e-GRANTS

Reporting-Payment Processes
Continous Reporting

Deliverables plus Reporting information that can be entered at any time during the life of the project

GRANT AGREEMENT
ART 14
✓ Continuous reporting module
Continuous Reporting

Activated at the time Project starts
Summary for Publication

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, expected results until the end of the project and potential impacts (including the socio-economic impact and the wider societal implications of the project so far)

[No text provided]

- All fields are mandatory
- The text have to be entered gradually
### Deliverables, Ethics, DMP, Other Reports

<table>
<thead>
<tr>
<th>WP</th>
<th>D1</th>
<th>Title</th>
<th>Description</th>
<th>Length</th>
<th>Nature</th>
<th>Dissemination Level</th>
<th>Est. Del. Date</th>
<th>Rev. Due</th>
<th>Recv.</th>
<th>Approval</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>WP1</td>
<td>D1.1</td>
<td>Project Inception Re</td>
<td>The Deliverable (electronic format, English) will...</td>
<td>W</td>
<td>Report</td>
<td>Confidential, only for mer</td>
<td>30 Nov 2019</td>
<td></td>
<td></td>
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<td>Pending</td>
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<td>WP1</td>
<td>D1.2</td>
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<td>Report</td>
<td>Confidential, only for mer</td>
<td>31 Dec 2019</td>
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<tr>
<td>WP1</td>
<td>D1.3</td>
<td>First Interim Progress</td>
<td>The Deliverable (electronic format, English) will...</td>
<td>W</td>
<td>Report</td>
<td>Confidential, only for mer</td>
<td>31 Jan 2020</td>
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</tr>
<tr>
<td>WP1</td>
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<td>Second Interim Progress</td>
<td>The Deliverable (electronic format, English) will...</td>
<td>W</td>
<td>Report</td>
<td>Confidential, only for mer</td>
<td>30 Apr 2020</td>
<td></td>
<td></td>
<td></td>
<td>Pending</td>
</tr>
</tbody>
</table>

**Allowed formats:** doc, docx, odt, rtf, pdf, csv, zip

**Statuses** (Pending, Draft, Submitted, Approved)

### Coordinator:

**WP1**
- **D1.1** - delivery short... Websites, p Confidential 04 Sep 2015
- **Status:** Pending  estimated delivery date has passed

**EU Officer** can approve the deliverable or request modifications

- **WP1 D1.1:** Memorandum FFG Report Confidential, 31 Dec 2014 20 Mar 2015 07 Dec 2015 **Approved**
### Milestones

<table>
<thead>
<tr>
<th>Num</th>
<th>Name</th>
<th>Lead Beneficiary</th>
<th>Delivery Date (Annex I)</th>
<th>Achieved</th>
<th>Delivery Date (actual)</th>
<th>Comments</th>
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<tbody>
<tr>
<td>1</td>
<td>Project Initiat</td>
<td>XXXXXXXXXX</td>
<td>31 Jan 2020</td>
<td>✓</td>
<td>31 Jan 2020</td>
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<td>2</td>
<td>Periodic Repo</td>
<td>XXXXXXXXXX</td>
<td>31 Oct 2020</td>
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<tr>
<td>3</td>
<td>Final Report</td>
<td>XXXXXXXXXX</td>
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<tr>
<td>4</td>
<td>Kick-off meet</td>
<td>XXXXXX</td>
<td>30 Nov 2019</td>
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<td>27 Nov 2019</td>
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<tr>
<td>5</td>
<td>Coordination/</td>
<td>XXXXX</td>
<td>31 Jan 2020</td>
<td></td>
<td>10 Jan 2020</td>
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<tr>
<td>6</td>
<td>Maritime Soft</td>
<td>XXXXXX</td>
<td>31 Dec 2019</td>
<td>✓</td>
<td>09 Dec 2019</td>
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<tr>
<td>7</td>
<td>Conclusion</td>
<td>XXXXXXXXXX</td>
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<td>29 May 2020</td>
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<td>8</td>
<td>Development</td>
<td>XXXXXXXXXX</td>
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<tr>
<td>9</td>
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<td>XXXXX</td>
<td>30 Apr 2020</td>
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<td>29 May 2020</td>
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<td>10</td>
<td>Five group</td>
<td>XXXXXXXXXX</td>
<td>31 Oct 2020</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>11</td>
<td>Selection</td>
<td>XXXXXXXXXX</td>
<td>31 Aug 2020</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Critical Risks

