Financial Webinar
IMI 2 projects

12.05.2017 • 10:00 CET
Agenda

- How to use GoToWebinar
  - Gaëlle Lanckmans, IMI Finance
- Cost Eligibility
  - Gaëlle Lanckmans, IMI Finance
- Reporting requirements and Migration to H2020 tools
  - Antoine Juliens, IMI Finance
- Audits (CFS)
  - Matti Farkkila, IMI Audit
- Questions & Answers
How to use GoToWebinar - audio

Using your computer’s microphone & speakers, or dial-in

Can’t hear us?
- Check if your speakers are switched on and not muted
- **Test your sound** to make sure GoToWebinar is picking up the right speakers
How to use GoToWebinar

Expand / minimise control panel
Microphone muted (listen-only mode) / unmuted
Full screen
Raise / lower your hand

Minimised version

Expanded version
How to use GoToWebinar - questions

**In writing**
- Type your question
- Click on ‘Send’

**Orally**
- Click on the ‘raise hand’ icon
Costs Eligibility
IMI 2 projects
Table of contents

- Reference documents
- Eligibility criteria and non-eligible costs
- Cost categories
  - Personnel costs
  - Other direct costs
  - Indirect costs
  - Subcontracting costs
- Third Parties
- Receipts
- IMI 1 vs IMI 2 Comparison
- Common mistakes
Reference documents

- IMI2 Model Grant agreement
  - Core Grant Agreement
  - Annex 1 – DoA- Description of the Action
  - Annex 2 – Estimate / budget
  - Annex 4 – Financial Statement (Reporting Template)

- IMI2 Periodic report Template

- H2020 Annotated Model Grant agreement (v4, April 2017)
Eligibility criteria

The grant reimburses 100% of the action’s eligible costs

ONLY eligible costs can be reimbursed
Eligibility criteria (Art 6 of the GA)

Costs must be:

- Actual (real, not estimated or budgeted)
- Incurred by the beneficiary who is claiming them and recorded in its accounts
- Incurred during the project lifetime (start date – end date)
- In line with usual cost accounting practices and management principles of the beneficiary
- In line with the applicable accounting rules of the country

...
Eligibility criteria (Art 6 of the GA)

... 

- Connected to the action as described in DoA (Annex 1)
- Foreseen in the estimated budget (Annex 2)
- Reasonable, necessary, justified and consistent with principles of economy and efficiency
- Identifiable and verifiable
Specific cases “Incurred during the project lifetime”

- Depreciation costs for equipment bought before the action’s start
  - Eligible if not yet fully depreciated (only for the portion corresponding to the action duration)

- Costs related to drafting the consortium agreement
  - Not eligible because the consortium agreement should be signed before the action starts
  - Eligible: costs related to updating the consortium agreement if incurred during the action duration.
Specific cases “Incurred during the project lifetime”

- **Travel costs for the kick-off meeting**
  - **Eligible:** Even if the journey takes place before the starting date, if the meeting is held during the action.

- **Costs for reporting at end of the action**
  - **Eligible:** Costs related to drafting and submitting the periodic report in final period even if they are incurred after the end date of the action.
  - **Not eligible:** research or innovation activities undertaken after the end date of the action.
Non-eligible costs (Article 6.5 of the GA)

- Costs which do not fulfill the eligibility criteria
- Deductible VAT
- Costs related to return on capital
- Doubtful debts
- Currency exchange losses
- Interest owed
- Provisions for future losses or charges
- Costs incurred in relation to another project
- Excessive or reckless expenditures
Main categories of costs

- Personnel costs
- Other direct costs (equipment, travel, consumables)
- Indirect costs
- Subcontracting costs
- Receipts
 Personnel costs

Several types:

1. **Most common case**: Costs for employees (hired with an employment contract)

2. Costs for natural persons working under a **direct contract** with the beneficiary other than an employment contract (e.g. in-house consultants)

3. Costs of personnel **provided by a third party** against payment (person still paid and employed by the third party but at the disposal of the beneficiary)

4. Costs of SMEs owners/natural persons that are not receiving a salary (unit costs)
Personnel costs

Specific cases

• **Teleworking:** eligible if it is the beneficiary’s usual practice and possible to record the hours worked on the action

• **Benefits in kind (e.g. company car or lunch vouchers):** eligible if justified and registered as personnel costs in conformity with the beneficiary’s usual remuneration practices.

