



ITN 2020 Coordinator's Info Day

REPORTING

Cathy SOUTO ENRIQUEZ - Unit A1

Research Executive Agency

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**

1. Monitoring Project Implementation

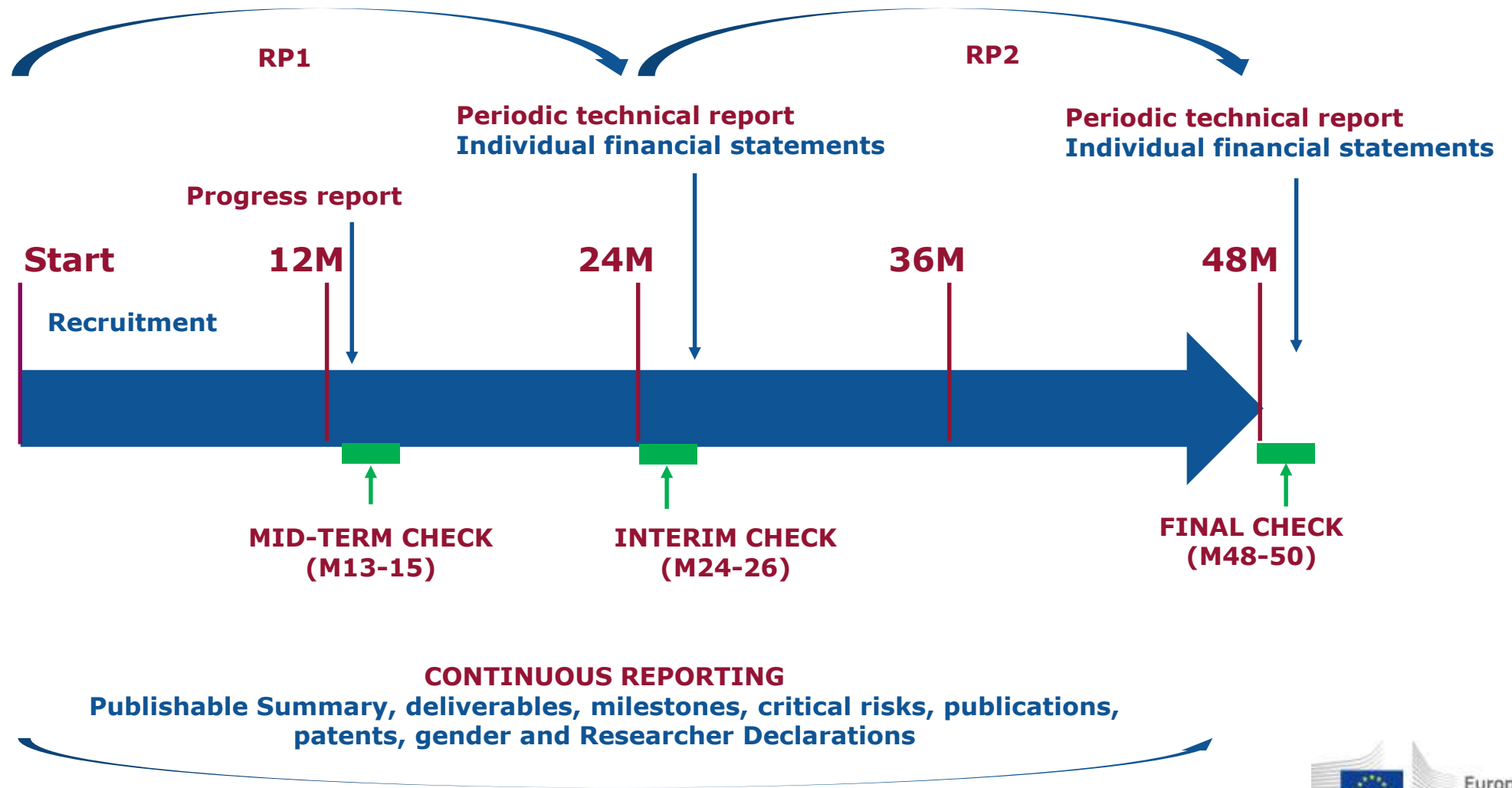
Monitoring Project Implementation

- 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.**

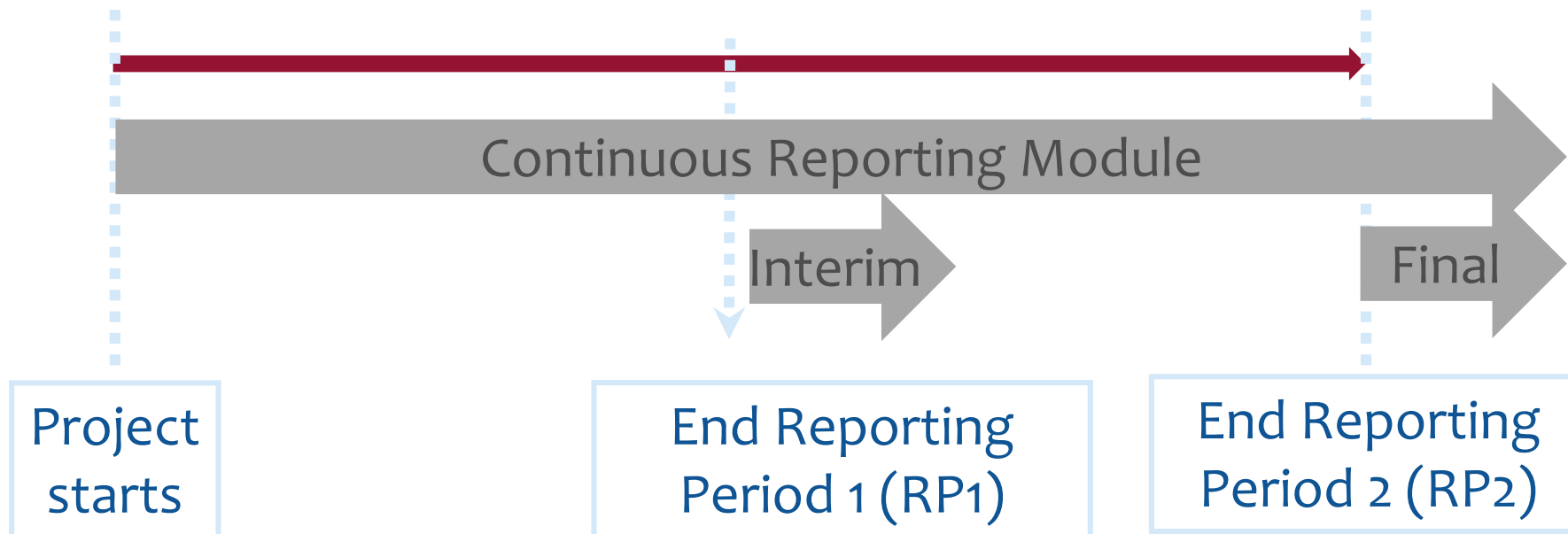
In addition, the Agency will also carry out **3 checks.**

Project timeline



How it works – IT tools

- ✓ Continuous reporting module
- ✓ Periodic reporting module



Continuous Reporting

Continuous reporting module

Information to be entered as soon as project starts

Funding & Tender: My Project(s)

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

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Organisation(s) | GRANTS | **My Proposal(s)** | My Project(s) | My Formal Notification(s)

My Project(s) [More info](#)

Results: 3 [Download excel list of those projects](#)

ACRONYM	CALL	PROGRAM	PROJECT	PHASE	ACTIONS
ESIT	H2020-MSCA-ITN-2016	H2020	722046	Active	Actions
MARSoluT	H2020-MSCA-ITN-2018	H2020	814066		
MICROCOMB	H2020-MSCA-ITN-2018	H2020	812818	Active	

Project Consortium
Manage Project
View Proposal

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

Log in to Funding & Tender opportunities Portal

European Commission



European Commission


RESEARCH & INNOVATION

Participant Portal - Grant Management System

Help

Continuous reporting module

MY PROJECT

 HORIZON 2020

Call: H2020-ICT-2016-2

Type of Action: RIA

Acronym: IoRL

Current Phase: Grant Management

Number: 761992

Duration: 36 months

Start Date: 01 Jun 2017

Estimated Project Cost: €8,604,923.75

Requested EU Contribution: €7,685,423.75

Contact: [Manuel CARVALHOSA](#)

Latest Legal Data

Process List

Document Library

Communication Centre

H2020 ONLINE MANUAL

HOW TO

Continuous Reporting

14 Jun 2017

Started

Completed

Continuous reporting data

Process documents

Process communications

Process history

EU launched the process on 14 Jun 2017 16:30

Proposal Management & Grant Preparation

08 Nov 2016

Submitted

Informed

Invited

Prepared

Signed

Paid

Process documents

Process communications


Process history

Launch new interaction with the EU

Continuous Reporting: *Summary for publications*

 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 
--	--	--	---	---	---	--	---	--	---	--	--	---

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

Disseminati...

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	CCIG	Report	Dissemination	Est. Del. Date	Receipt Date	Approval Date	Status
