

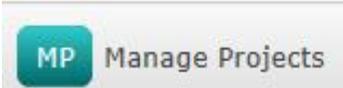
VTT TECHNICAL RESEARCH CENTRE OF FINLAND LTD

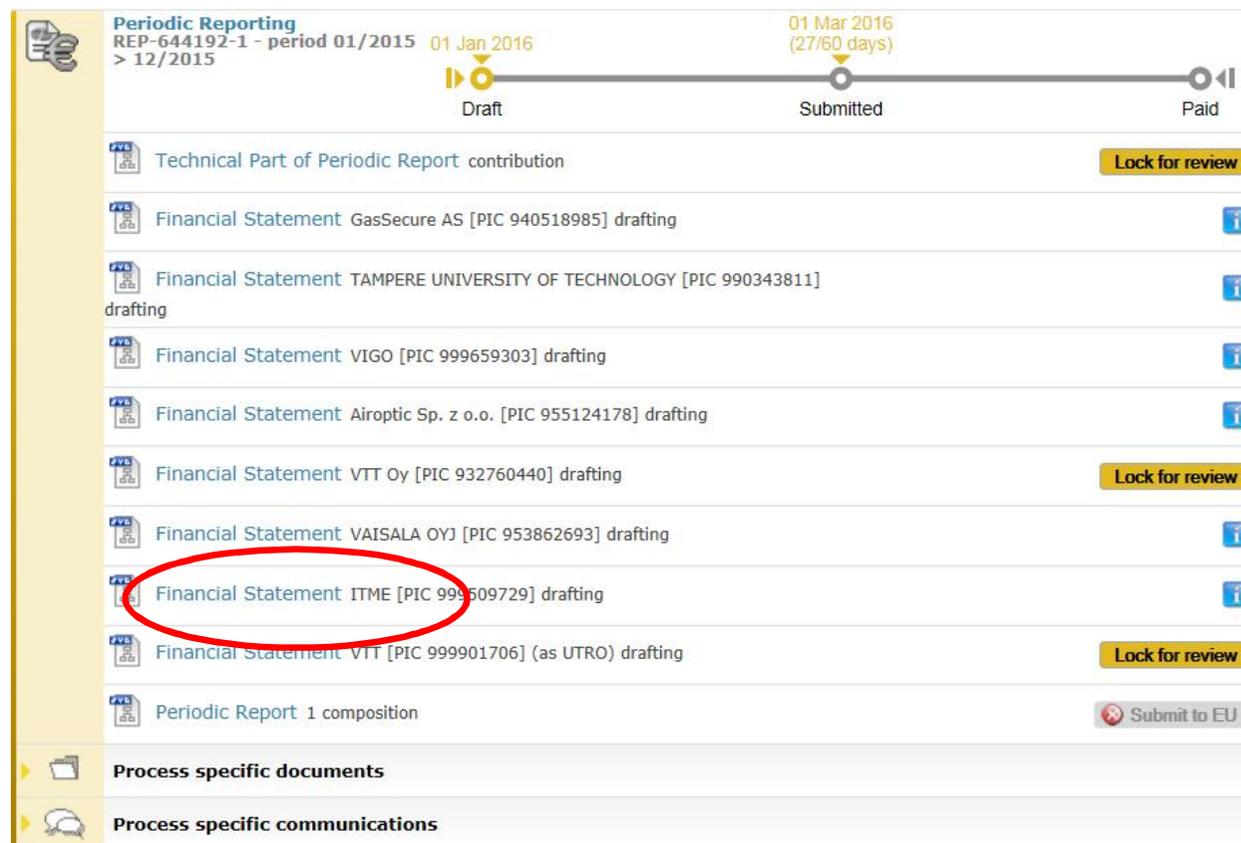


Periodic financial report H2020

Kinga Koski / VTT
10.11.2016

Periodic Reporting H2020 (example project N.N.)

- All project actions behind  button.



The screenshot displays the 'Periodic Reporting' interface for project REP-644192-1. At the top, a timeline shows the reporting period from 01 Jan 2016 to 01 Mar 2016 (27/60 days). The current status is 'Draft', with 'Submitted' and 'Paid' stages also visible. Below the timeline, a list of documents is shown, including 'Technical Part of Periodic Report contribution' (Lock for review), several 'Financial Statement' drafts for various entities (GasSecure AS, TAMPERE UNIVERSITY OF TECHNOLOGY, VIGO, Airoptic Sp. z o.o., VTT Oy, VAISALA OYJ, ITME, and VTT), and a 'Periodic Report 1 composition' (Submit to EU). The 'Financial Statement ITME [PIC 999509729] drafting' entry is circled in red. At the bottom, there are sections for 'Process specific documents' and 'Process specific communications'.

