H2020-ITN-2019 Coordinators Info Day
22 November 2019

REPORTING

Cathy Souto Enriquez

Research Executive Agency
Unit REA.A1

Outline

- ❖ *Monitoring project implementation*

- ❖ *Project Timeline*

- ❖ *Continuous reporting module*

- ❖ *Periodic reporting*

- ❖ *Project checks*

- ❖ *Ethics*

- ❖ *Communication with REA*
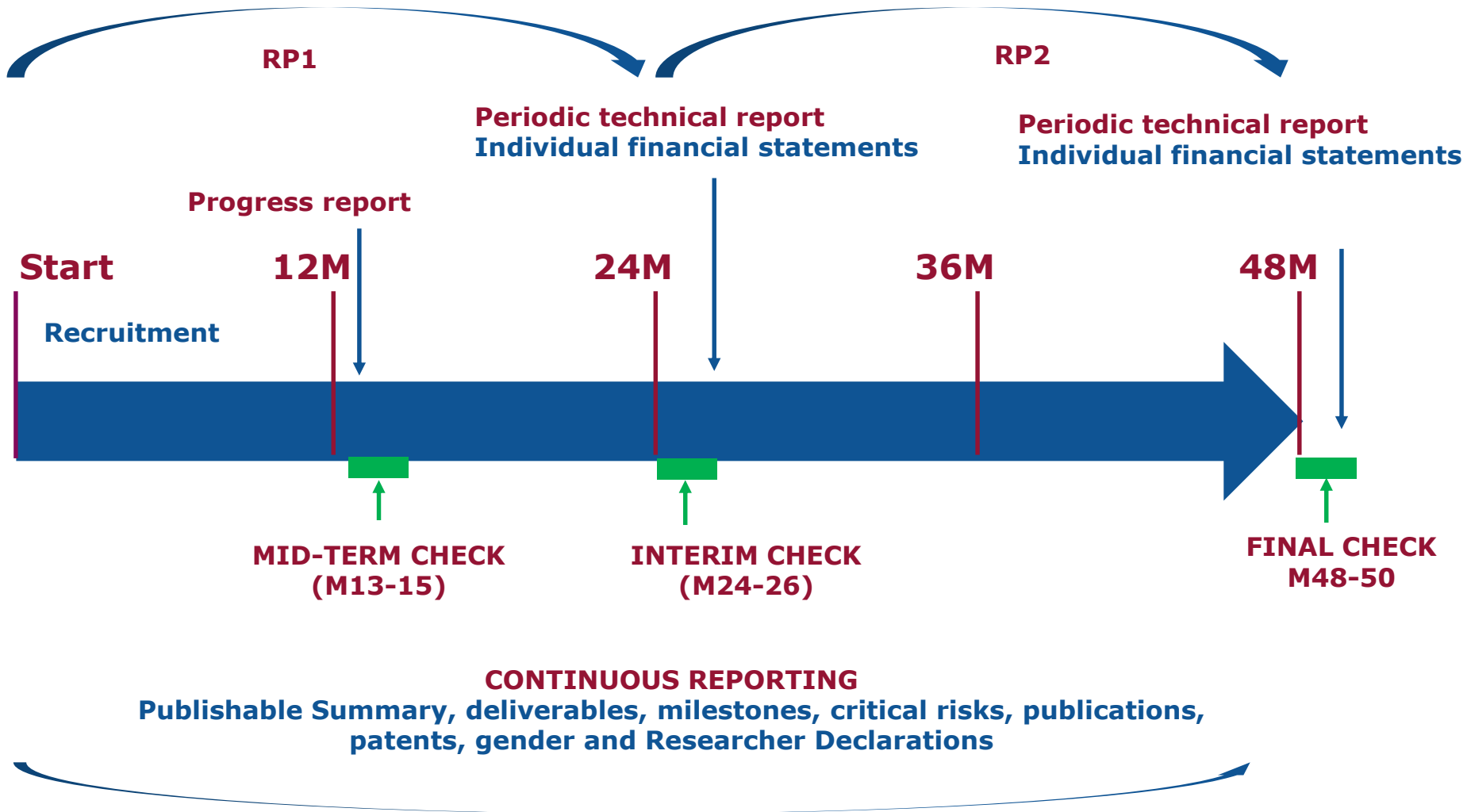
Monitoring Project Implementation

