

Task list admin and financial project management support Multi-partner EU projects with AU as coordinator		
Please tick which tasks to be assisted by the Research Support Office (RSO):		
General	Yes	No
<ul style="list-style-type: none"> • Admin and financial support to Coordinator and beneficiaries throughout action duration on project related issues • Log of correspondence with EC PO/FO and of key documents • Communication with AU PLSIGN and PFSIGN relating to signing of AU financial statements and GA amendments 		
Communication – EC and consortium	Yes	No
<ul style="list-style-type: none"> • Communication with EC Project Officer (PO) and Financial Officer (FO) on admin and financial matters, including amendments, periodic/final reporting, EC review meetings, etc. • Distribution of EC letters and reports to consortium, and communication link between EC and consortium • Communication to/with consortium on admin and financial project related issues on behalf of AU as coordinator 		
EC payments	Yes	No
<ul style="list-style-type: none"> • Overview of EC payments (pre-financing, interim, and final), distribution and payment of these to beneficiaries • Collection of invoices and financial identification forms, log of copies of bank transfers, and overview of costs claimed per beneficiary, and EC payments paid out per beneficiary • Assistance with payment instalments to beneficiaries – if needed 		
Amendments to Grant Agreement	Yes	No
<ul style="list-style-type: none"> • Assistance with amendments in close dialogue with coordinator and beneficiaries, e.g. collection of input, implementing in SyGMA, communicating with PO/FO, and submission of amendment session in the portal (coordinator updates Annex I, DoA, Part B) • Termination of beneficiaries and adding of new beneficiaries – if needed • Circulation of new GA after EC approval of amendment, and keeping EC and consortium informed of process 		
Meetings and Phone Conferences (PhCs)	Yes	No
<ul style="list-style-type: none"> • Presentation at kick-off meeting on overall admin and financial project related issues to consider throughout project duration • Presentations at consortium meetings and/or review meetings on overall admin and financial issues, periodic/final reporting, amendments, etc. – if required by agenda • Input to meeting agendas, e.g. kick-off and review meetings • Participation in PhCs on admin and financial issues (e.g. amendments and periodic/final reporting) – if required by agenda 		

Reporting of deliverables and milestones (MS)	Yes	No
<ul style="list-style-type: none"> • Submission of deliverables in the portal • Implementation of a QA process of deliverables within consortium • Reporting of milestones (MS) in the portal • Instructions on MS reporting and follow-up 		
Project templates	Yes	No
<ul style="list-style-type: none"> • Providing project templates that meet EC requirements, e.g. deliverable template, agenda/minutes template, periodic technical report/final report template 		
Periodic reporting	Yes	No
<ul style="list-style-type: none"> • Preparation of periodic technical report template with indication of roles and responsibilities • Assist Coordinator with obtaining scientific contributions from beneficiaries to periodic technical report • Timetable of periodic/final reporting tasks, following up with coordinator and consortium as to deadlines (internal and external), sending out reminders, communication with PO/FO • Collection of coordinator and partner input (financial and technical) to SyGMA • Collection of financial statements and Use of Resources (UoR) from beneficiaries, reminder of CFS if needed • Comparison of financial statement/UoR with WT6 and Annex II • Provide input to periodic technical report, project management section and table 5.2 on Use of Resources (PMs and costs – budget vs. actual PMs/costs claimed) – overview per beneficiary, per WP and overall for consortium. If explanations for deviations needed, -follow-up with coordinator, WP Leaders, and beneficiaries. • Submission of periodic reporting session in the portal 		
Consortium Agreement (CA)	Yes	No
<ul style="list-style-type: none"> • Input to CA sections on management structure and financial provisions • Assistance with update of CA in connection with termination of or adding of new beneficiaries to consortium • Follow-up with AU legal office on legal issues related to the project 		

Please note that the above tasks listed as bullet points are examples only. Other tasks may/will occur during the project duration, but the above are some of the most important, time-consuming, and standard tasks.

Project acronym:

Name of Coordinator:

Name of Head of RSO:
Christina Dahl

Date and signature of Coordinator:

Date and signature of Head of RSO: