

CITYZEN reporting, period 2, 1/3-2010 – 30/8-2011

Dear All,

The final report for the CITYZEN project is due in October. In order to put together the report in time we ask for your input no later than *****25th of October*****.

This e-mail is about the financial part, which will consist of 3 components:

- 1) Explanations of major cost items (Excel sheet)
Same type as for the first reporting
Remember to add use of man months per wp for the period.
- 2) Short description of the management
Overview of all travel and meetings
- 3) C-Form (web based Form C (FORCE) and 3 signed copies sent to us)

Audit: if the EU contribution is less than EUR 375 000,-.
According to the budget, no partner (except of met.no) needs an audit.

Detailed explanations about each component are given in the following:

1) Explanations of major cost items

You filled this in for the first period. This time you will have to fill for period 2.

You will find an Excel file for your institute at

https://wiki.met.no/cityzen/page2/final_reporting for this purpose.

The excel file contains of 4 sheets, the first one containing explanations of the last two sheets. Sheet no. 4 is justification of use of resources for period 1. One sheet is for justification of use of resources (explanation of the use of the resources such as major cost items etc) and the last sheet is a cost follow-up table.

Please fill in at the bottom of the cost follow-up table major deviations from the cost budget and from the person-month budget.

2) Management

We would like you to write a list of project meetings, dates and venues you have participated in

3) Form C

According to the EC, all participants have to deliver Form C electronically in FP7, by using "FORCE". If needed, you can find the guidelines for the Form C at the CityZen website (<https://wiki.met.no/cityzen/restricted>).

The project officer has opened the access to the site (ECAS) for us:

<https://webgate.ec.europa.eu/FormC>

When all the partners have submitted Form C to us, we will submit it to the EC and you will have the possibility to print 3 sheets which have to be signed and sent to us.

Information required for access:

In the user guide for FORCE, guide to access for partners starts at page 16 “Register as a new user in FORCE via ECAS: opening screen”.

You will need a username or e-mail address for access (page 18 & 19).

After getting the access you continue with step 2.b: request access (« register ») to a specific project in FORCE (page 33).

To access the correct project (page 36) you will need the following information:

Project:	212095
Framework	FP7
Instrument	CP - Collaborative Project.
Sub-instrument	Small or medium-scale focused research project
Project name.	megaCITY - Zoom for the Environment
Acronym	CityZen

Then you can identify yourself as partner and fill in the Form C.

Guidelines

All guidelines are available from the CityZen webpage (<https://wiki.met.no/cityzen/restricted>) or in the guidance documents at

http://cordis.europa.eu/fp7/find-doc_en.html

and

http://cordis.europa.eu/fp7/calls-grant-agreement_en.html

(for Annex II)