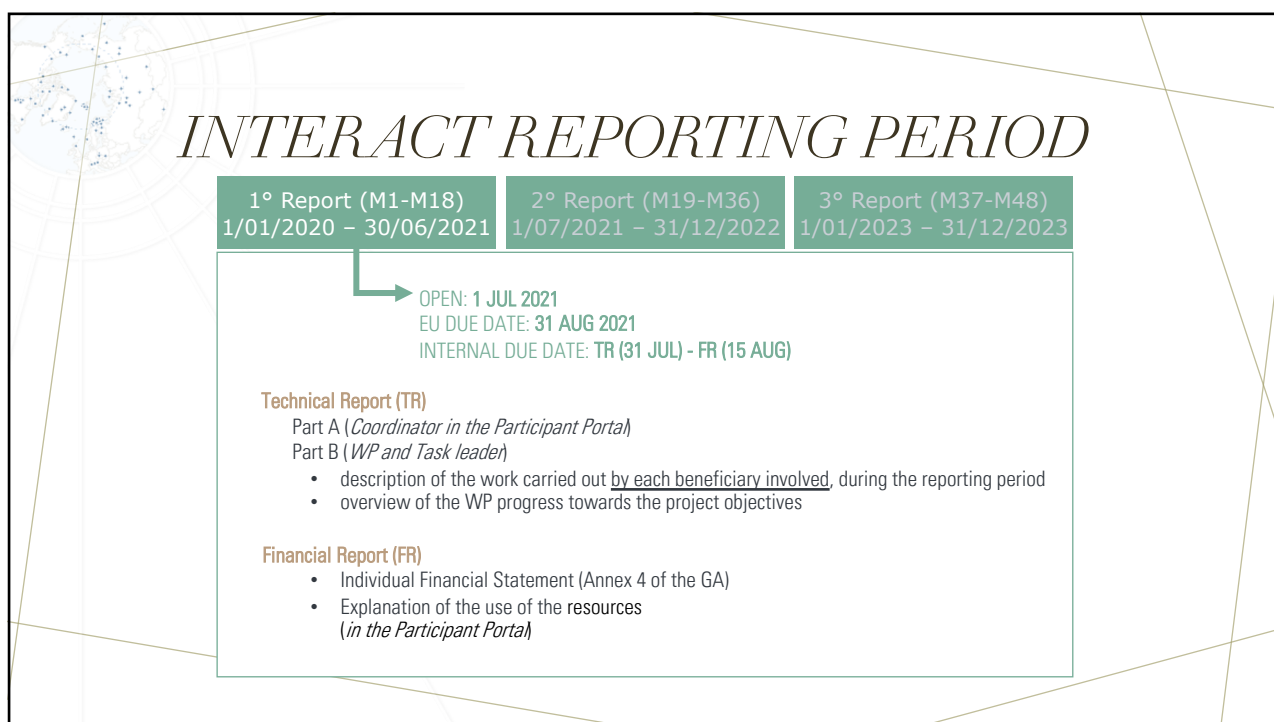




1



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1ST PERIODIC TECHNICAL REPORT

Open: 1 July 2021

TASK LEADERS

- Send to WP leader a brief description of the work carried out by each beneficiary involved in the Task

WP LEADERS

- describe work carried out in their WP (consolidate Task's description)
- explain the work carried out by each beneficiary involved in their WP
- give an overview of the progress towards the project objectives, justifying the differences between work expected under Annex I and work actually performed, if any
- WP report should be sent to Coordinator **by 31th July 2021**

a TEMPLATE will be distributed to WP leader

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1ST FINANCIAL STATEMENT

Open: 1 July 2021

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

The screenshot displays the 'Participant Portal - Grant Management Services' interface. On the left, a sidebar shows project details for 'HORIZON 2020', including call number H2020-SOC-2015, type of action CSA, acronym 119261 TEST [ABAC: ABACBUOL], 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. The main content area shows a timeline for 'Periodic Reporting' with stages: Draft (14 Mar 2017), Submitted (15 Sep 2011), and Paid. A red box highlights the 'Financial Statement' section, which includes a 'drafting' status and a 'Lock for review' button. The 'Financial Statement' section also includes a 'Submit to EU' button. Below the timeline, there are sections for 'Process specific documents' and 'Process specific communications'. At the bottom, there is a section for 'Continuous Reporting' with a 'Started' status and a 'Completed' status.

