

Reporting

Gudrun Lampart





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“

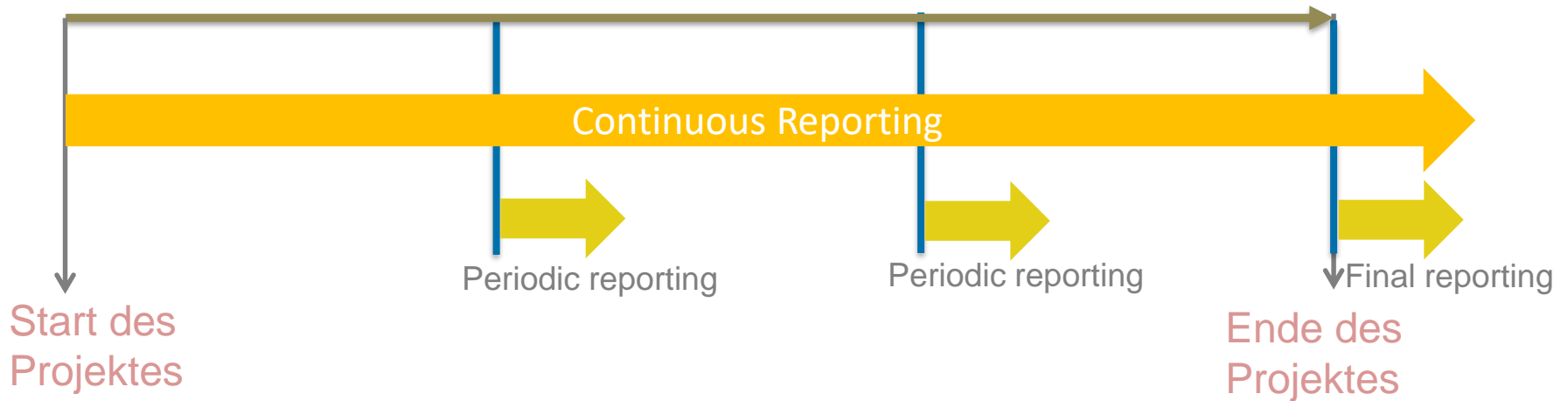
- Update des Exploitation & Dissemination Plan

- Erklärungen über Abweichungen zum DoA

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



Reporting in H2020





Continuous Reporting

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA) | Welcome Gudrun Lampart (nkindere) | EN

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Organisation(s) | GRANTS | My Project(s) | My Formal Notification(s)

My Project(s)

Online manual "Grant management" | IT HOW TO "Grant management"

More info

Results: 1 | Download excel list | Search..

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

Project Consortium
Manage Project
View Proposal

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Continuous Reporting

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

European Commission

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:

Latest Legal Data
Process List
Document Library
Communication Center

H2020 ONLINE MANUAL

HOW TO

Launch new interaction with the EU +

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

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



Continuous Reporting Deliverables

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

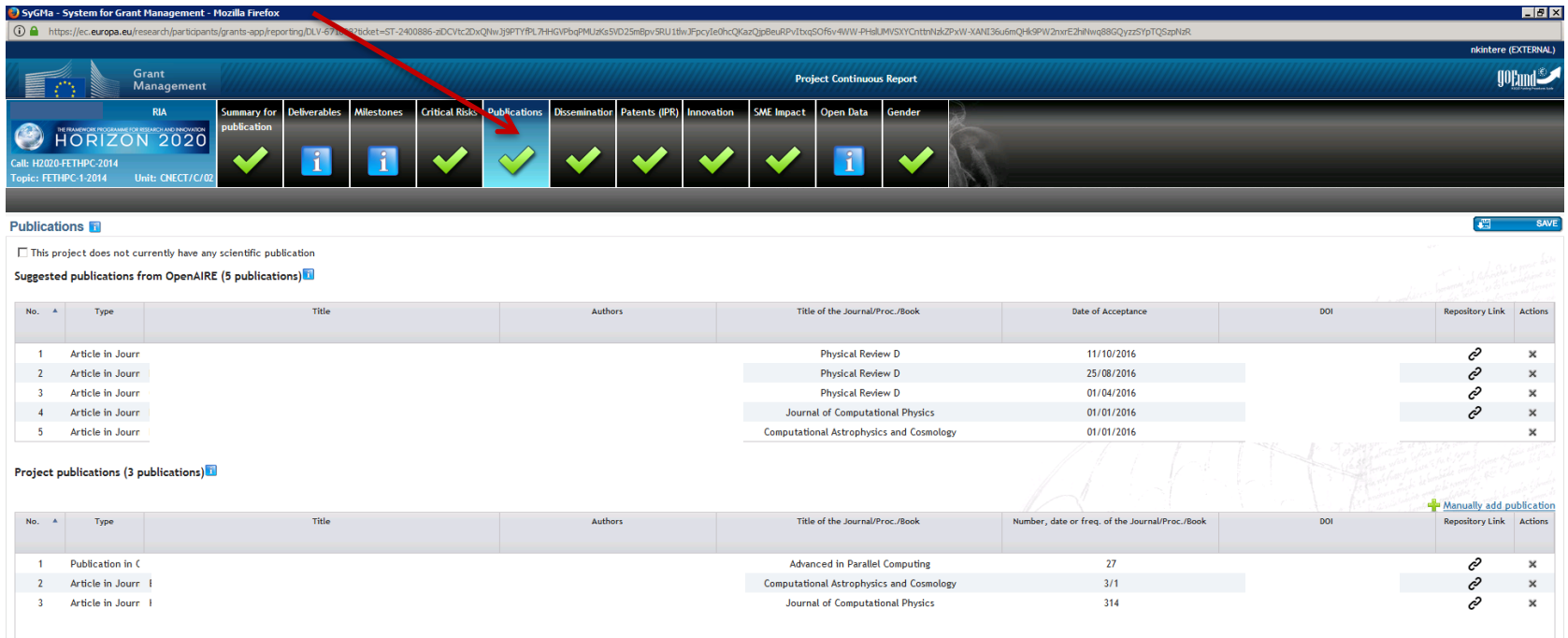
SyGMa - System for Grant Management - Mozilla Firefox
 https://ec.europa.eu/research/grants-app/reporting/...
 Grant Management Project Continuous Report
 RIA HORIZON 2020
 Call: H2020-FETHPC-2014
 Topic: FETHPC-1-2014 Unit: ONECT/C/02

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

Milestones SAVE

| Number | Name | Lead Beneficiary | Delivery Date (Annex I) | Achieved | Delivery Date (actual) | Comments |
|--------|------|------------------|-------------------------|-------------------------------------|------------------------|---|
| 1 | | | 01 Oct 2016 | <input checked="" type="checkbox"/> | 30 Sep 2016 | See the detailed discussion in the Report Core (Part B... |
| 2 | | | 01 Oct 2018 | <input type="checkbox"/> | | |
| 3 | | | 01 Oct 2018 | <input type="checkbox"/> | | |
| 4 | | | 01 Oct 2018 | <input type="checkbox"/> | | |
| 5 | | | 01 Oct 2019 | <input type="checkbox"/> | | |
| 6 | | | 01 Oct 2018 | <input type="checkbox"/> | | |
| 7 | | | 01 Apr 2019 | <input type="checkbox"/> | | |
| 8 | | | 01 Apr 2019 | <input type="checkbox"/> | | |

Continuous Reporting Publications



Publications

This project does not currently have any scientific publication

Suggested publications from OpenAIRE (5 publications)

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

Project publications (3 publications)

| 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 Journr | | | Computational Astrophysics and Cosmology | 3/1 | | Link | ✕ |
| 3 | Article in Journr | | | 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

HORIZON 2020

THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION

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

Publishable Summary

Deliverable

Publications

This project does not currently have any scientific publication

Suggested publications from OpenAIRE (0 publications)