• **Students, PhDs, or other researchers under scholarships or internship:** can be accepted, if the agreement is work-oriented (not training-oriented)

• …Exhaustive list: page 52 of the AMGA

• **NOT personnel costs:** Staff provided by a temporary work agency (other goods and services or subcontracting)
## Personnel costs

### Obligation to keep records

2 cases:

<table>
<thead>
<tr>
<th>Work on Project</th>
<th>Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exclusively on Project</td>
<td>No timesheet required (declaration)</td>
</tr>
<tr>
<td>Partially on Project</td>
<td>Keep timesheets</td>
</tr>
</tbody>
</table>

Templates available for the declaration and the timesheets on the Participant Portal.
Personnel costs

Calculation method

- Hours worked on the action
- Hourly rate EUR/hour

Annual personnel costs (€) = Hours worked on the action × Hourly rate EUR/hour

Annual productive hours (h)

- Advice: 1720 hours (Full time equivalent)

Other options (p67-71 of AMGA):

- If employment contract specifies individual workable hours → Individual Annual productive hours (workable hours + overtime – absences)
- If usual cost accounting practice of the beneficiary → Standard annual productive hours
**Personnel costs**

**Calculation method**

- **Main method**: Use the last closed financial year available
  - the most recent full financial year for which all information necessary to calculate the hourly rates is available
  - NOT necessary to wait until the annual accounts have been audited.
  - 1 single rate per person per year
  
  E.g. Reporting Period of 13 months:
  - 12 months 2016 → FY 2016
  - 1 month in Jan 2017 → FY 2016

- **Alternative**: per month
  → 12 rates per person per year

- Hours worked on the project
  - Hourly rate EUR/hour
Other direct costs

Equipment (assets)

- Depreciation Costs of Equipment, Infrastructure or other asset
  - Depreciation costs $\leq$ purchase price
  - Equipment purchased specifically for the action – Annex I
  - Only the percentage of the time used for the action can be claimed.
  - Follow usual cost accounting practice in term of depreciation


$\textbf{Best practice: Provide Statement that those 2 last conditions are fulfilled}$
Other direct costs

Travel costs

- Only travel costs for project meetings are eligible
- Conference/event costs eligible only if Project is presented
  - Appear in the key Dissemination activities table (in periodic report)
- For employees only or for external experts if foreseen in Annex I
- In line with the beneficiary’s usual practices on travel
- Specific: date, location, purpose for the project, person(s), WP(s)

➢ Best Practice:
  - Specify date, location & purpose for each travel
  - if not project meeting but conference, project must be presented and should appear in the dissemination table (date, name of the person and place)
Other direct costs

Other goods and services

- Examples: Costs for Consumables and supplies, dissemination (including open access), certificates on the financial statements, translations and publications, etc.
- Specifically purchased for the project
- Necessary to implement the action
- Ensuring the best value for money and no conflict of interest
- Claim only once (either covered by indirect costs or by direct costs)
Indirect costs

For Beneficiaries
- Indirect costs = Flat rate of 25% of the eligible direct costs except costs of subcontracting

For EFPIA
- NO Flat rate of 25%
- Have to use their usual accounting practice for indirect costs

Examples:
Administrative costs, telephone and postal costs, printing costs, recruitment costs, office supplies costs, office rental costs, legal costs, etc.
Subcontracting costs

