

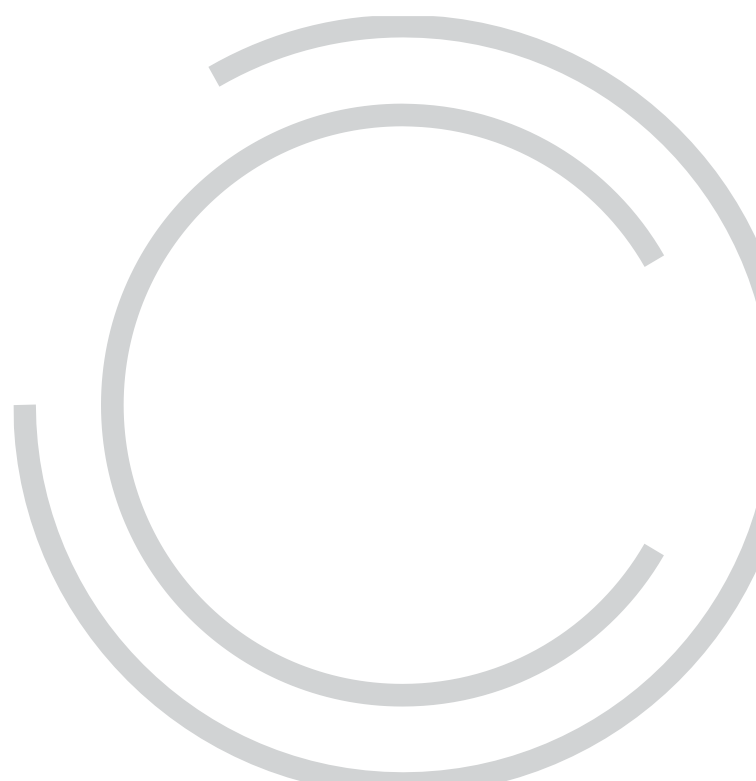
# Climate-KIC Reporting Guidance

For Partners claiming EIT grant against the Single Grant Agreement

REPORTING GUIDANCE: v1.0 06 JULY 2018



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## Introduction

Climate-KIC and partners are preparing for reporting on the EIT grant under the 2018 Specific Grant Agreement (SGA). The SGA attaches the KIC Business Plan 2018 which includes the KAVA (BP2018) as Annex I, and all partners should report under the SGA if they wish to be eligible for EIT cost reimbursement. The BP2018 will be formally amended in September 2018 (informed by Task Set Up Sheets completed by projects and approved by Climate-KIC), and describes the actions that will be delivered under the terms of the SGA. This is what Climate-KIC and partners will report against.

**It is up to partners to fully justify how they have spent EU public money and implemented the activity in accordance with the terms of the FPA and SGA.** Partners are responsible for providing report content and ensuring that all content and documents supplied as part of the reporting process are of good quality and sufficiently justify costs expended. Partners are also responsible for complying with the brand guidelines provided by Climate-KIC (refer to partner portal). To improve the chances of successful approval of costs by EIT (EIT grant and co-funding) incurred during 2018, this document aims to provide guidance (based on prior experience) to project partners on preparing their performance reporting for 2018. **EIT are raising their expectations and becoming increasingly stringent on their assessment.**

Whilst our teams may provide you with feedback based on our knowledge and experience of reporting and working with EIT (including the information set out in this guidance documents), we can only support you in limiting the number of questions that EIT may ask. We cannot guarantee the outcome following submission to EIT and their experts. After expert assessment, the final decision on costs reimbursement rests with EIT as per the applicable agreements.

Due to EIT volume restrictions it is not possible to submit detailed project plans for each project to EIT as part of the planning cycle. The project plans you agree with Climate-KIC form the basis of the allocation of KAVA in respect of projects. [NOTE: this is most important change, we don't make funding decisions, we allocate KAVA/KAVA budget which opens up funding eligibility – funding decision is with EIT under the relevant agreements]. Your subsequent task set up sheets are what Climate-KIC use to reference and assess progress of your projects.

The mechanisms of reporting to EIT are very specific and require a lot of effort to collate and submit by the central team via their reporting system. We submit up to 4,000 separate documents together with the completed excel templates. For us to meet this deadline we require partners to provide project information. The timelines will be determined by your local Climate-KIC lead and will be scheduled to give our local teams time to review. They may ask you to clarify where anything is unclear in your reports. They also need your final reports so they can prepare their own reporting input.

Our reporting is assessed by external experts appointed by EIT, and as part of the competitive process with the other KICs, our 2018 reporting will be awarded points, which will be considered as part of our 2019 Grant Application. The final grant calculation approved by EIT is based on a number of factors where points are awarded by EIT based on set criteria.



There are two elements to reporting:

- 1) **Partner costs reporting** – this is managed through our finance team. Each partner is responsible for reporting its total costs to deliver the project and must ensure their own compliance with the EIT financial regulations. This reporting also includes reporting on KIC Complementary Activities (KCAs).. Finance will communicate exact deadlines in terms of deadlines for reporting costs. Costs are compiled into a multi-tabbed excel template that is submitted to EIT and needs to be verified to ensure it is error free before submission. Our costs reporting is assessed by the EIT finance team.
  
- 2) **Performance reporting** – this is reliant on all projects performing as described and providing reports, deliverables and KPI evidences as agreed under the BP2018 and commensurate with costs reported. Performance reporting is coordinated with local Climate-KIC leads mainly in our geographies. Depending on the KAVA, they in turn will communicate with individuals responsible for reporting at KAVA level, such as with themes. Our performance is reported at KAVA level with information input to an excel templates as well as uploading all deliverable and KPI evidences.

Our performance reporting is assessed by external experts appointed by EIT. They are briefed by EIT to review performance reports and associated evidence such as deliverable documents and KPI supporting evidence. They only assess reporting information for a single grant year that is submitted by the reporting deadline. Unfortunately, Climate-KIC does not have sight of the briefing guidance EIT provide to their experts.

In compiling your reports, please ensure you do not make any assumptions of the reviewer. Be clear when you write and identify and describe appropriately for an unfamiliar reader. It has been noted that whilst the quality of achievements by projects is high, it is often not always obvious from the reported content. So please ensure you are specific about your achievements and their potential impact.

EIT and C-KIC strive for “first time right” reporting to minimise the number of follow-up questions and this is now an official process. This means we have one opportunity to provide answers to questions raised by EIT experts following assessment of the report. If answers are not satisfactory, then there will be a final resolution meeting to resolve outstanding questions.



# Reporting Instructions

All projects should supply the following as part of your reporting:

## 1. Performance Report for 2018

The purpose is for projects to capture their performance progress against objectives, report achievements and work implemented during the grant cycle of 2018. It will be provided to EIT as part of your formal reporting and together with your deliverable and KPI evidence will justify your total costs claimed under the SGA incorporating the BP2018.

Even if you have a small project, it is essential you complete this report, as EIT experts need to know how you used the grant, irrespective of the size of the project.

A template is supplied for this purpose and includes additional guidance notes (in blue italics) for completion. When completing the reporting template, please ensure you read, then before you submit your final version, ensure you delete all the guidance notes.

- i. Project Performance Report under the Specific Grant Agreement 2018

## 2. Deliverable evidence

One or more deliverables should be related to an output. Deliverable evidence is one of the most critical elements of reporting. The evidences are assessed by EIT experts and are a key way that the achievements and costs of the project are substantiated.

- You would have identified and committed to deliverables for 2018 as part of the project scope, and agreed with the local Climate-KIC lead. Any changes should have been discussed and agreed with your local Climate-KIC lead and incorporated into the BP2018 formal amendment.
- The deliverables that must be provided as part of EIT reporting are itemised and described in the 2018 KAVAs submitted as part of the amendment.
- The deliverables you provide are expected to be tangible, quality documentary evidence and should be as you described.
- In addition to the deliverables itemised in the BP2018, it is possible to provide additional deliverable documents. This is encouraged especially where they can help further justify your achievements and progress towards impact. They should be commensurate with the costs claimed in 2018.
- All deliverables **MUST** include the required EIT Climate-KIC logo together with the EIT/EU logo. Non-compliance

## 3. KPI evidence

- You would have identified and committed to KPIs for 2018 as part of the project scope, and would have been agreed with the local Climate-KIC lead.
- You must provide required evidences to support your submitted KPIs. The evidence requirements are prescribed by EIT.
- Templates are provided for each KPI, which include definitions and evidence requirements, together with front sheets that should be completed as appropriate.



## What to consider when writing your reports and providing your deliverables and KPI evidence

Keep in mind the **purpose** of why you are reporting. And keep in mind the **audience**.

The EIT expert assessors are often not native English speakers. Therefore, please use plain English, avoiding long sentences, and use bullet points if this helps add brevity to your response.

