



# **Guidelines for the preparation and submission of the Administrative Report**

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Individual Grants

Multi-unit Programs

Last update February 2022

<b>Introduction .....</b>	<b>3</b>
<b>Deadlines .....</b>	<b>3</b>
<b>Instructions.....</b>	<b>4</b>
<b>The Administrative Report forms .....</b>	<b>5</b>
<b>1. Legal Representative .....</b>	<b>5</b>
<b>2. Personnel Involved in the Research .....</b>	<b>6</b>
<b>3. Administrative report.....</b>	<b>9</b>
<b>4. Bio-ethical Requirements.....</b>	<b>12</b>
<b>5.1 Modulo Ministeriale MUR .....</b>	<b>14</b>
<b>5.2 Modulo Ministeriale Ministero della Salute .....</b>	<b>14</b>
<b>6. Check and Submit .....</b>	<b>14</b>
<b>Help Desk.....</b>	<b>15</b>
<b>Annex I .....</b>	<b>16</b>
<b>Istruzioni per la compilazione dei moduli ministeriali relativi all'utilizzo di fondi "5 per mille" con provenienza MIUR antecedente al 2018 .....</b>	<b>16</b>
Modulo ministeriale MIUR .....	16
<b>Annex II .....</b>	<b>19</b>
<b>Istruzioni per la compilazione dei moduli ministeriali relativi all'utilizzo di fondi "5 per mille" con provenienza MUR dal 2018 in avanti. ....</b>	<b>19</b>
Modulo ministeriale MUR .....	19
<b>Annex III .....</b>	<b>21</b>
<b>Istruzioni per la compilazione dei Moduli Ministeriali relativi all'utilizzo di fondi "5 per mille" con provenienza Ministero della Salute .....</b>	<b>21</b>
Modulo Ministeriale Ministero della Salute .....	21

## 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, Principal Investigators (PI)/Group Leaders (GL) 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/GL 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/GL receives each year of the grant. The PI/GL has to make sure to respect the deadline.

In case the PI/GL 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/GL (with digital signature of the PI/GL)	By 15 days after the end of the funding period
	Deadline for uploading the report digitally signed from both the PI/GL 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: [www.direzionescientifica.airc.it/default.aspx](http://www.direzionescientifica.airc.it/default.aspx).

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

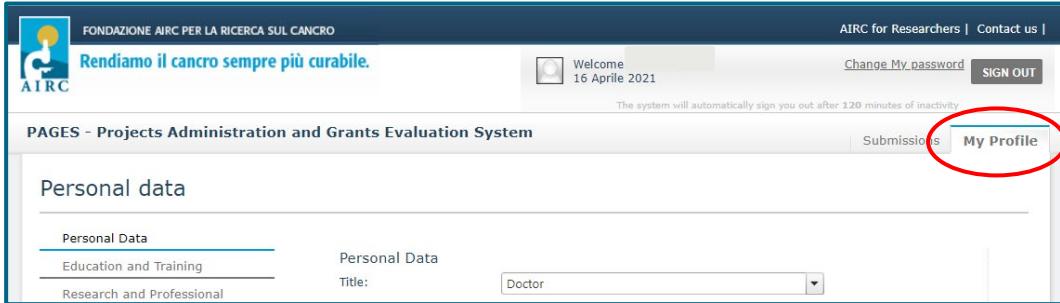
A screenshot of the AIRC PAGES - Projects Administration and Grants Evaluation System. The top navigation bar includes the AIRC logo, the slogan "Rendiamo il cancro sempre più curabile.", and links for "Welcome 16 Aprile 2021", "Change My password", and "SIGN OUT". Below the navigation is a message: "The system will automatically sign you out after 120 minutes of inactivity". The main menu bar has "Submissions" and "My Profile" tabs, with "My Profile" circled in red. A sub-menu "Personal data" is open, showing sections for "Personal Data", "Education and Training", and "Research and Professional". Under "Personal Data", there is a dropdown menu for "Title" set to "Doctor".

Figure 1

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

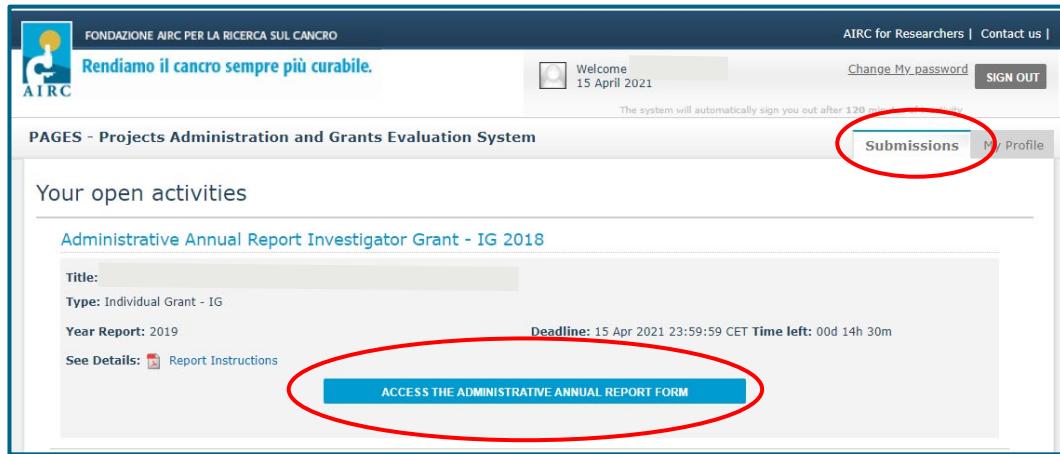
A screenshot of the same AIRC PAGES system. The "Submissions" tab is highlighted with a red circle. Below it, a specific submission entry for "Administrative Annual Report Investigator Grant - IG 2018" is shown. The entry includes fields for "Title", "Type: Individual Grant - IG", "Year Report: 2019", and "Deadline: 15 Apr 2021 23:59:59 CET Time left: 00d 14h 30m". At the bottom of this entry is a blue button with the text "ACCESS THE ADMINISTRATIVE ANNUAL REPORT FORM", which is also circled in red.

Figure 2

# The Administrative Report forms

## 1. Legal Representative

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

1st year Administrative Annual Report Investigator Grant - IG 2017

<input checked="" type="checkbox"/> Legal Representative	<b>Legal Representative</b>	Need help? 
<input checked="" type="checkbox"/> Personnel Involved in the Research	<b>Institution:</b>	
<input checked="" type="checkbox"/> Administrative report	<b>Department:</b>	
<input checked="" type="checkbox"/> Bio-ethical requirements	<b>Legal Representative:</b>	
<input checked="" type="checkbox"/> FEA Approval	<b>Role:</b>	
<input type="checkbox"/> Check and Submit	<b>Address:</b>	
	<b>Phone 1:</b>	
	<b>Phone 2:</b>	
	<b>Fax:</b>	
	<b>E-mail:</b>	
Please make sure that all information regarding the Legal Representative is up-to-date. If it isn't, please notify AIRC by e-mail ( <a href="mailto:administrative.office@airc.it">administrative.office@airc.it</a> ) and provide an official record (e.g. copy of Appointment Decree) as supporting documentation.		
<b>SAVE</b> <b>NEXT</b>		

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](mailto: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).

Legal Representative

Personnel Involved in the Research

Administrative report

Bio-ethical requirements

Mod MIUR per il 1° Anno

FEA Approval

### Personnel Involved in the Research

AIRC has modified the definitions of personnel's role in the projects. In order to successfully complete this form, you must assign one of the new available roles to all the Team Members.

[Add new Team Member](#) | [Add new Collaborator](#)

Team Members	Institution	Role
Doctor		Principal Investigator
		PhD students
		Early stage researchers
		Early stage researchers

---

Check your forms

Figure 4

Please provide detailed information about the contract type (Figure 5).

Role:	<input type="text"/>
Name:	<input type="text"/>
Surname:	<input type="text"/>
Birth Date:	<input type="text"/> <input type="button" value=""/>
Gender:	<input type="radio"/> male <input type="radio"/> female
Tax Code(Fiscal Code):	<input type="text"/>
<input type="checkbox"/> This person does not have an italian tax code	
Institution:	<input type="text"/>
Contract type:	<input type="text"/> Choose...

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).

Activity description:		
Justification:		
<input type="button" value="REMOVE THIS UNIT OF PERSONNEL"/> <input type="button" value="SAVE"/> <input type="button" value="CANCEL"/>		

*Figure 6*

**For personnel no longer part of the research unit**, two options are available, depending on whether they were involved in the project or not:

- in case a unit of personnel listed has never 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).
- If a unit of personnel has been involved in the project to some extent (e.g. only for the first year of the project, but not the second and third year), do not remove him/her from the list of personnel form. Update his/her effort on the project through the “Personnel efforts/costs” section of the budget form: enter “0” in the corresponding Man/Year Effort of the years during which they will not be involved in the project (Figure 13). An explanation must be provided in the “Justifications notes” field.

Justification:		
<input type="button" value="REMOVE THIS UNIT OF PERSONNEL"/> <input type="button" value="SAV"/> <input type="button" value="CANCEL"/>		

*Figure 7*

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

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

### Personnel Involved in the Research

AIRC has modified the definitions of personnel's role in the projects. In order to successfully complete this form, you must assign one of the new available roles to all the Team Members.

[Add new Team Member](#) | [Add new Collaborator](#)

Name	Institution	Role
Doctor		Principal Investigator
		PhD students
		Early stage researchers
		Early stage researchers

*Figure 8*

To add a new Collaborator include him/her through the button “**Add new Collaborator**” and provide all the required information and the formal letter of collaboration (Figure 9). Letters of collaboration provided by collaborators must describe in detail the terms and conditions of the collaboration and indicate the specific agreements made between the PI and collaborator or company in terms of:

- a) activities carried out by the collaborator on behalf of the project;
- b) management of the resources;
- c) intellectual property rights;
- d) authorship in publications resulting from the collaborative effort;
- e) under what provision (free or not) the collaborator provides its expertise, reagents to the PI.

For a Collaborator that is no longer part of the project please remove this item 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.

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

### Personnel Involved in the Research

AIRC has modified the definitions of personnel's role in the projects. In order to successfully complete this form, you must assign one of the new available roles to all the Team Members.

[Add new Team Member](#) | [Add new Collaborator](#)

Name	Institution	Role
Doctor		Principal Investigator
		PhD students
		Early stage researchers
		Early stage researchers

*Figure 9*

**TBD listed** in the original application or in previous renewal requests should now be identified: click on each of them, uncheck the box “TBD” and fill out the form indicating name, surname, tax code, etc. Complete the information (man/year effort and financial support, if requested) through the “Personnel efforts/costs” section of the budget form.

In case a TBD listed has not yet identified, remove this item 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.

### 3. Administrative report

Budget categories allowed are described in each Call for Proposal, therefore the form will show the categories allowed for the specific Call.

Please enter the expenditures covered with the grant and use the **mandatory** “Edit notes” field (Figure 10) to provide appropriate description of the expenditures for each budget category (Figure 11).

For example:

- **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.

In addition, in case there has been 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:	€ 25.000,00	€ 25.000,00	<a href="#">Edit Notes</a>
» Small bench instrumentation:	€ 0,00	€ 0,00	<a href="#">Edit Notes</a>
» Services:	€ 0,00	€ 0,00	<a href="#">Edit Notes</a>
» Maintenance contracts:	€ 0,00	€ 0,00	<a href="#">Edit Notes</a>
» Publications costs:	€ 0,00	€ 0,00	<a href="#">Edit Notes</a>
» Meetings and travels costs:	€ 0,00	€ 0,00	<a href="#">Edit Notes</a>

Figure 10

<b>Direct Research Costs:</b>	€ 25.000,00	€ 25.000,00
» Consumables and supplies:	€ 25.000,00	€ 25.000,00
<b>Justification notes :</b>	Cell culture media and plasticware; enzymes, assays, biochemicals; antibodies and reagents ...	
<b>Total words:</b> 12/500		

Figure 11

**Personnel costs** (and **PI salary** where applicable) can be filled out by clicking the “Edit cost” link on the right of the relevant row of the “Administrative report” form (Figure 12) in compliance with the eligibility rules described in each Call For Proposal.

