



Europa Media Trainings

Reporting obligations

Continuous reporting, periodic report and the final report

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European Funding Academy
Horizon Europe Project Management
22-23 March 2022

CONTENT

1. Continuous reporting and Internal Reporting
2. Periodic report: Technical and Financial
3. EU assessment of the Periodic report
4. Final Report
5. Review meeting



Including the changes in HEU and other programmes

Mutual Insurance Mechanism and the Pre-financing

Mutual Insurance Mechanism (MIM)

Replacing the Guarantee Fund in Horizon Europe



5% Contribution to the Mechanism:

but it can be more, or less.

- Actions require a **5% contribution** by the Beneficiaries.
- **Periodic evaluation** may change it and bring it up to 8% or reduce it under 5%.
- It can be offset from the **first pre-financing** and be paid to the Mechanism on behalf of the beneficiaries.
- 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

Model 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.

→ e.g. Erasmus

Reporting and payments in Horizon Europe

Reporting and Payments options

Draft Corporate Model Grant Agreement – Data Sheet



4. Reporting, payments and recoveries

4.1 Continuous reporting (art 21)

Deliverables: see Funding & Tenders Portal Continuous Reporting tool

[OPTION for HE ERC Grants: Progress reports (ERC Scientific report): No/Yes (deadline for submission, 60 days after end of period)

Progress report No	Month from	Month to
1	[number]	[number]
2	[number]	[number]

Reporting and payment modalities (art 21, 22):

Mutual Insurance Mechanism (MIM): Yes

MIM contribution: *[5-8%/[...]]%* of the maximum grant amount (*[insert amount]*), retained from the initial prefinancing *[additional OPTION if selected for the call: , [...]]%* of the maximum grant amount (*[insert amount]*), retained from the second prefinancing *[additional OPTION if selected for the call: and [...]]%* of the maximum grant amount (*[insert amount]*), retained from the third prefinancing

Restrictions on distribution of initial prefinancing: The prefinancing may be distributed only if the minimum number of beneficiaries set out in the call conditions (if any) have acceded to the Agreement and only to beneficiaries that have acceded.

Interim payment ceiling (if any): 90% of the maximum grant amount

Reporting and Payments options

Draft Corporate Model Grant Agreement – Data Sheet



4.2 Periodic reporting and payments

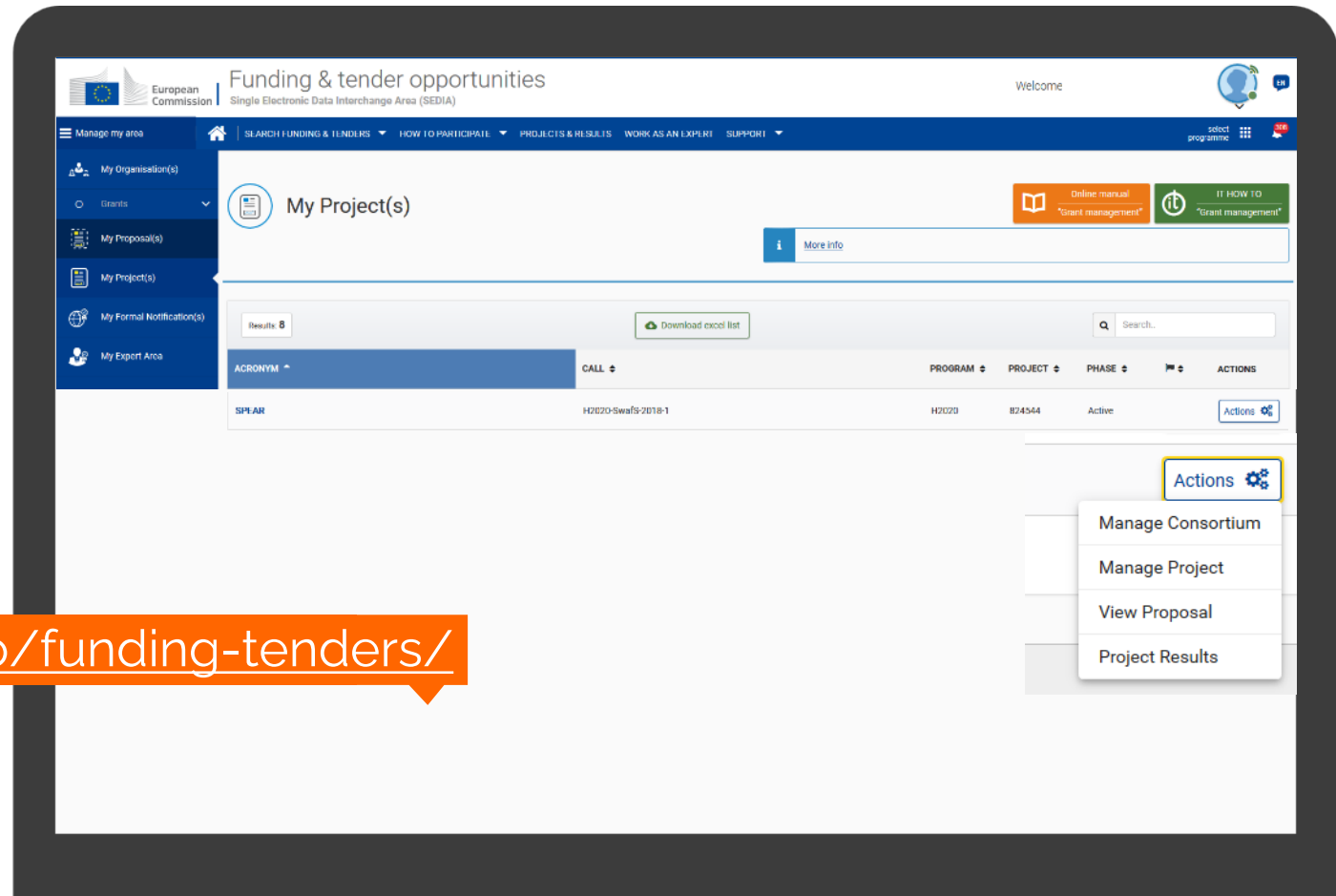
Reporting and payment schedule (art 21, 22):

Reporting				Payments						
Reporting periods			Type	Deadline	Type	Deadline (time to pay)				
RP No	Month from	Month to								
				Initial prefinancing	[OPTION 1 by default: 30 days from entry into force/10 days before starting date – whichever is the latest] [OPTION 2: if selected for the call: n/a]					
				1	[number]	[number]	Additional prefinancing report	60 days after end of reporting period	Additional prefinancing	[OPTION 1 if selected for the grant: 60 days from receiving additional prefinancing report – whichever is the latest][OPTION 2: n/a]
				2	[number]	[number]	Periodic report	60 days after end of reporting period	Interim payment	[OPTION 1 if selected for the grant: 90 days from receiving periodic report][OPTION 2: n/a]
				3	[number]	[number]	Periodic report	60 days after end of reporting period	Final payment	90 days from receiving periodic report

→ e.g. Erasmus

Part 1: Continuous reporting and Internal reporting

The Funding and Tenders Portal



<https://ec.europa.eu/info/funding-tenders/>

Continuous reporting module

FUNCTIONS:

- Enter publishable summary
- Submit deliverables
- Report progress in achieving milestones
- Follow up critical risks
- Fill in questionnaire on horizontal issues
 - Publications
 - Communications activities
 - Rest of questionnaire on horizontal issues

Continuous Reporting is activated at the project start!

The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' interface. The top navigation bar includes the European Commission logo and a 'Help' dropdown. The main content area is divided into two columns. The left column, titled 'MY PROJECT', shows details for a 'HORIZON 2020' project with the following information:

- Call: H2020-SwafS-2018-1
- Type of Action: CSA
- Acronym:
- Current Phase: Grant Management
- Number: 824544
- Duration: 48 months
- GA based on the: H2020
- General MGA — Multi - 5.null
- Start Date: 01 Jan 2019
- Estimated Project Cost:
- Requested EU Contribution:
- Contact:


Below the project details are several buttons: 'Latest Legal Data', 'Active Processes', 'Document Library', 'Communication Centre', and 'Archived Processes'. At the bottom of this column is a link to the 'H2020 ONLINE MANUAL' and a green 'HOW TO' button.


The right column features a 'Launch new interaction with the EU' button and a progress bar for 'Continuous Reporting 824544'. The progress bar shows a timeline from '01 Jan 2019' with a 'Started' marker and a 'Completed' marker. Below the progress bar are three expandable sections: 'Continuous reporting data', 'Process documents', 'Process communications', and 'Process history'.

The footer of the interface contains the copyright notice: '© European Communities - Version 1.24'.

Summary for publication


Grant Management
Project Continuous Report








THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION
HORIZON 2020


Call: H2020-ICT-2016-2017
Topic: ICT-32-2017 Unit: CNECT/F/03


Summary for publication



Deliverables Ethics, DMP, Other Reports



Milestones



Critical Risks



Publications



Disseminati...


Patents (IPR)



Innovation


SME Impact


Gender



ABS Regulation


Summary for publication
SAVE

 The summary for publication should be written as a "stand-alone" text, in a language easily understandable by a broader public and must not contain any confidential data

- ▶ [Summary of the context and overall objectives of the project \(For the final period, include the conclusions of the action\)](#)
- ▶ [Work performed from the beginning of the project to the end of the period covered by the report and main results achieved so far \(For the final period please include an overview of the results and their exploitation and dissemination\)](#)
- ▶ [Progress beyond the state of the art, expected results until the end of the project and potential impacts \(including the socio-economic impact and the wider societal implications of the project so far\)](#)
- ▶ [Address \(URL\) of the project's public website](#)

▼ [Images attached to the Summary for publication](#)

Image Name	Image Description	Actions
		 Upload

Validate

Deliverables

Grant Management

Project Continuous Report

Call:
Topic: Unit: EASME/A/01

Summary for publication

Deliverables

Milestones

Critical Risks

Publications

Disseminati...

