

Periodic financial report H2020

Kinga Koski

09.04.2019 VTT – beyond the obvious

Financial report

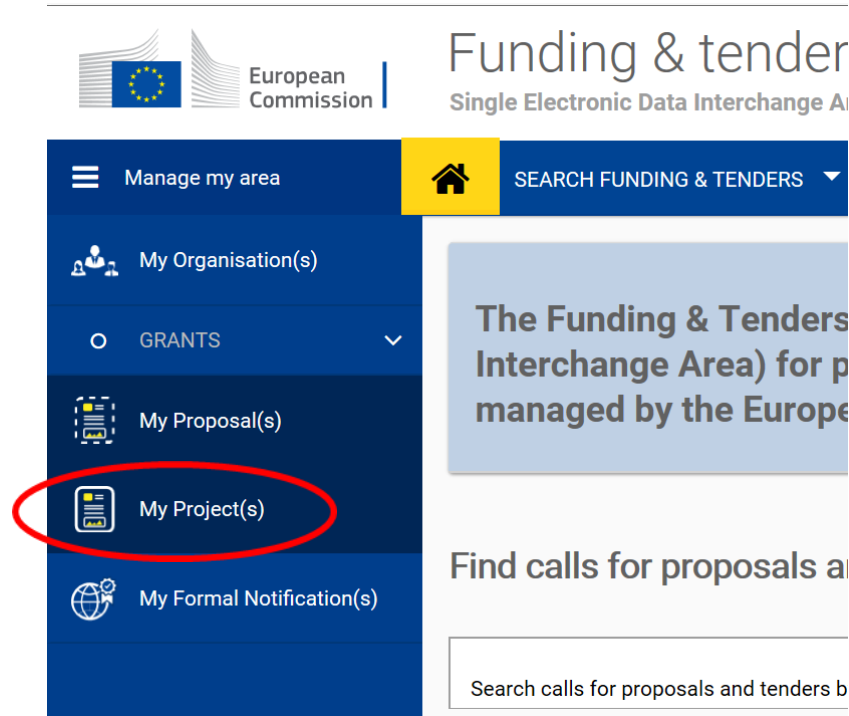
- The **financial report** must contain:
 - (a) information on the eligible costs, including a '**breakdown of direct costs table**' and a '**budget follow-up table**';
 - (b) an '**individual financial statement**' (see Annex 4) from the beneficiary *[and from each linked third party]* for the reporting period concerned.

Financial report

- a ‘**summary financial statement**’, created automatically by the electronic exchange system, consolidating the individual financial statements for the reporting period concerned and including the **request for interim payment** (or — for the last financial reporting period — the **request for payment of the balance**);
- (e) for the last financial reporting period only: a ‘**certificate on the financial statements**’ (see Annex 5) for the beneficiary *[and linked third party]*, if it requests a total contribution of EUR 325 000 or more, as reimbursement of actual costs and unit costs calculated on the basis of its usual cost accounting practices (see Article 5.2 and Article 6.2.

New Portal view

- <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>



New Portal view

Archived funding (FP7-CIP)

My Project(s)

[More info](#)

Results: 1

[Download excel list of those projects](#)

