News

Horizon 2020

The first Horizon 2020 programme projects start imminently. FP-7 projects will be ongoing for the next four years and while there are many similarities between the two programmes, there are three significant differences:

Time recording

There are new timesheet requirements and the calculation of eligible charge is now completed in a different manner to FP-7. Please refer to the new Horizon 2020 Post Award Information, which includes:

- the standard documents that everyone administering a Horizon 2020 project will need;
- a decision tree for when a declaration of activity can be used instead of timesheets; and
- a template for productive hours, which enables the calculation of eligible costs.

Eligibility of VAT and other duties

VAT is not deductible for EC projects as per HMRC rules and the RPF1 form now shows tax as chargeable. When completing the form for a Horizon 2020 project, please ensure that the correct tax codes are used:

- AR tax code = A - GB Outside of Scope non Business
- AP tax code = Irrecoverable VAT

Please contact Tequila Osborne for more details (insert phone number and email address).

Reporting checklist
Departments are now expected to complete a Horizon 2020 Reporting Checklist \(140\text{kb}\) at the end of each reporting period, which will be used to make audits more effective. These are normally carried out at the end of Horizon 2020 projects. Details are included on the Horizon 2020 web page.

**EC Marie Curie Cost Calculation**

As in previous years, the calculation (grossing up) of University costs for Marie Curie-funded individuals has now been confirmed for the 2015/16 tax year. The percentage is 89.19\% for those not in a University pension scheme and 79.14\% for those enrolled in a pension scheme. If you have any queries about this, please contact Tequila Osborne: email tequila.osborne@admin.ox.ac.uk or phone (6)16064.

**Changes to coding of residual charges**

From now on, when a project is due to end, all residual charges will be posted to the default overheads cost centre for the department. If the department wishes to transfer these to other cost centres, they should be moved within the General Ledger using natural account 45900 and activity 33. This change is being made to provide more consistency and visibility of residual charges.

If you have any queries, please contact Stephen Barker at stephen.barker@admin.ox.ac.uk or on (6)16045.

**Research Councils / Wellcome Trust audit**

The Research Councils assurance team visited the University 9-11 February along with colleagues from the Wellcome Trust. Results of the audits are summarised below.

**Research Councils**

A significant volume of information was compiled in advance for the auditors and this was well received, so thank you to all those involved.

A sample of thirty projects, including five selected the day prior to the audit team arriving on site, was reviewed, and the information provided has not resulted in any significant findings. The timeliness of signing collaboration agreements has been highlighted as an area where improvement is possible.

Overall, the visit resulted in positive comments from the auditors; however there remains scope for continued improvement when managing Research Council awards.

**Wellcome Trust**
The Wellcome Trust auditors reviewed a sample of 10 projects including limited testing of invoices. Their observations centred on the set-up of projects – specifically linking the expenditure categories that are used on Oracle Financials to their award letters.

As a result of the review, the University has undertaken to increase control in one area. Ring-fenced funds should now be set-up as a separate task on the RPF-1 form and include specific budgetary controls. This was identified as an issue both during the audit and during the completion of End of Grant Spend Reports. However, the Trust will allow small overspends for student fees/ bursary budgets. When these occur, please send a request to Research Accounts to move the required budget if virement is appropriate.

**National Institutes of Health (U.S.) Interim Guidance**

The National Institutes of Health are in the process of harmonising their funding rules across the federal U.S. government sponsors of research. An interim set of funding rules have been published, and a full set of updated rules will be released soon.

There are not currently any significant changes to the current rules under which we manage these awards. Once the fully updated rules are released, Research Accounts will circulate a more thorough review.

**Training**

**FP-7 training**

FP-7 training will cover financial requirements of FP-7 awards, including the different calls, exchange rates and cash management. The session will provide a good induction for new staff, and a refresher for those who have not administered FP-7 projects for a while.

The session will be held on 21 May, 2pm-4pm at Hythe Bridge Street. Depending on the numbers of people interested, a further session will be arranged at a location nearest to the majority of attendees.

Please confirm your attendance with Tequila Osborne: email tequila.osborne@admin.ox.ac.uk or phone (6)16064.

**Research sponsor terms training**
Research sponsor terms training will provide an overview of the key terms across the University’s main research sponsors. The session will provide a good induction for new staff, and a refresher for staff in departments with a diverse portfolio of research sponsors.

The Research sponsor terms training session will be held on 22 April, 2–4pm at the Wellcome Trust Centre for Human Genetics Building on Roosevelt Drive, Room B.

Please confirm your attendance with Samuel Hannis: email samuel.hannis@admin.ox.ac.uk or phone (6)16061.

**Auditing and SharePoint**

**Using SharePoint**

To enable collection of sensitive information during audits, Research Accounts has been giving departments access to their SharePoint site over the last few weeks. When using SharePoint, please remember to:

- Reference all documents clearly (the auditor sample is the best reference number).
- Ensure that the documents are attached in the project-specific folder.
- If you have no folder, you can create one within your departmental folder by doing the following:
  1. click on ‘Library Tools – Documents’ on the ribbon at the top;
  2. select ‘New folder’;
  3. type the project reference and click ‘OK’ to create the folder; and
  4. enter the folder and add documents to it.

If you have any queries, please contact Samuel Hannis at samuel.hannis@admin.ox.ac.uk or on (6)16061.