- Carry part of the work
- Only a limited part of the action
- Contractual link between subcontractor and Beneficiary
- Ensuring the best value for money, equal treatment during the selection and no conflict of interest
- Task described in Annex I
- Costs foreseen in estimated Budget Annex II

Reporting of costs:
- Costs incurred and claimed by the Beneficiary (Annex 4)
- No subcontracting is allowed among participants
Third Parties

- Legal entity that does **not sign the GA**
- 2 types:
  - **Carries out part of the work** (Annex 1 & Annex 2)
    - Linked third party: legal link with Beneficiary
    - Costs claimed in Annex 4 **of the Third party**
  - **Provides in-kind contribution** to Beneficiary (Annex 1)
    - Costs claimed in Annex 4 **of the Beneficiary**
Receipts

- Beneficiaries have to declare receipts they have received
  - income generated by the specific action
  - financial contributions received by EFPIA or third parties
  - Generated/Confirmed
  - During lifetime of project

- The grant must not produce a profit

- IMI Contribution + Receipts <= total eligible costs

- Profit is assessed at the level of the action, NOT at the level of the individual beneficiaries
# IMI2 vs IMI1: main differences

<table>
<thead>
<tr>
<th></th>
<th>IMI 2</th>
<th>IMI 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reimbursement rate</td>
<td>100%</td>
<td>75% or 100%</td>
</tr>
<tr>
<td>Indirect costs</td>
<td>Single flat rate: 25%</td>
<td>20% or Actual indirect costs</td>
</tr>
<tr>
<td>Thresholds for CFS</td>
<td>325.000 EUR (excluding indirect costs)</td>
<td>375.000 EUR</td>
</tr>
<tr>
<td>When CFS required</td>
<td>At the end of the project</td>
<td>When threshold reached</td>
</tr>
<tr>
<td>Reporting template</td>
<td>Annex IV</td>
<td>Form C</td>
</tr>
<tr>
<td>CFS cost (reported as)</td>
<td>Direct cost</td>
<td>Subcontracting cost</td>
</tr>
<tr>
<td>VAT eligible</td>
<td>Non deductible</td>
<td>Never</td>
</tr>
</tbody>
</table>
Common mistakes in cost claims

- **Dinner costs**
  - In principle **not eligible** because usually not necessary for the project (only in exceptional cases if justified)
  - Not to be confused with lunch costs **eligible** if part of full day meeting and justified

- **Personal computer**
  - **Not eligible** because not specific to the project
  - Should be covered by 25% indirect costs
Common mistakes in cost claims

- Training costs (to follow training course)
  - Normally not eligible
  - Eligible in exceptional cases only if scientifically justified and necessary for the project

- Re-invoicing between participants
  - No cross charging between Beneficiaries
  - No subcontracting between Beneficiaries
  - EFPIA company cannot invoice a Beneficiary
Common mistakes in cost claims

- Legal fees (p93 AMGA)
  - To be covered by the 25% flat-rate indirect costs

- Recruitment costs
  - Normally **not eligible**
  - the beneficiary is required to have the necessary human resources to implement the action.
  - If needs to recruit, the related costs would be considered covered by the 25% flat-rate indirect costs
Reporting requirements
IMI 2 projects

Antoine Juliens
IMI Finance Manager
Table of Contents

- When to report
- Who – reporting actors
- What and How to report- SOFIA tool
  - Beneficiairies – reporting in 10 steps
- Analysis of reports
- Interim payments
When to report - Reporting timelines

**EFPIA**
- Reporting period: 12 or 18 Months
- Start date: 31 Jan (estimates)
- End date: 30 April (actuals)
- Payment: 90 days to approve and pay

**Consortium**
- 60 days to prepare and submit the report through the coordinator

**IMI**
- 90 days to approve and pay
When - Deadlines for reporting

- EFPIA companies:
  - by 31 January each year – Estimate in kind
  - by 30 April each year - Certified in kind contribution

- Beneficiaries:
  - According to project deadlines (Article 20.2)
  - Reporting via SOFIA tool
Who – reporting actors

- Periodic Report
- Annex 4

Coordinator

EFPIA & Associated Partners
- All projects

Affiliates

Benefits
- 1 project

Third parties
What - Content of the periodic report (1)

1. Individual **Annex 4** (Financial statements); Consolidated global financial statements for the full Consortium - generated by the IT tool (SOFIA).

