



Scientific and financial management and reporting

13.09.2016

Brussels, Belgium

Ines Haberl

Austrian Research Promotion Agency

www.fitforhealth.eu



This project has received funding from the European Union's Seventh Programme for research, technological development and demonstration under grant agreement N° 602428.

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“

Financial Reports

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

Financial Reports

- ***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)

Financial Reports

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*)

FINANCIAL STATEMENT FOR /BENEFICIARY (name)/ LINKED THIRD PARTY (name) FOR REPORTING PERIOD [reporting period]																		
Eligible ¹ costs (per budget category)											Receipts		EU contribution		Additional information			
A. Direct personnel costs		B. Direct costs of subcontracting		C. Direct costs of in-kind support ²		D. Other direct costs		E. Indirect costs ²		F. Costs of - /		Total costs	Receipts	Reimbursement rate %		Maximum EU contribution ³	Requested EU contribution	Information for indirect costs:
A.1 Employees (or equivalent)		A.4 SME owners without salary		A.2 Material persons under direct contract		A.5 Decentralised persons (All Personnel for providing access to research infrastructure)		D.1 Travel		D.2 Costs of large research infrastructure		D.3 Other goods and services		F.1 Costs of - /		Receipts of the action, to be reported in the last reporting period, according to Article 25.3		Costs of in-kind contribution received on premises
Form of costs ⁴		Actual	Unit	Actual	Actual	Actual	Actual	Fish rate ⁵	Unit	Unit	Total [2]		k	l	m	n	c	
		a	Total b	No hours	Total c	d	[e]	f	[g]	h=0,35 x [(b+c)+e] + [d] x [f]	No units	Total [j]	Total [k]	l	m	n	c	
[short name beneficiary/linked third party]																		

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

Financial Reports

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 Reports

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!

Financial Reports

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

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**



Submission of Deliverables

The screenshot shows a dashboard with three main project entries:

- Periodic Reporting** (REP-633563-1 - period 12/2014 > 06/2016): Progress bar from Draft (10 Jun 2016) to Submitted (09 Aug 2016, 55/60 days) to Paid. Includes links for 'Technical Part of Periodic Report contribution' (with 'Lock for review' button), 'Financial Statement FFG[PIC 999507207] signature and submission to coordinator by other beneficiaries', and 'Periodic Report 1 composition'.
- Consortium Requested Amendment** (AMD-633563-3): Progress bar from Launched (30 Jun 2015) to Prepared, Submitted, Admissible, and Decision.
- Continuous Reporting** (633563 - NCP ACADEMY): Progress bar from Started (01 Dec 2014) to Completed. The 'Continuous reporting data' link is circled in red.

Submission via the Participant Portal:

The 'MY AREA' menu is shown with the following options:

- HOME
- FUNDING OPPORTUNITIES
- My Organisation(s)
- My Proposal(s)
- My Project(s)** (circled in red)
- My Notification(s)
- My Expert Area

ACRONYM	CALL	PROGRAM	PROJECT	PHASE	ACTIONS
EURAXIND	H2020-SEAC-2015-1	H2020	710294	Active	PC VP MP
Fit for Health	FP7-HEALTH-2010-single-stage	FP7	260748	Active	PC FR RD
Fit for Health 2.0	FP7-HEALTH-2013-INNOVATION-1	FP7	602428	Active	PC FR VP RD
NCP ACADEMY	H2020-GARRI-NCP-2014-1	H2020	633563	Active	PC VP MP

Deliverables - Example

Deliverable Report

Please insert..



Deliverable no*	Deliverable name*	WP*	Nature**	Dissemination level***	Planned delivery date*	Actual delivery date	Task leader

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 available 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 separate 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/h2020/grants_manual/amga/h2020-amga_en.pdf
- H2020 Online Manual:
http://ec.europa.eu/research/participants/docs/h2020-funding-guide/index_en.htm
- FAQs on the Participant Portal:
<http://ec.europa.eu/research/participants/portal/desktop/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.iprhelphdesk.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!

13.09.2016

Brussels, Belgium

Scientific and financial management and reporting



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.

www.fitforhealth.eu