



**EM** TRAININGS



Europa Media Trainings

# Reporting from A to Z: Internal reporting, Periodic reporting, Review meeting

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EMG Group

**Horizon Europe Project Management and Financial Reporting**

13-14 December 2022  
Budapest, Hungary

**Internal reporting**

# 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

**Going back to our template!**



# **Periodic report**

Technical and Financial Report

# Periodic report module

## Overview

### Technical part

- **Part A** (structured information entered through the **continuous reporting** module)
  - Project summary
  - Deliverables, milestones, risks, etc.
  - Answers to the impact questionnaire
- **Part B** (narrative part submitted in a PDF through the **periodic reporting** module)
  - Explanation of the work carried out by the beneficiaries and overview of progress
  - Explanations on deviations from DoA

### Financial part

- **Financial statements** (individual and consolidated).
- Explanation on the **use of resources** and information on subcontracting and in-kind contributions by third parties.
- **Certificates on the financial statements** (CFS), only at final payment if threshold is reached (uploaded as PDF).

Report generated automatically based on the information entered through the **periodic reporting** module.

**Activated at the end of reporting periods**

**Must be submitted within 60 days following the end of each reporting period**


# 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 shows project details for 'HORIZON 2020' (Call: H2020-SwafS-2018-1, Number: 824544). The main area features a 'MY PROJECT' section with a progress bar for 'Continuous Reporting' (824544) showing 'Started' on 01 Jan. Below this, a 'Periodic Reporting' section (REP-119261-1 - period) is highlighted with a red box, showing a progress bar with stages: 'Draft' (14 Mar), 'Submitted' (15 Sep, 2068/60 days), and 'Paid'. The 'Submitted' stage is currently active. Below the progress bar, there are three items: '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 'Help' dropdown, and a footer with '© European Communities - Version 1.24'.

# Financial Report



# Financial report

The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' interface. At the top left is the European Commission logo. The main header includes the text 'RESEARCH & INNOVATION Grant Management Services' and a 'Help' dropdown menu. Below the header, there is a 'MY PROJECT' section for 'HORIZON 2020' with a 'Launch new interaction with the EU' button. The project details on the left include: Call, Type, 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 (€2,997,008.75), Requested EU Contribution (€2,997,008.75), and Contact (David MONTEIRO). A sidebar contains buttons for 'Latest Legal Data', 'Active Processes', 'Document Library', 'Communication Centre', and 'Archived Processes'. The main content area shows two reporting timelines. The first is for 'Continuous Reporting' (824544 - SPEAR) starting on 01 Jan 2019 and reaching 'Completed'. The second is for 'Periodic Reporting' (REP-119261-1 - period 17/01/2010 > 16/07/2011) with stages 'Draft' (14 Mar 2017), 'Submitted' (15 Sep 2011, 2088/60 days), and 'Paid'. A red box highlights the 'Periodic Reporting' section, and a red arrow points to the 'Financial Statement AST [PIC 973276467] drafting' task, which has a 'Lock for review' button. Below the timelines are sections for 'Process documents', 'Process communications', and 'Process history'. At the bottom, there are links for 'H2020 ONLINE MANUAL' and 'HOW TO', and a footer with '© European Communities - Version 1.24'.

European Commission

RESEARCH & INNOVATION  
Grant Management Services

Help

MY PROJECT Launch new interaction with the EU +

HORIZON 2020

Call:  
Type:  
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: €2,997,008.75  
Requested EU Contribution: €2,997,008.75  
Contact: [David MONTEIRO](#)

Latest Legal Data  
Active Processes  
Document Library  
Communication Centre  
Archived Processes

Continuous Reporting  
824544 - SPEAR  
01 Jan 2019  
Started  
Completed  
Continuous reporting data

Process documents  
Process communications  
Process history

Periodic Reporting  
REP-119261-1 - period 17/01/2010 > 16/07/2011  
14 Mar 2017  
15 Sep 2011 (2088/60 days)  
Draft Submitted Paid  
Technical Part contribution Lock for review  
Financial Statement AST [PIC 973276467] drafting Lock for review  
Periodic Report composition Submit to EU

Process specific documents  
Process specific communications

H2020 ONLINE MANUAL

HOW TO

© European Communities - Version 1.24

# Periodic Report - H2020

## 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 – H2020

## 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"/>	<a href="#">+</a> WP1	<a href="#">×</a>
2	<input type="text" value="5.00"/>	<a href="#">+</a> WP4	<a href="#">×</a>
3	<input type="text" value="4.50"/>	<a href="#">+</a> WP6	<a href="#">×</a>

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

There are no Use of Resources provided

# Financial Report – H2020













## 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](#)

# Periodic Report - HE

## Financial Part



Grant Management


Project Periodic Report

236417 (236417 OliD - G..) HORIZON-..

Period No: 1 Duration (months): 18  
Reporting Period : [14 Aug 2020 - 13 Feb 2022]

Beneficiary 1: AST GmbH  
Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH  
PIC: 973276467 Status: VALIDATED  
Legal Address: ZEPPELINSTRASSE 9B , 28816 , STUHR  
Germany

Financial Statement



### Financial Statement

SAVE

Financial Statement for period '1' - (14 Aug 2020 - 13 Feb 2022)

#### Eligible costs:

Category	Form of Funding	Total Amount
▼ Eligible costs (per budget category)		
▼ Direct costs		
▼ A. Personnel costs		
▼ (a1) A.1 Employees (or equivalent), A.2 Natural persons under direct contract, A.3 Seconded persons	actual	50.00 €
▼ (a2) A.1 Employees (or equivalent), A.2 Natural persons under direct contract, A.3 Seconded persons	unit (usual accounting practices)	0.00 €
▼ (a3) A.4 SME owners and natural person beneficiaries	unit	0.00 €
SME owner/Natural person costs		
▼ B. Subcontracting costs		
▼ (b) Subcontracting	actual	0.00 €
▼ C. Purchase costs		
▼ (c1) C.1 Travel and subsistence	actual	10.00 €
▼ (c2) C.2 Equipment	actual	5.00 €
▼ (c3) C.3 Other goods, works and services	actual	5.00 €
▼ D. Other cost categories		
▼ (d2) D.2 Internally invoiced goods and services	unit (usual accounting practices)	15.00 €
(d3) D.3 Transnational access to research infrastructure unit costs	unit	0.00 €
(d4) D.4 Virtual access to research infrastructure unit costs	unit	0.00 €
▼ Indirect costs		
▼ E. Indirect costs		
(e) E. Indirect costs (25% * (a1 + a2 + a3 + c1 + c2 + c3))	flat-rate	17.50 €
(f) Total costs (a1 + a2 + a3 + b + c1 + c2 + c3 + d2 + d3 + d4 + e)		102.50 €

Validate

# Financial Report - HE

## Person Months spent

A.1 Employees (or equivalent), A.2 Natural persons under direct contract, A.3 Seconded persons

Persons/month per WP

Work Packages

WP1  
WP2

No 'Persons/month per WP' added yet.

**Use of in kind contribution from third party**  
One line per third party. In-kind contribution free-of-charge only.  
Double-check consistency with the information on in-kind contributions in Technical Report (Part B) - activities & work packages.

No 'Use of in kind contribution from third party' added yet.

A.1 Employees (or equivalent), A.2 Natural persons under direct contract, A.3 Seconded persons

Persons/month per WP

Work Packages WP1

No 'Persons/month per WP' added yet.

**Use of in kind contribution from third party**  
One line per third party. In-kind contribution free-of-charge only.  
Double-check consistency with the information on in-kind contributions in Technical Report (Part B) - activities & work packages.

No 'Use of in kind contribution from third party' added yet.

A.1 Employees (or equivalent), A.2 Natural persons under direct contract, A.3 Seconded persons

Persons/month per WP

Work Packages

Associated Work Package	Person Months	Actions
WP1	10.00	<input type="button" value="✖"/>

**Use of in kind contribution from third party**  
One line per third party. In-kind contribution free-of-charge only.  
Double-check consistency with the information on in-kind contributions in Technical Report (Part B) - activities & work packages.

No 'Use of in kind contribution from third party' added yet.

# Financial Report - HE

## Purchase costs

**C.1 Travel and subsistence**

**Purchase Costs**

**Purchase amounts to be explained: 12.5**  
**Total explained amount: 6**

*Details for major cost items (needed if costs declared under purchase costs are higher than 15% of the claimed personnel costs).  
Start with the most expensive cost items, down to the 15% threshold.*

No 'Purchase Costs' added yet. [+ Add](#)

**Use of in kind contribution from third party**

*One line per third party. In-kind contribution free-of-charge only.  
Double-check consistency with the information on in-kind contributions in Technical Report (Part B) - activities & work packages.*

No 'Use of in kind contribution from third party' added yet. [+ Add](#)

[Confirm](#) [Cancel](#)