2. **Periodic report**, including “use of resources” (Word Document must be uploaded in SOFIA)

3. **CFS** – Certificate on financial statements, if applicable, Threshold : 325,000 EUR IMI contribution, **at the end of the project**.
What to report (2)

- Beneficiaries
  - Annex 4 financial statement via SOFIA tool
  - Periodic report (use of resources)
- EFPIA companies
  - Financial Statements
- Consortium
  - Scientific report / Periodic report
## Summary

<table>
<thead>
<tr>
<th></th>
<th>Financial Reporting</th>
<th>Periodic Report</th>
<th>CFS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beneficiary</strong></td>
<td>Annex 4 (SOFIA in 2017 Later H2020 IT tool)</td>
<td>Use of resources</td>
<td>CFS when &gt; 325.000 at end of project</td>
</tr>
<tr>
<td><strong>EFPIA</strong></td>
<td>SOFIA</td>
<td>Explanation to financial Statements</td>
<td>Certification on an annual basis</td>
</tr>
<tr>
<td><strong>Consortium</strong></td>
<td></td>
<td>Periodic report</td>
<td></td>
</tr>
</tbody>
</table>
How to report (3)

- Exchange rate (Article 20.4 of the grant agreement)
  - financial statements must be drafted in euro.
  - accounting established in a currency other than the euro -> EUR

  - at the average of the **daily exchange rates** published in the C series of the Official Journal of the European Union, calculated over the corresponding reporting period.

  - If no daily euro exchange rate is published in the Official Journal of the European Union for the currency in question, they must be converted at the average of the **monthly accounting rates** published on the Commission’s website, calculated over the corresponding reporting period.
How to report

Proposal Stage1 Short Stage2 Full

• Proposal Submission
• Evaluation

Negotiation Phase

• Verification of Beneficiaries’ data
• Budget
• DoA-Description of the Action

PROJECT Submission

• Amendments and Version management

REPORTING
How to login in SOFIA

Coordinator only (+ EFPIA)
No LOGIN for Beneficiaries
Reporting in 10 steps - Beneficiairies

1. SOFIA opens automatically 1 day after the end of reporting period

2. The Coordinator invites each beneficiary to fill in Annex 4

3. The participant receives an email with a link to SOFIA to fill in the correspondent Annex 4

Each participant can then forward the email message within its organisation
Reporting – Coordinator invites participant

![Image of IMI Call 2008_1 FORM C Submission]

- Project: 115002
- Reporting Period: 2
- Document: Financial Statement

### Project Participants

<table>
<thead>
<tr>
<th>#</th>
<th>Organisation</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>Edit Invite</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>View, Edit Invite, Finalize, Delete</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>View, Edit Invite, Finalize, Delete</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>View, Edit Invite, Finalize, Delete</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td>Invite, Finalize, Delete</td>
</tr>
</tbody>
</table>

### Invitation Details

- Last Name: Smith
- First Name: John
- User Email: John.smith@test.com

- Invitation sent.
Reporting – participant receives email

Mail to: john.smith@participant.eu
Subject: IMI SOFIApplication: Invitation to enter Annex 4 data

Dear Participant,

You have been invited by Coordinator-Test to enter participant Financial Statement data for Reporting Period 1 of project “116999 – Acronym”.

