



Digital Europe Programme (DIGITAL)

Periodic Report

Technical Report (Part A)
Technical Report (Part B)
Financial Report

Version 1.0
01 April 2022

Disclaimer

This document is aimed at informing the beneficiaries. It serves only as an example. The actual web forms and templates are provided in the Funding & Tenders Portal Grant Management System (and may contain certain differences). The reports must be prepared and submitted online via the Portal.



IMPORTANT NOTICE

What is the Periodic Report?

The Periodic Report/Final Report is the pre-condition for receiving payments; it must be submitted through the EU Funding & Tenders Portal Grant Management System by the Coordinator within 60 days after the end of the reporting period.

The Report is divided into a technical and financial report.

The Technical Report consists of 2 parts:

- Part A contains structured tables with project information
- Part B is a narrative description of the work carried out during the reporting period.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Continuous and Periodic Reporting modules.

Part B (+ annexes) must be uploaded on the Technical Report (Part B) screen. The templates to use are available there.

The Financial Report normally consists of:

- the individual financial statements (Annex 4 to the GA) for each Beneficiary
- a summary financial statement
- a certificate on the financial statements (CFS) (if threshold reached).

The Financial Report is generated by the IT system on the basis of the financial information entered into the Periodic Reporting module (and any other documents uploaded, e.g. CFS).


How to prepare and submit it?

The Periodic Report must be prepared by the consortium in the Continuous and Periodic Reporting modules and then be submitted by the Coordinator.

The Continuous Reporting module is always open and can be updated at any moment during the project (submit deliverables, report on milestones, etc.). It automatically feeds Part A of the Periodic Report.

The Periodic Reporting module is opened after the end of the reporting period. It allows you to:

- download and upload the Part B of the Technical Report (upload only by the Coordinator)
- complete their financial statements on-line (each Beneficiary for themselves and their Affiliated Entities)
- consolidate the individual financial statements into a summary financial statement (Coordinator)
- submit the Periodic Report (Coordinator).

 Make sure that all the information in the Continuous Reporting module is updated *before* 'locking the periodic report for review'. Updates entered after this step will be included in the Periodic Report of the following period (if any).

 This document is tagged. Be careful not to delete the tags; they are needed for the processing.

TECHNICAL REPORT (PART A)

COVER PAGE

Part A of the Technical Report must be completed directly on the Portal Continuous Reporting screens.

PROJECT	
Project number:	[project number]
Project acronym:	[acronym]
Project name:	[project title]
Call:	[call ID]
Topic:	[topic ID]
Type of action:	[ToA ID]
Service:	[responsible unit, e.g. JUST/04]
Project starting date:	[dd/mm/yyyy]
Project duration:	[number of months]

REPORTING PERIOD	
Period covered:	from [dd/mm/yyyy] to [dd/mm/yyyy]
Reporting period number:	[1] [2] [3] [4] [...] [Final]
Periodic report date and version:	[dd/mm/yyyy], [version No]

TABLE OF CONTENTS

- Project summary
- List of participants
- List of deliverables
- List of milestones (outputs/outcomes)
- List of critical risks
- Dissemination and communication activities
- Financial support to third parties

PROJECT SUMMARY**Project summary**

Continuous Reporting (Summary for publication screen) — Provide an overall description of your project.

This summary should give readers a clear idea of what the project is about.

It should be written as a stand-alone text to promote the project. It should be structured but descriptive and easy to read. Diagrams or photographs illustrating the work of the project can be included (but only as images).

Note: *We may publish this summary for publication/dissemination purposes. Use only diagrams and photographs for which you have the rights, avoid any references to information that is not publicly accessible and do not include any confidential information or personal data (e.g. names and addresses).*

Context and overall objectives

Describe the context and overall objectives of your project.

Insert text

Work performed and main achievements

Describe the activities performed and the main achievements. For the Final Report, include the outcomes of the action.