WP1						Public	Pending	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

Milestones

Publications

Disseminati...

Patents (IPR)

SME Impact

Open Data

Gender

Researchers

Training Activities

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
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

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/DI.V-542068

Grant Management
MSCA-ITN-ETN
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

SAVE

[Manually add publication](#)

Validate

Continuous Reporting: *Dissemination*

 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 
---	--	--	---	---	--	--	---	--	---	--	--	---

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
Brokerage Event	0
Pitch Event	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)*

 MSCA-ITN.. THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION 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
												

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*














 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 
---	--	--	---	---	---	--	--	--	---	--	--	---

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*

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

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
Dissemination
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

☐ This project is an Open Data project

Is Dataset accessible? ☐ Yes ☐ No

Is Dataset reusable? ☐ Yes ☐ No

[Add Data Set](#)

Continuous Reporting: *Gender*



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

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 Commitment	Working Time Perc.	Duration	Actions
1	13				Academic				erlands	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).

Continuous Reporting: *Researchers*

- **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.).

Continuous Reporting: *Researchers*

- If something was wrongly encoded, a researcher's declaration can be re-opened by the EU officer and corrected by the beneficiary. ⚠ Once a Researcher Declaration has been submitted, the only data that is still editable are the periods.
- 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

Continuous Reporting: *Researchers*

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*



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



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 
---	--	--	---	---	---	--	---	--	---	--	--	---

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?

