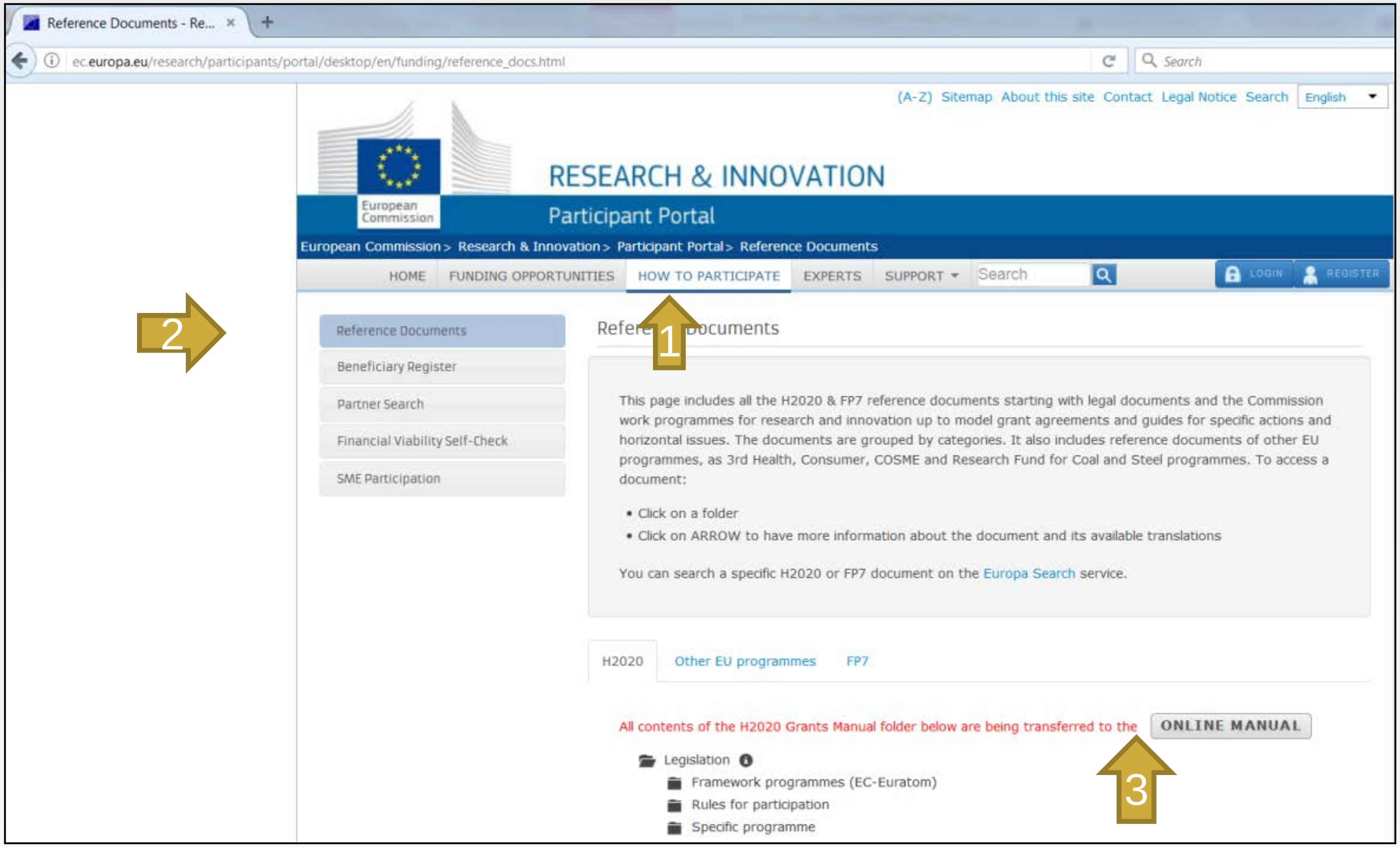
Technical Reporting in EU H2020 programme-funded projects

Guidelines from the EU Project Managers Forum of UiB

http://www.uib.no/en/eu-managers

Periodic reporting… Where to start ?

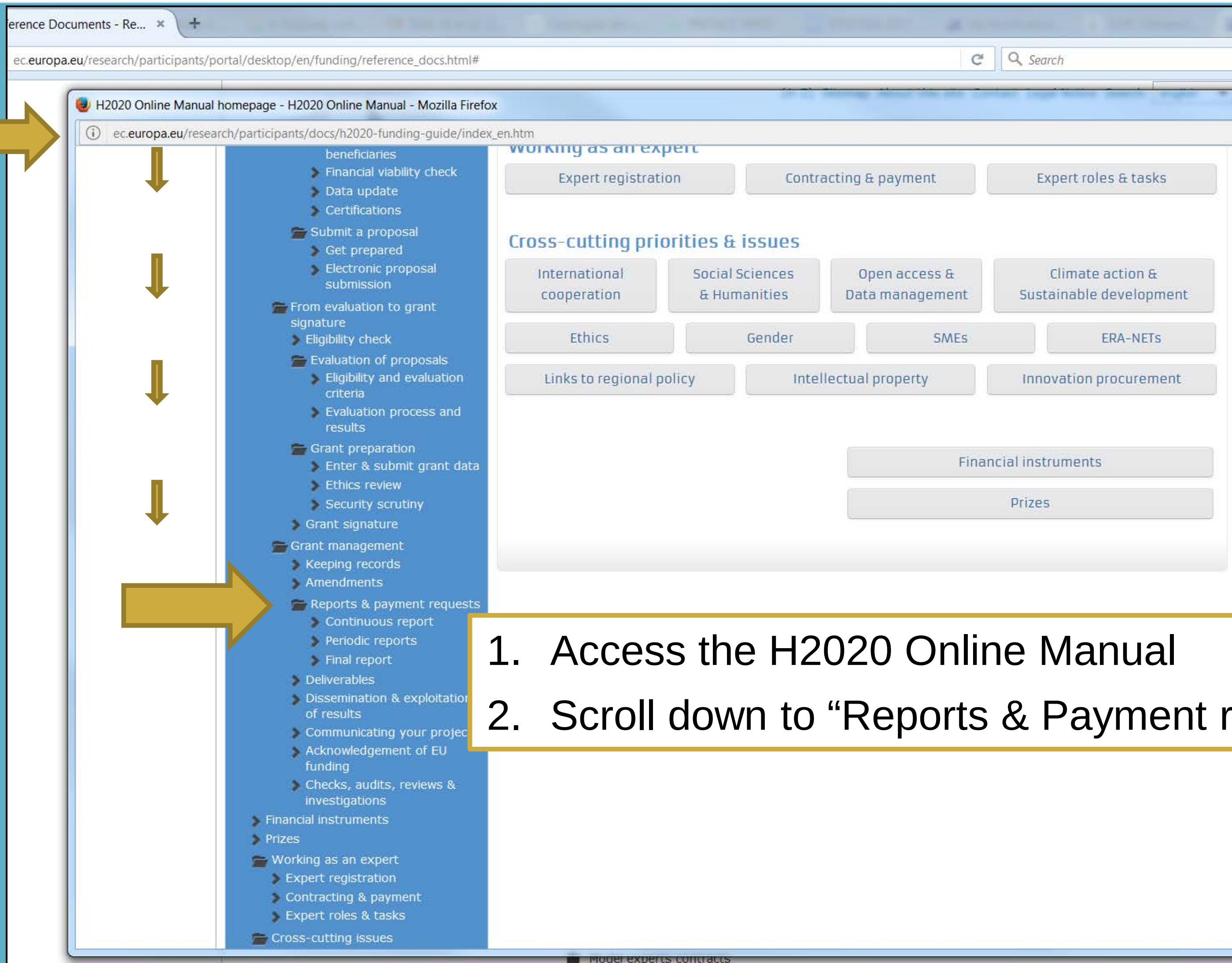


1 Go to:
http://ec.europa.eu/research/participants/portal/desktop/en/funding/index.html

2 Click on «Reference Documents»

3 Click on «ONLINE MANUAL»

Or google «research participant portal european commission»



