



H2020-ITN-2019

Coordinators Info Day

22 November 2019

REPORTING

Cathy Souto Enriquez
Research Executive Agency
Unit REA.A1

Disclaimer: the information provided in this presentation is not
legally binding

Outline

- ❖ *Monitoring project implementation*
- ❖ *Project Timeline*
- ❖ *Continuous reporting module*
- ❖ *Periodic reporting*
- ❖ *Project checks*
- ❖ *Ethics*
- ❖ *Communication with REA*

Monitoring Project Implementation

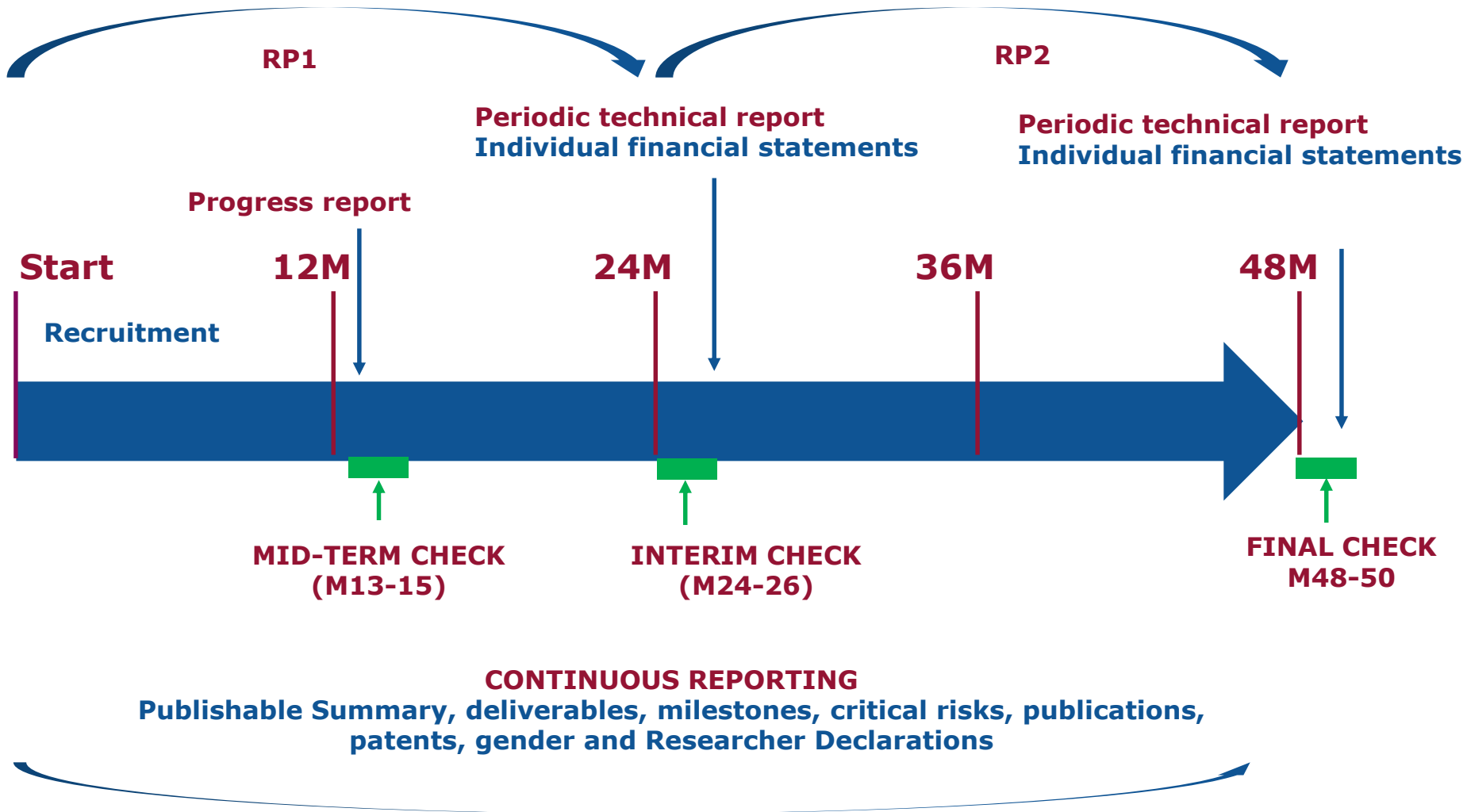
The Agency must monitor the activities of the projects in order to assess and verify:

- ✓ That the **project is implemented as described in Annex 1** (Description of the action – DoA) of the Grant Agreement (GA) (technical implementation)
- ✓ That the **project's activities comply with the obligations under the GA** (legal & administrative implementation)

In order for the Agency to verify that the project is implemented properly, the beneficiaries must submit any information requested, and in particular **the deliverables and reports specified in the GA.**

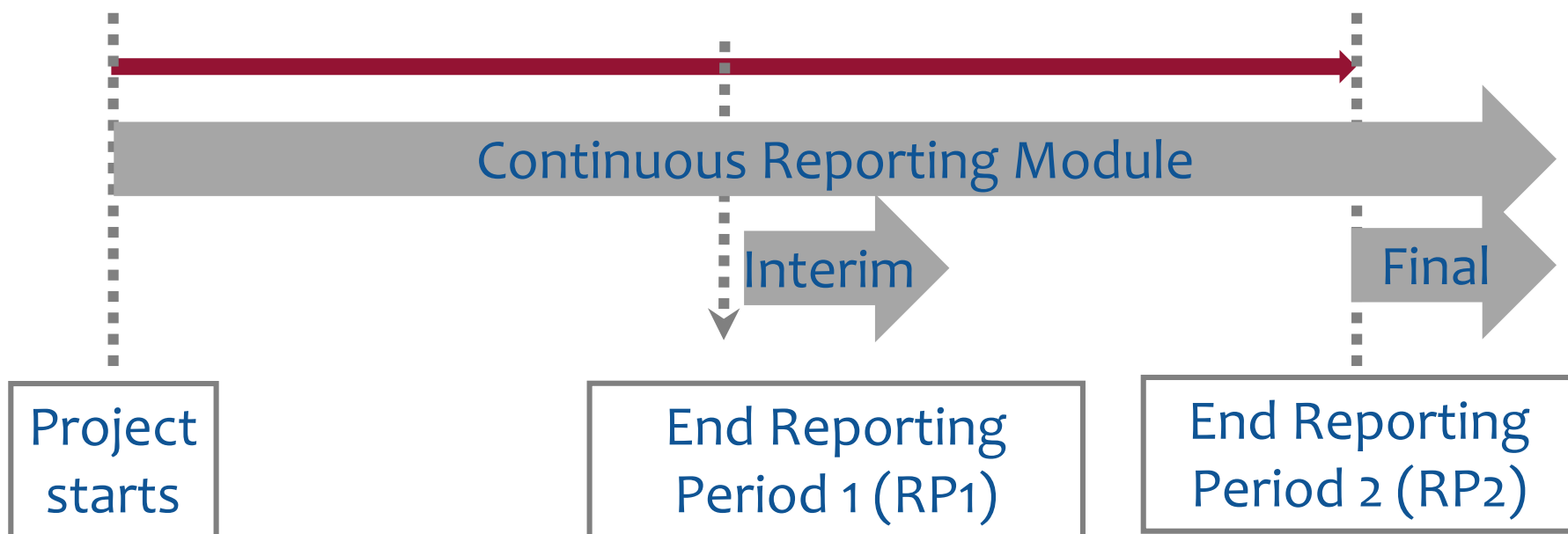
In addition, the Agency will also carry out **3 checks.**

Project timeline



How it works – IT tools

- ✓ Continuous reporting module
- ✓ Periodic reporting module



Continuous reporting module

Information to be entered as soon as project starts

External users: how to



Log in to Funding & Tender opportunities Portal

Welcome Michaela Bitsakis (bitsami)



Manage my area



SEARCH FUNDING & TENDERS

HOW TO PARTICIPATE

PROJECTS & RESULTS

WORK AS AN EXPERT

SUPPORT

select programme

2498

My Organisation(s)

GRANTS

My Proposal(s)

My Project(s)

My Formal Notification(s)



My Project(s)



More info

Click on Actions/Manage Project to access the Grants Management Services

Results: 3



Download excel list of those projects



Search..

ACRONYM

CALL

PROGRAM

PROJECT

PHASE



ACTIONS



H2020-MSCA-ITN-2016

H2020



Active



H2020-MSCA-ITN-2018

H2020



H2020-MSCA-ITN-2018

H2020



Active

1

10

Actions

Project Consortium

Manage Project

View Proposal

Continuous reporting



The screenshot displays the "RESEARCH & INNOVATION Participant Portal - Grant Management Services" interface. The top navigation bar includes the European Commission logo, the title "RESEARCH & INNOVATION", a "Help" dropdown, and the user name "Marianne PAREZ".

On the left, a sidebar titled "MY PROJECT" features a "HORIZON 2020" banner and project details: Call: H2020, Type of Action: RIA, Acronym: , Current Phase: Grant Management, Number: , Duration: 36 months, Start Date: 01 Jun 2017, Estimated Project Cost: €8,604,923.75, Requested EU Contribution: €7,685,423.75, and Contact: . Below these are buttons for "Latest Legal Data", "Process List", "Document Library", and "Communication Centre". At the bottom of the sidebar are links for "H2020 ONLINE MANUAL" and "HOW TO".

The main content area is divided into two sections. The top section, titled "Continuous Reporting", is highlighted with a red circle and a yellow border. It includes a timeline starting on "14 Jun 2017" with a "Started" marker and a "Completed" marker. Below the timeline are links for "Continuous reporting data", "Process documents", "Process communications" (with "New messages (0)" next to it), and "Process history" (with a gear icon and the text "EU launched the process on 14 Jun 2017 16:30").

The bottom section, titled "Proposal Management & Grant Preparation", includes a timeline starting on "08 Nov 2016" with markers for "Submitted", "Informed", "Invited", "Prepared", "Signed", and "Paid". Below this timeline are links for "Process documents", "Process communications" (with "New messages (0)" next to it), and "Process history".

Continuous reporting Summary for publication



 MSCA-ITN.. THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION HORIZON 2020 Call: H2020-MSCA-ITN-2018 Topic: MSCA-ITN-2018 Unit: REA/A/01	Summary for publication 	Deliverables Ethics, DMP, Other Reports 	Milestones 	Publications 	Disseminati... 	Patents (IPR) 	SME Impact 	Open Data 	Gender 	Researchers 	Training Activities 	ABS Regulation
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Summary for publication

The summary for publication should be written as a "stand-alone" text, in a language easily understandable by a broader public and must not contain any confidential data

Summary of the context and overall objectives of the project (For the final period, include the conclusions of the action)

[No text provided]

Work performed from the beginning of the project to the end of the period covered by the report and main results achieved so far (For the final period please include an overview of the results and their exploitation and dissemination)

[No text provided]

Progress beyond the state of the art and expected potential impact (including the socio-economic impact and the wider societal implication of the project so far)

[No text provided]

Address (URL) of the project's public website

- All fields are mandatory.
- Strongly recommended to upload at least one image under "Publishable Summary's associated images".

Continuous reporting Deliverables



MSCA-ITN..
THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION
HORIZON 2020
Call: H2020-MSCA-ITN-2018
Topic: MSCA-ITN-2018 Unit: REA/A/01

Summary for publication

Deliverables Ethics, DMP, Other Reports

Milestones

Publications

Dissemination

Patents (IPR)

SME Impact

Open Data

Gender

Researchers

Training Activities

ABS Regulation

Deliverables

Please download here the template for the Progress Report: [Download template](#)

WP No	Del Rel. ▲	Del No	Title	Description	Lead Be	Nature	Disseminati	Est. Del. Date	Receipt Date	Approval Date	Status
WP1	D1.5	D5			Report	Public		28 Feb 2017			Pending

Obligation to submit deliverables identified in Annex 1 (Art. 19.1 of the GA)

- The status of the deliverable is 'Pending' when a deliverable hasn't been uploaded yet and the delivery date has passed.
- Before submission a comment can be added.
- All beneficiaries can upload deliverables, but only the coordinator can submit them.
- Each time a deliverable has been submitted, the EU Officer will be notified.
- Each time the EU Officer rejects the deliverable, the Coordinator Contacts and the Participant Contacts are notified through the Participant Portal Notification System.
- Deliverables with a 'PUBLIC' dissemination level will be published as soon as they are approved by the EU officer; to change the dissemination level to 'CONFIDENTIAL', contact your Project Officer.

Continuous reporting

Milestones



MSCA-ITN..
THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION
HORIZON 2020
Call: H2020-MSCA-ITN-2018
Topic: MSCA-ITN-2018 Unit: REA/A/01

Summary for publication

Deliverables Ethics, DMP, Other Reports

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Publications

Disseminati...

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ABS Regulation

Milestones

Number	Name	Lead Beneficiary	Delivery Date (Annex I)	Achieved	Delivery Date (actual)	Comments
1	Kick-off meeting		01 Aug 2017	<input checked="" type="checkbox"/>	11 Jul 2017	

- 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.*

Continuous reporting Publications



MSCA-ITN..
THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION
HORIZON 2020
Call: H2020-MSCA-ITN-2018
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Summary for publication

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Disseminati...

Patents (IPR)

SME Impact

Open Data

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ABS Regulation

Publications

☐ This project does not currently have any scientific publication

Project publications (5 publications)

No. ▲	Type	Title	Authors	Title of the Journal/Proc./Book	Number, date or freq. of the Journal/Proc./Book	DOI	Repository Link
1	Publication in C		Bart Pannebakker	2016 International Congress of Entomology			

- Only the publications linked to the project should be included.
- The EU funding should be acknowledged.
- It is expected to see ESRs as co-authors of the publications.
- Joint publications are encouraged.
- Each beneficiary must ensure open access (free of charge, online access for any user) to all peer-reviewed scientific publications relating to its results (Art. 29,2 of the GA). Non-compliance can result in a grant reduction (Art. 29,6).

Continuous reporting Publications



SyGMA - System for Grant Management - Mozilla Firefox

https://ec.europa.eu/research/participants/grants-app/reporting/DLV-642068

Grant Management

MSCA-ITN-ETN Summary publication

HORIZON 2020

Call: H2020-MSCA-ITN-2014
Topic: MSCA-ITN-2014-ETN Unit: REA/A/01

Publications

☐ This project does not currently have any scientific publications

Suggested publications from OpenAIRE (0 publications)

Project publications (0 publications)

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

Digital Object identifier: this is a unique string of characters allocated to a website, file, or other piece of digital information

The link leading to the Open Access repository

We need this information to answer one of the H2020 KPI. 'Both the joint publications coming from public and private project participants as well as from private/public project participants with public/private organisations outside the consortium (as long as they are related to the funded project) should be reported.'

The beneficiaries must answer YES to this question in the following cases:

- Joint publication coming from public and private project participants (for instances two participants, one from public sector and another from private sector are authors of the publication)
- Publication in which one or more participants from the public sector are authors, and the publication contains also author(s) from private sector who are not beneficiaries of the project
- Publication in which one or more participants from the private sector are authors, and the publication contains also author(s) from public sector who are not beneficiaries of the project

In summary the answer should be YES always that the publication has a mix of authors from public and private sectors.

Validate

Continuous reporting Dissemination



<p>MSCA-ITN..</p> <p>THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION</p> <p>HORIZON 2020</p> <p>Call: H2020-MSCA-ITN-2018</p> <p>Topic: MSCA-ITN-2018</p> <p>Unit: REA/A/01</p>	Summary for publication	Deliverables Ethics, DMP, Other Reports	Milestones	Publications	Disseminati...	Patents (IPR)	SME Impact	Open Data	Gender	Researchers	Training Activities	ABS Regulation

Dissemination & Communication Activities

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

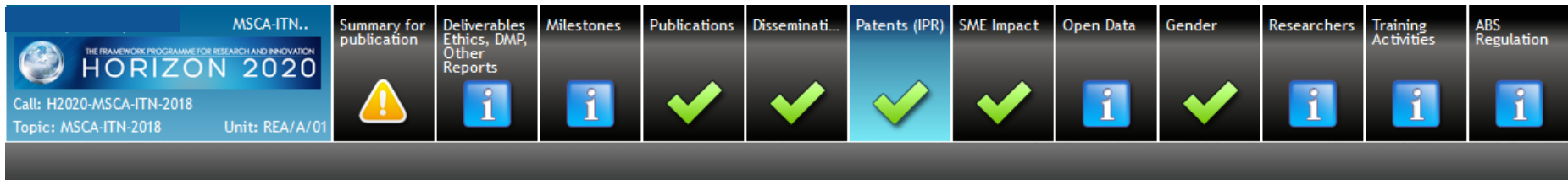
Total Funding Amount 33,000.00 €

Specify the number of Dissemination and Communication activities linked to the project for each of the following categories

Organisation of a Conference	0
Organisation of a Workshop	2
Press release	4
Non-scientific and non-peer-reviewed publication (popularised publication)	0
Exhibition	0
Flyer	0
Training	2
Social Media	0
Website	1
Communication Campaign (e.g. Radio, TV)	0
Participation to a Conference	0
Participation to a Workshop	0
Participation to an Event other than a Conference or a Workshop	0
Video/Film	0

In total funding amount, an estimation of the EU budget dedicated to the communication and dissemination activities should be indicated for statistical reasons.

Continuous reporting Patents (IPR)



Patents (IPR)

☐ This 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.

This tab lists the Registered Intellectual Property Rights which have been generated by the project.

Patents should be reported as soon as an application for patent has been filed.

Continuous reporting SME Impact
















<div>MSCA-ITN..</div> <div>THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION HORIZON 2020</div> <div>Call: H2020-MSCA-ITN-2018</div> <div>Topic: MSCA-ITN-2018 Unit: REA/A/01</div>	Summary for publication 	Deliverables Ethics, DMP, Other Reports 	Milestones 	Publications 	Disseminati... 	Patents (IPR) 	SME Impact 	Open Data 	Gender 	Researchers 	Training Activities 	ABS Regulation
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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 \(only for SME participants\)](#)

Continuous reporting Open Data



 <p>MSCA-ITN.. THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION HORIZON 2020 Call: H2020-MSCA-ITN-2018 Topic: MSCA-ITN-2018 Unit: REA/A/01</p>	Summary for publication 	Deliverables Ethics, DMP, Other Reports 	Milestones 	Publications 	Disseminati... 	Patents (IPR) 	SME Impact 	Open Data 	Gender 	Researchers 	Training Activities 	ABS Regulation 
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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](#)

Continuous reporting Open Data



MSCA-ITN..

THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION
HORIZON 2020

Call: H2020-MSCA-ITN-2018
Topic: MSCA-

Summary for publication

Deliverables Ethics, DMP, Other Reports

Milestones

Publications

Disseminati...

Patents (IPR)

SME Impact

Open Data

Gender

Researchers

Training Activities

ABS Regulation

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? ☐ Yes ☐ No

Is Dataset reusable? ☐ Yes ☐ No

D.O.I. linked Publication

[Add Data Set](#)

Continuous reporting Gender



MSCA-ITN.. THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION HORIZON 2020 Call: H2020-MSCA-ITN-2018 Topic: MSCA-ITN-2018 Unit: REA/A/01	Summary for publication 	Deliverables Ethics, DMP, Other Reports 	Milestones 	Publications 	Disseminati... 	Patents (IPR) 	SME Impact 	Open Data 	Gender 	Researchers 	Training Activities 	ABS Regulation
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Gender

Gender of researchers and other workforce involved in the project

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	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 - WAGENINGEN UNIVERSITY	N/A	N/A	N/A	N/A	3	1

Gender dimension in the project

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

Gender dimension in research analyses the various elements concerning biological characteristics and social/cultural factors of both women and men into the development of research policies and projects.

[See explanatory video.](#)

Continuous reporting Researchers



MSCA-ITN..
THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION
HORIZON 2020
Call: H2020-MSCA-ITN-2018
Topic: MSCA-ITN-2018 Unit: REA/A/01

Summary for publication

Deliverables Ethics, DMP, Other Reports

Milestones

Publications

Disseminati...

Patents (IPR)

SME Impact

Open Data

Gender

Researchers

Training Activities

ABS Regulation

Researcher Declaration

Project's Researcher Library

Fellow Id	First Name	Last Name	Gender	Birthday	Nationality	Submitted Declarations	Actions
1			Female	22-09-1991	NL	1 of 1	

Researcher Declaration

No	Fellow Id	First Name	Last Name	Status	Recruitment Organisation	Start Date	End Date	Working Time Commitment	Duration	Actions
1	1			SUBMITTED	Universitaet Bremen	16-10-2015	31-12-2016	Full Time	14.53	

Project Secondment Periods

Nr	Fellow Id	First Name	Last Name	Sending Organisation	Sector of Sending Org.	Sending Country	Secondment Organisation	Sector of Sec. Org.	Secondment Country	Start Date	End Date	Working Time Commitment	Working Time Perc.	Duration	Actions
1	13				Academic	NL- Netherlands				25-04-2016	29-04-2016	Full Time	100 %	0.17	

Each beneficiary must submit a 'researcher declaration' within 20 days after the recruitment of each researcher (Art. 19.1 of the GA).



- **First step – Project Researcher's library:** researchers personal details can be encoded in the library serving as a database from which researcher's declarations (RDs) can be automatically created and prefilled with the data from the library.
- **Second step - Creation of (RDs) by each beneficiary .**

The GA specifies the assigned researchers in the action. The assignment is identified by a duration and the profile of the researcher, but without identifying exactly the person that will be assigned to the job. The RD is the document that links a specific researcher to one of the assignments.

- **The RDs contain :**
 - **Researcher information** (name, birth date, nationality, gender, family charges, email of researcher, last countries of activity, contract type, enrolment in PhD).
 - **Recruitment information:** recruitment organisation, country and sector.
 - **Recruitment period:** start date and end date of contract, working time commitment (full time, part-time, etc.).



- *If something was wrongly encoded, a researcher's declaration can be re-opened by the EU officer and corrected by the beneficiary.*
- *There is an automatic calculation of the costs in the **Financial Statement** based on the duration (in person months) in the Researcher Declarations.
The costs are not editable.*

Thus RDs are the basis for IFS (Individual financial Statement) and need to be updated in case of change (particularly before submission of periodic reports).

Secondments

- ***Secondments** are additional periods of research training with another beneficiary or partner organisation.*
- *All beneficiaries need to report all implemented secondments.*

Continuous reporting Researchers



New Researcher Declaration

Researcher Information

Recruitment Information

Recruitment Period

Researcher

2 [Redacted]

Category

Early stage researcher

Gender

☒ Male ☐ Female

Birth Date

[Redacted]

Nationality

BE - Belgium

Last Countries of Activity (up to five)

ID - Indonesia

Email

[Redacted]

Family Charges

☐ Yes ☒ No

Contract Type

[Redacted]

Is the researcher enrolled in a PhD programme?

☐ Yes ☐ No

List all countries of residence in the last 3 years, starting from the more recent

New Researcher Declaration

Researcher Information

Recruitment Information

Recruitment Period

Import Recruitment from GAP

Destination Organisation



Legal Name



Country



Sector

☐

Academic

☐

Non-Academic

Continuous reporting Researchers



New Researcher Declaration

Researcher Information Recruitment Information **Recruitment Period**

[+ Add Period](#)

Recruitment Period 1

Start Date

End Date

Working Time Commitment

Sick leave: periods for which the researcher was absent for more than 30 days cannot be charged to the action.
They should be reported as a suspension.

Full time (100%)
Suspension (0%)
Part time (1-99%)
Maternity leave (0%)
Parental leave (0%)

Ok Cancel

Continuous reporting

Training activities



<p>MSCA-ITN.. THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION HORIZON 2020 Call: H2020-MSCA-ITN-2018 Topic: MSCA-ITN-2018 Unit: REA/A/01</p>	Summary for publication 	Deliverables Ethics, DMP, Other Reports 	Milestones 	Publications 	Disseminati... 	Patents (IPR) 	SME Impact 	Open Data 	Gender 	Researchers 	Training Activities 	ABS Regulation
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Network-wide Training Activities

	Organiser Name	Organiser Sector	Training Module Title	Skills/Knowledge Acquired	Duration (days)	ETCS Points (if applicable)	Number of Early Stage Researchers	Number of External Trainees
1		Non-Academic			5.00	3	13	1


This tab needs to list the network-wide training activities which were foreseen in the DoA and which took place.

Continuous reporting ABS regulation



 MSCA-ITN.. THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION HORIZON 2020 Call: H2020-MSCA-ITN-2018 Topic: MSCA-ITN-2018 Unit: REA/A/01	Summary for publication 	Deliverables Ethics, DMP, Other Reports 	Milestones 	Publications 	Disseminati... 	Patents (IPR) 	SME Impact 	Open Data 	Gender 	Researchers 	Training Activities 	ABS Regulation 
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EU Access and Benefit Sharing Regulation (NAGOYA Protocol)

 Important! Before answering the question below, please read the relevant information and complete the decision tree provided in the [Participant Portal Online Manual](#)

Does this project fall within the scope of the EU Access and Benefit Sharing (ABS) Regulation?

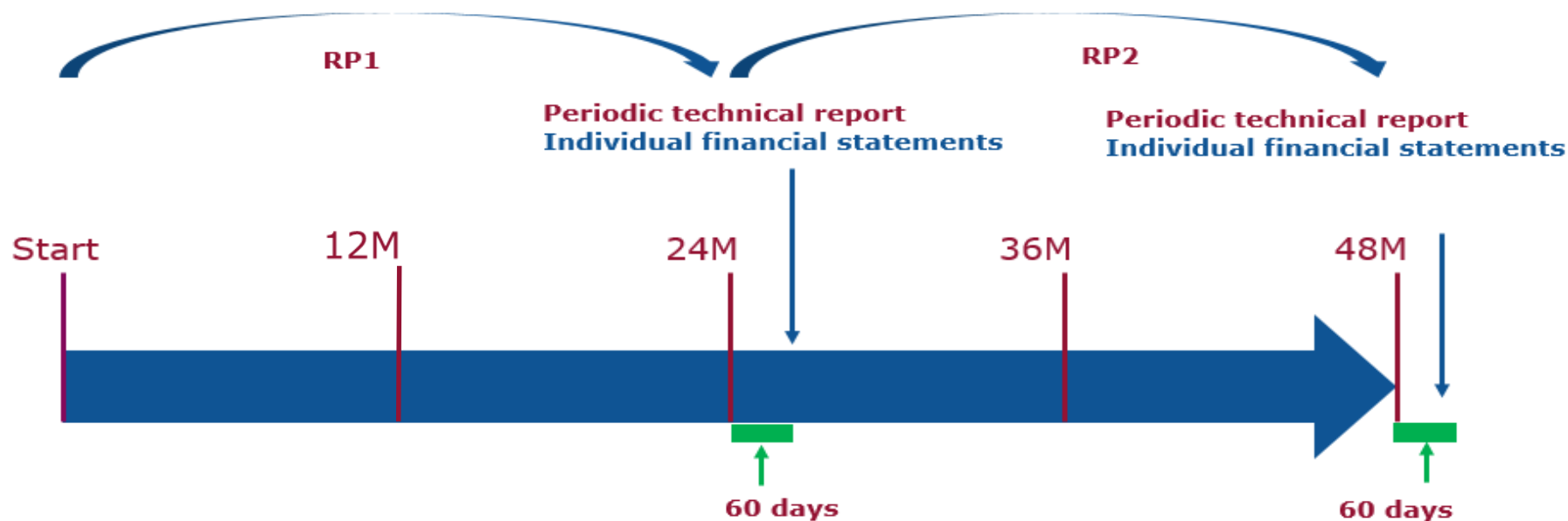
☐ Yes

Necessity to inform about 'possible obligations under the ABS Regulation' for projects utilising genetic resources .

If a project uses genetic resources and if it falls within the scope of the ABS regulation, this needs to be declared in SyGMa by the beneficiary. If this is the case, a declaration of due diligence needs to be submitted. This needs to be done before the end of the project.

Periodic Reporting

(Art. 20 of the GA)



✓ Periodic report – Payment request

➤ The periodic report contains:

(1) A Periodic technical report (part A & B):

- Part A: generated by the IT system, based on information retrieved from continuous reporting
- Part B: narrative part with explanations of the work carried out (to be uploaded as pdf)

(2) A Periodic financial report containing:

- An individual financial statement from each beneficiary.
- A periodic summary financial statement, created automatically by the electronic exchange system, consolidating the individual financial statements for the reporting period.



REA Assessment of reports and payment (Art. 21.5 of the GA)

EU Officers' assessment can be either:

- ✓ **Report acceptance** OR
- ✓ **Report rejection** - 2 options :
 - 1) Ask for revisions → Suspension of payment deadline letter → Modify Reports
 - 2) Ask for additional information → Suspension of payment deadline letter → send notification with requested information

Once accepted by EU → **Payment**

Periodic reporting module

Information to be entered after the end of each reporting period

External users: how to





RESEARCH & INNOVATION

Participant Portal - Grant Management Services

Help

abc DEF

MY PROJECT

HORIZON 2020

Call: H2020-MSCA-NIGHT-2014

Type of Action: CSA

Acronym:

Current Phase: Grant Management

Number:

Duration: 18 months

Start Date: 2014-02-19

Estimated Project Cost: €422,375.00

Requested EU Contribution: €2.00

Contact:

Latest Legal Data

Process List

Document Library

Communication Center

H2020 ONLINE MANUAL

HOW TO

Periodic Reporting

> 08/2015

period 02/2014

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



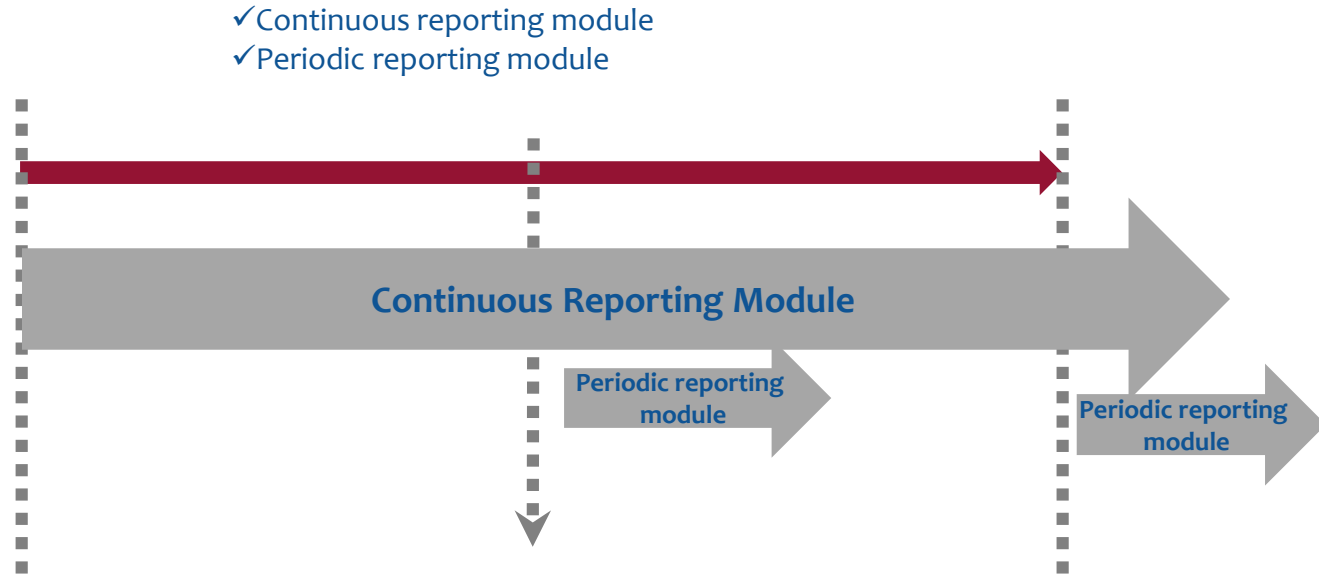
Periodic reporting module – Summary of steps

