www.childbrain.eu/

Experiences in mid-term reporting of ITN Marie Curie project

ChiLDBrain

ADVANCING BRAIN RESEARCH FOR NEUROCOGNITIVE DEVELOPMENTAL DISORDERS OF CHILDHOOD

Kaisa Lohvansuu, PhD, Project Administration Manager
kaisa.lohvansuu@jyu.fi

JYVÄSKYLÄN YLIOPISTO
UNIVERSITY OF JYVÄSKYLÄ

Mid-Term Reporting

The coordinator must (see Article 52) :

- submit to the Agency the reports drawn up using the forms and templates provided by the Agency in the electronic exchange system
- organise a ‘mid-term review meeting’ between the beneficiaries, the partner organisation(s) and the Agency before the deadline for the submission of the report for RP 1

European Commission

Role of the Beneficiaries

Article 41.2a of the GA

- *Inform the coordinator if any events likely to affect the implementation of the action*
- *Submit to the coordinator timely*
  - Individual financial statement
  - Data needed to draw up the technical reports
  - Researcher declaration and any other needed documents
  - Ethics committee documents and information
- *Etc.*

***Beneficiaries** are **jointly** liable for the **technical implementation** of the action, If a beneficiary fails to implement part of the action, other beneficiaries become responsible for it without any additional EU contribution,*

Beneficiaries** have **individual** responsibility for their own **financial statement

Research Executive Agency

H2020 Marie Skłodowska Curie

Innovative Training Networks

Informal guidelines for the Mid-Term Meeting

PARTICIPANTS AND THEIR TASKS

The Coordinator shall agree with the REA the date, the venue and the agenda of the meeting at least two months in advance.

The meeting shall be organised before the deadline for the submission of the periodic report covering the first reporting period. It is recommended to take place between Months 18 - 26 of the project.

The Project Coordinator, the scientists-in-charge, the representatives of the Partner Organisations (if any), as well as all the appointed Early Stage Researchers must attend the meeting.

ChiLDBrain

JYVÄSKYLÄN YLIOPISTO
UNIVERSITY OF JYVÄSKYLÄ

H2020 Marie Skłodowska Curie

Innovative Training Networks

Informal guidelines for the Mid-Term Meeting

European Commission

PARTICIPANTS AND THEIR TASKS

The Coordinator:

- Propose a date and venue for the meeting not later than 2-3 months in advance. The venue should be easily reachable from Brussels.
- Propose an agenda to the Project Officer.
- Submit through the Participant Portal (PP) via the continuous reporting tool a Mid-term report[2] (called Draft Periodic report in the Deliverables list) - not later than 1 month before the meeting. !
- Check that all deliverables due for the period have been submitted via the continuous reporting tool in the PP before the MTM.
- Check that the Researcher Declarations for all recruited fellows are submitted by each beneficiary in the PP (to be submitted within 20 days of the recruitment and in any case before the meeting).
- Provide all MTM participants including recruited researchers with the informal guidelines before the meeting.
- Organise the logistics for the meeting.

ChildBrain

ADVANCING BRAIN RESEARCH FOR NEUROCOGNITIVE DEVELOPMENTAL DISORDERS OF CHILDHOOD

Scheduling & other challenges

JYVÄSKYLÄN YLIOPISTO
UNIVERSITY OF JYVÄSKYLÄ

Deadlines: discrepancies between the instructions and the reality

- Mid-term report draft DL 28 Feb 2017
  - but 1 month before MTM
- Periodic report template (.doc) from Project Officer 6th Feb, 2017
- Guidelines for the Mid-Term Meeting from Project Officer 8th Feb, 2017

