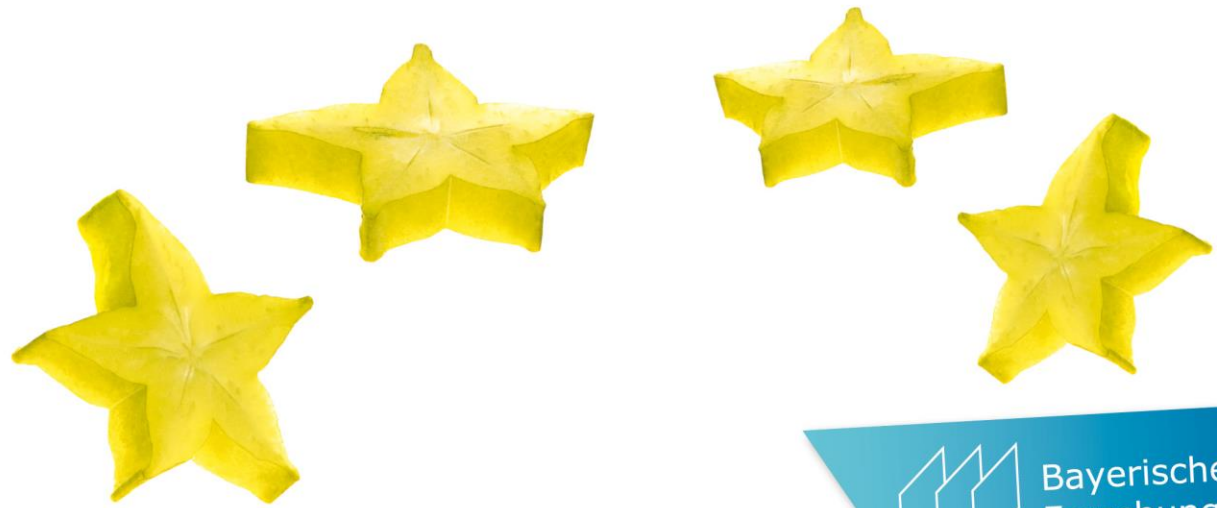




Reporting

Teresa Kindermann





H2020 Reporting Überblick

- ★ **Reporting in H2020**
- ★ **Continuous Reporting**
- ★ **Periodic Reporting**
 - ★ **Technischer Bericht**
 - ★ **Finanzbericht**
- ★ **Final Reporting**
- ★ **Organisation Reporting**





Reporting in H2020

- Part A:

- Publishable summary

- Deliverables, Milestones, Risiken etc.

- Antworten zu EU-Fragenkatalog

- Diese Informationen werden direkt über das Continuous Reporting ins System eingetragen

- Part B: (narrative part)

- „Explanation of the work carried out by the beneficiaries and overview of progress“

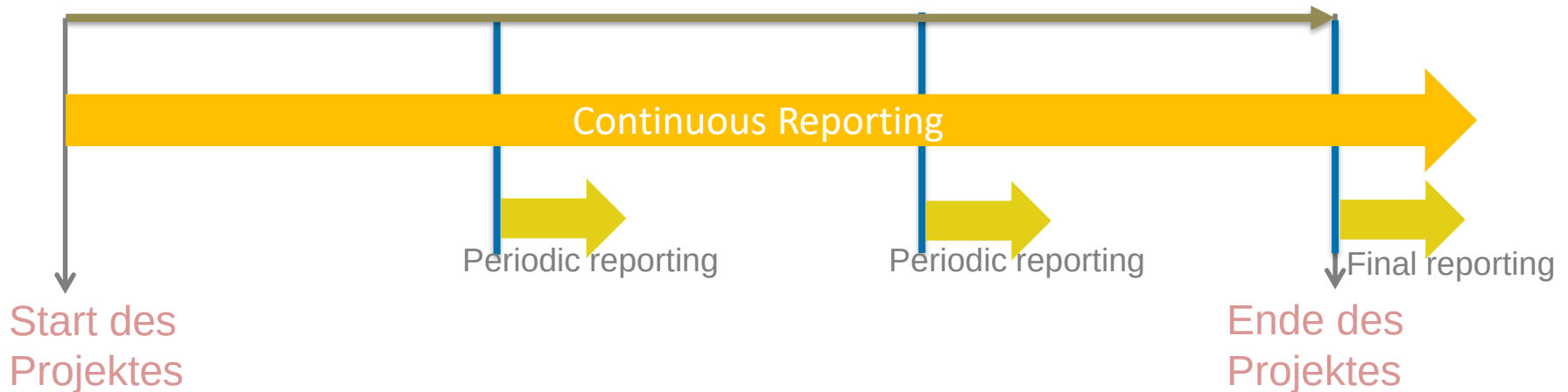
- Update des Exploitation & Dissemination Plan

- Erklärungen über Abweichungen zum DoA

- Diese Informationen werden als pdf Dokument im Rahmes des Periodic Reports hochgeladen



Reporting in H2020





Continuous Reporting

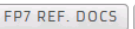
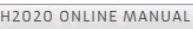
(A-Z) Sitemap About this site Contact Legal Notice Search English ▾

 **RESEARCH & INNOVATION**
Participant Portal

European Commission > Research & Innovation > Participant Portal > My Projects

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT ▾ Search  TERESA KINDERMANN ▾

- My Organisation(s)
- My Proposal(s)
- My Project(s)**
- My Notification(s) **1**
- My Formal Notification(s)
- My Expert Area

My projects   

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

If you are LEAR and want to see the full list of your organisation projects, please go to **My Organisations** and click on the action button **VP**. LEAR can only view the list of projects in which their organisation is involved. If you want to see project details, your organisation main contact for this project or the project Coordinator has to give you access rights. For more details see the [H2020 online manual](#).

