



This project is co-financed by the
European Union and the Republic of Turkey
Bu proje Avrupa Birliđi ve Türkiye Cumhuriyeti tarafından
finanse edilmektedir



TURKEYⁱⁿ
HORIZON 2020
COOPERATION INNOVATION COMPETITIVENESS

Technical Assistance for Turkey in Horizon 2020 Phase-II
EuropeAid/139098/1H/SER/TR

Horizon Europe: Continuous & Final Reporting

Legal and Financial Training: Project Implementation

Odysseas Spyroglou, KE2

Istanbul, 15-16 Sep 2022

Photo by Christian Lue on Unsplash



REPUBLIC OF TURKEY
MINISTRY OF INDUSTRY
AND TECHNOLOGY



Outline

- *Monitoring project implementation*
- *Reporting obligations*
- *IT – Continuous reporting module*
- *IT – Periodic reporting module*
- *'How to'*

Monitoring Project Implementation

- ✓ 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.
 - Project Officers monitor projects.

Monitoring Project Implementation - Timing

- ✓ *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**.*

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

Project reporting obligations

- ✓ Deliverables (as described in DoA)
- ✓ Periodic Report (within 60 days following the end of each reporting period)
 - ✓ **Periodic technical report**
 - ✓ **Periodic financial report**
- ✓ Final Report (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

*Electronic
submission via the
Participant Portal.*

Periodic report - technical report

✓ *Part A*

- ✓ **Publishable summary**
- ✓ **Deliverables, milestones, risks, etc.**
- ✓ **Answers to the questionnaire (H2020 KPI*)**

Information entered in the IT
tool through the **Continuous
Reporting** module.

✓ *Part B – narrative part*

- ✓ **Explanation of the work carried out by the beneficiaries and
overview of progress**
- ✓ **Update of the plan for exploitation and dissemination of results**
- ✓ **Explanations on deviations from DoA**

Submitted in a PDF
through the **Periodic
Reporting** module.

* Key Performance Indicators

Periodic report - financial report

- ✓ *Individual **financial statements** (Annex 4 to the GA)*
- ✓ *Explanations on the **use of resources** and the information on subcontracting and in-kind contributions provided by third parties*
- ✓ *A **periodic summary financial statement** including the request for payment*

Report generated automatically
by the IT tool based on the
information entered through
the **Periodic Reporting** module.

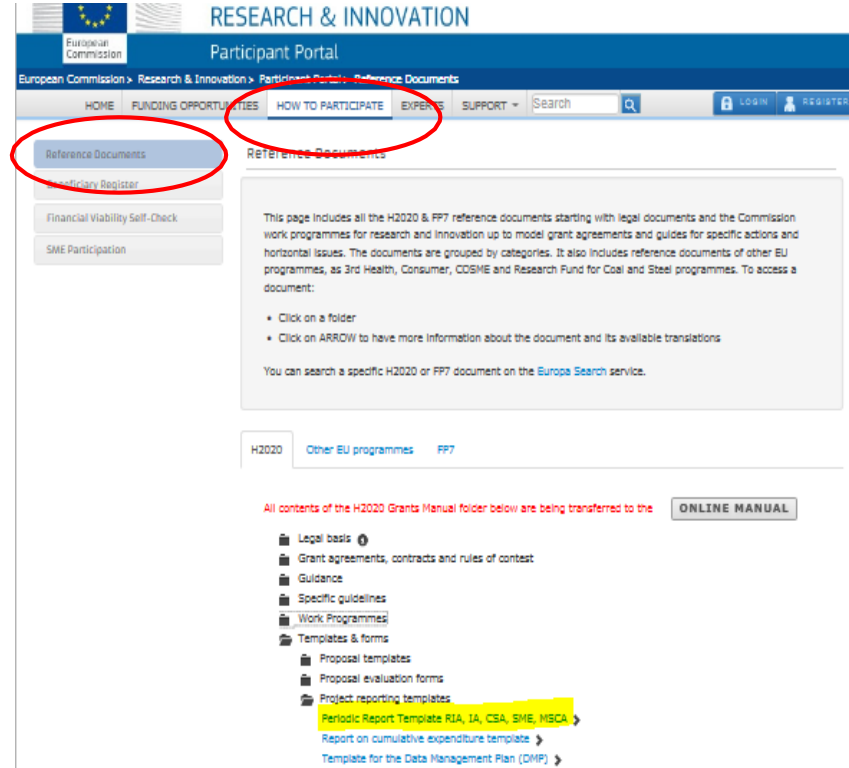
Periodic report - template

- ✓ Template for periodic report for RIA, IA, CSA, SME instrument and MSCA, published in the Participant Portal

✓ Part A

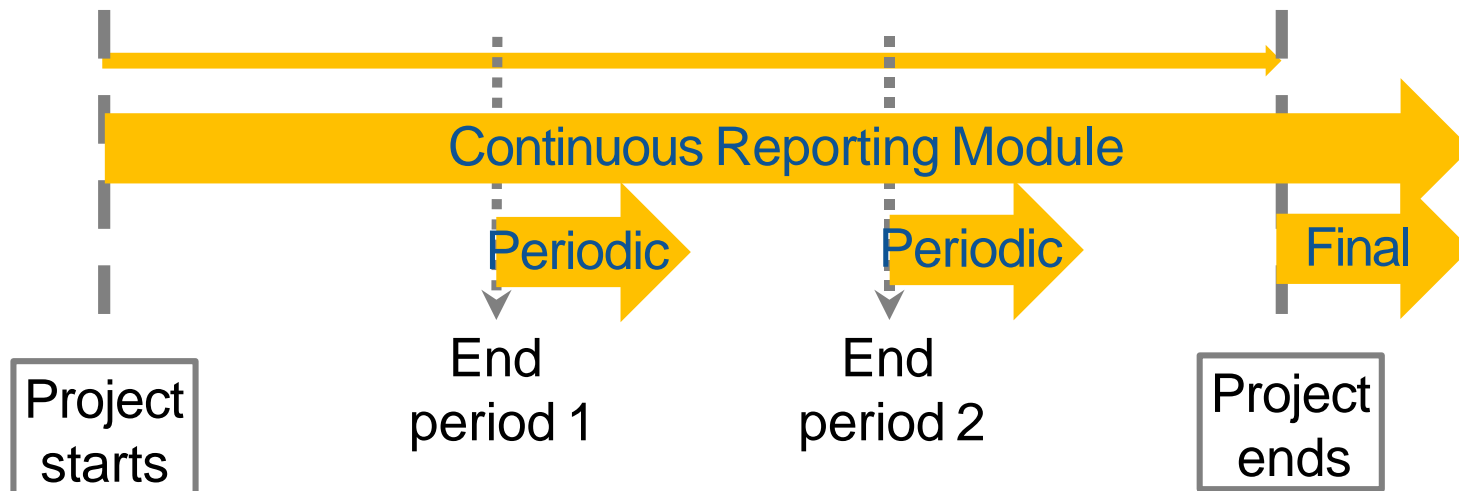
✓ Part B

✓ Use of resources report



How to – IT tools

- ✓ *Continuous reporting module*
- ✓ *Periodic reporting module*



Continuous reporting module

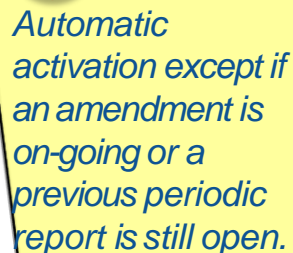
(activated at the time project starts)

- ✓ Publishable summary
- ✓ Submit deliverables
- ✓ Report progress in achieving milestones
- ✓ Follow up critical risks
- ✓ Questionnaire on horizontal issues
 - ✓ Publications
 - ✓ Communications activities
 - ✓ Rest of questionnaire on horizontal issues

Periodic reporting module

(Activated after the end of each reporting period)

- ✓ Beneficiaries complete on-line the financial statements including explanations on the use of resources.
- ✓ Coordinator uploads the Part B of the periodic technical report (narrative part).




