



Guidelines for the preparation and submission of the Administrative Report

Investigator Grant – IG

My First AIRC Grant – MFAG

Start Up

FONDAZIONE AIRC

PER LA RICERCA SUL CANCRO

Viale Isonzo 25, 20135 Milano

Tel. +39 02 7797411 – pec: airc@pec.it

c/c Postale 307272

C.F. 80051890152

Introduction	3
Deadlines	3
Instructions	4
The Administrative Report forms	5
1. Legal Representative	5
2. Personnel Involved in the Research	6
3. Administrative report	8
4. Bio-ethical Requirements	12
5.1 Modulo Ministeriale MIUR	14
5.2 Modulo Ministeriale Ministero della Salute	14
6. Check and Submit	14
Help Desk	15
Annex I	16
Istruzioni per la compilazione dei moduli ministeriali relativi all'utilizzo di fondi "5 per mille"	16
Modulo ministeriale MIUR	16
Modulo Ministeriale Ministero della Salute	20

Introduction

The purpose of the Administrative Report is to provide a detailed financial statement of how the granted funds have been spent to carry out the project.

For grants funded (partially or entirely) with “5 per mille” funds, PIs must fill out both the AIRC form and the relevant Ministry’s forms (“Moduli Ministeriali”) to report expenses covered with “5 per mille” funds. Once completed, these forms must be submitted to AIRC. AIRC will then forward the forms to the competent Ministries.

The information about the origin of the funds is provided in the “*Istruzioni per la gestione amministrativa del Grant*”. This document is made available to the PI for each funding year of the project.

Deadlines

Online submission

In general, the deadline to submit the administrative report online is 15 calendar days after the end of the last funding period. The deadline can be found in the Notification Letter the PI receives each year of the grant. The PI has to make sure to respect the deadline.

In case the PI has obtained an extension in the funding year, the submission deadline will be postponed accordingly, and the Administrative Report will be due 15 days after the end of the extension period.

Important Note: Please note that the administrative report must be signed digitally. Therefore, no paper copies have to be sent to AIRC.

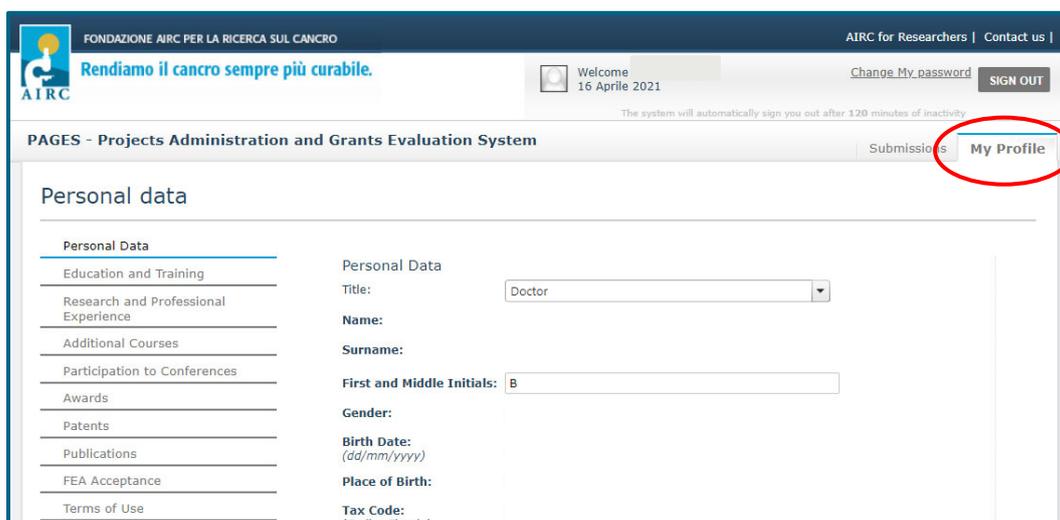
The following table reports the deadlines for the submission of the report:

Administrative Reports	Electronic submission of the report by the PI (with digital signature of the PI)	15 days after the end of the funding period
	Deadline for uploading the report digitally signed from both the PI and the Legal Representative	By 10 days after the online submission

Instructions

To access the Administrative Report form online, first login on your AIRC account: <https://www.direzionescientifica.airc.it/default.aspx>.

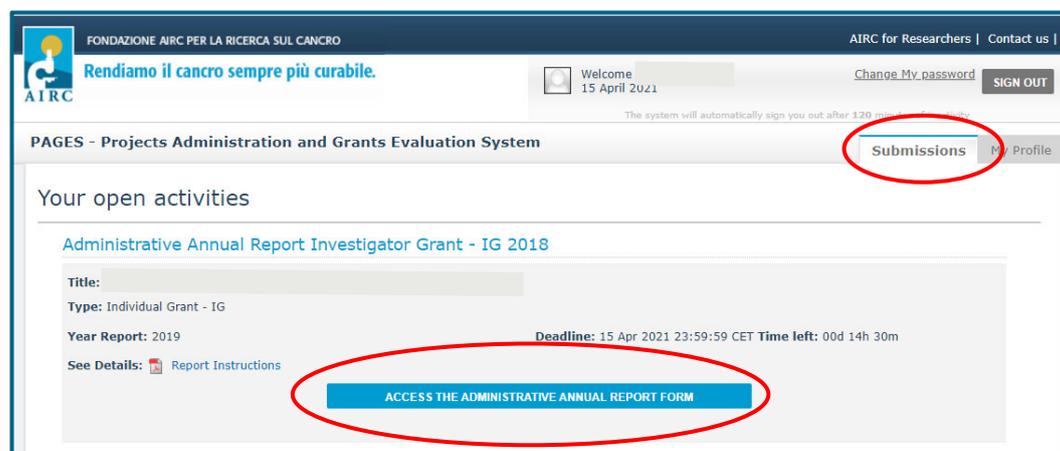
After login please check the data in “My Profile” section and update them (Figure 1).



The screenshot shows the AIRC user profile page. The header includes the AIRC logo, the text "FONDAZIONE AIRC PER LA RICERCA SUL CANCRO", and the slogan "Rendiamo il cancro sempre più curabile.". The user is logged in as "Welcome 16 Aprile 2021". The page title is "PAGES - Projects Administration and Grants Evaluation System". The "My Profile" tab is selected and circled in red. The "Personal data" section is visible, with fields for Title (Doctor), Name, Surname, First and Middle Initials (B), Gender, Birth Date, Place of Birth, and Tax Code.

Figure 1

To launch the administrative form for the first time: click on “Submissions” and then click on “Access the form” (Figure 2).



The screenshot shows the AIRC Submissions page. The header is the same as in Figure 1. The "Submissions" tab is selected and circled in red. The page title is "PAGES - Projects Administration and Grants Evaluation System". The "Your open activities" section is visible, showing an "Administrative Annual Report Investigator Grant - IG 2018". The "Type" is "Individual Grant - IG", the "Year Report" is "2019", and the "Deadline" is "15 Apr 2021 23:59:59 CET Time left: 00d 14h 30m". A blue button labeled "ACCESS THE ADMINISTRATIVE ANNUAL REPORT FORM" is circled in red.

Figure 2

The Administrative Report forms

1. Legal Representative

This form provides the information about the Legal Representative (Figure 3).

The screenshot shows a web form titled "1st year Administrative Annual Report Investigator Grant - IG 2017". On the left, there is a progress bar with five items: "Legal Representative" (checked), "Personnel Involved in the Research" (unchecked), "Administrative report" (unchecked), "Bio-ethical requirements" (unchecked), and "FEA Approval" (checked). Below this is a "Check and Submit" button. The main section is titled "Legal Representative" and includes a "Need help?" link. It contains several input fields: "Institution:", "Department:", "Legal Representative:", "Role:", "Address:", "Phone 1:", "Phone 2:", "Fax:", and "E-mail:". At the bottom, there is a disclaimer: "Please make sure that all information regarding the Legal Representative is up-to-date. If it isn't, please notify AIRC by e-mail (administrative.office@airc.it) and provide an official record (e.g. copy of Appointment Decree) as supporting documentation." and two buttons: "SAVE" and "NEXT".

Figure 3

Please select the Department (if any) and make sure that all data are correct and up-to-date.

If the data of the Legal Representative of the Hosting Institution are not up to date please **promptly** notify AIRC (administrative.office@airc.it) and follow the instructions provided here: <https://www.direzionescientifica.airc.it/wp-content/uploads/2020/12/Legal-representative-data.pdf>.

In case the Director of the Department is duly authorized to sign as Legal Representative, check the box "By flagging this check box you are declaring that the Director of the Department is duly authorized to sign on behalf of the Legal Representative of the Institution". Please note that by flagging this box the PI or the GL certifies that the Director of the Department has power of attorney.

2. Personnel Involved in the Research

This form provides the list of core team members included in the application and/or renewals. Click on each unit of personnel name to provide all personal data requested by the form (Figure 4).



Personnel Involved in the Research		
Team Members		
Name	Institution	Role
Professor	-	Principal Investigator
Professor Bianchi Giovanni	-	Experienced researchers
Doctor Verdi Marco	-	Early stage researchers

Figure 4

Please provide detailed information about the contract type (mandatory only if the personnel unit has been paid with the grant) (Figure 5).

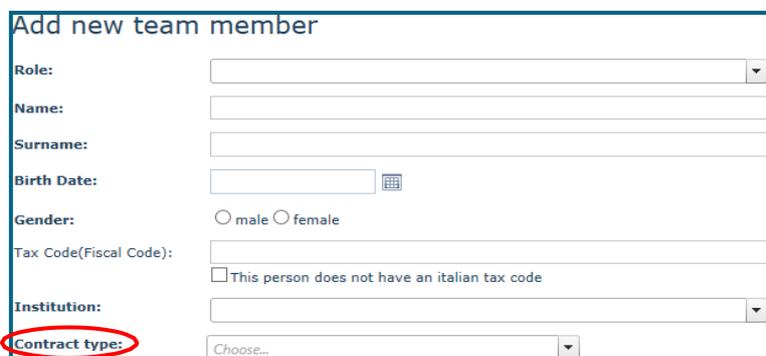


Figure 5

For all the units of personnel please describe the activity carried out within the project and justify why the expertise of the person involved was necessary in order to conduct the project activity (Figure 6).