Main reporting page per partner

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

Financial Statement
SAVE

Financial information from contact

Use of 'costs of large research infrastructure' in the grant? Yes No
 No contribution requested? Yes No

Financial Statements

Period	Adjustment	Requested Contribution
01/01/2015 - 31/12/2015 (Period No '1')	No	0.00 €

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

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) 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 €	

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

Validate

Personnel cost report

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

Direct personnel costs declared as actual costs

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

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

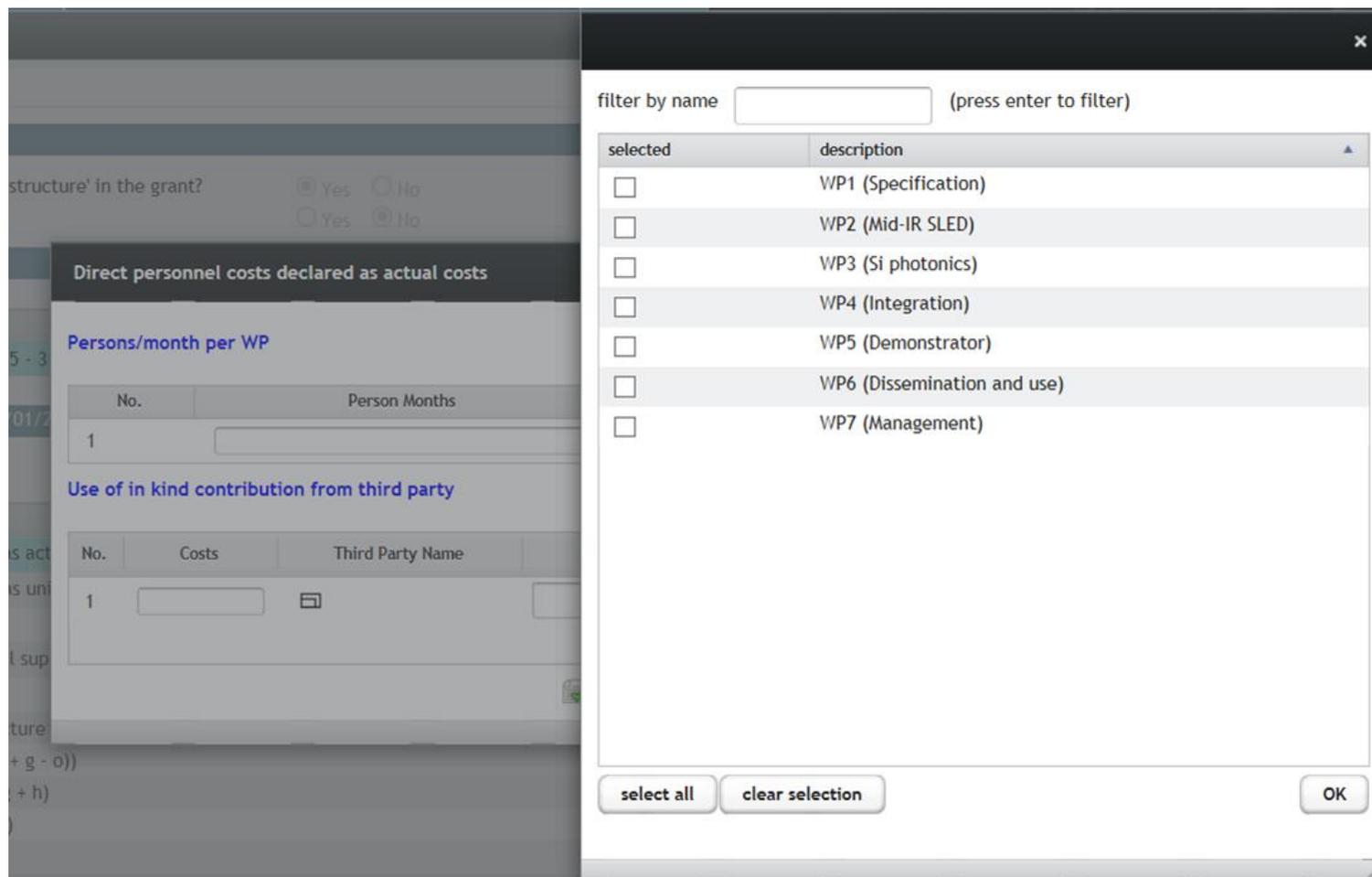
Use of in kind contribution from third party [+ Add Detail](#)

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

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

Personnel cost report

- Remember mark the correct WP's



The screenshot displays a software interface for reporting personnel costs. In the background, a form titled "Direct personnel costs declared as actual costs" is visible, featuring sections for "Persons/month per WP" and "Use of in kind contribution from third party".

In the foreground, a modal dialog box is open, titled "filter by name" with a search input field and the instruction "(press enter to filter)". The dialog contains a list of Work Packages (WPs) with checkboxes for selection:

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

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

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

Direct personnel costs declared as actual costs

Persons/month per WP + Add Detail

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

Use of in kind contribution from third party + Add Detail

No.	Costs	Third Party Name	Type	Foreseen in Annex I	Explanations (if not foreseen in Annex I)	Actions
1	<input type="text"/>	<input type="text"/>	<div style="border: 1px solid gray; padding: 2px; display: inline-block;"><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) ^ v	×

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"/>	<input type="text" value="Yes"/> <input type="text" value="No"/>	<input type="text"/>	×

Subcontracting

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

Financial Statement SAVE

Financial information from contact

Use of 'costs of large research infrastructure' in the grant? Yes No
 No contribution requested? Yes No

Financial Statements

Period	Adjustment	Requested Contribution
01/01/2015 - 31/12/2015 (Period No '1')	No	0.00 €

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

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) 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 €	

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

Validate

Subcontracting

Financial Statement

No contribution requested? Yes No

Financial Statements

01/01/2015 - 31/12

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

Eligible costs: [i](#)

Cost Category

No.	Costs	Description	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"/>	<input type="text"/>

[+ Add Detail](#)

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

Direct cost of providing financial support to third party

Financial Statement

01/01/2015 - 31/12/2015

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

Eligible costs: 

Cost Category

No.	Costs	Description	Actions	Total	Actions
1	<input type="text"/>			0.00 €	
			 	0.00 €	
				0.00 €	
				0.00 €	
				0.00 €	
				0.00 €	
				0.00 €	
				0.00 €	

Direct costs of providing financial support to third parties

 Add Detail

SAVE

Other direct cost

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

Financial Statement

Financial information from contact

Use of 'costs of large research infrastructure'
No contribution requested?

Financial Statements

01/01/2015 - 31/12/2015

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

Eligible costs: 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 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	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ (none)	<input type="text"/>	<input type="text"/>	✕

Use of in kind contribution from third party

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"/>	✕

+ Add Detail

Ok Cancel

Total	Actions
0.00 €	<input type="text"/>

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
SAVE

Financial information from contact

Use of 'costs of large research infrastructure' in the grant? Yes No
 No contribution requested? Yes No

Financial Statements

Period	Adjustment	Requested Contribution
01/01/2015 - 31/12/2015 (Period No '1')	No	0.00 €

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

Eligible costs: T

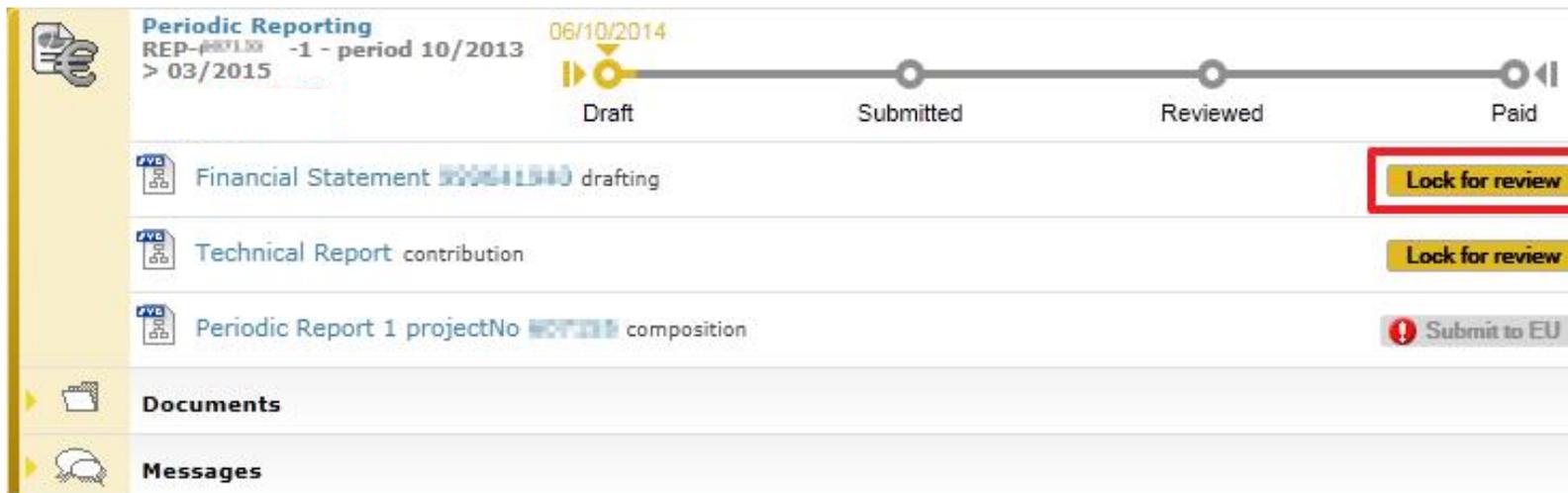
Cost Category	Total	Actions
a) Direct personnel costs declared as actual costs	0.00 €	
b) Direct personnel costs declared as unit costs (average costs)	0.00 €	
d) Direct costs of subcontracting	0.00 €	
e) Direct costs of providing financial support to third parties	0.00 €	
f) Other direct costs	0.00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

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

Validate

Financial statement

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



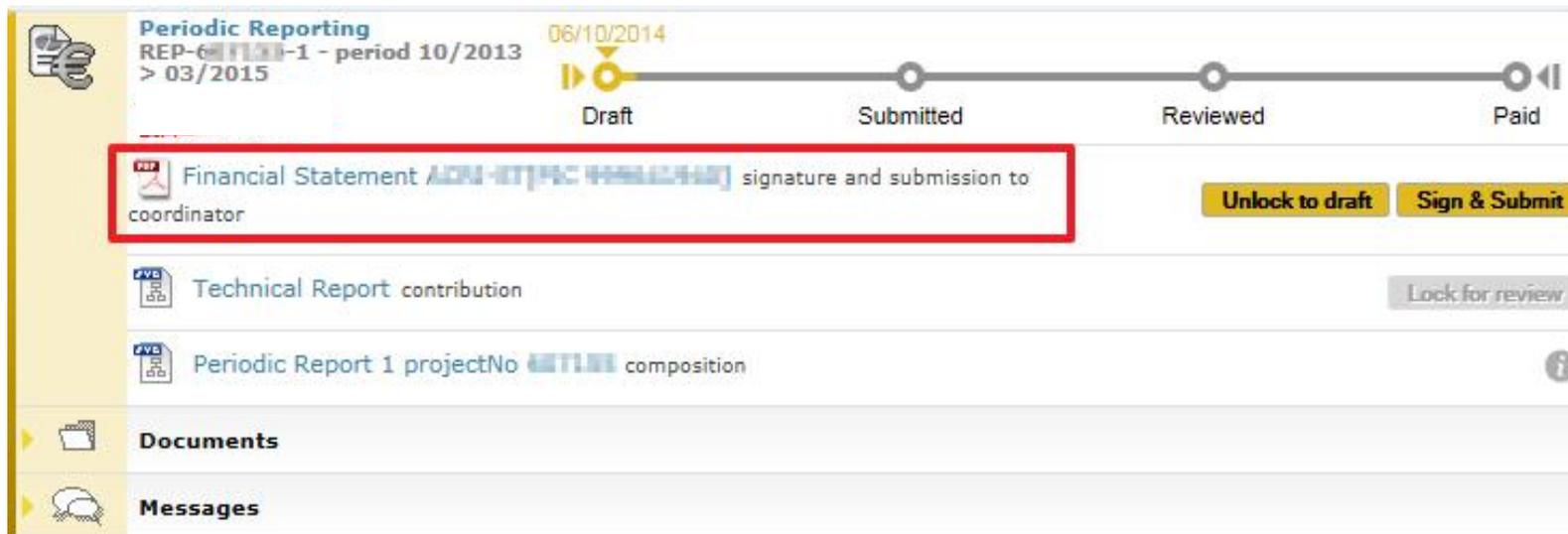
The screenshot displays a software interface for 'Periodic Reporting'. At the top, a progress bar shows the current status as 'Draft' (indicated by a yellow play button icon) with a date of '06/10/2014'. The progress bar has four stages: Draft, Submitted, Reviewed, and Paid. Below the progress bar, there is a list of tasks:

Task Name	Status	Action Button
Financial Statement 500641540 drafting	Drafting	Lock for review
Technical Report contribution	Contribution	Lock for review
Periodic Report 1 projectNo 507338 composition	Composition	Submit to EU

At the bottom of the interface, there are two expandable sections: 'Documents' and 'Messages'.

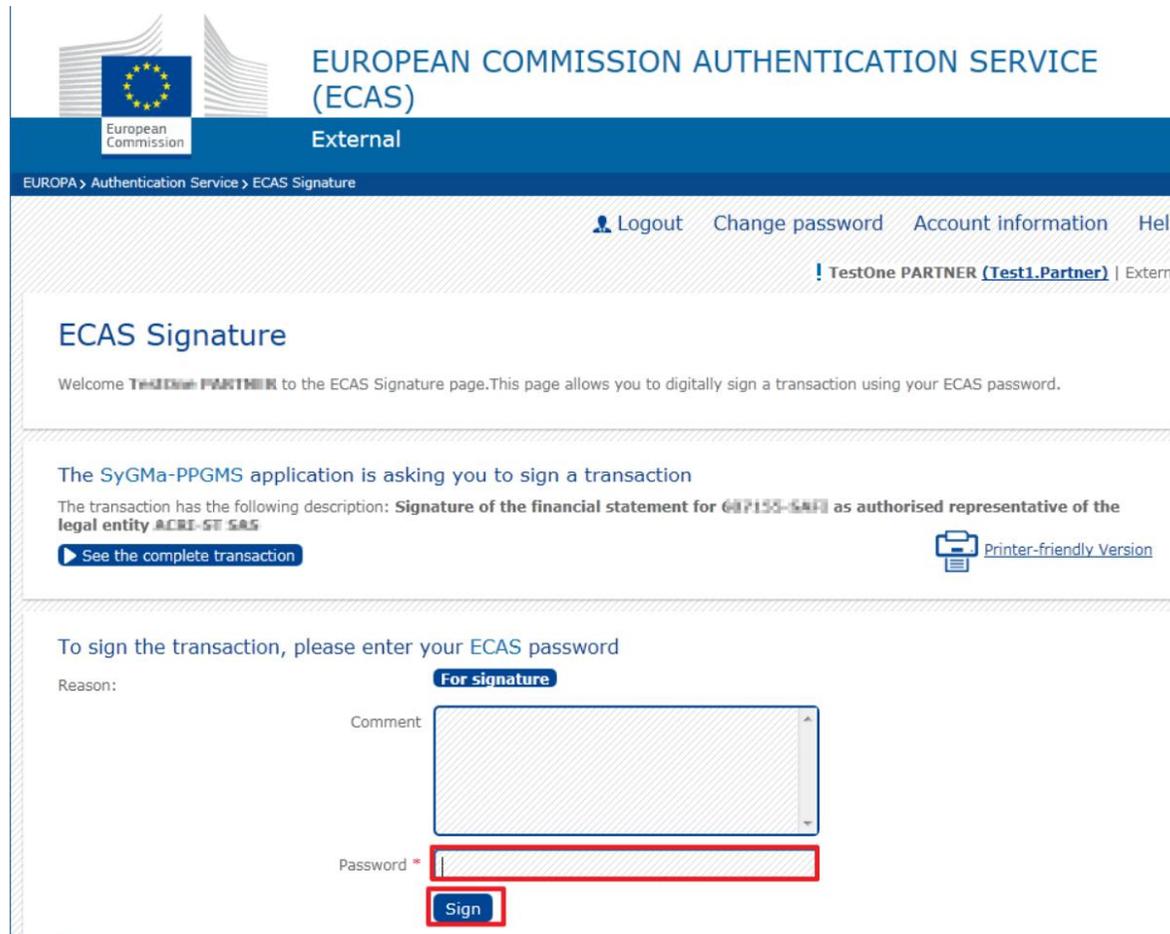
Financial statement

- 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 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, a document titled 'Financial Statement' is highlighted with a red box. The document description is 'Financial Statement [redacted] signature and submission to coordinator'. To the right of the document, there are two yellow buttons: 'Unlock to draft' and 'Sign & Submit'. Below the highlighted document, there are two other documents: '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'.

