

Audit certificate template for Horizon2020 projects funded by SERI

Under Article 4.1 of the subsidy agreement concluded between SERI and the Swiss research institution (hereinafter referred to as beneficiary), all beneficiaries that request a total financial contribution of EUR 325,000 or more (exchange rate in accordance with the contract, as a reimbursement of actual costs and unit costs calculated on the basis of its usual cost accounting practices excl. indirect costs and other unit costs), must submit an audit certificate covering the entire project period together with the final financial report.

The audit must be carried out by an external auditor or – in the case of public institutions – the competent financial control unit (hereinafter referred to as auditor). This form serves as a template for the audit and lists all the agreed-upon procedures to be performed and the standard factual findings to be confirmed by the auditor. This form is closely aligned with the 'Model for the certificate on the financial statements' (Annex 5 of the Grant Agreement), which beneficiaries receiving funding from the European Commission are required to use. It contains additional criteria that apply to Swiss beneficiaries receiving direct funding. These additional criteria are set out in SERI's ['Horizon 2020 – Guidelines for financial reporting'](#).

The following tables list all the audit procedures auditors must perform in order to confirm the standard factual findings.

If a **linked third party** exceeds the threshold of EUR 325,000 (excluding indirect costs and unit costs, see p.1), the beneficiary must submit a separate audit certificate to SERI for the linked third party. If the certificate therefore refers to a linked third party, any reference to the ‘beneficiary’ is to be considered as a reference to the linked third party.

For this purpose costs are deemed to be actual costs or costs per unit calculated in accordance with the institution’s usual accounting practice. Indirect costs (flat-rate 25%) and other unit costs are not included.

The auditor must assess the result of each standard factual finding using three options: “C”, “E” and “N.A.”.

- **“C”** stands for **CONFIRMED** and means that the auditor can confirm the standard factual finding and so there is no exception to be reported.
- **“E”** stands for **EXCEPTION** and means the auditor carried out the procedures but cannot confirm the standard factual finding, or that the auditor was not able to carry out a specific procedure (e.g. because it was impossible to reconcile key information or key data were unavailable).
- **“N.A.”** stands for **NOT APPLICABLE** and means that the finding did not have to be examined by the auditor and the related procedure(s) did not have to be carried out. The reasons behind the non-applicability of a certain finding must be obvious. For example, factual findings do not have to be checked in categories in which no costs were incurred.

Useful links:

[Annotated Model Grant Agreement published by the European Commission](#)

[Horizon 2020 – Guidelines for financial reporting published by SERI](#)

| Ref. | Audit procedures | Standard factual finding | Result (C / E / N.A.) |
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| A: ACTUAL PERSONNEL COSTS AND UNIT COSTS CALCULATED BY THE BENEFICIARY IN ACCORDANCE WITH ITS USUAL ACCOUNTING PRACTICE | | | |
| | <p>The auditor draws a sample of persons whose costs were declared in the financial report to carry out the procedures indicated in the consecutive points of section A.</p> <p>(The sample should be selected randomly so it is representative. Full coverage is required if there are fewer than 5 people declaring costs (including employees, natural persons working under a direct contract and personnel seconded by a third party); otherwise the sample should have a minimum of 5 people, or 10% of the total, whichever is higher).</p> <p>The auditor sampled _____ people out of the total of _____ people.</p> | | |
| A.1 PERSONNEL COSTS | | | |
| | <p>For persons included in the sample and working under an employment contract or equivalent agreement:</p> <p>To check and confirm the standard factual findings 1 to 5 listed in the next column, the beneficiary must provide the auditor with the following information/documents:</p> <ul style="list-style-type: none"> - a list of all the persons included in the sample indicating the period during which they worked for the action, their position (classification or category) and type of contract; - the payslips of the employees included in the sample; - reconciliation of the personnel costs declared in the financial report with the accounting system (project accounting and general ledger) and payroll system; - information concerning the employment status and employment conditions of personnel included in the sample, in particular their employment contracts or equivalent; | <p>1) The employees were directly employed by the beneficiary in accordance with its national legislation; were under the beneficiary's sole technical supervision and responsibility; and were remunerated in accordance with the beneficiary's usual practices.</p> <p>2) Personnel costs were recorded in the beneficiary's accounts/payroll system.</p> <p>3) Costs were adequately supported and reconciled with the accounts and payroll records.</p> <p>4) Personnel costs did not contain any elements that were ineligible in accordance with the Annotated Model Grant Agreement published by the European Commission (AGA).</p> | |



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| | <ul style="list-style-type: none"> - the beneficiary's usual policy regarding payroll matters (e.g. salary policy, overtime policy and variable pay); - applicable national law on taxes, labour and social security; - any other documents that support the personnel costs declared. The auditor also verified the eligibility of all components of the retribution (see Art. 6 of the Grant Agreement) and recalculated the personnel costs for employees included in the sample. | <p>5) There were no discrepancies between the personnel costs charged to the action and the costs recalculated by the auditor.</p> | |
| | <p>The following procedures only need to be carried out if additional remuneration is paid in accordance with the Annotated Model Grant Agreement published by the European Commission.</p> <p>To check and confirm the standard factual findings 6 to 9 listed in the next column, the auditor:</p> <ul style="list-style-type: none"> - reviewed relevant documents provided by the beneficiary (legal form, legal/statutory obligations, the beneficiary's usual policy on additional remuneration, criteria used for its calculation, etc.); - recalculated the amount of additional remuneration eligible for the action based on the supporting documents received (full-time or part-time work, exclusive or non-exclusive dedication to the action, etc.) to arrive at the applicable FTE/year and pro-rata rate (see data collected in the course of carrying out the procedures under A.2 "Productive hours" and A.4 "Time recording system"). <p>If any part of the remuneration paid to the employee is not mandatory according to the national law or the employment contract ("additional remuneration"), and is eligible under the provisions of Article 6.2. A.1 of the Grant Agreement, this can be charged as an eligible cost to the action up to the following amount:</p> <ul style="list-style-type: none"> a. if the person works full-time and exclusively on the action during the full year: up to CHF 8,800 per year; | <p>6) The beneficiary paying additional remuneration was a non-profit legal entity.</p> | |
| | | <p>7) The amount of additional remuneration paid corresponded to the beneficiary's usual remuneration practices and was consistently paid whenever the same kind of work or expertise was required.</p> | |
| | | <p>8) The criteria used to calculate the additional remuneration were objective and generally applied by the beneficiary, regardless of the source of funding used.</p> | |
| | | <p>9) The amount of additional remuneration included in the personnel costs charged to the action was capped at CHF 8,800 per FTE/year (up to the equivalent pro-rata amount if the person did not work on the action full-time during the year or did not work exhaustively on the action).</p> | |



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| | <p>b. if the person works exclusively on the action but not full-time or not for the full-year: up to the corresponding pro-rata amount (e.g. 50% over the whole year= max. CHF 4,400);</p> <p>c. if the person does not work exclusively on the action: up to a pro-rata amount calculated in accordance with Article 6.2.A.1.</p> | | |
| | <p>Additional procedures if “unit costs calculated by the beneficiary in accordance with its usual cost accounting practices” is applied:</p> <p>Apart from carrying out the procedures indicated above to confirm standard factual findings 1 to 5 and, if applicable, also 6 to 9, the auditor carried out the following procedures to confirm standard factual findings 10 to 13 listed in the next column:</p> <ul style="list-style-type: none"> - obtained a description of the beneficiary's usual cost accounting practice to calculate unit costs; - reviewed whether the beneficiary's usual cost accounting practice was used to calculate the costs that are subject of the present certificate; - verified the employees included in the sample were charged under the correct category (in accordance with the criteria used by the beneficiary to establish personnel categories) by reviewing the contract/HR record or analytical accounting records; - verified that there is no difference between the total personnel costs used in calculating the cost per unit and the total amount of personnel costs recorded in the official statutory accounts. | <p>10) The personnel costs included in the financial report were calculated in accordance with the beneficiary's usual cost accounting practice. This methodology was consistently used in all Horizon2020 actions.</p> | |
| | | <p>11) The employees were charged under the correct category.</p> | |
| | | <p>12) Total personnel costs used in calculating the unit costs were consistent with the expenses recorded in the statutory accounts.</p> | |
| | <p>For natural persons included in the sample and working with the beneficiary under a direct contract other than an employment contract, such as consultants (not subcontractors):</p> <p>To confirm standard factual findings 14 to 18 listed in the next column, the auditor reviewed the following information/documents provided by the beneficiary:</p> | <p>14) The natural persons reported to the beneficiary worked under the beneficiary's instructions.</p> | |
| | | <p>15) The natural persons worked on the beneficiary's premises (unless otherwise agreed with the beneficiary).</p> | |



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| | <ul style="list-style-type: none"> - the contracts, costs, contract duration, work description, place of work, ownership of the results and reporting obligations to the beneficiary; - the employment conditions of staff in the same category to compare costs; - any other document that supports the costs declared and their registration (e.g. invoices, accounting records). | 16) The results of work carried out belong to the beneficiary. | |
| | | 17) Their costs were not significantly different from those for staff who performed similar tasks under an employment contract with the beneficiary. | |
| | | 18) The costs were supported by audit evidence and registered in the accounts. | |
| | <p>For personnel seconded by a third party and included in the sample (not subcontractors):</p> <p>To confirm standard factual findings 19 to 22 listed in the next column, the auditor reviewed the following information/documents provided by the beneficiary:</p> <ul style="list-style-type: none"> - secondment contracts, notably regarding duration, costs, work description, ownership of the results and place of work; - if there is reimbursement by the beneficiary to the third party for the resource made available (in-kind contribution against payment): any documentation that supports the costs declared (e.g. contract, invoice, bank payment and proof of registration in its accounting/payroll etc.) and reconciliation of the financial report with the accounting system (project accounting and general ledger) as well as any proof that the account invoiced by the third party did not include any profit; - if there is no reimbursement by the beneficiary to the third party for the resource made available (in-kind contribution free of charge): proof of the actual cost borne by the third party for the resource made available free of charge to the beneficiary, such as a statement of costs incurred by the third party and proof of the registration in the third party's accounting/payroll; - any other document that supports the costs declared (e.g. invoices). | 19) Seconded personnel reported to the beneficiary and worked on the beneficiary's premises (unless otherwise agreed with the beneficiary). | |
| | | 20) The results of work carried out belong to the beneficiary. | |
| | | <p>If the personnel is seconded against payment:</p> <p>21) The costs declared were supported with documentation and recorded in the beneficiary's accounts. The third party did not include any profit (cost base).</p> | |
| | | <p>If the personnel is seconded free of charge:</p> <p>22) The costs declared did not exceed the third party's cost as recorded in the accounts of the third party and were supported with documentation.</p> | |



| A.2 PRODUCTIVE HOURS | | | | |
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| <p>To confirm standard factual findings 23 to 28 listed in the next column, the auditor reviewed relevant documents, especially national legislation, labour agreements and contracts and timesheets of the persons included in the sample, to verify that:</p> <ul style="list-style-type: none"> - the annual productive hours were calculated in accordance with one of the methods described below: <p>A: a fixed total of 1,720 hours per person per year;</p> <p>B: based on the standard annual working hours of the institution;</p> <p>C: based on individual annual working hours.</p> <ul style="list-style-type: none"> - the full-time equivalent (FTE) ratios for employees not working full-time were correctly calculated. <p>If the beneficiary applied method B, the auditor verified that there was a declaration signed by the line manager ('Declaration on Exclusive Work for the Action' according to the Annotated Model Grant Agreement) confirming that the employee concerned had worked exclusively for the action for a fixed work-time percentage.</p> <p>If the beneficiary applied method C, the auditor verified that the total number of hours worked was calculated correctly and that the 'annual workable hours' was set out in the employment contracts.</p> <p>The auditor can only do this if the calculation of the standard annual workable hours can be supported by records, such as national legislation, labour agreements and contracts.</p> <p>Beneficiaries must use one of the following methods to calculate the number of productive hours for full-time employees:</p> <p>A: a fixed total of 1,720 hours per person per year (pro-rata for persons not working full-time).</p> | <p>23) The beneficiary applied the following method (choose one option and delete the others):</p> <p>A: 1,720 hours B: Standard annual working hours of the institution C: Individual annual working hours</p> | | | |
| | <p>24) Productive hours were calculated annually</p> | | | |
| | <p>25) For employees not working full-time, the full-time equivalent (FTE) ratio was correctly applied.</p> | | | |
| | <p>If the beneficiary applied method C:</p> <p>26) The calculation of the number of 'annual workable hours', overtime and absences was verifiable based on the documents provided by the beneficiary.</p> | | | |
| | <p>If the beneficiary applied method B:</p> <p>27) The calculation of the number of 'standard annual workable hours' was verifiable based on the documents provided by the beneficiary.</p> | | | |
| | <p>28) The 'annual productive hours' used to calculate the hourly rate were consistent with the usual cost accounting practice of the beneficiary and corresponded to a fixed percentage of the 'annual workable hours'.</p> | | | |