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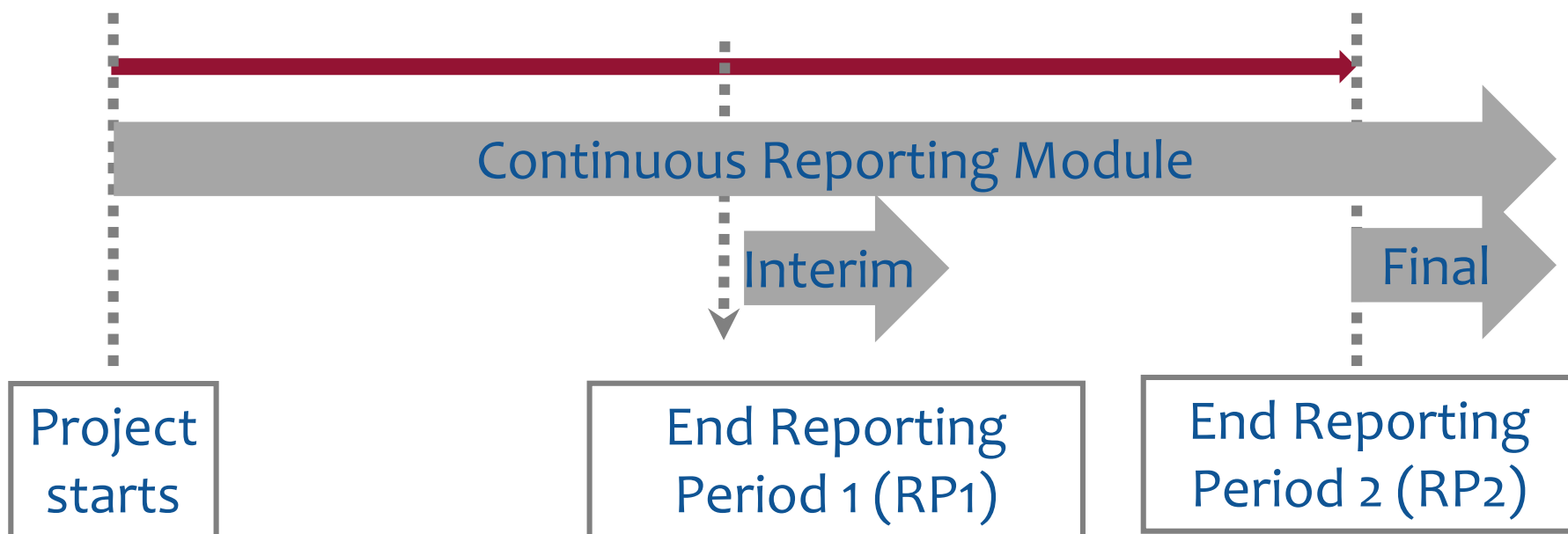
*In addition, the Agency will also carry out **3 checks.***

Project timeline

RP1

RP2

Periodic technical report
Individual financial statements

Periodic technical report
Individual financial statements

Progress report

Start **12M** **24M** **36M** **48M**

Recruitment

MID-TERM CHECK
(M13-15)

INTERIM CHECK
(M24-26)

FINAL CHECK
M48-50

CONTINUOUS REPORTING
Publishable Summary, deliverables, milestones, critical risks, publications,
patents, gender and Researcher Declarations

How it works – IT tools

✓ *Continuous reporting module*

✓ *Periodic reporting module*

Continuous Reporting Module

Interim

Final

Project starts

End Reporting Period 1 (RP1)

End Reporting Period 2 (RP2)

Continuous reporting module

Information to be entered as soon as project starts

External users: how to

Continuous reporting

European Commission

Summary for publication

ℹ 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

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

- *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.*

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).*

SyGMa - System for Grant Management - Mozilla Firefox

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

nburjill (EXTERNAL)

Grant
Management

MSCA-ITN-ETN
SEARCH AND INNOVATION

HORIZON 2020

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

New publication   ✕

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

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

Type of publication   ▼ *

Repository Link ⓘ ──────────────────▶   *The link leading to the Open Access repository*

Link to the publication ⓘ

Title   *

Publications ⓘ   💾 SAVE

☐ This project does not currently have any scie

Suggested publications from OpenAIRE (0 p

Authors

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:

Project publications (0 publications) ⓘ

- 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

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

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

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

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

Validate

Continuous reporting
Dissemination

MSCA-ITN..	Summary for publication	Deliverables Ethics, DMP, Other Reports	Milestones	Publications	Disseminati...	Patents (IPR)	SME Impact	Open Data	Gender	Researchers	Training Activities	ABS Regulation