With the following link you will get directly (without login) to the Annex 4 where you are able to enter and save your own institution specific data: https://sofia.imi.europa.eu/Pages/FSSubmission.aspx?InvitationID=cd45eb92-0b80-4124-8da9-ad8a68d767f9

Should you have any questions, please contact the Coordinator of your project. For technical questions please e-mail our helpdesk at: sofia@imi.europa.eu

Kind regards,
SOFIApplication team
sofia.imi.europa.eu

Can be forwarded
No Login needed
### Reporting – Beneficiary fills in Data

**PERIODIC REPORT SUBMISSION - BENEFICIARY**

<table>
<thead>
<tr>
<th>Invited User:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**ANNEX 4**

**FINANCIAL STATEMENT**

<table>
<thead>
<tr>
<th>Project no:</th>
<th>Project Acronym:</th>
<th>Funding scheme:</th>
<th>IMI Research Project</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Report Period Number:</th>
<th>Period from:</th>
<th>Period to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01/11/2015</td>
<td>31/10/2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is this an adjustment to a previous statement?</th>
<th>No</th>
</tr>
</thead>
</table>

#### 1 Declaration of eligible costs (in €)

<table>
<thead>
<tr>
<th>Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel costs</td>
</tr>
<tr>
<td>Subcontracting</td>
</tr>
<tr>
<td>Other direct costs</td>
</tr>
<tr>
<td>Sub-total direct costs</td>
</tr>
<tr>
<td>Indirect costs</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

**Total (€)**

| Maximum IMI JU contribution | 5,805.24 |
| Requested IMI JU contribution | 5,805.24 |
Reporting – steps 4 to 6

4. Beneficiary generates **DRAFT** Annex 4

5. Coordinator **checks and accepts** each Annex 4 (Finalize in SOFIA)

   Data are locked: Individual Beneficiary cannot change reported costs anymore

6. ‘Draft’ watermark disappears: Beneficiary generates **FINAL** Annex 4
## Annex 4

**MODEL ANNEX 4 FOR GENERAL MGA - MULTI-BENEFICIARY**

**FINANCIAL STATEMENT FOR [BENEFICIARY [name]]/LINKED THIRD PARTY [name]**

<table>
<thead>
<tr>
<th>Eligible * costs (per budget category)</th>
<th>Receipts</th>
<th>EU contribution</th>
<th>Additional information</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Direct personnel costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Direct costs of subcontracting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Direct costs of fin. support</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Other direct costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Indirect costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[F. Costs of ... ] **</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total costs</td>
<td>Receipts</td>
<td>Reimbursement rate %</td>
<td>Maximum EU contribution ***</td>
</tr>
<tr>
<td>Additional information</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Form of costs****

<table>
<thead>
<tr>
<th>Actual</th>
<th>Unit ①</th>
<th>Unit ②</th>
<th>Actual</th>
<th>Actual</th>
<th>Actual</th>
<th>Flat rate ③</th>
<th>Unit ④</th>
<th>Unit ⑤</th>
</tr>
</thead>
<tbody>
<tr>
<td>XX EUR/hour</td>
<td>25%</td>
<td>XX EUR/unit</td>
<td></td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(a)</th>
<th>Total (b)</th>
<th>No hours</th>
<th>Total (c)</th>
<th>(d)</th>
<th>(e)</th>
<th>(f)</th>
<th>Total (i1)</th>
<th>Total (i2)</th>
<th>(g)</th>
<th>(h)</th>
<th>(i)</th>
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<td>XX</td>
</tr>
</tbody>
</table>

### Notes
- **A. Direct personnel costs**
- **B. Direct costs of subcontracting**
- **C. Direct costs of fin. support**
- **D. Other direct costs**
- **E. Indirect costs**
- **[F. Costs of ... ] **
- **Total costs**
- **Receipts**
- **Reimbursement rate %**
- **Maximum EU contribution *****
- **Requested EU contribution**

### Formulas
- (h) = 0.25 \times (a) + \frac{b}{c} + (d) + (e) + (f) + (g) + (i)
- (i) = \frac{(a) + (b) + (c) + (d) + (e) + (f) + (g) + (h) + 2}{2}

