European Commission

H2020-RISE-2016 Coordinators day

Reporting & Payment

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Research Executive Agency

2 March 2017

RISE Coordinator's Day - REPA

Reporting Deadlines

- **Progress report**: Deliverable Month 12 & 36*
  By deadline set in GA Annex I
- **Periodic report**: Month 24 & End of Project
  60 days from end of period
- **Final report**: End of Project
  60 days from end of project
- **Deliverables**: Continuous Reporting
  By deadline set in GA Annex I
- **Researcher Declarations**: Continuous Reporting
  Within 20 days from start of secondment

Research Executive Agency

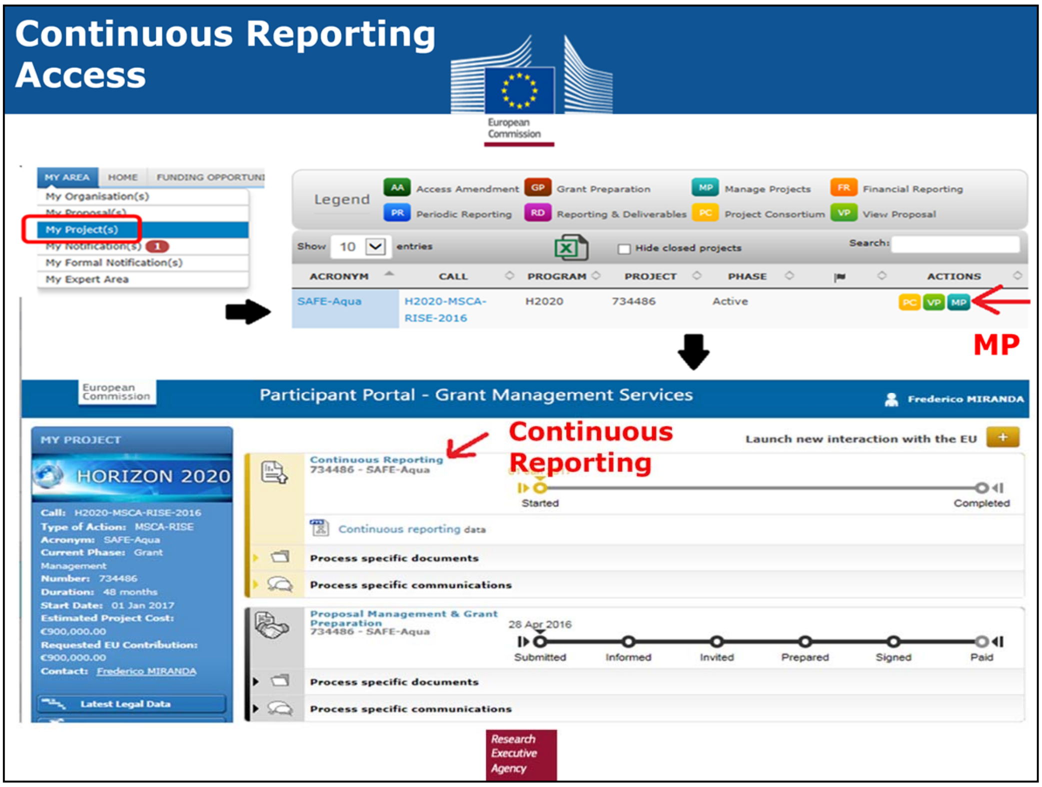
- There are several **reporting obligations** for the project (most are defined under articles 19 and 20 of the Grant Agreement).
- In addition to those, Evaluation and Follow-up **questionnaires** will also be integrated in the reporting module at some point in the future. They will have to be completed once available in the system.

Continuous Reporting

7 tabs

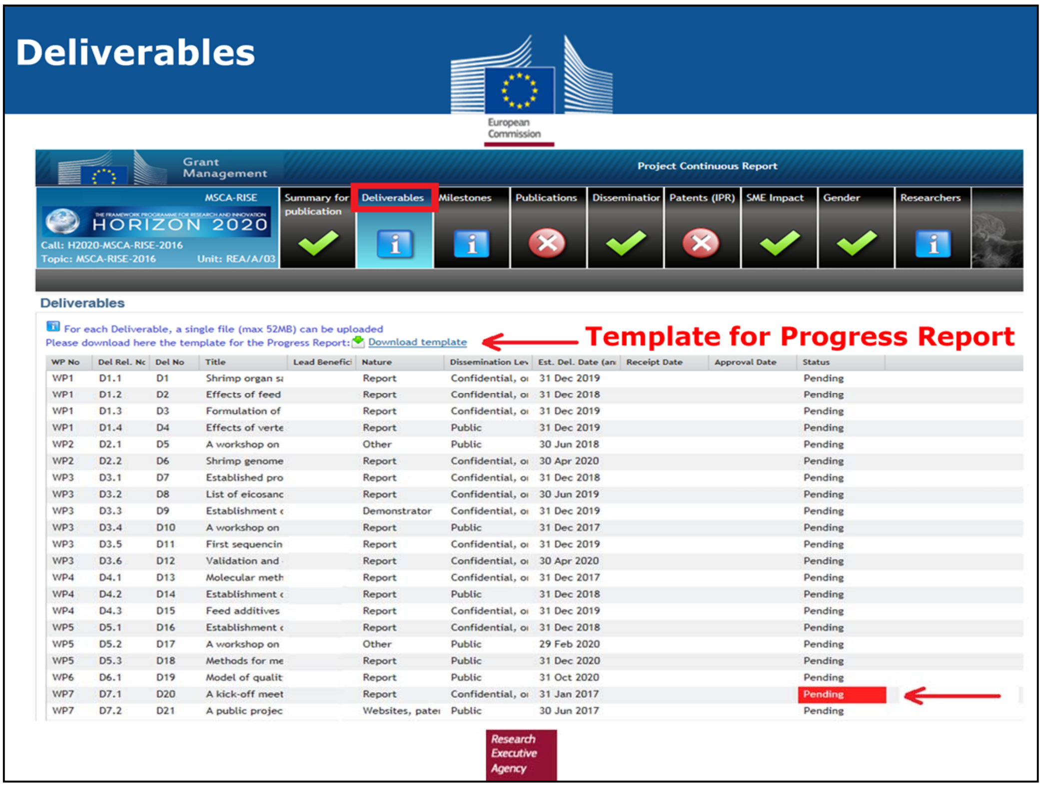
- Summary for Publications
- Deliverables
- Milestones
- Publications
- Dissemination
- Patents (IPR)
- SME Impact
- Gender
- Researchers (Declarations)

- The **Continuous Reporting** module can be accessed at any time between the start of the project and the submission of the final reports.
- It is divided in **7 tabs**, that must be completed by the coordinators. Some parts have to be submitted at specific deadlines (for example Deliverables of Researcher declarations) and others can be completed at any time until the end of the period (for example Publications).



