

***PROGETTA***  
***&***  
***REPORTING INSTRUCTION***

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# INTERACT PROJECT – 2° PHASE

WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	WP9	WP10	WP11
T1.1	T2.1	T3.1	T4.1	T5.1	T6.1	T7.1	T8.1	T9.1	T10.1	T11.1
T1.2	T2.2	T3.2	T4.2	T5.2	T6.2	T7.2	T8.2	T9.2		
T1.3		T3.3	T4.3	T5.3	T6.3	T7.3	T8.3	T9.3		
T1.4		T3.4	T4.4		T6.4	T7.4		T9.4		
T1.5		T3.5			T6.5					
T1.6		T3.6			T6.6					
T1.7					T6.7					
T1.8					T6.8					

11 Workpackages

46 Tasks

43 TA infrastructures

72 Deliverables

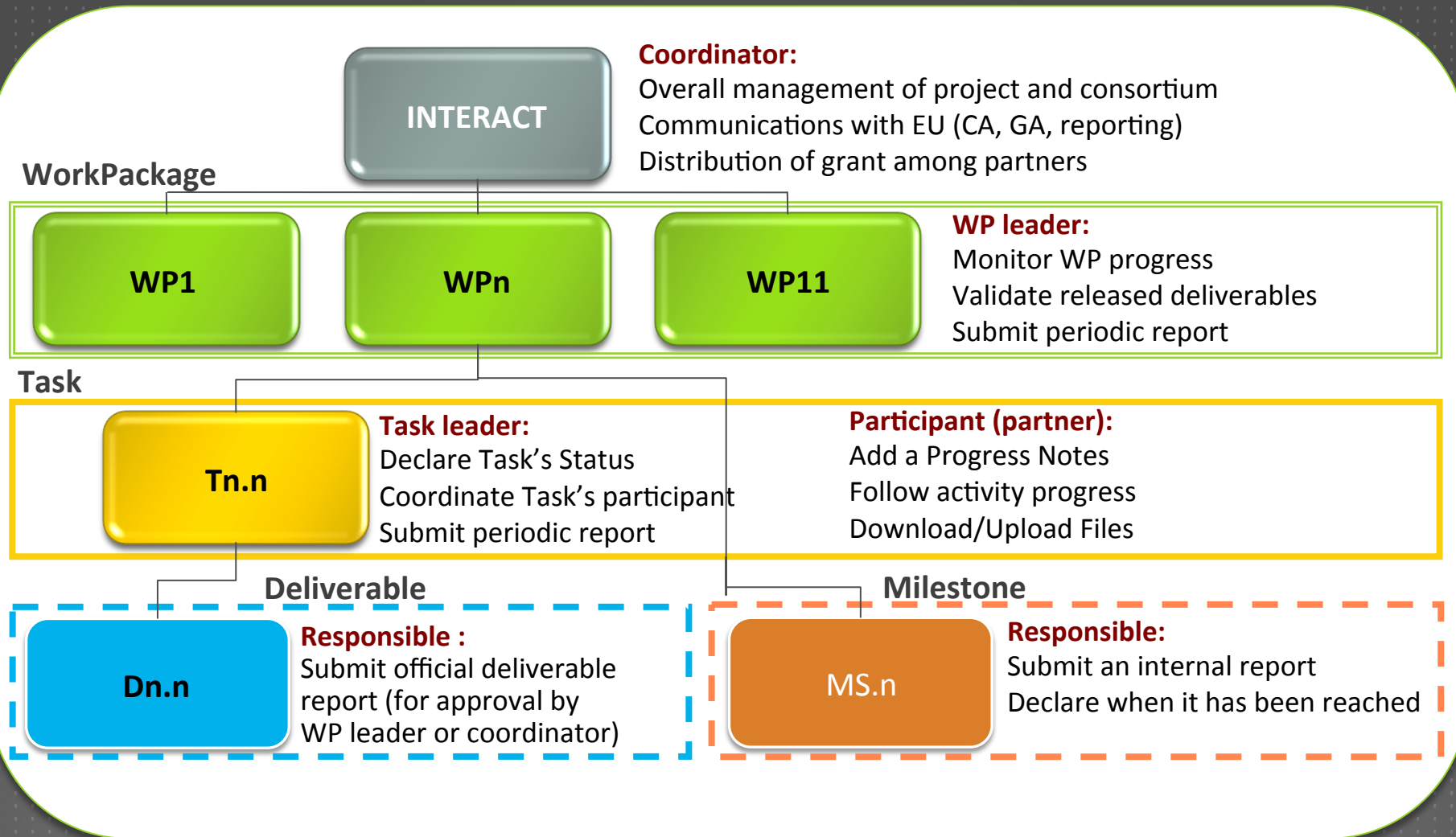
45 Milestones

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47 Partners (48 Months)

# WE NEED A MANAGEMENT TOOL



# WBS (WORKING BREAKDOWN STRUCTURE)



# PROGECTA HELPS TO ..

- ▶ Follow your own schedule
- ▶ Check your Task/Deliverable's list and details
- ▶ Start/Complete Tasks (if you're responsible)
- ▶ Release a Deliverable's report (if any)
- ▶ Declare a Milestones as reached
- ▶ Monitor WP progress (only WP leaders)
- ▶ Add (View) Progress Notes for a specific activity
- ▶ View your Partner's budget
- ▶ Submit contribution to periodic report

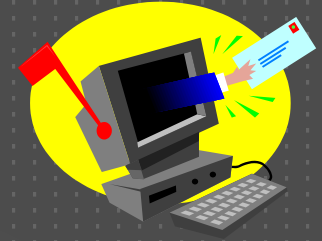
# ACTIVITY' S STATUS

STATUS	Meaning
ToBeDone	Task will start later
InProgress	Task started 😊
Stand-by	Task not started yet 😞
Late	Task (or deliverables or Milestone) not completed yet 😞
Completed	Task ended 😊 😊
Released	Deliverable submitted by responsible 😊
Approved	Deliverable approved by Wpleader or Coordinator 😊 😊
Reached	Milestones reached 😊 😊

# HOW TO READ WP' S PROGRESS

A WP is	ToBeDone	until all its task are	ToBeDone
A WP is	InProgress	if at least one task is	InProgress
A WP is	Stand-By	if at least one task is	Stand-By
A WP/Task is	Late	if at least one task/deliv/ milestone are	Late
A WP/Task is	Completed	When all its tasks/ deliverables/milestone are	Completed

# PROGECTA ALERT SYSTEM



START/COMPLETE Task/deliverable

Task' s Responsible

Task/Deliverable is LATE/STAND-BY

WP leader

Progress Note added!

