

The background of the slide features a vibrant blue space-themed graphic. On the left, a transparent sphere containing a map of Europe is shown against a backdrop of a bright sun or starburst. The right side of the image is filled with abstract, flowing blue lines and numerous small white stars, creating a sense of depth and futuristic technology.

# HORIZON 2020

## Project Management and Reporting

Helsinki, 7 November 2019

Marcos CARVALHO SUZUKI  
Common Service for Business Processes

Research and  
Innovation

# Outline

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

# Monitoring Project Implementation

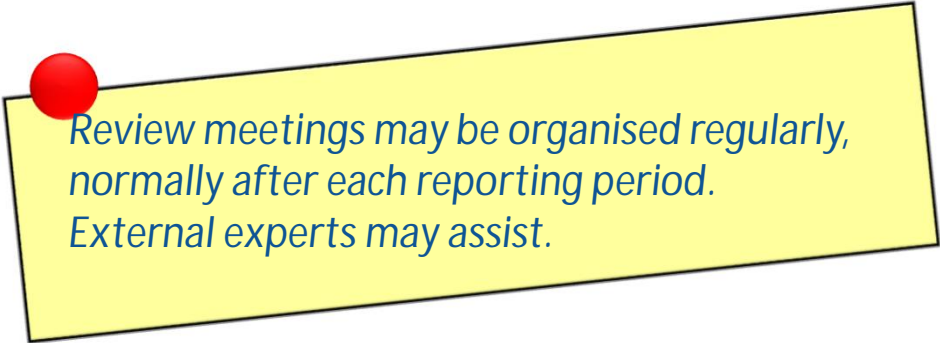
- ✓ *The Commission/Agency must monitor the activities of the projects in order to assess and verify:*
  - ✓ that the beneficiaries implement the project as described in Annex 1 of the Grant Agreement (GA) (Description of the action – DoA).
  - ✓ the eligibility of the costs claimed.
- ✓ *In order for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

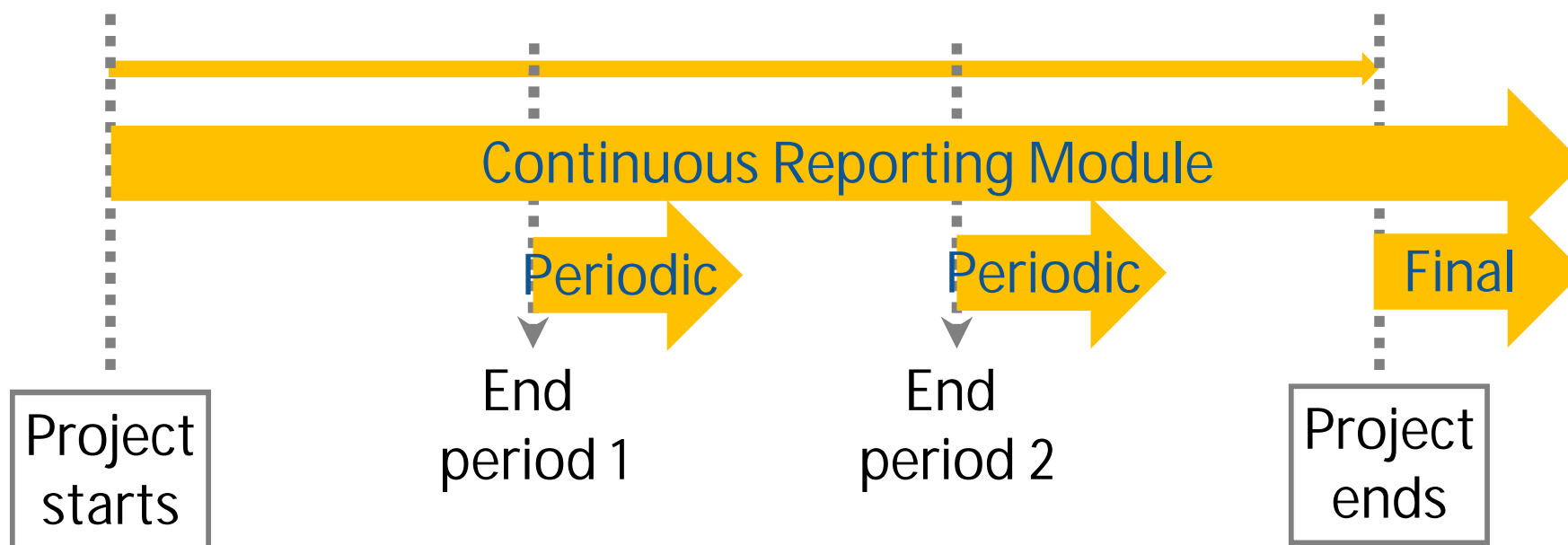
Article 19 of the  
GA

Article 20 of the  
GA

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\*)