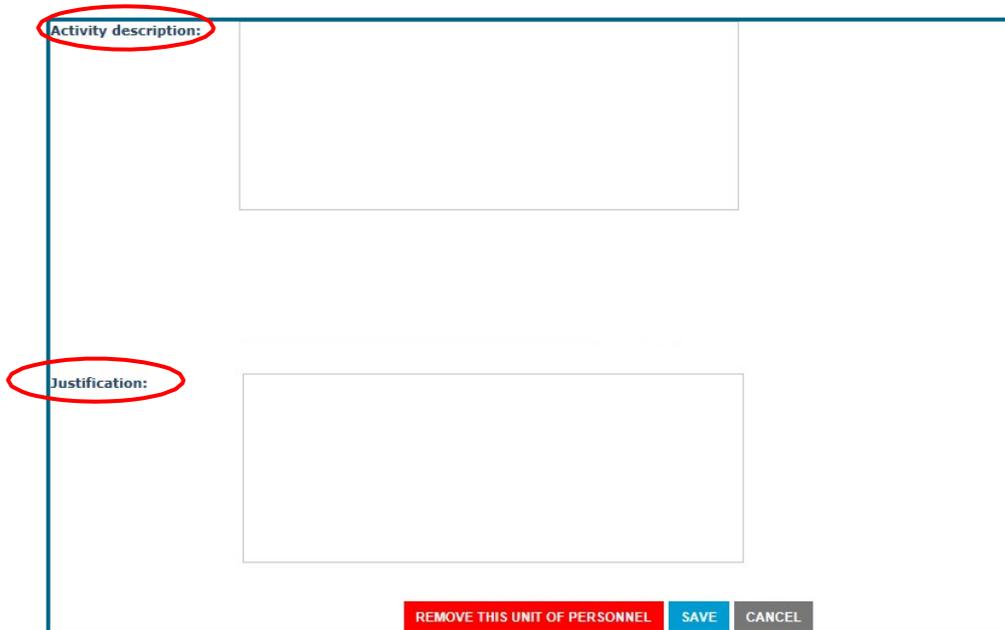
A screenshot of a web-based form for removing personnel. The form is enclosed in a blue border. On the left side, there are two labels: "Activity description:" and "Justification:", both of which are circled in red. To the right of each label is a large, empty white rectangular text area. At the bottom of the form, there are three buttons: a red button labeled "REMOVE THIS UNIT OF PERSONNEL", a blue button labeled "SAVE", and a grey button labeled "CANCEL".

Figure 6

In case a unit of personnel listed has not been involved in the project, remove him/her through the button "Remove this Unit of Personnel" at the bottom of the pop up window. You have to provide a justification before removing it (Figure 7).

A screenshot of a web-based form for removing personnel, focusing on the justification step. The form has a blue border. On the left side, there is a label "Justification:" followed by a large, empty white rectangular text area. At the bottom of the form, there are three buttons: a red button labeled "REMOVE THIS UNIT OF PERSONNEL", a blue button labeled "SAVE", and a grey button labeled "CANCEL". The "REMOVE THIS UNIT OF PERSONNEL" button is circled in red.

Figure 7

If a member or the research team is not listed include him/her through the button "**Add new Team Member**" and provide all the required information (Figure 8).

Personnel Involved in the Research																	
<ul style="list-style-type: none"> ✓ Legal Representative ✓ Personnel Involved in the Research ✓ Administrative report ✓ Bio-ethical requirements ✗ Mod MIUR per il 1° Anno ✓ FEA Approval Check and Submit 	<table border="1"> <thead> <tr> <th colspan="3">Team Members</th> </tr> <tr> <th>Name</th> <th>Institution</th> <th>Role</th> </tr> </thead> <tbody> <tr> <td>Professor .</td> <td></td> <td>Principal Investigator</td> </tr> <tr> <td>Professor</td> <td></td> <td>Experienced researchers</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Team Members			Name	Institution	Role	Professor .		Principal Investigator	Professor		Experienced researchers				<p style="text-align: right; border: 1px solid red; border-radius: 50%; padding: 2px;">Add new Team Member</p>
Team Members																	
Name	Institution	Role															
Professor .		Principal Investigator															
Professor		Experienced researchers															
		PREVIOUS NEXT															

Figure 8

3. Administrative report

Please enter the expenditures covered with the grant and use the **mandatory** "Edit notes" field (Figure 9) to provide appropriate description of the expenditures for each budget category (Figure 10).

In particular:

- **Consumables:** provide a short list of the purchased items;
- **Services and Maintenance:** describe the services and the maintenance activities you paid for;
- **Publications:** list the publications paid with the grant;
- **Meeting and Travels:** provide a list of the meetings, conferences, and the list of the people who attended them.

Should there be significant differences with respect to the budget submitted (more than 20%), please provide thorough justifications for each variation.

Direct Research Costs:	€ 25.000,00	€ 25.000,00	
» Consumables and supplies:	<input type="text" value="€ 25.000,00"/>	€ 25.000,00	Edit Notes
» Small bench instrumentation:	<input type="text" value="€ 0,00"/>	€ 0,00	Edit Notes
» Services:	<input type="text" value="€ 0,00"/>	€ 0,00	Edit Notes
» Maintenance contracts:	<input type="text" value="€ 0,00"/>	€ 0,00	Edit Notes
» Publications costs:	<input type="text" value="€ 0,00"/>	€ 0,00	Edit Notes
» Meetings and travels costs:	<input type="text" value="€ 0,00"/>	€ 0,00	Edit Notes

Figure 9

Direct Research Costs:	€ 25.000,00	€ 25.000,00	
» Consumables and supplies:	<input type="text" value="€ 25.000,00"/>	€ 25.000,00	Hide Notes
Justification notes :	<p>Cell culture media and <u>plasticware</u>; <u>enzymes</u>, <u>assays</u>, <u>biochemicals</u>; <u>antibodies</u> and <u>reagents</u> ...</p>		
Total words: 12/500			

Figure 10

Personnel costs can be filled out by clicking the “Edit cost” link on the right of the relevant row of the “Administrative report” form (Figure 11).