Financial statement / Signature window



The screenshot shows the ECAS Signature interface. At the top, there is the European Commission logo and the text "EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS) External". Below this is a navigation bar with "Logout", "Change password", "Account information", and "Help". A user notification indicates "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 687155-SAF** as authorised representative of the legal entity **ACRI-ST SAS**

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

To sign the transaction, please enter your ECAS password

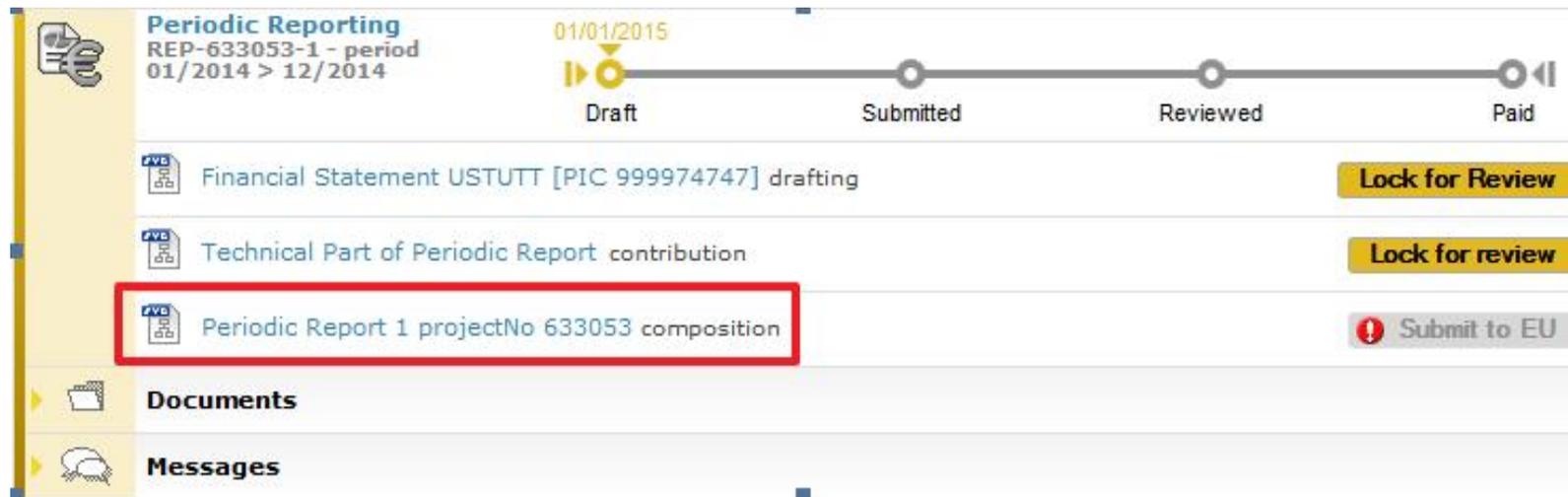
Reason: **For signature**

Comment:

Password:

Financial statement

- electronically signed & submitted financial statement can 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 007158

Filter All Draft Available Included

Report Element	Status
Technical report	
 Technical Statement	Draft
Financial report	
 Financial Statement 999999999	Draft
 Financial Statement 999999999	Draft
 Financial Statement 999999999	Sent to CO
 Financial Statement 999999999	Draft
 Financial Statement 999999999	Draft
 Financial Statement 999999999	Draft
 Financial Statement 999999999	Draft

Periodic reporting for coordinator

- To open push "Periodic Reporting"



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

Summary for publication 

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

Periodic reporting for coordinator

- Download UoR and Financial Statements

Grant Management
Project Periodic Report

644192 (MIREGAS) RIA
Publishable Summary 
Report Core 
Deliverables 
Milestones 
Critical Risks 
Publications 
Patents (IPR) 
Gender 
Financial Statements 


