**Name of the beneficiary/third party**

[one report to be submitted by each beneficiary/third party]

**Report on the use of resources**

***Grant Reference: F4E-GRT-xxx (xx-xx)***

***Grant Title : xxxx***

***Period concerned (tick as appropriate):***

|  |  |  |
| --- | --- | --- |
| ***Interim Period*** | ***x*** | ***(period 1, 2, 3 etc)*** |
| ***Final*** |  |

This report provides information to support the financial statement for the above mentioned grant in accordance with Article II.4 of the General Conditions. Each section below should be addressed with adequate information allowing F4E to understand the resources used. Where a section does not apply, for example, there are no subcontracting costs, please indicate “not applicable”.

1. Personnel costs

*[Please provide a simple breakdown of personnel use/effort giving PPY (person per year) or number of man-hours or similar per type of activity (RTD, demonstration, other specific, management). Please indicate whether personnel cost are actual or average[[1]](#footnote-1). Where declared eligible personnel costs differ significantly (+/- 10%) from estimated eligible personnel costs, please give a short explanation.*

*For larger grants, in which the recording of personnel use per task is available, the breakdown should be provided for each task.]*

1. Subcontracting

*[Please provide the name of the subcontractor(s), main task(s) performed and value(s) per activity (RTD, demonstration, other specific, management). Please confirm that subcontracts were awarded in accordance with applicable procurement policy/legislation. Where declared eligible subcontracting costs differ significantly (+/- 10%) from estimated eligible subcontracting costs, please give a short explanation*

*Please note that we intend as subcontractors only those parties which are providing a significant fraction of the overall work of the grant, either in terms of financial importance or in terms of technological/scientific relevance (or both). Parties providing small and/or non-relevant contributions can be considered as suppliers and can be included under the line “Other direct costs”.]*

1. Other direct costs

*[Please provide a simple breakdown of grouped items (e.g. depreciation of equipment, travel costs, consumables, laboratory supplies, etc.) comprising other direct costs per type of activity (RTD, demonstration, other specific, management). Where declared eligible direct costs differ significantly (+/- 10%) from estimated eligible other direct costs, please give a short explanation]*

1. Indirect costs

*[Where the declared eligible indirect costs differ significantly (+/- 10%) from estimated eligible indirect costs, please give a short explanation].*

1. According to Art. II.12 of Model Grant Agreement (GA), beneficiaries shall provide a certificate of methodology (COM), if average personnel costs are claimed. For the COM, please follow the guidelines given in Form C (Annex IV of GA). [↑](#footnote-ref-1)