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1ST FINANCIAL STATEMENT

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
 PC: 999777555 Status: VALIDATED
 Legal Address: ABC street, 888 000, AAA country

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 €	<input type="checkbox"/>
b) Direct personnel costs declared as unit costs (average costs)	0.00 €	<input type="checkbox"/>
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 €	<input type="checkbox"/>
h) Indirect costs (= 0.25 * (a + b + f + g))	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 €	

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1ST FINANCIAL STATEMENT

BENEFICIARIES must

- fill in their own financial statement into the Participant Portal
- electronically sign it (PFSIGN has rights to sign)
- and submit it to the coordinator **by 15 August 2021**

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



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1ST FINANCIAL STATEMENT

- Costs related to INTERACT III activities and incurred from the start date of the project (1st January 2020) to the end of the reporting period (30 June 2021)
- 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

Detailed instructions will be sent

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1ST FINANCIAL STATEMENT

PERSONNEL COSTS

- Personnel costs must be detailed for each person carrying out work for the project (individual hourly rate multiplied by the actual hours worked for the action)
- Number of P/M (Person Month) worked on specific WP(s)

Working hours 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.**

They must match the accounting records and supporting documentation (i.e. labour contracts, collective labour agreements, applicable national law on taxes, labour and social security contributions, payslips, time records, bank statements showing salary payments, etc.).

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EU TIME SHEET

TIME RECORDING FOR A HORIZON 2020 ACTION – Minimum requirements								
Title of the action (acronym):	INTERACT					Grant Agreement No:	871120	
Beneficiary's / linked third party's name:	PARTNER acronym							
Name of the person working on the action:	Employee Name					Type of personnel (see Art. 4.2.2 of 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		<i>[Signature]</i> Date						
Name, date and signature of the superior		Supervisor Date						

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1ST FINANCIAL STATEMENT

OTHER DIRECT COSTS

◆ TRAVEL and SUBSISTENCE cost for:

Researchers taking part in the project actions (SMF, GA in person, other project meeting)

TA User Groups (Travel and logistic costs reimbursement)

Accommodation and meal costs at the station (TA User Groups)

◆ EQUIPMENT bought for the project (if planned):

Depreciation is charged in each relevant periodic report

◆ OTHER COSTS

Costs of other goods and services

(consumables and supplies, dissemination, publications...) **identifiable and assigned to the project**

Other eligible costs (refer to GA Art. 6)



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RECORDS FOR ACTUAL COSTS

OTHER DIRECT COSTS

- the beneficiary must keep a breakdown of costs declared by type (i.e. travel costs and related subsistence allowances, depreciation, costs of other goods and services etc.).
- It should be able to provide details of individual transactions for each type of cost. For depreciation, it must be able to provide details per individual equipment used for the action.
- Declared costs must match accounting records (i.e. general ledger transactions, annual financial statements) and supporting documentation (i.e. purchase orders, delivery notes, invoices, contracts, bank statements, asset usage logbook, depreciation policy, etc.).

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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)



Detailed instructions will follow

INDIRECT COSTS

- 25% of Direct Costs (automatically calculated)

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COST'S ELIGIBILITY CRITERIA

A declared Cost is eligible if it is :

- ◆ actual (real, non estimated)
- ◆ incurred by the beneficiary (paid by your institute)
- ◆ identifiable and verifiable (except indirect costs)
- ◆ compliant with your national law
- ◆ following the accounting practices of beneficiary
- ◆ recorded in the accounts of the beneficiary
- ◆ reasonable and justified

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COST'S ELIGIBILITY CRITERIA

A declared Cost is eligible if it is:

- ◆ incurred during the reporting period (1.1.2020-30.6.2021)
- ◆ incurred in connection with the action (specific WP)
- ◆ necessary for its implementation
- ◆ indicated in the estimated overall budget (Annex 2 of GA)
- ◆ declared in the Individual Financial Statement submitted through the Participant Portal

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NON-ELIGIBLE COSTS

- ◆ identifiable indirect taxes including deductible 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!)

rejected

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DON'T FORGET:

- ◆ Additional technical details about reporting procedure will be given at July 2021 (as soon as the reporting period starts)
- ◆ 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 costs incurred for the project (they should be kept for at least 5 years after the end of the project)
- ◆ Financial declaration is under responsibility of each Beneficiary. Coordination Office could only give you support, but has no role in what will be declared.
- ◆ Contact Project Coordination Office in case of doubts about reporting (luisella.bianco@eu4pm.it)

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