



# **Project Reporting Guidance Notes**

## **Marie Curie Actions Individual Fellowships(IEF, IIF, IOF)**

*Version August 2013*

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## 1. INTRODUCTION

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Individual Fellowship projects are one of the flagships of the People Programme under FP7. They are characterised by a relatively simple project structure (only one beneficiary) and a relatively low budget, compared with other EU research projects. For each project there are scientific and financial reporting obligations and this document aims at providing guidance on the reporting process. As most of the reporting can now be done electronically, the document also provides information on the IT tools to be used.

This document is not addressed to the researcher, but to the beneficiaries of the grant agreement as they are responsible for the reporting under the project.

This document is the guidance note to help the beneficiaries to prepare the mid-term review, periodic and final reports requested in Article II.3 and in Article III.5 of the grant agreement. The REA evaluates the reports in accordance with Article II.3 (et seq) of the grant agreement. It may be assisted in this task by independent experts through technical project reviews (Article II.21 of the grant agreement). Payments shall be made after the REA's approval of reports.

## 2. GENERAL ADVICE

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For an efficient and smooth running of the project, you should do the following:

- Check the management pages for Individual Fellowship projects on the Marie Curie website:
  - [http://ec.europa.eu/research/mariecurieactions/funded-projects/how-to-manage/ief/index\\_en.htm](http://ec.europa.eu/research/mariecurieactions/funded-projects/how-to-manage/ief/index_en.htm) for IEF,
  - [http://ec.europa.eu/research/mariecurieactions/funded-projects/how-to-manage/iif/index\\_en.htm](http://ec.europa.eu/research/mariecurieactions/funded-projects/how-to-manage/iif/index_en.htm) for IIF, and
  - [http://ec.europa.eu/research/mariecurieactions/funded-projects/how-to-manage/iof/index\\_en.htm](http://ec.europa.eu/research/mariecurieactions/funded-projects/how-to-manage/iof/index_en.htm) for IOF;
- Read carefully the grant agreement and all its annexes before starting to implement the project
  - [https://ec.europa.eu/research/participants/portal/page/fp7\\_documentation](https://ec.europa.eu/research/participants/portal/page/fp7_documentation)
- Inform the financial office in your organisation about the financial rules governing your grant agreement;
- Stay in regular contact with your Project Officer at the REA and inform him/her about any potential problems at an early stage;
- In case of any uncertainty on how to implement your *grant agreement* within the national, regional or local legislation, contact your Mobility

National Contact Point

<https://ec.europa.eu/research/participants/portal/page/nationalcontactpoint> - please select "Mobility" as the NCP function), or your Project Officer at the REA.

- Concerning the possibility of some changes between calls in the content of annexes II and III of the *grant agreement*, please refer to the table below and the following document on chronology of modifications:  
[https://ec.europa.eu/research/participants/portal/ShowDoc/Extensions+Repository/General+Documentation/Legal+documents+for+implementation/Model+grant+agreement/Research+Executive+Agency+%28REA%29/Chronology+of+modifications/rea-chronology-of-modif\\_e](https://ec.europa.eu/research/participants/portal/ShowDoc/Extensions+Repository/General+Documentation/Legal+documents+for+implementation/Model+grant+agreement/Research+Executive+Agency+%28REA%29/Chronology+of+modifications/rea-chronology-of-modif_e)

Table: update on Grant Agreement Annexes

	<b>Annexes</b>
FP7-PEOPLE-2007-IXF	Annex II (General Conditions Marie Curie Actions mono-beneficiary)
FP7-PEOPLE-2008-IXF	Annex III (Specific Provisions for Marie Curie Individual Fellowships: IEF - IIF - IOF )  Annex II <b>Version 2, 2008-10-02</b> (General Conditions Marie Curie Actions mono-beneficiary)
	Annex III <b>Version 2, 2008-10-07</b> (Specific Provisions for Marie Curie Individual Fellowships: IEF - IIF - IOF)
FP7-PEOPLE-2009-IXF	REA Annex II Version 2, 2009-12-01 REA Annex III <b>Version 2, 2009-12-01</b>
FP7-PEOPLE-2010-IXF	REA Annex II <b>Version 2, 2009-12-01</b> REA Annex III <b>Version 3, 2011-01-17</b>
FP7-PEOPLE-2011-IXF	REA Annex II <b>Version 2, 2009-12-01</b> REA Annex III <b>Version 4, 2011-10-07</b>
FP7-PEOPLE-2012-IXF	REA Annex II <b>Version 4, 2012-12-14</b> REA Annex III <b>Version 4, 2011-10-07</b>

### 3. REPORTING

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**The following section describes timing, content and submission modalities of the reports that must be submitted during the implementation of grant agreements of the IEF, IOF, and IIF schemes with different durations.**

#### 3.1. When to report

##### **(1) IEF projects**

The normal duration of an IEF project is 12-24 months. According to the grant agreement the beneficiary must submit the following reports:

- A Mid-term Report on the first half of the project for grant agreements that have a duration of more than 18 months, without financial statement;
- A Periodic Report including a financial statement ***on the whole project duration*** (to be submitted within 60 days of the end of the project);
- A Final Report on the whole project duration (to be submitted within 60 days of the end of the project).