1. Access the H2020 Online Manual
2. Scroll down to “Reports & Payment requests”

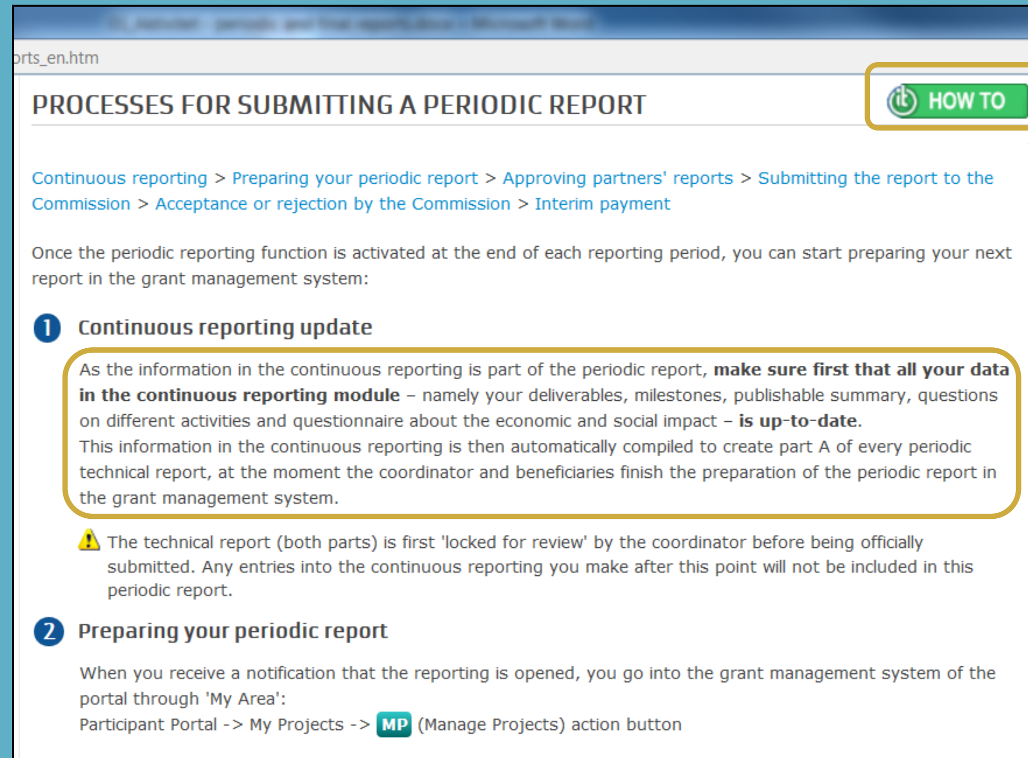
Don’t jump straight to “Periodic Reports”: read the useful and short introduction in “Reports & Payment requests” for an overview !

The following slides provide some comments and tips on the H2020 Online Manual regarding reporting and the Core Report template, based on this forum's experience. For specific examples on how to coordinate reporting (timeline and task assignments), please return to our «Periodic Reports» page.

Processes for submitting a Periodic report *in* Reports & Payment Requests (H2020 Online Manual)

For Part A of the periodic technical report – also known as continuous reporting – we recommend collecting the necessary information from all partners and uploading it on the portal “yourself”* to avoid loss of control over uploaded content.

*Depending on project size and structure, the uploading may be performed by just the coordinator/manager, or this task might be distributed among relevant participants (*e.g.* the Dissemination Work Package leader, etc.). This should be decided and communicated at the start of the project (*e.g.* kick-off meeting). We recommend keeping the number of participants working on the portal to a strict minimum.



