



**Busta n. 2**

- A. I programmi di finanziamento della ricerca in ambito europeo.
- B. Operazioni amministrativo-contabili per l'apertura di un progetto di ricerca istituzionale.
- C. Gli organi dell'Istituto di BioRobotica: composizione e funzioni.
- D. Cosa significa BCC nell'utilizzo della posta elettronica.
- E. Traduzione e comprensione del seguente testo in lingua inglese:

**ARTICLE 20 — RECORD-KEEPING**

**20.1 ...**

*Moreover, the following is needed for specific budget categories:*

*(e) for personnel costs: time worked for the beneficiary under the action must be supported by declarations signed monthly by the person and their supervisor, unless another reliable time-record system is in place; the granting authority may accept alternative evidence supporting the time worked for the action declared, if it considers that it offers an adequate level of assurance*

*(f) additional record-keeping rules: not applicable.*

*The records and supporting documents must be made available upon request (see Article 19) or in the context of checks, reviews, audits or investigations (see Article 25).*

*If there are on-going checks, reviews, audits, investigations, litigation or other pursuits of claims under the Agreement (including the extension of findings; see Article 25), the beneficiaries must keep these records and other supporting documentation until the end of these procedures.*

*The beneficiaries must keep the original documents. Digital and digitalised documents are considered originals if they are authorised by the applicable national law. The granting authority may accept non-original documents if they offer a comparable level of assurance.*



**Busta n. 3**

- A. La quota premiale nell'ambito dei progetti PRIN: criteri per il calcolo e per la rendicontazione.
- B. Il portale Funding and Tenders: funzione, ruoli ed attività.
- C. La disciplina delle missioni fuori sede ai sensi del Manuale di amministrazione della Scuola Sant'Anna.
- D. Le combinazioni rapide da tastiera per i comandi copia/incolla/taglia.
- E. Traduzione e comprensione del seguente testo in lingua inglese:

**21.2 Periodic reporting: Technical reports and financial statements**

...

*The financial part of the periodic report includes:*

- *the financial statements (individual and consolidated; for all beneficiaries/affiliated entities)*
- *the explanation on the use of resources (or detailed cost reporting table, if required)*
- *the certificates on the financial statements (CFS) (if required; see Article 24.2 and Data Sheet, Point 4.3).*

*The financial statements must detail the eligible costs and contributions for each budget category and, for the final payment, also the revenues for the action (see Articles 6 and 22).*

*All eligible costs and contributions incurred should be declared, even if they exceed the amounts indicated in the estimated budget (see Annex 2). Amounts that are not declared in the individual financial statements will not be taken into account by the granting authority.*

*By signing the financial statements (directly in the Portal Periodic Reporting tool), the beneficiaries confirm that:*

- *the information provided is complete, reliable and true*
- *the costs and contributions declared are eligible (see Article 6)*
- *the costs and contributions can be substantiated by adequate records and supporting documents (see Article 20) that will be produced upon request (see Article 19) or in the context of checks, reviews, audits and investigations (see Article 25)*
- *for the final periodic report: all the revenues have been declared (if required; see Article 22).*

...



**Busta n. 4**

- A. ERC e FIS: analogie e differenze anche in merito agli aspetti della rendicontazione
- B. L'assegnazione di budget durante il ciclo di vita di un progetto.
- C. I corsi e i titoli rilasciati dalla Scuola Sant'Anna. Il coinvolgimento dei PhD nei progetti di ricerca.
- D. Come si deve procedere per trasformare un documento WORD in PDF.
- E. Traduzione e comprensione del seguente testo in lingua inglese:

***From Horizon Europe - Work Programme 2021-2022***

***General Annexes***

***Gender equality plans and gender mainstreaming***

*To be eligible, legal entities from Member States and Associated Countries that are public bodies, research organisations or higher education establishments (including private research organisations and higher education establishments) must have a gender equality plan, covering the following minimum process-related requirements:*

- publication: a formal document published on the institution's website and signed by the top management;*
- dedicated resources: commitment of resources and expertise in gender equality to implement the plan;*
- data collection and monitoring: sex/gender disaggregated data on personnel (and students, for the establishments concerned) and annual reporting based on indicators;*
- training: awareness raising/training on gender equality and unconscious gender biases for staff and decision-makers.*

*Content-wise, it is recommended that the gender equality plan addresses the following areas, using concrete measures and targets:*

- work-life balance and organisational culture;*
- gender balance in leadership and decision-making;*
- gender equality in recruitment and career progression;*
- integration of the gender dimension into research and teaching content;*
- measures against gender-based violence, including sexual harassment.*

**Busta n. 5**

- A. Le tipologie di costo in una azione Marie Curie - Doctoral networks e le regole della mobilità.
- B. Review / audit: similitudini e differenze tra programmi di finanziamento nazionali e internazionali.
- C. Il piano di orientamento strategico ai sensi dello Statuto della Scuola Sant'Anna.
- D. Le principali estensioni di file relativo al pacchetto OFFICE.
- E. Traduzione e comprensione del seguente testo in lingua inglese:

