



**European Union**  
**European Social Fund**  
Investing in jobs and skills

## **2007 2013 ACTION NOTE**

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### **SUBMISSION OF ESF CLAIMS FOR STAFF COSTS**

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## **WHO**

Managing Authority regional teams, Intermediate Bodies (IBs), Non CFOs, Technical Assistance and Innovation, Transnational and Mainstreaming Projects.

## **WHAT**

This action note gives clarification on the process for Non CFO, Technical Assistance and Innovation, Transnational and Mainstreaming projects claiming staff costs through the INES IT system. This action note comes into effect from the date of issue.

## **CLEARED**

Ian Chapman      ESF Division  
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# ACTION

1. When submitting claims for staff costs on INES, projects are required to input individual staff names, number of hours worked and hourly salary rates. In some instances projects are grouping together staff costs and providing a summary of the total costs. This is not acceptable projects should list all staff individually, if summarised costs are provided claims should be rejected and returned to the applicant for costs to be broken down for each individual.

2. We are aware that there is currently a maximum limit to the number of lines of expenditure which can be reported through INES. Projects are advised where the number of staff costs being claimed exceeds this limit (61 lines) then one entry for all staff salaries should be entered and a separate breakdown of costs should be completed (see annex 1). The annex should then be emailed to the GO/IB contact when the claim is submitted. Claims should only be certified once the annex has been received. The annex should then be sent to ESFD MA Delivery for scrutiny with the INES claim and will be uploaded onto the system.

3. Other staff costs such as travel expenses, staff training, etc should continue to be listed on INES under 'Other Staff Related Costs'.

4. An amendment to the system is under development that will allow all staff costs to be listed even when the limit is exceeded.

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