

## Reporting activities Continuous reporting

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Horizon Europe Project Management and Reporting
7 May 2024
Webinar

### Content

- Mutual Insurance Mechanism & Pre-financing
- Reporting obligations in Horizon Europe
- Continuous reporting

### Mutual Insurance Mechanism & Prefinancing

### Mutual Insurance Mechanism

- Contribution to the Mechanism (but it can be more, or less)
- Actions require a 5%-8 %contribution
- From the first pre-financing
- Additional OPTION for programmes with MIM split contribution – contribution can be partially offset from the additional pre-financing
- The contribution cannot exceed the amount of the initial pre-financing
- The Mechanism may be extended to beneficiaries of any other directly managed Union programme
- The Commission shall adopt modalities for participation of beneficiaries of other programmes



### Pre-financing payment In your Grant Agreement

#### 22.3 Amounts due

#### 22.3.1 Prefinancing payments

The aim of the prefinancing is to provide the beneficiaries with a float.

It remains the property of the EU until the final payment.

For **initial prefinancings** (if any), the amount due, schedule and modalities are set out in the Data Sheet (see Point 4.2).

For **additional prefinancings** (if any), the amount due, schedule and modalities are also set out in the Data Sheet (see Point 4.2). However, if the statement on the use of the previous prefinancing payment shows that less than 70% was used, the amount set out in the Data Sheet will be reduced by the difference between the 70% threshold and the amount used.

The contribution to the Mutual Insurance Mechanism will be retained from the prefinancing payments (at the rate and in accordance with the modalities set out in the Data Sheet, see Point 4.2) and transferred to the Mechanism.

Prefinancing payments (or parts of them) may be offset (without the beneficiaries' consent) against amounts owed by a beneficiary to the granting authority — up to the amount due to that beneficiary.



# Reporting obligations in Horizon Europe



## HE Grant Agreement obligations Reporting and payments

#### ARTICLE 21 — REPORTING

#### 21.1 Continuous reporting

The beneficiaries must continuously report on the progress of the action (e.g. **deliverables**, **milestones**, **outputs/outcomes**, **critical risks**, **indicators**, etc; if any), in the Portal Continuous Reporting tool and in accordance with the timing and conditions it sets out (as agreed with the granting authority).

Standardised deliverables (e.g. progress reports not linked to payments, reports on cumulative expenditure, special reports, etc; if any) must be submitted using the templates published on the Portal.

#### 21.2 Periodic reporting: Technical reports and financial statements

In addition, the beneficiaries must provide reports to request payments, in accordance with the schedule and modalities set out in the Data Sheet (see Point 4.2):

- for additional prefinancings (if any): an additional prefinancing report
- for interim payments (if any) and the final payment: a **periodic report**.

#### ARTICLE 22 — PAYMENTS AND RECOVERIES — CALCULATION OF AMOUNTS DUE

#### 22.1 Payments and payment arrangements

Payments will be made in accordance with the schedule and modalities set out in the Data Sheet (see Point 4.2).

They will be made in euro to the bank account indicated by the coordinator (see Data Sheet, Point 4.2) and must be distributed without unjustified delay (restrictions may apply to distribution of the initial prefinancing payment; see Data Sheet, Point 4.2).

Payments to this bank account will discharge the granting authority from its payment obligation.



## **Monitoring implementation Scope and timing**

- The Commission/Agency must monitor the activities of the projects in order to assess and verify:
  - that the beneficiaries implement the project as described in Annex 1 of the Grant Agreement (GA) (Description of the action – DoA).
  - the eligibility of the costs claimed.
- In order for the Commission/Agency to verify that the project is implemented properly, the beneficiaries must submit any information requested, and in particular the deliverables and reports detailed in the GA.

- Monitoring project implementation is a continuous task that can take place at any moment during the active period of the project (and beyond).
- but there are key contractual tasks that make project monitoring most relevant at certain periods in project's life, in particular after each reporting period at the time of payments.

Project Officers monitor projects. External experts may assist.

Review meetings may be organised regularly, normally after each reporting period. External experts may assist.



## **Project reporting**Schedule

 The beneficiaries must provide reports to request payments, in accordance with the schedule and modalities set out in the Data Sheet.

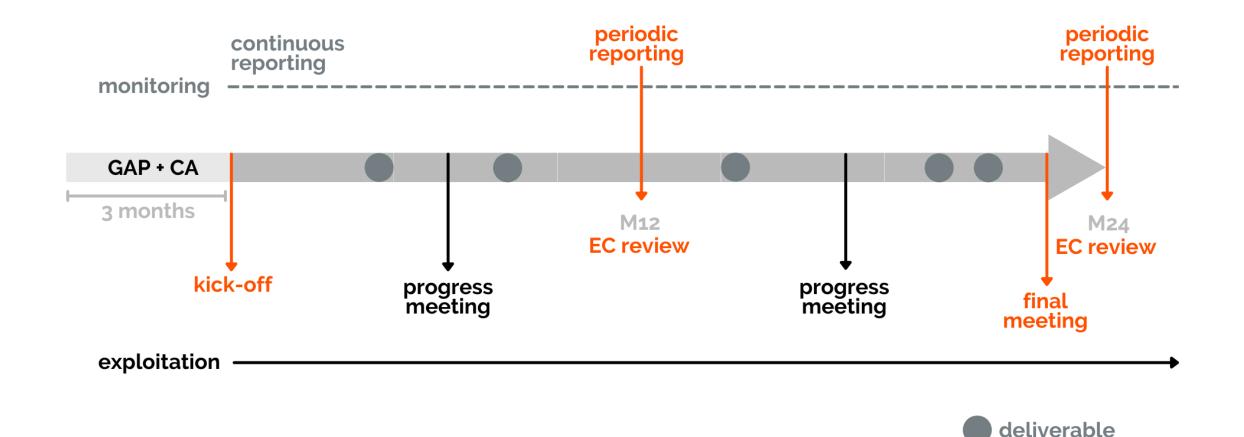
#### 4.2 Periodic reporting and payments

Reporting and payment schedule (art 21, 22):

		Reporting			Payments			
	Reporting periods		Type	Deadline	Type	Deadline (time to pay)		
RP No	Month from	Month to						
					Initial prefinancing	30 days from entry into force/10 days before starting date – whichever is the latest		
1	1	12	Periodic report	60 days after end of reporting period	Interim payment	90 days from receiving periodic report		
2	13	24	Periodic report	60 days after end of reporting period	Final payment	90 days from receiving periodic report		



