

# ***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 **Progetta***):

- 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***)

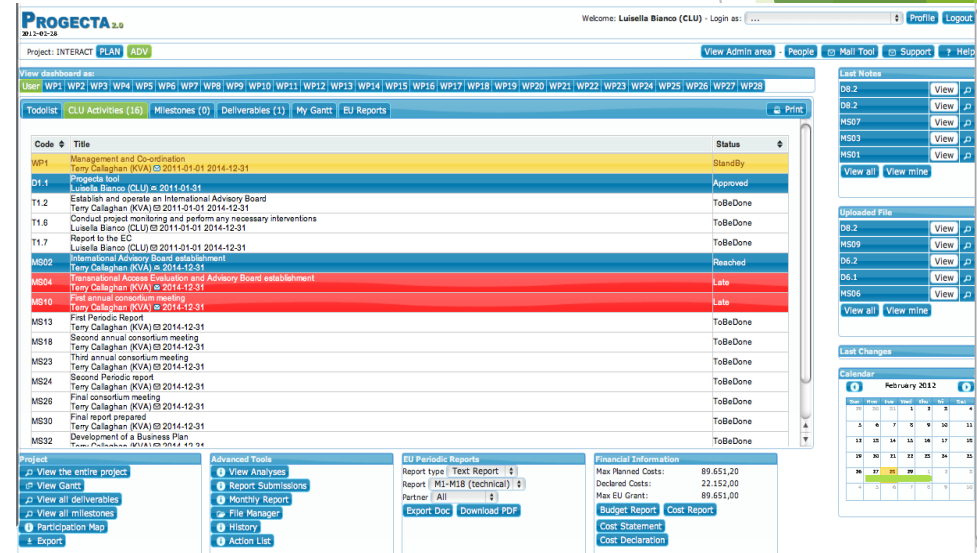
# Why using 2 different tools?

## PARTICIPANT PORTAL

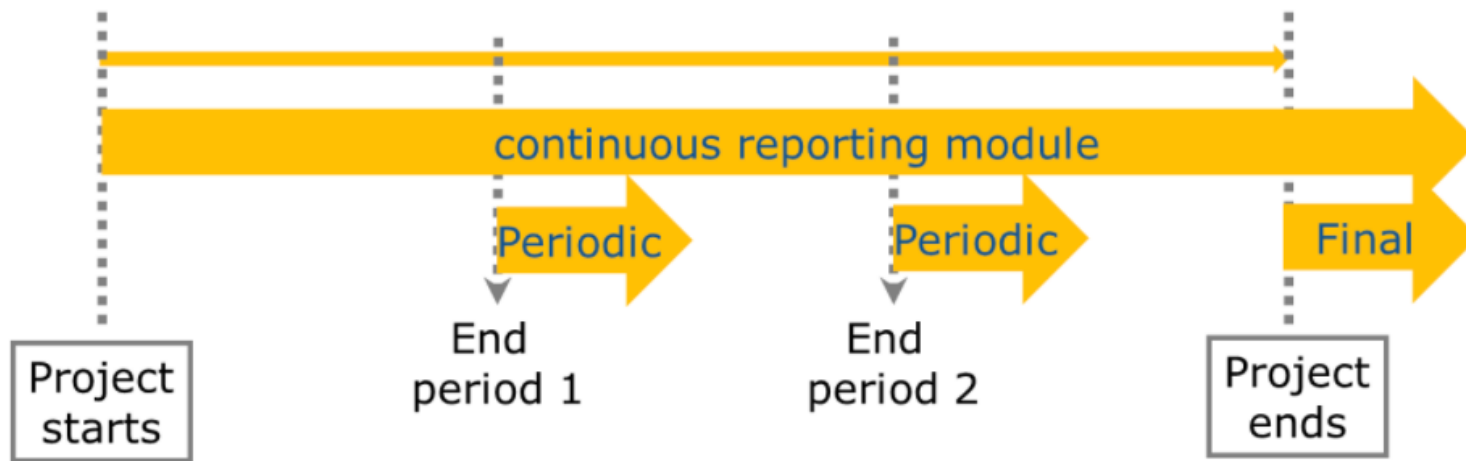
EU Official access to Financial/Technical data

