



# Management reporting and amendments of action grants

DG Employment Social affairs and inclusion

Unit EMPL G4 Financial Management and Procurement Center

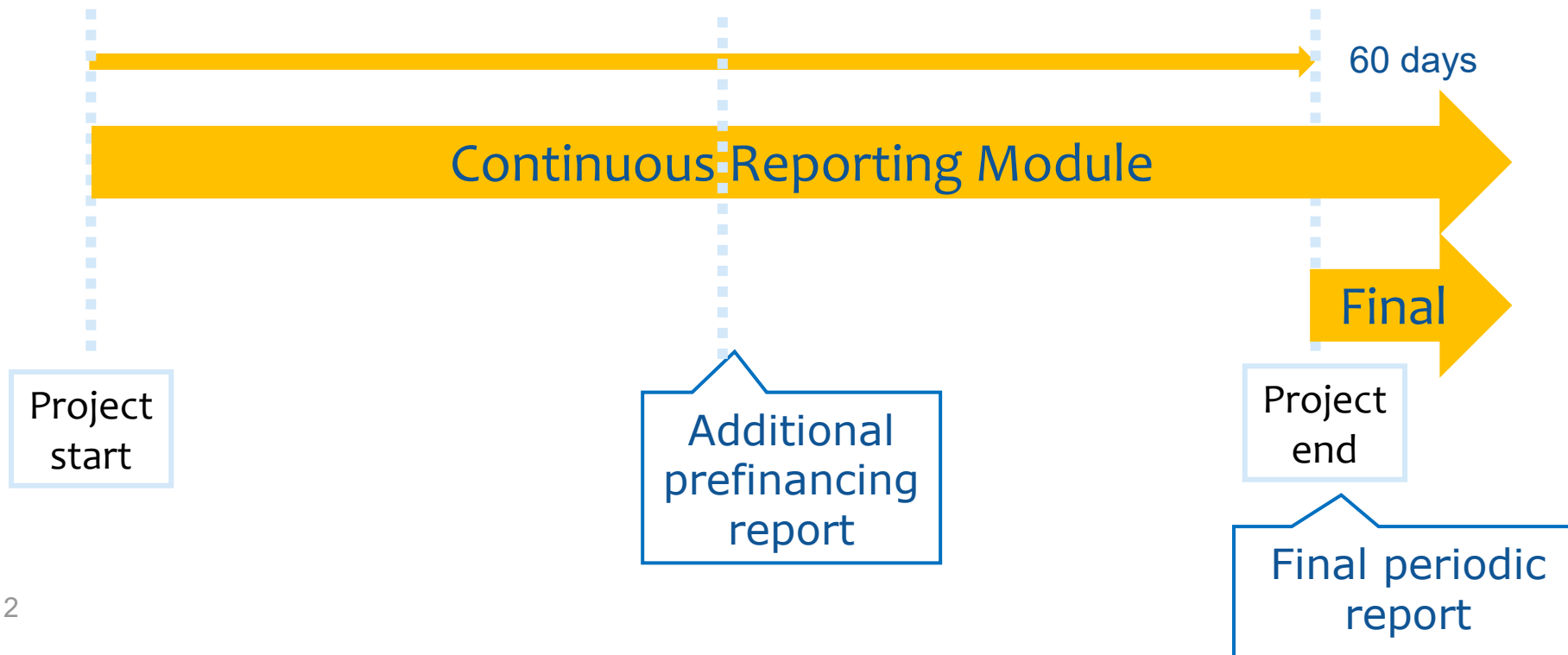
*25 April 2023*

\* Disclaimer : this Presentation has an informative value only. The Grant agreement and other legal documents available on the participant portal are binding

# Reporting When?

Art 21 of the GA:

- 2 or more reporting periods (additional prefinancing(s) + final)
- 2 reporting modules (continuous reporting and periodic reporting)



# Reporting : What?

- **Deliverables (in the continuous reporting module)**

- **Additional prefinancing report**

**Technical report**

- Part A: continuous reporting
- Part B: technical report

**Financial report**

- Statement on the use of the previous prefinancing payment

- **Final periodic report**

**Technical report**

- Part A: continuous reporting
- Part B: technical report

**Financial report**

- Individual financial statements
- Certificate on the financial statements

# Only eligible costs

## Art. 6 Grant Agreement

- Actually incurred by the beneficiary
- Incurred during the project lifetime
- Incurred in connection with the action
- Identifiable and verifiable
- Comply with national law
- Reasonable, justified and compliant with sound financial management (economy and efficiency)

# Art 6.2.A - Personnel Costs

Salaries  
+ social charges  
+ taxes and other costs (see art. 6)

days spent for the project for the year  
recorded in the **timesheets**

annual costs of the employee

215 days

×

number of actual days  
worked for the action

Gather complete documents from the beginning:  
Timesheets – indication of the WPs  
Salary documents

Specific cases (eg: supplementary hours; part time please refer to [article 6.2 of the Annotated Grant Agreement](#))

# What is 'human effort' (person-months) and how to calculate it

## WHY IS IT SO IMPORTANT?

An estimate of 'human effort' is necessary to evaluate the relationship between the estimated work to be performed and the scale, type and number of activities and deliverables to be achieved during the implementation period. At reporting stage this estimate should reflect the actual time spent per work package

**NB:** Staff costs must correspond to normal salary rates (documented by salary grids, long-term work contracts, etc.) and cannot significantly exceed the rates generally applicable in the relevant geographical area and for the staff profiles in question (as required for the project).

# What is 'human effort' (person-months) and how to calculate it

## HOW IS IT CALCULATED?

The estimated human effort by work package in Part B can be calculated as follows (**indicative method**): if 1 year = 215 (working) days, then 1 month =  $215/12 = 17.91$  (working) days. So 24 full working days for one person would be 1.34 person-months.

To calculate the total person-months, multiply the proportion of your effort associated with the project by the number of months of the appointment.

# Travel, subsistence & other direct costs

## Art 6.C.1 and D

### Travel and subsistence

- Linked to the project activities
- Unit costs in accordance with method set out in annex 2 of the GA and [Commission decision C2021\) 35 final](#)

### Other direct costs

- Equipment - only depreciation costs are eligible
- Costs of renting and leasing equipment – eligible, if they do not exceed the depreciation costs of similar equipment



# Travel, subsistence – unit costs

- The use of unit costs covering travel and subsistence costs is compulsory except for travels to countries not indicated in the decision. In this case, the actual costs approach is to be retained.
- The subsistence allowance (formerly named "daily allowance") is meant to cover living expenses during a participant's travel. The subsistence allowance covers in particular breakfast, lunch and dinner, transport of less than 50 km and other expenditure, except for the accommodation.
- A subsistence allowance is paid on the basis of a **unit cost per participant per day**, for the duration of the travel, whether the participant has been travelling or not
- Catering costs under C.3 are therefore ineligible.

# Unit costs for travels

1. *travel only by air ( $\geq 400\text{Km}$ )*

*OR*

1. *travel only by rail ( $\geq 400\text{Km}$ )*

*OR*

1. *travel combining air and rail*

Apply 1 **unit cost per distance band** (point 5.1)

2. *travel only by land  
(between 50 and 399km)*

➤ **intra-Member State travel**

Apply 1 unit cost per Member State (point 5.2)

➤ **inter-Member State travel**

Apply 1 unit cost between two MS (point 5.3)

# Art 6.2.B - subcontracting/purchase costs

- Eligibility conditions:
- Art 6,1 (incurred during action duration, necessary to implementation..
- Be based either on best value for money or if appropriate the lowest price and
- Not be subject to conflict of interest

# Transfer between budget categories (art 5.5)

- The budget breakdown may be adjusted — without an amendment— by transfers (between participants and budget categories),
- as long as this does not imply any substantive or important change to the description of the action in Annex 1.
- Exception: Addition of amounts for subcontracts not provided for in Annex 1 either require an amendment or simplified approval in accordance with Article 6.2

# Exchange rate – art. 21.3 GA

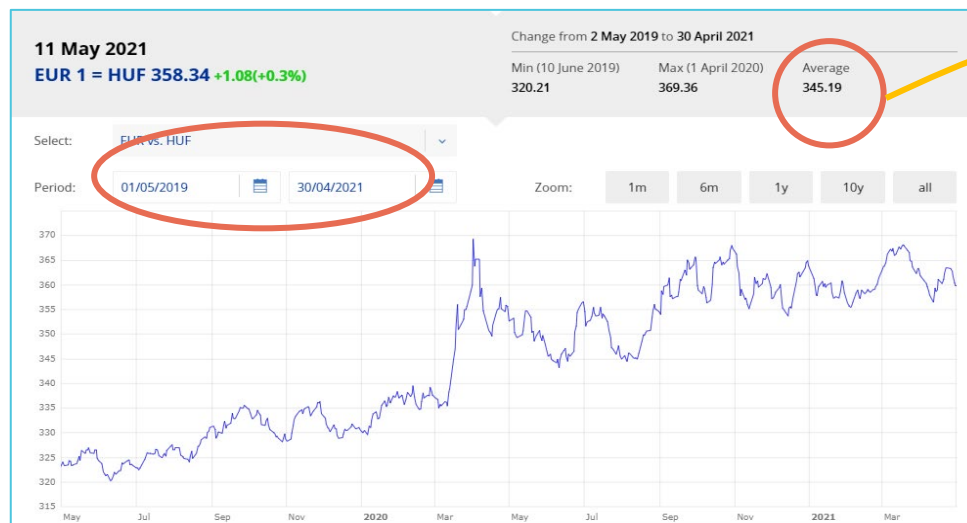
Accounting in a currency other than Euro → 1 single average rate

1) Go to [European Central Bank](#)

2) Select your currency



3) Select the reporting period (project duration)



You obtain  
the average

# EU-funding visibility – art. 17.2 GA

- To be applied systematically
- For technical questions: [comm-visual-identity@ec.europa.eu](mailto:comm-visual-identity@ec.europa.eu)
- To download the EU emblem: [https://europa.eu/european-union/about-eu/symbols/flag\\_en](https://europa.eu/european-union/about-eu/symbols/flag_en)



## "Co-funded by the European Union"

Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or [name of the granting authority]. Neither the European Union nor the granting authority can be held responsible for them."



# Most frequent errors

- Staff costs / effort wrongly calculated
- Lack of supporting documents (e.g. timesheets, contracts)
- Claimed costs do not match supporting documents
- Claimed costs are not incurred by the beneficiaries and cannot be traced in their accounting records
- Costs claimed for activities outside eligibility period
- Costs claimed for activities carried out in non-eligible countries
- Costs claimed are not linked to the project's activities
- Costs already covered by indirect costs (e.g. general running costs)
- No mentioning of EU emblem

# Certificate on Financial Statements (CFS)

## art. 24.2 GA

### At beneficiary level, if

1. For Requested contribution > 325.000 EUR
2. To be provided by an independent qualified auditor
3. [Certificate template](#) available on the Participant Portal



# Checks, reviews and audits – art. 25 GA

- Checks: the Commission may check supporting documents.
- Reviews: on-the-spot visits.
- Audits: up to 5 years after payment of the balance.

**Keep supporting documentation for up to five years after payment of the balance (art. 13 GA)**

# Reporting How?

- Continuous reporting
- Final (periodic) report
- Both prepared in the system

[Manage your grant - IT How To - Funding Tenders Opportunities \(europa.eu\)](https://europa.eu)

# Continuous reporting

The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' interface. At the top, the European Commission logo is on the left, and the user 'Natalia MEREANU' is logged in on the right. A 'Help' dropdown menu is also visible.