##### **(2) IOF projects**

The normal duration of an IOF project is 24-36 months. It has two periods, the outgoing period (12-24 months) and the compulsory return period (12 months). According to the grant agreement the beneficiary must submit the following reports:

- A Mid-term Report on the first half of the first period for grant agreements that have a duration of more than 18 months, without financial statement;
- A Periodic Report for the first period including a financial statement (to be submitted within 60 days of the end of the period);
- A Periodic Report for the second period including a financial statement (to be submitted within 60 days of the end of the project);
- A Final Report on the whole project duration (to be submitted within 60 days of the end of the project).

##### **(3) IIF projects**

For IIF projects there may be a separate return phase following the main project. In this case there are two separate grant agreements (and thus technically two projects) for the two periods, the incoming period (12-24 months) and the return period (up to 12 months). According to the grant agreements the beneficiary must submit the following reports over the course of these two projects:

- A Mid-term Report on the first half of the first period for grant agreements that have a duration of more than 18 months, without financial statement;
- A Periodic Report for the first period/project including a financial statement (to be submitted within 60 days of the end of the period/project);

- A Final Report on the whole first period/project (to be submitted within 60 days of the end of the project).

In case of a Return phase:

- A Periodic Report including a financial statement (to be submitted within 60 days of the end of the period/project);
- A Final Report (to be submitted within 60 days of the end of the project).

## **3.2. What to report**

### **(1) Mid-term report:**

The mid-term report is mentioned in Article III.5 (submission of project deliverables) and in Annex I.7 (grant agreement deliverables) of the grant agreement. This report must provide an overview of the achievements of the project relative to its stated objectives (as described in Annex I to the grant agreement) and assess the progress of the researcher training activities.

The mid-term report must include:

- A cover page;
- An Activity Report (see template annexed to these guidelines) including a project management report<sup>1</sup> and a description of the progress of training activities / transfer of knowledge activities / integration activities and an overview of the work progress compared to the original work programme described in Annex I to the grant agreement (to highlight differences, if any, between planned work according to Annex I and the work actually carried out);

### **(2) Periodic report:**

According to Article II.3.1 of the grant agreement, the Periodic report must include:

- A cover page;
- An Activity Report giving an overview, including a publishable summary, of the progress of work towards the objectives of the project, including achievements and attainment of any milestones and deliverables identified in Annex I to the grant agreement. The report should include an overview of the work progress compared to the original work programme described in Annex I (for highlighting, if any, differences between planned work and the work actually carried out) and a project management report<sup>2</sup> also explaining the use of the resources;
- A Financial Statement ("Form C").

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<sup>1,5</sup> Please note that for projects from the 2007 and 2008 calls, this report must entail a detailed description of costs related to management and overheads

### **(3) Final Report:**

The Final report is complementary to the periodic report(s). According to Article II.3.2 of the grant agreement, this report must include (see template annexed to these guidelines):

- A cover page;
- A final publishable summary report covering results, conclusions and socio-economic impact of the project. Please note that a **complete publishable text** should be included in this part. Any complementary information including graphs, tables etc. can be added as attachment;
- A report covering the wider societal implications of the project, including gender equality actions, ethical issues, efforts to involve other actors and spread awareness as well as a plan for the use and dissemination of the project results.

### **3.2. How to report**

**All reporting is done on line through the participant portal that provides automatic links to templates for the reports (SESAM) and the financial statements (FORCE).**

To access the participant portal, a registration by the European Commission Authentication Service (ECAS) is necessary. Further instructions for this can be found under

<http://ec.europa.eu/research/participants/portal/appmanager/participants/portal>.

The registration for both systems should be done only once by the person authorised to manage the project.

The templates for the reports are provided.

