

# Scientific and financial management and reporting

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## Overview

- Which reports are required from you?
- Details on technical and financial reports
- Reporting periods
- Submission of deliverables
- Information
- Support
- Take Home Messages

## Which reports are required from you?

### ***Coordinators must submit:***

- a ***periodic report*** after the end of each reporting period (including the last one) and
- a **final report** at the end of the action

### ***Each report is composed of several parts:***

- technical report
- financial report

## Technical Reports

They are prepared by the coordinator and the partners **together!**

*Reports include:*

***Explanation of work carried out:***

- what has already been achieved?
- compare with the objectives, deliverables and milestones described in Description of the Action (DoA)

***Overview of progress:***

- explain and justify differences between work expected to be carried out as described in DoA and that actually carried out
- detail exploitation and dissemination of results and if required an updated plan for it
- indication of communication activities

## Technical Reports

### ***Publishable summary:***

- brief description of the action
- presenting objectives and results („easy to read way“!)
- Commission will publish it on its website

### **Questionnaire** (structured information requested):

- for monitoring the action by the Commission
- covers issues related to the action implementation and economic and societal impact
- structured information on performance indicators
- information to monitor the implementation on „cross cutting issues“

# My Projects -> Manage Projects [MP]



- My Organisation(s)
- My Proposal(s)
- My Project(s)**
- My Notification(s) **357**
- My Formal Notification(s)
- My Expert Area

## My projects

FP7 REF. DOCS

H2020 ONLINE MANUAL

HOW TO

This page enables you to access all your EU projects managed via the Participant Portal that have been selected and approved for funding.

Depending on your roles, you can view or manage the following project-related tasks:

- [Prepare and sign your grant agreement](#)
- [Submit amendments to your grant agreement](#)
- [Manage your scientific and financial reports](#)
- [View or manage roles and access rights in your projects consortia](#)

If you are LEAR and want to see the full list of your organisation projects, please go to **My Organisations** and click on the action button **VP**. LEAR can only view the list of projects in which their organisation is involved. If you want to see project details, your organisation main contact for this project or the project Coordinator has to give you access rights. For more details see the [H2020 online manual](#).

### Legend

- AA** Access Amendment
- GP** Grant Preparation
- MP** Manage Projects
- FR** Financial Reporting
- PR** Periodic Reporting
- RD** Reporting & Deliverables
- PC** Project Consortium
- VP** View Proposal

Show 10 entries



Hide closed projects

Search:

ACRONYM	CALL	PROGRAM	PROJECT	PHASE		ACTIONS
BILAT USA 2.0	FP7-INCO-2012-2	FP7	312081	Active	!	<b>PC</b> <b>FR</b> <b>RD</b>
BILAT USA 4.0	H2020-INT-INCO-2015	H2020	692468	Active		<b>PC</b> <b>VP</b> <b>MP</b>
BILAT-USA	FP7-INCO-2009-2	FP7	244434	Active	!	<b>PC</b> <b>FR</b> <b>RD</b>
CEBRABIC	H2020-SC6-ENG-GLOBALLY-2016-1	H2020	733531		1	<b>PC</b> <b>VP</b> <b>MP</b>

Periodic Reporting: Cost report (all partners & coordinator)  
Technical report (coordinator)  
Continuous Reporting: Deliverables and Milestones



Launch new interaction with the EU +

**Periodic Reporting**  
REV: 015775-2 period 02/2015 > 07/2016

01 Aug 2016  
Draft

30 Sep 2016 (77/60 days)  
Submitted

Paid

Technical Part of Periodic Report contribution Lock for review

Periodic Report 1 composition i

Process specific documents

Process specific communications

**Consortium Requested Amendment**  
AMD-645775-5

03 Mar 2016

Launched

Prepared

Submitted

Admissible

Decision

Process specific documents

Process specific communications

**Continuous Reporting**  
SAFE35 - DRAGON STAR PLUS

01 Feb 2015

Started

Completed

Continuous reporting data

Process specific documents

Process specific communications



## Financial Reports

### ***Periodic Financial Reports include:***

- ***Individual financial statements*** (see Annex 4) from each beneficiary and linked third party