Imported from GAP process

Unforeseen risks can be added
Dissemination & Communication Activities

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

Total Funding Amount

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: 0
- Press release: 0
- Non-scientific and non-peer-reviewed publication (popularised publication): 0
- Exhibition: 0
- Ryer: 0
- Training: 0
- Social Media: 0
- Website: 0
- Communication Campaign (e.g. Radio, TV): 0

Specify the estimated number of persons reached, in the context of all dissemination and communication activities, in each of the following categories:

- Scientific Community (Higher Education, Research): 0
- Industry: 0
- Civil Society: 0
- General Public: 0
- Policy Makers: 0
- Media: 0
- Investors: 0
- Customers: 0
- Other: 0
This tab has to be filled out only if any relevant activities planned
This tab has to be filled out only if any relevant activities planned.
This tab has to be filled out only if any relevant activities planned.
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).

<table>
<thead>
<tr>
<th>Beneficiaries</th>
<th>Number of female researchers</th>
<th>Number of male researchers</th>
<th>Number of females in the workforce other than researchers</th>
<th>Number of males in the workforce other than researchers</th>
<th>Total number of females in the workforce</th>
<th>Total number of males in the workforce</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<td>2</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>3</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>4</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>5</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>6</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

This tab has to be filled out only if any relevant activities planned.

Gender dimension in the project

Does the project include a gender dimension in research content?  
☐ Yes  ☐ No
This tab has to be filled out only if any relevant activities planned
Reporting Payment

GRANT AGREEMENT
ART 15
Continuous Reporting Module
Periodic Reporting Module - Final Reporting

- Project starts
- End period 1
- End period 2
- Final
- Project ends
All beneficiaries receive a notification at the end of the Reporting Period

1. **All Beneficiaries:**
   - contribute to the **Periodic technical** Part of the Report
   - complete their own **Final Financial** Statement
   - **Final** reporting requirements – including CFS (**Certificate Financial statement**) (if >= EUR 325 000)
   - **PFSIGN** (of each Beneficiary) e-signs and submits the Financial Statement to the Coordinator

2. **The Coordinator approves & submits the elements**
   
   *(Technical part and Financial Statements)* of the Report

   **Note:** Deadline for submission of REPORTS 60 days after the end of the Period

3. **The EU Services review the submitted Report and accept or reject it**
   - Deadline for payments: 90 days after first submission (subject to approval of the Technical REPORT)
   - If report incomplete – Session back to coordinator ⇒ Suspension of the payment deadline

4. **Interim Payment or Payment of the Balance (end of Project)**
RESEARCH & INNOVATION
Participant Portal - Grant Management Services

MY PROJECT

Call: EMFF-BlueEconomy-2018
Type of Action: EMFF-AG
Acronym: XXXXX
Current Phase: Grant Management
Number: 99999
Duration: 24 months
GA based on the: EASME MGA
— Multi - 5.null
Start Date: 01 Oct 2019
Estimated Project Cost: €1,522,518.89
Requested EU Contribution: €989,637.28
Contact: XXXXXXXXXX

Latest Legal Data
Active Processes
Document Library
Communication Centre
Archived Processes

H2020 ONLINE MANUAL

HOW TO
Coordinator uploads the **Part B** of the periodic Technical Report (narrative part).

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.
Technical Part of Periodic Report
Lock for review

Task to be performed by the Coordinator
Technical Part of Report
Accept & Include

Task to be performed by the Coordinator

Unlock to draft
Accept & Include

Reject this report item. The beneficiary will be requested to restart the drafting.
Financial Statement
Complete data

Periodic Reporting
REP-781643-1 - period 07/2015 > 03/2016

EMFF Funding opportunities
Call: EMFF-BlueEconomy-2018
Topic: EMFF-03-2018
Unit: EASME/AV03

Beneficiary: SFRS
Legal Name: SFRS MET COLLECTIE FEMMEN VAN DE TECHNISCHE INDUSTRIE
PIC: 966984368
Status: VALIDATED
Legal Address: DOUVERAARD AUGUSTE RIVERS 80 6503 YH, EINDHOVEN, NETHERLANDS