Insert text

Results and impacts

Describe the results of the project (so far) and (actual and expected) impacts (on target groups, change, procedures, capacities, innovation, etc.). For the Final Report, include an overview of the results.

Insert text

LIST OF PARTICIPANTS**PARTICIPANTS**

Latest Legal Data Beneficiaries screens — Overview of the consortium changes.

Partner No	Role	Short Name	Legal Name	Country	PIC	Entry date	Exit date
1	COO						
2	BEN						
2.1	AE						
3	BEN						
4	AP						

Project: [insert number] — [insert acronym] — [insert call identifier]

EU Grants: Periodic report/Additional prefinancing report/Beneficiary termination report (DEP): V1.0 – 01.04.2022

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Example, not to complete

LIST OF DELIVERABLES

Deliverables										
<p><i>Continuous Reporting (Deliverables screen) — Add actual delivery dates (or new due date for late deliverables, together with an explanation for the delay). In the Comments, please indicate if the deliverable was achieved as planned or not.</i></p> <p><i>The labels used mean:</i></p> <p><i>Public — fully open (🚩 automatically posted online)</i></p> <p><i>Sensitive — limited under the conditions of the Grant Agreement</i></p> <p><i>EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444. For items classified under other rules (e.g. national or international organisation), please select the equivalent EU classification level.</i></p>										
Deliverable No	Deliverable Name	Work package No	Lead Beneficiary	Type	Dissemination Level	Due Date	New Due Date (if delay)	Delivery Date (actual)	Status	Comments
[number]	[name]	[WP number]	[beneficiary short name]	[R — Document, report] / [DEM — Demonstrator, pilot, prototype] / [DEC — Websites, patent filings, videos, etc] / [DATA — data sets, microdata, etc] / [DMP — Data Management Plan] / [ETHICS] / [SECURITY] / [OTHER]	[PU — Public] / [SEN — Sensitive] / [R-UE/EU-R — EU Classified] / [C-UE/EU-C — EU Classified] / [S-UE/EU-S — EU Classified]	[month number]	[dd/mm/yyyy]	[dd/mm/yyyy]	[Pending] / [Draft] / [Submitted] / [Rejected] / [Approved] / [Removed]	[insert comments]

LIST OF MILESTONES

Milestones
<p><i>Continuous Reporting (Milestones screen) — Update the status (and add new due date for late milestones). In the Comments, please indicate if the milestone was achieved as planned or add an explanation for the delay.</i></p>

Milestone No	Milestone Name	Work Package No	Lead Beneficiary	Means of Verification	Due Date	New Due Date (if delay)	Delivery Date (actual)	Achieved	Comments
[number]	[name]	[WP number]	[beneficiary short name]	[means of verification as in Annex 1 GA]	[dd/mm/yyyy]	[dd/mm/yyyy]	[dd/mm/yyyy]	[YES] [NO]	[insert comment]

LIST OF CRITICAL RISKS

Foreseen risks

Foreseen risks			
<i>The table shows the risks already listed in Annex 1 of the Grant Agreement (read-only).</i>			
Risk No	Description	Work Package No(s)	Proposed Mitigation Measures
[risk number as in Annex 1 GA]	[description as in Annex 1 GA]	[WP numbers]	[mitigation measure as in Annex 1 GA]

Unforeseen risks

Unforeseen risks			
Risk No	Description	Work Package No(s)	Proposed Mitigation Measures
[unforeseen risk number]	[insert description]	[insert WP numbers]	[insert mitigation measure]

State of play

State of play				
Continuous Reporting (Critical Risks screen) — Give the state of play of the risks that were identified in Annex 1 of the Grant Agreement (and new risks that materialised during project implementation) and add new mitigation measures, if needed.				
Risk No	Reporting Period	Did you apply risk mitigation measures?	Did your risk materialise?	Comments
[risk number]	[RP number]	[YES] [NO]	[YES] [NO]	[insert comment (mandatory if no risk mitigation measures were applied or planned risk mitigation measures were not applied)]