» Meetings and travels costs:	€ 0,00	€ 0,00	<a href="#">Insert Notes</a>
<b>Personnel costs:</b>	€ 32.000,00	€ 32.000,00	<b><a href="#">Edit costs</a></b>
Indirect costs:	0,0%		

Figure 12

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 (mandatory only if the personnel unit has been paid with the grant) (Figure 13).

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](mailto:administrative.office@airc.it).

## Personnel Involved in the research - Financial Support

Team Member	Role on project	year		Support Start Date	Support End Date
		Man/Year Effort	Financial Support		
Verdi Marco	Early stage researchers	100%	€ 25.000,00	02/01/2017	01/01/2018
Bianchi Giovanni	Experienced researchers	20%	€ 0,00		
<b>PERSONNEL TOTAL COSTS</b>		<b>€ 25.000,00</b>			
<span style="float: left; color: green;">Successfully saved!</span> <input style="float: left; margin-right: 10px;" type="button" value="SAVE"/> <input style="float: left;" type="button" value="CLOSE"/>					

Figure 13

The list of expenses reported in this form **must be supported by appropriate documentation** (e.g. receipts, payslips etc.).

The overall amounts of each budget category in this Administrative Report must correspond to the sum of the single expenses paid with the grant. These expenses must be reported in the detailed financial reconciliation statement listing the supporting financial documentation (a template is available here: [https://www.direzionescientifica.airc.it/wp-content/uploads/2020/05/ALLEGATO-A.2\\_Modello-per-rendiconto-Analitico.xlsx](https://www.direzionescientifica.airc.it/wp-content/uploads/2020/05/ALLEGATO-A.2_Modello-per-rendiconto-Analitico.xlsx)).

**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 14) 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](mailto:administrative.office@airc.it).

The unspent funds must be refunded to AIRC.

<b>Direct Research Costs:</b> € 110.000,00		
» Consumables and supplies:	€ 110.000,00	<b>€ 110.000,00</b>
» Small bench instrumentation:	€ 0,00	<b>€ 0,00</b>
» Services:	€ 0,00	<b>€ 0,00</b>
» Maintenance contracts:	€ 0,00	<b>€ 0,00</b>
» Publications costs:	€ 0,00	<b>€ 0,00</b>
» Meetings and travels costs:	€ 0,00	<b>€ 0,00</b>
<b>Personnel costs:</b>	€ 32.000,00	<b>€ 32.000,00</b>
<b>Indirect costs:</b>	0,0%	
	€ 0,00	<b>€ 0,00</b>
<b>SUBTOTAL:</b>	€ 142.000,00	<b>€ 142.000,00</b>
<b>Overheads:</b>	0,0%	
	€ 0,00	<b>€ 0,00</b>
<b>AMOUNT SPENT:</b>	€ 142.000,00	<b>€ 142.000,00</b>
<b>Amount Granted:</b>	€ 146.000,00	<b>€ 146.000,00</b>
<b>Amount NOT SPENT:</b>	€ 4.000,00	<b>€ 4.000,00</b>
<b>Please note the following:</b> <small>The amount spent in 2017 is lower than the amount granted</small>		
<span style="border: 1px solid red; padding: 2px;">Successfully saved!</span> <span>PREVIOUS</span> <span>SAVE</span> <span>NEXT</span>		

Figure 14

## 4. Bio-ethical Requirements

By signing the letter of acceptance of the grant, the PI/GL 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/GL 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 15):

- 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 16).

### Research on animals

Check "YES" if your project activities involved studies with vertebrates, cephalopods and foetal forms of mammals (Figure 15). If you check "YES", please upload **the authorization from the Italian Ministry of Health** (Figure 16).

Legal Representative  
 Personnel Involved in the Research  
 Administrative report  
 Bio-ethical requirements  
 FEA Approval  
[Check and Submit](#)

### Bio-ethical requirements

**Research on humans**

Did the research plan include clinical trials with patients and/or healthy volunteers, or involve use of human biological samples, genetic material or data collection?