» Small bench instrumentation:	<input type="text" value="€ 0,00"/>	€ 0,00	Insert Notes
» Services:	<input type="text" value="€ 0,00"/>	€ 0,00	Insert Notes
» Maintenance contracts:	<input type="text" value="€ 0,00"/>	€ 0,00	Insert Notes
» Publications costs:	<input type="text" value="€ 0,00"/>	€ 0,00	Insert Notes
» Meetings and travels costs:	<input type="text" value="€ 0,00"/>	€ 0,00	Insert Notes
Personnel costs:	€ <input type="text"/>	€ <input type="text"/>	Edit costs
Indirect costs:	<input type="text" value="0,0%"/>		
	€ 0,00	€ 0,00	
SUBTOTAL:	€ <input type="text"/>	€ <input type="text"/>	
Overheads:	<input type="text" value="0,0%"/>		
	€ 0,00	€ 0,00	
AMOUNT SPENT:	€ <input type="text"/>	€ <input type="text"/>	
Amount Granted:	€ <input type="text"/>	€ <input type="text"/>	
Amount NOT SPENT:	€ <input type="text"/>	€ <input type="text"/>	

Figure 11

For each unit of personnel, the effort devoted to the project must be indicated. Financial support, start date and expiry date of the contract have to be filled in for personnel units involved in the project at 100% of their time who have been paid through the grant (Figure 12).

In case for the same person more than one contract has been activated for each year, please contact AIRC for further instruction administrative.office@airc.it.

Personnel Involved in the research - Financial Support

year

Team Member	Role on project	Man/Year Effort	Financial Support	Support Start Date	Support End Date
Verdi Marco	Early stage researchers	100%	€ 25.000,00	02/01/2017	01/01/2018
Bianchi Giovanni	Experienced researchers	20%	€ 0,00		
PERSONNEL TOTAL COSTS			€ 25.000,00		

Successfully saved!

Figure 12

The list of expenses reported in this form **must be supported by appropriate documentation** (e.g. receipts, payslips etc.). Please do not send such documentation to AIRC, but make sure that it is properly archived by your Institution, as it must be made available to AIRC upon request, in case of audits, up to ten years after the end of the project. For further information about the needed documents, please read the document "Administrative reporting control procedure for research projects and programs" available here: <https://www.direzionescientifica.airc.it/grant-management-guidelines/forms-for-research-organisations>.

If the sum of all entries **is lower** than the "Amount granted" (Figure 13) the informatic system will not give the form the green flag and you cannot submit the report. In this case please contact AIRC by sending an e-mail to: administrative.office@airc.it.

The unspent funds must be refunded to AIRC.

Direct Research Costs:		€ 110.000,00	€ 110.000,00
» Consumables and supplies:	<input type="text" value="€ 110.000,00"/>	€ 110.000,00	Edit Notes
» Small bench instrumentation:	<input type="text" value="€ 0,00"/>	€ 0,00	Edit Notes
» Services:	<input type="text" value="€ 0,00"/>	€ 0,00	Edit Notes
» Maintenance contracts:	<input type="text" value="€ 0,00"/>	€ 0,00	Edit Notes
» Publications costs:	<input type="text" value="€ 0,00"/>	€ 0,00	Edit Notes
» Meetings and travels costs:	<input type="text" value="€ 0,00"/>	€ 0,00	Edit Notes
Personnel costs:	€ 32.000,00	€ 32.000,00	Edit costs
Indirect costs:	<input type="text" value="0,0%"/>		
	€ 0,00	€ 0,00	
SUBTOTAL:	€ 142.000,00	€ 142.000,00	
Overheads:	<input type="text" value="0,0%"/>		
	€ 0,00	€ 0,00	
AMOUNT SPENT:	€ 142.000,00	€ 142.000,00	
Amount Granted:	€ 146.000,00	€ 146.000,00	
Amount NOT SPENT:	€ 4.000,00	€ 4.000,00	
Please note the following: The amount spent in 2017 is lower than the amount granted			
Successfully saved! PREVIOUS SAVE NEXT			

Figure 13

4. Bio-ethical Requirements

By signing the letter of acceptance of the grant, the PI and the Legal Representative of the Hosting Institution have certified that they have fulfilled AIRC terms and conditions regarding research on humans and research with animals.

In this section, the PI has to upload the authorizations he/she received for conducting research activities on humans and/or animals.

Research on humans

Check “YES” if your research project activities involved any of the following (Figure 14):

- human biological samples (with the exclusion of commercially available human cell lines);
- human genetic material and/or human data collection (e.g. genetic information, health etc.);
- clinical studies with healthy volunteers and/or patients.

If you check “YES”, please upload the authorization of the **local Ethics Committee** or **Institutional Review Board** (IRB) (Figure 15).

Research on animals

Check “YES” if your project activities involved studies with vertebrates, cephalopods and foetal forms of mammals (Figure 14). If you check “YES”, please upload **the authorization from the Italian Ministry of Health** (Figure 15).