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

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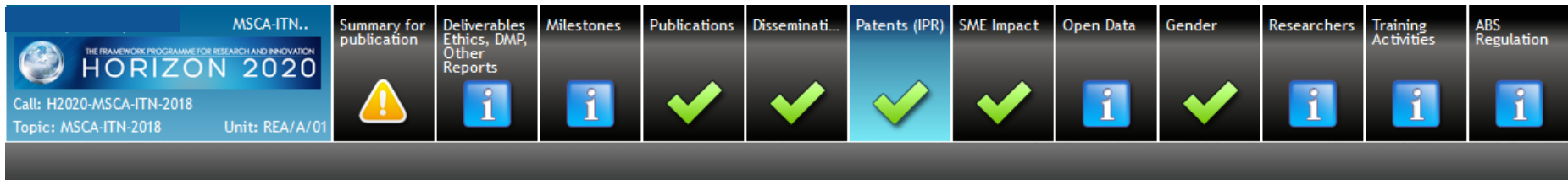
This tab lists the Registered Intellectual Property Rights which have been generated by the project.

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

European
Commission

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)

European Commission

| MSCA-ITN.. | Summary for publication | Deliverables Ethics, DMP, Other Reports | Milestones | Publications | Disseminati... | Patents (IPR) | SME Impact | Open Data | Gender | Researchers | Training Activities | ABS Regulation |

Open Data

☐ This project does not currently have any Open Dataset

Open Datasets suggested by OpenAIRE (0 datasets pending)

There are no Datasets

Project Open Datasets (0 datasets pending)

Manually Add Data Se

There are no Datasets

Continuous reporting
Open Data

MSCA-ITN..	Summary for publication	Deliverables Ethics, DMP, Other Reports	Milestones	Publications	Disseminati...	Patents (IPR)	SME Impact	Open Data	Gender	Researchers	Training Activities	ABS Regulation

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

Open Data

☐ This projec

Open Datase

Project Ope

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 Open Dataset] [Cancel]

Add Data Se

European Commission

| | Summary for publication | Deliverables Ethics, DMP, Other Reports | Milestones | Publications | Disseminati... | Patents (IPR) | SME Impact | Open Data | Gender | Researchers | Training Activities | ABS Regulation |

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.

European Commission

	MSCA-ITN..	Summary for publication	Deliverables Ethics, DMP, Other Reports	Milestones	Publications	Disseminati...	Patents (IPR)	SME Impact	Open Data	Gender	Researchers	Training Activities	ABS Regulation
Call: H2020-MSCA-ITN-2018 Topic: MSCA-ITN-2018 Unit: REA/A/01		⚠️	ℹ️	ℹ️	❌	✅	❌	✅	ℹ️	✅	ℹ️	ℹ️	ℹ️

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

No	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 Commitr	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.).*

European Commission

- *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 <u>another beneficiary or partner organisation.</u>*

- *All beneficiaries need to report **<u>all implemented secondments.</u>***

European
Commission

New Researcher Declaration

Researcher Information	Recruitment Information	Recruitment Period

Researcher 2

Category Early stage researcher

Gender ● Male ○ Female

Birth Date

Nationality BE - Belgium

Last Countries of Activity (up to five) ID - Indonesia → List all countries of residence in the last 3 years, starting from the more recent

Email

Family Charges ○ Yes ● No

Contract Type [▼]

Is the researcher enrolled in a PhD programme? ○ Yes ○ No

European

New Researcher Declaration   ✕

Researcher Information	Recruitment Information	**Recruitment Period**

➕ Add Period

Recruitment Period 1

❌ **Start Date** [　　　　　　　　　　　　　　　] 🗓

❌ **End Date** [　　　　　　　　　　　　　　　] 🗓

❌ **Working Time Commitment** [　　　　　　　　　　　▾]

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

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.

✔ Ok   🔍   Cancel

European Commission

	MSCA-ITN..	Summary for publication	Deliverables Ethics, DMP, Other Reports	Milestones	Publications	Disseminati...	Patents (IPR)	SME Impact	Open Data	Gender	Researchers	Training Activities	ABS Regulation

Call: H2020-MSCA-ITN-2018
Topic: MSCA-ITN-2018   Unit: REA/A/01

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

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.

European Commission

Periodic Reporting

(Art. 20 of the GA)

RP1   Periodic technical report
Individual financial statements

RP2   Periodic technical report
Individual financial statements

Start   12M   24M   36M   48M

60 days   60 days
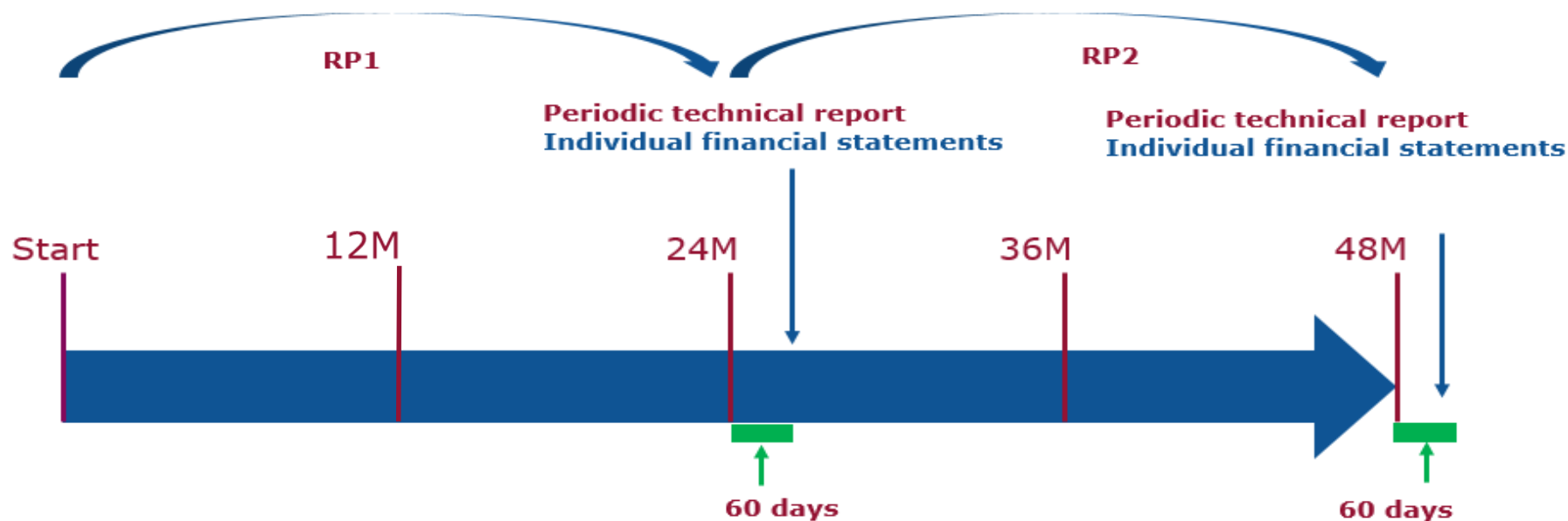
✓ **Periodic report – Payment request**

➤ *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 ▶▶▶

Periodic reporting module – *Summary of steps*
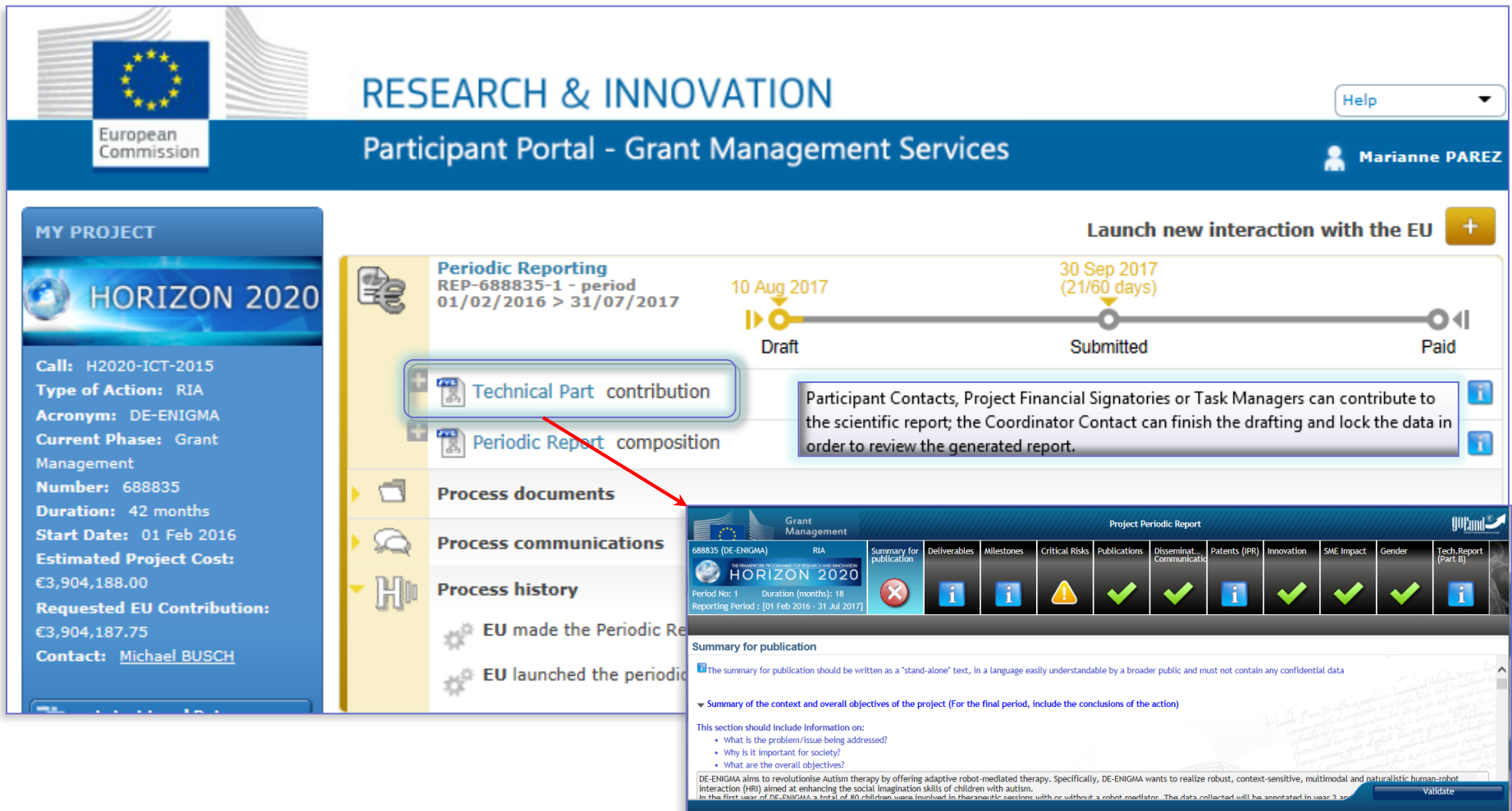
1. **Notification**: All beneficiaries receive a notification at the end of each Reporting Period → Log on to the Funding & Tender opportunities Portal.

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.*

European Commission

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

✓Continuous reporting module
✓Periodic reporting module

Continuous Reporting Module

Periodic reporting module

Periodic reporting module

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

European Commission

Technical Report (Part B)

Number ▲	Attachment	Actions	Template
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.

- *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.

European Commission

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

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

Each beneficiary to review. Coordinator to accept and submit.

Beneficiaries are asked to complete their own Financial Statement.

Task to be performed by each beneficiary.

Individual financial statements

Automatically filled in from Researcher's declarations

Automatically retrieved from Researcher's declarations

Automatically filled in based on unit costs

ⓘ print format A4

MODEL ANNEX 4 FOR H2020 MSC-ITN — MULTI

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

Name of the fellows[6]	Number of units (person months)
Total beneficiary	

	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		B2. 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

Automatically generated

SCA-ITN-ETN | Beneficiary '
HORIZON 2020
THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION

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

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

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

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

Task to be performed by each beneficiary

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

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).*

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.

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

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

If additional information is requested by the REA

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

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

If Reports accepted by EU
Payment / Process closed

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

RP1

RP2

Periodic technical report
Individual financial statements

Periodic technical report
Individual financial statements

Progress report

Start   **12M**   **24M**   **36M**   **48M**

Recruitment

MID-TERM CHECK
(M13-15)

INTERIM CHECK
(M24-26)

FINAL CHECK
M48-50

CONTINUOUS REPORTING
Publishable Summary, deliverables, milestones, critical risks, publications,
patents, gender and Researcher Declarations

Mid-Term check (Article 19.1 of the GA)
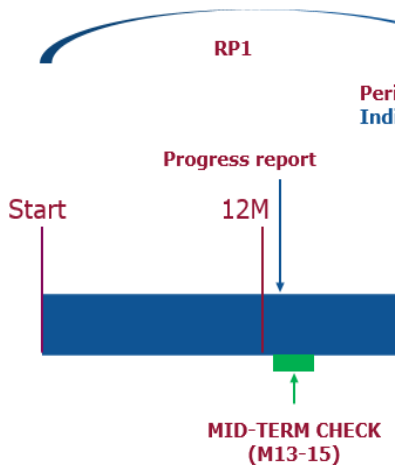
- **The coordinator must organize a mid-term meeting at M13-15.**

