

## Questions during the Webinar Horizon 2020 Administrative Basics

**1. How is the time sheet and cost for a faculty member managed, when this member is not actually paid by the program? (Only the cost for the people to be hired was included in a submitted proposal, not the faculty member's contribution.)**

Working hours for the proposal preparation are not eligible.

If a faculty member works on the project once it has started, working hours can be eligible within the budget that has been proposed to the EC via the project proposal. If additional work by a faculty member shall be done beyond the maximum hours of the granted person months for the organization and /or outside of the personnel costs stated in the contract, it has to be counted as in-kind contribution. The costs (and PM) can be reported but have to be subtracted in the requested EU Contribution.

All personnel costs that lead to EU Contribution have to be stated in a time sheet.

**2. Do any EU-based partners need to submit reporting on behalf of their international (non-EU based) partners?**

If international partners are eligible beneficiaries they need to do the reporting for their organisation and upload their reporting on the participant portal themselves. No partner can submit the reporting for another partner in the project.