Patents (IPR)

Innovation

SME Impact

Open Data

Gender

ABS Regulation

Deliverables

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

WP No	Del	Del No	Title	Description	Lead	Nature	Dissemi	Est. Del. E	Receipt D	Approval Da	Status	
WP1	D1.1	D5				Repor	Public	31 Aug 2	31 Aug 2	05 Sep 201	Approved	
WP1	D1.2	D6				Repor	Public	31 Aug 2	29 Jul 20	25 Aug 201	Approved	
WP1	D1.3	D7				Repor	Public	31 Aug 2	29 Jul 20	26 Aug 201	Approved	
WP2	D2.1	D8				Repor	Public	31 Aug 2	07 Oct 2	10 Oct 201	Approved	
WP2	D2.2	D10				Other	Public	31 Oct 2	20 Oct 2	07 Nov 201	Approved	
WP2	D2.3	D11				Repor	Public	30 Nov 2	29 Nov 2	13 Dec 201	Approved	
WP2	D2.4	D12				Other	Public	28 Feb 2	31 Mar 2	20 Apr 201	Approved	
WP2	D2.5	D24				Other	Public	31 Aug 2	07 Sep 2		Submi...	
WP2	D2.6	D31				Other	Public	28 Feb 2			Pending	
WP3	D3.1	D9				Repor	Public	31 Aug 2	16 Jun 2	26 Jun 201	Approved	
WP3	D3.2	D13				Other	Public	28 Feb 2	28 Feb 2	06 Mar 201	Approved	
WP3	D3.3	D14				Other	Public	28 Feb 2	28 Feb 2	06 Mar 201	Approved	
WP3	D3.4	D25				Other	Public	31 Aug 2	31 Aug 2	05 Sep 201	Approved	
WP3	D3.5	D26				Other	Public	31 Aug 2	31 Aug 2	05 Sep 201	Approved	
WP3	D3.6	D32				Other	Public	28 Feb 2			Pending	
WP3	D3.7	D33				Other	Public	28 Feb 2			Pending	

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Milestones

Grant Management
Project Continuous Report

Call: ICT-32-2017 Unit: CNECT/F/03

Summary for publication

Deliverables Ethics, DMP, Other Reports

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Numbe [▲]	Name	Lead Beneficiary	Delivery Date (Annex I)	Achieved	Delivery Date (actual)	Comments
1	Kick-off meeting held		01 Feb 2018	<input type="checkbox"/>	<input type="text" value=""/>	
2	Informational stage comple		01 May 2018	<input type="checkbox"/>	<input type="text" value=""/>	
3	Ecosystem analysis comple		01 Aug 2018	<input type="checkbox"/>	<input type="text" value=""/>	
4	Annual report accepted		01 Mar 2019	<input type="checkbox"/>	<input type="text" value=""/>	
5	Access to talent improved		01 Apr 2019	<input type="checkbox"/>	<input type="text" value=""/>	
6	Training sessions accompli:		01 Jul 2019	<input type="checkbox"/>	<input type="text" value=""/>	
7	Access2Finance workshop:		01 Nov 2019	<input type="checkbox"/>	<input type="text" value=""/>	
8	Agreed exploitation plan V		01 Jan 2020	<input type="checkbox"/>	<input type="text" value=""/>	
9	Balkan workshops held		01 Jan 2020	<input type="checkbox"/>	<input type="text" value=""/>	


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Critical risks


Grant Management
Project Continuous Report





Call: Topic: ICT-32-2017 Unit: CNECT/F/03


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Critical Risks



Publications



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ABS Regulation


Critical Risks

SAVE

Foreseen Risks (Annex-I)

Number ▲	Description	Work Package No.	Risk Mitigation Measures	State of the Play Reference Reporting Period	State of the Play Mitigation Measures Applied	State of the Play Risk Materialized	State of the Play Comments	Actions
1	Staff changes, withdrawal of a partner	1	All partners are strongly committed to the proposal and t					
2	Delays in the implementation of MY-GATEWAY activities, le	1	Solid Action Plan by EM, including 6-monthly To-do lists w					
3	Slow or ineffective communication between project man	1	High focus on communication internal to the consortium					
4	Unsatisfactory quality of methodology and final assessmen	2	Solid methodology designed by BIU, who has previous exp					
5	Unforeseeable changes in the delivery, logistics and organ	3	Consortium partners are well connected in entrepreneur					
6	Low engagement in MY-GATEWAY meetup and Access2Fina	3	Strong ad-hoc promotional campaign; direct invitations th					
7	Unsatisfactory quality of methodology and final models for	4	Continuous dialogue kept open between partners respon					
8	Low engagement of start-ups in training courses	5	Strong ad-hoc promotional campaign; direct invitations th					
9	Unsatisfactory knowledge transfer to Balkan ecosystems	6	Balkan Committee will follow project activities from the v					
10	Low visibility of MY-GATEWAY across dissemination and cor	7	Standalone WP devoted to dissemination and communicat					

Unforeseen Risks

There are no unforeseen critical risks.

+ Add Unforeseen Risk
 Validate

Publications

Grant Management
 155465 (155465 TEST [AB..]) CSA
 HORIZON 2020
 Period No: 1 Duration (months): 18
 Reporting Period : [01 Jan 2010 - 30 Jun 2011]

Project Periodic Report

ndevugen (EXTERN)

Summary for publication

Deliverables Ethics, DMP, Other Reports

Milestones

Critical Risks

Publications

Disseminat... Communicatio

Patents (IPR)

Innovation

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Gender

Energy

Tech. Report (Part B)

Financial Statements

Publications 84

This project does not currently have any scientific publication

Suggested publications from OpenAIRE (37 publications)

No.	Type	Title	Authors	Title of the Journal/Proc./Book	Date of Acceptance	DOI	Repository Link	Actions
1	Article in Jor	Methanothermobacter thermautotrophicus modulates its memb	Yoshinaga, Marcos Y.; Gagen, Emma J	Frontiers in Microbiology	01/01/2015	10.3389/fmicb.2015.00005		✕
2	Article in Jor	Identification of unusual butanetriol dialkyl glycerol tetraether	Zhu, Chun; Meador, Travis B.; Dumma	Rapid Communications in Mass Spectrometry	01/01/2014	10.1002/rcm.6792		✕
3	Article in Jor	In situ production of branched glycerol dialkyl glycerol tetraeth	Liu, Xiao-Lei; Zhu, Chun; Wakeham, S	Marine Chemistry	01/11/2014	10.1016/j.marchem.2014.08.008		✕
4	Article in Jor	Application of two new LC-ESI-MS methods for improved detect	Woerner, Lars; Lipp, Julius S.; Schroe	Organic Geochemistry 59 10-21 (2013)	01/01/2013	10.1016/j.orggeochem.2013.03.004		✕
5	Article in Jor	Assessing sub-seafloor microbial activity by combined stable isc	Wegener, Gunter; Bausch, Marlene; H	Environmental Microbiology 14 1517-1527 (2012)	13/04/2012	10.1111/j.1462-2920.2012.02739.x		✕

Project publications (3 publications) + Manually add publication

No.	Type	Title	Authors	Title of the Journal/Proc./Book	Number, date or freq. of the Journal/Proc./Book	Is Peer-reviewed?	Is Open Access?	DOI	Repository Link	Actions
1	Article in Jc	The Proteome and Lipidome of Thermococcus kodakareni	Emma J. Gagen, Marcos Y. Yoshini	Archaea	2016	Yes	Green	10.1155/2016/5938289		✕
2	Other	q	q			No	No	1		✕
3	Other	ew	e			No	No	3		✕

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Dissemination

Grant Management | Project Continuous Report

644367 (MY-WAY) | CSA | Summary for publication | Deliverables | Milestones | Critical Risks | Publications | Dissemination | Patents (IPR) | Innovation | SME Impact | Gender

Call: H2020-ICT-2014 | Topic: ICT-13-2014 | Unit: CNECT/F/03

Dissemination & Communication Activities

Specify the total funding amount used for Dissemination and Communication activities linked to the project

Total Funding Amount:

Specify the number of Dissemination and Communication activities linked to the project for each of the following categories

Organisation of a Conference:

Organisation of a Workshop:

Press release:

Non-scientific and non-peer-reviewed publication (popularised publication):

Grant Management | Project Continuous Report

644367 (MY-WAY) | CSA | Summary for publication | Deliverables | Milestones | Critical Risks | Publications | Dissemination | Patents (IPR) | Innovation | SME Impact | Gender

Call: H2020-ICT-2014 | Topic: ICT-13-2014 | Unit: CNECT/F/03

Dissemination & Communication Activities

Participation to a Workshop:

Participation to an Event other than a Conference or a Workshop:

Video/Film:

Brokerage Event:

Pitch Event:

Trade Fair:

Participation in activities organized jointly with other H2020 projects:

Other:

Specify the estimated number of persons reached, in the context of all dissemination and communication activities, in each of the following categories

Scientific Community (Higher Education, Research):

Industry:

Civil Society:

General Public:

Policy Makers:

Media:

Investors:

Customers:

Other:

Patents

Grant Management
Project Continuous Report

Call: H2020-ICT-2014
Topic: ICT-13-2014

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Gender

Patents (IPR)

SAVE

This project does not have any Registered Intellectual Property Right yet

i Important! If a filed application is rejected by the IPR authority during the course of the EU funded action (the project's duration) then you must remove the concerned item from the IPR list

There are no Intellectual Property Right registered.

Add IPR

Innovation

Grant Management

Project Continuous Report

<p>THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION HORIZON 2020</p> <p>Call: Topic: ICT-32-2017 Unit: CNECT/F/03</p>	Summary for publication	Deliverables Ethics, DMP, Other Reports	Milestones	Critical Risks	Publications	Disseminati...	Patents (IPR)	Innovation	SME Impact	Gender	ABS Regulation	

Innovation

SAVE

Does the project include the following activities and, if so, how many of each?

Prototypes	<input type="text" value="0"/>
Clinical Trials	<input type="text" value="0"/>
Testing Activities (Feasibility/Demo)	<input type="text" value="0"/>

Will the project lead to launching one of the following into the market?
(please tick all relevant boxes)

- New product (goods or service)
- New process
- New method


How many private companies in your project have introduced or are planning to introduce innovations?
(within the project lifetime or 3 years thereafter)

Companies introducing innovation(s) new to the market:	<input type="text" value="0"/>
How many of these are SMEs?	<input type="text" value="0"/>
Companies introducing innovation(s) new to the company:	<input type="text" value="0"/>

Validate

SME Impact


Grant Management
Project Continuous Report
goFund




THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION
HORIZON 2020

Call: H2020-ICT-2016-2017
Topic: ICT-32-2017 Unit: CNECT/F/03


Summary for publication




Deliverables Ethics, DMP, Other Reports




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Patents (IPR)




Innovation




SME Impact



Gender



ABS Regulation



Impact on SMEs SAVE

Questionnaire to measure the impact of H2020 Programme on growth and job creation in participating SMEs
Please add updated information on turnover of the company and number of employees (only for SME participants)


[+ Add updated SME data](#)

SME Name ▲	Financial year accounts	Type of data entry	Turnover	No. of Employees	Actions
▼	02/06/2015	Beginning of Project			
▼	31/12/2013	Beginning of Project			
▼	01/01/2018	Beginning of Project			

Validate


Gender


Grant Management
Project Continuous Report





THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION
HORIZON 2020


Call:
Topic: INNOSUP-6-2015 Unit: EASME/A/01


Summary for publication



Deliverables



Milestones



Critical Risks



Publications



Disseminati...