Legend

- AA** Access Amendment
- GP** Grant Preparation
- MP** Manage Projects
- FR** Financial Reporting
- PR** Periodic Reporting
- RD** Reporting & Deliverables
- PC** Project Consortium
- VP** View Proposal

Show: 10 entries  ☐ Hide closed projects Search:

ACRONYM	CALL	PROGRAM	PROJECT	PHASE	ACTIONS
H2020-FETHPC-2014	H2020		Active		  

Showing 1 to 1 of 1 entries.  1 

HORIZON 2020 RESEARCH ON EUROPA HORIZON 2020 & FP7 PROJECTS & RESULTS OLAF



Continuous Reporting

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

Help

Teresa KINDERMANN

MY PROJECT

HORIZON 2020

Call: H2020-FETHPC-2014
Type of Action: RIA
Acronym:
Current Phase: Grant Management
Number:
Duration: 48 months
Start Date: 01 Oct 2015
Estimated Project Cost:
Requested EU Contribution:
Contact: Luis Carlos

Latest Legal Data
Process List
Document Library
Communication Center

H2020 ONLINE MANUAL

HOW TO

Periodic Reporting

01 Oct 2016

Draft Submitted Paid

Process specific documents
Process specific communications

Continuous Reporting

01 Oct 2015

Started Completed

Continuous reporting data

Process specific documents
Process specific communications

Proposal Management & Grant Preparation
671698 - ExaHyPE

25 Nov 2014

Submitted Informed Invited Prepared Signed Paid

Process specific documents
Process specific communications

© European Communities - Version 1.13.1



Continuous Reporting

Summary for publication

SyGMA - System for Grant Management - Mozilla Firefox

https://ec.europa.eu/research/participants/grants-app/reporting/DLV-671698?ticket=ST-2424698-NEEYOvSTICeXUze3eSwa3kZCtGHE5GaVYdEnVEdqT8P1YEzdJfDzw0m8qwfJNqD7L2DzVwE2qmm8n8r15-FhslJMYSYCntrNk2PvWw-mN65GqQJND-m8U88nOgA30sna3Yx2pm3Lq2Cy6b8zQp

Grant Management

Project Continuous Report

nkantere (EXTERNAL)

Summary for publication

Deliverables

Milestones

Critical Risks

Publications

Dissemination

Patents (IPR)

Innovation

SME Impact

Open Data

Gender

Summary for publication

Call: H2020-FETHPG-2014

Topic: FETHPG-1-2014

Unit: ONECT/C/02

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)
- Work performed from the beginning of the project to the end of the period covered by the report and main results achieved so far (For the final period please include an overview of the results and their exploitation and dissemination)
- Progress beyond the state of the art and expected potential impact (including the socio-economic impact and the wider societal implications of the project so far)
- Address (URL) of the project's public website

Images attached to the Summary for publication

Image Name	Image Description	Actions
------------	-------------------	---------

Kontinuierlich auf den neuesten Stand bringen
Qualitativ hochwertiger und verständlicher Text
Wird in CORDIS (<http://cordis.europa.eu/>) veröffentlicht



Continuous Reporting Deliverables

SyGHa - System for Grant Management - Mozilla Firefox

https://ec.europa.eu/research/grants-app/reporting/DLV-671698?ticket=ST-2400886-aDCVtcDxQWwJ9PTTYPL7H4GVFbqfMJaKsVD25m8pvSRU1BwJfpcySehCQKaxQgdesAPv1bxqSOfoW4WW-PhaLMVSKYCNtrhtak2PxW-XANL36u6mQhK9PW2nwEzhWwq8GQzz5TpTQsaphR

nkntere (EXTERNAL)

Grant Management

Project Continuous Report

RIA

HORIZON 2020

Call: H2020-FETHPG-2014

Topic: FETHPG-1-2014 Unit: ONECT/C/02

Summary for publication

Deliverables

Milestones

Critical Risks

Publications

Dissemination

Patents (IPR)

Innovation

SME Impact

Open Data

Gender

Deliverables

For each Deliverable, a single file (max 52MB) can be uploaded

WP No	Del Rel. No	Del No	Title	Lead Beneficiary	Nature	Dissemination Level	Est. Del. Date (annex I)	Receipt Date	Approval Date	Status
WP1	D1.1	D1			Other	Public	31 Dec 2015	22 Dec 2015	10 Jan 2017	Approved
WP1	D1.2	D2			Report	Public	30 Sep 2016	30 Sep 2016	10 Jan 2017	Approved
WP1	D1.3	D3			Report	Public	31 Mar 2018			Pending
WP1	D1.4	D4			Report	Public	30 Sep 2019			Pending
WP2	D2.1	D5			Report	Public	30 Sep 2016	30 Sep 2016	10 Jan 2017	Approved
WP2	D2.2	D6			Report	Public	30 Sep 2016	30 Sep 2016	10 Jan 2017	Approved
WP2	D2.3	D7			Report	Public	31 Mar 2017			Pending
WP2	D2.4	D8			Demonstrator	Public	31 Mar 2017			Pending
WP3	D3.1	D9			Demonstrator	Public	31 Mar 2018			Pending
WP3	D3.2	D10			Demonstrator	Public	30 Sep 2018			Pending
WP3	D3.3	D11			Demonstrator	Public	31 Mar 2019			Pending
WP4	D4.1	D12			Report	Public	31 Mar 2017			Pending
WP4	D4.2	D13			Report	Public	30 Sep 2018			Pending
WP4	D4.3	D14			Report	Public	30 Sep 2018			Pending
WP4	D4.4	D15			Report	Public	30 Sep 2019			Pending
WP4	D4.5	D16			Demonstrator	Public	30 Sep 2019			Pending
WP5	D5.1	D17			Report	Public	30 Sep 2016	30 Sep 2016	10 Jan 2017	Approved

Deliverables sollen über das Continuous Reporting-Modul fristgerecht hochgeladen werden



Continuous Reporting Milestones

SyGMa - System for Grant Management - Mozilla Firefox
https://ec.europa.eu/research/grants-app/reporting/DLV-67169878det=ST-2400886-pDCVt2DvQWvJ3PTYPL7HIGVfbgPMJds5VD25n8ovSRU1lhwJFpcyJedhcQkacQjg8euRPv1bxqSO6v4WW-Ph8LUMVSYXCrntnNkZpXW-XANI36u6mQh%9PW2nvrEZhnWq88CQyz5YpTQSpNzR

