Outline

- Monitoring project implementation
- Reporting obligations
- IT – Continuous reporting module
- IT – Periodic reporting module
- 'How to'
Monitoring Project Implementation

✓ The Commission/Agency must monitor the activities of the projects in order to assess and verify:
  ✓ that the beneficiaries implement the project as described in Annex 1 of the Grant Agreement (GA) (Description of the action – DoA).
  ✓ the eligibility of the costs claimed.

✓ In order for the Commission/Agency to verify that the project is implemented properly, the beneficiaries must submit any information requested, and in particular the deliverables and reports detailed in the GA.

Project Officers monitor projects. External experts may assist.
Monitoring Project Implementation - Timing

- Monitoring project implementation is a **continuous task** that can take place at any moment during the active period of the project (and beyond)
- but there are key contractual tasks that make project monitoring most relevant at certain periods in project's life, in particular after each **reporting period** at the time of payments.

Review meetings may be organised regularly, normally after each reporting period. External experts may assist.
Project reporting obligations

- **Deliverables** (as described in DoA)
- **Periodic Report** (within 60 days following the end of each reporting period)
  - Periodic technical report
  - Periodic financial report
- **Final Report** (in addition to the periodic report for the last reporting period)
  - Final technical report - summary for publication
  - Final financial report - CFSs

Electronic submission via the Participant Portal.
Reporting modules overview

- Continuous reporting module
- Periodic reporting module
Continuous reporting module
(activated at the time project starts)

- Publishable summary
- Submit deliverables
- Report progress in achieving milestones
- Follow up critical risks
- Questionnaire on horizontal issues
  - Publications
  - Communications activities
  - Rest of questionnaire on horizontal issues
Periodic reporting module
(activated at the end of reporting periods)

Technical Report

✓ Part A
  ✓ Publishable summary
  ✓ Deliverables, milestones, risks, etc.
  ✓ Answers to the questionnaire (H2020 KPI*)

✓ Part B – narrative part
  ✓ Explanation of the work carried out by the beneficiaries and overview of progress
  ✓ Update of the plan for exploitation and dissemination of results
  ✓ Explanations on deviations from DoA

* Key Performance Indicators
Periodic reporting module
(activated at the end of reporting periods)

Financial report
- Individual financial statements (Annex 4 to the GA)
- Explanations on the use of resources and the information on subcontracting and in-kind contributions provided by third parties
- A periodic summary financial statement including the request for payment

Report generated automatically by the IT tool based on the information entered through the Periodic Reporting module.
Periodic report - templates

✔ Template for periodic report for RIA, IA, CSA, SME, instrument and MSCA, published in the Participant Portal

✔ Part A
✔ Part B
✔ Use of resources report
Continuous reporting module
Deliverables plus Periodic Reporting information that can be optionally entered at any time during the life of the project

External users: how to
Log in to the Funding & Tenders Portal.
Go to 'My Projects' section. Then click on Manage Projects in Actions menu.
All fields are mandatory.

Strongly recommended to upload at least one image under 'Publishable Summary's associated images'.
The status of the deliverable is ‘Pending’ when a deliverable hasn’t been uploaded yet. If the deliverable’s estimated delivery date falls in a given reporting period and the deliverable is not submitted here on time, before the periodic report is 'Locked for review', participants will be asked to justify the delay (in the Periodic Reporting module).

-----

!!!!! All H2020 Deliverables flagged with the dissemination level 'PUBLIC' will be published in Cordis, once approved.
Before submission a comment can be added and user is asked for confirmation whether they want to submit.

All beneficiaries can upload deliverables, but only the coordinator can submit them.

Each time a deliverable has been submitted, the EU Officers will be notified.

Each time the EU Officers reject the deliverable, the Coordinator Contacts and the Participant Contacts are notified through the Participant Portal Notification System.
The milestones entered during the Grant Preparation are displayed here. It has to be indicated whether the milestone has been achieved or not and select the delivery date.
- Foreseen risks have already been indicated at the Grant Agreement Preparation phase and are automatically displayed.
- Unforeseen risks can be added.
- The State of play for any risk (both unforeseen and foreseen) can be updated.
Continuous Reporting

Publications (from OpenAire)

This project does not currently have any scientific publications.