The main content area is titled 'MY PROJECT' and features a sidebar on the left with project details and navigation buttons. The main area shows a progress bar for 'Continuous Reporting Project 1' starting on 01 Oct 2018 and reaching 'Completed'. Below this, there are sections for 'Continuous reporting data', 'Process documents', 'Process communications', and 'Process history'. A 'Launch new interaction with the EU' button is located at the top right of the main area.

Red arrows point from the 'Communication Centre' button in the sidebar to a 'Communication Centre' window. This window lists messages between beneficiaries and the EU, including a request from IRSE-EBI, a submission of pending deliverables, and an acknowledgement of EU funding.

Another red arrow points from the 'Process history' button in the sidebar to a 'Proposal Management & Grant Preparation' window. This window shows a progress bar for 'Submitted', 'Informed', 'Invited', 'Prepared', 'Signed', and 'Paid' stages, with 'Submitted' being the current stage as of 12 Oct 2017.

At the bottom left, there are links for 'H2020 ONLINE MANUAL' and 'HOW TO'.

**Project Details (from sidebar):**

- Call: JUST-JACC-AG-2017
- Type of Action: JUST-AG
- Acronym: Project 1
- Current Phase: Grant Management
- Number: Project 1
- Duration: 24 months
- GA based on the: JUST/REC MGA — Multi - 2.0
- Start Date: 01 Oct 2018
- Estimated Project Cost: €279,928.48
- Requested EU Contribution: €209,360.25
- Contact: Natalia MEREANU

**Communication Centre Messages:**

From	Subject	Date
Coordinator	Request from IRSE-EBI Dear [redacted], Project expenses must be reasonable a...	12 Mar
EU	Submission of pending deliverables Dear Ms. Mereanu, Thank you so very much for your q...	14 Feb
EU	Acknowledgement of EU funding Dear project coordinator, Please see the attachmen...	04 Oct 2018
Coordinator	Part B   Effort   GAP Thank you [redacted] for keeping us updated! Wish you ...	17 Sep 2018

**Proposal Management & Grant Preparation Progress:**









Stage	Status	Date
Submitted	Completed	12 Oct 2017
Informed	Not Started	
Invited	Not Started	
Prepared	Not Started	
Signed	Not Started	
Paid	Not Started	

# Continuous reporting

open from the date of entry into force of the GA data to be submitted as they are available

Public!

Do not forget!

101048 [REDACTED] SOCPL-PJG	Project Summary	Deliverables	Milestones	Critical Risks	Disseminat... activities	Communic... Activities	Events and Trainings	Financial support to 3rd parties
Call: SOCPL-2021-INFO-WK Topic: SOCPL-2021-INFO-WK								

# Periodic Report and Final report

The screenshot shows the 'Project Periodic Report' dashboard. The 'Tech.Report (Part B)' tab is highlighted with a red circle. Other tabs include Summary for publication, Deliverables Ethics, DMP, Other Reports, Milestones, Critical Risks, Publications, Dissemination Communication, Patents (IPR), Financial Statements, and Training Activities. The dashboard also displays project details: JUST-AG, JUSTICE ACROSS EUROPE, Period No: 1, Duration (months): 27, and Reporting Period: [14 Nov 2016 - 13 Feb 2019].

## Technical Report (Part B)

Number ▲	Attachment	Actions	Template
1	Explanation of the work - Overview of progress	No file selected  Upload	
2	Quantitative reporting on policy-related outputs (Indicators)	No file selected  Upload	

2. Upload in PDF format.

1. Download the Templates

If corrections are necessary after upload:

1	Explanation of the work - Overview of progress	View File  Remove File
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# Financial Part of Periodic Report

## Access and submission assignment of a Fsign

Only the LEAR and the Account administrators can assign the FSIGN

The LEAR can assign Account administrators

Update contact persons if changes in the staff

[Roles and access rights - IT How To - Funding Tenders Opportunities \(europa.eu\)](#)