YES  NO

**Research on animals**

Did the proposed research involve animal experimentation?

YES  NO

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

Figure 9

Legal Representative  
 Personnel Involved in the Research  
 Administrative report  
 Bio-ethical requirements  
 FEA Approval  
[Check and Submit](#)

### Bio-ethical requirements

**Research on humans**

Did the research plan include clinical trials with patients and/or healthy volunteers, or involve use of human biological samples, genetic material or data collection?

YES  NO

**Research on animals**

Did the proposed research involve animal experimentation?

YES  NO

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

Figure 10

## 5.1 Modulo Ministeriale MUR

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’Università e della Ricerca (MUR). The form is structured on the basis of the MUR instructions and is entirely in Italian.

If the grant has been paid with “5 per mille” MUR funds previous than 2018 please refer to Annex I for further details on how to fill out this section.

If the grant has been paid with “5 per mille” MUR funds from 2018 and on please refer to Annex II 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 III 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 17).

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.

**Both the PI/GL and the Legal Representative must digitally sign the Administrative Report.** For further details refer to the FEA instructions (“Firma Elettronica Avanzata”) provided here: <https://www.direzionescientifica.airc.it/wp-content/uploads/2021/01/FEAInstructions.pdf>. The signed report must be uploaded through the dedicated link “Upload signed report”

Only for **Multi-unit Programs**: before the GL can sign and upload the document, the Administrative Report must be approved by the Principal Investigator. After the GL submits, the report goes into a "Waiting for PI Approval" state. The PI can approve the GL Administrative Report in "Your Open Activities" section, among the information on the project using the link "Open units report list". After the PI approval, the GL can complete the signature procedure and upload the Administrative Report through the dedicated link.

Check and submit
Need help? 

**Legal Representative**

✓ Complete

---

**Personnel Involved in the Research**

✓ Complete

---

**Administrative report**

✗ Errors found, please make corrections

The amount spent in 2017 is lower than the amount granted. Please contact administrative.office@airc.it

Provide the Justification Notes of Maintenance Contracts Costs

Provide the Justification Notes of Publication Costs

Provide the Justification Notes of Meeting and Travel Costs

Provide the Justification Notes of Consumables and Supplies Costs

Provide the Justification Notes of Small Bench Instrumentation Costs

Provide the Justification Notes of Services Costs

---

**Bio-ethical requirements**

✗ Errors found, please make corrections

Please check "yes" or "no" box in «Research on humans» section

Please check "yes" or "no" box in «Research on animals» section

---

**FEA Acceptance**

✓ Complete

PREVIOUS
CREATE DRAFT

Figure 1711

## Help Desk

For questions concerning administrative issues, please send an e-mail to: [administrative.office@airc.it](mailto:administrative.office@airc.it)

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

## Annex I

### Istruzioni per la compilazione dei moduli ministeriali relativi all'utilizzo di fondi "5 per mille" con provenienza MIUR antecedente al 2018

#### Modulo ministeriale MIUR

- **Codice fiscale, indirizzo sede legale, legale rappresentante:** i dati relativi all'ente presso cui è stata svolta la ricerca sostenuta 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](mailto: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 (Figure 18).

Nella colonna di sinistra "Costo complessivo" devono essere inserite per ogni voce di costo le cifre riportate nell'Administrative Report di AIRC. Il **"TOTALE" della colonna "Costo Complessivo" deve corrispondere all' "Importo da rendiconto AIRC"**.

Nella colonna di destra "Quota finanziata con fondi 5 per mille" devono essere inserite le cifre imputate alla quota erogata con i fondi "5 per mille" che possono essere uguali o inferiori a quelle inserite nelle corrispondente colonna "Costo complessivo". Il **"TOTALE" della 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 ("Importo provenienza MIUR) e nella "Lettera di istruzioni per la gestione del grant" e non può essere superiore alla quota "Amount granted" riportata nel rendiconto AIRC.