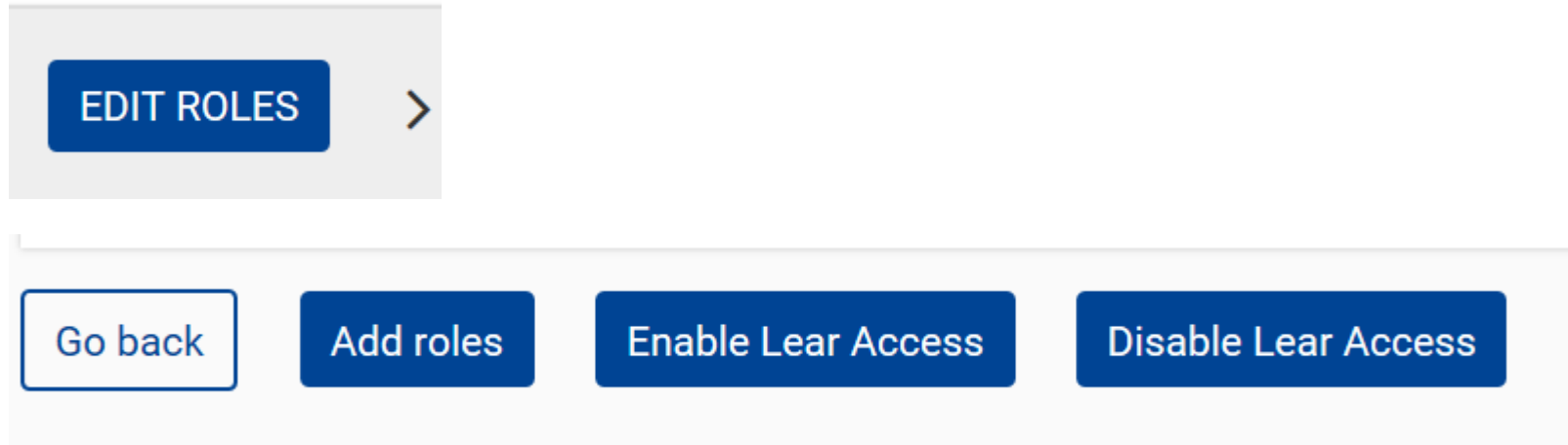
Q mire

Feedback

ACRONYM ^	CALL ^	PROGRAM ^	PROJECT ^	PHASE ^	^	ACTIONS ^
MIREGAS	H2020-ICT-2014-1	H2020	644192	Active		<div>⚙️ Actions ▼</div> <div>Project Consortium Manage Project View Proposal</div>

1 10

New Portal view / Edit Roles



New Portal view / Manage Project

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

Help [v]
Kinga KOSKI

MY PROJECT

HORIZON 2020

Call: H2020-ICT-2014-1
Type of Action: RIA
Acronym: MIREGAS
Current Phase: Grant Management
Number: 644192
Duration: 46 months
GA Signed On: 08 Dec 2014 based on the H2020 General MGA
Multi - 2.0
Start Date: 01 Jan 2015
Estimated Project Cost: €3,588,262.00
Requested EU Contribution: €3,588,262.00
Contact: [Christoph HELMRATH](#)

Latest Legal Data
Active Processes
Document Library
Communication Centre
Archived Processes

Periodic Reporting
REP-644192-3 - period
01/01/2017 > 31/10/2018

01 Nov 2018 31 Dec 2018 (12/60 days)

Draft Submitted Paid

Technical Part contribution Lock for review
Financial Part VTT Oy [PIC 932760440] drafting Lock for review
Financial Part VTT [PIC 999901706] (as UTRO) drafting Lock for review
Periodic Report composition Submit to EU

Process documents
Process communications
Process history


Continuous Reporting
644192 - MIREGAS

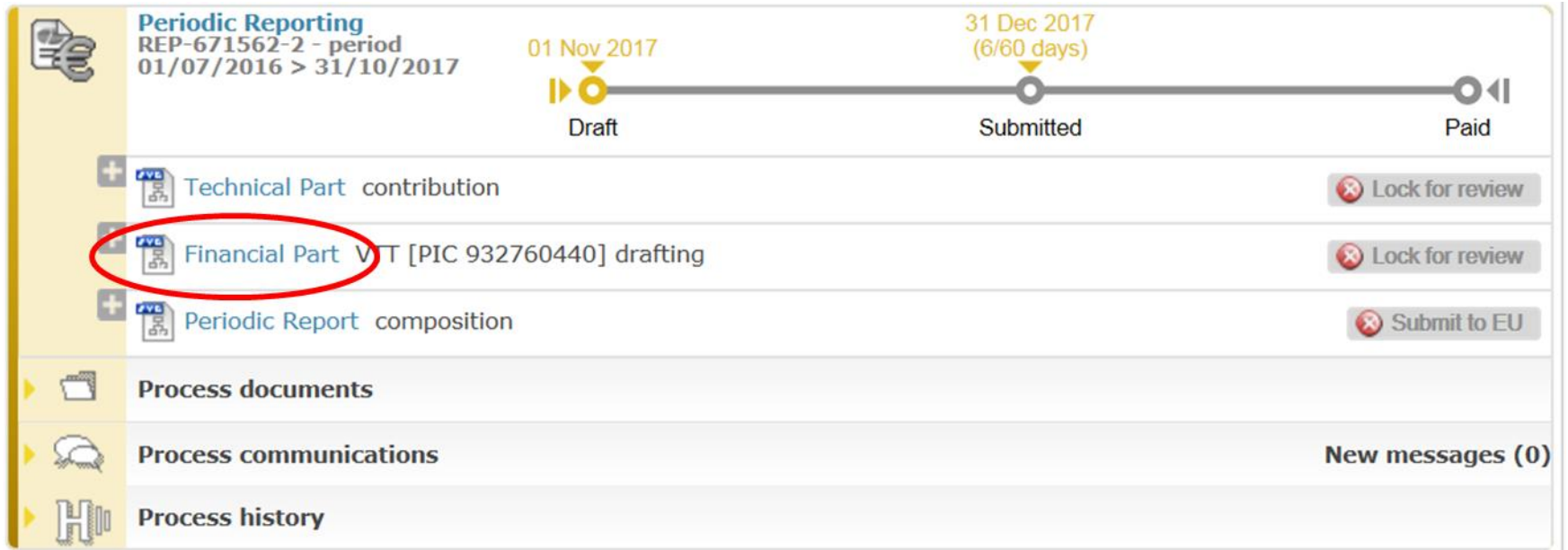
01 Jan 2015

Started Completed

Continuous reporting data
Process documents
Process communications

Periodic Reporting H2020

- All project actions behind  button. (in the old Portal version)



