2° REPORT TO EU

(1 Apr 2018 – 30 Sep 2019)

Luisella Bianco (CLU)
DUE DATE: 30 NOV 2019

**Periodic Technical report**
- Part A (*Coordinator in the Participant Portal*)
- Part B (*WP and Task leader in Proecta*):
  - description of the work carried out by each beneficiary involved, 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**

EU Official access to Financial/Technical data

**INTERACT.PROJECTA.info**

INTERACT Internal management tool

**ALL PARTNER**

WP and TASK leaders
EU Participant Portal

- Project starts
- End period 1
- Continuous reporting module
- Periodic
- End period 2
- Periodic
- Final
- Project ends
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

<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>
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<td>2nd Period - Effort Declaration</td>
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<td>2012-07-01 - 2013-12-31</td>
<td>2014-01-31</td>
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<td>M19-M36 (technical)</td>
<td>T1.1 - Provide general co-ordination and administration</td>
<td>M19 - M36</td>
<td>2014-01-31</td>
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<td>M19-M36 (technical)</td>
<td>T1.2 - Establish and operate an</td>
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Open: 1 October 2019
2\textsuperscript{nd} Financial Statement

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

Open: 1 October 2019
2\textsuperscript{nd} Financial Statement
2\textsuperscript{nd} Financial Statement

Beneficiaries must

- fill in their own financial statement

- electronically sign it

  \textit{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:
2\textsuperscript{nd} 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 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>
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<th>[Month / Year]</th>
<th>Total</th>
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<td>26</td>
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<tr>
<td>Work packages (of Annex 1) to which the person has contributed by the reported hours</td>
<td>WP2</td>
<td>WP3</td>
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<tr>
<td>Date and signature of the person working for the action</td>
<td>(\text{Date}^{\text{Luiza Bai}})</td>
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<td>Name, date and signature of the superior</td>
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</table>
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.