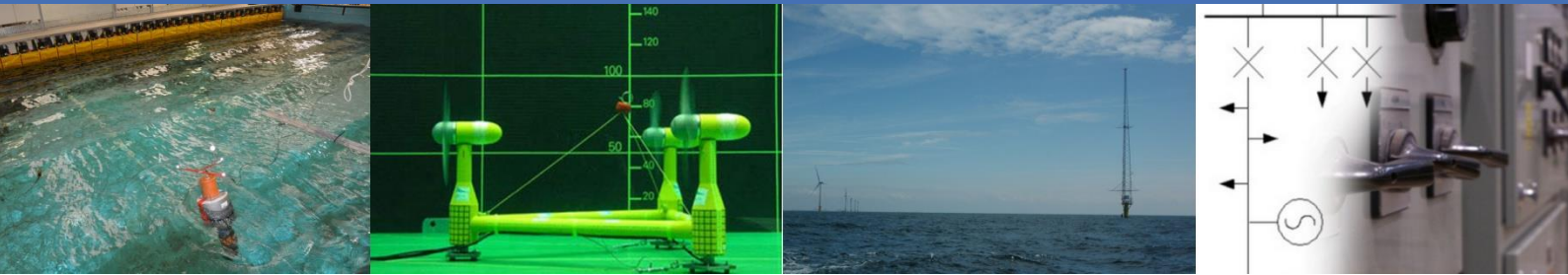




Marine Renewables Infrastructure Network



# Coordinator's Guide to Reporting Transnational Access Costs

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*EC FP7 Capacities: Research Infrastructures  
Grant Agreement N°. 262552, MARINET*



## ABOUT MARINET












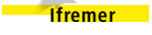





















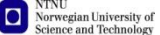
MARINET (Marine Renewables Infrastructure Network for emerging Energy Technologies) is an EC-funded network of research centres and organisations that are working together to accelerate the development of marine renewable energy - wave, tidal & offshore-wind. The initiative is funded through the EC's Seventh Framework Programme (FP7) and runs for four years until 2015. The network of 29 partners with 45 specialist marine research facilities is spread across 11 EU countries and 1 International Cooperation Partner Country (Brazil).

MARINET offers periods of free-of-charge access to test facilities at a range of world-class research centres. Companies and research groups can avail of this Transnational Access (TA) to test devices at any scale in areas such as wave energy, tidal energy, offshore-wind energy and environmental data or to conduct tests on cross-cutting areas such as power take-off systems, grid integration, materials or moorings. In total, over 700 weeks of access is available to an estimated 300 projects and 800 external users, with at least four calls for access applications over the 4-year initiative.

MARINET partners are also working to implement common standards for testing in order to streamline the development process, conducting research to improve testing capabilities across the network, providing training at various facilities in the network in order to enhance personnel expertise and organising industry networking events in order to facilitate partnerships and knowledge exchange.

The initiative consists of five main Work Package focus areas: Management & Administration, Standardisation & Best Practice, Transnational Access & Networking, Research, Training & Dissemination. The aim is to streamline the capabilities of test infrastructures in order to enhance their impact and accelerate the commercialisation of marine renewable energy. See [www.fp7-marinet.eu](http://www.fp7-marinet.eu) for more details.

### Partners

 	<b>Ireland</b> University College Cork, HMRC (UCC_HMRC) <i>Coordinator</i>	
	Sustainable Energy Authority of Ireland (SEAI_OEDU)	
	<b>Denmark</b> Aalborg Universitet (AAU) Danmarks Tekniske Universitet (RISOE)	
		
	<b>France</b> Ecole Centrale de Nantes (ECN)	
	Institut Français de Recherche Pour l'Exploitation de la Mer (IFREMER)	
	<b>United Kingdom</b> National Renewable Energy Centre Ltd. (NAREC)	
	The University of Exeter (UNEXE)	
	European Marine Energy Centre Ltd. (EMEC)	
	University of Strathclyde (UNI_STRATH)	
	The University of Edinburgh (UEDIN)	
	Queen's University Belfast (QUB)	
	Plymouth University (PU)	
	<b>Spain</b> Ente Vasco de la Energía (EVE)	
	Tecnalia Research & Innovation Foundation (TECNALIA)	
	<b>Belgium</b> 1-Tech (1_TECH)	
		

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## LEGAL DISCLAIMER

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## COORDINATOR'S DISCLAIMER

*This document is a guide only, based on the official Annex III to the Grant Agreement '[Reporting transnational access and service activity costs](#)' and our interpretation of EC rules ([Annex II](#) and particularly [Annex III](#) to the Grant Agreement). It cannot be used as an official source – each Access Provider must base their claim on their own interpretation of the Grant Agreement and EC FP7 rules. In case of any contradictions or uncertainties, the official EC documents take precedence.*

## **EXECUTIVE SUMMARY**

This document has been written for partners in the MARINET project. It is a guide to help explain how to claim Transnational Access costs. It has been compiled by the Coordinator in conjunction with Work Package 5 leader, Aalborg University. The guide has been put together based on our best current understanding of the guidelines and rules that the EC has published. It outlines some useful definitions, reference documents and how to submit a claim, following the EC rules, for reimbursement of costs incurred in providing infrastructure access to MARINET user-projects.

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## 1 DEFINITIONS

- *Access*: physically visiting an Infrastructure to conduct research/testing, or remotely logging-in in the case of a database infrastructure.
- *Access Provider*: means the MARINET partner institution that is in charge of providing access to the Infrastructure(s)
- *Infrastructure*: means a facility or a resource (or a coherent set of them), together with the related services and expertise, that is used by the scientific community to conduct research. Each Infrastructure is run by an Infrastructure Manager.
- *Unit*: the minimum unit of time offered by an infrastructure. Most infrastructures offer units of one week, however others offer units of days, months, quarters or years (in the case of data) – see the individual infrastructure descriptions for further detail.
- *User*: means a researcher within a User Group, including the User Group Leader.
- *User Group*: means a research team of one or more researchers given access to the infrastructure under the initiative. Each user group is led by a User-Group Leader.

## 2 USEFUL DOCUMENTS

The documents listed below are also available on the Intranet under 'Guides – Finance': <http://intranet.fp7-marinet.eu/projects/33436/files?catId=39565>

- Annex III to model Grant Agreement (Specific provisions for transnational access activities): [ftp://ftp.cordis.europa.eu/pub/fp7/docs/fp7-ga-annex3-infra\\_en.pdf](ftp://ftp.cordis.europa.eu/pub/fp7/docs/fp7-ga-annex3-infra_en.pdf)
- Reporting transnational access and service activity costs: [ftp://ftp.cordis.europa.eu/pub/fp7/capacities/docs/reporting-v7\\_en.pdf](ftp://ftp.cordis.europa.eu/pub/fp7/capacities/docs/reporting-v7_en.pdf)
- Annex II to model Grant Agreement (General Conditions, including Financial Provisions): [ftp://ftp.cordis.europa.eu/pub/fp7/docs/fp7-ga-annex2-v2\\_en.pdf](ftp://ftp.cordis.europa.eu/pub/fp7/docs/fp7-ga-annex2-v2_en.pdf)
- EU FP7 Guide to Financial Issues: [http://ec.europa.eu/research/participants/data/ref/fp7/89556/financial\\_guidelines\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/fp7/89556/financial_guidelines_en.pdf)

## 3 INTRODUCTION

The MARINET Coordinator requires each Access Provider to report the real actual transnational access (TA) costs of providing total access to each of their infrastructures. Reporting TA costs is a new procedure for most Access Providers and therefore the following information has been put together with some recommendations in order to assist the Access Provider with this TA reporting process. The guide has been put together based on our best current understanding of the guidelines and rules that the EC has published. Specific queries or questions which may arise during the claim process and for which a clear rule/answer is not obvious will need to be referred to the EC Project Officer by the Coordinator.