*Information entered in the IT tool through the Continuous Reporting module.*

### ✓ 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

*Submitted in a PDF through the Periodic Reporting module.*

\* Key Performance Indicators

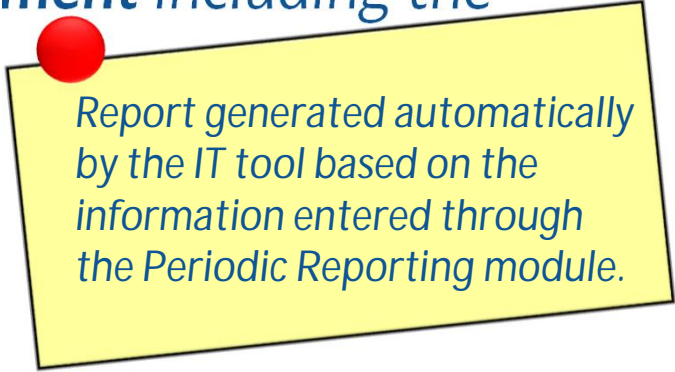


# *Periodic reporting module*

*(activated at the end of reporting periods)*

## *Financial report*

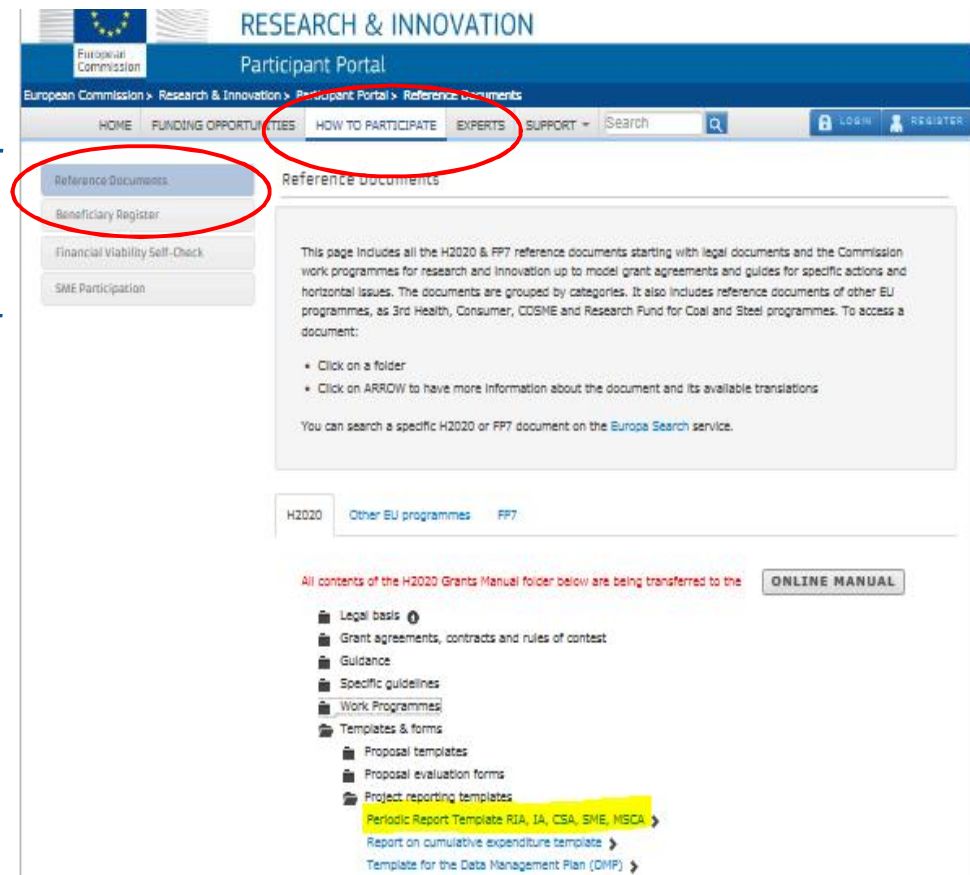
- ✓ *Individual financial statements (Annex 4 to the GA)*
- ✓ *Explanations on the use of resources and the information on subcontracting and in-kind contributions provided by third parties*
- ✓ *A periodic summary financial statement including the request for payment*



*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.



Funding & tender opportunities  
Single Electronic Data Interchange Area (SEDIA)

English **EN**

Register Login



SEARCH FUNDING & TENDERS

HOW TO PARTICIPATE

PROJECTS & RESULTS

WORK AS AN EXPERT

SUPPORT

select  
programme

The Funding & Tenders Portal is the single entry point (the Single Electronic Data Interchange Area) for applicants, contractors and experts in funding programmes and procurements managed by the European Commission.

Feedback

### Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes...

Search

What are calls for proposals?



What are calls for tenders?



How to participate in 5 steps



Calls for proposals by EU Programme



News



Other funding and data



Go to 'My Projects'  
section.  
Then click on Manage  
Projects in Actions menu



European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA) | Welcome Isabel Vergara ogando (vergaits)

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Organisation(s) | My Proposal(s) | **My Project(s)** | My Formal Notification(s)

My Project(s)

Results: 1 | Download excel list of those projects | Search...

ACRONYM	CALL	PROGRAM	PROJECT	PHASE	ACTIONS
NCP-PLAYGROUND-COMST	H2020-Ad-hoc-2014-20	H2020	688926		<b>2</b> Actions


1 | 10

Manage Project

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European  
Commission



# RESEARCH & INNOVATION

Participant Portal - Grant Management Services

Help

Marianne PAREZ

Launch new interaction with the EU +

## MY PROJECT

### HORIZON 2020

Call: H2020-Adhoc-2014-20  
Type of Act  
Acronym: NCP-PLAYGROUND-COMST  
Current Ph  
preparation  
Number: 440004  
Duration:  
GA based on the: H2020  
General MGA — Multi — 2.0  
Start Date:  
Estimated Project Cost:  
€43,755.00  
Requested EU Contribution:  
€30,000.00  
Contact:

Latest Legal Data  
Active Processes  
Document Library  
Communication Centre  
Archived Processes

H2020 ONLINE MANUAL

HOW TO

### Continuous Reporting

14 Jun 2017

Started

Completed

Continuous reporting data

Process documents

Process communications

Process history

EU launched the process on 14 Jun 2017 16:30

### Proposal Management & Grant Preparation

08 Nov 2016

Submitted

Informed

Invited

Prepared

Signed

Paid

Process documents

Process communications

Process history

Continuous Reporting Module



# Continuous Reporting



# Publishable Summary

Grant Management Project Continuous Report

920939 (920939 AURI) CSA

**HORIZON 2020**

Call: H2020-SCC-2014-2015  
Topic: SCC-03-2015 Unit: CNECT/R-02

Summary for publication

Deliverables

Milestones

Critical Risks

Publications

Disseminat...

Patents (IPR)

Innovation

SME Impact

Open Data

Gender

Energy

ABS Regulation

### Summary for publication

The summary for publication should be written as a "stand-alone" text, in a language easily understandable by a broader public and must not contain any confidential data

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

This section should include information on:

- What is the problem/issue being addressed?
- Why is it important for society?
- What are the overall objectives?

gjf/gj

▼ Work performed from the beginning of the project to the end of the period covered by the report and main results achieved so far (For the final period please include an overview of the results and their exploitation and dissemination)

fgj/fgj

▼ Progress beyond the state of the art, expected results until the end of the project and potential impacts (including the socio-economic impact and the wider societal implications of the project so far)

fgj/fgj

▼ Address (URL) of the project's public website

<http://www.sdgsb.be>

▼ Images attached to the Summary for publication

Image Name	Image Description	Actions
<a href="#">Error comment.png</a>		Upload

Validate

- All fields are mandatory.
- Strongly recommended to upload at least one image under 'Publishable Summary's associated images'.

# Continuous Reporting

## Deliverables

Grant Management Project Continuous Report

920939 (920939 AURI) CSA

HORIZON 2020

Call: H2020-SCC-2014-2015  
Topic: SCC-03-2015 Unit: CNECT/R/02

Summary for publication Deliverables Milestones Critical Risks Publications Disseminat... Patents (IPR) Innovation SME Impact Open Data Gender Energy ABS Regulation

!!!!!! All H2020 Deliverables flagged with the dissemination level 'PUBLIC' will be published in Cordis, once approved.