Do not assume that the EIT experts will have prior knowledge of Climate-KIC or your project. Therefore, avoid making statements without context and describe appropriately for an unfamiliar reader.

It has been noted that whilst the quality of achievements by projects is high, it is often not always obvious from the reported content. So please ensure you are **specific about your achievements**, their **relevance** and **potential impact**.

Your **aim** should be to describe your work without ambiguity. You need to exclude or at least minimise the questions the experts may raise within the context of your reporting. Ensure your report does not raise more questions than it answers.

Where you have supporting outputs and deliverables, it is helpful to reference these. This ensures clear linkages between the work implemented and the resulting outputs, deliverables and KPIs. This can also help signpost the expert to the most relevant deliverable evidence document, so it can be considered alongside your performance report.

Please also ensure you have spell-checked your final reports!

**Check all documents you submit contain the required branding, it is a requirement under the FPA and SGA. Refer to the Partner Portal for guidance. EIT identified cases of non-compliance with branding during 2017 Reporting, and will be taking a zero-tolerance stance for 2018 Reporting.**



# Completing the Performance Report Template

## 1. Project details

This section should be self-explanatory.

## 2. Project performance

### 2.1 Progress and achievements of project

Be concise and make it easy to understand and to grasp the progress and achievements of the project, and methodology if appropriate. You are asked to cover:

- If the project has just started, it is suggested you state the length of time work has been going on. If it has only been running for a short time in 2018, this will set the expectations/context for the expert assessing the content in your report.
- Report on the project's overall progress during the 2018 period.
- Identify the key objectives set for 2018 and your achievements during the 2018 period. It has been noted that the quality of the achievements of the project are not always obvious from the reported content.
- Briefly describe how the overall progress and key achievements are helping the project progress towards impact.

### 2.2 Description of work implemented

You agreed a plan of work for 2018, and your task confirmations should support this plan. Please note task confirmations are for internal Climate-KIC use only as a system for approving costs, but these are not shared with EIT.

- Provide a brief yet comprehensive description of the scope and content of the work undertaken during the 2018 reporting period.
- You should ensure you clearly link the work implemented with delivery of your outputs, deliverables and KPIs.
- You can choose to structure this section under work package headings if that works best, but just describe the work implemented under the headings.
  - Please avoid specific references to your detailed planning documents as they have not been provided to EIT as part of the planning (due to volume restrictions by EIT).

## 3. Outputs and Deliverables

Some of the information you provide in this section of your report will also need to be copied by Climate-KIC into the excel performance reporting template to complete mandatory fields related to output and deliverables.

### 3.1 EIT Outputs achieved

For each output your project committed to delivering in 2018, please itemise and show % level of



completeness. Please signify the level of completeness on a scale of 0% to 100% (increments of 10%) as this is a mandatory requirement in our reporting to EIT.

Outputs themselves are not physical/tangible documents, but you will need to provide a short narrative summarising how the output was achieved in the “result of output” heading. If there are any deviations from the description provided in the BP2018 KAVA, then you will need to summarise why there has been a deviation.

Outputs should be evidenced by one or more deliverables and/or achievement of one or more KPIs.

If your project has recently commenced, you may need to leave this section blank, but there is a note to indicate to the reader that this is intentional.

### 3.2 Deliverables achieved

**An EIT deliverable is a physical/tangible document (actual proof of evidence) that demonstrates project progress towards targeted outcomes.** They are used by EIT and their experts as one way of assessing the value of the KAVA and evaluating performance.

If your project has recently commenced, you may need to leave this section blank, but there is a note to indicate to the reader that this is intentional.

The deliverable description you provided for the BP2018 amendment sets expectations. The EIT experts will read the deliverable description and expect the proof of evidence (deliverable document) to meet the expectation. When completing the template please note:

- You would have identified and committed to deliverables as part of the project scope and would have been agreed with the local Climate-KIC lead what you would deliver in 2018.
- Your deliverables are listed by name and described in the 2018 KAVAs submitted. EIT will expect to see tangible documents for every deliverable described.
- You should list all your deliverables in your reporting template and provide a summary briefly describing the deliverable. You can request a list of your deliverables that were included from your local Climate-KIC lead.
- For each deliverable, your project is committed to in 2018, please itemise and show % level of completeness. You must signify the level of completeness on a scale of 0% to 100% (increments of 10%) as this is a mandatory requirement in our reporting to EIT.
- Annex I of this document includes **some suggested deliverable formats** (but not limited to) which could be presented and were communicated at planning stage. It sets out expectations for what should be covered by certain deliverable formats and can be used as a reference point.
- Your deliverables must be of good quality and commensurate with the overall project budget request. It is also useful to mention the proportional value of the deliverable to the project.
- If you need to provide additional deliverables which were not in the original plan, then you are encouraged to do so as this provides additional evidence to substantiate your project. NB; You should have agreed this as a change with your local Climate-KIC lead.
- In case you have not achieved your promised deliverable, or this is partially achieved in 2018 please provide sufficient justification, and where possible substantiate with a drafted supporting document.