## 4 REPORTING TRANSNATIONAL ACCESS COSTS

Reporting of the TA costs specifically requires calculating the **unit cost** for each infrastructure if MARINET access has been provided during the reporting period in question. There are three reporting periods after which access must be reported:

1. 1<sup>st</sup> April 2011 – 30<sup>th</sup> September 2012: 18 months
2. 1<sup>st</sup> October 2012 – 31<sup>st</sup> March 2014: 18 months
3. 1<sup>st</sup> April 2014 – 31<sup>st</sup> March 2015: 12 months

## 4.1 UNIT COST

The unit cost is defined as:

*The **total** real actual eligible costs of providing access to an installation (i.e. including MARINET **and all non-MARINET access costs** to the installation during the project period) divided by the **total quantity of access** provided from the start of the project 1<sup>st</sup> April 2011 (again not restricted to the MARINET project but including **all** access provided during the project period).*

For all Access Providers' who are making their first claim<sup>1</sup>, the Coordinator requires that **unit cost has to be reported from real costs** derived over the lifetime of the project, i.e. from 1 April 2011. This provides an early indication of true costs and makes the final claim substantially easier.

## 4.2 EC FINANCIAL CONTRIBUTION

The financial contribution that the EC will reimburse to each Access Provider follows certain rules, as outlined in Agreement ['Reporting transnational access and service activity costs'](#).

The contribution will be adjusted based on whether:

1. the real unit cost is higher/lower than the original estimated unit cost as outlined in Annex I (line 'G' of 'Calculation of the Unit Cost for Transnational Access')
2. the real quantity of access provided to MARINET projects over the whole duration of the project is higher/lower than the original estimated quantity of offered as outlined in Annex I (line 'H' of 'Calculation of the Unit Cost for Transnational Access')

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<sup>1</sup> For partners who reported any unit costs during the first reporting and used the estimated unit costs, they will have to continue with this method for the next reporting and make the necessary adjustments for the last reporting, in order to take the real unit costs into account. However, the recommendation is to continuously keep track of your real costs, so you are aware if they are consistent with your estimate.

This is illustrated in the following three scenarios:

1: If your **real unit costs are lower** than the estimated costs and the MARINET **access that you provided is lower/higher** than what you had originally offered, **you will be able to recover the full costs**, as illustrated in the below table.

Estimate from Annex I:		Real unit costs:	
Total estimated costs	EUR 4,000,000	Total actual costs	EUR 3,000,000
Total estimated access	1,000 days	Total actual access	1,000 days
Estimated unit cost	EUR 4000/day	Real unit cost	EUR 3000/day
Quantity of MARINET access offered	200 days	Quantity of MARINET access provided	200 days
Estimated access cost	<b>EUR 800,000</b>	Actual access cost received	<b>EUR 600,000</b>

2: If your **real unit costs are higher** than the estimated costs and the MARINET **access that you provided is equal or higher** than what you had originally offered, **you can recover the full costs, if there is available budget within the overall MARINET Transnational Access budget**, as illustrated in the below table.

Estimate from Annex I:		Real unit costs:	
Total estimated costs	EUR 4,000,000	Total actual costs	EUR 5,000,000
Total estimated access	1,000 days	Total actual access	1,000 days
Estimated unit cost	EUR 4000 per day	Real unit cost	EUR 5000 per day
Quantity of MARINET access offered	200 days	Quantity of MARINET access provided	200 days
Estimated access cost	<b>EUR 800,000</b>	Actual access cost received	<b>EUR 1,000,000</b>

3: If your **real unit costs are higher** than the estimated unit costs and the MARINET **access that you provided is lower** than what you had originally offered, **you cannot recover full costs**, as the increase in the unit costs will not get reimbursed because you have not provided the quantity of access that you offered. In this last scenario, your reimbursement from the EC will be based on your original estimated unit cost i.e. EUR 4000 per day x 160 days = € 640,000, as illustrated in the below table.

Estimate from Annex I:		Real unit costs:	
Total estimated costs	EUR 4,000,000	Total actual costs	EUR 5,000,000
Total estimated access	1,000 days	Total actual access	1,000 days
Estimated unit cost	EUR 4000 per day	Real unit cost	EUR 5000 per day
Quantity of MARINET access offered	200 days	Quantity of MARINET access provided	160 days
Estimated access cost	<b>EUR 800,000</b>	Actual access costs received	<b>EUR 640,000</b>



### 4.3 CALCULATING AND REPORTING THE REAL UNIT COST

The **calculation** of the real unit cost will be done using the excel form '[Calculation of the Real Unit Cost for Transnational Access](#)'<sup>2</sup> (see below). This form needs to be sent to the Coordinator, who then submits it to the EC as part of the formal reporting process.

The figure in line F, 'Real Access Cost charged to the project' is **reported** by the partner in their Form C in the 'Access Costs' row under the 'Support' column (see example in section **Error! Reference source not found.** below)

#### Calculation of the Real Unit Cost for Transnational Access

<b>Participant number</b>		<b>Organisation short name</b>	
<b>Short name of Infrastructure</b>		<b>Installation number</b>	<b>Short name of Installation</b>
<b>Name of Installation</b>			<b>Unit of access</b>
<b>Start date</b> <sup>[1]</sup> (DD/MM/YYYY)			<b>End date</b> <sup>[1]</sup> (DD/MM/YYYY)

<b>A.</b> Total actual costs (€) incurred to give the total quantity of access actually provided to the Installation, over the covered reporting periods (i.e. from start date to end date above). This corresponds to the total costs for operating/running the installation. All contributions to the capital investments must be excluded. Indirect costs, when included, shall be limited to 7% of the direct cost minus the cost of subcontracting and the costs of resources made available by third parties which are not used on the premises of the beneficiary.	
<b>B.</b> Total quantity of access (in unit of access) actually provided to all users of the installation (i.e. both internal and external) within the covered reporting periods (i.e. from start date to end date above)	
<b>C.</b> Fraction of the Unit cost to be charged to the project <sup>[2]</sup>	
<b>D.</b> <b>Real unit cost</b> = C x (A/B)	
<b>E.</b> Total quantity of access (in unit of access) provided to the installation that is charged to the project	
<b>F.</b> <b>Real Access Cost charged to the project</b> <sup>[3][4]</sup> = D x E	

[1] The calculation of the real unit cost can be done only once at the end of the project considering the full duration of the project, or in addition at the end of any intermediate reporting period.

[2] If only a fraction of the unit cost is being charged, please indicate the value of this fraction (in %) in line C. If not, insert 100%.

[3] The Access Cost charged to the project shall not exceed 20% of the total actual costs specified in row A.

[4] In the case of a participant giving access to more than one infrastructure/installation, please report in "Form C" the sum of all the amounts coming from the individual access cost calculation forms

<sup>2</sup> If you are required to include a certificate on financial statements (CFS) with your reporting (i.e. if you receive more than €375k from the EC), this form will also have to be certified as part of the CFS.

## 4.4 COMPLETING THE FORM 'CALCULATION OF THE REAL UNIT COST FOR TRANSNATIONAL ACCESS'

### 4.4.1 Information at the top of the form

This should be identical to the information given for your infrastructure in Appendix C of Annex I to the Grant Agreement (Description of Work) – 'Calculation of the Unit Cost for Transnational Access'.

### 4.4.2 Start date

Start date of the MARINET project, i.e. 01/04/2011

### 4.4.3 End date

End date of Reporting Period 2, i.e. 31/03/2014

### 4.4.4 Line A

The following important point needs to be considered when reporting total actual costs incurred:

- It is a core principal that both the reported total real costs incurred for providing access to the installation over the reporting period(s) and total quantity of access provided to the installation over the reporting period(s) are **justified with adequate supporting evidence**.