Suggested Publication from OpenAire (19 publications)

<table>
<thead>
<tr>
<th>No.</th>
<th>Type</th>
<th>Title</th>
<th>Authors</th>
<th>Title of the Journal/Proc./Book</th>
<th>Date of Acceptance</th>
<th>D.O.I.</th>
<th>Non-P.O.I. Website</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Article</td>
<td></td>
<td></td>
<td></td>
<td>01/01/2014</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Article</td>
<td></td>
<td></td>
<td></td>
<td>27/12/2013</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Article</td>
<td></td>
<td></td>
<td></td>
<td>05/06/2013</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Article</td>
<td></td>
<td></td>
<td></td>
<td>20/03/2013</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Article</td>
<td></td>
<td></td>
<td></td>
<td>01/01/2013</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Article</td>
<td></td>
<td></td>
<td></td>
<td>01/01/2013</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Article</td>
<td></td>
<td></td>
<td></td>
<td>01/01/2013</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Article</td>
<td></td>
<td></td>
<td></td>
<td>01/01/2013</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Article</td>
<td></td>
<td></td>
<td></td>
<td>05/11/2012</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Article</td>
<td></td>
<td></td>
<td></td>
<td>04/09/2012</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Project Publications (0 publications)

Manually Add Publication
**Article 29.2 of the Grant Agreement**

Each beneficiary **must** ensure **open access** (free of charge, online access for any user) to **all peer-reviewed scientific publications** relating to its results.

**Article 29.6 Consequences of non-compliance**

If a beneficiary breaches any of its obligations under this Article, the **grant may be reduced** (see Article 43). Such a breach may also lead to any of the other measures described in Chapter 6.
Continuous Reporting

Dissemination & Communication Activities

Specify the total funding amount used for Dissemination and Communication activities linked to the project:

Total Funding Amount

Specify the number of Dissemination and Communication activities linked to the project:

for each of the following categories:

- Organisation of a Conference
- Organisation of a Workshop
- Press release
- Non-scientific and non-peer-reviewed publication (popularised publication)
- Exhibition
- Flyer
- Training
- Social Media
- Website
- Communication Campaign (e.g. Radio, TV)
- Participation to a Conference
- Participation to a Workshop
- Participation to an Event other than a Conference or a Workshop
- Video/Film
- Brokerage Event
Patents (IPR)

This project does not have any Registered Intellectual Property Right yet.

Important: If a filed application is rejected by the IPR authority during the course of the EU funded action (the project’s duration) then you must remove the concerned item from the report.

There are no Intellectual Property Right registered.

Add IPR
This project does not have any Registered Intellectual Property Right yet.

Important: If a filed application is rejected by the IPR authority during the course of the EU funded action (the project's duration) then you must remove the concerned item from the IPR list.
New Intellectual Property Right

Application Reference Code

Please specify an Application for this IPR

- You must indicate only one application or awarded patent for the very same IPR subject. You don't need to list more than one application or awarded patent if the same IPR subject is filed with multiple IPR authorities.

- IPR filed with the European Patent Office (recommended)  

Search by Application Reference or Award Publication Number

* mandatory fields

Previous  Cancel
Innovation

Does the project include the following activities and, if so, how many of each? □

- Prototypes □
- Clinical Trials □
- Testing Activities (Feasibility/Demo) □

Will the project lead to launching one of the following into the market? □
(please tick all relevant boxes)

□ New product (goods or service)
□ New process
□ New method

How many private companies in your project have introduced or are planning to introduce innovations? (within the project lifetime or 3 years thereafter)

- Companies introducing innovation(s) new to the market: □
- How many of these are SMEs? □
- Companies introducing innovation(s) new to the company: □
- How many of these are SMEs? □
### Impact on SMEs

**Questionnaire to measure the impact of H2020 Programme on growth and job creation in participating SMEs**

Please add updated information on turnover of the company and number of employees (only for SME participants).

<table>
<thead>
<tr>
<th>SME Name</th>
<th>Financial year accounts</th>
<th>Type of data entry</th>
<th>Turnover</th>
<th>N of Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT ADVANCED SPACE TECHNOLOGIES GMBH</td>
<td>24/04/2016</td>
<td>Beginning of Project</td>
<td>100.00 €</td>
<td>10</td>
</tr>
</tbody>
</table>
Open Data Continuous Reporting

New Open Dataset

Please verify or correct the information about the dataset and fill in any additional information when possible.

D.O.I.

Repository Link

Non-Repository Link

Title

Is Dataset accessible?

Yes

No

Is Dataset reusable?

