**H2020 Common Errors**

* The Sponsor should be selected as the lead institution of the consortium if we are a partner; and the originating sponsor should be selected as **“Commission of European Communities”**
	+ If the lead partner is not on InfoEd, please select IC New Funder, but still include the originating sponsor as “Commission of European Communities”
	+ If we are the lead, please select “Commission of European Communities”
* Audit Fees added without VAT – see [H2020 Golden Rules](https://www.imperial.ac.uk/research-and-innovation/research-office/preparing-and-costing-a-proposal/goldenrulespreaward/european-commission-h2020-golden-rules/)
* Subcontractors were added as Partners
	+ Subcontractors count towards our research volume, partners do not
	+ Subcontractors should be added with VAT, partners without VAT
	+ Subcontractors added without VAT will cause problems during the project as the subcontractor will submit invoices including VAT and this will have to come from Imperial’s budget.
* No Man Months were entered on the H2020 Budget Sheets, which aids the JRO at set up stage
	+ Not essential as the information can be taken from InfoEd, but does help.
* No details completed at the top of the H2020 Budget Sheets to help identify the proposal or save the worksheet to our drive.
* Recovery Page – please omit the Estates and Infrastructure Technician costs on the recovery page and add all the overheads calculated under the Indirect Cost heading
	+ If the Indirect Costs are greater than the FEC, a negative figure should be added to the Institutional Costs to make the balance zero.
* Incorrect Exchange rate being used – please refer to this [guidance](https://www.imperial.ac.uk/research-and-innovation/research-office/preparing-and-costing-a-proposal/funding-in-a-foreign-currency/):
	+ Please use the term of the project to calculate the rate, not from when the application is being costed.
* H2020 Budget Sheet and InfoEd figures don’t match.
* PI time should be added as 4 hours per week as a minimum. Less than this will need to be queried with the department and determined on a case-by-case basis.
* The Information sent about the upcoming call was not disseminated across all relevant staff in the departments.

**Marie Curie-Skoldowska Awards (MSCA)**

* Living, Mobility and Family (if applicable) Allowance should be combined under the salary for the fellow/researcher
	+ Mobility is not a separate travel budget heading
	+ Email sent to Divisional Managers on 24th August 2014 to confirm the Fixed Salary