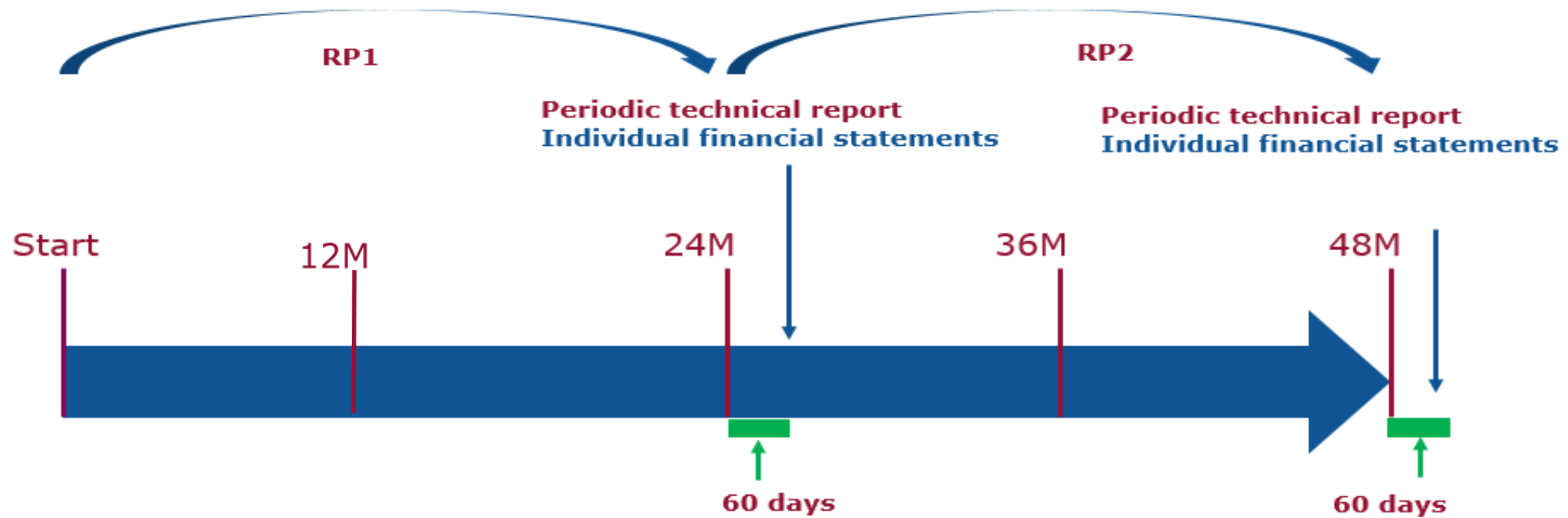
☐ Yes

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 Reporting

Electronic submission via Funding & Tender opportunities Portal & Electronic signature

✓ *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.

Periodic Reporting

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

Periodic reporting module

Information to be entered after the end of each reporting period

Periodic reporting module

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

European Commission

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 period 02/2015 > 08/2015 18 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

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

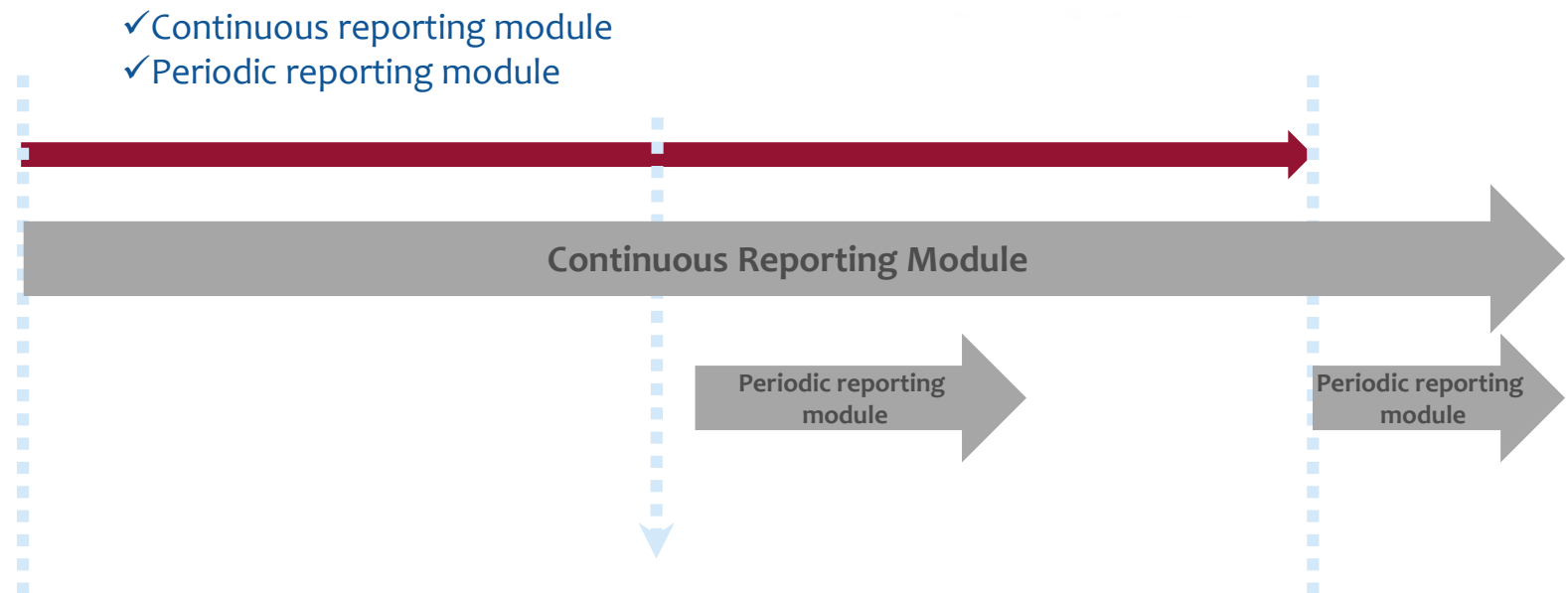
Periodic reporting module: *Summary of steps*

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.