DISSEMINATION AND COMMUNICATION ACTIVITIES

Dissemination activities

Dissemination activities				
Continuous Reporting (Dissemination screen) — List the dissemination activities carried out in the context of the project. Include dissemination activities mentioned in the proposal and new ones.				
Dissemination Activity Name	What? Type of dissemination activity	Who? Target audience <i>(Choose one or more items)</i>	Why? <i>(max 200 characters)</i>	Status
[insert activity name]	[Conferences] [Education and training events] [Meetings] [Clustering activities] [Collaboration with EU-funded projects] [Other scientific collaboration] [Other]	[Industry, business partners] [Investors] [EU institutions] [Policy-makers and authorities, international] [Policy-makers and authorities, national] [Policy-makers and authorities, regional or local] [Civil society,	[insert description of the objective(s) with reference to a specific project output]	[Delivered] [Cancelled] [Postponed] [Ongoing]

		international/ [Civil society,national, regional or local] [Public] [Standardization bodies] [Scientists] [Innovators] [Specific end-user communities] [Education/training organization/learners] [Other]		
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Communication activities

Communication activities					
Continuous Reporting (Communication screen) — List the communication activities carried out in the context of the project.					
Communication Activity Name	Description	Who? Target audience <i>(Choose one or more items)</i>	How? Communication channel <i>(Choose one or more items)</i>	Outcome	Status
[insert communication name]	[insert description of implemented communication activity]	[Industry, business partners] [Innovators] [Investors] [EU institutions] [National authorities] [Regional authorities] [Local authorities] [Civil society] [Citizens] [Research communities] [Specific user communities (if applicable)] [International organization (UN body, OECD etc)]	[Website] [Social media] [Print materials (brochure, leaflet, posters, stickers, banners etc)] [Press release] [Media article] [Newsletter] [Interview] [Video] [TV/Radio campaign] [Event (conference, meeting, workshop, internet debate, round table, group discussion etc)] [Exhibition]	[insert key performance indicators]	[Delivered] [Cancelled] [Postponed] [Ongoing]

			[Other]		
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Intellectual property rights (IPR)

Intellectual property rights (IPR)						
Continuous Reporting (Patent screen) — List the IPRs that result from the project.						
Type of IP Rights	Application Title	Application Reference	Application Date	IPR Owner	IPR Status Has protection been awarded?	IPR Award Reference ID
[Patent] [Trademark] [Registered design] [Utility model] [Other]	[insert title of the application]	<p>[OPTION for international applications of patents [insert IP international organisation code] [insert serial number]]</p> <p>[OPTION for national applications of patents [insert country code (two letters)] [insert serial number]]</p> <p>[OPTION for other registered IPR: [insert application reference country code (two letters) or organisation code] [insert alpha numeric identifier]]</p> <p>[insert EPO/google patent format]</p> <p>[insert application ID]</p>	[insert dd/mm/yyyy]	[insert owner name(s)]	[YES] [NO] [N/A]	[insert reference]

FINANCIAL SUPPORT TO THIRD PARTIES

Sub-calls							
<i>Continuous Reporting (Financial Support to Third Parties screen) — List the FSTP calls launched under the project.</i>							
Call Reference	Call Budget	Budget Awarded	Call Publication Date	URL to F&T Portal (if applicable)	Call Status	Number of Received Proposals	Number of Awarded Proposals
[insert call reference number]	[insert amount]	[insert amount]	[insert dd/mm/yyyy]	[insert URL]	[Planned] [Open] [Awarding on-going] [Awarding done]	[insert number]	[insert number]

Awarded recipients							
<i>Continuous Reporting (Financial Support to Third Parties screen) — List the recipients of financial support to third parties.</i>							
Call Reference	PIC	Legal Name	Organisation Type	Country	Funding Awarded	Funding Paid	Comment
[insert call reference number]	[insert recipient PIC (if any)]	[insert recipient name]	[public]/[private]	[insert country]	[insert amount]	[insert amount]	[insert comments]

TECHNICAL REPORT (PART B)**COVER PAGE**

Part B of the Technical Report must be downloaded from the Portal Technical Report (Part B)/Termination Report screen, completed and then assembled and re-uploaded as PDF on that screen.