## Reporting schedule Overview of implementation

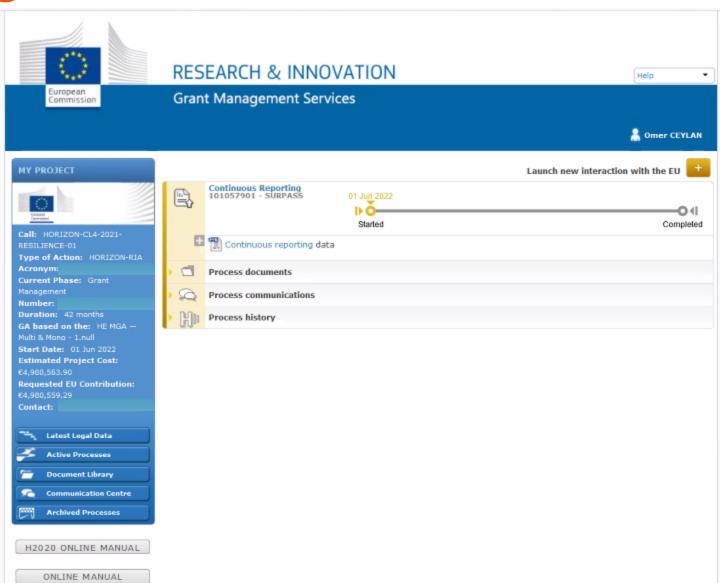


## Continuous reporting



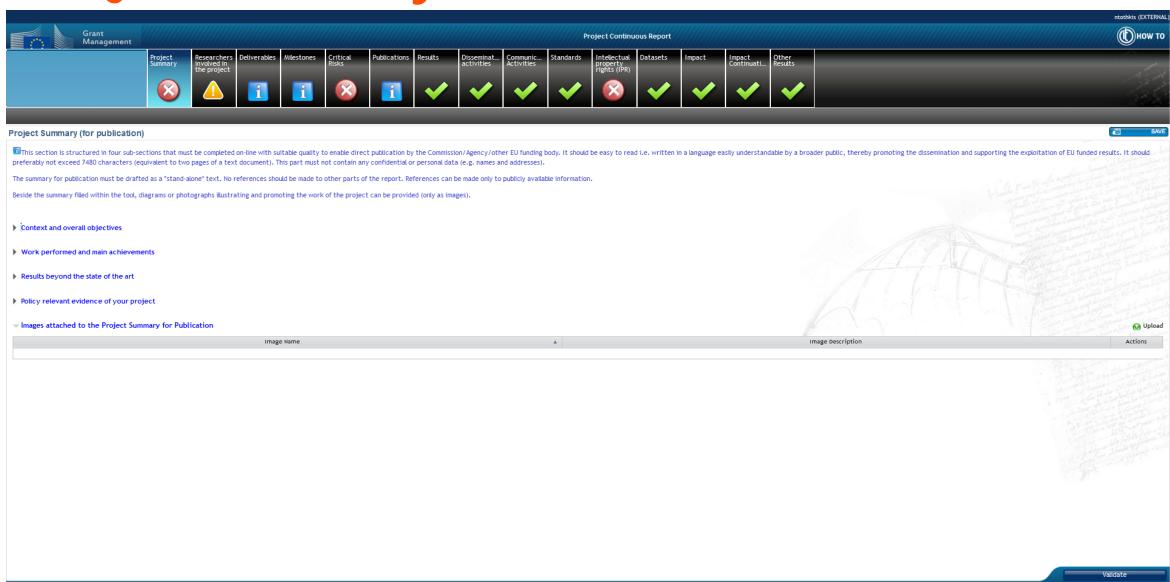
### **Continuous reporting module**

- Project summary
- Submission of deliverables
- Report progress in achieving milestones
- Follow-up critical risks
- Reporting on horizontal issues
  - Open access tables (publications, datasets, other results)
  - Dissemination, exploitation and communication activities
  - Policy questionnaires
- Continuous Reporting is activated at the project start





### **Project Summary**





#### Researchers



#### Researchers involved in the project

☐ There is no researcher involved in the project yet

												Add Researcher
Beneficiary	First Name	Surname A	Gender	Nationality	Email	Career Stage	Role of researcher	Personal Identifier	Contract duration	Latest degree before entering project Degree   Year Awarded   Country	Professional position for staff members leaving the project Career Stage   Country	Actions
20-EM	Gabriella	Lovasz	W	Hungary	gabriella.lovasz@europar	Category D - First stage	Team member	ORCID:0000-0003-3689-	-		 	×



Deliverables

#### **Deliverables**



#### Deliverables and Other Reports ?

🛅 For each Deliverable, a single file (max 52MB) can be uploaded

Add actual delivery dates (or new due date for late deliverables, together with an explanation for the delay). In the Comments, please indicate if the deliverable was achieved as planned or not.

The labels used mean:

Public - fully open

Sensitive - limited under the conditions of the Grant Agreement

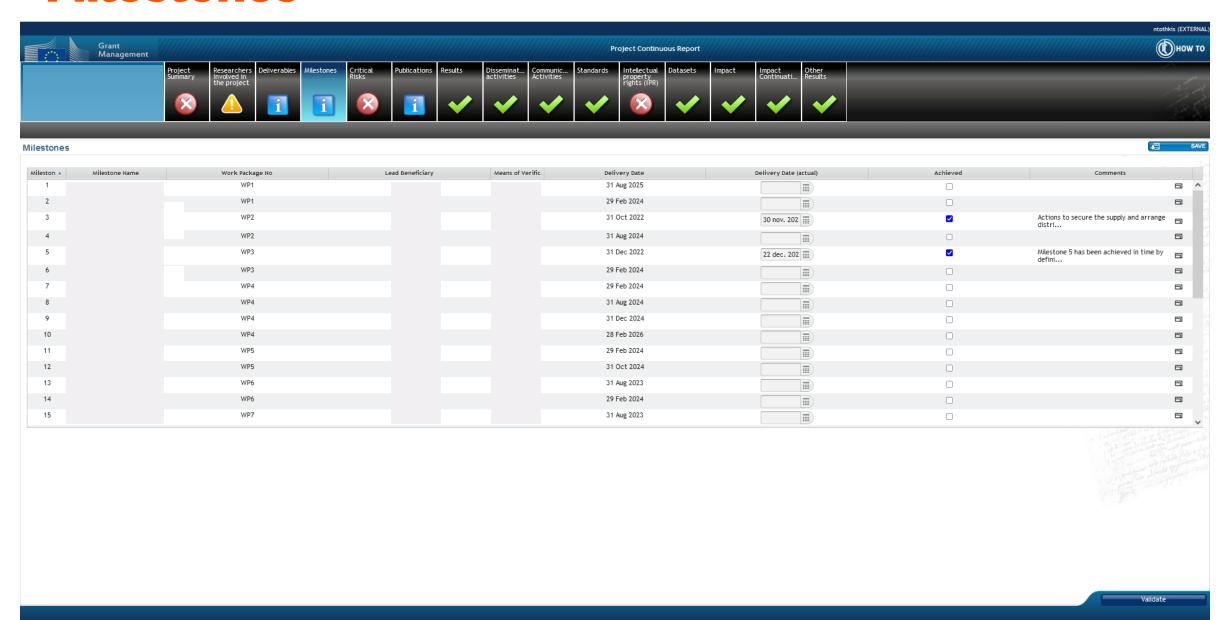
EU classified - RESTREINT-UE/EU-RESTRICTED, CONFIDENTIAL, SECRET-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444. For items classified under other rules (e.g. national or international organization), please select the equivalent EU classification level.

#### Show Filters 🗱 Clear Filters

Work Pack	Deliverabl	Deliverat	Deliverable Name	Description	Lead Be	Туре	Disseminati	Due Date	New Due Date	Delivery Date	Approval Date	Status			
WP1	D1.1	D1				R	PU	30 Nov 2022		28 Nov 2022		Submitted	<b>©</b>	<b>&gt;</b>	
WP1	D1.2	D2				R	PU	31 Aug 2024				Pending	<b>@</b>	<b>&gt;</b>	
WP1	D1.3	D3				R	PU	31 Aug 2026				Pending	<b>@</b>		
WP1	D1.4	D4				R	PU	31 Aug 2024				Pending	<b>@</b>	9	
WP1	D1.5	D5				R	PU	30 Jun 2026				Pending	<b>@</b>	<b>&gt;</b>	
WP2	D2.1	D6				R	SEN	31 Aug 2023				Pending	<b>@</b>	9	
WP2	D2.2	D7				R	SEN	31 Aug 2024				Pending	<b>@</b>		
WP2	D2.3	D8				R	SEN	31 Aug 2025				Pending	<b>@</b>	<b>&gt;</b>	
WP3	D3.1	D9				R	SEN	29 Feb 2024				Pending	<b>@</b>	<b>&gt;</b>	
WP3	D3.2	D10				DEW	PU	31 Dec 2025				Pending	<b>@</b>		
WP3	D3.3	D11				DEW	PU	31 May 2026				Pending	<b>@</b>		
WP3	D3.4	D12				R	PU	31 Aug 2026				Pending	<b>@</b>		
WP4	D4.1	D13				R	SEN	28 Feb 2026				Pending	<b>@</b>		
WP4	D4.2	D14				R	SEN	31 Dec 2025				Pending	<b>@</b>	9	
WP4	D4.3	D15				R	SEN	28 Feb 2026				Pending	<b>⊙</b>	<b>&gt;</b>	

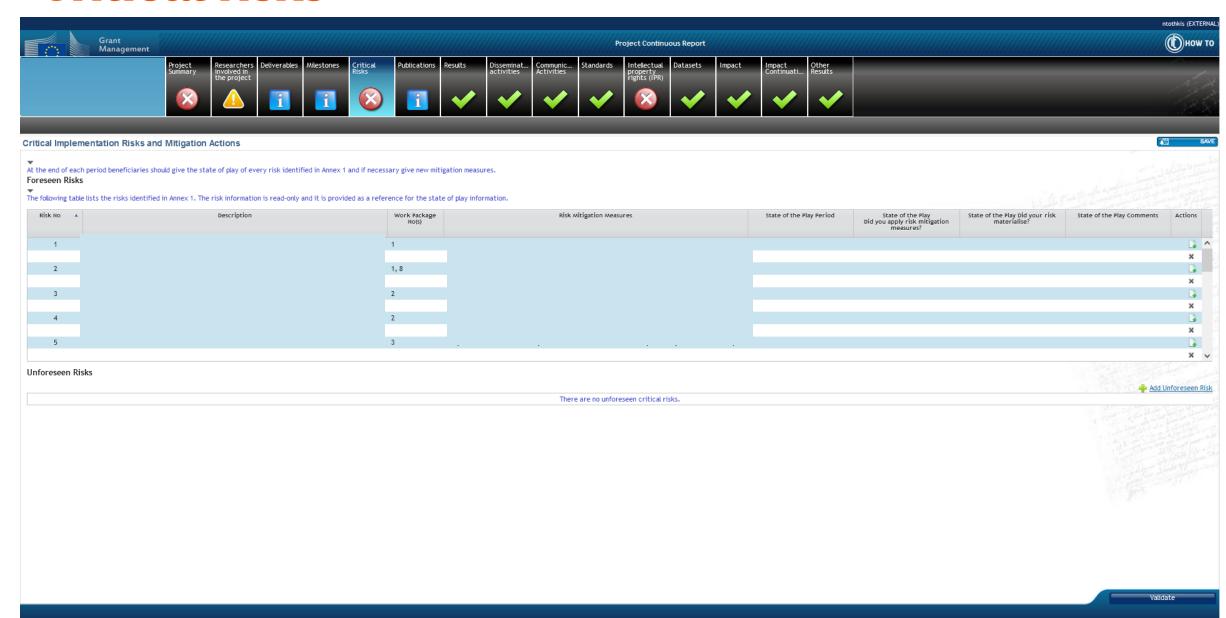


#### **Milestones**

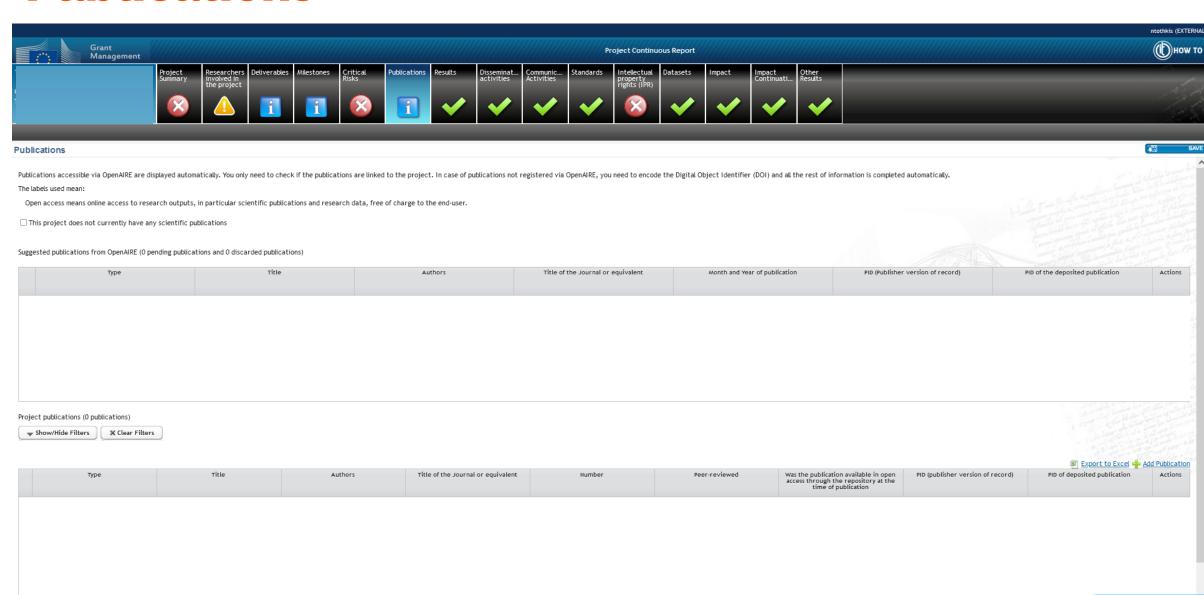




### **Critical risks**

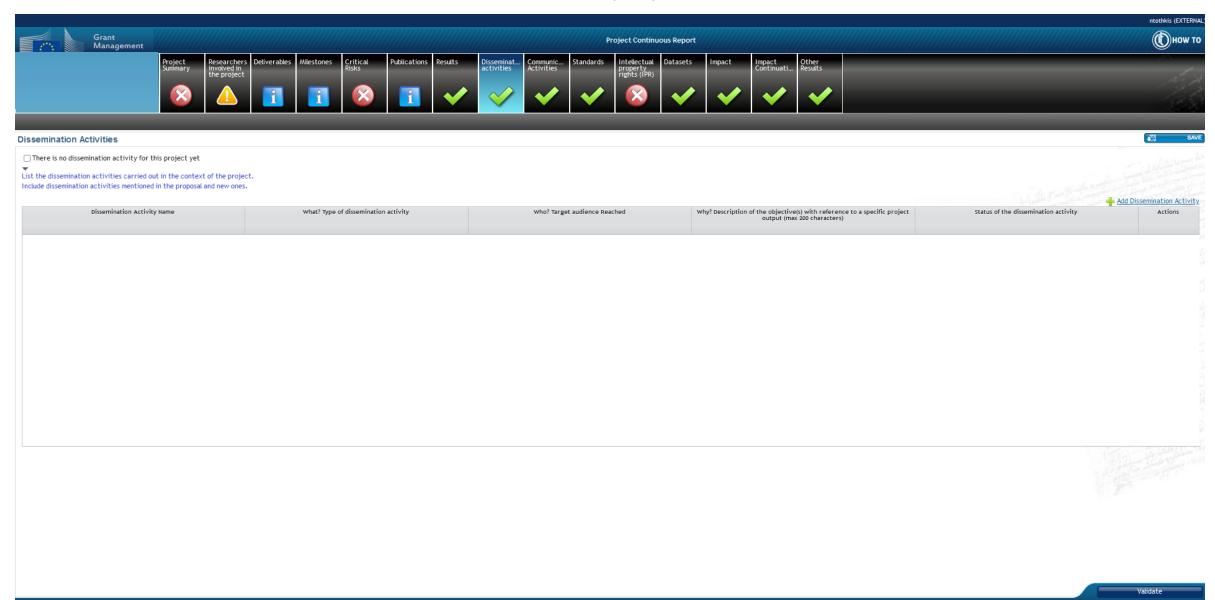


#### **Publications**



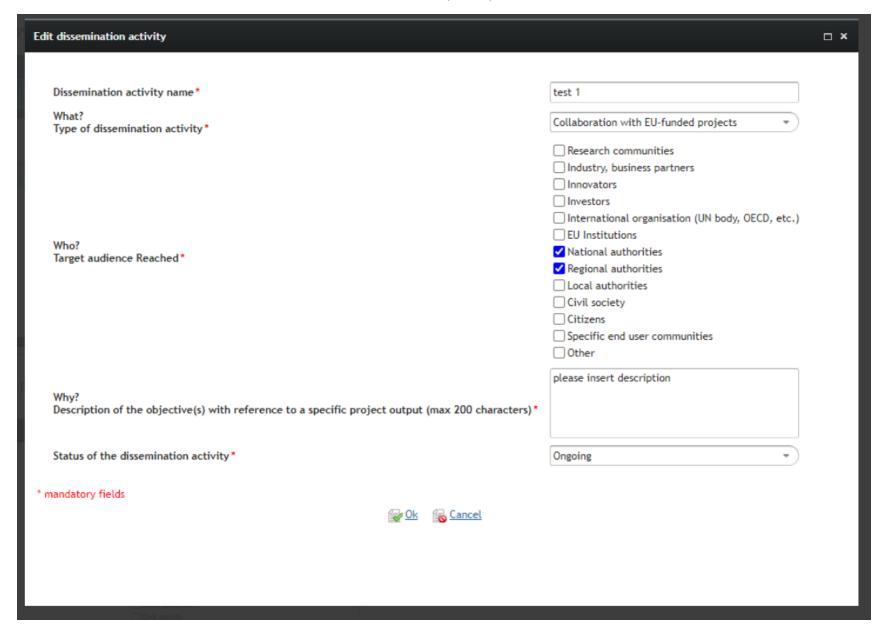


### **Dissemination activities (1)**





### **Dissemination activities (2)**





### **Communication activities (1)**



#### Communications Activities

 $\hfill \square$  There are no communication activities for this project yet

Communication on projects is a strategically planned process that starts at the outset of the action and continues throughout its entire lifetime, aimed at promoting the action and its results. It requires strategic and targeted measures for communicating about (i) the action and (ii) its results to a multitude of audiences, including the media and the public and possibly engaging in a two-way exchange.

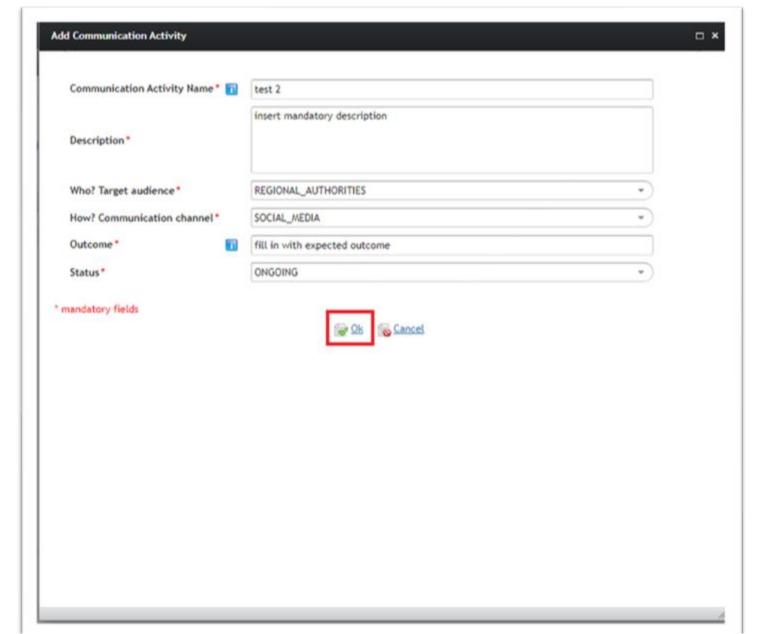
List the communication activities carried out in the context of the project. Use the same labels used in your DEC plan.



