



**VTT**

# Periodic financial report H2020

Kinga Koski

10.12.2019 VTT – beyond the obvious

1

# Financial report

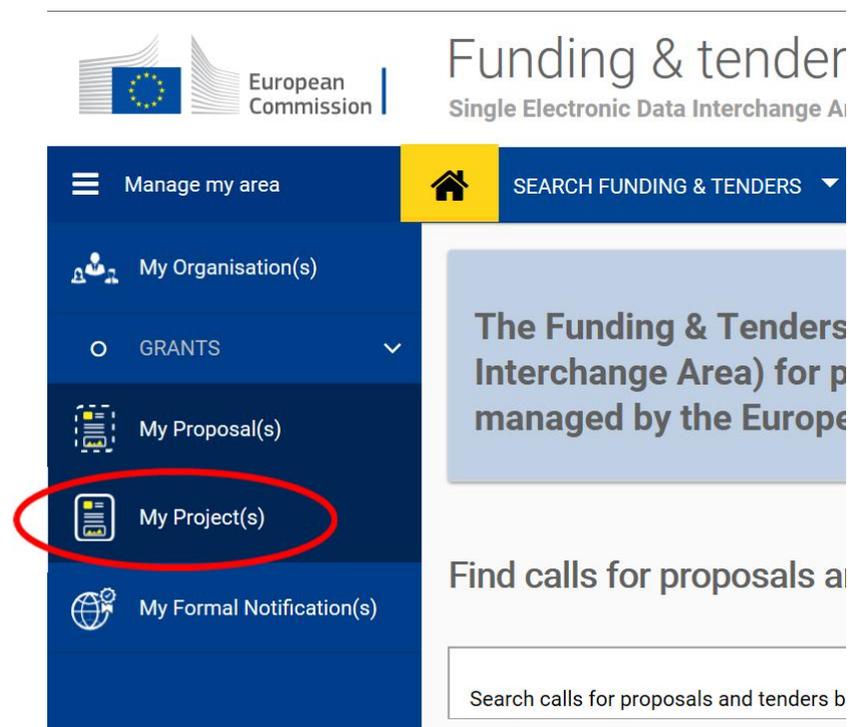
- The **financial report** must contain:
  - (a) information on the eligible costs, including a '**breakdown of direct costs table**' and a '**budget follow-up table**';
  - (b) an '**individual financial statement**' (see Annex 4) from the beneficiary *[and from each linked third party]* for the reporting 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>



# New Portal view

Archived funding (FP7-CIP)

## My Project(s)

[More info](#)

Results: 1

[Download excel list of those projects](#)

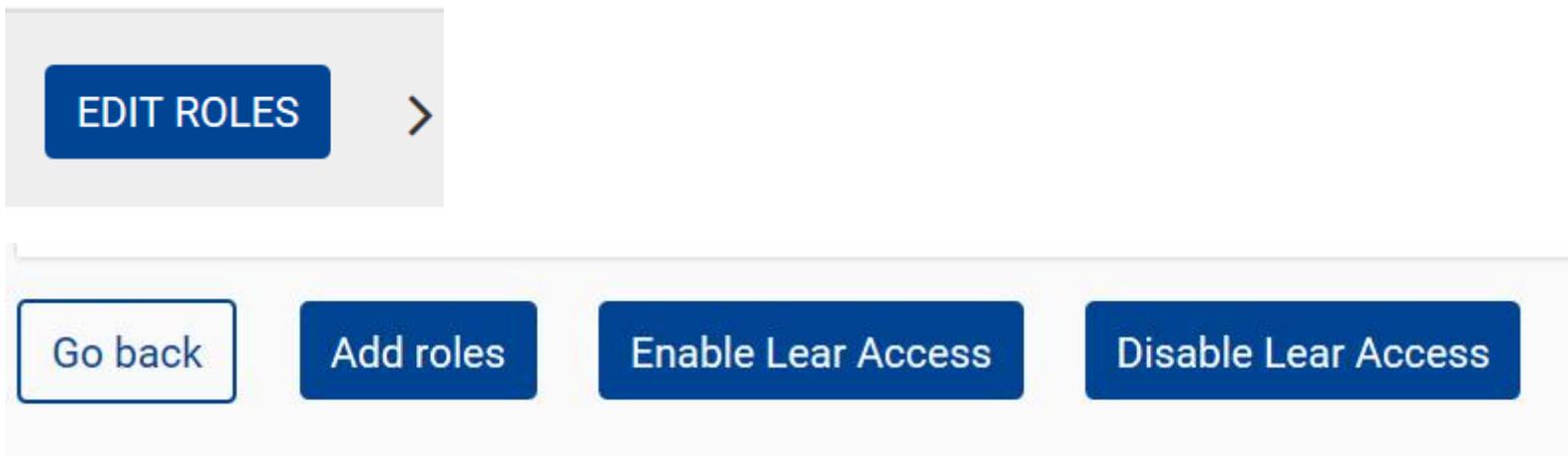
Search: mire

| ACRONYM | CALL             | PROGRAM | PROJECT | PHASE  | ACTIONS   |
|---------|------------------|---------|---------|--------|---|
| MIREGAS | H2020-ICT-2014-1 | H2020   | 644192  | Active | <br>Actions |