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PROCESSES FOR SUBMITTING A PERIODIC REPORT

HOW TO

Continuous reporting > Preparing your periodic report > Approving partners' reports > Submitting the report to the Commission > Acceptance or rejection by the Commission > Interim payment

Once the periodic reporting function is activated at the end of each reporting period, you can start preparing your next report in the grant management system:

1 Continuous reporting update

As the information in the continuous reporting is part of the periodic report, **make sure first that all your data in the continuous reporting module** – namely your deliverables, milestones, publishable summary, questions on different activities and questionnaire about the economic and social impact – **is up-to-date**.
This information in the continuous reporting is then automatically compiled to create part A of every periodic technical report, at the moment the coordinator and beneficiaries finish the preparation of the periodic report in the grant management system.

The technical report (both parts) is first 'locked for review' by the coordinator before being officially submitted. Any entries into the continuous reporting you make after this point will not be included in this periodic report.

2 Preparing your periodic report

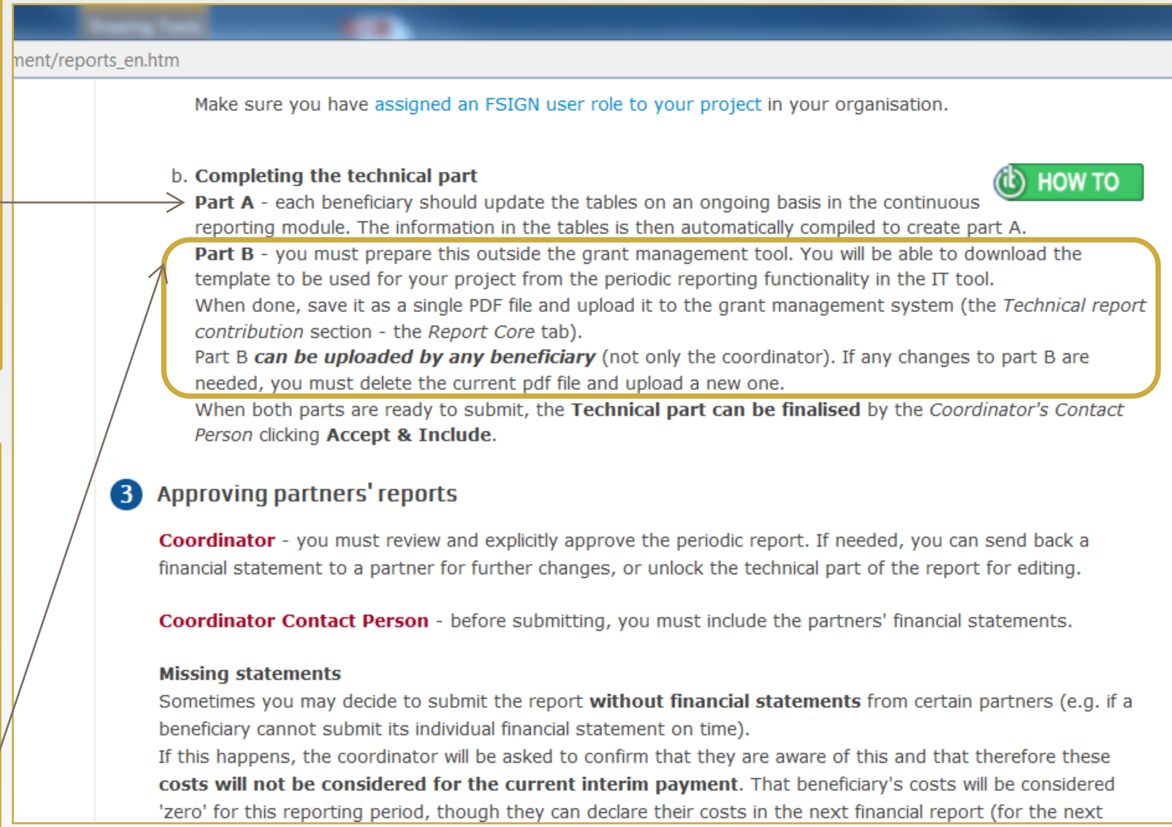
When you receive a notification that the reporting is opened, you go into the grant management system of the portal through 'My Area':
Participant Portal -> My Projects -> MP (Manage Projects) action button

Prepare templates to collect the information you need from each partner (except for the “Summary for Publication” –see next slide).