ChildBrain

JYVÄSKYLÄN YLIOPISTO
UNIVERSITY OF JYVÄSKYLÄ

Problems with the timetable: Mid-term Meeting

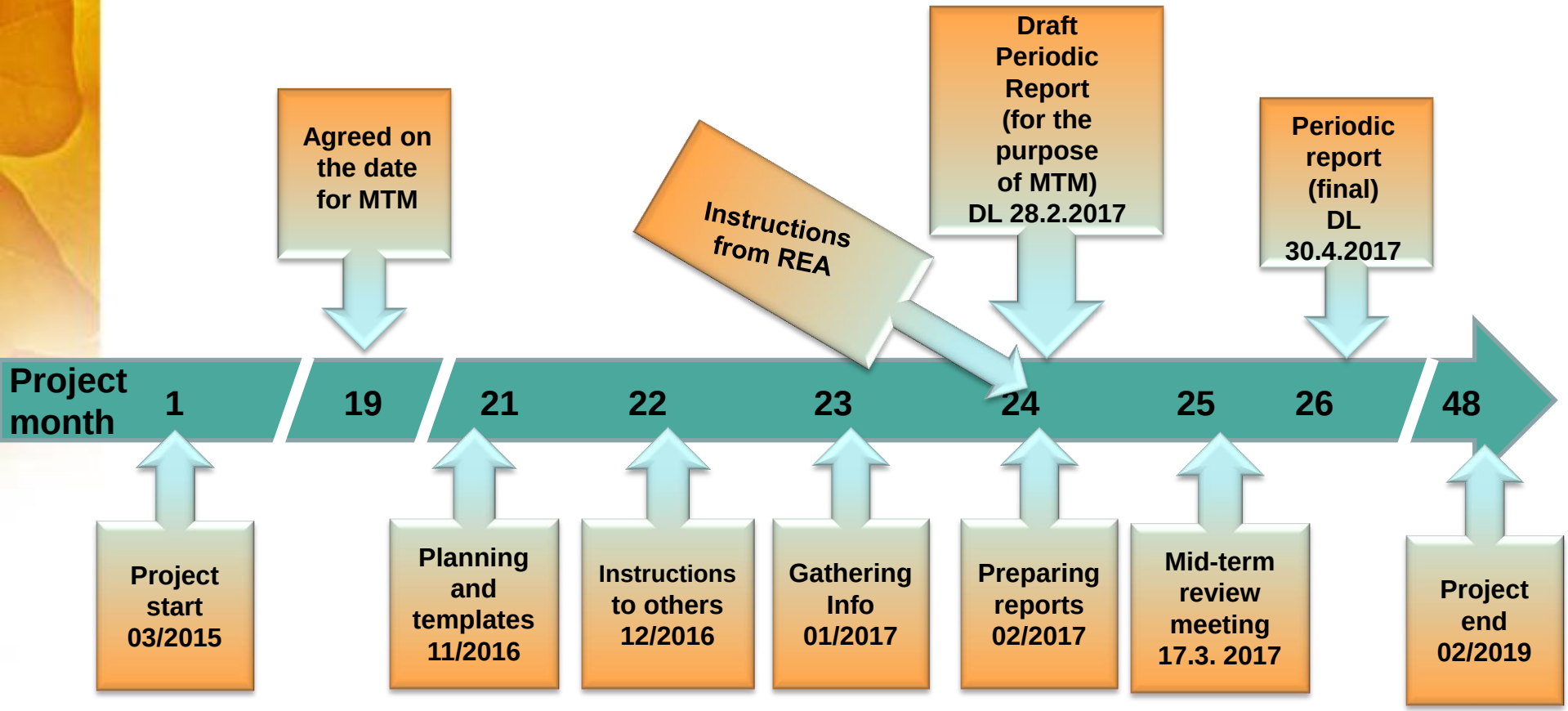
1) Project Officer suggested the 1st week of project month 25
2) We agreed on the date in the Supervisory board meeting with consortium members
3) 5 days later project officer changed, date agreed not suitable for the new PO
4) Doodle poll
5) New date

Everyone should attend MTM: scheduled on time!

