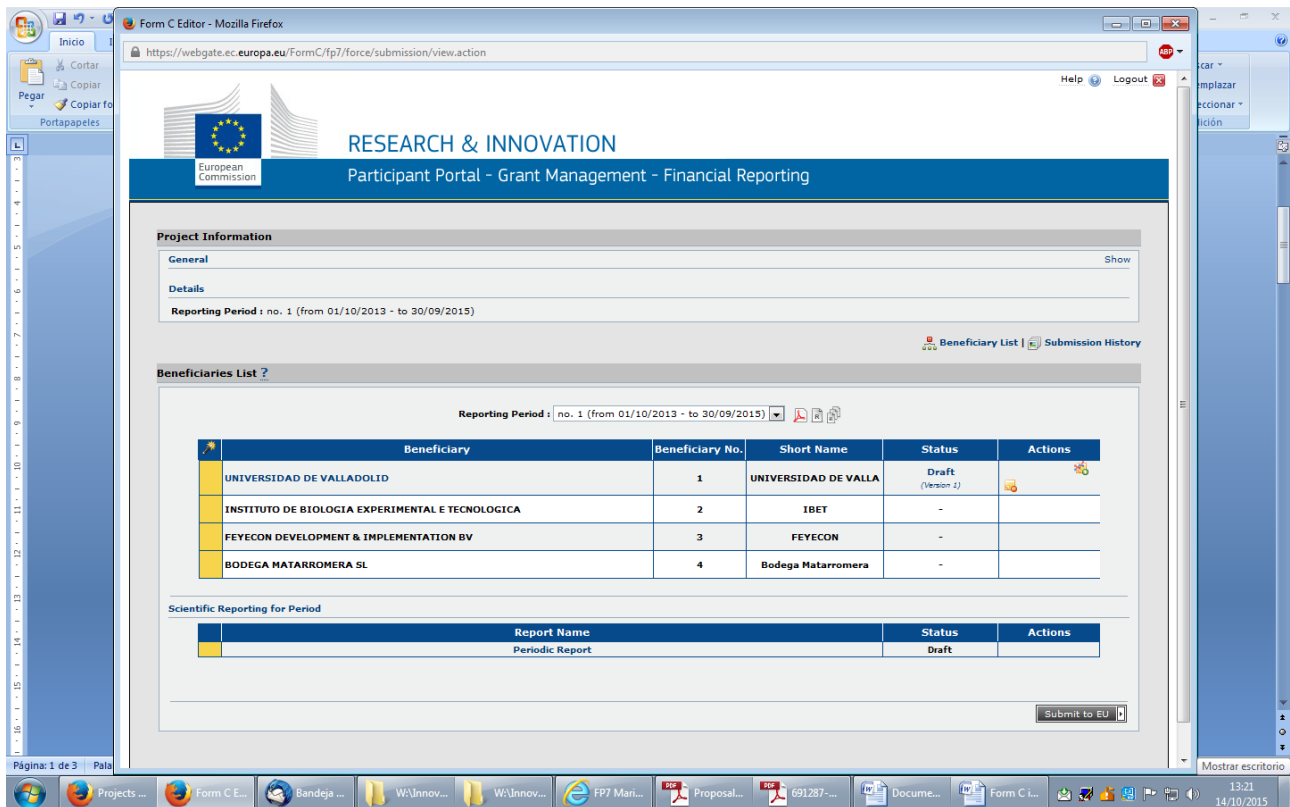


Form C instruction on Participant Portal:

Log onto ECAS here: <http://ec.europa.eu/research/participants/portal/desktop/en/home.html> and choose "My projects". Click on the "Financial Reporting" button ('FR' orange) next to the project name. You will be redirected to this page:



The screenshot displays the ECAS Participant Portal interface. The header includes the European Commission logo and the text "RESEARCH & INNOVATION Participant Portal - Grant Management - Financial Reporting". The main content area is divided into sections:

- Project Information:** Includes tabs for "General" and "Details". The "Reporting Period" is set to "no. 1 (from 01/10/2013 - to 30/09/2015)".
- Beneficiaries List:** A table listing beneficiaries for the selected reporting period.
- Scientific Reporting for Period:** A table for reporting on scientific activities.

The "Beneficiaries List" table contains the following data:

Beneficiary	Beneficiary No.	Short Name	Status	Actions
UNIVERSIDAD DE VALLADOLID	1	UNIVERSIDAD DE VALLA	Draft (Version 2)	[Icons]
INSTITUTO DE BIOLOGIA EXPERIMENTAL E TECNOLOGICA	2	IBET	-	
FEYEDON DEVELOPMENT & IMPLEMENTATION BV	3	FEYEDON	-	
BODEGA MATARROMERA SL	4	Bodega Matarromera	-	

The "Scientific Reporting for Period" table contains the following data:

Report Name	Status	Actions
Periodic Report	Draft	

At the bottom right of the main content area, there is a "Submit to EU" button. The browser's taskbar at the bottom shows various open applications and the system clock indicating 13:21 on 14/10/2015.