### ***Explanation of the use of resources and info on subcontracting and in-kind contributions:***

- must be consistent with costs declared in the financial statement per beneficiary
- ***Periodic summary financial statement:***
  - is created automatically by the system (consolidates all data from individual beneficiaries / linked third parties)
- Financial reports also contain ***requests for payment*** (necessary for any payment other than the pre-financing payment)

# Financial Reports

## Individual financial statements:

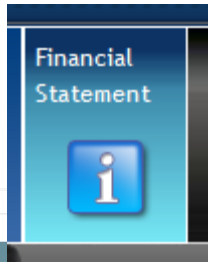
Contain costs that actually were incurred by the beneficiary / linked third parties during the reporting period  
 Fulfil eligibility conditions (see Article 6)

FINANCIAL STATEMENT FOR /BENEFICIARY (name)/ LINKED THIRD PARTY (name) FOR REPORTING PERIOD [reporting period]

Form of costs <sup>1</sup>	Eligible <sup>2</sup> costs (per budget category)											Receipts			EU contribution		Additional information Information for indirect costs: Costs of in-kind contributions not used on premises
	A. Direct personnel costs		B. Direct costs of subcontracting	C. Direct costs of in-kind support <sup>3</sup>		D. Other direct costs		E. Indirect costs <sup>2</sup>		F. Costs of - /		Total costs	Receipts	Reimbursement rate %	Maximum EU contribution <sup>4</sup>	Requested EU contribution	
	A.1 Employees (or equivalent)		A.4 SME owners without salary	A.2 Beneficiaries that are natural persons without salary	A.3 Seconded persons (Are Personnel for providing access to research infrastructure)	D.1 Travel	D.2 Equipment	D.3 Other goods and services	D.4 Costs of large research infrastructure	F.1 Costs of - /							
	Actual	Unit								Actual	Actual	Actual	Actual	Flat rate <sup>5</sup>	Unit	Unit	
	a	Total b	No hours	Total c	d	[e]	f	[g]	$h = 0,35 \times [(b+c) \times (1) + (d) \times (2) + (e) \times (3)]$	No units	Total [j]	Total [k]	l	m	n	c	
Short name beneficiary/linked third party																	

**Attention:** declare all your costs even if they are about the estimated budget in Annex 2!

# Periodic Reporting: Cost report



## Financial Statement

Financial information from contact

No contribution requested?  Yes  No

Financial Statements

Period	Adjustment	Requested Contribution
01/02/2015 - 31/07/2016 (Period No '1')	No	54,606.50 €

Financial Statement for period '1' (01/02/2015 - 31/07/2016)

Eligible costs:

Cost Category	Total	Actions
a) Direct personnel costs declared as actual costs	25,710.97 €	
b) Direct personnel costs declared as unit costs (average costs)	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	17,974.23 €	
h) Indirect costs (= 0.25 * (a + b + f - o))	10,921.30 €	
j) Total costs (= a + b + d + e + f + h)	54,606.50 €	
m) Maximum EU contribution (100%)	54,606.50 €	
n) Requested EU contribution	54,606.50 €	

Additional Information for indirect costs:

Use of costs of in-kind contributions not used on premises?  Yes  No

✕
**Direct personnel costs declared as actual costs**

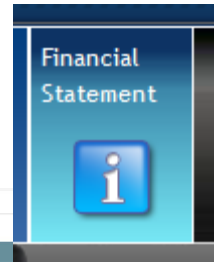
**Persons/month per WP**

No.	Person Months	Associated Work Package
1	0.01	WP1
2	2.49	WP2
3	0.12	WP3
4	1.37	WP4
5	0.35	WP5

**Use of in kind contribution from third party**

There are no Use of Resources provided

# Periodic Reporting: Cost report



## Financial Statement

### Financial information from contact

No contribution requested?  Yes  No

### Financial Statements

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m) Maximum EU contribution (100%)	54,606.50 €	
n) Requested EU contribution	54,606.50 €	