As stated in the form, Line A is where you report the total actual costs incurred (€) which have enabled you to give the total quantity of access actually provided to the Installation, over the covered reporting periods (i.e. from start date to end date above). These costs must be determined in accordance with the usual accounting and management principles and practices of your organization and must correspond with the criteria of the grant agreement and the FP7 guides to financial issues.

In order to calculate the total actual costs incurred, it is best to use the original ['Calculation of the Unit Cost for Transnational Access' template](#). The Coordinator also requires you to send this form in order to verify the calculations and background for the figure that you report in Line A. This original template calculates the figure for the 'Total estimated access eligible costs' in Line D' of that form. By replacing the original estimated costs and line items in sections A' and B' with the real actual costs and line items, the new figure in Line D' can be used as the figure for Line A in the 'Calculation of the Real Unit Cost for Transnational Access' form.

An example is provided below:

**Calculation of the Unit Cost for Transnational Access**

Participant number	1	Organisation short name		UCC_HMRC	
Short name of Infrastructure	MaRINET	Installation number	1011 WP6	Short name of Installation	HMRC_Basin
Name of Installation	Wave Basin		Unit of access	Week	

A'. Estimated direct eligible costs of providing access within the project life-time excluding personnel costs	Describe the direct eligible costs for providing access to the installation over the project life-time (e.g. maintenance, utilities, consumable costs). All contributions to capital investments of the infrastructure are not eligible .			<b>Eligible Costs (€)</b>
	Equipment hire (subcontract)			2,500
	Utilities			15,000
	Consumables			10,000
	Software licences			5,000
	Rent (not an eligible cost)			-
	Maintenance costs (internal)			10,000
	Maintenance costs (external i.e. subcontract)			5,000
	Travel and subsistence for users (claimed as 'other direct costs' in Form C)			-
	The above should not include capital investments and should be documented			
	<b>Total A</b>			<b>47,500</b>
	<i>of which subcontracting (A') - cannot claim indirect costs of subcontracting</i>			<b>7,500</b>
B'. Estimated personnel direct eligible costs needed to provide access within the project life-time	<b>Category of staff (scientific and technical only)</b>	<b>Nr. of hours (1)</b>	<b>Hourly rate (2)</b>	<b>(3) = (1) x (2)</b>
				-
	Senior researcher (only half time on lab work)	1188	55	65,340
	Technical assistant	2376	30	71,280
	Engineering assistant	2376	40	95,040
				-
<b>Total B</b>			<b>231,660</b>	
C'. Indirect eligible costs $\leq 7\% \times ([A-A'] + B)$ <sup>[1]</sup>			19,016	
D'. Total estimated access eligible costs = A+B+C			298,176	
E'. Total estimated quantity of access provided to all normal users of the infrastructure (i.e. both internal and external) within the project life-time				
F'. Fraction of the Unit cost to be charged to the project <sup>[2]</sup>				
G'. Estimated Unit cost charged to the project = F x (D/E)				
H'. Quantity of access offered under the project (over the whole duration of the project)				
I. Access Cost charged to the project <sup>[3][4]</sup> = G x H				

Used in 'Example Claim' below

[1] Indirect costs are limited to 7% of the direct costs minus subcontracts. If not relevant leave this field blank.

The different cost items which were originally listed in the original 'Calculation of the Unit Cost for Transnational Access' in Appendix C of Annex I under sections A and B as estimates are allowed to differ in the calculation of real costs as outlined above.

In the case of installations with multiple test facilities (e.g. berths at an offshore test site or wave tanks at a research infrastructure), the total calculation of real unit costs should be based on those facilities (number of berths/wave tanks etc.) that were originally made available in Appendix C of Annex I under the MARINET programme. To specify, the cost basis and time outlined for the original specified installation should not differ when calculating the real costs, i.e. other tanks, tests sites which were not part of the original costs cannot be included in the calculation.