Activity' s Responsible

AUTOMATIC change of status (LATE/STAND-BY)

Task' s Responsible

Deliverable released/Approved

WP leader  
Coordinator

Submit Report...

Task' s participant  
Task' s responsible  
WP Leader





# PROGETTA

Organize Your Project

## PROGETTA login

Username:

Password:

Login

If you forgot the password, just click here!



[www.progetta.info](http://www.progetta.info)

A stylized line-art graphic above the text 'INTER=ACT'. The graphic depicts a mountain range on the left and a city skyline on the right, connected by a horizontal line. The text 'INTER=ACT' is in a bold, blue, sans-serif font, with a double-headed arrow symbol (=) between the words.

INTER=ACT

# PROGETA (VERSION H2020)

Opening soon at:

<http://interact.progeta.info>



[sysadm@progeta.info](mailto:sysadm@progeta.info)

# CHECK YOUR MAILBOX (AND SPAM)

**From:** Progeta 2 - Notifier <[root@progeta.info](mailto:root@progeta.info)>  
**Date:** 25 January 2017 07.06.01 GMT+02.00  
**To:** [name@gmail.com](mailto:name@gmail.com)  
**Subject:** [INTERACT - Progeta]: New password

Project: INTERACT  
This is the password to access Progeta 2  
Generated for user: Name  
user: useird  
password: xyghzz

To access the system go to:  
<https://interact.progeta.info>

It's recommended to change this password at first login

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Please do not reply to this message; it was sent from an automated email system. This message is a service email related to your use of Progeta. For general inquiries or to request support please contact our administrator [sysadm@progeta.info](mailto:sysadm@progeta.info)

# REPORTING TO EU



# GA PREPARATION: FINAL STEPS

- ▶ Consortium Agreement signature
  - ✓ Electronic copies
    - Hard copies (few beneficiaries still missing)
- ▶ Grant Agreement Signature
  - ✓ Declaration of Honor signed by Beneficiaries
  - ✓ GA signed by Coordinator
    - GA signed by EU
- ▶ Accession Forms signature
  - Electronic signature by PLSIGN within 30 days!