No communication activities added



### **Communication activities (2)**





### **Standards**



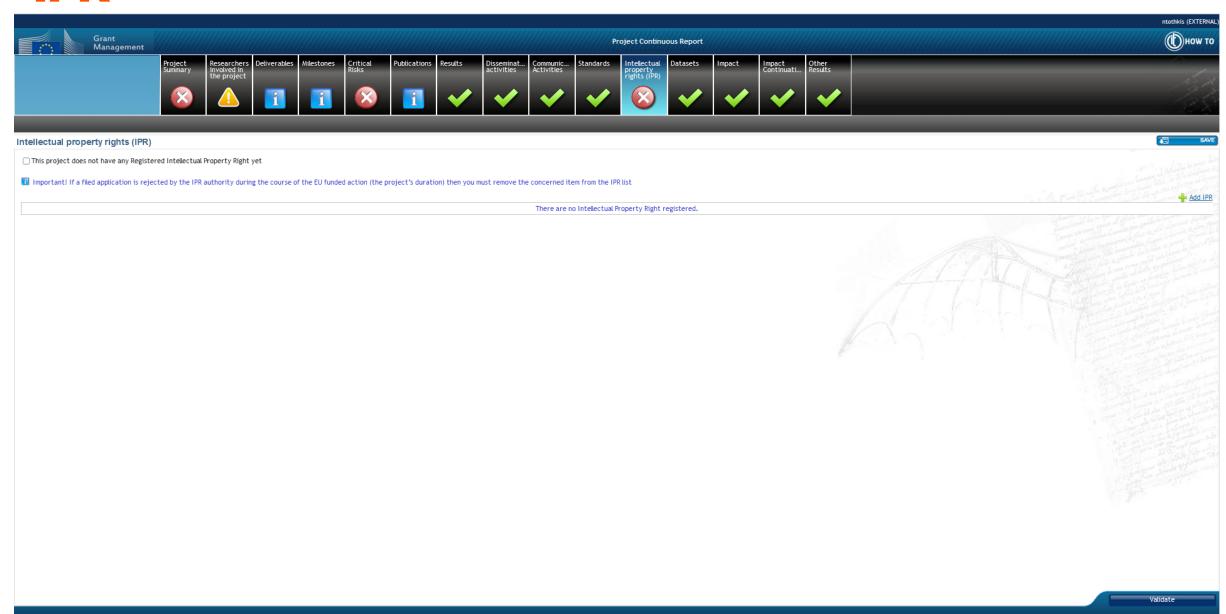
Standards

▼ This project does not currently have any standards Project Standards ( 0 standard )



