

H2020-ITN-2015 Info Day

Reporting under H2020

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Research Executive Agency
Unit REA-A1

Participant Portal (PP)

is your entry point to submit :

- Project Reports
- Researchers declarations for all researchers
- Other documents (e.g. Notification of Starting date, Amendment)

"My Area" – "My projects" tab

Principles of submission in H2020

- Forms and templates provided in the electronic exchange system (PP)
- Two-step submission process:
 - 1 - Beneficiary → Coordinator
 - 2 - Coordinator → REA
- No paper signed document, only electronic submission
- Process more automated

Reporting

1. Continuous reporting

during whole project life cycle, whenever needed

- Researcher declaration
- Deliverables
- Publications
- Questionnaires (*Evaluation and Follow-up*)
- Progress report (*First year only*)

2. Periodic reporting

- Reports from art. 19 and 20 of the GA
- Predefined templates in the system



RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > My Projects

MY AREA

HOME

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

EXPERTS

SUPPORT

Search PP



MIKA LEVONEN

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My Proposal(s)

My Project(s)

My Notification(s) 3

My Formal Notification(s)

My Expert Area

My projects

FP7 REF. DOCS

H2020 ONLINE MANUAL

HOW TO

This page enables you to access all your EU projects managed via the Participant Portal that have been selected and approved for funding.

Depending on your roles, you can view or manage the following project-related tasks:

- [Prepare and sign your grant agreement](#)
- [Submit amendments to your grant agreement](#)
- [Manage your scientific and financial reports](#)
- [View or manage roles and access rights in your projects consortia](#)

If you are LEAR and want to see the full list of your organisation projects, please go to **My Organisations** and click on the action button **VP**. LEAR can only view the list of projects in which their organisation is involved. If you want to see project details, your organisation main contact for this project or the project Coordinator has to give you access rights. For more details see the [H2020 online manual](#).

Legend



Access Amendment



Grant Preparation



Manage Projects



Financial Reporting



Periodic Reporting



Reporting & Deliverables



Project Consortium



View Proposal

Show 10 entries



☐ Hide closed projects

Search:

ACRONYM	CALL	PROGRAM	PROJECT	PHASE	ACTIONS
ModComm Shock	H2020- MSCA-ITN-2014	H2020	642768	Active	PC VP MP

Showing 1 to 1 of 1 entries

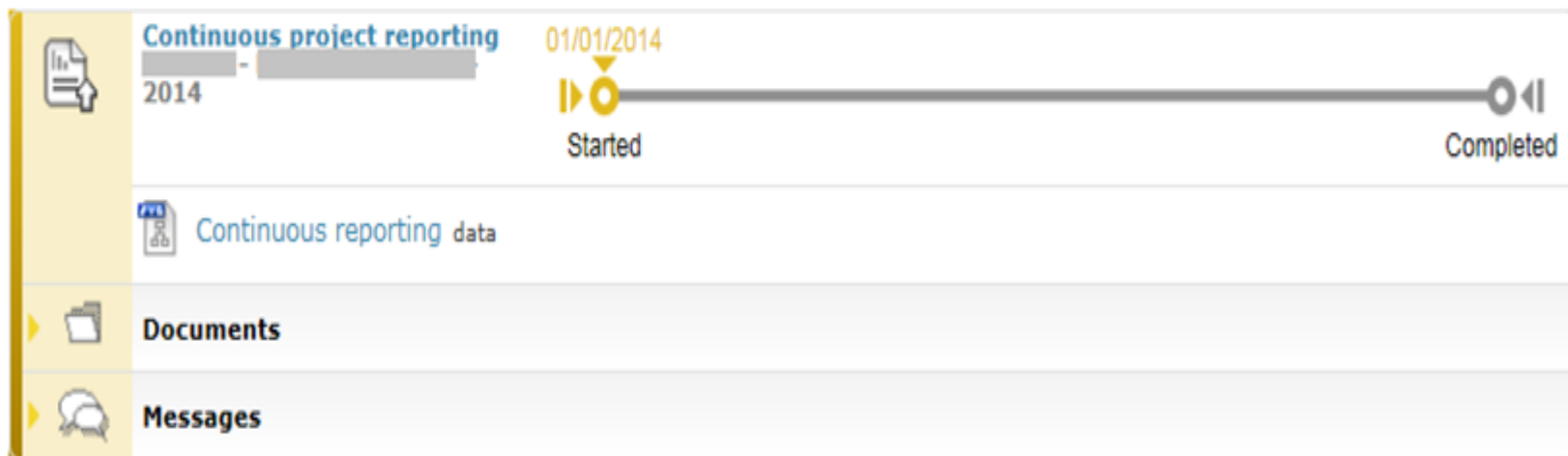
PREVIOUS

1

NEXT

Continuous reporting

- Possible to submit whenever during the project life cycle:



Researchers Declaration (RD):

- Art. 19 of the GA
- To be submitted **by each beneficiary** for all recruited researchers

Contains:

- personal data (name, date of birth, nationality, gender, family charges, is researcher enrolled in PhD programmes, email of researcher, etc.
- Data related to the project allowances: start date and end date of recruitment, hosting institution, etc.

Researchers Declaration – step 1:

Project researcher library:

- Each beneficiary can add a researcher and fill in all personal data
- It is saved in the project database
- Once RD **needs to be** created, researcher data are taken automatically

Advantages:

- consistency of the data
- time saving (especially for EID, EJD)

Project 64 ()

Deliverables

Researchers



Call: H2020-MSCA-ITN-2014 Action : MSCA-ITN-E

Resp. Unit: REA/A/01 Duration: 48

Researcher Declaration

Project's Researcher Library

Fellow Id	First Name	Last Name	Gender	Birthday	Nationality	Submitted Declaration	Actions
2	la	Lo	M	29-06-1989	IT - Italy	0 of 1	
3	Ki	Ny	M	23-08-1990	DK - Denmark	0 of 0	
4	Pa	Ro	M	13-10-1984	ES - Spain	0 of 0	
5	Co	Qi	F	29-05-1991	US - United States	0 of 0	
6	Jo	Lo	M	12-07-1989	DE - Germany	0 of 0	
7	Di	Sn	M	30-05-1990	PL - Poland	0 of 0	
8	Fl	Re	F	07-08-1986	UG - Uganda	0 of 1	
9	M	No	M	20-11-1987	SN - Senegal	1 of 1	
10	Cl	Pa	M	01-03-1982	DE - Germany	0 of 0	
11	M	Hi	M	14-03-1991	DE - Germany	0 of 0	

Researcher Declaration

	Nr	Fellow Id	First Name	Last Name	Sending Organisation	Recruitment Organisation	Start Date	End Date	Working Time Comm	Status	Actions
1	9	A	No			T	01-10-201	30-09-201	FULL_TIME	SUBMIT	
2	8	F	Re			Fr	19-10-201	18-10-201	FULL_TIME	DRAFT	
3	2	la	Lo			U	15-09-201	15-09-201	FULL_TIME	DRAFT	

Researchers Declaration – step 2:

Create RD

- According to GA – to be submitted **within 20 days after recruitment**
- For researchers that already exist in the project library (all personal data are automatically prefilled)

Project 64 ()

Deliverables

Researchers



Call: H2020-MSCA-ITN-2014 Action : MSCA-ITN-E
Resp. Unit: REA/A/01 Duration: 48

Researcher Declaration

Project's Researcher Library

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4	Pa	Re	M	13-10-1984	ES - Spain	0 of 0	
5	Co	Qu	F	29-05-1991	US - United States	0 of 0	
6	Jo	Lo	M	12-07-1989	DE - Germany	0 of 0	
7	Di	Sn	M	30-05-1990	PL - Poland	0 of 0	
8	Fl	Re	F	07-08-1986	UG - Uganda	0 of 1	
9	M	No	M	20-11-1987	SN - Senegal	1 of 1	
10	Cl	Pa	M	01-03-1982	DE - Germany	0 of 0	
11	M	Hi	M	14-03-1991	DE - Germany	0 of 0	

Researcher Declaration

	Nr	Fellow Id	First Name	Last Name	Sending Organisation	Recruitment Organisation	Start Date	End Date	Working Time Comrr	Status	Actions
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2	8	F	Re			Fr	19-10-201	18-10-201	FULL_TIME	DRAFT	
3	2	la	Lo			Un	15-09-201	15-09-201	FULL_TIME	DRAFT	

Deliverables

- Art. 19 of the GA
- To be uploaded directly on the PP by the Coordinator
- Scientific deliverables and other deliverables as defined in the GA Annex 1

Project 6 ()

