Outline

- Monitoring project implementation
- Reporting obligations
- *IT* – Continuous reporting module
- *IT* – Periodic reporting module
- 'How to'
 Monitoring Project Implementation

✓ The Commission/Agency must monitor the activities of the projects in order to assess and verify:
  ✓ that the beneficiaries implement the project as described in Annex 1 of the Grant Agreement (GA) (Description of the action – DoA).
  ✓ the eligibility of the costs claimed.

✓ In order for the Commission/Agency to verify that the project is implemented properly, the beneficiaries must submit any information requested, and in particular the deliverables and reports detailed in the GA.

Project Officers monitor projects. External experts may assist.
Monitoring Project Implementation
- Timing

✓ Monitoring project implementation is a continuous task that can take place at any moment during the active period of the project (and beyond)

✓ but there are key contractual tasks that make project monitoring most relevant at certain periods in project's life, in particular after each reporting period at the time of payments.

Review meetings may be organised regularly, normally after each reporting period. External experts may assist.
Project reporting obligations

Electronically submit via the Participant Portal.

✓ Deliverables (as described in DoA)
✓ Periodic Report (within 60 days following the end of each reporting period)
  ✓ Periodic technical report
  ✓ Periodic financial report
✓ Final Report (in addition to the periodic report for the last reporting period)
  ✓ Final technical report – summary for publication
  ✓ Final financial report - CFSs
Periodic report - technical report

✅ Part A
  ✓ Publishable summary
  ✓ Deliverables, milestones, risks, etc.
  ✓ Answers to the questionnaire (H2020 KPI*)

✅ Part B – narrative part
  ✓ Explanation of the work carried out by the beneficiaries and overview of progress
  ✓ Update of the plan for exploitation and dissemination of results
  ✓ Explanations on deviations from DoA

* Key Performance Indicators

Information entered in the IT tool through the Continuous Reporting module.

Submitted in a PDF through the Periodic Reporting module.
Periodic report - financial report

- Individual financial statements (Annex 4 to the GA)
- Explanations on the use of resources and the information on subcontracting and in-kind contributions provided by third parties
- A periodic summary financial statement including the request for payment

Report generated automatically by the IT tool based on the information entered through the Periodic Reporting module.
Periodic report - template

✓ Template for periodic report for RIA, IA, CSA, SME instrument and MSCA, published in the Participant Portal
✓ Part A
✓ Part B
✓ Use of resources report
How to – IT tools

- Continuous reporting module
- Periodic reporting module

Project

starts

End

period 1

End

period 2

Final

Project

ends
Continuous reporting module
(activated at the time project starts)

✓ Publishable summary
✓ Submit deliverables
✓ Report progress in achieving milestones
✓ Follow up critical risks
✓ Questionnaire on horizontal issues
  ✓ Publications
  ✓ Communications activities
  ✓ Rest of questionnaire on horizontal issues
**Periodic reporting module**
(Activated after the end of each reporting period)

- Beneficiaries complete on-line the financial statements including explanations on the use of resources.
- Coordinator uploads the Part B of the periodic technical report (narrative part).

At the time the coordinator submits the periodic report, the IT tool will capture the information from the continuous reporting module in order to generate automatically the Part A of the Periodic report.

Make sure the information in the continuous reporting module is complete and up-to-date before the periodic report is 'locked for review'.
Continuous reporting module

Deliverables plus Periodic Reporting information that can be optionally entered at any time during the life of the project

External users: how to
Log on to the Participant Portal.
Go to “My Projects” section.
Then click on MP icon so to reach Participant Portal Grants Management Services.
Continuous Reporting Module
Continuous Reporting

Publishable Summary

- All fields are mandatory.
- Strongly recommended to upload at least one image under "Publishable Summary's associated images".
• The status of the deliverable is 'Pending' when a deliverable hasn't been uploaded yet.
• When the status is displayed with a red background (Pending) this means that the estimated delivery date has passed.
• If the deliverable’s estimated delivery date falls in a given reporting period and the deliverable is not submitted here on time, before the periodic report is "Locked for review", participants will be asked to justify the delay (in the Periodic Reporting module).
• Before submission a comment can be added and user is asked for confirmation whether s/he wants to submit.
• All beneficiaries can upload deliverables, but only the coordinator can submit them.
• Each time a deliverable has been submitted, the EU Officers will be notified.
• Each time the EU Officers reject the deliverable, the Coordinator Contacts and the Participant Contacts are notified through the Participant Portal Notification System.
The milestones entered during the Grant Preparation are displayed here. It has to be indicated whether the milestone has been achieved or not and select the delivery date.
Critical risks

- Foreseen risks have already been indicated at the Grant Agreement Preparation phase and are automatically displayed.
- Unforeseen risks can be added.
- The State of play for any risk (both unforeseen and foreseen) can be updated.
Publications (from OpenAire)

### Suggested Publication from OpenAire (19 publications)

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<th>No.</th>
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<th>Title</th>
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Publications (manual encoding)
Dissemination & Communication Activities

Specify the total funding amount used for Dissemination and Communication activities linked to the project

Total Funding Amount: 123,128.76 €

Specify the number of Dissemination and Communication activities linked to the project for each of the following categories

- Organisation of a Conference: 0
- Organisation of a Workshop: 2
- Press release: 6
- Non-scientific and non-peer-reviewed publication (popularised publication): 1
- Exhibition: 0
- Flyer: 1
- Training: 0
- Social Media: 4
- Website: 1
- Communication Campaign (e.g. Radio, TV): 1
- Participation to a Conference: 9
- Participation to a Workshop: 5
Continuous Reporting

This project does not have any Registered Intellectual Property Right yet.

Important! If a filed application is rejected by the IPR authority during the course of the EU funded action (the project’s duration) then you must remove the concerned item from the IPR list.

There are no Intellectual Property Right registered.
Continuous Reporting

Patents (IPR)

This project does not have any Registered Intellectual Property Right yet.

Important! If a filed application is rejected by the IPR authority during the course of the EU funded action (the project’s duration) then you must remove the concerned item from the IPR list.
Continuous Reporting

New Intellectual Property Right

Please specify an Application for this IPR

- You must indicate only one application or awarded patent for the very same IPR subject. You don’t need to list more than one application or awarded patent if the same IPR subject is filed with multiple IPR authorities.

- IPR filed with the European Patent Office (recommended)

Search by Application Reference or Award Publication Number

* mandatory fields

Previo...
Innovation

Does the project include the following activities and, if so, how many of each? 🔄

- Prototypes: 0
- Clinical Trials: 0
- Testing Activities (Feasibility/Demo): 0

Will the project lead to launching one of the following into the market? 🔄 (please tick all relevant boxes)

- New product (goods or service)
- New process
- New method

How many private companies in your project have introduced or are planning to introduce innovations? (within the project lifetime or 3 years thereafter)

- Companies introducing innovation(s) new to the market: 0
- How many of these are SMEs?: 0
- Companies introducing innovation(s) new to the company: 0
- How many of these are SMEs?: 0
### Impact on SMEs

**Questionnaire to measure the impact of H2020 Programme on growth and job creation in participating SMEs**

Please add updated information on turnover of the company and number of employees (only for SME participants)

<table>
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<th>Type of data entry</th>
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<td>Beginning of Project</td>
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</table>
Gender Dimension in the Project

- Does the project include a gender dimension in research?  
  - Yes  
  - No

**Gender of R&D participants involved in the project**

Participants are defined as people actively participating and paid by the EU project.
Periodic reporting module
Information to be entered after the end of each Reporting Period

External users: how to
Periodic Reporting Module
Periodic reporting module - steps

✓ All beneficiaries receive a notification and log on to the Participant Portal.

✓ All beneficiaries complete their own Financial Statement and their contribution to the Technical Part of the Periodic Report. Beneficiaries e-sign and submit their Financial Statements to the Coordinator.

✓ The Coordinator approves the elements of the Periodic Report & submits to the EU Services.

✓ The EU Services review the submitted Periodic Report and accept or reject it.

✓ Interim Payment
While the periodic reporting module is active beneficiaries can also update the information in the continuous reporting via the periodic reporting (there are two entry points to the continuous reporting module). There is synchronization between the two modules until the coordinator clicks 'lock for review' in the periodic reporting.
Periodic Reporting – beneficiaries are asked to complete their own Financial Statement and their contribution to the Technical Part of the Periodic Report.
• The template for Part B of the Periodic Report will be available in this page.
• Template also available in the Participant Portal: Template Periodic Report
An update on the risks situation for the current period must be added by clicking 'Add State of Play' and completing the necessary fields. This task is to be performed before a periodic report is "Locked for review".
Periodic Reporting – Technical report

Make sure the information in the continuous reporting module is complete and up-to-date before the periodic report is 'locked for review'.

- Once all information for the Technical Part has been filled in, click on Lock for Review.
- This action will freeze the data (prevent changes) and generate a pdf document.
- The generation of the PDF might take a few minutes.
- Only users with the role Primary Coordinator Contact and Coordinator Contact can perform this action.
Periodic Reporting – beneficiaries are asked to complete their own Financial Statement and their contribution to the Technical Part of the Periodic Report.
Some costs have an editable field, others have a link to click. Some have a Use of Resources to complete. Link to 'How to complete your financial statement' in the PP.
Financial Statement (actual costs)

Periodic Reporting – Financial report

Financial Statement

Financial information from contact
No contribution requested? Yes No

Financial Statements
Period 19/02/2014 - 18/08/2015 (Period No '1')
Adjustment No
Requested Contribution 166,250.00 €

Financial Statement for period '1' (19/02/2014 - 18/08/2015)

Eligible costs:

a) Direct personnel costs declared as actual costs

Direct personnel costs declared as actual costs

Persons/month per WP

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Use of in kind contribution from third party

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Additional information for indirect costs:
Use of 'costs of in-kind contributions not used on premises?' Yes No
Periodic Reporting – Financial report

Financial Statement
(unit costs)
Periodic Reporting – Financial report

Financial Statement (other direct costs)
Periodic Reporting – Financial report

Financial Statement (validation report)

Validation Report

- The Requested Contribution eligible for CFS can't be negative, nor it can be lower than the Requested Contribution (2,000,000) minus the maximum amount of contribution that's not eligible for CFS (26,750).
- Cost Break Down
  - Cost Cell (Direct costs of subcontracting TOTAL)
  - Cost Cell (Direct costs of providing financial support to third parties (1))
  - Use of Resources
  - Missing information for Description
- Cost Cell (Total costs TOTAL)
  - The Total Costs declared cannot be lower than the Total Requested Contribution (please call the help desk)
- Cost Cell (Maximum grant amount TOTAL)
  - The total Requested Contribution cannot be higher than the total Maximum EC Contribution (please call the help desk)
- Cost Cell (Other direct costs TOTAL)
  - An explanation must be provided for major cost items up to the amount that exceeds 15% of the Personnel Cost

Download Report

Additional Information for indirect costs:
Use of costs of in-kind contributions not used on premises? (a) Yes or No

Costs:
- 166,250.00 €
- 166,250.00 €
- 139,500.00 €
Periodic Reporting – Financial report

• This action will freeze the data (prevent changes) and generate a pdf document.
• Once all information has been filled in and saved, click on Lock for Review.
• The generation of the PDF might take a few minutes.
The Financial Statement can be reviewed by clicking on the pdf icon.
Only users with the roles Participant Contacts, Project Financial Signatories and Task Managers can perform this action.
To electronically sign & submit the Financial Statement click the button Sign & Submit.
Only users with the role Project Financial Signatory (PFSIGN) can perform this action.
At this point the task of Financial Statement drafting is completed.

The statement has been electronically signed & submitted to the Coordinator.

It is accessible via the task Periodic Report composition. By clicking on the Financial Statement pdf it is possible to consult the data submitted to the coordinator.
Periodic Reporting

- The Technical Part of the Periodic Report can be reviewed by the Consortium by clicking on the PDF icon.
- Once reviewed, the Technical Part of the Periodic Report can either be unlocked for further editing or accepted for submission to the EU Services*.
- To accept the Technical Part of the Periodic Report click the button Accept & Include.*

(*Only users with the role Primary and Coordinator Contact can perform this action).
The Coordinator approves the elements of the Periodic Report by explicitly including them in the Report & submits to the EU Services (click on the task Periodic Report composition).
• Once the elements of the Periodic Report are approved, the Periodic Report can be submitted to the EU Services in one single submission.
• Only users with the role Primary Coordinator Contact and Coordinator Contact can perform this action.
Summary of the process

Beneficiaries (including the coordinator)

- Financial statement: insert data
- Technical Report: insert data

Coordinator

- Financial statements: Check
- Technical Report: Check

Periodic Reporting
Coordinator/Consortium
EU assessment of Periodic Report and payment

- The coordinator will be notified of the end of the payment process and will receive a payment letter and the supporting reports with the details of any cost rejected and the reasons for rejection.

- The coordinator may – within 30 days of receiving the notification - formally notify the Service of its disagreement with any rejected costs and provide the reasons for disagreement.