



HORIZON 2020

Project Management and Reporting

Marcos CARVALHO SUZUKI
Common Service for Business Processes

*Research and
Innovation*

Outline

- *Monitoring project implementation*
- *Reporting obligations*
- *IT – Continuous reporting module*
- *IT – Periodic reporting module*
- *'How to'*

Monitoring Project Implementation

- ✓ *The Commission/Agency must monitor the activities of the projects in order to assess and verify:*
 - ✓ **that the beneficiaries implement the project as described in Annex 1 of the Grant Agreement (GA) (Description of the action – DoA).**
 - ✓ **the eligibility of the costs claimed.**
- ✓ *In order for the Commission/Agency to verify that the project is implemented properly, the beneficiaries must submit any information requested, and in particular the **deliverables and reports** detailed in the GA.*

Project Officers monitor projects.
External experts may assist.

Monitoring Project Implementation

- Timing

- ✓ Monitoring project implementation is a **continuous task** that can take place at any moment during the active period of the project (and beyond)
- ✓ but there are key contractual tasks that make project monitoring most relevant at certain periods in project's life , in particular after each **reporting period** at the time of **payments**.

Review meetings may be organised regularly, normally after each reporting period.
External experts may assist.

Project reporting obligations

- ✓ Deliverables (as described in DoA)
- ✓ Periodic Report (within 60 days following the end of each reporting period)
 - ✓ **Periodic technical report**
 - ✓ **Periodic financial report**
- ✓ Final Report (in addition to the periodic report for the last reporting period)
 - ✓ **Final technical report – summary for publication**
 - ✓ **Final financial report – CFSs**

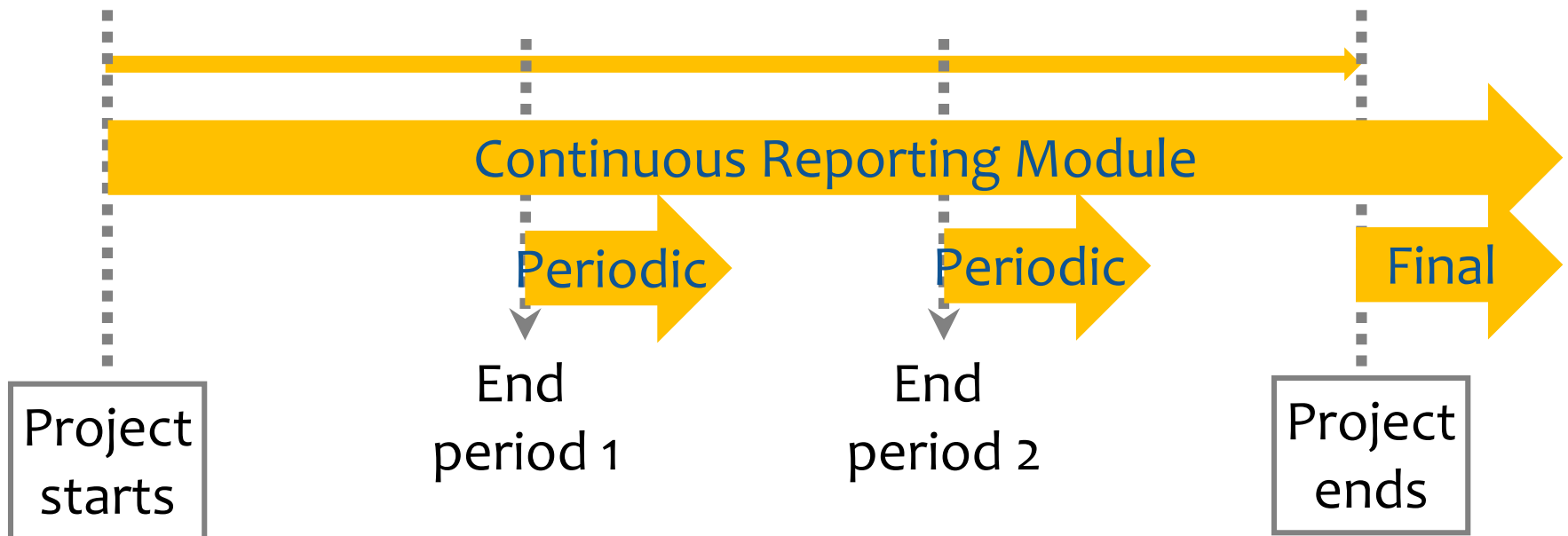
Article 19 of the
GA

Article 20 of the
GA

Electronic
submission via the
Participant Portal.

Reporting modules overview

- ✓ Continuous reporting module
- ✓ Periodic reporting module



Continuous reporting module

(activated at the time project starts)

- ✓ Publishable summary
- ✓ Submit deliverables
- ✓ Report progress in achieving milestones
- ✓ Follow up critical risks
- ✓ Questionnaire on horizontal issues
 - ✓ Publications
 - ✓ Communications activities
 - ✓ Rest of questionnaire on horizontal issues

Periodic reporting module

(activated at the end of reporting periods)

Technical Report

- ✓ Part A
 - ✓ Publishable summary
 - ✓ Deliverables, milestones, risks, etc.
 - ✓ Answers to the questionnaire (H2020 KPI*)
- ✓ Part B – narrative part
 - ✓ Explanation of the work carried out by the beneficiaries and overview of progress
 - ✓ Update of the plan for exploitation and dissemination of results
 - ✓ Explanations on deviations from DoA

Information entered in the IT tool through the **Continuous Reporting** module.

Submitted in a PDF through the **Periodic Reporting** module.

Periodic reporting module

(activated at the end of reporting periods)

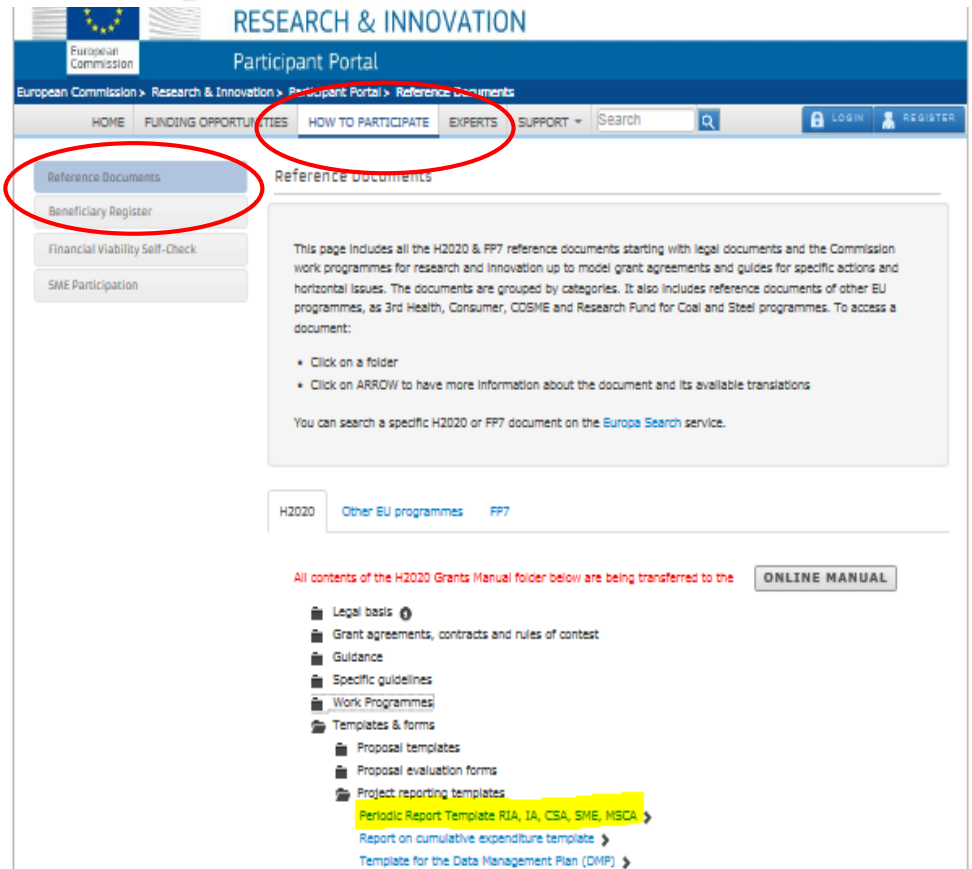
Financial report

- ✓ Individual **financial statements** (Annex 4 to the GA)
- ✓ Explanations on the **use of resources** and the information on subcontracting and in-kind contributions provided by third parties
- ✓ A **periodic summary financial statement** including the request for payment

Report generated automatically by the IT tool based on the information entered through the **Periodic Reporting** module.

Periodic report - templates

- ✓ Template for periodic report for RIA, IA, CSA, SME instrument and MSCA, published in the Participant Portal
 - ✓ Part A
 - ✓ Part B
 - ✓ Use of resources report



RESEARCH & INNOVATION
Participant Portal

European Commission > Research & Innovation > Participant Portal > Reference Documents

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search LOGIN REGISTER

Reference Documents

Beneficiary Register

Financial Viability Self-Check

SME Participation

Reference Documents

This page includes all the H2020 & FP7 reference documents starting with legal documents and the Commission work programmes for research and innovation up to model grant agreements and guides for specific actions and horizontal issues. The documents are grouped by categories. It also includes reference documents of other EU programmes, as 3rd Health, Consumer, COSME and Research Fund for Coal and Steel programmes. To access a document:

- Click on a folder
- Click on ARROW to have more information about the document and its available translations

You can search a specific H2020 or FP7 document on the [Europe Search](#) service.

