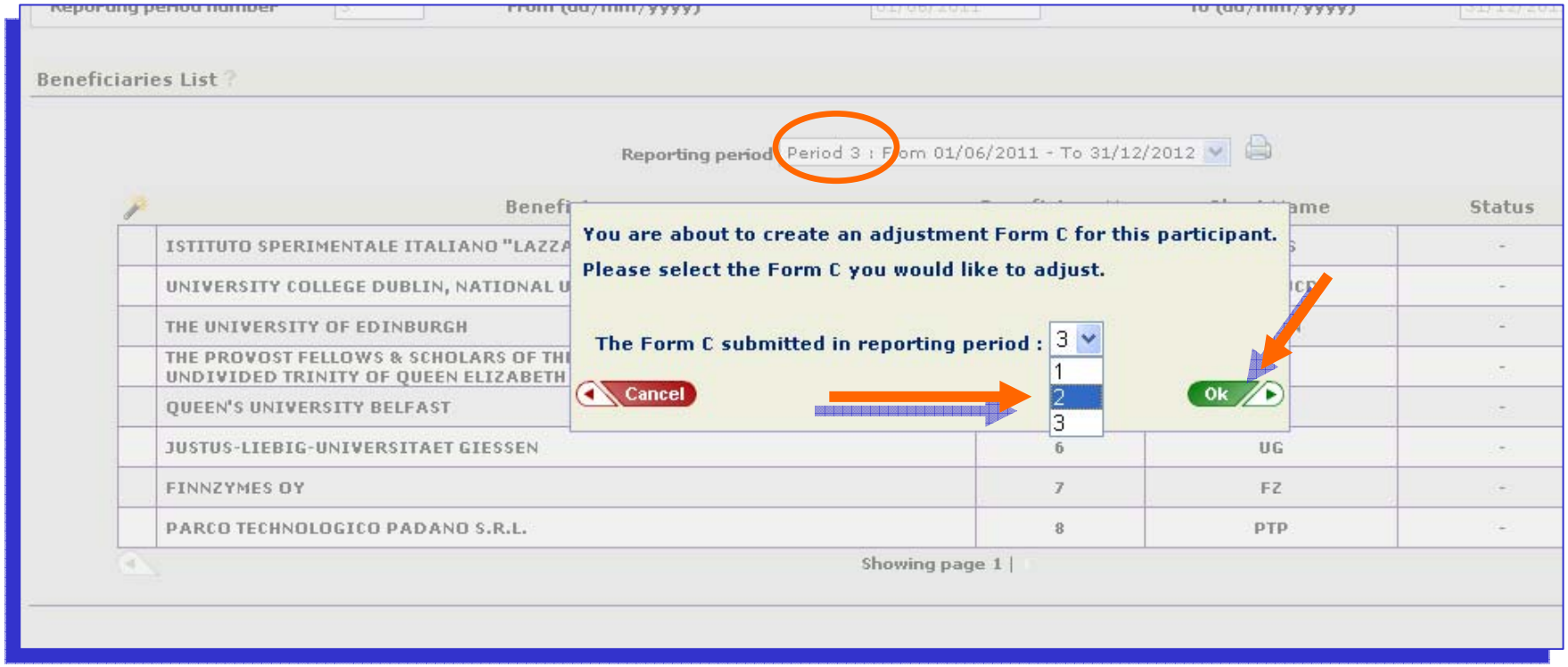


Add button normal Form C

Add button adjustment Form C

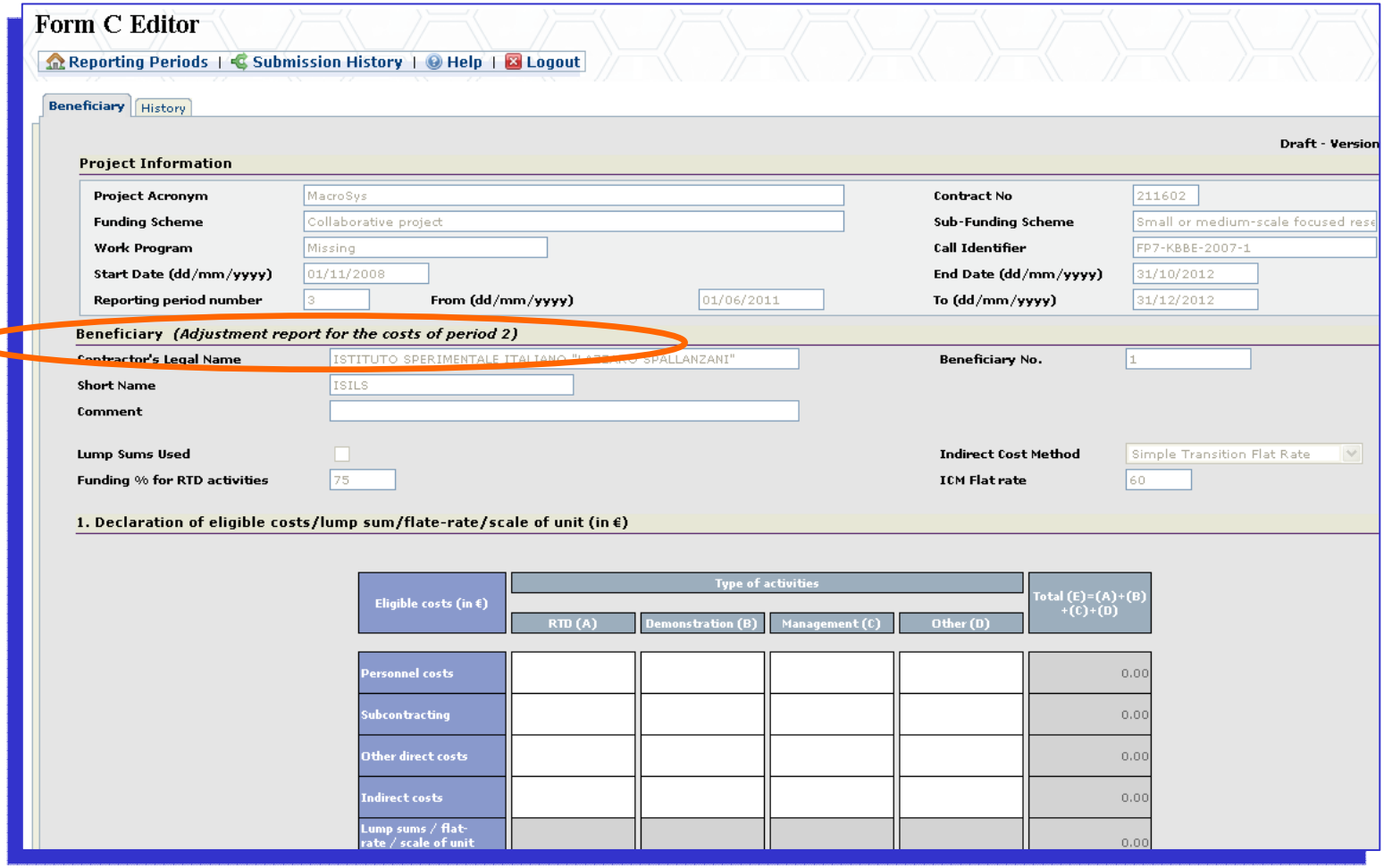
Not legally binding

Form C Editor : adjustment forms C (3)



Not legally binding

Form C Editor : adjustment forms C (4)



Form C Editor

Reporting Periods | Submission History | Help | Logout

Beneficiary | History

Draft - Version

Project Information

Project Acronym	MacroSys	Contract No	211602
Funding Scheme	Collaborative project	Sub-Funding Scheme	Small or medium-scale focused rese
Work Program	Missing	Call Identifier	FP7-KBBE-2007-1
Start Date (dd/mm/yyyy)	01/11/2008	End Date (dd/mm/yyyy)	31/10/2012
Reporting period number	3	From (dd/mm/yyyy) 01/06/2011	To (dd/mm/yyyy) 31/12/2012

Beneficiary *(Adjustment report for the costs of period 2)*

Contractor's Legal Name	ISTITUTO SPERIMENTALE ITALIANO "[illegible] SPALLANZANI"	Beneficiary No.	1
Short Name	ISILS		
Comment			
Lump Sums Used	☐	Indirect Cost Method	Simple Transition Flat Rate
Funding % for RTD activities	75	ICM Flat rate	60