**21.3 Currency for financial statements and conversion into euros**

*The financial statements must be drafted in euro.*

*Beneficiaries with general accounts established in a currency other than the euro must convert the costs recorded in their accounts into euro, at the average of the daily exchange rates published in the C series of the Official Journal of the European Union (ECB website), calculated over the corresponding reporting period.*

*If no daily euro exchange rate is published in the Official Journal for the currency in question, they must be converted at the average of the monthly accounting exchange rates published on the European Commission website (InforEuro), calculated over the corresponding reporting period.*

*Beneficiaries with general accounts in euro must convert costs incurred in another currency into euro according to their usual accounting practices.*



**Busta n. 6**

- A. Le forme contrattuali/ tipologie di personale da poter rendicontare su progetti PRIN e le relative caratteristiche.
- B. Varianti /emendamenti: similitudini e differenze tra programmi di finanziamento nazionali/regionali e comunitari.
- C. Gli organi della Scuola Sant'Anna ai sensi dello Statuto.
- D. Come condividere con un soggetto esterno numerosi file di grandi dimensioni.
- E. Traduzione e comprensione del seguente testo in lingua inglese:

**ARTICLE 16**

**16.1 Background and access rights to background**

*The beneficiaries must give each other and the other participants access to the background identified as needed for implementing the action, subject to any specific rules in Annex 5.*

*'Background' means any data, know-how or information — whatever its form or nature (tangible or intangible), including any rights such as intellectual property rights — that is:*

- (a) held by the beneficiaries before they acceded to the Agreement and*
- (b) needed to implement the action or exploit the results.*

*If background is subject to rights of a third party, the beneficiary concerned must ensure that it is able to comply with its obligations under the Agreement.*

**16.2 Ownership of results**

*The granting authority does not obtain ownership of the results produced under the action.*

*'Results' means any tangible or intangible effect of the action, such as data, know-how or information, whatever its form or nature, whether or not it can be protected, as well as any rights attached to it, including intellectual property rights.*



**Busta n. 7**

- A. Le spese per la diffusione e la protezione dei risultati nei progetti PRIN.
- B. Il calcolo del costo del personale coinvolto in un progetto nei programmi H2020 e Horizon Europei.
- C. Gli Istituti della Scuola Sant'Anna: competenze e modalità di istituzione ai sensi dello Statuto.
- D. Se cancelliamo un file spostandolo nel cestino è possibile recuperarlo?
- E. Traduzione e comprensione del seguente testo in lingua inglese:

***From Horizon Europe - Work Programme 2021-2022***

***General Annexes***

***C — Financial and operational capacity and exclusion***

*Financial capacity*

*Applicants must have stable and sufficient resources to successfully implement the projects and contribute their share. Organisations participating in several projects must have sufficient capacity to implement all these projects.*

*The financial capacity check will be done on the basis of the documents uploaded in the Participant Register during the grant preparation stage (e.g. profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc.). The analysis will be based on neutral financial indicators, but will also take into account other aspects, such as dependency on EU funding and deficit and revenue in previous years.*

*The check will normally be done for the coordinator if the requested grant amount is equal to or greater than EUR 500 000, except for:*

- *public bodies (entities established as a public body under national law, including local, regional or national authorities) or international organisations; and*
- *cases where the individual requested grant amount is not more than EUR 60 000 (low-value grant).*



**Busta n. 9**

- A. Consortium Agreement ed ATS: finalità, contenuti e adempimenti per la costituzione.
- B. Operazioni amministrativo-contabili per l'apertura di un progetto di ricerca commerciale.
- C. I compiti e le modalità di funzionamento del collegio dei revisori ai sensi delle fonti interne della Scuola Sant'Anna.
- D. Che tipo di documenti permette di creare Power Point?
- E. Traduzione e comprensione del seguente testo in lingua inglese:

**24.2 Certificate on the financial statements (CFS)**

*If required by the granting authority (see Data Sheet, Point 4.3), the beneficiaries must provide certificates on their financial statements (CFS), in accordance with the schedule, threshold and conditions set out in the Data Sheet.*

*The coordinator must submit them as part of the periodic report (see Article 21).*

*The certificates must be drawn up using the template published on the Portal, cover the costs declared on the basis of actual costs and costs according to usual cost accounting practices (if any), and fulfil the following conditions:*

*(a) be provided by a qualified approved external auditor which is independent and complies with Directive 2006/43/EC (or for public bodies: by a competent independent public officer)*

*(b) the verification must be carried out according to the highest professional standards to ensure that the financial statements comply with the provisions under the Agreement and that the costs declared are eligible.*

*The certificates will not affect the granting authority's right to carry out its own checks, reviews or audits, nor preclude the European Court of Auditors (ECA), the European Public Prosecutor's Office (EPPO) or the European Anti-Fraud Office (OLAF) from using their prerogatives for audits and investigations under the Agreement (see Article 25).*

*If the costs (or a part of them) were already audited by the granting authority, these costs do not need to be covered by the certificate and will not be counted for calculating the threshold (if any).*