*Automatic
activation except if
an amendment is
on-going or a
previous periodic
report is still open.*

Continuous reporting module

Deliverables plus Periodic Reporting information that can be optionally entered at any time during the life of the project

External users: how to





RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > My Projects

MY AREA

HOME

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

EXPERTS

SUPPORT

Search PP

My Organisation(s)

My Proposal(s)

My Project(s)

My Notification(s) 1

My Formal Notification(s)

My Expert Area

My projects

FP7 REF. DOCS

H2020 ONLINE MANUAL

HOW TO

This page enables you to access all your EU projects managed via the Participant Portal that have been selected and approved for funding.

Depending on your roles, you can view or manage the following project-related tasks:

- [Prepare and sign your grant agreement](#)
- [Submit amendments to your grant agreement](#)
- [Manage your scientific and financial reports](#)
- [View or manage roles and access rights in your projects consortia](#)

If you are LEAR and want to see the full list of your organisation projects, please go to **My Organisations** and click on the action button **VP**. LEAR can only view the list of projects in which their organisation is involved. If you want to see project details, your organisation main contact for this project or the project Coordinator has to give you access rights. For more details see the [H2020 online manual](#).

Legend

AA

Access Amendment

GP

Grant Preparation

MP

Manage Projects

FR

Financial Reporting

PR

Periodic Reporting

RD

Reporting & Deliverables

PC

Project Consortium

VP

View Proposal

Show 10 entries

EXCEL

Search:

ACRONYM	CALL	PROGRAM	PROJECT	PHASE	ACTIONS
		H2020		Grant Preparation	<div><div>PC</div><div>VP</div><div>MP</div></div>

Showing 1 to 1 of 1 entries.

PREVIOUS

1

NEXT

Go to 'My Projects' section.
Then click on MP icon so to reach Participant Portal Grants Management Services.



RESEARCH & INNOVATION

Participant Portal - Grant Management Services

Help

Marianne PAREZ

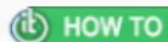
MY PROJECT



Call: H2020-ICT-2016-2
Type of Action: RIA
Acronym: IoRL
Current Phase: Grant Management
Number: 761992
Duration: 36 months
Start Date: 01 Jun 2017
Estimated Project Cost: €8,604,923.75
Requested EU Contribution: €7,685,423.75
Contact: Manuel CARVALHOSA

- Latest Legal Data
- Process List
- Document Library
- Communication Centre

H2020 ONLINE MANUAL



Continuous Reporting

14 Jun 2017



Started

Continuous Reporting Module

Completed

Continuous reporting data

Process documents

Process communications

New messages (0)

Process history

EU launched the process on 14 Jun 2017 16:30

Proposal Management & Grant Preparation

08 Nov 2016



Submitted

Informed

Invited

Prepared

Signed

Paid

Process documents

Process communications

New messages (0)

Process history




REPUBLIC OF TURKEY
MINISTRY OF INDUSTRY
AND TECHNOLOGY

Continuous Reporting

Project Continuous Report

ndevugen (EXTERNAL)



Deliverables

920939 (920939 AUR) CSA

Call: H2020-SCC-2014-2015
Topic: SCC-03-2015 Unit: CNECT/R/02

Summary for publication

Deliverables

Milestones

Critical Risks

Publications

Disseminat...

Patents (IPR)

Innovation

SME Impact

Open Data

Gender

Energy

ABS Regulation

Deliverables

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

WP No	Del	Del No	Title	Description	Lead	Nature	Dissemin	Est. Del. Date	Receipt	Status
WP1	D1.1	D1	Periodic Activity Rep	The series of standard E		Report	Confide	30 Jun 2018		Pending
WP1	D1.2	D2	Periodic Activity Rep	The series of standard E		Report	Confide	30 Nov 2019		Pending
WP2	D2.1	D3	Pilots definition and	Definition of use cases a		Report	Public	31 Aug 2017	15 Sep	Pending
WP2	D2.2	D4	Architecture design	The first version of the		Report	Public	30 Nov 2017	30 Nov	Submi...
WP2	D2.3	D5	Updated requiremen	T3.1 Based on experien		Report	Public	31 Sep 2018		Pending
WP3	D3.1	D6	Verification and Vali	Elaborates the V&V stra		Report	Public	31 Sep 2017	23 Oct	Submi...
WP3	D3.2	D7	First prototype of V	This is the first prototy		Demonstrator	Public	31 Mar 2018		Pending
WP3	D3.3	D8	Enriched Store for VI	Enhanced version of the		Demonstrator	Public	21 Feb 2019		Pending

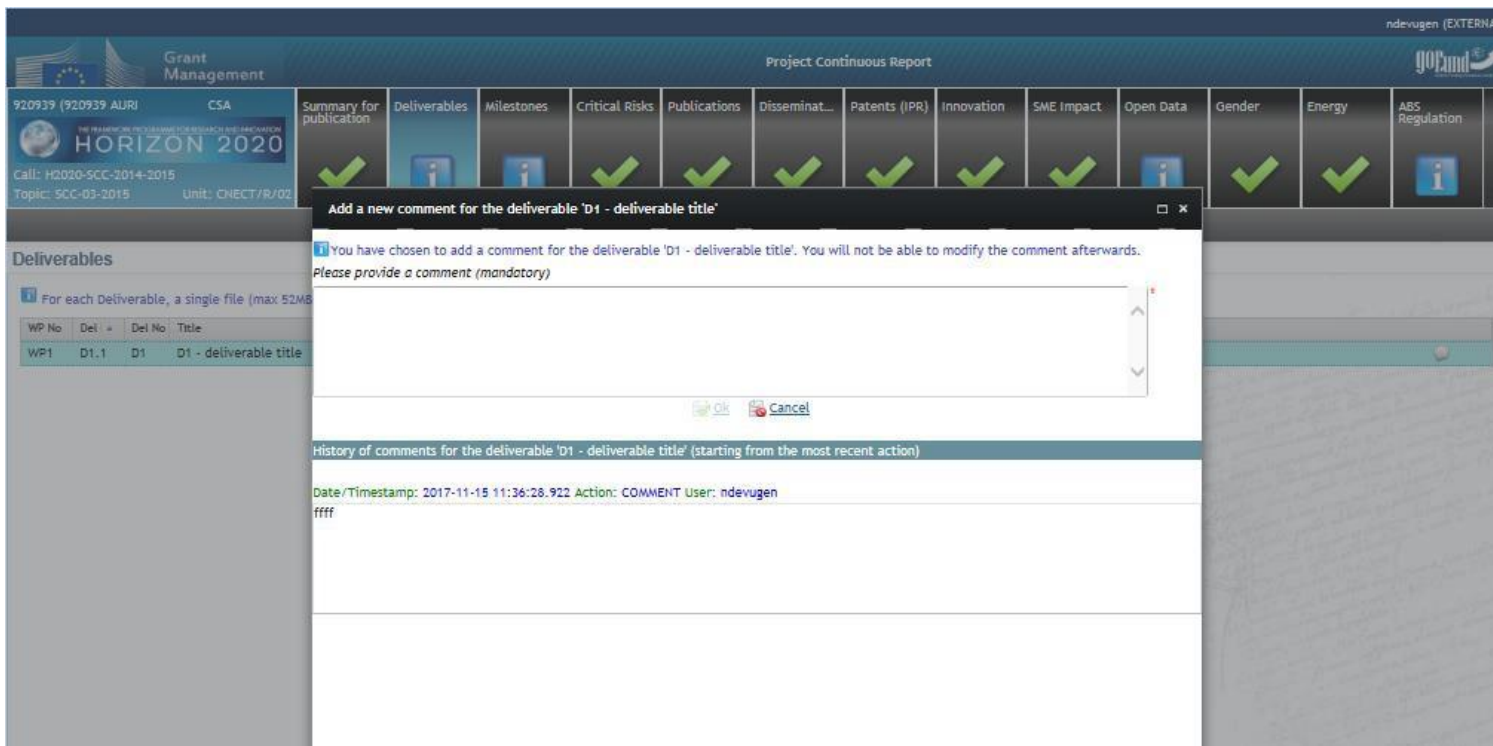
!!!! All H2020 Deliverables flagged with the dissemination level 'PUBLIC' will be published in Cordis, once approved.