The green “How-to” button provides a nice overview of the different sections and how to complete them. This can be useful when preparing your templates. Alternatively, you are welcome to use and/or adapt our templates, accessible under “Continuous Reporting” here: http://www.uib.no/foransatte/104414/vitenskapelig-rapportering

Processes for submitting a Periodic report *in* Reports & Payment Requests (H2020 Online Manual)

It is easier to complete the "Summary for Publication" of the continuous reporting (=Part A of Technical Report) last of all, after receiving input for Part B of the Technical Report. You can even request input for this specifically within the Core Report template (see how in our "coordinating reporting" examples) rather than burden your consortium with yet another separate template to fill-in.


ment/reports_en.htm

Make sure you have assigned an FSIGN user role to your project in your organisation.

b. **Completing the technical part**

HOW TO

Part A - each beneficiary should update the tables on an ongoing basis in the continuous reporting module. The information in the tables is then automatically compiled to create part A.

Part B - you must prepare this outside the grant management tool. You will be able to download the template to be used for your project from the periodic reporting functionality in the IT tool.

When done, save it as a single PDF file and upload it to the grant management system (the *Technical report contribution* section - the *Report Core* tab).

Part B ***can be uploaded by any beneficiary*** (not only the coordinator). If any changes to part B are needed, you must delete the current pdf file and upload a new one.

When both parts are ready to submit, the **Technical part can be finalised** by the *Coordinator's Contact Person* clicking **Accept & Include**.

3 Approving partners' reports

Coordinator - you must review and explicitly approve the periodic report. If needed, you can send back a financial statement to a partner for further changes, or unlock the technical part of the report for editing.

Coordinator Contact Person - before submitting, you must include the partners' financial statements.

Missing statements

Sometimes you may decide to submit the report **without financial statements** from certain partners (e.g. if a beneficiary cannot submit its individual financial statement on time).

If this happens, the coordinator will be asked to confirm that they are aware of this and that therefore these **costs will not be considered for the current interim payment**. That beneficiary's costs will be considered 'zero' for this reporting period, though they can declare their costs in the next financial report (for the next

Use the template that will be available once the reporting period has ended or create one based on the H2020 Online Manual (pathway provided in next slide).

For H2020, remember that all beneficiaries will receive an invitation to submit their contribution to the Technical Report (in H2020) as soon as the reporting period has ended. Once again, we do not recommend that beneficiaries upload new versions of Part B due to difficulties in tracking changes and higher risk of data loss. It is better that beneficiary input be sent to the coordinator.

Check the "coordinating reporting" examples on our "Periodic Reports" page.

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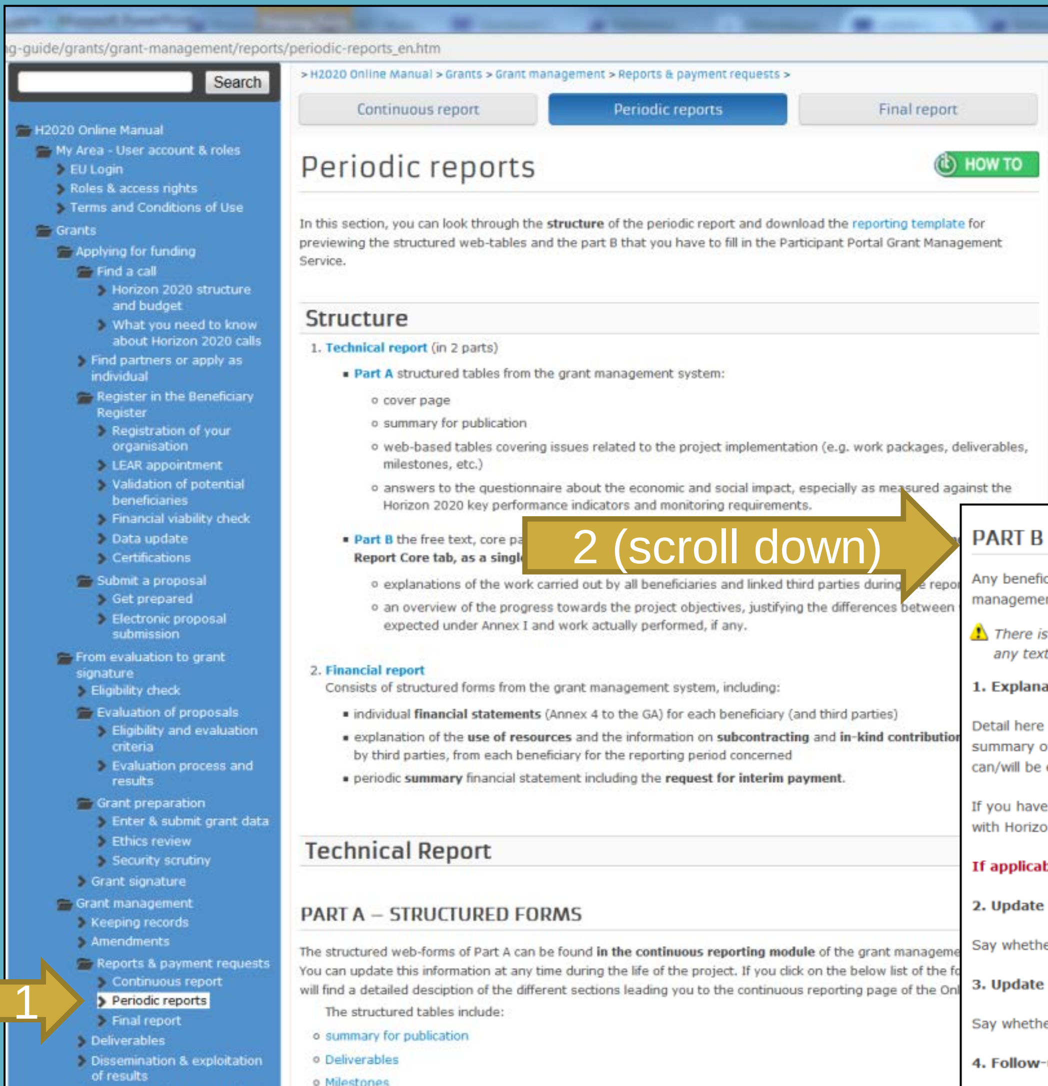
Periodic Reports > Technical reports > Part B – Core Report *in* Reports & Payment Requests (H2020 Online Manual)



g-guide/grants/grant-management/reports/periodic-reports_en.htm

Search

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Continuous report | Periodic reports | Final report

H2020 Online Manual
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Periodic reports

HOW TO

In this section, you can look through the **structure** of the periodic report and download the reporting template for previewing the structured web-tables and the part B that you have to fill in the Participant Portal Grant Management Service.

Structure

1. **Technical report** (in 2 parts)
   - **Part A** structured tables from the grant management system:
     - cover page
     - summary for publication
     - web-based tables covering issues related to the project implementation (e.g. work packages, deliverables, milestones, etc.)
     - answers to the questionnaire about the economic and social impact, especially as measured against the Horizon 2020 key performance indicators and monitoring requirements.
   - **Part B** the free text, core pa... **Report Core tab, as a singl...**
     - explanations of the work carried out by all beneficiaries and linked third parties during ... repo...
     - an overview of the progress towards the project objectives, justifying the differences between ... expected under Annex I and work actually performed, if any.
2. **Financial report**
   Consists of structured forms from the grant management system, including:
   - individual **financial statements** (Annex 4 to the GA) for each beneficiary (and third parties)
   - explanation of the **use of resources** and the information on **subcontracting** and **in-kind contributio...** by third parties, from each beneficiary for the reporting period concerned
   - periodic **summary** financial statement including the **request for interim payment**.

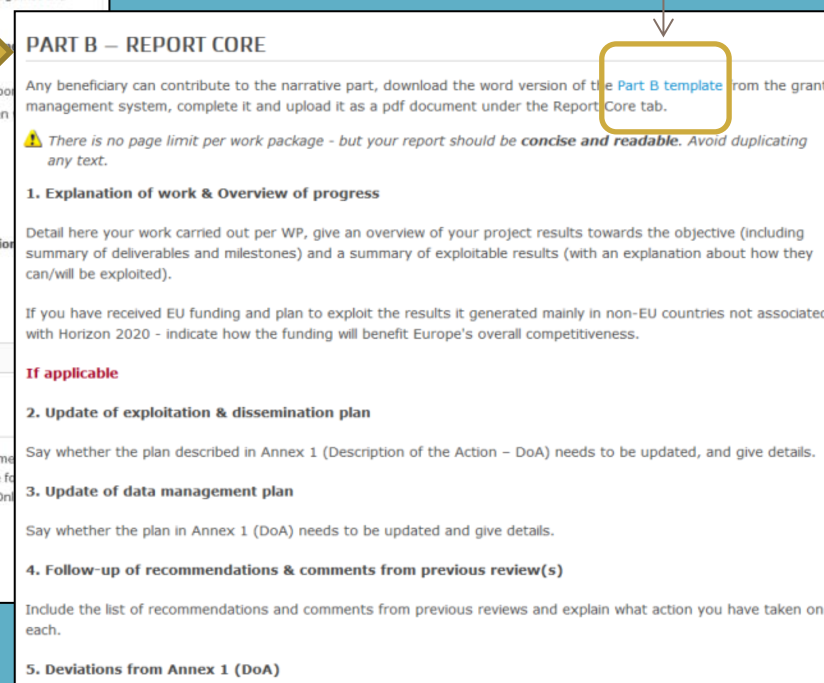
Technical Report

PART A – STRUCTURED FORMS

The structured web-forms of Part A can be found **in the continuous reporting module** of the grant manageme... You can update this information at any time during the life of the project. If you click on the below list of the f... will find a detailed desciption of the different sections leading you to the continuous reporting page of the Onl...

The structured tables include:
- summary for publication
- Deliverables
- Milestones

The following slides provide some general comments to this template.



PART B – REPORT CORE

Any beneficiary can contribute to the narrative part, download the word version of t... Part B template ...rom the grant management system, complete it and upload it as a pdf document under the Report Core tab.

⚠ *There is no page limit per work package - but your report should be* ***concise and readable****. Avoid duplicating any text.*

1. Explanation of work & Overview of progress

Detail here your work carried out per WP, give an overview of your project results towards the objective (including summary of deliverables and milestones) and a summary of exploitable results (with an explanation about how they can/will be exploited).

If you have received EU funding and plan to exploit the results it generated mainly in non-EU countries not associated with Horizon 2020 - indicate how the funding will benefit Europe's overall competitiveness.

If applicable

2. Update of exploitation & dissemination plan

Say whether the plan described in Annex 1 (Description of the Action – DoA) needs to be updated, and give details.

3. Update of data management plan

Say whether the plan in Annex 1 (DoA) needs to be updated and give details.

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

Include the list of recommendations and comments from previous reviews and explain what action you have taken on each.

5. Deviations from Annex 1 (DoA)

http://ec.europa.eu/research/participants/data/ref/h2020/gm/reporting/h2020-tmpl-periodic-rep_en.pdf (Periodic Technical Report - Part B = Core Report)

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

- Explain the work carried out during the reporting period in line with the Annex 1 to the Grant Agreement.
- Include an overview of the project results towards the objective of the action in line with the structure of the Annex 1 to the Grant Agreement including summary of deliverables and milestones, and a summary of exploitable results and an explanation about how they can/will be exploited[11].

(No page limit per workpackage but report shall be concise and readable. Any duplication should be avoided).

1.1 Objectives

List the specific objectives for the project as described in section 1.1 of the DoA and described the work carried out during the reporting period towards the achievement of each listed objective. Provide clear and measurable details.

1.2 Explanation of the work carried per WP

1.2.1 Work Package 1

Explain the work carried out in WP1 during the reporting period giving details of te work carried out by each beneficiary involved.