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

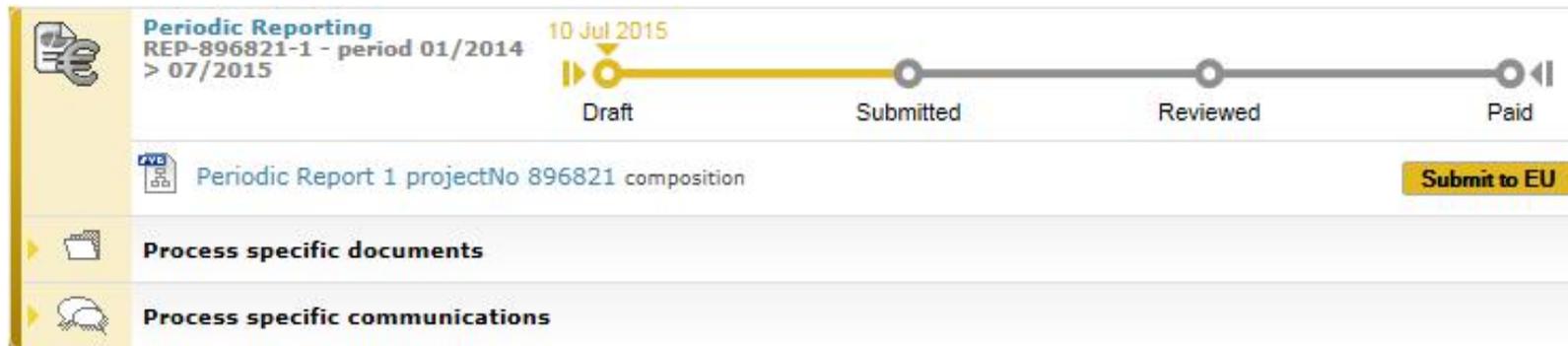
Periodic reporting for coordinator

- 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 10715				
Filter	All	Draft	Available	Included
Report Element	Status	Action		
<ul style="list-style-type: none"> Technical report <ul style="list-style-type: none"> Technical Part of Periodic Report 	Included	Redo		
<ul style="list-style-type: none"> Financial report <ul style="list-style-type: none"> Financial Statement ##### 	Draft			
	Draft			
	Sent to CO	Redo	Include	
	Draft			

Periodic reporting for coordinator

- 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



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

10 Jul 2015

Draft Submitted Reviewed Paid

Periodic Report 1 projectNo 896821 composition

Submit to EU

Process specific documents

Process specific communications



Periodic Reporting
REP-896821-1 - period 10/2013
> 03/2015

06/10/2014

Draft Submitted Reviewed Paid

Periodic Report 1 projectNo 896821 composition

Submit to EU

Please click to see validation errors

Documents

Messages

Periodic reporting for coordinator

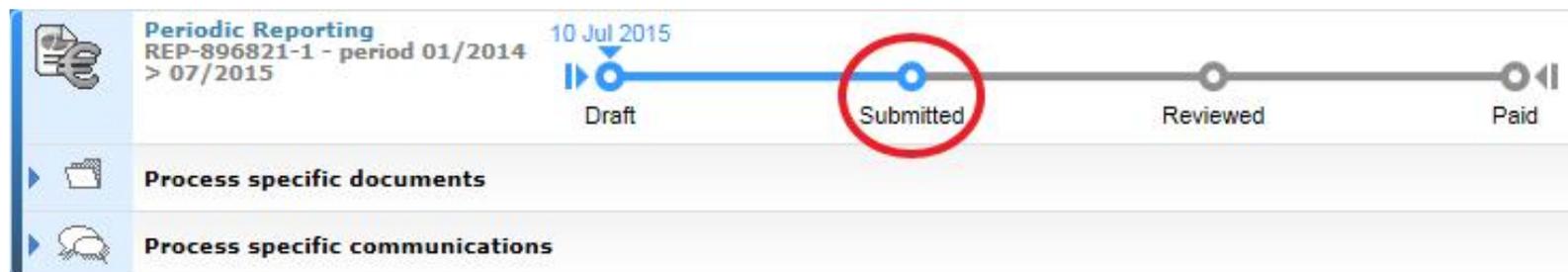
- Click the **Submit to EU** button to submit the periodic report to the EU.

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).



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 -> kaikki partnerit joutuvat allekirjoittaa uudelleen, vaikka heidän ei tarvitse tehdä muutoksia.

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

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

01 Jun 2016
 Draft

Submitted

10 Dec 2016 (52/90 days)
 Paid

Technical Part of Periodic Report contribution Lock for review

Periodic Report 1 composition

Process specific documents

Process specific communications

Periodic Report 1 project No 664337

Filter: All Draft Available Included

Report Element	Status
Technical report Technical Part of Periodic Report	Draft
Financial report 1 (0/9) Financial Statement SLOVENSKA AKADEMIJA VIED [PIC 999530390]	Draft
2 (0/1)  Financial Statement VTT[PIC. 932760640]	Available For Revisions
3 (0/1)  Financial Statement undefined [PIC. 999994535]	Available For Revision