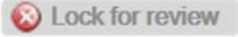
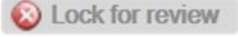

The screenshot displays the 'Periodic Reporting' interface for project REP-671562-2, covering the period from 01/07/2016 to 31/10/2017. A timeline at the top shows three stages: 'Draft' (starting 01 Nov 2017), 'Submitted' (31 Dec 2017, 6/60 days), and 'Paid'. Below the timeline, a list of tasks is shown, each with a document icon and a 'Lock for review' button. The 'Financial Part VTT [PIC 932760440] drafting' task is circled in red. At the bottom, there are three sections: 'Process documents', 'Process communications' (with 'New messages (0)' count), and 'Process history'.

Periodic Reporting
REP-671562-2 - period
01/07/2016 > 31/10/2017

01 Nov 2017
Draft

31 Dec 2017
(6/60 days)
Submitted

Paid

- Technical Part contribution 
- Financial Part VTT [PIC 932760440] drafting** 
- Periodic Report composition 


Process documents

Process communications **New messages (0)**

Process history

Main reporting page per partner

- please fill in the total personnel cost and then press action button 


Eligible costs: 




Cost Category ▲	Total	Actions
a) Direct personnel costs declared as actual costs	<input type="text" value="0.00 €"/>	
b) Direct personnel costs declared as unit costs (average costs)	<input type="text" value="0.00 €"/>	
d) Direct costs of subcontracting	<u>0.00 €</u>	
e) Direct costs of providing financial support to third parties	<u>0.00 €</u>	
f) Other direct costs	<input type="text" value="0.00 €"/>	
g) Costs of large research infrastructure	<input type="text" value="0.00 €"/>	
h) Costs of internally invoiced goods and services	<input type="text" value="0.00 €"/>	
i) Indirect costs (= 0.25 * (a + b + f + g + h - p))	<input type="text" value="0.00 €"/>	
k) Total costs (= a + b + d + e + f + g + h + i)	<input type="text" value="0.00 €"/>	
l) Receipts	<input type="text" value="0.00 €"/>	
n) Maximum EU contribution (= 100% * k)	<input type="text" value="0.00 €"/>	
o) Requested EU contribution	<div>Maximum EU Contribution</div> <input type="text" value="0.00 €"/>	


Personnel cost report




- for more rows press  [Add Detail](#)



Direct personnel costs declared as actual costs

Persons/month per WP
 [Add Detail](#)

No.	Person Months	Associated Work Package	Actions
1	<input type="text"/>	 (none) 	

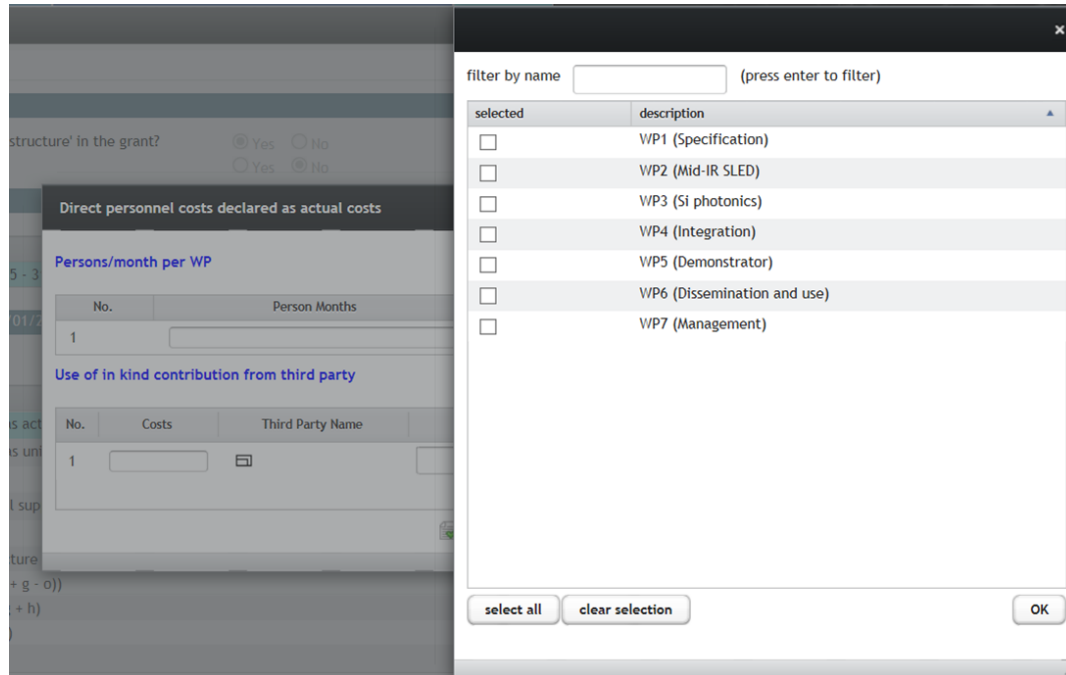
Use of in kind contribution from third party
 [Add Detail](#)