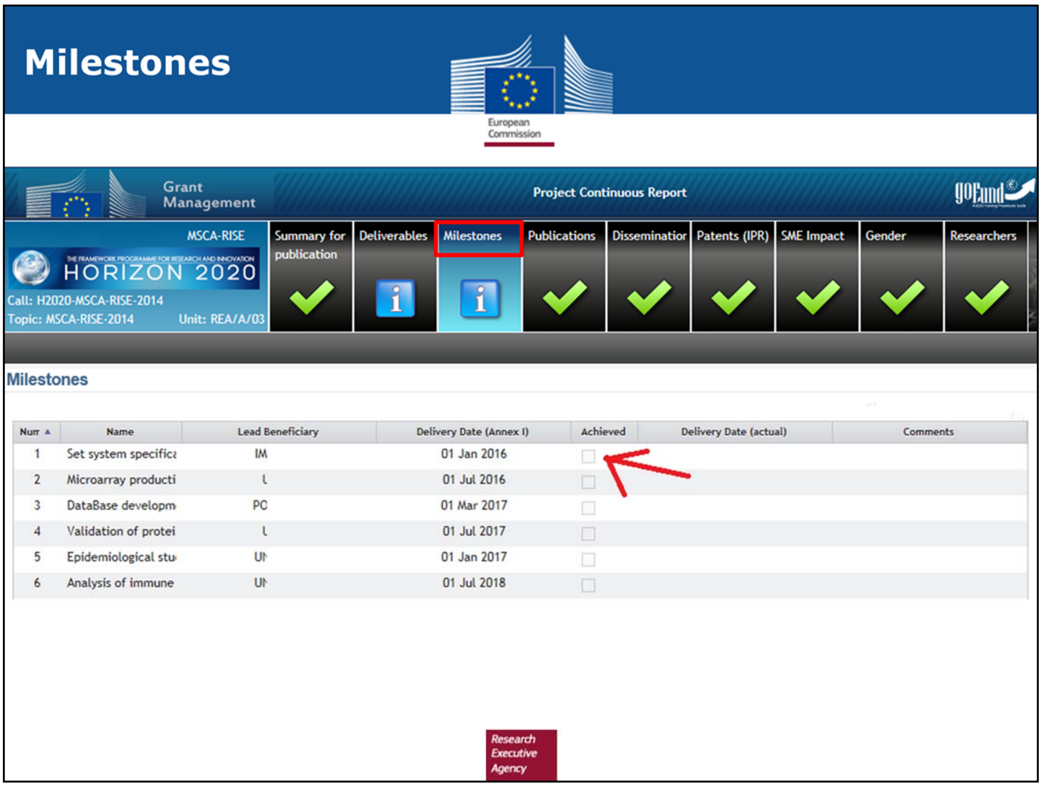
- The **Continuous reporting** module is accessed via the "Manage Projects" button in the "Projects" section of the Participant Portal.

- In the first tab, the consortium has to provide **publishable information**, such as a summary of the project and results, website and pictures.
- This information will in principle be published in a website of the Commission and should be **updated regularly**.



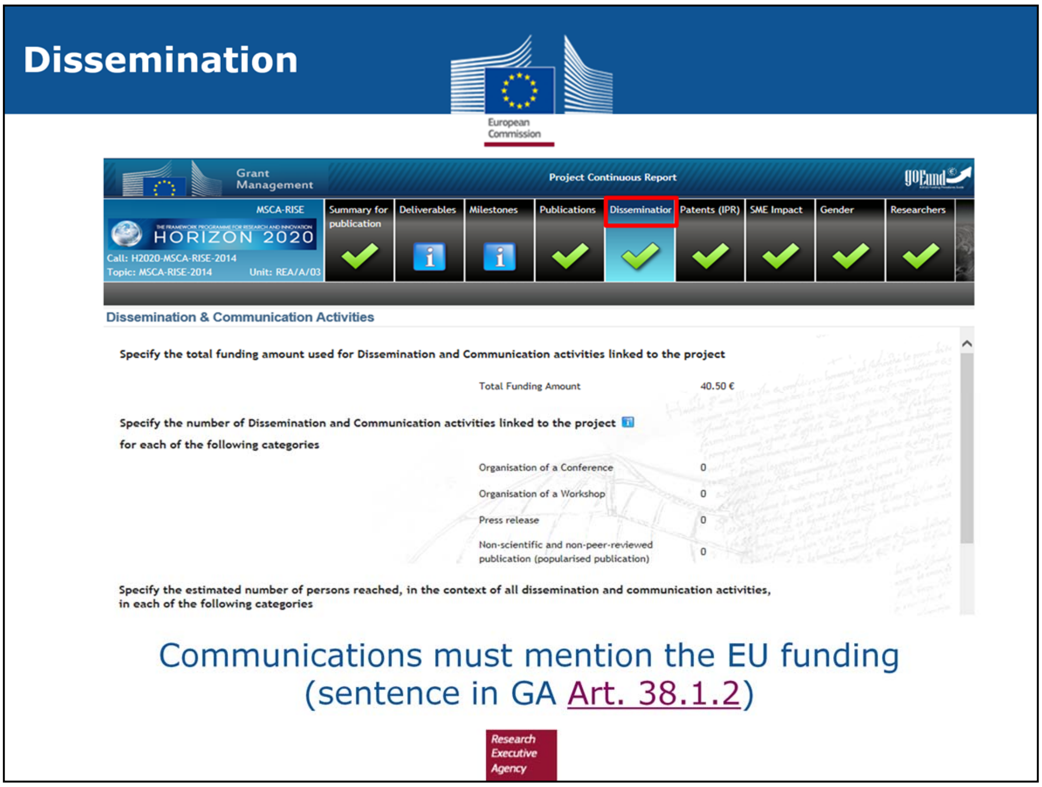
WP No	Del Rel. No	Del No	Title	Lead Benefici	Nature	Dissemination Lev	Est. Del. Date (an	Receipt Date	Approval Date	Status
WP1	D1.1	D1	Shrimp organ sa		Report	Confidential, oı	31 Dec 2019			Pending
WP1	D1.2	D2	Effects of feed		Report	Confidential, oı	31 Dec 2018			Pending
WP1	D1.3	D3	Formulation of		Report	Confidential, oı	31 Dec 2019			Pending
WP1	D1.4	D4	Effects of verte		Report	Public	31 Dec 2019			Pending
WP2	D2.1	D5	A workshop on		Other	Public	30 Jun 2018			Pending
WP2	D2.2	D6	Shrimp genome		Report	Confidential, oı	30 Apr 2020			Pending
WP3	D3.1	D7	Established pro		Report	Confidential, oı	31 Dec 2018			Pending
WP3	D3.2	D8	List of eicosanc		Report	Confidential, oı	30 Jun 2019			Pending
WP3	D3.3	D9	Establishment c		Demonstrator	Confidential, oı	31 Dec 2019			Pending
WP3	D3.4	D10	A workshop on		Report	Public	31 Dec 2017			Pending
WP3	D3.5	D11	First sequencin		Report	Confidential, oı	31 Dec 2019			Pending
WP3	D3.6	D12	Validation and		Report	Confidential, oı	30 Apr 2020			Pending
WP4	D4.1	D13	Molecular meth		Report	Confidential, oı	31 Dec 2017			Pending
WP4	D4.2	D14	Establishment c		Report	Public	31 Dec 2018			Pending
WP4	D4.3	D15	Feed additives		Report	Confidential, oı	31 Dec 2019			Pending
WP5	D5.1	D16	Establishment c		Report	Confidential, oı	31 Dec 2018			Pending
WP5	D5.2	D17	A workshop on		Other	Public	29 Feb 2020			Pending
WP5	D5.3	D18	Methods for me		Report	Public	31 Dec 2020			Pending
WP6	D6.1	D19	Model of qualit		Report	Public	31 Oct 2020			Pending
WP7	D7.1	D20	A kick-off meet		Report	Confidential, oı	31 Jan 2017			Pending
WP7	D7.2	D21	A public projec		Websites, pate	Public	30 Jun 2017			Pending