H2020 Other EU programmes FP7

All contents of the H2020 Grants Manual folder below are being transferred to the [ONLINE MANUAL](#)

- Legal basis
- Grant agreements, contracts and rules of contest
- Guidance
- Specific guidelines
- Work Programmes
- Templates & forms
 - Proposal templates
 - Proposal evaluation forms
 - Project reporting templates
 - Periodic Report Template RIA, IA, CSA, SME, MSCA
 - Report on cumulative expenditure template
 - Template for the Data Management Plan (DMP)

Continuous reporting module

Deliverables plus Periodic Reporting information that can be optionally entered at any time during the life of the project

External users: how to



Log in to the
Funding &
Tenders Portal.



Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

English
Register Login

- SEARCH FUNDING & TENDERS
- HOW TO PARTICIPATE
- PROJECTS & RESULTS
- WORK AS AN EXPERT
- SUPPORT

select programme

The Funding & Tenders Portal is the single entry point (the Single Electronic Data Interchange Area) for applicants, contractors and experts in funding programmes and procurements managed by the European Commission.

Feedback

Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes...

Search

What are calls for proposals? >

What are calls for tenders? >

How to participate in 5 steps >

Calls for proposals by EU Programme >

News >

Other funding and data >

Go to 'My Projects'
section.
Then click on Manage
Projects in Actions menu



European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA) | Welcome Isabel Vergara ogando (vergais)

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

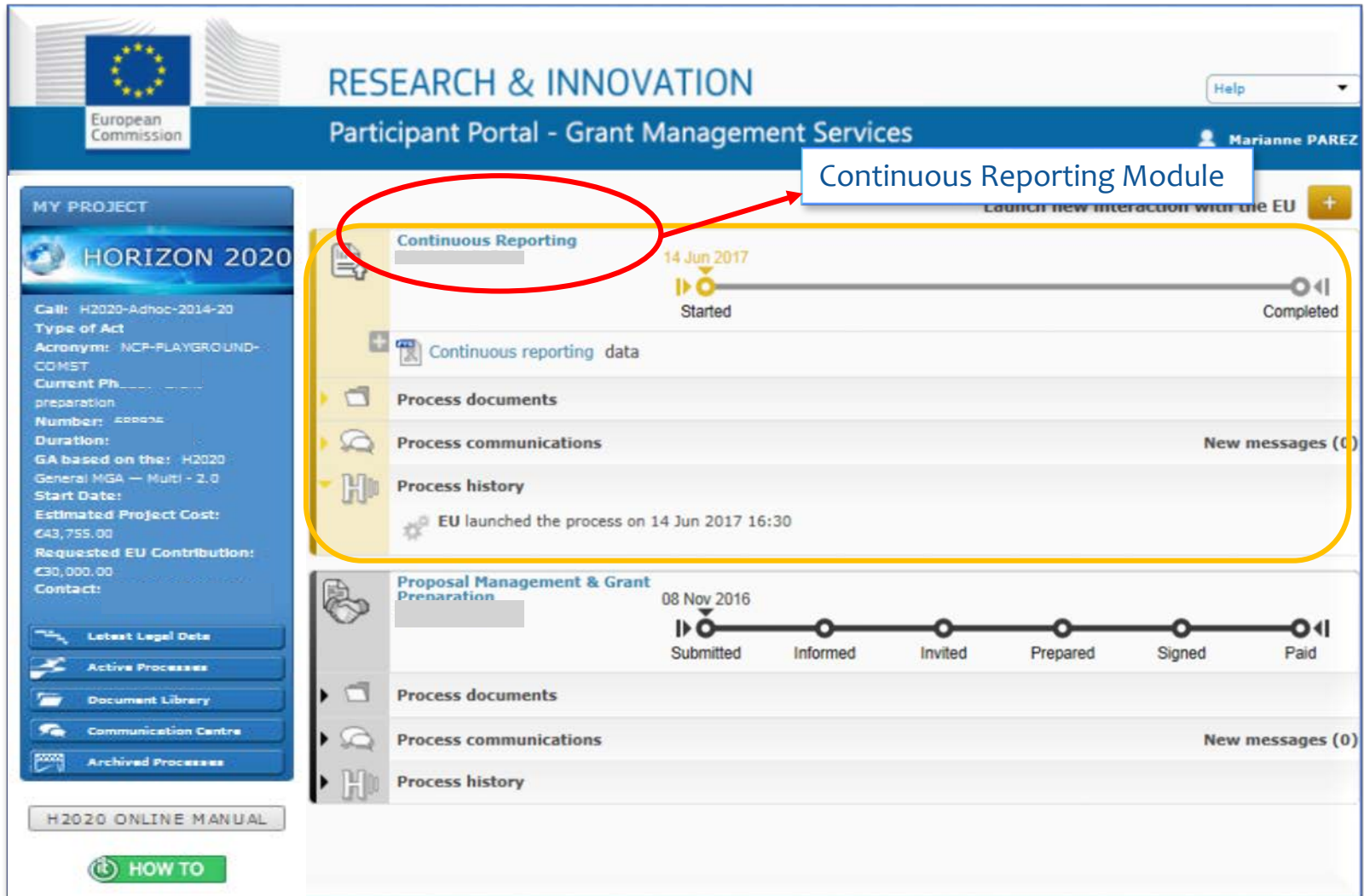
My Project(s)

Download excel list of those projects

| CRONYM | CALL | PROGRAM | PROJECT | PHASE | ACTIONS |
|----------------------|---------------------|---------|---------|-------|------------------------|
| NCP-PLAYGROUND-COMST | H2020-Adhoc-2014-20 | H2020 | 688926 | | 2 Actions |

© 2018 European Commission | About | Feedback | Cookies | Legal Notice | APIs

The screenshot shows the 'My Project(s)' section of the European Commission's SEDIA portal. A red box highlights the 'My Project(s)' menu item in the left sidebar. Another red box highlights the 'Manage Project' option in the 'Actions' dropdown menu for the first project listed in the table.



RESEARCH & INNOVATION
Participant Portal - Grant Management Services

European Commission

Help

Marianne PAREZ

Launch new interaction with the EU +

MY PROJECT

HORIZON 2020

Call: H2020-Adhoc-2014-20
Type of Act
Acronym: NCP-PLAYGROUND-COMST
Current Ph preparation
Number: 488926
Duration:
GA based on the: H2020
General MGA — Multi - 2.0
Start Date:
Estimated Project Cost:
€43,755.00
Requested EU Contribution:
€30,000.00
Contact:

Latest Legal Data
Active Processes
Document Library
Communication Centre
Archived Processes

H2020 ONLINE MANUAL

HOW TO

Continuous Reporting 14 Jun 2017
Started Completed

Continuous reporting data

Process documents
Process communications New messages (0)
Process history
EU launched the process on 14 Jun 2017 16:30

Proposal Management & Grant Preparation 08 Nov 2016
Submitted Informed Invited Prepared Signed Paid

Process documents
Process communications New messages (0)
Process history



Grant Management Project Continuous Report

920939 (920939 AURI) CSA

HORIZON 2020

Call: H2020-SCC-2014-2015 Topic: SCC-03-2015 Unit: CNECT/R...02

Summary for publication ✓ Deliverables i Milestones i Critical Risks ✓ Publications ✓ Disseminat... ✓ Patents (IPR) ✓ Innovation ✓ SME Impact ✓ Open Data i Gender ✓ Energy ✓ ABS Regulation i

Summary for publication

The summary for publication should be written as a "stand-alone" text, in a language easily understandable by a broader public and must not contain any confidential data

Summary of the context and overall objectives of the project (For the final period, include the conclusions of the action)

This section should include information on:

- What is the problem/issue being addressed?
- Why is it important for society?
- What are the overall objectives?

gjfsgj

Work performed from the beginning of the project to the end of the period covered by the report and main results achieved so far (For the final period please include an overview of the results and their exploitation and dissemination)

fgjfgj

Progress beyond the state of the art, expected results until the end of the project and potential impacts (including the socio-economic impact and the wider societal implications of the project so far)

fgjfgj

Address (URL) of the project's public website

http://www.sdsgg.be

Images attached to the Summary for publication

| Image Name | Image Description | Actions |
|-----------------------------------|-------------------|---------|
| Error comment.png | | |

- All fields are mandatory.
- Strongly recommended to upload at least one image under 'Publishable Summary's associated images'.



Grant Management | Project Continuous Report | ndevugen (EXTERNAL) | goFund

920939 (920939 AURI) | CSA | Summary for publication | **Deliverables** | Milestones | Critical Risks | Publications | Disseminat... | Patents (IPR) | Innovation | SME Impact | Open Data | Gender | Energy | ABS Regulation

Call: H2020-SCC-2014-2015 | Topic: SCC-03-2015 | Unit: CNECT/R/02

!!!!!! All H2020 Deliverables flagged with the dissemination level 'PUBLIC' will be published in Cordis, once approved.

Deliverables

For each Deliverable, a single file (max 52MB) can be uploaded

| WP No | Del | Del N | Title | Description | Leac | Nature | Dissemin | Est. Del. Date (ann) | Receipt I | Approval D | Status |
|-------|------|-------|-----------------------|---------------------------|------|--------------|----------|----------------------|-----------|------------|----------|
| WP1 | D1.1 | D1 | Periodic Activity Rep | The series of standard E | | Report | Confide | 30 Jun 2018 | | | Pending |
| WP1 | D1.2 | D2 | Periodic Activity Rep | The series of standard E | | Report | Confide | 30 Nov 2019 | | | Pending |
| WP2 | D2.1 | D3 | Pilots definition and | Definition of use cases a | | Report | Public | 31 Aug 2017 | 15 Sep | | Submi... |
| WP2 | D2.2 | D4 | Architecture design | The first version of the | | Report | Public | 30 Nov 2017 | 30 Nov | | Submi... |
| WP2 | D2.3 | D5 | Updated requiremen | T3.1 Based on experienc | | Report | Public | 30 Sep 2018 | | | Pending |
| WP3 | D3.1 | D6 | Verification and Vali | Elaborates the V&V stra | | Report | Public | 30 Sep 2017 | 23 Oct | | Submi... |
| WP3 | D3.2 | D7 | First prototype of Vh | This is the first prototy | | Demonstrator | Public | 31 Mar 2018 | | | Pending |
| WP3 | D3.3 | D8 | Enriched Store for VI | Enhanced version of the | | Demonstrator | Public | 28 Feb 2019 | | | Pending |

Upload a deliverable

Draft

Submit the deliverable

Submitted

Submitted

- The status of the deliverable is 'Pending' when a deliverable hasn't been uploaded yet.
- If the deliverable's estimated delivery date falls in a given reporting period and the deliverable is not submitted here on time, before the periodic report is 'Locked for review', participants will be asked to justify the delay (in the Periodic Reporting module).



Grant Management Project Continuous Report

920939 (920939 AUR) CSA

HORIZON 2020

Call: H2020-SCC-2014-2015

Topic: SCC-03-2015 Unit: CNECT/R/02

Summary for publication Deliverables Milestones Critical Risks Publications Disseminat... Patents (IPR) Innovation SME Impact Open Data Gender Energy ABS Regulation

Add a new comment for the deliverable 'D1 - deliverable title'

You have chosen to add a comment for the deliverable 'D1 - deliverable title'. You will not be able to modify the comment afterwards.
Please provide a comment (mandatory)

Ok Cancel

History of comments for the deliverable 'D1 - deliverable title' (starting from the most recent action)

Date/Timestamp: 2017-11-15 11:36:28.922 Action: COMMENT User: ndevugen
ffff

Deliverables

For each Deliverable, a single file (max 52MB)

| WP No | Del | Del No | Title |
|-------|------|--------|------------------------|
| WP1 | D1.1 | D1 | D1 - deliverable title |

- Before submission a comment can be added and user is asked for confirmation whether they want to submit.
- All beneficiaries can upload deliverables, but only the coordinator can submit them.
- Each time a deliverable has been submitted, the EU Officers will be notified.
- Each time the EU Officers reject the deliverable, the Coordinator Contacts and the Participant Contacts are notified through the Participant Portal Notification System.



Grant Management | Project Continuous Report | ndevugen (EXTERN)

920939 (920939 AURI) | CSA | HORIZON 2020 | Call: H2020-SCC-2014-2015 | Topic: SCC-03-2015 | Unit: CNECT/R/02

Summary for publication | Deliverables | **Milestones** | Critical Risks | Publications | Disseminat... | Patents (IPR) | Innovation | SME Impact | Open Data | Gender | Energy | ABS Regulation

Milestones

| Number | Name | Lead Beneficiary | Delivery Date (Annex I) | Achieved | Delivery Date (actual) | Comments |
|--------|----------------|------------------|-------------------------|--------------------------|------------------------|----------|
| 1 | milestone name | AST | 01 Mar 2014 | <input type="checkbox"/> | <input type="text"/> | |

- The milestones entered during the Grant Preparation are displayed here.
- It has to be indicated whether the milestone has been achieved or not and select the delivery date.



Grant Management | Project Continuous Report

920939 (920939 AURI) | CSA

THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION
HORIZON 2020

Call: H2020-SCC-2014-2015
Topic: SCC-03-2015 | Unit: CNECT/R/02

Summary for publication ✓ | Deliverables i | Milestones i | **Critical Risks ✓** | Publications ✓ | Disseminat... ✓ | Patents (IPR) ✓ | Innovation ✓ | SME Impact ✓ | Open Data i | Gender ✓ | Energy ✓ | ABS Regulation i

Critical Risks

Foreseen Risks (Annex-I)

| Number | Description | Work Package No. | Risk Mitigation Measures | State of the Play Reference Reporting Period | State of the Play Mitigation Measures Applied | State of the Play Risk Materialized | State of the Play Comments | Actions |
|--------|---------------------------|------------------|--------------------------|--|---|-------------------------------------|----------------------------|---------|
| 1 | Critical risk description | 1 | Measures description | 2 | No | No | | |

Risk State of Play

Reference Reporting Period: [dropdown]

Did you apply the risk-mitigation measures? Yes No

Did the risk materialize? Yes No

Please add here your comments. If the risk-mitigation measures couldn't be applied, please explain why.

[Add] [Cancel]

Unforeseen Risks

There are no unforeseen critical risks.

[+ Add Unforeseen Risks](#)

- Foreseen risks have already been indicated at the Grant Agreement Preparation phase and are automatically displayed.
- Unforeseen risks can be added.
- The State of play for any risk (both unforeseen and foreseen) can be updated



Publications (from OpenAire)

Grant Management | Project Continuous Report | ndevugen (EXTERNAL) | goFund

920939 (920939 AURI) | CSA | Summary for publication | Deliverables | Milestones | Critical Risks | **Publications** | Disseminat... | Patents (IPR) | Innovation | SME Impact | Open Data | Gender | Energy | ABS Regulation

Call: H2020-SCC-2014-2015 | Topic: SCC-03-2015 | Unit: CNECT/R/02

This project does not currently have any scientific publication

Suggested Publication from Open Aire (19 publications)

| No. | Type | Title | Authors | Title of the Journal/Proc./Book | Date of Acceptance | D.O.I. | Non-D.O.I. Webli... | Actions |
|-----|---------|-------|---------|---------------------------------|--------------------|--------|--------------------------|---------|
| 5 | Article | | | | 01/01/2014 | | <input type="checkbox"/> | X |
| 6 | Article | | | | 27/12/2013 | | <input type="checkbox"/> | X |
| 7 | Article | | | | 05/06/2013 | | <input type="checkbox"/> | X |
| 8 | Article | | | | 20/03/2013 | | <input type="checkbox"/> | X |
| 9 | Article | | | | 01/01/2013 | | <input type="checkbox"/> | X |
| 10 | Article | | | | 01/01/2013 | | <input type="checkbox"/> | X |
| 11 | Article | | | | 01/01/2013 | | <input type="checkbox"/> | X |
| 12 | Article | | | | 01/01/2013 | | <input type="checkbox"/> | X |
| 13 | Article | | | | 05/11/2012 | | <input type="checkbox"/> | X |
| 14 | Article | | | | 04/09/2012 | | <input type="checkbox"/> | X |

Project Publications (0 publications)

| No. | Type | Title | Authors | Title of the Journal/Proc./Book | Number, date or freq. of the Journal/Proc./Book | D.O.I. | Repository | Actions |
|-----|------|-------|---------|---------------------------------|---|--------|------------|--|
| | | | | | | | | + Manually Add Publication |

Validate

920939 (920939 AURI)
Call: H2020-SCC-2014-2015
Topic: SCC-03-2015

Publications

This project does not contain publications

Suggested publications

Project publications (0)

New publication

Please provide a DOI for the publication (recommended) or fill-in manually the required information.

DOI

Type of publication

Repository Link

Link to the publication

Title

Authors

Title of the Journal/Proceedings/Books series/Book (for book chapters)

Number, date or frequency of the Journal/Proceedings/Book

Relevant Pages

ISBN

Publisher

Place of publication

Year of publication

Is this publication available in Open-Access, or will it be made available? Yes - available in Green Open Access *
 Yes - available in Gold Open Access *
 No

Is this a peer-reviewed publication? Yes No *

Is this a joint public/private publication? Yes No *

* mandatory fields

[Add publication](#) [Cancel](#)

ndeuvgen (EXTERN)

goFund

ABS Regulation

Manually add publication

Validate



Article 29.2 of the Grant Agreement

Each beneficiary **must** ensure **open access** (free of charge, online access for any user) to **all peer-reviewed scientific publications** relating to its results.

Article 29.6 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the **grant may be reduced** (see Article 43). Such a breach may also lead to any of the other measures described in Chapter 6.



Grant Management | Project Continuous Report | ndevugen (EXTERN) | goFund

| | | | | | | | | | | | | | |
|--|-------------------------|--------------|------------|----------------|--------------|---------------|---------------|------------|------------|-----------|--------|--------|----------------|
| 920939 (920939 AURI) CSA | Summary for publication | Deliverables | Milestones | Critical Risks | Publications | Disseminat... | Patents (IPR) | Innovation | SME Impact | Open Data | Gender | Energy | ABS Regulation |
| Call: H2020-SCC-2014-2015 Topic: SCC-03-2015 Unit: CNECT/R/02 | ✓ | i | i | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | i | ✓ | ✓ | i |

Dissemination & Communication Activities

Specify the total funding amount used for Dissemination and Communication activities linked to the project

Total Funding Amount

Specify the number of Dissemination and Communication activities linked to the project for each of the following categories

| | |
|--|--------------------------------|
| Organisation of a Conference | <input type="text" value="0"/> |
| Organisation of a Workshop | <input type="text" value="0"/> |
| Press release | <input type="text" value="0"/> |
| Non-scientific and non-peer-reviewed publication (popularised publication) | <input type="text" value="0"/> |
| Exhibition | <input type="text" value="0"/> |
| Flyer | <input type="text" value="0"/> |
| Training | <input type="text" value="0"/> |
| Social Media | <input type="text" value="0"/> |
| Website | <input type="text" value="0"/> |
| Communication Campaign (e.g. Radio, TV) | <input type="text" value="0"/> |
| Participation to a Conference | <input type="text" value="0"/> |
| Participation to a Workshop | <input type="text" value="0"/> |
| Participation to an Event other than a Conference or a Workshop | <input type="text" value="0"/> |
| Video/Film | <input type="text" value="0"/> |
| Brokerage Event | <input type="text" value="0"/> |

Validate



Grant Management | Project Continuous Report | ndevugen (EXTERN)

| | | | | | | | | | | | | | |
|--|-------------------------|--------------|------------|----------------|--------------|---------------|---------------|------------|------------|-----------|--------|--------|----------------|
| 920939 (920939 AURI) CSA | Summary for publication | Deliverables | Milestones | Critical Risks | Publications | Disseminat... | Patents (IPR) | Innovation | SME Impact | Open Data | Gender | Energy | ABS Regulation |
| Call: H2020-SCC-2014-2015 Topic: SCC-03-2015 Unit: CNECT/R/02 | | | | | | | | | | | | | |

Patents (IPR)

This project does not have any Registered Intellectual Property Right yet

Important! If a filed application is rejected by the IPR authority during the course of the EU funded action (the project's duration) then you must remove the concerned item from the IPR list.