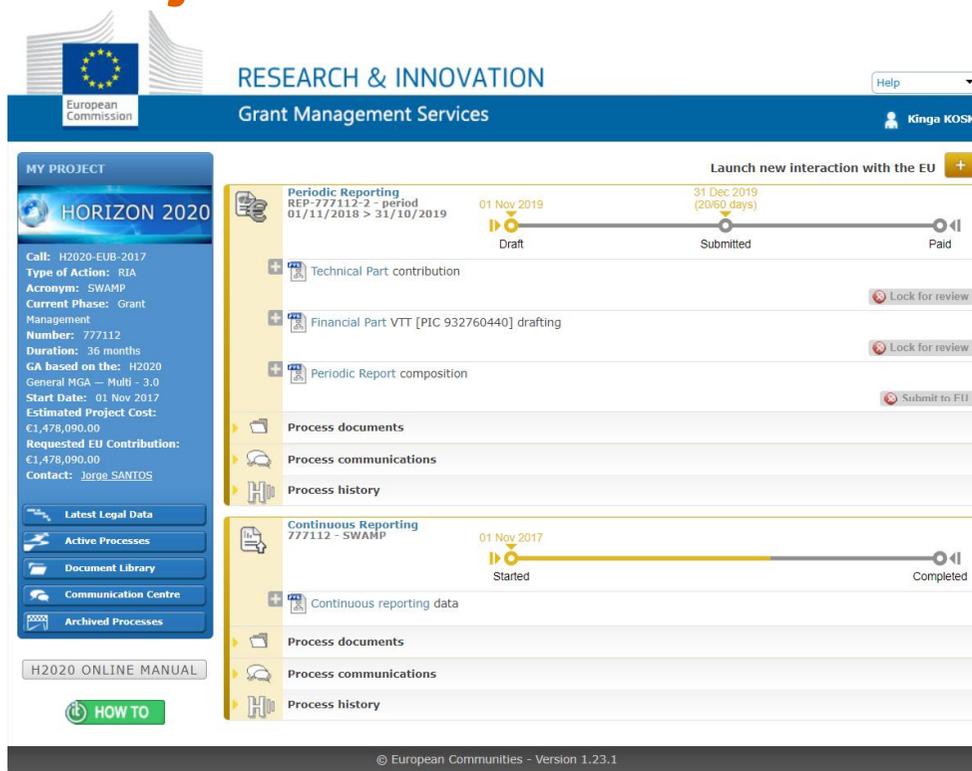
Project Consortium  
Manage Project  
View Proposal

Feedback

## New Portal view / Edit Roles



# Manage Project



The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' interface. The user is logged in as Kinga KOSKI. The main section is titled 'MY PROJECT' and features a 'HORIZON 2020' banner. Key project details include: Call: H2020-EUB-2017, Type of Action: RIA, Acronym: SWAMP, Current Phase: Grant Management, Number: 777112, Duration: 36 months, GA based on the: H2020 General MGA - Multi - 3.0, Start Date: 01 Nov 2017, and Estimated Project Cost: €1,478,090.00. The interface shows two progress timelines: 'Periodic Reporting' (REP-777112-2 - period 01/11/2019 > 31/10/2019) with stages Draft, Submitted, and Paid; and 'Continuous Reporting' (777112 - SWAMP) with stages Started and Completed. A list of tasks includes 'Technical Part contribution', 'Financial Part VTT [PIC 932760440] drafting', and 'Periodic Report composition', each with a 'Lock for review' or 'Submit to FI' button. The footer indicates '© European Communities - Version 1.23.1'.

# Periodic Reporting H2020

**Periodic Reporting**  
REP-671562-2 - period  
01/07/2016 > 31/10/2017

01 Nov 2017 ▶▶ ○ ◂◃  
Draft

31 Dec 2017  
(6/60 days) ○  
Submitted

◂◃ ○ ▶▶  
Paid

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

▶  Process documents

▶  Process communications New messages (0)

▶  Process history

# 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"/> | <a href="#">+</a> (none) | ^<br>v                  | ✕       |