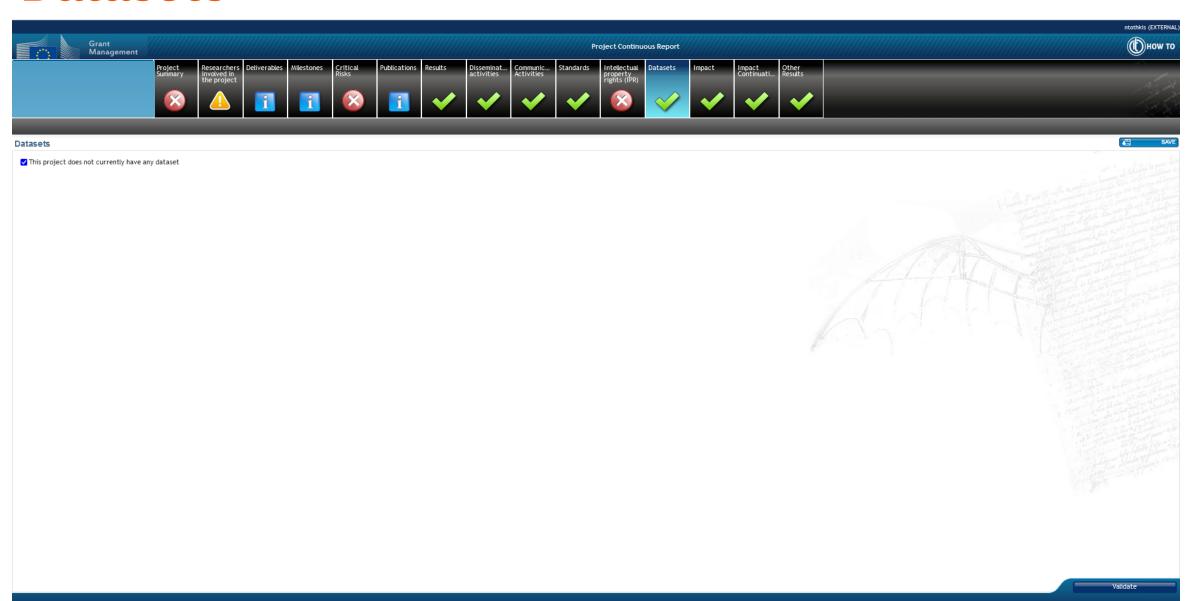






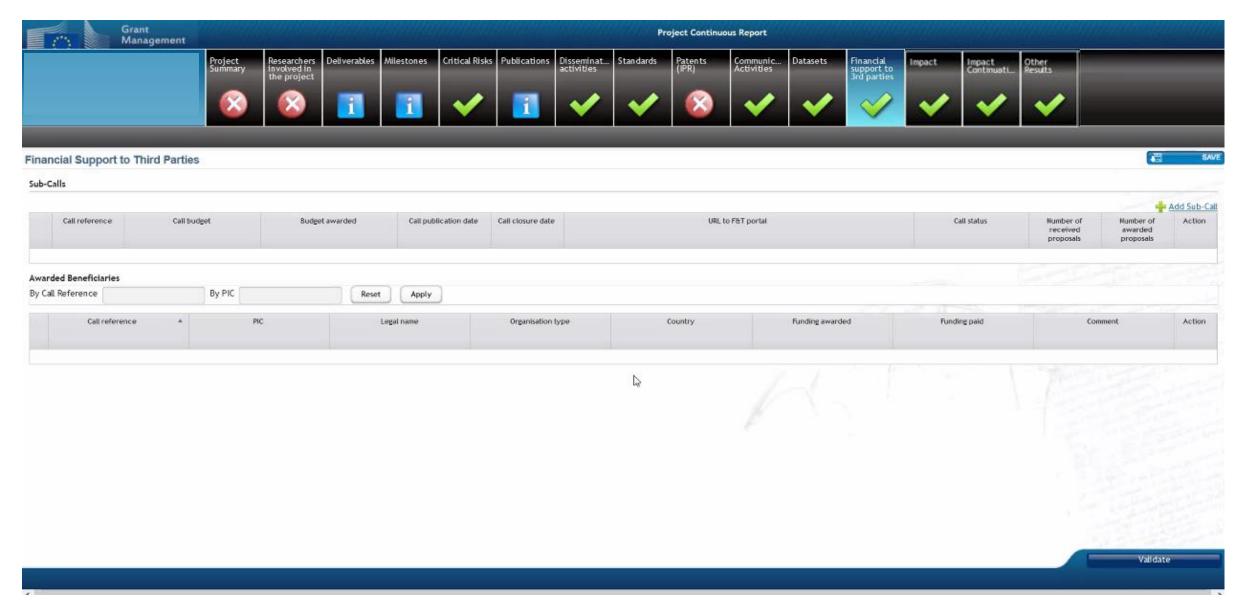


#### **Datasets**



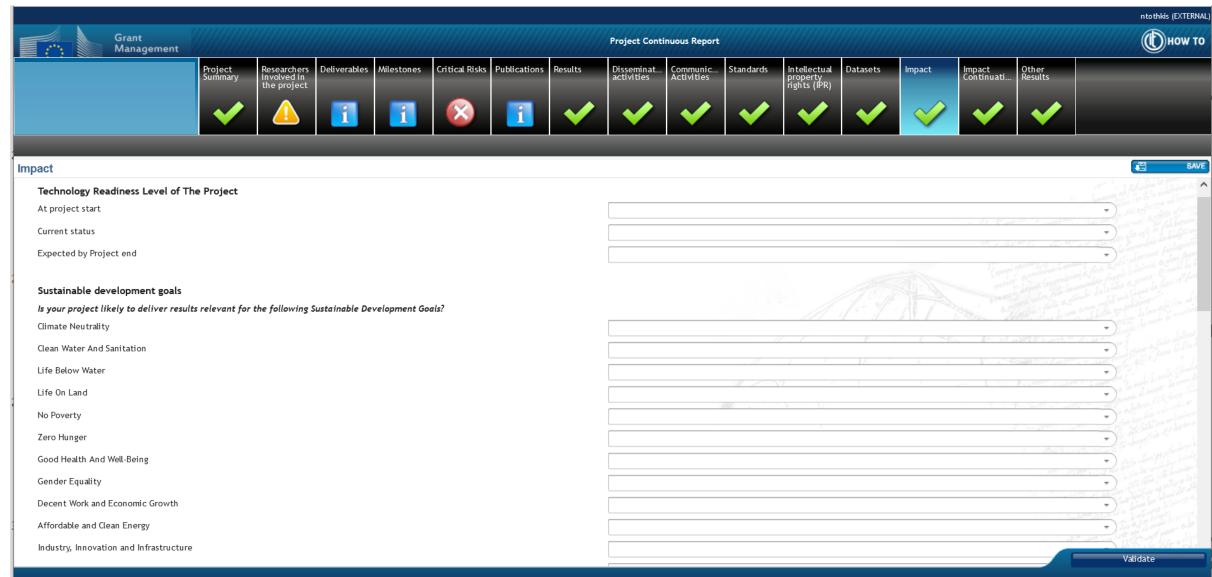


### Financial support to 3<sup>rd</sup> parties – if applicable





### Impact (1) TRL - SDG



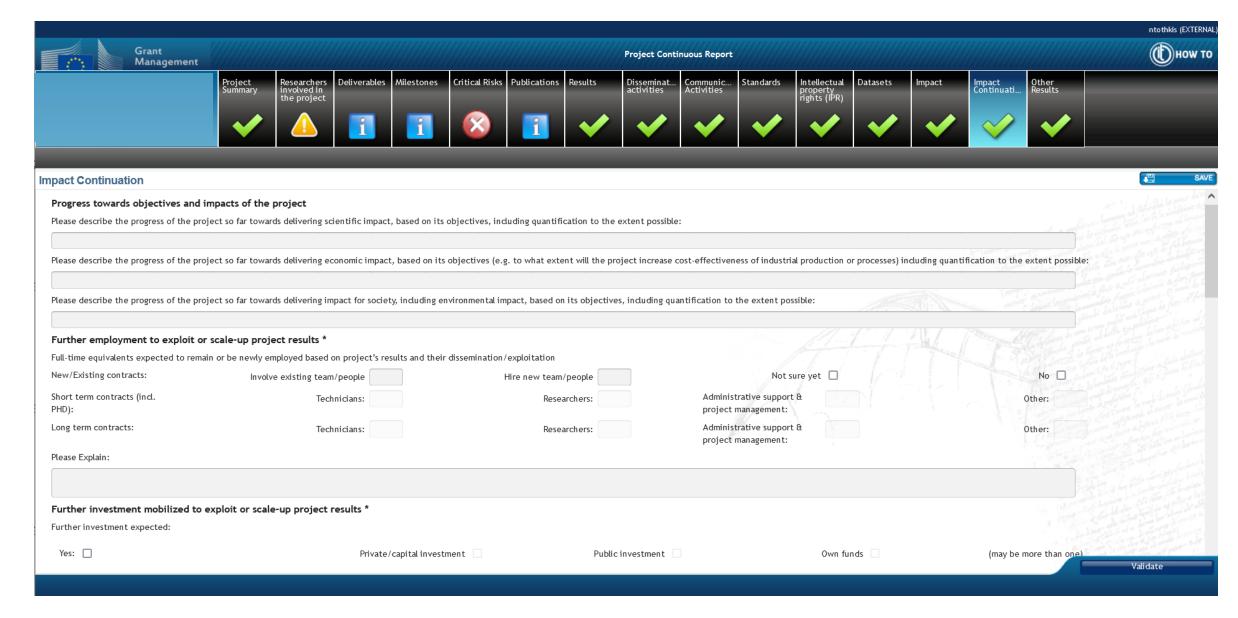


#### Impact (2) Citizen engagement

Grant Management	Project Continuous Report		ntothkis (E
Project Summary Researchers involved in the project	unica Standards Intellectual property rights (IPR)		
nct			
Citizen Engagement			
Regarding co-design and co-creation through the engagement of citizens, and/or end-user entities, how have citizens and end-user entities contributed to the co-creation of	R&I content so far?		
	Citizen	End-user entities	
Co-creating R&I visions, agendas, policies or frameworks		0	
Co-creating R&I action plans or technology roadmaps		0	
Collecting data for the project			
Analysing data for the project			
Providing resources, e.g. computational, space/locations, practical support			
Monitoring and/or evaluating R&I results			
Testing & experimenting with innovative R&I solutions			
Contributing to scientific publications or patent applications			
Debating R&I findings and implications for them			
Other (please specify)			
Not applicable			
What mechanisms for citizen and/or end-user entity engagement have you set up and plan to maintain beyond the end of your project, or are planning to set up and maintain	n beyond the end of your project (per beneficiary)?		
Select Beneficiary	*)		
Department, centre, lab, network, testbeds or other structure or space set up, internally or externally, to support citizen/end-user engagement			
Institutional websites, web-pages or portals set up to support citizen/end-user engagement (excluding project website)			
Staff appointed with responsibility to initiate, monitor, evaluate or advise on citizen/end-user engagement  Staff appointed with responsibility for training, mutual learning and sharing of tools and good practice on citizen/end-user engagement			
Rules, standards, guidelines or other frameworks established to ensure that citizen/end-user engagement is taken into account in institutional R&I processes			
Systematic or regular dialogues, meetings, workshops or other events set up for citizen/end-user engagement (excl.one-off events)			
Other			
None			
190%			
Overall, how many individual citizens have been involved in co-creating R&I content for all activities listed? (please provide your best estimate, which should be traceable in	one or more deliverables)		