Figure 14

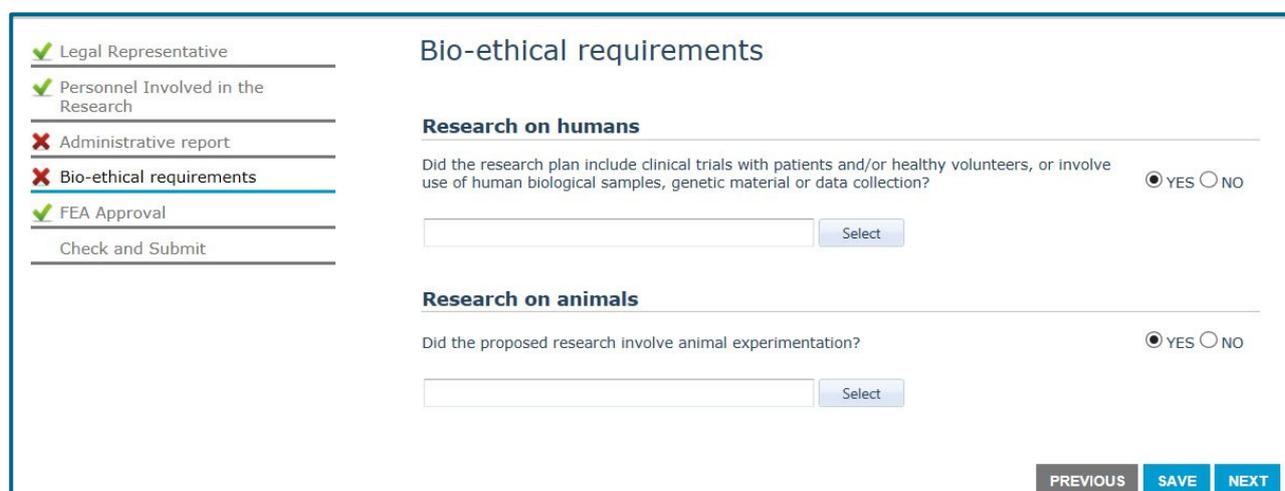


Figure 15

5.1 Modulo Ministeriale MIUR

You will find this form if the grant has been paid (partially or in full) with “5 per mille” funds provided to AIRC by the Ministero dell’Istruzione, Ministero dell’Università e della Ricerca (MIUR). The form is structured on the basis of the MIUR instructions and is entirely in Italian. Please refer to Annex I of these guidelines for further details on how to fill out this section.

5.2 Modulo Ministeriale Ministero della Salute

You will find this form if the grant has been paid partially or in full with “5 per mille” funds provided to AIRC by the Ministero della Salute. The form is structured on the basis of the instructions provided by the Ministero della Salute and is entirely in Italian. Please refer to Annex I of these Instructions for further details on how to complete this section.

6. Check and Submit

Before submitting the report, please go through the “**Check and Submit**” section and check whether each form has been correctly filled out (Figure 16).

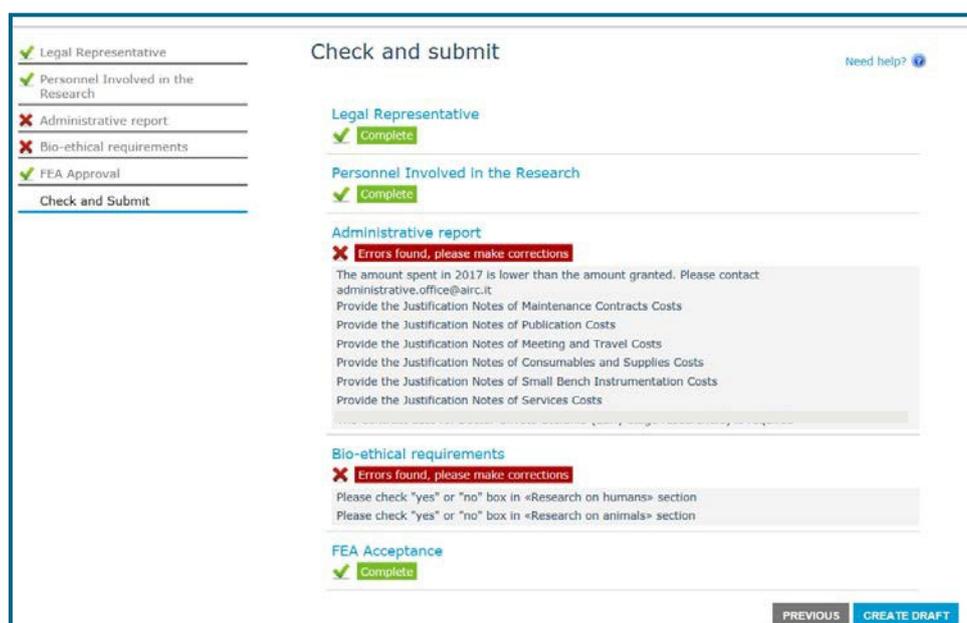


Figure 16



For each form, the system shows if it is complete or incomplete and, in the latter case, which information must be provided in order to submit the report.

The yellow warning sign means there are missing data or minor inconsistencies that will not prevent the report from being submitted.

Please create a Draft of the report before finalizing the submission, in order to check that all the information indicated are correct.