- **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.*

European Commission

Interim / final checks (Art. 22 of GA)

RP2

Periodic technical report
Individual financial statements

Periodic technical report
Individual financial statements
Final report

24M   36M   48M

CK   INTERIM CHECK (M24-26)   FINAL CHECK M48-50
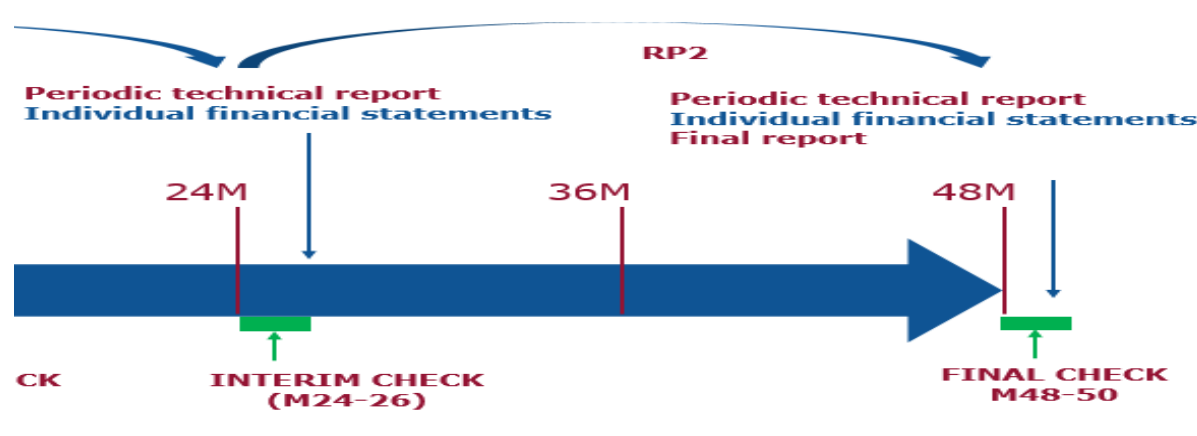
➤ *In order to assess the project's progress, including **the assessment of the reports and deliverables of __each reporting period__**, the REA will organize an interim / final check.*

➤ *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 <u>entry point</u> for communication with REA

Formal & Informal communication

European Commission

European Commission

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

USER name

☰ Manage my area

🏠

SEARCH FUNDING & TENDERS ▼   HOW TO PARTICIPATE ▼   PROJECTS & RESULTS   WORK AS AN EXPERT   SUPPORT ▼

select programme

My Organisation(s)

GRANTS

My Proposal(s)

My Project(s)

My Formal Notification(s)

My Expert Area

The Funding & Tenders Portal is the entry point (the Single Electronic Data Interchange Area) for participants and experts in funding programmes and tenders managed by the European Commission and other EU bodies.

Personalised access to the IT tools

Personalised access to the user account

Find calls for proposals and tenders

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

| What are calls for proposals? › | What are calls for tenders? | **Notifications** › |

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 › |

Feedback

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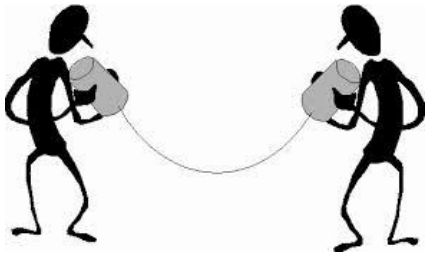
For non-formal communication/interaction with the REA, use the messaging facility

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 & tenders opportunities
IT How To

Espaces ⌄   Forums   Tags   Discussion   Blogs   **Créer**   Rechercher 🔍   Se connecter

Home   Participants   Experts   Proposals   Grants   Roles&Access Rights   Projects&Results   OnlineManual   What's New   IT Support

Pages / ... / Grant Management Services system

1. Grant Management Services tool

Table of Contents:

Développer tout   Réduire tout

⌄ **1. Grant Management Services tool**
- 1. General Concepts
⌄ 2. Navigation
  - 2. Navigation video
- 3. How to access your documents
- 4. How to ...
⌄ 5. Notifications
  - Formal Notifications
  - How to manage your notifications
  - Overview of notifications
  - Formal Notification - EU Services initiated

For Reporting

Thank you for your attention!