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

Other direct costs

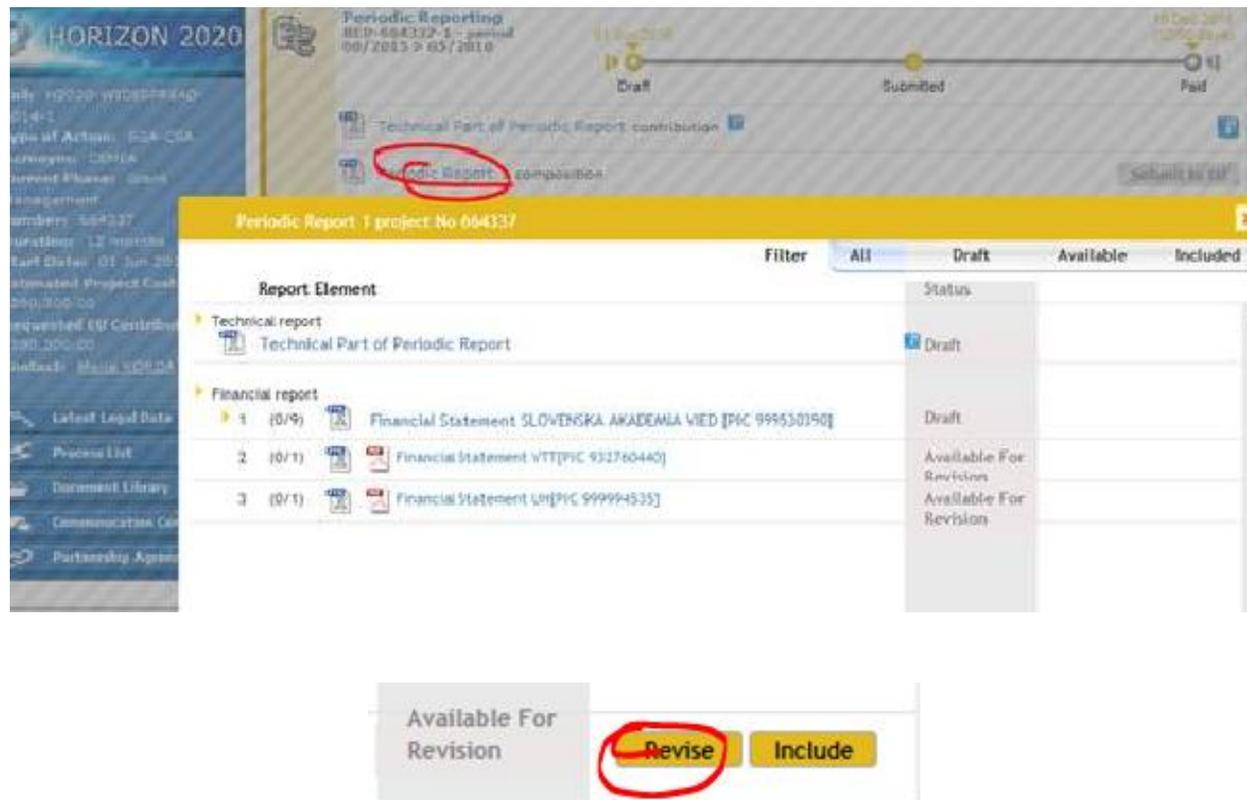
Explanation of major cost items if the amount exceeds 15% of personnel costs
 Amount to be explained: € 4658.19

No.	Costs	Short Description	Category	Associated Work Package	Foreseen in Annex I	Explanations (if not foreseen in Annex I)
1	1,412.69 €	Tuomas Pinomaa/	Travel	WP3	No	Participation in th
2	1,390.22 €	Tuomas Pinomaa/	Travel	WP3	Yes	
3	1,288.58 €	Tuomas Pinomaa/	Travel	WP3	Yes	
4	1,168.83 €	Risto Kuivanen/ M	Travel	WP3	Yes	

Use of in kind contribution from third party

There are no Use of Resources provided

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



The screenshot shows the Horizon 2020 reporting interface. At the top, a progress bar indicates the report's status: Draft, Submitted, and Paid. Below this, a list of report elements is shown. The 'Periodic Report' element is circled in red. The main table displays the following data:

Report Element	Status
Technical report	
Technical Part of Periodic Report	Draft
Financial report	
1 (0/1) Financial Statement SLOVENSKA AKADEMIJA VIED [PIC 999530190]	Draft
2 (0/1) Financial Statement VTT[PIC 932760440]	Available For Revision
3 (0/1) Financial Statement UI[PIC 999994335]	Available For Revision

At the bottom, a detailed view of the 'Available For Revision' status shows two buttons: 'Revise' (circled in red) and 'Include'.

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

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

01 Mar 2016

29 Oct 2016 (80/90 days)

Draft Submitted Paid

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

Process specific documents

Process specific communications

Useful links

- Periodic reporting:

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

- Financial Statement:

<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

Thank you!

Ms. Kinga Koski
Coordinator, EU Project Finance
Teknologian tutkimuskeskus VTT
PO Box 1100, FI-90571 Oulu, Finland
Mobile: +358 40 158 7102, Fax: +358 20 722 2320
kinga.koski@vtt.fi
www.vtt.fi



TECHNOLOGY <>>> FOR BUSINESS