- **Deliverables** must be uploaded on the relevant tab of the Continuous Reporting module.
- They have to be **submitted by the deadline** set in the Grant Agreement. If the deadline is late its status becomes **red**.
- Once submitted, the **Project officer approves** them or reopens them for correction.
- The **Progress Reports** to be provided at months 12 and 36 (if applicable) have to be uploaded in the relevant deliverable. The **template** is available on top of the page.
- Note that you can only upload **1 file per deliverable** so you need to merge PDF files if you have several or upload a zip file.
- If you are part of the **open research data pilot**, don't forget that you need to submit your data management plan by month 6 of the project.
- Deliverables will the Dissemination Level "Public" will be automatically published on the commission **Cordis** website upon submission.

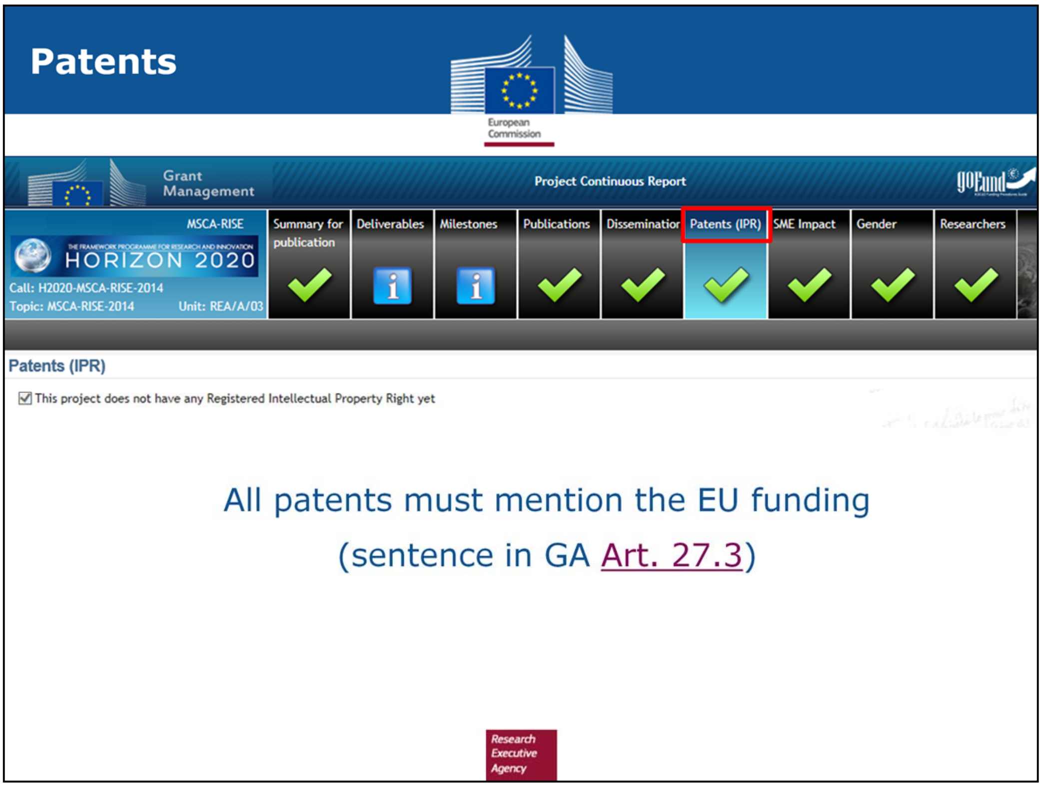


- The **Milestones Tab** is the only one that is in the Continuous Reporting Module but not in the in the Periodic Reporting Module.
- The Milestones can be validated in the Continuous Reporting Module, but additional **details** have to be given in the **Periodic Technical Report Part B**.

- The **Publications** should be related to the RISE project. Of course the list should NOT contain publications dated **before the starting date** of the project.
- Don't forget that there is an obligation for all your publications and dissemination to **mention the EU funding** using the sentence indicated in Article 29.4 or your grant agreement.
- There is also an **obligation for ensure open access** to all peer-reviewed scientific publications relating to their results (Article 29.2). Participants and deposit publications using OpenAIRE if they want to.
- When publications are deposited with **OpenAIRE** the reporting system will automatically look for the project publications in OpenAIRE and will propose the consortium a list of pre-filled publications in this module. The consortium then just has to confirm if the publications are indeed related to the project or not. Publications that are not pre-filled from OpenAIRE have to be added **manually**.

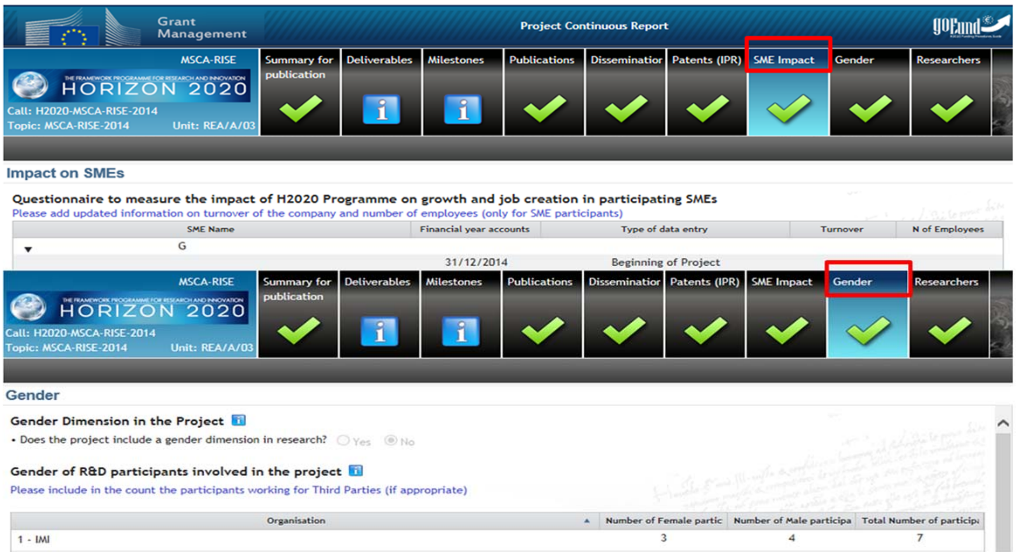


- In this section you need to indicate the different **dissemination and communication activities** done by the project. These will include for example organisation of a workshop, participation in conferences, creation of a website or development of social media related activities.
- All communication activities must **mention the EU funding** using the sentence indicated in Article 38.1.2 of the grant agreement.

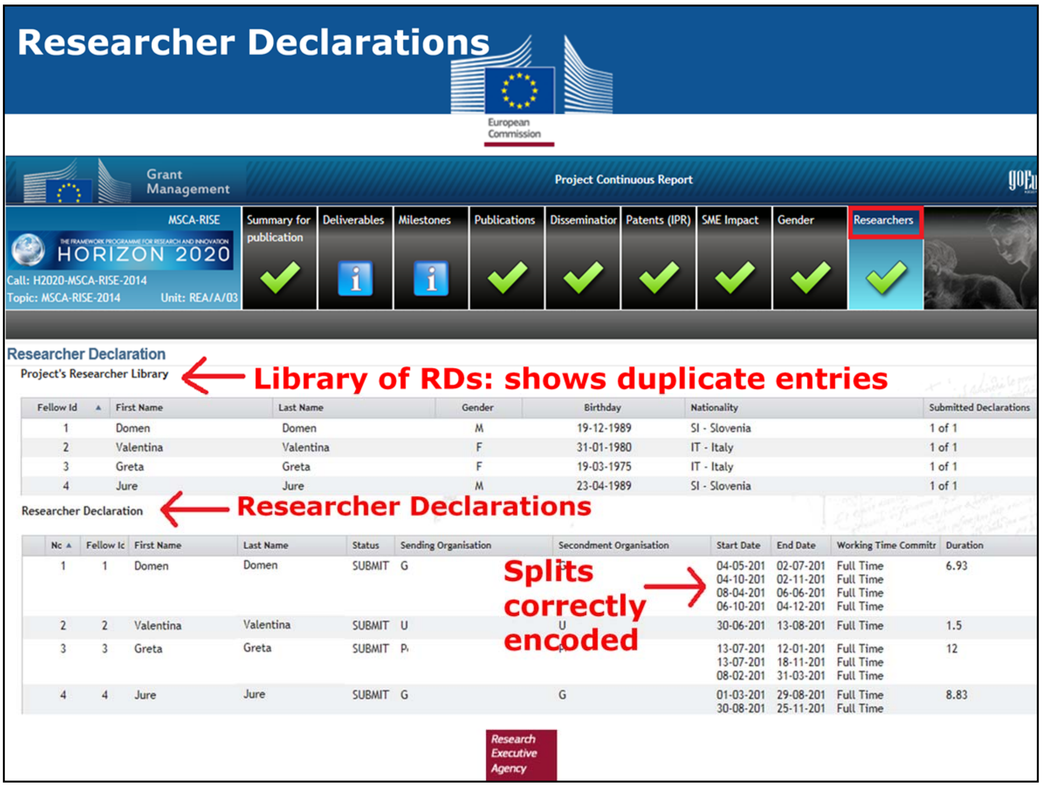


- All **applications for protection of results** (including patent applications) must **mention the EU funding** using the sentence indicated in Article 27.3 of the grant agreement.

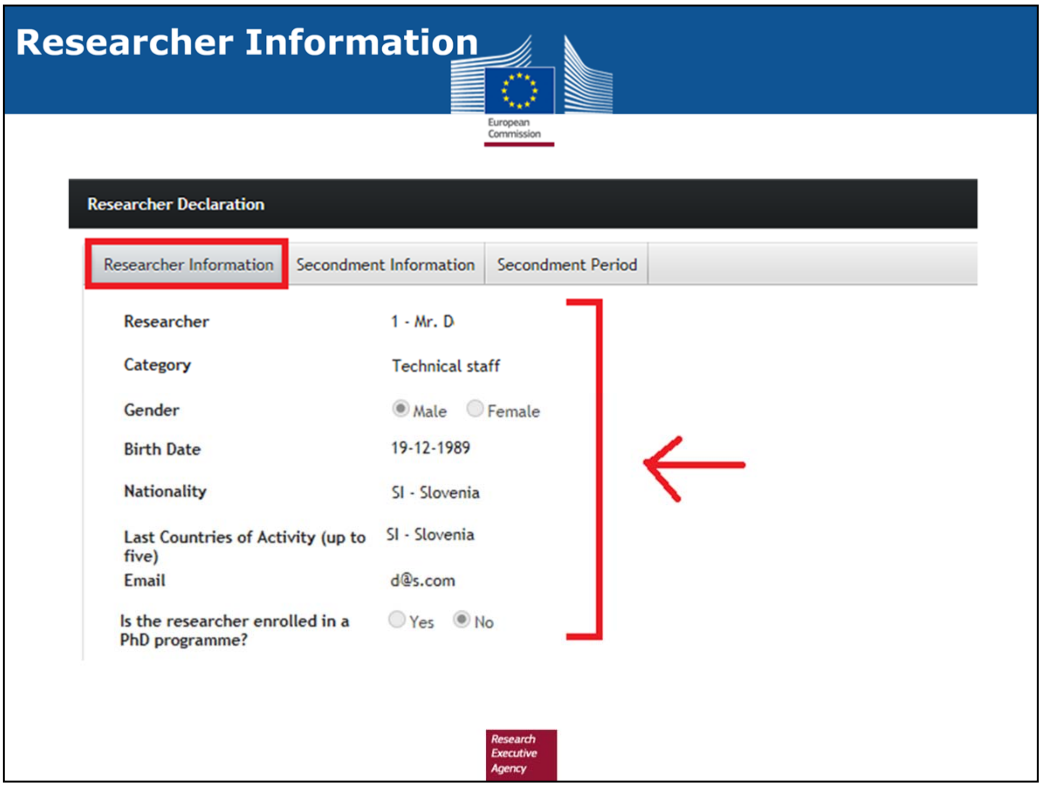
SME Impact & Gender



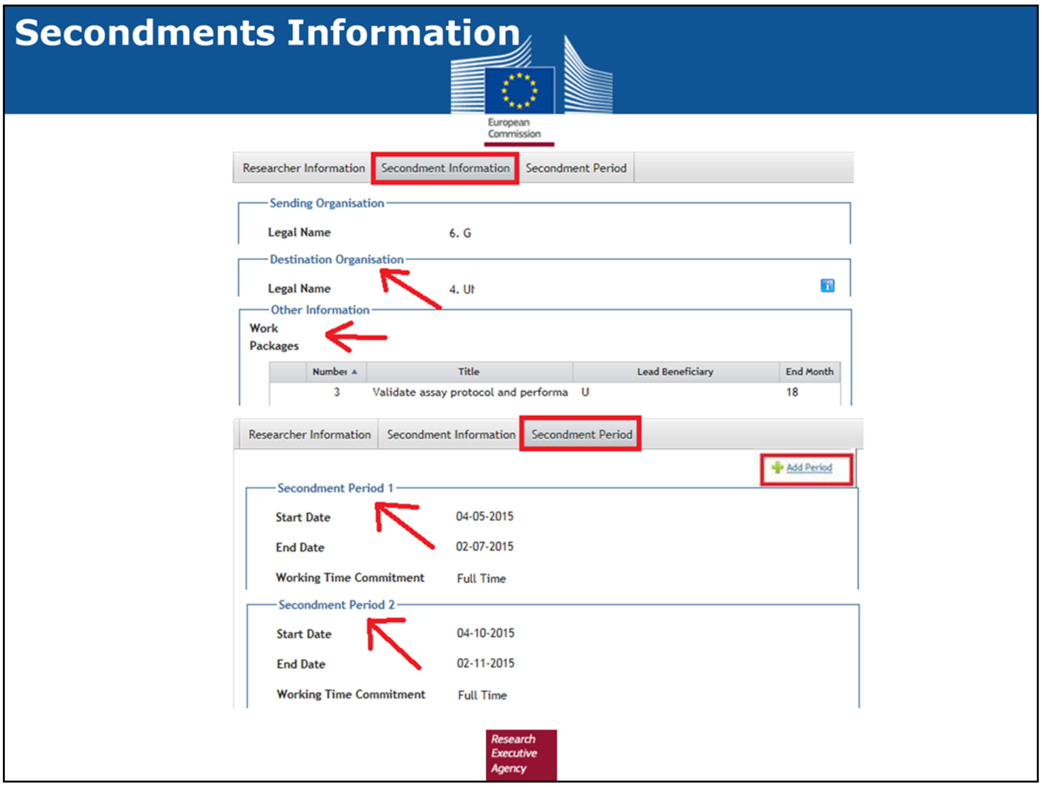
- The "SME Impact" and "Gender Impact" tabs provide information to our services regarding **specific policy objectives**.
- The **SME Impact** tab asks information on the SMEs in the project such as the Number of Employees and Turnover.
- The Gender tab is used to identify if the **Gender Dimension** in the project. The coordinator has to indicate if there is a gender dimension in the research (for example, if when collecting humans samples, the balance of genders is considered in the recruitment of participants) and to indicate the number of staff seconded in each gender from each sending organisation.



- Each time a new secondment takes place, **the sending Beneficiary** has to submit the respective Researcher Declaration **within 20 days** from the start of the secondment.
- If the sending organisation if a **third country partner organisations** the Researcher Declarations have to be submitted by the **Coordinator** (Third Country Partner Organisations do not have access to the participant portal, so they can't add Researcher Declarations). **All the secondments have to be reported** even if the sending organisation is a Third Country Partner Organisation not eligible to receive EU funding.
- If the same staff member is sent from the same organisation to the same host, this is considered as the same secondment, even if this travel is repeated several times, each different period is considered as a **split period of the same secondment**. Splits correctly encoded appear in the same Researcher Declaration. New Researcher Declaration must NOT be created to encode splits of the same secondment, otherwise the IT system will not calculate the eligible costs correctly.
- Each time a new researcher is added, he or she can be found in the **library** which shows duplicate entries for the same person.
- However, if the same staff member is sent to a **different destination organisation**, this is considered as a different secondment, and therefore a new Research Declaration has to be created.



- The first part of the Researcher declaration includes **personal information** about the researcher (name, category, gender, date of birth, etc).



- The Researcher Declaration also includes **information about the secondment** (such as the destination institution and the duration of the secondment).
- For each secondment the main **Work Package** linked to the secondment also has to be indicated.
- **<u>Important</u>**: To encode secondments **splits**, the relevant secondment Researcher Declaration has to be reopened and **a new period** created by using the "Add Period" button (click on a Researcher Declaration already submitted to reopen it).
- Note that for the RISE action the working commitment during the secondment must always be **Full Time**.

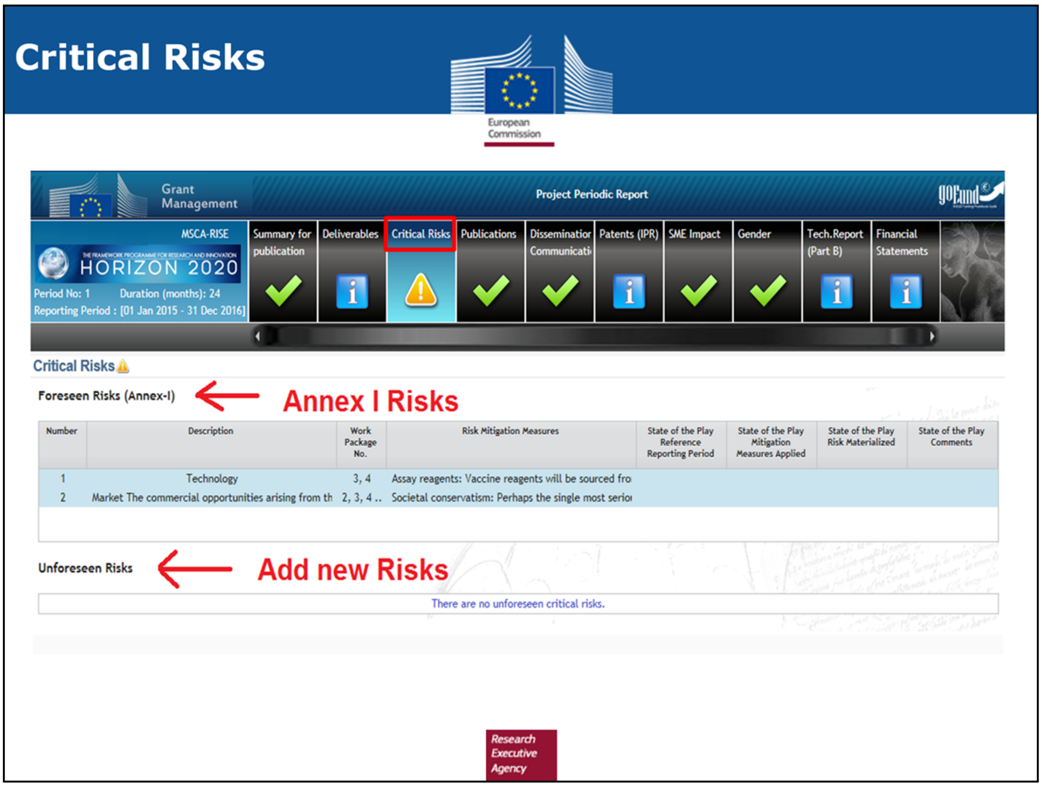
Periodic Reporting

Same tabs as Continuous Reporting Module +3 extra

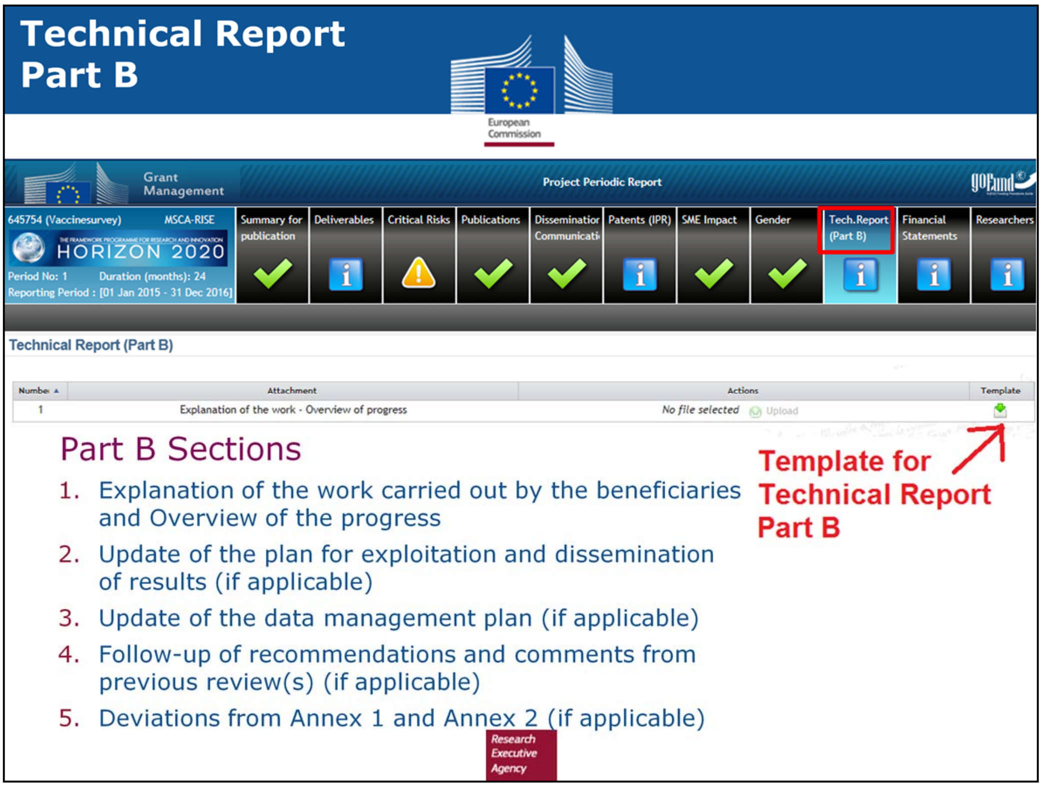
- Critical Risks
- Technical Report Part B (Word Template)
- Financial Statements

- The **Periodic Reporting module** includes the same tabs (except Milestones) as the Continuous Reporting Module (which can be updated from the Periodic Reporting) and some additional tabs that have to be completed before the Periodic Report is submitted: **Critical Risks**, **Technical Report Part B** and **Financial Statements**.
- All the tabs must be updated before submitting the Periodic Report as the "**Part A**" **of the technical report** is generated automatically from the information inserted in the different tabs of the Periodic Reporting Module.
- It's important to submit all the Deliverables and Researcher Declarations before the submission of the Periodic Report.
- If a due **Deliverable is still missing** at the moment of submission of the periodic report, the **delay must be explained and a new target date must been given** in the Technical Report Part B. **Same for the milestones**. All the **delays or deviations** must be convincingly explained in the report and the consortium should demonstrate that it has done everything in its power to reach the planned milestones or deliverables.