No.	Costs	Third Party Name	Type	Foreseen in Annex I	Explanations (if not foreseen in Annex I)	Actions
1	<input type="text"/>		<input type="text"/>	<input type="text"/>		

 [Ok](#)
 [Cancel](#)

Personnel cost report

- Remember mark the correct WP's



The image shows a software interface for a personnel cost report. In the background, there is a form with sections for 'Direct personnel costs declared as actual costs' and 'Use of in kind contribution from third party'. Overlaid on this is a modal window titled 'filter by name' with a search bar and a list of Work Packages (WPs) for selection.

filter by name (press enter to filter)

selected	description
<input type="checkbox"/>	WP1 (Specification)
<input type="checkbox"/>	WP2 (Mid-IR SLED)
<input type="checkbox"/>	WP3 (Si photonics)
<input type="checkbox"/>	WP4 (Integration)
<input type="checkbox"/>	WP5 (Demonstrator)
<input type="checkbox"/>	WP6 (Dissemination and use)
<input type="checkbox"/>	WP7 (Management)

Buttons at the bottom of the modal: **select all**, **clear selection**, **OK**

Personnel cost report (in case of use of in kind contribution from third party)

Direct personnel costs declared as actual costs

Persons/month per WP + Add Detail

No.	Person Months	Associated Work Package	Actions
1	<input type="text"/>	+ (none)	

Use of in kind contribution from third party + Add Detail

No.	Costs	Third Party Name	Type	Foreseen in Annex I	Explanations (if not foreseen in Annex I)	Actions
1	<input type="text"/>		<div>Against Payment Free of charge</div>	<input type="text"/>		

Personnel cost report (in case of use of in kind contribution from third party)

- Remember fill "Foreseen in Annex I" declaration

Direct personnel costs declared as actual costs

Persons/month per WP + Add Detail

No.	Person Months	Associated Work Package	Actions
1	<input type="text"/>	+ (none)	


Use of in kind contribution from third party + Add Detail

No.	Costs	Third Party Name	Type	Foreseen in Annex I	Explanations (if not foreseen in Annex I)	Actions
1	<input type="text"/>			 Yes No		

Ok Cancel

Subcontracting

- Push the amount after that you can insert the amount and explanation

Eligible costs: 

Cost Category	Total	Actions
a) Direct personnel costs declared as actual costs	0.00 €	
b) Direct personnel costs declared as unit costs (average costs)	0.00 €	
d) Direct costs of subcontracting	0.00 €	
e) Direct costs of providing financial support to third parties	0.00 €	
f) Other direct costs	0.00 €	
g) Costs of large research infrastructure	0.00 €	
h) Costs of internally invoiced goods and services	0.00 €	
i) Indirect costs (= 0.25 * (a + b + f + g + h - p))	0.00 €	
k) Total costs (= a + b + d + e + f + g + h + i)	0.00 €	
l) Receipts	0.00 €	
n) Maximum EU contribution (= 100% * k)	0.00 €	
o) Requested EU contribution	Maximum EU Contribution	

Subcontracting

Financial Statement

No contribution requested? ☐ Yes ☒ No

Financial Statements

01/01/2015 - 31/12/2015

Financial Statement for period '1' (01/01/2015 - 31/12/2015)

Eligible costs:

Cost Category

No.	Costs	Description	Foreseen in Annex I	Explanations (if not foreseen in Annex I)	Actions
1	<input type="text"/>		<input type="text"/>		

[Add Detail](#)

[Ok](#) [Cancel](#)

	Total
a) Direct personnel costs declared as actual costs	0.00 €
b) Direct personnel costs declared as unit costs (average costs)	0.00 €
d) Direct costs of subcontracting	0.00 €
e) Direct costs of providing financial support to third parties	0.00 €
f) Other direct costs	0.00 €
g) Costs of large research infrastructure	0.00 €
h) Indirect costs ($= 0.25 * (a + b + f + g - o)$)	0.00 €
j) Total costs ($= a + b + d + e + f + g + h$)	0.00 €
m) Maximum EU contribution (100%)	0.00 €
n) Requested EU contribution	0.00 €

Direct cost of providing financial support to third party

Financial Statement

01/01/2015 - 31/12/2015

Financial Statement for period '1' (01/01/2015 - 31/12/2015)

Eligible costs: 1

Cost Category

No.	Costs	Description	Actions
1			

Direct costs of providing financial support to third parties

Ok Cancel

Cost Category	Total	Actions
a) Direct personnel costs declared as actual costs	0.00 €	
b) Direct personnel costs declared as unit costs (average costs)	0.00 €	
d) Direct costs of subcontracting	0.00 €	
e) Direct costs of providing financial support to third parties	0.00 €	
f) Other direct costs	0.00 €	
g) Costs of large research infrastructure	0.00 €	
h) Indirect costs (= 0.25 * (a + b + f + g - o))	0.00 €	
j) Total costs (= a + b + d + e + f + g + h)	0.00 €	

Other direct cost

- Insert the cost
- Write short description
- Chose the right category and WP
- Remember fill " Foreseen in Annex I" declaration

Other direct costs

Other direct costs (only for actual costs; unit costs are excluded): explanation of major cost items if the amount exceeds 15% of personnel costs. Please give details of major cost items up to the level that the remaining costs are below 15% of personnel costs, starting from the cost items of highest value in terms of cost amount.

It is recommended to specify the Personnel Costs and total amount of Other Direct Costs before filling in the Use of Resources

[Add Detail](#)

No.	Costs	Short Description	Category	Associated Work Pa	Foreseen in Annex I	Explanations (if not fore	Actions
1				(none)			

Use of in kind contribution from third party

Equipment

Other goods and services

Travel


[Add Detail](#)

Ok Cancel


Indirect cost, total cost and EU contribution





- Indirect cost, total cost and EU contribution will be calculated automatically
- Click to change the requested contribution 

Financial Statement


SAV

Financial Statement for period '2' - (01 Jul 2016 - 31 Oct 2017)

Eligible costs: 

Cost Category	Total	Actions
a) Direct personnel costs declared as actual costs	0.00 €	
b) Direct personnel costs declared as unit costs (average costs)	0.00 €	
d) Direct costs of subcontracting	0.00 €	
e) Direct costs of providing financial support to third parties	0.00 €	
f) Other direct costs	0.00 €	
g) Costs of large research infrastructure	0.00 €	
h) Costs of internally invoiced goods and services	0.00 €	
i) Indirect costs (= 0.25 * (a + b + f + g + h - p))	0.00 €	
k) Total costs (= a + b + d + e + f + g + h + i)	0.00 €	
l) Receipts	0.00 €	
n) Maximum EU contribution (= 100% * k)	0.00 €	
o) Requested EU contribution	0.00 €	

Financial statement

- Click the "Lock for Review" button, which will prevent further editing and generate a pdf document (This might take a few minutes.)

Periodic Reporting
REP-#0071.50 -1 - period 10/2013
> 03/2015

06/10/2014

Draft Submitted Reviewed Paid

Financial Statement 500641540 drafting **Lock for review**

Technical Report contribution **Lock for review**

Periodic Report 1 projectNo 500641540 composition **Submit to EU**

Documents

Messages

Financial statement

- The Financial Statement can be unlocked ("Unlock to draft") for further editing or electronically signed & submitted ("Sign and Submit") to the coordinator

Periodic Reporting
REP-61111-1 - period 10/2013
> 03/2015

06/10/2014

Draft Submitted Reviewed Paid

Financial Statement signature and submission to coordinator

Unlock to draft **Sign & Submit**

Technical Report contribution **Lock for review**

Periodic Report 1 projectNo composition

Documents

Messages

Financial statement / Signature window

The screenshot displays the 'EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)' interface. The header includes the European Commission logo and the text 'External'. Below the header, there are links for 'Logout', 'Change password', 'Account information', and 'Help'. A notification bar indicates the user is 'TestOne PARTNER (Test1.Partner) | External'.

ECAS Signature

Welcome ~~TestOne PARTNER~~ to the ECAS Signature page. This page allows you to digitally sign a transaction using your ECAS password.

The SyGma-PPGMS application is asking you to sign a transaction

The transaction has the following description: **Signature of the financial statement for 007155-S&B** as authorised representative of the legal entity **ACELI-S&B SAS**

[▶ See the complete transaction](#) [Printer-friendly Version](#)

To sign the transaction, please enter your ECAS password

Reason: **For signature**

Comment:

Password:

Sign

Financial statement

- Electronically signed & submitted financial statement can see via the task Periodic Report composition.