**C.1 Travel and subsistence**

**Purchase Costs**

**Purchase amounts to be explained: 12.5**  
**Total explained amount: 9**

*Details for major cost items (needed if costs declared under purchase costs are higher than 15% of the claimed personnel costs).  
Start with the most expensive cost items, down to the 15% threshold.*

Cost item name	Work Packages	Foreseen in Annex I?	Explanation (if not in Annex 1)	Costs (EUR)	Actions
Plane ticket	1	Yes		2.00	<a href="#">✖</a>
Hotel	1	Yes		1.00	<a href="#">✖</a>
<b>TOTAL</b>				3.00	

**Use of in kind contribution from third party**


*One line per third party. In-kind contribution free-of-charge only.  
Double-check consistency with the information on in-kind contributions in Technical Report (Part B) - activities & work packages.*

Third Party Name	Work Packages	Foreseen in Annex I?	Explanation (if not in Annex 1)	Costs (EUR)	Actions
TP	1	Yes		1.00	<a href="#">✖</a>
<b>TOTAL</b>				1.00	


[Confirm](#) [Cancel](#)

# Adjustment in H2020 and HE

## Financial Statement

Grant Management
Project Periodic Report



917294 (917294 TEST [ABAC: CSA

 THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION  
**HORIZON 2020**

Period No: 2    Duration (months): 18  
Reporting Period : [17 Jul 2011 - 16 Jan 2013]

Beneficiary 1: AST  
Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH  
PIC: 973276467    Status: VALIDATED  
Legal Address: ZEPPELINSTRASSE 9B , 28816 , STUHR  
Germany

Financial Statement



### Financial Statement

Use of Resources

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



# Technical Report

# Periodic technical reporting module – HE

Grant Management

236417 (236417 OIId - G..) HORIZON...

Period No: 1 Duration (months): 18  
Reporting Period : [14 Aug 2020 - 13 Feb 2022]

n003qv4w (EXTERNAL) ?

Project Periodic Report

<b>Project Summary</b>	<b>Deliverables</b>	<b>Milestones</b>	<b>Critical Risks</b>	<b>Disseminat... Activities</b>	<b>Patents (IPR)</b>	<b>Communic... Activities</b>	<b>Tech.Report (Part B)</b>	<b>Financial Statements</b>	<b>Researchers involved in the project</b>	<b>Beneficiaries Feedback</b>	<b>Impact</b>	<b>Results</b>	<b>Other Results</b>
✓	i	i	✓	✓	✓	✓	i	i	✓	✓	✓	✓	✓

## Project Summary for publication

**i** This section is structured in four sub-sections that must be completed on-line with suitable quality to enable direct publication by the Commission/Agency/other EU funding body. It should be easy to read i.e. written in a language easily understandable by a broader public, thereby promoting the dissemination and supporting the exploitation of EU funded results. It should preferably not exceed 7480 characters (equivalent to two pages of a text document). This part must not contain any confidential or personal data (e.g. names and addresses).

The summary for publication must be drafted as a "stand-alone" text. No references should be made to other parts of the report. References can be made only to publicly available information.

Beside the summary filled within the tool, diagrams or photographs illustrating and promoting the work of the project can be provided (only as images).

### Context and overall objectives

text

Validate

# Technical Report - H2020 vs HE



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## Horizon Europe

### 1. EXPLANATION OF THE WORK CARRIED OUT AND OVERVIEW OF THE PROGRESS

#### 1.1 Objectives

#### 1.2 Explanation of the work carried out per WP

#### 1.3 Impact

### 2. FOLLOW-UP OF RECOMMENDATIONS AND COMMENTS FROM PREVIOUS REVIEW(S) (IF APPLICABLE)

### 3. EXPLOITATION PRIMARILY IN NON-ASSOCIATED THIRD COUNTRIES (IF APPLICABLE)

### 4. OPEN SCIENCE

### 5. DEVIATIONS FROM ANNEX 1 AND ANNEX 2 (IF APPLICABLE)

# 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 2<sup>nd</sup> 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

# 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 Period 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

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

Lock for review

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 Period Report

EUROPEAN COMMISSION AUTHENTICATION SERVICE (EU LOGIN)

EUROPA > Authentication Service > EU Login Signature

External  
PARTNERPFSAS (notestsf)

Change password My Account Help | Logout

## EU Login Signature

Welcome to the EU Login Signature page. This page allows you to digitally sign a transaction using your EU Login password.