# 3 REPORTING PERIODS

1° Report (M1-M18)  
1/10/2016 – 31/03/2018

2° Report (M19-M36)  
1/04/2018 – 30/09/2019

3° Report (M37-M48)  
1/10/2019 – 30/09/2020

## **Periodic Technical report**

### Part A:

- Publishable Summary
- Work performed and main results achieved
- Progress beyond the state of the art
- Potential impacts
- Deliverables and milestones
- Critical Implementation risks and mitigation actions
- Dissemination and exploitation results
- Intellectual Property rights

### Part B:

- Work carried out by the Beneficiaries in the period

## **Periodic Financial report**

- Individual Financial Statement (Annex 4 of the GA)
- Explanation of the use of the resources

# COST'S ELIGIBILITY CRITERIA

A declared Cost is eligible if:

- Is actual (real, non estimated)
- Incurred by the beneficiary
- Identifiable and verifiable (except indirect costs)
- Compliant with national law
- Following the accounting practices of beneficiary
- Recorded in the accounts of the beneficiary
- Is reasonable and justified

# COST'S ELIGIBILITY CRITERIA

A declared Cost is eligible if:

- Incurred during the project duration (1/10/2016-30/9/2020)
- Incurred in connection with the action
- Necessary for its implementation
- Indicated in the estimated overall budget
- Declared in the Individual Financial Statement submitted through the Participant Portal



# REPORTING COSTS

- ▶ Costs shall **always be reported in EUR.**
- ▶ Beneficiaries with accounts in other currencies shall use **average of the daily exchange rate** published in the Official Journal of the EU calculated over the reporting period.
- ▶ Website of the European Central Bank (ECB)

# NON-ELIGIBLE COSTS

- ▶ identifiable indirect taxes including deductible value added tax (VAT).  
NON-DEDUCTIBLE VAT is eligible in H2020!!
- ▶ costs declared or incurred, or reimbursed in respect of another EU *project*, (*avoiding double funding*)
- ▶ ...other specific cases (check the Grant Agreement for details)

# CATEGORIES OF COSTS

- ▶ DIRECT PERSONNEL COSTS
- ▶ ~~SUBCONTRACTING COSTS~~ (NONE IN INTERACT)
- ▶ OTHER DIRECT COSTS
  - ▶ TRAVEL:  
Travel and subsistence allowances for staff taking part in the project
  - ▶ EQUIPMENT BOUGHT FOR THE PROJECT:  
Depreciation is charged in each relevant periodic report
  - ▶ OTHER COSTS DIRECT FOR PROJECT IMPLEMENTATION
    - Consumables and supplies (identifiable and assigned to the project)
    - Conference fees (if required by the Project)
    - Travel and subsistence for Trans-national Access users
    - Provision of Virtual Access
- ▶ INDIRECT COSTS (25% OF DIRECT COSTS)
- ▶ ACCESS COSTS

# TIME RECORDING SYSTEM

Working time must be recorded throughout the duration of the project using any effective tool (including **time sheets**), in accordance with the beneficiary's normal accounting rules.

An estimation is insufficient.

**H2020 news:**

No time records for researchers working **exclusively** on the project.

For persons who do **NOT** work exclusively for the project, the beneficiaries must show the actual hours worked, with reliable **time records** (i.e. *time-sheets*)

Time records should include, as a minimum:

- ▶ the title and number of the project (INTERACT – 730938)
- ▶ the beneficiary's full name, as specified in the GA
- ▶ the full name, date and signature of the employee
- ▶ the number of hours worked for the project in the period covered by the time record;
- ▶ the supervisor's full name and signature
- ▶ a reference to the work packages to which the person has contributed

Information included in time-sheets must match records of annual leave, sick leave, other leaves and work-related travel.