The following are examples of **eligible costs** which may be included in your claim, depending on your own internal accounting practices:

- **Utilities:**

- Water
- Electricity
- Heating
- Insurance etc.

You will need to be able to demonstrate that the costs are related to the installation concerned and they should be documented with invoices from a third party.

For some installations, costs may be difficult to demonstrate as it might be part of a larger institution where it is not possible to precisely identify the operating costs of the installation.

**Example:** *Your documentation is an invoice from a utility company where you have paid EUR 20,000 for electricity for the entire reporting period.*

*The invoice covers electricity for:*

*Building A = 100 m<sup>2</sup>, Building B = 100 m<sup>2</sup>, Building C = 300 m<sup>2</sup>, which gives a total of 500 m<sup>2</sup>*

*Your installation is situated in Building C and the room is 100 m<sup>2</sup>. The calculation is therefore : EUR 20.000/500m<sup>2</sup> x 100m<sup>2</sup> = EUR 4000*

*As part of your unit costs you can include EUR 4000 for electricity in your total costs.*

- **Consumables:**

- Software and licenses
- Modelling materials
- Electronic components
- Cables, tools, spare parts etc.

- **Subcontracting (not to be included when adding indirect costs as 7% of direct costs):**

- Maintenance of your installation
- Technical support and repairs from an external company i.e. electrician etc.
- Boat hire or other transportation measures
- Equipment hire etc.

Generally, the above encompasses all services and material items which are necessary for the functioning of an installation i.e. all costs which are not capital investment costs.

When the supporting evidence, e.g. an invoice, covers more than what has been used for the operation of the installation, the costs declared must represent a fair apportionment and be based on objective, measurable, and auditable criteria.

- **Personnel costs:**
  - You should be able to document personnel costs directly related to providing access to the installation with payslips, time sheets, employment contract etc.
  - Regarding the number of hours, please be aware that if you include the total working hours for the reporting period of which a proportion has been paid by other external companies, projects etc. you will need to take this into account in Line C.
- **Indirect costs** of max. 7% minus the costs of subcontracting can be included. Please remember to not 'double-claim' indirect costs in the Form C claim related to the access costs, as these have already been included in the above calculation.

The following are examples of **non-eligible costs which cannot be included in your claim:**

- Capital investment costs (i.e. investments that go beyond normal maintenance) must be excluded from calculations of unit costs. Depreciation of capital investments is not eligible either.
- Travel and subsistence costs related to visit of users etc. are not to be included in the unit cost. These costs are claimed as 'Other direct costs' under the 'Support' column in Form C.
- You cannot include rent.

#### 4.4.5 Line B

Calculations must include total access granted, i.e. MARINET use and to all other use not supported by MARINET. In other words, how many units (months/weeks/days as applicable) your infrastructure has provided access during the reporting period.

You need to have supporting evidence for the total quantity of access provided which should include certified records or an electronic log etc.

#### 4.4.6 Line C

Please be aware that you will need to take into account other funding sources of your installation when you report the fraction of the unit cost to be charged to the MARINET project, e.g. if some of the reported installation costs are already covered by other national/European funding sources.

#### 4.4.7 Line D

Simple calculation to determine real unit cost of your installation.

#### 4.4.8 Line E

The number of units for the total quantity of access provided to the installation needs to be consistent with the figure reported by the MARINET Coordinator to the EC.

#### 4.4.9 Line F

This Real Access Cost figure must be reported in Form C under 'Support/Access Costs'. Please be aware that **only up to 20% of the costs of the total access provided (within and outside the project) can be claimed from the EC.**

## 4.5 EXAMPLE CLAIM

### 4.5.1 Real Access Cost

#### Calculation of the Real Unit Cost for Transnational Access

<b>Participant number</b>	1	<b>Organisation short name</b>	UCC_HMRC		
<b>Short name of Infrastructure</b>	MaRINET	<b>Installation number</b>	1011 WP6	<b>Short name of Installation</b>	HMRC_Basin
<b>Name of Installation</b>	Wave Basin			<b>Unit of access</b>	week
<b>Start date <sup>[1]</sup> (DD/MM/YYYY)</b>	01/04/2011			<b>End date <sup>[1]</sup> (DD/MM/YYYY)</b>	31/03/2014