1. Declaration of eligible costs/lump sum/flate-rate/scale of unit (in €)

Eligible costs (in €)	Type of activities				Total (E)=(A)+(B)+(C)+(D)
	RTD (A)	Demonstration (B)	Management (C)	Other (D)	
Personnel costs					0.00
Subcontracting					0.00
Other direct costs					0.00
Indirect costs					0.00
Lump sums / flat-rate / scale of unit					0.00

Not legally binding

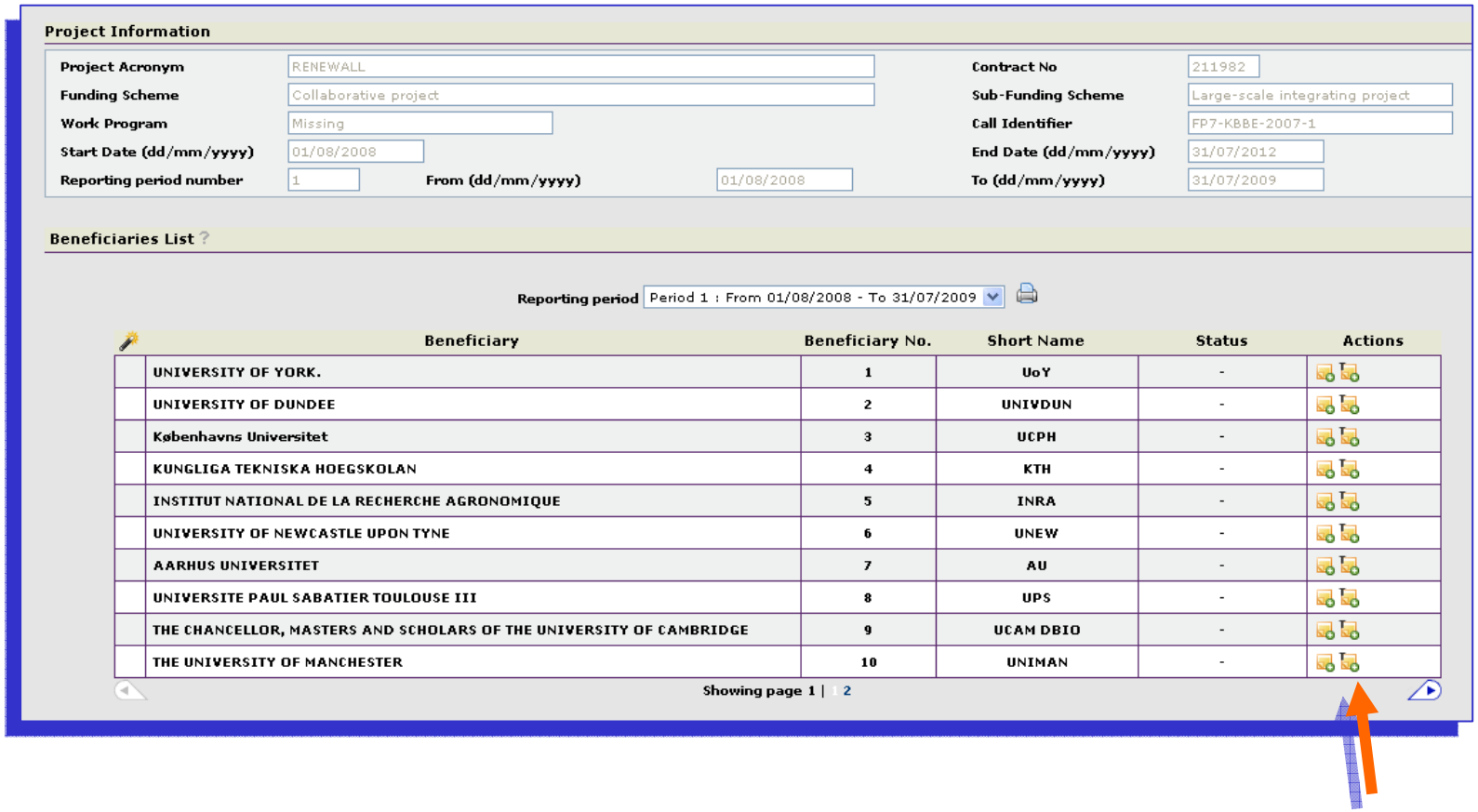
FORCE
FORM C EDITOR

edit Forms C of third parties (only if special clause 10 is in the grant agreement

(external user)

Not legally

Form C Editor : third parties



Project Information

Project Acronym	RENEWALL	Contract No	211982
Funding Scheme	Collaborative project	Sub-Funding Scheme	Large-scale integrating project
Work Program	Missing	Call Identifier	FP7-KBBE-2007-1
Start Date (dd/mm/yyyy)	01/08/2008	End Date (dd/mm/yyyy)	31/07/2012
Reporting period number	1	From (dd/mm/yyyy) 01/08/2008	To (dd/mm/yyyy) 31/07/2009

Beneficiaries List

Reporting period: Period 1 : From 01/08/2008 - To 31/07/2009

Beneficiary	Beneficiary No.	Short Name	Status	Actions
UNIVERSITY OF YORK.	1	UoY	-	
UNIVERSITY OF DUNDEE	2	UNIVDUN	-	
Københavns Universitet	3	UCPH	-	
KUNGLIGA TEKNISKA HOEGSKOLAN	4	KTH	-	
INSTITUT NATIONAL DE LA RECHERCHE AGRONOMIQUE	5	INRA	-	
UNIVERSITY OF NEWCASTLE UPON TYNE	6	UNEW	-	
AARHUS UNIVERSITET	7	AU	-	
UNIVERSITE PAUL SABATIER TOULOUSE III	8	UPS	-	
THE CHANCELLOR, MASTERS AND SCHOLARS OF THE UNIVERSITY OF CAMBRIDGE	9	UCAM DBIO	-	
THE UNIVERSITY OF MANCHESTER	10	UNIMAN	-	