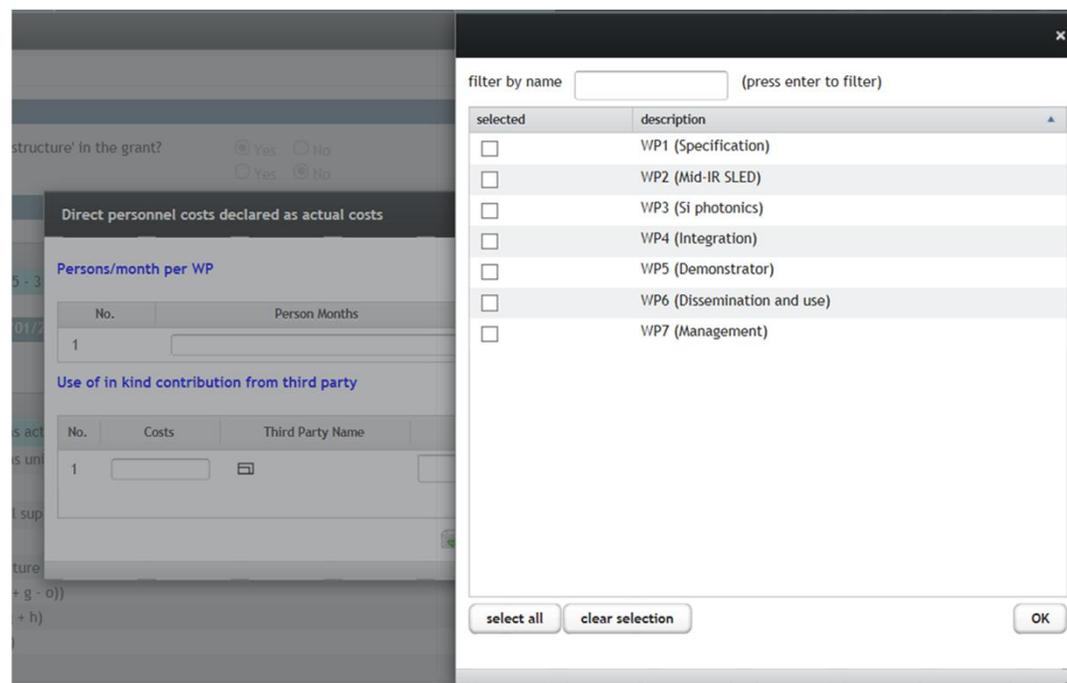
**Use of in kind contribution from third party** [+ Add Detail](#)

| 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"/> | v    | v                   | <input type="text"/>                      | ✕       |

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

# Personnel cost report

- Remember mark the correct WP's



The screenshot shows a software interface for a personnel cost report. In the foreground, a dialog box titled "Direct personnel costs declared as actual costs" is open. It contains two tables:

**Persons/month per WP**

| No. | Person Months        |
|-----|----------------------|
| 1   | <input type="text"/> |

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

| No. | Costs                | Third Party Name     |
|-----|----------------------|----------------------|
| 1   | <input type="text"/> | <input type="text"/> |

In the background, a selection dialog is visible. It has a search bar "filter by name" and a list of Work Packages (WP1-WP7) 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)            |

Buttons at the bottom of the dialog include "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) <span style="float: right;">^</span><br><span style="float: right;">v</span> | ✕       |

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"/><br><div style="border: 1px solid black; padding: 5px; width: fit-content; margin-top: 5px;"><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) <input type="text"/> | x       |

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"/>                      | x       |

Yes  
No

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   | Total  |
|-----|----------------------|---|----------------------|---|---|--------|
| 1   | <input type="text"/> |  | <input type="text"/> |  |  | 0.00 € |
|     |                      |   |                      |   |   | 0.00 € |
|     |                      |   |                      |   |   | 0.00 € |
|     |                      |   |                      |   |   | 0.00 € |
|     |                      |   |                      |   |   | 0.00 € |
|     |                      |   |                      |   |   | 0.00 € |
|     |                      |   |                      |   |   | 0.00 € |
|     |                      |   |                      |   |   | 0.00 € |
|     |                      |   |                      |   |   | 0.00 € |
|     |                      |   |                      |   |   | 0.00 € |
|     |                      |   |                      |   |   | 0.00 € |
|     |                      |   |                      |   |   | 0.00 € |
|     |                      |   |                      |   |   | 0.00 € |
|     |                      |   |                      |   |   | 0.00 € |
|     |                      |   |                      |   |   | 0.00 € |
|     |                      |   |                      |   |   | 0.00 € |

**Direct costs of subcontracting**

[+ Add Detail](#)

# 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 €        |         |
| <b>e) Direct costs of providing financial support to third parties</b> | <b>0.00 €</b> |         |
| 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"/> | <input type="text"/> | [X]     |

Ok Cancel

## 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: 1

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) 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

| 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

| No. | Costs | Third Party Name | Type | Category | Associated Work Package | Foreseen in Annex I | Explanations (if not foreseen in Annex I) | Actions |
|-----|-------|------------------|------|----------|-------------------------|---------------------|---|---------|
| 1   |       |                  |      |          | (none)                  |                     |   |         |

Equipment  
Other goods and services  
Travel

Ok Cancel

| Total  | Actions |
|--------|---------|
| 0.00 € |         |
| 0.00 € |         |
| 0.00 € |         |
| 0.00 € |         |
| 0.00 € |         |

# 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: i

| 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.)