Periodic Reporting
REP-633053-1 - period
01/2014 > 12/2014

01/01/2015

Draft Submitted Reviewed Paid

Financial Statement USTUTT [PIC 999974747] drafting **Lock for Review**

Technical Part of Periodic Report contribution **Lock for review**

Periodic Report 1 projectNo 633053 composition **Submit to EU**

Documents

Messages

Financial statement

- Please click on the Financial Statement pdf to download

Periodic Report 1 project No 000156		Filter	All	Draft	Available	Included
Report Element		Status				
Technical report						
Technical Statement		Draft				
Financial report						
Financial Statement 00000001		Draft				
Financial Statement 00000002		Draft				
Financial Statement 00000003		Sent to CO				
Financial Statement 00000004		Draft				
Financial Statement 00000005		Draft				
Financial Statement 00000006		Draft				
Financial Statement 00000007		Draft				

Periodic financial reporting for coordinator

Periodic reporting for coordinator

- To open push "Periodic Reporting"



Grant Management		Project Periodic Report						
Project 644192 (MIREGAS) Period No: 1 Duration (months): 12 Reporting Period : [01 Jan 2015 - 31 Dec 2015]		Publishable Summary 	Report Core 	Deliverables 	Milestones 	Critical Risks 	Genders 	Financial Statements

Summary for publication

▼ Summary of the context and overall objectives of the project

Periodic reporting for coordinator

■ Download UoR and Financial Statements

Grant Management

644192 (MIREGAS) RIA

HORIZON 2020

Period No: 1 Duration (months): 12
Reporting Period : [01 Jan 2015 - 31 Dec 2015]

Project Periodic Report


Publishable Summary Report Core Deliverables Milestones Critical Risks Publications Patents (IPR) Gender **Financial Statements**


Partners Financial Report

[Use of Resources summary](#) [Financial Statements Summary](#)

Number	Role	Short Name	Legal Name	Country	PIC	Status
▼ 1	CO	VTT Oy	Teknologian tutkimuskeskus VTT Oy	FI	932760440	Draft
-	UTRO	VTT	TEKNOLOGIAN TUTKIMUSKESKUS VTT	FI	999901706	Draft
2	BEN	TAMPERE UNIVERSITY OF TE	TTY-SAATIO	FI	990343811	Draft
3	BEN	VAISALA OYJ	VAISALA OYJ	FI	953862693	Draft
4	BEN	ITME	INSTYTUT TECHNOLOGII MATERIALOW ELEKTRONICZNY	PL	999509729	Draft
5	BEN	Airoptic Sp. z o.o.	Airoptic Spółka z Ograniczoną Odpowiedzialnością	PL	955124178	Accepted by COO
6	BEN	VIGO	VIGO SYSTEM S.A.	PL	999659303	Frozen/Ready For Submission to COO/Ready For Signat
7	BEN	GasSecure AS	GASSECCURE AS	NO	940518985	Draft

Important to check


- Insert one total amount (EUR) to the personnel costs. PMs are reported at WP level. Push  button to check this.

Eligible costs: 

Cost Category	Total	Actions
a) Direct personnel costs declared as actual costs	0.00 €	
b) Direct personnel costs declared as unit costs (average costs)	0.00 €	
d) Direct costs of subcontracting	0.00 €	
e) Direct costs of providing financial support to third parties	0.00 €	
f) Other direct costs	0.00 €	
g) Costs of large research infrastructure	0.00 €	
h) Costs of internally invoiced goods and services	0.00 €	
i) Indirect costs (= 0.25 * (a + b + f + g + h - p))	0.00 €	
k) Total costs (= a + b + d + e + f + g + h + i)	0.00 €	
l) Receipts	0.00 €	
n) Maximum EU contribution (= 100% * k)	0.00 €	
o) Requested EU contribution	Maximum EU Contribution	

Important to check

- Explanation of the subcontracting cost

Eligible costs: 

Cost Category	Total	Actions
a) Direct personnel costs declared as actual costs	0.00 €	
b) Direct personnel costs declared as unit costs (average costs)	0.00 €	
d) Direct costs of subcontracting	<u>0.00 €</u>	
e) Direct costs of providing financial support to third parties	<u>0.00 €</u>	
f) Other direct costs	0.00 €	
g) Costs of large research infrastructure	0.00 €	
h) Costs of internally invoiced goods and services	0.00 €	
i) Indirect costs (= 0.25 * (a + b + f + g + h - p))	0.00 €	
k) Total costs (= a + b + d + e + f + g + h + i)	0.00 €	
l) Receipts	0.00 €	
n) Maximum EU contribution (= 100% * k)	0.00 €	
o) Requested EU contribution	0.00 €	

Maximum EU Contribution

Important to check

- Explanation if the major cost items amount exceed 15%

Financial Statement

Financial information from contact

Use of 'costs of large research infrastructure'

No contribution requested?