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:

#### 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** (*incluso Borse di studio*)
- B. Apparecchiature**
- C. Materiale d'uso destinato alla ricerca**
- D. Spese di organizzazione**  
(*manifestazioni e convegni, viaggi e missioni ecc.*)
- E. Elaborazione dati**
- F. Spese amministrative**
- G. Altro**



**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: (borsista, a contratto e di ruolo in quota a parte)	€ 0,00	€ 0,00
Apparecchiature: (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
<b>TOTALE:</b>	<b>€ 0,00</b>	

Importo da rendiconto AIRC:

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

Figure 18

## Annex II

### Istruzioni per la compilazione dei moduli ministeriali relativi all'utilizzo di fondi "5 per mille" con provenienza MUR dal 2018 in avanti.

#### Modulo ministeriale MUR

- I dati relativi all'ente presso cui è stata svolta la ricerca sostenuta 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](mailto: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 svolte nell'annullità a cui si riferisce il Modulo Ministeriale (max. 550 parole).
- **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 (Figure 19).

Nella colonna di sinistra "Costo complessivo" vengono riportate in automatico le voci inserite nell'Administrative Report di AIRC. **Il "TOTALE" della colonna "Costo Complessivo" deve corrispondere all' "Importo da rendiconto AIRC".**

Nella colonna di destra "Quota finanziata con fondi 5 per mille" devono essere inserite le cifre imputate alla quota erogata con i fondi "5 per mille" che possono essere uguali o inferiori a quelle inserite nella corrispondente colonna "Costo complessivo". **Il "TOTALE" della 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 ("Importo provenienza MUR) e nella "Lettera di istruzioni per la gestione del grant" e non può essere superiore alla quota "Amount granted" riportata nel rendiconto AIRC.

*NB: Il file .pdf che si genererà una volta completata la compilazione del rendiconto on line sarà utilizzato da AIRC per rendicontare l'intera somma percepita e avrà un aspetto differente dal form compilato on line.*

Legal Representative

Personnel Involved in the Research

Administrative report

Bio-ethical requirements

Mod MIUR per il 4° Anno

FEA Approval

## Modulo Ministeriale MIUR

[Need help? !\[\]\(b7ebe62773cfea1d878bb2a68e9314f1\_img.jpg\)](#)

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Riferimento:

Ente:

C.F. Ente:

Indirizzo sede legale:

Città:

Principal Investigator:

Nº Telefono:

Email:

Legale rappresentante:

**Attività:**

Total words: 0/500

VOCE DI SPESA	COSTO COMPLESSIVO	QUOTA FINANZIATA CON FONDI 5x1000
<b>Personnel costs:</b> (borsista, a contratto e di ruolo in quota a parte)	0,00 €	0,00 €
<b>Instrumentation and equipment:</b> (ammortamento, canone di locazione/leasing)	0,00 €	0,00 €
<b>Consumables and supplies:</b> (per laboratori di ricerca, ecc.)	0,00 €	0,00 €
<b>Meetings and travel costs:</b> (manifestazioni e convegni, viaggi, missioni, ecc.)	0,00 €	0,00 €
<b>Services:</b>	0,00 €	0,00 €
<b>Maintenance contracts:</b>	0,00 €	0,00 €
<b>Publication costs:</b>	0,00 €	0,00 €
<b>Overheads:</b>	0,00 €	0,00 €
<b>Indirect costs:</b>	0,00 €	0,00 €
<b>TOTALE:</b>	<b>0,00 €</b>	<b>0,00 €</b>
<b>Importo provenienza MIUR:</b>		0,00 €

PREVIOUS
SAVE
NEXT

Figure 19

## Annex III

### Istruzioni per la compilazione dei Moduli Ministeriali relativi all'utilizzo di fondi "5 per mille" con provenienza Ministero della Salute

#### 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](mailto: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 (Figure 20).

Nella colonna di sinistra "Costo complessivo" devono essere inserite per ogni voce di costo le cifre riportate nell'Administrative Report di AIRC. Il **"TOTALE" della colonna "Costo Complessivo" deve corrispondere all' "Importo da rendiconto AIRC"**.