Periodic reporting module

- ✓ 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.

Synchronisation between the 2 modules



Periodic reporting module: *Technical report*

RESEARCH & INNOVATION
European Commission
Participant Portal - Grant Management Services

MY PROJECT
HORIZON 2020

Launch new interaction with the EU +

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

10 Aug 2017
Draft

30 Sep 2017
(21/60 days)
Submitted

Paid

Technical Part contribution

Periodic Report composition

Process documents

Process communications

Process history

EU made the Periodic Report

EU launched the periodic report

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.

Project Periodic Report

688835 (DE-ENIGMA) RIA

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

Summary for publication

Deliverables

Milestones

Critical Risks

Publications

Dissemination

Patents (IPR)

Innovation

SAE 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 40 children were involved in therapeutic sessions with or without a robot mediator. The data collected will be stored in a secure database.

Validate

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

Periodic reporting module: *Technical 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 Dissemination 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 Template

- 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](#)

Periodic reporting module: *Technical report*

Coordinator

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

MY PROJECT
HORIZON 2020
Call: H2020-MSCA-NIGHT-2014
Type of Actions: CSA
Acronym:
Current Phase: Grant Management
Numbers:
Duration: 18 months
Start Date: 2014-02-19
Estimated Project Cost: €422,375.00

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.

Periodic reporting module: *Technical report*

- 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).

**Beneficiary /
Coordinator
Interaction**

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

The screenshot displays the 'Periodic Reporting' interface. At the top, it shows 'Periodic Reporting REP-100000001 - period 10/2013 > 03/2015' with a date '06/10/2014'. Below this is a progress bar with stages: Draft, Submitted, Reviewed, and Paid. The 'Draft' stage is currently active. Under the 'Draft' stage, there is a section titled 'Technical Part of Periodic Report: review' with a PDF icon. To the right of this section are two buttons: 'Unlock to draft' and 'Accept & Include'. Below the 'Technical Part' section, there is a link 'Periodic Report 1 projectNo 100000001 composition' and a 'Submit to EU' button. On the left side, there are links for 'Documents' and 'Messages'. A callout box with a light blue background and red text says: 'Each beneficiary to review. Coordinator to accept and submit.'

Periodic reporting module: *Financial statement*

Beneficiary

Beneficiaries are asked to complete their own Financial Statement.

Task to be performed by each beneficiary.

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

Periodic Reporting
period 02/2014
> 08/2015
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

Individual financial statements

Automatically filled in based on unit costs

print format A4

Automatically retrieved from Researcher's declarations

MODEL ANNEX 4 FOR H2020 MSC-ITN — MULTI

FINANCIAL 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 ⁵	Costs per unit ⁴	Total ⁵	Costs per unit ⁴	Total ⁵	Costs per unit ⁴	Total ⁵	Costs per unit ⁴	Total ⁵	Costs per unit ⁴	Total 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: *Beneficiary*

Automatically generated

**HORIZON 2020**
Period No: 1 Duration (months): 24
Reporting Period : (01 Jan 2015 - 31 Dec 2016)

Beneficiary 1: SKU
Legal Name: STICHTING KATHOLIEKE UNIVERSITEIT
PIC: 999992110 Status: VALIDATED
Legal Address: GEERT GROOTEPLEIN NOORD 9 000 , 6525
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 - F.Id 13 - Emma Ward (Country NL, Contract A)	3,243.73 € x	17.00 =	55,143.41 €	
Living allowance - F.Id 16 - Giorgia Bussu (Country NL, Contract A)	3,243.73 € x	18.00 =	58,387.14 €	
Mobility allowance - F.Id 13 - Emma Ward (Country NL, Contract A)	600.00 € x	17.00 =	10,200.00 €	
Mobility allowance - F.Id 16 - Giorgia Bussu (Country NL, Contract A)	600.00 € x	18.00 =	10,800.00 €	
Family allowance - F.Id 13 - Emma Ward (Country NL, Contract A)	0.00 € x	17.00 =	0.00 €	
Family allowance - F.Id 16 - Giorgia Bussu (Country NL, Contract A)	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



Periodic reporting module: *Financial statement*

- 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 screenshot displays the 'RESEARCH & INNOVATION Participant Portal - Grant Management Services' interface. On the left, a sidebar titled 'MY PROJECT' shows details for a 'HORIZON 2020' project, including the call number 'H2020-MSCA-NIGHT-2014', type of action 'CSA', and estimated project cost '€422,375.00'. The main area features a progress timeline for 'Periodic Reporting' with stages: Draft, Submitted, Reviewed, and Paid. Below the timeline, a list of tasks is shown, including 'Technical Part of Periodic Report contribution', 'Financial Statement', and 'Periodic Report 1 projectNo composition'. The 'Financial Statement' task is currently in the 'drafting' stage, and its 'Lock for Review' button is highlighted with a red box. Other buttons visible include 'Lock for review', 'Submit to EU', and 'Launch new interaction with the EU'.

Periodic reporting module: *Financial statement*

- 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.