**Periodic Reporting**  
REP-~~REP~~1.000 -1 - period 10/2013 06/10/2014  
> 03/2015

Draft Submitted Reviewed Paid

Financial Statement ~~REP~~1.000 drafting **Lock for review**

Technical Report contribution **Lock for review**

Periodic Report 1 projectNo ~~REP~~1.000 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

Periodic Reporting  
REP-61111-1 - period 10/2013 > 03/2015  
06/10/2014

Draft Submitted Reviewed Paid

Financial Statement signature and submission to coordinator  
Unlock to draft Sign & Submit

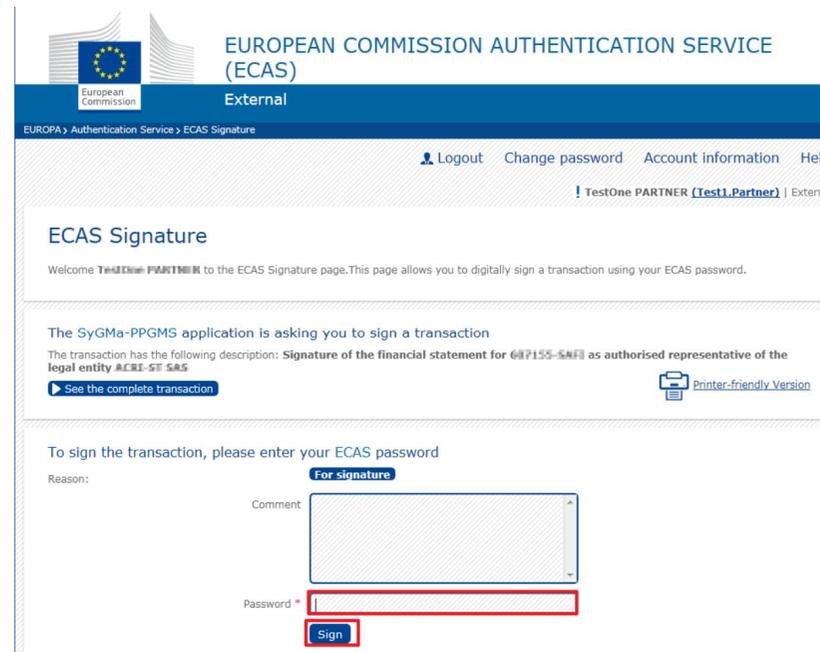
Technical Report contribution Lock for review

Periodic Report 1 projectNo composition

Documents

Messages

# Financial statement / Signature window



The screenshot shows 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, there are links for 'Logout', 'Change password', 'Account information', and 'Help'. A user identification bar shows 'TestOne PARTNER (Test1.Partner) | External'. The main content area is titled 'ECAS Signature' and includes a welcome message: 'Welcome TestOne PARTNER to the ECAS Signature page. This page allows you to digitally sign a transaction using your ECAS password.' Below this, a message states: 'The SyGma-PPGMS application is asking you to sign a transaction. The transaction has the following description: Signature of the financial statement for 007155-5471 as authorised representative of the legal entity ACRB-ST SAS'. There are two links: 'See the complete transaction' and 'Printer-friendly Version'. The bottom section is titled 'To sign the transaction, please enter your ECAS password'. It contains a 'Reason:' label, a 'Comment' text area with a blue border, a 'Password \*' text input field with a red border, and a 'Sign' button with a blue border.

## Financial statement

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

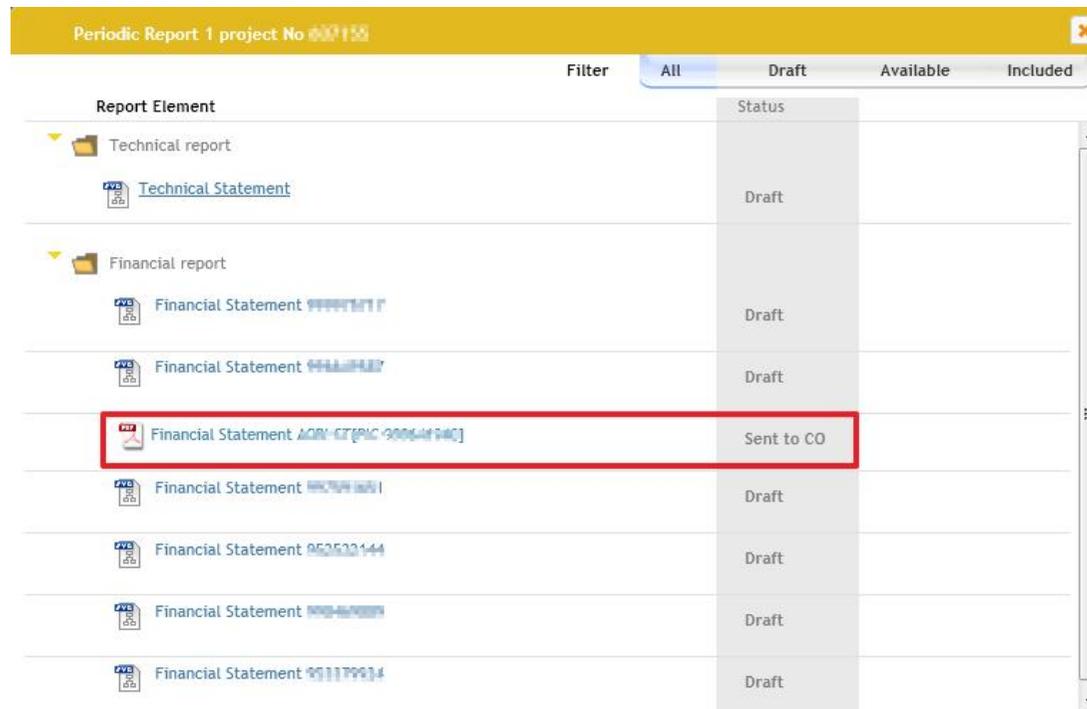
The screenshot displays a 'Periodic Reporting' interface. At the top, a progress bar shows the status of the report: Draft (01/01/2015), Submitted, Reviewed, and Paid. Below the progress bar, a list of tasks is shown:

- 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)

The 'Periodic Report 1 projectNo 633053 composition' task is highlighted with a red box. Below the tasks, there are sections for 'Documents' and 'Messages'.

# Financial statement

- Please click on the Financial Statement pdf to download



Periodic Report 1 project No 000155

Filter: All Draft Available Included

| Report Element                 | Status     |
|--------------------------------|------------|
| Technical report               |            |
| Technical Statement            | Draft      |
| Financial report               |            |
| Financial Statement [REDACTED] | Draft      |
| Financial Statement [REDACTED] | Draft      |
| Financial Statement [REDACTED] | Sent to CO |
| Financial Statement [REDACTED] | Draft      |

# Periodic financial reporting for coordinator

# Periodic reporting for coordinator

- To open push "Periodic Reporting"



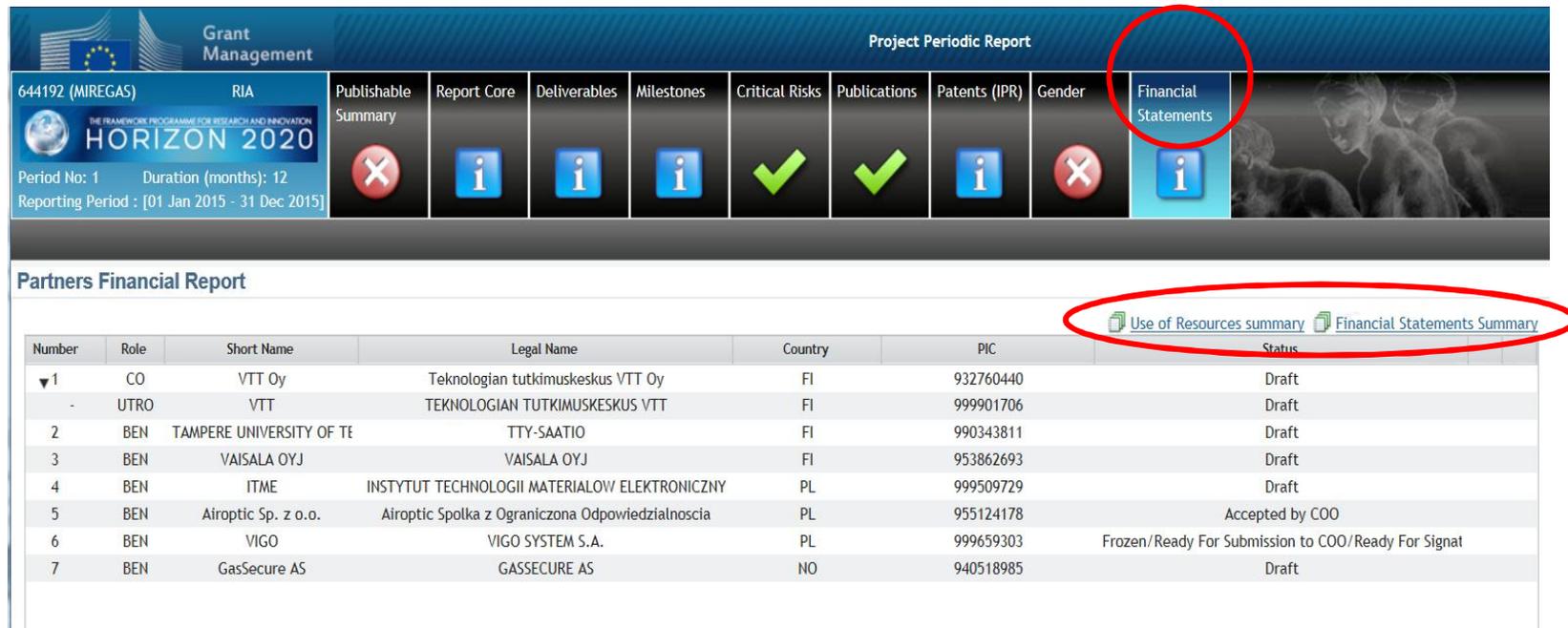
| Grant Management  |  | Project Periodic Report |             |              |            |                |         |                      |
|---|--|-------------------------|-------------|--------------|------------|----------------|---------|----------------------|
| Project 644192 (MIREGAS)<br>THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION<br><b>HORIZON 2020</b><br>Period No: 1    Duration (months): 12<br>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

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](#) (X) | 
 [Report Core](#) (i) | 
 [Deliverables](#) (i) | 
 [Milestones](#) (i) | 
 [Critical Risks](#) (✓) | 
 [Publications](#) (✓) | 
 [Patents \(IPR\)](#) (i) | 
 [Gender](#) (X) | 
 [Financial Statements](#) (i)

**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

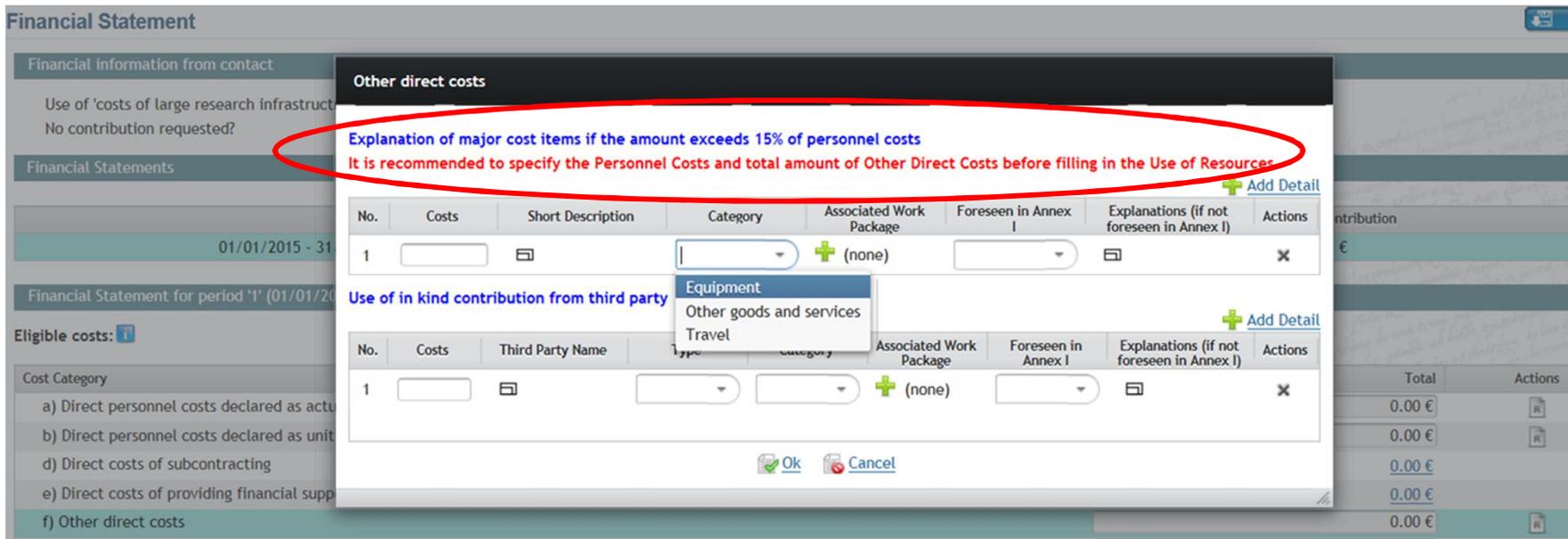
Eligible costs: 1

| 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

- Explanation if the major cost items amount exceed 15%



The screenshot shows a software interface for financial statements. A modal window titled "Other direct costs" is open, displaying a warning message circled in red: "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." Below the message are two tables for data entry. The first table is for "Other direct costs" and the second is for "Use of in kind contribution from third party". Both tables have columns for No., Costs, Short Description, Category, Associated Work Package, Foreseen in Annex I, Explanations, and Actions. A dropdown menu is open over the "Category" column of the first table, showing options: "Equipment", "Other goods and services", and "Travel".

| 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"/> | <input type="text"/>    | <input type="text"/> | <input type="text"/>                      | <input type="text"/> |

| 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"/> |

## 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 607 005

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 title is "Periodic Reporting" with details "REP-896821-1 - period 01/2014 > 07/2015" and a date "10 Jul 2015". The progress bar has four stages: "Draft", "Submitted", "Reviewed", and "Paid". The "Draft" stage is currently active, indicated by a yellow bar and a play button icon. Below the progress bar, there is a document icon and the text "Periodic Report 1 projectNo 896821 composition". A yellow button labeled "Submit to EU" is visible on the right side of the interface. Below the progress bar, there are two expandable sections: "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 for a periodic report. At the top, it shows the title "Periodic Reporting" and the report details "REP-FLS-1 - period 10/2013 > 03/2015". A progress bar indicates the current status is "Draft" (dated 06/10/2014), with subsequent stages being "Submitted", "Reviewed", and "Paid". Below the progress bar, the report title is repeated: "Periodic Report 1 projectNo 1007155 composition". A "Submit to EU" button is present, which is disabled (greyed out) and highlighted with a red box. A tooltip message "Please click to see validation errors" is displayed below the button. On the left side, there are navigation options for "Documents" and "Messages".