Upload a deliverable

Submit the deliverable

- The status of the deliverable is 'Pending' when a deliverable hasn't been uploaded yet.
- If the deliverable's estimated delivery date falls in a given reporting period and the deliverable is not submitted here on time, before the periodic report is 'Locked for review', participants will be asked to justify the delay (in the Periodic Reporting module)

Continuous
Reporting



Grant Management **Project Continuous Report** **ndevugen (EXTERNAL)**

Summary for publication	Deliverables	Milestones	Critical Risks	Publications	Dissemination	Patents (IPR)	Innovation	SME Impact	Open Data	Gender	Energy	ABS Regulation

Add a new comment for the deliverable 'D1 - deliverable title'

You have chosen to add a comment for the deliverable 'D1 - deliverable title'. You will not be able to modify the comment afterwards.
Please provide a comment (mandatory)

History of comments for the deliverable 'D1 - deliverable title' (starting from the most recent action)

Date/Timestamp: 2017-11-15 11:36:28.922 Action: COMMENT User: ndevugen
ffff

Deliverables

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

WP No	Del	Del No	Title
WP1	D1.1	D1	D1 - deliverable title

- Before submission a comment can be added and user is asked for confirmation whether they want to submit.
- All beneficiaries can upload deliverables, but only the coordinator can submit them.
- Each time a deliverable has been submitted, the EU Officers will be notified.
- Each time the EU Officers reject the deliverable, the Coordinator Contacts and the Participant Contacts are notified through the Participant Portal Notification System.

Grant Management Project Continuous Report

920939 (920939 AUR) CSA

HORIZON 2020
Call: H2020-SCC-2014-2015
Topic: SCC-03-2015 Unit: CNECT/R/02

Summary for publication	Deliverables	Milestones	Critical Risks	Publications	Disseminat...	Patents (IPR)	Innovation	SME Impact	Open Data	Gender	Energy	ABS Regulation
✓	i	i	✓	✓	✓	✓	✓	✓	i	✓	✓	i

Milestones

Numbe	Name	Lead Beneficiary	Delivery Date (Annex I)	Achieved	Delivery Date (actual)	Comments
1	milestone name	AST	01 Mar 2014	<input type="checkbox"/>	<input type="text"/>	

- The milestones entered during the Grant Preparation are displayed here.*
- It has to be indicated whether the milestone has been achieved or not and select the delivery date.*

Grant Management Project Continuous Report

920939 (920939 AURI) CSA
Call: H2020-SCC-2014-2015
Topic: SCC-03-2015 Unit: CNECT/R/02

Summary for publication Deliverables Milestones **Critical Risks** Publications Dissemination Patents (IPR) Innovation SME Impact Open Data Gender Energy ABS Regulation

Critical Risks

Foreseen Risks (Annex-I)

Number	Description	Work Package No.	Risk Mitigation Measures	State of the Play Reference Reporting Period	State of the Play Mitigation Measures Applied	State of the Play Risk Materialized	State of the Play Comments	Actions
1	Critical risk description	1	Measures description	2	No	No		

Unforeseen Risks

There are no unforeseen critical risks.

[Add Unforeseen Risks](#)

Risk State of Play

Reference Reporting Period:

Did you apply the risk-mitigation measures? ☐ Yes ☐ No

Did the risk materialize? ☐ Yes ☐ No

Please add here your comments. If the risk-mitigation measures couldn't be applied, please explain why.

[Add](#) [Cancel](#)

- Foreseen risks have already been indicated at the Grant Agreement Preparation phase and are automatically displayed.
- Unforeseen risks can be added.
- The State of play for any risk (both unforeseen and foreseen) can be updated

Publications (from OpenAire)

Grant Management

920939 (920939 AURI)

CSA

Call: H2020-SCC-2014-2015
Topic: SCC-03-2015 Unit: CNECT/R/02

Project Continuous Report

Summary for publication

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Publications

☐ This project does not currently have any scientific publication
Suggested Publication from Open Aire (19 publications)

No.	Type	Title	Authors	Title of the Journal/Proc./Book	Date of Acceptance	D.O.I.	Non-D.O.I. Webin	Actions
5	Article				01/01/2014			X
6	Article				27/12/2013			X
7	Article				05/06/2013			X
8	Article				20/03/2013			X
9	Article				01/01/2013			X
10	Article				01/01/2013			X
11	Article				01/01/2013			X
12	Article				01/01/2013			X
13	Article				05/11/2012			X
14	Article				04/09/2012			X

Project Publications (0 publications)

No.	Type	Title	Authors	Title of the Journal/Proc./Book	Number, date or freq. of the Journal/Proc./Book	D.O.I.	Manually Add Publication	Repository	Actions
Manually Add Publication									

Valksite

920939 (920939 AURI)

Call: H2020-SCC-2014-2015

Topic: SCC-03-2015

Publications

☐ This project does not contain publications

Suggested publications

Project publications (0)

New publication

Please provide a DOI for the publication (recommended) or fill-in manually the required information.

DOI

Type of publication

Repository Link

Link to the publication

Title

Authors

Title of the Journal/Proceedings/Books series/Book (for book chapters)

Number, date or frequency of the Journal/Proceedings/Book

Relevant Pages

ISBN

Publisher

Place of publication

Year of publication

Is this publication available in Open-Access, or will it be made available? ☐ Yes - available in Green Open Access ☐ Yes - available in Gold Open Access ☐ No

Is this a peer-reviewed publication? ☐ Yes ☐ No

Is this a joint public/private publication? ☐ Yes ☐ No

* mandatory fields

ndeugen (EXTERH)

goFund

TSY

ABS Regulation

SAV

Manually add publication

Validate



Article 29.2 of the Grant Agreement

Each beneficiary **must** ensure **open access** (free of charge, online access for any user) to **all peer-reviewed scientific publications** relating to its results.

Article 29.6 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the **grant may be reduced** (see Article 43). Such a breach may also lead to any of the other measures described in Chapter 6.

Grant Management

920939 (920939 AURI) CSA

HORIZON 2020

Call: H2020-SCC-2014-2015
Topic: SCC-03-2015 Unit: CNECT/R/02

Project Continuous Report

ndevugen (EXTERNAL)

Summary for publication	Deliverables	Milestones	Critical Risks	Publications	Disseminat...	Patents (IPR)	Innovation	SME Impact	Open Data	Gender	Energy	ABS Regulation
✓	i	i	✓	✓	✓	✓	✓	✓	i	✓	✓	i

Dissemination & Communication Activities

Specify the total funding amount used for Dissemination and Communication activities linked to the project

Total Funding Amount

Specify the number of Dissemination and Communication activities linked to the project

for each of the following categories

Organisation of a Conference	<input style="width: 60px;" type="text" value="0"/>
Organisation of a Workshop	<input style="width: 60px;" type="text" value="0"/>
Press release	<input style="width: 60px;" type="text" value="0"/>
Non-scientific and non-peer-reviewed publication (popularised publication)	<input style="width: 60px;" type="text" value="0"/>
Exhibition	<input style="width: 60px;" type="text" value="0"/>
Flyer	<input style="width: 60px;" type="text" value="0"/>
Training	<input style="width: 60px;" type="text" value="0"/>
Social Media	<input style="width: 60px;" type="text" value="0"/>
Website	<input style="width: 60px;" type="text" value="0"/>
Communication Campaign (e.g. Radio, TV)	<input style="width: 60px;" type="text" value="0"/>
Participation to a Conference	<input style="width: 60px;" type="text" value="0"/>
Participation to a Workshop	<input style="width: 60px;" type="text" value="0"/>
Participation to an Event other than a Conference or a Workshop	<input style="width: 60px;" type="text" value="0"/>
Video/Film	<input style="width: 60px;" type="text" value="0"/>
Brokerage Event	<input style="width: 60px;" type="text" value="0"/>

Validate

Grant Management

Project Continuous Report

ndevugen (EXTERNAL)

goFund

920939 (920939 AURI) CSA
Call: H2020-SCC-2014-2015
Topic: SCC-03-2015 Unit: CNECT/R/02
HORIZON 2020
THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION

Summary for publication

Deliverables

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ABS Regulation

Patents (IPR)

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

i 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 project.

