MSCA - Individual Fellowships
Reporting Guidelines

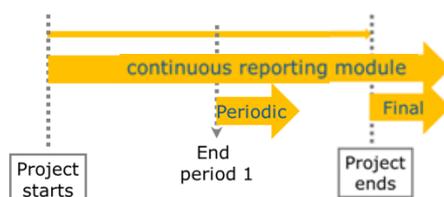## I.   When to report

According to the Grant Agreement (GA), you must submit the reports, including a financial statement, within 60 days after the end of the reporting period.

Global Fellowships:

European Fellowships:

II.   How and what to report

All reporting should be done online and through the Participant Portal.

> Useful pages:
>
> - H2020 manual – general information on the steps of the process:
>   http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/reports_en.htm
>
> - H2020 IT manual – screenshots from the Participant Portal to help you find your way:
>   https://webgate.ec.europa.eu/fpfis/wikis/display/ECResearchGMS/Reporting+process+-+general

Step 1 - the Participant Portal

When you receive a notification that the reporting is opened, go into the grant management system of the portal through 'My Area': Participant Portal -> My Projects -> MP (Manage Projects) action button.

In the right-hand side of your screen, in the process list, you will find the Periodic Reporting process as well as the "Continuous Reporting" process.
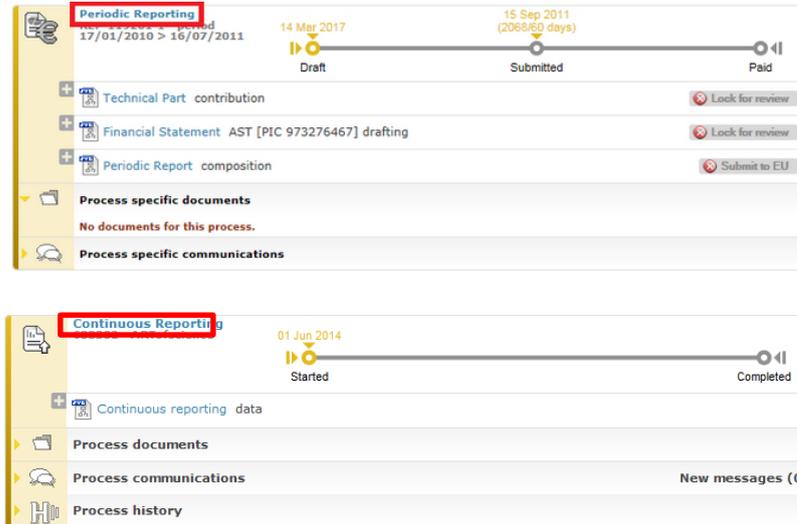
Step 2 - complete the Continuous Reporting

When clicking on "Continuous Reporting", a new screen similar to this will open:
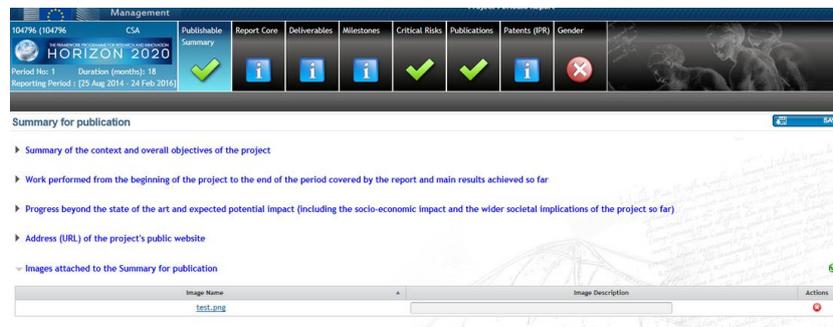
You will need to complete all tabs including a publishable summary, information about deliverables, risks, etc., and answers to various questionnaires.

Publishable Summary

The Summary for Publication should cover the entire reporting period of the project.

The summary must be completed or updated with the results of the project and it must include:

- a summary of the context and overall objectives of the project;
- the work performed from the beginning to the end of the project and main results achieved so far;

- the progress beyond the state of the art and expected potential impact (including the socio-economic impact and the wider societal implications of the project, if applicable);
- the address (URL) of the action's public website[1];
- at least one image/diagram/photo illustrating and promoting your project work (only as images and you must have cleared any rights of third parties in advance).