You can navigate the page and find yourself by clicking on the blue circles at the bottom of the page. Click "add form C". Then you will be redirected to this page:

https://webgate.ec.europa.eu/FormC/fp7/force/costStatement/viewCostStatement.action?costStatementId=780520

Details
Reporting Period : no. 1 (from 01/10/2013 - to 30/09/2015)

Form C
Form C history : Version : 1 - EU Submission Date: [] [] []

Beneficiary
Contractor's Legal Name: UNIVERSIDAD DE VALLADOLID
Short Name: UNIVERSIDAD DE VALLA
Comment: []
Participant Identity Code: 999862809
Beneficiary No.: 1

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

Eligible costs (in €)	Type of activities						Total (7)=(1)+(2)+(3)+(4)+(5)+(6)
	Monthly living allowance (1)	Monthly mobility allowance (2)	Contribution to the research / training / transfer of knowledge programme expenses (3)	Management activities (including certification on financial statements) (4)	Contribution to overheads (5)	Other types of eligible expenses / specific conditions (6)	
Lump sums / flat-rate / scale of unit declared	0.00						0.00
Direct actual costs							0.00
Subcontracting							0.00
Indirect costs							0.00
Total	0.00						0.00
Maximum EU Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Requested EU contribution							0.00

When you start to enter the numbers, another window will open: here you should enter an explanation of the cost. Please remember to indicate which WP the cost was part of.

Form C Editor - Mozilla Firefox
https://webgate.ec.europa.eu/FormC/fp7/force/costStatement/viewCostStatement.action?costStatementId=780520

Details
Reporting Period : no. 1 (from 01/10/2013 - to 30/09/2015)

Form C
Form C history : Version : 1 - EU Submission Date: [] [] []

Beneficiary
Contractor's Legal Name: UNIVERSIDAD DE VALLADOLID
Short Name: UNIVERSIDAD DE VALLA
Comment: []
Participant Identity Code: 999862809
Beneficiary No.: 1

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

Eligible costs (in €)	Type of activities						Total (7)=(1)+(2)+(3)+(4)+(5)+(6)
	Monthly living allowance (1)	Monthly mobility allowance (2)	Contribution to the research / training / transfer of knowledge programme expenses (3)	Management activities (including certification on financial statements) (4)	Contribution to overheads (5)	Other types of eligible expenses / specific conditions (6)	
Lump sums / flat-rate / scale of unit declared	0.00						0.00
Direct actual costs							0.00
Subcontracting							0.00
Indirect costs							0.00
Total	0.00						0.00
Maximum EU Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Requested EU contribution							0.00

2. Declaration of Receipts (in €)

Monthly living allowance/Lump sums / flat-rate / scale of unit declared

Cost	Explanation	Work Package
25235.50	Scientific work in for Teresa Moreno ... Tasks.....	2
22583.26	Scientific work in for Yolanda Gil ... Tasks.....	2
47818.76	TOTAL	

Clear All Done

Windows taskbar: Projects..., Form C E..., Bandeja d..., WAInnov..., WAInnov..., FP7 Marie..., Proposal..., 691287..., Docume..., Form C i..., 13:27 14/10/2015

When you have entered all the costs, you should also fill out the rest of the Form C:

Form C Editor - Mozilla Firefox

europa.eu https://webgate.ec.europa.eu/FormC/fp7/force/costStatement/viewCostStatement.action?costStatementId=763115

Lump sums / flat-rate / scale of unit declared					0.00
Total	71734.72				71734.72
Maximum EU Contribution	53801.04	0.00	0.00	0.00	53801.04
Requested EU contribution					53801.04

2. Declaration of Receipts (in €)
 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?
 If yes, please mention the amount (in €)

3. Declaration of interest generated by the pre-financing (in €) (To be completed only by the coordinator)
 Did the pre-financing you received generate any interest until 31/12/2012 according to Art. II.19?
 If yes, please mention the amount (in €)

4. Certificate on the methodology
 Do you declare average personnel costs according to Art. II.14.1?
 Is there a certificate on the methodology provided by an independent auditor and accepted by the European Union according to Art. II.4.4?
 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 independent auditor attached to this financial statement according to Art. II.4.4?
 Name of the auditor Cost of the certificate (in €)

6. Beneficiary's declaration on their honour ?
 Name of the person authorised to sign this Financial Statement Date dd/MM/yyyy

Form C 3.6.4 in PROD

Please note that if your requested EC contribution is equal to or above €375,000 you need to have a CFS (audit). This can be very time consuming, so please start right away.

WINESENSE PROJECT: CSF (Audit costs) ONLY FOR UVA!!

After that, you click on the bottom 'save' and 'submit to coordinator'.

Thereby, the Coordination Unit could check this information and if something is wrong then they could reject your Form C and suggest you the changes to solve the problems. You should repeat all the process (changing only the suggestions) and click on the 'save' and 'submit to coordinator' bottom until the coordinator validates your Form C.