---

**IMI**

**innovative medicines initiative**
Reporting – Steps 7-8 Beneficiary

7. In SOFIA:
   - Prints, dates and signs Final ‘Annex 4’ (without watermark)
   - Upload signed ‘Annex 4’ in SOFIA
   - Upload CFS in SOFIA (if applicable)

8. Beneficiary sends via surface mail to Coordinator
   - Original signed Annex 4
   - Original signed CFS, if applicable
Reporting – Steps 9 - 10 Coordinator

9. In SOFIA:
   - Upload signed Periodic report
   - ‘Submit’ to IMI

10. Coordinator:
    - Sends original Financial Statements to IMI
Financial reporting
(EFPIA companies)
EFPIA companies – in kind
What

3 documents:

1. One single Financial Statements for all IMI projects

2. IMI 2 In kind contribution must be certified annually

3. Reporting via SOFIA tool
Analysis of reports and payments
Analysis of reports

How does IMI analyse the reports?

- Analysis by:
  - Scientific (Project) Officer
  - Financial Officer

- Comparison to Annex I (DoA) and SOFIA, in particular deliverables, milestones, budget, subcontracting

- If Documents are missing or if the report is incomplete → the time limit is suspended (article 47)
Interim Payments – cash flow

- Prefinancing paid at the start of the project

- Interim payments:
  - Reimbursement of accepted requested IMI contribution, after IMI acceptance.

- 90% rule (art.21.3.2)
  - Prefinancing plus the sum of the interim payments cannot exceed 90 % of the max. IMI contribution. The remaining amount will be paid with the final payment.
Migration to H2020 tools
- **H2020 tools: Sygma and Compass**
- **Currently in Sofia:**
  - Calls 1 to 8
- **Currently in Sygma and Compass:**
  - Call 9 (Grant Preparation phase)
- **Planning for the migration:**
  - Sofia will not disappear, continue to exist for IMI1 projects
  - Training on 20 June: Coordinators’ day to familiarize with H2020 tools
  - In May: Start migration for IMI 2 Call 2 and Call 8 (single stage) – all EBOLA projects
Ex-post audits of cost claims in IMI2

Matti Farkkila
Ex-post Audit Manager
Introduction: Ex-post audit in H2020

- Carried out on a proportion of cost claims each year as part of the control cycle to ensure costs declared are eligible (according to Art. 6 of the Grant Agreement)
  - Discharge for H2020 programme (EC) and IMI

- Audit based on Art. 18 (records) and Art. 22.1.3 (audits) of the GA

New under H2020

- Audits carried out by the European Commission (Common Audit Service) for all granting authorities under H2020, including IMI2JU

- Cost claims may be audited during the project and up to 2 years after the payment of the balance

- Extension of systematic findings to all cost claims of the beneficiary under H2020 (Art 22.1.5 of the GA)
Most common errors to watch out for

General
- Direct costs apportioned, not measured
- No paper trail

Personnel costs
- Time sheets missing/not signed, dated/inconsistency with HR records
- Basic vs additional remuneration
- SME owner salary: no actual salary paid – unit costs must be used
- Consultants’ work arrangements not in line with GA

Subcontracting, goods and equipment
- Best value for money in purchasing not proven – no procurement
- Depreciation of equipment not pro rata, not in line with usual practice
After the webinar…

Please complete our survey – this will help us improve our webinars in the future

If you have questions on what you have learnt today…

- Consult the guidance documents on the IMI website

Still need some clarifications / information?

- Send the question to your project’s coordinator
- Your coordinator should send the question on to the scientific and finance officers for your project
- We will send our answer to the coordinator
How to ask questions today

**In writing**
- Type your question
- Click on ‘Send’

**By phone**
- Click on the ‘raise hand’ icon
Thank you

Financial.workshops@imi.europa.eu