There are no Intellectual Property Right registered.

its (IPR)

This project does not have any Registered Intellectual Property Right yet.

Important! If a filed application is rejected by the IPR authority during the course of the EU funded action (the project's duration) then you must remove the concerned item from the IPR list.

There are no Intellectual Property Right registered.

New Intellectual Property Right

- Intellectual Property Right Type and Confidentiality
- Application Reference Code
- IPR Common Data

Intellectual Property Right Type and Confidentiality

Type

IPR is Confidential

* mandatory fields

- Patent
- Trademark
- Registered Design
- Utility Model
- Other

Next Cancel

not have any Registered Intellectual Property Right yet

ed application

New Intellectual Property Right

Intellectual Property Right Type and Confidentiality **Application Reference Code** IPR Common Data

Application Reference Code

Please specify an Application for this IPR

i You must indicate only one application or awarded patent for the very same IPR subject. You don't need to list more than one application or awarded patent if the same IPR subject is filed with multiple IPR authorities

IPR filed with the European Patent Office (recommended) IPR filed with a different organisation

Search by Application Reference or Award Publication Number [Search](#)

* mandatory fields

[Previous](#) [Cancel](#)



Grant Management | Project Continuous Report | ndevugen (EXTERNAL) | goFund

| | | | | | | | | | | | | | |
|--|-------------------------|--------------|------------|----------------|--------------|---------------|---------------|-------------------|------------|-----------|--------|--------|----------------|
| 920939 (920939 AURI) CSA | Summary for publication | Deliverables | Milestones | Critical Risks | Publications | Disseminat... | Patents (IPR) | Innovation | SME Impact | Open Data | Gender | Energy | ABS Regulation |
| Call: H2020-SCC-2014-2015 Topic: SCC-03-2015 Unit: CNECT/R/02 | ✓ | i | i | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | i | ✓ | ✓ | i |

Innovation

Does the project include the following activities and, if so, how many of each?

| | |
|---------------------------------------|--------------------------------|
| Prototypes | <input type="text" value="0"/> |
| Clinical Trials | <input type="text" value="0"/> |
| Testing Activities (Feasibility/Demo) | <input type="text" value="0"/> |

Will the project lead to launching one of the following into the market?
(please tick all relevant boxes)

- New product (goods or service)
- New process
- New method

How many private companies in your project have introduced or are planning to introduce innovations?
(within the project lifetime or 3 years thereafter)

| | |
|---|--------------------------------|
| Companies introducing innovation(s) new to the market: | <input type="text" value="0"/> |
| How many of these are SMEs? | <input type="text" value="0"/> |
| Companies introducing innovation(s) new to the company: | <input type="text" value="0"/> |
| How many of these are SMEs? | <input type="text" value="0"/> |



Grant Management
Project Continuous Report
ndevugen (EXTERN)

920939 (920939 AJRI) CSA

HORIZON 2020

Call: H2020-SCC-2014-2015
Topic: SCC-03-2015 Unit: CNECT/R/02

Summary for publication

Deliverables

Milestones

Critical Risks

Publications

Disseminat...

Patents (IPR)

Innovation

SME Impact

Open Data

Gender

Energy

ABS Regulation

Impact on SMEs

Questionnaire to measure the impact of H2020 Programme on growth and job creation in participating SMEs

Please add updated information on turnover of the company and number of employees (only for SME participants)

[+ Add updated SME data](#)

| SME Name | Financial year accounts | Type of data entry | Turnover | N of Employees | Actions |
|--------------------------------------|-------------------------|----------------------|----------|----------------|---------|
| AST ADVANCED SPACE TECHNOLOGIES GMBH | 26/04/2016 | Beginning of Project | 10.00 € | 10 | |

Continuous Reporting



Open Data

Grant Management Project Continuous Report

920939 (920939 AURI) CSA

Call: H2020-SCC-2014-2015 Topic: SCC-03-2015 Unit: CHECT/R/OZ

| | | | | | | | | | | | | |
|-------------------------|--------------|------------|----------------|--------------|---------------|---------------|------------|------------|-----------|--------|--------|----------------|
| Summary for publication | Deliverables | Milestones | Critical Risks | Publications | Disseminat... | Patents (IPR) | Innovation | SME Impact | Open Data | Gender | Energy | ABS Regulation |
| ✓ | i | i | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | i | ✓ | ✓ | i |

Open Data

This project does not currently have any Open Datasets suggested.

Open Datasets suggested

Project Open Datasets

New Open Dataset

Please verify or correct the information about the dataset and fill-in any additional information when possible

D.O.I.

Repository Link

Non-Repository Link

Title

Is Dataset accessible? Yes No

Is Dataset reusable? Yes No

D.O.I. linked Publication

SAV

[Manually Add Data Set](#)



Grant Management | Project Continuous Report | ndevugen (EXTERN) | GOFund

920939 (920939 AURI) | CSA

THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION
HORIZON 2020

Call: H2020-SCC-2014-2015 | Unit: CNECT/R/02

Summary for publication | Deliverables | Milestones | Critical Risks | Publications | Disseminat... | Patents (IPR) | Innovation | SME Impact | Open Data | **Gender** | Energy | ABS Regulation

✓ | i | i | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | i | ✓ | ✓ | i

Gender

Gender of researchers and other workforce involved in the project i

Please note that:

- The 'researchers' count must include researchers at all levels, incl. postdocs and PhD students
- Figures must be provided in Head Count
- The count for a beneficiary should include the staff working for its Third Parties (if appropriate)

| Beneficiaries ▲ | Number of female researchers | Number of male researchers | Number of females in the workforce other than researchers | Number of males in the workforce other than researchers | Total number of females in the workforce | Total number of males in the workforce |
|--|------------------------------|----------------------------|---|---|--|--|
| 1 - AST ADVANCED SPACE TECHNOLOGIES GMBH | 1 | 1 | 1 | 1 | 2 | 2 |
| 2 - CENTRE NATIONAL DE LA RECHERCHE SCIENTIFIQUE | 1 | 1 | 1 | 1 | 2 | 2 |

Gender dimension in research is a concept regrouping the various elements concerning biological characteristics and social/cultural factors of both women and men into the development of research policies, programmes and projects.

Gender dimension in the project i

Does the project include a gender dimension in research content? Yes No



Grant Management | Project Continuous Report

920939 (920939 AJRI) | CSA | Summary for publication | Deliverables | Milestones | Critical Risks | Publications | Disseminat... | Patents (IPR) | Innovation | SME Impact | Open Data | Gender | Energy | ABS Regulation

HORIZON 2020
Call: H2020-SCC-2014-2015
Topic: SCC-03-2015 Unit: CNECT/R/02

EU Access and Benefit Sharing Regulation (NAGOYA Protocol)

Important! Before answering the question below, please read the relevant information and complete the decision tree provided in the [Participant Portal Online Manual](#)

Does this project fall within the scope of the EU Access and Benefit Sharing (ABS) Regulation?

Yes

Utilisation Of Genetic Resources: Obligations Under The EU Regulation On Access And Benefit Sharing (ABS)

As a recipient of EU research funding you have certain obligations under the EU Regulation on [Access and Benefit Sharing \(ABS\)](#) if you utilise genetic resources. In particular, you must

- determine if your project falls within the scope of this regulation, and
- if yes, ensure your project is compliant

This section helps you decide if your project is in scope and provides information on the obligations that have to be met. An introduction to [Access and Benefit Sharing \(ABS\)](#), an overview of the [ABS legislation](#), and useful links are available on the [Europa website](#).

For IT help on completing the ABS regulation tab, please see here: [HOW TO](#)

CHECK IF YOUR PROJECT IS IN SCOPE OF THE ABS REGULATION

A project is in scope if it meets all of a number of conditions (cumulative conditions). In order to establish if your project is in scope you can apply the decision tree below. It contains all relevant conditions. Depending on your answers the decision tree will return 'out of scope' or 'in scope'.

It is highly recommended that you also consult the [guidance document on the scope of the EU ABS Regulation](#). This guidance was published by the European Commission to clarify the provisions of the EU ABS regulation. It explains all conditions that define the scope of the regulation (including concrete examples from specific sectors) as well as the obligations that arise if your project is in scope.

Does this project involve genetic resources or traditional knowledge associated with genetic resources?¹

Yes

Are these genetic resources or traditional knowledge utilised within this project?²

Yes

Were the genetic resources or traditional knowledge associated with them accessed (obtained) on or after 12 October 2014?

Yes

Were the genetic resources or traditional knowledge associated with them accessed in (obtained from) a country that is a party to the Nagoya Protocol?³

Yes

Not in scope

Periodic reporting module

Information to be entered after the end of each Reporting Period

External users: how to



Periodic reporting module - steps

1. Notification: all beneficiaries receive a notification
2. All beneficiaries
 - ✓ contribute to the Technical Part of the Periodic Report
 - ✓ complete their own Financial Statement and
 - ✓ e-sign (**PFSIGN**) and submit their Financial Statements to the Coordinator.
3. The Coordinator approves and submits the elements of the Periodic Report to the EU Services.
4. The EU Services review the submitted Periodic Report and accept or reject it.
5. Interim Payment



RESEARCH & INNOVATION
Participant Portal - Grant Management Services

European Commission

Help

abc DEF

MY PROJECT

HORIZON 2020

Call: H2020-Adhoc-2014-20
Type of Action: RIA
Acronym: NCP-PLAYGROUND-COMST
Current Phase: Grant preparation
Number: 688925
Duration: 36 months
GA based on the: H2020 General MGA — Multi - 2.0
Start Date:
Estimated Project Cost: €43,755.00
Requested EU Contribution: €30,000.00
Contact: [Peter HAERTWICH](#)

Latest Legal Data
Active Processes
Document Library
Communication Centre
Archived Processes

H2020 ONLINE MANUAL

HOW TO

Periodic Reporting > 08/2015 period 02/2014 17 Aug 2015

Draft Submitted Reviewed Paid

Technical Part of Periodic Report contribution **Lock for review**

Financial Statement drafting **Lock for Review**

Periodic Report 1 projectNo composition **Submit to EU**

Process specific documents

Process specific communications

Proposal Management & Grant Preparation 17 Aug 2015

Submitted Informed Invited Prepared Signed Completed

GA Declaration - signature **Sign**

Process specific documents

Process specific communications

Continuous Reporting 01 Feb 2014

Started Completed

Continuous reporting data

Process specific documents

Process specific communications

Periodic Reporting Module

Periodic Reporting – Technical report



All beneficiaries will be able to work on the tables

Periodic Reporting – beneficiaries are asked to complete their own Financial Statement and their contribution to the Technical Part of the Periodic Report

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

European Commission

Generic DEVUSERCOORDINATOR

MY PROJECT

HORIZON 2020

Call: H2020-SCC-2015
Type of Action: CSA
Acronym: 920939 AURI
ThirdParty (ABAC: ABACBUDL)
Current Phase: Grant Management
Number: 920939
Duration: 36 months
GA Signed On: 26 Oct 2017
based on the H2020 General MGA – Multi - 4.0
Start Date: 26 Oct 2017
Estimated Project Cost: €819.00
Requested EU Contribution: €70.00

Periodic Reporting
REP-920939-2 - period 01/07/2015 > 31/12/2016

15 Nov 2017
Draft

02 Mar 2017 (318/60 days)
Submitted

Paid

Launch new interaction with the EU +

- Technical Part: contribution (Lock for review)
- Financial Part: AST [PIC 973276467] drafting (Lock for review)
- Financial Part: LANCA [PIC 999840984] (as TP) drafting (Lock for review)
- Periodic Report: composition (Submit to EU)

Process documents
Process communications
Process history

New messages (0)

Periodic Reporting – Technical report



European
Commission

Grant Management Project Periodic Report

920939 (920939 AURI) CSA ndevugen (EXTERN)

HORIZON 2020 goFund

Period No: 2 Duration (months): 18

Reporting Period : [01 Jul 2015 - 31 Dec 2016]

| | | | | | | | | | | | | |
|-------------------------|--------------|------------|----------------|--------------|-------------------------------|---------------|------------|------------|-----------|--------|--------|--------------------------|
| Summary for publication | Deliverables | Milestones | Critical Risks | Publications | Disseminat... Communicatio | Patents (IPR) | Innovation | SME Impact | Open Data | Gender | Energy | Tech. Report (Part B) |
| ✓ | i | i | ⚠ | ✓ | ✓ | i | ✓ | ✓ | i | ✓ | ✓ | i |

Technical Report (Part B)


| Number | Attachment | Actions | Template |
|--------|--|--|---|
| 1 | Explanation of the work - Overview of progress | No file selected <input type="button" value="Upload"/> | <input type="button" value="Template"/> |



Periodic vs continuous reporting module

- ✓ While the periodic reporting module is active beneficiaries can also update the information in the continuous reporting via the periodic reporting.

There is **synchronization** between the two modules until the coordinator clicks 'lock for review' in the periodic reporting.



There are two entry points to the 'continuous reporting module pages'!

Periodic Reporting – Technical report



Grant Management | Project Periodic Report

920939 (920939 AURI) | CSA

Summary for publication | Deliverables | Milestones | Critical Risks | Publications | Disseminat... Communicatio | Patents (IPR) | Innovation | SME Impact | Open Data | Gender | Energy | **Tech. Report (Part B)**

Period No: 2 | Duration (months): 18 | Reporting Period : [01 Jul 2015 - 31 Dec 2016]

Horizon 2020

ndeuvgen (EXTERN) | goFund

Technical Report (Part B)

| Number | Attachment | Actions | Template |
|--------|--|--------------------------|----------|
| 1 | Explanation of the work - Overview of progress | No file selected Upload | |

- The template for Part B of the Periodic Report will be available in this page.
- Template also available in the Participant Portal: [Template Periodic Report](#)



The screenshot shows the Horizon 2020 Grant Management interface. At the top, the 'Project Periodic Report' button is circled in red. Below it, the 'Critical Risks' tab is highlighted with a red box. The 'Critical Risks' table is visible, with a red circle around the 'Add' button in the 'Actions' column. A 'Risk State of Play' dialog box is open, containing the following fields:

- Reference Reporting Period: [Dropdown menu]
- Did you apply the risk-mitigation measures? Yes No
- Did the risk materialize? Yes No
- Please add here your comments. If the risk-mitigation measures couldn't be applied, please explain why. [Text area]

At the bottom of the dialog box, there are 'Add' and 'Cancel' buttons.

- An update on the risks situation for the current period must be added by clicking 'Add State of Play' and completing the necessary fields. This task is to be performed before a periodic report is 'Locked for review'.

Periodic Reporting – Technical report



Task to be performed by the Coordinator

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

Generic DEVUSERCOORDINATOR

MY PROJECT
HORIZON 2020

Call: H2020-SCC-2015
Type of Action: CSA
Acronym: 920939 AURI
ThirdParty (ABAC: ABACBU DL)
Current Phase: Grant
Management
Number: 920939
Duration: 36 months
GA Signed On: 26 Oct 2017
based on the H2020 General MGA
— Multi - 4.0
Start Date: 26 Oct 2017
Estimated Project Cost:
€819.00

Periodic Reporting
REP-920939-2 - period
01/07/2015 > 31/12/2016

15 Nov 2017
Draft

02 Mar 2017
(318/60 days)
Submitted

Paid

Launch new interaction with the EU +

Lock for review

Lock for review

Lock for review


Submit to EU

Process documents

Process communications

New messages (0)

- Once all information for the Technical Part has been filled in, click on Lock for Review.
- This action will freeze the data (prevent changes) and generate a pdf document.
- The generation of the PDF might take a few minutes.
- Only users with the role Primary Coordinator Contact and Coordinator Contact can perform this action.

 Make sure the information in the continuous reporting module is complete and up-to-date before the periodic report is 'locked for review'!

Technical report

Accept & Include



Task to be performed by the Coordinator

Periodic Reporting
REP-781643-1 - period 07/2015 > 03/2016

04 Mar 2016 (Draft) — 03 May 2016 (19/60 days) (Submitted) — Paid

Technical Part of Periodic Report review

Financial Statement shortname for 966984368 [PIC 966984368] drafting

Periodic Report 1 composition

Process specific documents

Process specific communications

Buttons: **Unlock to draft**, **Accept & Include**, **Lock for review**, **Submit to EU**

Periodic Reporting
REP-781643-1 - period 07/2015 > 03/2016

04 Mar 2016 (Draft) — 03 May 2016 (19/60 days) (Submitted) — Paid

Financial Statement shortname for 966984368 [PIC 966984368] drafting

Periodic Report 1 composition

Process specific documents

Process specific communications

Buttons: **Lock for review**

Periodic Report 1 project No 781643

Filter: All | Draft | Available | Included

| Report Element | Status | Action |
|--|----------|--------|
| Technical report | | |
| Technical Part of Periodic Report | Included | Redo |
| Financial report | | |
| Financial Statement RWB Water Services [PIC 966984368] | Draft | |

Reject this report item. The beneficiary will be requested to restart the drafting.

Periodic Reporting – Financial report



Task to be performed by each beneficiary

Periodic Reporting – beneficiaries are asked to complete their own Financial Statement and their contribution to the Technical Part of the Periodic Report.

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

MY PROJECT
HORIZON 2020

Call: H2020-SOC-2015
Type of Action: CSA
Acronym: 920939 AURI
ThirdParty [ABAC: ABACBUDL]
Current Phase: Grant
Management
Number: 920939
Duration: 36 months
GA Signed On: 26 Oct 2017
based on the H2020 General MGA
— Multi - 4.0
Start Date: 26 Oct 2017
Estimated Project Cost:
€819.00
Requested EU Contribution:

Periodic Reporting
REP-920939-2 - period
01/07/2015 > 31/12/2016

15 Nov 2017
Draft

02 Mar 2017
(318.60 days)
Submitted

Paid

Technical Part: contribution
Lock for review

Financial Part: AST [PIC 973276467] drafting
Lock for review

Financial Part: LANCA [PIC 999840984] (as TP) drafting
Lock for review

Periodic Report: composition
Submit to EU

Process documents
Process communications
Process history

New messages (0)

Periodic Reporting – Financial report



Financial Statement

Grant Management Project Periodic Report

920939 (920939 AURI) CSA

Beneficiary 1: AST
 Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH
 PIC: 973276467 Status: VALIDATED
 Legal Address: ZEPPELINSTRASSE 9B, 28816, STUHR
 Germany

Financial Statement

Period No: 2 Duration (months): 18
 Reporting Period : [01 Jul 2015 - 31 Dec 2016]

Financial Statement

Financial information from contract

No contribution requested? Yes No

Financial Statements

| Period | Adjustment | Requested Contribution | Actions |
|--|------------|------------------------|--|
| 01 Jul 2015 - 31 Dec 2016 (Period No. 2) | No | 0.00 € | Use of Resources Add Adjustment |

Financial Statement for period '2' - (01 Jul 2015 - 31 Dec 2016)

Eligible costs: **1**

| Cost Category | Unit Cost | Number of Units | Subtotal | Total | Actions |
|--|-----------|-----------------|----------|--------|-------------------|
| a) Direct personnel costs declared as actual costs | | | | 0.00 € | R |
| b) Direct personnel costs declared as unit costs (average costs) | | | | 0.00 € | R |
| ▼ c) Direct personnel costs declared as unit costs | | | | 0.00 € | |
| c1) SME owner/Natural person costs | 32.13 € | x 0.00 | = 0.00 € | | |
| d) Direct costs of subcontracting | | | | 0.00 € | |
| e) Direct costs of providing financial support to third parties | | | | 0.00 € | |
| f) Other direct costs | | | | 0.00 € | R |
| h) Costs of internally invoiced goods and services | | | | 0.00 € | |
| i) Indirect costs (= 0.25 * (a + b + c + f + h - p)) | | | | 0.00 € | |
| k) Total costs (= a + b + c + d + e + f + h + i) | | | | 0.00 € | |
| l) Receipts | | | | 0.00 € | |
| n) Maximum EU contribution (= 100% * k) | | | | 0.00 € | |
| o) Requested EU contribution | | | | 0.00 € | R |

Additional Information for indirect costs:
 Use of 'costs of in-kind contributions not used on premises?' (p) Yes No

Validate

Some costs have an editable field
 others have a link to click.
 Some have a Use of Resources to complete [R](#)
 Link to 'How to complete your financial statement' in the PP.

Periodic Reporting – Financial report



Financial Statement (actual costs)

920939 (920939 AURI) CSA Beneficiary 1: AST
 Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH
 PIC: 973276467 Status: VALIDATED
 Legal Address: ZEPPELINSTRASSE 9B, 28816, STUHR
 Germany

Financial Statement

Period No: 2 Duration (months): 18
 Reporting Period : [01 Jul 2015 - 31 Dec 2016]

Financial Statement

Financial information from contract

No contribution requested? Yes No

Financial Statements

| Period | Adjustment | Requested Contribution | Actions |
|--|------------|------------------------|---------|
| 01 Jul 2015 - 31 Dec 2016 (Period No. 2) | No | 31.25 € | |

Financial Statement for period '2' - (01 Jul 2015 - 31 Dec 2016)

Eligible costs: 11

| Cost Category | Unit Cost | Number of Units | Subtotal | Total | Actions |
|--|-----------|-----------------|----------|---------|---------|
| a) Direct personnel costs declared as actual costs | | | | 10.00 € | |
| b) Direct personnel costs declared as actual costs | | | | 0.00 € | |
| c) Direct personnel costs declared as actual costs | | | | 0.00 € | |
| d) Direct personnel costs declared as actual costs | | | | 15.00 € | |
| e) Direct personnel costs declared as actual costs | | | | 0.00 € | |
| f) Other direct personnel costs | | | | 6.25 € | |
| g) Indirect personnel costs | | | | 31.25 € | |
| h) Total cost | | | | 0.00 € | |
| i) Receipts | | | | 31.25 € | |
| j) Maximum amount | | | | 0.00 € | |
| k) Requested amount | | | | 31.25 € | |

Direct personnel costs declared as actual costs

Persons/month per WP

| No. | Person Months | Associated Work Package | Actions |
|-----|---------------|-------------------------|---------|
| 1 | 0.50 | WP1 | |

Use of in kind contribution from third party

| No. | Costs | Third Party Name | Type | Foreseen in Annex I | Explanations (if not foreseen I) | Actions |
|-----|-------|------------------|------|---------------------|----------------------------------|---------|
| 1 | | | | | | |

Ok Cancel



920939 (920939 AURI) CSA Beneficiary 1: AST
 Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH
 PIC: 973276467 Status: VALIDATED
 Legal Address: ZEPPELINSTRASSE 9B, 28816, STUHR, Germany

Period No: 2 Duration (months): 18
 Reporting Period : [01 Jul 2015 - 31 Dec 2016]

Financial Statement

No contribution requested

Financial Statements

01 Jul 2015 - 31 Dec 2016

Eligible costs: 11

Cost Category

- a) Direct personnel
- b) Direct personnel
- ▼ c) Direct personnel costs declared as unit costs
 - c1) SME owner/Natural person costs 32.13 € x 0.00 = 0.00 €
- d) Direct costs of subcontracting 0.00 €
- e) Direct costs of providing financial support to third parties 0.00 €
- f) Other direct costs 15.00 €**
- h) Costs of internally invoiced goods and services 0.00 €
- i) Indirect costs (= 0.25 * (a + b + c + f + h - p)) 6.25 €
- k) Total costs (= a + b + c + d + e + f + h + i) 31.25 €
- l) Receipts 0.00 €
- n) Maximum EU contribution (= 100% * k) 31.25 €
- o) Requested EU contribution 31.25 €

Additional information for indirect costs:
 Use of 'costs of in-kind contributions not used on premises?' (p) Yes No

Validate

Other direct costs

Explanation of major cost items if the amount exceeds 15% of personnel costs
 Amount to be explained: € 13.5

[+ Add Detail](#)

| No. | Costs | Short Description | Category | Associated Work Pa | Foreseen in Annex I | Explanations (If not fore: | Actions |
|-----|---------|-------------------|-----------|--------------------|---------------------|----------------------------|---------|
| 1 | 14.00 € | FFFF | Equipment | + WP1 | Yes | | X |

Use of in kind contribution from third party

[+ Add Detail](#)

| No. | Costs | Third Party Name | Type | Category | Associated Work | Foreseen in Anne | Explanations (If not f | Actions |
|-----|-------|------------------|------|----------|-----------------|------------------|------------------------|---------|
| 1 | | | | | + (none) | | | X |

[Ok](#) [Cancel](#)

Periodic Reporting – Financial report



Financial Statement (validation report)

Grant Management Project Periodic Report

920939 (920939 ALRI) CSA Beneficiary 1: AST
Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH
PIC: 973276467 Status: VALIDATED
Legal Address: ZEPPELINSTRASSE 9B , 28816 , STUHR
Germany

Financial Statement

Period No: 2 Duration (months): 18
Reporting Period : [01 Jul 2015 - 31 Dec 2016]

Validation Report PIC 973276467

[Expand All](#) [Collapse All](#)

- ▼ Partner Normal Financial Statement
 - ▼ Cost Break Down
 - ▼ Cost Cell (Direct personnel costs declared as actual costs TOTAL)
 - ▼ Use of Resources
 - ▼ Use of in kind contribution from third party (row 1): PIC 973276467
 - ⊗ Missing information for Cost
 - ⊗ Missing information for Third Party Name
 - ⊗ Missing information for type
 - ⊗ Missing information for Foreseen in Annex I
 - ▼ Cost Cell (Other direct costs TOTAL)
 - ▼ Use of Resources
 - ▼ Use of in kind contribution from third party (row 1): PIC 973276467
 - ⊗ Missing information for Cost
 - ⊗ Missing information for Third Party Name
 - ⊗ Missing information for Type
 - ⊗ Missing information for Category
 - ⊗ Missing information for Associated Work Package
 - ⊗ Missing information for Foreseen in Annex I

[PDF](#) [Download Report](#)

| Requested Contribution | Total | Actions |
|------------------------|---------|---------|
| 31.25 € | | |
| Subtotal | 10.00 € | |
| | 0.00 € | |
| 0.00 € | 0.00 € | |
| 0.00 € | 15.00 € | |
| | 0.00 € | |
| | 6.25 € | |
| | 31.25 € | |
| | 0.00 € | |
| | 31.25 € | |
| | 31.25 € | |

Additional Information for indirect costs:
Use of 'costs of in-kind contributions not used on premises?' (p) Yes No

[Validate](#)

Periodic Reporting – Financial report



Task to be performed by each Beneficiary

Periodic Reporting
REP-781643-1 - period
07/2015 > 03/2016

04 Mar 2016 (Draft) ————— 03 May 2016 (19/60 days) (Submitted) ————— Paid

Financial Statement shortname for 966984368 [PIC 966984368] drafting **Lock for review**

Periodic Report 1 composition **Submit to EU**

Periodic Reporting
REP-781643-1 - period
07/2015 > 03/2016

04 Mar 2016 (Draft) ————— 03 May 2016 (19/60 days) (Submitted) ————— Paid

Financial Statement shortname for 966984368 [PIC 966984368] signature and submission to coordinator **Unlock to draft** **Sign & Submit**

Financial Statement shortname for 966984368 [PIC 966984368]

PR_FINANCIAL_STATEMENT_PARTNER_966984368_1

Progress status for this type of task:
shor...84368

Periodic Report 1 composition **Submit to EU**

This action will freeze the data (prevent changes) and generate a PDF document

Periodic Reporting – Financial report



Task to be performed by PFSIGN of each Beneficiary

Periodic Reporting
REP-781643-1 - period
07/2015 > 03/2016

04 Mar 2016 Draft
03 May 2016 (19/60 days) Submitted
Paid

Financial Statement shortname for 966984368[PIC 966984368] signature and submission to coordinator

Unlock to draft **Sign & Submit**

The Project Financial Signatory is invited to electronically sign the financial report and submit it to the Coordinator who may on his turn include it in the periodic report.

Financial Statement shortname for 966984368[PIC 966984368]

PR_FINANCIAL_STATEMENT_PARTNER_966984368_1

Progress status for this type of task:
shor...84368

Periodic Report 1 composition

Please confirm

The beneficiary hereby confirms that:

- The information provided is complete, reliable and true.
- The costs declared are eligible (see Article 6).
- The costs can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 17, 18 and 22).
- For the last reporting period: that all the receipts have been declared (see Article 5.3.3).

Ok Cancel

Periodic Reporting – Financial report



Periodic Reporting
REP-781643-1 - period
07/2015 > 03/2016

04 Mar 2016
Draft

03 May 2016
(19/60 days)
Submitted

Paid

Periodic Report 1 composition

A horizontal timeline diagram showing the progress of the periodic reporting process. It starts with a play button icon at "04 Mar 2016" labeled "Draft". A yellow bar indicates the current progress up to this point. The timeline continues to "03 May 2016 (19/60 days)" labeled "Submitted", and finally to "Paid" with a double arrow icon.

Periodic Report 1 project No 781643

Filter: All Draft Available Included

| Report Element | Status |
|--|------------|
| Technical report | |
| Technical Part of Periodic Report | Included |
| Financial report | |
| Financial Statement shortname for 966984368[PIC 966984368] | Sent to CO |

A screenshot of the periodic reporting interface. It shows a list of report elements under the heading "Periodic Report 1 project No 781643". The list is filtered by "All". The elements are categorized into "Technical report" and "Financial report". The "Financial report" category is expanded, showing a "Financial Statement shortname for 966984368[PIC 966984368]" with a status of "Sent to CO". A red arrow from the top image points to this specific row.

Periodic Reporting – Financial report



Coordinator approves by including in the Periodic Report

Periodic Reporting
REP-781643-1 - period
07/2015 > 03/2016

04 Mar 2016 Draft

03 May 2016 (19/60 days) Submitted

Paid

Periodic Report 1 composition

Submit to EU

Periodic Report 1 project No 781643

Filter All Draft Available Included

| Report Element | Status | Action |
|--|------------|--------------|
| Technical report | | |
| Technical Part of Periodic Report | Included | Redo |
| Financial report | | |
| Financial Statement shortname for 966984368[PIC 966984368] | Sent to CO | Redo Include |

Periodic Report 1 project No 781643


Filter All Draft Available Included

| Report Element | Status | Action |
|--|----------|--------|
| Technical report | | |
| Technical Part of Periodic Report | Included | Redo |
| Financial report | | |
| Financial Statement shortname for 966984368[PIC 966984368] | Included | Redo |

Periodic Reporting Submit to EU




Coordinator submits to EU

 **Periodic Reporting**
REP-781643-1 - period
07/2015 > 03/2016

04 Mar 2016
Draft

03 May 2016
(19/60 days)
Submitted

Paid

 Periodic Report 1 composition

Submit to EU

Periodic Report 1 project No 781643

You are about to submit the periodic report to the EU. Press submit to EU to proceed.

I agree with the conditions

Submit to EU

- Once the elements of the Periodic Report are approved, the Periodic Report can be submitted to the EU Services in one single submission
- Only users with the role Primary Coordinator Contact and Coordinator Contact can perform this action



Summary of the process

Beneficiaries (including the coordinator)

- **Financial statement:** insert data → **Lock for review** → **Sign & Submit**
- **Technical Report:** insert data + upload narrative part

Coordinator

- **Financial statements:** Check → **Redo**
→ **Include**
 - **Technical Report:** Check → **Lock for review** → **Accept & Include**
- } **Submit to EU**

Periodic Reporting Status 'submitted'



RESEARCH & INNOVATION
Participant Portal - Grant Management Services

Help

Marianne PAREZ

Launch new interaction with the EU +

MY PROJECT

Programme

Call: CALL

Type of Action: MSCA-IF-EF-ST

Acronym: Acronym

Current Phase: Grant Management

Number: Number

Duration: 24 months

Start Date: 01 Jun 2015

Estimated Project Cost: €158,121.60

Requested EU Contribution: €158,121.60

Contact: Project Officer

Latest Legal Data

Periodic Reporting
REP-9999991 - period 01/06/2015 > 31/05/2017

01 Jun 2017

Draft

Submitted

24 Oct 2017 (40/90 days)

Paid

Process documents

Periodic Report (1)

Periodic Report - 1 - 0

Process communications

New messages (0)

Process history

MOVE (MANUScript) submitted the report on 26 Jul 2017 10:30

EU made the Periodic Report available to the Coordinator on 01 Jun 2017 00:34

EU launched the periodic reporting on 01 Jun 2017 00:34

Expand All Collapse All

EU Officers can:

- ✓ accept the report
- ✓ ask for revisions → Suspension of payment deadline letter → modify Reports
- ✓ or ask for additional information → Suspension of payment deadline letter → send document with information

If Reports rejected by EU



e.g. Technical Part rejected → "Draft"

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

Help

Marianne PAREZ

Launch new interaction with the EU +

MY PROJECT
HORIZON 2020

Call: CALL
Type of Action: MSCA-IF-EF-ST
Acronym: Acronym
Current Phase: Grant Management
Number: Number
Duration: 24 months
Start Date: 01 Jun 2015
Estimated Project Cost: €173,857.20
Requested EU Contribution: €173,857.20
Contact: Project Officer

Latest Legal Data
Process List
Document Library
Communication Centre

H2020 ONLINE MANUAL

Periodic Reporting
REP-99999999 period 01/06/2015 > 31/05/2017

01 Jun 2017
Draft

26 Oct 2017 (38/90 days)
Submitted
Paid

Technical Part contribution

Periodic Report staging Financial signature and submission to coordinator by other beneficiaries

Periodic Report composition

Process documents

Suspension Payment Deadline (1)
Suspension Payment Deadline - 1 - 0

Periodic Report Composition [Period No: 1 (01 Jun 2015 - 31 May 2017), Project No: 661441]

| Report Item | Status | Action |
|------------------|--------|--------|
| Technical report | Draft | |
| Financial report | | |

Requested revision: The Periodic report is rejected as the Technical Part has to be revised as outlined in the Suspension of Payment Letter.

New messages (1)

Process history

- EU sent the Periodic Report back to the Coordinator on 04 Sep 2017 15:20
- UGOT (ENGE-Maria) submitted the report on 28 Jul 2017 18:21
- EU made the Periodic Report available to the Coordinator on 01 Jun 2017 00:47
- EU launched the periodic reporting on 01 Jun 2017 00:47

If additional information is requested by EU



Coordinator receives a notification, reads the document asking for more details

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

European Commission

Help

Marianne PAREZ

Launch new interaction with the EU +

MY PROJECT
HORIZON 2020

Call: CALL
Type of Action: ERC-COG
Acronym: Acronym
Current Phase: Grant Management
Number: Number
Duration: 60 months
Start Date: 01 Jan 2016
Estimated Project Cost: €2,605,897.00
Requested EU Contribution: €2,605,897.00
Contact: Project Officer

Latest Legal Data
Process List
Document Library
Communication Centre

Periodic Reporting
REP-999999999 - period 01/01/2016 > 30/06/2017

01 Jul 2017
Draft

02 Dec 2017 (1/90 days)
Submitted

Paid

Suspension Payment Deadline - Request for Additional Info to read and upload additional supporting documents

Process documents

- Periodic Report (1)
- Suspension Payment Deadline - Additional info (1)
 - Suspension Payment Deadline - Request for Additional Info - REP-999999999

Process communications

New messages (0)

Process history

- EU requested additional supporting documents on 01 Sep 2017 15:47
- XXXXXXXXXXXXXXXXXXXX submitted the report on 31 Aug 2017 11:55
- EU made the Periodic Report available to the Coordinator on 01 Jul 2017 00:50
- EU launched the periodic reporting on 01 Jul 2017 00:49

The Coordinator will **upload** a document with the requested information

If Reports accepted by EU Payment Letter



➔ Process closed

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

European Commission

Help

Marianne PAREZ

Launch new interaction with the EU +

MY PROJECT

HORIZON 2020

Call: CALL
2017
Type of Action: SME-1
Acronym: Acronym
Current Phase: Grant Management
Number: Number
Duration: 4 months
Start Date: 01 Mar 2017
Estimated Project Cost: €71,429.00
Requested EU Contribution: €50,000.00
Contact: Project Officer

Latest Legal Data
Process List
Document Library
Communication Centre

Periodic Reporting
REP-999999999 period
01/03/2017 > 30/06/2017

01 Jul 2017

Draft Submitted Paid

Process documents Expand All Collapse All

- Interim Payment (1)
 - Interim Payment Letter - 1
- Periodic Report (1)
 - Periodic Report - 1 - 0