Task to be performed by each beneficiary

The screenshot displays the 'Participant Portal - Grant Management Services' interface. On the left, a sidebar titled 'MY PROJECT' shows details for a 'HORIZON 2020' project, including the call number 'H2020-MSCA-NIGHT-2014', type of action 'CSA', and duration '18 months'. The main content area features a 'Periodic Reporting' timeline for the period '04/2014' to '05 Oct 2015'. The timeline has four stages: 'Draft', 'Submitted', 'Reviewed', and 'Paid'. Below the timeline, there are two sections: 'Technical Part of Periodic Report contribution' and 'Financial Statement and submission to coordinator'. The 'Financial Statement' section has a 'signature' field and two buttons: 'Unlock to draft' and 'Sign & Submit'. A red box highlights the 'Sign & Submit' button, with a red arrow pointing to it. A yellow confirmation dialog box is overlaid on the bottom half of the screen, titled 'Please confirm'. It contains the text 'The beneficiary hereby confirms that:' followed by four bullet points: '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).', and 'For the last reporting period: that all the receipts have been declared (see Article 5.3.3)'. The dialog box has 'Ok' and 'Cancel' buttons at the bottom.

Periodic reporting module: *Submission*

- 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 807 888					
Filter		All	Draft	Available	Included
Report Element		Status		Action	
Technical report					
Technical Part of Periodic Report		Included		Redo	
Financial report					
Financial Statement 88888888		Draft			
Financial Statement 88888888		Draft			
Financial Statement 88888888		Sent to CO		Redo	Include
Financial Statement 88888888		Draft			
Financial Statement 88888888		Draft			
Financial Statement 88888888		Draft			
Financial Statement 88888888		Draft			

Each beneficiary to review.
Coordinator to accept and submit

Periodic reporting module: *Submission*

- 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.

Each beneficiary to review.
Coordinator to accept and submit

The screenshot displays the 'RESEARCH & INNOVATION Participant Portal - Grant Management Services' interface. On the left, a sidebar titled 'MY PROJECT' shows details for a 'HORIZON 2020' project, including call number 'H2020-MSCA-NIGHT-2014', type of action 'CSA', and various dates and costs. The main area features a 'Periodic Reporting' section with a timeline showing stages: Draft, Submitted, Reviewed, and Paid. A 'Submit to EU' button is visible. Below the timeline, there are sections for 'Process specific documents' and 'Process specific communications'. A modal window titled 'Periodic Report 1 project No' is open, displaying a declaration: 'By submitting this Report, the Coordinator is aware that the Financial Statements of ... Financial Statement ... are not being included and therefore their costs will not be considered for the interim payment.' A checkbox 'I agree with the conditions' is checked, and a 'Submit to EU' button is at the bottom right of the modal.

Periodic reporting module: *Submission*

- 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.

Each beneficiary to review.
Coordinator to accept and submit

The screenshot displays the 'RESEARCH & INNOVATION Participant Portal - Grant Management Services' interface. On the left, a sidebar titled 'MY PROJECT' shows details for a 'HORIZON 2020' project, including call number, type of action, current phase, duration, start date, estimated project cost, requested EU contribution, and contact information. The main area features a progress bar for 'Periodic Reporting' with stages: Draft, Submitted, Reviewed, and Paid. Below the progress bar, there are sections for 'Periodic Report 1 projectNo', 'Process specific documents', and 'GA Declaration'. A 'Submit to EU' button is visible in the top right corner of the main area.

Periodic reporting module: *Status Submitted*

The screenshot displays the 'RESEARCH & INNOVATION Participant Portal - Grant Management Services' interface. On the left, a sidebar shows 'MY PROJECT' with a 'HORIZON 2020' banner. The main content area features a 'Periodic Reporting' section with a progress bar. The progress bar has three stages: 'Draft' (1 Jun 2017), 'Submitted' (circled in red), and 'Paid' (24 Oct 2017, 40/90 days). Below the progress bar, there are sections for 'Process documents' (showing 'Periodic Report (1)' with a document icon), 'Process communications' (showing 'New messages (0)'), and 'Process history' (showing a list of events: 'submitted the report on 26 Jul 2017 10:30', 'available to the Coordinator on 01 Jun 2017 00:34', and 'EU launched the periodic reporting 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

Periodic reporting module: *If reports rejected by REA*

The screenshot displays the 'RESEARCH & INNOVATION Participant Portal - Grant Management Services' interface. The top header includes the European Commission logo and a 'Help' dropdown. The main content area is divided into a left sidebar and a main panel. The sidebar, titled 'MY PROJECT', features a 'HORIZON 2020' banner and buttons for 'Latest Legal Data', 'Process List', 'Document Library', and 'Communication Centre'. At the bottom of the sidebar is a button for 'H2020 ONLINE MANUAL'. The main panel is titled 'Periodic Reporting' and shows a progress timeline from 'Draft' (01 Jun 2017) to 'Paid' (26 Oct 2017, 38/90 days). Below the timeline, there are sections for 'Process documents' (including 'Suspension Payment Deadline (1)' and 'Suspension Payment Deadline - 1 - 0'), 'Process communications' (with 'New messages (1)'), and 'Process history' (listing events like 'EU sent the Periodic Report back to the Coordinator on 04 Sep 2017 15:20' and 'EU launched the periodic reporting on 01 Jun 2017 00:47').