There are no Intellectual Property Right registered.

[+ Add IPR](#)

ts (IPR)

is project does not have any Registered Intellectual Property Right yet

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

There are no Intellectual Property Right registered

New Intellectual Property Right

Intellectual Property Right Type and Confidentiality

Application Reference Code

IPR Common Data

Intellectual Property Right Type and Confidentiality

Type

IPR is Confidential

* mandatory fields

Patent

Trademark

Registered Design

Utility Model

Other

Next


Cancel

not have any Registered Intellectual Property Right yet

ed application t

New Intellectual Property Right

Intellectual Property Right Type and Confidentiality

 Application Reference Code

IPR Common Data

Application Reference Code

Please specify an Application for this IPR



You must indicate only one application or awarded patent for the very same IPR subject. You don't need to list more than one application or awarded patent if the same IPR subject is filed with multiple IPR authorities

☒ IPR filed with the European Patent Office (recommended)

☐ IPR filed with a different organisation

Search by Application Reference
or Award Publication Number

EP




Search

* mandatory fields

 Previous


 Cancel

















Grant Management


Project Continuous Report

ndevugen (EXTERNAL)



<p>920939 (920939 AURI) CSA</p>  <p>Call: H2020-SCC-2014-2015 Topic: SCC-03-2015 Unit: CNECT/R/02</p>	Summary for publication 	Deliverables 	Milestones 	Critical Risks 	Publications 	Disseminat... 	Patents (IPR) 	Innovation 	SME Impact 	Open Data 	Gender 	Energy 	ABS Regulation 
--	--	---	---	---	---	--	--	---	---	--	---	---	---


Innovation

Does the project include the following activities and, if so, how many of each? 

Prototypes

Clinical Trials

Testing Activities (Feasibility/Demo)

Will the project lead to launching one of the following into the market? 
(please tick all relevant boxes)

- ☐ New product (goods or service)
- ☐ New process
- ☐ New method

How many private companies in your project have introduced or are planning to introduce innovations?
(within the project lifetime or 3 years thereafter)


Companies introducing innovation(s) new to the market:

How many of these are SMEs?

Companies introducing innovation(s) new to the company:

How many of these are SMEs?

Validate




Grant Management


Project Continuous Report


ndevugen (EXTERNAL)


920939 (920939 AURI) CSA





Call: H2020-SCC-2014-2015
Topic: SCC-03-2015 Unit: CNECT/R/02


Summary for publication 


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Innovation 

SME Impact 

Open Data 

Gender 

Energy 

ABS Regulation 

Impact on SMEs


Questionnaire to measure the impact of H2020 Programme on growth and job creation in participating SMEs

Please add updated information on turnover of the company and number of employees (only for SME participants)

 Add updated SME data

SME Name	Financial year accounts	Type of data entry	Turnover	N of Employees	Actions
▼ AST ADVANCED SPACE TECHNOLOGIES GMBH	26/04/2016	Beginning of Project	10.00 €	10	

Validate




Grant
Management

Project Continuous Report

ndevugen (EXTERNAL)

goFund

920939 (920939 AURI) CSA



HORIZON 2020


THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION

Call: H2020-SCC-2014-2015
Topic: SCC-03-2015 Unit: CNECT/R/02


Summary for publication

✓

Deliverables



Milestones



Critical Risks

✓

Publications

✓

Disseminat...

✓

Patents (IPR)

✓


Innovation

✓

SME Impact

✓

Open Data




Gender

✓

Energy

✓

ABS Regulation



Open Data

☐ This project does not currently have any Open Dataset

Open Datasets suggested by OpenAIRE (0 datasets pending)

There are no Datasets

Project Open Datasets (0 datasets pending)

There are no Datasets

[Manually Add Data Set](#)


Validate

Grant Management

Project Continuous Report

ndevugen (EXTERNAL)

920939 920939 AURJ CSA


Call: H2020-SCC-2014-2015
Topic: SCC-03-2015 Unit: CHECT/R/02

Summary for publication

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Disseminat...

Patents (IPR)

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ABS Regulation

Open Data

☐ This project does not contain Open Data

Open Datasets suggested by the project

Project Open Datasets

New Open Dataset

Please verify or correct the information about the dataset and fill-in any additional information when possible

D.O.I.

Repository Link

Non-Repository Link

Title

Is Dataset accessible?

Is Dataset reusable?


D.O.I. linked Publication

Add Open Dataset

Cancel

Manually Add Data Set

Validate



Grant Management

Project Continuous Report

ndevugen (EXTERNAL)

920939 (920939 AURI) CSA

HORIZON 2020

Call: H2020-SCC-2014-2015
Topic: SCC-03-2015 Unit: CNECT/R/02

Summary for publication	Deliverables	Milestones	Critical Risks	Publications	Disseminat...	Patents (IPR)	Innovation	SME Impact	Open Data	Gender	Energy	ABS Regulation
✓	i	i	✓	✓	✓	✓	✓	✓	i	✓	✓	i

Gender

Gender of researchers and other workforce involved in the project i

Please note that:

- The 'researchers' count must include researchers at all levels, incl. postdocs and PhD students
- Figures must be provided in Head Count
- The count for a beneficiary should include the staff working for its Third Parties (if appropriate)

Beneficiaries	A	Number of female researchers	Number of male researchers	Number of females in the workforce other than researchers	Number of males in the workforce other than researchers	Total number of females in the workforce	Total number of males in the workforce
1 - AST ADVANCED SPACE TECHNOLOGIES GMBH		1	1	1	1	2	2
2 - CENTRE NATIONAL DE LA RECHERCHE SCIENTIFIQUE		1	1	1	1	2	2

Gender dimension in research is a concept regrouping the various elements concerning biological characteristics and social/cultural factors of both women and men into the development of research policies, programmes and projects.

Gender dimension in the project i


Does the project include a gender dimension in research content? ☒ Yes ☐ No

Periodic reporting module

Information to be entered after the end of each Reporting Period

External users: how to




**RESEARCH & INNOVATION**

Help

Participant Portal - Grant Management Services

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](#)

 **Periodic Reporting**
> 08/2015 period 02/2015

17 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

 **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

Process specific communications

[H2020 ONLINE MANUAL](#)

 **HOW TO**

Periodic Reporting Module

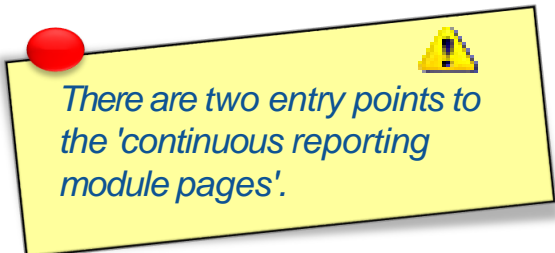
Periodic reporting module - steps

1. Notification: *all beneficiaries receive a notification*
2. All beneficiaries
 - ✓ contribute to the Technical Part of the Periodic Report
 - ✓ complete their own Financial Statement and
 - ✓ e-sign (**PFSIGN**) and submit their Financial Statements to the Coordinator.
3. The Coordinator *approves and submits the elements of the Periodic Report to the EU Services.*
4. The EU Services *review the submitted Periodic Report and accept or reject it.*
5. Interim Payment

Periodic vs continuous reporting module

- ✓ *While the periodic reporting module is active beneficiaries can also update the information in the continuous reporting via the periodic reporting.*

*There is **synchronization** between the two modules until the coordinator clicks 'lock for review' in the periodic reporting.*



There are two entry points to the 'continuous reporting module pages'.