Yes

No

D.O.I.-linked Publication

Add Open Dataset

Cancel
Gender of researchers and other workforce involved in the project

Please note that:
- The researchers' count must include researchers at all levels, incl. postdocs and PhD students.
- Figures must be provided in line count.
- The count for a beneficiary should include the staff working for its third parties (if appropriate).

<table>
<thead>
<tr>
<th>Beneficiaries</th>
<th>A</th>
<th>Number of female researchers</th>
<th>Number of male researchers</th>
<th>Number of females in the workforce other than researchers</th>
<th>Number of males in the workforce other than researchers</th>
<th>Total number of females in the workforce</th>
<th>Total number of males in the workforce</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - AST ADVANCED SPACE TECHNOLOGIES GMBH</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>2 - CENTRE NATIONAL DE LA RECHERCHE SCIENTIFIQUE</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

Gender dimension in research is a concept regrouping the various elements concerning biological characteristics and social/cultural factors of both women and men into the development of research policies, programmes and projects.

Gender dimension in the project

Does the project include a gender dimension in research content? Yes ☑ No ☐
Continuous Reporting

ABS Regulation

EU Access and Benefit Sharing Regulation (NAGOYA Protocol)

Important! Before answering the question below, please read the instructions and complete the decision tree provided in the Participant Portal Online Manual.

Does this project fall within the scope of the EU Access and Benefit Sharing (ABS) Regulation?

☑️ Yes

Utilisation Of Genetic Resources: Obligations Under The EU Regulation On Access And Benefit Sharing (ABS)

As a recipient of EU research funding you have certain obligations under the EU Regulation on Access and Benefit Sharing (ABS). If you utilise genetic resources, in particular, you must:

- Determine if your project falls within the scope of this regulation, and
- If yes, ensure your project is compliant

This section helps you decide if your project is in scope and provides information on the obligations that have to be met. An introduction to Access and Benefit Sharing (ABS), an overview of the ABS regulation, and useful links are available on the Europa website.

For help in completing the ABS regulation tab, please see here. HOW TO

Check if Your Project Is In Scope of the ABS Regulation

A project is in scope if it meets at least one of a number of conditions (cumulative conditions). In order to establish if your project is in scope you can apply the decision tree below. It contains all relevant conditions. Depending on your answers the decision tree will return "out of scope" or "in scope".

It is highly recommended that you also consult the guidance documents on the scope of the ABS Regulation. This guidance was published by the European Commission to clarify the provisions of the EU ABS Regulation. It explains all conditions that define the scope of the regulation (including concrete examples from specific sectors) as well as the obligations that arise if your project is in scope.

1. Does this project involve genetic resources or traditional knowledge associated with genetic resources?
   - Yes
   - No

2. Are these genetic resources or traditional knowledge utilised within this project?
   - Yes
   - No

3. Were the genetic resources or traditional knowledge associated with them accessed (obtained) on or after 12 October 2014?
   - Yes
   - No

4. Were the genetic resources or traditional knowledge associated with them obtained in a country that is a party to the Nagoya Protocol?
   - Yes
   - No

Not in scope
Periodic reporting module
Information to be entered after the end of each Reporting Period

External users: how to
Periodic reporting module - steps

1. Notification: all beneficiaries receive a notification

2. All beneficiaries
   ✓ contribute to the Technical Part of the Periodic Report
   ✓ complete their own Financial Statement and
   ✓ e-sign (PFSIGN) and submit their Financial Statements to the Coordinator.

3. The Coordinator approves and submits the elements of the Periodic Report to the EU Services.

4. The EU Services review the submitted Periodic Report and accept or reject it.

5. Interim Payment
Periodic Reporting Module
Periodic Reporting – beneficiaries are asked to complete their own Financial Statement and their contribution to the Technical Part of the Periodic Report.

All beneficiaries will be able to work on the tables.
Periodic vs continuous reporting module

- While the periodic reporting module is active beneficiaries can also update the information in the continuous reporting via the periodic reporting.

There is synchronization between the two modules until the coordinator clicks 'lock for review' in the periodic reporting.
The template for Part B of the Periodic Report will be available in this page.
Template also available in the Participant Portal: Template Periodic Report
An update on the risks situation for the current period must be added by clicking 'Add State of Play' and completing the necessary fields. This task is to be performed before a periodic report is 'Locked for review'.
Periodic Reporting - Technical report

Make sure the information in the continuous reporting module is complete and up-to-date before the periodic report is 'locked for review'.

Once all information for the Technical Part has been filled in, click on Lock for Review.
This action will freeze the data (prevent changes) and generate a pdf document.
The generation of the PDF might take a few minutes.
Only users with the role Primary Coordinator Contact and Coordinator Contact can perform this action.
Technical report
Accept & Include

Task to be performed by the Coordinator

Periodic Reporting
REP-781643-4 - period
07/2015 > 03/2016

04 Mar 2016
Draft

03 May 2016
(1980 days)
Submitted

Unlock to draft
Accept & Include

Lock for review

Financial Statement shortname for 966984368 [PIC 966984368] drafting

Process specific documents

Process specific communications

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

04 Mar 2016
Draft

03 May 2016
(1980 days)
Submitted

Lock for review

Financial Statement shortname for 966984368 [PIC 966984368] drafting

Periodic Report 1 composition

Process specific documents

Process specific communications

Periodic Report 1 project No 781643

Report Element

Technical report

Technical Part of Periodic Report

Included

Redo

Reject this report item. The beneficiary will be requested to restart the drafting.
Periodic Reporting – beneficiaries are asked to complete their own Financial Statement and their contribution to the Technical Part of the Periodic Report.
Some costs have an editable field, others have a link to click. Some have a Use of Resources to complete. Link to 'How to complete your financial statement' in the PP.
Periodic Reporting - Financial report

Financial Statement (actual costs)

<table>
<thead>
<tr>
<th>Period</th>
<th>Adjustment</th>
<th>Requested Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Jul 2015 – 31 Dec 2016</td>
<td>No</td>
<td>31.25 €</td>
</tr>
</tbody>
</table>

Eligible costs:

1. **Direct personnel costs declared as actual costs**

   **Persons/month per WF**

<table>
<thead>
<tr>
<th>No.</th>
<th>Person Months</th>
<th>Associated Work Package</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0.50</td>
<td>WP1</td>
</tr>
</tbody>
</table>

   **Use of in kind contribution from third party**

<table>
<thead>
<tr>
<th>No.</th>
<th>Costs</th>
<th>Third Party Name</th>
<th>Type</th>
<th>Foreseen in Annex</th>
<th>Explanations (if not foreseen)</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Periodic Reporting - Financial report

**Financial Statement**

(Other direct costs)

---

### Financial Statement

<table>
<thead>
<tr>
<th>No.</th>
<th>Costs</th>
<th>Short Description</th>
<th>Category</th>
<th>Associated Work/Pa</th>
<th>Foreseen in Annex I</th>
<th>Explanations (if not fore)</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>14.00 €</td>
<td>Equipment</td>
<td>VWP1</td>
<td>Y</td>
<td>-</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

**Explanation of major cost items if the amount exceeds 15% of personnel costs**

**Amount to be explained:** € 13.5

### Use of in kind contribution from third party

<table>
<thead>
<tr>
<th>No.</th>
<th>Costs</th>
<th>Third Party Name</th>
<th>Type</th>
<th>Category</th>
<th>Associated Work/Pa</th>
<th>Foreseen in Annex I</th>
<th>Explanations (if not fore)</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0.00 €</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional information for indirect costs:

- Use of ‘costs of in-kind contributions not used on premises?’ (p) YES NO

---

45
Periodic Reporting - Financial report

Financial Statement
(validation report)

Validation Report DRC 072276447

Expand all | Collapse all

- Partner Normal Financial Statement:
  - Cost Break Down
    - Cost Cell (Direct personnel costs declared as actual costs TOTAL)
    - Use of Resources
      - Use of in-kind contribution from third party (row 1): DRC 072276447
        - Missing information for Cost
        - Missing information for Third Party Name
        - Missing information for Type
        - Missing information for Foreseen in Annex 1
    - Cost Cell (Other direct costs TOTAL)
    - Use of Resources
      - Use of in-kind contribution from third party (row 1): DRC 072276447
        - Missing information for Cost
        - Missing information for Third Party Name
        - Missing information for Type
        - Missing information for Category
        - Missing information for Associated Work Package
        - Missing information for Foreseen in Annex 1

Download Report

Additional information for indirect costs:
Use of costs of in-kind contributions not used on premises? (p) Yes (q) No

Validate
This action will freeze the data (prevent changes) and generate a PDF document.
Periodic Reporting - Financial report

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.
Periodic Reporting - Financial report

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

Only users with the role Primary Coordinator Contact and Coordinator Contact can perform this action.
Summary of the process

