

Grant Agreement Implementation and Reporting under H2020 in MSCA

Paris 8/6/2015

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Research Executive Agency

A - Grant Agreement Implementation

Structure of the Grant Agreement

- **Core Grant Agreement – cca 75 pages**
- **Data sheet – summary of core information – duration, beneficiaries, budget, start date, etc.**
- **Annexes:**
 - **Annex I – Description of the action**
 - **Part A – structured data – Beneficiaries list, Deliverables, Milestones, Work packages, Ethics list**
 - **Part B – narrative part from the proposal**
 - **Annex II – Estimated budget of the action**
 - **Annex III – Accession forms**
 - **Annex IV– Model for the financial statement**
 - **Annex V and VI – not applicable for MSCA**

Core Grant Agreement

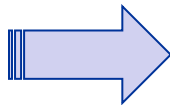
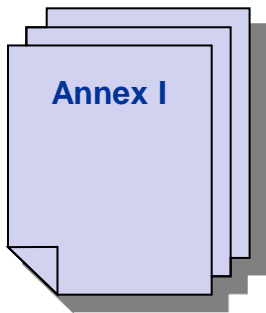


Core GA

- List of beneficiaries
- Duration
- Reporting periods
- Maximum EU financial contribution
- Pre-financing and Guarantee Fund
- Bank Account
- All provisions necessary for GA implementation (review, terminations, communication, ownership, etc.)
- Signature (electronic)

Copy to be given to the beneficiaries and the recruited fellows

Annex I: Description of the action

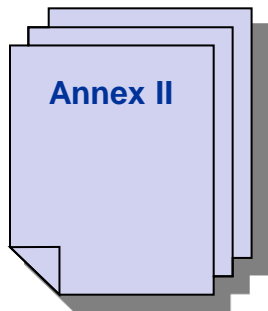


Joint research programme, recruitment planning, training, milestones and deliverables
(no deviation allowed; before deciding on any modification please contact your PO)

All reports (Progress, Periodic, Final) will be assessed with respect to Annex I

Copy to be given to the beneficiaries and the recruited fellows

Annex II: Estimated budget of the action



- **1 line per beneficiary**
- **Researcher moths multiplied by the rates** defined in the Work Programme
- **Basis for reporting of costs**

Copy to be given to the beneficiaries and the recruited fellows

① print format A4

MODEL ANNEX 2 FOR H2020 MSC-ITN — MULTI

ESTIMATED BUDGET FOR THE ACTION

		Estimated eligible ¹ costs (per budget category)										EU contribution			
		A. Costs for recruited researchers					B. Institutional costs					Total costs	Reimbursement rate %	Maximum EU contribution ²	Maximum grant amount ³
		A.1 Living allowance	A.2 Mobility allowance	A.3 Family allowance	B.1. Research, training and networking costs	B.2. Management and indirect ⁴ costs									
		Unit		Unit		Unit		Unit		Unit					
		Costs per unit	Total a ⁶	Costs per unit	Total b ⁶	Costs per unit ⁷	Total c ⁶	Costs per unit	Total d ⁶	Costs per unit	Total e ⁶	f = a+b+c+d+e	g	h	i
1 [short name beneficiary]															
2 [short name beneficiary]															
3 [short name beneficiary]															
...															
Total consortium															

¹ See Article 6 for the eligibility conditions

² This is the *theoretical* amount of EU contribution that the system calculates automatically (by multiplying all the budgeted costs by the reimbursement rate). This *theoretical* amount is capped by the 'maximum grant amount' (that the Commission/Agency decided to grant for the action) (see Article 5.1).

³ The 'maximum grant amount' is the maximum grant amount decided by the Commission/Agency. It normally corresponds to the requested grant, but may be lower.

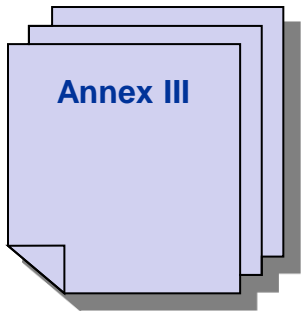
⁴ The indirect costs covered by the operating grant (received under any EU or Euratom funding programme; see Article 6.3(b)) are ineligible under the GA. Therefore, a beneficiary that receives an operating grant during the action's duration cannot declare indirect costs for the year(s)/reporting period(s) covered by the operating grant (i.e. the unit cost for management and indirect costs will be halved for person-months that are incurred during the period covered by the operating grant).

