



European Rare Diseases
Research Alliance

Guidelines Financial report for ERDERA NSS event

Please follow these steps one by one to complete your financial report

- (1) **Go to Worksheet “Budget overview” in the Excel: put the file number of ZonMw and the title of your networking event in the cells next to the ERDERA logo.**
- (2) Go to Worksheet “Budget overview” in the Excel: Complete column B (Budget plan) with amounts your original budget plan in your application.
- (3) Go to the Worksheet “Travel and hotel”: Complete the tables with your realised costs. Number the supporting documents according to the numbering/description in the tables.
- (4) Go to the other Worksheets “Costs spec. face to face” and “Costs spec. online”: Complete the tables with your realised costs. Number the supporting documents according to the numbering/description in the tables.
- (5) Go back to Worksheet “Budget overview”: you will see that all costs you indicated in the other Worksheets are copied in Column C (Realisation).

Stay in Worksheet “Budget overview” for the next steps

- (6) Check the total amount of realised costs (row A – Total Expenses).
- (7) If there is co-funding for the event complete row B – Co-funding in cash.
**Co-funding (e.g. asking a registration fee or receiving a financial contribution of an industry partner) is allowed. However, making a profit out of the event is not allowed.*
- (8) Check the costs in row “C. Budget plan summary” and the amounts in row “D. Requested budget (max €30.000,--)”.
- (9) Write a justification for the requested budget of NSS (max. 30.000 €) in the yellow text box under “Justification”.
- (10) Complete and sign the financial report both by the Principal applicant and by the financially responsible person of the institute of the Principal applicant.
- (11) Send the completed and signed financial report AND the supporting documents in an email to ERDERA@zonmw.nl.