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| | <p>B: The standard number of annual hours generally applied by the beneficiary for its personnel in accordance with its usual cost accounting practices. This figure should correspond to a fixed percentage of the standard annual workable hours (e.g. 60%). The 'standard annual workable hours' refers to the period during which the employee must be working, at the employer's disposal and carrying out his/her activities or duties under the employment contract, the national legislation and applicable labour agreements.</p> <p>C: The total number of hours worked is calculated as follows: annual workable hours of the employee according to the employment contract, applicable labour agreement or national legislation plus overtime worked minus absences (e.g. sick leave and special leave, such as military service, doctor's appointments).</p> | | |
| A.3 HOURLY PERSONNEL RATES | | | |
| | <p>A: Salary rates and personnel categories for non-commercial research facilities and institutions: Under Art. 11 para. 2 let. a RIPPO, universities, non-commercial research facilities outside of the higher education system and non-commercial institutions may claim their actual personnel costs. The remuneration must be in line with the usual rates of pay at the institution in question.</p> <p>B: Salary rates and personnel categories for companies: The actual personnel costs incurred (gross salary and employer social security contributions) may be claimed. Under Art. 11 para. 2 let. a RIPPO, the usual salary rates apply for companies up to the maximum rates set by the Commission for Technology and</p> | <p>29) The beneficiary is a</p> <p>A: non-commercial research facility or institution B: a profit-oriented company</p> <p>(Choose one option and delete the other).</p> | |
| | | <p>30) A: The hourly or monthly rates or annual salaries were in line with the institution's usual salary rates.</p> | |



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| | <p>Innovation (CTI). These hourly rates can be found in the Annex to the Ordinance on the Promotion of Research and Innovation RIPO of 10 June 1985 (version dated 1 September 2013) (SR 420.11).</p> <p>Since overhead costs are reimbursed separately, rate B applies for the relevant personnel category, i.e. including employer social security contributions but excluding overhead costs.</p> <p>For every management role in the action, one person in the personnel category project manager and one person in the category deputy project manager will be accepted:</p> <ul style="list-style-type: none"> - to manage the project for the Swiss partner (even if the Swiss partner does not have a project coordination role or work package lead); - to lead a work package; - to coordinate the overall project if this is the responsibility of the Swiss partner. <p>SME owners who do not pay themselves a regular salary may bill their working hours based on the CTI rate for the personnel category that corresponds to their role on the action.</p> | <p>31) B:</p> <ul style="list-style-type: none"> - The employees were split across the different function levels (project manager, deputy project manager, experienced researcher, research assistant and technician/programmer) according to the tasks carried out by employees within the scope of the action. - The number of project managers and deputy project managers complied with the regulations. - The CTI hourly rate B was applied for all declared employees and at all times throughout the action. | |
| A.4 TIME RECORDING SYSTEM | | | |
| | <p>To verify that the time recording system ensures the fulfilment of all minimum requirements and that the hours declared for the action were correct, accurate and properly authorised and supported by documentation, the auditor made the following checks for the persons included in the sample:</p> <ul style="list-style-type: none"> - description of the time recording system used by the beneficiary (registration, authorisation, processing in the HR system); - timesheets and 'Declarations on exclusive work for the action' were signed at least monthly by the employees (on paper or electronically) and signed and approved by the project manager or another manager; | <p>32) All persons recorded their time dedicated to the action on a daily/weekly/monthly basis using a paper/computer-based system.</p> | |
| | | <p>33) Their time records were authorised by electronic or physical signature at least monthly by the project manager or other superior.</p> | |