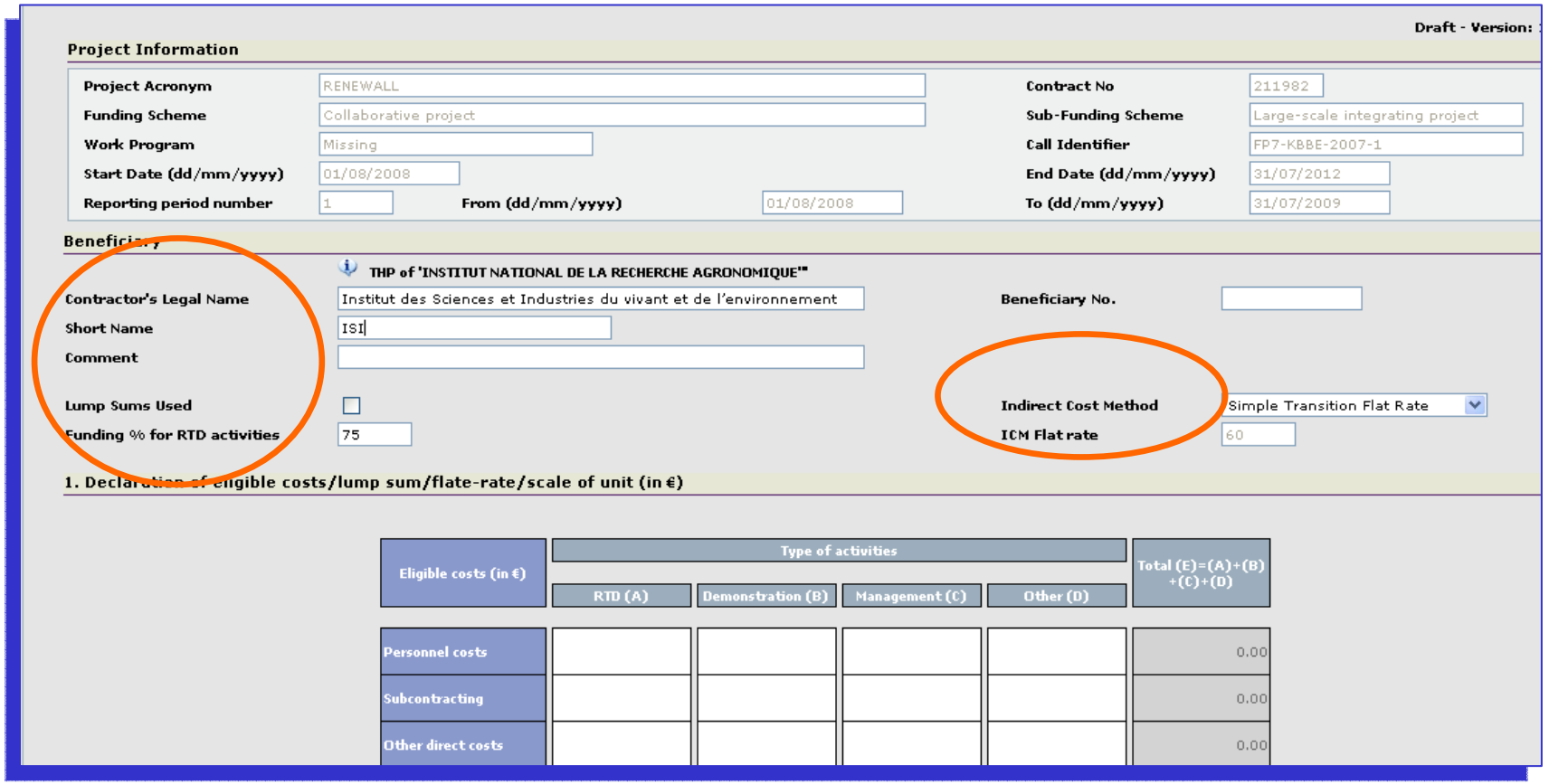
Showing page 1 | 2

third party Forms C appear if special clause 10 is in the grant agreement

Not legally binding

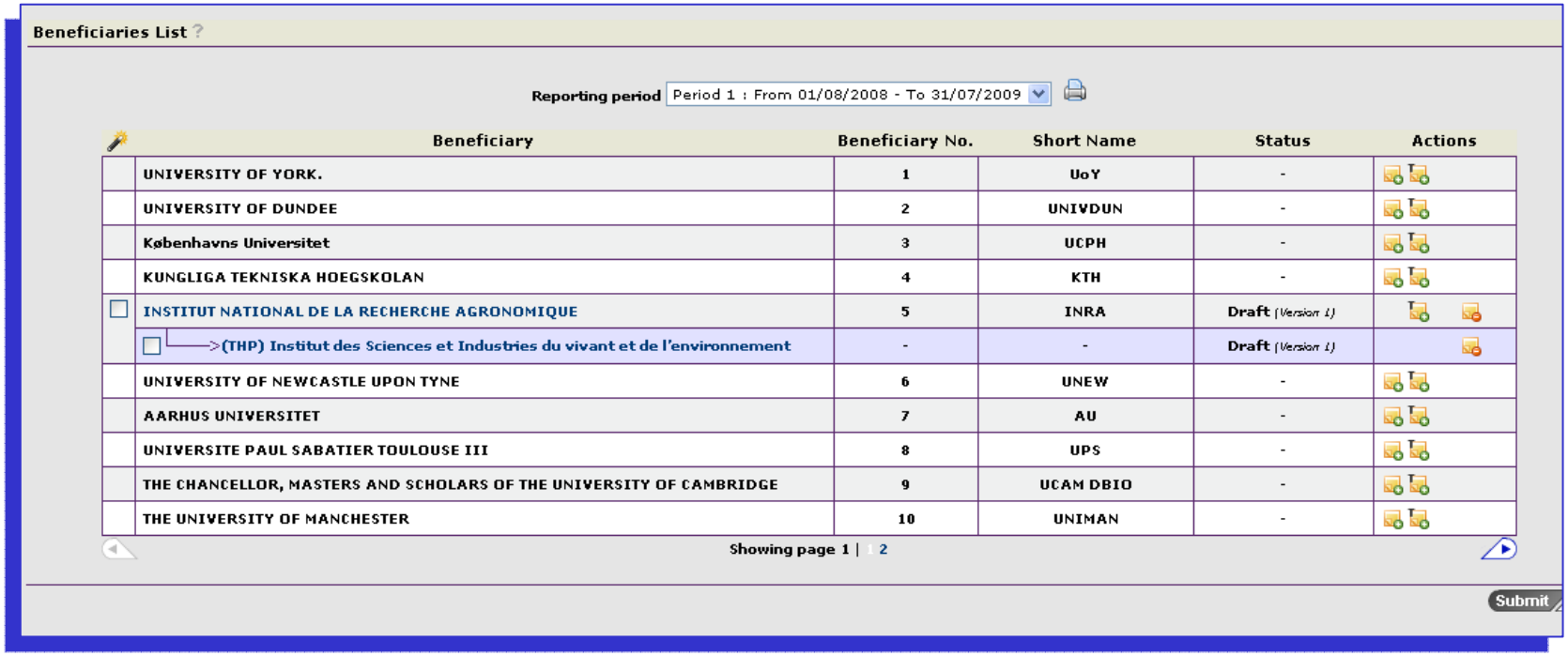
Form C Editor : Fill in Data for Third Parties

Legal and financial data of third party need to be filled in



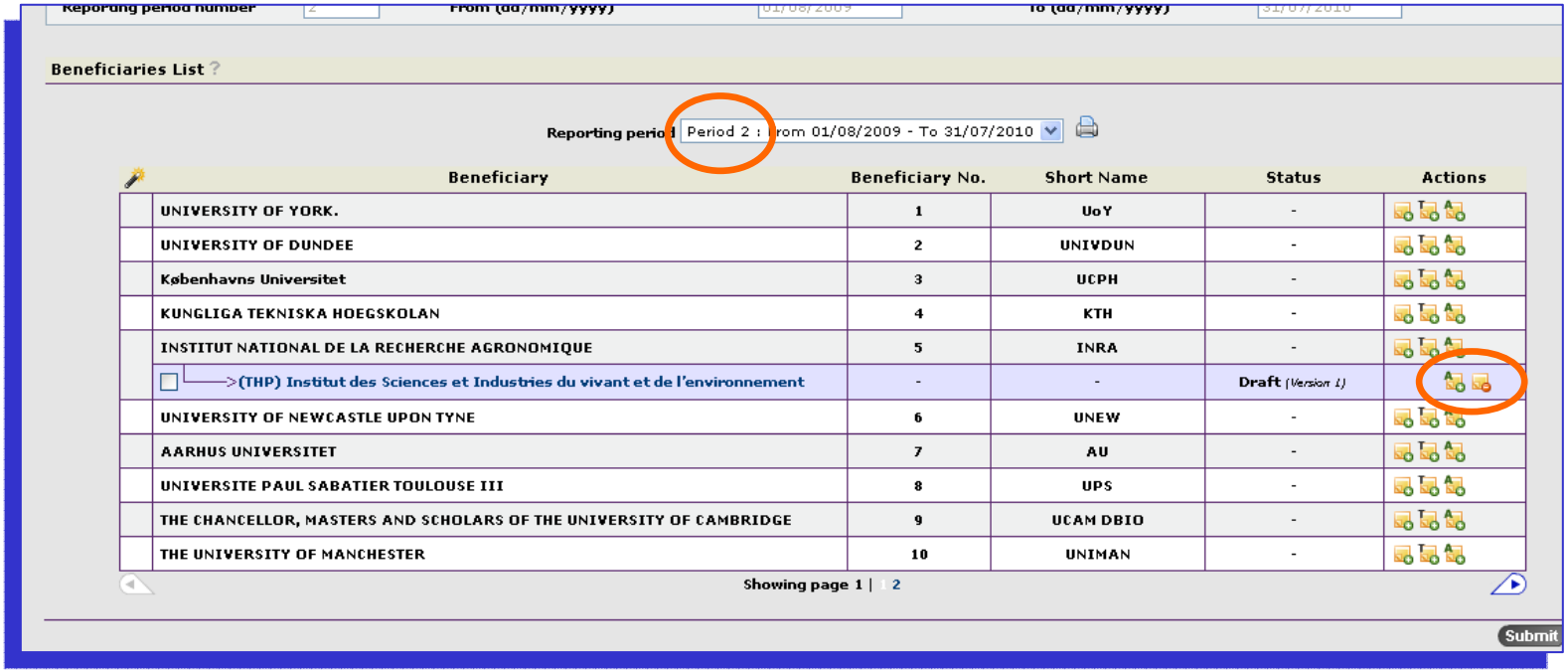
Not legally binding

Form C Editor : Third Party Form C



Not legally binding

Form C Editor : Third Party adjustment Form C can be added also



Not legally binding

FORCE
FORM C EDITOR

delete Forms C

(external user)