1.2.2 Work package 2

Etc.

1.3 Impact

Include in this section whether the information on section 2.1 of the DoA (how your project will contribute to the expected impacts) is still relevant or needs to be updated. Include further details in the latter case.

Do not focus here on deviations or how review recommendations were followed: this belongs to sections 4 and 5 of this report.

For example, refer to deliverables and the project's open access published material as much as possible, rather than repeating this information. **CONCISE IS KEY!**

It is best (for the reviewers and yourself) to present the work progress by work package task and not by beneficiary, but remember to ensure each beneficiary's contribution is clear and traceable.

http://ec.europa.eu/research/participants/data/ref/h2020/gm/reporting/h2020-tmpl-periodic-rep_en.pdf (Periodic Technical Report - Part B = Core Report)

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- Explain the work carried out during the reporting period in line with the Annex 1 to the Grant Agreement.
- Include an overview of the project results towards the objective of the action in line with the structure of the Annex 1 to the Grant Agreement including summary of deliverables and milestones, and a summary of exploitable results and an explanation about how they can/will be exploited[11].

(No page limit per workpackage but report shall be concise and readable. Any duplication should be avoided).

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Include in this section whether the information on section 2.1 of the DoA (how your project will contribute to the expected impacts) is still relevant or needs to be updated. Include further details in the latter case.

If those providing input to the Core Report are instructed to **highlight main results** and **progress beyond the state of the art**, together with **considerations on impact** (including socio-economic impact and wider societal implications), this will greatly facilitate updating the relevant sections of the **Summary for Publication** (Part A of Periodic Technical Report / part of continuous reporting).

http://ec.europa.eu/research/participants/data/ref/h2020/gm/reporting/h2020-tmpl-periodic-rep_en.pdf (Periodic Technical Report - Part B)

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

Include in this section whether the plan for exploitation and dissemination of results as described in the DoA needs to be updated and give details.

3. Update of the data management plan (if applicable)

Include in this section whether the data management plan as described in the DoA needs to be updated and give details.

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

Include in this section the list of recommendations and comments from previous reviews and give information on how they have been followed up.

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

Explain the reasons for deviations from the DoA, the consequences and the proposed corrective actions.

5.1 Tasks

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

5.2 Use of resources (not applicable for MCSA)

Annex I – Description of the action (project work)

Annex II – Estimated budget for the action

http://ec.europa.eu/research/participants/data/ref/h2020/gm/reporting/h2020-tmpl-periodic-rep_en.pdf (Periodic Technical Report - Part B)

5.1 Tasks

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

5.2 Use of resources (not applicable for MCSA)

Include explanations on deviations of the use of resources between actual and planned use of resources in Annex 1, especially related to person-months per work package.

Include explanations on transfer of costs categories (if applicable)

5.2.1 Unforeseen subcontracting (if applicable) (not applicable for MCSA)

Specify in this section:

a) the work (the tasks) performed by a subcontractor which may cover only a limited part of the project;
b) explanation of the circumstances which caused the need for a subcontract, taking into account the specific characteristics of the project;
c) the confirmation that the subcontractor has been selected ensuring the best value for money or, if appropriate, the lowest price and avoiding any conflict of interests.

5.2.2 Unforeseen use of in kind contribution from third party against payment or free of charges (if applicable) (not applicable for MCSA)

Specify in this section:

d) the identity of the third party;
e) the resources made available by the third party respectively against payment or free of charges
f) explanation of the circumstances which caused the need for using these resources for carrying out the work.

The Commission requires a very detailed explanation of use of resources. As a project manager, be aware that the Financial Report is cross checked with the Technical Report. It is thus important that the technical report in written in a way that makes cross-checking between scientific work and use of resources as clear as possible, and that the researchers for each beneficiary of the consortium are aware that they might need to give input to their financial department.

This document is based on Periodic Reporting for H2020 but it is in general applicable to FP7 also.

For more details, remember to check our examples on «coordinating reporting». We welcome your comments or suggestions: eu-managers@uib.no

Thank you.

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