ChildBrain

JYVÄSKYLÄN YLIOPISTO
UNIVERSITY OF JYVÄSKYLÄ

Timeline



ChildBrain

JYVÄSKYLÄN YLIOPISTO
UNIVERSITY OF JYVÄSKYLÄ

Would have probably been better to have MTM later (not immediately after reporting period 1)

- REA provided instructions and templates for periodic reporting very late for our purposes, for example for technical part
  - new tabs appeared during the last month, and even in the last morning before DL)

ChiLDBrain

JYVÄSKYLÄN YLIOPISTO
UNIVERSITY OF JYVÄSKYLÄ

The lack of information

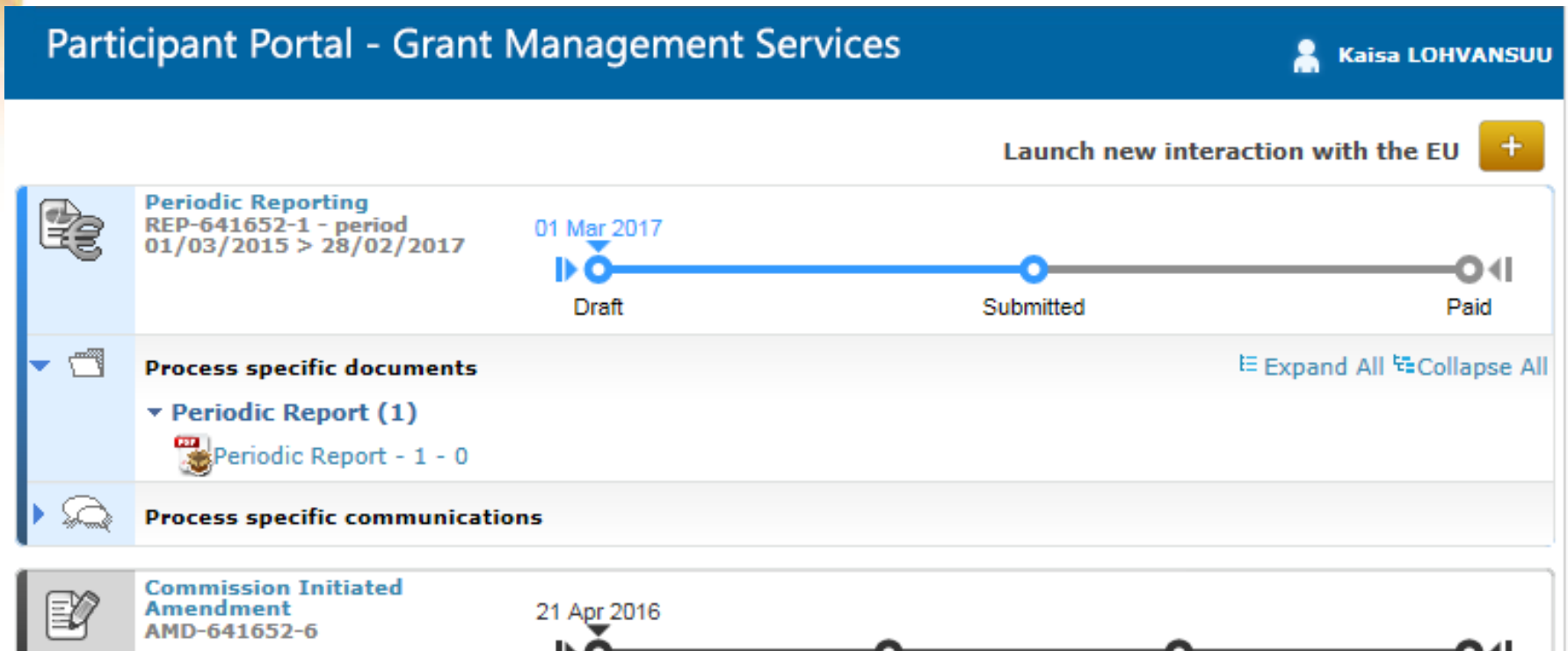
- Ask project officer…
- Ask your admin…
- Ask REA help desk…

➔ No help or too late

ChildBrain

JYVÄSKYLÄN YLIOPISTO
UNIVERSITY OF JYVÄSKYLÄ

- We submitted our Narrative report as a deliverable (under Continuous Reporting) on due date 28 of Feb
- Next morning we found out that we need to submit it again (as a periodic report) when Periodic Reporting part had appeared