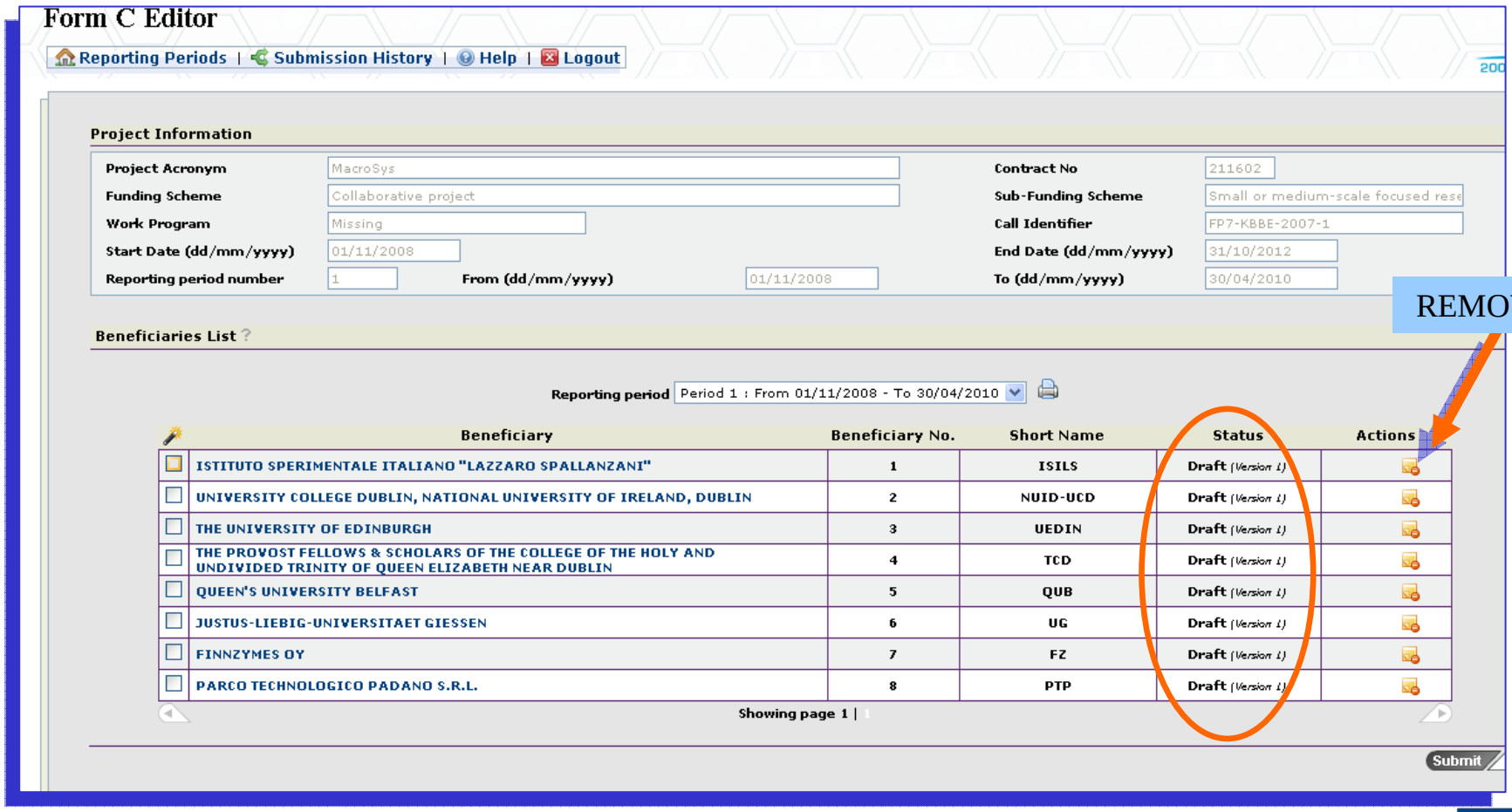
Not legally

Form C Editor : remove Forms C (1)

- Two possibilities:
  - In the summary of all forms C for the concerned reporting period with the delete button
  - In the form C itself

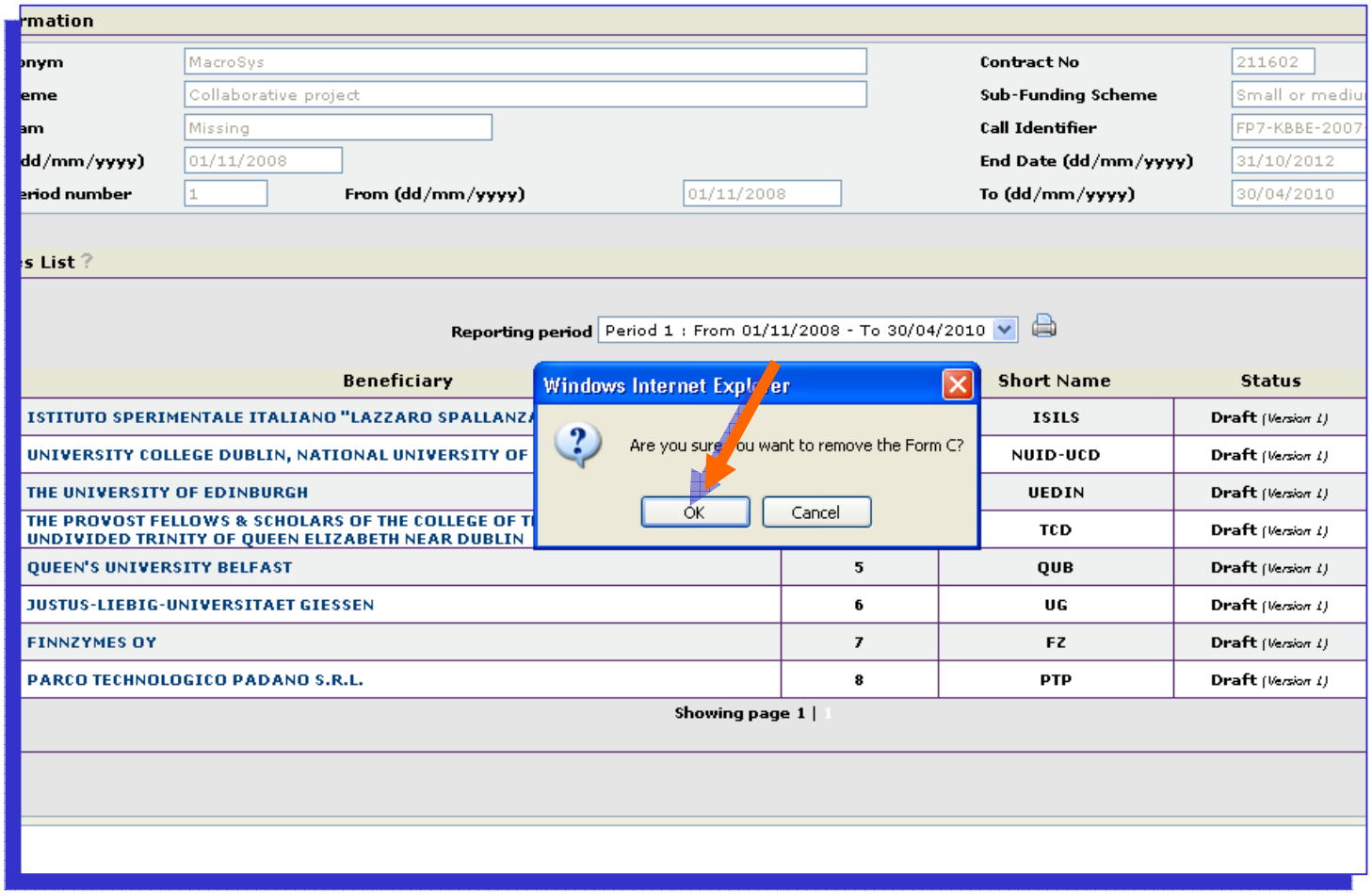
Not legally binding

Form C Editor : remove Forms C (2)



