e-GRANTS
Reporting-Payment Processes

JEAN CADELIS
Common Implementation Centre – TRAINING TEAM
RTD B4
Continous Reporting

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

Address (URL) of the project’s public website

[ No text provided ]

Images attached to the Summary for publication

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

For each Deliverable, a single file (max 50MB) can be uploaded

Show Filters # Clear Filters

<table>
<thead>
<tr>
<th>WP</th>
<th>Del</th>
<th>Del</th>
<th>Del</th>
<th>Title</th>
<th>Description</th>
<th>Let</th>
<th>Nature</th>
<th>Confidentiality</th>
<th>Dissemination Level</th>
<th>Est. Del. Date (annex F)</th>
<th>Rev. Du</th>
<th>Rev.</th>
<th>Recpt</th>
<th>Approval</th>
<th>Status</th>
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<td>WP1</td>
<td>D1.1</td>
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<td>D7</td>
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<td>D3.3</td>
<td>D8</td>
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</tbody>
</table>

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

Upload Deliverables

Statuses (Pending, Draft, Submitted, Approved)

Coordinator:

EU Officer can approve the deliverable or request modifications

Status: Pending estimated delivery date has passed

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>
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### Critical Risks

#### Foreseen Risks (Annex-I)

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<td>1, 2, 3</td>
<td>Strict coordination on in-/output relations be</td>
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<td>2</td>
<td></td>
<td>4</td>
<td>Organization of informative sessions, focus on</td>
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<tr>
<td>3</td>
<td></td>
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<td></td>
<td>1, 2, 3</td>
<td></td>
<td></td>
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</tbody>
</table>

#### Unforeseen Risks

There are no unforeseen 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
- Radio: 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

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  
- [x] No

Gender dimension in research content means taking into account as relevant the biological characteristics and the social and cultural features of women and men in the content of the research itself. It does not refer to the gender balance in research team participating to the research project.

<table>
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<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>
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<td>N/A</td>
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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
**Reporting and Payment**

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)**
Reporting and Payment Report Composition

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

MY PROJECT

Call: EMFF-BlueEconomy-2018
Type of Action: EMFF-AG
Acronym: XXXXXX
Current Phase: Grant Management
Number: 99999
Duration: 24 months
GA based on the: EASME MGA — Multi - 5null
Start Date: 01 Oct 2019
Estimated Project Cost: €1,522,518.89
Requested EU Contribution: €999,637.28
Contact: XXXXXXXXXX

Latest Legal Data
Active Processes
Document Library
Communication Centre
Archived Processes

H2020 ONLINE MANUAL
HOW TO
Technical Part of Periodic Report
Lock for review

Task to be performed by the Coordinator
Task to be performed by the Coordinator

Technical Part of Report
Accept & Include

Reject this report item. The beneficiary will be requested to restart the drafting.
Periodic Reporting REP-781643-1 - period 07/2015 > 03/2016

Financial Statement
Complete data

EMFF Funding opportunities
Beneficiary: SRREI
Legal Name: SRREI NIEUW COLLECTIEF CENTRAAL VAN DE TECHNOLOGISCHE INDUSTRIE
PIC: 989133073
Status: VALIDATED
Legal Address: MOUWVERSHOEI 30 6030 YAOB ENSCHEDE NEDERLAND

Financial Data

Is there a financial guarantee required?  
- Yes
- No

<table>
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<tr>
<th>Cost Category</th>
<th>Unit Cost</th>
<th>Number of Units</th>
<th>Subtotal</th>
<th>Total</th>
<th>Actions</th>
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<tr>
<td>b) Direct costs of subcontracting</td>
<td>0</td>
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<td>0</td>
<td>0</td>
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<td>d) Other direct costs</td>
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<td>11,500</td>
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<td>e) Indirect costs (= (%) (a1 + b + d))</td>
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<tr>
<td>f) Total estimated eligible costs (= a1 + b + d + e)</td>
<td>281,945</td>
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<tr>
<td>h) Maximum EU contribution (55%)</td>
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<td>183,264</td>
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<tr>
<td>i) Maximum grant amount</td>
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<tr>
<td>j) Income generated by the action</td>
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<td>k) Financial contributions given by third parties to the beneficiaries</td>
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<td>l) Receipts</td>
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Attachments:

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</table>
Financial Statement
Lock for review → PDF

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

Task to be performed by PFSIGN of each Beneficiary

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.
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

- 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
If Reports accepted by EU → Attachments

Process closed
If Reports accepted by EU
→ Payment Letter
Support
Help?
On line manual
> HOW TO PARTICIPATE
> Reference Documents

European Maritime and Fisheries Fund (EMFF)

Filter by programme:
- European Maritime and Fisheries Fund (EMFF)

Reference Documents

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.

- EMFF legislation
- Work Programme & call documents
- Grant agreements and contracts
- Guidance
- Templates & forms
  - Proposal templates
  - Grant agreement preparation templates
  - Reporting templates
  - Request for second/further pre-financing
  - Annex 5_Model for the certificate on the financial statement (CFS)

CFS certificate Financial statement
HELPDESK

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
Support overview
Guidance & Manuals
FAQ

Helpdesk & Support Services

European Maritime and Fisheries Fund (EMFF)

Programming period
2014-2020

EMFF

IT Helpdesk
The IT Helpdesk answers your questions about the Funding & Tenders Portal tools and processes.

Europe Direct
Questions about the EU7 Europe Direct can help.

Participant Validation Service
The service deals with inquiries about the validation process of legal entities for all the EU programmes.
HELP
> On line // HOW To ???