Help Desk

For questions concerning administrative issues, please send an e-mail to: administrative.office@airc.it

For questions concerning technical issues, please send an e-mail to: airc.direzione-scientifica@airc.it

Annex I

Istruzioni per la compilazione dei moduli ministeriali relativi all'utilizzo di fondi "5 per mille"

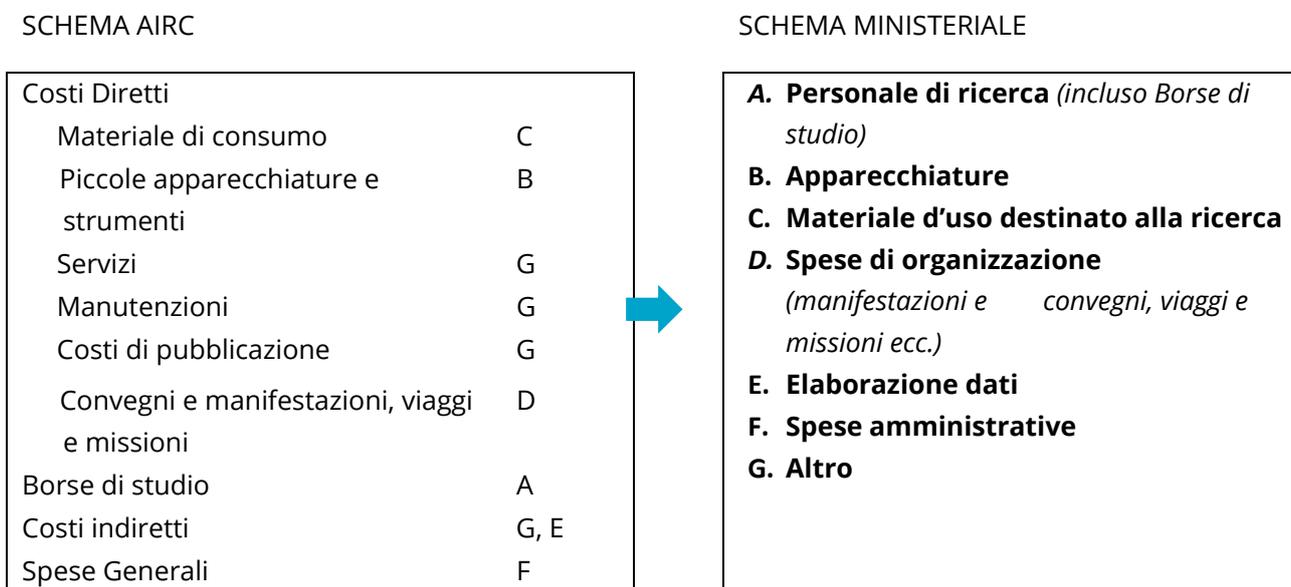
Modulo ministeriale MIUR

- **Codice fiscale, indirizzo sede legale, legale rappresentante:** i dati relativi all'ente presso cui è stata svolta la ricerca finanziata con il grant sono automaticamente mutuati dal form "Legal Representative". Qualora i dati indicati non siano aggiornati per favore contattare l'"Help Desk" di AIRC (administrative.office@airc.it) o seguire le istruzioni disponibili al seguente link: <https://www.direzionescientifica.airc.it/wp-content/uploads/2020/12/Legal-representative-data.pdf>.
- **Attività:** inserire un breve riassunto **in italiano** dei risultati ottenuti e dell'attività svolta nell'annualità a cui si riferisce il Modulo Ministeriale (max 500 parole).
- **Data di inizio e data di fine progetto:** verificare che le date riportate siano coerenti con le date di inizio e fine progetto.
- **Tabella di rendicontazione amministrativa:** la tabella di rendicontazione amministrativa si compone di due colonne: "Costo complessivo" a sinistra e "Quota finanziata con fondi 5 per mille" a destra. Le cifre inserite per ogni voce di costo nella colonna "Costo complessivo" devono essere coerenti con quelle inserite nell' Administrative Report e possono quindi uguali o superiori a quelle inserite nelle corrispondenti voci della colonna "Quota finanziata con fondi 5 permille".

Il "TOTALE" della colonna "Costo Complessivo" deve corrispondere all' "Importo da rendiconto AIRC" (rettangoli arancioni in "Picture 17" e "Picture 18").

L'importo da inserire nella colonna "Quota finanziata con fondi 5 per mille" deve corrispondere **esattamente** alla quota erogata con i fondi "5 per mille", il cui importo è già indicato nel form e nella "Lettera di istruzioni per la gestione del grant" e non può essere superiore alla quota "Amount granted" (Figure 17 e Figure 18).

Di seguito un esempio di schema di raccordo tra le categorie di costo utilizzate nell' "Administrative Report" AIRC e quelle richieste nel modulo ministeriale proposto da AIRC:



- Legal Representative
- Personnel Involved in the Research
- Administrative report
- Bio-ethical requirements
- Mod MIUR per il 1° Anno
- FEA Approval
- Check and Submit

Modulo Ministeriale MIUR

[Need help?](#)

Riferimento:

Ente:

C.F. Ente:

Indirizzo sede legale:

Città:

Principal Investigator:

N° Telefono:

Email:

Legale rappresentante:

Attività:

Total words: 0/500

Data inizio progetto:

Data fine progetto:

