



Guidelines on EU Project Management and Reporting of Project Expenditures – Please Note

- The first Reporting of project expenditures is due after 1 to 1.5 years (depending on the Grant Agreement). Please familiarize yourself with the Reporting procedures in advance and use the **UHOH Excel template** "[Reporting of Expenditures Template for EU Projects,](#)" which you are provided with here.

- **Please note** that [project-related timesheets](#) must be maintained **from the very beginning**. This requirement applies to all EU projects, **regardless** of the cost reporting model (i.e. also for Lump-Sum projects). These records are **essential** in the event of a financial audit by the EU or for the preparation and audit of a Certificate on the Financial Statements (CFS), as well as for national tax audits.

All timesheets must mandatorily contain the following information:

- Title and project number as indicated in the Grant Agreement (to be entered in the "Project Data" section)
- Name of the grant recipient/beneficiary
- Date, name, and signature of the staff member (to be provided in a timely manner)
- Date, name, and signature of the supervisor (to be provided in a timely manner)
- Total number of working hours and number of hours worked on the project (recommended: on a daily basis)
- Reference to the Work Packages as set out in Annex 1 of the Grant Agreement

It is also **important** that timesheets are signed on a monthly basis and kept up to date. Please ensure that the timesheets are properly retained and submit AW5 scans with each cost report.

You can find a template at

[Working hours: University of Hohenheim](#) -> **Forms: Project-related timesheet**

- At the start of work on the project, please obtain **Consent Declarations** from all staff whose personnel costs will be reported, authorizing the collection and transmission of their salary data, and submit these to AW5.

Additional note: For the purpose of reporting personnel costs, the total remuneration of an individual, rather than only the project-related share, is considered over the entire reporting period. This forms the basis for calculating a daily rate. The calculation is based on a maximum of 215 eligible days per year (corresponding to 1,720 hours per year at 8 hours per day).

Contact: For questions regarding Reporting of project expenditures, please contact your case manager in AW5 or aw-drittmittel@verwaltung.uni-hohenheim.de