Sign a transaction for SyGma-PPGMS

Description: Signature of the financial statement for 500603-500603 PROJECT 2016/10/28-5 [ABAC: ABACBUOL] as authorised representative of the legal entity SERVICES BV

Reason: For signature

Comment

Password

**SIGN**

RESEARCH & INNOVATION  
Participant Portal - Grant Management Services

European Commission

Help

Launch new interaction with the EU +

### MY PROJECT

**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:

Latest Legal Data  
Active Processes  
Document Library  
Communication Centre  
Archived Processes

H2020 ONLINE MANUAL

**HOW TO**

**Project Monitoring for Consortium**  
PMOC-780758-1

22 Jan 2019

Started Informed Assessed Completed

Process documents  
Process communications  
Process history

**Periodic Reporting**  
REP-780758-1 - period 01/01/2018 > 31/12/2018

01 Jan 2019 02 Mar 2019 (35/60 days)

Draft Submitted Paid

**Submit to EU**

Periodic Report composition

Process documents  
Process communications  
Process history

**Continuous Reporting**  
780758 - MY-GATEWAY

01 Jan 2018

Started Completed

Continuous reporting data

Process documents  
Process communications  
Process history

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# 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.

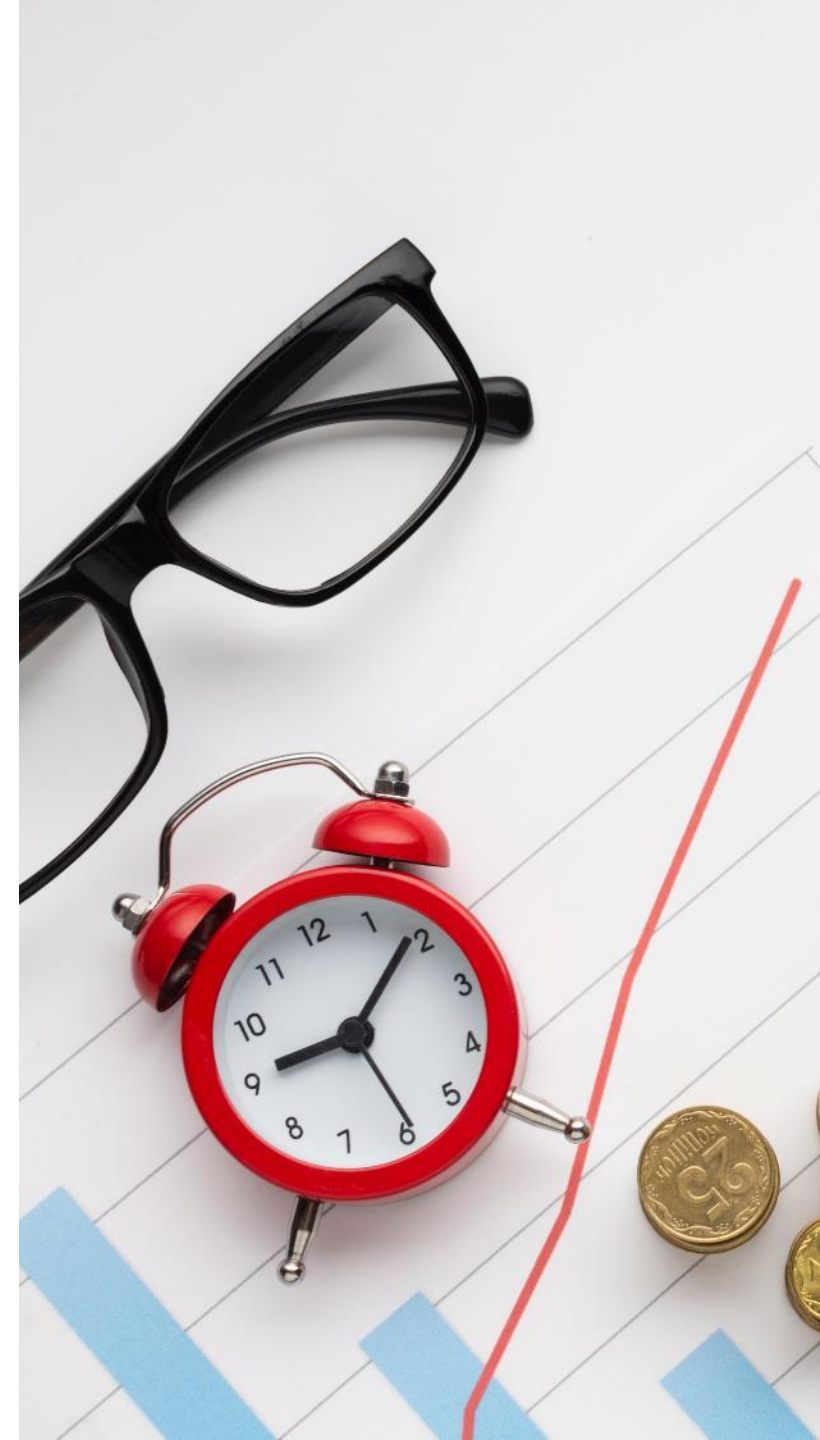
For any questions, please contact us via your [Participant Portal account](#) .