### Deliverables

For each Deliverable, a single file (max 52MB) can be uploaded

WP No	Del *	Del N	Title	Description	Lead	Nature	Dissemin	Est. Del. Date (ann)	Receipt I	Approval D	Status	
WP1	D1.1	D1	Periodic Activity Rep	The series of standard E		Report	Confide	30 Jun 2018			Pending	Upload a deliverable
WP1	D1.2	D2	Periodic Activity Rep	The series of standard E		Report	Confide	30 Nov 2019			Pending	
WP2	D2.1	D3	Pilots definition and	Definition of use cases a		Report	Public	31 Aug 2017	15 Sep		Submi...	
WP2	D2.2	D4	Architecture design	The first version of the		Report	Public	30 Nov 2017	30 Nov		Submi...	
WP2	D2.3	D5	Updated requiremen	T3.1 Based on experienc		Report	Public	30 Sep 2018			Pending	
WP3	D3.1	D6	Verification and Vali	Elaborates the V&V stra		Report	Public	30 Sep 2017	23 Oct		Submi...	
WP3	D3.2	D7	First prototype of Vi	This is the first prototyp		Demonstrator	Public	31 Mar 2018			Pending	
WP3	D3.3	D8	Enriched Store for Vi	Enhanced version of the		Demonstrator	Public	28 Feb 2019			Pending	

Draft

Submit the deliverable

Submitted

Submitted

- 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).



# Continuous Reporting



## Deliverables

The screenshot displays the 'Grant Management' interface for a 'Project Continuous Report'. The top navigation bar includes the European Union flag and the user 'ndevugen (EXTERNAL)'. The main header shows '920939 (920939 AURI) CSA' and 'HORIZON 2020' with call and topic details. A row of icons represents various report sections: Summary for publication, Deliverables, Milestones, Critical Risks, Publications, Dissemination, Patents (IPR), Innovation, SME Impact, Open Data, Gender, Energy, and ABS Regulation. The 'Deliverables' section is active, showing a table with one entry: WP1, D1.1, D1, D1 - deliverable title. A modal window titled 'Add a new comment for the deliverable 'D1 - deliverable title'' is open, prompting the user to provide a mandatory comment. Below the input field is a 'History of comments' section showing a recent action by user 'ndevugen' on 2017-11-15.

- 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.



Grant Management Project Continuous Report

920939 (920939 AURI) CSA

HORIZON 2020

Call: H2020-SCC-2014-2015

Topic: SCC-03-2015 Unit: CNECT/R/02

Summary for publication ✓

Deliverables i

**Milestones i**

Critical Risks ✓

Publications ✓

Disseminat... ✓

Patents (IPR) ✓

Innovation ✓

SME Impact ✓

Open Data i

Gender ✓

Energy ✓

ABS Regulation i

Milestones

Number	Name	Lead Beneficiary	Delivery Date (Annex I)	Achieved	Delivery Date (actual)	Comments
1	milestone name	AST	01 Mar 2014	<input type="checkbox"/>	<input type="text"/>	

- 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.

Grant Management

Project Continuous Report

920939 (920939 AURI) CSA

HORIZON 2020

Call: H2020-SCC-2014-2015

Topic: SCC-03-2015

Unit: CNECT/R/02

Summary for publication

Deliverables

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Disseminat...

Patents (IPR)

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ABS Regulation

Critical Risks

Foreseen Risks (Annex-I)

Number	Description	Work Package No.	Risk Mitigation Measures	State of the Play Reference Reporting Period	State of the Play Mitigation Measures Applied	State of the Play Risk Materialized	State of the Play Comments	Actions
1	Critical risk description	1	Measures description	2	No	No		

Risk State of Play

Reference Reporting Period

Did you apply the risk-mitigation measures?

Did the risk materialize?

Please add here your comments. If the risk-mitigation measures couldn't be applied, please explain why.

Add Cancel

Add Unforeseen Risks

There are no unforeseen critical risks.

- 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

## Publications (from OpenAire)

**Grant Management**

Project Continuous Report

920939 (920939 AURI) CSA  
Call: H2020-SCC-2014-2015  
Topic: SCC-03-2015 Unit: CNECT/R/02

Summary for publication ✓ Deliverables i Milestones i Critical Risks ✓ Publications ✓ Disseminat... ✓ Patents (IPR) ✓ Innovation ✓ SME Impact ✓ Open Data i Gender ✓ Energy ✓ ABS Regulation i

### Publications 1

☐ This project does not currently have any scientific publication

Suggested Publication from Open Aire (19 publications)

No.	Type	Title	Authors	Title of the Journal/Proc./Book	Date of Acceptance	D.O.I.	Non-D.O.I. Webline	Actions
5	Article				01/01/2014			X
6	Article				27/12/2013			X
7	Article				05/06/2013			X
8	Article				20/03/2013			X
9	Article				01/01/2013			X
10	Article				01/01/2013			X
11	Article				01/01/2013			X
12	Article				01/01/2013			X
13	Article				05/11/2012			X
14	Article				04/09/2012			X

Project Publications (0 publications)

No.	Type	Title	Authors	Title of the Journal/Proc./Book	Number, date or freq. of the Journal/Proc./Book	D.O.I.	Repository	Actions
								<a href="#">+ Manually Add Publication</a>

Valkate



# Continuous Reporting



European  
Commission

# Publications

**New publication**

Please provide a DOI for the publication (recommended) or fill-in manually the required information.

DOI

Type of publication

Repository Link

Link to the publication

Title

Authors

Title of the Journal/Proceedings/Books series/Book (for book chapters)

Number, date or frequency of the Journal/Proceedings/Book

Relevant Pages

ISBN

Publisher

Place of publication

Year of publication

Is this publication available in Open-Access, or will it be made available? ☐ Yes - available in Green Open Access ☐ Yes - available in Gold Open Access ☐ No

Is this a peer-reviewed publication? ☐ Yes ☐ No

Is this a joint public/private publication? ☐ Yes ☐ No

\* mandatory fields

[Add publication](#) [Cancel](#)



## 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

Grant Management

Project Continuous Report

ndevugen (EXTERNAL)

goFund

920939 (920939 AURI) CSA

Summary for publication

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ABS Regulation

HORIZON 2020

Call: H2020-SCC-2014-2015

Topic: SCC-03-2015

Unit: CNECT/R/02

Dissemination & Communication Activities

SAV

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

Validate

# Continuous Reporting



## Patents (IPR)

Grant Management

Project Continuous Report

920939 (920939 AURI) CSA

**HORIZON 2020**

Call: H2020-SCC-2014-2015  
Topic: SCC-03-2015 Unit: CNECT/R/02

Summary for publication	Deliverables	Milestones	Critical Risks	Publications	Dissemination	Patents (IPR)	Innovation	SME Impact	Open Data	Gender	Energy	ABS Regulation
✓	i	i	✓	✓	✓	✓	✓	✓	i	✓	✓	i

**Patents (IPR)**

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

**i** 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

There are no Intellectual Property Right registered.

[+ Add IPR](#)

Validate



ts (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

There are no Intellectual Property Right registered

### New Intellectual Property Right

Intellectual Property Right Type and Confidentiality | Application Reference Code | IPR Common Data

Intellectual Property Right Type and Confidentiality

Type

IPR is Confidential ☐

\* mandatory fields

- Patent
- Trademark
- Registered Design
- Utility Model
- Other

Next Cancel

not have any Registered Intellectual Property Right yet


ed application f

### New Intellectual Property Right

Intellectual Property Right Type and Confidentiality | **Application Reference Code** | IPR Common Data


#### 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) ☐ IPR filed with a different organisation

Search by Application Reference or Award Publication Number

EP  [Search](#)

\* mandatory fields

[Previous](#) [Cancel](#)

# Continuous Reporting



# Innovation

Grant Management

Project Continuous Report

ndeugen (EXTERNAL)

gofund

920939 (920939 AURI) CSA  
Call: H2020-SCC-2014-2015  
Topic: SCC-03-2015 Unit: CNECT/R/02

Summary for publication ✓

Deliverables i

Milestones i

Critical Risks ✓

Publications ✓

Disseminat... ✓

Patents (IPR) ✓

Innovation ✓

SME Impact ✓

Open Data i

Gender ✓

Energy ✓

ABS Regulation i

### Innovation

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

Prototypes	<input type="text" value="0"/>
Clinical Trials	<input type="text" value="0"/>
Testing Activities (Feasibility/Demo)	<input type="text" value="0"/>

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:	<input type="text" value="0"/>
How many of these are SMEs?	<input type="text" value="0"/>
Companies introducing innovation(s) new to the company:	<input type="text" value="0"/>
How many of these are SMEs?	<input type="text" value="0"/>

Validate

# Continuous Reporting



## SME Impact

Grant Management

Project Continuous Report

ndevugen (EXTERNAL)

920939 (920939 AUJI) CSA  
HORIZON 2020  
Call: H2020-SCC-2014-2015  
Topic: SCC-03-2015 Unit: CNECT/R/02

Summary for publication

Deliverables

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Publications

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Patents (IPR)

Innovation

SME Impact

Open Data

Gender

Energy

ABS Regulation

### 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)

[Add updated SME data](#)

SME Name	Financial year accounts	Type of data entry	Turnover	N of Employees	Actions
AST ADVANCED SPACE TECHNOLOGIES GMBH	26/04/2016	Beginning of Project	10.00 €	10	

Validate

# Continuous Reporting



# Open Data

Grant Management Project Continuous Report

920939 (920939 AURI) CSA  
Call: H2020-SCC-2014-2015  
Topic: SCC-03-2015 Unit: CNECT/R/02

Summary for publication	Deliverables	Milestones	Critical Risks	Publications	Disseminat...	Patents (IPR)	Innovation	SME Impact	Open Data	Gender	Energy	ABS Regulation
✓	i	i	✓	✓	✓	✓	✓	✓	i	✓	✓	i

**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

Open Data

☐ This project does not contain Open Data

Open Datasets suggested by the project

Project Open Datasets

[Manually Add Data Set](#)

Validate



# Continuous Reporting



## Gender

Grant Management Project Continuous Report

920939 (920939 AURI) CSA

THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION  
**HORIZON 2020**

Call: H2020-SCC-2014-2015  
Topic: SCC-03-2015 Unit: CNECT/R/02

Summary for publication ✓ Deliverables i Milestones i Critical Risks ✓ Publications ✓ Disseminat... ✓ Patents (IPR) ✓ Innovation ✓ SME Impact ✓ Open Data i Gender ✓ Energy ✓ ABS Regulation i

### Gender

#### Gender of researchers and other workforce involved in the project i

Please note that:

- The 'researchers' count must include researchers at all levels, incl. postdocs and PhD students
- Figures must be provided in Head Count
- The count for a beneficiary should include the staff working for its Third Parties (if appropriate)

Beneficiaries	A	Number of female researchers	Number of male researchers	Number of females in the workforce other than researchers	Number of males in the workforce other than researchers	Total number of females in the workforce	Total number of males in the workforce
1 - AST ADVANCED SPACE TECHNOLOGIES GMBH		1	1	1	1	2	2
2 - CENTRE NATIONAL DE LA RECHERCHE SCIENTIFIQUE		1	1	1	1	2	2

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 i

Does the project include a gender dimension in research content? ☒ Yes ☐ No

# Continuous Reporting

# ABS Regulation

Grant Management

Project Continuous Report

ndevugen (EXTERNAL)

920939 (920939 AURI) CSA  
HORIZON 2020  
Call: H2020-SCC-2014-2015  
Topic: SCC-03-2015 Unit: CNECT/R/02

Summary for publication ✓

Deliverables ⓘ

Milestones ⓘ

Critical Risks ✓

Publications ✓

Disseminat... ✓

Patents (IPR) ✓

Innovation ✓

SME Impact ✓

Open Data ⓘ

Gender ✓

Energy ✓

ABS Regulation ⓘ

## EU Access and Benefit Sharing Regulation (NAGOYA Protocol)

Important! Before answering the question below, please read the relevant information 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 legislation](#), and useful links are available on the Europa website.

For IT help on 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 all 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 document on the scope of the EU 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.

Does this project involve genetic resources or traditional knowledge associated with genetic resources?<sup>1</sup>

Yes

Are these genetic resources or traditional knowledge utilised within this project?<sup>2</sup>

Yes

Were the genetic resources or traditional knowledge associated with them accessed (obtained) on or after 12 October 2014?

Yes

Were the genetic resources or traditional knowledge associated with them accessed in (obtained from) a country that is a party to the Nagoya Protocol?<sup>3</sup>

Yes

No

No

No

No

Not in scope

Validate

# ***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

**RESEARCH & INNOVATION**  
Participant Portal - Grant Management Services

European Commission

Help

abc DEF

**MY PROJECT**

**HORIZON 2020**

Call: H2020-Adhoc-2014-20  
Type of Action: RIA  
Acronym: NCP-PLAYGROUND-COMST  
Current Phase: Grant preparation  
Number: 688926  
Duration: 36 months  
GA based on the: H2020 General MGA — Multi - 2.0  
Start Date:  
Estimated Project Cost: €43,755.00  
Requested EU Contribution: €30,000.00  
Contact: [Peter HAERTWICH](#)

Latest Legal Data  
Active Processes  
Document Library  
Communication Centre  
Archived Processes

H2020 ONLINE MANUAL

**Periodic Reporting** period 02/2014 > 08/2015 12 Aug 2015

Draft Submitted Reviewed Paid

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

Financial Statement drafting **Lock for Review**

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

Process specific documents

Process specific communications

**Proposal Management & Grant Preparation** 17 Aug 2015

Submitted Informed Invited Prepared Signed Completed

GA Declaration - signature **Sign**

Process specific documents

Process specific communications

**Continuous Reporting** 01 Feb 2014

Started Completed

Continuous reporting data

Process specific documents

Process specific communications

**Periodic Reporting Module**

# Periodic Reporting – Technical report



All beneficiaries will be able to work on the tables

Periodic Reporting – beneficiaries are asked to complete their own Financial Statement and their contribution to the Technical Part of the Periodic Report

**RESEARCH & INNOVATION**  
Participant Portal - Grant Management Services

Help

Generic DEVUSERCOORDINATOR

**MY PROJECT**  
**HORIZON 2020**

Call: H2020-SCC-2015  
Type of Action: CSA  
Acronym: 920939 AURI  
ThirdParty (ABAC: ABACBUDL)  
Current Phase: Grant Management  
Number: 920939  
Duration: 36 months  
GA Signed On: 26 Oct 2017  
based on the H2020 General MGA – Multi - 4.0  
Start Date: 26 Oct 2017  
Estimated Project Cost: €819.00  
Requested EU Contribution: €20.00

**Periodic Reporting**  
REP-920939-2 - period  
01/07/2015 > 31/12/2016

15 Nov 2017  
Draft

02 Mar 2017  
(318/60 days)  
Submitted

Paid

Launch new interaction with the EU +

- Technical Part: contribution (Lock for review)
- Financial Part: AST [PIC 973276467] drafting (Lock for review)
- Financial Part: LANCA [PIC 999840984] (as TP) drafting (Lock for review)
- Periodic Report: composition (Submit to EU)

Process documents  
Process communications  
Process history

New messages (0)

# Periodic Reporting – Technical report



European  
Commission

Grant Management

Project Periodic Report

ndeugen (EXTERN)

goFund

920939 (920939 AURI) CSA

HORIZON 2020

Period No: 2 Duration (months): 18  
Reporting Period : [01 Jul 2015 - 31 Dec 2016]

Summary for publication

Deliverables

Milestones

Critical Risks

Publications

Disseminat...  
Communication

Patents (IPR)

Innovation

SME Impact

Open Data

Gender

Energy

Tech. Report  
(Part B)

## Technical Report (Part B)

Number	Attachment	Actions	Template
1	Explanation of the work - Overview of progress	No file selected  Upload	

# 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.



There are two entry points to the 'continuous reporting module pages'.



# Periodic Reporting – Technical report



European  
Commission

Grant Management

Project Periodic Report

920939 (920939 AURI) CSA

HORIZON 2020

Period No: 2 Duration (months): 18  
Reporting Period : [01 Jul 2015 - 31 Dec 2016]

Summary for publication Deliverables Milestones Critical Risks Publications Dissemination Patents (IPR) Innovation SME Impact Open Data Gender Energy Tech. Report (Part B)

✓ i i ⚠ ✓ ✓ i ✓ ✓ i ✓ ✓ i ✓ ✓ i

## Technical Report (Part B)

Number	Attachment	Actions	Template
1	Explanation of the work - Overview of progress	No file selected Upload	

- 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](#)

# Periodic Reporting – Technical report

## Critical risks

The screenshot displays the Horizon 2020 Grant Management interface. At the top, the 'Project Periodic Report' section is visible, with the 'Critical Risks' tab highlighted by a red box. Below this, the 'Critical Risks' section is shown, featuring a table with columns for 'Number', 'Description', 'Work Package No.', 'Risk Mitigation Measures', 'State of the Play Reference Reporting', 'State of the Play Mitigation Measures', 'State of the Play Risk Materialized', 'State of the Play Comments', and 'Actions'. A 'Risk State of Play' dialog box is open, prompting the user to update the risk status. The dialog includes fields for 'Reference Reporting Period', 'Did you apply the risk-mitigation measures?', 'Did the risk materialize?', and a text area for comments. The 'Add' button is highlighted with a red circle.

**Risk State of Play**

Reference Reporting Period:

Did you apply the risk-mitigation measures? ☐ Yes ☐ No

Did the risk materialize? ☐ Yes ☐ No

Please add here your comments. If the risk-mitigation measures couldn't be applied, please explain why.

There are no unforeseen critical risks.

validate

# Periodic Reporting – Technical report

Task to be  
performed by the  
Coordinator

RESEARCH & INNOVATION  
Participant Portal - Grant Management Services

European Commission

MY PROJECT  
HORIZON 2020

Call: H2020-SCC-2015  
Type of Action: CSA  
Acronym: 920939 AURI  
ThirdParty (ABAC: ABACBUOL)  
Current Phase: Grant Management  
Number: 920939  
Duration: 36 months  
GA Signed On: 26 Oct 2017  
based on the H2020 General MGA — Multi - 4.0  
Start Date: 26 Oct 2017  
Estimated Project Cost: €819.00

Periodic Reporting  
REP-920939-2 - period  
01/07/2015 > 31/12/2016

15 Nov 2017  
Draft

02 Mar 2017  
(318/60 days)  
Submitted

Paid

Launch new interaction with the EU +

Lock for review

Technical Part: contribution

Financial Part: AST [PIC 973276467] drafting

Financial Part: LANCA [PIC 999840984] (as TP) drafting

Periodic Report: composition

Process documents

Process communications

New messages (0)

- 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.

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



# Technical report

## Accept & Include



European  
Commission

Task to be  
performed by the  
Coordinator

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

04 Mar 2016 03 May 2016  
(19/60 days)

Draft Submitted Paid

**Technical Part of Periodic Report** review

Unlock to draft Accept & Include

Financial Statement shortname for 966984368 [PIC 966984368] drafting Lock for review

Periodic Report 1 composition Submit to EU

Process specific documents

Process specific communications

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

04 Mar 2016 03 May 2016  
(19/60 days)

Draft Submitted Paid

Financial Statement shortname for 966984368 [PIC 966984368] drafting Lock for review

Periodic Report 1 composition

Process specific documents

Process specific communications

Periodic Report 1 project No 781643

Filter All Draft Available Included

Report Element	Status	Action
Technical report		
Technical Part of Periodic Report	Included	Redo
Financial report		
Financial Statement RWB Water Services [PIC 966984368]	Draft	

Reject this report item. The beneficiary will be requested to restart the drafting.

# Periodic Reporting – Financial report



Task to be  
performed by each  
beneficiary

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

The screenshot shows the "RESEARCH &amp; INNOVATION Participant Portal - Grant Management Services" interface. On the left, a sidebar titled "MY PROJECT" displays details for a Horizon 2020 project: Call: H2020-SOC-2015, Type of Action: CSA, Acronym: 920939 AURI, ThirdParty [ABAC: ABACBUDL], Current Phase: Grant Management, Number: 920939, Duration: 36 months, GA Signed On: 26 Oct 2017, based on the H2020 General MGA - Multi - 4.0, Start Date: 26 Oct 2017, Estimated Project Cost: €819.00, and Requested EU Contribution: €819.00. The main content area shows a timeline for "Periodic Reporting REP-920939-2 - period 01/07/2015 &gt; 31/12/2016" with milestones for "Draft" (15 Nov 2017) and "Submitted" (02 Mar 2017, 318/60 days). Below the timeline, a list of tasks is shown: "Technical Part: contribution" (Lock for review), "Financial Part: AST [PIC 973276467] drafting" (highlighted with a red box), "Financial Part: LANCA [PIC 999840984] (as TP) drafting" (Lock for review), and "Periodic Report: composition" (Submit to EU). At the bottom, there are sections for "Process documents", "Process communications" (New messages (0)), and "Process history".

# Periodic Reporting – Financial report



# Financial Statement

Grant Management Project Periodic Report

920939 (920939 AURI) CSA Beneficiary 1: AST  
 Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH  
 PIC: 973276467 Status: VALIDATED  
 Legal Address: ZEPPELINSTRASSE 9B, 28816, STUHR, Germany

Period No: 2 Duration (months): 18  
 Reporting Period: [01 Jul 2015 - 31 Dec 2016]

Financial Statement

Financial information from contract

No contribution requested? ☐ Yes ☒ No

Financial Statements

Period	Adjustment	Requested Contribution	Actions
01 Jul 2015 - 31 Dec 2016 (Period No. 2)	No	0.00 €	

Financial Statement for period '2' - (01 Jul 2015 - 31 Dec 2016)

Eligible costs:

Cost Category	Unit Cost	Number of Units	Subtotal	Total	Actions
a) Direct personnel costs declared as actual costs				0.00 €	
b) Direct personnel costs declared as unit costs (average costs)				0.00 €	
▼ c) Direct personnel costs declared as unit costs				0.00 €	
c1) SME owner/Natural person costs	32.13 €	x 0.00	=	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 €	
h) Costs of internally invoiced goods and services				0.00 €	
i) Indirect costs ( = 0.25 * (a + b + c + f + h - p) )				0.00 €	
k) Total costs ( = a + b + c + d + e + f + h + i )				0.00 €	
l) Receipts				0.00 €	
n) Maximum EU contribution ( = 100% * k )				0.00 €	
o) Requested EU contribution				0.00 €	

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

Validate

Some costs have an  
 editable field 0.00 €  
 others have a link  
 0.00 € 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)

920939 (920939 AURI) CSA Beneficiary 1: AST  
Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH  
PIC: 973276467 Status: VALIDATED  
Legal Address: ZEPPELINSTRASSE 9B, 28816, STUHR  
Germany

Period No: 2 Duration (months): 18  
Reporting Period : [01 Jul 2015 - 31 Dec 2016]

Financial Statement

Financial information from contract

No contribution requested? ☐ Yes ☒ No

Financial Statements

Period Adjustment Requested Contribution Actions

01 Jul 2015 - 31 Dec 2016 (Period No. 2) No 31.25 €

Financial Statement for period '2' - (01 Jul 2015 - 31 Dec 2016)

Eligible costs:

Cost Category	Unit Cost	Number of Units	Subtotal	Total	Actions
a) Direct personnel costs declared as actual costs				10.00 €	
b) Direct personnel costs declared as forecast costs				0.00 €	
c) Direct personnel costs declared as forecast costs				0.00 €	
d) Direct personnel costs declared as forecast costs				15.00 €	
e) Direct personnel costs declared as forecast costs				0.00 €	
f) Other direct personnel costs				6.25 €	
g) Total direct personnel costs				31.25 €	
h) Indirect costs				0.00 €	
i) Receipts				31.25 €	
j) Maximum amount requested				31.25 €	

Direct personnel costs declared as actual costs

Persons/month per WP

No.	Person Months	Associated Work Package	Actions
1	0.50	WP1	

Use of in kind contribution from third party

No.	Costs	Third Party Name	Type	Foreseen in Annex I	Explanations (if not foreseen I)	Actions
1						

Ok Cancel

Validate



# Periodic Reporting – Financial report



European  
Commission

# Financial Statement (other direct costs)

920939 (920939 AURI) CSA Beneficiary 1: AST  
Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH  
PIC: 973276467 Status: VALIDATED  
Legal Address: ZEPPELINSTRASSE 9B, 28816, STUHR, Germany

Period No: 2 Duration (months): 18  
Reporting Period : [01 Jul 2015 - 31 Dec 2016]

Financial Statement

Financial Statement

Other direct costs

Explanation of major cost items if the amount exceeds 15% of personnel costs  
Amount to be explained: € 13.5

No.	Costs	Short Description	Category	Associated Work Pa	Foreseen in Annex I	Explanations (If not fore)	Actions
1	14.00 €	FFFF	Equipment	WP1	Yes		

Use of in kind contribution from third party

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

Ok Cancel

Cost Category

- a) Direct personnel
- b) Direct personnel
- c) Direct personnel costs declared as unit costs
  - c1) SME owner/Natural person costs 32.13 € x 0.00 = 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 15.00 €
- h) Costs of internally invoiced goods and services 0.00 €
- i) Indirect costs (= 0.25 \* (a + b + c + f + h + p)) 6.25 €
- k) Total costs (= a + b + c + d + e + f + h + i) 31.25 €
- l) Receipts 0.00 €
- n) Maximum EU contribution (= 100% \* k) 31.25 €
- o) Requested EU contribution 31.25 €

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

Validate



# Periodic Reporting – Financial report



# Financial Statement (validation report)

Grant Management Project Periodic Report

920939 (920939 AURI) CSA Beneficiary 1: AST  
Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH  
PIC: 973276467 Status: VALIDATED  
Legal Address: ZEPPELINSTRASSE 9B, 28816, STUHR, Germany

Period No: 2 Duration (months): 18  
Reporting Period : [01 Jul 2015 - 31 Dec 2016]

Financial Statement

Validation Report PIC 973276467

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): PIC 973276467
          - Missing information for Cost
          - Missing information for Third Party Name
          - Missing information for type
          - Missing information for Foreseen in Annex I
    - ▼ Cost Cell (Other direct costs TOTAL)
      - ▼ Use of Resources
        - ▼ Use of in kind contribution from third party (row 1): PIC 973276467
          - 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 I

PDF Download Report

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

Validate

# Periodic Reporting – Financial report



European  
Commission

Task to be  
performed by each  
Beneficiary

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

04 Mar 2016 03 May 2016  
(19/60 days)

Draft Submitted Paid

Financial Statement shortname for 966984368 [PIC 966984368] drafting

Periodic Report 1 composition

Lock for review

Submit to EU

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

04 Mar 2016 03 May 2016  
(19/60 days)

Draft 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

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

# Periodic Reporting – Financial report



Task to be  
performed by  
PFSIGN of each  
Beneficiary

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

04 Mar 2016 03 May 2016  
(19/60 days)

Draft 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

Please confirm

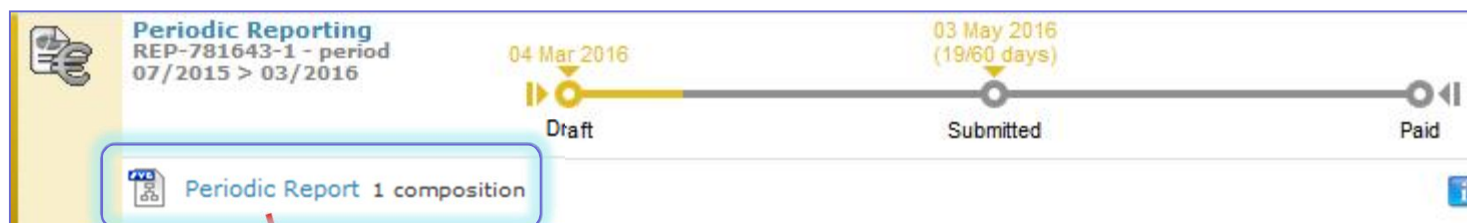
The beneficiary hereby confirms that:

- 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

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



Periodic Report 1 project No 781643		Filter	All	Draft	Available	Included
Report Element		Status				
Technical report						
	Technical Part of Periodic Report	Included				
Financial report						
	Financial Statement shortname for 966984368[PIC 966984368]	Sent to CO				

# Periodic Reporting – Financial report



Coordinator approves by  
including in the Periodic  
Report

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

04 Mar 2016 03 May 2016  
(19/60 days)

Draft Submitted Paid

Periodic Report 1 composition

Submit to EU

Periodic Report 1 project No 781643

Filter All Draft Available Included

Report Element	Status	Action
Technical report		
Technical Part of Periodic Report	Included	Redo
Financial report		
Financial Statement shortname for 966984368[PIC 966984368]	Sent to CO	Redo Include

Periodic Report 1 project No 781643

Filter All Draft Available Included

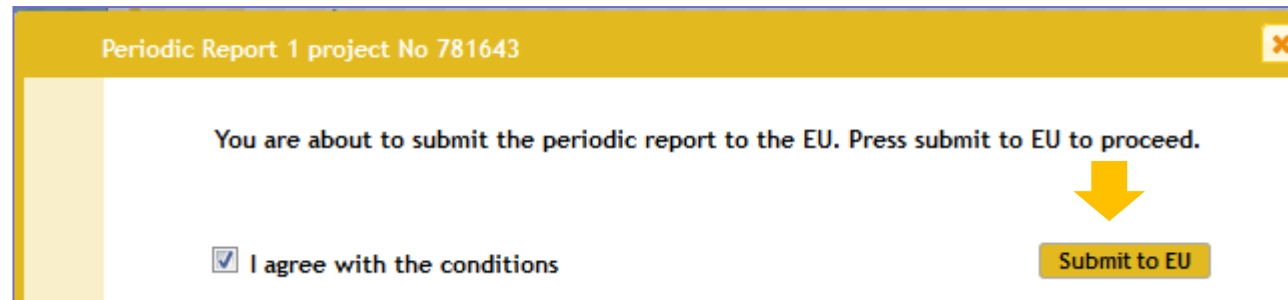
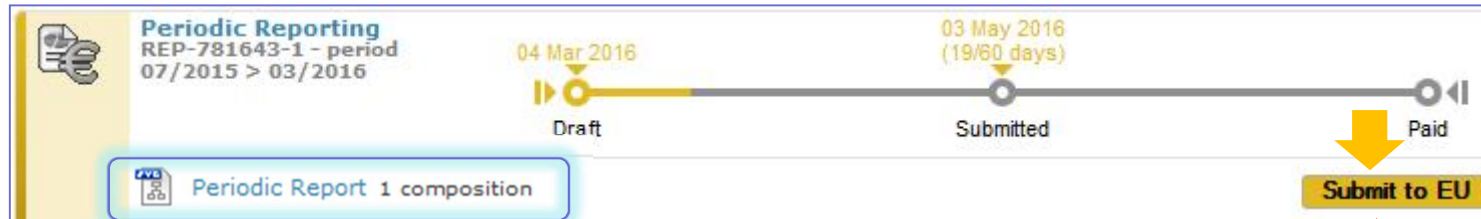
Report Element	Status	Action
Technical report		
Technical Part of Periodic Report	Included	Redo
Financial report		
Financial Statement shortname for 966984368[PIC 966984368]	Included	Redo



# Periodic Reporting Submit to EU



Coordinator submits to EU

A screenshot of a confirmation dialog box titled "Periodic Report 1 project No 781643". The dialog contains the text: "You are about to submit the periodic report to the EU. Press submit to EU to proceed." Below this text is a checkbox labeled "I agree with the conditions" which is checked. A yellow arrow points from the "Submit to EU" button in the dialog to the "Submit to EU" button in the timeline above.

- 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 → 

Redo  
Include
  - Technical Report: Check → Lock for review → Accept & Include
- } Submit to EU

# Periodic Reporting Status 'submitted'



RESEARCH & INNOVATION  
Participant Portal - Grant Management Services

Help

Marianne PAREZ

Launch new interaction with the EU +

**MY PROJECT**

Programme

Call: CALL

Type of Action: MSCA-IF-EF-ST

Acronym: Acronym

Current Phase: Grant Management

Number: Number

Duration: 24 months

Start Date: 01 Jun 2015

Estimated Project Cost: €158,121.60

Requested EU Contribution: €158,121.60

Contact: Project Officer

Latest Legal Data

**Periodic Reporting**  
REP-99999991 - period  
01/06/2015 > 31/05/2017

01 Jun 2017

Draft

Submitted

24 Oct 2017  
(40/90 days)

Paid

Process documents

Periodic Report (1)

Periodic Report - 1 - 0

Process communications

New messages (0)

Process history

MOVE (KINLEAD-Mark) submitted the report on 26 Jul 2017 10:30

EU made the Periodic Report available to the Coordinator on 01 Jun 2017 00:34

EU launched the periodic reporting on 01 Jun 2017 00:34

Expand All Collapse All

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 → "Draft"

RESEARCH & INNOVATION

Participant Portal - Grant Management Services

Help

Marianne PAREZ

MY PROJECT

Call: CALL

Type of Action: MSCA-IF-EF-ST

Acronym: Acronym

Current Phase: Grant Management

Number: Number

Duration: 24 months

Start Date: 01 Jun 2015

Estimated Project Cost: €173,857.20

Requested EU Contribution: €173,857.20

Contact: Project Officer

Latest Legal Data

Process List

Document Library

Communication Centre

H2020 ONLINE MANUAL

Periodic Reporting

REP-999999999 period 01/06/2015 > 31/05/2017

01 Jun 2017

26 Oct 2017 (38/90 days)

Draft

Submitted

Paid

Technical Part contribution

Periodic Report staging Financial signature and submission to coordinator by other beneficiaries

Periodic Report composition

Process documents

Suspension Payment Deadline (1)

Suspension Payment Deadline - 1 - 0

Process communications

Process history

EU sent the Periodic Report back to the Coordinator on 04 Sep 2017 15:20

UGOT (ENCE-11000) submitted the report on 28 Jul 2017 18:21

EU made the Periodic Report available to the Coordinator on 01 Jun 2017 00:47

EU launched the periodic reporting on 01 Jun 2017 00:47

Launch new interaction with the EU

Periodic Report Composition [Period No: 1 (01 Jun 2015 - 31 May 2017), Project No: 661441]

Report Item	Status	Action
Technical report		
Technical Part contribution	Draft	
Financial report		
1 (0/1) Financial Statement UGOT[PIC 999981925]	Locked for R	

Requested revision: The Periodic report is rejected as the Technical Part has to be revised as outlined in the Suspension of Payment Letter.

New messages (1)

If additional information  
is requested by EU



Coordinator receives a notification,  
reads the document asking for more  
details

The screenshot shows the "RESEARCH &amp; INNOVATION Participant Portal - Grant Management Services" interface. On the left is a sidebar with "MY PROJECT" details for a "HORIZON 2020" project, including fields for Call, Type of Action (ERC-COG), Acronym, Current Phase (Grant Management), Number, Duration (60 months), Start Date (01 Jan 2016), Estimated Project Cost (€2,605,897.00), Requested EU Contribution (€2,605,897.00), and Contact (Project Officer). The main area displays a "Periodic Reporting" timeline from 01/01/2016 to 30/06/2017, with stages: Draft (01 Jul 2017), Submitted, and Paid (02 Dec 2017, 1/90 days). A red box highlights a notification: "Suspension Payment Deadline - Request for Additional Info - REP-999999999999 to read and upload additional supporting documents". Below this, under "Process documents", is a section "Suspension Payment Deadline - Additional info (1)" containing a document titled "Suspension Payment Deadline - Request for Additional Info - REP-999999999999". Under "Process history", a red box highlights the entry: "EU requested additional supporting documents on 01 Sep 2017 15:47". Other history entries include report submission on 31 Aug 2017, report availability on 01 Jul 2017, and report launch on 01 Jul 2017.

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

Help

Marianne PAREZ

Launch new interaction with the EU +

**MY PROJECT**

**HORIZON 2020**

Call: 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-999999999 period  
01/03/2017 > 30/06/2017

01 Jul 2017

Draft Submitted Paid

Process documents

Interim Payment (1)

Interim Payment Letter - 1

Periodic Report (1)

Periodic Report - 1 - 0

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

XXXXX (XXXXXXXXXXXX) 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 02:48



European  
Commission

# Coordinator/Consortium

The screenshot displays the H2020 online portal interface. On the left, a sidebar titled 'MY PROJECT' contains project details for 'HORIZON 2020' (Call: H2020-GV-2015, Type of Action: RIA, Acronym: EPA BUDG, Demo REA 1, Current Phase: Grant Management, Duration: 36 months, Start Date: 2012-06-16, Estimated Project Cost: €269,025.00, Requested EU Contribution: €3.00, Contact: [redacted]). Below this are links for 'Latest Legal Data', 'Process List', 'Document Library', and 'Communication Center'. A 'H2020 ONLINE MANUAL' link and a 'HOW TO' button are also present.

The main content area shows two process timelines. The first, 'Proposal Management & Grant Preparation' (Demo REA 1), has a timeline from 09 Jun 2015 to 09 Jun 2015, with stages: Submitted, Informed, Invited, Prepared, Signed, and Paid. The second, 'Periodic Reporting' (REP - period 06/2012 > 12/2013), has a timeline from 16 Dec 2013 to 16 Dec 2013, with stages: Draft, Submitted, Reviewed, and Paid. A red circle highlights the 'Submitted' stage of the 'Periodic Reporting' timeline, with a tooltip showing 'REP - Periodic Report - 1 - Revision 3'.

Below the timelines, a 'Process Specific Documents' section shows a list of documents. A red circle highlights the 'REP - Periodic Report - 1 - Revision 3' document. Below this, a 'Process Specific Communications' section shows a list of communications. A red circle highlights the communications section, which includes messages from 'EU' and 'Coordinator AUTOPART, NEF' regarding report submissions and reviews.



## RESEARCH & INNOVATION

### Participant Portal H2020 Online Manual

- H2020 Online Manual
- My Area - User account & roles
  - EU Login
  - Roles & access rights
  - Terms and Conditions of Use
- Grants
  - Applying for funding
    - Find a call
      - Horizon 2020 structure and budget
      - What you need to know about Horizon 2020 calls
    - Find partners or apply as individual
  - Register in the Beneficiary Register
    - Registration of your organisation
    - LEAR appointment
    - Validation of potential beneficiaries
    - Financial viability check
    - Data update
    - Certifications
  - Submit a proposal
    - Get prepared
    - Electronic proposal submission
  - From evaluation to grant signature
    - Eligibility check
    - Evaluation of proposals
      - Eligibility and evaluation criteria
      - Evaluation process and results
  - Grant preparation
    - Enter & submit grant data
    - Ethics review
    - Security scrutiny
  - Grant signature
  - Grant management
    - Keeping records
    - Amendments
  - Reports & payment requests
    - Continuous report
    - Periodic reports

> H2020 Online Manual > Grants > Grant management > Reports & payment requests >

Continuous report   Periodic reports   Final report

**HOW TO**

## 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 60 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 consisting in a summary for publication and it 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 it is continuously open for the beneficiaries to submit deliverables, to report on progress in achieving milestones, to follow up of 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 on-line their own **Financial Statement** (and the financial report of their Third Parties, if any) including the explanations on the use of resources
  - upload the **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

The diagram illustrates the timeline of reporting. A horizontal timeline starts at 'Project starts' and ends at 'Project ends'. A yellow arrow labeled 'continuous reporting module' spans the entire duration. Below this, two yellow arrows labeled 'Periodic' point to 'End period 1' and 'End period 2'. A final yellow arrow labeled 'Final' points to 'Project ends'.

## Continuous Reporting

As a beneficiary, you can and should use the continuous reporting functionality as soon as the project starts to submit



European  
Commission

[Link to  
'How To'](#)

## Periodic Reporting

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- > 2. Business processes
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- > 3. Reporting and payments
  - > Continuous Reporting
  - > **Periodic Reporting**
  - > Beneficiary Termination Reporting
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- > 4. Grant Agreement Termination
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- Process description and steps
  - Reporting process - general
  - Reporting process - Cofund-Era
- Supported sections per Type of Action
- Cases not supported
  - For MSCA-IF

## Introduction

The precondition for reporting is the signature

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

### A. Completing your Financial Statement

a. Draft the financial statement.

1 The Participant Contacts (or Coordinator Contacts if it concerns the coordinating organisation) perform this action

Click on the task "Financial Statement" and complete the costs. [Click here to find more information on how to complete your financial statement.](#)

Complete the requested information and save. Click the **Validation** button to see whether you have filled in all information correctly, then close the current screen and return to the the Participant Portal.

The  End