Grant Management Project Continuous Report

RIA HORIZON 2020
Call: H2020-FETHP-2014
Topic: FETHP-1-2014 Unit: ONECT/C/02

Summary for publication ✓ Deliverables i Milestones i Critical Risks ✓ Publications ✓ Dissemination ✓ Patents (IPR) ✓ Innovation ✓ SME Impact ✓ Open Data i Gender ✓

Milestones

Number	Name	Lead Beneficiary	Delivery Date (Annex I)	Achieved	Delivery Date (actual)	Comments
1			01 Oct 2016	✓	30 Sep 2016	See the detailed discussion in the Report Core (Part B...
2			01 Oct 2018	□		
3			01 Oct 2018	□		
4			01 Oct 2018	□		
5			01 Oct 2019	□		
6			01 Oct 2018	□		
7			01 Apr 2019	□		
8			01 Apr 2019	□		



Continuous Reporting Publications

SyGMa - System for Grant Management - Mozilla Firefox

https://ec.europa.eu/research/participants/grants-app/reporting/DLV-67...?ticket=ST-2400886-zDCVtc2DxQWJ9PITYPL7HGHGPbGPMUkcs5VD25m6pvSRU11WJFpcyIeDncQZazQpBeuRPvLbqSOf6v4WW-PhdJUMVSYXVOnbndkZPxW-XANL36u6mQhK9PW2mxEzhNwq88GQzz5YpTQSpHrR

Grant Management Project Continuous Report

RIA HORIZON 2020
Call: H2020-FETHPC-2014
Topic: FETHPC-1-2014 Unit: CNECT/C/02

Summary for publication ✓ Deliverables i Milestones i Critical Risks ✓ Publications ✓ Dissemination ✓ Patents (IPR) ✓ Innovation ✓ SME Impact ✓ Open Data i Gender ✓

Publications i

☐ This project does not currently have any scientific publication

Suggested publications from OpenAIRE (5 publications) i

No.	Type	Title	Authors	Title of the Journal/Proc./Book	Date of Acceptance	DOI	Repository Link	Actions
1	Article in Jour			Physical Review D	11/10/2016		Link	✕
2	Article in Jour			Physical Review D	25/08/2016		Link	✕
3	Article in Jour			Physical Review D	01/04/2016		Link	✕
4	Article in Jour			Journal of Computational Physics	01/01/2016		Link	✕
5	Article in Jour			Computational Astrophysics and Cosmology	01/01/2016		Link	✕

Project publications (3 publications) i

No.	Type	Title	Authors	Title of the Journal/Proc./Book	Number, date or freq. of the Journal/Proc./Book	DOI	Repository Link	Actions
1	Publication in C			Advanced in Parallel Computing	27		Link	✕
2	Article in Jour			Computational Astrophysics and Cosmology	3/1		Link	✕
3	Article in Jour			Journal of Computational Physics	314		Link	✕

[Manually add publication](#)

Publikationen, die aus Projektaktivitäten entstanden sind
OpenAIRE sucht nach Projektnamen in Acknowledgements



Continuous Reporting Publications

Grant Management

THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION

Id: H2020-SCC-2014-2015
Topic: SCC-01-2015 Unit: INEA/H/01

Publishable Summary

Deliverables

Publications

☐ This project does not currently have any scientific publication

Suggested publications from OpenAIRE (0 publications) Authors

Project publications (0 publications)

New publication

Please provide a DOI for the publication (recommended) or fill-in manually the required information.

DOI

Type of publication

Repository Link

Title

Title of the Journal/Proceedings/Books series

Number, date or frequency of the Journal/ Proceedings/Book

Relevant Pages

ISBN

Publisher

Place of publication

Year of publication

Is this publication available in Open-Access, or will it be made available?

- ☐ Yes - available in Green Open Access
☐ Yes - available in Gold Open Access
☐ No

Is this a peer-reviewed publication?

- ☐ Yes ☐ No

Is this a joint public/private publication?

- ☐ Yes ☐ No

[Add publication](#) [Cancel](#)



Continuous Reporting Dissemination

SyGHa - System for Grant Management - Mozilla Firefox
https://ec.europa.eu/research/participants/grants-app/reporting/OLV-671698

Grant Management

Project Continuous Report

nkintere (EXTERNAL)

Summary for publication ☒ Deliverables ☒ Milestones ☒ Critical Risks ☒ Publications ☒ Dissemination ☒ Patents (IPR) ☒ Innovation ☒ SME Impact ☒ Open Data ☒ Gender ☒

Dissemination & Communication Activities

Specify the total funding amount used for Dissemination and Communication activities linked to the project

Total Funding Amount

Specify the number of Dissemination and Communication activities linked to the project for each of the following categories

Organisation of a Conference	0
Organisation of a Workshop	3
Press release	2
Non-scientific and non-peer-reviewed publication (popularised publication)	1
Exhibition	0
Flyer	1
Training	0
Social Media	1
Website	1
Communication Campaign (e.g. Radio, TV)	0
Participation to a Conference	13
Participation to a Workshop	5
Participation to an Event other than a Conference or a Workshop	1

Schätzwerte ausreichend!