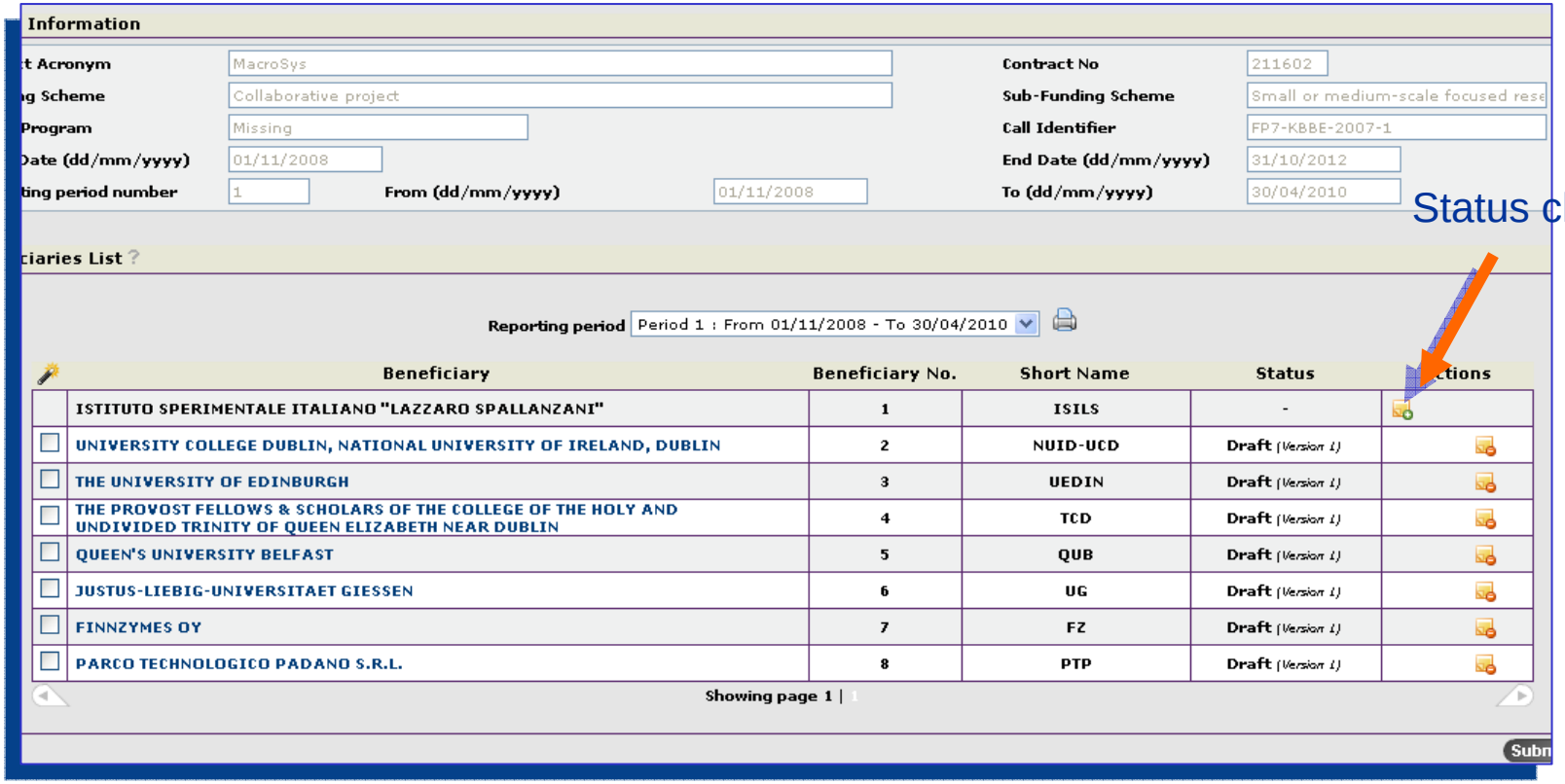
Not legally binding

Form C Editor : remove Forms C (3)



Not legally binding

Form C Editor : remove Forms C (4)



Not legally binding

FORCE
FORM C EDITOR

print Forms C
(external user)

Not legally binding

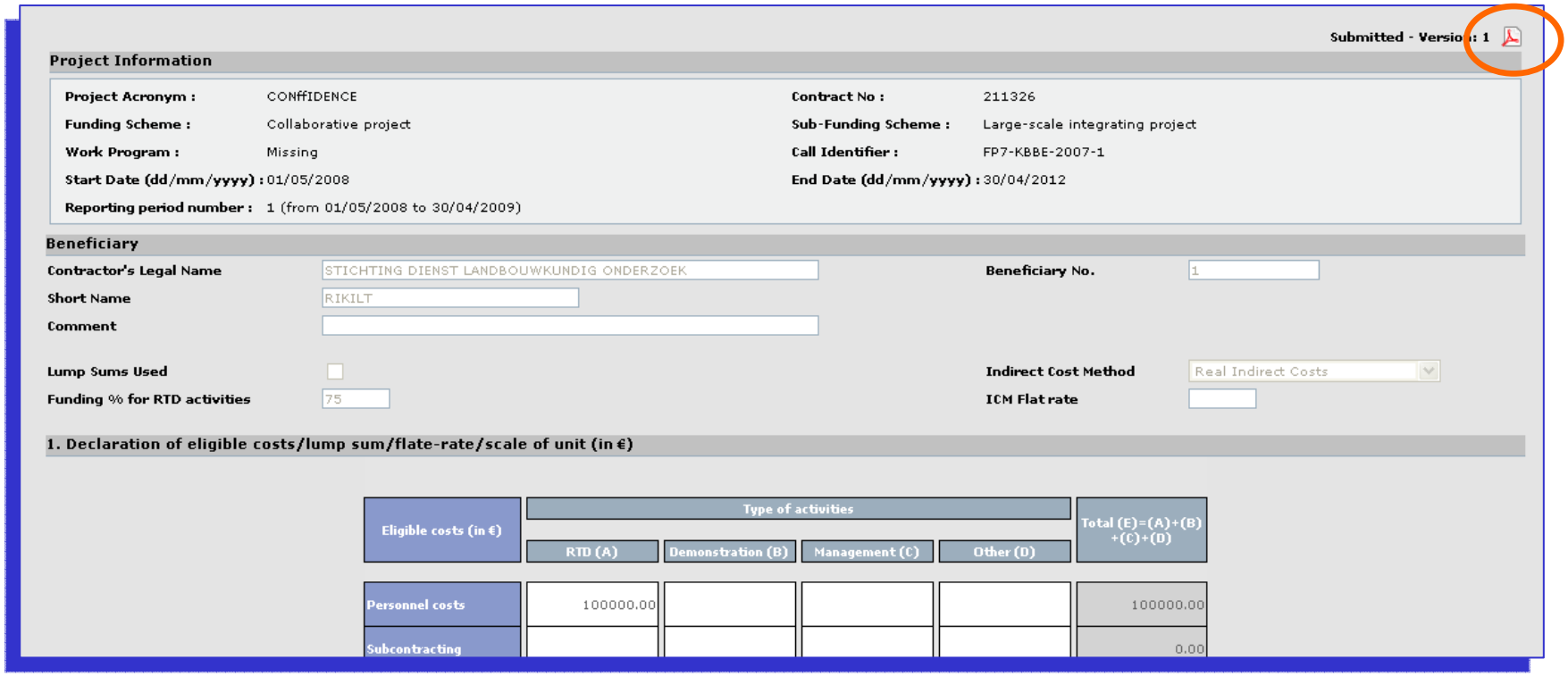
print Forms C (1)

- Possibilities to print separately:
  - each individual Form C
  - Summary Form C, taking into account all submission for the concerned reporting period
  - all forms C in one go (combined with Summary Form C)

- Draft watermark only disappears after successful submission by coordinator to Commission