### Additional Information for indirect costs:

Use of 'costs of in-kind contributions not used on premises?'  Yes  No

Other direct costs
✕

Explanation of major cost items if the amount exceeds 15% of personnel costs

Amount to be explained: € 14117.58

No.	Costs	Short Description	Category	Associated Work Package	Foreseen in Annex I	Explanations (not foreseen in Annex I)
1	3,017.38 €	W5 Management I	Travel	WP5	Yes	
2	1,730.00 €	WP2 Policy Coope	Travel	WP2	Yes	
3	6,053.50 €	WP2 Policy Coope	Travel	WP2	Yes	
4	1,265.00 €	WP5 Management	Travel	WP5	Yes	
5	4,115.00 €	WP2 Reimburse	Other goods	WP2	Yes	

Use of in kind contribution from third party

There are no Use of Resources provided

## Financial Reports

### ***Financial statements:***

- Are filled out by each beneficiary of the consortium individually
- Are then signed electronically
- Will be formally submitted to the coordinator via the electronic exchange system
- Finally, coordinator submits all financial statements to the EC

### **Linked third parties:**

- Financial statements are filled out and submitted by their beneficiary
- Linked third parties don't have access to their statements!

## Financial Reports

In case that a financial statement is ***not submitted*** by a beneficiary ***in time***:

- Report can be submitted without financial statement
- Costs are considered „zero“ for this period
- Beneficiary can declare costs for the next financial report

**Attention:** as coordinator you will be asked to explicitly confirm the non-submission!

## Certificates on the financial statements (CFS)



- Needed in case you request a total financial contribution of **325.000 €** or more of actual costs and personnel costs
- Costs based on lump-sums, flat rates (indirect costs!) are not counted for the threshold of 325.000 € (do not be covered in the statement)
- Submit one CFS per reporting period or a single CFS for the whole action
  - in both cases, CFSs may only be submitted with the final financial report
- CFS issued by external auditor, using template (see Annex 5)

## Reporting periods

- Length and number of reporting periods are set out in the GA
- Reporting periods last ***generally 18 months***

Duration in months	Max. number of periods
1-18	1
19-36	2
37-54	3
55-72	4
73-90	5



## Submission of Deliverables

### **Deliverables:**

- Deliverables describe additional output
- Submit your deliverables as described in your DoA, e.g.:
  - document
  - report (excluding the periodic and final reports)
  - prototypes
  - websites
  - patents filing
- Consider the timing, types and dissemination levels (PU, CO, CI)

# Submission of Deliverables: via the Participant Portal



Grant Management | Project Continuous Report

645775 (DRAGON-STAR Plus) CSA

Summary for publication | Deliverables | Milestones | Critical Risks | Publications | Dissemination | Patents (IPR) | Innovation | SME Impact | Gender

Call: H2020-INT-2014-2015  
Topic: INT-01-2014 Unit: RTD/C/01

Icons: Summary for publication (red X), Deliverables (blue i), Milestones (blue i), Critical Risks (green check), Publications (red X), Dissemination (green check), Patents (IPR) (red X), Innovation (green check), SME Impact (green check), Gender (green check)

## Deliverables

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

WP No	Del Rel. No	Del No	Title	Lead Beneficiary	Nature	Dissemination Level	Est. Del. Date (annex I)	Receipt Date	Approval Date	Status		
WP1	D1.1	D1	8 H2020 workshops / tra	CSTEC...	Websites, patents filling	Public	31 Jan 2018			Pending		
WP1	D1.2	D2	3 Annual H2020 events	CSTEC...	Websites, patents filling	Public	31 Jan 2018			Pending		
WP1	D1.3	D3	5 Webinars on Chinese	SPI	Websites, patents filling	Public	31 Aug 2017			Pending		
WP1	D1.4	D4	Report on the qualitat	EUREL	Report	Public	31 Jan 2018	14 Sep 2016		Submi...		
WP1	D1.5	D5	Moving to China - Best I	UNN	Report	Public	30 Nov 2015			Pending		
WP2	D2.1	D6	Two Dialogue Roundtab	FFG	Websites, patents filling	Public	31 Jan 2017			Pending		
WP2	D2.2	D7	Two policy discussion v	BSEAC	Websites, patents filling	Public	31 Jan 2018			Pending		
WP2	D2.3	D8	Recommendation paper	FFG	Report	Public	31 Jul 2017			Pending		
WP2	D2.4	D9	Possible future scenari	KF	Report	Public	31 Jan 2018			Pending		
WP2	D2.5	D10	Recommendation paper	BSEAC	Report	Public	31 Jan 2018			Pending		
WP3	D3.1	D11	Report on measures to	EUREL	Report	Public	31 Jan 2017			Pending		
WP3	D3.2	D12	Two workshops for Scie	EUREL	Websites, patents filling	Public	31 Jan 2018			Pending		
WP3	D3.3	D13	Two match making busi	SPI	Websites, patents filling	Public	31 Jan 2018			Pending		
WP3	D3.4	D14	Two Thematic Worksho	BSEAC	Websites, patents filling	Public	30 Sep 2017			Pending		
WP3	D3.5	D15	Brokerage event	SIG	Websites, patents filling	Public	31 Jul 2016			Pending		
WP4	D4.1	D16	Dissemination & Commu	SIGMA	Report	Public	30 Apr 2015	19 Aug 2015		Submi...		
WP4	D4.2	D17	Project Dissemination 8	PHEMONOE	Report	Public	31 Jan 2018			Pending		
WP5	D5.1	D18	Periodic report, Final R	FORTH	Report	Public	31 Jan 2018			Pending		
WP5	D5.2	D19	Establishment of a thre	APRE	Other	Public	30 Apr 2015	19 Aug 2015	11 May 2016	Approved		
WP5	D5.3	D20	A project assessment re	APRE	Report	Public	31 Jan 2018			Pending		

# Deliverables - Example

## Deliverable Report

Please insert..

Deliverable no*	Deliverable name*	WP*	Nature**	Dissemination level***	Planned delivery date*	Actual delivery date	Task leader

### Description of the Task

Copy the description of the task. The description can be found in Annex I of the Grant Agreement, p. 31 f.

### Description of the Deliverable

Copy the description of the Deliverable. The description can be found at the „info“ button for each deliverable on the Xtra-net.

### Implementation of Work

Give a brief description of the work done to achieve this deliverable.

### Results

Describe the results of the deliverable in detail.

If the deliverable is only available in a digital form (website, newsletter, powerpoint presentation) please add a screenshot of the deliverable. Please also include a link to where this deliverable can be found online on the XtraNet.

If the Deliverable is an event please include the respective event dossier to this deliverable report. If your deliverable report covers several events clearly separate the different events.

### Sub-contracting

If some of the work was subcontracted:

To whom was the work subcontracted? (Company name and country)

What were the subcontracting cost?

## Information

- Annotated Model Grant Agreement:  
[http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/amga/h2020-amga\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf)
- H2020 Online Manual:  
[http://ec.europa.eu/research/participants/docs/h2020-funding-guide/index\\_en.htm](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/index_en.htm)
- FAQs on the Participant Portal:  
<http://ec.europa.eu/research/participants/portal/desktop/en/support/faq.html>

## Support

- National Contact Points:  
[http://ec.europa.eu/research/participants/portal/desktop/en/support/national\\_contact\\_points.html](http://ec.europa.eu/research/participants/portal/desktop/en/support/national_contact_points.html)
- IPR-Helpdesk: <https://www.iprhelpdesk.eu/>
- Horizon 2020 Helpdesk:  
<http://ec.europa.eu/research/index.cfm?pg=enquiries>
- Fit for Health 2.0: <http://www.fitforhealth.eu/>

## Take home messages

- Get familiar with the Participant Portal (H2020 Online Manual, RD Reporting/Deliverables; FR Financial Reporting)
- Communicate reporting procedures right from the beginning of your project
- Calculate enough time for reporting (considering feedback from the partners in due time before submission)
- Communication is key!

## **Urheberrechtshinweis / Haftungsausschluss**

Sämtliche Texte, Grafiken und Bilder unterliegen dem Urheberrecht. Eine auch nur auszugsweise Verwendung ist nur mit ausdrücklicher Genehmigung der Österr. Forschungsförderungsgesellschaft mbH zulässig. Es kann keine Gewähr für Richtigkeit, Vollständigkeit und Aktualität der Angaben übernommen werden. Jede Haftung für Schäden, die durch Nutzung oder Nichtnutzung der dargestellten Informationen oder durch fehlerhafte oder unvollständige Informationen verursacht wurden, ist ausgeschlossen.