Financial Statements

01/01/2015 - 31/12/2015

Financial Statement for period '1' (01/01/2015 - 31/12/2015)

Eligible costs:

Cost Category

- a) Direct personnel costs declared as actual
- b) Direct personnel costs declared as unit
- c) Direct costs of subcontracting
- d) Direct costs of providing financial support
- e) Direct costs of providing financial support
- f) Other direct costs

Other direct costs

Explanation of major cost items if the amount exceeds 15% of personnel costs
It is recommended to specify the Personnel Costs and total amount of Other Direct Costs before filling in the Use of Resources

Use of in kind contribution from third party

No.	Costs	Short Description	Category	Associated Work Package	Foreseen in Annex I	Explanations (if not foreseen in Annex I)	Actions
1				(none)			

Equipment
Other goods and services
Travel

No.	Costs	Third Party Name	Type	Category	Associated Work Package	Foreseen in Annex I	Explanations (if not foreseen in Annex I)	Actions
1					(none)			

Ok Cancel

Total	Actions
0.00 €	
0.00 €	
0.00 €	
0.00 €	
0.00 €	

Periodic and final report

- The Coordinator approves the elements of the Periodic Report & submits to the EU
- Click on the Include /Redo button to approve or reject an element (Financial Statement and/or Technical Part of the Periodic Report).

Periodic Report 1 project No 657 755			Filter	All	Draft	Available	Included
Report Element	Status	Action					
<div>Technical report</div> <div>Technical Part of Periodic Report</div>	Included	Redo					
<div>Financial report</div> <div>Financial Statement 657755-1-1</div>	Draft						
<div>Financial Statement 657755-1-2</div>	Draft						
<div>Financial Statement 657755-1-3</div>	Sent to CO	Redo	Include				
<div>Financial Statement 657755-1-4</div>	Draft						
<div>Financial Statement 657755-1-5</div>	Draft						
<div>Financial Statement 657755-1-6</div>	Draft						
<div>Financial Statement 657755-1-7</div>	Draft						

Periodic and final report

- The Financial Statements of the Periodic Report are submitted to the EU in one single submission.
- To submit click on the button Submit to EU (at least one financial statement and the technical part needs to be included for the Submit to EU button to become available).
- The button will be disabled if there are validation errors

The screenshot displays the 'Periodic Reporting' section of a VTT interface. It features a progress bar with four stages: Draft, Submitted, Reviewed, and Paid. The 'Draft' stage is currently active, indicated by a yellow bar and a date of '10 Jul 2015'. Below the progress bar, there is a section for 'Periodic Report 1 projectNo 896821 composition' with a 'Submit to EU' button. At the bottom, there are two expandable sections: 'Process specific documents' and 'Process specific communications'.

Periodic Reporting
REP-896821-1 - period 01/2014
> 07/2015

10 Jul 2015

Draft Submitted Reviewed Paid

Periodic Report 1 projectNo 896821 composition **Submit to EU**

Process specific documents

Process specific communications

Periodic and final report

- The button will be disabled if there are validation errors

The screenshot displays a web interface for periodic reporting. At the top, a progress bar shows four stages: Draft, Submitted, Reviewed, and Paid. The 'Draft' stage is highlighted with a yellow circle and a date of 06/10/2014. Below the progress bar, the text 'Periodic Reporting' is followed by 'REP-1 - period 10/2013 > 03/2015'. A sidebar on the left contains icons for a document with a Euro symbol, a document with a 'DRAFT' label, a folder, and a speech bubble. The main content area shows 'Periodic Report 1 projectNo composition'. A red box highlights a 'Submit to EU' button with a red exclamation mark icon, and a message box below it says 'Please click to see validation errors'. The bottom of the interface has a sidebar with 'Documents' and 'Messages' sections.

Periodic and final report

- Click the **Submit to EU** button to submit the periodic report to the EU.

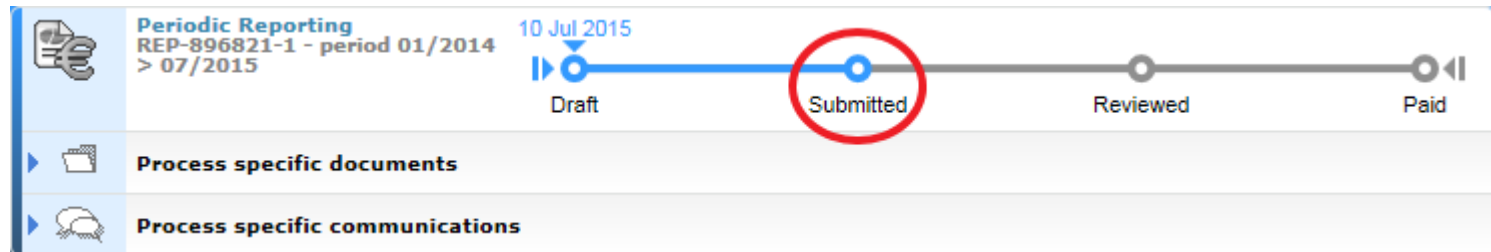
Periodic Report 1 project No 896821

You are about to submit the periodic report to the EU. Press submit to EU to proceed.

☒ I agree with the conditions

Submit to EU

- The process goes to the status Submitted and the process box turns blue (this means the process is in the hands of the EU now).



