Europa Media Trainings

Reporting from A to Z: Continuous reporting

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Horizon Europe Academy
Part II – Master of Project Management and Reporting in Horizon 2020
& Horizon Europe
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Mutual Insurance Mechanism and the Pre-financing

Mutual Insurance Mechanism
Ex Guarantee Fund

- Contribution to the Mechanism (but it can be more, or less)

- Actions require a **5% contribution**

- From the initial **pre-financing**

- Additional OPTION for programmes with MIM split contribution – contribution can be partially offset from the additional pre-financing

- The contribution cannot exceed the amount of the initial pre-financing

- The Mechanism may be extended to beneficiaries of any other directly managed Union programme

- The Commission shall adopt modalities for participation of beneficiaries of other programmes

Pre-financing payment
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.

Reporting and payments in Horizon Europe

HE Grant Agreement obligations
Reporting and payments

ARTICLE 21 — REPORTING

21.1   Continuous reporting

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

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

21.2   Periodic reporting: Technical reports and financial statements

In addition, the beneficiaries must provide reports to request payments, in accordance with the schedule and modalities set out in the Data Sheet (see Point 4.2):
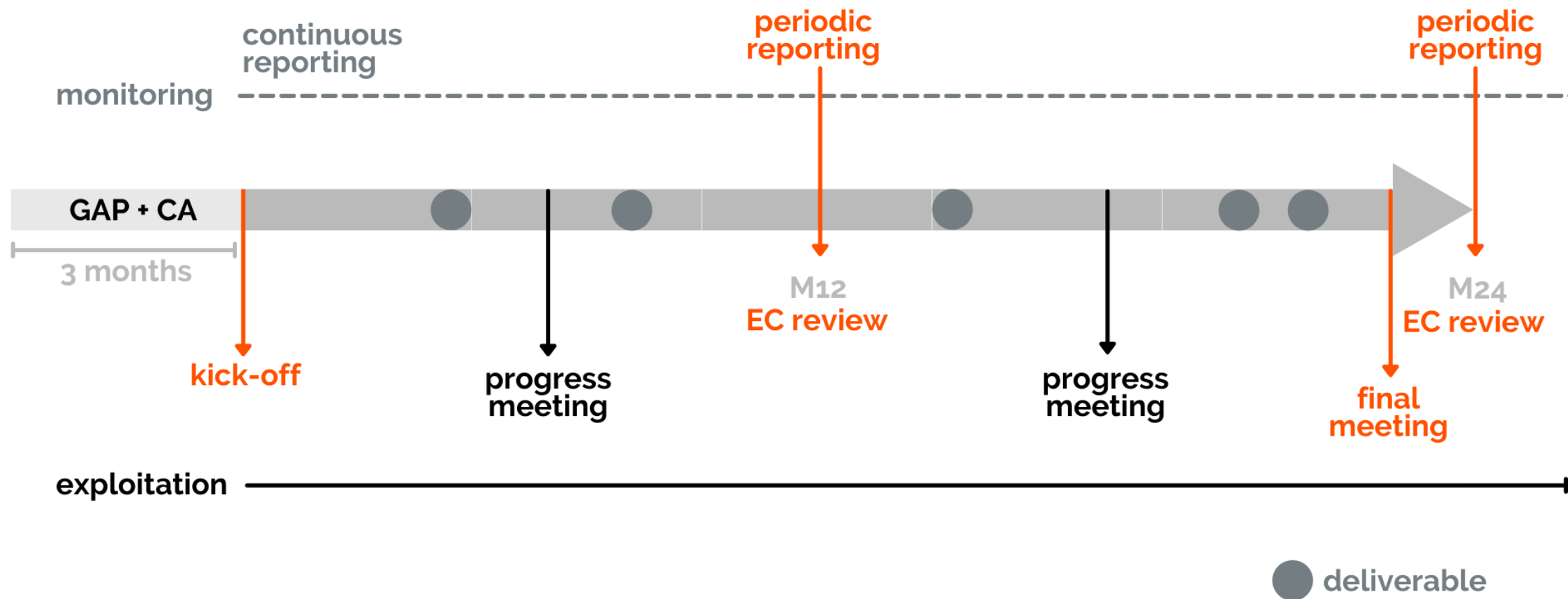
-    for additional prefinancings (if any): an **additional prefinancing report**

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

ARTICLE 22 — PAYMENTS AND RECOVERIES — CALCULATION OF AMOUNTS DUE

22.1   Payments and payment arrangements

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

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

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

Monitoring implementation
Scope and timing

- The Commission/Agency must monitor the activities of the projects in order to assess and verify:
    - that the beneficiaries implement the project as described in Annex 1
      of the Grant Agreement (GA) (Description of the action – DoA).
    - the eligibility of the costs claimed.

- In order for the Commission/Agency to verify that the project is implemented properly, the beneficiaries must submit any information requested, and in particular the deliverables and reports detailed in the GA.

- Monitoring project implementation is a continuous task that can take place at any moment during the active period of the project (and beyond).

- but there are key contractual tasks that make project monitoring most relevant at certain periods in project's life, in particular after each reporting period at the time of payments.

> **Project Officers monitor projects.
> External experts may assist.**

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

Project reporting
Schedule

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

4.2 Periodic reporting and payments

Reporting and payment schedule (art 21, 22):

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

Reporting schedule
Overview of implementation

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monitoring

continuous reporting

periodic reporting

periodic reporting

GAP + CA

3 months

kick-off

progress meeting

M12
EC review

progress meeting

M24
EC review

final meeting

exploitation

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

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Grant Management — Project Continuous Report — **HOW TO**

ntothkis (EXTERNAL)

Tabs: Project Summary | Researchers involved in the project | Deliverables | Milestones | Critical Risks | Publications | Results | Disseminat... activities | Communic... Activities | Standards | Intellectual property rights (IPR) | Datasets | Impact | Impact Continuati... | Other Results

Project Summary (for publication)   SAVE

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

▶ Work performed and main achievements

▶ Results beyond the state of the art

▶ Policy relevant evidence of your project

▼ Images attached to the Project Summary for Publication   🔄 Upload

Image Name ▲	Image Description	Actions

Validate

Researchers

Deliverables

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Project Summary ❌ | Researchers involved in the project ⚠️ | Deliverables ℹ️ | Milestones ℹ️ | Critical Risks ❌ | Publications ℹ️ | Results ✔️ | Dissemination activities ✔️ | Communic... Activities ✔️ | Standards ✔️ | Intellectual property rights (IPR) ❌ | Datasets ✔️ | Impact ✔️ | Impact Continuati... ✔️ | Other Results ✔️

Deliverables and Other Reports ⑦

ℹ️ 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, CONFIDENTIEL-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   Deliverables

Work Pack	Deliverabl	Deliverat	Deliverable Name	Description	Lead Be	Type	Disseminat	Due Date	New Due Date	Delivery Date	Approval Date	Status		
WP1	D1.1	D1				R	PU	30 Nov 2022		28 Nov 2022		Submitted	🔵	💬
WP1	D1.2	D2				R	PU	31 Aug 2024				Pending	🟢	💬
WP1	D1.3	D3				R	PU	31 Aug 2026				Pending	🟢	💬
WP1	D1.4	D4				R	PU	31 Aug 2024				Pending	🟢	💬
WP1	D1.5	D5				R	PU	30 Jun 2026				Pending	🟢	💬
WP2	D2.1	D6				R	SEN	31 Aug 2023				Pending	🟢	💬
WP2	D2.2	D7				R	SEN	31 Aug 2024				Pending	🟢	💬
WP2	D2.3	D8				R	SEN	31 Aug 2025				Pending	🟢	💬
WP3	D3.1	D9				R	SEN	29 Feb 2024				Pending	🟢	💬
WP3	D3.2	D10				DEM	PU	31 Dec 2025				Pending	🟢	💬
WP3	D3.3	D11				DEM	PU	31 May 2026				Pending	🟢	💬
WP3	D3.4	D12				R	PU	31 Aug 2026				Pending	🟢	💬
WP4	D4.1	D13				R	SEN	28 Feb 2026				Pending	🟢	💬
WP4	D4.2	D14				R	SEN	31 Dec 2025				Pending	🟢	💬
WP4	D4.3	D15				R	SEN	28 Feb 2026				Pending	🟢	💬

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Milestones

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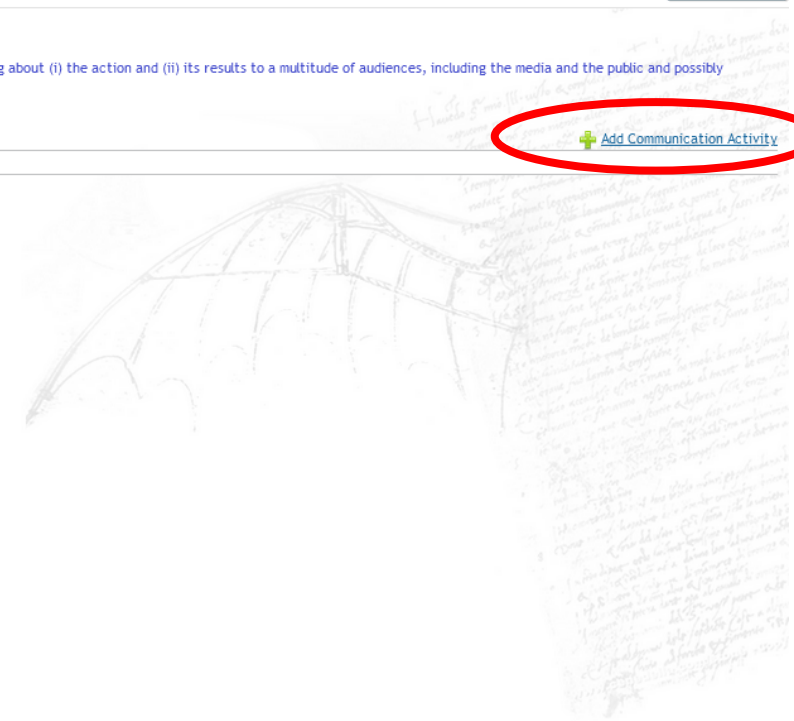| Project Summary | Researchers involved in the project | Deliverables | Milestones | Critical Risks | Publications | Results | Disseminat... activities | Communic... Activities | Standards | Intellectual property rights (IPR) | Datasets | Impact | Impact Continuati... | Other Results |

Milestones

Mileston ▲	Milestone Name	Work Package No	Lead Beneficiary	Means of Verific	Delivery Date	Delivery Date (actual)	Achieved	Comments
1		WP1			31 Aug 2025		☐	
2		WP1			29 Feb 2024		☐	
3		WP2			31 Oct 2022	30 nov. 202	☑	Actions to secure the supply and arrange distri...
4		WP2			31 Aug 2024		☐	
5	defini...	WP3			31 Dec 2022	22 dec. 202	☑	Milestone 5 has been achieved in time by defini...
6		WP3			29 Feb 2024		☐	
7		WP4			29 Feb 2024		☐	
8		WP4			31 Aug 2024		☐	
9		WP4			31 Dec 2024		☐	
10		WP4			28 Feb 2026		☐	
11		WP5			29 Feb 2024		☐	
12		WP5			31 Oct 2024		☐	
13		WP6			31 Aug 2023		☐	
14		WP6			29 Feb 2024		☐	
15		WP7			31 Aug 2023		☐	

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Critical risks

Publications

Dissemination activities (1)

Dissemination activities (2)

Edit dissemination activity □ ✕

Dissemination activity name *

`test 1`

What?
Type of dissemination activity *

`Collaboration with EU-funded projects ▾`

☐ Research communities
☐ Industry, business partners
☐ Innovators
☐ Investors
☐ International organisation (UN body, OECD, etc.)
☐ EU Institutions
☑ National authorities
☑ Regional authorities
☐ Local authorities
☐ Civil society
☐ Citizens
☐ Specific end user communities
☐ Other

Who?
Target audience Reached *

Why?
Description of the objective(s) with reference to a specific project output (max 200 characters) *

`please insert description`

Status of the dissemination activity *

`Ongoing ▾`

* mandatory fields

✓ Ok   ✗ Cancel

Communication activities (1)

Communication activities (2)

Standards

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Standards   SAVE

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

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IPR

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Intellectual property rights (IPR)

SAVE

☐ This project does not have any Registered Intellectual Property Right yet

ℹ️ 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

➕ Add IPR

There are no Intellectual Property Right registered.

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Datasets

Financial support to 3rd parties – if applicable

Impact (1)
TRL - SDG

Impact (2)
Citizen engagement

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Impact — SAVE

Citizen Engagement

Regarding co-design and co-creation through the engagement of citizens, and/or end-user entities, how have citizens and end-user entities contributed to the co-creation of R&I content so far?

	Citizen	End-user entities
Co-creating R&I visions, agendas, policies or frameworks	☐	☐
Co-creating R&I action plans or technology roadmaps	☐	☐
Collecting data for the project	☐	☐
Analysing data for the project	☐	☐
Providing resources, e.g. computational, space/locations, practical support	☐	☐
Monitoring and/or evaluating R&I results	☐	☐
Testing & experimenting with innovative R&I solutions	☐	☐
Contributing to scientific publications or patent applications	☐	☐
Debating R&I findings and implications for them	☐	☐
Other (please specify) [ ]	☐	☐
Not applicable	☐	☐

What mechanisms for citizen and/or end-user entity engagement have you set up and plan to maintain beyond the end of your project, or are planning to set up and maintain beyond the end of your project (per beneficiary)?

[Select Beneficiary ▾]

Department, centre, lab, network, testbeds or other structure or space set up, internally or externally, to support citizen/end-user engagement	☐
Institutional websites, web-pages or portals set up to support citizen/end-user engagement (excluding project website)	☐
Staff appointed with responsibility to initiate, monitor, evaluate or advise on citizen/end-user engagement	☐
Staff appointed with responsibility for training, mutual learning and sharing of tools and good practice on citizen/end-user engagement	☐
Rules, standards, guidelines or other frameworks established to ensure that citizen/end-user engagement is taken into account in institutional R&I processes	☐
Systematic or regular dialogues, meetings, workshops or other events set up for citizen/end-user engagement (excl.one-off events)	☐
Other	☐
None	☐

Overall, how many individual citizens have been involved in co-creating R&I content for all activities listed? (please provide your best estimate, which should be traceable in one or more deliverables)

[ ]

Validate

Impact Continuation (1)

Impact Continuation (2)

Impact Continuation (3)

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Impact Continuation

SAVE

Key factors fostering and impeding the impact of the progress (optional question)

ℹ️ Key factors fostering progress to impact

To what extent are the key factors identified below fostering the progress of the project so far? Please tick if highly relevant.

Scientific excellence of the consortium ☐

Geographic breath of the consortium ☐

Previous collaborations between partners ☐

Interdisciplinarity and cross-sectoral approach of project ☐

Integration of gender dimension in research content ☐

Involvement of social sciences and humanities in the project ☐

Strategic impact orientation of the project aligned to emerging needs ☐

Involvement of users from project design ☐

Management of intellectual & industrial property rights ☐

Collaboration with wider ecosystem beyond the project (e.g. financial intermediaries, public authorities, standardisation, regulatory bodies) ☐

Further funding secured to exploit project's results ☐

Validation of prototype by potential buyer/end-user ☐

Knowledge Triangle Integration ☐

Other (specify) [＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿] ☐

Highlight any good practice learning from the project for improved implementation that might be transferable to other projects:

[＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿]

ℹ️ Key factors impeding progress to impact

To what extent are the key factors identified below impeding to progress as initially planned. Please tick if highly relevant.

Difficulties in project implementation and management, including access to human resources, securing additional funding, IPR management, cooperation between partners ☐

Difficulties in engaging with wider environment, including potential end-users, citizen and policy makers ☐

Competitive pressures are evolving differently than planned ☐

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Results (1)

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Project Continuous Report

HOW TO

Project Summary	Researchers involved in the project	Deliverables	Milestones	Critical Risks	Publications	Results	Disseminati... activities	Communic... Activities	Standards	Intellectual property rights (IPR)	Datasets	Impact	Impact Continuati...	Other Results

Results

SAVE

☐ 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

➕ Add Result

No results yet

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)

Results (3)

Other results (1)

Other results (2)

Results Ownership List
Final report

ndevugen (EXTERNAL) ?

Grant Management

Project Continuous Report

Project Summary	Researchers involved in the project	Deliverables	Milestones	Critical Risks	Publications	Results	Disseminat... activities	Standards	Patents (IPR)	Communic... Activities	Datasets	Impact	Impact Continuati...	Other Results
✔	✔	i	i	✔	i	✔	✔	✔	✔	✔	✔	✔	✔	✔

Results

SAVE

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.

➕ Add Result Ownership

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

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QUESTIONS?

thank you

for your attention

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