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

Authors

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





Continuous Reporting Dissemination

The screenshot shows the SyGMa - System for Grant Management interface. The 'Dissemination' tab is highlighted in the navigation bar. The main content area is titled 'Dissemination & Communication Activities' and contains the following fields:

- Total Funding Amount:
- Organisation of a Conference:
- Organisation of a Workshop:
- Press release:
- Non-scientific and non-peer-reviewed publication (popularised publication):
- Exhibition:
- Flyer:
- Training:
- Social Media:
- Website:
- Communication Campaign (e.g. Radio, TV):
- Participation to a Conference:
- Participation to a Workshop:
- Participation to an Event other than a Conference or a Workshop:



Schätzwerte sind ausreichend!





Continuous Reporting

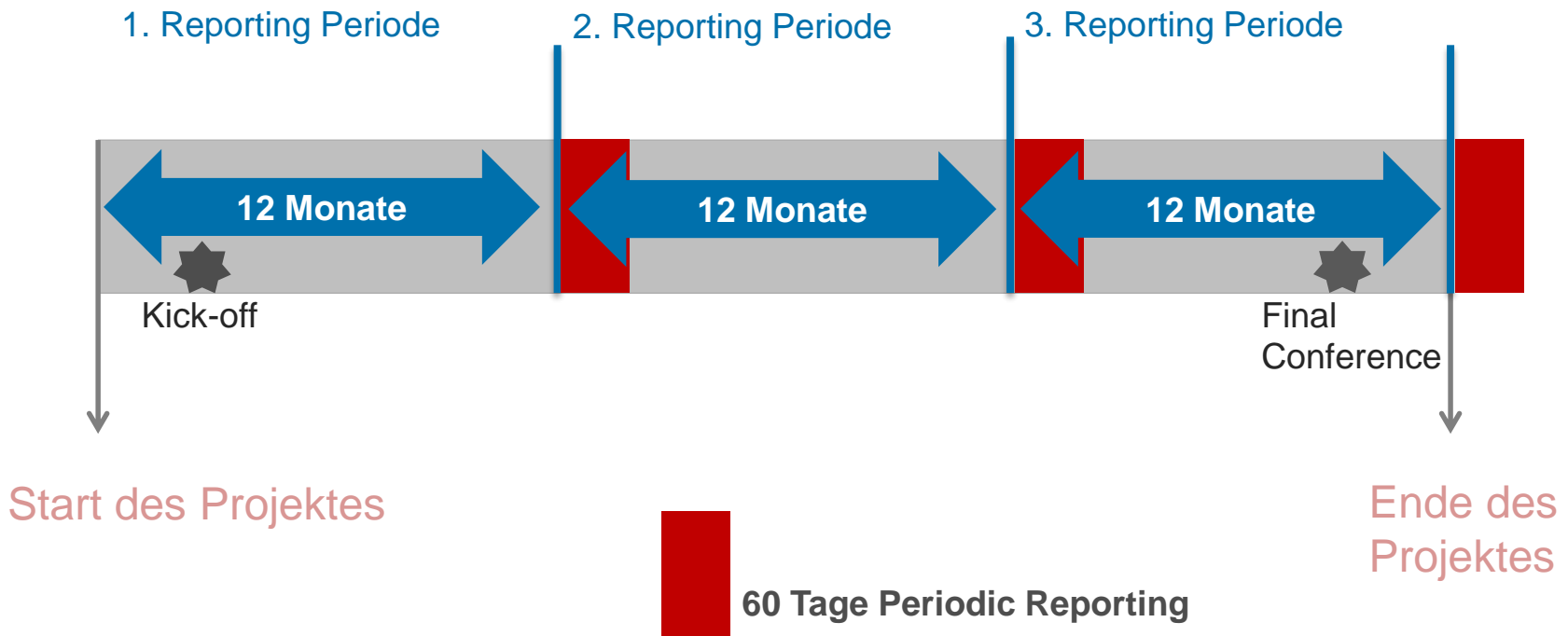
1. Publishable summary
2. Deliverables
3. Milestones
4. Critical risks
5. Publications
6. Patents (IPR)
7. Gender



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

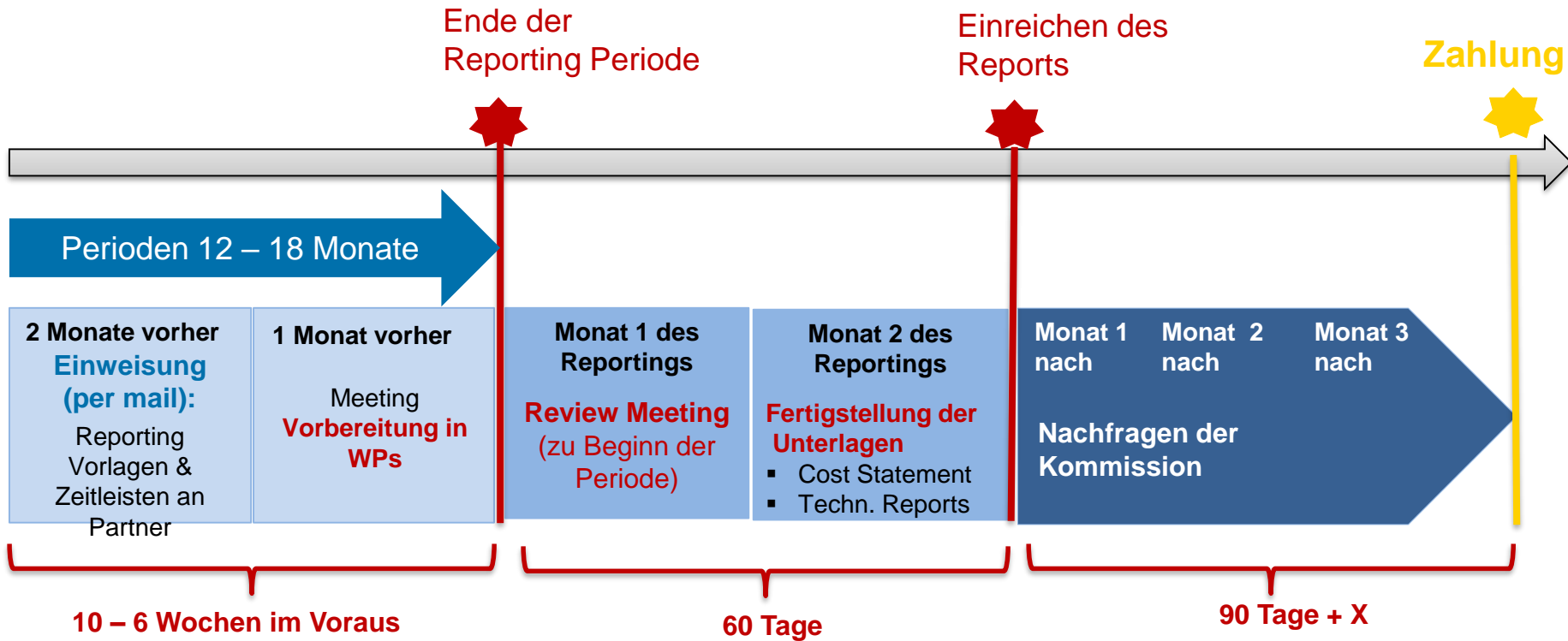


Periodic Reporting Organisation





Periodic Reporting Organisation



Vor dem Reporting Erinnerung verschicken!





Periodic Reporting

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA) | Welcome **Guðrun Lampart (nkintere)**

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Organisation(s) | GRANTS | My Project(s) | My Formal Notification(s)

My Project(s)

Online manual "Grant management" | IT HOW TO "Grant management" | More info

Results: 1 | Download excel list | Search..

| ACRONYM | CALL | PROGRAM | PROJECT | PHASE | ACTIONS |
|---------|-------------------|---------|---------|--------|--|
| | H2020-FETHPC-2014 | H2020 | | Active | Actions Project Consortium Manage Project View Proposal |

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Periodic Reporting

The screenshot shows the 'Funding & tender opportunities' portal. The user is logged in as Gudrun Lampart (nkintere). The main content area displays details for a project in the 'Consortium' phase. The project ID is redacted, the programme is H2020, and the DG/Agency is CNECT. Below this, a list of roles is shown, including a COORDINATOR and five BENEFICIARIES, each with an 'EDIT ROLES' button.

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA) | Welcome Gudrun Lampart (nkintere)

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Project: [redacted] | Download excel list | Actions

Details: Consortium

Project ID: [redacted] | Programme: H2020 | DG/Agency: CNECT

| Role | Organisation | Action |
|-------------|--------------|--------------|
| COORDINATOR | [redacted] | EDIT ROLES > |
| BENEFICIARY | [redacted] | EDIT ROLES > |
| BENEFICIARY | [redacted] | EDIT ROLES > |
| BENEFICIARY | [redacted] | EDIT ROLES > |
| BENEFICIARY | [redacted] | EDIT ROLES > |
| BENEFICIARY | [redacted] | EDIT ROLES > |



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





Periodic Reporting

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA) | Welcome Gudrun Lampart (nkintere)

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Organisation(s) | GRANTS | My Project(s) | My Formal Notification(s)

Roles for the organisation: BAYERISCHE FORSCHUNGSALLIANZ BAVARIAN RESEARCH ALLIANCE GMBH

Results: 6

| ROLE | NAME | EMAIL | USERNAME | ACTIONS |
|-----------------------------|----------------------------|--------------------|----------|---------|
| Participant Contact | Gudrun LAMPART | lampart@bayfor.org | | |
| Participant Contact | | | | |
| Project Financial Signatory | Thomas Hans Wilhelm EIGNER | | | |
| Project Legal Signatory | | | | |
| Team Member | Veronika BEIERLEIN | | | |
| Team Member | | | | |

Go back | Add roles

Organisation: BAYERISCHE FORSCHUNGSALLIANZ BAVARIAN RESEARCH ALLIANCE GMBH
 DE - 80538 MUNCHEN
 PRINZREGENTENSTRASSE 52

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Periodic Reporting

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA) | Welcome Gudrun Lampart (nkintere) | EN

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Organisation(s) | My Project(s) | My Formal Notification(s)

My Project(s)

Online manual "Grant management" | IT HOW TO "Grant management"

More info

Results: 1 | Download excel list | Search..

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

Project Consortium
Manage Project
View Proposal

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Periodic Reporting

The screenshot shows the 'RESEARCH & INNOVATION Participant Portal - Grant Management Services' interface. On the left, a sidebar titled 'MY PROJECT' displays details for a 'HORIZON 2020' project, including call number (H2020-FETHPC-2014), type of action (RIA), and current phase (Grant). The main content area features three progress timelines:

- Periodic Reporting:** A timeline starting on 01 Oct 2016 with stages: Draft, Submitted, and Paid. The 'Periodic Reporting' link is highlighted with a red box.
- Continuous Reporting:** A timeline starting on 01 Oct 2015 with stages: Started and Completed.
- Proposal Management & Grant Preparation:** A timeline starting on 25 Nov 2014 with stages: Submitted, Informed, Invited, Prepared, Signed, and Paid.