- As the Continuous Reporting, the Periodic Reporting Module is accessed via the participant portal. The module **appears automatically** when the reporting period ends.



- The Critical Risks already identified in the Annex I will automatically appear. The consortium needs o indicate for each of them if the **risk mitigation measures were implemented** and **if the risk materialised** (the risk is opened by clicking on the "Actions" button).
- New ones can be added at the moment of the periodic report if identified in the meantime.



- The "Tech. Report (Part B)" tab contains a **word template** that must be used to complete the **descriptive part of the Technical Report** (Part B). The coordinator needs to upload it in PDF format when completed.
- The Part B is composed of **5 sections**.
- **Section 3** only concerns projects that are part of the Open Research Data Pilot.

Tech Report Part B
Not Applicable

Not applicable to you RISE project (**do not complete**):

1.4. Access provisions to Research Infrastructures (Research Infrastructures programme only)

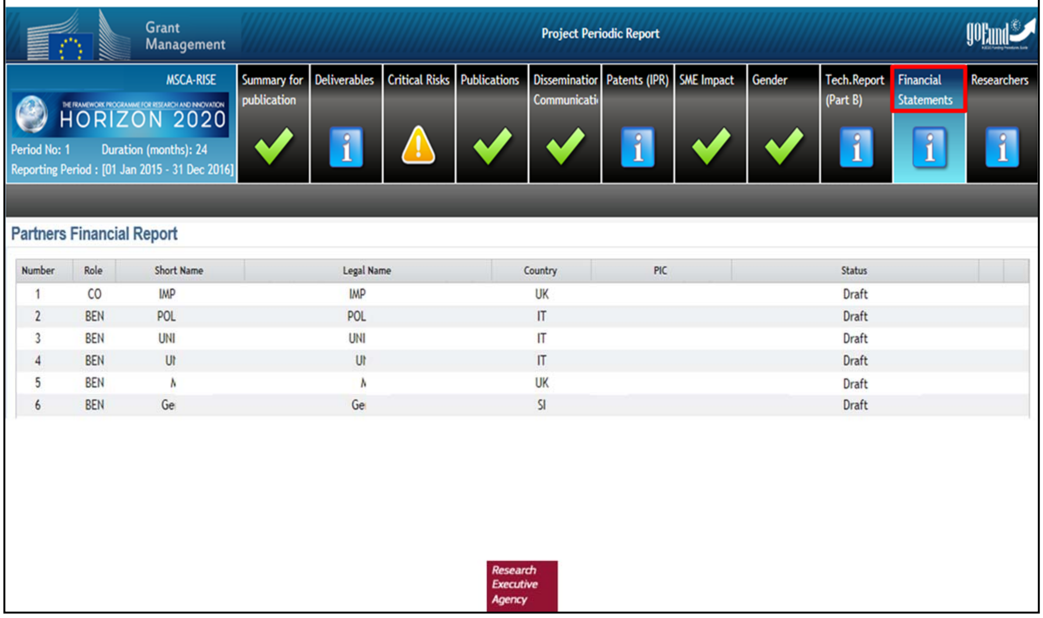
5.2 Use of resources (not applicable to MSCA projects)

5.2.1 Unforeseen subcontracting (not applicable to MSCA projects)

5.2.2 Unforeseen use of in kind contribution from third party against payment or free of charges (not applicable to MSCA projects)

- The following sub-sections of the Technical Report Part B **do not apply** to the RISE projects and are not to be completed:
  - 1.4
  - 5.2
  - 5.2.1
  - 5.2.2

Financial Statements

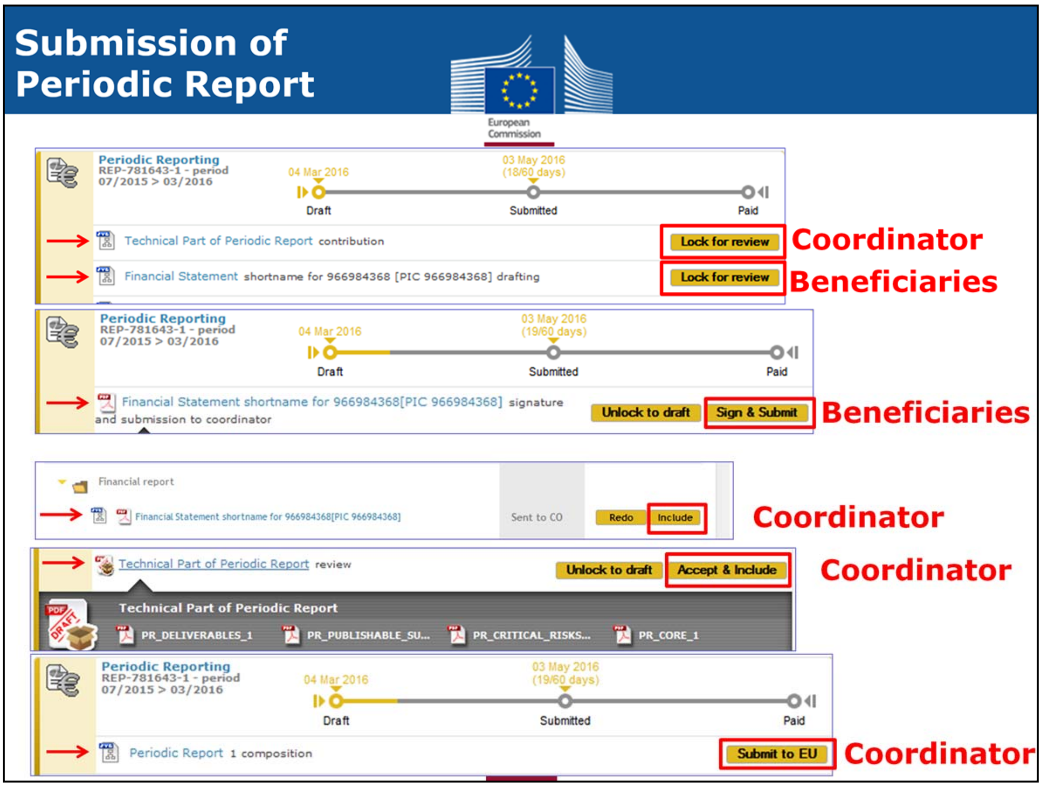


Number	Role	Short Name	Legal Name	Country	PIC	Status
1	CO	IMP	IMP	UK		Draft
2	BEN	POL	POL	IT		Draft
3	BEN	UNI	UNI	IT		Draft
4	BEN	U	U	IT		Draft
5	BEN	N	N	UK		Draft
6	BEN	Ge	Ge	SI		Draft

- **Each Beneficiary** will have to sign and submit its financial statement to the coordinator. The Coordinator then submits the **full package** (technical reports + financial statements) at once to the REA.
- The statement is accessed by **clicking on** it.