# Use of resources





Personnel costs: persons / month per WP

Subcontracting: details for each subcontract, name, cost, type of service

Travel costs and Subsistence costs (B1+B2) and Other direct costs (E):

- If costs are  $\leq 15\%$  of the personnel costs you do not need to detail them
- If costs are  $> 15\%$  of the personnel costs you must detail major cost items, apart from those that add up to less than  $15\%$  of your personnel costs
- The system calculates and displays the amount to be justified
- Major cost items  $\rightarrow$  start with the most expensive cost items
- If no personnel costs, details for all costs

# Financial Statement – Complete data

Financial Statement		
Period	Adjustment	Requested Contribution
01 Jan 2017 - 31 Dec 2018 (Period No. 1)	No	609,414.77 €
Financial Statement for period '1' - (01 Jan 2017 - 31 Dec 2018)		
Eligible costs: <span style="border: 1px solid blue; padding: 0 2px;">i</span>		
Cost Category	Total	Actions
a) Direct personnel costs declared as actual costs	503,204.77 €	
b1) Direct travel costs	51,548.48 €	
b2) Direct subsistence costs	29,731.07 €	
c) Direct costs of subcontracting	<u>3,900.00 €</u>	
e) Other direct costs	123,548.82 €	
f) Indirect costs ( = 0.07 * (a + b1 + b2 + c + e))	49,835.32 €	
g) Total costs ( = a + b1 + b2 + c + e + f)	761,768.46 €	
h) Income generated by the action	0.00 €	
i) Financial contributions given by third parties to the beneficiaries	0.00 €	
j) Receipts ( = h + i)	0.00 €	
l) Maximum EU contribution ( = 80% * g)	609,414.77 €	
m) Requested EU contribution	609,414.77 €	
z) Requested EU contribution eligible for CFS	569,546.51 €	

Do not forget!



# Financial Statement – Check Data

## Validation report

Financial Statement

SAVE 1

Validation Report

Expand All Collapse All

- Partner Normal Financial Statement
  - Cost Break Down
    - Cost Cell (Direct costs of subcontracting TOTAL)
      - Use of Resources
        - Direct costs of providing financial support to third parties (1)
          - Missing information for Description
    - Cost Cell (Direct costs of providing financial support to third parties TOTAL)
      - Use of Resources
        - Direct costs of providing financial support to third parties (1)
          - Missing information for Description
    - Cost Cell (Other direct costs TOTAL)
      - Use of Resources
        - Explanation of major cost items (1)
          - Missing information for Associated Work Package

Download Report

	Total	Actions
	00 €	[R]
	00 €	[R]
	00 €	
	00 €	
	00 €	
f) Other direct costs	25,000.00 €	[R]
h) Indirect costs (= 0.25 * (a + b + c + f - o))	36,250.00 €	
j) Total costs (= a + b + c + d + e + f + h)	181,250.00 €	
k) Receipts	0.00 €	
m) Maximum EU contribution (100%)	181,250.00 €	
n) Requested EU contribution	111,250.00 €	[P]

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

Validate 2

# Financial Statement – Lock for review

Periodic Reporting  
REP-781643-1 - period  
07/2015 > 03/2016

04 Mar 2016  
Draft

03 May 2016  
(19/60 days)  
Submitted

Paid

Financial Statement shortname for 966984368 [PIC 966984368] drafting

Lock for review

Periodic Report 1 composition

Submit to EU

Process specific documents

Process specific communications

Task to be performed by each beneficiary

Periodic Reporting  
REP-781643-1 - period  
07/2015 > 03/2016

04 Mar 2016  
Draft

03 May 2016  
(19/60 days)  
Submitted

Paid

Financial Statement shortname for 966984368[PIC 966984368] signature and submission to coordinator

Unlock to draft

Sign & Submit

Financial Statement shortname for 966984368[PIC 966984368]

