

# H2020 CHECKLIST

Eyes on Horizon Europe



## SHIFTS IN THE EC'S FOCUS AS IT NEARS THE END OF H2020 INCLUDE:

- ✓ Impact to Outcome based assessment
- ✓ Partnerships to Joint work
- ✓ Increased focus on hourly rate calculation & use of person-months
- ✓ Additional reporting detail requirements
- ✓ More Technical Reviews (Non-compliance issues)

Ensure you fulfill all the EC requirements with an updated checklist!



## 1 DEVELOP A H2020 PROPOSAL/PROJECT

- ✓ **Complete Team Engagement**  
All players are onboard and key stakeholders are engaged
- ✓ **Uses & Needs**  
Cover all potential results uses and end-user needs
- ✓ **Impact Considerations**  
Excellence – Impact – Implementation: are they well linked?
- ✓ **Logic Forwards and Back**  
Objective – Activities (Outputs – Outcomes)  
Start from the expected impact listed in the work program and work back to develop your objectives
- ✓ **Jointly Developed Results**  
Are partners cooperating sufficiently for exploitation, (section 2.2)?
- ✓ **Innovation**  
Groundbreaking, or existing product/solution in different contexts/areas of application (incremental)?
- ✓ **Ambition**  
Technological innovation – Meets the societal needs of target groups
- ✓ **Sustainability considered**  
Is it linked with the daily partner activities?  
Is funding secured?

## 2 MANAGE A H2020 PROJECT

Important: AMGA v5 gives EC officers more tools and licenses to **potentially reduce grants** and the ability to recover grants paid in cases of non-satisfactory performance.

- ✓ **Joint Technical Responsibility**  
Do all participants understand?
- ✓ **Quality Assurance**  
Develop and apply quality assurance measures for deliverables
- ✓ **Budget Transfers**  
Who can authorize transfers?  
Under what conditions?
- ✓ **Impact Control**  
A process to measure and monitor achievements and expected impacts
- ✓ **Dissemination & Exploitation**  
Partners apply "best effort obligation" using clear documentation

## 3 PERIODIC AND FINAL REPORTING

- ✓ **Internal Reporting**  
Using intermediate reporting to avoid misspending/budget shifts
- ✓ **Cost Justification**  
Direct links and justifications of costs
- ✓ **Effort Consumption**  
Clear explanation of person-months planning, an average person-month rate, and details on any differences from your reports
- ✓ **EC Project Officer**  
Consideration of how strict your officer monitors activity & expense reporting
- ✓ **Activity Reporting**  
Double check you reported all activities
- ✓ **Deviations**  
Are deviations in the periodic report carefully developed?
- ✓ **Financial Responsibility**  
Every partner has full understanding of individual financial responsibility

## 4 FULFIL EC MONITORING REQUIREMENTS

- ✓ **Documents Archived**  
All project related documents are safely archived
- ✓ **Prepared for Audits**  
Prepare and stick to a list of documents for external auditor requests
- ✓ **Accounting Principles**  
Report follows each partner's regular accounting and management principles (e.g. travel, remuneration, purchase, accounting policies)
- ✓ **H2020 Requirements**  
All additional reporting requirements are fulfilled (timesheets, overhead flat-rate, exchange rate, IAS/IFRS)
- ✓ **Salary Rules Considered**  
Caps and rules for calculating the eligible salary costs (AMGA v5)
- ✓ **IPR Protected**  
All your results are properly protected
- ✓ **Open Access**  
Results are openly accessible, especially by all relevant stakeholders