



## **H2020 – Financial Reporting**

Focused Group Training – H2020 Legal & Financial issues

Ankara 10 November 2017

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# Project reporting obligations

- **Continuous Reporting** (Deliverables, Milestones)
  - Periodic technical report
  - Periodic financial report
- **Periodic Reporting** (60 days after end of reporting period, usually 12-18 M)
  - Periodic technical report
  - Periodic financial report
- **Final Reporting** (in addition to the periodic report for the last reporting period)
  - Final technical report – summary for publication
  - Final financial report - CFSs

Article 19  
of the GA

Article 20  
of the GA

*All reporting done electronically  
through the Participant Portal.*

# Periodic report – Technical report

- Explanation of the work / progress
- Deliverables, milestones, risks, ...
- Questionnaire for statistics

*Template available in Periodic Reporting module*

*Entered in the IT tool through the **Continuous Reporting** module.*

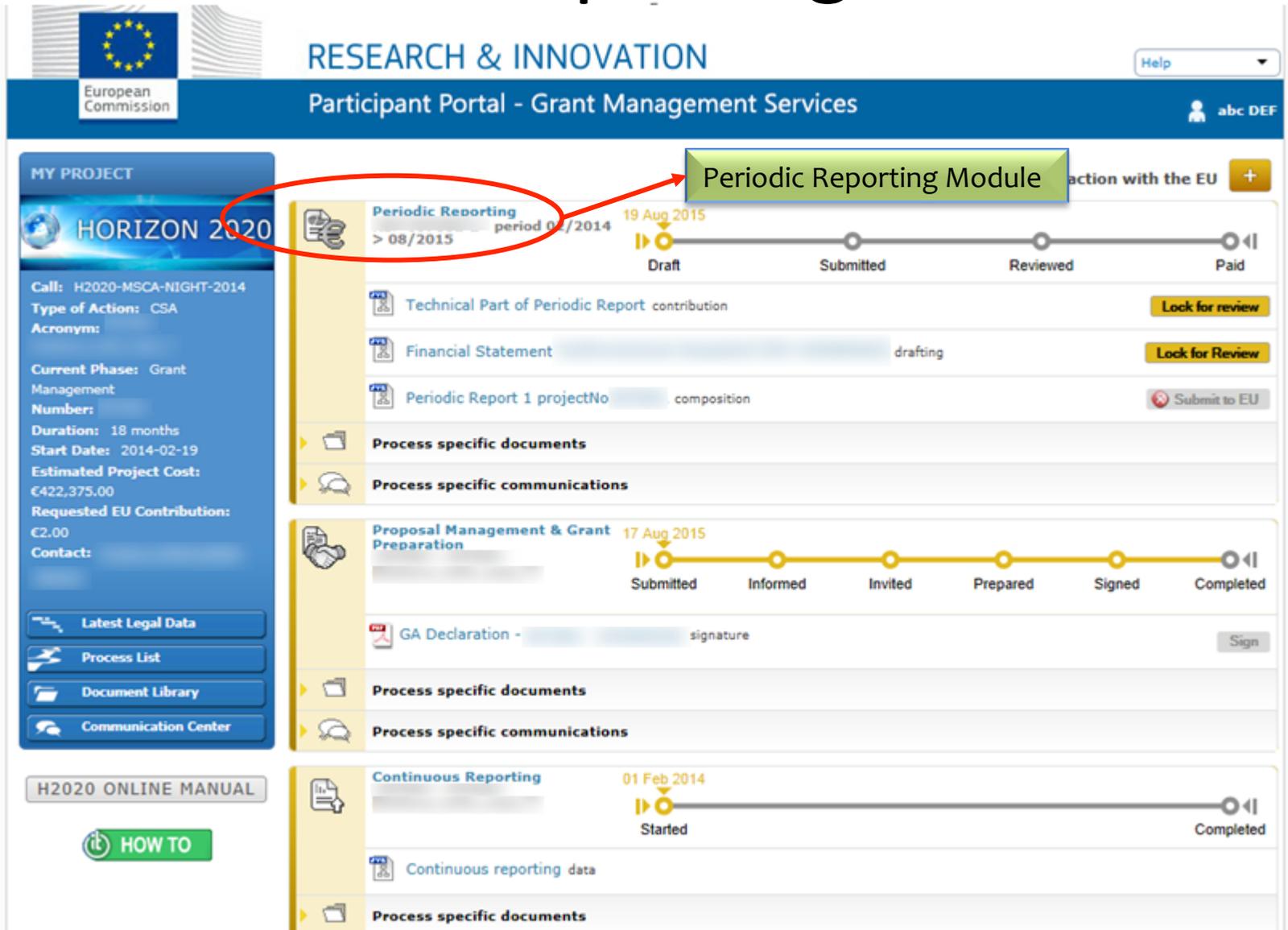
*Info about gender, dissemination, ...*

# Periodic report – Financial report

## Individual financial statements:

- Costs claimed to be reimbursed per Cost category
- Explanations on the use of resources (Effort / PersonMonths per Work Package)
- Explanations about Other direct costs and subcontracting

# Periodic reporting module



**RESEARCH & INNOVATION**  
Participant Portal - Grant Management Services

European Commission

Help

abc DEF

**MY PROJECT**

**HORIZON 2020**

Call: H2020-MSCA-NIGHT-2014  
Type of Action: CSA  
Acronym:

Current Phase: Grant Management  
Number:  
Duration: 18 months  
Start Date: 2014-02-19  
Estimated Project Cost: €422,375.00  
Requested EU Contribution: €2.00  
Contact:

Latest Legal Data  
Process List  
Document Library  
Communication Center

H2020 ONLINE MANUAL  
HOW TO

**Periodic Reporting** period 08/2014 19 Aug 2015

> 08/2015

Draft Submitted Reviewed Paid

Technical Part of Periodic Report contribution **Lock for review**

Financial Statement drafting **Lock for Review**

Periodic Report 1 projectNo composition **Submit to EU**

Process specific documents  
Process specific communications

**Proposal Management & Grant Preparation** 17 Aug 2015

Submitted Informed Invited Prepared Signed Completed

GA Declaration - signature **Sign**

Process specific documents  
Process specific communications

**Continuous Reporting** 01 Feb 2014

Started Completed

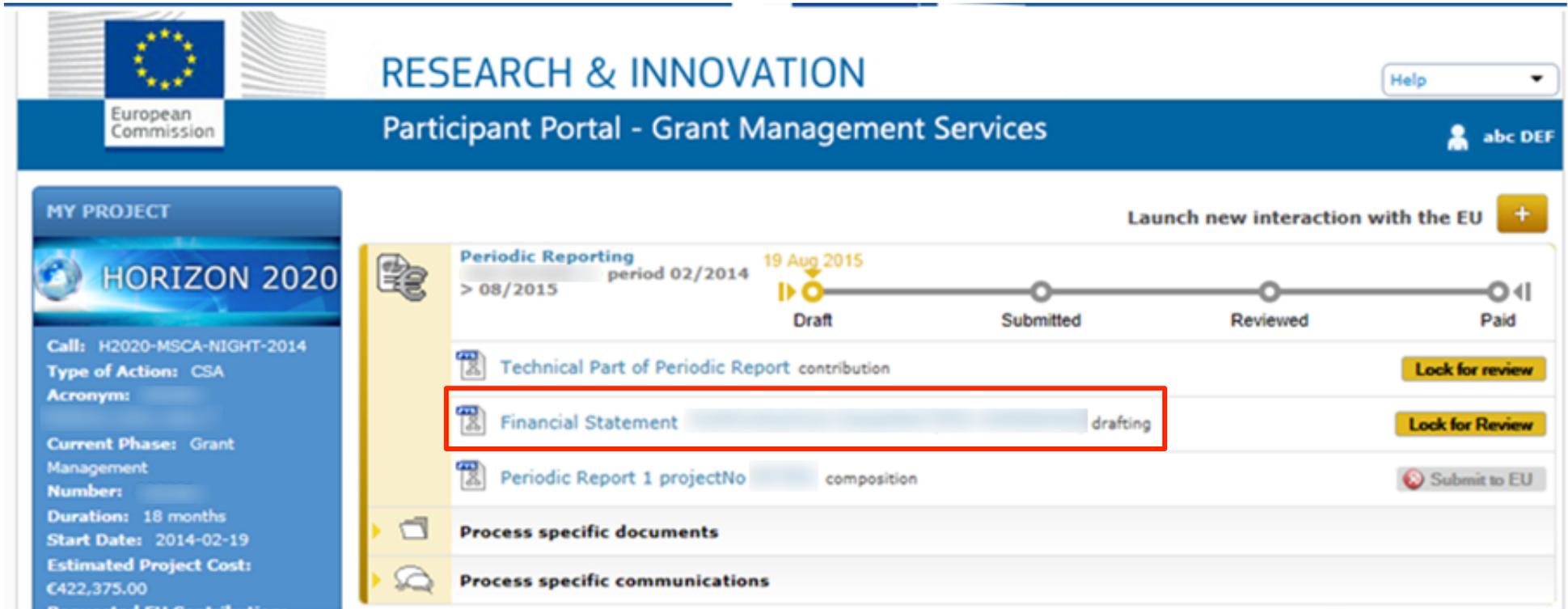
Continuous reporting data

Process specific documents

# Periodic reporting module

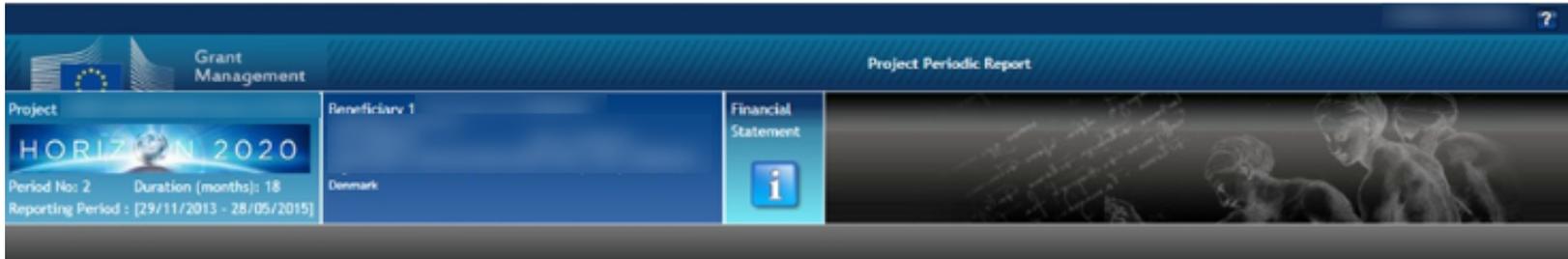
- Activated **after** the end of each reporting period
- **All beneficiaries complete** their own Financial Statement and their contribution to the Technical Part of the Periodic Report.
- Beneficiaries **e-sign and submit** their Financial Statements to the Coordinator.
- The **Coordinator approves** the elements of the Periodic Report **& submits** to the EU Services.
- EU services **review** the submitted Periodic Report and accept or reject it.
- The PO/ FO **may request** additional documents/ justifications/ explanations
- **Approval and Payment**

# Periodic reporting module



The screenshot shows the 'RESEARCH & INNOVATION Participant Portal - Grant Management Services' interface. On the left is a 'MY PROJECT' sidebar for 'HORIZON 2020' with details like 'Call: H2020-MSCA-NIGHT-2014' and 'Current Phase: Grant Management'. The main area shows a 'Periodic Reporting' progress bar with stages: Draft (19 Aug 2015), Submitted, Reviewed, and Paid. Below the progress bar are three items: 'Technical Part of Periodic Report contribution' (Lock for review), 'Financial Statement' (Lock for Review, highlighted with a red box), and 'Periodic Report 1 projectNo composition' (Submit to EU). At the bottom are sections for 'Process specific documents' and 'Process specific communications'.

# Financial report



Grant Management Project Periodic Report

Project: HORIZON 2020  
Period No: 2 Duration (months): 18  
Reporting Period : [29/11/2013 - 28/05/2015]

Beneficiary 1: Denmark

Financial Statement

## Financial Statement

No contribution requested?

Yes  No

SAVE

### Financial Statements

+ Add Adjustment

Period	Adjustment	Requested Contribution	Actions
01/01/2014 - 31/12/2014 (Period No '1')	No	0,00 €	

### Financial Statement for period '1' (01/01/2014 - 31/12/2014)

### Eligible costs: 1

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 €	
d) Direct costs of subcontracting				0,00 €	
e) Direct costs of providing financial support to third parties				0,00 €	
f) Other direct costs				0,00 €	
h) Indirect costs (= 0.25 * (a + b + f + x + y))				0,00 €	
x) Special unit costs				0,00 €	
y) Special unit costs covering direct and indirect costs				0,00 €	
j) Total costs (= a + b + d + e + f + h + x + y)				0,00 €	
k) Receipts				0,00 €	
m) Maximum EU contribution (55%)				0,00 €	
n) Requested EU contribution				0,00 €	
z) Requested EU contribution eligible for CFS				0,00 €	

### Additional Information for indirect costs:

Use of 'costs of in-kind contributions not used on premises?' (o)  Yes  No

# Financial report

Project: \_\_\_\_\_

Period No: 1    Duration (months): 18  
Reporting Period : [19/02/2014 - 18/08/2015]

Beneficiary 1: \_\_\_\_\_

Denmark

Financial Statement



### Financial Statement

SAVE

Financial information from contact

No contribution requested?     Yes     No

Financial Statements

Period	Adjustment	Requested Contribution
19/02/2014 - 18/08/2015 (Period No '1')	No	166,250.00 €

Financial Statement for period '1' (19/02/2014 - 18/08/2015)

Eligible costs:

Cost Category:

- a) Direct personnel costs declared as actual costs
- b) Direct personnel costs declared as unit costs (average costs)
- d) Direct costs of subcontracting
- e) Direct costs of providing financial support to third parties
- f) Other direct costs
- h) Indirect costs (= 0.25 \* (a + b + f + o))
- j) Total costs (= a + b + d + e + f + h)
- k) Receipts
- m) Maximum EU contribution (100%)
- n) Requested EU contribution
- z) Requested EU contribution eligible for CFS

Direct personnel costs declared as actual costs

Persons/month per WP

No.	Person Months	Associated Work Package	Actions
1	<input type="text"/>	+ (none)	✕

Use of in kind contribution from third party

No.	Costs	Third Party Name	Type	Foreseen in Annex I	Explanations (if not foreseen in Annex I)	Actions
1	<input type="text"/>	✕				

Ok    Cancel

Additional Information for indirect costs:

Use of 'costs of in-kind contributions not used on premises?' (o)     Yes     No

Validate



# Financial report

Grant Management
Project Periodic Report

Project: [T]
Beneficiary 1: [ ]
Financial Statement [i]

Period No: 1
Duration (months): 18
Remarks: [ ]

Reporting Period : [19/02/2014 - 18/08/2015]

### Financial Statement

SAVE

Financial information from contact

No contribution requested?  Yes

Financial Statements

Period
19/02/2014 - 18/08/2015 (Period No '1')

Financial Statement for period '1' (19/02/2014 - 18/08/2015)

Eligible costs: [ ]

Cost Category

- a) Direct personnel costs declared as actual costs
- b) Direct personnel costs declared as unit costs (average costs)
- d) Direct costs of subcontracting
- e) Direct costs of providing financial support to third parties
- f) Other direct costs
- h) Indirect costs (= 0.25 \* (a + b + f + o))
- j) Total costs (= a + b + d + e + f + h)
- k) Receipts
- m) Maximum EU contribution (100%)
- n) Requested EU contribution
- z) Requested EU contribution eligible for CFS

Other direct costs

Explanation of major cost items if the amount exceeds 15% of personnel costs  
Amount to be explained: € 98950

No.	Costs	Short Description	Category	Associated Work Package	Foreseen in Annex I	Explanations (if not foreseen in Annex I)	Actions
1	[ ]	[ ]	[ ]	(none)	[ ]	[ ]	[X]

Use of in kind contribution from third party

No.	Costs	Third Party Name	Type	Category	Associated Work Package	Foreseen in Annex I	Explanations (if not foreseen in Annex I)	Actions
1	[ ]	[ ]	[ ]	[ ]	(none)	[ ]	[ ]	[X]

Ok Cancel

	166,250.00 €
k) Receipts	0.00 €
m) Maximum EU contribution (100%)	166,250.00 €
n) Requested EU contribution	166,250.00 €
z) Requested EU contribution eligible for CFS	139,500.00 €

Additional information for indirect costs:

Use of 'costs of in-kind contributions not used on premises?'  Yes  No

Validate

# Financial report

Grant Management Project Periodic Report

Project: T Beneficiary 1: Financial Statement

Period No: 1 Duration (months): 18 Reporting Period: Denmark

**Validation Report**

Expand All Collapse All

- Partner
  - The Requested Contribution eligible for CFS can't be negative, nor it can be lower than the Requested Contribution (2,000,000) minus the maximum amount of contribution that's not eligible for CFS (26,750)
- Cost Break Down
  - Cost Cell (Direct costs of subcontracting TOTAL)
    - Use of Resources
      - Direct costs of providing financial support to third parties (1)
        - Missing information for Description
    - Cost Cell (Total costs TOTAL)
      - The Total Costs declared cannot be lower than the Total Requested Contribution (please call the help desk)
    - Cost Cell (Maximum grant amount TOTAL)
      - The total Requested Contribution cannot be higher than the total Maximum EC Contribution (please call the help desk)
    - Cost Cell (Other direct costs TOTAL)
      - An explanation must be provided for major cost items up to the amount that exceeds 15% of the Personnel Cost

PDF Download Report

m) Maximum EU contribution (100%)	166,250.00 €
n) Requested EU contribution	166,250.00 €
z) Requested EU contribution eligible for CFS	139,500.00 €

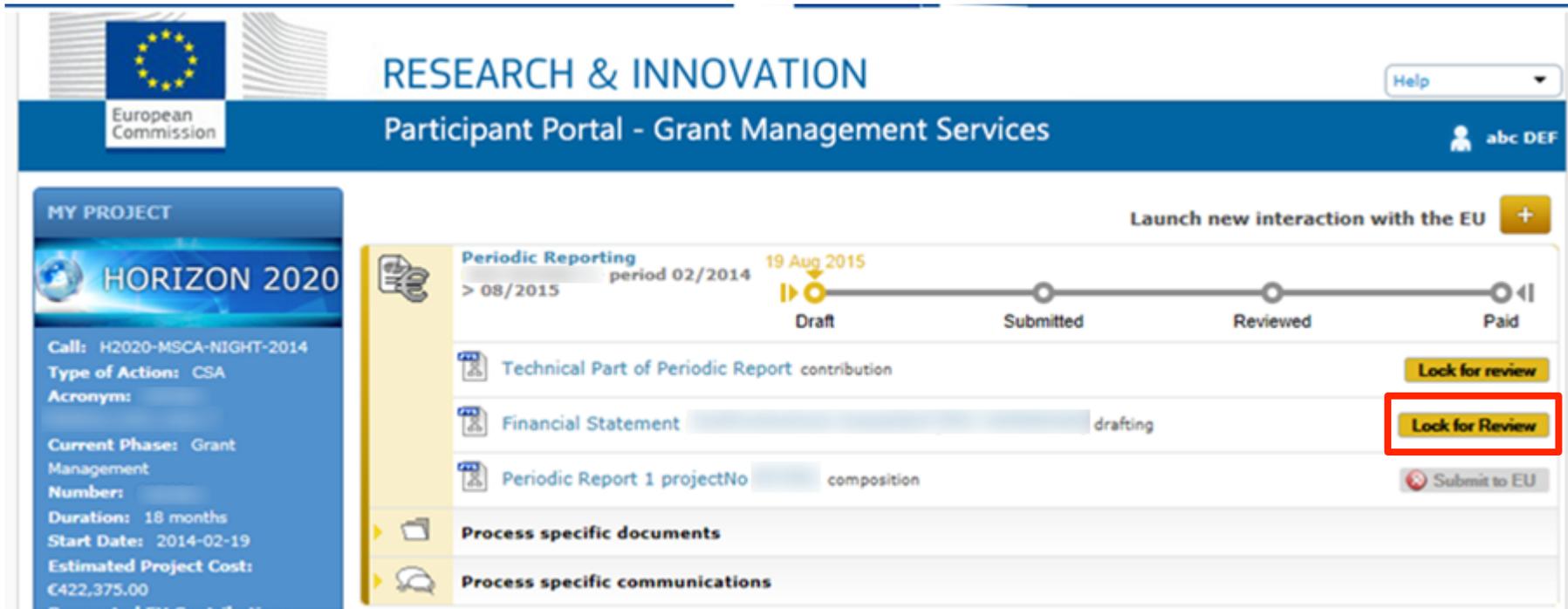
Additional information for indirect costs:  
Use of 'costs of in-kind contributions not used on premises?' (a)  Yes  No

SAVE

Validate

# Financial report

- When done, click "**Save**" and then "**Lock for Review**"
- Data are frozen (cannot be edited)
- Financial Statement created as **pdf** document



RESEARCH & INNOVATION  
Participant Portal - Grant Management Services

European Commission

MY PROJECT

**HORIZON 2020**

Call: H2020-MSCA-NIGHT-2014  
Type of Action: CSA  
Acronym:

Current Phase: Grant Management  
Number:  
Duration: 18 months  
Start Date: 2014-02-19  
Estimated Project Cost: €422,375.00

Periodic Reporting  
> 08/2015 period 02/2014 19 Aug 2015

Draft Submitted Reviewed Paid

Technical Part of Periodic Report contribution Lock for review

Financial Statement drafting Lock for Review

Periodic Report 1 projectNo composition Submit to EU

Process specific documents

Process specific communications

# Financial report



The screenshot displays the 'RESEARCH & INNOVATION Participant Portal - Grant Management Services' interface. On the left, a 'MY PROJECT' sidebar for 'HORIZON 2020' lists project details: Call: H2020-MSCA-NIGHT-2014, Type of Action: CSA, Acronym: H2020\_MSCA\_NIGHT, Current Phase: Grant Management, Number: [redacted], Duration: 18 months, Start Date: 2014-04-05, Estimated Project Cost: €422,375.00, and Requested EU Contribution: €30.00.

The main content area shows a 'Periodic Reporting' timeline for the period 04/2014 to 10/2015, dated 05 Oct 2015. The timeline includes stages: Draft, Submitted, Reviewed, and Paid. Below the timeline, there are sections for 'Technical Part of Periodic Report contribution' and 'Financial Statement and submission to coordinator' with a 'signature' field. A 'Sign & Submit' button is highlighted with a red box. A yellow confirmation dialog box is overlaid on the interface, containing the following text:

Please confirm

The beneficiary hereby confirms that:

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

Buttons for 'Ok' and 'Cancel' are visible at the bottom of the dialog.

Performed **ONLY** by the Financial Signatory (**FSIGN**)

# Financial report

## Certificates on the Financial Statements (CFS - if required)

- *When EU contribution  $\geq$  325.000 €, as reimbursement of actual costs and unit costs on the basis of usual cost accounting practices*
- *Known as "1<sup>st</sup> level control"*
- *To be uploaded in the same page as the Financial Statement figures*
- *Cost for CFS **eligible** under "Other direct costs"*

Example – requirement of CFS or not		
Budget (RIA action)	Case 1	Case 2
Personnel costs (actual)	270,000	250,000
Personnel costs (SME owners unit costs)	60,000	80,000
Other direct costs	65,000	65,000
Indirect costs 25%	98,750	98,750
Total requested EU contribution	493,750	493,750
EU contribution requested as actual costs	335,000	315,000
	<b>CFS required</b>	<b>not required</b>

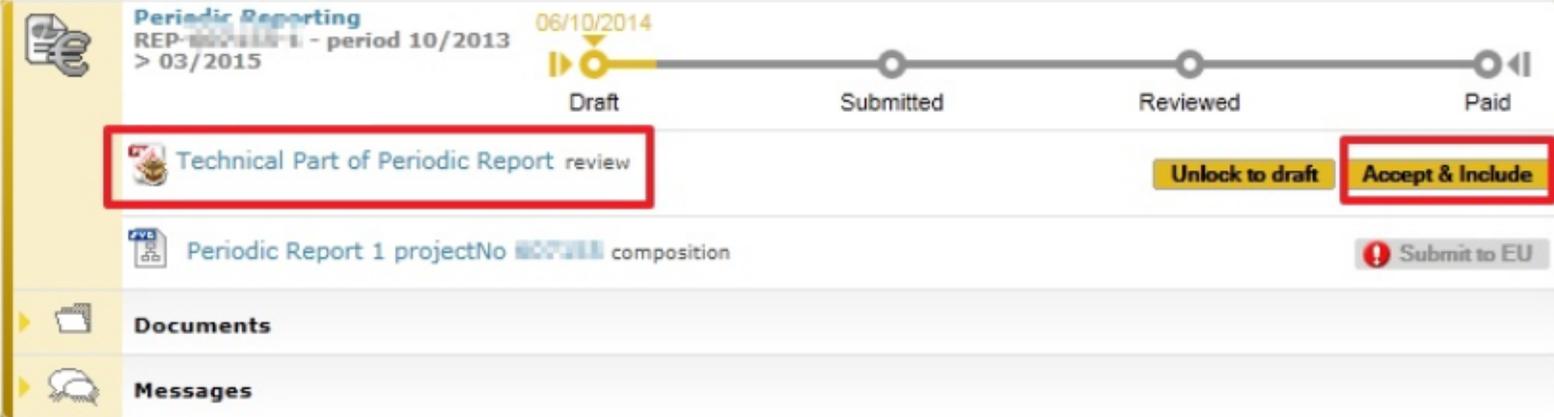
# Financial report

- Costs are always reported in EUROS
- Conversion is made as follows:

	Accounting records in €	Accounting records NOT in €
<b>Costs incurred in €</b>	No conversion	No conversion
<b>Costs incurred NOT in €</b>	Conversion according to the usual practices of the beneficiary	<ul style="list-style-type: none"> <li>• Average daily exchange rate for the reporting period (<i>source: ECB website</i>)</li> <li>• <i>(if no daily euro exchange rate is published)</i> Average monthly accounting rate for the reporting period (<i>source: ECB website</i>)</li> </ul>

# Periodic report

- The Technical Part of the Periodic Report created, checked and "lock for review"
- Technical Part of the report generated as PDF
- **ONLY Primary and Coordinator Contact(s)** can "unlock to draft" the Technical report in order to make corrections OR "Accept & include"



The screenshot displays the 'Periodic Reporting' interface. At the top, it shows the title 'Periodic Reporting' and the report details 'REP-2013-10-1 - period 10/2013 > 03/2015'. A progress bar indicates the current status is 'Draft', dated '06/10/2014'. The progress bar has four stages: Draft, Submitted, Reviewed, and Paid. Below the progress bar, there is a section for the 'Technical Part of Periodic Report review'. This section contains a PDF icon and the text 'Periodic Report 1 projectNo 10074111 composition'. To the right of this section are two buttons: 'Unlock to draft' and 'Accept & Include'. Below this section, there is a 'Submit to EU' button with a red exclamation mark icon. On the left side, there are two expandable sections: 'Documents' and 'Messages'.

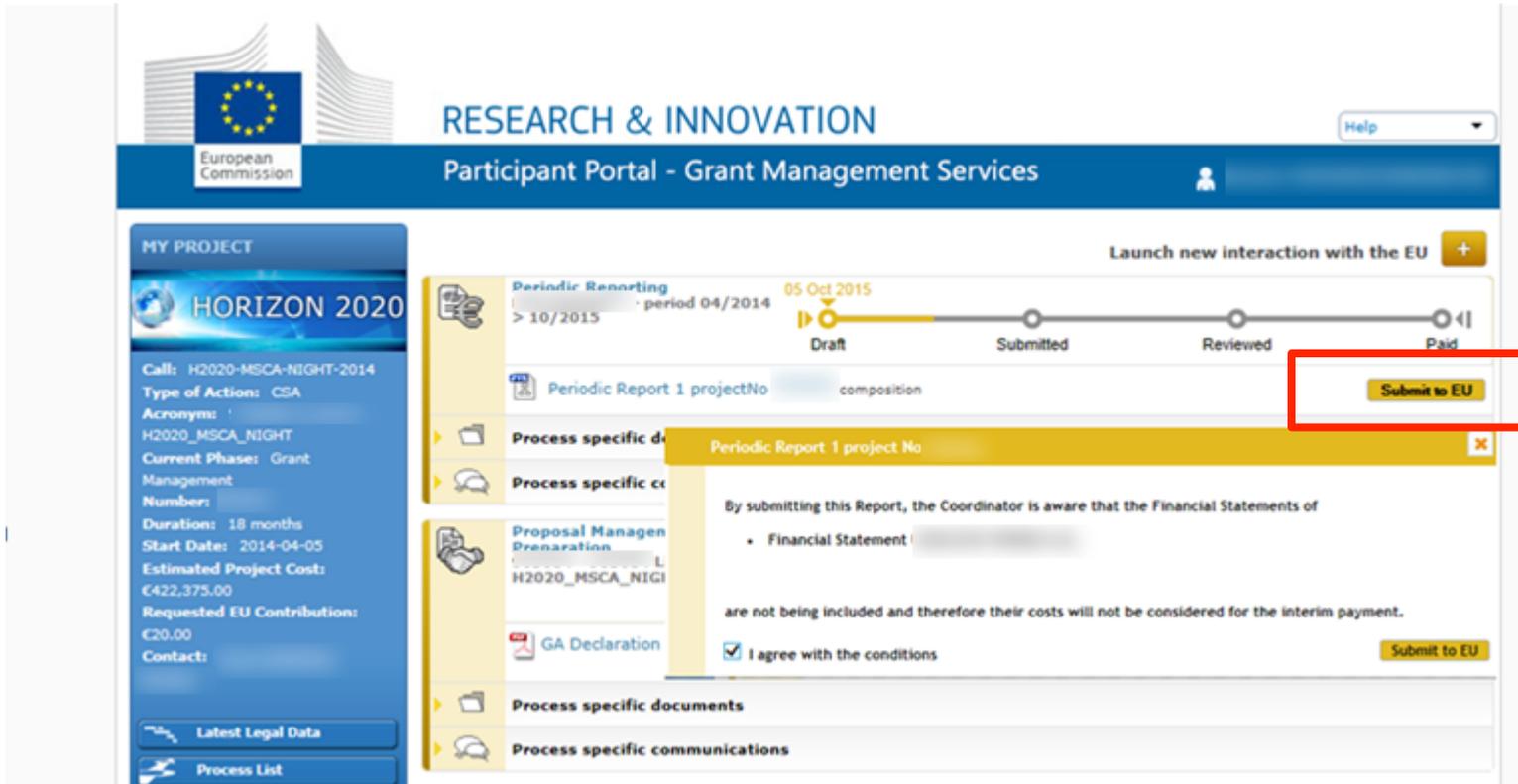
# Periodic report

ONLY Primary and Coordinator Contact(s) can "Include" the individual Financial Statements of all partners

Periodic Report 1 project No 101010101					
Filter		All	Draft	Available	Included
Report Element		Status	Action		
<ul style="list-style-type: none"> <li>Technical report           <ul style="list-style-type: none"> <li>Technical Part of Periodic Report</li> </ul> </li> </ul>		Included	Redo		
<ul style="list-style-type: none"> <li>Financial report           <ul style="list-style-type: none"> <li>Financial Statement 111111111</li> </ul> </li> </ul>		Draft			
		Draft			
		Sent to CO	Redo	Include	
		Draft			

# Periodic report

ONLY Primary and Coordinator Contact(s) can "Submit to EU" the finalised Periodic Report



The screenshot displays the 'RESEARCH & INNOVATION Participant Portal - Grant Management Services' interface. On the left, a 'MY PROJECT' sidebar shows details for a Horizon 2020 project: Call: H2020-MSCA-NIGHT-2014, Type of Action: CSA, Acronym: H2020\_MSCA\_NIGHT, Current Phase: Grant Management, Duration: 18 months, Start Date: 2014-04-05, Estimated Project Cost: €422,375.00, Requested EU Contributions: €20.00, and Contact information. The main area features a 'Periodic Reporting' progress bar for 'period 04/2014' with a date of '05 Oct 2015'. The progress bar has stages: Draft, Submitted, Reviewed, and Paid. A 'Submit to EU' button is highlighted with a red box. Below the progress bar, a 'Periodic Report 1 projectNo' composition window is open, showing a 'GA Declaration' section with a checked box for 'I agree with the conditions' and a 'Submit to EU' button. The window also contains text about financial statements and their inclusion in interim payments.

# Periodic report

## Summary of the process

### All Beneficiaries (including the coordinator)

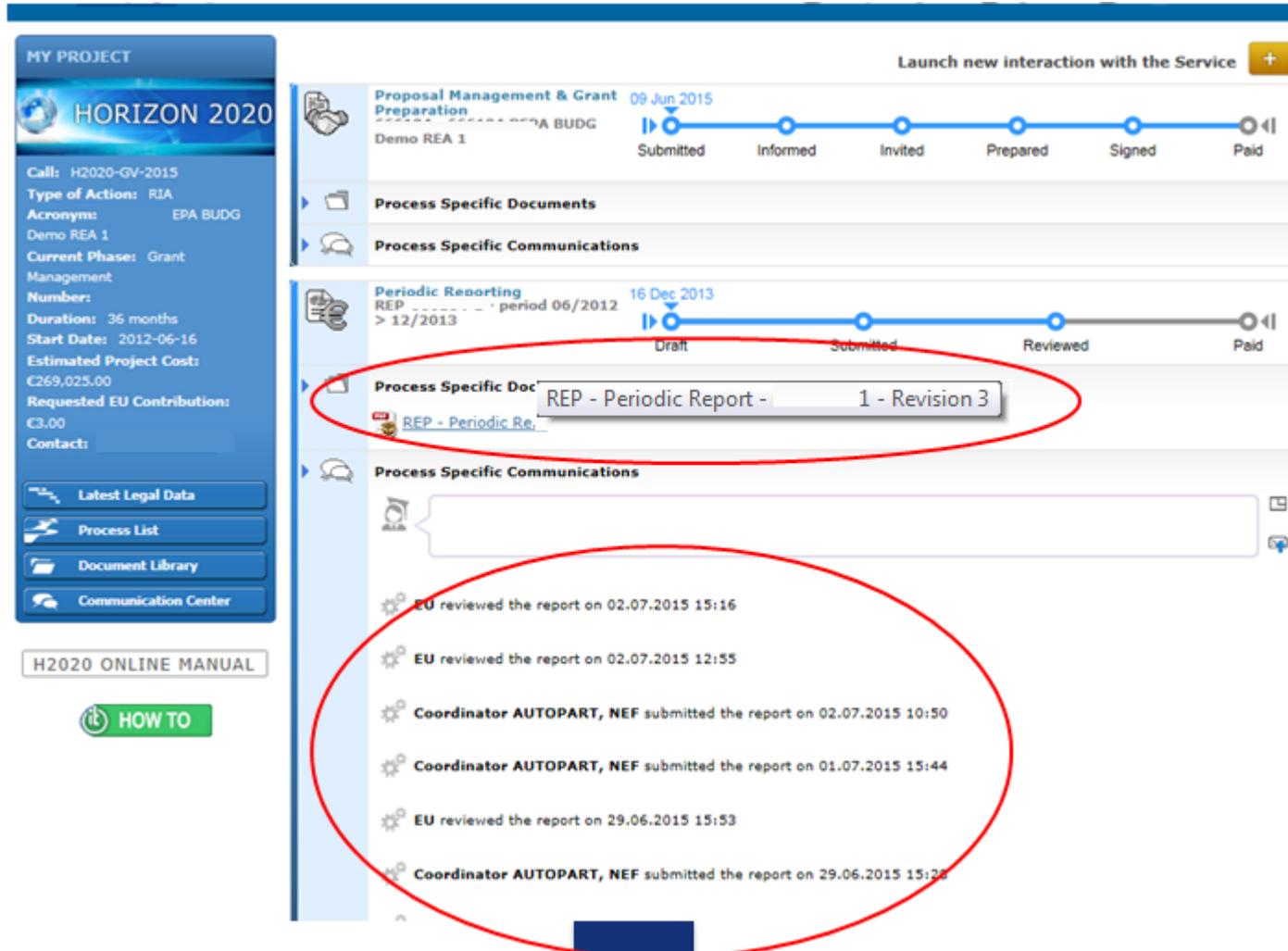
- Financial statement: insert data → Lock for review → Sign & Submit
- Technical Report: insert data

### Coordinator

- Financial statements: Check → Redo / Include
  - Technical Report: Check → Lock for review → Accept & Include
- Submit to EU

# Periodic report

## Follow up



**MY PROJECT**

**HORIZON 2020**

Call: H2020-GV-2015  
 Type of Action: RIA  
 Acronym: EPA BUDG  
 Demo REA 1  
 Current Phase: Grant Management  
 Number:  
 Duration: 36 months  
 Start Date: 2012-06-16  
 Estimated Project Cost: €269,025.00  
 Requested EU Contribution: €3.00  
 Contact:

Latest Legal Data  
 Process List  
 Document Library  
 Communication Center

H2020 ONLINE MANUAL

**HOW TO**

**Launch new interaction with the Service** +

**Proposal Management & Grant Preparation** 09 Jun 2015  
 Demo REA 1  
 Submitted Informed Invited Prepared Signed Paid

**Process Specific Documents**

**Process Specific Communications**

**Periodic Reporting** 16 Dec 2013  
 REP - period 06/2012 > 12/2013  
 Draft Submitted Reviewed Paid

**Process Specific Documents**  
 REP - Periodic Report - 1 - Revision 3  
 REP - Periodic Re...

**Process Specific Communications**

- EU reviewed the report on 02.07.2015 15:16
- EU reviewed the report on 02.07.2015 12:55
- Coordinator AUTOPART, NEF submitted the report on 02.07.2015 10:50
- Coordinator AUTOPART, NEF submitted the report on 01.07.2015 15:44
- EU reviewed the report on 29.06.2015 15:53
- Coordinator AUTOPART, NEF submitted the report on 29.06.2015 15:28

# Periodic report

## Follow up

- Project / Financial Officer may request changes/ more clarifications about Technical or Financial part (**Rejection**)
- The Project / Financial officer may **Approve** the report and:
  - Either **approve** all costs , OR
  - **Reject** certain costs
- EU **assessment report** is uploaded (pdf) accessible by all partners
- Starting of the **payment** process
- The coordinator or the beneficiary concerned may – **within 30 days** of receiving the notification - formally notify the Service of its **disagreement** with any rejected costs and provide justification.