Periodic Report rejected by the Commission, start preparing new / Partner view

Periodic Reporting
 REP-664337-1 - period 06/2015 > 05/2016

01 Jun 2016 10 Dec 2016 (52/90 days)

Draft Submitted Paid

Technical Part of Periodic Report contribution Lock for review

Periodic Report 1 composition

Process specific documents

Process specific communications

Periodic Report 1 project No 664337

Filter All Draft Available Included

Report Element	Status
Technical report	
Technical Part of Periodic Report	Draft
Financial report	
1 (0/9) Financial Statement SLOVENSKA AKADEMIA VIED [PIC 999530390]	Draft
2 (0/1) Financial Statement VTT[PIC 932760440]	Available For Revision
3 (0/1) Financial Statement undefined [PIC 999994535]	Available For Revision

Periodic Report rejected by the Commission, start preparing new / Partner view

The screenshot displays the HORIZON 2020 periodic reporting interface. At the top, a progress bar shows the stages: Draft, Submitted, and Paid. Below this, a table lists report elements. The 'Technical Part of Periodic Report' is highlighted with a red circle. Below the table, a yellow banner indicates 'Periodic Report 1 project No 664337'. A table below this shows the status of various report elements. The 'Financial Statement VTT[PIC 932760440]' is highlighted with a red circle. At the bottom, a button labeled 'Revise' is highlighted with a red circle, indicating the next step after a rejection.

Report Element	Status
Technical report	
Technical Part of Periodic Report	Draft
Financial report	
1 (0/9) Financial Statement SLOVENSKA AKADEMIA VIED [PIC 999530390]	Draft
2 (0/1) Financial Statement VTT[PIC 932760440]	Available For Revision
3 (0/1) Financial Statement UH[PIC 999994535]	Available For Revision

Available For Revision **Revise** Include

Periodic Report rejected by the Commission start preparing new / Coordinator view

HORIZON 2020

Project ID: H2020-WTDESPR2AD-014-1
Type of Action: SGA-CBA
Activity: CEMA
Current Phase: Grant Management
Number: 664337
Duration: 12 months
Start Date: 01 Jun 2015
Estimated Project Cost: 300,000.00
Requested EU Contribution: 180,000.00
Contact: Maria KOTVA

Periodic Reporting
RED-664337-1 - period
06/2015 > 05/2016


Timeline: Draft → Submitted → Paid

Technical Part of Periodic Report contribution
Periodic Report composition

Periodic Report 1 project No 664337









Report Element		Status
Technical report		
Technical Part of Periodic Report		Draft
Financial report		
1 (0/9)	Financial Statement SLOVENSKA AKADEMIJA VIED [PIC 999530390]	Draft
2 (0/1)	Financial Statement VTT[PIC 932760440]	Available For Revision
3 (0/1)	Financial Statement IRI[PIC 999994535]	Available For Revision


Periodic Report rejected by the Commission, start preparing new / Partner view


 **Periodic Reporting**
REP-643309-1 - period 03/2015 > 02/2016

01 Mar 2016 29 Oct 2016 (80/90 days)

Draft Submitted Paid

-  Technical Part of Periodic Report contribution  [Lock for review](#)
-  Financial Statement VTT [PIC 932760440] drafting  [Lock for review](#)
-  Financial Statement VTT [PIC 999901706] (as UTRO) drafting [Lock for review](#)
-  Financial Statement VTT[PIC 932760440] signature and submission to coordinator by other beneficiaries
-  Periodic Report 1 composition 

►  **Process specific documents**

►  **Process specific communications**

Other useful issues

- Älä jätä tyhjiä kustannusrivejä -> Validointi vaiheessa aiheuttaa error-viestin.
- Other costit ei tarvitse eritellä 15% rajaan yli. Komissio kysyy lisää selvitystä tarvittaessa.
- Muista lukita ja allekirjoittaa raportti, tietojen syöttäminen ei riitä.
- Jos komissio hylkää Periodic reportin -> yleensä kaikki partnerit joutuvat allekirjoittaa uudelleen, vaikka heidän ei tarvitse tehdä muutoksia. Tämä riippuu siitä miten hylkäystä PO tekee. Vaihtelee hyvin paljon.
- Jos raportti hylätään SME owner sarake saattaa mennä lukkoon -> IT Helpdesk auttaa

Useful links

- Financial Statement:

<https://webgate.ec.europa.eu/fpfis/wikis/display/ECResearchGMS/How+to+complete+your+financial+statement>

- Periodic Reporting:

<https://webgate.ec.europa.eu/fpfis/wikis/pages/viewpage.action?spaceKey=ECResearchGMS&title=Periodic+Reporting>

- Online manual:

http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/reports/periodic-reports_en.htm

- Coordinators Day 2018:

http://ec.europa.eu/research/participants/data/ref/h2020/other/events/2018-04-12/h2020-coordinators-day-agenda_en.pdf

Thank you!

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