

# 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

- Konsortioista 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 compiled 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

The screenshot shows a project management interface. At the top, a document icon is next to the text 'Continuous Reporting' (circled in red) and '777112 - SWAMP'. To the right, the date '01 Nov 2017' is displayed above a progress bar. The progress bar starts with a play button icon and a yellow segment, with the word 'Started' below it. The bar ends with a stop button icon and the word 'Completed' below it. Below the progress bar, there is a plus sign icon followed by a document icon and the text 'Continuous reporting data'. Underneath, there are three expandable sections: 'Process documents', 'Process communications', and 'Process history', each with a right-pointing arrow and an icon.

Deliverables Ethics, DMP, Other Reports	Milestones	Critical Risks	Publications	Disseminat...	Patents (IPR)	Innovation	SME Impact	Gender	ABS Regulation

# Periodic and final report

- All project actions behind  button.



Summary for publication	Deliverables Ethics, DMP, Other Reports	Milestones	Critical Risks	Publications	Disseminat... Communicatio	Patents (IPR)	Innovation	SME Impact	Gender	Tech. Report (Part B)	Financial Statements
											

# 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



## Technical Report (Part B)

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

# Periodic and final financial report

Grant Management Project Periodic Report

644192 (MIREGAS) RIA

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

Period No: 1 Duration (months): 12  
Reporting Period : [01 Jan 2015 - 31 Dec 2015]

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

## 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	GASSECURE AS	NO	940518985	Draft

# Periodic Reporting H2020

The screenshot displays the VTT periodic reporting interface. At the top, a progress timeline shows the status of the reporting process. The timeline starts at 01 Nov 2017 (Draft), moves to 31 Dec 2017 (Submitted, 6/60 days remaining), and ends at Paid. Below the timeline, a list of tasks is shown, each with a plus icon, a document icon, and a status button. The 'Financial Part VTT [PIC 932760440] drafting' task is circled in red. The tasks are:

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

Below the tasks, there are three sections: Process documents, Process communications (New messages (0)), and Process history.

# Main reporting page per partner

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 €	

Maximum EU Contribution

# 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
- 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"/>	<input type="text"/>

**Use of in kind contribution from third party**

Equipment  
 Other goods and services  
 Travel

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="text"/>

Ok Cancel

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

# Financial statement

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

**Periodic Reporting**  
REP-000150 -1 - period 10/2013  
> 03/2015

06/10/2014

Draft Submitted Reviewed Paid

Financial Statement 00001540 drafting **Lock for review**

Technical Report contribution **Lock for review**

Periodic Report 1 projectNo 00001540 composition **Submit to EU**

Documents

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 a date of 06/10/2014. Below the progress bar, a list of documents is shown. The first document, 'Financial Statement', is highlighted with a red box and includes a PDF icon, a description, and two buttons: 'Unlock to draft' and 'Sign & Submit'. Other documents include 'Technical Report contribution' with a 'Lock for review' button, and 'Periodic Report 1 projectNo' with an information icon. At the bottom, there are sections for 'Documents' and 'Messages'.

**Periodic Reporting**  
REP-000001-1 - period 10/2013  
> 03/2015

06/10/2014

Draft Submitted Reviewed Paid

**Financial Statement** [PDF icon] signature and submission to coordinator  
**Unlock to draft** **Sign & Submit**

**Technical Report** contribution [PDF icon] **Lock for review**

**Periodic Report 1 projectNo** [PDF icon] composition [i icon]

**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-S&M as authorised representative of the legal entity ACRE-SE SAS'. There are two links: 'See the complete transaction' and 'Printer-friendly Version'. The sign-off section prompts the user to 'enter your ECAS password'. It includes a 'Reason:' field with a dropdown menu set to 'For signature', a 'Comment' text area, and a 'Password' input field. A red box highlights the 'Sign' button.

# Periodic and final report

- 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**

# 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 67795

Filter: All Draft Available Included

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	

# 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 divided into four stages: Draft, Submitted, Reviewed, and Paid. The 'Draft' stage is currently active, indicated by a yellow bar and a play button icon. The date '10 Jul 2015' is shown above the progress bar. Below the progress bar, the text 'Periodic Report 1 projectNo 896821 composition' is visible, along with a 'Submit to EU' button. The interface also includes a sidebar with icons for 'Process specific documents' and 'Process specific communications'.

# 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'. 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'. The sidebar on the left contains a 'Documents' section with a folder icon and a 'Messages' section with a speech bubble icon.

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

06/10/2014  
Draft Submitted Reviewed Paid

Periodic Report 1 projectNo [redacted] composition

**Submit to EU**

Please click to see validation errors

**Documents**

**Messages**

# Periodic and final report

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



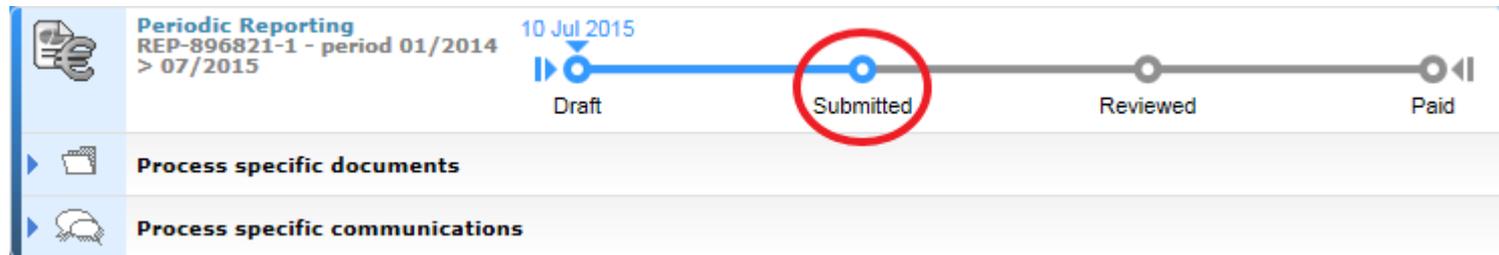
Periodic Report 1 project No 896821

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
Technical report	All Draft Available Included	
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 undefined [PIC 999994535]		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

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 / Partner view

The screenshot displays a periodic reporting interface. At the top, a timeline shows the progress from 'Draft' (01 Mar 2016) to 'Submitted' to 'Paid' (29 Oct 2016, 80/90 days). Below the timeline, a list of tasks is shown, with two items highlighted by red boxes:

- Technical Part of Periodic Report contribution [i](#) [Lock for review](#)
- Financial Statement VTT [PIC 932760440] drafting [i](#) [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](#)

Below the list, there are two sections: 'Process specific documents' and 'Process specific communications'.

## 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](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](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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