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| <ul style="list-style-type: none"> - all hours declared were worked within the contractually stipulated project period; - there were no hours declared as worked for the action if HR records showed absence due to holidays or sickness (further cross-checks with travel are carried out in B.1 below); - the hours charged to the action matched those in the time recording system. <p>Only the hours worked on the action can be charged. All working time to be charged should be adequately supported by evidence.</p> | <p>34) Hours declared were worked within the project period and were consistent with the presences/absences recorded in HR records.</p> | |
| | <p>35) There were no discrepancies between the number of hours charged to the action and the number of hours recorded.</p> | |
| <p>For employees working exclusively for the action on a fixed work-time percentage (e.g. 20% or 100%), a 'Declaration on exclusive work for the action' signed by the superior can be submitted instead of timesheets.</p> | <p>36) The exclusive dedication to the action on a fixed work-time percentage is supported by a declaration signed by the beneficiary.</p> | |

| B SUBCONTRACTING COSTS | | | |
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| <p>The auditor obtained the detail/breakdown of subcontracting costs and sampled _____ cost items selected randomly. Full coverage is required if there are 5 items or fewer; otherwise the sample should have a minimum of 5, or a maximum of 10%, whichever is higher.</p> <p>To confirm standard factual findings 36 to 43 listed in the next column, the auditor reviewed the following for the subcontracting cost items included in the sample:</p> <ul style="list-style-type: none"> - the use of subcontractors was originally foreseen in Annex 1 of the Grant Agreement or was subsequently effected through an amendment of the Grant Agreement and an amendment to the contract with SERI; - subcontracting costs were declared in the subcontracting cost category of the financial report; - additional information on the selection and award procedure were followed; - the beneficiary ensured best value for money with regard to subcontractors. Lower costs abroad are not usually a sufficient justification for subcontracting work to a service provider outside Switzerland. If an existing framework contract was used, the beneficiary ensured it was established on the basis of the principles of best value for money, transparency and equal treatment. <p>In particular, the auditor verified the following:</p> <ul style="list-style-type: none"> - whether the beneficiary is an institution that is bound by the law on public procurement, and if the procurement value exceeded the thresholds in the relevant law, the applicable legal provisions were complied with; - whether the beneficiary, if it is bound by a law on public procurement, complied with its usual procurement rules; - if subcontracts were concluded with non-Swiss service providers, whether the final financial report to SERI contains justification as to why a Swiss service provider was not considered. | <p>37) The use of claimed subcontracting costs was foreseen in Annex 1 of the Grant Agreement or was subsequently effected through an amendment of the Grant Agreement and an amendment to the contract with SERI.</p> | | |
| | <p>38) The subcontracting costs were charged to the correct cost item in the financial report (cost item B).</p> | | |
| | <p>39) There was evidence showing that different providers were asked to submit offers and that different offers were assessed before the beneficiary awarded the contract to a subcontractor in line with internal procurement criteria. If the institution is bound by the law on public procurement, the contract was awarded in line with the principles in the relevant law.</p> | | |
| | <p>40) If the beneficiary did not obtain different offers, the auditor explains the reasons provided by the beneficiary.</p> | | |
| | <p>41) The subcontracts were not awarded to other beneficiaries of the consortium.</p> | | |



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| | <p>-</p> <p>For the items included the sample, the auditor also verified that:</p> <ul style="list-style-type: none">- the subcontracts were not awarded to other beneficiaries in the consortium;- there were signed agreements between the beneficiary and the subcontractor;- there was evidence that the services were provided by the subcontractors. | 42) All subcontracts were supported by signed agreements between the beneficiary and the subcontractor. | |
| | | 43) There was evidence that the services were provided by the subcontractors. | |
| | | 44) If subcontracts were not awarded to Swiss service providers, the financial report to SERI should include justification and substantiation as to why a Swiss service provider was not selected. | |

| C DIRECT COSTS FOR FINANCIAL SUPPORT TO THIRD PARTIES | | |
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| | <p>This cost type is only provided for in a small number of programme areas.</p> <p>The costs of providing financial support to third parties are disclosed in the interim financial report and the final financial report to SERI. Full coverage is required if there are fewer than 5 different cost items; otherwise the sample should have a minimum of 5 positions, or 10% of the total, whichever is higher.</p> <p>The auditor verified that the following minimum conditions were met:</p> <ul style="list-style-type: none"> a) the maximum amount of financial support for each third party did not exceed CHF 66,000, unless explicitly mentioned in Annex 1 of the Grant Agreement; b) the financial support for third parties was set out in Annex 1 of the Grant Agreement or subsequently effected through an amendment to the contract with the European Commission and SERI; c) all the provisions on financial support included in Annex 1 of the Grant Agreement were complied with. | <p>45) All the minimum conditions listed on the left were met.</p> <p>Please list any discrepancies here:</p> |



| D OTHER ACTUAL DIRECT COSTS | | | |
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| D.1 TRAVEL/CONFERENCES | | | |
| | <p>The auditor sampled ____ cost items selected randomly. Full coverage is required if there are 5 items or fewer; otherwise the sample should have a minimum of 5, or a maximum of 10% of the total, whichever is higher.</p> <p>The auditor inspected the sample and verified that the costs were consistent with the beneficiary's usual expenses policy and its usual travel cost policy.</p> <p>In this context, the beneficiary provided evidence of its normal policy for travel costs (e.g. use of first class train tickets, usual hotel standards, daily allowances, etc.) to enable the auditor to compare the travel costs charged with this policy:</p> <ul style="list-style-type: none"> - travel costs were correctly identified and linked to the action. The link to the action is supported by minutes of meetings, workshops or conferences. Attendance of conferences explicitly linked to the action should be consistent with time records; - no ineligible costs or excessive or reckless expenditure was declared. | 46) The costs charged to the action were consistent with the beneficiary's usual travel cost policy. | |
| | | 47) The meetings and workshops attended were related to the action. | |
| | | 48) The supporting documents were consistent regarding purpose of the trip, dates and duration, and reconciled with time records and accounting. | |
| | | 49) No ineligible costs or excessive or reckless expenditure was declared. | |



| D.2 INVESTMENT/EQUIPMENT | | |
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| <p>The auditor sampled ____ cost items selected randomly. Full coverage is required if there are 5 items or fewer; otherwise the sample should have a minimum of 10 items, or 10% of the total, whichever is higher.</p> <p>For the cost items included in the sample, the auditor verified that:</p> <ul style="list-style-type: none"> - the assets were acquired in conformity with the beneficiary's internal guidelines and procedures; - they were entered in the beneficiary's accounting system and correctly allocated to the action. <p>The auditor recalculated the depreciation costs and verified that they were in line with the applicable rules in the beneficiary's country and with the beneficiary's usual accounting policy (e.g. depreciation calculated on the acquisition value).</p> <p>The auditor also verified that no ineligible costs, such as deductible VAT, exchange rate losses, excessive or reckless expenditure, were declared.</p> | <p>50) If the beneficiary is bound by the law on public procurement, and the value of the investment exceeds the threshold set out in the relevant law, the auditor verified that the assets were acquired in a legally compliant manner.</p> <p>If the beneficiary is not bound by the law on public procurement, the auditor verified that the beneficiary followed its usual procurement rules.</p> | |
| | <p>51) There was a link between the Grant Agreement and the asset charged to the action.</p> | |
| | <p>52) The asset charged to the action was recorded in the beneficiary's internal accounting system.</p> | |
| | <p>53) The depreciation method used to charge the asset to the action was in line with the applicable rules of the beneficiary's country and the beneficiary's usual accounting policy.</p> | |
| | <p>54) The amount charged corresponded to the actual usage for the action.</p> | |
| | <p>55) No ineligible costs or excessive or reckless expenditure were declared.</p> | |



