Sinustako koordinaattori-Raportointi H2020

18.9.2018 – Kinga Koski

17.9.2018   VTT – beyond the obvious
Koordinaattorin rooli ja tehtävät lyhyesti

- Koordinaattori on partneri joka toimii yhteyspisteenä komission ja konsortion muiden jäsenten välillä ja jolle on Grant Agreementissa (art. 41) määritelty tiettyjä sopimusvelvoitteisia tehtäviä.
- Koordinaattori hallinnoi projektille myönnettyä EU-tukea.
- Koordinaattori allekirjoittaa Grant Agreementin ja muut partnerit liittyvät sopimukseen allekirjoittamalla Accession Formit.
Koordinaattorin rooli ja tehtävät lyhyesti

- Konsortiosta vain koordinaattori voi laittaa alulle ja allekirjoittaa GA:n sopimusmuutokset (amendment).
- Koordinaattori laatii ja hallinnoi konsortiosopimusta.
- On vastuussa projektin rahaliikenteestä, toteutuksesta ja raportoinnista.
- Koordinaattorilla on oltava riittävä taloudellinen vastuunkantokyky.
Coordinator’s tasks according the Grant Agreement (GA article 41)

- (i) monitor that the action is implemented properly (see Article 7);
- (ii) act as the intermediary for all communications between the beneficiaries and the [Commission][Agency] (in particular, providing the [Commission][Agency] with the information described in Article 17), unless the Agreement specifies otherwise;
- (iii) request and review any documents or information required by the [Commission][Agency] and verify their completeness and correctness before passing them on to the [Commission][Agency];
- (iv) submit the deliverables and the report to the [Commission][Agency] (see Articles 19 and 20);
- (v) ensure that all payments are made to the other beneficiaries without unjustified delay (see Article 21);
- (vi) inform the [Commission][Agency] of the amounts paid to each beneficiary, when required under the Agreement (see Articles 44 and 50) or requested by the [Agency][Commission].
Continuous Reporting

As a beneficiary, you can and should use the continuous reporting functionality as soon as the project starts to submit information that will go into the periodic reports. This includes:

- deliverables
- progress in achieving milestones
- updates to the publishable summary
- response to critical risks, ethics issues, publications, communications activities, IPRs
- your answers to the questionnaire about the economic and social impact of the project.

All this information is then automatically complied to create part A of every technical report, at the moment the coordinator and beneficiaries finish the preparation of the periodic report in the grant management system.
Periodic reporting

- Article 20 – Reporting – Payment requests
- Article 52 – Communication between the parties
- The principal beneficiary must submit to the EC (see Article 52) the scientific and financial reports set out in this Article. The financial report includes the requests for payments.
- The reports must be drawn up using the forms and templates provided in the electronic exchange system (see Article 52).
- Their length is defined in the signed GA. Normally, the periodic report is 18 months and it contains Scientific and Financial reports.
- Reports must be submitted within 60 days after each period ends.
Periodic reporting

- Submission of deliverables
  - The coordinator must submit the deliverables identified in Annex 1, in accordance with the timing and conditions set out in that Annex.

- Submission of periodic report
  - Explanation of the work carried out
  - Overview of the progress
  - A summary for publication
  - Answers to the questionnaire covering issues related to the action implementation and the economic and social impact

- Submission of periodic financial report
  - Individual financial statement
  - Explanation of the use of resources
Final report

- For the final reporting period, the Coordinator must submit 2 reports, within 60 days of the end of the period:
  - final periodic report
  - final report (overview of the project results over its entire duration)

- The final report consists of 2 parts - both of which must be completed in the grant management system (no need to upload any documents):
  - Final technical report: publishable summary of the entire project (giving an overview of the results, their exploitation and dissemination, and the conclusions about the project and its socio-economic impact)
  - Final financial report: final summary financial statement that is automatically created by the system and corresponds to the request for payment of the balance. In some cases (and for beneficiaries/linked third parties requesting a total contribution of EUR 325,000 or more as reimbursement for actual costs and unit costs calculated according to its usual accounting practices) it must be accompanied by a certificate on the financial statements (one certificate per beneficiary/linked third party).
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.)
Continuous Reporting
Periodic and final report

- All project actions behind button.
Periodic and final report

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?
Periodic and final report

- Automatically come from the Continuous Reporting
  - Deliverables, Ethics, DMP, Other Reports
  - Milestones
  - Critical Risks
  - Publications
  - Disseminations
  - Patents
  - Innovation
  - Gender
Periodic and final technical report
Periodic and final financial report
Periodic Reporting H2020

Technical Part contribution

Financial Part VTT [PIC 932760440] drafting

Periodic Report composition

Process documents

Process communications

New messages (0)

Process history
Main reporting page per partner

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

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Important to check

- Explanation of the subcontracting cost

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Important to check

- Explanation if the major cost items amount exceed 15%
Financial statement

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

- The Financial Statement can be unlocked ("Unlock to draft") for further editing or electronically signed & submitted ("Sign and Submit") to the coordinator.
Financial statement / Signature window
Periodic and final report

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

- The button will be disabled if there are validation errors
Periodic and final report

- Click the **Submit to EU** button to submit the periodic report to the 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 Report rejected by the Commission, start preparing new / Partner view
Periodic Report rejected by the Commission, start preparing new / Partner view
Useful links

- Financial Statement:
  https://webgate.ec.europa.eu/fpfis/wikis/display/ECResearchGMS/How+to+complete+your+financial+statement

- Periodic Reporting:

- Online manual:

- Coordinators Day 2018:
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