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

Help

MY PROJECT

HORIZON 2020

Launch new interaction with the EU +

Periodic Reporting

01 Jun 2017 26 Oct 2017 (38/90 days)

Draft Submitted Paid

Technical Part contribution

Periodic Report staging Financial signature and submission to coordinator by other beneficiaries

Periodic Report composition

Process documents

Expand All Collapse All

Suspension Payment Deadline (1)

Suspension Payment Deadline - 1 - 0

Process communications

New messages (1)

Process history

EU sent the Periodic Report back to the Coordinator on 04 Sep 2017 15:20

submitted the report on 28 Jul 2017 18:21

EU made the Periodic Report available to the Coordinator on 01 Jun 2017 00:47

EU launched the periodic reporting on 01 Jun 2017 00:47

Latest Legal Data

Process List

Document Library

Communication Centre

H2020 ONLINE MANUAL

If reports rejected by REA

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

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

MY PROJECT
HORIZON 2020

Launch new interaction with the EU +

Periodic Reporting
01/01/2016 > 30/06/2017
01 Jul 2017
Draft Submitted Paid
02 Dec 2017 (1/90 days)

+ Suspension Payment Deadline - Request for Additional Info - REP-
to read and upload additional supporting documents

Process documents
Expand All Collapse All
Periodic Report (1)
Suspension Payment Deadline - Additional info (1)
Suspension Payment Deadline - Request for Additional Info - REP-

Process communications
New messages (0)

Process history
EU requested additional supporting documents on 01 Sep 2017 15:47
[redacted] 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

Latest Legal Data
Process List
Document Library
Communication Centre

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

If Reports accepted by REA Payment / Process closed

The screenshot displays the REA Participant Portal interface. The top header includes the European Commission logo and the text "RESEARCH & INNOVATION Participant Portal - Grant Management Services". A "Help" dropdown menu is visible in the top right corner.

On the left side, there is a sidebar titled "MY PROJECT" with a "HORIZON 2020" banner. Below the banner, there are four buttons: "Latest Legal Data", "Process List", "Document Library", and "Communication Centre".

The main content area is titled "Periodic Reporting" and shows a timeline for the reporting process. The timeline starts on "01 Jul 2017" and includes three stages: "Draft", "Submitted", and "Paid". A progress bar indicates the current status of the report.

Below the timeline, there are three sections:

- Process documents:** This section lists documents related to the reporting process. It includes "Interim Payment (1)" with a sub-item "Interim Payment Letter - 1", and "Periodic Report (1)" with a sub-item "Periodic Report - 1 - 0".
- Process communications:** This section shows messages related to the process. It currently displays "No topics" and "New messages (0)".
- Process history:** This section provides a log of events. The events listed are:
 - 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
 - [Redacted] 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