Financial Data

Is there a financial guarantee required? ☐ Yes ☐ No

<table>
<thead>
<tr>
<th>Cost category</th>
<th>Unit Cost</th>
<th>Number of Units</th>
<th>Subtotal</th>
<th>Total</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Direct personnel costs</td>
<td>252,000</td>
<td></td>
<td>252,000</td>
<td>252,000</td>
<td></td>
</tr>
<tr>
<td>b) Direct costs of subcontracting</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>d) Other direct costs</td>
<td>11,500</td>
<td></td>
<td>11,500</td>
<td>11,500</td>
<td></td>
</tr>
<tr>
<td>e) Indirect costs (&lt;-7% (a1 + b + d))</td>
<td>18,445</td>
<td></td>
<td>18,445</td>
<td>18,445</td>
<td></td>
</tr>
<tr>
<td>f) Total estimated eligible costs (= a1 + b + d + e)</td>
<td>281,945</td>
<td></td>
<td>281,945</td>
<td>281,945</td>
<td></td>
</tr>
<tr>
<td>h) Maximum EU contribution (65%)</td>
<td>183,264</td>
<td></td>
<td>183,264</td>
<td>183,264</td>
<td></td>
</tr>
<tr>
<td>j) Income generated by the action</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>k) Financial contributions given by third parties to the beneficiaries</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>l) Receipts</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Attachments:
- COST detailed table

Task to be performed by each Beneficiary
Financial Statement
Lock for review → PDF

Task to be performed by each Beneficiary

This action will freeze the data (prevent changes) and generate a PDF document
Financial Statement
Sign & Submit

Periodic Reporting
REP-781643-1 - period
07/2015 > 03/2016

04 Mar 2016
03 May 2016
(19/60 days)

Draft
Submitted

Unlock to draft
Sign & Submit

Financial Statement shortname for 966984368[PIC 966984368] signature
and submission to coordinator

The Project Financial Signatory is invited to electronically sign the financial report and submit it to the Coordinator who may on his turn include it in the periodic report.

The beneficiary hereby confirms that:

- The information provided is complete, reliable and true.
- The costs declared are eligible (see Article 6).
- The costs can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 17, 18 and 22).
- For the last reporting period: that all the receipts have been declared (see Article 5.3.3).
Financial Statement
"Sent to Coordinator"
Financial Statement to be included in Report Composition

Coordinator approves by including in the Report Composition
• Once the elements of the 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 can:

- accept
- ask for revisions → Suspension Letter → modify data
- or ask for additional information → Suspension Letter → send document with information
If Reports rejected by EU

→ Revision

→ Notification

If Reports rejected by EU

→ Revision

→ Notification

e.g. Technical Part and Financial Statement(s) rejected → "Draft"

Revise, lock for review, .... COORD. → Submit to EU
EU asks for additional information ➔ Upload document (reply)

Read letter, Upload answer, Complete (= send to EU)
Eu will assess, accept or reject again ....
If Reports accepted by EU
→ Payment Letter
→ Process closed

Process documents

- Interim Payment (1)
  - Interim Payment Letter - 1

  - Financial Situation (project overview)
  - Financial Statement Assessment (per participant)
  - Payment Calculation Sheet
  - Information Letter for Interim Payment

- Periodic Report (1)
  - Periodic Report - 1 - 0

Process communications
No topics

Process history
- closed the process on 11 Jul 2018 12:21
- paid completely the accepted periodic report to the Coordinator on 11 Jul 2018 12:21
If Reports accepted by EU
→ Attachments

→ Process closed

Interim Payment Letter - 2
- Financial Statement Assessment (per participant)
- Payment of the Balance Letter to Coordinator
- Financial Situation (project overview)
- Payment Calculation Sheet
If Reports accepted by EU
→ Payment Letter

Process documents
- Interim Payment (1)
  - Interim Payment Letter - 1
- Periodic Report (1)
  - Periodic Report - 1 - 1
- Suspension Payment Deadline (1)
  - Suspension Payment Deadline - 1 - 0

Process communications
New messages (0)

Process history
- EU closed the process on 23 Oct 2017 15:56
- EU paid completely the accepted periodic report to the Coordinator on 23 Oct 2017 15:56
- submitted the report on 06 Jul 2017 16:11
- EU sent the Periodic Report back to the Coordinator on 06 Jul 2017 15:38
- submitted the report on 30 Jun 2017 15:34
- EU made the Periodic Report available to the Coordinator on 01 May 2017 01:47
- EU launched the periodic reporting on 01 May 2017 01:46
Support
Help ?
On line manual
HOW TO PARTICIPATE

Reference Documents

Reference Documents

Grants

This page includes reference documents of the programmes managed on the EU Funding & Tenders portal starting with legal documents and the Commission work programmes up to model grant agreements and guides for specific actions.

Please select the programme to see the reference documents.

Procurement

Reference Documents related to tendering opportunities are published on TED eTendering in the calls for tenders.
HELP
> On line // HOW To ???

[Image of a website interface with a highlighted section for "My Project(s)" and links to "Online manual" and "IT HOW TO" for "Grant management"]