PERICLES IV PROGRAMME

PROJECT FOLLOW-UP AND REPORTING INFO
FUNDING & TENDERS PORTAL
https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home

IT HOW TO
Please refer to:
https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Reporting+and+payments
REFERENCES DOCUMENTS IN FUNDING & TENDERS PORTAL


Protection of the Euro against Counterfeiting Programme (PERICLES)

Financial provisions

Many useful templates, incl. Evaluation forms for participants
REPORTING REQUIREMENTS

Article 21 Grant Agreement – Reporting

- Beneficiary requests for payment must be accompanied by reports using forms and templates provided in the portal
- Continuous reporting (= regular reporting)
- Final report = periodic reporting 60 days after project end
Legal Entity Authorised Representative (LEAR)

- Only the LEAR can assign a financial signatory.
- There is only one LEAR for each organisation.
- If the LEAR leaves the organisation during the project implementation, please replace the person as soon as possible as validations of LEARs can take time.
- Any LEAR can also appoint ‘account administrators’ who can assign financial signatories.
- Remember also to signal a change of primary coordinator contact. Please inform us in case of any change.
HOW TO ASSIGN A PROJECT FINANCIAL SIGNATORY (PFSIGN)

- The procedure to assign the PFSIGN is explained in:
  
  https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/How+to+assign+or+revoke+roles#Howtoassignorrevokeroles-PLSIGN/PFSIGN

- A PFSIGN is to be assigned. Often it is the same person as the person who signed the grant (PLSIGN: legal signatory).
WHAT ARE ELIGIBLE COSTS?

**Article 21 Grant Agreement – General eligibility conditions**

Eligible costs need to meet the following criteria:

- Actually incurred by the beneficiary
- Incurred during the project lifetime
- Declared under the costs categories
- Incurred in connection with the action as described in the agreement
- Identifiable and verifiable
- Comply with national law
- Reasonable, justified and compliant with sound financial management
VISIBILITY RULES

Article 17 Grant Agreement – Communication, dissemination and visibility

• For any technical questions regarding the use of the EU emblem in the context of EU programmes, please write to:
  comm-visual-identity@ec.europa.eu

• EU emblem: https://europa.eu/european-union/about-eu/symbols/flag_en
CONTINUOUS REPORTING

This process is open in the portal from the start date of the project:

- Report on milestones (achieved? when?).
- Report on critical risks (unforeseen risks?).
- Provide information on dissemination and communication activities.
- Provide information on training activities (e.g. training, workshops, seminars, conferences, events, etc.)

Summary for publication

Summary of the context and overall objectives of the project (For the final period, include the conclusions of the action)

[ No text provided ]
1) **Final technical report:**
   - Overview of the implementation (Part A)
   - Explanation of the work carried out (Part B - narrative report)
   - Quantitative reporting (indicators in the evaluation form)

2) **Final financial report:**
   - Individual financial statements
   - Detailed budget table
NEW SCREEN APPEARS IN PORTAL AS SOON AS THE PROJECT ENDS

1 - Download the Templates

2 – upload in PDF format !!!

If corrections are necessary after upload:
**TECHNICAL PART PERIODIC REVIEW**

Task to be performed by the coordinator

Participant Contacts, Project Financial Signatories or Task Managers can contribute to the scientific report; the Coordinator Contact can finish the drafting and lock the data in order to review the generated report.
Contact person checks and locks for review.

The project financial signatory (to be assigned) signs the financial report.

The narrative (technical) report is completed by the contact person.

Complete reports (technical and financial) to be submitted to the European Commission within 60 days after the end of the reporting period.
## Financial Statement

### Period: 01 Jan 2017 - 31 Dec 2018 (Period No. 1)

<table>
<thead>
<tr>
<th>Adjustment</th>
<th>Requested Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>€609,414.77</td>
</tr>
</tbody>
</table>

## Financial Statement for period '1' (01 Jan 2017 - 31 Dec 2018)

### Eligible costs:

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Direct personnel costs declared as actual costs</td>
<td>€503,204.77</td>
</tr>
<tr>
<td>b1) Direct travel costs</td>
<td>€51,548.48</td>
</tr>
<tr>
<td>b2) Direct subsistence costs</td>
<td>€29,731.07</td>
</tr>
<tr>
<td>c) Direct costs of subcontracting</td>
<td>€3,900.00</td>
</tr>
<tr>
<td>e) Other direct costs</td>
<td>€123,548.82</td>
</tr>
<tr>
<td>f) Indirect costs ((= 0.07 \times (a + b1 + b2 + c + e)))</td>
<td>€49,835.32</td>
</tr>
<tr>
<td>g) Total costs ((= a + b1 + b2 + c + e + f))</td>
<td>€761,768.46</td>
</tr>
<tr>
<td>h) Income generated by the action</td>
<td>€0.00</td>
</tr>
<tr>
<td>i) Financial contributions given by third parties to the beneficiaries</td>
<td>€0.00</td>
</tr>
<tr>
<td>j) Receipts ((= h + i))</td>
<td>€0.00</td>
</tr>
<tr>
<td>l) Maximum EU contribution ((= 80% \times g))</td>
<td>€609,414.77</td>
</tr>
</tbody>
</table>
Financial statement

Lock for review → PDF

Task to be performed by each beneficiary

This action will freeze the data (prevent changes) and generate a PDF document.
SIGN AND SUBMIT

Task to be performed by PFSIGN

The Project Financial Signatory is invited to electronically sign the financial report and submit it to the Coordinator who may on his turn include it in the periodic report.

Please confirm:

- The information provided is complete, reliable and true.
- The costs declared are eligible (see Article 6).
- The costs can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 17, 18 and 22).
- For the last reporting period: that all the receipts have been declared (see Article 5.3.3).
Financial statement to be included in periodic report

Contact person approves by including in the Periodic Report
Once the content of the periodic report is approved by the coordinator, the periodic report can be submitted to the EU service in one single submission;
Only users with the role primary coordinator contact or coordinator contact can perform this action.
EXCHANGE RATE
(Article 21 (3) Grant Agreement)

- Beneficiaries with accounting established in a currency other than the euro
- One single average rate for the project, calculated over the corresponding reporting period (automatically calculated).
- This link provides average exchange rates:
  
AVERAGE EXCHANGE RATE

1. Click on the chart icon

2. Indicate a time frame