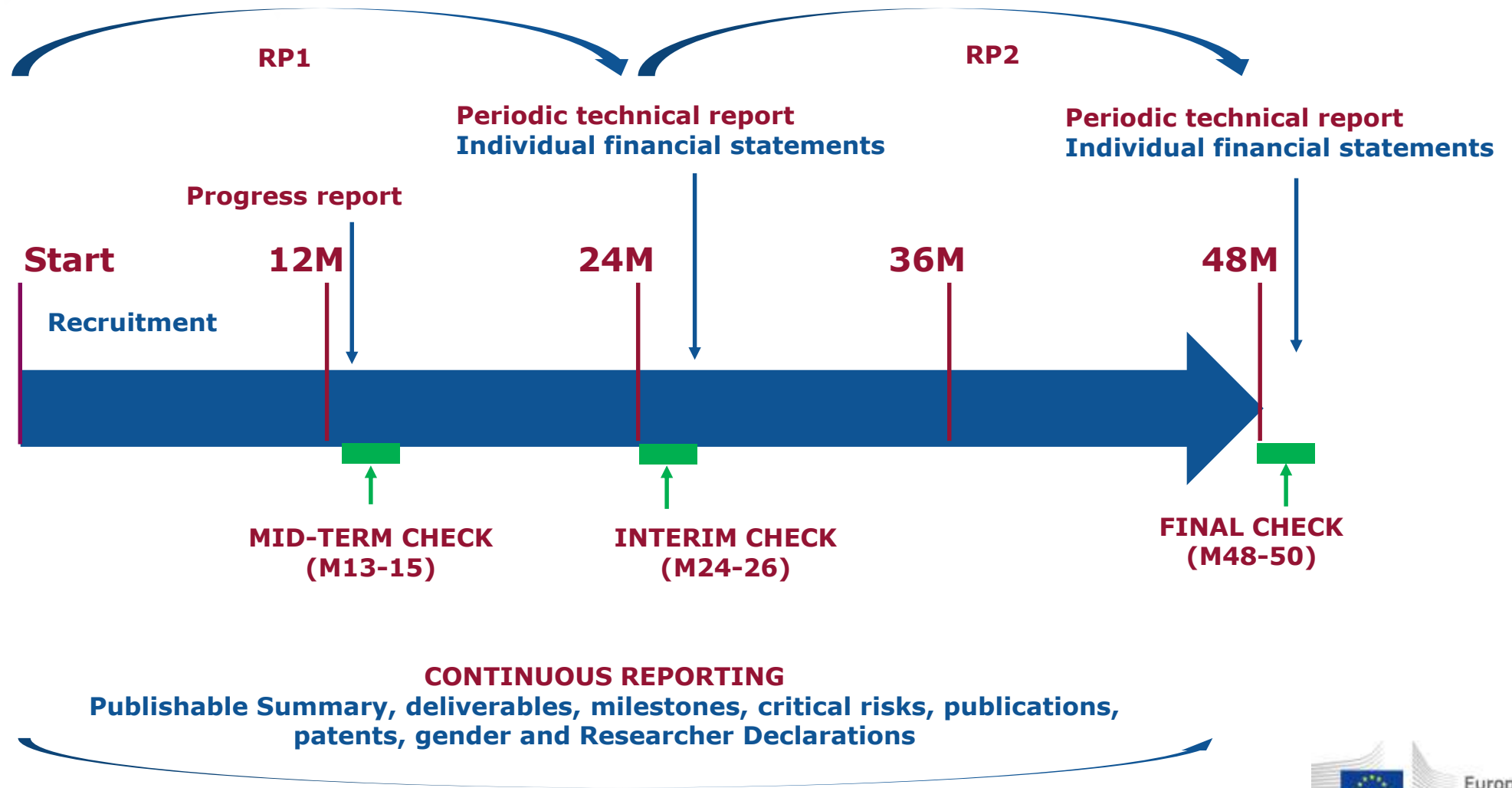
➤ HOW

- 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



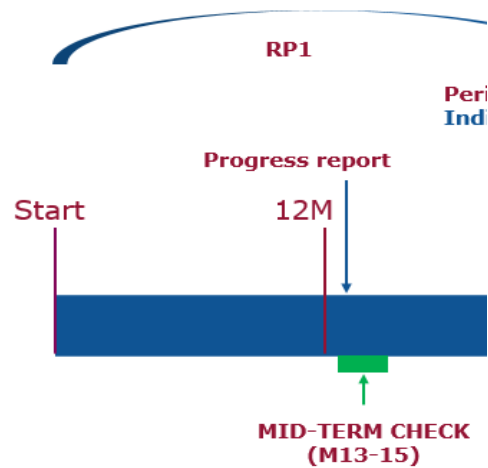
PROJECT CHECKS

Project timeline



PROJECT CHECK

Mid-Term check (Article 19.1 of the GA)



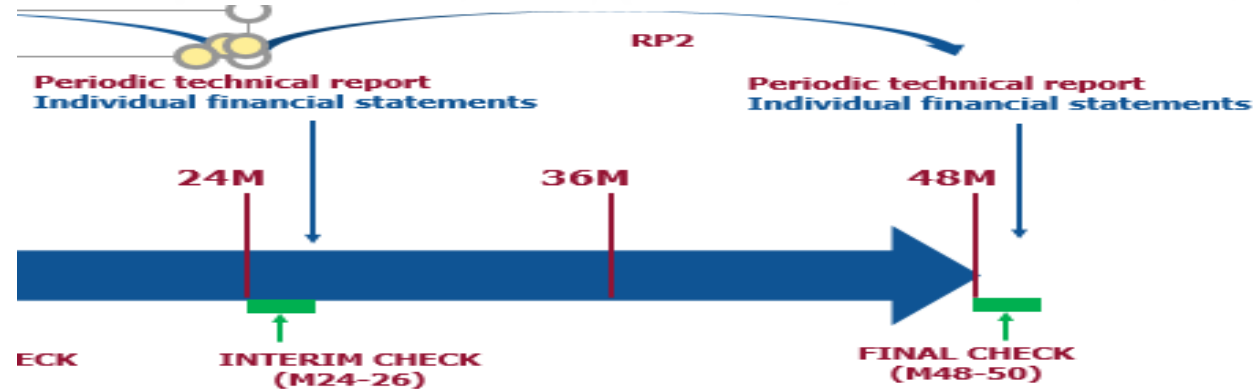
- The coordinator must organize a **mid-term meeting at M13-15 (unless otherwise agreed with the PO).**
- A Progress report needs to be submitted beforehand as deliverable via the continuous reporting module,
- Brings together EU officer, consortium members and recruited researchers.

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.*

PROJECT CHECK

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)

ETHICS: 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.*

ETHICS

- 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, an ethics report has to be provided to the REA via the continuous reporting module together with the periodic report (a template can be provided by the REA) at the end of each reporting period.
- 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 Tender Portal

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



**Formal & Informal
communication**

Funding and Tender Portal : *How to ?*

The screenshot displays the 'Funding & tender opportunities' portal. The header includes the European Commission logo and the title 'Funding & tender opportunities Single Electronic Data Interchange Area (SEDIA)'. A navigation bar contains links: 'Manage my area', 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A user profile section in the top right shows the 'USER name' and a 'select programme' dropdown. A left sidebar lists 'My Organisation(s)', 'GRANTS', 'My Proposal(s)', 'My Project(s)', 'My Formal Notification(s)', and 'My Expert Area'. The main content area features a welcome message, a search bar, and buttons for 'What are calls for proposals?' and 'What are calls for tenders?'. A 'Notifications' button is also present. Below this is a section titled 'Calls for proposals by EU Programme' with a grid of program links. The footer contains 'News' and 'Useful links' sections. Red boxes and arrows highlight specific features: 'Personalised access to the IT tools' points to the left sidebar; 'Personalised access to the user account' points to the user profile; and 'Notifications' points to the notification button.

European Commission

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

USER name

Manage my area

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.

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

European Commission

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.

Formal notification process

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

Help

Abhishek DHOKTE

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.
- 2 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).
- 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.

MY PROJECT
HORIZON 2020
Call: H2020-INFRAINNOV-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
Contacts: Juan Cruz OLANO MANERO

Latest Legal Data
Process List
Document Library
Communication Center

H2020 ONLINE MANUAL

HOW TO

Proposal Management & Grant Preparation
915788 - 915788 Abhi-ToA-AT37 [ABAC: ABACBUDL]
05 May 2017 (84/30 days)