## Requirements for deliverable documents:

- You should supply all completed and final deliverable documents to your local Climate-KIC lead.
- Your deliverables can be in most formats such as word, pdf, excel and media files.
- All deliverable documents should be in English. If they are not, then a summary in English must be provided at the front of the document.
- You will find Proof Cover Pages in a separate document. You are encouraged to copy and use the appropriate cover page for your documents. These have proved a helpful aid to the experts when assessing reports in previous years.
- A deliverable may be rejected if it is deemed unreadable.
- Please ensure the file name includes at least the acronym of the project name and the title of the document.
- Please ensure the file name does not include any of these symbols – if the document file name includes any of these symbols, then it is not possible to upload to the EIT reporting system.  
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- Please **do not** provide documents in secured format. It is not possible to upload these to the EIT system.
- Please do not provide files that are larger 30MB as it is not possible to upload these to the EIT reporting system. If you need to, you should split the document, but ensure the cover page for each clearly indicates that the document has been split due to file size restrictions.
- EIT requires full disclosure of the use of its funds. Confidentiality is not an acceptable reason to not submit proper and full supporting documents. EIT experts are selected from the European Commission central database and subject to strict confidentiality.
- Ensure compliance with EIT Climate-KIC brand guidelines.

## 4. Key Performance Indicators

There are two sets of KPIs that Climate-KIC must report to EIT. If you are unsure at all on what is agreed, you must discuss with your local Climate-KIC Project Lead. Please refer to Annex III for list of KPIs, their definitions and evidence requirements.

### 4.1 EIT Core KPIs

EIT set EIT Core KPIs and use achievement against these as a performance comparison across all KICs. Each reporting year, all the KICs report their total counts for each EIT Core KPI, together with required evidences (as defined by EIT). If official proof is not provided according to EIT's requirements, those KPI counts will not be eligible to be claimed, or they will be rejected by EIT.

For the EIT-BP2018 you would have provided targets against KPIs. Adjustments to these may have been agreed since then and these will (would) have been reflected in the BP2018 amendment.

### 4.2 EIT Climate-KIC Specific KPIs

EIT Climate-KIC is required by EIT to set their own KPIs, as measures of their own progress. Climate-KIC is also required to report progress to EIT against our specific KPIs.



Adjustments to your targets may have been agreed since then. It is these targets we are asking you to report progress against.

### 4.3 Reporting your KPIs and proof of evidence

Please complete the sections in the table where appropriate against each KPI reference. If you have not set targets in 2018, then please add “not applicable” to the table where appropriate so expectations are clear to the reader.

You need to report your actual total achieved giving a brief explanation, and particularly how these KPI achievements relate to your project. Also, add the year achieved and confirm that evidence has been supplied.

**KPI proofs must be clearly dated and signed.** Outdated KPI evidence is not accepted.

#### Requirements for KPI documents:

- KPI achievements will be only be approved by EIT if supporting documents meet specific requirements as shown in Annex III.
- If three pieces of evidence are required to substantiate the KPI, please ensure you provide three separate documents. The EIT reporting system is programmed to reject KPIs if the incorrect number of evidence documents are not uploaded. **DO NOT** combined them.
- All KPI documents should be in English. If they are not, then a summary in English must be provided. In some instances, for example for invoices or legal documents, explanatory notes on the cover page and/or the docs themselves, will suffice. You will find an English language summary for KPI evidence in the Proof Cover Pages document.
- Each EIT Core KPI and C-KIC specific KPI should be presented with a corresponding cover page
- Please **do not** provide documents in secured format. It is not possible to upload these to the EIT system Please ensure the file name includes at least the acronym of the project name and the title of the document.
- Please ensure the file name does not include any of these symbols – if the document file name includes any of these symbols, then it is not possible to upload to the EIT reporting system.  
& ! # \$ % ^ \* + = [ ] \ ' ; { } | " < > ?
- EIT requires full disclosure of the use of its funds. Confidentiality is not an acceptable reason to not submit proper and full supporting documents. EIT experts are selected from the European Commission central database and subject to strict confidentiality. Blanked out information is not permitted.