# TIME SHEET TEMPLATE

[illegible]

<b>Short description of the activities carried out in the month:</b>	
<b>Signed</b> (name of the person working for the action):  <b>Date:</b>	<b>Signed</b> (name of the supervisor):  <b>Date:</b>

# EU TIMESHEET TEMPLATE (MONTHLY BASIS)

Find the new, updated version of EU Time sheet template in an editable file format under the following hyperlink:

[http://ec.europa.eu/research/participants/data/ref/h2020/other/legal/templ/tmpl\\_time-records\\_en.odt](http://ec.europa.eu/research/participants/data/ref/h2020/other/legal/templ/tmpl_time-records_en.odt)

For **persons who work exclusively for the project** (regardless if they are full-time or part-time employees), the beneficiary may either:

- ▶ keep **time records**.
- ▶ sign a declaration on exclusive work for the project (one per reporting period), to confirm that the person worked exclusively for the action

The declaration must be **dated** and **signed** by the person concerned AND her/his supervisor.



# REPORTING ACCESS COSTS TA, RA AND VA

Kirsi Latola, WP5 leader

Hannele Savela, WP5 coordinator

Thule Insitute, University of Oulu, Finland

# REPORTING OF TA, RA, VA

## Stations reporting obligations

- ▶ Financial claims for all WPs > to EC
  - ▶ Access costs and ODC for TA and RA (if offered by your station)
  - ▶ Personnel costs and ODC for VA (if offered by your station)
  - ▶ Costs that are claimed must be actual costs, i.e. they must be verifiable by receipts
  - ▶ Personnel costs claimed must be verifiable, i.e. records of time worked for the project
- ▶ Information about TA and RA users > to WP5
- ▶ Information about VA use (numbers and countries/regions obtained by web-analytical tools) > to WP5

# DETAILED INFORMATION ON REPORTING

- ▶ H2020 AMGA – Annotated Model Grant Agreement
- ▶ H2020 Periodic Report Template
- ▶ Information will be provided to stations in Spring 2017 for
  - ▶ keeping the list of TA users
  - ▶ providing numbers of used TA/RA and ODC to WP5 for compiling reports
  - ▶ using the web-analytical tools to follow VA
- ▶ In questions regarding the reporting of TA, RA, VA
  - ▶ Consult the WP5 office at Oulu
  - ▶ Visit the “TA help desk” during the kick-off meeting on **Fri 27th Jan 09:30-10:30**

# ACCESS COSTS ELIGIBILITY

## ELIGIBLE COSTS for TA/VA:

- ▶ Access costs (Unit costs/Actual costs)
- ▶ Users' travel and subsistence costs
- ▶ Costs of advertising TA offer
- ▶ Costs for selection procedure (evaluator travel and subsistence costs, if any)

# REPORT'S APPROVEMENT BY EU

At the end of each reporting period, the Commission shall evaluate and approve project reports and deliverables, beneficiaries' eligible costs and disburse the corresponding payments within **90 days of their receipt.**



# PAYMENTS FROM EU

Pre-financing  
Payment

Ex: 30 K€

1st Interim  
Payment

25 K€

2nd Interim  
Payment

30 K€

Final  
Payment

10 K€

Report 1 (M1-M18)

Report 2 (M19-M36)

Report 3 (M37-M48)