Each timeline includes icons for 'Process specific documents' and 'Process specific communications'. A 'Launch new interaction with the EU' button is visible at the top right of the main content area. The footer of the interface reads '© 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 |



Periodic Reporting

Technischer Bericht/Technical Report: Vorlage

| | |
|--|--|
|  <p>Project¹ Number: [insert project reference number] Project Acronym: [insert acronym] Project title: [insert project title]</p> <p>Periodic Technical Report Part B</p> <p>Period covered by the report: from [insert dd mm/yyyy] to [insert dd mm/yyyy] Periodic report: [1st] [2nd] [3rd] [4th]</p> <p><small>¹ The term 'project' used in this template equates to an 'action' in certain other Horizon 2020 documentation</small></p> | <p>1. Explanation of the work carried out by the beneficiaries and Overview of the progress</p> <ul style="list-style-type: none">• 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. <p>(No page limit per work package but report shall be concise and readable. Any duplication should be avoided).</p> <p>1.1 Objectives</p> <p>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.</p> <p>1.2 Explanation of the work carried per WP</p> <p>1.2.1 <u>Work Package 1</u></p> <p>Explain the work carried out in WP1 during the reporting period giving details of the work carried out by each beneficiary involved.</p> <p>1.2.2 <u>Work package 2</u></p> <p>Etc.</p> <p>1.3 Impact</p> <p>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.</p> <p><i>[Option for Projects on Access to Research Infrastructures]</i></p> <p>1.4. Access provisions to Research Infrastructures</p> <p>If access to research infrastructures has been provided under the grant please include an access provision activities.</p> <p>Trans-national Access Activities (TA)</p> <p><small>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.</small></p> |
|--|--|



Reporting Template frühzeitig zur Verfügung stellen!