Beneficiaries (including the coordinator)

- **Financial statement**: insert data → Lock for review → Sign & Submit
- **Technical Report**: insert data + upload narrative part

**Coordinator**

- **Financial statements**: Check
  - Include
- **Technical Report**: Check → Lock for review → Accept & Include

Submit to EU
EU Officers can:

- accept the report
- ask for revisions → Suspension of payment deadline letter → modify Reports
- or ask for additional information → Suspension of payment deadline letter → send document with information
If Reports rejected by EU

e.g. Technical Part rejected \(\rightarrow\) "Draft"
If additional information is requested by EU, the Coordinator receives a notification, reads the document asking for more details. If additional information is requested by EU, the Coordinator will upload a document with the requested information.
If Reports accepted by EU
Payment Letter
Process closed

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

MY PROJECT

HORIZON 2020

CALL

2017

Type of Action: SME-1
Acronym: Acronym
Current Phase: Grant Management
Number: Number
Duration: 4 months
Start Date: 01 Mar 2017
Estimated Project Cost: €71,429.00
Requested EU Contribution: €50,000.00
Contact: Project Officer

Latest Legal Data
Process List
Document Library
Communication Centre

Periodic Reporting
REP-1001-2017 period 01/07/2017 to 30/06/2017
01 Jul 2017
Draft
Submitted
Paid

Process documents

- Interim Payment (1)
  - Interim Payment Letter - 1
- Periodic Report (1)
  - Periodic Report - 1

Process communications

No topics

Process history

- EU closed the process on 18 Jul 2017 15:00
- EU paid completely the accepted periodic report to the Coordinator on 18 Jul 2017 15:00
- Coordinator submitted the report on 03 Jul 2017 09:53
- EU made the Periodic Report available to the Coordinator on 01 Jul 2017 02:49
- EU launched the periodic reporting on 01 Jul 2017 02:40
Coordinator/Consortium
On-line Manual

RESEARCH & INNOVATION
Participant Portal H2020 Online Manual

Reports & payment requests

Under Article 19 and Article 20 of the grant agreement (GA), the coordinator must submit to the Commission technical and financial reports, including requests for payment: specifically:

- deliverables identified in Annex 1
- periodic report (both technical and financial) within 90 days of the end of each reporting period (including the final one), including requests for payment
- final report at the end of the project ("action"). It consists in a summary for publication and is generated automatically by the IT tools.

Reporting functionalities:

- Continuous reporting functionality in the Participant Portal:
  It is activated at the time the project starts and is continuously open for the beneficiaries to submit deliverables, to report on progress in achieving milestones, to follow up on critical risks, ethics issues, publications, communications activities, and the answers to the questionnaire on horizontal issues.
- Periodic reporting functionality in the Participant Portal:
  Following the end of each reporting period the functionality of periodic reporting will be activated. While the periodic reporting session is open in the grant management system, each participant will be able to:
  - complete an online financial report and the financial report of their third parties, if any, including the explanations on the use of resources
  - upload all narrative, free text part (part B) of the periodic technical report as a PDF document.

When the coordinator submits the periodic report, the IT tool will capture the information from the continuous reporting module in order to generate the Part A of the periodic technical report. The IT tool will consolidate the individual financial statements and it will generate automatically the report with explanations of the use of resources and the periodic summary financial statements, which corresponds to the request for payment.

- Continuous reporting module
- Periodic reporting module

Continuous Reporting

As a beneficiary, you can access the continuous reporting functionality as soon as the project starts submitting...
Periodic Reporting

Table of Contents: Grant Management Services System

- 1. Grant Management Services tool
  - 2. Business processes
    - 1. Proposal Management and Grant Proposal
    - 2. Amendments
    - 3. Reporting and payments
      - Continuous Reporting
      - Periodic Reporting
        - Beneficiary Termination Reporting
        - Scientific reporting process (RESC)
    - 4. Grant Agreement Termination
    - 5. Project monitoring process - review
      - eSignature
    - 4. Ethics review
    - 5. FAQs
    - 6. Identity and Access Management
    - 7. What’s New

Table of Contents: Periodic Reporting

- Introduction
  - Process description and steps
    - Reporting process - general
    - Reporting process - Cotund En
  - Supported sections per Type of Action
  - Cases not supported
    - For MSCAIF

Introduction

The precondition for reporting is the signature.

There are two types of reporting in the Grant Management Services in the Participant Portal: