

Periodic financial report H2020

Kinga Koski

21.11.2018 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>

European Commission | Funding & tender
Single Electronic Data Interchange Area

Manage my area

My Organisation(s)

GRANTS

My Proposal(s)

My Project(s)

My Formal Notification(s)

SEARCH FUNDING & TENDERS

The Funding & Tenders Interchange Area) for p managed by the Europe

Find calls for proposals a

Search calls for proposals and tenders b

New Portal view

Archived funding (FP7-CIP)

My Project(s)

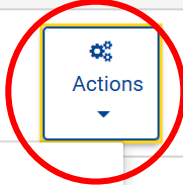
[More info](#)

Feedback

Results: 1

[Download excel list of those projects](#)

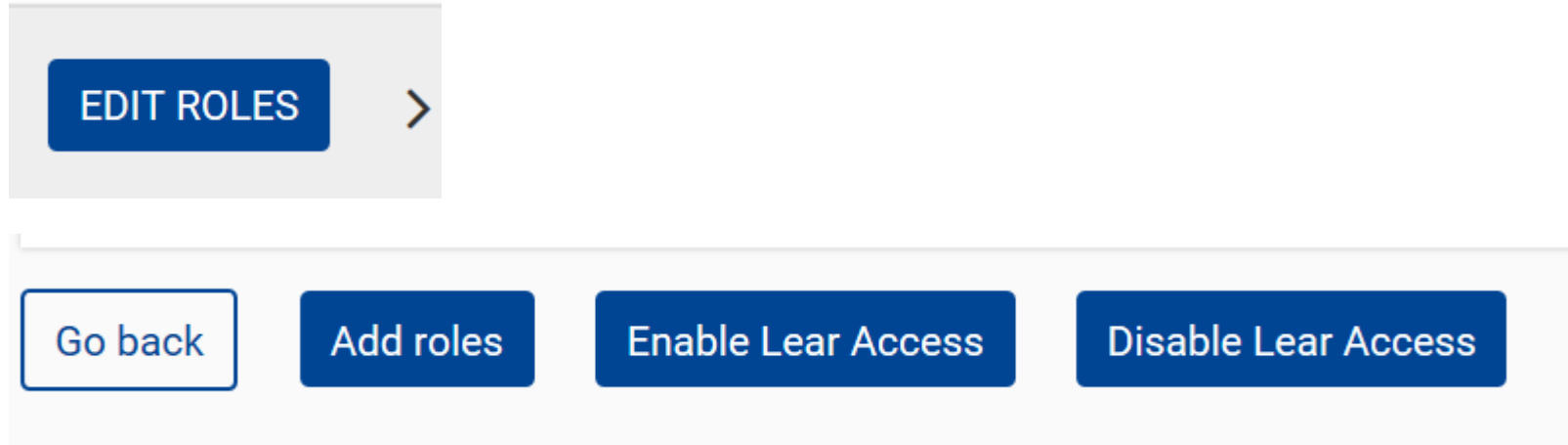
Q mire

ACRONYM	CALL	PROGRAM	PROJECT	PHASE	ACTIONS
MIREGAS	H2020-ICT-2014-1	H2020	644192	Active	 Actions

Project Consortium
Manage Project
View Proposal

1 10

New Portal view / Edit Roles



New Portal view / Manage Project

RESEARCH & INNOVATION Help

Participant Portal - Grant Management Services Kinga KOSKI

MY PROJECT Launch new interaction with the EU +

HORIZON 2020

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

[Latest Legal Data](#)
[Active Processes](#)
[Document Library](#)
[Communication Centre](#)
[Archived Processes](#)

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

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

Draft Submitted Paid

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

Process documents
 Process communications
 Process history

Continuous Reporting
 644192 - MIREGAS

01 Jan 2015

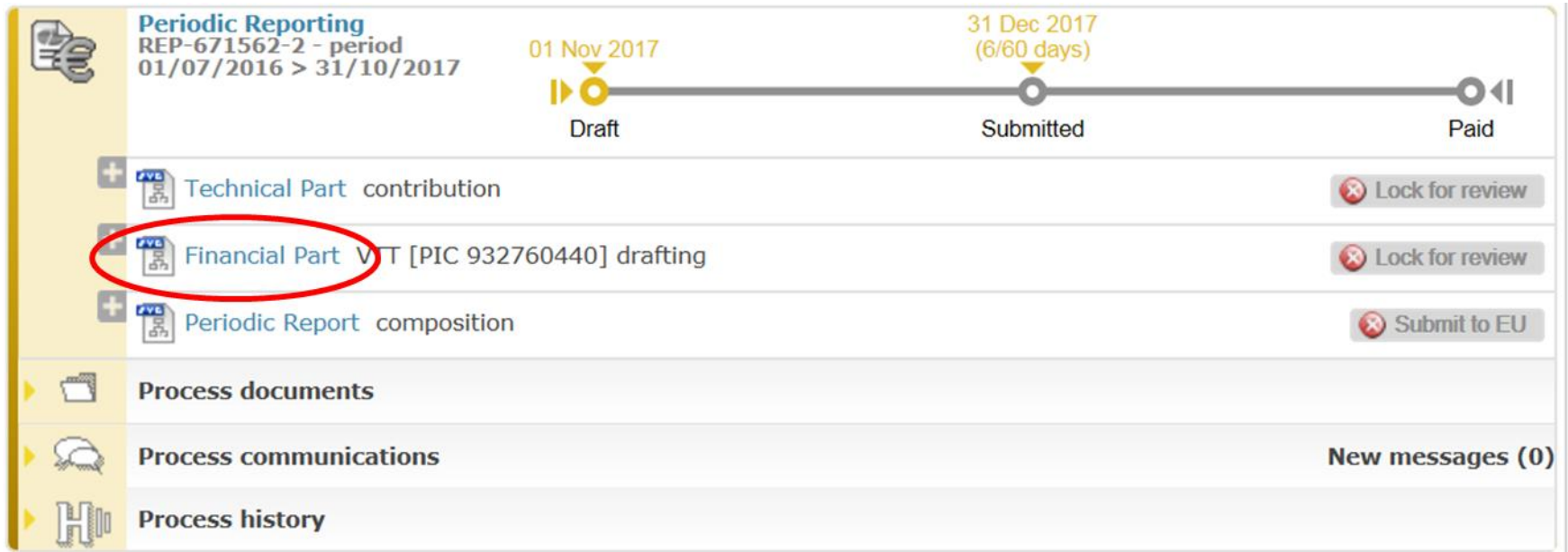
Started Completed

- Continuous reporting data

Process documents
 Process communications

Periodic Reporting H2020

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





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

Document Name	Action
Technical Part contribution	Lock for review
Financial Part VTT [PIC 932760440] drafting	Lock for review
Periodic Report composition	Submit to EU

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	Maximum EU Contribution	


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

filter by name (press enter to filter)

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

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

Direct personnel costs declared as actual costs

Persons/month per WP + Add Detail

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

Use of in kind contribution from third party + Add Detail

No.	Costs	Third Party Name	Type	Foreseen in Annex I	Explanations (if not foreseen in Annex I)	Actions
1	<input type="text"/>	<input type="text"/>	<div style="border: 1px solid gray; padding: 2px;"><p>Against Payment</p><p>Free of charge</p><p>OK Cancel</p></div>	<input type="text"/>	<input type="text"/>	×

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

- Remember fill "Foreseen in Annex I" declaration

Direct personnel costs declared as actual costs

Persons/month per WP + Add Detail

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


Use of in kind contribution from third party + Add Detail

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

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](#)

	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

Cost Category	Total	Actions
a) Direct personnel costs declared as actual costs	0.00 €	[R]
b) Direct personnel costs declared as unit costs (average costs)	0.00 €	[R]
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 €	[R]
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 €	

Direct costs of providing financial support to third parties

No.	Costs	Description	Actions
1	<input type="text"/>		[X]

Ok Cancel

Add Detail

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

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

Eligible costs: 11

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) 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"/>	<input type="text"/>	(none)	<input type="text"/>	<input type="text"/>	<input type="button" value="x"/>

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"/>	<input type="text"/>	(none)	<input type="text"/>	<input type="text"/>	<input type="button" value="x"/>

Ok Cancel

Total


Total	Actions
0.00 €	<input type="button" value="R"/>
0.00 €	<input type="button" value="R"/>
0.00 €	<input type="button" value="R"/>
0.00 €	<input type="button" value="R"/>
0.00 €	<input type="button" value="R"/>





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 a financial reporting interface. At the top, a progress bar shows the current status as 'Draft' (indicated by a yellow play button icon) and the date '06/10/2014'. The progress bar has four stages: Draft, Submitted, Reviewed, and Paid. Below the progress bar, there is a list of documents:

- Financial Statement** (REP-000150 -1 - period 10/2013 > 03/2015) - drafting - **Lock for review** (highlighted with a red box)
- Technical Report** - contribution - **Lock for review**
- Periodic Report 1** (projectNo 000150) - composition - **Submit to EU**

At the bottom, there are two sections: **Documents** and **Messages**.

Financial statement

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

The screenshot displays a web interface for financial 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 play button icon and the date 06/10/2014. Below the progress bar, a document titled 'Financial Statement' is highlighted with a red box. The document description reads: 'Financial Statement [redacted] signature and submission to coordinator'. To the right of this document are two yellow buttons: 'Unlock to draft' and 'Sign & Submit'. Below the highlighted document, there are two other document entries: 'Technical Report contribution' with a 'Lock for review' button, and 'Periodic Report 1 projectNo [redacted] composition' with an information icon. At the bottom, there are two expandable sections: 'Documents' and 'Messages'.

Periodic Reporting
REP-01111-1 - period 10/2013
> 03/2015

06/10/2014

Draft Submitted Reviewed Paid

Financial Statement [redacted] signature and submission to coordinator

Unlock to draft Sign & Submit

Technical Report contribution Lock for review

Periodic Report 1 projectNo [redacted] composition

Documents

Messages

Financial statement / Signature window

The screenshot displays the 'EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS) External' interface. At the top, there is a navigation bar with the European Commission logo and the text 'EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS) External'. Below this, a blue bar contains the text 'EUROPA > Authentication Service > ECAS Signature'. The main content area includes a 'Logout' link, 'Change password', 'Account information', and 'Help'. A user identification bar shows 'TestOne PARTNER (Test1.Partner) | External'. The main heading is 'ECAS Signature', followed by a welcome message: 'Welcome TestOne PARTNER to the ECAS Signature page. This page allows you to digitally sign a transaction using your ECAS password.' The transaction description states: 'The SyGma-PPGMS application is asking you to sign a transaction. The transaction has the following description: Signature of the financial statement for 007155-5401 as authorised representative of the legal entity ACRE-SE SAS'. There are two links: 'See the complete transaction' and 'Printer-friendly Version'. The sign-in section prompts the user to 'enter your ECAS password' and includes a 'Reason' dropdown menu (set to 'For signature'), a 'Comment' text area, a 'Password' input 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 007155-5401 as authorised representative of the legal entity ACRE-SE SAS**

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

To sign the transaction, please enter your ECAS password

Reason: **For signature**

Comment:

Password:

Sign

Financial statement

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

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

01/01/2015

Draft Submitted Reviewed Paid

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

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

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

Documents









Messages

Financial statement

- Please click on the Financial Statement pdf to download

Periodic Report 1 project No 000156 ✕

Filter All Draft Available Included

Report Element	Status
<ul style="list-style-type: none"> Technical report <ul style="list-style-type: none">  Technical Statement 	Draft
<ul style="list-style-type: none"> Financial report <ul style="list-style-type: none">  Financial Statement 00000001  Financial Statement 00000002 <li style="border: 2px solid red;"> Financial Statement 00000003  Financial Statement 00000004  Financial Statement 00000005  Financial Statement 00000006  Financial Statement 00000007 	Draft Draft Sent to CO Draft Draft Draft Draft

Periodic financial reporting for coordinator

Periodic reporting for coordinator

- To open push "Periodic Reporting"



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

Summary for publication

- ▼ Summary of the context and overall objectives of the project

Periodic reporting for coordinator

- Download UoR and Financial Statements


The screenshot shows the 'Project Periodic Report' dashboard. It includes a header with 'Grant Management' and 'Project Periodic Report'. Below the header, there are several status indicators for different report sections: Publishable Summary (red X), Report Core (info icon), Deliverables (info icon), Milestones (info icon), Critical Risks (green checkmark), Publications (green checkmark), Patents (IPR) (info icon), Gender (red X), and Financial Statements (info icon, circled in red). The left sidebar shows project details for '644192 (MIREGAS) RIA' under 'HORIZON 2020', with a reporting period from 01 Jan 2015 to 31 Dec 2015.


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	GASSEURE AS	NO	940518985	Draft

Important to check


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

Eligible costs: 

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

Important to check

- Explanation of the subcontracting cost

Eligible costs: 

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

Important to check

- Explanation if the major cost items amount exceed 15%

Financial Statement

Financial information from contact

Use of 'costs of large research infrastructure'

No contribution requested?

Financial Statements

01/01/2015 - 31/12/2015

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

Eligible costs: **i**

Cost Category

a) Direct personnel costs declared as actual

b) Direct personnel costs declared as unit

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

Equipment
Other goods and services
Travel

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	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 67705		
Report Element	Status	Action
Technical report Technical Part of Periodic Report	Included	Redo
Financial report Financial Statement #####	Draft	
Financial Statement #####	Draft	
Financial Statement #####	Sent to CO	Redo Include
Financial Statement #####	Draft	
Financial Statement #####	Draft	
Financial Statement #####	Draft	
Financial Statement #####	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 a progress bar for a periodic report submission. The progress bar is a horizontal line with four stages: Draft, Submitted, Reviewed, and Paid. The 'Draft' stage is highlighted in yellow, indicating the current status. A date '10 Jul 2015' is shown above the progress bar. To the left of the progress bar, there is a document icon and the text 'Periodic Reporting REP-896821-1 - period 01/2014 > 07/2015'. 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'. Below the progress bar, there are two sections: 'Process specific documents' and 'Process specific communications', each with a document icon and a right-pointing arrow.

Periodic and final report

- The button will be disabled if there are validation errors

The screenshot displays a reporting interface with a progress bar and a sidebar. The progress bar shows four stages: Draft, Submitted, Reviewed, and Paid. The 'Draft' stage is highlighted with a yellow play button icon and the date '06/10/2014'. Below the progress bar, the text reads 'Periodic Report 1 projectNo [redacted] composition'. In the sidebar, there are sections for 'Documents' and 'Messages'. A red box highlights a 'Submit to EU' button with a red exclamation mark icon, which is disabled. Below the button, a message box says 'Please click to see validation errors'.

Periodic Reporting
REP-~~1133~~-1 - period 10/2013
> 03/2015

06/10/2014

Draft Submitted Reviewed Paid

Periodic Report 1 projectNo [redacted] composition

Documents

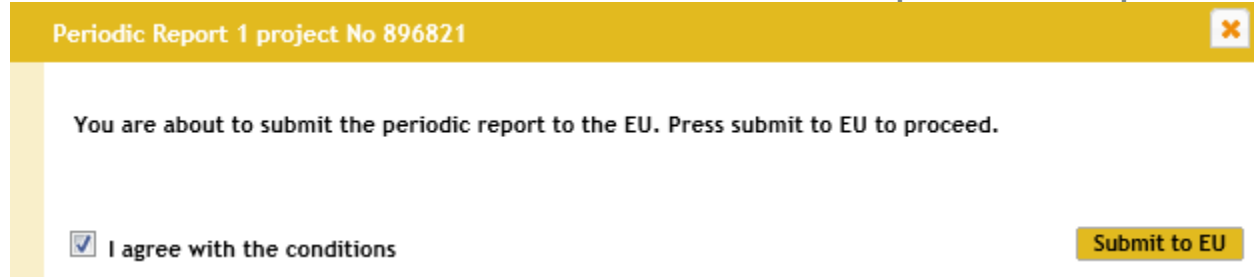
Messages

Submit to EU

Please click to see validation errors

Periodic and final report

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



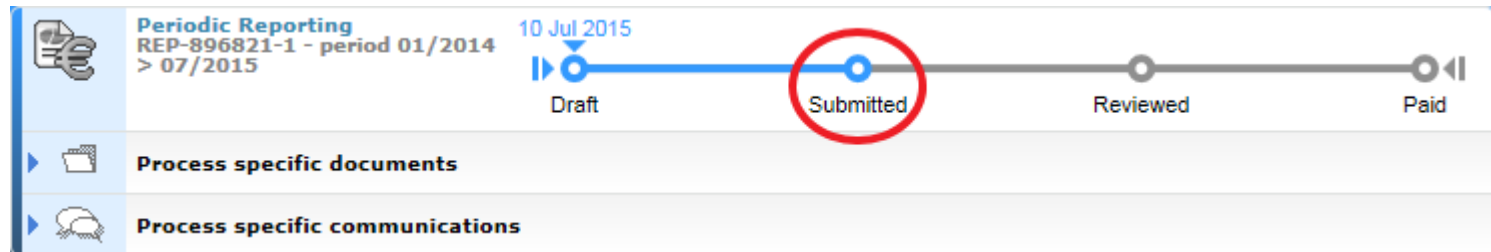
Periodic Report 1 project No 896821

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

Report Element	Filter	Status
<ul style="list-style-type: none"> Technical report <ul style="list-style-type: none"> Technical Part of Periodic Report 	All Draft Available Included	Draft
<ul style="list-style-type: none"> Financial report <ul style="list-style-type: none"> 1 (0/9) Financial Statement SLOVENSKA AKADEMIA VIED [PIC 999530390] 2 (0/1) Financial Statement VTT[PIC 932760440] 3 (0/1) Financial Statement undefined [PIC 999994535] 		Draft Available For Revision Available For Revision

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

Periodic Reporting
REP-664337-1 - period
06/2015 > 03/2016

11 Sep 2015
Draft

10 Dec 2015
12:00 (UTC)
Submitted

10 Dec 2015
12:00 (UTC)
Paid

Technical Part of Periodic Report - contribution

Periodic Report - composition

Submit to EEF

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

Available For
Revision

Revise

Include

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

The screenshot displays the Horizon 2020 reporting interface. At the top, a progress bar shows the report status: Draft, Submitted, and Paid. Below this, a red circle highlights the 'Periodic Report' composition link. A yellow pop-up window titled 'Periodic Report 1 project No 664337' is open, showing a table of report elements.

Report Element		Status
<ul style="list-style-type: none"> Technical report <ul style="list-style-type: none"> Technical Part of Periodic Report 		Draft
<ul style="list-style-type: none"> Financial report <ul style="list-style-type: none"> 1 (0/9) Financial Statement SLOVENSKA AKADEMIJA VIED [PIC 999530390] 2 (0/1) Financial Statement VTT[PIC 932760440] 3 (0/1) Financial Statement [0][PIC 999994535] 		Draft Available For Revision Available For Revision

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

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

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

Draft Submitted Paid

- Technical Part of Periodic Report contribution Lock for review
- Financial Statement VTT [PIC 932760440] drafting Lock for review**
- Financial Statement VTT [PIC 999901706] (as UTRO) drafting Lock for review
- Financial Statement VTT[PIC 932760440] signature and submission to coordinator by other beneficiaries**
- Periodic Report 1 composition 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 -> yleensä kaikki partnerit joutuvat allekirjoittamaan uudelleen, vaikka heidän ei tarvitse tehdä muutoksia. Tämä riippuu siitä miten hylkäystä PO tekee.

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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