2° *REPORT TO EU*

(1 Apr 2018 – 30 Sep 2019)

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: 30 NOV 2019

Periodic Technical report

Part A (*Coordinator in the **Participant Portal***)

Part B (*WP and Task leader in **Progecta***):

- description of the work carried out <u>by each beneficiary involved</u>, during the reporting period (WP and Task detail)
- overview of the WP progress towards the project objectives

Periodic Financial report

- Individual Financial Statement (Annex 4 of the GA)
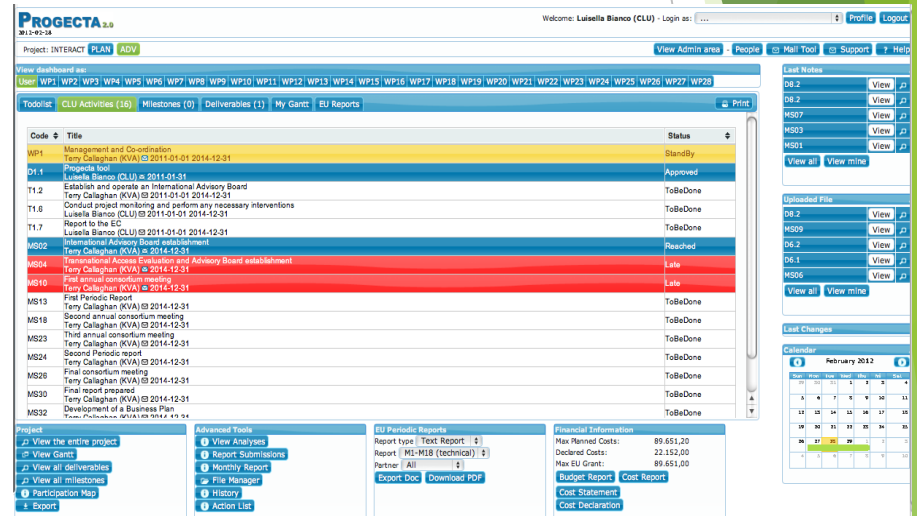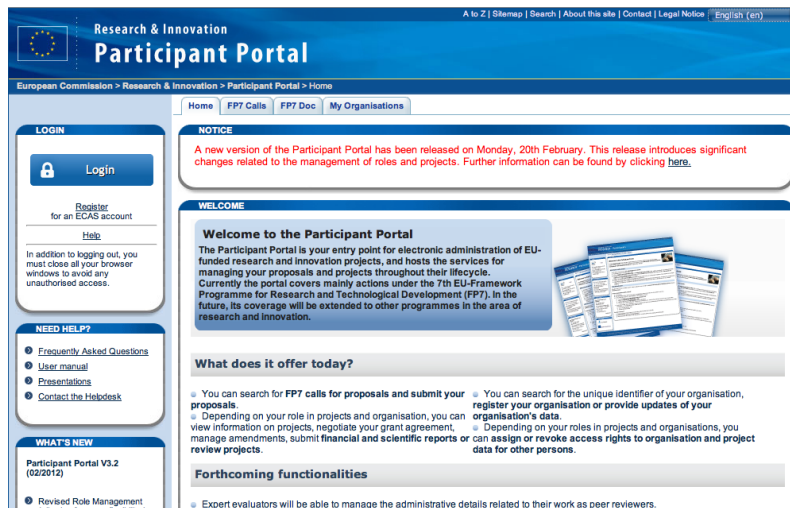- Explanation of the use of the resources (*in the **Participant Portal***)

Why using 2 different tools?