Not legally binding

print Forms C (2)



Submitted - Version: 1

Project Information

Project Acronym :	CONFfIDENCE	**Contract No :**	211326
Funding Scheme :	Collaborative project	**Sub-Funding Scheme :**	Large-scale integrating project
Work Program :	Missing	**Call Identifier :**	FP7-KBBE-2007-1
Start Date (dd/mm/yyyy) :	01/05/2008	**End Date (dd/mm/yyyy) :**	30/04/2012
Reporting period number :	1 (from 01/05/2008 to 30/04/2009)		

Beneficiary

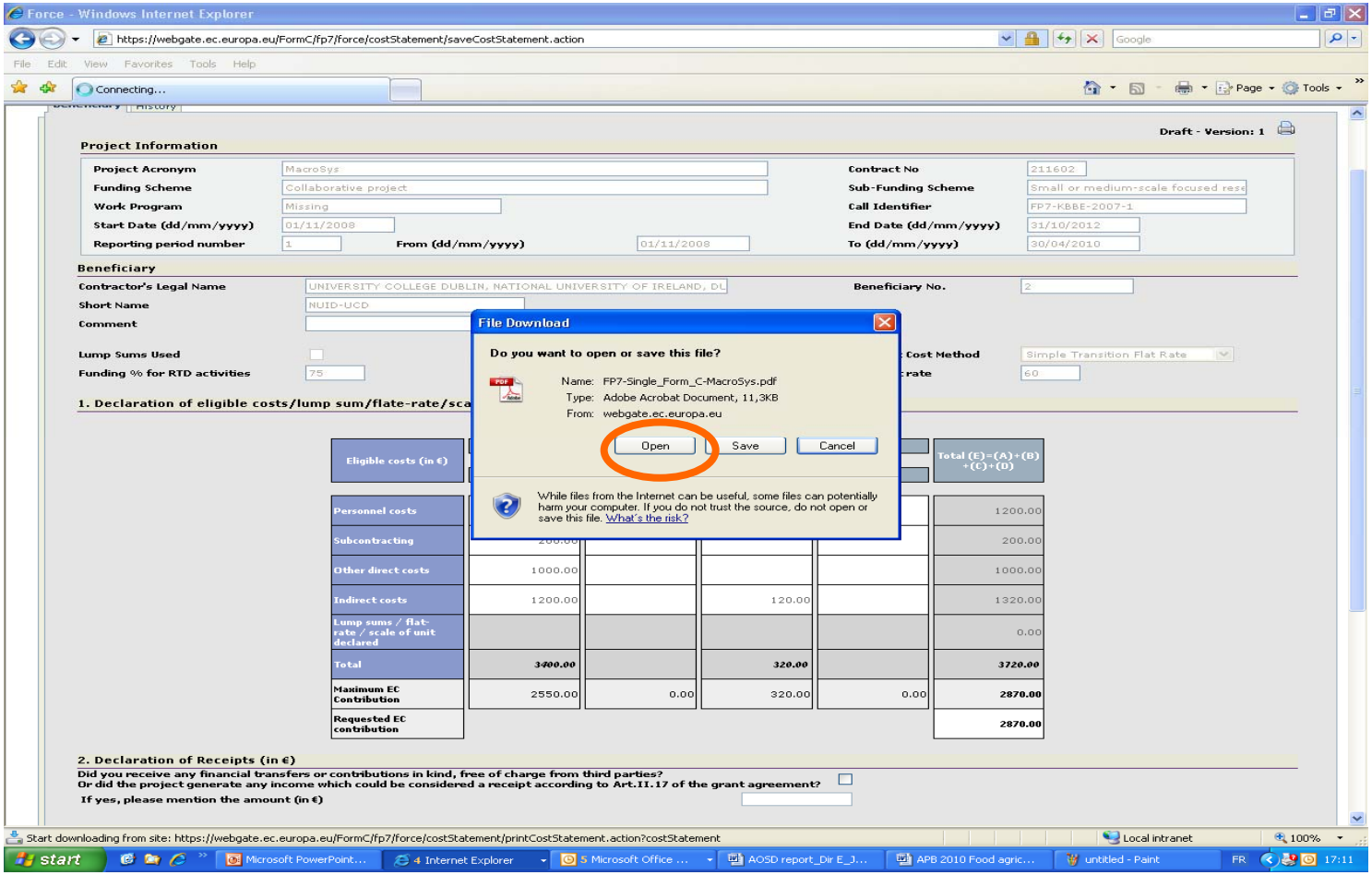
Contractor's Legal Name	STICHTING DIENST LANDBOUWKUNDIG ONDERZOEK	**Beneficiary No.**	1
Short Name	RIKILT		
Comment			
Lump Sums Used	☐	**Indirect Cost Method**	Real Indirect Costs
Funding % for RTD activities	75	**ICM Flat rate**	

1. Declaration of eligible costs/lump sum/flate-rate/scale of unit (in €)

Eligible costs (in €)	Type of activities				Total (E)=(A)+(B)+(C)+(D)
	RTD (A)	Demonstration (B)	Management (C)	Other (D)	
Personnel costs	100000.00				100000.00
Subcontracting					0.00

Not legally binding

print Forms C (3)



Not legally binding

print Forms C (4)

FP7 - Grant Agreement - Annex VI - Collaborative project

Form C - Financial Statement (to be filled in by each beneficiary)

Project nr.	211326	Funding scheme	Collaborative project
Project Acronym	CONfIDENCE		
Period from	01/05/2008	Is this an adjustment to a previous statement?	No
To	30/04/2009		
Legal Name	STICHTING DIENST LANDBOUWKUNDIG ONDERZOEK	Participant Identity Code	
Organisation short Name	RIKILT	Beneficiary nr.	1
Funding % for RTD activities (A)	75.00	If flat rate for indirect costs, specify %	0.00 %

1. Declaration of eligible costs/lump sum/flate-rate/scale of unit (in €)

	Type of Activity				
	RTD (A)	Demonstration (B)	Management (C)	Other (D)	Total (A+B+C+D)
Personnel costs	100,000.00	0.00	0.00	0.00	100,000.00
Subcontracting	0.00	0.00	0.00	0.00	0.00
Other direct costs	0.00	0.00	0.00	0.00	0.00
Indirect costs	50,000.00	0.00	0.00	0.00	50,000.00
Lump sums/flat rate/scale of unit declared	0.00	0.00	0.00	0.00	0.00
Total	150,000.00	0.00	0.00	0.00	150,000.00
Maximum EC contribution	112,500.00	0.00	0.00	0.00	112,500.00
Requested EC contribution					112,500.00

2. Declaration of receipts

Did you receive any financial transfers or contributions in kind, free of charge from third parties or did the project generate any income which could be considered a receipt according to Art.II.17 of the grant agreement? — No

If yes, please mention the amount (in €)

3. Declaration of interest yielded by the pre-financing *(to be completed only by the coordinator)*

Did the pre-financing you received generate any interest according to Art.II.19? — No

If yes, please mention the amount (in €)

4. Certificate on the methodology

Do you declare average personnel costs according to Art.II.14.1? — No

Is there a certificate on the methodology provided by an independant auditor and accepted by the Commission according to Art.II.4.4? — No

Name of the auditor		Cost of the certificate (in €), if charged under this project	

5. Certificate on the financial statements

Is there a certificate on the financial statements provided by an independant auditor attached to this financial statement according to Art.II.4.4? — No

Name of the auditor		Cost of the certificate (in €)	

6. Beneficiary's declaration on its honour

We declare on our honour that:

- the costs declared above are directly related to the resources used to attain the objectives of the project and fall within the definition of eligible costs specified in Articles II.14 and II.15 of the grant agreement, and, if relevant, Annex III and article 7 (special clauses) of the grant agreement;
- the receipts declared above are the only financial transfers or contributions in kind, free of charge, from third parties and the only income generated by the project which coule be considered as receipts according to Art.II.17 of the grant agreement;
- the interest declared above is the only interest yielded by the pre-financing which falls within the definition of Art.II.19 of the grant agreement;
- there is full supporting documentation to justify the information hereby declared. It will be made available at the of the Commission and in the event of an audit by the Commission and/or by the Court of Auditors and/or their authorised representatives.