| D.3 OTHER DIRECT COSTS/CONSUMABLES (OTHER GOODS AND SERVICES) | | |
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| <p>The auditor sampled ____ cost items selected randomly. If there are more than 5 items, the sample should have at least 5 items, or a maximum of 10% of the total, whichever is higher.</p> <p>For the purchase of goods or services included in the sample, the auditor verified that:</p> <ul style="list-style-type: none"> - contracts for services did not cover tasks described in Annex 1 (Description of the action) of the Grant Agreement; - the cost items were correctly identified, allocated to the proper action and entered in the beneficiary's accounting system; - the costs in this cost item were not placed in the inventory of durable equipment; - the costs charged to the action were accounted in line with the beneficiary's usual accounting practices; - no ineligible costs or excessive or reckless expenditure were declared. <p>In addition, the auditor verified that these goods and services were acquired in conformity with the beneficiary's internal guidelines and procedures, in particular:</p> <ul style="list-style-type: none"> - if the beneficiary is an institution acting as a contracting authority bound by a law on public procurement, the applicable legal provisions were complied with; - if the beneficiary is not bound by a law on public procurement, that it complied with the usual procurement rules. <p>For the items included in the sample, the auditor also verified that:</p> <ul style="list-style-type: none"> - the beneficiary ensured best value for money. A key element to assess compliance with this principle is the award of the contract to the bid offering the best price-quality ratio, under conditions of transparency and equal treatment. If an existing framework contract was used, the auditor also verified that the beneficiary ensured that it was established on the basis of the aforementioned principles. | <p>56) Contracts for services did not cover tasks described in Annex 1 of the Grant Agreement.</p> | |
| | <p>57) Costs were allocated to the correct action and were not placed in the inventory of durable equipment.</p> | |
| | <p>58) The costs were charged in line with the beneficiary's accounting policy and were adequately supported.</p> | |
| | <p>59) No ineligible costs or excessive or reckless expenditure were declared.</p> | |
| | <p>60) Procurement rules, principles and guides were followed. There was evidence showing that different providers were asked to submit offers and that different offers were assessed before the beneficiary awarded the contract to a subcontractor in line with internal procedures and procurement rules. The purchases were made in accordance with the principle of best value for money.</p> <p>(If the beneficiary did not obtain different offers, the auditor explains the reasons provided by the beneficiary under "Exceptions" in the report. SERI will analyse this information to evaluate whether these costs might be accepted as eligible).</p> | |



| D.4 RESEARCH INFRASTRUCTURE COSTS | | |
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| <p>The auditor verified that the costs charged to this cost item:</p> <ul style="list-style-type: none"> - are adequately and clearly supported; - are directly related to the action and were calculated in relation to the useful life, utilisation rate and project duration; - are not declared under any other cost item; - do not contain any indirect costs connected to research infrastructure; - no costs are declared that are already covered by the 25% flat-rate for overheads according to the European Union Annotated Model Grant Agreement. <p>Please note: Costs for the use of research infrastructures outside Switzerland may be eligible if the relevant infrastructures are not available in Switzerland.</p> <p>The financial report should include justification and substantiation as to why a Swiss service provider was not considered. In case of doubt, we would advise Swiss project partners to contact SERI in advance.</p> | 61) The declared costs are adequately and clearly supported and are directly related to the action. | |
| | 62) The declared costs were calculated in relation to the useful life, utilisation rate and project duration. | |
| | 63) The declared costs were not declared under any other cost item. | |
| | 64) No costs were declared that are already covered by the 25% flat rate for overheads. | |
| | 65) The depreciation method used to charge the asset to the action was in line with the beneficiary's usual accounting policy. | |
| | 66) If costs were claimed for the use of research infrastructures outside Switzerland, there is justification as to why a Swiss provider was not considered. | |



| EXCHANGE RATES | | | |
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| | <p>For beneficiaries with expenditures in a currency (foreign currency) other than Swiss francs:</p> <p>The auditor sampled _____ cost items in foreign currencies selected randomly. Full coverage is required if there are 5 items or fewer; otherwise the sample should have a minimum of 5 items, or 10% of the total, whichever is higher.</p> <p>The auditor verified that the conversion rates used to convert foreign currencies into Swiss francs corresponded with one of the following methods:</p> <ul style="list-style-type: none">- A) the daily exchange rate of the Swiss National Bank at the time of the booking;- B) the average monthly exchange rate of the Swiss National Bank at the time of the booking;- C) the rate charged by the credit card company;- D) an internal conversion rate that does not vary by more than 3% from the daily exchange rate (A) or the average monthly exchange rate (B) at the time of the booking. | <p>67) When converting foreign currencies into Swiss francs, one (or more) methods A to D were used.</p> | |



Other comments of the independent auditor:



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Federal Department of Economic Affairs, Education and Research EAER

State Secretariat for Education, Research and Innovation SERI
International Cooperation in Research and Innovation
European Framework Programmes

The auditor or audit firm on whose behalf he/she was acting, hereby declares that he/she has completed this audit certificate truthfully and is not employed by, related to, dependent on or associated with the beneficiary.

Date and signature of the auditor:

External auditor's stamp: