

Periodic financial report H2020

Kinga Koski

6.5.2020 VTT – beyond the obvious

Financial report

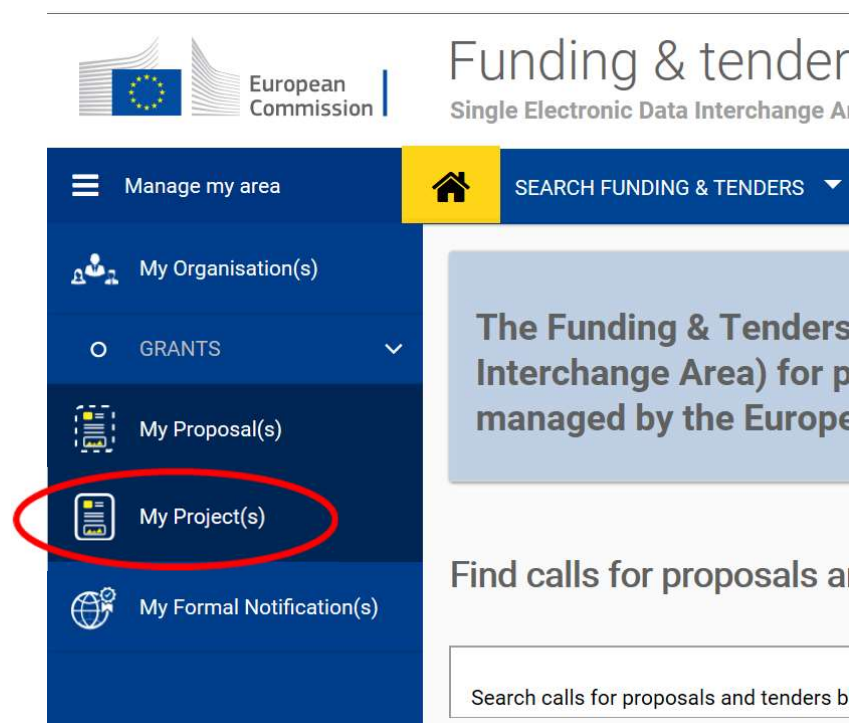
- The **financial report** must contain:
 - (a) information on the eligible costs, including a '**breakdown of direct costs table**' and a '**budget follow-up table**';
 - (b) an '**individual financial statement**' (see Annex 4) from the beneficiary *[and from each linked third party]* for the reporting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



i

[More info](#)

Feedback 

Results: 1

 Download excel list of those projects

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

⏮

⏪

1

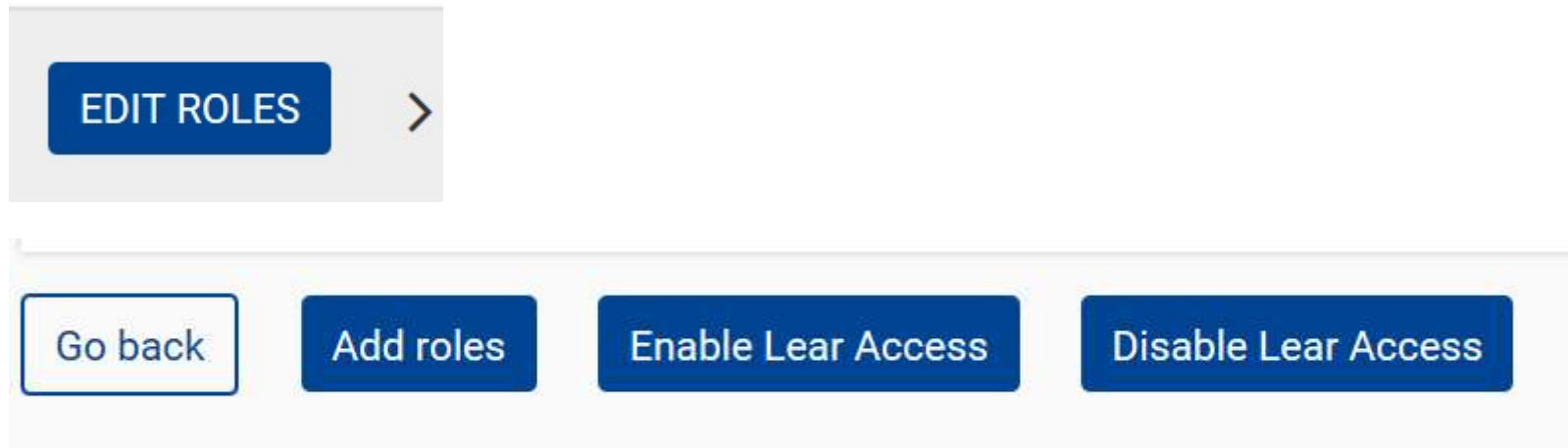
⏩

⏭


10

▼

New Portal view / Edit Roles



Manage Project



The screenshot shows the 'MY PROJECT' dashboard for a Horizon 2020 project. The header includes the European Commission logo and the text 'RESEARCH & INNOVATION Grant Management Services'. The user 'Kinga KOSKI' is logged in.

