![Fit for Health 2.0 — Support to SMEs & Researchers in FP7 and Horizon 2020 health-oriented projects](logo)

Scientific and financial management
and **reporting**

13.09.2017 | Brussels, Belgium
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Overview

- Which reports are required from you?

- Details on technical and financial reports

- Reporting periods

- Submission of deliverables

- Information, weblinks

- 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

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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

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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"

My Projects -> Manage Projects [MP]

Periodic Reporting: Cost report (coordinator & all partners)
Technical report (coordinator)
Continuous Reporting: Deliverables and Milestones
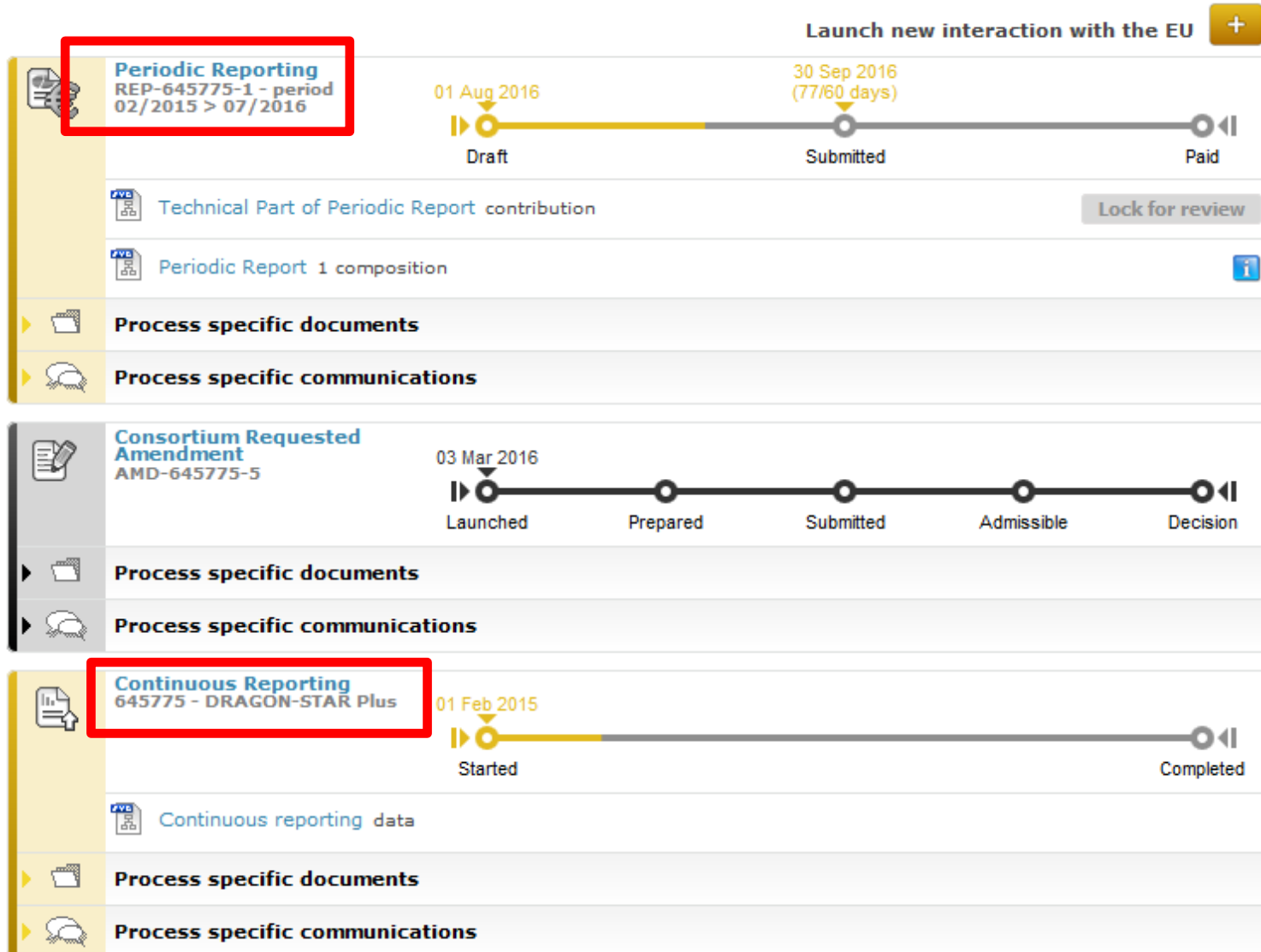
Financial Reports

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

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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)*

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

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Periodic Reporting: Cost report

Financial Statement

📄 Use of Resources

Financial information from contact

No contribution requested?   ⚪ Yes   ⚫ No

Financial Statements

Period	Adjustment	Requested Contribution
01/02/2015 - 31/07/2016 (Period No '1')	No	54,606.50 €

Financial Statement for period '1' (01/02/2015 - 31/07/2016)

Eligible costs: ℹ️

| Cost Category	Total	Actions
a) Direct personnel costs declared as actual costs	25,710.97 €	📄
b) Direct personnel costs declared as unit costs (average costs)	0.00 €	📄
d) Direct costs of subcontracting	0.00 €	
e) Direct costs of providing financial support to third parties	0.00 €	
f) Other direct costs	17,974.23 €	📄
h) Indirect costs (= 0.25 * (a + b + f - o))	10,921.30 €	
j) Total costs (= a + b + d + e + f + h)	54,606.50 €	
m) Maximum EU contribution (100%)	54,606.50 €	
n) Requested EU contribution	54,606.50 €	

Additional Information for indirect costs:
Use of 'costs of in-kind contributions not used

Direct personnel costs declared as actual costs   ✕

Persons/month per WP

No.	Person Months	Associated Work Package
1	0.01	WP1
2	2.49	WP2
3	0.12	WP3
4	1.37	WP4
5	0.35	WP5

Use of in kind contribution from third party

There are no Use of Resources provided

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Periodic Reporting: Cost report

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!

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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!

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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)

- 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)

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Reporting periods

Reporting is like Christmas!

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

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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: via the Participant Portal

Deliverables - Example

Deliverable Report

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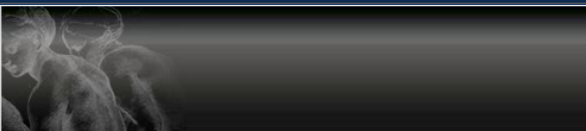
Deliverable no*	Deliverable name*	WP*	Nature**	Dissemination level***	Planned delivery date*	Actual delivery date	Task leader

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 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?

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

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Support

- 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

- Fit for Health 2.0: http://www.fitforhealth.eu/

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!

Thank you!

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