All beneficiaries will be able to work on the tables

Periodic Reporting – beneficiaries are asked to complete their own Financial Statement and their contribution to the Technical Part of the Periodic Report

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

Help

Generic DEVUSERCOORDINATOR

MY PROJECT
HORIZON 2020

Call: H2020-SCC-2015
Type of Action: CSA
Acronym: 920939 AURI
ThirdParty (ABAC: ABACBUDL)
Current Phase: Grant
Management
Number: 920939
Duration: 36 months
GA Signed On: 26 Oct 2017
based on the H2020 General MGA
— Multi - 4.0
Start Date: 26 Oct 2017
Estimated Project Cost:
€819.00
Requested EU Contribution:
€30.00

Periodic Reporting
REP-920939-2 - period
01/07/2015 > 31/12/2016

15 Nov 2017
Draft

02 Mar 2017
(318/60 days)
Submitted

Paid

Launch new interaction with the EU +

Technical Part contribution

Financial Part AST [PIC 973276467] drafting

Financial Part LANCA [PIC 999840984] (as TP) drafting

Periodic Report composition

Process documents

Process communications

Process history

Lock for review

Lock for review

Lock for review

Submit to EU

New messages (0)

Grant Management

Project Periodic Report

920939 (920939 AURI) CSA

HORIZON 2020

Period No: 2 Duration (months): 18
Reporting Period : [01 Jul 2015 - 31 Dec 2016]

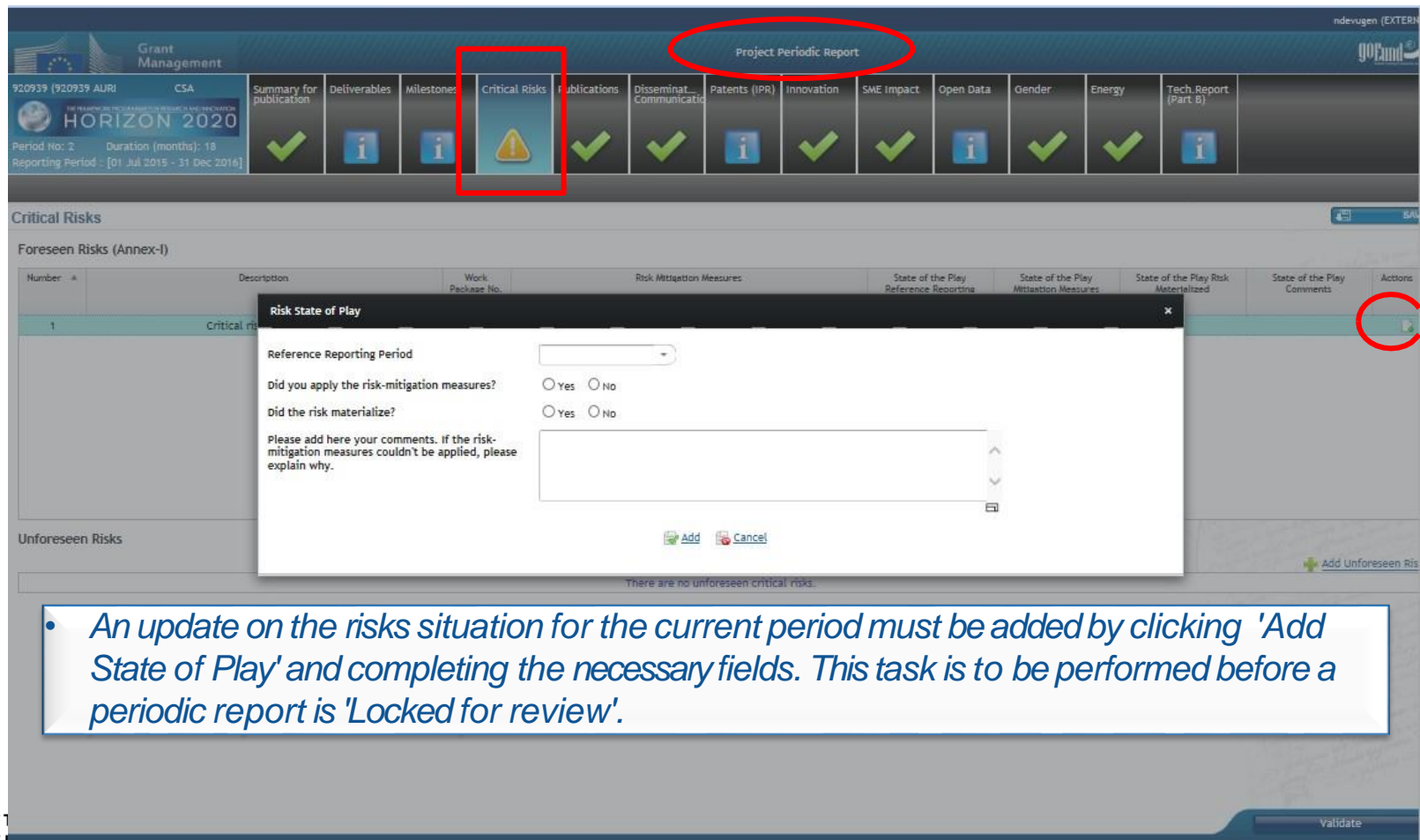
Summary for publication ✓ Deliverables i Milestones i Critical Risks ⚠ Publications ✓ Dissemination ✓ Patents (IPR) i Innovation ✓ SME Impact ✓ Open Data i Gender ✓ Energy ✓ Tech. Report (Part B) i

Technical Report (Part B)

Number	Attachment	Actions	Template
1	Explanation of the work - Overview of progress	No file selected Upload	

Validate

- The template for Part B of the Periodic Report will be available in this page.
- Template also available in the Participant Portal: [Template Periodic Report](#)



Grant Management

920939 (920939 AUR) CSA

HORIZON 2020

Period No: 2 Duration (months): 18
Reporting Period : [01 Jul 2015 - 31 Dec 2016]

Summary for publication Deliverables Milestones **Critical Risks** Publications Dissemination Communicat Patents (IPR) Innovation SME Impact Open Data Gender Energy Tech. Report (Part B)

Critical Risks

Foreseen Risks (Annex-I)

Number	Description	Work Package No.	Risk Mitigation Measures	State of the Play Reference Reporting	State of the Play Mitigation Measures	State of the Play Risk Materialized	State of the Play Comments	Actions
1	Critical risk							

Unforeseen Risks

There are no unforeseen critical risks.

Risk State of Play

Reference Reporting Period: [Dropdown]

Did you apply the risk-mitigation measures? ☐ Yes ☐ No

Did the risk materialize? ☐ Yes ☐ No

Please add here your comments. If the risk-mitigation measures couldn't be applied, please explain why.

Add Cancel

Add Unforeseen Risks


Validate

- An update on the risks situation for the current period must be added by clicking 'Add State of Play' and completing the necessary fields. This task is to be performed before a periodic report is 'Locked for review'.

Task to be
performed by the
Coordinator



- Once all information for the Technical Part has been filled in, click on Lock for Review.
- This action will freeze the data (prevent changes) and generate a pdf document.
- The generation of the PDF might take a few minutes.
- Only users with the role Primary Coordinator Contact and Coordinator Contact can perform this action.


 Make sure the information in the continuous reporting module is complete and up-to-date before the periodic report is 'locked for review'.

Task to be
performed by the
Coordinator

Periodic Reporting
REP-781643-1 - period
07/2015 > 03/2016

04 Mar 2016 03 May 2016
(19/60 days)


Draft Submitted Paid

 Technical Part of Periodic Report review

Unlock to draft Accept & Include

 Financial Statement shortname for 966984368 [PIC 966984368] drafting

Lock for review

 Periodic Report 1 composition

Submit to EU


Process specific documents

Process specific communications


Periodic Reporting
REP-781643-1 - period
07/2015 > 03/2016

04 Mar 2016 03 May 2016
(19/60 days)

Draft Submitted Paid

 Financial Statement shortname for 966984368 [PIC 966984368] drafting

Lock for review



 Periodic Report 1 composition

Process specific documents

Process specific communications

Periodic Report 1 project No 781643

Filter All Draft Available Included


Report Element	Status	Action
Technical report		
 Technical Part of Periodic Report	Included	Redo
Financial report		
 Financial Statement RWB Water Services [PIC 966984368]	Draft	

Reject this report item. The beneficiary will be requested to restart the drafting.


Task to be performed by each beneficiary

Periodic Reporting – beneficiaries are asked to complete their own Financial Statement and their contribution to the Technical Part of the Periodic Report.