<b>A.</b> Total actual costs (€) incurred to give the total quantity of access actually provided to the Installation, over the covered reporting periods (i.e. from start date to end date above). This corresponds to the total costs for operating/running the installation. All contributions to the capital investments must be excluded. Indirect costs, when included, shall be limited to 7% of the direct cost minus the cost of subcontracting and the costs of resources made available by third parties which are not used on the premises of the beneficiary.	298,176
<b>B.</b> Total quantity of access (in unit of access) actually provided to all users of the installation (i.e. both internal and external) within the covered reporting periods (i.e. from start date to end date above)	136
<b>C.</b> Fraction of the Unit cost to be charged to the project <sup>[2]</sup>	100%
<b>D. Real unit cost = C x (A/B)</b>	2192.47
<b>E.</b> Total quantity of access (in unit of access) provided to the installation that is charged to the project	22
<b>F. Real Access Cost charged to the project <sup>[3][4]</sup> = D x E</b>	48,234.34

From 'Line A'  
example  
above

For example

[1] The calculation of the real unit cost can be done only once at the end of the project considering the full duration of the project, or in addition at the end of any intermediate reporting period.

[2] If only a fraction of the unit cost is being charged, please indicate the value of this fraction (in %) in line C. If not, insert 100%.

[3] The Access Cost charged to the project shall not exceed 20% of the total actual costs specified in row A.

[4] In the case of a participant giving access to more than one infrastructure/installation, please report in "Form C" the sum of all the amounts coming from the individual access cost calculation forms

What is the EC financial contribution that can be claimed? Referring to the three scenarios in section 4.2 above:

1. If your **real unit costs are lower** than the estimated costs and the MARINET **access that you provided is lower/higher** than what you had originally offered, **you will be able to recover the full costs.**
2. If your **real unit costs are higher** than the estimated costs and the MARINET **access that you provided is equal or higher** than what you had originally offered, **you can recover the full costs, if there is available budget within the overall MARINET Transnational Access budget.**
3. If your **real unit costs are higher** than the estimated unit costs and the MARINET **access that you provided is lower** than what you had originally offered, **you cannot recover full costs**, as the increase in the unit costs will not get reimbursed because you have not provided the quantity of access that you offered. In this last scenario, your reimbursement from the EC will be based on your original estimated unit cost.

Therefore in the example of HMRC\_Basin above, scenario 1 applies (comparing against the original estimate as outlined in the first table in Appendix C of Annex 1). **In this case, €48,234.34 is the figure that will be claimed under Support/Access Costs in Form C.**

Note that if scenario 3 applied, HMRC\_Basin would not be able to recover full costs. In this scenario, the figure that would be claimed would be the quantity of access provided (e.g. 22 in this case) multiplied by the original estimated unit cost (identified in Line G' of 'Calculation of the Unit Cost for Transnational Access' in Appendix C of Annex 1).

Please note that if your institution has a number of infrastructures, the claimed-for access costs for each infrastructure are simply added together and submitted as one figure under Support/Access Costs in Form C.

## 4.5.2 Travel & Subsistence (T&S) Costs

A User-Group accessing your infrastructure is entitled to claim up to €1,000 per week of access for T&S costs.

For this example, 22 weeks of Access were provided. User Groups could have claimed up to €22,000 of T&S (22 x €1,000) but let's say for this example that the total claims paid out came to €16,500. The Access Provider claims this figure in Form C under Support/Other Direct Costs.