PARTICIPANT PORTAL

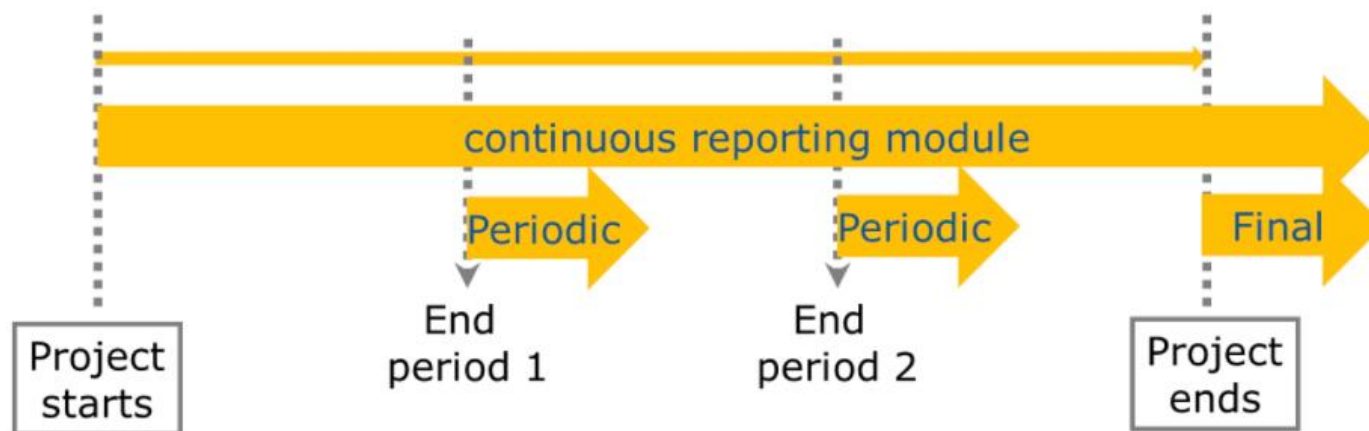**INTERACT.PROGECTA.info**

EU Official access to Financial/Technical data

INTERACT Internal management tool

ALL PARTNER

WP and TASK leaders

EU Participant Portal

Continuous Report to EU
filled in by the Coordinator (INPUT by Beneficiaries)

- **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.

Periodic Technical Report

TASK LEADERs

💧 description of the work carried out by each beneficiary involved in the Task (in the period M19-M36)

WP LEADERs (WP1-WP9) and TASK Leaders

💧 Assemble info from Task Leaders and explain the work carried out in WP during the reporting period giving details of the work carried out by each beneficiary involved

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-		

2ⁿᵈ Financial Statement

Open: 1 October 2019

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

2ⁿᵈ Financial Statement

2ⁿᵈ Financial Statement

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.**

2nd Financial Statement

- Costs must be incurred from the start date of the project (1st October 2016) to the end of the reporting period (30 September 2019)

- Costs shall **always be reported in EUR**

Beneficiaries with accounts in other currencies shall use average of the daily exchange rate (C series) over the corresponding reporting period, as reported in the European Central Bank (ECB) website :

http://www.ecb.europa.eu/stats/policy_and_exchange_rates/euro_reference_exchange_rates/html/index.en.html

2nd 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** throughout 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 for persons 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 (see Art. 6.2.A Grant Agreement)	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							
Name, date and signature of the superior	Supervisor Date							

2nd 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

2nd 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*)

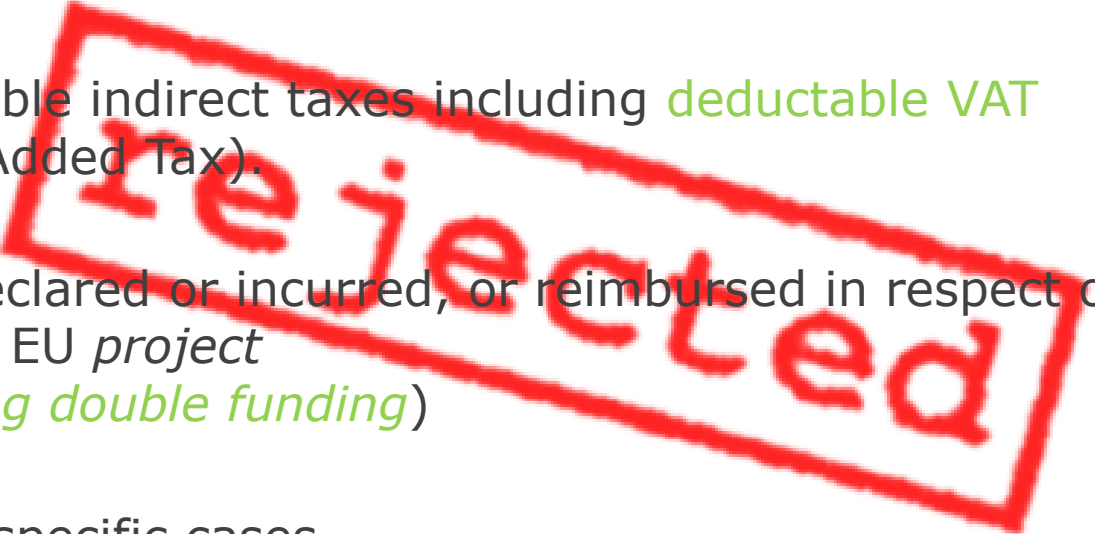# Cost's Eligibility Criteria

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 (1/04/2018-30/9/2019) or during the previous reporting period (1/10/2016-30/3/2018 -> Adjustment)

- 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!)

Don't' forget:

▶ Additional technical details about reporting procedure will be given at September 2019 (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 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 under responsibility of each Beneficiary. Coordination Office could only give you support, but has no role in what will be declared.