Deliverables

Researchers



Call: H2020-MSCA-ITN-2014Action : MSCA-ITN-E

Resp. Unit: REA/A/01 Duration: 48

Deliverables

WP No	Del No	Title	Lead Benef	Nature	Dissemination L	Est. Del. Date (Receipt Date	Accept Date	Status	
WP1	D1.1	Nonautonom	FSUJ	Report	Public	01/10/2016			Pending	
WP1	D1.2	Random bifur	Imperial	Report	Public	01/02/2017			Pending	
WP1	D1.3	Bifurcations	UVA	Report	Public	01/06/2017			Pending	
WP1	D1.4	Multiscale sy	Imperial	Report	Public	01/04/2018			Pending	
WP2	D2.1	Early-warning	WU	Report	Public	01/12/2016			Pending	
WP2	D2.2	Numerical me	TUD	Report	Public	01/04/2017			Pending	
WP3	D3.1	Graduate sch	UNEXE	Other	Public	01/04/2016			Pending	
WP3	D3.2	Final confere	UNEXE	Other	Public	01/04/2019			Pending	
WP4	D4.1	Recruitment	Imperial	Other	Public	01/10/2015			Pending	
WP4	D4.2	Progress rep	Imperial	Report	Public	01/05/2016			Pending	
WP4	D4.3	Midterm revi	Imperial	Other	Public	01/06/2017			Pending	
WP4	D4.4	draft 1st per	Imperial	Report	Public	01/04/2017			Pending	
WP4	D4.5	Supervisory E	Imperial	Other	Public	01/06/2015			Pending	
WP5	D5.1	Main outreac	WU	Other	Public	01/10/2017			Pending	

Questionnaires

➤ WHAT

Evaluation questionnaire - at the end of the recruitment

Follow-up questionnaire - two years after the end of the recruitment

➤ WHO

Each recruited researcher

➤ HOW

Via PP➔ MP

Progress reports (Art 19 of GA)

➤ WHEN

Within **30 days** after year 1
NO financial reports required

➤ WHAT

Template defined on the Participant Portal
(single pdf to upload as a deliverable)

➤ HOW

Via PP → MP

Periodic reporting

Periodic reports (Art 20 of GA)

➤ WHEN

Within **60 days** following the end of each reporting period

➤ WHAT

Periodic report includes:

- **Technical report** (attachment) + **Continuous reporting**, including questionnaire (H2020 key indicators)
- **Financial report** – Individual financial statement from each beneficiary + Periodic summary financial statement

➤ HOW

Via PP➔ MP

Final report (Art 20 of GA)

➤ WHEN

Within **60 days** following the end of the last reporting period

➤ WHAT

➤ Report covers whole project period

➤ **Final technical report**

➤ **Final financial report** (final summary financial statement created automatically by the electronic exchange system, consolidating the individual financial statements for all reporting periods)

➤ To be submitted together with Periodic report for last RP

➤ HOW

Via PP➔ MP

Submission of periodic report – H2020 principle

- **Coordinator** prepares **Periodic Technical report**, based on the input from all beneficiaries
- **Beneficiaries** (including Coordinator) prepare their individual **Financial statements**, signed electronically (FSIGN) and submit to Coordinator
- Coordinator "marks for submission" all reports to be submitted to REA
- Coordinator submits all reports in one package – **Single Submission**.

NB: In case of need coordinator can decide to submit a package without some Form Cs (beneficiaries didn't submit Form C on time and blocking payment for whole consortium), those beneficiaries will not have any opportunity to submit their Form C within the same reporting period, only in the next reporting period!

Notifications

➤ WHAT

- LEAR directly via PP
- To notify about changes in the organization legal data - address, name, universal transfer of rights, contact persons etc.
- *Please notify your PO about changes in contact persons*

➤ HOW

Via PP ➔ My Area ➔ My Organization

Amendments

➤ WHAT

- Changes in the Grant agreement (e.g. change in consortium, modification of Annex I, etc.)
- **H2020 online manual (Amendments)**
- **With prior agreement of project officer**

➤ HOW

Via PP➔MP

MY PROJECT

HORIZON 2020

Call: H2020

Scheme: RIA

Acronym: Project 700300

Current phase: Negotiation

Number: 700300

Duration: 60 months

Start date: 2012-11-01

Estimated project cost:

€0.00

Requested EU contribution:

€0.00

Contact: Antoine DE

TROOSTEMBERGH



See all data ...