## 4.5.3 Example Claim – what to submit

By email to Coordinator:

- 'Calculation of the Unit Cost for Transnational Access', and
- 'Calculation of the Real Unit Cost for Transnational Access'

Calculation of the Unit Cost for Transnational Access

Participant number	1	Organisation short name	UCC_HMRC		
Short name of Infrastructure	MaRINET	Installation number	1011 WP6	Short name of Installation	HMRC_Basin
Name of Installation	Wave Basin		Unit of access	Week	
A. Estimated direct eligible costs of providing access within the project life-time excluding personnel costs	Describe the direct eligible costs for providing access to the installation over the project life-time (e.g. maintenance, utilities, consumable costs). All contributions to capital investments of the infrastructure are not eligible.				Eligible Costs (€)
	Equipment hire (subcontract)				2,500
	Utilities				15,000
	Consumables				10,000
	Software licences				5,000
	Rent (not an eligible cost)				-
	Maintenance costs (internal)				10,000
	Maintenance costs (external i.e. subcontract)				5,000
	Travel and subsistence for users (claimed as 'other direct costs' in Form C)				-
	The above should not include capital investments and should be documented				-
<b>Total A</b>				<b>47,500</b>	
of which subcontracting (A') - cannot claim indirect costs of subcontracting				7,500	
B. Estimated personnel direct eligible costs needed to provide access within the project life-time	Category of staff	Nr. of hours	Hourly rate (3) =	(3) =	
	(scientific and technical only)	(1)	(2)	(1) x (2)	
	Senior researcher (only half time on lab work)	1188	55	65,340	
	Technical assistant	2376	30	71,280	
	Engineering assistant	2376	40	95,040	
<b>Total B</b>				<b>231,660</b>	
C. Indirect eligible costs $\leq 7\% \times ((A-A') + B)^{11}$				19,016	
D. Total estimated access eligible costs = A+B+C				298,176	
E. Total estimated quantity of access provided to all normal users of the infrastructure (i.e. both internal and external) within the project life-time					
F. Fraction of the Unit cost to be charged to the project <sup>18</sup>					
G. Estimated Unit cost charged to the project = F x (D/E)					
H. Quantity of access offered under the project (over the whole duration of the project)					
I. Access Cost charged to the project <sup>19</sup> = G x H					

Calculation of the Real Unit Cost for Transnational Access

Participant number	1	Organisation short name	UCC_HMRC		
Short name of Infrastructure	MaRINET	Installation number	1011 WP6	Short name of Installation	HMRC_Basin
Name of Installation	Wave Basin		Unit of access	week	
Start date [1]	01/04/2011		End date [1]	31/03/2014	
A. Total actual costs (€) incurred to give the total quantity of access actually provided to the installation, over the covered reporting periods (i.e. from start date to end date above). This corresponds to the total costs for operating/running the installation. All contributions to the capital investments must be excluded. Indirect costs, when included, shall be limited to 7% of the direct cost minus the cost of subcontracting and the costs of resources made available by third parties which are not used on the premises of the beneficiary.				298,176	
B. Total quantity of access (in unit of access) actually provided to all users of the installation (i.e. both internal and external) within the covered reporting periods (i.e. from start date to end date above)				136	
C. Fraction of the Unit cost to be charged to the project [2]				100%	
D. Real unit cost = C x (A/B)				2192.47	
E. Total quantity of access (in unit of access) provided to the installation that is charged to the project				22	
F. Real Access Cost charged to the project <sup>[3][4]</sup> = D x E				48,234.34	

**In Form C via the EC Participant Portal:**

Eligible costs (in €)	Type of activities					Total (F) = (A) + (B) + (C) + (D) + (E)
	RTD (A)	Coordination (B)	Support (C)	Management (D)	Other (E)	
Personnel costs						0.00
Subcontracting <sup>▲</sup>						0.00
Other direct costs			16,500			0.00
Indirect costs						0.00
Access costs			48,234.34			0.00
Lump sums / flat-rate / scale of unit declared						0.00
<b>Total</b>						<b>0.00</b>
<b>Maximum EU Contribution</b>	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>
<b>Requested EU contribution</b>						<b>0.00</b>