# Further info



The screenshot shows the European Commission Participant Portal website. The main navigation bar includes 'HOME', 'FUNDING OPPORTUNITIES', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'EXPERTS', and 'SUPPORT'. A search bar is located in the top right corner. The 'HOW TO PARTICIPATE' section is highlighted, featuring a 'H2020 ONLINE MANUAL' button. Below this, a list of services is provided, including the H2020 Online Manual, Reference Documents, Partner Search, Financial Viability Self-Check, and SME Participation. A progress bar at the bottom indicates five steps: 1. FIND a call, 2. FIND partners, 3. CREATE your account, 4. REGISTER your organisation, and 5. SUBMIT a proposal. The first step is currently selected, and the 'H2020 ONLINE MANUAL' button is highlighted.

Reference Documents

Beneficiary Register

Partner Search

Financial Viability Self-Check

SME Participation

**How to participate**

The first steps to prepare your proposal and apply for EU research funding. Learn how to find a suitable Call for proposals or project partners and how to submit your proposal.

The following guidance services facilitate your participation:

- **H2020 Online Manual:** step-by-step online guide through the Portal processes from proposal preparation and submission to reporting on your on-going project
- **Reference documents:** library of legal documents, guidance notes, and additional reference material for H2020 and FP7
- search for already registered organisations and their **PICs**
- **Financial viability self-check tool** allows you simulating the financial viability check of your organisation
- **SME participation:** dedicated H2020 guidance page for SME

**FIND a call** **FIND partners** **CREATE your account** **REGISTER your organisation** **SUBMIT a proposal**

**Step 1 - Find a suitable Call for Proposals** **H2020 ONLINE MANUAL**

The Commission publishes on the Participant Portal all the Calls of its research and innovation programmes H2020, and you can search calls from previous programmes (FP7 and CIP). In addition you can find information about some additional calls in the [Other Funding Opportunities](#) section. If you apply for the first time and do not know yet the programmes, it is useful to read the H2020 Online Manual. It helps you choose the most suitable programme for your area and profile. Besides, you can [search according to your research topic](#) with key words and set filters in the calls list.

Your [National Contact Point](#) can also help you find the most suitable call for your profile. SMEs are in addition supported by the [Enterprise Europe Network](#).

**Step 2 - Find project partners or apply as an individual** **H2020 ONLINE MANUAL**

# Exercise –

## Questions to the Audience

- **REGISTRATION:** Beneficiary who is **non-profit** is wrongly declared as **for profit** during validation. When participating in an Innovation Action they realise they are funded 70% instead of 100%. They can change their registration status to "non-profit" but the GA has been signed with 70% funding rate for them. What can they do?
- **PARTICIPATION RULES:** A company from the **USA** has a subsidiary established as a separate entity in **Turkey**. Is the subsidiary automatically eligible for funding?
- **PARTICIPATION RULES:** A company from **Japan** wants to use one of its subsidiaries established in **Turkey** in order to receive H2020 funding. The subsidiary will be a beneficiary in a project and the mother company will act as linked 3<sup>rd</sup> party to the beneficiary. Can the mother company receive funding?

# Exercise –

## Questions to the Audience

- **TRAVEL:** Project in the field of Space Weather. The European Space Weather Week (ESWW) is the major conference in EU for this field. Am I allowed to participate in the ESWW conference and cover my travel expenses by the H2020 project, since it is **relevant**?
- **TRAVEL:** The EU project officer has asked us to have the **final review** meeting 1 month after the official project end in order to evaluate together with the reviewer all the project's results. Is the cost for travelling to the final review eligible?
- **EQUIPMENT:** I have some budget left under the category of **equipment**, and the project ends in 1 week. Since I have no alternative use of this budget, plus it is within the project's **duration**, can I use this budget to buy equipment for my lab?
- **EQUIPMENT:** Can I buy **computers** for my lab/ company in the framework of a project to be used by the persons working on the action?

# Exercise –

## Questions to the Audience

- **SUBCONTRACTING:** Can I **identify** the subcontractor in the proposal to **avoid** all the administrative burden and procedures required (receiving and evaluating various offers from different providers, prove value for money, undergo open procedures/ tenders, ...)?
- **SUBCONTRACTING:** My organisation is beneficiary in a project and I am the scientific responsible. Is it forbidden to give a subcontract to a company which is owned by my **brother**?
- **COSTS:** We did not have time to prepare the Consortium Agreement before signature of the Grant Agreement (during GA preparation), can we now charge the costs of our **lawyer / managers** for preparing the CA during execution of the project?

# Exercise –

## Questions to the Audience

- **PAYMENTS:** The consortium submitted their final report and financial statements to the EU. One of the beneficiaries (SME) had to **return** 50.000 euros back to the coordinator (total costs < total payments received). The final approval of the report by the EU took too long and finally we were paid 8 months after the project's end. Meanwhile during these 8 months, the SME beneficiary went **bankrupt** and ceased its activities ("winding up") without any notification to the consortium. How are we going to **retrieve** the 50.000?
- **REPORT:** The Coordinator **rejected** my Financial Statement and did not include it in the consortium's periodic report. Does he have the **right** to do so? What are the rules about this case?

# Useful contacts

## TUBITAK

National Contact Points for Legal and Financial Aspects in Turkey

Mr Gürsel Fırat GEDIKLI [firat.gedikli@tubitak.gov.tr](mailto:firat.gedikli@tubitak.gov.tr)

Mr Muaz Mücahit YILDIRIM [mucahit.yildirim@tubitak.gov.tr](mailto:mucahit.yildirim@tubitak.gov.tr)

[ncpfinance@tubitak.gov.tr](mailto:ncpfinance@tubitak.gov.tr)

# The End

**Thank you for your attention !**

*Vangelis Argoudelis*  
*Legal & Financial NCP for HORIZON 2020 in Greece*  
*FORTH/ PRAXI Network*  
[vangelis@praxinetwork.gr](mailto:vangelis@praxinetwork.gr)