## INTERACT.PROJECTA.info

INTERACT Internal management tool



# EU Participant Portal

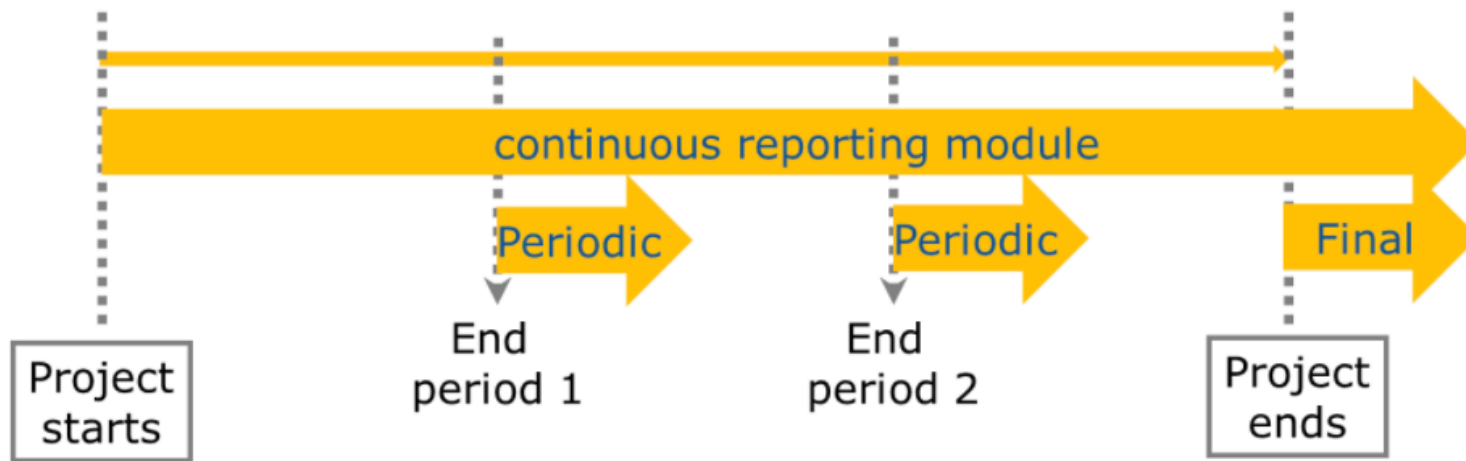


# Continuous Report to EU

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



# Periodic Technical Report

Open: 1 April 2018

## 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**.

Todolist

Activities KVA (58)

My Activities (8)

Milestones (10)

Deliverables (3)

My Gantt

Reports

Title ▲	Activity / Section ◆	From - To ◆	Due date ◆	Status ◆	By User
2nd Period - Effort Declaration	-	2012-07-01 - 2013-12-31	2014-01-31	Not Submitted	
M19-M36 (technical)	WP1 - Management and Co-ordination	M19 - M36	2014-01-31	Not Submitted	
M19-M36 (technical)	T1.1 - Provide general co-ordination and administration	M19 - M36	2014-01-31	Not Submitted	
	T1.2 - Establish and operate an		2014-01-		

# 1<sup>st</sup> Financial Statement

Open: 1 April 2018

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

The screenshot displays the 'RESEARCH & INNOVATION Participant Portal - Grant Management Services' interface. On the left, a sidebar titled 'MY PROJECT' features the 'HORIZON 2020' logo and project details: Call: H2020-SCC-2015, Type of Action: CSA, Acronym: 119261 TEST [ABAC: ABACBUDL], Current Phase: Grant Management, Number: 119261, Duration: 36 months, Start Date: 17 Jan 2010, Estimated Project Cost: €819.00, Requested EU Contribution: €20.00, and Contact: Genevieve VALLIER. A 'Latest Legal Data' button is at the bottom of the sidebar.

The main content area is titled 'Launch new interaction with the EU' with a '+' button. It contains two sections: 'Periodic Reporting' and 'Continuous Reporting'. The 'Periodic Reporting' section, highlighted with a red border, shows a timeline from 14 Mar 2017 (Draft) to 15 Sep 2011 (Submitted) to Paid. Below the timeline, a list of tasks is shown: 'Technical Part contribution' (Lock for review), 'Financial Statement AST [PIC 973276467] drafting' (highlighted with a green box and 'Lock for review'), and 'Periodic Report composition' (Submit to EU). The 'Continuous Reporting' section shows a timeline from 14 Mar 2017 (Started) to Completed.

**Periodic Reporting**  
REP-119261-1 - period 17/01/2010 > 16/07/2011  
14 Mar 2017 (Draft) | 15 Sep 2011 (2068/60 days) (Submitted) | Paid

- Technical Part contribution (Lock for review)
- Financial Statement AST [PIC 973276467] drafting** (Lock for review)
- Periodic Report composition (Submit to EU)

**Process specific documents**

**Process specific communications**

**Continuous Reporting**  
119261 - 119261 TEST [ABAC: ABACBUDL]  
14 Mar 2017 (Started) | Completed

# 1<sup>st</sup> Financial Statement

SyGMA - System for Grant Management - Windows Internet Explorer

(EXTERNAL) ?