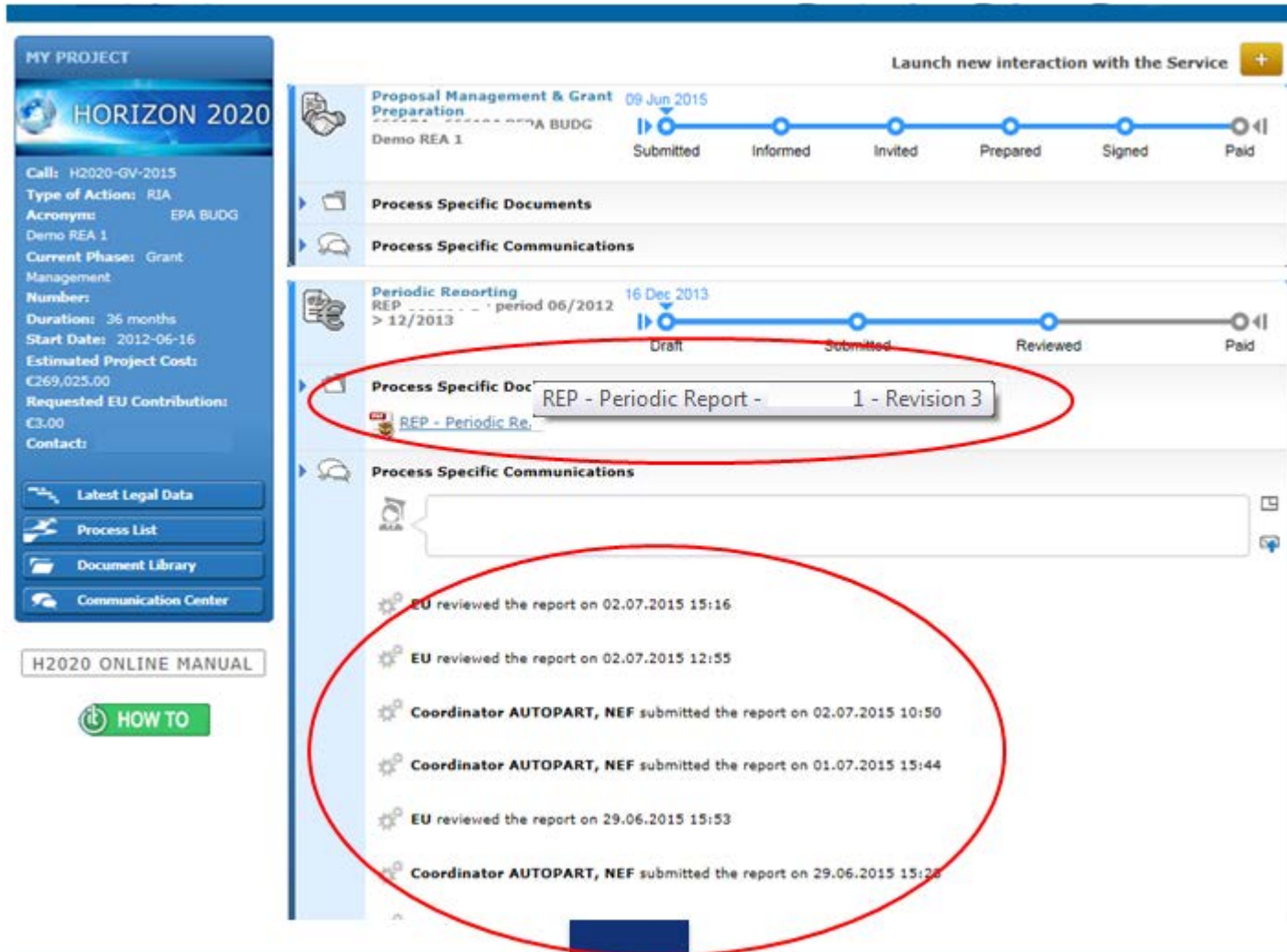
Process communications New messages (0)

No topics

Process history

- EU closed the process on 18 Jul 2017 15:00
- EU paid completely the accepted periodic report to the Coordinator on 18 Jul 2017 15:00
- ~~XXXXXXXXXXXX~~ submitted the report on 03 Jul 2017 09:53
- EU made the Periodic Report available to the Coordinator on 01 Jul 2017 02:49
- EU launched the periodic reporting on 01 Jul 2017 02:48

Coordinator/Consortium



MY PROJECT

HORIZON 2020

Call: H2020-GV-2015
Type of Action: RIA
Acronym: EPA BUDG
Demo REA 1
Current Phase: Grant Management
Number:
Duration: 36 months
Start Date: 2012-06-16
Estimated Project Cost: €269,025.00
Requested EU Contribution: €3.00
Contact:

Latest Legal Data
Process List
Document Library
Communication Center

H2020 ONLINE MANUAL

HOW TO

Launch new interaction with the Service +

Proposal Management & Grant Preparation 09 Jun 2015
Demo REA 1
Submitted Informed Invited Prepared Signed Paid

Process Specific Documents

Process Specific Communications

Periodic Reporting 16 Dec 2013
REP - Periodic Report - period 06/2012 > 12/2013
Draft Submitted Reviewed Paid

Process Specific Documents
REP - Periodic Report - 1 - Revision 3

Process Specific Communications

- EU reviewed the report on 02.07.2015 15:16
- EU reviewed the report on 02.07.2015 12:55
- Coordinator AUTOPART, NEF submitted the report on 02.07.2015 10:50
- Coordinator AUTOPART, NEF submitted the report on 01.07.2015 15:44
- EU reviewed the report on 29.06.2015 15:53
- Coordinator AUTOPART, NEF submitted the report on 29.06.2015 15:28



RESEARCH & INNOVATION

Participant Portal H2020 Online Manual

> H2020 Online Manual > Grants > Grant management > Reports & payment requests >

Continuous report

Periodic reports

Final report

Reports & payment requests

Under [Article 19](#) and [Article 20](#) of the grant agreement (GA), the coordinator must submit to the Commission technical and financial reports, including requests for payment - specifically:

- deliverables** identified in Annex 1
- periodic report** (both technical and financial) within 60 days of the end of each reporting period (including the final one), including requests for payment
- final report** at the end of the project ('action'). It consisting in a summary for publication and it is generated automatically by the IT tools.

Reporting functionalities

- Continuous reporting functionality** in the Participant Portal: it is **activated at the time the project starts** and it is continuously open for the beneficiaries to submit deliverables, to report on progress in achieving milestones, to follow up of critical risks, ethics issues, publications, communications activities, and the answers to the questionnaire on horizontal issues.
- Periodic reporting functionality** in the Participant Portal: **following the end of each reporting period** the functionality of periodic reporting will be activated. While the periodic reporting session is open in the grant management system, each participant will be able to:
 - complete on-line their own **Financial Statement** (and the financial report of their Third Parties, if any) including the explanations on the use of resources
 - upload the **narrative, free text part** (part B) of the periodic technical report as a pdf document

When the coordinator submits the periodic report, the IT tool will capture the information from the continuous reporting module in order to generate the Part A of the periodic technical report. The IT tool will consolidate the individual financial statements and it will generate automatically the report with explanations of the use of resources and the periodic summary financial statements, which corresponds to the request for payment.

- Continuous reporting module
- Periodic reporting module

The diagram shows a horizontal timeline from 'Project starts' to 'Project ends'. A long yellow arrow labeled 'continuous reporting module' spans the entire duration. Below it, two shorter yellow arrows labeled 'Periodic' are positioned at the end of 'End period 1' and 'End period 2'. A final yellow arrow labeled 'Final' is positioned at the end of 'Project ends'.

Continuous Reporting

As a beneficiary, you can and should use the continuous reporting functionality as soon as the project starts to submit

- H2020 Online Manual
- My Area - User account & roles
 - EU Login
 - Roles & access rights
 - Terms and Conditions of Use
- Grants
 - Applying for funding
 - Find a call
 - Horizon 2020 structure and budget
 - What you need to know about Horizon 2020 calls
 - Find partners or apply as individual
 - Register in the Beneficiary Register
 - Registration of your organisation
 - LEAR appointment
 - Validation of potential beneficiaries
 - Financial viability check
 - Data update
 - Certifications
 - Submit a proposal
 - Get prepared
 - Electronic proposal submission
 - From evaluation to grant signature
 - Eligibility check
 - Evaluation of proposals
 - Eligibility and evaluation criteria
 - Evaluation process and results
 - Grant preparation
 - Enter & submit grant data
 - Ethics review
 - Security scrutiny
 - Grant signature
 - Grant management
 - Keeping records
 - Amendments
 - Reports & payment requests**
 - Continuous report
 - Periodic reports

[Link to
'How To'](#)

Periodic Reporting

Table of Contents: Grant Management Services System

- > 1. Grant Management Services tool
- ▼ 2. Business processes
 - > 1. Proposal Management and Grant P
 - > 2. Amendments
 - ▼ 3. Reporting and payments
 - > Continuous Reporting
 - > **Periodic Reporting**
 - > Beneficiary Termination Reporting
 - > Scientific reporting process (RESC)
 - > 4. Grant Agreement Termination
 - > 5. Project monitoring process - review
- > 3. eSignature
- > 4. Ethics review
- > 5. FAQs
- > 6. Identity and Access Management
- > 7. What's New

Table of Contents: Periodic Reporting

- Introduction
- Process description and steps
 - Reporting process - general
 - Reporting process - Cofund-Er
- Supported sections per Type of Action
- Cases not supported
 - For MSCA-IF

Introduction

The precondition for reporting is the signature

There are two types of reporting in the Grant Management Services in the Participant Portal:

A. Completing your Financial Statement

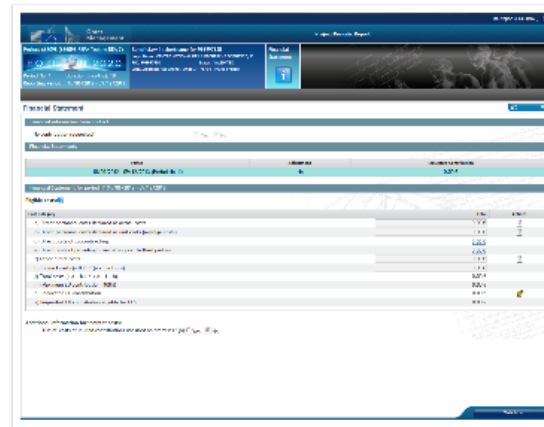
a. Draft the financial statement.


i The Participant Contacts (or Coordinator Contacts if it concerns the coordinating organisation) perform this action

Click on the task "Financial Statement" and complete the costs.  Click [here](#) to find more information on [how to complete your financial statement](#).



Complete the requested information and save. Click the **Validation** button to see whether you have filled in all information correctly, then close the current screen and return to the the Participant Portal.



The  End