

Raportointi Horisontti 2020 - ohjelmassa

10.11.2016

Yleistä raportoinnista

- Model Grant Agreement (MGA) – artikla 20
 - Periodic report (väliraportti)
 - Final report (loppuraportti)
- Toimitetaan 60 päivän kuluessa raportointijakson päättymisestä

ARTICLE 20 — REPORTING — PAYMENT REQUESTS

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20.1 **Obligation to submit reports**

The coordinator must submit to the *[Commission][Agency]* (see [Article 52](#)) the technical and financial reports set out in this Article. These reports include the requests for payment and must be drawn up using the forms and templates provided in the electronic exchange system (see [Article 52](#)).

20.2 **Reporting periods**

The action is divided into the following ‘**reporting periods**’:

- RP1: from month 1 to month

Raportointijaksot (Art. 20.2)

- Raportointijaksot vahvistetaan avustussopimuksessa, usein 18 kk
- Jaksojen määrä riippuu myös hankkeen pituudesta
- Yleensä:

Duration in months	Max. number of periods
1 to 18	1
19 to 36	2
37 to 54	3
55 to 72	4
73 to 90	5



Raportin sisältö

- Tekninen raportointi
 - Miten hanke edistyy suhteessa suunnitelmaan?
 - Onko resurssien käyttö sopivaa?
- Kustannusraportointi
 - Ovatko kustannukset hyväksyttäviä?
- Tiedon kerääminen avainmittareista (jatkuva raportointi)
 - H2020-ohjelman tavoitteet: julkaisut, patentit, pk-yritykset, yhteiskunnallinen vaikuttavuus, gender...

Raportointi osallistujaportaalissa

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RESEARCH & INNOVATION

European Commission

Participant Portal

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HOME

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

EXPERTS

SUPPORT ▾

Search PP



LOGIN



REGISTER



On this site you can find and secure **funding** for projects under the following EU programmes:

- **2014-2020** Horizon 2020 - research and innovation framework programme
- **2007-2013** 7th research framework programme (FP7) and Competitiveness & Innovation Programme (CIP)
- Research Fund for Coal & Steel, COSME, 3rd Health Programme, Consumer Programme, Justice Programme

Non-registered users

- search for funding
- read the H2020 Online Manual & download the legal documents
- check if an organisation is already registered
- contact our support services or check our FAQs

Registered users

- submit your proposal
- sign the grant
- manage your project throughout its lifecycle
- register as expert advising the Commission



WHAT'S NEW?



FUNDING OPPORTUNITIES



HOW TO PARTICIPATE



WORK AS AN EXPERT



MY PERSONAL AREA



INFORMATION AND SUPPORT

Ohjeita

The screenshot shows the 'RESEARCH & INNOVATION Participant Portal H2020 Online Manual' page. On the left is a navigation menu with categories like 'H2020 Online Manual', 'My Area - User account & roles', 'Grants', and 'Applying for funding'. The main content area is titled 'Grants' and includes sections for 'Applying for funding', 'Evaluation & Grant signature', and 'Grant management'. A red box highlights the 'Reports & payment requests' button in the 'Grant management' section. The top right corner features a 'My Area - User account & roles' button and navigation icons.

The screenshot shows the 'RESEARCH & INNOVATION Participant Portal' 'My Projects' page. The breadcrumb trail is 'European Commission > Research & Innovation > Participant Portal > My Projects'. The navigation bar includes 'MY AREA', 'HOME', 'FUNDING OPPORTUNITIES', 'HOW TO PARTICIPATE', 'EXPERTS', 'SUPPORT', and a search box. A dropdown menu is open under 'MY AREA', listing 'My Organisation(s)', 'My Proposal(s)', 'My Project(s)', 'My Notification(s) 24', 'My Formal Notification(s)', and 'My Expert Area'. The 'My projects' section has buttons for 'FP7 REF. DOCS', 'H2020 ONLINE MANUAL', and 'HOW TO', with the 'HOW TO' button highlighted by a red box. Below this, there is a description of the page's purpose and a list of project-related tasks.

My Organisation(s)
My Proposal(s)
My Project(s)
My Notification(s) 24
My Formal Notification(s)
My Expert Area

My projects FP7 REF. DOCS H2020 ONLINE MANUAL HOW TO

This page enables you to access all your EU projects managed via the Participant Portal that have been selected and approved for funding.

Depending on your roles, you can view or manage the following project-related tasks:

- Prepare and sign your grant agreement
- Submit amendments to your grant agreement
- Manage your scientific and financial reports
- View or manage roles and access rights in your projects consortia