Informed Invited Prepared Signed Paid

Non-formal communication

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

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

Help

MY PROJECT
HORIZON 2020

Launch new interaction with the EU +

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

01 Aug 2017 30 Sep 2017 (0/60 days)

Draft 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

Latest Legal Data

Process List

Document Library

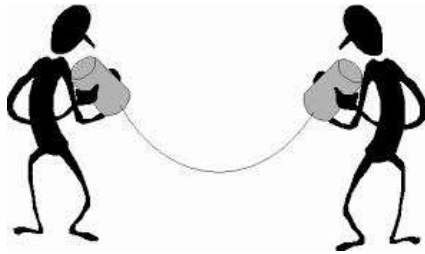
Communication Centre

H2020 ONLINE MANUAL

HOW TO

Communication with REA

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

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

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

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

European Commission | 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

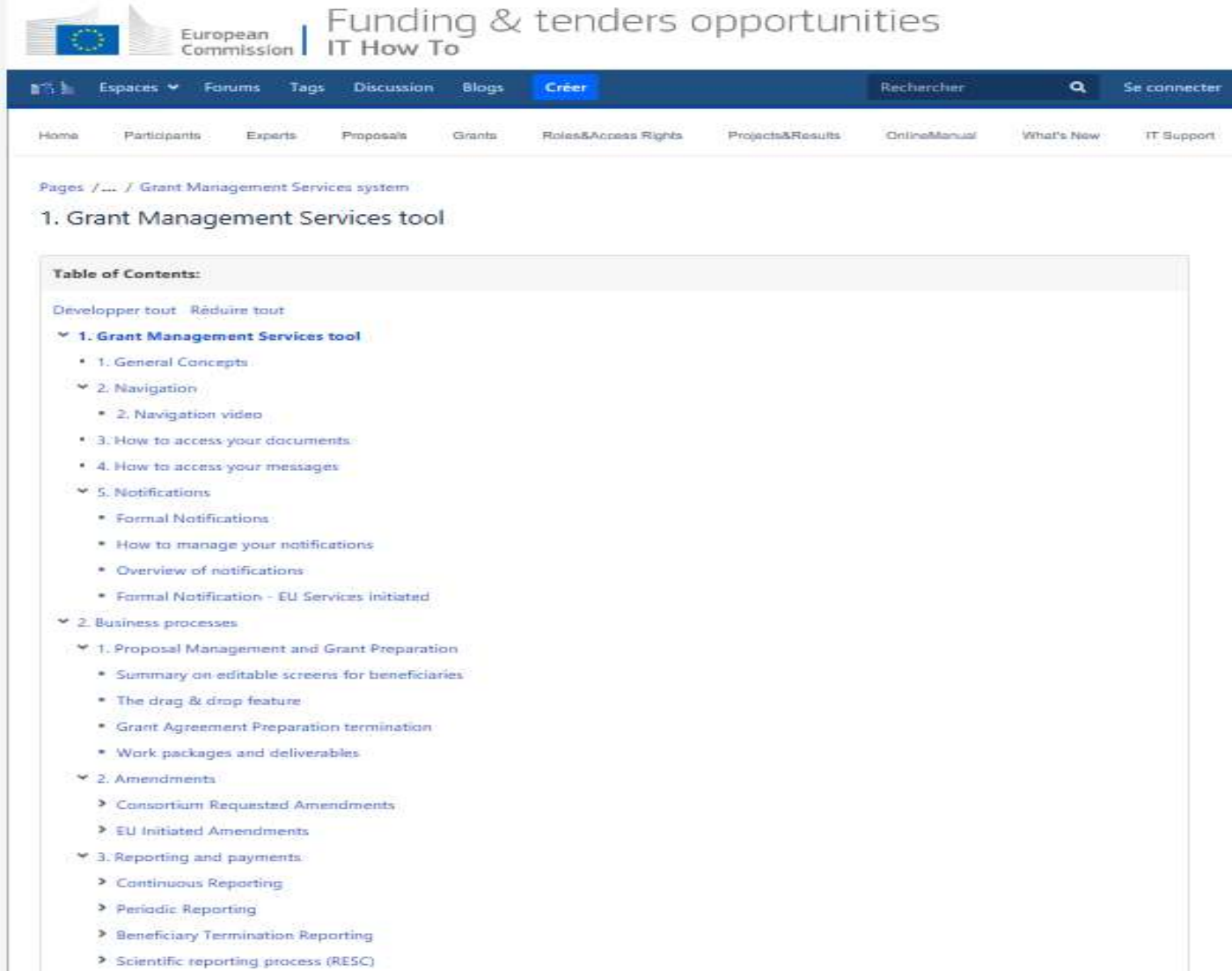
Pages / IT How To / Grants

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

More information



The screenshot shows the 'Funding & tenders opportunities IT How To' page. The header includes the European Commission logo and a navigation bar with links like 'Espaces', 'Forums', 'Tags', 'Discussion', 'Blogs', 'Créer', 'Rechercher', and 'Se connecter'. Below the header is a breadcrumb trail: 'Pages / ... / Grant Management Services system'. The main heading is '1. Grant Management Services tool'. A 'Table of Contents' section is visible, listing various topics under 'Developer tout' and 'Réduire tout'.

Table of Contents:

- Developer 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 access your messages
 - 5. Notifications
 - Formal Notifications
 - How to manage your notifications
 - Overview of notifications
 - Formal Notification - EU Services Initiated
 - 2. Business processes
 - 1. Proposal Management and Grant Preparation
 - Summary on editable screens for beneficiaries
 - The drag & drop feature
 - Grant Agreement Preparation termination
 - Work packages and deliverables
 - 2. Amendments
 - Consortium Requested Amendments
 - EU Initiated Amendments
 - 3. Reporting and payments
 - Continuous Reporting
 - Periodic Reporting
 - Beneficiary Termination Reporting
 - Scientific reporting process (RESC)

Thank you



© European Union 2020

Unless otherwise noted the reuse of this presentation is authorised under the [CC BY 4.0](https://creativecommons.org/licenses/by/4.0/) license. For any use or reproduction of elements that are not owned by the EU, permission may need to be sought directly from the respective right holders.