H2020 ONLINE MANUAL

IT HELP



**Proposal Management &
Grant Preparation**
700300 - Project 700300

24/02/2014

Submitted

Evaluated

Ranked

Invited

Prepared

Signed

Paid



Documents



Messages



Launch new amendment or task



After the grant agreement is signed
by Coordinator and by REA

MY PROJECT

HORIZON

Call: H2020
Scheme: RIA
Acronym: Project
Current phase:
Number: 70030
Duration: 60 mo
Start date: 2012
Estimated project
€0.00
Requested EU co
€0.00
Contact: Antoine
TROOSTENBERG

Launch new Amendment or Task



Choose one of the options below



Launch new Consortium Requested Amendment

Launch

You may launch a new amendment request to the Service. For termination of the grant, please choose the last option. Different requests can be launched in parallel although it is strongly recommended to limit the number of draft requests. Once an amendment is processed and accepted by both parties, draft requests can be updated or invalidated by the system in order to reflect the latest legal basis. The new amendment will be launched based on the grant agreement data



Send a Formal Notification to the Service

Launch

At any time, you may wish to upload a PDF document and send it to the Service via the electronic system. The uploaded file will be sealed and sent to the officer in charge. The formal notification will be accessible from the document library.



Send an informal message or question to the Service

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.



Terminate the Grant Agreement

Launch

Use this option only in case you wish to terminate the Grant Agreement and release the requested budget. The option to terminate the grant cannot be rejected by the Service. You'll be prompted to submit the last reporting period.

<< portal

bonagud (INTERNAL) ?



Amendments of Grant Agreement Data

Project 700301 (Project 700301)
HORIZON 2020
Call: FP7-SPACE-2013-1 Action : RIA
Resp. Unit: REA/S/02 Duration: 60

DOCUMENTS

Work Packages

SAVE

Add Work Package

Number		Title	Lead Beneficiary	Start Month	End Month	Deliverables No.	Status	Actions
1		Management	INTA	1	10		Active	
2		WP2	INTA	1	2	<u>1</u>	Active	
3		WP3	UOS	2	3	<u>2, 3</u>	Updated	
4		Wp4	INTA	0	0		New	
5		Wp5	INTA	0	0		New	
			Total:					

Validate

Complete



Documents




Messages

MY PROJECT

HORIZON 2020

Call: H2020
Scheme: RIA
Acronym: Project 700300
Current phase: Negotiation
Number: 700300
Duration: 60 months
Start date: 2012-11-01
Estimated project cost: €0.00
Requested EU contribution: €0.00
Contact: Antoine DE TROOSTEMBERGH

 See all data ...



H2020 ONLINE MANUAL

IT HELP

Launch new amendment or task



**Consortium Requested
Amendment**
AMD-700300-1



Amendment Request data preparation

Involve PO

Lock for Review



Grant Agreement accession by others



Documents



It is highly recommended to involve the PO during the amendment request preparation



We would like to add a new beneficiary to assist Milcha with deliverable D2.1. Can the budget be increased? (20/03/2014 9:12)



The coordinator (ncocppgm) started drafting on 18/03/2014 10:43



**Proposal Management &
Grant Preparation**
700300 - Project 700300

24/02/2014




Documents

MY PROJECT

HORIZON 2020

Call: H2020
Scheme: RIA
Acronym: Project 700300
Current phase: Negotiation
Number: 700300
Duration: 60 months
Start date: 2012-11-01
Estimated project cost: €0.00
Requested EU contribution: €0.00
Contact: Antoine DE TROOSTEMBERGH

 See all data ...



H2020 ONLINE MANUAL

IT HELP

Launch new amendment or task



**Consortium Requested
Amendment**
AMD-700300-1

Launched Prepared Requested Assessed Decision

The Amendment Request can only be:

- Rejected (the whole) (with comments)
- Accepted (the whole) - 45 days
- Withdrawn by the initiating party

No other option; no 'negotiation'

Withdraw



Beneficiary (nmilchas) signed grant agreement accession on 23/03/2014 11:05



Thanks for the quick reply! We will proceed with the request. (21/03/2014 17:36)



I understand that the new beneficiary will perform some of the tasks previously assigned to Miclha. You'll need to reshuffle the budget accordingly. (21/03/2014 14:12)



**Proposal Management &
Grant Preparation**
700300 - Project 700300

24/02/2014

Submitted Evaluated Ranked Invited Prepared Signed Paid



Documents



Messages

WHO submits WHAT

Coordinator:

- Progress report
- Periodic report
- Final report
- Amendments

Each beneficiary incl Coordinator:

- Financial Statement – FORM C
- Researcher Declarations
- Notifications

Each researcher:

- Questionnaires

Thank you for your attention!

<http://ec.europa.eu/mariecurieactions>