Patents (IPR)


Innovation


SME Impact


Open Data


Gender


ABS Regulation


Gender SAVE

Gender of researchers and other workforce involved in the project i

Please note that:

- The 'researchers' count must include researchers at all levels, incl. postdocs and PhD students
- Figures must be provided in Head Count
- The count for a beneficiary should include the staff working for its Third Parties (if appropriate)

Beneficiaries	Number of female researchers	Number of male researchers	Number of females in the workforce other than researchers	Number of males in the workforce other than researchers	Total number of females in the workforce	Total number of males in the workforce
1 -	0	0	0	0	0	0
2 -	0	0	0	0	0	0
3 -	0	0	0	0	0	0
4 -	0	0	0	0	0	0
5 -	0	0	0	0	0	0
6 -	0	0	0	0	0	0
7 -	0	0	0	0	0	0

Validate

Open Data

Grant Management
Project Continuous Report
goFund

155595 (155595 liv req1..) CSA
Summary for publication
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Open Data
Gender
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ABS Regulation

Call: H2020-SCC-2014-2015
Topic: SCC-03-2015
Unit: CNECT/R/02

Open Data
SAV

This project does not currently have any Open Dataset

Open Datasets suggested by OpenAIRE (100 datasets pending)

No. ▲	DOI	Title/Identifier	Accessible	WebLink	Actions
1		(Table 1) Ratio of hydroxy-GDGT vs. the total core GDGT was calculated based on the detection of hydroxy-GDGT	No		✕
2		Pore water chemistry of sediment core GeoB15101-7: carbon isotopic composition of dissolved inorganic carbon	No		✕
3		Concentration and isotopic composition of methane in sediment core GeoB17307-8	No		✕
4		Microbial cell counts of sediment cores from METEOR expedition M84/1	No		✕
5		Microbial cell counts of sediment core WOR-3b from White Oak River estuary	No		✕
6		Porosity in sediment core GeoB17306-2	No		✕
7		Concentration of methane in sediment core GeoB17305-5	No		✕
8		Porosity in sediment core GeoB17305-5	No		✕
9		Concentration of methane in sediment core GeoB17308-1	No		✕
10		TOC content, stable carbon isotope signal, and C/N-ratios of sediment core GeoB17308-4	No		✕

Project Open Datasets (0 datasets)

There are no Datasets

[+ Manually Add Data Set](#)

Validate

Continuous Reporting

New in Horizon Europe



“Specific focus will be put on **enhancing the quality of the data** collected through the various forms and reporting templates.

This initiative aims at providing close to **real time and quality data** for reporting and analytical purposes, reducing data maintenance costs and enhancing data integration.

To this extent, the Commission intends to enhance **e-forms and reporting templates used by beneficiaries**”

The reporting will include amongst others, enhanced sections for **IP management and open science**



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.

Reporting : results table new

Project pathway to impact: Results table with drop down menu

Table 3.1 Results

Name	Result type	Key results (KER) Does this result have a high potential?	Description of high potential [†]	Expected time to impact [†] When do you expect the result to be exploited or used?	Audience or target group [†]	Webpage of the result [†]	Horizon Results platform [†] Do you intend to publish this result on the Horizon Results Platform?	Steps undertaken towards exploitation ^{**}	Market maturity ^{**} The state of the market targeted by this result	Indicate if you have used any support service from the European Commission ^{**}
[Free text]	POL: Policy recommendation, guidance, awareness raising, advocacy	High policy or regulatory potential [Multiple choice]	[Free text] (max. 200 characters)	1 to 2 years	Policy-makers and authorities, national	[URL or N/A]	[Yes/No]	Pilot, demonstration or testing [Multiple choice]	Market creating: not existing but potential for the creation of a new market	Choose an item. [Multiple choice]

Identification of KER, the type of potential, link with other results (publications, datasets, IPR and standards)

*Questions only asked for KER
** Questions only asked for KR + only if 'Result type' is: SCI, PROD,

SERV, PROC, BUS, DSG, or METH.



Reporting: Dissemination and Communication activities

in Horizon Europe

3.2 Dissemination activities

Table 3.8: Dissemination activities – (mentioned in the proposal and new ones)

Activity name	What? Type of dissemination activity	Who? Target audience reached	Why? Description of the objective(s) with reference to a specific project output	Status of the dissemination activity
	Meetings	Policy-makers and authorities, international	200 characters max	Choose an item.

Instead of a text in part B, the Dissemination and Communication are now in a table. In a semi-structured format for dissemination in order to extract data

3.3 Communication activities

Communication activity (short label, as described in the DEC plan)	Description of implemented activity (free text)	Target audience (Who?)	Communication channel (How?)	Outcome of the activity (IMPACT**)	Status of the communication activity
		Choose an item.	Choose an item.	(free text)	Choose an item.

** We would advise to give clear guidance of what we expect. It would be very specific Key performance indicators similar to what is suggested by DG COMM for our corporate communication <https://myintracomm.ec.europa.eu/corp/comm/Evaluation/SiteAssets/Pages/Do-You-Need-Methodological-Guidance/Communication%20Network%20Indicators%20.pdf>



Reporting dissemination and exploitation



- Adapting the reporting templates
- Incentives for continued reporting
- Enhanced guidance and support to applicants
- Enhanced D&E support to projects
- Fostering synergies
- Strengthening feedback to policy

TOOLS

- [Horizon Result Booster](#)
- [Horizon IP Scan](#)
- [European IP Helpdesk](#)
- [Horizon Results Platform](#)
- [Innovation Radar](#)
- [Open Research Europe](#)

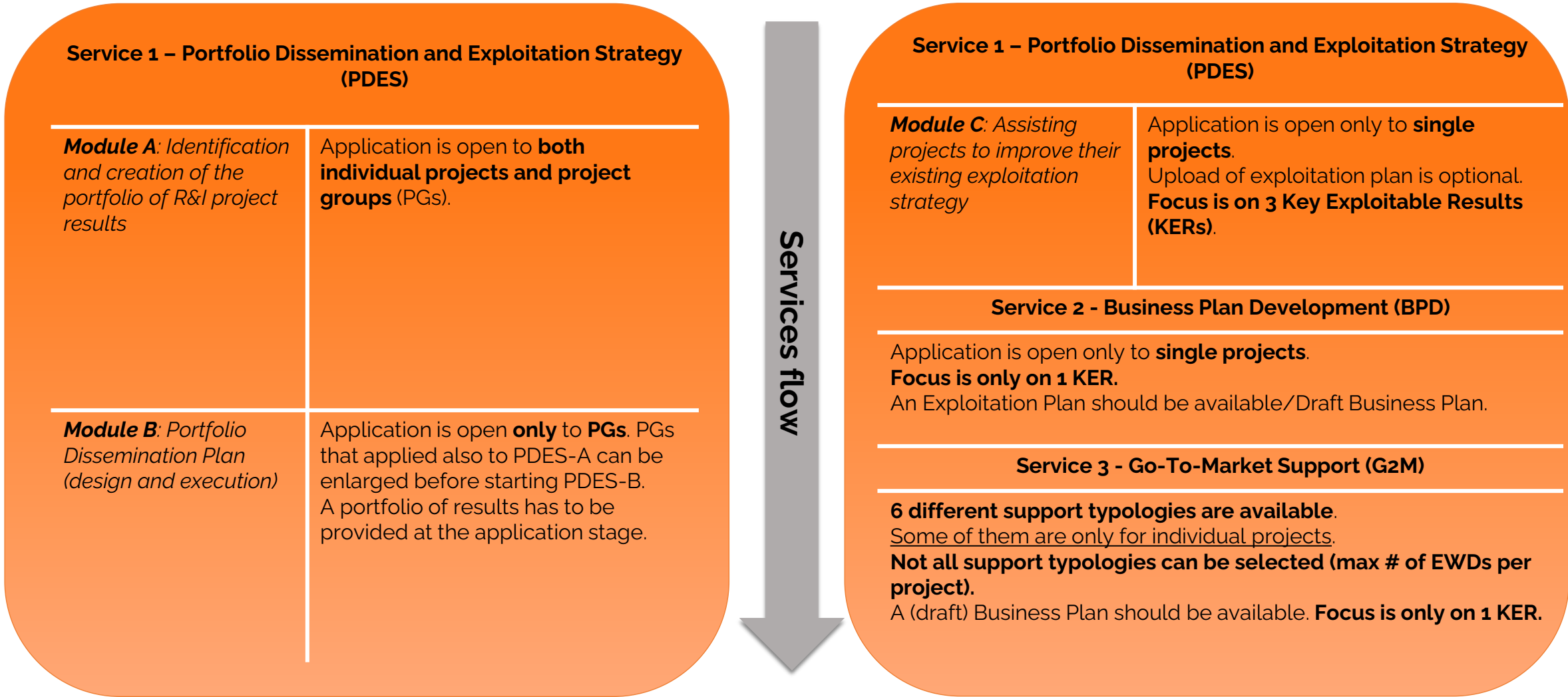
Horizon Results Booster

Dissemination & Exploitation – Business Planning – Go to Market

- The Horizon Results Booster an European Commission initiative which aims to maximise the impact of research projects funded by FP7, Horizon 2020 and Horizon Europe.
- General eligibility: **all EU-funded projects are eligible**: Ongoing or completed; Directly funded by FP7, H2020, HE; Indirectly funded by FP7, H2020, HE ; (e.g. by KICs, art. 185, etc.)
- Three main services are provided:
 - Service 1 - **Portfolio Dissemination and Exploitation Strategy** - develop a portfolio of results and design an effective dissemination and exploitation strategy.
 - Service 2 - **Business Plan Development** - develop an effective business plan and find out how to secure additional funding for implementation of the plan.
 - Service 3 - **Go to Market** - get your research ready for commercialisation!
- HRB services can be requested **at any given moment** by eligible projects. **The sooner the better!**
- During the application you will be asked to specify the **indicative quarter when you prefer the services starting to be delivered** (could be up to 1 year after the submission of the application).
- It is preferable to start the HRB service delivery once there is a **clear idea of the results of the project**. We suggest for example PDES-A and PDES-C (entry point services) to be started around M6.

Horizon Results Booster

Service eligibility and requirements



Horizon IP Scan

Helping SMEs manage and valorise Intellectual Property (IP) in R&I collaborations.

- **Launched in March 2021**, the Horizon IP Scan Service is a new (pilot) service of the EIC and SME Executive Agency (EISMEA). The service supports European start-ups and other SMEs involved in EU-funded collaborative research projects to efficiently manage and valorise IP in collaborative R&I efforts.
- Horizon IP Scan builds on an EU-wide network of IP experts providing tailored support and recommendations, the service aims to help SMEs develop a cooperative way to manage intellectual property (IP) created in such transnational collaborations.
- It will **be delivered either by a private IP professional** (patent or IP attorney) or otherwise **qualified IP experts**, such as specifically trained staff from a national IP office or an innovation agency.
- Following the principle of IP pre-diagnosis services, the service entails three major steps: a preparation phase including a **pre-interview**; a **main interview**, which is done in an in-person or online meeting, and the **provision of an individual report and respective recommendations**. In addition, if applicable, the service will conclude in a joint discussion with all SMEs of a given cooperation that asked for the service.
- Horizon IP Scan is provided **free of charge**.
- Who can apply? The service is open to **European start-ups and SMEs** that are about to sign a Horizon (2020/Europe) GA or have recently signed one (up to six months after signature). It also caters to **SMEs signposted by the Horizon Results Booster** (maximum until half of the project duration). In addition, **SMEs that are referred to Horizon IP Scan by the Enterprise Europe Network** in view of a planned cooperation with other entities on a R&I project, are also eligible for the service up to six months after the beginning of a project, but preferably before any agreement is signed.

European IP Helpdesk

A first-line IP service providing free-of-charge support to help European SMEs and beneficiaries of EU-funded research projects manage their IP

- The European IP Helpdesk supports European SMEs and research teams involved in cross-border business and/or EU-funded research activities manage, disseminate and valorise their IP.
- Offering a broad range of informative material, a Helpline service for direct IP support as well as on-site and online training, our main goal is to support IP capacity building along the full scale of IP practices: from awareness to strategic use and successful exploitation.

Helpline

Looking for someone to address with your IP questions?

Training

IP capacity building: webinars and e-learning

IP resources library

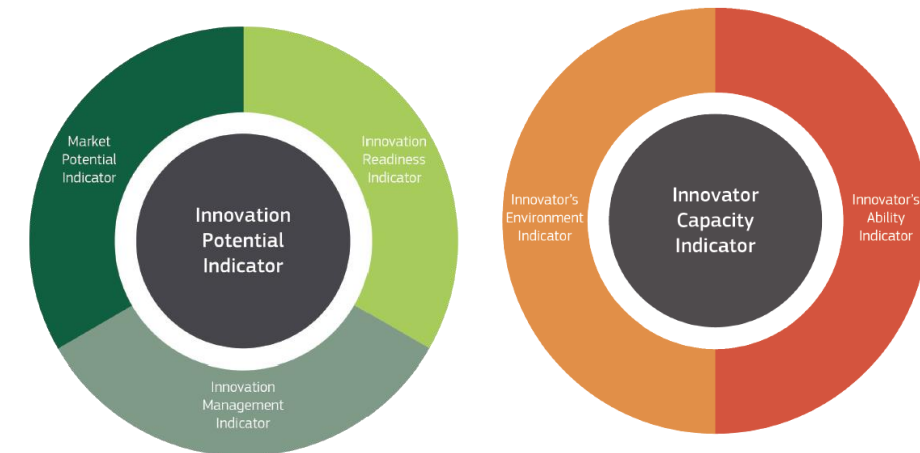
Variety of hands-on, user friendly and easy-to-read publications such as guides, Bulletins, fact sheets or case studies.

- Are you active in other regions such as India, China, Latin America or South- East Asia? Visit the regional IP Helpdesks: https://intellectual-property-helpdesk.ec.europa.eu/regional-helpdesks_en

Innovation Radar

Discover cutting-edge EU-funded innovations being developed by Europe's leading researchers and innovators

- The Innovation Radar is a **European Commission initiative** to identify high potential innovations and innovators in EU-funded research and innovation projects.
- The Innovation Radar platform builds on the information and data gathered by independent experts involved in reviewing ongoing projects funded by the EU. These experts also provided an independent view regarding the **innovations in the projects** and their **market potential**.
- Innovation Radar **is supported by Dealflow.eu** which delivers support to high potential innovators identified by Innovation Radar.



Q Norway

MAP LIST

Innovations (34)

– Maturity

- Market Ready (4)
- Business Ready (1)
- Tech Ready (8)
- Exploring (21)

+ Market needs

+ Innovation topic

+ Market creation potential

+ Women-led innovations

Innovators (52)

- + Countries
- + Organisation types

Novel chemistries of poly-vinyl ester resins formulations for improving fibre bridging

Market maturity: Market Ready POLYNT COMPOSITES NORWAY AS - NORWAY
 Project: DACOMAT
 Innovation Topic: Smart & Sustainable Society

Gelatine based processing to edible coating and barrier/packaging for food applications (IRIS, AIMPLAS)

Market maturity: Exploring IRIS TECHNOLOGY SOLUTIONS, SOCIEDAD LIMITADA ♀ - SPAIN
 Project: DAFIA
 Innovation Topic: Smart & Sustainable Society

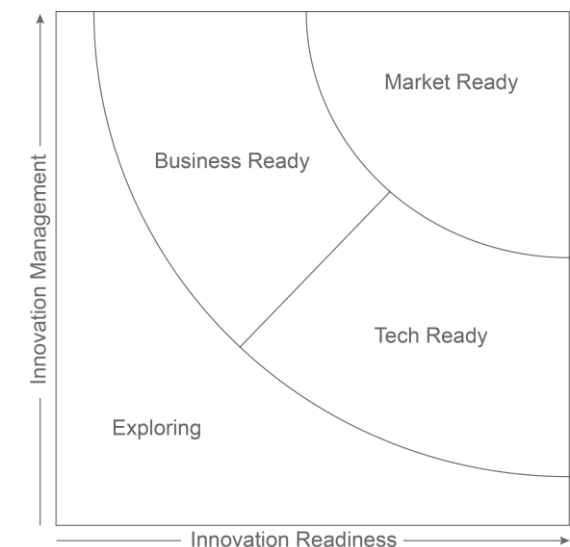
AIMPLAS - ASOCIACION DE INVESTIGACION DE MATERIALES PLASTICOS Y CONEXAS - SPAIN
 SINTEF OCEAN AS - NORWAY

Halogen free flame retardants based on renewable resources (Darenlabs)

Market maturity: Tech Ready DAREN LABORATORIES & SCIENTIFIC CONSULTANTS LTD - ISRAEL
 Project: DAFIA
 Innovation Topic: Smart & Sustainable Society

AIMPLAS - ASOCIACION DE INVESTIGACION DE MATERIALES PLASTICOS Y CONEXAS - SPAIN
 SINTEF OCEAN AS - NORWAY

<https://www.innoradar.eu/>



Innovation Radar

Discover cutting-edge EU-funded innovations being developed by Europe's leading researchers and innovators

SMART & SUSTAINABLE SOCIETY INNOVATION

Novel chemistries of poly-vinyl ester resins formulations for improving fibre bridging

SHARE:

Market Maturity: **Market Ready**

These are innovations that are outperforming in innovation management and innovation readiness, and are considered to be "Ready for the market". [Learn more →](#)

Market Creation Potential

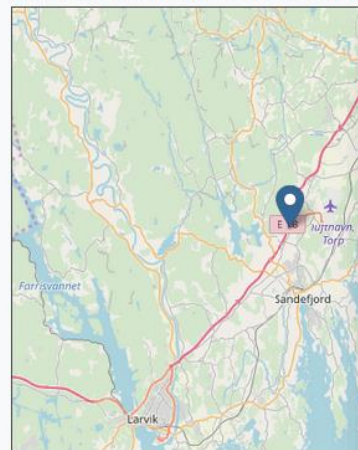
This innovation was assessed by the JRC's Market Creation Potential indicator framework as addressing the needs of **existing markets and existing customers**. [Learn more →](#)

Go to Market needs

Needs that, if addressed, can increase the chances this innovation gets to (or closer to) the market include:

- Prepare for Market entry
- Scale-up market opportunities

Location of Key Innovators developing this innovation



Webtools | Leaflet | © OpenStreetMap contributors | Disclaimer



The EU-funded Research Project

This innovation was developed under the Horizon 2020 project **DACOMAT** with an end date of 31/12/2021

- [Read more about this project on CORDIS →](#)
- [Details of this project on the Horizon 2020 dashboard →](#)

Description of Project DACOMAT

Society is dependent upon the continuous functioning of critical infrastructures such as road bridges and energy supply. These infrastructures are exposed to high loads and harsh environmental conditions through their lifetime in operation and materials failures lead to down time having vast negative effects on productivity and well-being in society in terms of lost time, shortened life cycles and increased service costs. So engineers face the challenge to develop durable materials compatible with industrial standards in an economically viable way. Composites represent attractive materials and are increasingly used for such applications since they demonstrate low weight, high strength and stiffness and high environmental resistance. However composites suffer from sudden brittle failure mainly due to production defects and handling damages; this is currently handled by strict quality and process control from manufacturers, resulting in high production costs which can represent a barrier

to introduction and development of composites in a wide range of applications. The general objective of DACOMAT is to develop more damage tolerant and damage predictable low cost composite materials in particular aimed for used in large load carrying constructions like bridges, buildings, wind-turbine blades and off shore structures. The developed materials and condition monitoring solutions will enable composite structures to be designed and manufactured as large parts allowing for more and larger manufacturing defects and the need for manual inspection to be dramatically reduced. A demonstration of the materials' performances in relevant environment will be conducted in two business cases: wind turbine blades and road bridge beams, while both LCC and LCA analysis will also strengthen the project's credibility. The project gathers the full industrial value chain: ranging from materials development and manufacturing to composite parts demonstrators and standardisation.

Key Innovators

POLYNT COMPOSITES NORWAY AS

SANDEFJORD, NO
Large Enterprise

1 innovations

Horizon Results Platform

Platform developed by the EC to help promote the exploitation of the results

The screenshot displays the Horizon Results Platform interface. On the left is a navigation sidebar with options like 'My Organisation(s)', 'GRANTS', 'My Proposal(s)', 'My Project(s)', 'My Audits', 'My Formal Notification(s)', and 'My Expert Area'. The main content area is titled 'My Project(s)' and contains a table of project results. The table has columns for ACRONYM, CALL, PROGRAM, PROJECT, PHASE, and ACTIONS. A red box highlights the 'ACTIONS' dropdown menu for the 'HIGHTECS' project, which includes options like 'Manage Consortium', 'Financial Reporting', 'Reporting & Deliverables', and 'Project Results' (indicated by a red arrow).

Filter by

Search in keywords, organisation, project name

Match whole words only

Country: Norway

Project result search (129)

Sort by

FILTER(S): Country: Norway

RESULTS FROM DEPLOYMENT PROCEDURE

And on existing monitoring approaches data

The INTCATCH real-time water monitoring on-site service

INTCATCH - Development and application of Novel, Integrated Tools for monitoring and managing Catchments

We need

- Investor readiness training
- Expanding to more markets / finding new customers

20 contributors

Sectors

- Climate action
- Education and training
- Environment


Result Maturity


6 - Demonstration - System Launch and Operations (TRL 8-9)

SUSTAINABLE DEVELOPMENT GOALS


- 3 GOOD HEALTH AND WELL-BEING
- 6 CLEAN WATER AND SANITATION
- 11 SUSTAINABLE CITIES AND COMMUNITIES


Policy related results

 Results likely to influence policy


 Results by contribution to UN SDGs


On the path to innovation

 Looking for funding, loans, or investments

 Looking for help on the way to market

Advancing the research and technology

 Looking for technical or infrastructure help or fellowship

 Looking for collaboration

Part 2: Periodic report

Technical and Financial Report, EU assessment of the Periodic Report

Internal reporting

To monitor the financial and technical implementation

Based on the CA at the kick off meeting you would need to discuss the internal monitoring and reporting procedures.

Internal reporting:

- Allows a good overview of the work that's been done
- Alerts if a partner is overspending or underspending
- Highlights issues that may hinder the implementation of the project activities



Periodic Reporting in HE

Technical and Financial report



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

→ e.g. Erasmus

The prefinancing and periodic reports include a technical and financial part.

The technical part includes an overview of the action implementation. It must be prepared using the template available in the Portal Periodic Reporting tool.

The financial part of the additional prefinancing report includes a statement on the use of the previous prefinancing payment.

The financial part of the periodic report includes:

- the financial statements (individual and consolidated; for all beneficiaries/affiliated entities)
- the explanation on the use of resources (or detailed cost reporting table, if required)
- the certificates on the financial statements (CFS) (if required; see Article 24.2 and Data Sheet, Point 4.3).

Periodic Report Obligations

Periodic report

- Periodic technical report
- Periodic financial report
- Must be submitted **within 60 days** following the end of each reporting period
- Obligation as of the Grant Agreement: Article 20 of the H2020 Grant Agreement

Periodic report for the last reporting period

- Final technical report – summary for publication
- Final financial report - CFSs



Periodic reporting module

Functionalities

Beneficiaries complete on-line their financial statements including the explanations on the use of resources.

Coordinator uploads the Part B of the periodic technical report (narrative part).

Periodic reporting is activated after the end of each reporting period except if an amendment is ongoing or a previous periodic report is still open.



The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' interface. On the left, a sidebar for 'MY PROJECT' shows details for 'HORIZON 2020' (Call: H2020-SwafS-2018-1, Type of Action: CSA, Number: 824544). The main area features a 'Continuous Reporting' section with a progress bar from '01 Jan' (Started) to 'Completed'. Below it, a 'Periodic Reporting' section (REP-119261-1 - period) shows a progress bar from '14 Mar' (Draft) to '15 Sep (2068/60 days)' (Submitted) to 'Paid'. A red box highlights the 'Periodic Reporting' section, which includes tasks like 'Technical Part contribution' (Lock for review), 'Financial Statement AST [PIC] drafting' (Lock for review), and 'Periodic Report composition' (Submit to EU). The interface also includes a 'Launch new interaction with the EU' button, a 'H2020 ONLINE MANUAL' link, and a 'HOW TO' button.

Periodic Report

Components

Part A

- Information entered in the IT tool through the Continuous Reporting module
- Publishable summary (max 2-4 pages) – use layman's terms
- Deliverables, milestones, risks, etc.
- Answers to the questionnaire...etc.

Part B

- Explanation of the work carried out by the beneficiaries and overview of progress
- Update of the plan for exploitation and dissemination of results
- Explanations on deviations from DoA
- Impact of the action...etc.

Financial statements

- Individual financial statements
- Explanations on the use of resources and the information on subcontracting and in-kind contributions provided by third parties
- Certificates if necessary at the end of the project



Financial Report

Periodic Report

Financial Part

RESEARCH & INNOVATION
Grant Management Services

European Commission

Help

Omer CEYLA

MY PROJECT

HORIZON 2020

Call: H2020-EE-2015-3-MarketUptake
Type of Action: CSA
Acronym: START2ACT
Current Phase: Grant Management
Number: 696069
Duration: 42 months
GA based on the: H2020 General MGA — Multi - 2.null

Launch new interaction with the EU +

Periodic Reporting
REP-696069-2 - period
01/09/2017 > 31/08/2019

01 Sep 2019
Draft

31 Oct 2019
(10/60 days)
Submitted

Paid

+ Technical Part contribution

+ Financial Part GEO [PIC 999745536] drafting

+ Periodic Report composition

Lock for review

Lock for review

i

Periodic Report

Financial Part

Grant Management

Project Periodic Report

Period No: 1 Duration (months): 18
Reporting Period : [01 Mar 2016 - 31 Aug 2017]

Beneficiary 7:
Legal Name:
PIC: 998870014 Status: VALIDATED
Legal Address: ZAHONY UTCA 7 , 1031 , BUDAPEST
Hungary

Financial Statement

Financial Statement

SAVE

01 Mar 2016 - 31 Aug 2017 (Period No. 1) No 0.00 €

Financial Statement for period '1' - (01 Mar 2016 - 31 Aug 2017)

Eligible costs:

Cost Category	Unit Cost	Number of Units	Subtotal	Total	Actions
a) Direct personnel costs declared as actual costs				0.00 €	
b) Direct personnel costs declared as unit costs (average costs)				0.00 €	
▼ c) Direct personnel costs declared as unit costs				0.00 €	
c1) SME owner/Natural person costs	24.78 €	x <input style="width: 50px;" type="text" value="0.00"/>	=	0.00 €	
d) Direct costs of subcontracting				<u>0.00 €</u>	
e) Direct costs of providing financial support to third parties				<u>0.00 €</u>	
f) Other direct costs				0.00 €	
h) Costs of internally invoiced goods and services				0.00 €	
i) Indirect costs (= 0.25 * (a + b + c + f + h - p))				0.00 €	
k) Total costs (= a + b + c + d + e + f + h + i)				0.00 €	
n) Maximum EU contribution (= 100% * k)				0.00 €	
o) Requested EU contribution					

Validate

Financial Report

Person Months spent

Direct personnel costs declared as actual costs □

Persons/month per WP [+ Add Detail](#)

No.	Person Months	Associated Work Package	Actions
1	<input type="text" value="3.00"/>	+ WP1	×
2	<input type="text" value="5.00"/>	+ WP4	×
3	<input type="text" value="4.50"/>	+ WP6	×

Use of in kind contribution from third party [+ Add Detail](#)

There are no Use of Resources provided

Financial Report













Other direct costs

Other direct costs

Other direct costs (only for actual costs; unit costs are excluded): explanation of major cost items if the amount exceeds 15% of personnel costs. Please give details of major cost items up to the level that the remaining costs are below 15% of personnel costs, starting from the cost items of highest value in terms of cost amount.

It is recommended to specify the Personnel Costs and total amount of Other Direct Costs before filling in the Use of Resources

[+ Add Detail](#)

No.	Costs	Short Description	Category	Associated Work P.	Foreseen in Annex	Explanations (if not for)	Actions
1	9,670.44 €	 Project Meetings	Travel	 WP1	Yes		
2	2,550.33 €	 Dissemination material	Other goods	 WP6	Yes		
3	14,689.22 €	 TLS Hardware and Software	Equipment	 WP4	Yes		
TOTAL	26,909.99 €						

Use of in kind contribution from third party

[+ Add Detail](#)

There are no Use of Resources provided

 [Ok](#)  [Cancel](#)

Adjustment

Financial Statement

The screenshot displays the 'Grant Management' interface for a 'Project Periodic Report'. The top navigation bar includes 'Grant Management' and 'Project Periodic Report'. The main header area contains project details: '917294 (917294 TEST [ABAC: CSA])', 'Beneficiary 1: AST', 'Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH', 'PIC: 973276467', 'Status: VALIDATED', and 'Legal Address: ZEPPELINSTRASSE 9B, 28816, STUHR, Germany'. The 'Financial Statement' section is active, showing a dropdown menu for 'Reporting Period' with the selected option 'Period (1) From: 17/02/2010 To: 17/07/2011'. A red box highlights the '+ Add Adjustment' button in the bottom right corner of the main interface.

Financial Statement

No contribution requested?

Certificate on the Financial Statements

Financial Statements

17 Jul 2011 - 16 Jan 2013 (Period No. 2)

Create Adjustment Financial Statement

Reporting Period

Period (1) From: 17/02/2010 To: 17/07/2011

+ Add Adjustment

Actions

Technical Report

Periodic reporting module

Technical Report



Technical Report

Template



Project¹ Number: [insert project reference number]

Project Acronym: [insert acronym]

Project title: [insert project title]

Periodic Technical Report

Part B

Period covered by the report: from [insert dd/mm/yyyy] to [insert dd/mm/yyyy]

Periodic report: [1st] [2nd] [3rd] [4th]

¹ The term "project" used in this template equates to an "action" in certain other Horizon 2020 documentation

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How to report deviations?

Section 5. Deviations from Annex 1

5.1 Tasks

- Include explanations for tasks not fully implemented, critical objectives not fully achieved and/or not being on schedule. Explain also the impact on other tasks on the available resources and the planning.

5.2 Use of resources

- Include explanations on deviations of the use of resources between actual and planned use of resources in Annex 1, especially related to person-months per work package.

5.2.1 Unforeseen subcontracting (if applicable)

- Specify in this section:
 - The work (the tasks) performed by a subcontractor which may cover only a limited part of the project;
 - Explanation of the circumstances which caused the need for a subcontract, taking into account the specific characteristics of the project;
 - The confirmation that the subcontractor has been selected ensuring the best value for money or, if appropriate, the lowest price and avoiding any conflict of interests.

5.2.2 Unforeseen use of in-kind contribution from third party against payment or free of charges (if applicable)

- Specify in this section:
 - The identity of the third party;
 - The resources made available by the third party respectively against payment or free of charges
 - Explanation of the circumstances which caused the need for using these resources for carrying out the work.



How to report deviations?

Examples

Tasks related deviations:

- Change in the schedule of the action
- Additional activities
- Attending at event which was not foreseen in the DoA...

Budget related deviations:

- Budget transfer between beneficiaries
- Underestimating PM
- Overspending ...

5. Deviations from Annex 1 and Annex 2

5.1 Tasks

The work plan detailed in the Description of the Action (DoA) remained valid and no critical deviations have been encountered during the 2nd period of . All deliverables were submitted, all milestones were achieved as planned and the Project Officer (PO) was informed in advance of any deviations in submitting from the initial schedule, in particular, the deliverables related to WP4 and WP5.

5.2 Use of resources

has implemented a cost-monitoring system (Internal Financial Reporting) to keep costs under control and in consistency with the achieved results. The overall spending of the project is in line with the work implemented and with the budget foreseen in the Description of Action (DoA). All costs reported by the beneficiaries were carefully checked, needed and justified to achieve the project's objectives.

In particular, the table below provides an overview of the actual effort (person-months) spent by each project partner during the 2nd period of in comparison to the efforts included in the DoA of the project.

- **Beneficiary 3:**
was responsible for Task 4.3 Finding value in university R&D- for creating an entrepreneurial -academic connected ecosystem. spent additional efforts than expected in WP4 (+0.53PM) to gather, harmonize and analyse data from Universities for the Technology Transfer model. Please note that Bar Ilan University requested less EC contribution in order to remain within it foreseen budget.
Adjustment to RP1: Following the internal revision of the RP1 financial reports submitted an Adjustment to RP1 to correct the travel costs.
- **Beneficiary 4:**
as the leader of WP3 increased its efforts (+1,6PM - Adjustment to RP1 and RP2) in maximizing the benefits of the startups attended at Startup Ole, by providing matchmaking to our entrepreneurs. The additional effort did not result significant overspending of the foreseen budget.
Adjustment to RP1: Following the internal revision of the RP1 financial reports submitted an Adjustment to RP1 to correct the other direct costs.
- **Beneficiary 8:**
spent additional efforts in WP3 (+0.05 PM) with the preparation of the Access2Finance workshop in Bucharest within the iCEE fest. Additional efforts were required in order to harmonize the agenda of the A2F workshop with the overall programme of the iCEE fest. The additional effort spent resulted with minor overspending in terms of financial resources.
- **Beneficiary 9:**
spent additional efforts in WP1 (+0.49 PM) related to the increase of administrative efforts within the organisation for arraigning the logistics for the travel of their startups to the MY-GATEWAY events. In addition, reported additional efforts in WP6 (+0.86 PM) due to their increased involvement in the Exploitation plan of the project, specifically defining the strategy for the Startup Europe Networks. Lastly, additional efforts were spent in WP7 (+1.24 PM) for the promotion of the final event, in order to increase the participation of the Slovenian startups at the event. In this respect, it is important to note that the additional effort spent to this end did not result in any overspending in terms of financial resources.
- **Beneficiary 10:**
Adjustment to RP1: The adjustment to RP1 of the beneficiary was done after the thorough check of declared cost of the project. Findings are related to the Direct Personnel Cost and Other Direct Cost. Considering Direct Personnel Cost it was found out, that some components of the basic remuneration of personnel working on the project was mistakenly accounted (i.e. not considering the portion of working time spent on the project and other activities of an employee). This finding led to

**IMPACT OF THE DEVIATION
APPROVAL OF THE PROJECT OFFICER**

Drafting the reports effectively

Tips – what and how to include in the reports

- Put together a very clear and solid **Publishable / Executive Summary**
- **Distribute** the work – as in proposal preparation
- Work Progress (WP1-n): **WP leaders** should coordinate with input from the relevant partners
- Establish **uniform** templates for the sections where you need partners' input
- **Consolidate** partner outputs/achievements in case of joint activities (e.g. Dissemination)
- Use **visuals** (highlight, graphics, tables, etc.)
- Leave enough time to do the **final editing, formatting** and proof-reading of the reports + filling in all the info **also online!**
- **Minor problems should never be reported** – find the solution “in-house”!
- **Major problems** (serious delays, exclusion of a beneficiary, etc.) have to be reported – but there will be consequences...
- **Report problems with options for solutions**
- All other problems – **try to balance!**



Submission of the report

Submission of the Periodic Report

RESEARCH & INNOVATION
Grant Management Services

MY PROJECT
HORIZON 2020

Call: H2020-EE-2015-3-
MarketUptake
Type of Action: CSA
Acronym:
Current Phase: Grant Management
Number: 696069
Duration: 42 months
GA based on the: H2020
General MGA - Multi - 2.null

Periodic Reporting
REP-696069-2 - period
01/09/2017 > 31/08/2019

01 Sep 2019 (Draft) | 31 Oct 2019 (10/60 days) (Submitted) | Paid

Launch new interaction with the EU +

- Technical Part contribution
- Financial Part GEO [PIC 999745536] drafting
- Periodic Report composition

Lock for review

























RESEARCH & INNOVATION

Periodic Report Composition [Period No: 1 (01 Jan 2018 - 31 Dec 2018), Project No: 780758]

Report Item	Status	Action
Technical report		
Technical Part contribution	Draft	
Financial report		
1 (0/1) Financial Part	Draft	
2 (0/1) Financial Statement	Sent to CO	Redo Include
3 (0/1) Financial Part	Draft	
4 (0/1) Financial Part	Draft	
5 (0/1) Financial Part	Draft	
6 (0/1) Financial Part	Draft	
7 (0/1) Financial Statement	Locked for Review	
8 (0/1) Financial Part	Draft	
9 (0/1) Financial Statement	Sent to CO	Redo Include
10 (0/1) Financial Part	Draft	
11 (0/1) Financial Statement	Sent to CO	Redo Include

Submission of the Periodic Report

Periodic Report Composition [Period No: 1 (01 Jan 2018 - 31 Dec 2018), Project No: 780758]

Report Item	Status	Action
▼ Technical report		
  Technical Part of Periodic Report	Locked for Review	
▼ Financial report		
1 (0/1)   Financial Statement	Included	Redo
2 (0/1)   Financial Statement	Sent to CO	Redo Include
3 (0/1)   Financial Statement	Included	Redo
4 (0/1)   Financial Statement	Included	Redo
5 (0/1)   Financial Statement	Sent to CO	Redo Include
6 (0/1)   Financial Statement	Sent to CO	Redo Include
7 (0/1)   Financial Statement	Sent to CO	Redo Include
8 (0/1)   Financial Statement	Sent to CO	Redo Include
9 (0/1)   Financial Statement	Sent to CO	Redo Include
10 (0/1)   Financial Statement	Sent to CO	Redo Include
11 (0/1)   Financial Statement	Sent to CO	Redo Include

Submission of the Periodic Report

Please confirm

The beneficiary hereby confirms that:

- The information provided is complete, reliable and true.
- The costs declared are eligible (see Article 6).
- The costs can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 17, 18 and 22).
- For the last reporting period: that all the receipts have been declared (see Article 5.3.3).

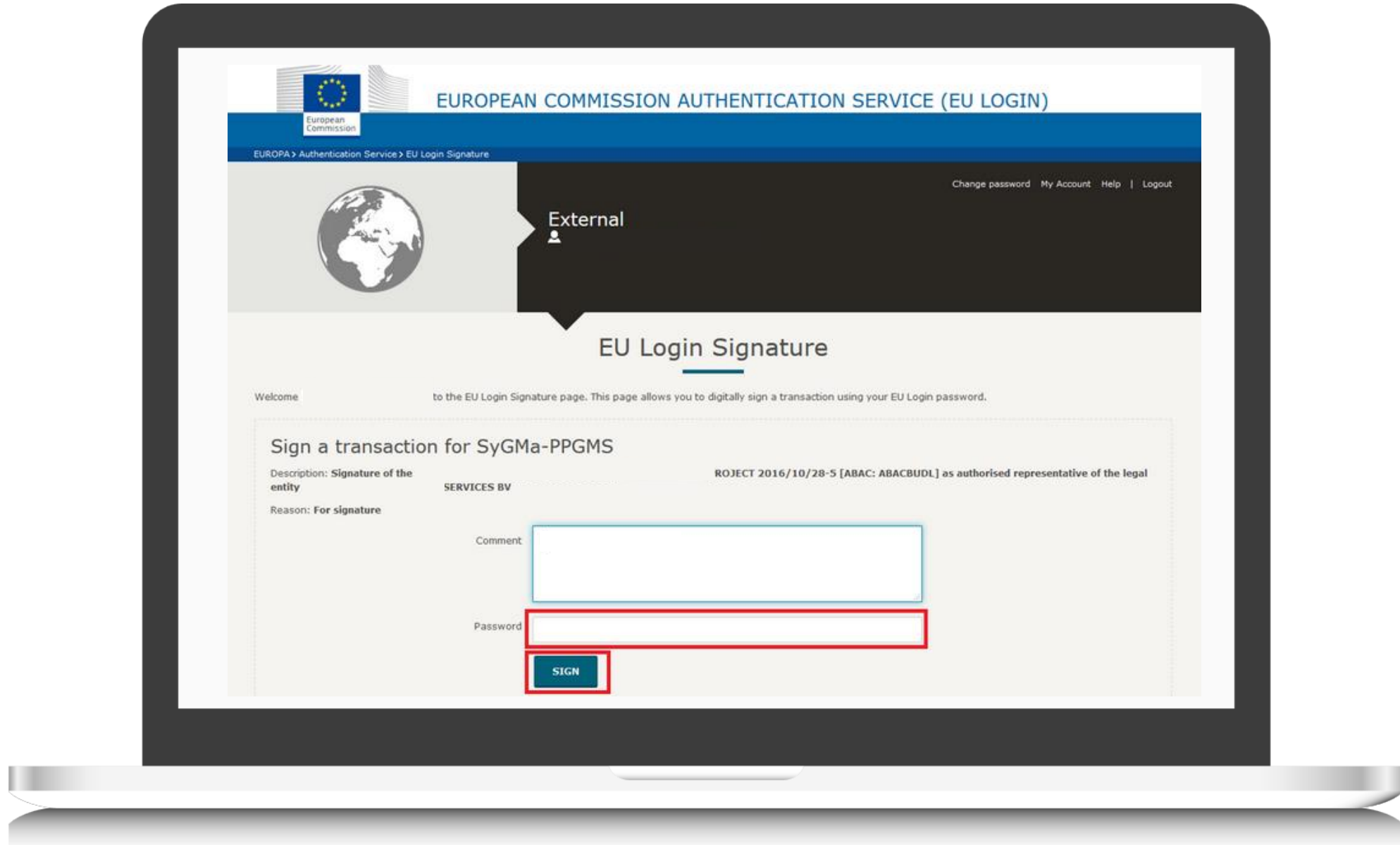
Ok Cancel

The screenshot shows the 'RESEARCH & INNOVATION Participant Portal - Grant Management Services' interface. The top navigation bar includes the European Commission logo and a 'Help' dropdown. The main content area is divided into several sections:

- MY PROJECT:** A sidebar on the left containing project details for 'HORIZON 2020'.
 - Call: H2020-ICT-2017-1
 - Type of Action: IA
 - Acronym:
 - Current Phase: Grant Management
 - Number: 780758
 - Duration: 24 months
 - GA based on the: H2020 General MGA — Multi - 4.0
 - Start Date: 01 Jan 2018
 - Estimated Project Cost: €1,571,550.00
 - Requested EU Contribution: €1,498,771.25
 - Contact:
- Project Monitoring for Consortium (PMOC-780758-1):** A progress bar showing stages: Started (22 Jan 2019), Informed, Assessed, and Completed.
- Periodic Reporting (REP-780758-1 - period 01/01/2018 > 31/12/2018):** A progress bar showing stages: Draft (01 Jan 2019), Submitted (02 Mar 2019, 35/60 days), and Paid. A 'Submit to EU' button is visible.
- Continuous Reporting (780758 - MY-GATEWAY):** A progress bar showing stages: Started (01 Jan 2018) and Completed.

At the bottom of the interface, there is a footer: '© European Communities - Version 1.19.2'.

Submission of the Periodic Report



EU assessment of the Periodic report

EU assessment

of the Periodic Report and the Payment

Suspension of the payment deadline letter

- You have to (re)submit the updated reports/requested information via your Participant Portal account — within 30 days /15 days (last period) from receiving this letter.
- Suspension will be lifted (and the remaining payment period will continue to run again) once all issues have been resolved.

Interim payment information letter / Payment of the Balance Letter to Coordinator

- The coordinator will be notified of the end of the payment process and will receive a payment letter and the supporting reports with the details of any cost rejected and the reasons for rejection.



Suspension of the Payment Deadline

Letter to the consortium

You are required to (re)submit the updated reports/requested information via the Participant Portal **within 30 days /15 days** (last period) from receiving the letter.

Suspension will be lifted (and the remaining payment period will continue to run again) **once all issues have been resolved**.

Please resubmit the updated report via your [Funding & Tenders Portal account](#) — within **15 days** after receiving this letter.

The suspension will be lifted (and the remaining payment period will continue to run again) once the problem is solved.

Please ensure that the other members of your consortium (if any) are informed of this letter.

For any questions, please contact us via your [Funding & Tenders Portal account](#).

Yours faithfully,

Project Officer

Subject: Horizon 2020 Framework Programme
Project: '
Periodic reporting: RP 2
Request for a revised periodic report
Suspension of the payment deadline (Article 47 GA)

Dear Madam/Sir,

In connection with your above-mentioned periodic report, I would like to inform you that we had to reject the report and **suspend our payment deadline** because the report must be revised.

The following changes are required for the **financial part**:

- for
 “Venue renting (including audio visual equipment)....”: 25.121,01€
 Could you please provide the details of the event (date/title/relation with the project)?
- for
 Adjustment to RP1:
 Please add a paragraph describing the adjustment in the Final Report (page 114).
- for
 The actual effort for RP2 reported in the Final report (page 113) is not consistent with the effort reported in the Report on Explanation of the Use of Resources”
 Other direct costs:
 Startup Europe Club hosting: 117,00€
 Please provide details of the event (date/relation with the project)
 Startup World Cup Prague: 105,86€
 Please provide details of the event (date/relation with the project)

The following changes are required for the **technical part**:

- Certificate on the Financial Statements

Typical mistakes

- Beneficiary No 3 for WP2, **more PM than foreseen have been reported**, please explain the reason for the deviation.
- Beneficiary No 9..... Has an average **monthly salary** of approx. 8.500 EUR foreseen. In the first reporting period, they are claiming personnel cost of approx. 12.200 EUR per month. Since this is a **high deviation, please explain** the reason. Moreover it is declaring the total number of PM for all WPs of period 1. Please provide further explanation.
- Other direct costs: Line EUR 644.70 – includes EUR 254.95 for Business breakfast in Kingston on 27/04/2017 – this **cost is related to an event occurred in RP1**. Please check if this amount has not already been claimed and paid in RP1. If not, please take it away from RP2 and claim it as an Adj RP1.
- For WPs 4 and 9, the **PMs foreseen are already overused**. Please clarify if the work of Beneficiary 3 in these two WPs is done or if there is still work foreseen in the next reporting period.
- Beneficiary No 4, **WP8 only starts in M25, but already 6,8 PM are requested**, please clarify.
- Beneficiary No, is requesting **unit cost for SME owner** or natural person cost. These costs should have been foreseen in Annex2. Please confirm that this is not a typo and submit a filled in Annex 2a.



Payment letter

Interim payment information letter Payment of the Balance Letter

**Subject: Horizon 2020 Framework Programme
Grant Agreement:
Request for payment of the balance
Payment of the balance — Final grant amount (Articles 5.3, 21 GA)
Notification of amounts due**

Dear Madam/Sir,

In connection with your above-mentioned request for **payment of the balance**, I would like to inform you that we will shortly **launch the payment** of **EUR 219730.69**. As coordinator, you must distribute this payment between the beneficiaries without delay.

You will find the detailed calculations in the enclosed documents.

Together with the payment of the balance, the Commission will also **release** the amount which was retained for the **Guarantee Fund** when the pre-financing was paid (**EUR 38306.22**) .

Please ensure that the other members of your consortium are informed of this letter.

Subject: Horizon 2020 Framework Programme Grant Agreement

Request for interim payment (Reporting period 1 from 01/01/2015 to 31/12/2015)

Dear Madam,

In connection with your above-mentioned **request for interim payment**, I would like to inform you that we will shortly **launch the payment** of **EUR 293,572.81**. As coordinator you must distribute this payment between the beneficiaries without delay.

You will find the detailed calculation in the enclosed documents.

Please ensure that the other members of yours consortium are informed of this letter.

Dear Madam/Sir,

In connection with your request for **interim payment**, I would like to inform you that we will soon make a payment of **EUR 299,896.25**.

The amount is below your request because:

- your consortium reached the 90% limit for interim payments.
- some costs were rejected as ineligible.

You will find the detailed calculations in the enclosed documents.

As coordinator, you must distribute this payment between the members of your consortium without delay.

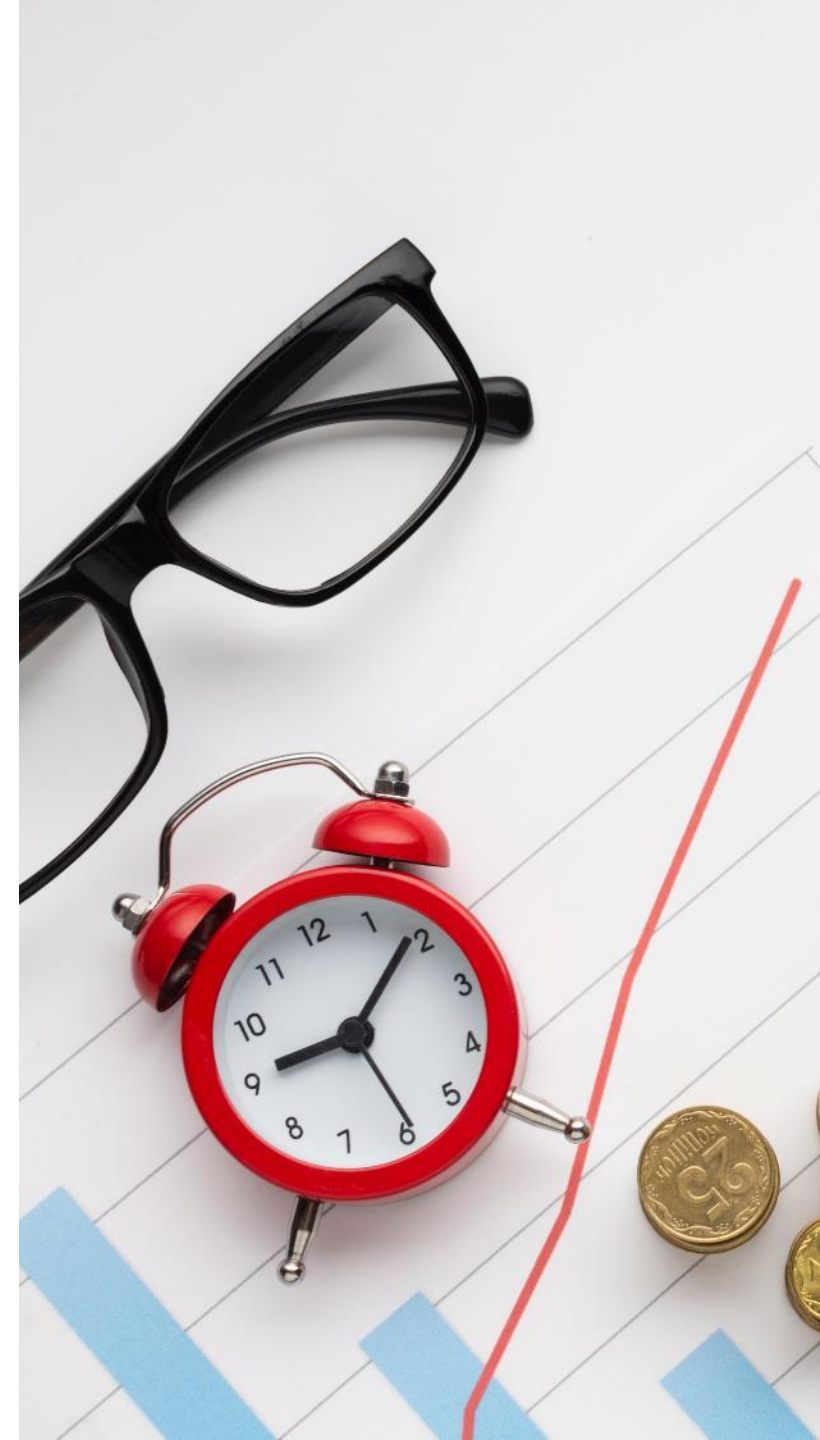
For any questions, please contact us via your [Participant Portal account](#) .

Part 3: Final Report and the Review meeting

Final Report

Technical Report

- For the final reporting period, the coordinator must submit, in addition to the periodic report, the final report **within 60 days of the end of the final reporting period.**
- The final report **covers the whole project** and is composed of a final technical and a final financial part:
- **Final technical report** is a publishable summary of the entire project
 - Summary of the context and overall objectives of the project (For the final period, include the conclusions of the action)
 - Work performed from the beginning of the project to the end of the period covered by the report and main results achieved so far (For the final period include an overview of the results and their exploitation and dissemination)
 - Progress beyond the state of the art and expected potential impact (including the socio-economic impact and the wider societal implications of the project)
 - Project logos, diagrams, photographs and videos illustrating its work (if available).



