



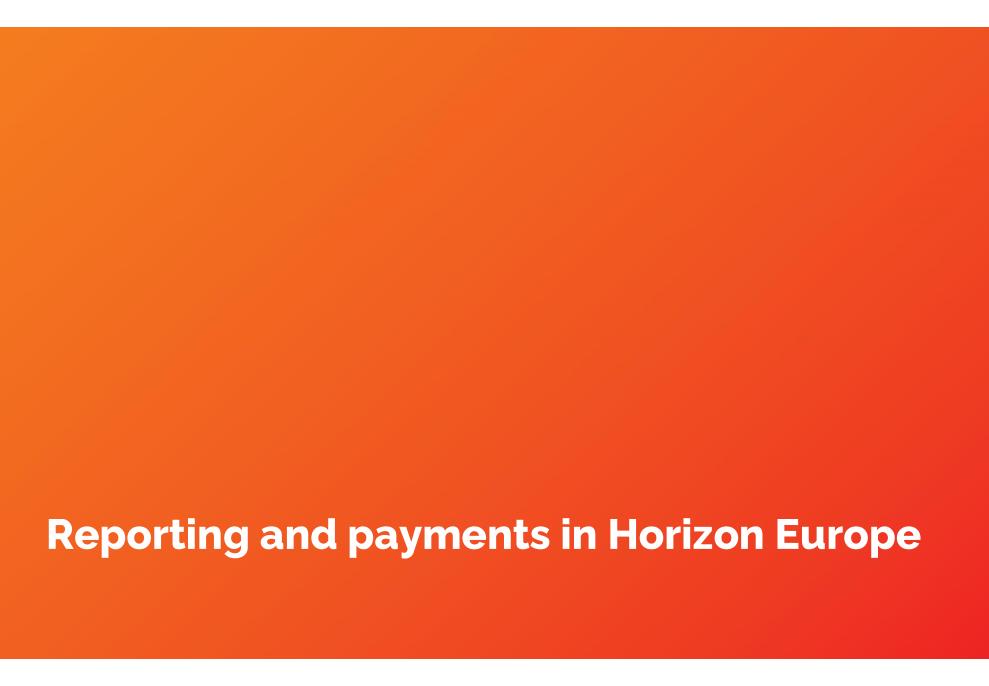


Reporting from A to Z: Continuous Reporting

Ömer Ceylan

Managing Director, Geonardo

Master of Project Management and Reporting in Horizon 2020 & Horizon Europe
11-13 December 2023
Vienna. Austria





HE Grant Agreement obligationsReporting and payments

ARTICLE 21 — REPORTING

21.1 Continuous reporting

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

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

21.2 Periodic reporting: Technical reports and financial statements

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

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

ARTICLE 22 — PAYMENTS AND RECOVERIES — CALCULATION OF AMOUNTS DUE

22.1 Payments and payment arrangements

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

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

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



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.



Monitoring implementation Scope and timing

- The Commission/Agency must monitor the activities of the projects in order to assess and verify:
 - That the beneficiaries implement the project as described in Annex 1 of the Grant Agreement (GA) (Description of the action – DoA).
 - The eligibility of the costs claimed.
- In order for the Commission/Agency to verify that the project is implemented properly, the beneficiaries must submit any information requested, and in particular the deliverables and reports detailed in the GA.
- Monitoring project implementation is a continuous task that can take place at any moment during the active period of the project (and beyond).
- But there are key contractual tasks that make project monitoring most relevant at certain periods in project's life, in particular after each reporting period, at the time of payments.

Project Officers monitor projects. External experts may assist.

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



Project reportingSchedule

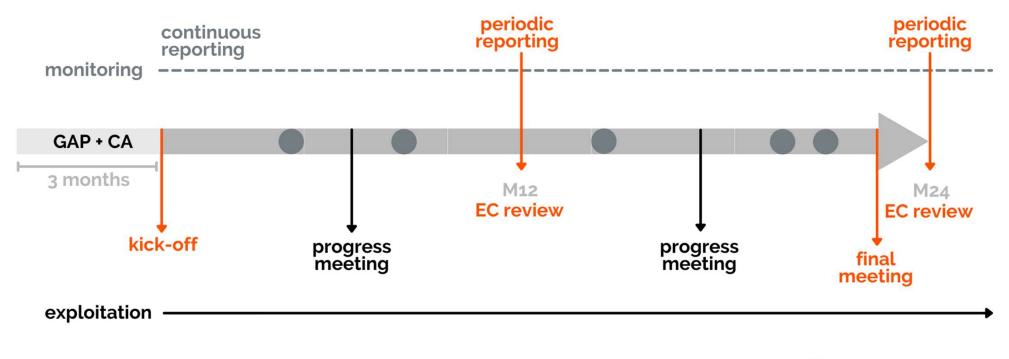
• The beneficiaries must provide reports to request payments, in accordance with the schedule and modalities set out in the Data Sheet.

		Reporting			Payments	
	Reporting periods		Туре	Deadline	Туре	Deadline (time to pay)
RP No	Month from	Month to				
					Initial prefinancing	30 days from entry into force/10 days before starting date – whichever is the latest
1	1	18	Periodic report	60 days after end of reporting period	Interim payment	90 days from receiving periodic report
2	19	36	Periodic report	60 days after end of reporting period	Final payment	90 days from receiving periodic report



Reporting schedule

Overview of implementation



deliverable

Continuous reporting



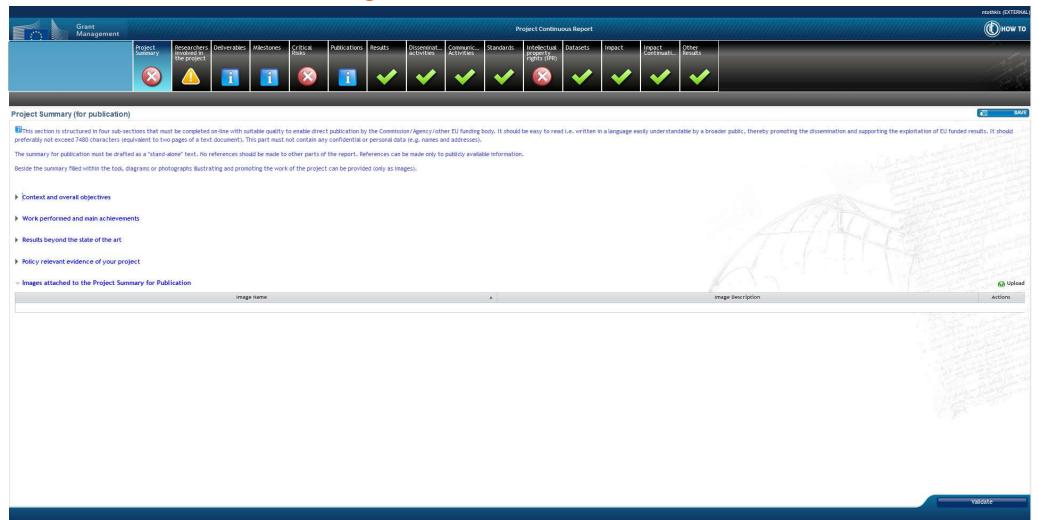
Continuous reporting module

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



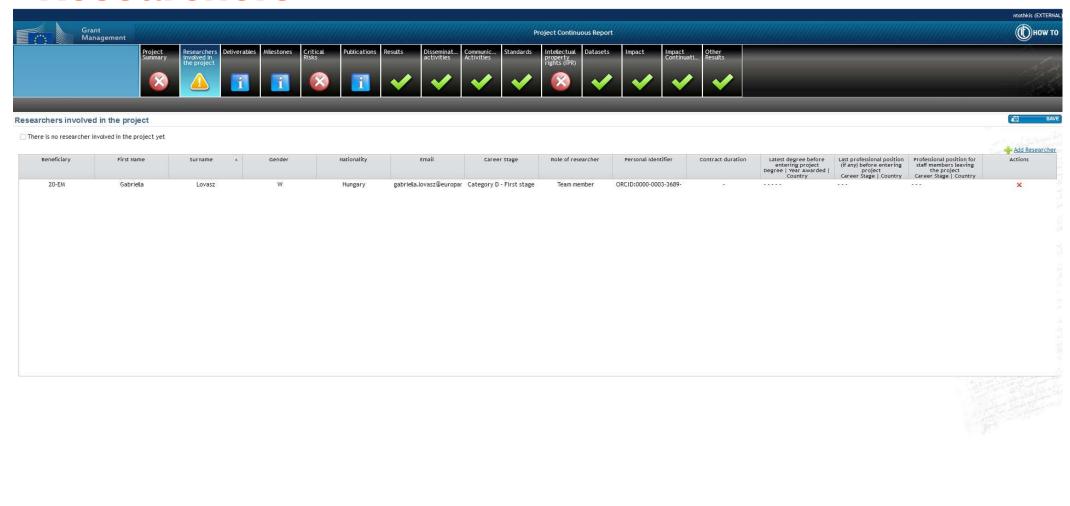


Project Summary





Researchers





Deliverables



Deliverables and Other Reports ①

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

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

The labels used mean:

Public - fully open

Sensitive - limited under the conditions of the Grant Agreement

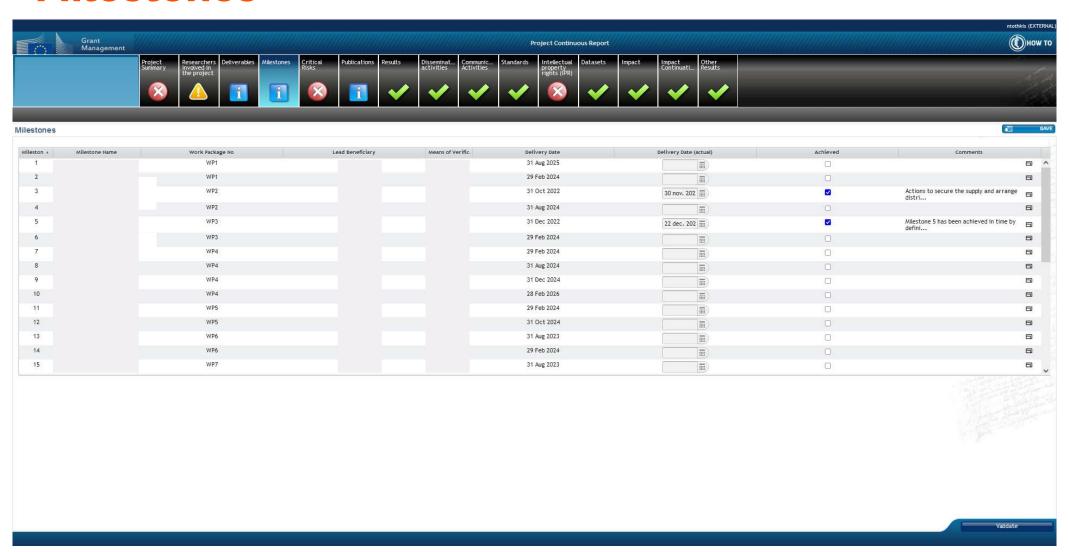
EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIAL, SECRET-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444. For items classified under other rules (e.g. national or international organization), please select the equivalent EU classification level.

Show Filters 🐹 Clear Filters

Work Pack	Deliverabl	Deliverat	Deliverable Name	Description	Lead Br	Туре	Disseminat	Due Date	New Due Date Delivery Date	Approval Date	Status		
WP1	D1.1	D1				R	PU	30 Nov 2022	28 Nov 2022	3.1	Submitted	0	9
WP1	D1.2	D2				R	PU	31 Aug 2024			Pending	O	9
WP1	D1.3	D3				R	PU	31 Aug 2026			Pending	(A)	9
WP1	D1.4	D4				R	PU	31 Aug 2024			Pending	O	9
WP1	D1.5	D5				R	PU	30 Jun 2026			Pending	O	9
WP2	D2.1	D6		4		R	SEN	31 Aug 2023			Pending	0	9
WP2	D2.2	D7				R	SEN	31 Aug 2024			Pending	©	9
WP2	D2.3	D8				R	SEN	31 Aug 2025			Pending	0	(a)
WP3	D3.1	D9				R	SEN	29 Feb 2024			Pending	©	9
WP3	D3.2	D10				DEM	PU	31 Dec 2025			Pending	0	(a)
WP3	D3.3	D11				DEM	PU	31 May 2026			Pending	©	9
WP3	D3.4	D12				R	PU	31 Aug 2026			Pending	0	9
WP4	D4.1	D13				R	SEN	28 Feb 2026			Pending	ω	9
WP4	D4.2	D14				R	SEN	31 Dec 2025			Pending	0	©
WP4	D4.3	D15		T .		R	SEN	28 Feb 2026			Pending	<u>O</u>	9

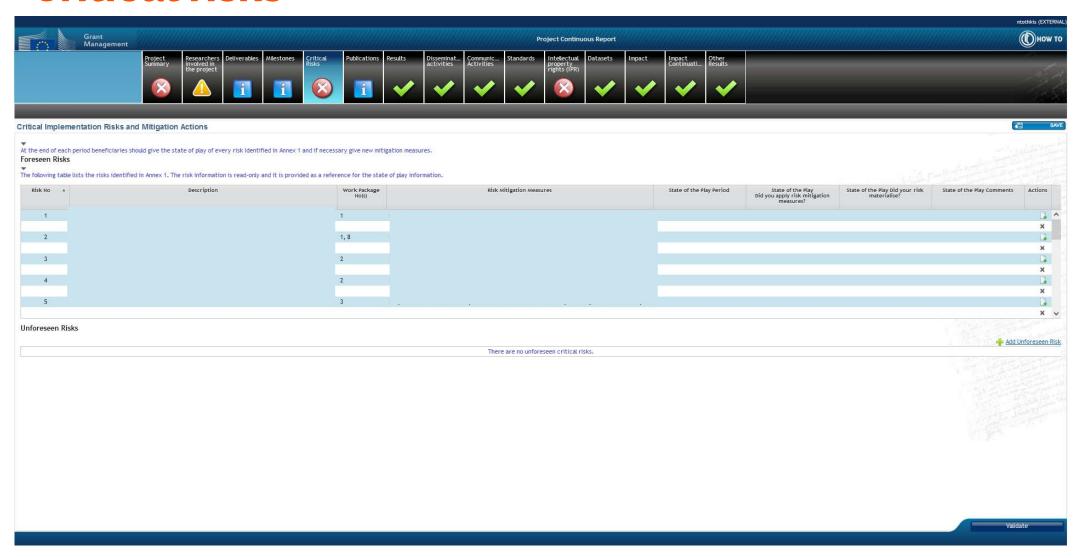


Milestones



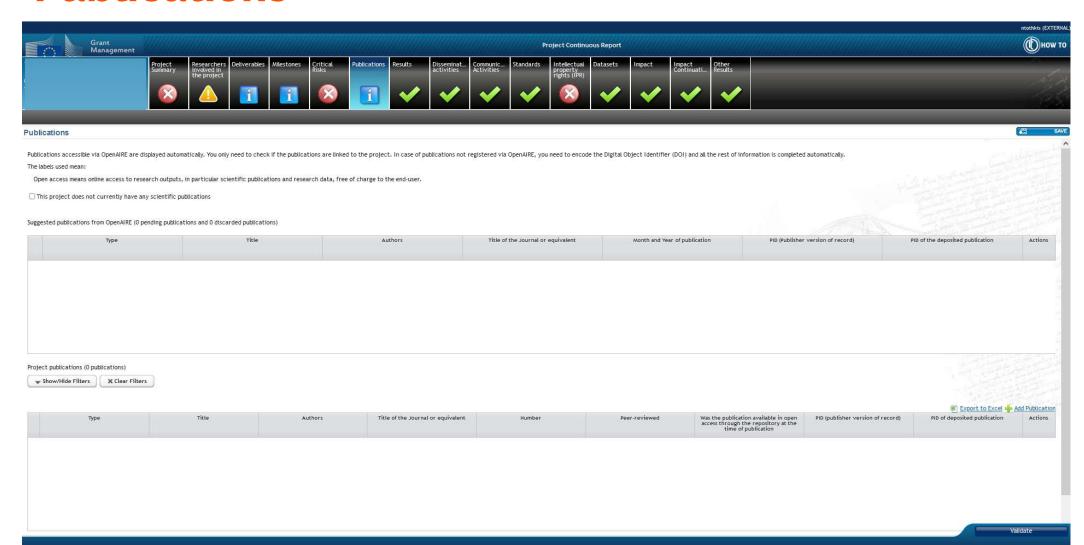


Critical risks



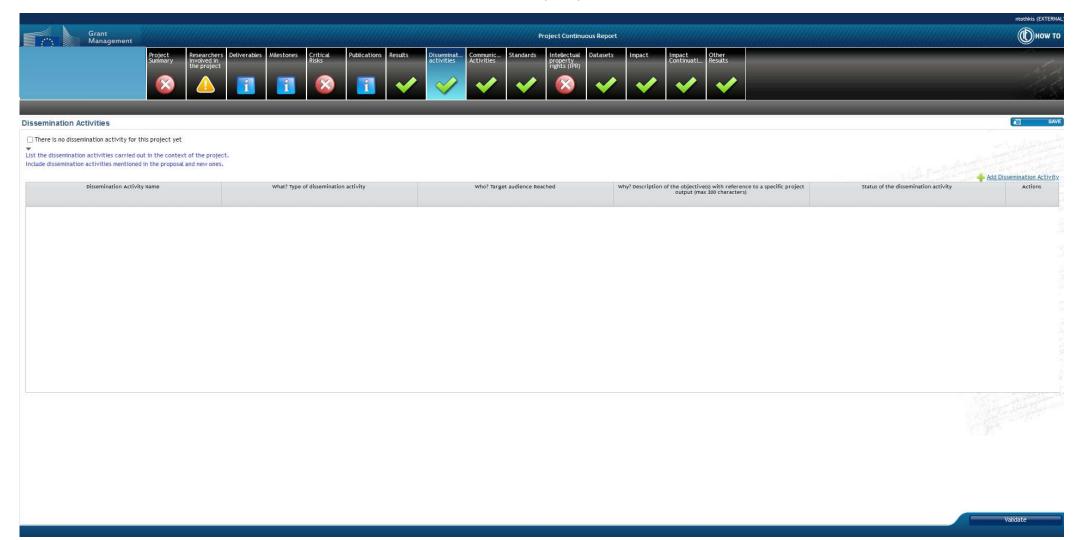


Publications



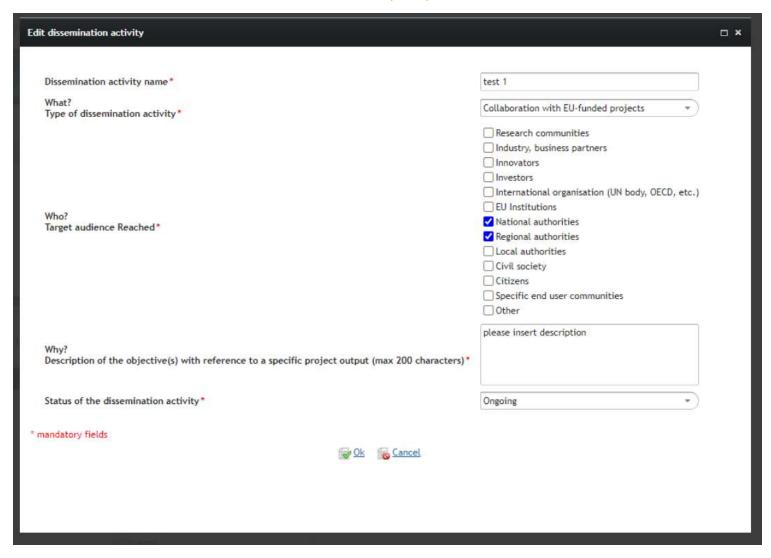


Dissemination activities (1)



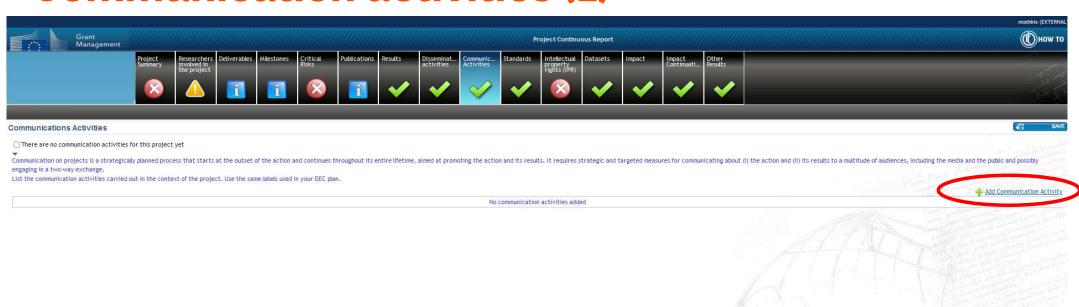


Dissemination activities (2)



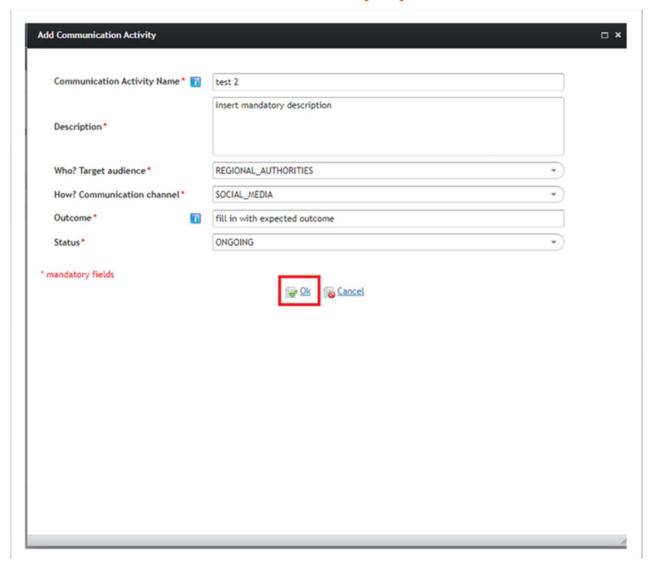


Communication activities (1)



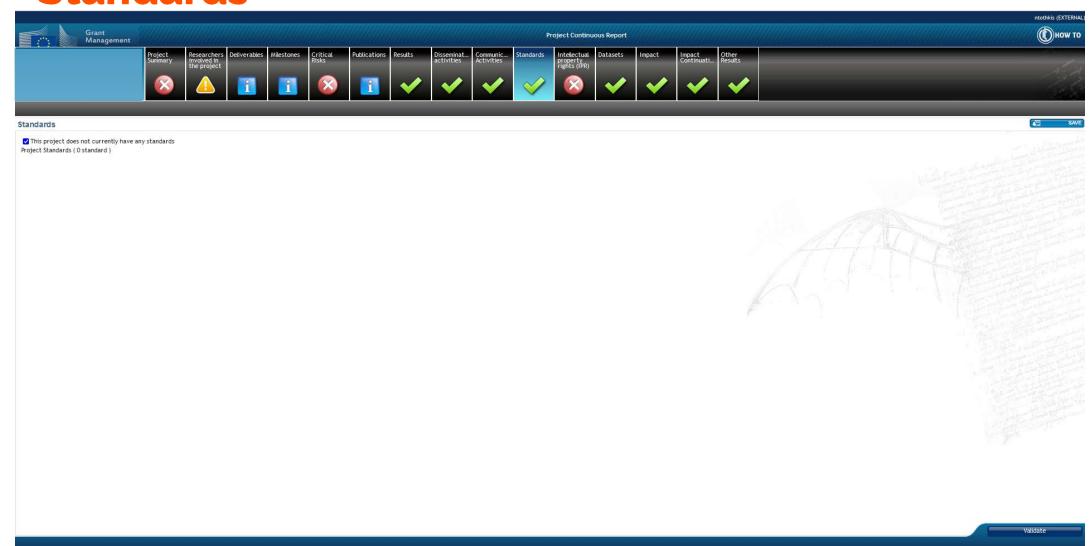


Communication activities (2)



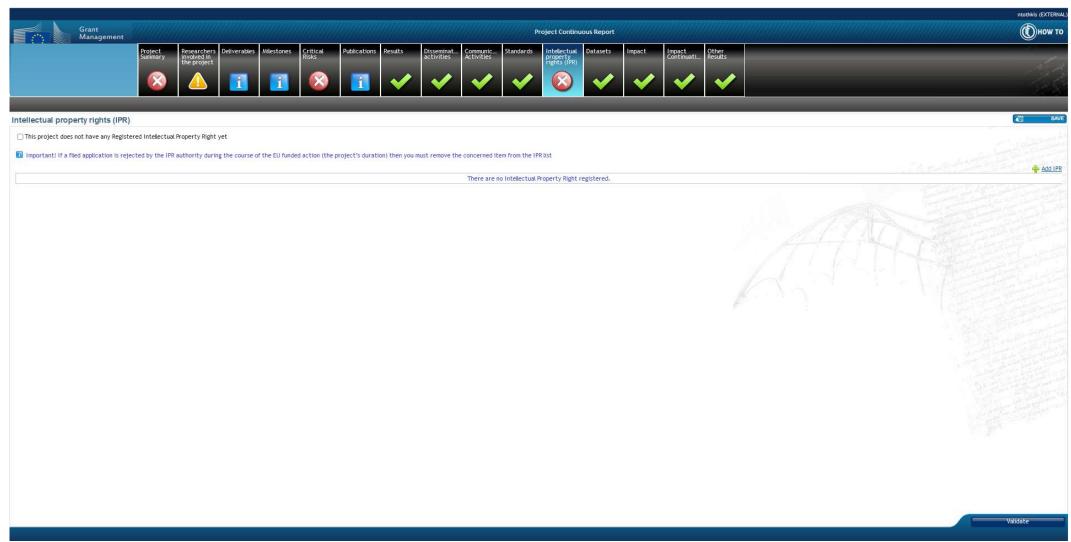


Standards









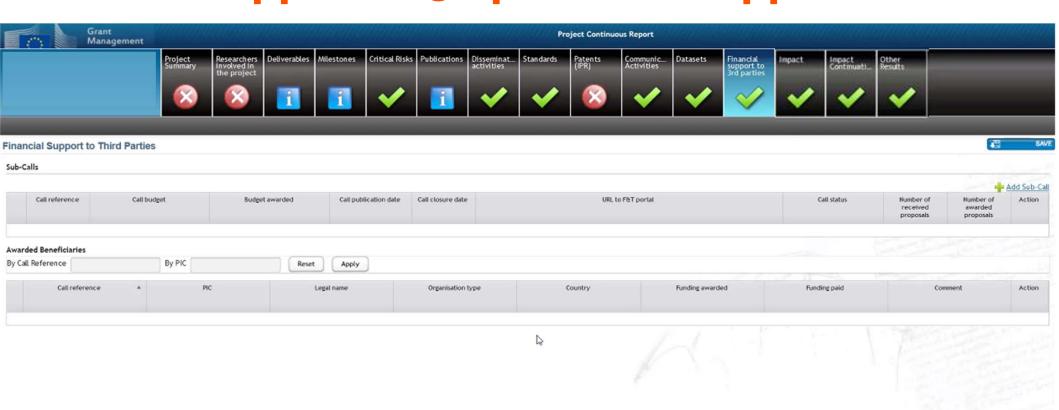


Datasets



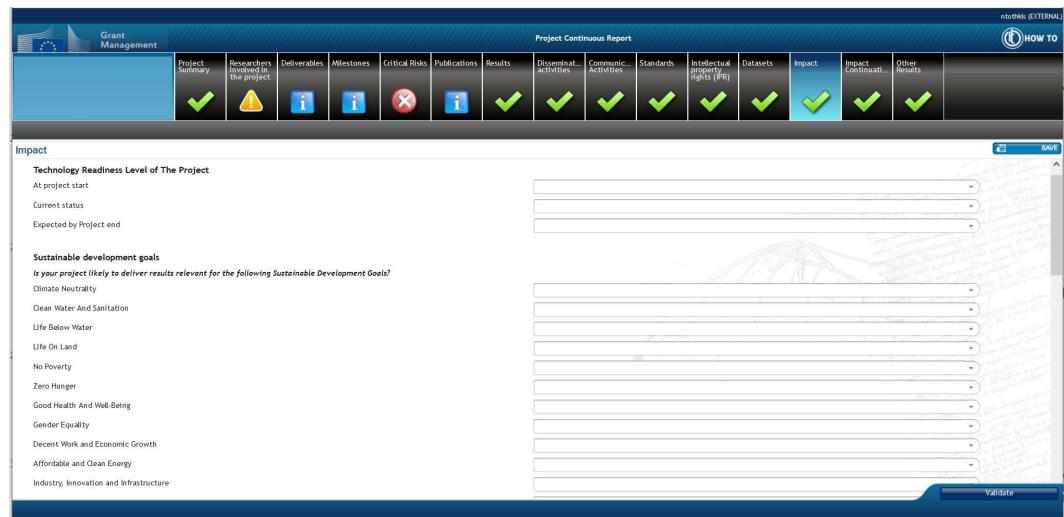


Financial support to 3rd parties – if applicable



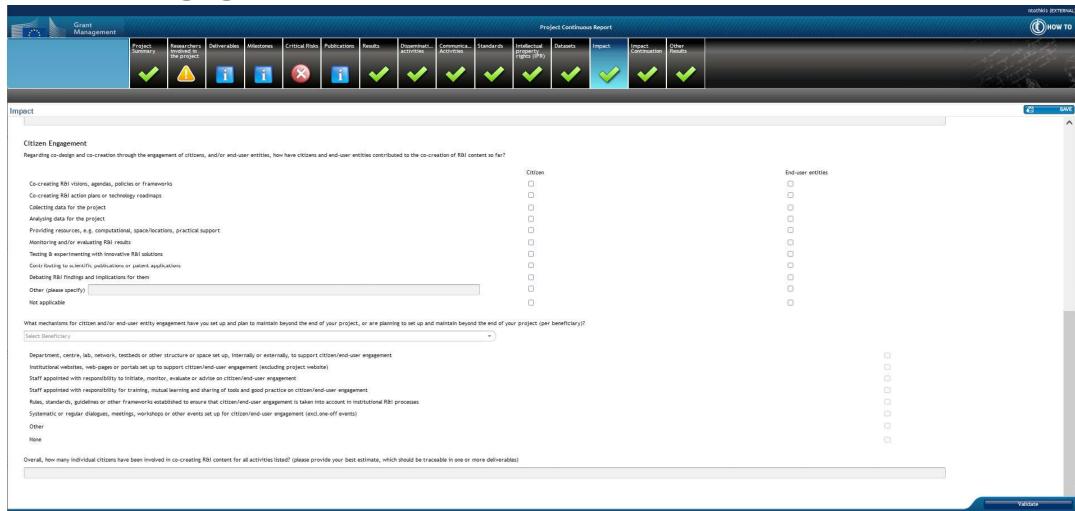


Impact (1) TRL - SDG





Impact (2) Citizen engagement



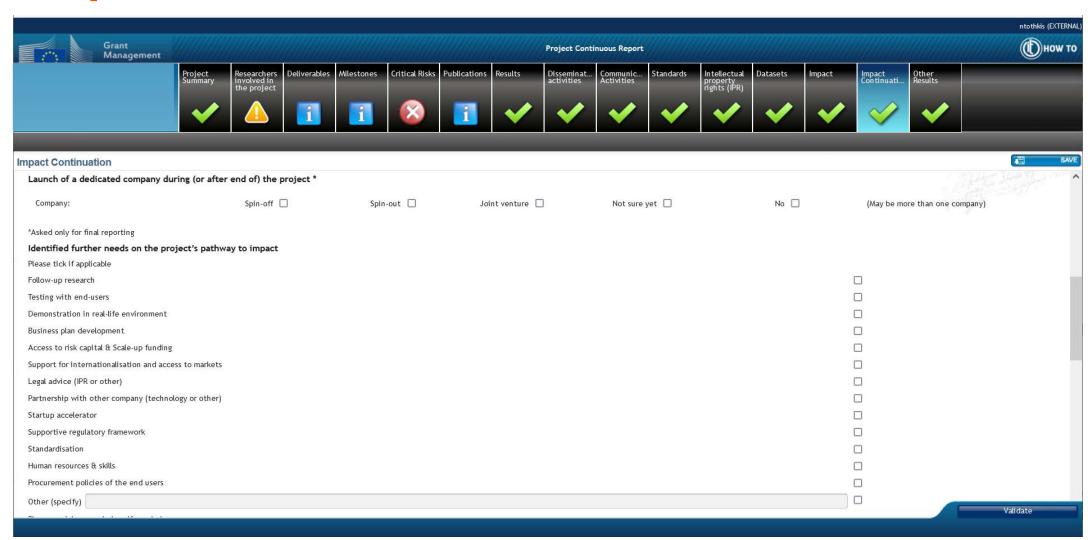


Impact Continuation (1)

Progress towards objectives and impacts of the project Rease describe the progress of the project so far towards delivering scientific impact, based on its objectives, including quantification to the extent possible: Prease describe the progress of the project so far towards delivering economic impact, based on its objectives (e.g. to what extent will the project increase cost-effectiveness of industrial production or processes) including quantification to the extent possible: Prease describe the progress of the project so far towards delivering impact for society, including environmental impact, based on its objectives, including quantification to the extent possible: Prease describe the progress of the project so far towards delivering impact for society, including environmental impact, based on its objectives, including quantification to the extent possible: Prufter employment to exploit or scale-up project results * Full-time equivalents expected to remain or be newly employed based on project's results and their dissemination exploitation Previous equivalents expected to remain or be newly employed based on project's results and their dissemination exploitation Previous equivalents expected to remain or be newly employed based on project's results and their dissemination exploitation Previous equivalents expected to remain or be newly employed based on project's results and their dissemination exploitation Previous equivalents expected to remain or be newly employed based on project's results and their dissemination exploitation Previous equivalents expected to remain or be newly employed based on project's results and their dissemination exploitation Previous equivalents expected to remain or be newly employed based on project's results and their dissemination exploitation Previous expected to remain or be newly employed based on project's results and their dissemination exploitation Previous expected to remain or be newly employed based on project's results and thei					ntothkis (EXTER
Softmany Line Continuation Progress towards objectives and impacts of the project Progress towards objectives and impacts of the project Please describe the progress of the project so far towards delivering scenorist impact, based on its objectives, including quantification to the extent possible: Please describe the progress of the project so far towards delivering scenorist impact, based on its objectives, including quantification to the extent possible: Please describe the progress of the project so far towards delivering scenorist impact, based on its objectives, including quantification to the extent possible: Please describe the progress of the project so far towards delivering seanch impact, based on its objectives, including quantification to the extent possible: Purther employment to exploit or scale-up project results * Further employment to exploit or scale-up project results * Purther employment to exploit or scale-up project results * Perther investment mobilized to exploit or scale-up project results * Purther investment mobilized to exploit or scale-up project results * Purther investment mobilized to exploit or scale-up project results * Purther investment mobilized to exploit or scale-up project results * Purther investment mobilized to exploit or scale-up project results * Purther investment mobilized to exploit or scale-up project results * Purther investment mobilized to exploit or scale-up project results * Purther investment mobilized to exploit or scale-up project results * Purther investment mobilized to exploit or scale-up project results * Purther investment mobilized to exploit or scale-up project results * Purther investment mobilized to exploit or scale-up project results * Purther investment mobilized to exploit or scale-up project results * Purther investment mobilized to exploit or scale-up project results * Purther investment mobilized to exploit or scale-up project results * Purther investment mobilized to exploit or scale-up pro			Project	Continuous Report	() ноw
Progress towards objectives and impacts of the project. Progress towards objectives and impacts of the project so far towards delivering economic impact, based on its objectives, including quantification to the extent possible: Please describe the progress of the project so far towards delivering economic impact, based on its objectives (e.g. to what extent will the project increase cost-effectiveness of industrial production or processes) including quantification to the extent possible: Please describe the progress of the project so far towards delivering impact for society, including environmental impact, based on its objectives, including quantification to the extent possible: Further employment to exploit or scale-up project results * Further employment to exploit or scale-up project results * Further employment to exploit or scale-up project results and their dissemination/exploitation New Existing contracts:		the project	Publications Results Dissem activiti	inat Communic Standards Intellectual property rights (IPR)	lmpact Continuati Other Results
Please describe the progress of the project so far towards delivering scientific impact, based on its objectives, including quantification to the extent possible: Please describe the progress of the project so far towards delivering economic impact, based on its objectives (e.g. to what extent will the project increase cost-effectiveness of industrial production or processes) including quantification to the extent possible: Plut the exploit or scale-up project results * Public investment will the project increase cost-effectiveness of industrial production or processes) including quantification to the extent possible: Pruther employment to exploit or scale-up project results * Public investment will the project increase cost-effectiveness of industrial production or processes) including quantification to the extent possible: Pruther employment to exploit or scale-up project results * Public investment will the project increase cost-effectiveness of industrial production or processes) including quantification to the extent possible: Pruther employment to exploit or scale-up project results * Public investment possible: Pruther investment mobilized to exploit or scale-up project results * Public investment Public inves	npact Continuation				₽ 8
Rease describe the progress of the project so far towards delivering economic impact, based on its objectives (e.g. to what extent will the project increase cost-effectiveness of industrial production or processes) including quantification to the extent possible: Pease describe the progress of the project so far towards delivering impact for society, including environmental impact, based on its objectives, including quantification to the extent possible: Full-time equivalents expected to remain or be newly employed based on project's results and their dissemination/exploitation Newl/Esting contracts: Involve existing team/people Hire new team/people Not sure yet No	Progress towards objectives and	impacts of the project			
Please describe the progress of the project so far towards delivering impact for society, including environmental impact, based on its objectives, including quantification to the extent possible: Full-there employment to exploit or scale-up project results * Full-time equivalents expected to remain or be newly employed based on project's results and their dissemination/exploitation		10000 Texts (100 100 100 100 100 Texts (100	its objectives, including quantification to the extent po	ossible:	
Please describe the progress of the project so far towards delivering impact for society, including environmental impact, based on its objectives, including quantification to the extent possible: Full-there employment to exploit or scale-up project results * Full-time equivalents expected to remain or be newly employed based on project's results and their dissemination/exploitation					
Further employment to exploit or scale-up project results * Full-time equivalents expected to remain or be newly employed based on project's results and their dissemination/exploitation New/Existing contracts:	Please describe the progress of the pro	oject so far towards delivering economic impact, based on	its objectives (e.g. to what extent will the project incr	ease cost-effectiveness of industrial production or processes) includi	ng quantification to the extent possible:
Further employment to exploit or scale-up project results * Full-time equivalents expected to remain or be newly employed based on project's results and their dissemination/exploitation New/Existing contracts:					The part of the pa
Full-time equivalents expected to remain or be newly employed based on project's results and their dissemination / exploitation New/Existing contracts:	Please describe the progress of the pro	oject so far towards delivering impact for society, includin	g environmental impact, based on its objectives, includi	ng quantification to the extent possible:	matrix I format last the format last and the form of the
Full-time equivalents expected to remain or be newly employed based on project's results and their dissemination / exploitation New/Existing contracts:					
New/Edisting contracts: Involve existing team/people Hire new team/people Not sure yet Others: Short term contracts (incl. Technicians: Researchers: Administrative support & project management: Long term contracts: Technicians: Researchers: Administrative support & project management: Please Explain: Further investment mobilized to exploit or scale-up project results * Further investment expected: Yes: Orng team (may be more than one)	55000 W 180 W W	W 04 W W 04 W WW 04 W W	heir dissemination/exploitation		
PHD): Long term contracts:	New/Existing contracts:			Not sure yet □	No 🗆
Please Explain: Further investment mobilized to exploit or scale-up project results * Further investment expected: Yes: Private/capital investment Public investment Own funds (may be more than one)		Technicians:	Researchers:		Other:
Further investment mobilized to exploit or scale-up project results * Further investment expected: Yes: Private/capital investment Public investment Own funds (may be more than one)	Long term contracts:	Technicians:	Researchers:		Other:
Further investment expected: Yes: Private/capital investment Public investment Own funds (may be more than one)	Please Explain:				
Further investment expected: Yes: Private/capital investment Public investment Own funds (may be more than one)					
Yes: Private/capital investment Public investment Own funds (may be more than one)	Further investment mobilized to	exploit or scale-up project results *			
1000 White and the state of	Further investment expected:				
Validate	Yes:	Private/capital inv	restment Public investme	ent Own funds	(may be more than one)
					Validate

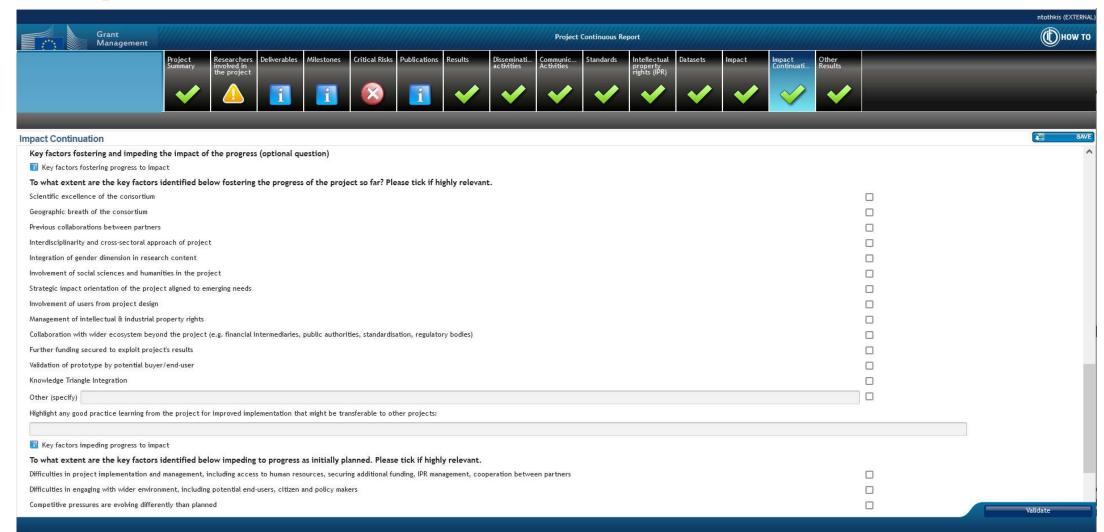


Impact Continuation (2)



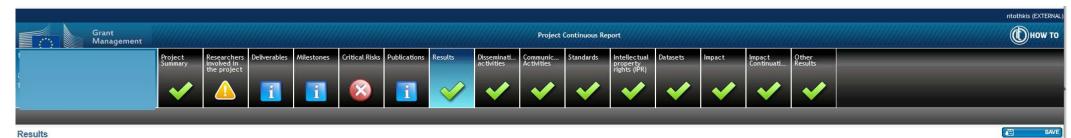


Impact Continuation (3)





Results (1)



☐ There is no result for this project yet

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

Examples

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

Results

No results yet

Add Result

面

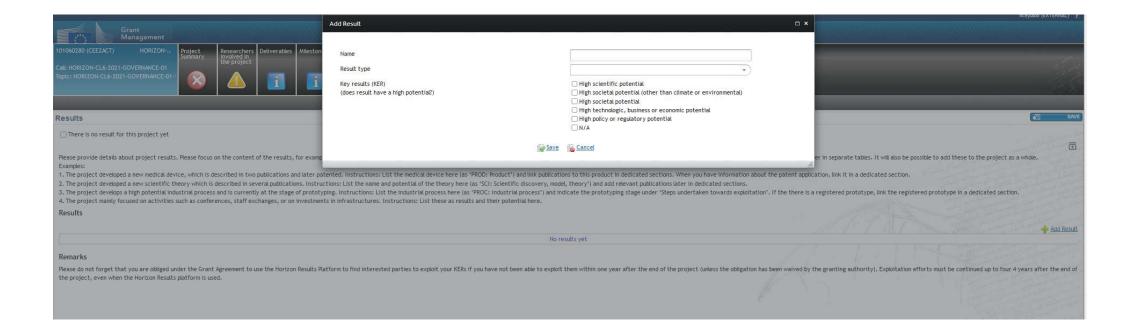
Remarks

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

Validate



Results (2)





(Ŧ)

Results (3)