PROJECT	
Project number:	[project number]
Project name:	[project title]
Project acronym:	[acronym]

REPORTING PERIOD	
⚠ Please note that you must report on the entire reporting period.	
RP number:	[1] [2] [3] [4] [...] [Final]
Duration:	from [dd/mm/yyyy] to [dd/mm/yyyy]

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#@PER-REP-DEP@#

#@PRO-GRE-PG@# [This document is tagged. Do not delete the tags; they are needed for the processing.]

1. OVERVIEW OF THE PROGRESS

1.1 Summary of work performed and achievements, results and impacts

Work performed and main achievements

Short summary of progress towards the project objectives. Highlight significant activities and achievements. Provide clear and measurable details.

Analyse the outcome of the project (so far) and its (actual and expected) impact (on target groups, change, innovation etc.), including a description of the European dimension and added value. For the Final Report, include the conclusions of the action.

Report on objectives not fully achieved or not on schedule.

⚠ Do not simply cut and paste the project summary (filled in online on the Summary for Publication screen). Contrary to the summary, this section is for reporting to the EU and will not be published.

Insert text

#§PRO-GRE-PG§# #@CON-SOR-CS@# #@PRJ-MGT-PM@# #@FIN-MGT-FM@# #@RSK-MGT-RM@#

1.2 Implementation plan and efficient use of resources

Implementation plan

Report on changes to the implementation plan (if any).

Insert text

Project management, quality assurance and monitoring and evaluation strategy

Report on changes to the overall project management concept, quality assurance and monitoring and evaluation strategy (if any).

Insert text

Cost effectiveness and financial management *(n/a for Lump Sum Grants)*

Inform about significant budget overruns or important changes in the financial management (if any).

Insert text

Critical risks and risk management strategy

Report on the state of play concerning the risks and risk mitigation measures (if any).

See Technical Report (Part A).

Consortium cooperation and division of roles (if applicable)

Report on changes in the way the participants work together (Beneficiaries, Affiliated Entities, Associated Partners, etc.).

Insert text

Project teams and staff

Report and explain deviations from Annex 1 of the Grant Agreement regarding the organisation of staff or project teams. .

Insert text

Consortium management and decision-making (if applicable)

Report on important changes in the management or decision-making mechanisms.

Insert text

#§CON-SOR-CS§# #§PRJ-MGT-PM§# #§FIN-MGT-FM§# #§RSK-MGT-RM§# #@IMP-ACT-IA@# #@COM-DIS-VIS-CDV@# #@SUS-CON-SC@#

1.3 Impact

Impact

Report on changes in your impact analysis/strategy (if any) and the effects on the project/need for adaptations.

Please also describe any innovations or potential innovators emerging from the project with the potential to benefit other activities of the Digital Europe Programme.

Insert text

Communication, dissemination and visibility of funding

Report on the communication and dissemination activities undertaken (to whom, which format, how many, etc.) as foreseen in your Dissemination and communication plan. Please inform and justify any changes regarding dissemination and exploitation in comparison with the initial plan.

Describe how the visibility of EU funding was ensured.

If you described your project on your website(s) and/or social media accounts, please provide the links.

Insert text

See also Technical Report (Part A)

Sustainability, long-term impact and continuation

Report on changes in your sustainability analysis/strategy (if any).

For the Final Report, describe the follow-up of the project after the end of the EU grant. How will the results be used or further developed. Describe the strategy to ensure sustainability of results and long-term impact. Comment on possible synergies/complementarities with other (EU funded) activities (if any).

Insert text

#§IMP-ACT-IA§# #§COM-DIS-VIS-CDV§# #§SUS-CON-SC§# #@FOL-UP-FU@#

1.4 Follow-up to EU recommendations

Follow-up to EU recommendations

Highlight corrective actions taken as a result of EU monitoring activities (including follow-up to EU project reviews, if any). List each recommendation/comment and explain how they have been followed up.