#### 1. Mid-term Review Report

The report must be submitted via the participant portal,

#### 2. Periodic Report(s)

The report(s) must be submitted via the participant portal,

#### 3. Financial statement (Form C) accompanying the Periodic Report(s)

The Form C must be submitted via the participant portal. 2008-2011 grants must send the REA a printed out, signed by the person authorized to sign the financial statement, duly dated and stamped, unless they signed the amendment for electronic submission only. 2012 Grants only have electronic submission of Form C.

#### 4. Final Report

The report must be submitted via the participant portal, The Final Report must be sent together with the periodic report for the last period.

## 4. QUESTIONNAIRES

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The European Commission as the institution responsible for the People programme needs information from project participants to assess the impact of the Marie Curie actions and for its reporting to the European Parliament and to the Council. Therefore, it is necessary that the beneficiary requires from the fellow to submit in SESAM the evaluation and follow-up questionnaires referred to in Article III.2 of the grant agreement. To this purpose, the beneficiary must:

- take measures to ensure that the researcher completes the evaluation questionnaires, provided by the REA in SESAM, at the end of the project.

Access to the anonymous evaluation questionnaire:

<https://webgate.ec.europa.eu/sesam-fp7/questurl.do>;

- contact the researcher two years after the end of the project and invite him/her to complete the follow-up questionnaire, provided by the REA in SESAM

Access to the follow up questionnaire:

<https://webgate.ec.europa.eu/sesam-fp7/questurl.do>

[No ECAS Login is required to access these reports.](#)

## 5. SPECIFIC PROJECT MANAGEMENT ISSUES

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### 5.1 Notification of the start date

In some cases, Article 2 of the grant agreement does not stipulate a fixed start date. In this case - and only then - the beneficiary needs to notify the REA about the start date some weeks before the effective start of the project. The notification must also be done in the Participant Portal.

### 5.2 Declaration of conformity

(1) For projects from the 2007 calls:

According to Article III.3 of the Annex III of the grant agreement, the beneficiary is obliged to transmit to the Research Executive Agency, a declaration on the Conformity concluded between the beneficiary and the researcher of the agreement with the grant agreement within 20 days of the recruitment of the researcher.

(2) For projects from the 2008 calls and later:

According to Article III.3 of the Annex III of the grant agreement, the beneficiary is obliged to submit, by electronic means a Declaration on the Conformity of the agreement concluded between the beneficiary and the researcher with the grant agreement, within 20 days of either:



- The entry into force of the grant agreement;
- The appointment of the researcher;
- The start date of the project.

The declaration must be submitted via the Participant Portal. The Project Officer in the REA will be notified by email as soon as the declaration is submitted by the beneficiary.

### **5.3. Requests for Amendments to the grant agreement**

#### **(1) General remarks**

Amendments to the grant agreement (see Article II.31) are exceptional measures to reflect severe changes in the conditions of the original grant agreement. Amendments such as change of banking details or legal data of the beneficiaries need to be implemented as soon as possible. Other requests (e.g. modification of the description of work, extension of the project duration because of suspension) will be accepted only in duly justified cases. Any formal request for amendment should only be submitted to the REA after consultation with the Project Officer in the REA.

More information on amendments is available in the Amendments Guide for FP7 Grant agreements on [ftp://ftp.cordis.europa.eu/pub/fp7/docs/amendments-ga\\_en.pdf](ftp://ftp.cordis.europa.eu/pub/fp7/docs/amendments-ga_en.pdf).

#### **(2) Technical procedure**

Requests for amendments must be submitted via the participant portal.. In the menu 'Amendment Requests' the beneficiary selects the type of amendment to be submitted. Having completed the form the beneficiary can save it, add attachments or submit.

Once the request for amendment is submitted, it must be printed out, signed by the Legal Representative, stamped and sent duly signed to the REA by registered mail.

The Project Officer in the REA will be notified by email as soon as an amendment request is submitted by the beneficiary.

There are 4 possible statuses of the amendment request:

- Submitted - when the beneficiary has submitted the request;
- Validated - when the REA has approved the amendment request;
- Rejected - when the REA has rejected the amendment request;
- Implemented - when the amendment has been implemented in the REA and Commission IT systems.

The beneficiary will be notified by email whenever the status of the amendment is changed.

#### **5.4. Requests for suspension of the grant agreement**

In principle the period of the stay of the researcher at the beneficiary's institution must not be interrupted.

However, the beneficiary shall immediately inform the Research Executive Agency of any event affecting or delaying the implementation of the project and s/he can propose to suspend part, or all, of the project if:

- Force majeure or exceptional circumstances render the execution of the project excessively difficult or uneconomic (Article II.7.2); or
- Due to personal, family (including maternity/parental leave) or professional reasons of the researcher not foreseen in Annex I of the grant agreement (Article III.4.1).