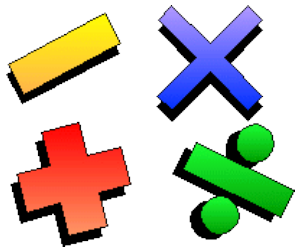


Individual financial reports

- Coordinating site (JYU) created and provided instructions
- Beneficiaries reported via Participant Portal

Problems related to

1) person month calculation in Portal:



”Could you please check one thing for me? The person months for ESR were summed up to 6,467. Since he started on August 15th and therefore he worked 16 days in August (17 days actually, but the EU only counts 30 days a month…), shouldn’t the total of person months be 6,53? I was not quite sure about that.”

Individual financial reports

2) Technical problems related to permissions

”I logged into the portal and tried to lock the report for review. Unfortunately, I am not able to do so despite my role allows me to. I immediately contacted the support in order to get help.”

ChiLDBrain

JYVÄSKYLÄN YLIOPISTO
UNIVERSITY OF JYVÄSKYLÄ

How to activate the others?

ChildBrain

JYVÄSKYLÄN YLIOPISTO
UNIVERSITY OF JYVÄSKYLÄ

Much easier to bring yourself to do it, than force someone else to do it BUT coordinating site or PAM is unable to report everything

- other beneficiaries needed to be involved
  - 15 ESRs and their supervisors
  - Some active, some not

ChildBrain

JYVÄSKYLÄN YLIOPISTO
UNIVERSITY OF JYVÄSKYLÄ

Communicate and inform

- Let them know that the funding of the second period depends on the report
- Give enough time to do their share
- Divide tasks fairly (according to the Grand Agreement)

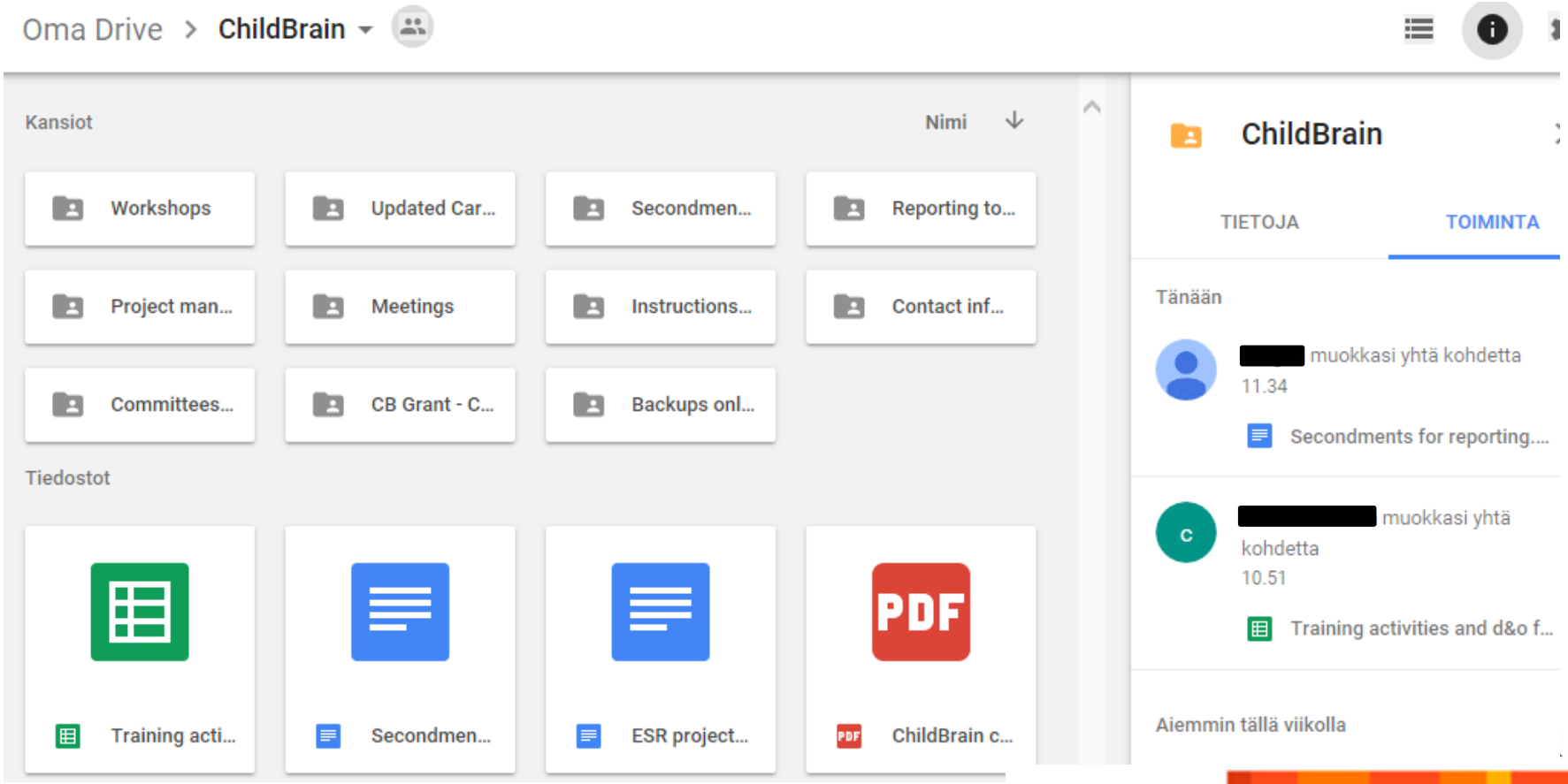
e-mails are NOT the best way!