MY PROJECT

HORIZON 2020

Call: H2020-EUB-2017
 Type of Action: RIA
 Acronym: SWAMP
 Current Phase: Grant Management
 Number: 777112
 Duration: 36 months
 GA based on the: H2020 General MGA - Multi - 3.0
 Start Date: 01 Nov 2017
 Estimated Project Cost: €1,478,090.00
 Requested EU Contribution: €1,478,090.00
 Contact: Jorge.SANTOS

Buttons: Latest Legal Data, Active Processes, Document Library, Communication Centre, Archived Processes

H2020 ONLINE MANUAL

HOW TO

Periodic Reporting
 REP-777112-2 - period 01/11/2018 > 31/10/2019

Timeline: 01 Nov 2019 (Draft) to 31 Dec 2019 (20/60 days) (Submitted) to Paid

Tasks:

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

Process documents, Process communications, Process history

Continuous Reporting
 777112 - SWAMP

Timeline: 01 Nov 2017 (Started) to Completed

Tasks:

- Continuous reporting data

Process documents, Process communications, Process history

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Periodic Reporting H2020


The screenshot displays the VTT Periodic Reporting interface. At the top, a timeline shows the progress of the reporting process. The timeline starts at 01 Nov 2017 (Draft), moves to 31 Dec 2017 (Submitted, 6/60 days), and ends at Paid. Below the timeline, a list of tasks is shown:

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

Below the tasks, there are three sections: Process documents, Process communications (New messages (0)), and 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	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 €	


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) 	

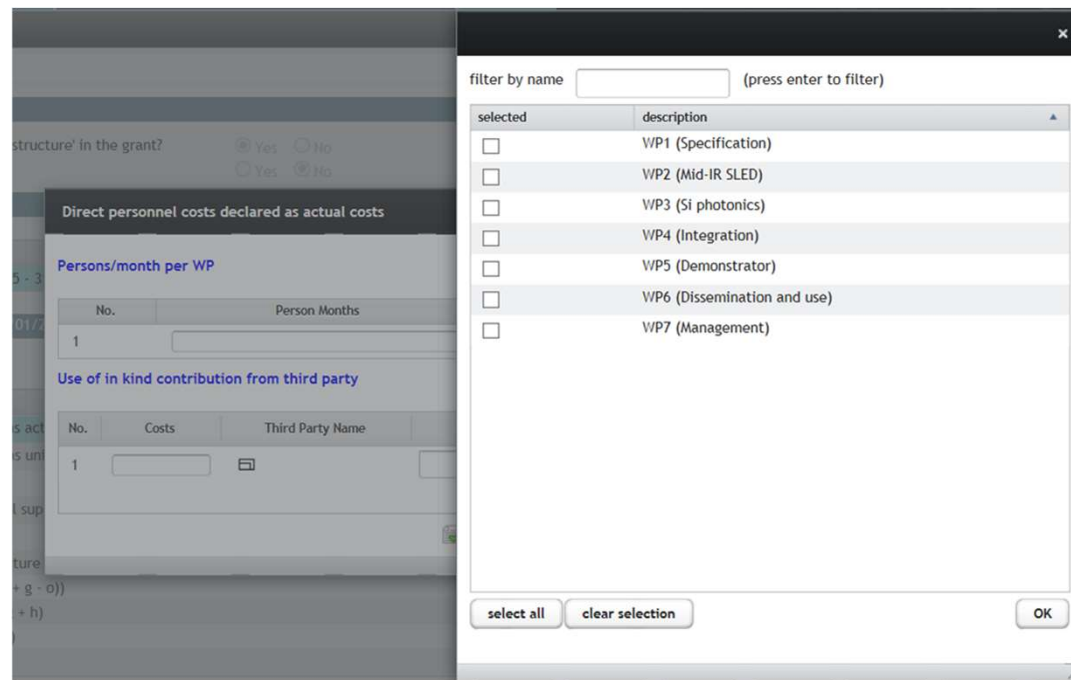
Use of in kind contribution from third party  [Add Detail](#)

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 screenshot shows a web application interface for a personnel cost report. A modal window is open, titled "filter by name" with a search input field and a "(press enter to filter)" hint. Below the search bar is a table with two columns: "selected" and "description". The table lists seven Work Packages (WPs) with checkboxes in the "selected" column:

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)

At the bottom of the modal, there are three buttons: "select all", "clear selection", and "OK".