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





Periodic Reporting

Technischer Bericht

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

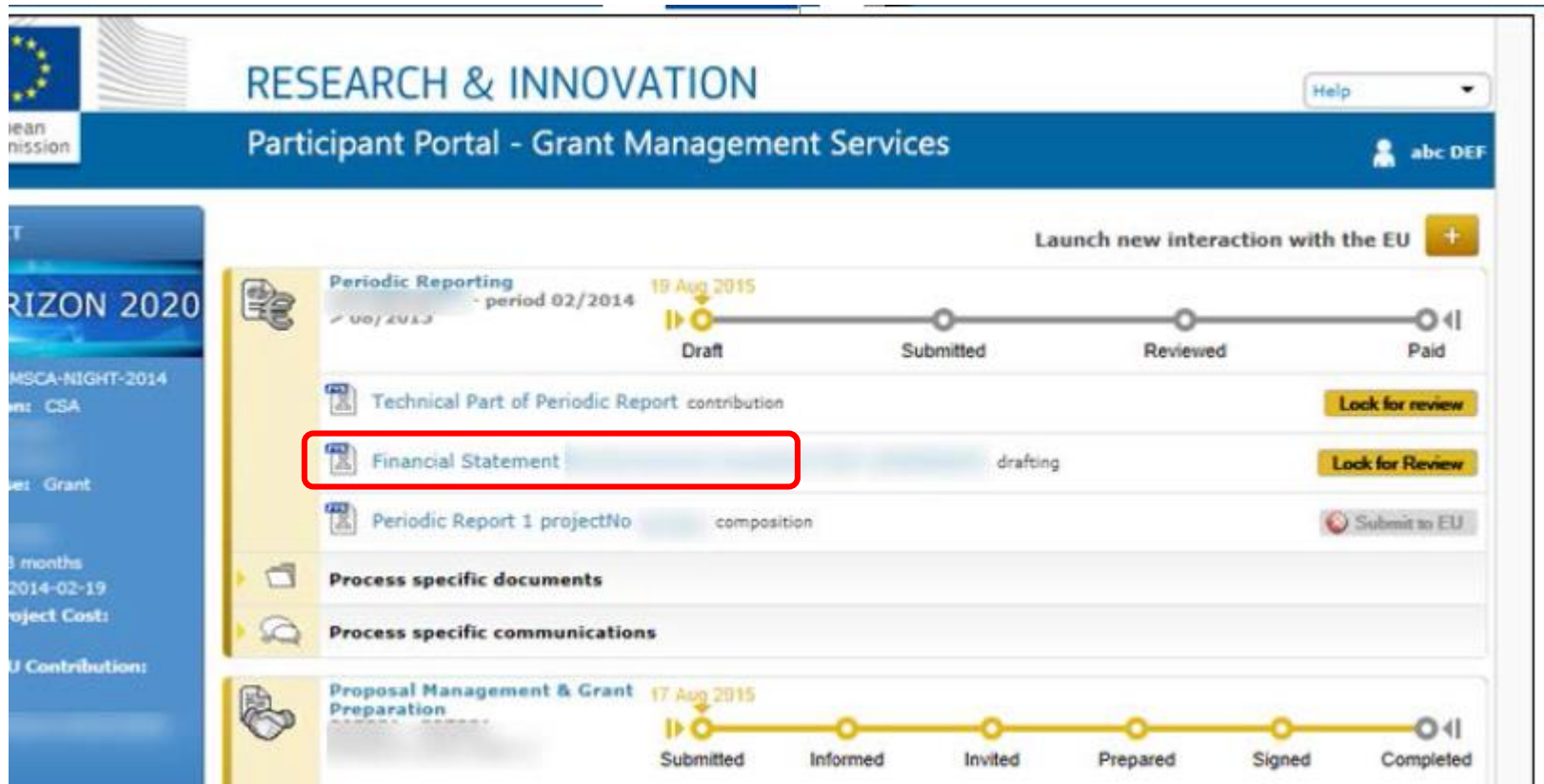
Process specific communications

- **'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.



Periodic Reporting

Finanzbericht/Financial Statement



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

Finanzbericht

Grant Management Project Periodic Report

Project: [T] Beneficiary 1: Denmark Financial Statement

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

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 | Actions |
|--|---------|
| 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 | |

Additional Information for indirect costs:
Use of 'costs of in-kind contributions not used on premises?' (o) Yes No

Direct personnel costs declared as actual costs

Persons/month per WP

| No. | Person Months | Associated Work Package | Actions |
|-----|----------------------|-------------------------|---------|
| 1 | <input type="text"/> | (none) | |

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



Periodic Reporting

Finanzbericht

Grant Management Project Periodic Report

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

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

Financial Statement

Financial information from cost categories: No contribution requested

Financial Statements

Financial Statement for period: [Period]

Eligible costs: [Eligible Costs]

Cost Category

- a) Direct personnel costs
- b) Direct personnel costs
- d) Direct costs of subcontracting
- e) Direct costs of providing
- f) Other direct costs
- h) Indirect costs (= 0.25 * (a + b + d + e + f))
- j) Total costs (= a + b + d + e + f + h)
- k) Receipts
- m) Maximum EU contribution
- n) Requested EU contribution
- z) Requested EU contribution

Validation Report

Expand All Collapse All

- 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

Download Report

Additional Information for indirect costs: Use of 'costs of in-kind contributions not used on premises?' (a) Yes No

Validate



Periodic Reporting

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 maintenace 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 - period 04/2014 05 Oct 2015
> 10/2015
Draft Submitted Reviewed Paid

Technical Part of Periodic Report contribution
Financial Statement and submission to coordinator signature
Periodic Report 1 projectNo composition

Process specific documents
Process specific communications

Launch new interaction with the EU +

Unlock to draft Sign & Submit



Nur der "Project Financial Signatory" (PFSIGN) kann diesen Schritt durchführen!



Periodic Reporting Technischer Bericht

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 Bericht

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 Projekt** 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.



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.

