

## **TIPS for the completion of PERIODIC REPORTS**

In order to avoid delays/stops in the analysis of your periodic report and the related interim payment we would like to highlight some **key points** related to ITN and IAPP projects:

**1** - Remember that the contribution to overheads is strictly limited to 10% of direct costs **per period** and **per consortium**.

**2** - Any deviations in the cost categories, even if prior agreement was given, should be explained in the periodic report in the Project Management section.

**3** - Over payments should not be entered in the submitted Form C. Only the maximum allowed costs should be entered.

**4** – As Category G (management) and Category I (equipment, IAPP SMEs only) are real cost categories, a summary of what the costs were used for should be included in the periodic report.

**5** – The majority of delays/stops relate to Categories A-C (the allowances paid to the fellows), therefore it is recommended that a breakdown of the allowances claimed for each researcher is submitted as an attachment to the Periodic Report. A recommended format is that shown in the example below.

<b>Fellows name</b>	<b>Living allowance (€)</b>	<b>Mobility allowance (€)</b>	<b>Travel distance (km)</b>	<b>Travel allowance (€)</b>	<b>Career allowance (€)</b>