Reporting: Results Ownership List new

in Horizon Europe



Table 3.2 Results ownership List						
Single or Joint ownership of result Indicate the number of owners	Result owner(s)	Owner country of establishment	Will the owner(s) exploit the result?	If relevant, in which form will the result be made available to other consortium member(s) and/or third party(ies)	Does the exploitation of the results require access to background of one or several consortium members? (*) If yes a compulsory question opens below	Does the exploitation of the results require access to third party IPR? ** If yes a compulsory question opens below
[1,2....]	<p>[Entity or Individual]</p> <p>Entity: Drop down option with project partners + 'Other'. 'Other' opens a field asking for name, address, country, and an identifier such as VAT number.</p> <p>Individual: Drop down option with 'researchers in project (pre-filled)' + 'Other'. 'Other' opens a field asking for name, address, country, and an identifier like ORCID, Researcher Id.</p>	Pre-field for project partners	Yes/No	Choose an item.	Yes/No	Yes/no/not known

New obligation under HE, it was identified as being an obstacle for the uptake of research results

Dissemination and Exploitation – post project

New in Horizon Europe reporting



Obligation of beneficiaries to exploit their R&I results

- In Horizon Europe, as in H2020, the obligation to exploit remains and is a responsibility of the beneficiaries on a “best effort” approach
- When specified in the WP additional exploitation obligations could be applied
- Horizon Europe encourages the use of the R&I results through third party exploitation (where appropriate)
- If despite the best effort for exploitation no uptake happens within a specific period after the end of the project (1 year), then the project must use the Horizon Results Platform to make exploitable results visible (unless obligation is waived)
- The Horizon Results Platform is free, is part of the F&T portal, available to all beneficiaries and is based on results, not on projects.

Follow up on R&I results after the end of the project

- The first year after the end of the project, and if no exploitation takes place, beneficiaries must use the Horizon Results Platform for making their exploitable results visible.
- For the following period there will probably be a structured questionnaire available to beneficiaries to report on the progress, their needs and obstacles on their path for exploitation.
- This questionnaire could be part of the EC grant management system and will remain open until the conclusion of the follow up period after the end of the project where a final report will be created.

Final Report

Financial Report

- **Final summary financial statement** that is automatically created by the system (consolidating the data from all individual financial statements for all beneficiaries and linked third parties, for all reporting periods) and that constitutes the **request for payment of the balance**.
- In some cases it must be accompanied by a **certificate on the financial statements - CFS** (one certificate per beneficiary/linked third party).
- It is required if a **beneficiary/linked third party requests a total financial contribution of €325,000 or more**, as the reimbursement of actual and unit costs calculated on the basis of its usual cost accounting practices.
- The certificate **must be issued by an external auditor**.



Grant Management

158072 (158072 teaTEST ...) CSA

HORIZON 2020

Period No: 2 Duration (months): 18
Reporting Period : [13 Sep 2017 - 12 Mar 2019]

Project Periodic Report

Beneficiary 1: AST
Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH
PIC: 973276467 Status: VALIDATED
Legal Address: ZEPPELINSTRASSE 9C <script>alert ('Cougou');</script> , 28816 , STUHR Germany

npopetib (EXTERNAL)

Financial Statement

Financial information from contract [Use of Resources](#) [Export Use of Resources to PDF](#)

No contribution requested? Yes No

Financial Certificate

Certificate on the Financial Statements Yes No [Upload](#)

Name of the Auditor Cost of Certificate

Financial Statements [Add Adjustment](#)

Period	Adjustment	Requested Contribution	Actions
13 Sep 2017 - 12 Mar 2019 (Period No. 2)	No	50.00 €	

Financial Statement for period 2 - (13 Sep 2017 - 12 Mar 2019)

Eligible costs: ⚠ The amount of Total Contribution requested entails that a Certificate of Financial Statements must be provided.

Cost Category	Unit Cost	Number of Units	Subtotal	Total	Actions
a) Direct personnel costs declared as actual costs				40.00 €	<input type="text"/> <input type="text"/>
b) Direct personnel costs declared as unit costs (average costs)				0.00 €	<input type="text"/> <input type="text"/>
c) Direct personnel costs declared as unit costs				0.00 €	<input type="text"/> <input type="text"/>
c1) SME owner/Natural person costs	1.06 € x	0.00 € =	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				0.00 €	<input type="text"/> <input type="text"/>
g) Costs of internally invoiced goods and services				0.00 €	
h) Indirect costs (= 0.25 * (a + b + c + f + h - p))				10.00 €	<input type="text"/>
i) Total costs (= a + b + c + d + e + f + h + i)				50.00 €	<input type="text"/>
j) Receipts				0.00 €	<input type="text"/>
k) Maximum EU contribution (= 100% * j)				50.00 €	<input type="text"/>
l) Requested EU contribution				50.00 €	<input type="text"/>

Additional information for indirect costs:
Use of 'costs of in-kind contributions not used on premises?' (p) Yes No

[Validate](#)

Payment of the balance letter

To the Coordinator

The coordinator will be notified of the end of the payment process and will receive a **Payment of the balance letter** and the supporting reports with the details of any cost rejected and the reasons for rejection:

- **Financial Situation** - Project Overview
- **Financial Statement Assessment** (per participant)
- **Payment of the Balance calculation sheet**

The coordinator must check for each beneficiary the amount of funds received and the costs reported and accepted by the EC:

- **Repayment of the excess funds to the coordinator**
- **Payment of the balance to the partners**



Review meeting

What is a technical review?

Projects are reviewed (monitored) to assess the work carried out over a given period. Reviews may cover the technical implementation of the project (i.e. its scientific and technological relevance) but may also cover financial and budgetary aspects or compliance with other obligations under the GA.

The reviewer(s) assess the **project progress** with regard to:

- the initial work plan
- deliverables
- planned and used resources
- relevance of the objectives
- scientific and industrial quality
- management procedures and methods
- beneficiaries' contributions, and
- the expected potential impact in scientific, technological, economic, competitive and social terms, and the plans for the use and dissemination of results.

When? Ad-hoc OR Foreseen (Number of reviews and the foreseen date (month on e.g. M12) is specified in the GA)

By whom? Contracted experts of the EC

Who should attend? Coordinator (mandatory) and the WP leaders (recommended) or as agreed.

Where? Commission premises or anywhere relevant for the project OR remotely

Review process

– before the review?

- The Commission informs the project – via the Coordinator – approx. 2 months before the review meeting.
- Coordinator and the PO should agree on the date of the review and the agenda. Duration of the review meeting: 1 day approx.
- Consortium prepares the presentations (WP presentations) and all other requested documents (submitted deliverables, draft/final periodic report)
- Coordinator should send all requested documents and the presentations in advance.
- Reviewer(s) read all relevant documents before the review meeting, and may send questions in advance.

Dear Madam/Sir,

I am writing in connection with your above-mentioned grant and would like to inform you that we are planning a **review procedure**.

The review will cover the project activities that you have carried out.

It will examine:

- the degree to which the work plan has been carried out and whether all deliverables were completed
- whether the objectives are still relevant and provide scientific or industrial breakthrough potential
- how resources were planned and used in relation to the achieved progress, and if their use respects the principles of economy, efficiency and effectiveness
- the management procedures and methods of the project
- the beneficiaries' contributions and their integration within the project
- the expected potential scientific, technological, economic, competitive and social impact, and plans for using and disseminating results
- eligibility of the costs claimed
- compliance with other grant agreement obligations.

It will also cover the work of third parties involved in the project (*e.g. linked third parties, third parties giving in-kind contributions, subcontractors, etc.*).

We will be assisted by the following **outside expert(s)**:

- -
 -
 -
- -
 -
- -

Please let us know — within 5 days of receiving this letter — if you object to any of these experts on the grounds of commercial confidentiality, and explain the reasons why (via your [Funding & Tenders Portal account](#)).

The review will include a **review meeting** which will take place at the following venue:

Invitation to the review meeting

When?: 11/02/2020

Where?: Avenue Beaulieu 25, Bruxelles

Please provide us at your earliest convenience with a draft agenda for the meeting (unless already done).

I would be grateful if you could inform the other members of your consortium (if any) of this letter.

For any questions, please contact us via your [Funding & Tenders Portal account](#).

Review process

– during the review?

- PO introduces the Reviewer(s), progress and the purpose of the review;
- Coordinator introduces the partners (mainly WP leaders)
- Coordinator gives an overview about the project, progress and about any open/pending issues, next steps;
- Presentation of the WP leaders;
- Budget spending overview by the Coordinator;
- Q&A session with the Reviewer(s) and the PO;
- Closing remarks and feedback of the Reviewer(s) and the PO;
- Reviewer(s) assess the project based on the written material and information provided at the meeting. *(In the event of remote review, the assessment is based on written documents only)*



Outcome of the review

Expert Review Report - the reviewer(s) draw(s) up the Expert Review Report on a project, and the Commission sends it to the consortium via the coordinator, but it is not made public. If more than one expert is involved in project review, they issue a single consolidated report written by a rapporteur. In case of remote reviews separate review reports are developed.

- The reviewer(s) will also assist the Commission by recommending any changes that may be required. However, the final decision on recommendations and changes is taken by the Commission alone.
- Beneficiaries may comment on the review report within 30 days of receiving it.

Project assessment by the Commission - taking the experts' formal recommendations into account, the Commission informs the coordinator of its decision, which, however, may depart from the recommendations. It may entail

- Accepting or rejecting the deliverables
- Allowing the project to continue in its existing form
- Suggesting modifications,
- Suspend the project implementation (under certain conditions the project may continue when all requirements are fulfilled, or
- Taking steps to terminate the grant agreement or to exclude a beneficiary from taking part.

Subject: Result of the Review of your H2020 project 780758 — MY-GATEWAY

Dear Madam, Sir,

I am writing in connection with the previously announced review carried out for the above-mentioned project.

Following the review meeting of your project held in Brussels on 08/02/2019 and based on the enclosed review report drafted by the expert(s), the Commission considers the project implementation satisfactory.

The assessment of the use of the resources made by the experts does not imply the acceptance of the corresponding costs by the Commission.

To improve the implementation, the following changes should be made:

REVIEW REPORT

Grant Agreement (GA) number:	780758
Project ¹ Acronym:	MY-GATEWAY
Project title:	Boosting the growth potential of CEE start-ups on a pan-European level by creating new opportunities, synergies and opening the GATE of Startup Europe to the Balkans
Type of Action:	IA
Start date of the project:	01/01/2018
Duration of the project:	24
Name of the primary coordinator contact and organisation:	Krisztina TOTH (EM)
Period covered by the report:	from 01/01/2018 to 31/12/2018
Periodic report:	1st
Date of first submission of the periodic report (if applicable):	05/02/2019
Date of latest version of Annex 1 to the GA (Description of the Action - DoA) against which the assessment is performed	01/08/2018
Date of meeting with consortium (if applicable):	08/02/2019
Name(s) of monitors assisting in the project assessment (if applicable)	
Name of Project Officer drafting the report:	

A black clothespin is attached to a thin, dark string that runs diagonally across the frame. The clothespin is holding a white rectangular card. The card has the word "QUESTIONS?" written on it in a bold, orange, sans-serif font. The background is a plain, light gray wall.

QUESTIONS?

Thank
you

for your attention

Carolina Pascaru

carolina.pascaru@europamedia.org

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Things you wished you knew about Horizon 2020



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