ChildBrain

JYVÄSKYLÄN YLIOPISTO
UNIVERSITY OF JYVÄSKYLÄ

Other possibilities

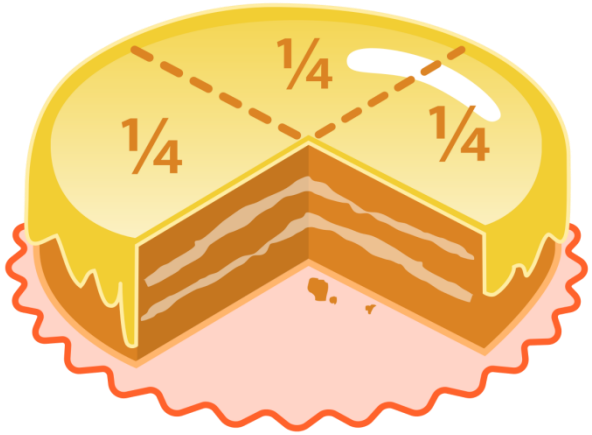
- Skype
- Google Drive
- Orally during project workshops/meeting



ChildBrain

ADVANCING BRAIN RESEARCH FOR NEUROCOGNITIVE DEVELOPMENTAL DISORDERS OF CHILDHOOD

About sharing the tasks



JYVÄSKYLÄN YLIOPISTO
UNIVERSITY OF JYVÄSKYLÄ

Narrative part B: prefilled template provided by coordinating site

- WP leaders were asked to take responsibility to co-ordinate the reporting within their WP (actual writing with co-learder and ESRs)
- Lead beneficiaries for each WP are listed in the Grand agreement

ChiLDBrain

JYVÄSKYLÄN YLIOPISTO
UNIVERSITY OF JYVÄSKYLÄ

Technical part A: in the electronic exchange system

- All (especially ESRs) provided info in Google Drive on their
  - Training activities
  - Secondments
  - Progress of ESR projects
  - Publications
  - Small and medium-sized enterprises updated their data
- Coordinating site comprised and filled in the info

ChiLDBrain

JYVÄSKYLÄN YLIOPISTO
UNIVERSITY OF JYVÄSKYLÄ

Thank you for your attention

ChildBrain

ADVANCING BRAIN RESEARCH FOR NEUROCOGNITIVE DEVELOPMENTAL DISORDERS OF CHILDHOOD

JYVÄSKYLÄN YLIOPISTO
UNIVERSITY OF JYVÄSKYLÄ