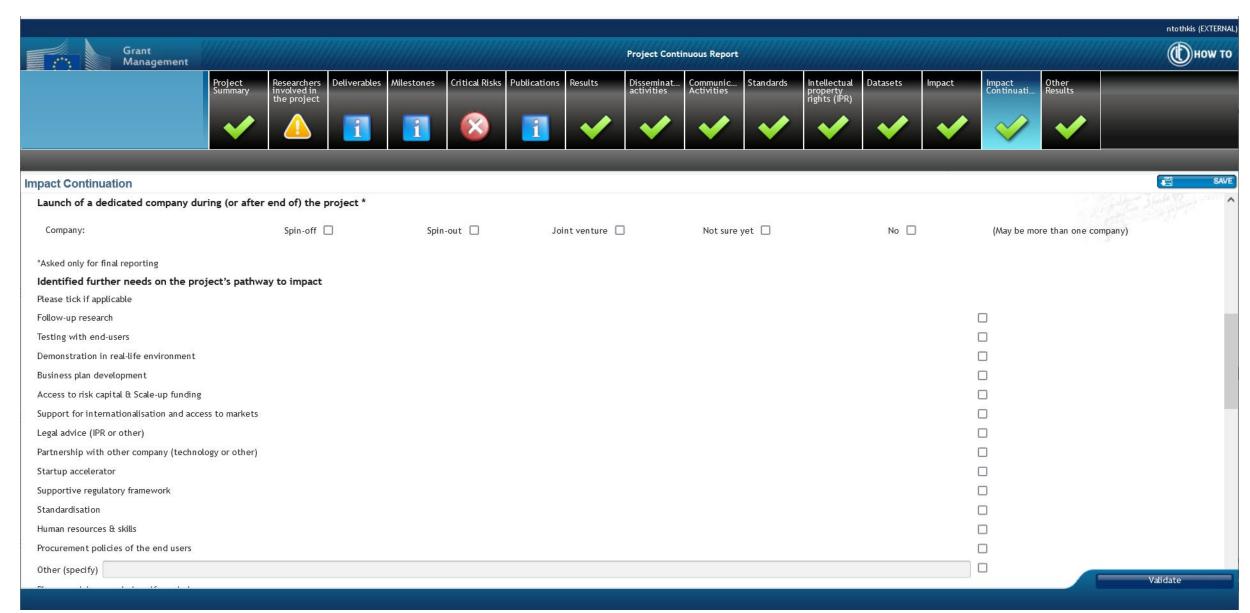


### **Impact Continuation (1)**



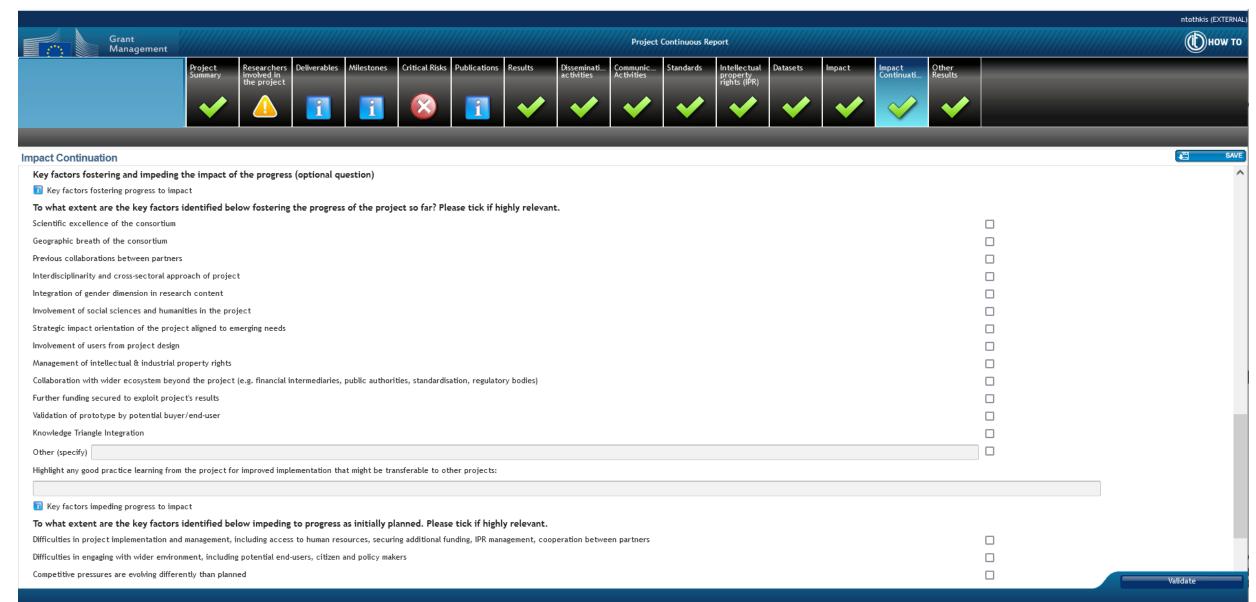


### **Impact Continuation (2)**





### **Impact Continuation (3)**





#### Results (1)



#### Results

☐ There is no result for this project yet

Please provide details about project results. Please focus on the content of the results, for example discoveries and theories, products, services, methods etc. Publications, intellectual property rights, datasets, software, algorithms, protocols etc. will be linked to these results later in separate tables. It will also be possible to add these to the project as a whole.

Examples:

- 1. The project developed a new medical device, which is described in two publications and later patented. Instructions: List the medical device here (as 'PROD: Product') and link publications to this product in dedicated sections. When you have information about the patent application, link it in a dedicated section.
- 2. The project developed a new scientific theory which is described in several publications. Instructions: List the name and potential of the theory here (as 'SCI: Scientific discovery, model, theory') and add relevant publications later in dedicated sections.
- 3. The project develops a high potential industrial process and is currently at the stage of prototyping. Instructions: List the industrial process here (as 'PROC: Industrial process') and indicate the prototyping stage under 'Steps undertaken towards exploitation'. If there is a registered prototype, link the registered prototype in a dedicated section.
- 4. The project mainly focused on activities such as conferences, staff exchanges, or on investments in infrastructures. Instructions: List these as results and their potential here.

#### Results

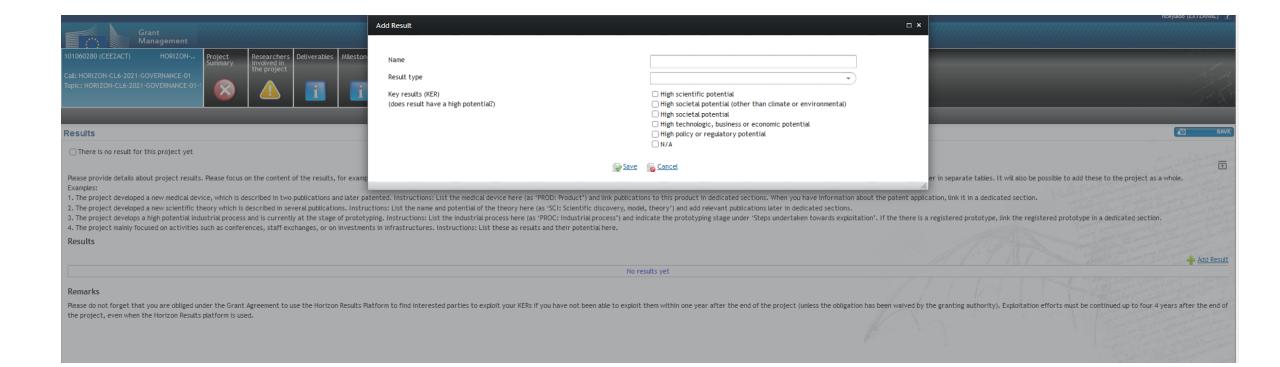
No results yet

#### Add Result

#### Remarks

Please do not forget that you are obliged under the Grant Agreement to use the Horizon Results Platform to find interested parties to exploit your KERs if you have not been able to exploit them within one year after the end of the project (unless the obligation has been waived by the granting authority). Exploitation efforts must be continued up to four 4 years after the end of the project, even when the Horizon Results platform is used.