Reporting in H2020

★ Continuous Reporting

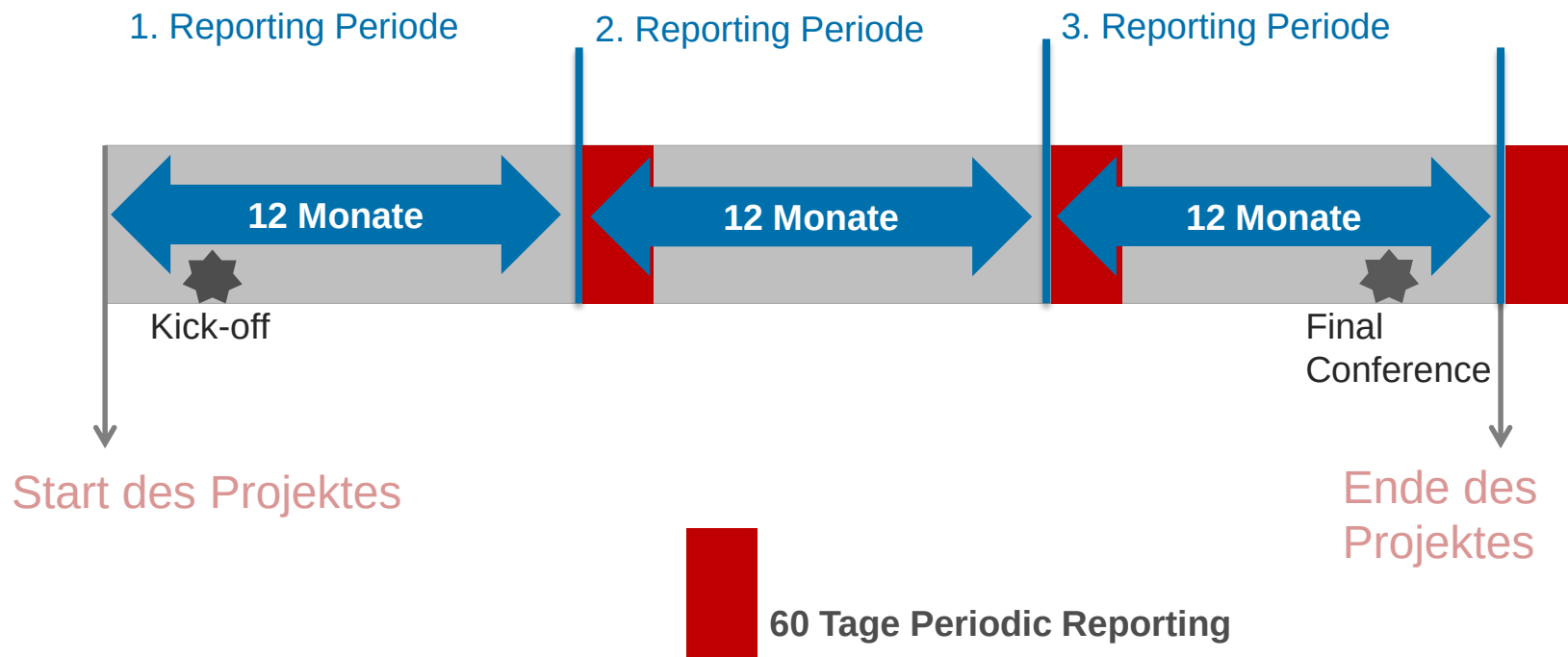
1. Publishable summary
2. Deliverables
3. Milestones
4. Critical risks
5. Publications
6. Patents (IPR)
7. Gender



Das Continuous Reporting ist ab Projektstart freigeschaltet und kann/sollte jederzeit mit Informationen gefüllt und auf den neuesten Stand gebracht werden.

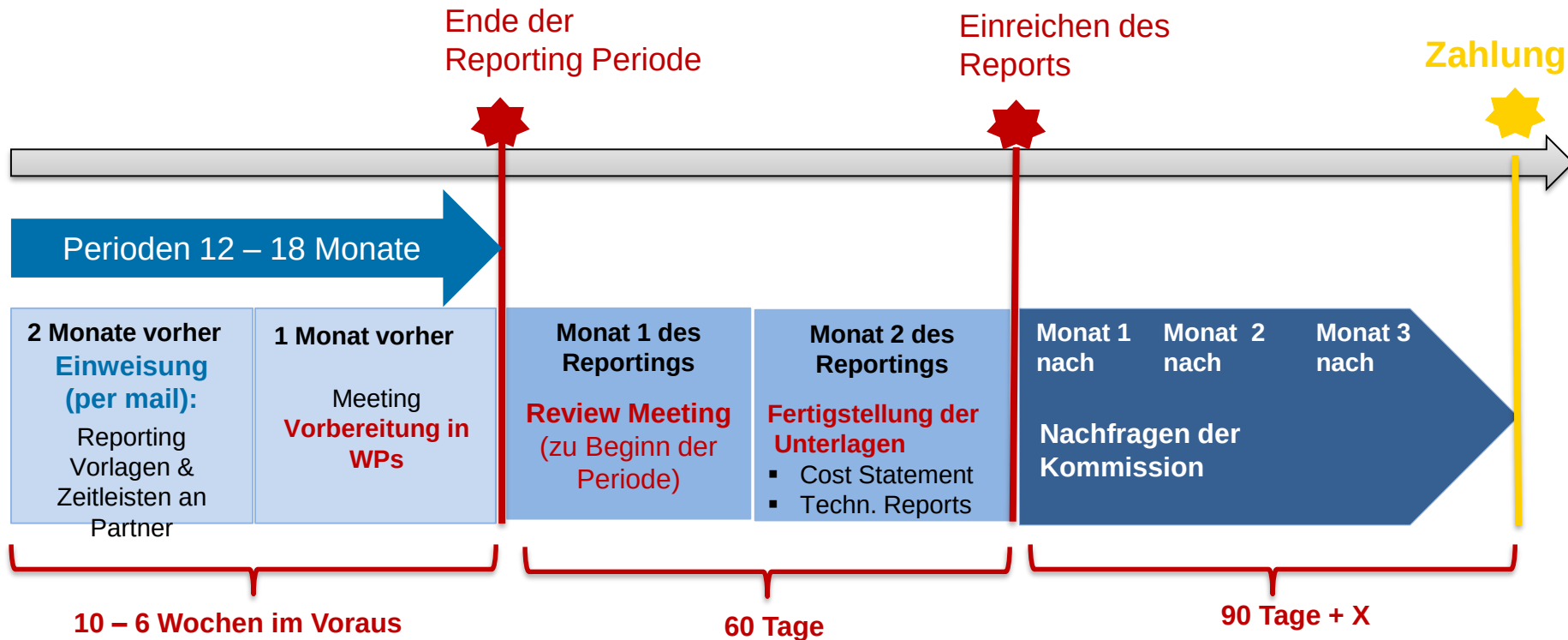


Periodic Reporting Beispiel





Periodic Reporting Organisation



Vor dem Reporting Erinnerung verschicken!

Periodic Reporting

(A-Z) Sitemap About this site Contact Legal Notice Search English

 **RESEARCH & INNOVATION**
Participant Portal

European Commission > Research & Innovation > Participant Portal > My Projects

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search TERESA KINDERMANN

My Organisation(s)
My Proposal(s)
My Project(s)
My Notification(s)
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

If you are LEAR and want to see the full list of your organisation projects, please go to **My Organisations** and click on the action button **VP**. LEAR can only view the list of projects in which their organisation is involved. If you want to see project details, your organisation main contact for this project or the project Coordinator has to give you access rights. For more details see the [H2020 online manual](#).

