



Scientific and financial management and reporting

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www.fitforhealth.eu



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Overview

- Which reports are required from you?
- Details on technical and financial reports
- Details on final 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 event report
- financial event 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 Annex 1

- ***Overview of progress:***

- explain and justify differences between work expected to be carried out as described in Annex 1 and that actually carried out

- ***As coordinator:*** check, if all deliverables due in the given reporting period have been submitted



Technical Reports

- Updated ***plan for exploitation and dissemination*** of results
(if necessary)

- ***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
 - structured information on performance indicators
 - information to monitor the implementation on „cross cutting issues“

Financial Reports

Periodic Financial Reports include:

- ***Individual financial statements*** for each beneficiary and linked party
- ***Explanation of the use of resources:***
 - 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)



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*)

| Eligible costs (in €) | Type of activities | | | | | Total (F) = (A) + (B) + (C) + (D) + (E) |
|--|--------------------|-------------------|----------------------------|----------------|-----------|---|
| | RTD (A) | Demonstration (B) | Coordination / Support (C) | Management (D) | Other (E) | |
| Personnel costs | | | | | | 0.00 |
| Subcontracting | | | | | | 0.00 |
| Other direct costs | | | | | | 0.00 |
| Indirect costs | | | | | | 0.00 |
| Lump sums / flat-rate / scale of work declared | | | | | | 0.00 |
| Total | | | | | | 0.00 |
| Maximum EU Contribution | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Requested EU contribution | | | | | | 0.00 |

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, a box will pop up and ask for 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)

A screenshot of a software interface titled 'Management/Subcontracting'. It features a table with three columns: 'Cost', 'Explanation', and 'Work Package'. The 'Cost' column contains a text input field with '0.00' and a small 'x' icon to its left. The 'Explanation' and 'Work Package' columns are empty. Below the table, there is a summary row with '0.00' in the 'Cost' column and 'TOTAL' in the 'Explanation' column. At the bottom of the interface, there are two buttons: a red 'Clear All' button on the left and a green 'Done' button on the right. A green plus sign is visible in the top right corner of the table area.

| Cost | Explanation | Work Package |
|-----------------------------------|-------------|--------------|
| <input type="text" value="0.00"/> | | |
| 0.00 | TOTAL | |

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!

Final Reports

Final technical report: Summary for publication

- Presents an overview of the results
- Exploitation and dissemination of project results
- Conclusions
- Socio-economic impact

Final summary must cover the ***whole action*** and should

- Include up-to-date link to the action's website
- Project logo, diagrams, photographs, videos
- Final version of „plan for the exploitation and dissemination of the results“

Final Reports

Final financial report: Final summary financial statement – Certificates on the financial statements (CFS)

Final summary financial statement:

- Automatically created by the system
- Consolidates all data from all individual financial statements for all beneficiaries and links third parties for all reporting periods
- It's the basis for calculating the payment

Final Reports

Certificates on the financial statements (CFS)

- Needed in case you request a total financial contribution of **325.000 €** or more of actual costs and personnel costs
- Costs based on lump-sums, flat rates (indirect costs!) are not counted for the threshold of 325.000 € (do not be covered in the statement)
- Submit 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
- 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 rate, information on ECB website

<http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>

Reporting periods

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

| Duration in months | Max. number of periods |
|--------------------|------------------------|
| 1-18 | 1 |
| 19-36 | 2 |
| 37-54 | 3 |
| 55-72 | 4 |
| 73-90 | 5 |

Submission of Deliverables

Deliverables:

- Deliverables describe additional output
- Submit your deliverables as described in Annex 1, e.g.:
 - document
 - report (excluding the periodic and final reports)
 - prototypes
 - websites
 - patents filing
- Consider the timing and conditions (PU, CO, CI)



Submission of Deliverables

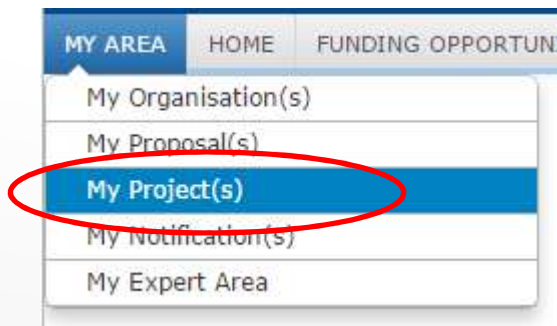
Deliverables:

| Deliverable (number) | Deliverable name | Work package number | Short name of lead participant | Type | Dissemination level | Delivery date |
|----------------------|------------------|---------------------|--------------------------------|------|---------------------|---------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

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

Submission of Deliverables

Submission via the Participant Portal:




MY AREA | HOME | FUNDING OPPORTUNITIES

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



Menu

- Project Home
- Review Reports
- Reports
- Deliverables**
- Publications
- Journal Request
- Dissemination Activities
- Patents
- Exploitable Foregrounds
- Close window



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 | EXCEL | Search:

| ACRONYM | CALL | PROG | PROJECTID | ROLES | PHASE | ACTIONS |
|--------------------|------------------------------|------|-----------|-------|------------------|----------|
| Fit for Health | FP7-HEALTH-2010-single-stage | FP7 | 260748 | PC | Grant Management | FR RD |
| Fit for Health 2.0 | FP7-HEALTH-2013-INNOVATION-1 | FP7 | 602428 | PC | Grant Management | FR VP RD |

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.iprhelppdesk.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, RD Reporting/Deliverables; FR Financial Reporting)
- 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!

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Brussels, Belgium

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Thank you!

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