## Periodic and final report

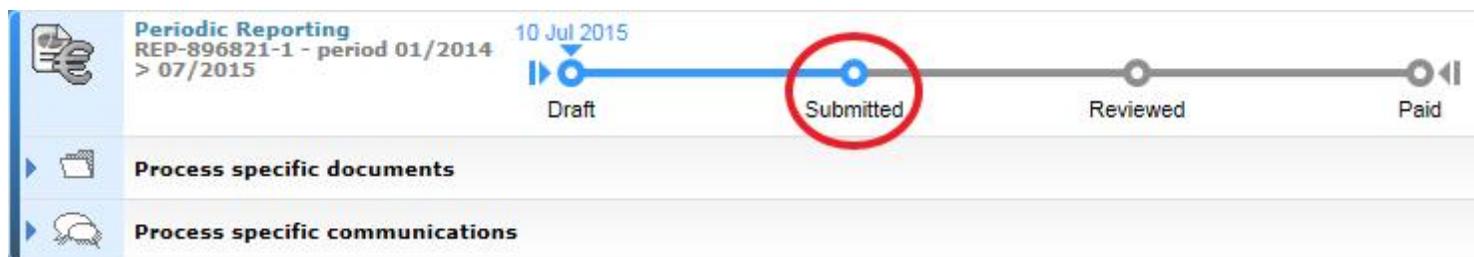
- Click the **Submit to EU** button to submit the periodic report to the EU.

Periodic Report 1 project No 896821 ✕

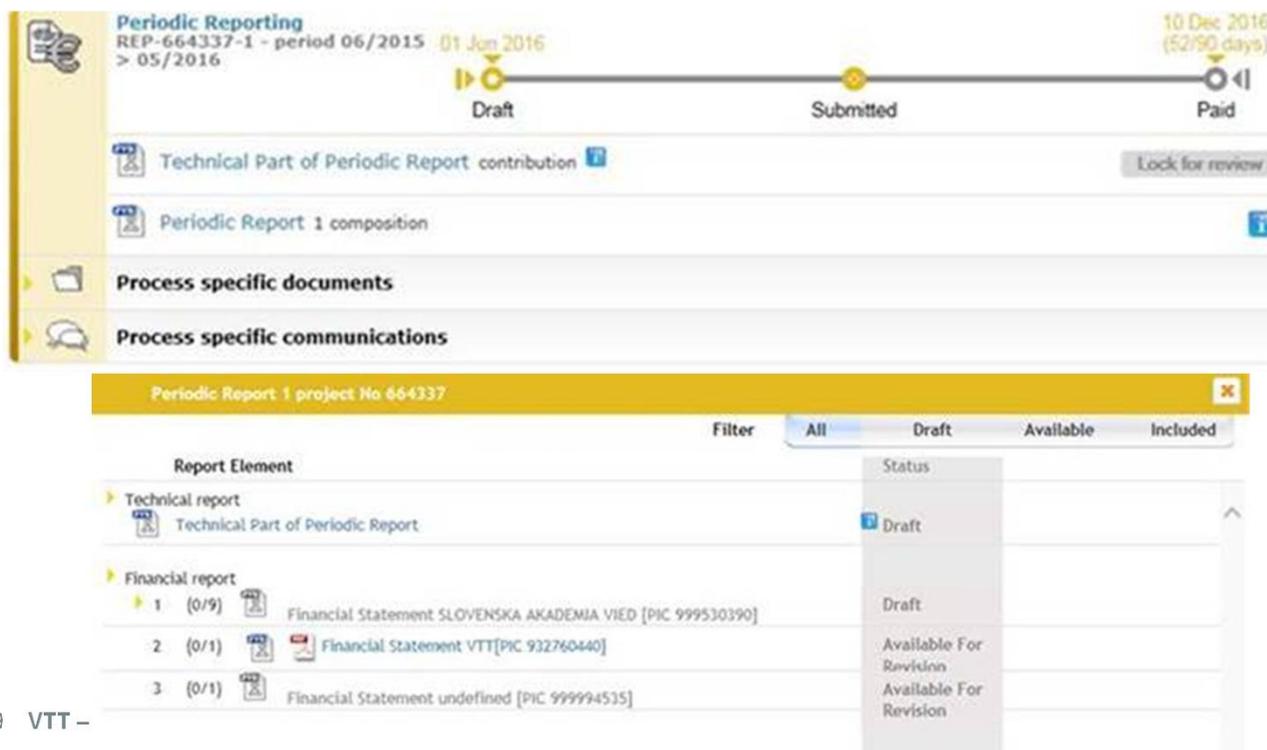
You are about to submit the periodic report to the EU. Press submit to EU to proceed.

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

Timeline: 01 Jan 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

| 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 undefined [PIC 999994535]               | Available For Revision |

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

The screenshot shows the Horizon 2020 reporting interface. At the top, a progress bar indicates the report status: Draft, Submitted, and Paid. Below this, a table lists report elements. The 'Periodic Report' composition is circled in red. A yellow pop-up window titled 'Periodic Report 1 project No 664337' is open, showing a table of report elements with their statuses. The 'Technical Part of Periodic Report' is in 'Draft' status. Under 'Financial report', three items are listed: 'Financial Statement SLOVENSKA AKADEMIJA VIED [PIC 999530390]' (Draft), 'Financial Statement VTT[PIC 932760440]' (Available For Revision), and 'Financial Statement UN[PIC 999994535]' (Available For Revision). A red circle highlights the 'Revise' button in the 'Available For Revision' section.

| 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 932760440]                       | Available For Revision |
| 3 (0/1) Financial Statement UN[PIC 999994535]                        | Available For Revision |

Available For Revision **Revise** Include

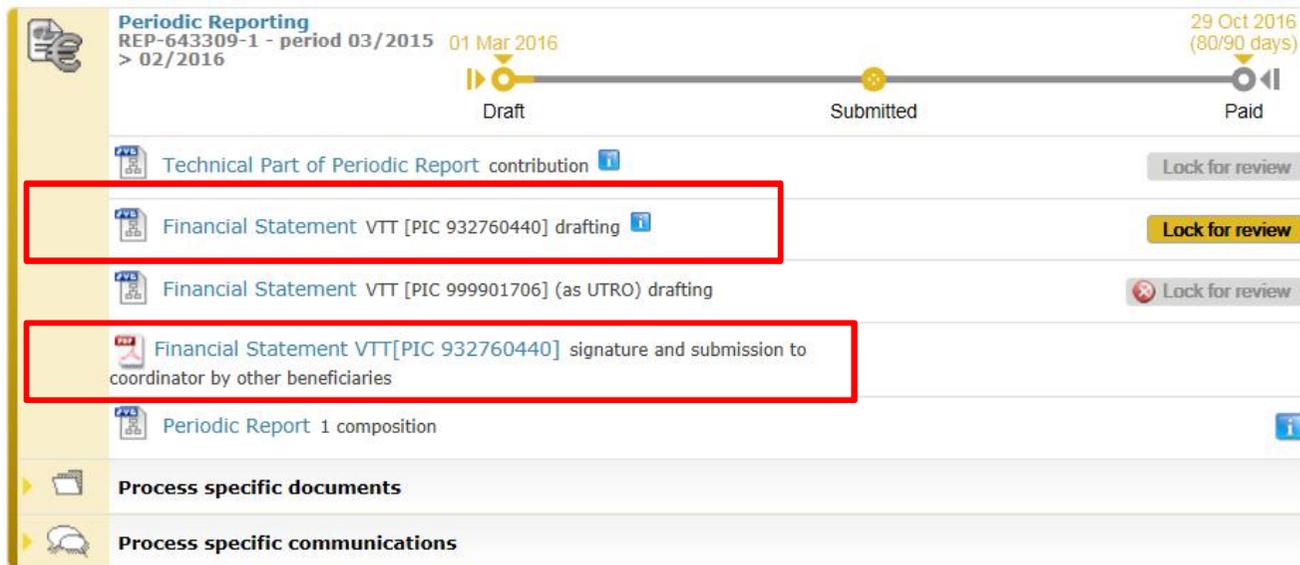
# Periodic Report rejected by the Commission start preparing new / Coordinator view

The screenshot displays the Horizon 2020 reporting interface. At the top, it shows 'Periodic Reporting' for project 'H2020-WIDESPREAD-014-1' (ID: 664337-1) with a period from 06/2015 to 05/2018. A progress bar indicates the report is currently in the 'Draft' stage, with 'Submitted' and 'Paid' stages also visible. Below the progress bar, two report elements are listed: 'Technical Part of Periodic Report: contribution' and 'Periodic Report: composition', with the latter circled in red. A 'Submit to EU' button is present.

A pop-up window titled 'Periodic Report 1 project No 664337' is overlaid on the bottom right. It features a 'Filter' menu with options for 'All', 'Draft', 'Available', and 'Included'. The main content is a table of report elements:

| 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 932760440]                       | Available For Revision |
| 3 (0/1)                           | Financial Statement UR[PIC 999994535]                        | Available For Revision |

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



The screenshot displays a 'Periodic Reporting' interface. At the top, it shows the report title 'REP-643309-1 - period 03/2015 > 02/2016' and a timeline with three stages: 'Draft' (01 Mar 2016), 'Submitted', and 'Paid' (29 Oct 2016, 80/90 days). Below the timeline is a list of tasks:

- 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 (Lock for review)
- Periodic Report 1 composition (Info icon)

At the bottom, there are two expandable sections: 'Process specific documents' and '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 -> mahdollista, että kaikki partnerit joutuvat allekirjoittamaan uudelleen, vaikka heidän ei tarvitse tehdä muutoksia. Tämä riippuu siitä miten hylkäystä PO tekee. Nykyään yhä harvinaisempi.

## 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!

Ms. Kinga Koski  
Coordinator, EU Project Finance  
Teknologian tutkimuskeskus VTT  
Mobile: +358 40 158 7102, Fax: +358 20 722 2320  
[kinga.koski@vtt.fi](mailto:kinga.koski@vtt.fi)  
[www.vtt.fi](http://www.vtt.fi)