

### REPORTING and PAYMENT

(in practice)

# HORIZ N 2020

v. 2016-02-23

Research and Innovation





#### **RESEARCH & INNOVATION**

Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT + Search PP

Q



Log on to the Participant Portal.





#### Horizon 2020 Funding

Starting from 1/1/2014

On this site you can find and secure funding for projects under the following EU programmes:

- . 2014-2020 Horizon 2020 research and innovation framework programme
- · 2007-2013 7th research framework programme (FP7) and Competitiveness & Innovation Programme (CIP)
- · Research Fund for Coal & Steel, COSME, 3rd Health Programme, Consumer Programme, Justice Programme

#### Non-registered users

- · search for funding
- read the H2020 Online Manual & download the legal documents
- · check if an organisation is already registered
- · contact our support services or check our FAQs

#### Registered users

- · submit your proposal
- · sign the grant
- · manage your project throughout its lifecycle
- · register as expert advising the Commission





FUNDING OPPORTUNITIES



HOW TO PARTICIPATE



WORK AS AN EXPERT



MY PERSONAL AREA



INFORMATION AND SUPPORT





· Manage your scientific and financial reports

Showing 1 to 1 of 1 entries.

View or manage roles and access rights in your projects consortia

H2020

Go to "My Projects" section.

Then click on MP icon so to reach Participant Portal **Grants Management** Services.

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. Access Amendment GP Grant Preparation Manage Projects FR Financial Reporting Legend Periodic Reporting Reporting & Deliverables Project Consortium VP View Proposal EXCEL Search: Show 10 CALL PROGRAM PROJECT O PHASE **ACRONYM** ACTIONS