In the background, the main form is partially visible. It includes a section titled "Direct personnel costs declared as actual costs" with a sub-section "Persons/month per WP". This section contains a table with columns "No." and "Person Months". The first row has "1" in the "No." column and an empty input field in the "Person Months" column. Below this is a section titled "Use of in kind contribution from third party" with a table containing columns "No.", "Costs", and "Third Party Name". The first row has "1" in the "No." column, an empty input field in the "Costs" column, and an empty input field in the "Third Party Name" column.

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) <input type="button" value="v"/>	x

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"/>	<div>Against Payment Free of charge</div>	<input type="text"/>	<input type="text"/>	x

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)	x

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"/>	<div>Yes No</div>	<input type="text"/>	x

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



Financial Statement for period '1' (01/01/2015)

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](#)

Cost Category	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

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: 1

Cost Category

a) Direct personnel costs declared as actual costs

b) Direct personnel costs declared as unit costs

d) Direct costs of subcontracting

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

+ Add Detail

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

Use of in kind contribution from third party

+ Add Detail

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

0.00 €

0.00 €

0.00 €


0.00 €

0.00 €

0.00 €


Actions





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.)

The screenshot displays the 'Periodic Reporting' interface. At the top, it shows 'REP-project 509 -1 - period 10/2013' and a date '06/10/2014'. Below this is a progress bar with four stages: Draft, Submitted, Reviewed, and Paid. The 'Draft' stage is currently active. Underneath the progress bar, there are three items listed:

- Financial Statement** (with a file icon) showing 'drafting' status. A yellow button labeled 'Lock for review' is visible to the right of this item, highlighted with a red rectangle.
- Technical Report** (with a file icon) showing 'contribution' status. A yellow button labeled 'Lock for review' is visible to the right of this item.
- Periodic Report 1 projectNo** (with a file icon) showing 'composition' status. A red button labeled 'Submit to EU' with an exclamation mark icon is visible to the right of this item.

At the bottom of the interface, there are two sections: 'Documents' and 'Messages', each with a folder icon and a right-pointing arrow.

Financial statement

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

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 currently active, indicated by a yellow circle and a date of 06/10/2014. Below the progress bar, a red box highlights the 'Financial Statement' section, which includes a document icon, the text 'Financial Statement', a date range 'REP-60111-1 - period 10/2013 > 03/2015', and the description 'signature and submission to coordinator'. To the right of this section are two buttons: 'Unlock to draft' and 'Sign & Submit'. Below the red box, there are two other document entries: 'Technical Report contribution' with a 'Lock for review' button, and 'Periodic Report 1 projectNo 60111 composition' with an information icon. At the bottom, there are sections for 'Documents' and '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 'TestOne PARTNER (Test1.Partner) | External'. The main section is titled 'ECAS Signature' and welcomes the user. It states that the SyGma-PPGMS application is asking for a signature. The transaction description is 'Signature of the financial statement for 607155-S&F as authorised representative of the legal entity AECI-ST SAS'. There are links to 'See the complete transaction' and a 'Printer-friendly Version'. The bottom section prompts the user to enter their ECAS password. It includes a 'Reason' field, a 'Comment' text area, a 'Password' field, and a 'Sign' button.

EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External

EUROPA > Authentication Service > ECAS Signature

Logout Change password Account information Help

! 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 607155-S&F as authorised representative of the legal entity AECI-ST 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.

The screenshot displays the 'Periodic Reporting' interface for project REP-633053-1, covering the period 01/2014 to 12/2014. A progress bar at the top indicates the workflow stages: Draft (01/01/2015), Submitted, Reviewed, and Paid. The 'Draft' stage is currently active. Below the progress bar, three tasks are listed:

- 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)

The third task, 'Periodic Report 1 projectNo 633053 composition', is highlighted with a red rectangular box. At the bottom of the interface, there are sections for 'Documents' and 'Messages'.

Financial statement

- Please click on the Financial Statement pdf to download

Periodic Report 1 project No 000155		Filter	All	Draft	Available	Included
Report Element		Status				
Technical report						
Technical Statement		Draft				
Financial report						
Financial Statement 999999999		Draft				
Financial Statement 999999999		Draft				
Financial Statement 999999999		Sent to CO				
Financial Statement 999999999		Draft				
Financial Statement 999999999		Draft				
Financial Statement 999999999		Draft				
Financial Statement 999999999		Draft				

Periodic financial reporting for coordinator

Periodic reporting for coordinator

- To open push "Periodic Reporting"



Grant Management

Project 644192 (MIREGAS)

THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION
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	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 **Project Periodic Report**