~~BUDGET~~

~~100 K€~~

1<sup>st</sup> (M1-M18)  
Cost Statement

25 K€

2<sup>nd</sup> (M19-M36)  
Cost Statement

30 K€

3<sup>rd</sup> (M27-M48)  
Cost Statement

40 K€

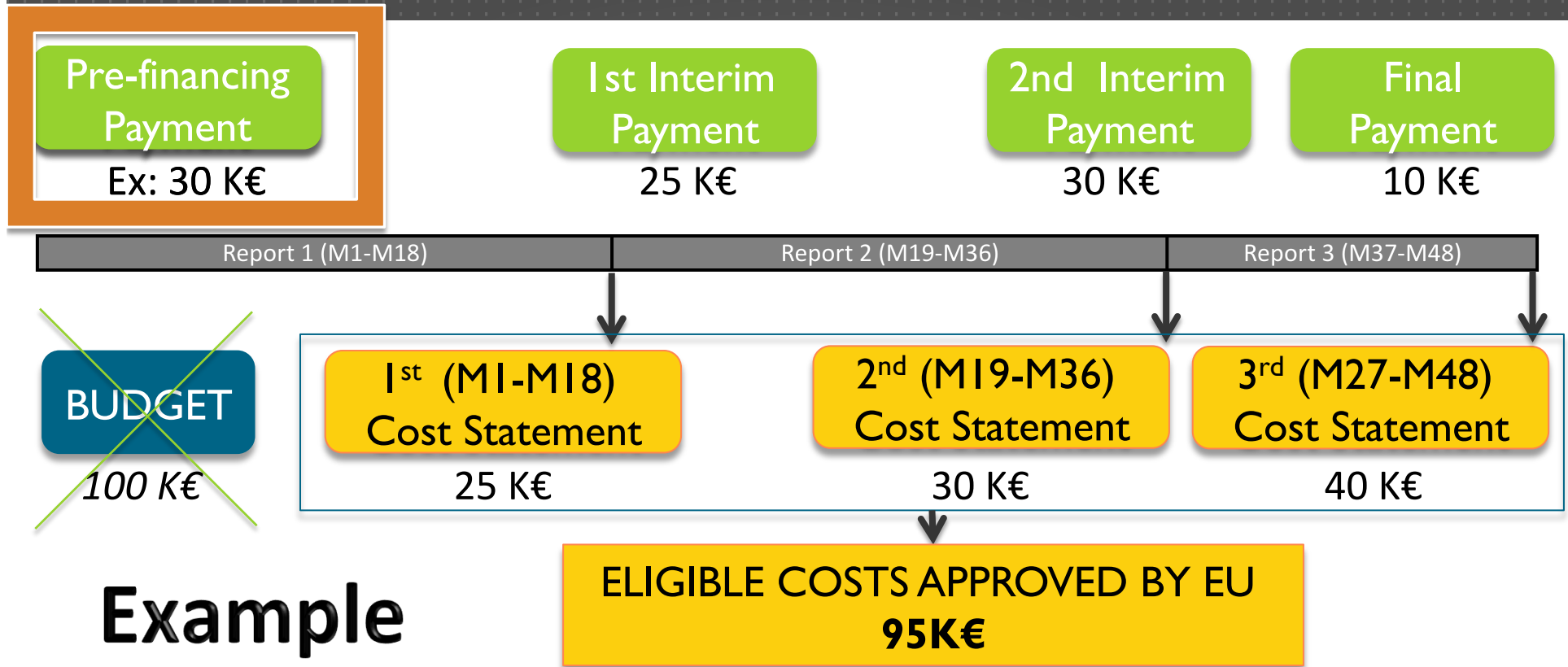
## Example

ELIGIBLE COSTS APPROVED BY EU  
**95K€**

Planned Budget is an **estimation** of costs, and it represents the maximum Grant.  
EU Grant will be based on **eligible cost approved!**