The screenshot displays the 'Participant Portal - Grant Management Services' interface. The top navigation bar includes the European Commission logo and the text 'RESEARCH & INNOVATION'. Below this, the page title is 'Participant Portal - Grant Management Services'. The user is logged in as 'Generic DEVUSERCOORDINATOR'. The main content area is divided into two columns. The left column, titled 'MY PROJECT', shows details for 'HORIZON 2020', including the call number 'H2020-SCC-2015', type of action 'CSA', acronym '920939 AURI', third party 'ABAC: ABACBUOL', current phase 'Grant', management number '920939', duration '36 months', GA signed on '26 Oct 2017', start date '26 Oct 2017', estimated project cost '€819.00', and requested EU contribution. The right column shows a timeline for 'Periodic Reporting' (REP-920939-2 - period 01/07/2015 > 31/12/2016). The timeline has three stages: 'Draft' (15 Nov 2017), 'Submitted' (02 Mar 2017, 318/60 days), and 'Paid'. Below the timeline, there is a list of tasks. The first task is 'Technical Part: contribution' with a 'Lock for review' button. The second task, 'Financial Part: AST [PIC 973276467] drafting', is highlighted with a red box and has a 'Lock for review' button. The third task is 'Financial Part: LANCA [PIC 999840984] (as TP) drafting' with a 'Lock for review' button. The fourth task is 'Periodic Report: composition' with a 'Submit to EU' button. At the bottom, there are links for 'Process documents', 'Process communications', and 'Process history'. The bottom right corner shows 'New messages (0)'.



Grant Management


Project Periodic Report



920939 (920939 AURI)
CSA

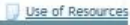
Beneficiary 1: AST
Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH
PIC: 973276467 Status: VALIDATED
Legal Address: ZEPPELINSTRASSE 9B , 28816 , STUHR
Germany

Financial Statement




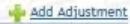
Period No: 2 Duration (months): 18
Reporting Period : [01 Jul 2015 - 31 Dec 2016]

Financial Statement







Financial information from contract
No contribution requested? ☐ Yes ☒ No

Financial Statements


Period	Adjustment	Requested Contribution	Actions
01 Jul 2015 - 31 Dec 2016 (Period No. 2)	No	0.00 €	

Financial Statement for period '2' - (01 Jul 2015 - 31 Dec 2016)
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	32.13 €	x 0.00	= 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) 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 €	
l) Receipts				0.00 €	
n) Maximum EU contribution (= 100% * k)				0.00 €	
o) Requested EU contribution				0.00 €	

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

Validate

Some costs have an
editable field **0.00 €**
others have a link
0.00 € to click.
Some have a Use of
Resources to
complete 
[Link to 'How to
complete your
financial statement'
in the PP.](#)

920939 (920939 AURI) CSA Beneficiary 1: AST
 Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH
 PIC: 973276467 Status: VALIDATED
 Legal Address: ZEPPELINSTRASSE 98, 28816, STUHR, Germany

Period No: 2 Duration (months): 18
 Reporting Period : [01 Jul 2015 - 31 Dec 2016]

Financial Statement

Financial information from contract

No contribution requested? ☐ Yes ☒ No

Financial Statements

Period Adjustment Requested Contribution Actions

01 Jul 2015 - 31 Dec 2016 (Period No. 2) No 31.25 €

Financial Statement for period "2" - (01 Jul 2015 - 31 Dec 2016)

Eligible costs:

Cost Category	Unit Cost	Number of Units	Subtotal	Total	Actions
a) Direct personnel costs declared as actual costs				10.00 €	
b) Direct personnel costs declared as forecast costs				0.00 €	
c) SME costs				0.00 €	
d) Direct personnel costs declared as actual costs				15.00 €	
e) Direct personnel costs declared as forecast costs				0.00 €	
f) Other direct personnel costs				6.25 €	
h) Costs of indirect personnel				31.25 €	
i) Indirect costs				0.00 €	
k) Total costs				31.25 €	
l) Receipts				0.00 €	
n) Maximum amount				31.25 €	
o) Requested amount				31.25 €	

Direct personnel costs declared as actual costs

Persons/month per WP

No.	Person Months	Associated Work Package	Actions
1	0.50	WP1	

Use of in kind contribution from third party

No.	Costs	Third Party Name	Type	Foreseen In Annex I	Explanations (if not foreseen I)	Actions
1						

Additional Information

Use of 'costs'

Validate

920939 (920939 AURI) CSA Beneficiary 1: AST
 Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH
 PIC: 973276467 Status: VALIDATED
 Legal Address: ZEPPELINSTRASSE 98, 28816, STUHR Germany

Financial Statement

Period No: 2 Duration (months): 18
 Reporting Period : [01 Jul 2015 - 31 Dec 2016]

Financial Statement

No contribution request

Financial Statements

01 Jul 2015 - 31 Dec 2016

Eligible costs: 11

Cost Category

a) Direct personnel costs

b) Direct personnel costs

c) Direct personnel costs declared as unit costs

c1) SME owner/Natural person costs 32.13 € x 0.00 = 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 15.00 €

g) Costs of internally invoiced goods and services 0.00 €

i) Indirect costs (= 0.25 * (a + b + c + f + h + p)) 6.25 €

k) Total costs (= a + b + c + d + e + f + h + i) 31.25 €

l) Receipts 0.00 €

n) Maximum EU contribution (= 100% * k) 31.25 €

o) Requested EU contribution 31.25 €

Additional information for indirect costs:

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

Validate

Other direct costs


Explanation of major cost items if the amount exceeds 15% of personnel costs
 Amount to be explained: € 13.5

No.	Costs	Short Description	Category	Associated Work Package	Foreseen in Annex I	Explanations (if not foreseen)	Actions
1	14.00 €	FFFF	Equipment	WP1	Yes		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)	Actions
1					(none)			X

Ok Cancel



Grant Management

Project Periodic Report

ndevugen (EXTERN)

920939 (920939) AURI CSA

HORIZON 2020

Period No: 2 Duration (months): 18

Reporting Period : [01 Jul 2015 - 31 Dec 2016]


Beneficiary 1: AST

Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH

PIC: 973276467 Status: VALIDATED

Legal Address: ZEPPELINSTRASSE 98, 28816, STUHR, Germany

Financial Statement



Financial Statement

No contribution required

Financial Statements

01 Jul 2015 - 31 Dec 2016

Eligible costs: 1

Cost Category

- a) Direct personnel costs
- b) Direct personnel costs
- ▼ c) Direct personnel costs
- c1) SME owner
- d) Direct costs of subcontractors
- e) Direct costs of subcontractors
- f) Other direct costs
- h) Costs of internal personnel
- i) Indirect costs (= a + b + c + d + e + f + h + i)
- k) Total costs (= a + b + c + d + e + f + h + i)
- l) Receipts
- n) Maximum EU contribution (= 100% * k)
- o) Requested EU contribution

Validation Report PIC 973276467

Expand All Collapse All

- ▼ Partner Normal Financial Statement
 - ▼ Cost Break Down
 - ▼ Cost Cell (Direct personnel costs declared as actual costs TOTAL)
 - ▼ Use of Resources
 - ▼ Use of in kind contribution from third party (row 1): PIC 973276467
 - Missing information for Cost
 - Missing information for Third Party Name
 - Missing information for type
 - Missing information for Foreseen in Annex I
 - ▼ Cost Cell (Other direct costs TOTAL)
 - ▼ Use of Resources
 - ▼ Use of in kind contribution from third party (row 1): PIC 973276467
 - Missing information for Cost
 - Missing information for Third Party Name
 - Missing information for Type
 - Missing information for Category
 - Missing information for Associated Work Package
 - Missing information for Foreseen in Annex I

Download Report

Use of Resources

Add Adjustment

Requested Contribution

31.25 €

2016)

Subtotal	Total	Actions
	10.00 €	
	0.00 €	
0.00 €	0.00 €	
0.00 €	0.00 €	
	15.00 €	
	0.00 €	
	6.25 €	
	31.25 €	
	0.00 €	
	31.25 €	

Additional information for indirect costs:

Use of costs of in-kind contributions not used on premises? (p) ☐ Yes ☒ No

Validate

Task to be
performed by each
Beneficiary

Periodic Reporting
REP-781643-1 - period
07/2015 > 03/2016

04 Mar 2016 03 May 2016
(19/60 days)

Draft Submitted Paid

Financial Statement shortname for 966984368 [PIC 966984368] drafting

Periodic Report 1 composition

Lock for review

Submit to EU

Periodic Reporting
REP-781643-1 - period
07/2015 > 03/2016

04 Mar 2016 03 May 2016
(19/60 days)

Draft Submitted Paid

Financial Statement shortname for 966984368[PIC 966984368] signature and submission to coordinator

Unlock to draft Sign & Submit

Financial Statement shortname for 966984368[PIC 966984368]

PR_FINANCIAL_STATEMENT_PARTNER_966984368_1

Progress status for this type of task:


shor...84368

Periodic Report 1 composition

Submit to EU

This action will freeze the data (prevent changes) and generate a PDF document

Task to be performed by
PFSIGN of each
Beneficiary

**Periodic Reporting**
REP-781643-1 - period
07/2015 > 03/2016


04 Mar 2016

03 May 2016
(19/60 days)

Draft

Submitted


Paid




Financial Statement shortname for 966984368[PIC 966984368] signature
and submission to coordinator

Unlock to draft

Sign & Submit





Financial Statement shortname for 966984368[PIC 966984368]



PR_FINANCIAL_STATEMENT_PARTNER_966984368_1

Progress status for this type of task:

 shor...84368



Periodic Report 1 composition

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).

Ok

Cancel



Periodic Report 1 project No 781643

Filter		All	Draft	Available	Included
Report Element		Status			
▼	Technical report				
	Technical Part of Periodic Report	Included			
▼	Financial report				
	Financial Statement shortname for 966984368[PIC 966984368]	Sent to CO			

Coordinator approves by
including in the Periodic
Report

 **Periodic Reporting**
REP-781643-1 - period
07/2015 > 03/2016

04 Mar 2016 03 May 2016 (19/60 days)

Draft Submitted Paid

 Periodic Report 1 composition







Periodic Report 1 project No 781643

Filter All Draft Available Included

Report Element	Status	Action
Technical report		
  Technical Part of Periodic Report	Included	Redo
Financial report		
  Financial Statement shortname for 966984368[PIC 966984368]	Sent to CO	Redo Include

Periodic Report 1 project No 781643

Filter All Draft Available Included

Report Element	Status	Action
Technical report		
  Technical Part of Periodic Report	Included	Redo
Financial report		
  Financial Statement shortname for 966984368[PIC 966984368]	Included	Redo

Coordinator submits to EU

 **Periodic Reporting**
REP-781643-1 - period
07/2015 > 03/2016

04 Mar 2016
Draft

03 May 2016
(19/60 days)
Submitted

Paid

Periodic Report 1 composition

Submit to EU

Periodic Report 1 project No 781643

You are about to submit the periodic report to the EU. Press submit to EU to proceed.

☒ I agree with the conditions

Submit to EU

- Once the elements of the Periodic Report are approved, the Periodic Report can be submitted to the EU Services in one single submission
- Only users with the role Primary Coordinator Contact and Coordinator Contact can perform this action

Summary of the process

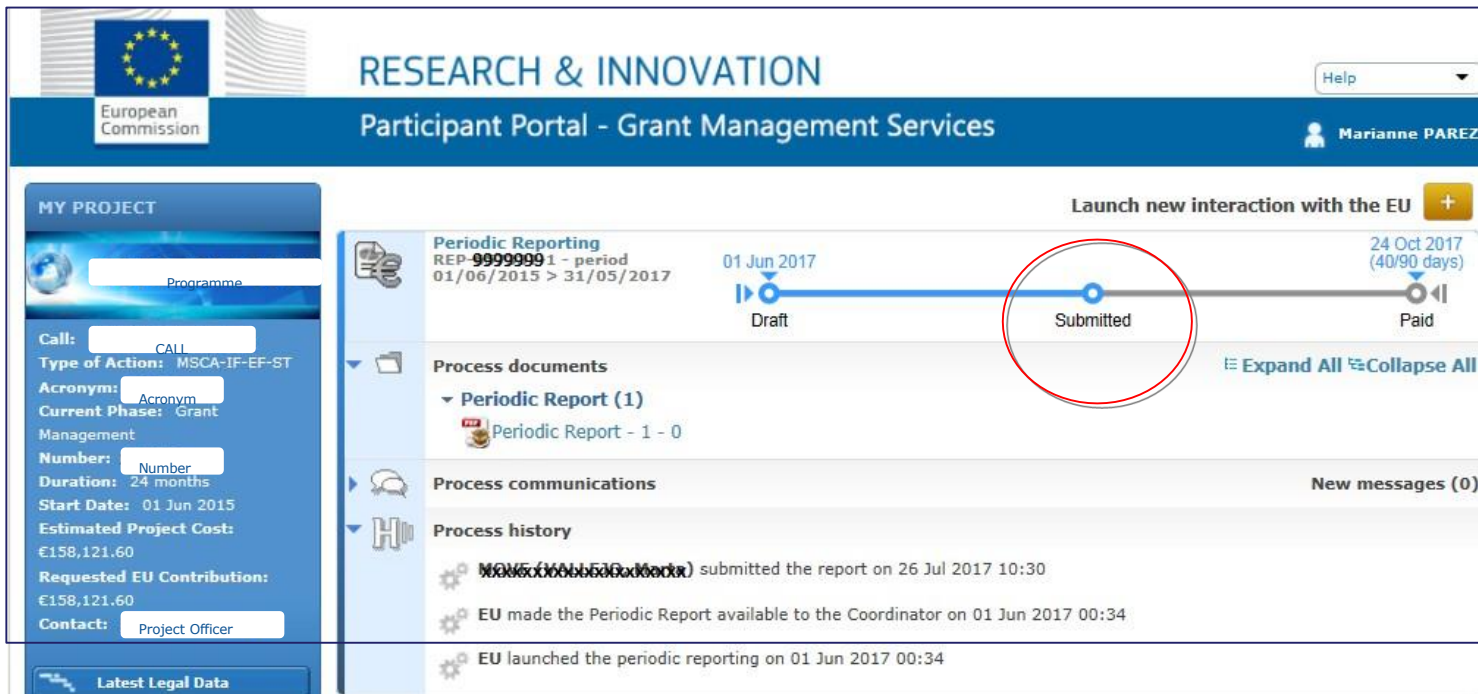
Beneficiaries (including the coordinator)

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

Coordinator


- **Financial statements:** Check →

Redo
Include
 - **Technical Report:** Check → Accept & Include
- } Submit to EU



EU Officers can:

- ✓ accept the report
- ✓ ask for revisions → Suspension of payment deadline letter → modify Reports
- ✓ or ask for additional information → Suspension of payment deadline letter → send document with information



RESEARCH & INNOVATION

Participant Portal - Grant Management Services

Help

Marianne PAREZ

MY PROJECT

HORIZON 2020

Call: H2020-MSCA-IF-2014
Type of Action: MSCA-IF-EF-ST
Acronym:
Current Phase: Grant Management
Number:
Duration: 24 months
Start Date: 01 Jun 2015
Estimated Project Cost: €173,857.20
Requested EU Contribution: €173,857.20
Contact:

Latest Legal Data
Process List
Document Library
Communication Centre

H2020 ONLINE MANUAL

Periodic Reporting
REP-999999999 period
01/06/2015 > 31/05/2017

01 Jun 2017 26 Oct 2017 (38/90 days)

Draft Submitted Paid

Technical Part contribution

Periodic Report staging Financial signature and submission to coordinator by other beneficiaries

Periodic Report composition

Process documents

Suspension Payment Deadline (1)

Suspension Payment Deadline - 1 - 0

Process communications

Process history

EU sent the Periodic Report back to the Coordinator on 04 Sep 2017 15:20

~~UGOT (ENCS - Main)~~ submitted the report on 28 Jul 2017 18:21

EU made the Periodic Report available to the Coordinator on 01 Jun 2017 00:47

EU launched the periodic reporting on 01 Jun 2017 00:47

Launch new interaction with the EU +


Periodic Report Composition [Period No: 1 (01 Jun 2015 - 31 May 2017), R... (No: 661441)]

Report Item	Status	Action
Technical report		
Financial report		
1 (0/1) Financial Statement UGOT[PK 999981925]	Draft	

Updated revision: The Periodic report is rejected as the Technical Part has to be revised as outlined in the Suspension of Payment Letter.

Locked for R

New messages (1)



RESEARCH & INNOVATION

Participant Portal - Grant Management Services

Help

Marianne PAREZ

MY PROJECT

HORIZON 2020

Call: ERC-2014-CoG
Type of Action: ERC-COG
Acronym:
Current Phase: Grant Management
Number:
Duration: 60 months
Start Date: 01 Jan 2016
Estimated Project Cost: €2,605,897.00
Requested EU Contribution: €2,605,897.00
Contact:

[Latest Legal Data](#)
[Process List](#)
[Document Library](#)
[Communication Centre](#)

Launch new interaction with the EU +

Periodic Reporting
REP-99999999 - period 01/01/2016 > 30/06/2017

01 Jul 2017 02 Dec 2017 (1/90 days)

Draft Submitted Paid

Suspension Payment Deadline - Request for Additional Info REP-999999999999
to read and upload additional supporting documents

Process documents

- Periodic Report (1)
- Suspension Payment Deadline - Additional info (1)
- Suspension Payment Deadline - Request for Additional Info - REP-999999999999

Process communications New messages (0)

Process history

- EU requested additional supporting documents on 01 Sep 2017 15:47
- XXXXXXXXXXXXXXXXXXXX submitted the report on 31 Aug 2017 11:55
- EU made the Periodic Report available to the Coordinator on 01 Jul 2017 00:50
- EU launched the periodic reporting on 01 Jul 2017 00:49



RESEARCH & INNOVATION

Participant Portal - Grant Management Services

Help

Marianne PAREZ

MY PROJECT

Call: H2020-SMEINST-1-2016-2017

Type of Action: SME-1

Acronym:

Current Phase: Grant Management

Number:

Duration: 4 months

Start Date: 01 Mar 2017

Estimated Project Cost: €71,429.00

Requested EU Contribution: €50,000.00

Contact:

Latest Legal Data

Process List

Document Library

Communication Centre

Launch new interaction with the EU +

Periodic Reporting
REP- 999999999 period
01/03/2017 > 30/06/2017

01 Jul 2017

Draft Submitted Paid

Process documents

Interim Payment (1)

Interim Payment Letter - 1

Periodic Report (1)

Periodic Report - 1 - 0

Process communications

New messages (0)

No topics

Process history

EU closed the process on 18 Jul 2017 15:00

EU paid completely the accepted periodic report to the Coordinator on 18 Jul 2017 15:00

~~XXXXXXXXXXXX~~ submitted the report on 03 Jul 2017 09:53

EU made the Periodic Report available to the Coordinator on 01 Jul 2017 02:49

EU launched the periodic reporting on 01 Jul 2017 02:48

Coordinator/Consortium

The screenshot displays the Horizon 2020 project management interface. On the left, a sidebar titled 'MY PROJECT' contains project details and navigation links. The main area shows two process timelines: 'Proposal Management & Grant Preparation' and 'Periodic Reporting'. The 'Periodic Reporting' timeline is currently active, showing stages from Draft to Paid. A red circle highlights the 'Submitted' stage, which is linked to a document titled 'REP - Periodic Report - 1 - Revision 3'. Another red circle highlights a list of communication events at the bottom, including report submissions and reviews by the EU and the Coordinator AUTOPART, NEF.

MY PROJECT

HORIZON 2020

Call: H2020-GV-2015
Type of Action: RIA
Acronym: EPA BUDG
Demo REA 1
Current Phases: Grant Management
Numbers:
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
Submitted Informed Invited Prepared Signed Paid

Process Specific Documents

Process Specific Communications

Periodic Reporting
16 Dec 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



Search

H2020 Online Manual

My Area - User account & roles

- EU Login
- Roles & access rights
- Terms and Conditions of Use

Grants

Applying for funding

- Find a call
 - Horizon 2020 structure and budget
 - What you need to know about Horizon 2020 calls
- Find partners or apply as individual

Register in the Beneficiary Register

- Registration of your organisation
- LEAR appointment
- Validation of potential beneficiaries
- Financial viability check
- Data update
- Certifications

Submit a proposal

- Get prepared
- Electronic proposal submission

From evaluation to grant signature

- Eligibility check
- Evaluation of proposals
 - Eligibility and evaluation criteria
 - Evaluation process and results

Grant preparation

- Enter & submit grant data
- Ethics review
- Security scrutiny

Grant signature

Grant management

- Keeping records
- Amendments

Reports & payment requests

- Continuous report
- Periodic reports

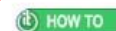
> H2020 Online Manual > Grants > Grant management > Reports & payment requests >

Continuous report

Periodic reports

Final report

Reports & payment requests



Under Article 19 and Article 20 of the grant agreement (GA), the coordinator must submit to the Commission technical and financial reports, including requests for payment - specifically:

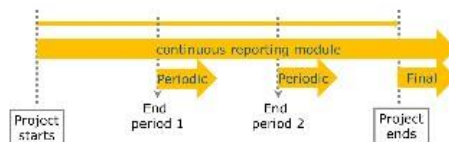
- deliverables** identified in Annex 1.
- periodic report** (both technical and financial) within 60 days of the end of each reporting period (including the final one), including requests for payment
- final report** at the end of the project ("action"). It consisting in a summary for publication and it is generated automatically by the IT tools.

Reporting functionalities

- Continuous reporting functionality** in the Participant Portal:
it is **activated at the time the project starts** and it is continuously open for the beneficiaries to submit deliverables, to report on progress in achieving milestones, to follow up of critical risks, ethics issues, publications, communications activities, and the answers to the questionnaire on horizontal issues.
- Periodic reporting functionality** in the Participant Portal:
following the end of each reporting period the functionality of periodic reporting will be activated. While the periodic reporting session is open in the grant management system, each participant will be able to:
 - complete on-line their own **Financial Statement** (and the financial report of their Third Parties, if any) including the explanations on the use of resources
 - upload the **narrative, free text part** (part B) of the periodic technical report as a pdf document

When the coordinator submits the periodic report, the IT tool will capture the information from the continuous reporting module in order to generate the Part A of the periodic technical report. The IT tool will consolidate the individual financial statements and it will generate automatically the report with explanations of the use of resources and the periodic summary financial statements, which corresponds to the request for payment.

- Continuous reporting module
- Periodic reporting module



Continuous Reporting

As a beneficiary, you can and should use the continuous reporting functionality as soon as the project starts to submit

[Link to
'How To'](#)

Periodic Reporting

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Introduction

The precondition for reporting is the signa

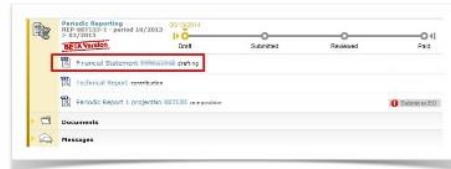
There are two types of reporting in the Grant Management Services in the Participant Portal:

A. Completing your Financial Statement

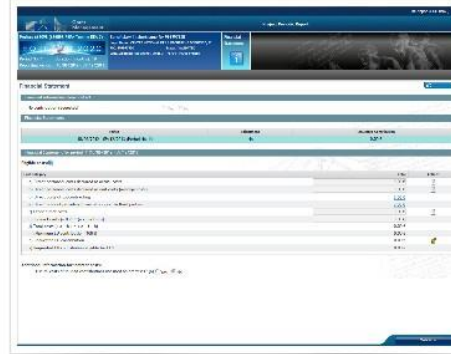
a. Draft the financial statement.

- 1 The Participant Contacts (or Coordinator Contacts if it concerns the coordinating organisation) perform this action

Click on the task "Financial Statement" and complete the costs. [Click here to find more information on how to complete your financial statement.](#)



Complete the requested information and save. Click the **Validation** button to see whether you have filled in all information correctly, then close the current screen and return to the Participant Portal.



Teşekkür ederim!

Q&A

Time to ask your
questions!

Thank you!

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