644192 (MIREGAS) RIA
 THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION
HORIZON 2020
 Period No: 1 Duration (months): 12
 Reporting Period : [01 Jan 2015 - 31 Dec 2015]


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 Spolka z Ograniczona Odpowiedzialnoscia	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	GASSECURE 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	0.00 €	

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	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 €	

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

[Add Detail](#)

No.	Costs	Short Description	Category	Associated Work Package	Foreseen in Annex I	Explanations (if not foreseen in Annex I)	Actions
1	<input type="text"/>		<input type="text"/>	(none)	<input type="text"/>		

Use of in kind contribution from third party

[Add Detail](#)

No.	Costs	Third Party Name	Type	Category	Associated Work Package	Foreseen in Annex I	Explanations (if not foreseen in Annex I)	Actions
1	<input type="text"/>		<input type="text"/>	<input type="text"/>	(none)	<input type="text"/>		

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 00700						
		Filter	All	Draft	Available	Included
Report Element			Status	Action		
Technical report						
Technical Part of Periodic Report			Included	Redo		
Financial report						
Financial Statement 00000000			Draft			
Financial Statement 00000000			Draft			
Financial Statement 00000000			Sent to CO	Redo	Include	
Financial Statement 00000000			Draft			
Financial Statement 00000000			Draft			
Financial Statement 00000000			Draft			
Financial Statement 00000000			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. At the top, it shows 'Periodic Reporting' with a Euro icon, followed by 'REP-896821-1 - period 01/2014' and '> 07/2015'. A progress bar indicates the current status is 'Draft', with 'Submitted', 'Reviewed', and 'Paid' as subsequent steps. A date '10 Jul 2015' is shown above the progress bar. Below the progress bar, there is a document icon and the text 'Periodic Report 1 projectNo 896821 composition'. To the right of this text is a yellow button labeled 'Submit to EU'. At the bottom, there are two expandable sections: 'Process specific documents' and 'Process specific communications', each with a plus icon and a document icon.

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 active, indicated by a yellow circle and a date of 06/10/2014. Below the progress bar, the text 'Periodic Report 1 projectNo 1000000000 composition' is visible. A red box highlights a button labeled 'Submit to EU' with a red exclamation mark icon, indicating a validation error. Below this button, a message box says 'Please click to see validation errors'. On the left side, there are icons for 'Documents' and 'Messages'.

Periodic and final report

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

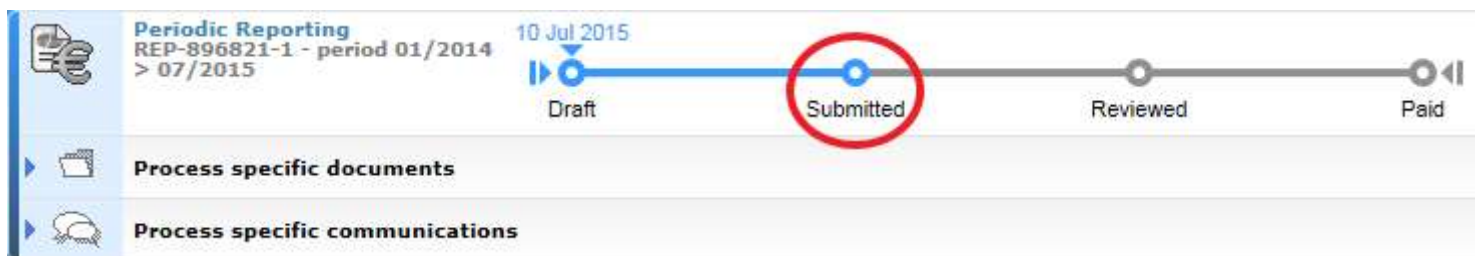
Periodic Report 1 project No 896821

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 circled in red, 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 999994335]	Available For Revision

Available For Revision **Revise** Include

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

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 AKADEMIA VIED [PIC 999530390]	Draft
2 (0/1)	Financial Statement VTT[PIC 932760440]	Available For Revision
3 (0/1)	Financial Statement UN[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 [i](#) [Lock for review](#)
- Financial Statement VTT [PIC 932760440] drafting [i](#) [Lock for review](#)**
- Financial Statement VTT [PIC 999901706] (as UTRO) drafting [i](#) [Lock for review](#)
- Financial Statement VTT[PIC 932760440] signature and submission to coordinator by other beneficiaries**
- Periodic Report 1 composition [i](#)

Process specific documents

Process specific communications

Error-tilanteet

- 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 -> mahdollista, että kaikki partnerit joutuvat allekirjoittamaan uudelleen, vaikka heidän ei tarvitse tehdä muutoksia. Tämä riippuu siitä miten hylkäystä PO tekee. Nykyään yhä harvinaisempi.

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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