☐ There is no result for this project yet

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

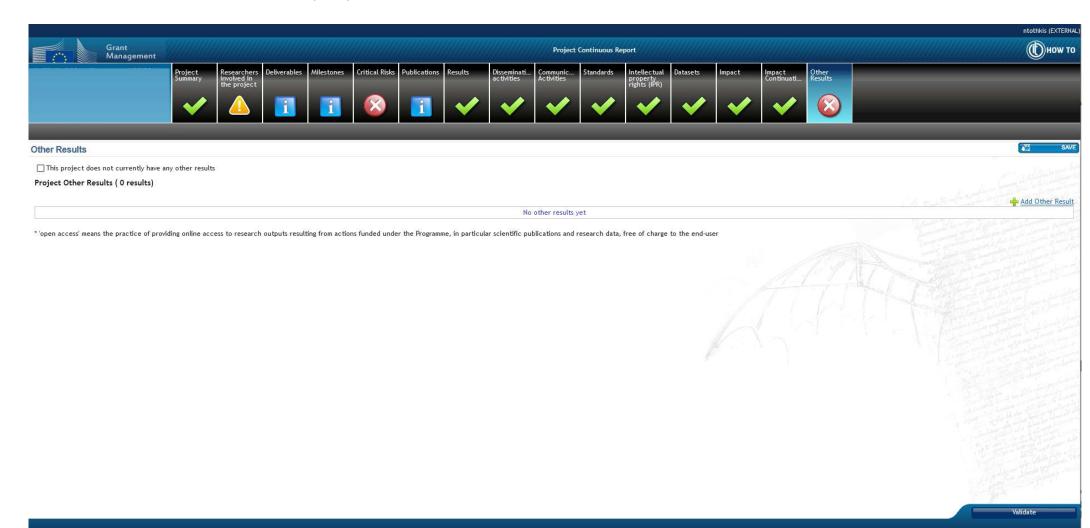
- Examples:
- Example: The project developed a new medical device, which is described in two publications and later patented. Instructions: List the medical device here (as 'PROD: Product') and link publications to this product in dedicated sections. When you have information about the patent application,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

Results

LEARN: Learning and training (learning n	High scientific potential	SSSSSSSS	Researchers	Prototyping in laboratory environment	Not yet existing and not clear if market
SERV: Service (new or improved)	High societal potential (other than clima High policy or regulatory potential	insert description	Citizens	Feasibility study Business plan	Emerging: growing demand, scarce suppl
SERVE SERVER (NEW OF IMPROVED)	High policy or regulatory potential	mate description	Citizens	Business plan	Literating, growing demand, scarce supp
		Wish sepistal potential (athor than elima	High societal potential (other than clima	High societal potential (other than clima	High societal potential (other than clima

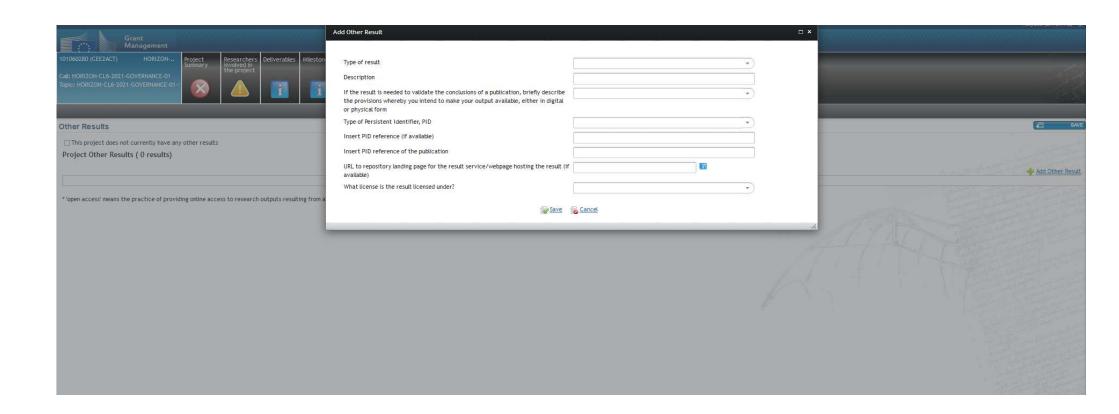


Other results (1)





Other results (2)





Results Ownership List Final report



Results

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

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

Results Ownership List

Indicate the owner(s) of the results.

Note:

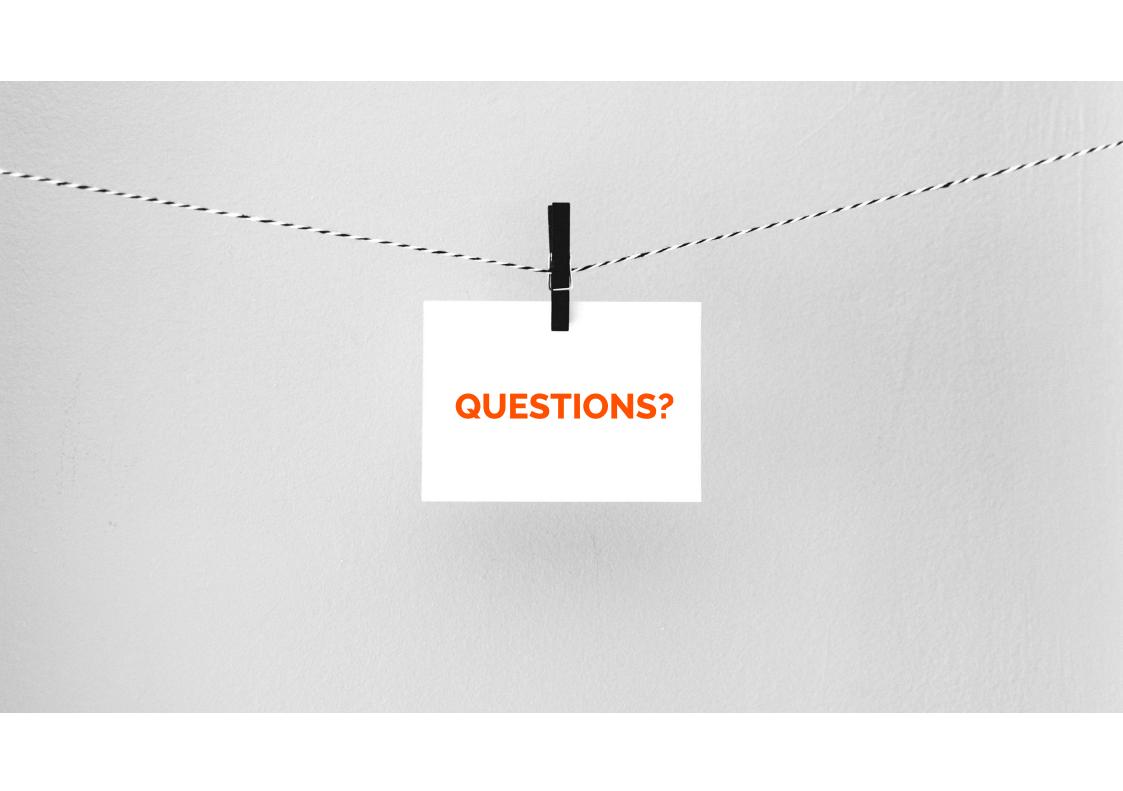
This is the 'results ownership list' required under the Grant Agreement. __

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

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

Validate

Ŧ





Ömer Ceylan omer.ceylan@europamedia.org