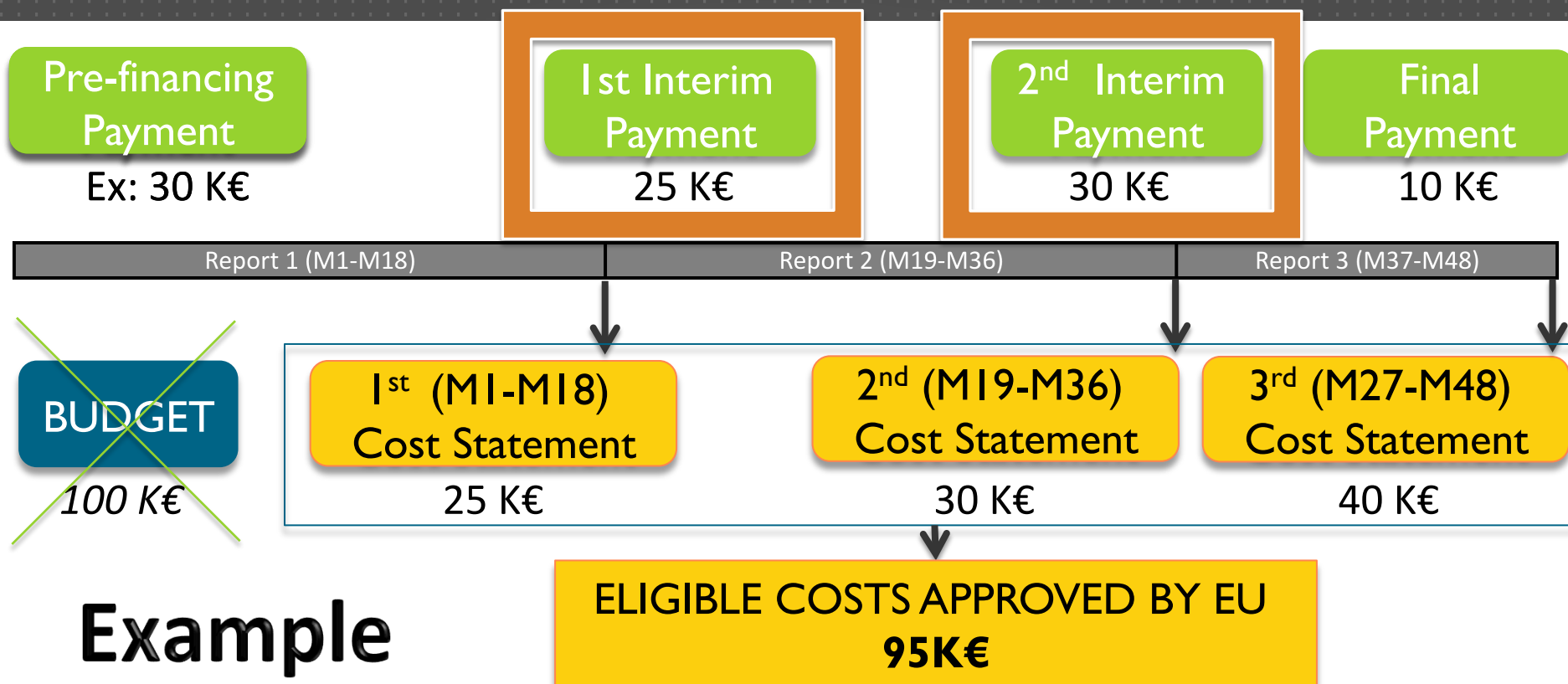
# PRE-FINANCING PAYMENT



The purpose of pre-financing is to let the beneficiaries to have a positive cash-flow during (most of) the project. Pre-financing funds remain **EU property** until the end of the project. If **eligible costs accepted** by the Commission/Agency are less than Payment received by EU, **remaining money must be returned to EU**.



