1° REPORT TO EU

(1 Oct 2016 – 30 Mar 2018)

Luisella Bianco (CLU)
INTERACT REPORTING PERIOD

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

DUE DATE: 31 MAY 2018

Periodic Technical report

Part A (Coordinator in the Participant Portal)
Part B (WP and Task leader in Proecta):

- explanations of the work carried out per WP by all beneficiaries during the reporting period (WP and Task detail)
- progress towards the project objectives, justifying the differences between work expected under Annex I and work actually performed, if any.

Periodic Financial report

- Individual Financial Statement (Annex 4 of the GA)
- Explanation of the use of the resources (in the Participant Portal)
Why using 2 different tools?

**PARTICIPANT PORTAL**
EU Official access to Financial/Technical data

**INTERACT.PROGECTA.info**
INTERACT Internal management tool
EU Participant Portal

Project starts

End period 1

Continuous reporting module

End period 2

Final

Project ends
Continuous Report to EU
filled in by the Coordinator

- Deliverables’ report
- progress in achieving milestones
- updates to the publishable summary
- critical risks
- publications
- communications activities
- IPRs
- questionnaire about the economic and social impact of the project.
EU Participant Portal

- Project starts
- End period 1
- Periodic
- End period 2
- Periodic
- Final
- Project ends

continuous reporting module
Periodic Technical Report

**TASK LEADERs**

- summary of progress towards objectives (in the period M1-M18)

**WP LEADERs (WP1-WP9)**

- significant results

- if applicable explain the reasons for:
  - deviations from DOW (if any)
  - failing to achieve critical objectives
  - not being on schedule
  - explain the impact on other tasks as well as on available resources and planning
  - propose corrective actions.

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### Task List

<table>
<thead>
<tr>
<th>Title</th>
<th>Activity / Section</th>
<th>From - To</th>
<th>Due date</th>
<th>Status</th>
<th>By User</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Period - Effort Declaration</td>
<td></td>
<td>2012-07-01 - 2013-12-31</td>
<td>2014-01-31</td>
<td>Not Submitted</td>
<td></td>
</tr>
<tr>
<td>M19-M36 (technical)</td>
<td>T1.1 - Provide general co-ordination and administration</td>
<td>M19 - M36</td>
<td>2014-01-31</td>
<td>Not Submitted</td>
<td></td>
</tr>
<tr>
<td></td>
<td>T1.2 - Establish and operate an</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1st Financial Statement

Participant Portal -> My Projects -> MP (Manage Projects)

Open: 1 April 2018
1st Financial Statement

<table>
<thead>
<tr>
<th>Period</th>
<th>Adjustment</th>
<th>Requested Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/07/2014 - 31/12/2014</td>
<td>No</td>
<td>100,000.00 €</td>
</tr>
</tbody>
</table>

Financial Statement for period 1 (01/07/2014 - 31/12/2014)

Eligible costs:

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Total</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Direct personnel costs declared as actual costs</td>
<td>30,000.00 €</td>
<td></td>
</tr>
<tr>
<td>b) Direct personnel costs declared as unit costs (average costs)</td>
<td>0.00 €</td>
<td></td>
</tr>
<tr>
<td>d) Direct costs of subcontracting</td>
<td>65,000.00 €</td>
<td></td>
</tr>
<tr>
<td>e) Direct costs of providing financial support to third parties</td>
<td>0.00 €</td>
<td></td>
</tr>
<tr>
<td>f) Other direct costs</td>
<td>3,000.00 €</td>
<td></td>
</tr>
<tr>
<td>h) Indirect costs (= 0.25 * (a + b + f - o))</td>
<td>8,000.00 €</td>
<td></td>
</tr>
<tr>
<td>j) Total costs (= a + b + d + e + f + h)</td>
<td>106,000.00 €</td>
<td></td>
</tr>
<tr>
<td>k) Receipts</td>
<td>0.00 €</td>
<td></td>
</tr>
<tr>
<td>m) Maximum EU contribution (100%)</td>
<td>106,000.00 €</td>
<td></td>
</tr>
<tr>
<td>n) Requested EU contribution</td>
<td>100,000.00 €</td>
<td></td>
</tr>
<tr>
<td>z) Requested EU contribution eligible for CFS</td>
<td>105,000.00 €</td>
<td></td>
</tr>
</tbody>
</table>
1\textsuperscript{st} Financial Statement

All beneficiaries must

- fill in their own financial statement
- electronically sign it

*Make sure you have assigned an FSIGN user role to your project (PFSIGN - Project Financial Signatory) in your organisation*

- and submit it to the coordinator.
1st Financial Statement

- Costs must be incurred from the start date of the project (1st October 2016) to the end of the reporting period (31 March 2018)

- 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):

www.ECB.int
WHAT SHOULD I REPORT?

PERSONNEL COSTS

- Employee name
- Number of PM worked on specific WP
- Personnel costs (n. of Hours*hourly rate)

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.

No time records needed for researchers working exclusively on the project.
<table>
<thead>
<tr>
<th>Month</th>
<th>[Month / Year]</th>
<th>[Month / Year]</th>
<th>[Month / Year]</th>
<th>[Month / Year]</th>
<th>[Month / Year]</th>
<th>[Month / Year]</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of hours</td>
<td>26</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work packages (of Annex 1) to which the person has contributed by the reported hours</td>
<td>WP2</td>
<td>WP3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date and signature of the person working for the action</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name, date and signature of the superior</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

INTERACT PARTNER acronym
Employee Name Full-time employee
1st Financial Statement

OTHER DIRECT COSTS

- TRAVEL and SUBSISTENCE allowance for:
  - Staff taking part in the project actions
  - Travel costs for TA User Groups

- EQUIPMENT bought for the project (if planned):
  - Depreciation is charged in each relevant periodic report

OTHER COSTS

- Accommodation and meal costs for TA User Groups
- Costs of other goods and services
  (consumables and supplies, dissemination, publications...)
  identifiable and assigned to the project
- Other eligible costs

1st Financial report

ACCESS COSTS

if offered by your station, and already claimed in INTERACCESS

- N. of person days of access provided
  (total cost is automatically calculated)

WP5 Leaders will send you detailed info!!

INDIRECT COSTS

- 25% of Direct Costs (automatically calculated)
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 reporting period (1/10/2016-30/3/2018)
- Incurred in connection with the action (specific WP)
- Necessary for its implementation
- Indicated in the estimated overall budget
- Declared in the Individual Financial Statement submitted through the Participant Portal
Non-eligible costs

- identifiable indirect taxes including *deductable VAT* (Value Added Tax).

- costs declared or incurred, or reimbursed in respect of another EU *project* *(avoiding double funding)*

- ...other specific cases
  (check the Grant Agreement for details...or ASK ME!)