Insert text

#§FOL-UP-FU§#

#@WRK-PLA-WP@#

2. WORK PLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING

2.1 Work packages, activities, resources and timing

WORK PACKAGES

Work Package 1

Work Package 1: [Name, e.g. Project management and coordination]			
Activities Report on the <u>implementation status</u> of the activities that were to be implemented during the reporting period and explain <u>deviations</u> from Annex 1 of the Grant Agreement. In case an activity was not implemented or a deliverable not produced, please explain why.			
Task No (continuous numbering linked to WP)	Task Name	Implemented? (Yes/No/Partially)	Justification (explain what was done and by whom; explain what was not done and why not; indicate how you intend to handle the situation and new timing; indicate if it was a one-off issue or how you intend to avoid similar issues in the future)
T1.1			
T1.2			
Other issues Mention and explain unexpected events and adjustments that had to be made. Explain impact on other tasks, available resources and planning/timing.		Insert text	
Milestones and deliverables (outputs/outcomes)			

See Technical Report (Part A).

Budget implementation — Use of resources (deviations) *(n/a for Lump Sum Grants) (n/a for Additional Prefinancing Report)*
 Explain deviations from the budget planning (i.e. differences between actual and planned use of resources, especially for personnel).
 Include explanations on transfers of cost categories in the estimated budget (if applicable)
 /If needed, add explanations linked to the report on the use of resources filled in online. Ensure consistency with that report.

Insert text

Other issues	Insert text
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Work Package 2 ...

To insert additional work packages, copy WP1 as many times as necessary.

Timetable

<p>Timetable (projects up to 2 years) Report on <u>deviations</u> from Annex 1 of the Grant Agreement. Fill in the planned implementation in beige and the deviations in red. Adapt and repeat lines/columns as necessary.</p>																							
Starting date:																							
ACTIVITY	MONTHS																						
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23

#@ETH-ICS-EI@#

3. OTHER

3.1 Ethics

Ethics				
<i>If your Application Form contains a section on ethics, report on the status of the ethics deliverables (if any).</i>				
See Technical Report (Part A).				
<i>Report on any <u>changes</u> to ethics issues identified in Annex 1 of the Grant Agreement (if any).</i>				
Insert text				
<i>Report on <u>new</u> ethics issues that have come up during the project implementation and the measures taken to solve/avoid them (if any).</i>				
Ethics Issue No	Description	Work Package No	Lead Beneficiary	Proposed Measures

#§ETH-ICS-EI§# #@SEC-URI-SU@#

3.2 Security

Security				
<i>Report on the status of the security deliverables (if any).</i>				
See Technical Report (Part A).				
<i>Report on any <u>changes</u> to security issues identified in Annex 1 of the Grant Agreement (if any).</i>				
Insert text				
<i>Report on <u>new</u> security issues that have come up during the project implementation and the measures taken to solve/avoid them (if any).</i>				
Security Issue No	Description	Work Package No	Lead Beneficiary	Proposed Measures

#§SEC-URI-SU§# #@DEC-LAR-DL@#

4. DECLARATIONS

Double funding

Information concerning other EU grants for this project ⚠ Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).	YES/NO
We confirm that to our best knowledge neither the project as a whole nor any parts of it benefit/have benefitted from any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies (e.g. EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details	
We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies (e.g. EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details.	

#§DEC-LAR-DL§#

Example, not to complete

FINANCIAL REPORT

INDIVIDUAL FINANCIAL STATEMENT

The Financial Statement must be filled out directly on the Portal Financial Statements screen.

CONSOLIDATED FINANCIAL STATEMENT

The consolidated Financial Statement is generated automatically by the system.