PR\_FINANCIAL\_STATEMENT\_PARTNER\_966984368\_1

Progress status for this type of task:

shor...84368

Periodic Report 1 composition

Submit to EU

Process specific documents

Process specific communications

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

# Financial Statement – Sign & Submit

**Periodic Reporting**  
REP-781643-1 - period  
07/2015 > 03/2016

04 Mar 2016 **Draft** | 03 May 2016 (19/60 days) **Submitted** | **Paid**

Financial Statement shortname for 966984368[PIC 966984368] signature and submission to coordinator

**Unlock to draft** **Sign & Submit**

Financial Statement shortname for 966984368[PIC 966984368]

PR\_FINANCIAL\_STATEMENT\_PARTNER\_966984368\_1

Progress status for this type of task:  
shor...84368

Periodic Report 1 composition

Process specific documents

Process specific communications

**Please confirm**

The beneficiary hereby confirms that:

- 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).

Ok Cancel

Task to be performed by PFSIGN of each beneficiary

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.

# Financial Statement – Submit to EU

The screenshot shows the 'Periodic Reporting' interface for project REP-781643-1, covering the period from 07/2015 to 03/2016. A progress bar indicates the current status: 'Draft' (04 Mar 2016), 'Submitted' (03 May 2016, 19/60 days), and 'Paid'. Below the progress bar, a green box highlights the 'Periodic Report 1 composition' document. A yellow 'Submit to EU' button is visible in the top right corner of the document list. Below the document list, there are two expandable sections: 'Process specific documents' and 'Process specific communications'.

Once the elements of the Periodic Report are approved by the Coordinator, the Periodic Report can be submitted to the EU Services in one single submission

Coordinator submits to EU

Only users with the role Primary Coordinator Contact or Coordinator Contact can perform this action.

The screenshot shows a confirmation dialog box titled 'Periodic Report 1 project No 781643'. The message reads: 'You are about to submit the periodic report to the EU. Press submit to EU to proceed.' Below the message, there is a checked checkbox labeled 'I agree with the conditions'. A yellow 'Submit to EU' button is located in the bottom right corner of the dialog box.

# EC tasks

- Assess final reports (technical and financial)
- Accept/re-open or reject deliverables
- May ask for additional information (payment delay stopped)
- Calculate final balance – payment or recovery (part of) pre-financing

# Amendments : General conditions

## WHO?

- Project coordinator (**PLSIGN**) on behalf of the Consortium
- The Commission

## WHEN?

- **45 days** before the end of the project
- The AMD **should be signed** by both parties before the end of the project
- After the end of the project **only** in case of change of bank account, change of beneficiary receiving the final payment

## HOW?

- In the electronic exchange system F&TP
- Sign, submit, countersign electronically

# When is an amendment necessary?

**Article 39.1 GA → Conditions:** The Agreement may be amended, **unless** the amendment entails changes which would call into question the decision awarding the grant or breach the principle of equal treatment of applicants;

Withdrawal/termination,  
addition, replacement of a  
beneficiary (or COO)

Change in work  
packages and  
deliverables\*

Change of bank  
account

Change to budget  
categories with lump  
sum (travel and  
subsistence)

Extension of action's  
duration

**! The AMD should be  
signed before the  
actual end date**

Additional  
substantial  
subcontracting

See also GA art 6.2 B

\* Any ongoing AMD provides the opportunity to check and update the dissemination level of deliverables (from PU to CO, etc.)

# When is an amendment **NOT** necessary?

**Change of address of a beneficiary**

**Change in the name of the bank or in the address of the branch where the coordinator has an account**

**Change of VAT number**

**Delays of 1-3 M in submission of deliverables**

**Changes in the core staff mentioned in Annex 1/Part B (notify PO instead)**



# Amendment Process in the IT tool

- [Amendments - IT How To - Funding Tenders Opportunities \(europa.eu\)](#)

# Read

- The grant agreement
- The call for proposals
- “Annex on financial provisions” for the 2019 and 2020 calls
- Search for information in the On-line Manual
- [Reference Documents \(europa.eu\)](#)

Keep in touch

**Thank you for your attention!**