Nella colonna di destra "Quota finanziata con fondi 5 per mille" devono essere inserite le cifre imputate alla quota erogata con i fondi "5 per mille" che possono essere uguali o inferiori a quelle inserite nelle corrispondente colonna "Costo complessivo". Il **"TOTALE" della 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 ("Importo provenienza Ministero Salute) e nella "Lettera di istruzioni per la gestione del grant" e non può essere superiore alla quota "Amount granted" riportata nel rendiconto AIRC.

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



**Modulo Ministeriale Ministero della Salute**

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<input checked="" type="checkbox"/> Legal Representative <input checked="" type="checkbox"/> Personnel Involved in the Research <input checked="" type="checkbox"/> Administrative report <input checked="" type="checkbox"/> Bio-ethical requirements <input checked="" type="checkbox"/> Mod Ministero della Salute per il	Data inizio progetto: Data fine progetto: Legale Rappresentante: <b>Abstract dei risultati ottenuti:</b> <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div> <p>Total words: 0 / 500</p>																														
<input checked="" type="checkbox"/> FEA Approval <a href="#">Check and Submit</a>	<b>Prodotti della Ricerca:</b> (correlati al progetto) <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div>																														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding-bottom: 5px;">VOCE DI SPESA</th> <th style="text-align: center; padding-bottom: 5px;">COSTO COMPLESSIVO</th> <th style="text-align: center; padding-bottom: 5px;">QUOTA FINANZIATA CON FONDI 5x1000</th> </tr> </thead> <tbody> <tr> <td>Personale di ricerca: (borsista, a contratto e di ruolo in quota a parte)</td> <td style="text-align: center;">€ 0,00</td> <td style="text-align: center;">€ 0,00</td> </tr> <tr> <td>Apparecchiature: (ammortamento, canone di locazione/leasing)</td> <td style="text-align: center;">€ 0,00</td> <td style="text-align: center;">€ 0,00</td> </tr> <tr> <td>Materiale d'uso destinato alla ricerca: (per laboratori di ricerca, ecc.)</td> <td style="text-align: center;">€ 0,00</td> <td style="text-align: center;">€ 0,00</td> </tr> <tr> <td>Spese d'organizzazione: (manifestazioni e convegni, viaggi, missioni, ecc.)</td> <td style="text-align: center;">€ 0,00</td> <td style="text-align: center;">€ 0,00</td> </tr> <tr> <td>Elaborazione dati:</td> <td style="text-align: center;">€ 0,00</td> <td style="text-align: center;">€ 0,00</td> </tr> <tr> <td>Spese amministrative:</td> <td style="text-align: center;">€ 0,00</td> <td style="text-align: center;">€ 0,00</td> </tr> <tr> <td><b>Altro (indicare quali):</b> <div style="border: 1px solid black; height: 50px; margin-top: 10px;"></div></td> <td style="text-align: center;"><b>€ 0,00</b></td> <td style="text-align: center;"><b>€ 0,00</b></td> </tr> <tr> <td><b>TOTALE:</b></td> <td colspan="2" style="text-align: center;"><b>€ 0,00</b></td> </tr> <tr> <td><b>Importo da rendiconto AIRC:</b></td> <td colspan="2" style="text-align: center;"><b>€ 0,00</b></td> </tr> </tbody> </table>		VOCE DI SPESA	COSTO COMPLESSIVO	QUOTA FINANZIATA CON FONDI 5x1000	Personale di ricerca: (borsista, a contratto e di ruolo in quota a parte)	€ 0,00	€ 0,00	Apparecchiature: (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	<b>Altro (indicare quali):</b> <div style="border: 1px solid black; height: 50px; margin-top: 10px;"></div>	<b>€ 0,00</b>	<b>€ 0,00</b>	<b>TOTALE:</b>	<b>€ 0,00</b>		<b>Importo da rendiconto AIRC:</b>	<b>€ 0,00</b>	
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Spese amministrative:	€ 0,00	€ 0,00																													
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<b>TOTALE:</b>	<b>€ 0,00</b>																														
<b>Importo da rendiconto AIRC:</b>	<b>€ 0,00</b>																														

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Figure 2012