Beneficiary's Stamp	Name of the Person(s) Authorised to sign this Financial Statement
	FL
	Date & signature
	18/05/2009

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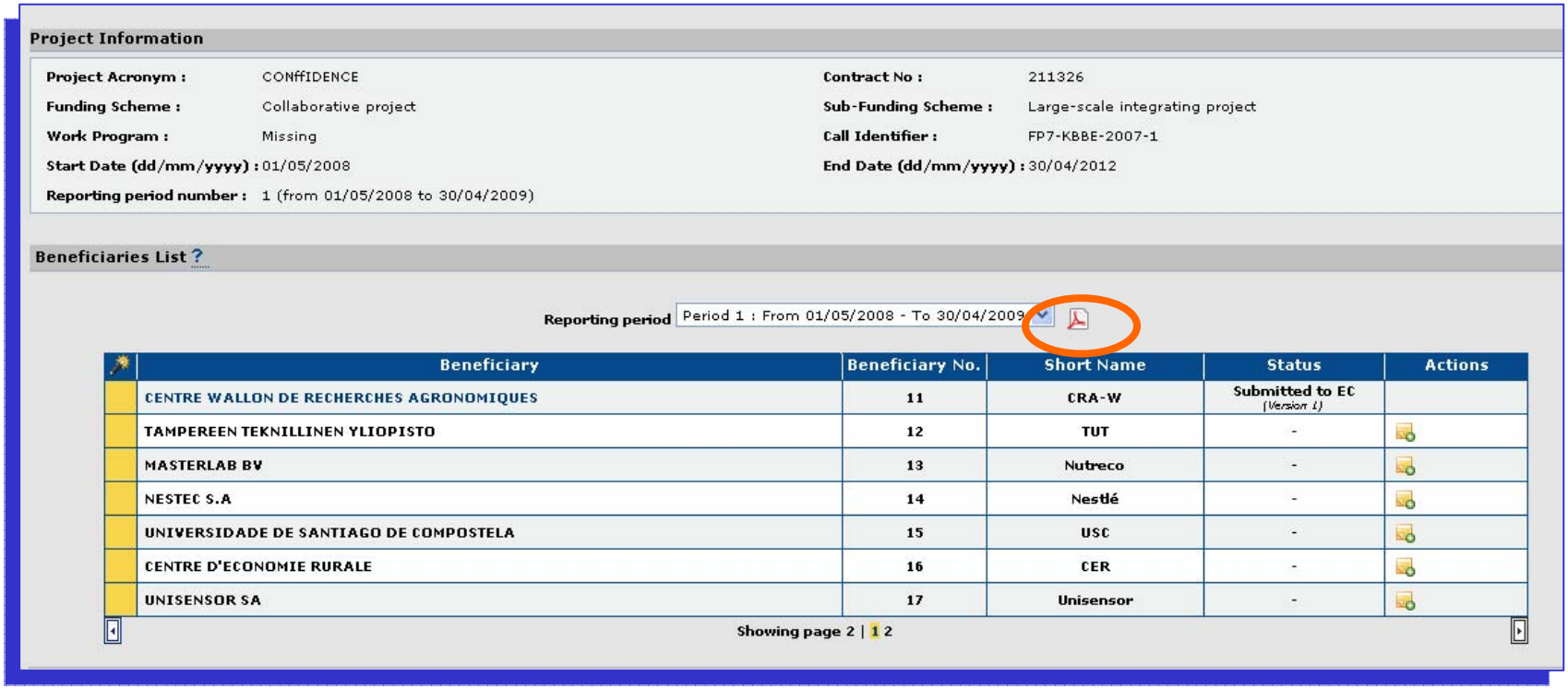
print Forms C (5)



Project Information

Project Acronym :	CONffIDENCE	**Contract No :**	211326
Funding Scheme :	Collaborative project	**Sub-Funding Scheme :**	Large-scale integrating project
Work Program :	Missing	**Call Identifier :**	FP7-KBBE-2007-1
Start Date (dd/mm/yyyy) :	01/05/2008	**End Date (dd/mm/yyyy) :**	30/04/2012
Reporting period number :	1 (from 01/05/2008 to 30/04/2009)		

Beneficiaries List ?

Reporting period Period 1 : From 01/05/2008 - To 30/04/2009

Beneficiary	Beneficiary No.	Short Name	Status	Actions
CENTRE WALLON DE RECHERCHES AGRONOMIQUES	11	CRA-W	Submitted to EC (Version 1)	
TAMPEREEN TEKNILLINEN YLIOPISTO	12	TUT	-	
MASTERLAB BV	13	Nutreco	-	
NESTEC S.A	14	Nestlé	-	
UNIVERSIDADE DE SANTIAGO DE COMPOSTELA	15	USC	-	
CENTRE D'ECONOMIE RURALE	16	CER	-	
UNISENSOR SA	17	Unisensor	-	

