

Support to SMEs & Researchers in FP7 and Horizon 2020 health-oriented projects

Scientific and financial management and reporting





Overview

- Which reports are required from you?
- Details on technical and financial reports
- Currency
- Reporting periods
- Submission of deliverables
- Information
- Support
- Take Home Messages



Which reports are required from you?

Coordinators must submit:

- a periodic report after the end of each reporting period (including the last one) and
- a final report at the end of the action

Each report is composed of several parts:

- technical report
- financial report



Technical Reports

They are prepared by the coordinator and the partners *together*!

Reports include:

- Explanation of work carried out:
 - what has already been achieved?
 - compare with the objectives, deliverables and milestones described in Description of the Action (DoA)



Technical Reports

Overview of progress:

- explain and justify differences between work expected to be carried out as described in DoA and that actually carried out
- detail exploitation and dissemination of results and if required an updated plan for it
- indication of communication activities

Publishable summary:

- brief description of the action
- presenting objectives and results ("easy to read way"!)
- Commission will publish it on its website



Technical Reports

- Questionnaire (structured information requested):
 - for monitoring the action by the Commission
 - covers issues related to the action implementation and economic and societal impact
 - structured information on performance indicators
 - information to monitor the implementation on "cross cutting issues"



Periodic Financial Reports include:

- Individual financial statements (see Annex 4) from each beneficiary and linked third party
- Explanation of the use of resources and info on subcontracting and in-kind contributions:
 - must be consistent with costs declared in the financial statement per beneficiary

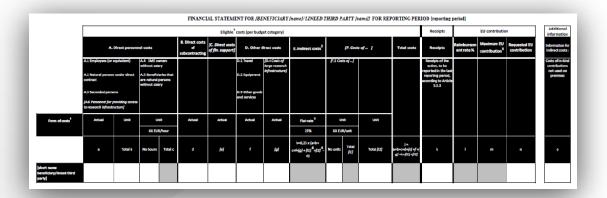


- Periodic summary financial statement:
 - is created automatically by the system (consolidates all data from individual beneficiaries / linked third parties)
- Financial reports also contain requests for payment (necessary for any payment other than the pre-financing payment)



Individual financial statements:

- Contain costs that actually were incurred by the beneficiary / linked third parties during the reporting period
- Fulfil eligibility conditions (see Article 6)



Attention: declare all your costs even if they are about the estimated budget in Annex 2!



Financial statements:

For each cost declared in the financial statement, please add an explanation of the cost, linking it to relevant work packages and justify the expenses if necessary

(e.g. no. of person months, date + location of travels or if other direct costs exceed 15% of personnel costs)



Financial statements:

- Are filled out by each beneficiary of the consortium individually
- Are then signed electronically
- Will be formally submitted to the coordinator via the electronic exchange system
- Finally, coordinator submits all financial statements to the EC

Linked third parties:

- Financial statements are filled out and submitted by their beneficiary
- Linked third parties don't have access to their statements!



In case that a financial statement is *not submitted* by a beneficiary *in time*:

- Report can be submitted without financial statement
- Costs are considered "zero" for this period
- Beneficiary can declare costs for the next financial report

Attention: as coordinator you will be asked to explicitly confirm the non-submission!



Certificates on the financial statements (CFS)

- Needed in case you request a total financial contribution of
 325.000 € or more of actual costs and average personnel costs
- Costs based on lump-sums, flat rates (indirect costs!) are not counted for the threshold of 325.000 € (not be covered in the statement)
- Make one CFS per reporting period or a single CFS for the whole action
 - in both cases, CFSs may only be submitted with the final financial report only
- CFS issued by external auditor, using template (see Annex 5)



Currency

Currency for financial statements & conversion into euro

You should always use euros to report costs in financial statements!

Rules for conversion:

- If you have accounting records in euros:
 - -> conversion of costs according to usual accounting practices
- If you have accounting records in currency other than euros:
 - -> average of daily euro exchange rates, information on C series of Official Journal of the European Union
 - -> if this is not available: average of monthly accounting rates published on Commission's website, calculated over the corresponding reporting period

Fit For Health 2.0

Reporting periods

- Length and number of reporting periods are set out in the GA
- Reporting periods last generally 18 months



Submission of Deliverables

Deliverables:

- Deliverables describe additional output
- Submit your deliverables as described in DoA, e.g.:
 - document
 - report (excluding the periodic and final reports)
 - prototypes
 - websites
 - patents filing
- Consider the timing, types and dissemination levels (PU, CO, CI)



Submission of Deliverables

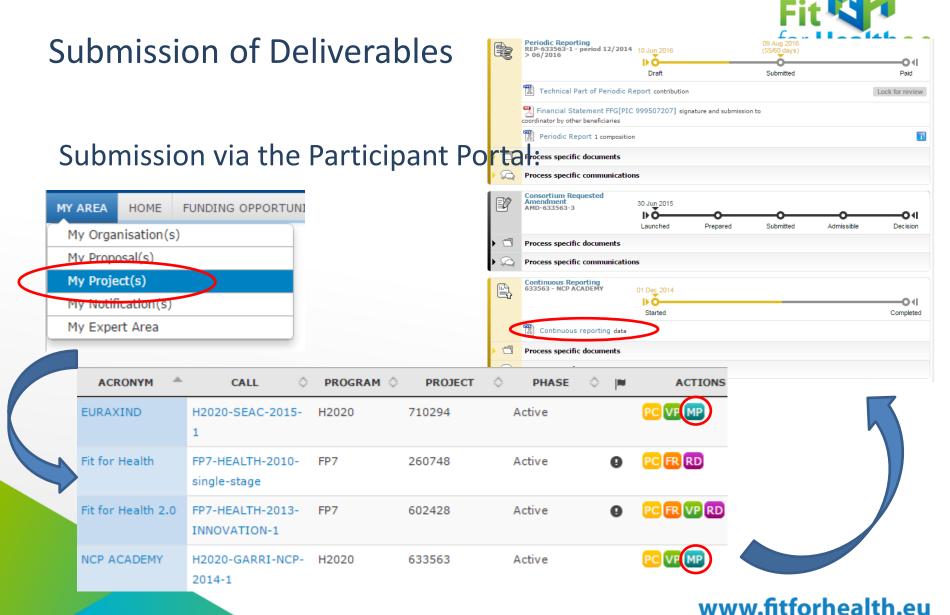
Deliverables:

The periodic reports are NOT considered as deliverables
Responsible participants upload due deliverables via Participant
Portal

Coordinator approves and submits them to the Commission

To learn more about deliverables, please read **Article 19** of the **H2020 Annotated Model Grant Agreement**

Brussels, Belgium



Brussels, Belgium

Fit Health 2.0

Deliverables - Example

Deliverable Report

Please insert



Deliverable no*	Deliverable name*	WP*	Nature**	Dissemination level***	delivery	Actual delivery date	

Description of the Task

Copy the description of the task. The description can be found in Annex I of the Grant Agreement, p. 31 f.

Description of the Deliverable

Copy the description of the Deliverable. The description can be found at the "info" button for each deliverable on the Xtra-net.

Implementation of Work

Give a brief description of the work done to achieve this deliverable.

Results

Describe the results of the deliverable in detail.

If the deliverable is only availale in a digital form (website, newsletter, powerpoint presentation) please add a screenshot of the deliverable. Please also include a link to where this deliverable can be found online on the XtraNet.

If the Deliverable is an event please include the respective event dossier to this deliverable report. If your deliverable report covers several events clearly seperate the different events.

Sub-contracting

If some of the work was subcontracted:

To whom was the work subcontracted? (Company name and country)

What were the subcontracting cost?



Our advice for coordinators / project managers

- Use the continuous monitoring by structured templates as basis for your periodic reports
- Ask your partners well in time for their contributions
- Consider enough timing for final preparation of the reports before submission
- As coordinator check if all deliverables due in the given reporting period have been submitted
- For the publishable summary don't include confidential information



Information

Annotated Model Grant Agreement:
 http://ec.europa.eu/research/participants/data/ref/h20

20/grants manual/amga/h2020-amga en.pdf

 H2020 Online Manual: <u>http://ec.europa.eu/research/participants/docs/h2020-funding-guide/index_en.htm</u>

FAQs on the Participant Portal:
 http://ec.europa.eu/research/participants/portal/deskto-p/en/support/faq.html



Support

- Fit for Health 2.0: http://www.fitforhealth.eu/
- National Contact Points:
 http://ec.europa.eu/research/participants/portal/desktop/en/support/national contact points.html
- IPR-Helpdesk: https://www.iprhelpdesk.eu/
- Horizon 2020 Helpdesk:
 http://ec.europa.eu/research/index.cfm?pg=enquiries



Take home messages

- Get familiar with the Participant Portal (H2020 Online Manual, Reporting/Deliverables,...)
- Communicate reporting procedures right from the beginning of your project
- Calculate enough time for reporting (considering feedback from the partners in due time before submission)
- Communication is key!





Thank you!

Ines Haberl | Austrian Research Promotion Agency

ines.haberl@ffg.at

The copyright © is owned by the author of this document. Please do not duplicate.

Disclaimer: The "Fit for Health2.0" project partners do not assume any legal liability or responsibilities for the information provided in this document.