Legend

- AA Access Amendment
- GP Grant Preparation
- MP Manage Projects
- FR Financial Reporting
- PR Periodic Reporting
- RD Reporting & Deliverables
- PC Project Consortium
- VP View Proposal

Show 10 entries  ☐ Hide closed projects Search:

ACRONYM	CALL	PROGRAM	PROJECT	PHASE	ACCTIONS
H2020-FETHPC-2014	H2020		Active		PC VP MP

Showing 1 to 1 of 1 entries. PREVIOUS 1 NEXT

HORIZON 2020 RESEARCH ON EUROPA HORIZON 2020 & FP7 PROJECTS & RESULTS OLAF

© European Commission



Periodic Reporting

nsortium.html?pid=671698&programId=31045243

(A-Z) Sitemap About this site Contact Legal Notice Search English

RESEARCH & INNOVATION
Participant Portal

European Commission > Research & Innovation > Participant Portal > Project Consortium

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search TERESA KINDERMANN

- My Organisation(s)
- My Proposal(s)
- My Project(s)**
- My Notification(s)
- My Formal Notification(s)
- My Expert Area

Project File

Details Consortium

Project

Project ID Programme H2020 RDG CNECT

COORDINATOR Organisation - EDIT ROLES

BENEFICIARY Organisation - EDIT ROLES

BENEFICIARY Organisation - EDIT ROLES

Address: PIC:

Participant Contact

Project Financial Signatory

Participant Contact

Noch vor Ende der Reporting Periode prüfen, ob alle erforderlichen Rollen vergeben sind!



Periodic Reporting

(A-Z) Sitemap About this site Contact Legal Notice Search English

RESEARCH & INNOVATION
Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search TERESA KINDERMANN

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

Horizon 2020 Funding

Starting from 1/1/2014

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)
- 3rd Health Programme, Asylum, Migration and Integration Fund, Consumer Programme, COSME, Internal Security Fund Borders, Internal Security Fund Police, Justice Programme, Promotion of Agricultural Products Programme, Rights, Equality and Citizenship Programme and Research Fund for Coal & Steel

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

HORIZON 2020 RESEARCH ON EUROPA HORIZON 2020 & FP7 PROJECTS & RESULTS OLAF

© European Commission



Periodic Reporting

RESEARCH & INNOVATION
Participant Portal

European Commission > Research & Innovation > Participant Portal > My Projects

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search TERESA KINDERMANN

My Organisation(s)
My Proposal(s)
My Project(s)
My Notification(s) 1
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

If you are LEAR and want to see the full list of your organisation projects, please go to **My Organisations** and click on the action button **VP**. LEAR can only view the list of projects in which their organisation is involved. If you want to see project details, your organisation main contact for this project or the project Coordinator has to give you access rights. For more details see the [H2020 online manual](#).

Legend

- AA Access Amendment
- GP Grant Preparation
- MP Manage Projects
- FR Financial Reporting
- PR Periodic Reporting
- RD Reporting & Deliverables
- PC Project Consortium
- VP View Proposal

Show 10 entries Hide closed projects Search:

ACRONYM	CALL	PROGRAM	PROJECT	PHASE	ACTIONS
H2020-FETHPC-2014	H2020		Active		PC VP MP

Showing 1 to 1 of 1 entries.

PREVIOUS 1 NEXT

HORIZON 2020 RESEARCH ON EUROPA HORIZON 2020 & FP7 PROJECTS & RESULTS OLAF



Periodic Reporting

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

Help

Teresa KINDERMANN

MY PROJECT
HORIZON 2020

Call: H2020-FETHPC-2014
Type of Action: RIA
Acronym:
Current Phase: Grant Management
Number:
Duration: 48 months
Start Date: 01 Oct 2015
Estimated Project Cost:
Requested EU Contribution:
Contact: Luis Carlos

Latest Legal Data
Process List
Document Library
Communication Center

H2020 ONLINE MANUAL

HOW TO

Periodic Reporting

01 Oct 2016
Draft Submitted Paid

Process specific documents
Process specific communications

Continuous Reporting

01 Oct 2015
Started Completed

Continuous reporting data

Process specific documents
Process specific communications

Proposal Management & Grant Preparation

25 Nov 2014
Submitted Informed Invited Prepared Signed Paid

Process specific documents
Process specific communications

© European Communities - Version 1.13.1



Periodic Reporting

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

Launch new interaction with the EU +

Periodic Reporting - period 02/2014
19 Aug 2015

Draft Submitted Reviewed Paid

Technical Part of Periodic Report contribution **Lock for review**

Financial Statement drafting **Lock for Review**

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

Process specific documents

Process specific communications

Proposal Management & Grant Preparation
17 Aug 2015

Submitted Informed Invited Prepared Signed Completed



Periodic Reporting

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

Launch new interaction with the EU +

Periodic Reporting - period 02/2014 19 Aug 2015
Draft Submitted Reviewed Paid

Technical Part of Periodic Report contribution Lock for review

Financial Statement drafting Lock for Review

Periodic Report 1 projectNo composition Submit to EU

Process specific documents

Process specific communications

Proposal Management & Grant Preparation 17 Aug 2015
Submitted Informed Invited Prepared Signed Completed



Periodic Reporting

SyGMa - System for Grant Management - Mozilla Firefox
https://ec.europa.eu/research/participants/grants-app/reporting/REP-671698-1/PeriodicReportForm/all

Grant Management Project Periodic Report

nkintere (EXTERNAL) goFund

RIA
HORIZON 2020
Period No: 1 Duration (months): 12
Reporting Period : [01 Oct 2015 - 30 Sep 2016]

Summary for publication	Deliverables	Milestones	Critical Risks	Publications	Dissemination Communication	Patents (IPR)	Innovation	SME Impact	Open Data	Gender	Tech. Report (Part B)	Financial Statements
✓	i	i	!	✓	✓	i	✓	✓	i	✓	i	i

Technical Report (Part B)