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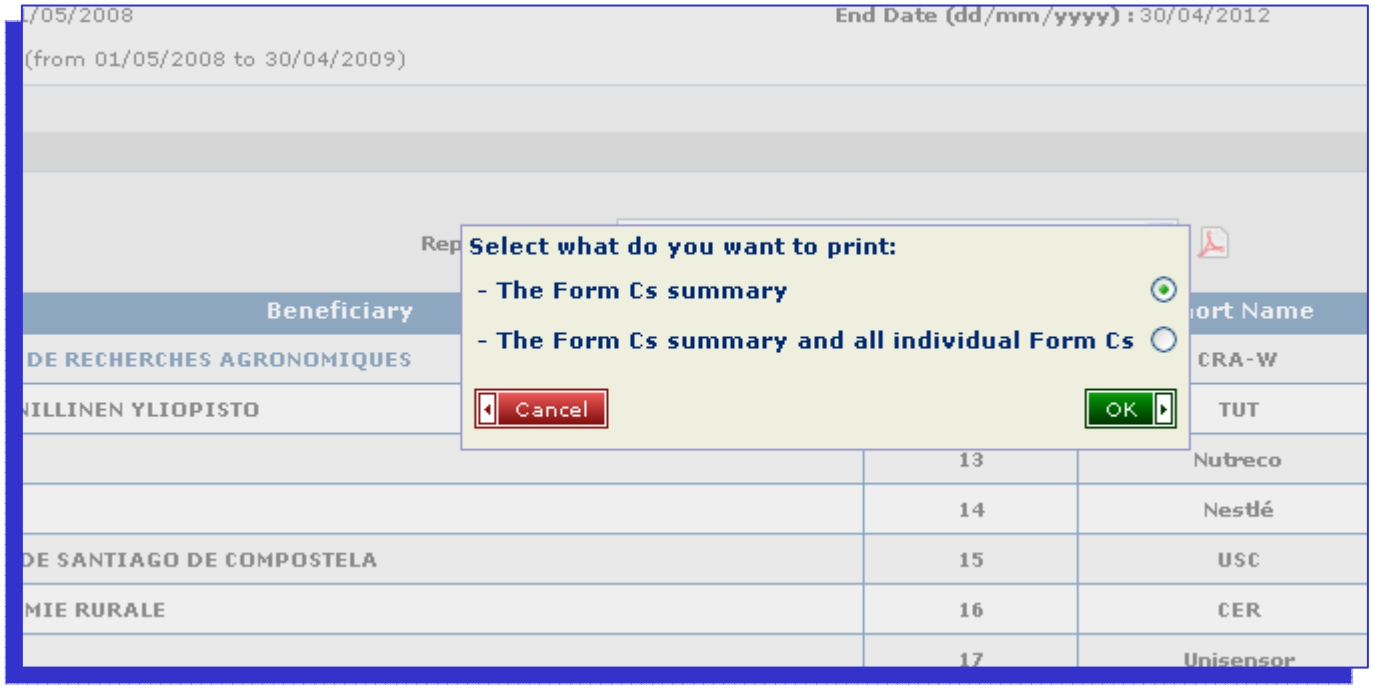
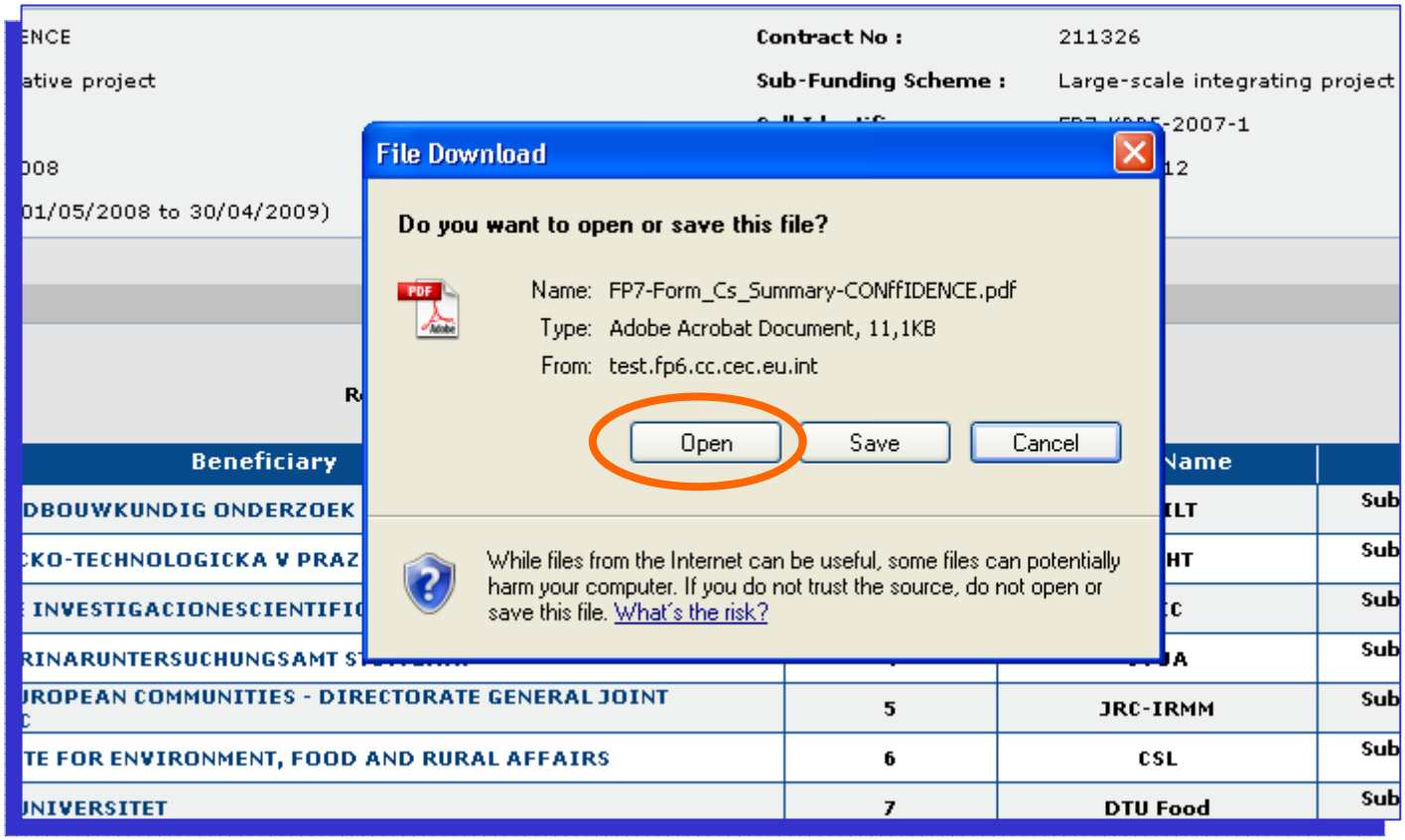
print Forms C (6)



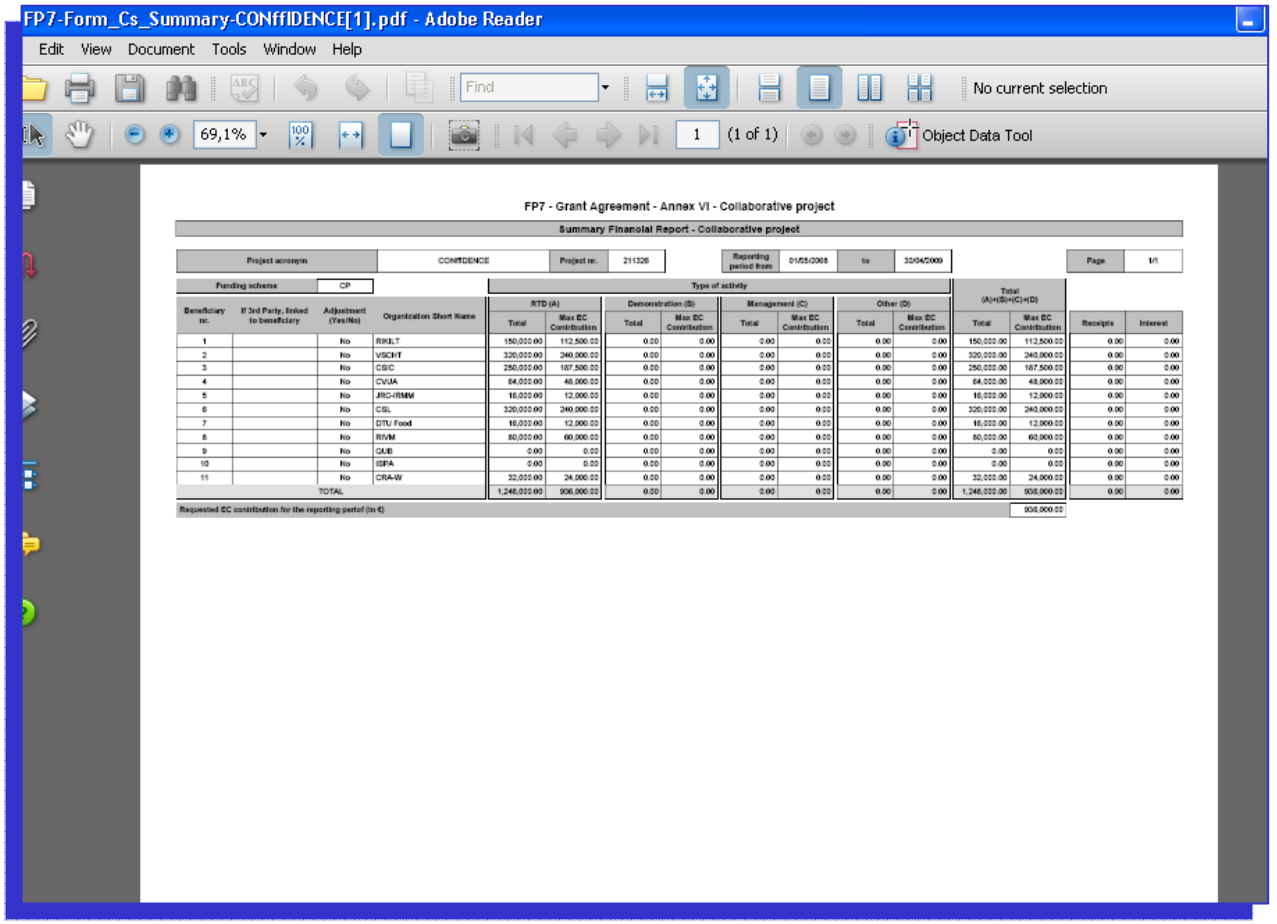
Not legally binding

print Forms C (7): example of summary Form C



Not legally binding

Printing of Forms C: summary Form C



Not legally binding

FP6/FP7 Service Desk

HELP DESK

E-mail address: EC-FP7-IT-HELPDESK@ec.europa.eu

Phone number: +32 2 29 87288

TRAINING

E-mail address: EC-FP7-IT-TRAINING@ec.europa.eu

Phone number: +32 2 29 87293

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More information

- Detailed instructions how to accede the application can be found on:
  - http://webgate.ec.europa.eu/sesam/
  - http://webgate.ec.europa.eu/ecas/
  - http://cordis.europa.eu/fp6/find-doc-management.htm#reporting
  - http://cordis.europa.eu/fp7/find-doc_en.html

- PDF-version of FP-7 Forms C can be found on:
  - http://cordis.europa.eu/fp7/calls-grant-agreement_en.html#people_ga

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