⁵ See Article 5 for the form of costs

⁶ Total = costs per unit x number of units (person-months)

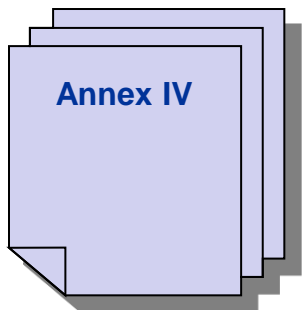
⁷ The amount for the family allowance (250 EUR) represents the average unit cost (with family 500 EUR; without family 0 EUR). For the financial statements (Annex 4), the beneficiaries must adjust this amount according to the actual family status of the recruited researchers.

Annex III: Accession forms



- 1 per beneficiary (except of the coordinator)
- To be signed electronically by LSIGN within 30 days after GA signature
- Automatic reminder by the system

Annex IV: Financial statement



- 1 per beneficiary (including the coordinator)
- To be signed electronically by FSIGN when reporting period is due
- Automatic reminder by the system

Annex IV: Financial statement

🖨 print format A4

MODEL ANNEX 4 FOR MSC ITN

FINANCIAL STATEMENT FOR BENEFICIARY [name]

ANNEX 4

	Name of the fellows *****	Number of units (researcher months)
Beneficiary		
Total Beneficiary		

Eligible* costs (per budget category)												EU contribution		
A. Costs of recruited researchers						B. Institutional costs					Total costs	Reimbursement rate %	Maximum EU contribution **	Maximum grant amount
A.1 Living allowance		A.2 Mobility allowance		A.3 Family allowance		B.1. Research, training and networking costs			B2. Management and indirect costs					
Form of costs***		Unit		Unit		Unit		Unit		Unit				
	Costs per unit	Total (a) ****	Costs per unit	Total (b) ****	Costs per unit	Total (c) ****	Costs per unit	Total (d) ****	Costs per unit	Total (e) ****	(f) = (a)+(b)+(c)+(d)+(e)	(g)	(h)	(i)
Total														

Checkbox: I confirm that the total amount of the allowances used (including compulsory deductions) for the researcher is equal to or higher than the living allowance, the mobility allowance and the family allowance as set out in Annex 2 of the Agreement or any underpayments in Reporting Period 1 will be corrected by the end of the action.

The beneficiary hereby also 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).

① The beneficiary must declare all eligible costs, even if - for actual costs, unit costs and flat-rate costs - they exceed the amounts indicated in the estimated budget (see Annex 2). Amounts not declared in the individual financial statement will not be taken into account by the Agency

* See Article 6 for conditions for costs to be eligible

** This is the theoretical amount of EU contribution if the reimbursement rate is applied to all the budgeted costs. The theoretical amount of EU contribution for the action is capped by the maximum grant amount.

*** See Article 5 for forms of costs

**** Total = Costs per unit x Number of units (researcher months)

***** Name of the researcher and related units for living (A.1) and family (A.3) allowances will be prefilled on the basis of the information provided by the beneficiary in the 'researcher declaration'

Role of the Coordinator

Article 41.2b of the GA

- *Monitor implementation of the action*
- *Act as intermediary for all communication between consortium and the REA*
- *Request and review any document or information required by the REA*
- *Submit the deliverables and reports to the REA*
- *Ensure payment to other benefices without delays*
- *Inform the REA of the amounts paid to each beneficiary, if required*
- *Etc.*

Coordinator cannot delegate those tasks to other beneficiaries or subcontract to the third party

Role of the Beneficiaries

Article 41.2a of the GA

- *Inform the coordinator if any events likely to affect the implementation of the action*
- *Submit to the coordinator timely*
 - Individual financial statement
 - Data needed to draw up the technical reports
 - Researcher declaration and any other needed documents
 - Ethics committee documents and information
- *Etc.*

Beneficiaries are **jointly** liable for the **technical implementation** of the action, If a beneficiary fails to implement part of the action, other beneficiaries become responsible for it without any additional EU contribution,

Beneficiaries have **individual** responsibility for their own **financial statement**

B - Reporting

Participant Portal is your entry point to submit :

- Project Reports
- Researchers declarations for all researchers
- Other documents (e.g. Notification of Starting date, Amendment)

"My Area" – "My projects" tab

Principles of submission in H2020:

- Forms and templates provided in the electronic exchange system (PP)

Two-step submission process:

- 1 - Beneficiary → Coordinator
- 2 - Coordinator → REA

- No paper signed document, **only electronic submission**
- **Process more automated**

Reporting:

1. Continuous reporting

- during whole project life cycle, whenever needed
 - Researcher declaration
 - Deliverables
 - Publications
 - Questionnaires
 - etc.

2. Periodic reporting

- Reports from art. 19 and 20 of the GA
- Predefined templates in the system

My Organisation(s)

My Proposal(s)

My Project(s)

My Notification(s)

18

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



Access Amendment



Grant Preparation



Manage Projects



Financial Reporting



Periodic Reporting



Reporting & Deliverables



Project Consortium



View Proposal

Show 10 entries

EXCEL

Search:

ACRONYM

CALL

PROG

PROJECTID

ROLES

PHASE

ACTIONS

IMMUNOSHAPE

H2020-MSCA-ITN-2014

H2020

642870

PC

Grant Management

VP

MP

Showing 1 to 1 of 1 entries.

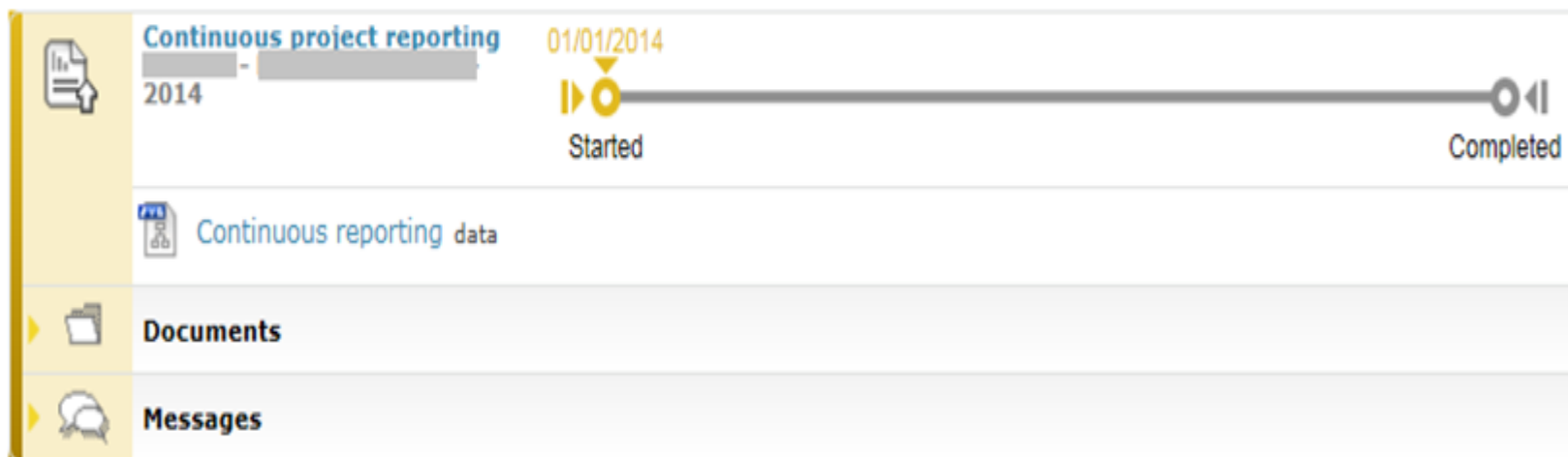
← PREVIOUS

1

NEXT →

1 - Continuous Reporting:

- Possible to submit whenever during the project life cycle:



Researchers Declaration (RD):

- Art. 19 of the GA
- To be submitted **by each beneficiary** for all recruited/seconded researchers for
 - **ITN**
 - **RISE**
 - **COFUND**
- In FP7 DoC for ITN/IAPP and RRR for Cofund and IRSES

Contains:

- personal data (name, date of birth, nationality, gender, family charges, is researcher enrolled in PhD programmes, email of researcher, etc.
- Data related to the project allowances: start date and end date of secondment/recruitment, hosting institution, etc.

Researchers Declaration – step 1:

Project Researcher Library:

- Each beneficiary can add researcher and fill in all personal data
- It is saved in the project database
- Once RD needs to be created, researcher data are taken automatically

Advantages:

- consistency of the data
- time saving (especially for RISE)



Project Continuous Report

Project 645704 (SUPERCONCRETE)



Call: H2020-MSCA-RISE-2014 Action : MSCA-RISE

Resp. Unit: REA/B/01 Duration: 48

Researchers



Researcher Declaration

Project's Researcher Library

Fellow Id	First Name	Last Name	Gender	Birthday	Nationality	Submitted D
1	FIRST	LAST	M	20-02-2015	AD - Andorra	5 of
3	Meriadoc	Christmas	M	28-01-2014	TL - Timor Leste	1 of
4	Harry	Houdini	M	11-03-1111	CU - Cuba	0 of
5	Joe	LeTaxi	M	03-02-2015	FR - France	0 of
6	James	Bond	M	01-02-2015	AD - Andorra	0 of
7	fdsfds	fds	F	08-03-2015	AF - Afghanistan	0 of
8	TEST-8-B	fdsfd	M	08-03-2015	AD - Andorra	0 of
9	fdsfds	fds	M	08-03-2015	AD - Andorra	0 of
10	CHris	Norris	M	12-03-1986	SC - Seychelles	0 of
11	Paul	Sorvino	M	10-12-2014	AN - Netherlands Antilles	1 of
11	Tony	Soprano	M	10-12-1961	US - United States	1 of
12	Hudson	Hawk	M	12-01-1944	US - United States	0 of

Researcher Declaration

Researchers Declaration – step 2:

Create RD:

- According to GA – to be submitted within
 - 20 days after recruitment (ITN)
 - 20 days of the secondment (RISE)
 - 20 days of the start of the research training activities (COFUND)
- For researchers that already exist in the project library (all personal data are automatically prefilled)

Grant Management

Project 645704 (SUPERCONCRETE)

HORIZON 2020

L: H2020-MSCA-RISE-2014 Action : MSCA-RISE
p. Unit: REA/B/01 Duration: 48

Researchers



Project Continuous Report

Researcher Declaration














































Researcher Declaration

No	Fellow Id	First Name	Last Name	Sending Organisation	Secondment Organisation	Start Date	End Date	Working Time Commitment
1	1	FIRST	LAST	Universidade Do Minho	Ast Advanced Space Technologies Gmbh	01-02-2015	28-02-2015	FULL_TIME
2	1	FIRST	LAST	Ast Advanced Space Technologies Gmbh	Technische Universiteit Delft	01-02-2015	24-02-2015	FULL_TIME
3	1	FIRST	LAST	Ast Advanced Space Technologies Gmbh	Technische Universiteit Delft	01-02-2015	24-02-2015	FULL_TIME
4	3	Meriadoc	Christmas	Ast Advanced Space Technologies Gmbh	Universidade Do Minho	25-02-2015	26-02-2015	FULL_TIME
5	4	Harry	Houdini	Ast Advanced Space Technologies Gmbh	Technische Universiteit Delft	01-02-2015	26-02-2015	PART_TIME (33 %)
6	5	Joe	LeTaxi	Ast Advanced Space Technologies Gmbh	Philips Electronics Nederland B.v.	02-02-2015	28-02-2015	PART_TIME (14 %)
7	3	Meriadoc	Christmas	Ast Advanced Space Technologies Gmbh	Technische Universiteit Delft	01-03-2015	15-03-2015	PART_TIME (4 %)
8	5	Joe	LeTaxi	Ast Advanced Space Technologies Gmbh	Universidade Do Minho	03-03-2015	15-03-2015	FULL_TIME
9	5	Joe	LeTaxi	Ast Advanced Space Technologies Gmbh	Universita Degli Studi Di Salerno	03-03-2015	23-03-2015	PART_TIME (3 %)

Deliverables:

- Art. 19 of the GA
- To be uploaded directly on the PP **by the Coordinator**
- All MSCA
- Scientific deliverables and other deliverables as defined in the GA Annex I

Deliverables

WP No	Del No	Title	Est. Del. Date (annex I)	Receipt Date	Comments	Accept/Cancel Date	Status	
WP1	D1.1	JET1.D01	01/11/2014				Pending	
WP1	D1.2	JET1.D02	01/01/2015				Pending	
WP1	D1.3	JET1.D03	01/04/2016				Draft	  
WP1	D1.4	JET1.D04	01/11/2016				Draft	  
WP1	D1.5	JET1.D05	01/07/2016				Draft	  
WP1	D1.6	JET1.D06	01/04/2018				Pending	
WP1	D1.7	JET1.D07	01/11/2018				Pending	
WP2	D2.1	JET2.D01	01/05/2014				Pending	
WP2	D2.2	JET2.D02	01/06/2014				Pending	
WP2	D2.3	JET2.D03	01/01/2015				Pending	
WP2	D2.4	JET2.D04	01/04/2015				Pending	
WP2	D2.5	JET2.D05	01/06/2015				Pending	
WP2	D2.6	JET2.D06	01/05/2016				Pending	
WP2	D2.7	JET2.D07	01/07/2016				Pending	
WP2	D2.8	JET2.D08	01/06/2017				Pending	
WP2	D2.9	JET2.D09	01/05/2018				Pending	
WP2	D2.10	JET2.D10	01/11/2018				Pending	
WP2	D2.11	JET2.D11	01/11/2016				Pending	
WP2	D2.12	JET2.D12	01/07/2018				Pending	
WP3	D3.1	JET3.D01	01/05/2014				Pending	

Questionnaires:

WHAT

Evaluation questionnaire - at the end of the secondment/recruitment

Follow-up questionnaire - two years after secondment/recruitment

- Each researcher (recruited / seconded)
- All MSCA

HOW

Via PP → MP

2 - Periodic reporting

1. Progress reports (art. 19 of GA)

▪ WHEN

ITN - Within **30 days after year 1**

RISE - within **30 days after the end of** each year, except when the periodic and final reports are due (**year 1 and 3**)

NO financial report required

COFUND and IF – not applicable

▪ WHAT

Template defined on the Participant Portal

Attachments possible

▪ HOW

via PP → MP

2. Periodic Report (art.20 of GA) - for ITN, RISE, COFUND

▪ WHEN

Within **60 days** following the end of each reporting period

▪ WHAT

Periodic report includes:

- **Technical report** (attachment) + **Continuous reporting**, including questionnaire (H2020 key indicators)
- **Financial report** – Individual financial statement from each beneficiary + Periodic summary financial statement

▪ HOW

Via PP → MP

2. Periodic Report (art.20 of GA) - for IF

- **IF with 1 reporting period:**

Within **60 days** following the **end the project**

"Report" containing:

- **Technical report** (attachment) + **Continuous reporting**, including questionnaire (H2020 key indicators)
- **Financial report** – Individual financial statement from beneficiary

- **IF with more than 1 reporting period:**

Within **60 days** following the **end of each RP**

"Periodic report" containing:

- **Technical report** (attachment) + **Continuous reporting**, including questionnaire (H2020 key indicators)
- **Financial report** – Individual financial statement from beneficiary

- **HOW**

Via PP → MP

3. Final report

▪ WHEN

Within **60 days** following the **end of the last reporting period**

▪ WHAT

- Report covers whole project period
- **Final technical report**
- **Final financial report** (final summary financial statement created automatically by the electronic exchange system, consolidating the individual financial statements for all reporting periods)
- To be submitted together with Periodic report for last RP

▪ HOW

Via PP → MP

Applicable for:

- **IF with more than 1 RP**
- **ITN**
- **RISE**
- **COFUND**

No Funding distribution report

No Certificate on Financial Statement

Only specific cases – recovery, termination, audit, etc. defined in the GA

Reporting Summary

Reports	ITN	RISE	COFUND	IF with 1 RP	IF with more than 1 RP
Progress report	X	X			
Periodic report (<i>end of each reporting period</i>)	X	X	X	X	X
Final Report (<i>end of the project</i>)	X	X	X		X
Researcher Declaration (<i>for each researcher</i>)	X	X	X		

Submission of Periodic report – H2020 principle:

- **Coordinator** prepares **Periodic Technical report**, based on the input from all beneficiaries
- **Beneficiaries** (including Coordinator) prepare their individual **Financial statements**, signed electronically (FSIGN) and submit to Coordinator
- Coordinator "marks for submission" all reports to be submitted to REA
- Coordinator submits all reports in one package – **Single Submission**.

NB: In case of need coordinator can decide to submit package without some Form C (beneficiaries didn't submit Form C on time and blocking payment for whole consortium), those beneficiaries will not have any opportunity to submit their Form C within the same reporting period, only in the next reporting period!

Notifications:

WHAT

- LEAR directly via PP
- To notify about changes in the organization legal data - address, name, universal transfer of rights, etc.

HOW: via PP → My Area → My Organization

- **Starting date notification – for IF only** – art. 3 of the GA

HOW: via PP → My Projects → MP

WHO submits WHAT:

Coordinator:

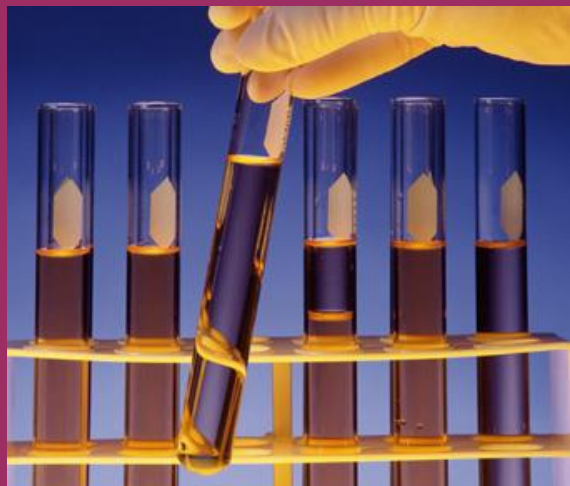
- Progress report
- Periodic report
- Final report
- Amendments

Each beneficiary incl. Coordinator:

- Financial Statement – FORM C
- Researcher Declarations
- Notifications

Each researcher:

- Questionnaires



Amendments:

WHAT

- Changes in the Grant agreement (e.g. change in consortium, modification of Annex I, etc.)
- **Normally with prior agreement of project officer**

HOW

Via PP → MP



European
Commission

RESEARCH & INNOVATION

Participant Portal - Grant Management Services

Ppgms COCO

MY PROJECT

HORIZON 2020

Call: H2020
Scheme: RIA
Acronym: Project 700300
Current phase: Negotiation
Number: 700300
Duration: 60 months
Start date: 2012-11-01
Estimated project cost: €0.00
Requested EU contribution: €0.00
Contact: Antoine DE TROOSTEMBERGH

See all data ...



H2020 ONLINE MANUAL

IT HELP



Launch new amendment or task



**Proposal Management &
Grant Preparation**
700300 - Project 700300

24/02/2014



Submitted



Evaluated



Ranked



Invited



Prepared



Signed



Paid



Documents



Messages

After the grant agreement is signed
by Coordinator and by REA

MY PROJECT

HORIZON

Call: H2020
Scheme: RIA
Acronym: Project
Current phase:
Number: 70030
Duration: 60 mo
Start date: 2012
Estimated project
€0.00
Requested EU co
€0.00
Contact: Antoine
TROOSTEMBERG

Launch new Amendment or Task



Choose one of the options below



Launch new Consortium Requested Amendment

Launch

You may launch a new amendment request to the Service. For termination of the grant, please choose the last option. Different requests can be launched in parallel although it is strongly recommended to limit the number of draft requests. Once an amendment is processed and accepted by both parties, draft requests can be updated or invalidated by the system in order to reflect the latest legal basis. The new amendment will be launched based on the grant agreement data



Send a Formal Notification to the Service

Launch

At any time, you may wish to upload a PDF document and send it to the Service via the electronic system. The uploaded file will be sealed and sent to the officer in charge. The formal notification will be accessible from the document library.



Send an informal message or question to the Service

Launch

At any time, you may wish to informally exchange messages or ask questions to the Service via the electronic system. If your query is related to an ongoing process, you're encouraged to use the messages section of that process.



Terminate the Grant Agreement

Launch

Use this option only in case you wish to terminate the Grant Agreement and release the requested budget. The option to terminate the grant cannot be rejected by the Service. You'll be prompted to submit the last reporting period.

<< portal

bonagud (INTERNAL) ?



Amendments of Grant Agreement Data

Project 700301 (Project 700301)

HORIZON 2020

Call: FP7-SPACE-2013-1

Action : RIA

Resp. Unit: REA/S/02

Duration: 60

Beneficiaries



General Information



Reporting Periods



GA Information



Financial Information



Amendment Information



Work Packages



Reviews



Deliverables



Milestones



Document



DOCUMENTS

Work Packages



SAVE

[+ Add Work Package](#)

Number		Title	Lead Beneficiary	Start Month	End Month	Deliverables No.	Status	Actions
1		Management	INTA	1	10		Active	
2		WP2	INTA	1	2	<u>1</u>	Active	
3		WP3	UOS	2	3	<u>2, 3</u>	Updated	
4		Wp4	INTA	0	0		New	
5		Wp5	INTA	0	0		New	
			Total:					

Validate

Complete



Documents




Messages

MY PROJECT

HORIZON 2020

Call: H2020
Scheme: RIA
Acronym: Project 700300
Current phase: Negotiation
Number: 700300
Duration: 60 months
Start date: 2012-11-01
Estimated project cost: €0.00
Requested EU contribution: €0.00
Contact: Antoine DE TROOSTEMBERGH

 See all data ...



H2020 ONLINE MANUAL

IT HELP

Launch new amendment or task



**Consortium Requested
Amendment**
AMD-700300-1



Amendment Request data preparation

Involve PO

Lock for Review



Grant Agreement accession by others



Documents



It is highly recommended to involve the PO during the amendment request preparation



We would like to add a new beneficiary to assist Milcha with deliverable D2.1. Can the budget be increased? (20/03/2014 9:12)



The coordinator (ncocppgm) started drafting on 18/03/2014 10:43



**Proposal Management &
Grant Preparation**
700300 - Project 700300

24/02/2014




Documents

MY PROJECT

HORIZON 2020

Call: H2020
Scheme: RIA
Acronym: Project 700300
Current phase: Negotiation
Number: 700300
Duration: 60 months
Start date: 2012-11-01
Estimated project cost: €0.00
Requested EU contribution: €0.00
Contact: Antoine DE TROOSTEMBERGH

 See all data ...



H2020 ONLINE MANUAL

IT HELP

Launch new amendment or task



Consortium Requested Amendment AMD-700300-1



Withdraw

The Amendment Request can only be

- Rejected (the whole) (with comments)
- Accepted (the whole) - 45 days
- Withdrawn by the originated party

No other option; no 'negotiation'



Coordinator (ncocppgm) signed and submitted the amendment request on 24/03/2014 17:05



Beneficiary (nmilchas) signed grant agreement accession on 23/03/2014 11:05



Thanks for the quick reply! We will proceed with the request. (21/03/2014 17:36)



I understand that the new beneficiary will perform some of the tasks previously assigned to Miclha. You'll need to reshuffle the budget accordingly. (21/03/2014 14:12)



Proposal Management & Grant Preparation 700300 - Project 700300

24/02/2014



Documents



Messages