Number	Attachment	Actions	Template
1	Explanation of the work - Overview of progress	View File	Download Template



Technischer Bericht/Technical Report: Vorlage

 Project² Number: [insert project reference number] Project Acronym: [insert acronym] Project title: [insert project title] Periodic Technical Report Part B Period covered by the report: from [insert dd mm/yyyy] to [insert dd mm/yyyy] Periodic report: [1 st] [2 nd] [3 rd] [4 th] ² The term 'project' used in this template equates to an 'action' in certain other Horizon 2020 documentation	1. Explanation of the work carried out by the beneficiaries and Overview of the progress - Explain the work carried out during the reporting period in line with the Annex 1 to the Grant Agreement. - Include an overview of the project results towards the objective of the action in line with the structure of the Annex 1 to the Grant Agreement including summary of deliverables and milestones, and a summary of exploitable results and an explanation about how they can/will be exploited². (No page limit per work package but report shall be concise and readable. Any duplication should be avoided). 1.1 Objectives List the specific objectives for the project as described in section 1.1 of the DoA and described the work carried out during the reporting period towards the achievement of each listed objective. Provide clear and measurable details. 1.2 Explanation of the work carried per WP 1.2.1 Work Package 1 Explain the work carried out in WP1 during the reporting period giving details of the work carried out by each beneficiary involved. 1.2.2 Work package 2 Etc. 1.3 Impact Include in this section whether the information on section 2.1 of the DoA (how your project will contribute to the expected impacts) is still relevant or needs to be updated. Include further details in the latter case. <i>[Option for Projects on Access to Research Infrastructures]</i> 1.4. Access provisions to Research Infrastructures If access to research infrastructures has been provided under the grant please include access provision activities. Trans-national Access Activities (TA) ² Beneficiaries that have received Union funding, and that plan to exploit the results generated with such funding primarily in third countries not associated with Horizon 2020, should indicate how the Union funding will benefit Europe's overall competitiveness (reciprocity principle), as set out in the grant agreement.
--	--



Reporting Template frühzeitig zur Verfügung stellen!

http://ec.europa.eu/research/participants/data/ref/h2020/gm/reporting/h2020-tmpl-periodic-rep_en.pdf



Technischer Bericht

- **'lock for review'** -> der Report wird in pdf umgewandelt und kann danach durch den Koordinator offiziell eingereicht werden (oder überarbeitet)
- **Informationen aus Part A und Part B** werden Teil des reports, spätere Änderungen werden nicht berücksichtigt



Finanzbericht/Financial Statement

The screenshot displays the 'RESEARCH & INNOVATION Participant Portal - Grant Management Services' interface. The top navigation bar includes the European Commission logo, the text 'RESEARCH & INNOVATION', a 'Help' dropdown, and a user profile 'abc DEF'. A sidebar on the left lists 'HORIZON 2020', 'MSCA-NIGHT-2014', 'CSA', 'Grant', '3 months', '2014-02-19', 'Project Cost:', and 'EU Contribution:'. The main content area features a 'Launch new interaction with the EU' button. Below this, there are two main sections: 'Periodic Reporting' and 'Proposal Management & Grant Preparation'. The 'Periodic Reporting' section shows a timeline for 'period 02/2014' with stages: Draft (19 Aug 2015), Submitted, Reviewed, and Paid. It includes a 'Financial Statement' entry with a red box around it, and a 'Periodic Report 1 projectNo' entry. The 'Proposal Management & Grant Preparation' section shows a timeline for '17 Aug 2015' with stages: Submitted, Informed, Invited, Prepared, Signed, and Completed. It includes a 'Technical Part of Periodic Report contribution' entry and a 'Periodic Report 1 projectNo' entry. The 'Financial Statement' entry is highlighted with a red box.



Periodic Reporting Finanzbericht

Grant Management **Project Periodic Report**

Project: [Blank] Beneficiary 1: [Blank] Financial Statement: [Blank]

Period No: 1 Duration (months): 18 Reporting Period: [19/02/2014 - 18/08/2015]

Denmark

Financial Statement

Financial information from contact

No contribution requested? ☐ Yes ☒ No

Financial Statements

Period	Adjustment	Requested Contribution
19/02/2014 - 18/08/2015 (Period No '1')	No	166,250.00 €

Financial Statement for period '1' (19/02/2014 - 18/08/2015)

Eligible costs:

Cost Category

- a) Direct personnel costs declared as actual costs
- b) Direct personnel costs declared as unit costs (average costs)
- d) Direct costs of subcontracting
- e) Direct costs of providing financial support to third parties
- f) Other direct costs
- h) Indirect costs (= 0.25 * (a + b + f + o))
- j) Total costs (= a + b + d + e + f + h)
- k) Receipts
- m) Maximum EU contribution (100%)
- n) Requested EU contribution
- z) Requested EU contribution eligible for CFS

Direct personnel costs declared as actual costs

Persons/month per WP

No.	Person Months	Associated Work Package	Actions
1	[Blank]	(none)	[X]

Use of in kind contribution from third party

No.	Costs	Third Party Name	Type	Foreseen in Annex I	Explanations (if not foreseen in Annex I)	Actions
1	[Blank]	[Blank]	[Blank]	[Blank]	[Blank]	[X]

Ok Cancel

Additional Information for indirect costs:

Use of 'costs of in-kind contributions not used on premises?' (a) ☐ Yes ☒ No

Validate

Periodic Reporting Finanzbericht

The screenshot displays the 'Grant Management' interface for a 'Project Periodic Report'. A 'Validation Report' dialog box is open, listing several errors:

- Partner:** The Requested Contribution eligible for CFS can't be negative, nor it can be lower than the Requested Contribution (2,000,000) minus the maximum amount of contribution that's not eligible for CFS (26,750)
- Cost Break Down:**
 - Cost Cell (Direct costs of subcontracting TOTAL):**
 - Use of Resources:**
 - Direct costs of providing financial support to third parties (1):** Missing information for Description
 - Cost Cell (Total costs TOTAL):** The Total Costs declared cannot be lower than the Total Requested Contribution (please call the help desk)
 - Cost Cell (Maximum grant amount TOTAL):** The total Requested Contribution cannot be higher than the total Maximum EC Contribution (please call the help desk)
 - Cost Cell (Other direct costs TOTAL):** An explanation must be provided for major cost items up to the amount that exceeds 15% of the Personnel Cost

At the bottom of the dialog, there is a 'Download Report' button. In the background, the 'Financial Statement' section is visible, showing a list of cost categories (a) through (z) and a 'Validate' button at the bottom right, which is highlighted with a red box and a red arrow.