- The secondments are only eligible if the **minimum duration** of the secondment is **1 month** (or 30 days in case of an incomplete months). If the secondment has several split stays, the duration of the **secondment is the sum of all the splits**.
- If the same researcher is **seconded to a different participants**, this is considered as a different secondment. **Important**: the minimum duration of 1 month (30 days) has to be reached **for each different secondment** for the respective secondment to be eligible (but not for each split of the same secondment). If the same staff member is seconded to a participant 1 for a total of 2 months and seconded to participant 4 for a total of 2 weeks: the first secondment is eligible for reimbursement but the second one is NOT. Ineligible secondments are deducted from the total in the final period.
- In addition the **total duration** of secondment for the same staff member over the entire project cannot be more than **12 month** (sum of the duration of all secondments for that staff member).
- Full months (from **day x** of **Month Y** to **day x-1** of **Month Y+1**) are considered as 1 month , while incomplete months are considered as a **pro-rata of 30 days**.

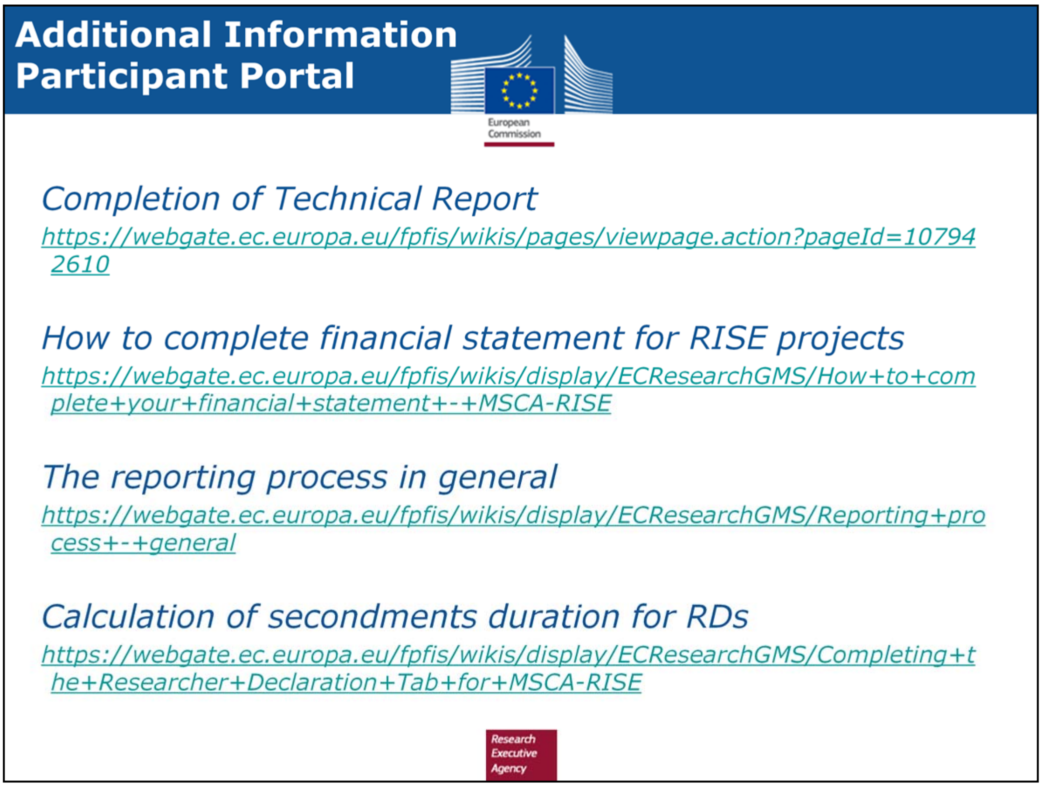
- The financial statements are pre-filled by the IT system. The **correct amounts are automatically calculated** by the system based on the duration of the secondments declared in the Researcher Declarations. As there is no need to change the amounts, all fields are read-only.
- The only editable section is about **Operating Grants**. If the Beneficiary has an EU or Euratom operating grants during the reporting period; it should indicate so, and complete how many of the person-months were incurred during the period covered by the Operating Grant.
- It is **extremely important** to **encode all the Researcher Declarations and splits** stays **before the submission** the Periodic Report, as it will not be possible anymore to include Researcher Declarations for that period after the report is submitted. It is **imperative that all Beneficiaries are informed** of this. Don't forget that the **Coordinator**, has to encode the secondments from the Third Country Partner Organisations.



- Several steps are needed to submit the periodic report. First all the beneficiaries have to submit their financial statements to the coordinator by clicking:
    - **Lock for Review** (Beneficiary Contact)
    - **Sign & Submit** (Beneficiary PFSIGN)

- Then the coordinator has to
    - **Include** all the financial statements in the Periodic Report Package (Coordinator Contact)
    - **Lock for Review** the Technical Periodic Report (Coordinator Contact)
    - **Accept & Include** the Technical Periodic in the Periodic Report Package (Coordinator Contact)
    - **Submit to EU** (Coordinator contact)

- Only after the "Submit to EU" is the periodic report submitted.



Completion of Technical Report

https://webgate.ec.europa.eu/fpfis/wikis/pages/viewpage.action?pageId=107942610

How to complete financial statement for RISE projects

https://webgate.ec.europa.eu/fpfis/wikis/display/ECResearchGMS/How+to+complete+your+financial+statement+-+MSCA-RISE

The reporting process in general

https://webgate.ec.europa.eu/fpfis/wikis/display/ECResearchGMS/Reporting+process+-+general

Calculation of duration for RDs

https://webgate.ec.europa.eu/fpfis/wikis/display/ECResearchGMS/Completing+the+Researcher+Declaration+Tab+for+MSCA-RISE

Final Report

European Commission

- Periodic report of the last period
- Additional documents are generated upon submission:
  - Final summary financial statement
  - Request for payment of the balance

Research Executive Agency

- The periodic report of the last period, will be the **Final Report**.

European Commission

Thank you

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