## 5. Roles of partner(s) and linked third parties

Only include partners and linked third parties (Annex V partners in the FPA) that have delivered on the project (and are claiming costs) in 2018.

Please refer to the separate document that contains all Partner codes and partner names that are registered with EIT. It is important to use this as a reference as partner names may need to be mapped to the official names used in the EIT cost reporting.

Identify the role of each partner organisation, and provide brief description of the work each partner in the project did (reference to expertise). Keep it concise.



## 6. Final comments

- Please ensure
  - you remove all blue italic guidance notes from your final report.
  - you supply your Performance Report in word format to your local Climate-KIC leads.
  - the file name of your performance report includes the project name or acronym.
  - You have complied with the brand guidance for all documents submitted as part of your reporting.



## KIC Complementary Activities (KCA)

In order to receive EIT funding, Climate-KIC must not only report on performance of activities and costs required, but must also show how other sources, such as partners, are contributing. EIT regulations state that overall, for 25% of EIT funding, the KICs must find 75% of non-EIT funding. This 75% can be made up of co-funding and KCAs. For example, if Climate-KIC is reporting against a total EIT grant of €80m, then the combination of planned co-funding and KCAs must amount to at least €240m. Therefore, the total overall cost of KIC related activities would total €360m.

If the sum of the final amount of the grants exceeds 25% of the KIC overall funding, EIT will recover the difference at the time of the last payment of the balance of a grant.

KCA are complementary activities that are not financed by EIT. They have a clear and described link to Climate-KIC activities, or can justifiably be attributed to have been triggered by Climate-KIC KAVAs. Note, if complementary activities are funded with other EU (non EIT) funding, then these can be included here. The costs of KIC complementary activities shall be:

- proportionate to the cost of KIC added value activities and/or to the expected impact in furthering the mission of EIT and Climate-KIC (i.e. the relative weight of KIC complementary activities within KIC activities must be suitable and reasonable to achieve the objectives of the activity)
- identifiable and verifiable.

### Reporting your KCAs

Reporting on KCAs will not be included in the template, but must be done in accordance with the information provided by the finance team.

The deadline for reporting KCA actual costs will be communicated later in the year.



## Annex I – Suggested deliverable formats that projects may wish to use as reference

Suggested Deliverable format	Description of format	Expectations of the deliverable format
Publication	Publications that result from knowledge developed due to Climate-KIC activity.	A publication can take many forms but in all instances it must meet the highest standards and publishing criteria of the most relevant body, whether academic, institution or business. For example, a peer reviewed scientific article must be accepted and published in a journal, or other accepted formats.
Demonstrators	Demonstration site equipped or prototype developed.	A short report (following recommended report structure below) that integrates succinct narrative of the demonstration with photos or visuals of demonstration site/prototype.
Reports – <ul style="list-style-type: none"> <li>- Project report</li> <li>- Market analysis</li> <li>- Feasibility study</li> <li>- Policy draft</li> <li>- Comparative study</li> <li>- Handbook and training tool</li> <li>- Newsletter,</li> <li>- etc.</li> </ul>	Reports resulting from a project task, work package, project stage, etc	Any report should cover minimum standards expected in any report, such as: <ul style="list-style-type: none"> <li>• <b>Abstract</b> - summary of the major points, conclusions, and recommendations. It should be treated as a general overview of the report.</li> <li>• <b>Introduction</b> – this section explains the main problem and shows the reader the report’s main objectives, research, scope, purposes and goals.</li> <li>• <b>Main section / Body</b> – expands the main ideas into several sections, with each having a subtitle, and explains the methodology used to produce this report. Information must be organized in order of importance. If needed, a “Discussion” section can be included in the end so that main findings are debated and their significance is explained.</li> <li>• <b>Conclusions</b> – covers the writer’s judgement based on information in the body of the report.</li> <li>• <b>Recommendations</b> – covers the writer’s endorsements based on the conclusions.</li> <li>• <b>Appendices/Annexes</b> - evidence supporting the report. For example, technical information that is not comprehensive by the main audience, yet experts in the field will read.</li> <li>• <b>References/Bibliography</b> - sources of information using proper citation guidelines e.g. APA, Chicago, etc.</li> </ul>
Event report : Workshop, Seminar Conference, Online forum, etc.	Event resulting during implementation from finalisation of a project task, work package, project stage.	Proof that event took place (e.g. list of attendees, agenda). All proofs should be grouped into a short report summarising the event’s main achievements and supporting documents such as list of attendees should be annexed.