The text must be suitable for direct publication by the Commission in CORDIS (the free-access primary information source for EU-funded projects), so it should:

- be easily understandable by a general audience;
- preferably not be longer than 2 pages (7,480 characters);
- contain no confidential or 'EU classified' information;
- contain no references to other parts of the report since these will not be published.

Deliverables

In Individual Fellowships there are 2 types of deliverables which may have to be reported:

- Ethics requirements (if there were ethical issues identified in your proposal);
- Data Management Plan (if you participate in the "open access to research data" pilot).

At the time the Periodic Report is submitted, check if all due deliverables as identified in the Annex I are indeed submitted in the *Continuous Reporting section*; for any delays in submitting a deliverable you must enter an explanation in the comments box[2].

Note that the final payment will be suspended or reduced if deliverables are not submitted by the end of the project. To avoid this, upload any deliverable for your project as soon as it becomes due.

Critical Risks

Not applicable.

Publications

The table should be filled in as completely as possible[3]. If there are no publications (yet), please check the box to indicate this is the case.

All publications must include the statement (Article 29.4 of the GA): "*This project has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Sklodowska-Curie grant agreement No XXXXXX*".

You must ensure open access (free, online access for any user) to all peer-reviewed publications relating to your results (Article 29.2 of the GA).

> *The dominant type of peer-reviewed scientific publication is the journal article, for which open access in mandatory in Horizon 2020. In addition, however, beneficiaries are strongly encouraged to provide open access to other types of scientific publications, some of which may, in some cases, not be peer-reviewed, including monographs, books, conference proceedings and grey literature (informally published written material not controlled by scientific publishers, e.g. reports).*

You are free to deposit your peer-reviewed publications in those repositories most appropriate for your subject and publication (for instance a thematic or institutional repository). But you must continuously report all publications related to your project in 1 of the following 3 ways:

1. OpenAIRE

For publications accessible via OpenAIRE, references to these publications (with link to the project ID) are displayed automatically in the reporting section of the Participant Portal for the project.

Simply check if the references are directly linked to the work performed within the project. If so, tick these publications as relevant and they will then be included in the table of publications when the report is generated.

2. DOI

For publications not registered via OpenAIRE, you must enter the Digital Object Identifier (DOI). All the other columns of the table will then be filled automatically.

You must answer a number of other questions:

Peer-review - you can check in the system if the publication is peer-reviewed or not via 'title of publication' (the Peer-reviewed column will then be filled automatically with "YES" or "NO").

If the system answers mistakenly that the publication is not peer-reviewed, you can change the answer by ticking the box "Peer-reviewed YES".

Open access - you have 3 options (Green OA - Access is granted after an embargo period, Gold OA - Paid open access (processing charges), or No open access).

3. No OpenAIRE or DOI

You need to manually enter the full reference data.

You can have publications with a restricted (embargo) access period. In Horizon 2020 this must be no longer than six months, or twelve months for the social sciences and humanities.

Dissemination and Communication

For activities that are *directly* linked to the action, specify:

-    the total funding amount used

-    the number of activities in each of the listed categories (Organisation of a Conference, Organisation of a Workshop, Press release, Non-scientific and non-peer-reviewed publication (popularised publication), Exhibition, Flyer, Training, Social Media, Website, Communication Campaign (e.g. Radio, TV), Participation to a Conference, Participation to a Workshop, Participation to an Event other than a Conference or a Workshop, Video/Film, Brokerage Event, Pitch Event, Trade Fair, Participation in activities organized jointly with other H2020 projects, Other). It is allowed to write 0.

-    the estimated number of persons reached in the context of all dissemination activities, per type (Scientific Community (Higher Education, Research), Industry, Civil Society, General Public, Policy Makers, Media, Investors, Customers, Other)

Patents (IPR)

List here the researcher's applications for patents, trademarks, registered designs, utility models etc. as a result of the research conducted in the project.

For each, specify at least one unique identifier (e.g. a European patent application reference).

One IPR can have several IP organisations, identifiers and applicants. For multiple applications to different offices covering the same IP (e.g. the same invention), you should only indicate one office.

If you have filed an application with the European Patent Office (EPO), only this application should be mentioned. If not, only mention the first application. The same principle applies to the publication number of award of protection.
If there are none, please check the box.