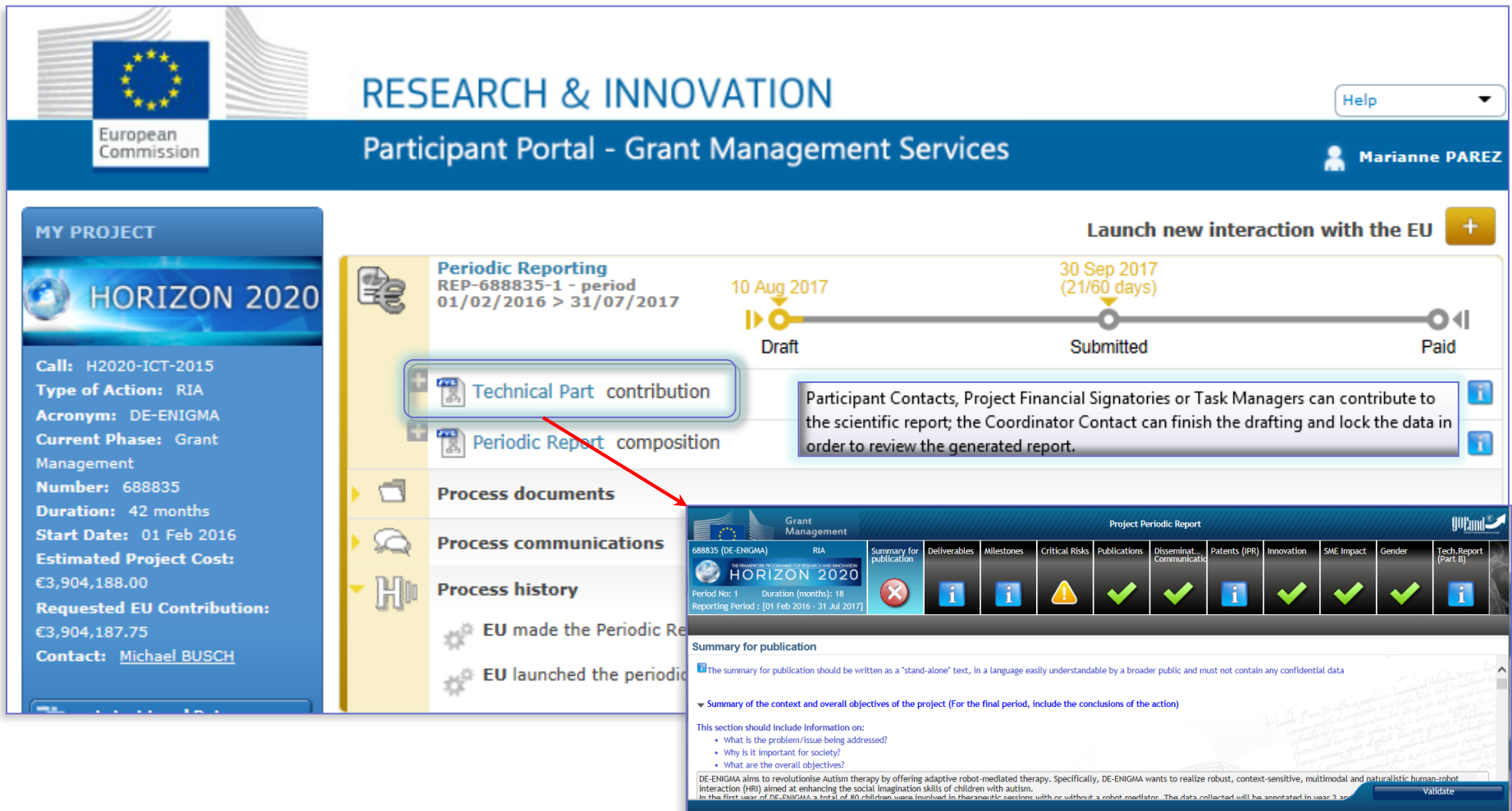
1. **Notification**: All beneficiaries receive a notification at the end of each Reporting Period → Log on to the Funding & Tender opportunities Portal.
2. **Beneficiaries contribute to Periodic Report :**
 - All beneficiaries contribute to the Technical Part of the Periodic Report.
 - All beneficiaries check and e-sign their own Financial Statement and submit to Coordinator → If **corrections are needed**, beneficiaries must update Researcher Declarations **in Continuous reporting module**.
3. **The Coordinator approves & submits the elements of the Periodic Report.** Coordinator submits all reports ((Technical Part and Financial Statements) in one package – **Single Submission**.
4. **The REA reviews** the submitted reports -> Accepts or rejects them.
5. **The REA issues the interim payment / payment of the balance.**

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

Synchronisation between the 2 modules

- ✓ While the periodic reporting module is active beneficiaries can also update information in the continuous reporting.
- ✓ There is synchronization between the two modules until the coordinator **'locks for review'** the periodic reporting.
- ✓ At the time the coordinator submits the periodic report, the IT tool will capture the information from the continuous reporting module in order to generate automatically the Part A of the Periodic report





RESEARCH & INNOVATION
Participant Portal - Grant Management Services

Help

Marianne PAREZ

MY PROJECT

HORIZON 2020

Call: H2020-ICT-2015
Type of Action: RIA
Acronym: DE-ENIGMA
Current Phase: Grant Management
Number: 688835
Duration: 42 months
Start Date: 01 Feb 2016
Estimated Project Cost: €3,904,188.00
Requested EU Contribution: €3,904,187.75
Contact: [Michael BUSCH](#)

Periodic Reporting
REP-688835-1 - period
01/02/2016 > 31/07/2017

10 Aug 2017
Draft

30 Sep 2017
(21/60 days)
Submitted

Paid

Launch new interaction with the EU +

Technical Part contribution

Periodic Report composition

Participant Contacts, Project Financial Signatories or Task Managers can contribute to the scientific report; the Coordinator Contact can finish the drafting and lock the data in order to review the generated report.

Process documents

Process communications

Process history

EU made the Periodic Report

EU launched the periodic report

Grant Management

688835 (DE-ENIGMA) RIA

HORIZON 2020

Period No: 1 Duration (months): 18
Reporting Period : [01 Feb 2016 - 31 Jul 2017]

Summary for publication

Deliverables

Milestones

Critical Risks

Publications

Dissemination/Communication

Patents (IPR)

Innovation

SME Impact

Gender

Tech. Report (Part B)

Summary for publication

The summary for publication should be written as a "stand-alone" text, in a language easily understandable by a broader public and must not contain any confidential data

▼ Summary of the context and overall objectives of the project (For the final period, include the conclusions of the action)

This section should include information on:

- What is the problem/issue being addressed?
- Why is it important for society?
- What are the overall objectives?


DE-ENIGMA aims to revolutionise Autism therapy by offering adaptive robot-mediated therapy. Specifically, DE-ENIGMA wants to realize robust, context-sensitive, multimodal and naturalistic human-robot interaction (HRI) aimed at enhancing the social imagination skills of children with autism. In the first year of DE-ENIGMA a total of 80 children were involved in therapeutic sessions with or without a robot mediator. The data collected will be annotated in year 2 and

Validate

All beneficiaries are asked to contribute to the Technical Part of the Periodic Report.

642996 (BRAINVIEW) MSCA-ITN-ETN THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION HORIZON 2020 Period No: 1 Duration (months): 24 Reporting Period : [01 Jan 2015 - 31 Dec 2016]	Summary for publication 	Deliverables 	Milestones 	Critical Risks 	Publications 	Disseminati... Communic... 	Patents (IPR) 	SME Impact 	Gender 	Tech.Report (Part B) 	Financial Statements 	Researchers 	Training Activities 	Documents 
---	--	---	---	---	---	--	---	---	---	--	--	--	---	--

Technical Report (Part B)

Number	Attachment	Actions
1	Explanation of the work - Overview of progress	View File 

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

While the periodic reporting module is active beneficiaries can also update information in the continuous reporting. There is synchronization between the two modules until the coordinator 'locks for review' the periodic reporting.

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

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 ERI Contribution:

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

Draft Submitted Reviewed Paid

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

Financial Statement drafting **Lock for Review**

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

Process specific documents

Process specific communications

- Once all information for the Technical Part has been filled in, the **coordinator*** clicks on "Lock for Review".
- This action freezes the data and generates a PDF document.

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

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

Periodic Reporting
REP - projectNo [REDACTED] - period 10/2013
> 03/2015

Draft Submitted Reviewed Paid

Technical Part of Periodic Report review Unlock to draft Accept & Include

Periodic Report 1 projectNo [REDACTED] composition Submit to EU

- Documents
- Messages

Beneficiaries are asked to complete their own Financial Statement.

Task to be performed by each beneficiary.



RESEARCH & INNOVATION
Participant Portal - Grant Management Services

Help

abc DEF

MY PROJECT

HORIZON 2020

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

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

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

Draft Submitted Reviewed Paid

Technical Part of Periodic Report contribution Lock for review

Financial Statement drafting Lock for Review

Periodic Report 1 projectNo composition Submit to EU

Process specific documents

Process specific communications

Automatically filled in
from Researcher's
declarations



Automatically filled in
based on unit costs

Individual financial statements

🖨️ print format A4

Automatically
retrieved from
Researcher's
declarations

MODEL ANNEX 4 FOR H2020 MSC-ITN — MULTI

STATEMENT FOR BENEFICIARY [name] FOR REPORTING PERIOD [reporting period]

Eligible ¹ costs (per budget category)											EU contribution														
A. Costs for recruited researchers						B. Institutional costs					Total costs	Reimbursement rate %	Maximum EU contribution	Requested EU contribution											
A.1 Living allowance		A.2 Mobility allowance		A.3 Family allowance		B.1. Research, training and networking costs		B.2. Management and indirect ² costs																	
Form of costs ³		Unit		Unit		Unit		Unit		Unit															
Costs per unit ⁴		Total ^a ⁵		Costs per unit ⁴		Total ^b ⁵		Costs per unit ⁴		Total ^c ⁵		Costs per unit ⁴		Total ^d ⁵		Costs per unit ⁴		Total ^e ⁵		$f = a+b+c+d+e$	g	h	i		
Total beneficiary																									

Checkbox 1: 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 **that** any underpayments in Reporting Period 1 will be corrected by the end of the action.

Checkbox 2 : Did you receive any EU/Euratom operating grant during this reporting period? YES ☐ NO ☐

If yes, pls indicate how many of the total person-months (see 'total beneficiary' above) were incurred DURING the period covered by the operating grant?

Number of person-months	
-------------------------	--

Periodic reporting module

Financial statement

Beneficiary



Automatically generated

SCA-ITN-ETN

HORIZON 2020

Period No: 1 Duration (months): 24
Reporting Period : [01 Jan 2015 - 31 Dec 2016]

Beneficiary
Legal Name:
PIC: 999992110 Status: VALIDATED
Legal Address:
EZ, NIJMEGEN Netherlands

Financial Statement

Financial Statement

Financial information from contract

No contribution requested? ☐ Yes ☒ No

Financial Statements

Period	Adjustment	Requested Contribution
01 Jan 2015 - 31 Dec 2016 (Period No. 1)	No	239,530.55 €

Financial Statement for period '1' - (01 Jan 2015 - 31 Dec 2016)

[Detail of the recruitments](#)

Eligible costs:

Cost Category	Unit Cost	Number of Units	Subtotal	Total
▼ A) Costs of recruited researchers				134,530.55 €
Living allowance -	3,243.73 € x	17.00 =	55,143.41 €	
Living allowance -	3,243.73 € x	18.00 =	58,387.14 €	
Mobility allowance	600.00 € x	17.00 =	10,200.00 €	
Mobility allowance	600.00 € x	18.00 =	10,800.00 €	
Family allowance -	0.00 € x	17.00 =	0.00 €	
Family allowance -	0.00 € x	18.00 =	0.00 €	
▼ B) Institutional costs				105,000.00 €
B1) Research, training and networking costs	1,800.00 € x	35.00 =	63,000.00 €	
B1) Management and indirect costs	1,200.00 € x	35.00 =	42,000.00 €	
C) Total costs (= A + B)				239,530.55 €
D) Maximum EU contribution (= 100% * C)				239,530.55 €
E) Requested EU contribution				239,530.55 €

Did you receive any EU/Euratom operating grants during this reporting period?

☐ Yes ☒ No

Please indicate how many of the total person-months were incurred DURING the period covered by the operating grant

41
Validate

Periodic reporting module

Financial statement



Task to be performed by each beneficiary

- Once all information has been filled in and saved, click on Lock for Review.
- The generation of the PDF might take a few minutes.

The screenshot shows the "RESEARCH & INNOVATION Participant Portal - Grant Management Services" interface. On the left, a sidebar titled "MY PROJECT" displays "HORIZON 2020" and project details: Call: H2020-MSCA-NIGHT-2014, Type of Action: CSA, Acronym: [redacted], Current Phase: Grant Management, Numbers: [redacted], Duration: 18 months, Start Date: 2014-02-19, Estimated Project Cost: €422,375.00, and Requested EU Contribution: [redacted].

The main content area features a "Periodic Reporting" section for "period 02/2014" with a due date of "> 08/2015". A progress timeline shows stages: Draft (19 Aug 2015), Submitted, Reviewed, and Paid. Below this, three tasks are listed:

- Technical Part of Periodic Report contribution (with a "Lock for review" button)
- Financial Statement (status: drafting, with a "Lock for Review" button highlighted by a red box)
- Periodic Report 1 projectNo [redacted] composition (with a "Submit to EU" button)

At the bottom, there are sections for "Process specific documents" and "Process specific communications". A "Launch new interaction with the EU" button is located in the top right corner.

Periodic reporting module

Financial statement



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.

The screenshot displays the 'RESEARCH & INNOVATION Participant Portal - Grant Management Services' interface. On the left, a sidebar titled 'MY PROJECT' shows details for 'HORIZON 2020' project 'H2020-MSCA-NIGHT-2014'. The main content area shows the 'Periodic Reporting' timeline for 'period 04/2014' ending '10/2015', with a progress bar indicating the current status is 'Draft' (dated 05 Oct 2015). Below the timeline, there are two document icons: 'Technical Part of Periodic Report contribution' and 'Financial Statement and submission to coordinator'. The 'Financial Statement' document is highlighted, and a 'signature' field is visible. At the bottom right, there are two buttons: 'Unlock to draft' and 'Sign & Submit'. A red box highlights the 'Sign & Submit' button, with a red arrow pointing to it. A modal dialog box titled 'Please confirm' is open in the foreground, containing the text: 'The beneficiary hereby confirms that:' followed by a list of four confirmation points. The modal has 'Ok' and 'Cancel' buttons at the bottom.

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

MY PROJECT
HORIZON 2020
Call: H2020-MSCA-NIGHT-2014
Type of Action: CSA
Acronym: H2020_MSCA_NIGHT
Current Phase: Grant Management
Number:
Duration: 18 months
Start Date: 2014-04-05
Estimated Project Cost: €422,375.00
Requested EU Contribution: €20.00

Periodic Reporting
> 10/2015 - period 04/2014
05 Oct 2015
Draft Submitted Reviewed Paid

Technical Part of Periodic Report contribution
Financial Statement and submission to coordinator signature

Launch new interaction with the EU +

Unlock to draft Sign & Submit

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 reporting module

Periodic report submission



Each beneficiary to review.
Coordinator to accept and
submit

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

Periodic Report 1 project No 123456			
Filter			
All Draft Available Included			
Report Element	Status	Action	
Technical report			
Technical Part of Periodic Report	Included	Redo	
Financial report			
Financial Statement 123456789	Draft		
Financial Statement 123456789	Draft		
Financial Statement 123456789	Sent to CO	Redo	Include
Financial Statement 123456789	Draft		
Financial Statement 123456789	Draft		
Financial Statement 123456789	Draft		
Financial Statement 123456789	Draft		

Periodic reporting module

Periodic report submission



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.

The screenshot shows the "RESEARCH & INNOVATION Participant Portal - Grant Management Services" interface. On the left, a sidebar titled "MY PROJECT" displays details for a "HORIZON 2020" project, including the call number "H2020-MSCA-NIGHT-2014", type of action "CSA", acronym "H2020_MSCA_NIGHT", current phase "Grant Management", duration "18 months", start date "2014-04-05", estimated project cost "€422,375.00", requested EU contributions "€20.00", and a contact field. Below this are buttons for "Latest Legal Data" and "Process List". The main content area features a "Periodic Reporting" section with a timeline from "05 Oct 2015" to "10/2015", showing stages: Draft, Submitted, Reviewed, and Paid. A "Submit to EU" button is visible. Below the timeline, a "Periodic Report 1 project No" section contains a "Financial Statement" field and a "GA Declaration" section with a checked box for "I agree with the conditions" and another "Submit to EU" button. A "Launch new interaction with the EU" button with a plus icon is located in the top right corner of the main area.

Periodic Reporting Status 'submitted'



The screenshot shows the 'RESEARCH & INNOVATION Participant Portal - Grant Management Services' interface. On the left, a sidebar titled 'MY PROJECT' displays details for a 'HORIZON 2020' project, including call number, acronym, current phase (Grant), duration (24 months), and estimated project cost. The main content area shows the 'Periodic Reporting' section with a timeline from '01 Jun 2017' to '24 Oct 2017 (40/90 days)'. The timeline has three stages: 'Draft', 'Submitted' (highlighted with a red circle), and 'Paid'. Below the timeline, there are sections for 'Process documents' (showing 'Periodic Report (1)'), 'Process communications' (showing 'New messages (0)'), and 'Process history' (showing a list of events including 'MOVE (H2015-01-01-01) submitted the report on 26 Jul 2017 10:30' and 'EU made the Periodic Report available to the Coordinator on 01 Jun 2017 00:34').

EU Officers' assessment can be either:

- ✓ Report acceptance OR
- ✓ Report rejection - 2 options :
 - 1) Ask for revisions → Suspension of payment deadline letter → Modify Reports
 - 2) Ask for additional information → Suspension of payment deadline letter → send notification with requested information

If Reports rejected by EU

e.g. Technical Part rejected → "Draft"



A revision of the periodic report is requested – a new version needs to be submitted

RESEARCH & INNOVATION

Participant Portal - Grant Management Services

MY PROJECT

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

01/06/2015 - 31/05/2017

01 Jun 2017

Draft

Submitted

26 Oct 2017 (3890 days)

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

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

Technical report

Financial report

1 (0/1)

Financial Statement UGOT[PC 999981925]

Status

Draft

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

If additional information
is requested by the REA



Coordinator receives a notification
with more details on the additional
information requested

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

European Commission

MY PROJECT

HORIZON 2020

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

Launch new interaction with the EU +

Periodic Reporting
01/01/2016 > 30/06/2017

01 Jul 2017
Draft

Submitted

02 Dec 2017 (1/90 days)
Paid

Suspension Payment Deadline - Request for Additional Info REP-
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-9999999999

Process communications

New messages (0)

Process history

EU requested additional supporting documents on 01 Sep 2017 15:47

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

The Coordinator will **upload** a document with the requested information

If Reports accepted by EU Payment / Process closed



RESEARCH & INNOVATION

Participant Portal - Grant Management Services

Help

Marianne PAREZ

Launch new interaction with the EU +

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

Periodic Reporting
PER-2020-SMEINST-1-2016-2017

01 Jul 2017

Draft

Submitted

Paid

Expand All Collapse All

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

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



Questionnaires – Art.32.1(h)

➤ WHAT

Evaluation questionnaire - at the end of the fellowship

Follow-up questionnaire - two years after the fellowship

➤ WHO

Each recruited researcher

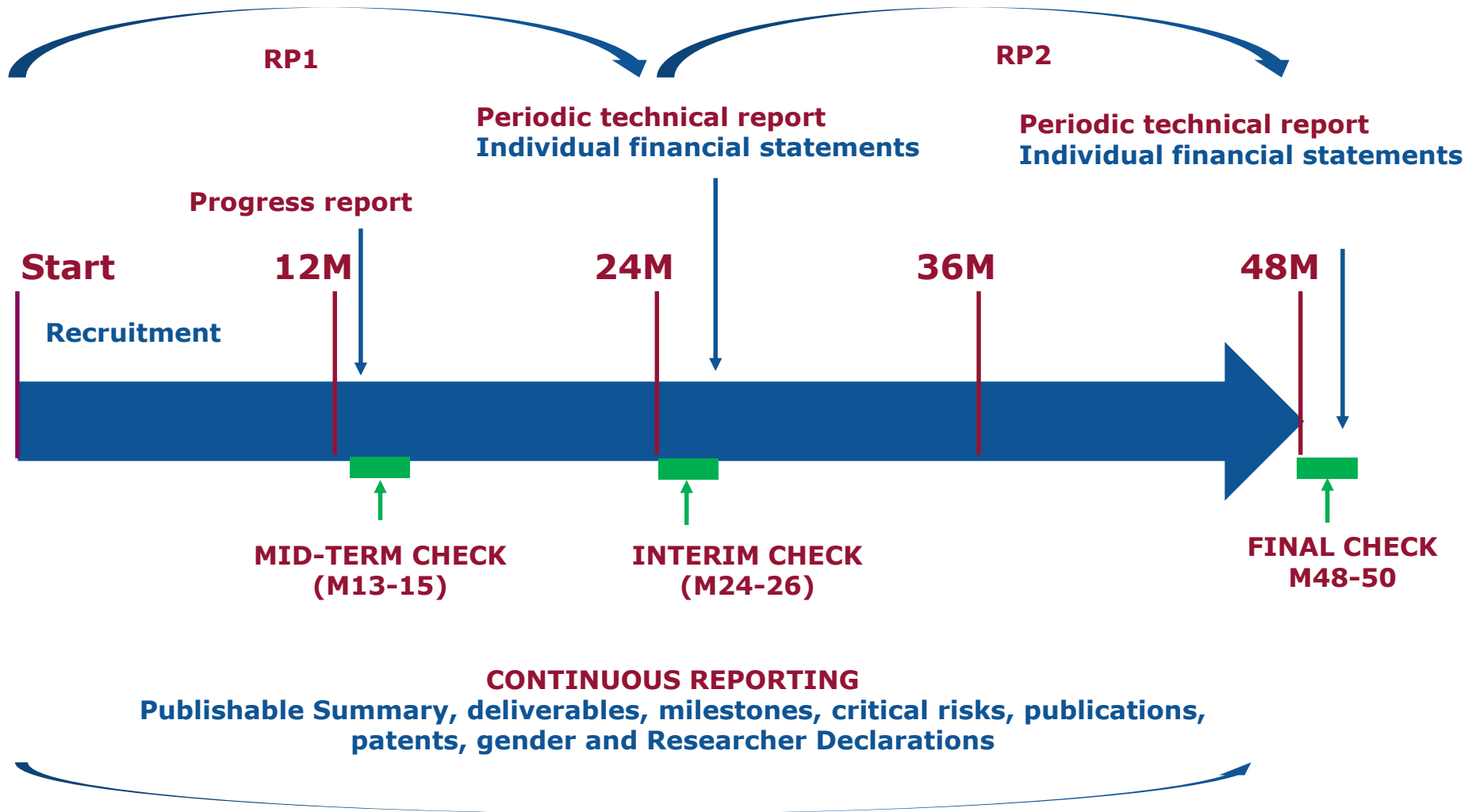
➤ HOW

https://ec.europa.eu/eusurvey/runner/Evaluation_for_MSC_fellows

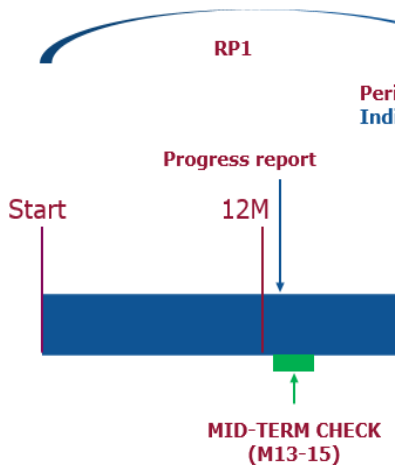
https://ec.europa.eu/eusurvey/runner/MSCA_Follow-up_Questionnaire_2_years_after_end_of_fellowship

Project Checks

Project timeline



Mid-Term check (Article 19.1 of the GA)

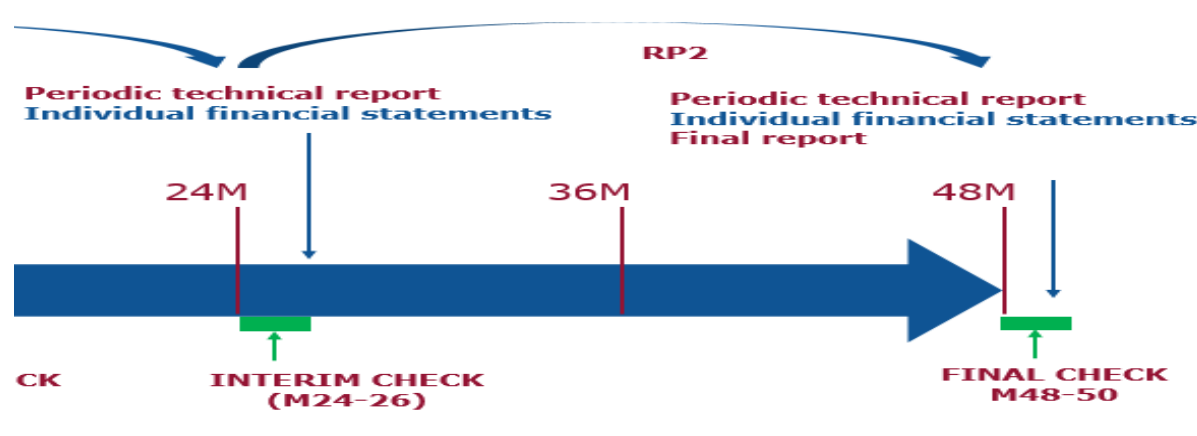


- The coordinator must organize a **mid-term meeting at M13-15.**
- A Progress report needs to be submitted beforehand as deliverable via the continuous reporting module,
- Brings together EU officer, consortium members and recruited researchers.

The objective of the meeting will be to:

- ✓ Assess the recruitment progress and procedure.
- ✓ Clarify the eligibility rules for fellows.
- ✓ Raise awareness on the rights and obligations of fellows and beneficiaries.
- ✓ Assess any deviation of the original training programme.
- ✓ Define contingency plans if necessary.

Interim / final checks (Art. 22 of GA)



- In order to assess the project's progress, including **the assessment of the reports and deliverables of each reporting period**, the REA will organize an interim / final check.
- When? At the end of each reporting period.
- The checks will be done **remotely** unless otherwise agreed with the PO.
- They could be carried out with the help of an **external expert**.

Ethics

“The beneficiaries must carry out the action in compliance with:

(a) ethical principles (including the highest standards of research integrity)

and

(b) applicable international, EU and national law.” (see Art.34)



How to deal with ethics issues following evaluation?

- During the grant agreement preparation, all ethics requirements identified during the ethics screening were transferred into SyGMA in the forms of **deliverables**
- The **Ethics section** of the Description of Action was also updated accordingly
- During **project implementation**, activities raising ethical issues must comply with the 'ethics requirements' set out as deliverables in Annex 1.

Before the beginning of an activity raising an ethical issue, each beneficiary must have obtained:

- (a) ethics committee opinion required under national law and
- (b) notification or authorization for activities raising ethical issues required under national and/or European law needed for implementing the action tasks in question.



- The **documents must be kept on file** and be **submitted upon request** by the coordinator to the Agency, **except if otherwise requested in the ethics requirement** (e.g.: submit documents as a deliverable)(see Article 52).
If they are not in English, they must be submitted together with an English summary, which shows that the action tasks in question are covered and includes the conclusions of the committee or authority concerned (if available).
- If an **ethics adviser** has been requested, a report has to be sent to the REA together with the periodic report (a template can be provided by the REA).
- Non-compliance can lead to a reduction of the grant and the participation of the defaulting beneficiary may be terminated.
- **Useful documents:** [H2020 Online Manual](#) & [Ethics Issue Self-Assessment Guidance](#)

Communication with REA

**Funding and Tenders
Opportunities Portal**
is the entry point for
communication with
REA



**Formal &
Informal
communication**

The screenshot shows the 'Funding & tender opportunities' portal of the European Commission. The page features a blue header with the European Commission logo and navigation links. A left sidebar contains a 'Manage my area' menu with options like 'My Organisation(s)', 'GRANTS', 'My Proposal(s)', 'My Project(s)', 'My Formal Notification(s)', and 'My Expert Area'. The main content area includes a search bar, a 'Find calls for proposals and tenders' section, and a 'Calls for proposals by EU Programme' section listing various EU programs. Annotations with red boxes and arrows highlight specific features: 'Personalised access to the IT tools' points to the 'Find calls for proposals and tenders' section; 'Personalised access to the user account' points to the 'USER name' and user profile icon in the top right; and 'Notifications' points to a notification icon in the top right. The bottom of the page has 'News' and 'Useful links' sections.

European Commission

Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

USER name

Personalised access to the IT tools

Personalised access to the user account

Notifications

Manage my area

- My Organisation(s)
- GRANTS
- My Proposal(s)
- My Project(s)
- My Formal Notification(s)
- My Expert Area

Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes...

What are calls for proposals?

What are calls for tenders?

Calls for proposals by EU Programme

3rd Health Programme	Asylum, Migration and Integration Fund	Consumer Programme	Creative Europe	Erasmus+ Programme	European Maritime and Fisheries Fund	HERCULE III	Horizon 2020 Framework Programme
Internal Security Fund Borders and Visa	Internal Security Fund Police	Justice Programme	Pilot Projects and Preparatory Actions	Programme for the Competitiveness of Enterprises and small and medium-sized enterprises	Promotion of Agricultural Products	Research Fund for Coal & Steel	Rights, Equality and Citizenship Programme
Union Civil Protection Mechanism	Previous Framework Programs (FP7 - CIP)	Overview of EU funding					

News

Useful links

Formal notification process

- A formal notification is the sending of a registered document by the REA, Coordinator or beneficiary.
- Formal notifications should be used for important correspondence requiring acknowledgement of receipt.



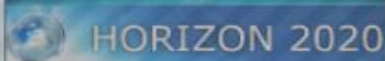
RESEARCH & INNOVATION

Participant Portal - Grant Management Services

Help

Abhishek DHOKTE

MY PROJECT



Call: H2020-INFRAINN-2017-1

Type of Action: RIA

Acronym: 915788 Abhi-ToA-

AT37 [ABAC: ABACBUDL]

Current Phase: Grant Management

Number: 915788

Duration: 20 months

Start Date: 05 Apr 2017

Estimated Project Cost:

€378,600.00

Requested EU Contribution:

€20.00

Contact: [Juan Cruz OLANO MANERO](#)

Latest Legal Data

Process List

Document Library

Communication Center

H2020 ONLINE MANUAL

1

Launch new interaction with the EU



Launch new interaction with the EU

Choose one of the options below



Request for Amendment

Launch

Including notification on termination of the participation of one or more beneficiaries. Choose the data set based on which you would like launching a new amendment request:

☒ latest legal data

☐ AMD-915788-1

☐ AMD-915788-2



Grant Agreement Termination by beneficiaries

Launch

Attention! This option is reserved for the termination of the grant agreement. The termination of the grant agreement is considered as a last resort measure, if all other efforts to continue the action fail. Termination is irrevocable and comes into force immediately after signature and submission. You are advised to consult the available guidance of the corresponding funding programme or contact the responsible officer in charge of your grant agreement.



Formal Notification

Launch

Attention! The use of the formal notification channel is reserved for specific purposes e.g. for communication as set out in the model grant agreement (MGA) e.g. obligation to provide information upon request or obligation to inform). If you wish to interact with officers, please use the messaging facility ([see below](#)).

2



Communication to the Project Officer

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.

Proposal Management & Grant Preparation

01 Apr 2017

05 May 2017
(84/30 days)

For non-formal communication/interaction with the REA, use the messaging facility



RESEARCH & INNOVATION

Participant Portal - Grant Management Services

Help





Logout


MY PROJECT




Call: ERC-2015-CoG
Type of Action: ERC-COG
Acronym: 918712 chmamat
[ABAC: ABACBUDL]
Current Phase: Grant Management
Number: 918712
Duration: 24 months
Start Date: 01 Aug 2017
Estimated Project Cost: €10,000.00
Requested EU Contribution: €20.00
Contact: [Nouchine SAMII](#)

 Latest Legal Data

 Process List

 Document Library

 Communication Centre

H2020 ONLINE MANUAL

 HOW TO

Launch new interaction with the EU



Periodic Reporting
REP-918712-1 - period
01/02/2016 > 31/07/2017

01 Aug 2017



Draft

30 Sep 2017
(0/60 days)



Submitted




Paid



 Technical Part contribution

Lock for review




 Financial Part AST GmbH [PIC 973276467] drafting

 Lock for review



 Periodic Report composition

 Submit to EU



Process documents



Process communications



Process history



Scientific Reporting
REP-SCI-918712-1 - period
01/02/2016 > 31/01/2017

01 Aug 2017



Draft



Submitted



Completed




 Scientific Part contribution

 Lock for review



 Scientific Report composition

 Submit to EU



Process documents

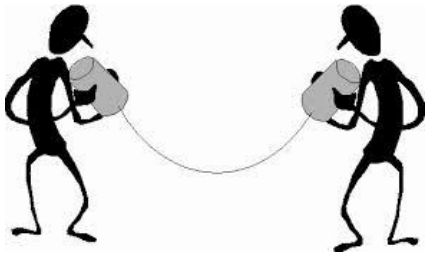


Process communications



Process history

Establish a constructive dialogue with your Project Officer



- Role of the Project Officer
- Communicating on project success... but also on major concerns & challenges
- Bring and discuss well in advance all questions and difficulties related to project implementation

Why?

- Valuable source of feedback
- Find appropriate solutions together

More information



Funding & tender opportunities

Single Electronic Data Interchange Area (SEDIA)

Welcome **Cathy SOUTO ENRIQUEZ**



EN

 Manage my area



 [SEARCH FUNDING & TENDERS](#)  [HOW TO PARTICIPATE](#)  [PROJECTS & RESULTS](#) [WORK AS AN EXPERT](#) [SUPPORT](#) 


 select programme   803

 My Organisation(s) GRANTS  My Project(s) My Formal Notification(s) My Project(s) Online manual
"Grant management" IT HOW TO
"Grant management" [More info](#)

Funding & tenders opportunities

IT How To

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[Home](#) [Participants](#) [Experts](#) [Proposals](#) [Grants](#) [Roles&Access Rights](#) [Projects&Results](#) [OnlineManual](#) [What's New](#) [IT Support](#)

Pages / IT How To / Grants

Grant Management Services system

Table of Contents

- > 1. Grant Management Services tool
- > 2. Business processes
- > 3. eSignature
- > 4. Ethics review
- > 5. FAQs
- > 6. Identity and Access Management



Funding & tenders opportunities IT How To

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Thank you for your attention!