## Annex II – Explanation of key terms

**KIC added-value activities (KAVAs):** KAVAs are the way in which EIT asks the KICs to organise their funding request and describe planned activities delivered by KIC partner organisations or KIC legal entities. They must account for the total EIT grant request. It is the KAVAs we must report against.

In order to receive EIT funding, Climate-KIC must not only report on performance of activities and costs required, but must also show how other sources, such as partners, are contributing. EIT regulations state that overall, for 25% of EIT funding, the KICs must find 75% of non-EIT funding. This 75% can be made up of co-funding and KCAs. For example, if Climate-KIC is reporting against a total EIT grant of €80m, then the combination of planned co-funding and KCAs must amount to at least €240m. Therefore, the total overall cost of KIC related activities would total €360m.

If the sum of the final amount of the grants exceeds 25% of the KIC overall funding, EIT will recover the difference at the time of the last payment of the balance of a grant.

**Co-funding:** This is funding of KAVAs from other than EIT financial contribution sources, like KIC LE/Partners own resources. This can only come from approved Climate-KIC partners or Linked third parties (Annex V in the FPA). Co-funding is one element that contributes to the minimum 75% share of overall funding. Other EU (non-EIT) funding sources should not typically serve as co-funding (unless in exceptional circumstances, in which case you should check with your local Climate-KIC lead). Co-funding can be a financial contribution or an in-kind contribution (e.g. use of premises). There is a possibility for expenditure incurred by other third parties to be classed as co-funding, via “in-kind contributions” (see other third-party definitions below).

From 2017, Climate-KIC set a programmatic minimum for co-funding expectations. But because Climate-KIC has a range of partners that include SMEs, it is therefore more appropriate for the community of partners to help meet the overall requirements, rather than set a flat % rate per partner. For example, on a Demonstrator project, the consortium of partners should collectively seek to meet the co-funding requirements.

**KIC Complementary Activities (KCA)** are complementary activities that are not financed by EIT. They have a clear and described link to Climate-KIC activities. Note, if complementary activities are funded with other EU (non EIT) funding, then these can be included here. The costs of KIC complementary activities shall be:

- proportionate to the cost of KIC added value activities and/or to the expected impact in furthering the mission of EIT and Climate-KIC (i.e. the relative weight of KIC complementary activities within KIC activities must be suitable and reasonable to achieve the objectives of the activity)
- identifiable and verifiable.

**Partner:** Partner organisation means any organisation that is a Core or Affiliate members of Climate-KIC that has provided the necessary paperwork, and been formally accepted by EIT in order to claim funding.

**Linked third party (Annex V in the FPA):** This is an organisation that is under the control of an existing Core or Affiliate Partner (eg a subsidiary of), and separately registered with Climate-KIC and accepted by EIT in order claim funding.



**Other third party:** This is a non-KIC partner nor a linked third party. Other third parties are **not receiving** financial support from EIT. Where other third parties contribute in a substantive way to delivering a project, Partners may decide to declare costs for in-kind contributions provided to implement a project or activity. An example would typically include a seconded person the other third party are allowing to be used free of charge by the project partner, or use of office space.

There is a possibility for expenditure incurred by other third parties to be classed as co-funding, via “in-kind contributions”. This enables you to report the costs incurred by these third parties via your own cost report as co-funding. The amounts reported must be reported at cost as appears in the third parties accounts. The Annotated Model Grant Agreement (AMGA), details the eligibility rules of H2020 funding, please particularly refer to familiarise yourself with Article 12: Use of in-kind contributions provided free of charge, which details the specific requirements around this, and can be found on pages 138-140.

[http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/amga/h2020-amga\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf)

One very important thing to note is that these costs are subject to EIT and EU audits (section 4 under Article 12), and therefore you must ensure that you make these other third parties aware of this before any costs are reported. It is recommended that agreements are set up with each third party regarding both this, and what they will provide to you in order to allow you to report these costs.

**Third parties:** Third parties **can receive** funding. But they should be differentiated from “other third parties”. There are specific requirements for those in receipt of funding, and are describe below under “Financial Support to 3rd parties”.

#### Notes on cost explanations:

You are currently referred to the Annotated Model Grant Agreement (AMGA)

([http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/amga/h2020-amga\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf)).

Your finance manager will have the latest version supplied by Climate-KIC. It sets out the financial issues related to carrying out activities and claiming costs for activities implemented with EIT grant.