Finanzbericht

Use of Resources summary

No use of resources was specified for this category

Other direct costs: Explanation of major cost items if the amount exceeds 15% of personnel costs

No use of resources was specified for this category

Beneficiary Number

7

Beneficiary Short Name

BAYFOR

Direct personnel costs

1. Direct personnel costs declared as actual costs

Person Months	Associated Work Package
2.04	9
4.9	1

2. Direct personnel costs declared as unit costs (average costs)

No use of resources was specified for this category

3. Use of in kind contribution from third party

No use of resources was specified for Direct costs

Direct costs of subcontracting

No use of resources was specified for this category

Other direct costs: Explanation of major cost items if the amount exceeds 15% of personnel costs

Short Description	Category	Associated Work Package	Foreseen in Annex 1	Explanations (if not foreseen in Annex 1)	Costs
Creation of the Website include the maintenance until the end of the project duration	Other goods and services	9	Yes		8,776.25
Catering: Kick-Off Meeting & RC Meeting	Other goods and services	1	Yes		2,590.75
Print of 1000 Flyers (english & german)	Other goods and services	9	Yes		491.47
Licence fee projectplatform Projectplace	Equipment	1	Yes		856.80
Design ExaHyPE Logo Roll-up & Flyer	Other goods and services	9	Yes		2,588.20
TOTAL					16,640.37



Periodic Reporting Finanzbericht

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

MY PROJECT
HORIZON 2020

Call: H2020-MSCA-NIGHT-2014
Type of Action: CSA
Acronym: H2020_MSCA_NIGHT
Current Phase: Grant Management
Number:
Duration: 18 months
Start Date: 2014-04-05
Estimated Project Cost: €422,375.00
Requested EU Contribution: €20.00

Periodic Reporting
> 10/2015 - period 04/2014 05 Oct 2015

Draft Submitted Reviewed Paid

Technical Part of Periodic Report contribution

Financial Statement signature

Periodic Report 1 projectNo composition

Process specific documents

Process specific communications

Unlock to draft Sign & Submit



Nur “Project Financial Signatory” (PFSIGN) kann diesen Schritt durchführen!



Periodic Reporting

(Technisch)

Muss innerhalb von **60 Tagen** nach dem Ende jeder Reporting Periode (incl. Final Report) über das Participant Portal eingereicht werden

Der **Technische Bericht/ Technical Report (Part A & B)**, beinhaltet

- eine **publizierbare Zusammenfassung**
- Informationen zu den bislang erreichten Zielen sowie den **Status** der Meilensteine und Deliverables wie in Annex I der Finanzhilfevereinbarung definiert
- Erläuterungen über Abweichungen zwischen ursprünglicher Projektplanung (Annex I) und der bisherigen Implementierung
- ausgefüllter Fragebogen zur Projektumsetzung und den wirtschaftlichen und gesellschaftlichen Auswirkungen des Vorhabens



Absprachen über Verantwortlichkeiten zwischen Koordinator und Projekt Management (bzgl Reporting Abläufe) frühzeitig treffen!



Periodic Reporting

Finanzbericht

Muss innerhalb von **60 Tagen** nach dem Ende jeder Reporting Periode (incl. final report) über das Participant Portal eingereicht werden

Finanzbericht– Annex IV GA (früheres Form C) jedes Partners/verbundener Dritter

- Angabe Personenmonate je Workpackage (use of resources)
- Informationen über **Unteraufträge** (subcontracting)
- **Sachleistungen** von Dritten (in-kind contributions provided by third parties)

Zusammenfassung der Finanzberichte und Zahlungsaufforderung



Final Reporting

Technischer Report

Finaler Bericht (Überblick über die Projektergebnisse über die Gesamtlaufzeit)

Finaler technischer Bericht:

- publizierbare Zusammenfassung des Gesamtprojekts
- Überblick über Ergebnisse, deren Verwertung und Dissemination sowie den Schlußfolgerungen über das Projekts und seine sozio-ökonomische Auswirkung

+ periodischer Bericht (siehe Periodic Reporting)



Final Reporting

Finanzbericht

Finaler Finanzbericht:

- finale **Zusammenfassung der Finanzberichte**: wird automatisch generiert und entspricht einer Zahlungsaufforderung über die Restsumme
- In manchen Fällen und wenn ein Partner/ verbundener Dritter **einen Gesamtbetrag ab 325.000 Euro** anfordert, muß eine **Prüfbescheinigung** (Certificate on the Financial Statements) **je Partner/verbundener Dritter** beigefügt werden



Periodic Reporting

Part A = Continuous reporting

Part B = Wird aus einer Word-Vorlage erstellt

http://ec.europa.eu/research/participants/data/ref/h2020/gm/reporting/h2020-tmpl-periodic-rep_en.pdf

Nach Fertigstellung als **PDF Dokument gespeichert** und **ins Grant Management System** hochgeladen (**Report Core**).

Der Technische Bericht (A & B) wird zuerst durch den Koordinator eingefroren (**'locked for review'**) und dann offiziell hochgeladen.



Periodic Reporting

Zahlungsmodalitäten

- Berichte müssen bis spätestens **60 Tage nach Ende der RP** online bei der EC eingereicht werden
- Die Kommission **prüft** und **akzeptiert/lehnt ab** Berichte **innerhalb von 90 Tagen** nach Erhalt des Periodic Reports
- **Nach Zustimmung der EC** : finden **Interim Zahlungen** statt (an die koordinierende Einheit ➔ direkte Weitergabe an die Partner (Art. 21.7. GA))
- **Zahlungen**: Werden auf Basis der akzeptierten **eligible costs berechnet** und der entsprechenden Erstattungsrate

Die Beträge für die **Interim Zahlungen** entsprechen der akzeptierten EU Förderrate. **Der Gesamtbetrag der Interim Zahlungen + Vor-Finanzierung ist auf 85%** der Gesamt EU Beteiligung reduziert.