# INTERIM PAYMENTS

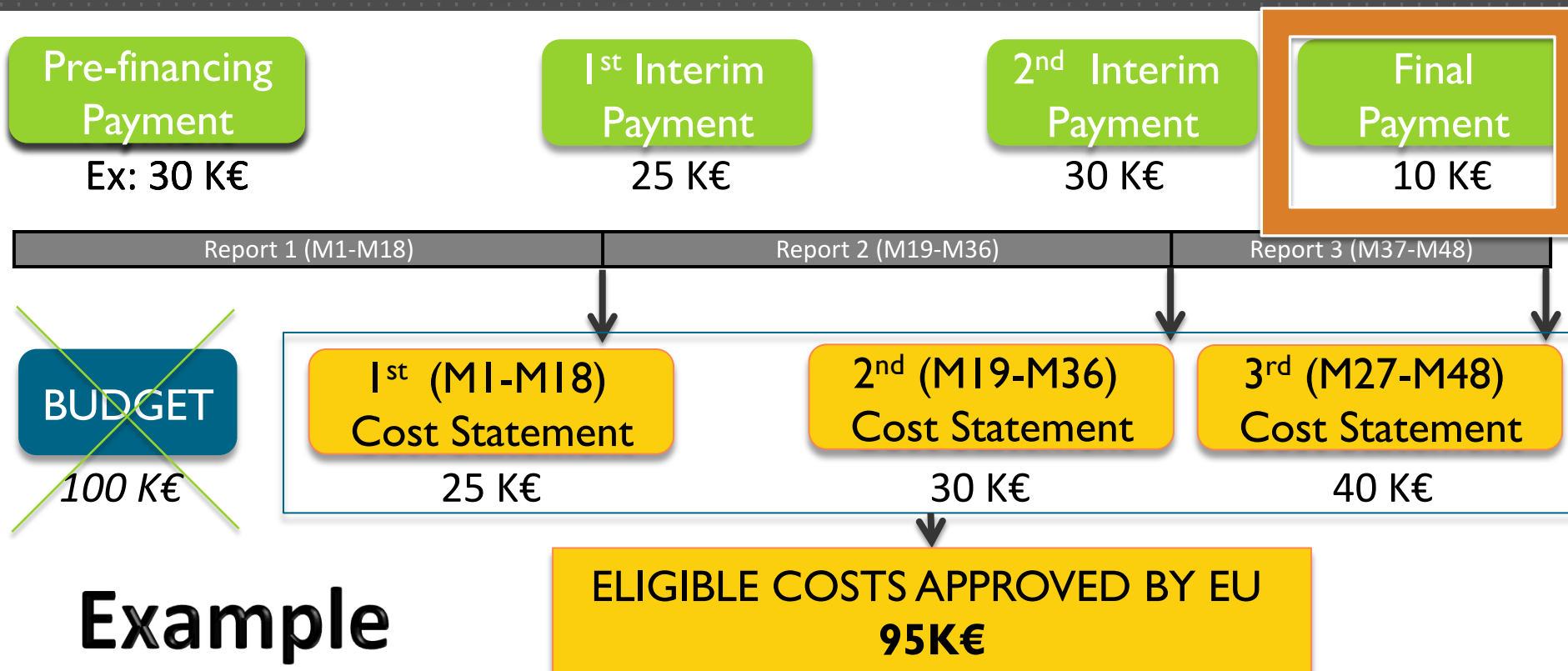


After approval of a periodic reports, interim payments will follow and will be **correspond to the accepted Eu contribution for that period.** However, the total amount of interim payments + pre-financing will be limited to 90% of the maximum EU contribution.





# FINAL PAYMENT



## Example

**ELIGIBLE COSTS APPROVED BY EU**  
**95K€**

The final payment will be transferred after the approval of the final reports and consists of the difference between the calculated EU contribution (on the basis of the **eligible costs**) minus the amounts already paid.

If the total amount already paid would prove to be higher than the EC contribution accepted, the **Commission will recover the difference.**

# GUARANTEE FUND (5%)

From the Financial Guidelines:

*“The contribution to the **Guarantee Fund (5% of the total EC contribution for the project)** will be part of the pre-financing (and its calculation); however, it will not be paid into the account of the Coordinator, it will be transferred directly from the Commission to the Fund at the time of the payment of the pre-financing.*

*[...] it will be returned to the beneficiaries via the coordinator at the moment of the **final payment**, at the end of the project.”*

# CFS (CERTIFICATES ON THE FINANCIAL STATEMENTS) – ANNEX 5 OF THE GA

*The Final Report should include, amongst other documents, a CFS for each beneficiary that requests a total contribution of EUR 325 000 or more, as reimbursement of actual costs and unit costs*

*It must be submitted following the templates provided..*

*It must be prepared and certified by an **auditor qualified** in accordance with national legislation”*

# DON'T FORGET:

- ▶ Additional technical details about reporting procedure will be given during the 1<sup>st</sup> Annual Meeting (closer to the end of the reporting period)
- ▶ DO NOT SPEND Pre-financing money for anything else than expenses related to the project (be sure they are eligible).
- ▶ Record personnel working time (Time sheets)
- ▶ Keep all the Time-sheets and documentation about expenses made for the project (they should be kept for at least 5 years after the end of the project)
- ▶ Contact Project Coordination Office in case of doubts about reporting.
- ▶ Financial declaration is responsibility of each Beneficiary. Coordination Office could only give you support, but has no role in what will be declared.

# DON'T FORGET

Beneficiaries must keep records and other supporting documentation in order to prove the proper implementation and the costs declared as eligible!

To learn more about keeping records, please read Article 18 of the H2020 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)