VOCE DI SPESA	COSTO COMPLESSIVO	QUOTA FINANZIATA CON FONDI 5x1000
Personale di ricerca: <small>(borista, a contratto e di ruolo in quota a parte)</small>	€ 0,00	€ 0,00
Apparecchiature: <small>(ammortamento, canone di locazione/leasing)</small>	€ 0,00	€ 0,00
Materiale d'uso destinato alla ricerca: <small>(per laboratori di ricerca, ecc.)</small>	€ 0,00	€ 0,00
Spese d'organizzazione: <small>(manifestazioni e convegni, viaggi, missioni, ecc.)</small>	€ 0,00	€ 0,00
Elaborazioni dati:	€ 0,00	€ 0,00
Spese amministrative:	€ 0,00	€ 0,00
Altro (indicare quali):	€ 0,00	€ 0,00
TOTALE:	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
Importo da rendiconto AIRC:	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>

Figure 17

Administrative report

[Need help?](#)

Please enter the expenditures covered with the grant: the sum of all entries cannot be lower than the amount indicated as "Amount granted". The list of expenses submitted in this form should be supported by appropriate documentation (e.g. receipts, payslips etc.). Please note that such documentation must be made available to AIRC upon request, for potential audits, up to ten years after the completion of the grant and, therefore, must be properly stored. For each budget category, please describe briefly how the funds have been spent. Discrepancies in the budget distribution have to be carefully described and scientifically justified.

Year of grant approval

Funding start date

Funding end date **TOTAL**

Direct Research Costs:	€ 0,00	€ 0,00
> Consumables and supplies:	€ 0,00	€ 0,00 Insert notes
> Small bench instrumentation:	€ 0,00	€ 0,00 Insert notes
> Services:	€ 0,00	€ 0,00 Insert notes
> Maintenance contracts:	€ 0,00	€ 0,00 Insert notes
> Publications costs:	€ 0,00	€ 0,00 Insert notes
> Meetings and travels costs:	€ 0,00	€ 0,00 Insert notes
Personnel costs:	€	€ Edit costs
Indirect costs:	0.0%	
	€ 0,00	€ 0,00
SUBTOTAL:		
Overheads:	0.0%	
	€ 0,00	€ 0,00
AMOUNT SPENT:	€ 0,00	
Amount Granted:	€ 0,00	
Amount NOT SPENT:		

Modulo Ministeriale MIUR

[Need help?](#)

Riferimento:
Ente:
C.F. Ente:
Indirizzo sede legale:
Città:
Principal Investigator:
N° Telefono:
Email:
Legale rappresentante:

Attività:

Total words: 0/500

Data inizio progetto:
Data fine progetto:

VOCE DI SPESA	COSTO COMPLESSIVO	QUOTA FINANZIATA CON FONDI Ss1000
Personale di ricerca: (borisista, a contratto e di ruolo in quota a parità)	€ 0,00	€ 0,00
Apprezziamenti: (ammortamento, canone di locazione/leasing)	€ 0,00	€ 0,00
Materiale d'uso destinato alla ricerca: (per laboratori di ricerca, ecc.)	€ 0,00	€ 0,00
Spese d'organizzazione: (manifestazioni e convegni, viaggi, missioni, ecc.)	€ 0,00	€ 0,00
Elaborazione dati:	€ 0,00	€ 0,00
Spese amministrative:	€ 0,00	€ 0,00
Altro (indicare quali):		
	€ 0,00	€ 0,00
TOTALE:	€ 0,00	€ 0,00
Importo da rendiconto AIRC:	€ 0,00	€ 0,00

[PREVIOUS](#) [SAVE](#) [NEXT](#)

[PREVIOUS](#) [SAVE](#) [NEXT](#)

Figure 18

Modulo Ministeriale Ministero della Salute

- **Data di inizio e data di fine progetto:** verificare che le date riportate siano coerenti con le date di inizio e fine progetto.
- **Legale rappresentante:** i dati relativi al Legale Rappresentante sono automaticamente mutuati dal form "Legal Representative". Qualora i dati indicati non siano aggiornati per favore contattare l' "Help Desk" di AIRC (administrative.office@airc.it) o seguire le istruzioni disponibili al seguente link: <https://www.direzionescientifica.airc.it/wp-content/uploads/2020/12/Legal-representative-data.pdf>.
- **Abstract dei risultati ottenuti:** inserire un breve riassunto in italiano dei risultati ottenuti e dell'attività svolta nell'annualità a cui si riferisce il Modulo Ministeriale (max 500 parole).
- **Prodotti della Ricerca (correlati al progetto):** in questa sezione deve essere inserito l'elenco delle eventuali pubblicazioni, su riviste indicizzate, risultanti dall'attività di ricerca svolta con il grant.
- **Tabella di rendicontazione amministrativa:** La tabella di rendicontazione amministrativa si compone di due colonne: "Costo complessivo" a sinistra e "Quota finanziata con fondi 5 per mille" a destra.

Le cifre inserite per ogni voce di costo nella colonna "Costo complessivo" devono essere coerenti con quelle inserite nell' Administrative Report e possono essere quindi uguali o superiori a quelle inserite nelle corrispondenti voci della colonna "Quota finanziata con fondi 5 per mille".

Il "TOTALE" della colonna "Costo Complessivo" deve corrispondere all' "Importo da rendiconto AIRC" (rettangoli arancioni in Figure 19 e Figure 20).

L'importo da inserire nella colonna "Quota finanziata con fondi 5 per mille" deve corrispondere **esattamente** alla quota erogata con i fondi "5 per mille", il cui importo è già indicato nel form e nella "Lettera di istruzioni per la gestione del grant" e non può essere superiore alla quota "Amount granted" (Figure 19 e Figure 20).