Reporting Zahlungsmodalitäten

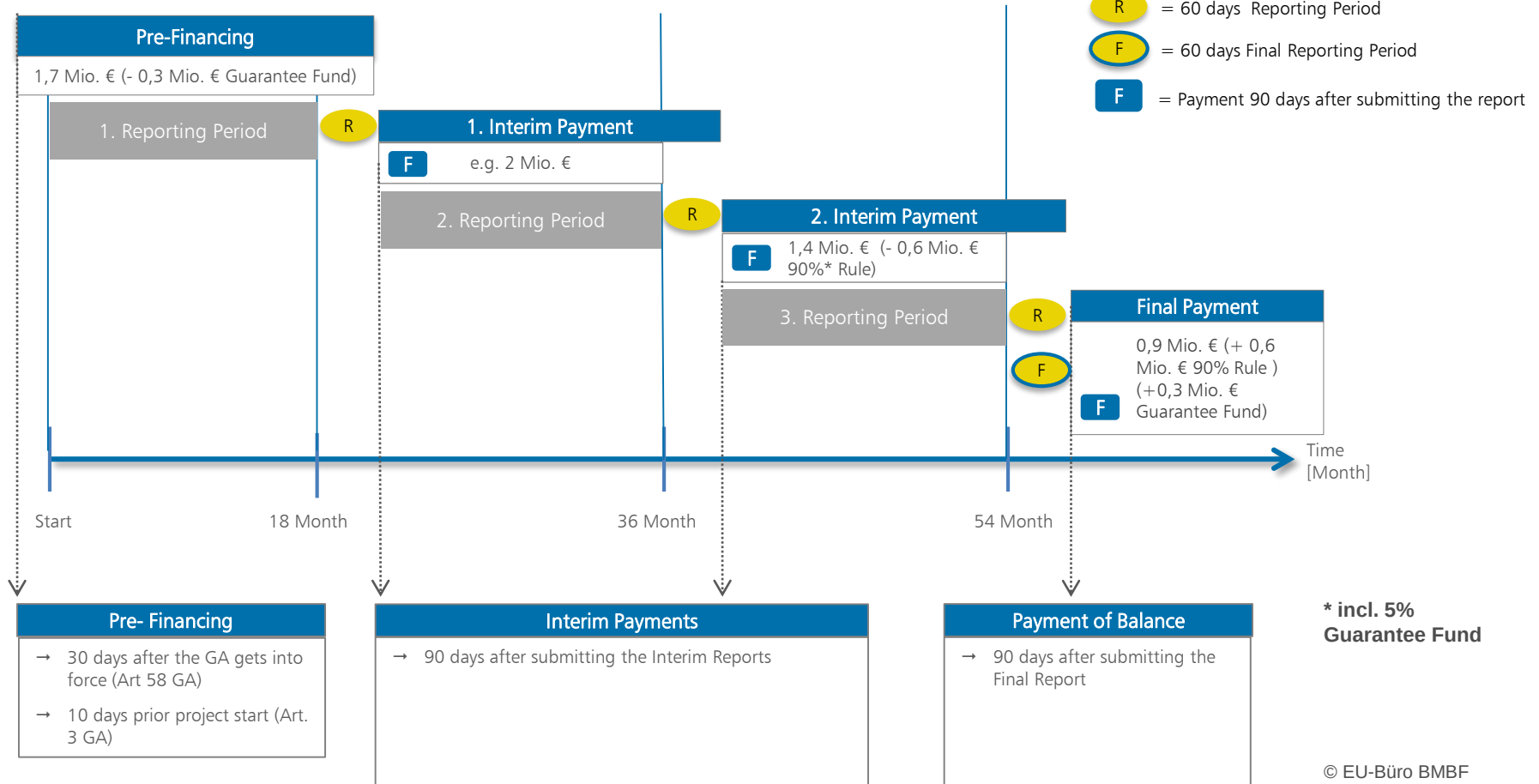


Bayerische
Forschungsallianz

Example

Budget: 6 Mio. €

Duration: 4,5 Jahre





Reporting Organisation

- **6-monatige Management-Reports an den Koordinator** sind eine Hilfestellung für das Reporting und geben einen Überblick über den aktuellen Stand - ermöglichen frühzeitig Schwachstellen zu entdecken, die noch geändert werden können
- **2-3 Monate** vorher „**Introduction Mail**“ an die Partner mit dem Ablauf und den Informationen (Templates), die benötigt werden
- **Organisation eines Meetings zu Beginn des Berichtszeitraums** (60-Tages-Frist), in dem die WPL (inkl. Partner) den erforderlichen technischen Status für das Reporting aufbereiten
- **Zwischen Tag 20-30** der Frist: **Vorabfrage für die „Cost Statement“** und Überprüfung durch den Projektmanager, um Korrekturen vornehmen zu können & Erstellung des Technischen Berichts
- **Zwischen Tag 30-60** der Frist: **Review des Technischen Gesamtberichts** durch den Koordinator und ggf. Executive Board Mitglieder (Qualitätssicherung)



Urlaubszeiten berücksichtigen! Im Vorfeld bei Partnern nachfragen.



Reporting Organisation

★ Vorbereitung auf das Reporting beginnt mit dem 1. Tag im Projekt

- Implementierung einer geeigneten Reporting-Struktur

Kontinuierliche Dokumentation – **angelehnt an die Inhalte des Reportings**
(siehe Reporting Template der Europäischen Kommission)

- **Monitoring von Dissemination & Exploitation Aktivitäten**
(Wiss. Veröffentlichungen, Teilnahme an Konferenzen, Social Media, IPR-Aktivitäten etc.) ➔ **Hinweis auf EU-Förderung**
- **Finanzielles Monitoring nach Kostenkategorie** (im 6-Monats-Rhythmus)



Bei einer vorausschauenden Dokumentation bleibt das Reporting übersichtlich!



Reporting Guidelines

★ Guidelines via Participant Portal

„How to Participate“ → „Reference Documents“ → „Templates and Forms“
(e.g. Project Reporting Template)



http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html



Ihre Fragen zum Reporting in H2020