### Results (2)



### Results (3)



☐ There is no result for this project yet

Please provide details about project results. Please focus on the content of the results, for example discoveries and theories, products, services, methods etc. Publications, intellectual property rights, datasets, software, algorithms, protocols etc. will be linked to these results later in dedicated sections. It will also be possible to add these to the project as a whole.

#### Examples:

- Example: The project developed a new medical device, which is described in two publications and later patented. Instructions: List the medical device here (as 'PROD: Product') and link publications to this product in dedicated sections. When you have information about the patent application, link it in a dedicated section.
- Example: The project developed a new scientific theory which is described in several publications. Instructions: List the name and potential of the theory here (as 'SCI: Scientific discovery, model, theory') and link publications to this model later in dedicated sections.
- Example: The project develops a high potential industrial process and is currently at the stage of prototyping. Instructions: List the industrial process here (as 'PROC: Industrial process') and indicate the prototype in a dedicated section.
- Example: The project mainly focused on activities such as conferences, staff exchanges, or on investments in infrastructures. Instructions: List these as results and their potential here.

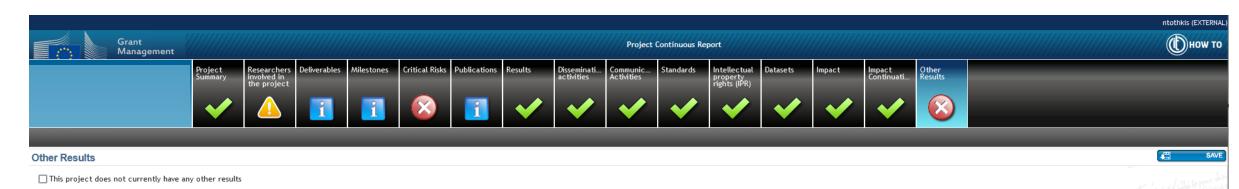
#### Results

Actio	Market maturity (state of the market targeted by this result)	Steps undertaken towards exploitation	Audience or target group	Description of high potential	Key results (KER) (does result have a high potential?)	Result type	ame A
×	Not yet existing and not clear if market	Prototyping in laboratory environment	Researchers	SSSSSSSS	High scientific potential	LEARN: Learning and training (learning n	a
×	Emerging: growing demand, scarce suppl	Feasibility study Business plan	Citizens	insert description	High societal potential (other than clima High policy or regulatory potential	SERV: Service (new or improved)	test2



### Other results (1)

Project Other Results ( 0 results)



No other results yet

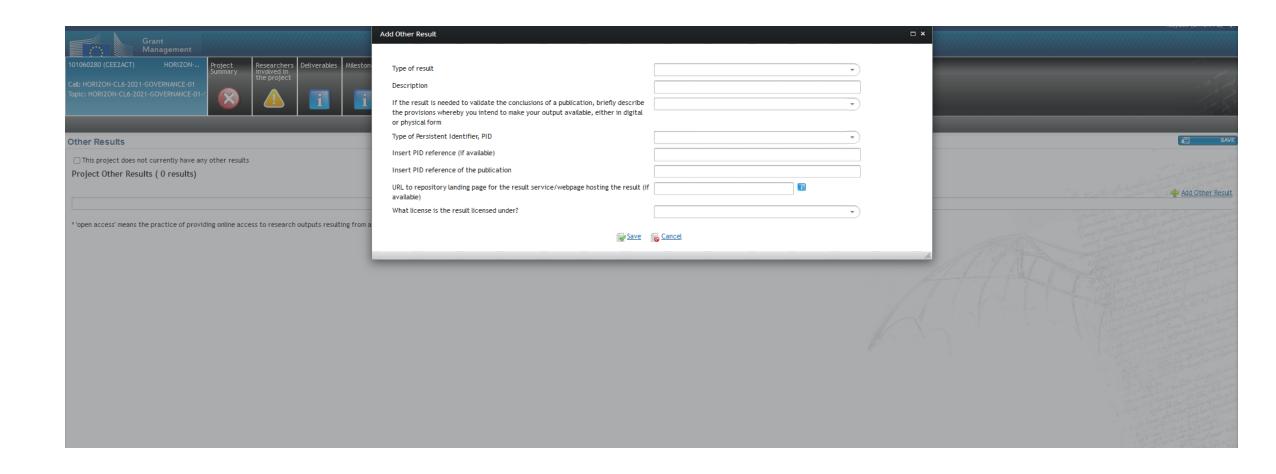
\* 'open access' means the practice of providing online access to research outputs resulting from actions funded under the Programme, in particular scientific publications and research data, free of charge to the end-user



Add Other Result

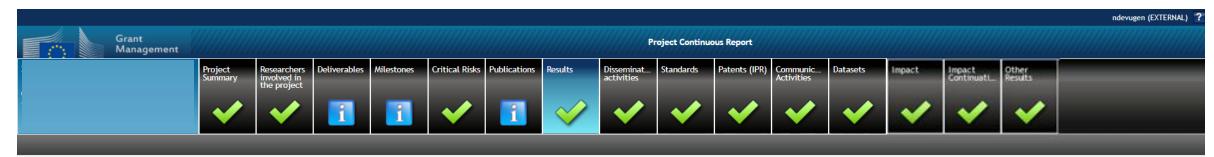


### Other results (2)





## Results Ownership List Final report



#### Results

Please do not forget that you are obliged under the Grant Agreement to use the Horizon Results Platform to find interested parties to exploit your KERs if you have not been able to exploit them within one year after the end of the project (unless the obligation has been waived by the granting authority). Exploitation efforts must be continued up to four 4 years after the end of the project, even when the Horizon Results platform is used.

Specific elements requested in the table below are aimed at fulfilling Art. 2(21) and 38 of the Horizon Europe Regulation ('Beneficiaries shall own the results they generate' during a project etc.). Please recall that it is mandatory to submit a 'results ownership list' with the last periodic report (see Annex 5 of Model Grant Agreement). By duly filling in this table you fulfil this obligation. The submission of your last periodic report will be blocked if the 'results ownership list' is not filled in.

#### Results Ownership List

Indicate the owner(s) of the results.

Note: \_

This is the 'results ownership list' required under the Grant Agreement.

The submission of your last Periodic Report will be blocked if this table is not filled in.

Result name	Single or joint ownership of results? (Indicate the number of owners)	Result owners	Will the owners exploit the result?	In which form will the result be made available to other consortium members and/or third parties?	Does the exploitation of the results require access to background of one or several consortium members?	Does the exploitation of the results require access to third party IPR?	Actions
test1	Single	Entity: 973276467-Germany	Yes	Open source	No	Not known	×
test3	Single	Entity: 999997930-France	Yes	Open access	No	Not known	×



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## THANK YOU!

for your attention

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