**Last reporting period**

# 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).



# Results ownership list

## as part of the final periodic report

Single or joint ownership of results? <i>(Indicate the number of owners)</i>	Result owners	Owner country of establishment	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? <i>(If Yes a compulsory question opens below)</i>	Does the exploitation of the results require access to third party IPR? <i>(If Yes, a compulsory question opens below)</i>
[number of owners]	[insert owner name(s)] <i>[Entity or Individual]</i>  <i>Entity: Drop down option with project partners + 'Other'. 'Other' opens a field asking for name, address, country, and an identifier such as VAT number.</i>  <i>Individual: Drop down option with 'researchers in project'</i>	[country]	[YES] [NO]	[Sale of IP] [Licensing] [Open access] [Open source] [Free license] [Secret/non-disclosure agreement] [Other] [N/A]	[YES] [NO]	[YES] [NO] [NOT KNOWN]
Exploitation requires access to background of consortium members						
[insert measures taken /envisaged to give access to the background required for exploitation ]						
Exploitation requires access to third party IPR						
[insert measures taken /envisaged to get access to the required IPR]						



# 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. In HE **€430,000**; or €725.000 for those having a **System and Process Audit**
- 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]

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

Project Periodic Report

npopetib (EXTERNAL)

---

**Financial Statement**

Financial information from contract

No contribution requested?  Yes  No

Financial Certificate

Certificate on the Financial Statements

Yes  No

Name of the Auditor  Cost of Certificate

Use of Resources [Export Use of Resources to PDF](#)

[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"/>
b) Direct personnel costs declared as unit costs (average costs)				0.00 €	<input type="text"/>
c) Direct personnel costs declared as unit costs				0.00 €	<input type="text"/>
c1) SME owner/Natural person costs	1.06 €	x	0.00 €	=	0.00 €
d) Direct costs of subcontracting				0.00 €	<input type="text"/>
e) Direct costs of providing financial support to third parties				0.00 €	<input type="text"/>
f) Other direct costs				0.00 €	<input type="text"/>
h) Costs of internally invoiced goods and services				0.00 €	<input type="text"/>
i) Indirect costs ( = 0.25 * (a + b + c + f + h - p) )				10.00 €	<input type="text"/>
k) Total costs ( = a + b + c + d + e + f + h + i )				50.00 €	<input type="text"/>
l) Receipts				0.00 €	<input type="text"/>
n) Maximum EU contribution ( = 100% * k )				50.00 €	<input type="text"/>
o) 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.

# 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: Horizon 2020 Framework Programme**  
**Project:**  
**Project review (Article 22)**  
**Draft project review report**

Dear Madam/Sir,

I am writing in connection with the above-mentioned review procedure for your grant.

Please find enclosed the draft review report. As you know it was drafted with the help of outside experts.

In our view, the project implementation is satisfactory.

To improve the implementation, we would recommend the following changes:

## GENERAL PROJECT REVIEW CONSOLIDATED REPORT

Grant agreement (GA) number:	
Project <sup>1</sup> Acronym:	InnORBIT
Project title:	Empowering innovation intermediaries to generate sustainable initiatives to incentivise and accelerate the commercialisation of space innovation
Type of action:	CSA
Start date of the project:	01/01/2021
Duration of the project:	30
Name of primary coordinator contact and organisation:	
Period covered by the report:	from 01/01/2021 to 15/11/2021
Periodic report/Reporting period number:	Assessment not linked to the end of a reporting period
Date of first submission of the periodic report (if applicable):	Not applicable
Amendments (latest AMD concerning description of the action) <sup>2</sup>	Not applicable
Date of meeting with consortium (if applicable):	Not applicable
Name of project officer:	
Name(s) of monitors:	



A white rectangular card is suspended from a thin, black and white braided string by a black clothespin. The card is centered horizontally and has the word "QUESTIONS?" printed in a bold, orange, sans-serif font. The background is a plain, light gray wall.

**QUESTIONS?**

Thank  
you

*for your attention*

Krisztina Toth

[krisztina.toth@europamedia.org](mailto:krisztina.toth@europamedia.org)



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