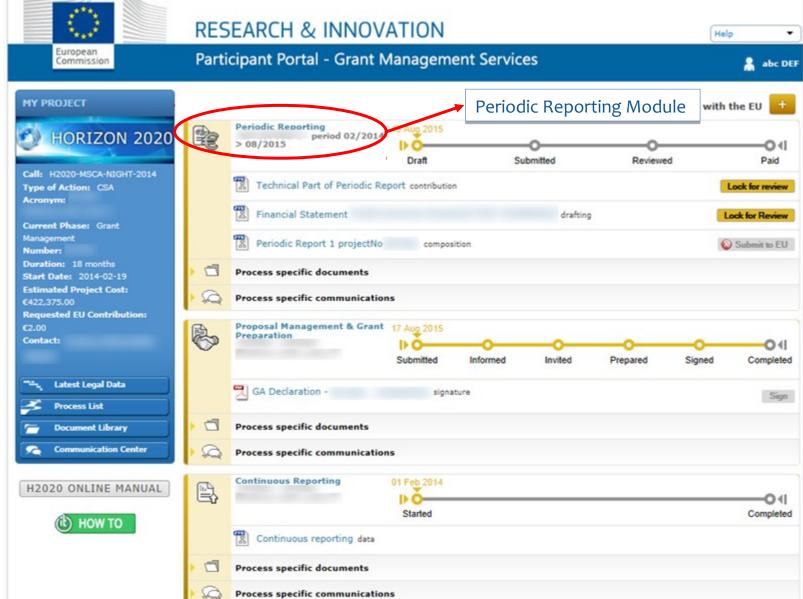
> Grant Preparation

> > ← PREVIOUS

NEXT →

(ib) HOW TO







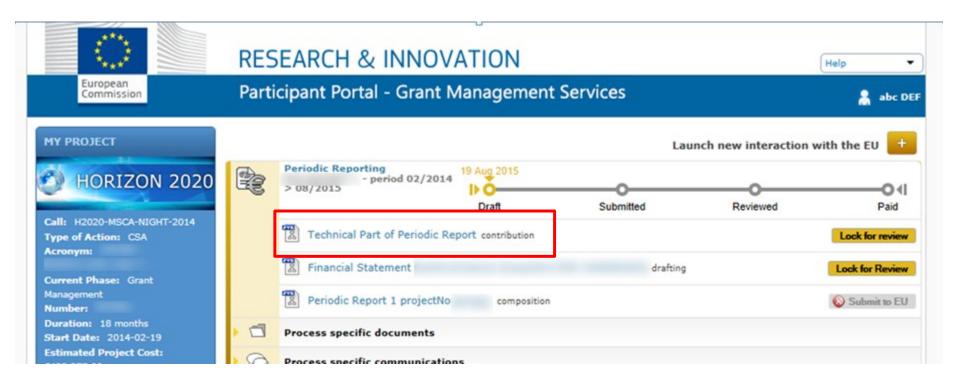
### Periodic reporting module - steps

- ✓ All beneficiaries receive a notification and log on to the Participant Portal.
- ✓ 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.
- ✓ The EU Services review the submitted Periodic Report and accept or reject it.
- ✓ Interim Payment



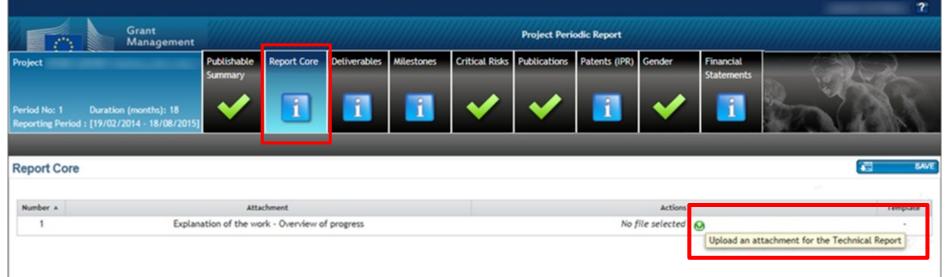
All beneficiaries will be able to work on the tables

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





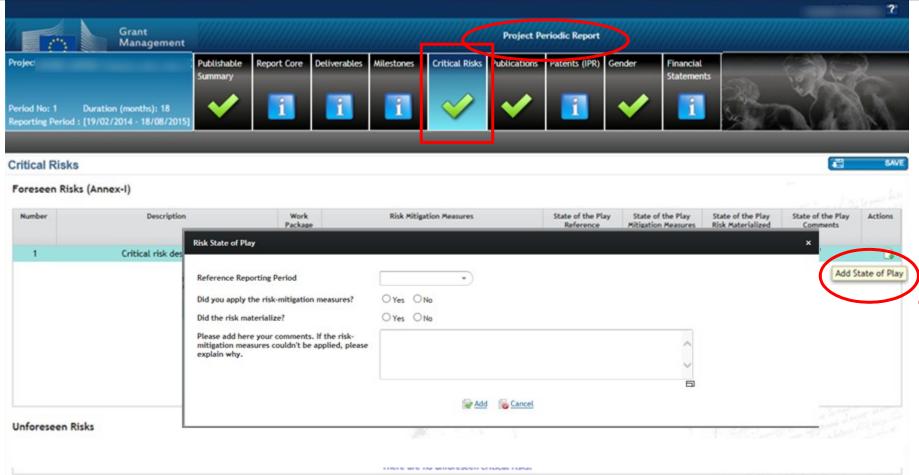
#### Current view



- The template for Part B of the Periodic Report will be available in this page.
- Template also available in the Participant Portal: <u>Template Periodic Report</u>



#### **Critical risks**



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".







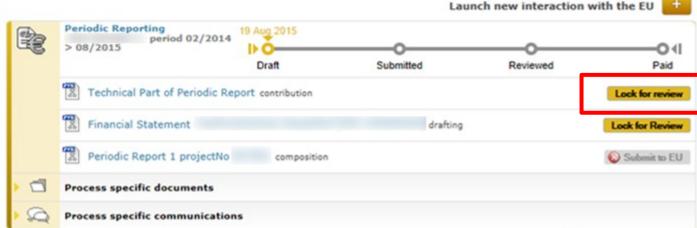
Current Phase: Grant

Duration: 18 months

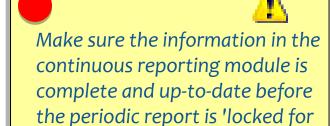
Start Date: 2014-02-19 Estimated Project Cost:

#### **RESEARCH & INNOVATION**

Participant Portal - Grant Management Services



- 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.



review'.

abc DEF



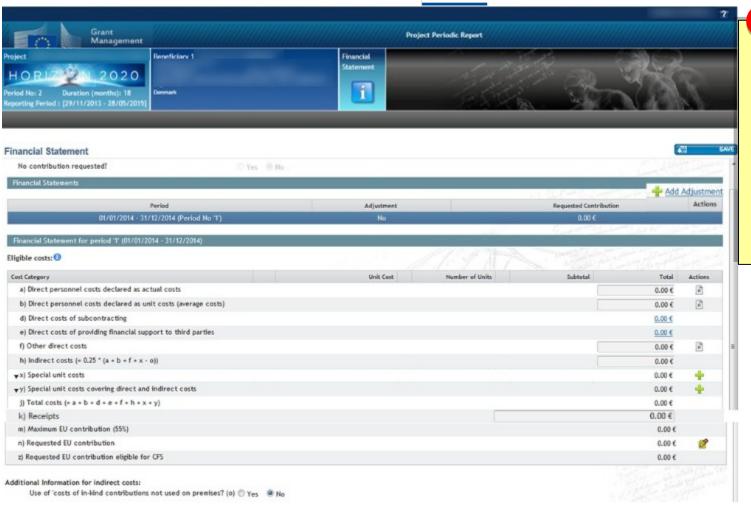
Task to be performed by each beneficiary

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





#### Financial Statement

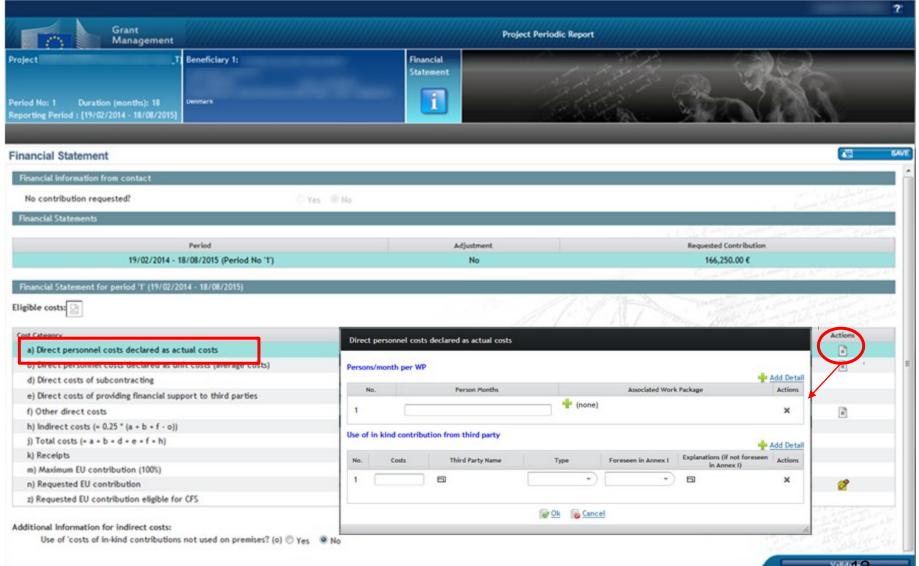


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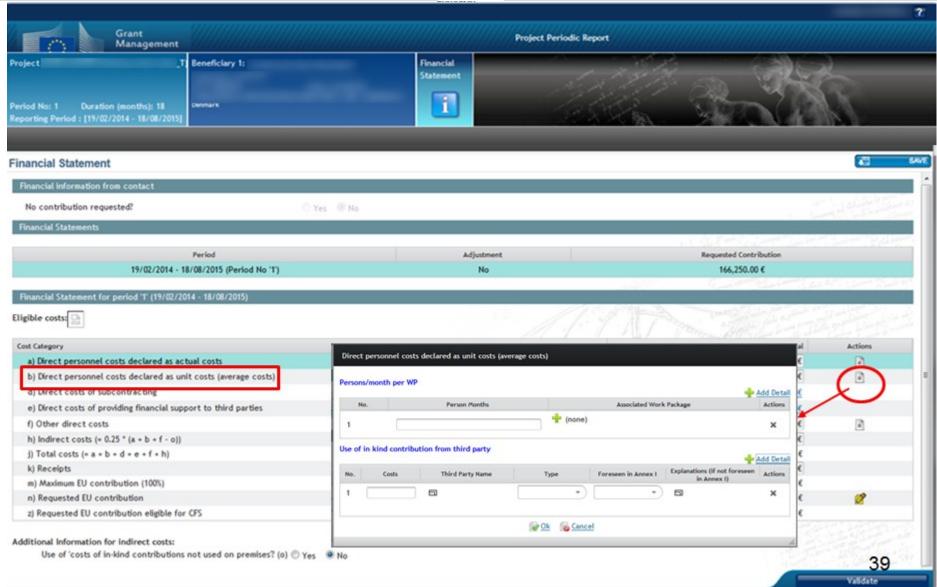