ANNEXES

LIST OF ANNEXES

Standard

Use of Resources Report (annex 1 to Part B) *(to be filled out directly on the Financial Statements screen) — mandatory (n/a for Lump Sum Grants)*

Certificate on the financial statements (CFS) (annex 2 to Part B) *(template available on [Portal Reference Documents](#)) — mandatory if threshold reached (n/a for Lump Sum Grants)*

Special

n/a

Example, not to complete

REPORT ON THE USE OF RESOURCES — COST EXPLANATIONS

The report must be filled out directly on the Portal Financial Statements screen.

GRANT	
Project number:	[project number]
Project name:	[project title]
Project acronym:	[acronym]

REPORTING PERIOD	
⚠ Please note that you must report on the entire reporting period.	
RP number:	[1] [2] [3] [4] [...] [Final]
Duration:	from [dd/mm/yyyy] to [dd/mm/yyyy]

PARTICIPANT	
Number:	[1] [2] [2a] [3] [4] [...]
Short name:	[name NAME]

Personnel costs	
<i>Financial Statement screen — When you enter the costs, pop-ups will appear to ask you for more details.</i>	
Personnel costs declared as actual costs (if applicable)	
Person-months	Work Package
[insert number person-months]	WP 1
[insert number person-months]	WP 2
[insert number person-months]	WP 3
	...
Personnel costs declared as unit costs (if applicable)	
Person months	Work Package
[insert number person-months]	WP 1
[insert number person-months]	WP 2

[insert number person-months]	WP 3
	...
In-kind contributions provided by third parties (seconded personnel)	
Not applicable.	
<i>[OPTION for adjustment to previous financial statements]</i> Explanations on adjustments	
[insert comment]]	

Subcontracting costs			
<i>One line per subcontract.</i>			
<i>Double-check consistency with the information on subcontracting in the Technical Report (Part B) – Activities and work packages.</i>			
Subcontract name (subcontracted action tasks)	Foreseen in Annex 1?	Explanations (if not in Annex 1)	Costs for this RP (EUR)
[insert name]	[YES] [NO]	[insert comment]	[insert amount]
Total			[insert amount]
<i>[OPTION for adjustment to previous financial statements]</i> Explanations on adjustments			
[insert comment]]			

Purchase costs (travel and subsistence, equipment and other goods works and services)					
<i>Details for major cost items (needed if costs declared under 'purchase costs' are higher than 15% of the claimed personnel costs).</i>					
<i>Start with the most expensive cost items, down to the 15% threshold.</i>					
Travel and subsistence					
Cost item name	Category	WP(s)	Foreseen in Annex 1?	Explanations (if not in Annex 1)	Costs (EUR)
[insert name]	Travel and Subsistence	[insert WP numbers]	[YES] [NO]	[insert comment]	[insert amount]

Total					[insert amount]
Equipment					
Cost item name	WP(s)	Foreseen in Annex 1?	Explanations (if not in Annex 1)	Costs (EUR)	
[insert name]	[insert WP numbers]	[YES]/[NO]	[insert comment]	[insert amount]	
Total					[insert amount]
Other goods works and services					
Cost item name	WP(s)	Foreseen in Annex 1?	Explanations (if not in Annex 1)	Costs (EUR)	
[insert name]	[insert WP numbers]	[YES]/[NO]	[insert comment]	[insert amount]	
Total					[insert amount]
In-kind contributions provided by third parties					
Not applicable.					
<i>[OPTION for adjustment to previous financial statements]</i> Explanations on adjustments					
[insert comment]					

Internally invoiced goods and services (if applicable)

One line per cost item.

Item name	WP(s)	Foreseen in Annex 1?	Explanations (if not in Annex 1)	Costs (EUR)
[insert name]	[insert WP numbers]	[YES]/[NO]	[insert comment]	[insert amount]

Total	[insert amount]
In-kind contributions provided by third parties	
Not applicable.	
<i>[OPTION for adjustment to previous financial statements]</i> Explanations on adjustments	
[insert comment]]	

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	01.04.2022	Initial version (new MFF).

Example, not to complete