Schema di riclassificazione proposta da AIRC:

SCHEMA AIRC

Costi Diretti	
Materiale di consumo	C
Piccole apparecchiature e strumenti	B
Servizi	G
Manutenzioni	G
Costi di pubblicazione	G
Convegni e manifestazioni, viaggi e missioni	D
Borse di studio	A
Costi indiretti	G, E
Spese Generali	F



SCHEMA MINISTERIALE

A. Personale di ricerca <i>(incluso Borse di studio)</i>
B. Apparecchiature
C. Materiale d'uso destinato alla ricerca
D. Spese di organizzazione <i>(manifestazioni e convegni, viaggi e missioni ecc.)</i>
E. Elaborazione dati
F. Spese amministrative
G. Altro

- Legal Representative
- Personnel Involved in the Research
- Administrative report
- Bio-ethical requirements
- Mod Ministero della Salute per il
- FEA Approval
- Check and Submit

Modulo Ministeriale Ministero della Salute |

[Need help?](#)

Data inizio progetto: _____

Data fine progetto: _____

Legale Rappresentante: _____

Abstract dei risultati ottenuti:

Total words: 0/500

Prodotti della Ricerca:
(correlati al progetto)

VOCE DI SPESA	COSTO COMPLESSIVO	QUOTA FINANZIATA CON FONDI 5x1000
Personale di ricerca: <small>(borsista, a contratto e di ruolo in quota a parte)</small>	<input type="text" value="€ 0,00"/>	<input type="text" value="€ 0,00"/>
Apparecchiature: <small>(ammortamento, canone di locazione/leasing)</small>	<input type="text" value="€ 0,00"/>	<input type="text" value="€ 0,00"/>
Materiale d'uso destinato alla ricerca: <small>(per laboratori di ricerca, ecc.)</small>	<input type="text" value="€ 0,00"/>	<input type="text" value="€ 0,00"/>
Spese d'organizzazione: <small>(manifestazioni e convegni, viaggi, missioni, ecc.)</small>	<input type="text" value="€ 0,00"/>	<input type="text" value="€ 0,00"/>
Elaborazione dati:	<input type="text" value="€ 0,00"/>	<input type="text" value="€ 0,00"/>
Spese amministrative:	<input type="text" value="€ 0,00"/>	<input type="text" value="€ 0,00"/>
Altro (indicare quali):		
	<input type="text" value="€ 0,00"/>	<input type="text" value="€ 0,00"/>
TOTALE:	<input type="text"/>	<input type="text"/>
Importo da rendiconto AIRC:	<input type="text"/>	<input type="text"/>

PREVIOUS
SAVE
NEXT

Figure 19

Administrative report Need help?

Please enter the expenditures covered with the grant: the sum of all entries cannot be lower than the amount indicated as "Amount granted". The list of expenses submitted in this form should be supported by appropriate documentation (e.g. receipts, payslips etc.). Please note that such documentation must be made available to AIRC upon request, for potential audits, up to ten years after the completion of the grant and, therefore, must be properly stored. For each budget category, please describe briefly how the funds have been spent. Discrepancies in the budget distribution have to be carefully described and scientifically justified.

Year of grant approval 2017

Funding start date 02/01/2018

Funding end date 01/04/2019 **TOTAL**

Direct Research Costs:	€ 0,00	€ 0,00
» Consumables and supplies:	€ 0,00	€ 0,00 <small>Insert Notes</small>
» Small bench instrumentation:	€ 0,00	€ 0,00 <small>Insert Notes</small>
» Services:	€ 0,00	€ 0,00 <small>Insert Notes</small>
» Maintenance contracts:	€ 0,00	€ 0,00 <small>Insert Notes</small>
» Publications costs:	€ 0,00	€ 0,00 <small>Insert Notes</small>
» Meetings and travels costs:	€ 0,00	€ 0,00 <small>Insert Notes</small>
Personnel costs:	€	€ <small>Edit costs</small>
Indirect costs:	0,0%	€ 0,00 € 0,00
SUBTOTAL:	€	€
Overheads:	0,0%	€ 0,00 € 0,00
AMOUNT SPENT:		€
Amount Granted:		€
Amount NOT SPENT:	€	€

Modulo Ministeriale Ministero della Salute per il 1° Anno Need help?

Data inizio progetto: 02 gennaio 2018

Data fine progetto: 01 aprile 2023

Legale Rappresentante: Professor Franco Anelli (NLLPNC63H26G535T)

Abstract dei risultati ottenuti:

Total words: 0/500

Prodotti della Ricerca (conrelati al progetto):

VOCE DI SPESA	COSTO COMPLESSIVO	QUOTA FINANZIATA CON FONDI 5x1000
Personale di ricerca: (borista, a contratto e di ruolo in quota a parte)	€ 0,00	€ 0,00
Apparecchiature: (ammortamento, canone di locazioni/leasing)	€ 0,00	€ 0,00
Materiale d'uso destinato alla ricerca: (per laboratori di ricerca, ecc.)	€ 0,00	€ 0,00
Spese d'organizzazione: (manifestazioni e convegni, viaggi, missioni, ecc.)	€ 0,00	€ 0,00
Elaborazione dati:	€ 0,00	€ 0,00
Spese amministrative:	€ 0,00	€ 0,00
Altro (indicare quali):	€ 0,00	€ 0,00
TOTALE:		
Importo da rendiconto AIRC:		€ 0,00

PREVIOUS SAVE NEXT
PREVIOUS SAVE NO

Figure 20