Open Data

If your project participates in the open data pilot, please indicate if you have any open datasets available[4]. If not, please tick the box to indicate this.

If your dataset is:
- openly accessible or reusable : give your Digital Object Identifier (DOI) (if available);
- linked to a publication : give the DOI of the publication.

"Accessible" is defined as having free internet access for anyone. You should indicate "yes" if the open access to the data is already established or if it will be established after an embargo period.

Re-usability has 2 aspects:
- technical : the technical standards used are compatible;
- legal : the necessary rights are in place for other users to use the dataset.

Gender

The table is pre-filled for MSC Actions. Check if it is correct and if necessary, complete the information as follows[5]:

1. Gender dimension in the project: in research activities where human beings are involved as subjects or end-users, gender differences may exist. In these cases the gender dimension in the research content should have been taken into account to ensure the highest level of scientific quality.

2. Gender of R&D participants: participants means people actively participating and paid by the EU project (for Individual Fellowships, this is only the researcher).

Secondments

This screen contains all information relevant for the recruitment and is taken from the grant data. Check if everything is correct. Should corrections be needed please contact the Project Officer via the Participant Portal.
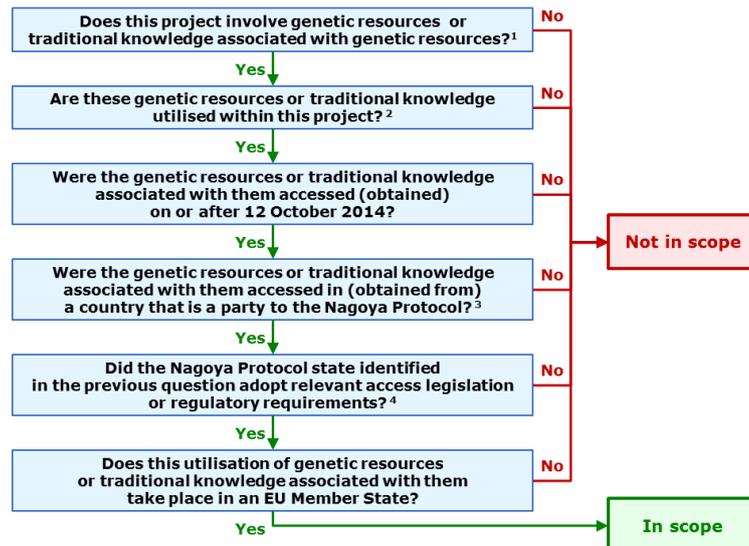
Any secondments you have undertaken should be filled in manually.

ABS Regulation

This is only applicable if your project works with **genetic materials**. Please check here if the ABS regulation is relevant: http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics_en.htm#genetic-resources and follow the decision tree below:

You can save your data in the continuous reporting module at any time, they will be transferred automatically into the reports for the reporting period.

Step 3 - complete the Technical Part of the Periodic Report

Any Participant Contact, Project Financial Signatory, Coordinator Contact, Primary Coordinator Contact and Task Manager can perform this action. Ideally though, the researcher and supervisor prepare and complete the reports as they contain scientific data.

Click on the task "Technical Part of the Periodic Report". A new screen will open with these headers available:

The technical report contains two parts:

a. **Technical Report Part A** - structured tables from the grant management system (Continuous Reporting), which include:

- a publishable summary
- deliverables, risks, etc.
- answers to the questionnaire (i.e., H2020 Key Performance Indicators: gender, patents, publications)

b. **Technical Report Part B** - narrative part, which includes:

- a cover page with the project details (number, acronym and title) and the actual start and end dates
- an overview of the work progress towards the objectives of the project

Both parts should be provided to complete the reporting.

Technical Report Part A
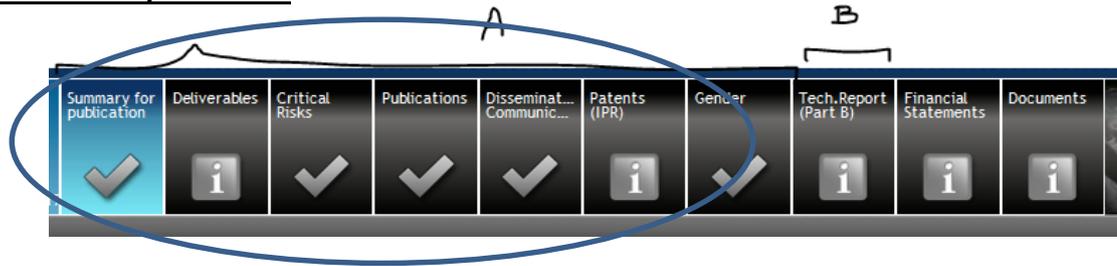
The part A (Structured Tables) can be accessed through the lifetime of the project, via the "**Continuous Reporting**" module (info), and will be used to fill out the part A of your report. You can also *view* this section via the Periodic Reporting (but *editing* can only be done via the Continuous Reporting).

See section 2 "Complete the continuous reporting" if any details still need to be completed.

Technical Report Part B
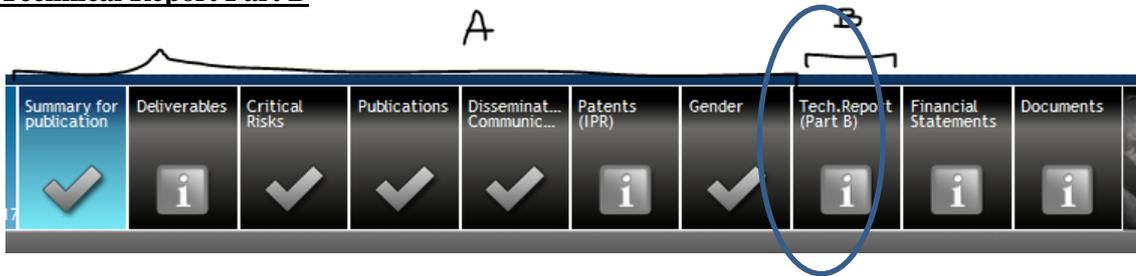
A general template for reporting can be downloaded here, which is suitable for all H2020 actions. In order to facilitate your reporting, below you can pages 18-23 adapted specifically for MSCA-IF reporting. Please remove any EC instructions before completing this template below.

Note that in case of an early termination of the project, the period covered by the report is from the start date up to the termination date as shown in the screenshot below:

Once the report is complete, you will need to upload it in the system, under the header "Tech. Report (Part B)" as a pdf file.

There is no page limit but the report should be concise and readable. Any duplication of information should be avoided.

[Start cover page]

Project[6] Number: (insert project reference number)
Project Acronym: (insert acronym)
Project title: (insert project title)

Periodic Technical Report

Part B

Period covered by the report: from (insert dd/mm/yyyy) to (insert dd/mm/yyyy)
Periodic report – (insert FIRST or FINAL)

[End cover page]

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[6] The term 'project' used in this template equates to an 'action' in certain other Horizon 2020 documentation

1. Explanation of the work carried out by the beneficiaries and overview of the progress

[This section should provide an overview of the project results towards the objectives of the project, in line with the DoA, including a summary of deliverables (i.e., Ethics requirements and/or Data Management Plan) and milestones, a summary of exploitable results and an explanation about how they can/will be exploited[7].]

1.1 Objectives

*[Overall assessment: please choose **one** of the options below and copy/paste into this section of your report.*

- *The project has fully achieved its objectives and milestones for the period.*
- *The project has achieved most of its objectives and milestones for the period, with relatively minor deviations.*
- *The project has achieved some of its objectives and milestones. However, corrective action will be required.*
- *The project has failed to achieve critical objectives and/or milestones and/or is severely delayed.]*

[List the specific scientific and training objectives for the project as described in the DoA and describe the work carried out during the fellowship towards the achievement of each listed objective. Provide clear and measurable details.]

1.2 Explanation of the work carried out per WP (Work Package)

[Explain and give details (for each WP or as a whole) of the work carried out during the duration of the fellowship. In particular, address the following points:

- *Results*
  a. *main scientific and/or technological achievements*
  b. *main innovation outputs (if applicable)*
  c. *contribution to the state of the art*
  d. *scientific and/or technological quality of the results*
  e. *comment on secondment(s), if applicable*

- *Progress of the Activities*
  a. *main research / innovation*
  b. *researcher's training*
  c. *transfer of knowledge*
  d. *difficulties or problems encountered; how they were solved (please report any deviations from the DoA in section 5)*

- *Details on the (non-scientific) management activities of the project*
  a. *was the researcher involved in all management aspects of the fellowship?*
  b. *did the researcher manage the financial part of the project?*
  c. *did the researcher receive support from the administrative staff at the host institution?*
  d. *how was the integration of the researcher within the host/department?*
  e. *did the researcher supervise Master/PhD students?*
  f. *were there weekly meetings with the supervisor?*
  g. *was the researcher involved in setting up external collaboration (if any), and in the publication of the results?*

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[7] Beneficiaries that have received Union funding, and that plan to exploit the results generated with such funding primarily in third countries not associated with Horizon 2020, should indicate how the Union funding will benefit Europe's overall competitiveness (reciprocity principle), as set out in the grant agreement

1.3 Impact

[In this section please report only on the following points:

- *Impact on the researcher's career: report on how the project enhanced the potential and future career prospects of the researcher. Please specify the next career step of the researcher.*

- *Does the work carried out enhance innovation capacity, create new market opportunities, strengthen competitiveness and growth of companies, address issues related to climate change or the environment, address industrial and/or societal needs at regional level or bring other important benefits for society?*

- *Give information on the relevant innovation activities carried out (prototypes, testing activities, standards, clinical trials) and/or new products, services, reference materials, processes or methods (to be) launched to the market, if any.*

- *Does the work carried out contribute towards European policy objectives and strategies and/or have an impact on policy making?*

- *Please identify potential users of the project results. Has there been suitable communication with interested parties?]*

1.4 Access Provisions to Research Infrastructures

Not applicable for MSCA-Individual Fellowships.

1.5 Resources used to provide access to Research Infrastructures

Not applicable for MSCA-Individual Fellowships.

2. Update of the plan for exploitation and dissemination of results (if applicable)

[Include in this section whether the plan for exploitation and dissemination of results as described in the DoA needs to be updated and give details. Even if there is no update of the plan:

- *List the conferences attended (at least the most important ones), and any other activities undertaken to disseminate the results of the project.*

- *Provide details on the protection of the acquired intellectual property (patents applications, etc.), if applicable.*

- *Did you disseminate project results in scientific publications as planned in – or in addition to – the DoA (including the deposition of publications in open access repositories)? Do they include a reference to EU funding?*

- *List all the outreach activities undertaken (visit to schools, Researchers' Night, etc).*

- *Did you disseminate and communicate project activities and results by other means than scientific publications (social media, press-release, the project web site, video/film, etc) as planned in – or in addition to – the DoA? Do they include a reference to EU funding?]*

3. Update of the Data Management Plan (if applicable)

[Indicate in this section whether the data management plan as submitted within the first 6 months of the project has been updated and give details.

Note that the [Data Management Plan](#) is intended to be a living document in which information can be made available in more detail through updates as the implementation of the project progresses and when significant changes occur.]

4. Follow-up of recommendations and comments from previous review(s)

[Not applicable for European Fellowships and the first phase of Global Fellowships.

For the second phase of Global Fellowships, please provide feedback on how you have addressed any possible recommendations or comments from the first review.]

5. Deviations from Annex 1 and Annex 2 (if applicable)

[Explain the reasons for deviations from the DoA, the consequences and the proposed corrective actions. Possible deviations include also a change of host, change of Supervisor and an early termination of the Grant Agreement.]

5.1 Tasks

[Include explanations for tasks not fully implemented, critical objectives not fully achieved and/or not being on schedule. Explain also the impact of other tasks on the available resources and the planning.]

5.2 Use of resources

Not applicable for MSCA-Individual Fellowships.

[This is the end of the technical report part B.]

Once you have completed and uploaded the requested information for the technical report, click the "Save" button. Then close the current screen and return to the Participant Portal. The validation button will give you an overview of errors which prevent you from saving.

Click the "Lock for Review" button, which will prevent further editing and generate a pdf document (this might take a few minutes: keep refreshing the page to see the pdf). **Only users with the role Coordinator Contact and Primary Coordinator Contact can perform this action**.
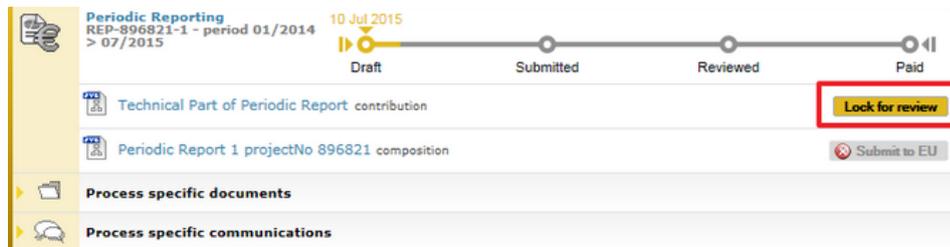
Once reviewed, the Technical report can be unlocked ("Unlock to draft") for further editing or accepted and included ("Accept & Include") in the Periodic Report (you might have to refresh the page to see the buttons appear).
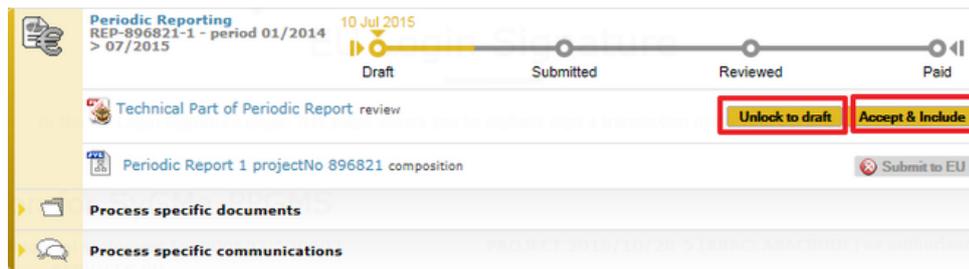
Step 4 – the financial statement

Drafting can be done by any Coordinator Contact, but the task can only be completed by the PFSIGN. It can be done in parallel with steps 2 and 4.
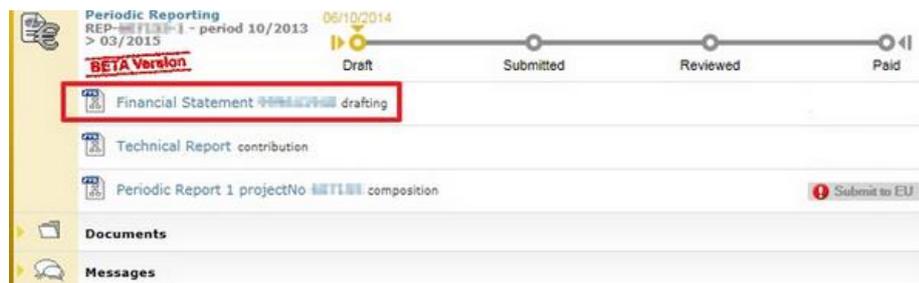

The financial statement for MSCA-IF is automatically created by the system. The units and costs per unit reported in the financial statement are calculated by the system and are **not editable**. Therefore if the research and training activities took place as per the Description of Action – DoA – (with any deviations sufficiently justified) the incurred costs for implemented researcher months are considered eligible.

However you do need to check the correctness of the reporting period and report any mistake to the Project Officer via the communication tool in the Participant Portal.

Click the Validation button to see whether all information is present, then close the current screen and return to the Participant Portal.

Any of the **Coordinator Contacts** can now click on "lock for review" which will prevent further editing and generate a pdf document (this might take a few minutes).
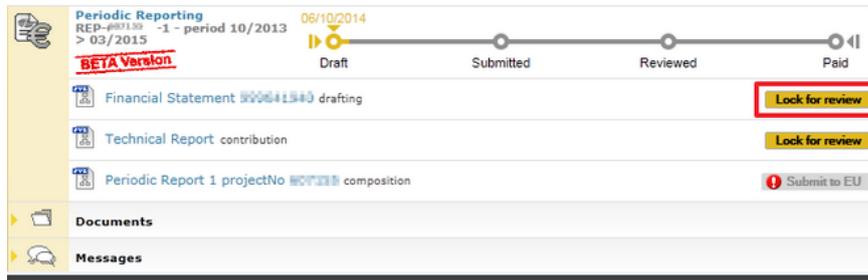
Before submitting, the **PFSIGN**[8] should review the Financial Statement. Once reviewed, they can unlock the Financial Statement for further editing ("Unlock to draft") or electronically sign & submit ("Sign and Submit") to the coordinator[9]:
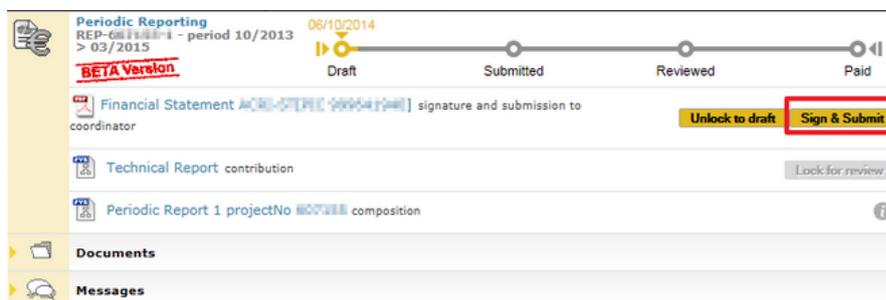
The system will then ask the PFSIGN to confirm that the information is valid:

Once the PFSIGN has confirmed ("Ok"), the system will ask them to complete the EU Login password, in order to electronically sign the Financial Statement (the comment box is optional).

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[8] **Only** the PFSIGN is able to perform the task. If no PFSIGN is defined, the LEAR will need to do so. Please refer to http://ec.europa.eu/research/participants/docs/h2020-funding-guide/user-account-and-roles/roles-and-access-rights_en.htm for additional details on how to add this role.

[9] In MSCA-IF the coordinator is the same as the beneficiary. This means the submission is a two-step process at the level of the beneficiary (having the role of regular beneficiary and of coordinator).
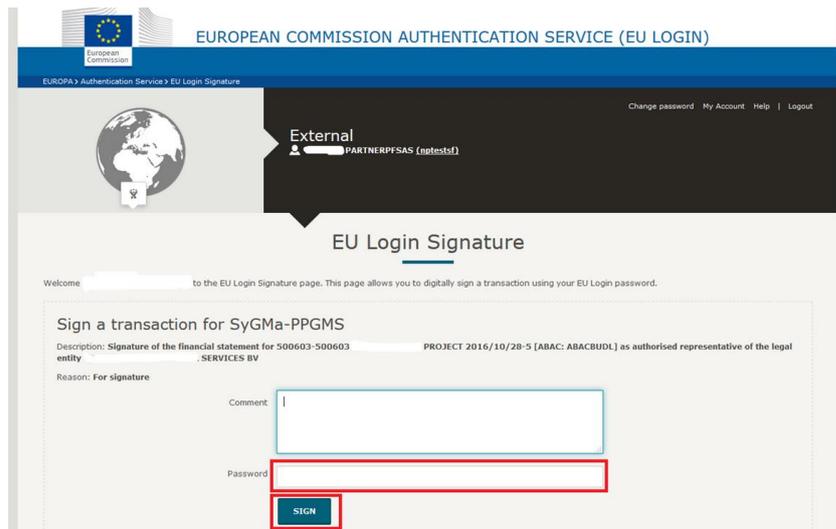
At this point you have completed the Financial Statement. It is still accessible via the task "Periodic Report composition".

Step 5 - submit to the EU

Only users with the role Coordinator Contact and Primary Coordinator Contact can perform this action.

The Coordinator must review and explicitly approve those elements of the Periodic Report, which he wishes to submit to the EU.

To approve or reject an element of the Periodic Report, click on the task **Periodic Report composition**. The screen below appears. Click on the Include /Redo button to approve or reject an element (Financial Statement and/or Technical Part of the Periodic Report).
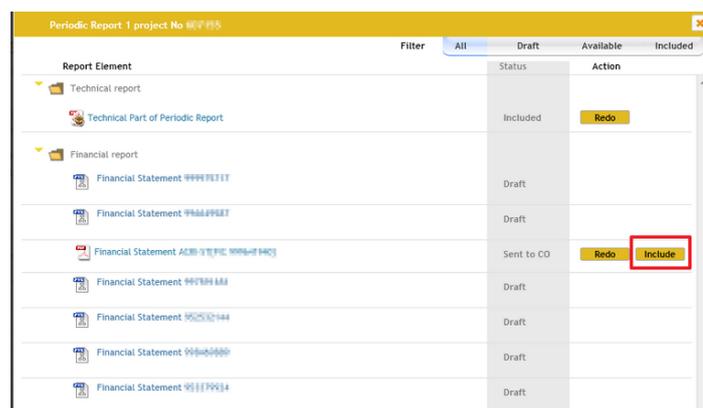
The Financial Statements and the Technical Part of the Periodic Report are submitted to the EU in one single submission. To submit click on the button "Submit to EU".


The button will be disabled if there are validation errors (in order to be able to submit to the EU at least one Financial Statement plus the Technical Part of the Periodic Report must be provided).

Once you have clicked the Submit to EU button, the system will ask confirmation. Click the "Submit to EU" button again to submit the periodic report to the EU.


The process goes to the status Submitted and the process box turns blue (this means the process is in the hands of the EU now).
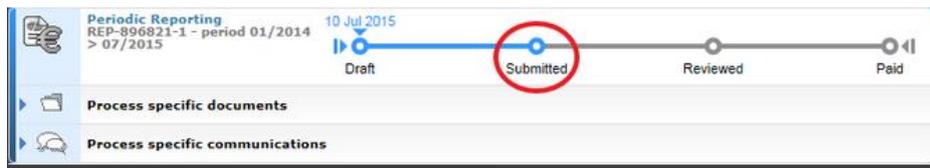

III. What is next

The EU reviews the submitted Periodic Report and either accepts, requests additional information or rejects it.

1. The EU can accept the report and start preparing the interim payment.

2. The EU can request additional information in order to accept the Periodic Report. The Coordinator[10] will be notified via the Participant Notification System. S/he should read the request letter and upload the document containing the requested information.

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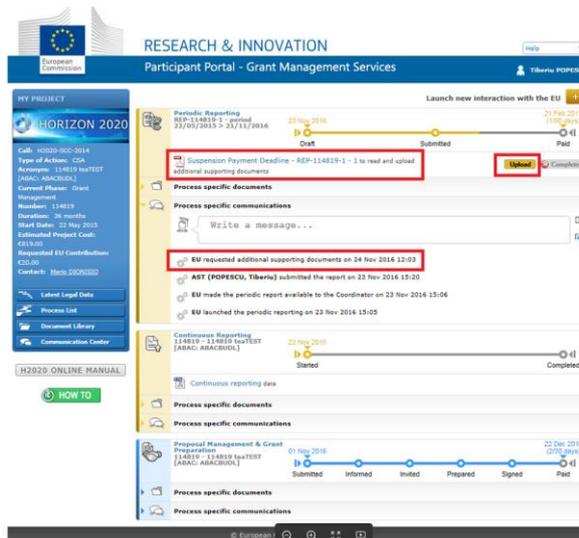
[10] In MSCA-IF the coordinator is the same as the beneficiary.
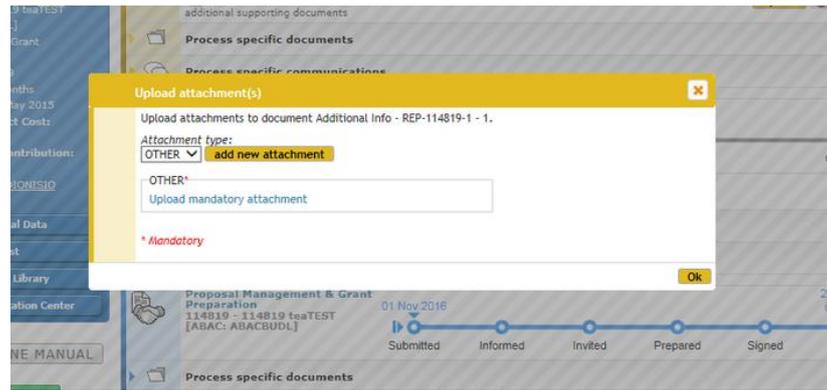
3. The EU can also ask for a revision of the Report, this means that the process described above starts again.

When the Commission approves the reports and costs declared for the period in question, it will pay the amount due to the Coordinator within 90 days of receiving the reports. This completes the reporting process.