Research Accounts Bulletin 2015-02

News

EC: Horizon documents update

The Horizon 2020 Productive Hours Template (12kb) has been updated to reflect new guidance from the EC. The template now takes the year April - March as the ‘closed financial year’ period.

We are pleased to advise that following a number of discussions with the EC, Research Accounts have been successful in agreeing a change regarding the definition of ‘closed financial year’ used for calculating the annual hourly rate for the personnel calculations. The latest from the EC has been updated to allow the use of the ‘tax year’ as the ‘closed financial year’. The change will improve the recovery in personnel cost calculations for annual salary increases.

The productive hours template now also includes additional instructions to account for personnel that do not work full time. When using the template note that if a person does work full time the newly available FTE schedule will still need to be completed (by entering 1.0 in each relevant cell).

The Horizon 2020 and FP-7 Hybrid Timesheet 2015 (192kb) has also been revised.

RPF2 for parental leave uplifts

Departments can request an uplift of their Oracle budget for projects where the research sponsor will fund in excess of their awarded amount (allow a cost extension) for the net salary costs of parental leave. In order for there to be a clear audit trail for these adjustments, the new RPF2 Parental Leave uplift (16kb) should be completed with the relevant transaction listings attached and sent to Research Accounts for action.

Training
**EC: Horizon 2020 personnel cost training**

This training will cover the main changes from FP-7 to Horizon 2020 calls focusing on the personnel cost calculations. The session will be essential for those working in departments that have active Horizon 2020 projects.

The session will be held 14 July 11am – 1pm in the Sherrington Room, Sherrington Building, Department of Physiology, Anatomy and Genetics (DPAG), Sherrington Road, Oxford OX1 3PT.

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

**Audit Feedback**

**Audit and procurement**

During recent audits and inspections, various research sponsors identified issues of compliance with our own processes and procedures. This is now particularly high profile particularly at the EC and is likely to become the focus of future visits from the Court of auditors.

In particular, the following were identified:

1. Issues with obtaining and retaining quotes when required and;
2. undertaking departmental tenders when required.

The purchasing policies and the thresholds have recently been updated and these must be adhered to going forward. However, for transactions incurred prior to the policy updating these must comply with the previous requirements when audited. If you are aware of projects that will be audited and require this evidence to be in place, please get in contact with Research Accounts to discuss.

Departments also need to be mindful of the University’s conflict of interest policy, particularly when setting up new suppliers on Oracle.