Grant Management Project Periodic Report

Project 555555 ABC R&I test project

**HORIZON 2020**

Period No: 1 Duration (months): 6  
Reporting Period : [01/07/2014 - 31/12/2014]

Beneficiary 1: Test account  
Legal Name: Test account legal entity  
PIC: 999777555 Status: VALIDATED  
Legal Address: ABC street, BBB city, AAA country

Financial Statements

slide to select beneficiary

## Financial Statement

Financial information from contact

No contribution requested? ☐ Yes ☒ No

Financial Statements

Period	Adjustment	Requested Contribution
01/07/2014 - 31/12/2014 (Period No '1')	No	100,000.00 €

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

Eligible costs: ⓘ

Cost Category	Total	Actions
a) Direct personnel costs declared as actual costs	30,000.00 €	
b) Direct personnel costs declared as unit costs (average costs)	0.00 €	
d) Direct costs of subcontracting	65,000.00 €	
e) Direct costs of providing financial support to third parties	0.00 €	
f) Other direct costs	3,000.00 €	
h) Indirect costs (= 0.25 * (a + b + f - o))	8,000.00 €	
j) Total costs (= a + b + d + e + f + h)	106,000.00 €	
k) Receipts	0.00 €	
m) Maximum EU contribution (100%)	106,000.00 €	
n) Requested EU contribution	100,000.00 €	
z) Requested EU contribution eligible for CFS	106,000.00 €	

# 1<sup>st</sup> 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.



# 1<sup>st</sup> Financial Statement

- ▶ Costs must be incurred from the start date of the project (1<sup>st</sup> 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](http://www.ECB.int)



# 1<sup>st</sup> Financial Statement

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 for the duration of the project using any effective method (e.g. **time sheets**), in accordance with the beneficiary's accounting rules. An estimation is insufficient.

No time records needed if the PM is working **exclusively** on the project.



# TIME RECORDING FOR A HORIZON 2020 ACTION – Minimum requirements

Title of the action (acronym):	INTERACT	Grant Agreement No:	730938
Beneficiary's / linked third party's name:	PARTNER acronym		
Name of the person working on the action:	Employee Name	Type of personnel <small>(see Art. 6.2.A Grant Agreement)</small>	Full-time employee

Month	[Month / Year]	[Month / Year]	[Month / Year]	[Month / Year]	[Month / Year]	[Month / Year]	...	Total
Number of hours	26							
Work packages (of Annex 1) to which the person has contributed by the reported hours	WP2 WP3							
Date and signature of the person working for the action	Date <i>[Signature]</i>							
Name, date and signature of the superior	Supervisor Date <i>[Signature]</i>							

# 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:

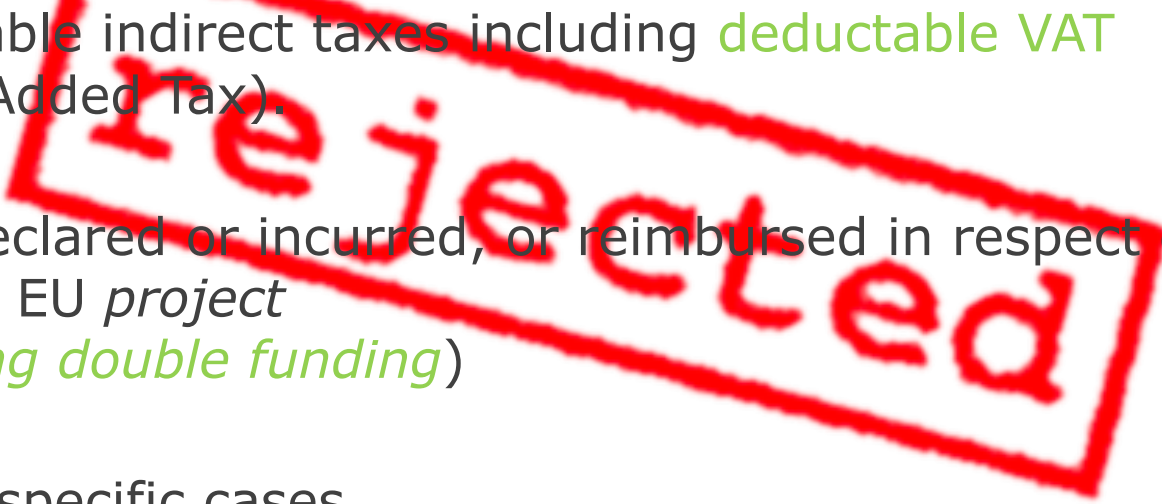
- Is actual (real, non estimated)
- Incurred by the beneficiary
- Identifiable and verifiable (except indirect costs)
- Compliant with national law
- Following the accounting practices of beneficiary
- Recorded in the accounts of the beneficiary
- Is reasonable and justified

# 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!)