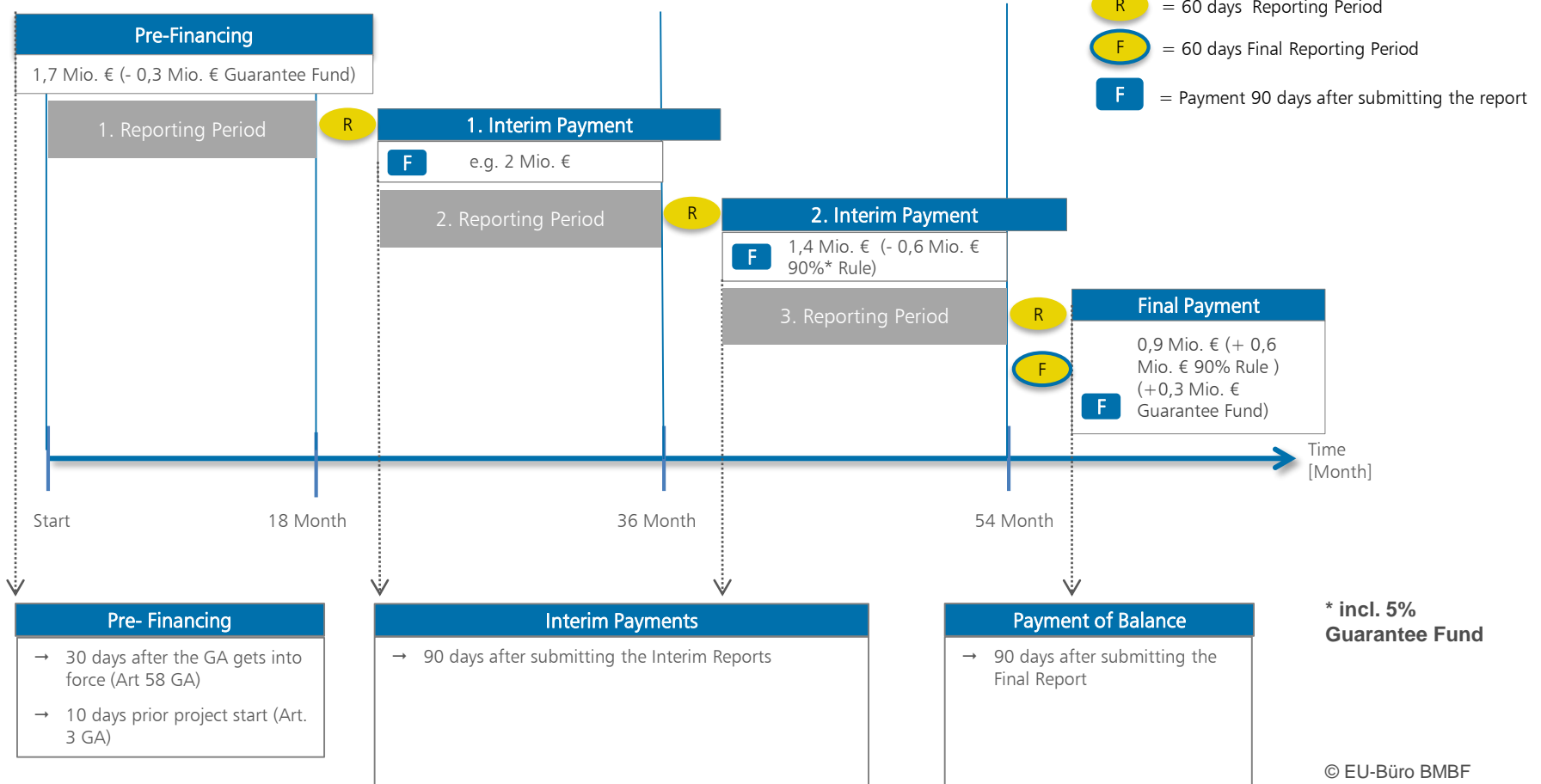


Reporting Zahlungsmodalitäten

Example

Budget: 6 Mio. €

Duration: 4,5 Jahre



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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)

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA) | Welc

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Organisation(s)

GRANTS

My Proposal(s)

My Project(s)

My Formal Notification(s)

Guidance & Manuals

Reference documents

The page reference documents of the programmes managed on the EU Funding & Tenders Portal including legal documents, work programmes, model grant agreements and guides for specific actions.

Online Manual

Step-by-step online guide through the Portal processes from proposal preparation and submission to reporting on your on-going project.

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



Bayerische Forschungsallianz

Vielen Dank für Ihre
Aufmerksamkeit!



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