# Financial Statement (actual costs)



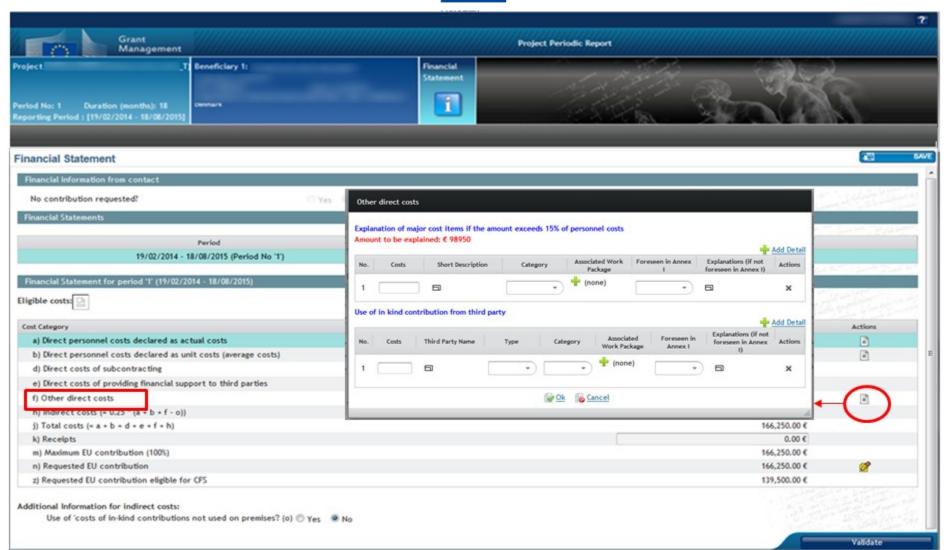


# Financial Statement (unit costs)



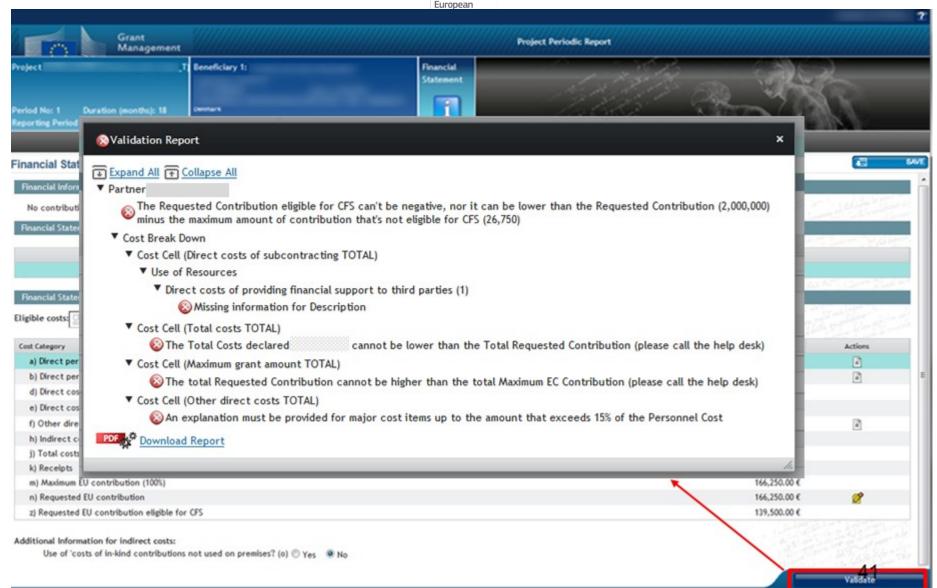


## Financial Statement (other direct costs)





# Financial Statement (validation report )





Task to be performed by each beneficiary

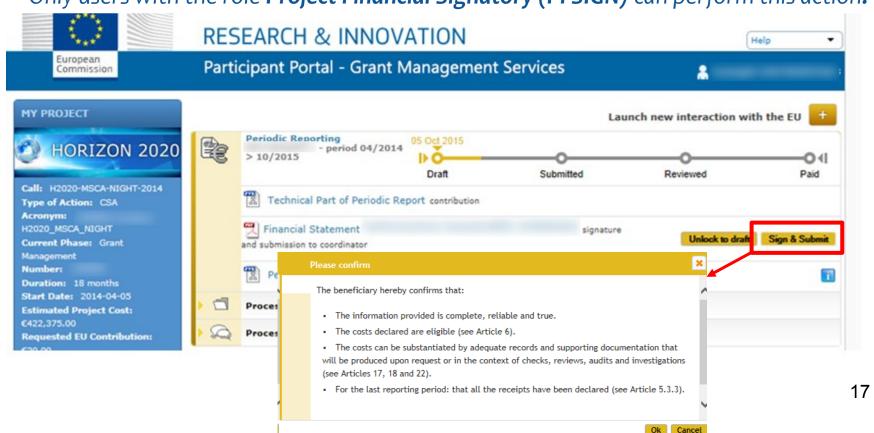
- This action will freeze the data (prevent changes) and generate a pdf document.
- Once all information has been filled in and saved, click on Lock for Review.
- The generation of the PDF might take a few minutes.





Task to be performed by each beneficiary

- The Financial Statement can be reviewed by clicking on the pdf icon.
- Only users with the roles Participant Contacts, Project Financial Signatories and Task Managers can perform this action.
- To electronically sign & submit the Financial Statement click the button Sign & Submit.
- Only users with the role Project Financial Signatory (PFSIGN) can perform this action.



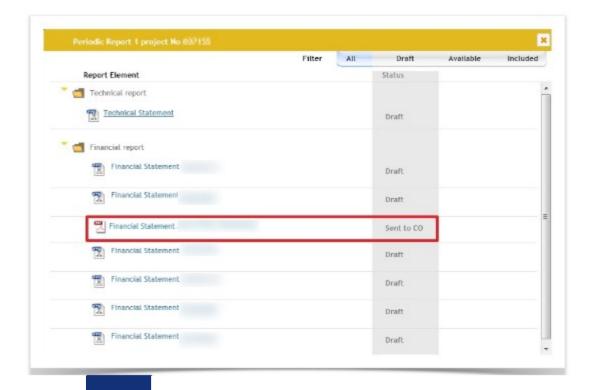
# Task to be performed by each beneficiary

- At this point the task of Financial Statement drafting is completed.
- The statement has been electronically signed & submitted to the Coordinator.
- It is accessible via the task Periodic Report composition. By clicking on the Financial Statement pdf it is possible to consult the data submitted to the coordinator.



#### **Periodic Reporting**







Each beneficiary to review.

Coordinator to accept and

submit

- The Technical Part of the Periodic Report can be reviewed by the Consortium by clicking on the PDF icon.
- Once reviewed, the Technical Part of the Periodic Report can either be unlocked for further editing or accepted for submission to the EU Services\*.
- To accept the Technical Part of the Periodic Report click the button Accept & Include.\*

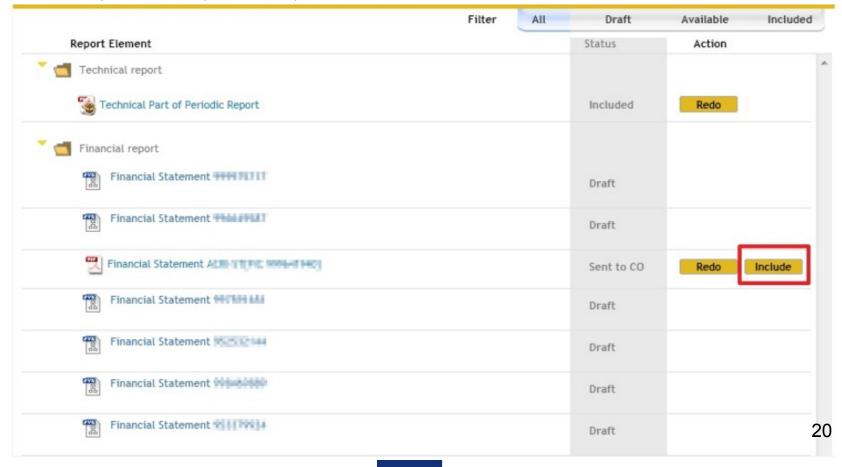
(\*Only users with the role Primary and Coordinator Contact can perform this action).





### Each beneficiary to review. Coordinator to accept and submit

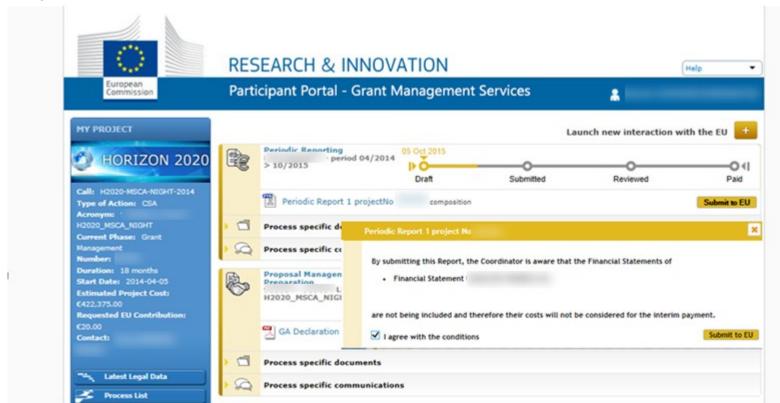
The Coordinator approves the elements of the Periodic Report by explicitly including them in the Report & submits to the EU Services (click on the task Periodic Report composition).





### Each beneficiary to review. Coordinator to accept and submit

- 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 & Subm
- Technical Report: insert data Lock for review

#### Coordinator

• Financial statements: Check

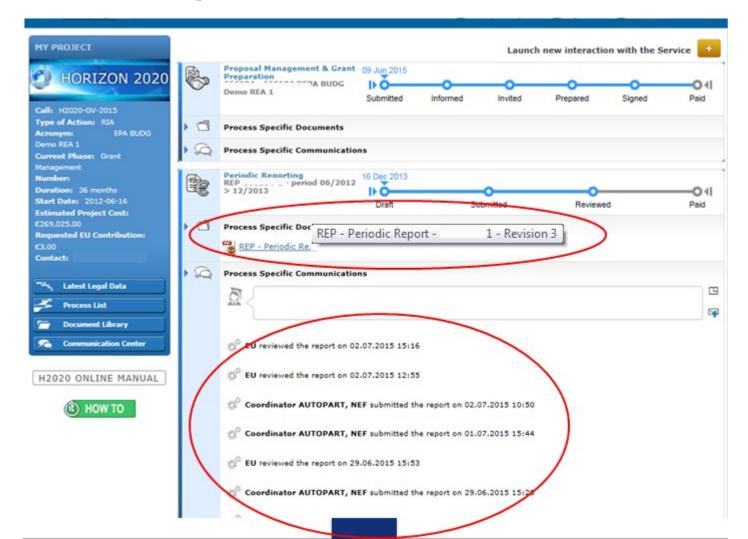


Technical Report: Check





### Coordinator/Consortium





# EU assessment of Periodic Report and payment

- ✓ The coordinator will be notified of the end of the payment process and will receive a payment letter and the supporting reports with the details of any cost rejected and the reasons for rejection.
- ✓ 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 the reasons for disagreement.



