



**H2020**  
**SOCIETAL CHALLENGE 6**  
**EURO-2014**  
**Grant Management**



HORIZON 2020

**Amelie Tristan**  
**Research Executive Agency**  
**Unit B3**



## Main aspects

- **Reports and deliverables**
- **Amendments**



## The Participant Portal

**“My Area” – “My projects” tab**

- **Submission of reports and deliverables**
- **Amendments**
- **Other communication (validation, information procedure...)**

# Reports and deliverables

## ➤ Continuous reporting

- Deliverables
- Progress in achieving milestones

**During project  
implementation  
According to Annex I**

## ➤ Periodic reporting/request for payment

- Periodic reports and final report
  - Within 60 days following the end of each reporting period, as defined in the grant agreement (Art.20.2)

**At the end of each  
period, the  
reporting  
functionality will  
be activated in the  
Portal**

# Periodic reports

## ➤ Periodic technical report

- Explanation of the work carried out
- Overview of the progress
- Updated plan for exploitation and dissemination of results (if necessary)
- Summary of publication
- Questionnaire

## ➤ Periodic financial report

- Individual financial statement (for each beneficiary)
- Explanation of the use of resources (together with financial statement)
- Periodic summary financial statement (automated - request for payment)

# Periodic technical report

## ➤ **PART A (generated by IT system)**

- Publishable summary
- Questionnaire (H2020 monitoring requirements: impact on SMEs, Gender, Open Research Data)

## ➤ **PART B (narrative)**

- Explanation of the work carried out
- Overview of the progress



**PART B to be uploaded by coordinator as .PDF**

**Non-submission should  
be confirmed by  
coordinator**

# Periodic financial report

## ➤ Individual financial statements

- All eligible costs should be declared even if there are above the initial budget (Annex 2)
- Other costs: Explanation of major cost items if the amount exceeds 15% of personnel costs
- Linked third parties have separate financial statements
- Costs incurred in previous period can be declared (provided they have not been declared before)
- Delayed submission can be postponed to next financial report



**The explanation of the use of resources should be  
consistent with the costs**

**Final report covers the  
whole project duration**

## **Final report (additional)**

- **Final technical report (generated by IT system)**
  - Summary of publication (overview of the results and their exploitation and dissemination)
  - Conclusion on the project and its socio economic impact
- **Final summary financial statement (automated)**
- **Certificate on financial statement (if necessary)**



# Certificate on financial statement (CFS)

## ➤ Only if needed (threshold)

- Beneficiary/linked third party requesting a total financial contribution of EUR 325.000 (or more) as reimbursement of actual costs and personnel costs (including average personnel costs)

## ➤ Only at final reporting stage

- 1 CFS for the whole duration of the action or separate CFS per period



Costs based on lump sums, flat rates (indirect costs) or unit costs are not counted for the CFS threshold

# Reports approval and interim payment

- **90 days to approve and pay**
  - As soon as the reporting package is complete
  - Possible suspension of the payment deadlines for additional information
  - Project monitored with the assistance of independent external experts
- **Interim payment**
  - Upon approval of reports
  - Based on accepted eligible costs and applicable reimbursement rates
  - Up to 90% of the grant

# Amendments

- **Submitted by coordinators**
- **Amendment request should include**
  - Reasons for amendment
  - Appropriate supporting documents
- **45 days for the REA to agree or disagree**

# Amendment or information procedure?

Amendment	Information procedure
<ul style="list-style-type: none"><li>• Removal of a beneficiary;</li><li>• Additional of a beneficiary;</li><li>• Change of beneficiary due to partial takeover;</li><li>• Adding or removing a linked third party;</li><li>• Change concerning a beneficiary/linked third party not receiving EU funding;</li><li>• Change of coordinator;</li><li>• Change of bank account for payments;</li><li>• Change of starting date, action duration or reporting periods;</li><li>• Re-start of project after suspension of the action implementation;</li><li>• Change to Annex 1 (action tasks, in-kind contributions, subcontracts);</li><li>• Change to Annex 2 (significant change, new cost);</li></ul>	<ul style="list-style-type: none"><li>• Budget transfers between beneficiaries or categories;</li><li>• Change of name, address or other legal date (beneficiaries and linked third parties);</li><li>• Change of beneficiary due to universal takeover.</li></ul>



**New association agreements (between the EU and third countries) do NOT have an impact on on-going grants**



European  
Commission

**Thank you**

## 5 types of third parties that are divided in two groups:

### **A: Third parties that implement action tasks:**

- Linked third parties (Article 14 MGA)
- Subcontractors (Article 13)

### **B: Other third parties:**

- Contractors for the provision of works, goods or services
- Financial contribution provided to third parties (i.e. prices) (Article 15)
- In-kind contributions provided by third parties (against payment or free of charge) (Articles 11 and 12)

### **Linked third parties:**

- affiliated entities and third parties with a legal link (e.g. associations, joint research units..)
- They carry out part of the work indicated in DoA. Their name, tasks and budget have to be specified in DoA
- They are validated, they get a PIC and their name is stated in Article 14 of the GA
- They can submit costs as the beneficiaries and they are eligible if they meet the eligibility conditions established in the GA
- They submit their own financial statements
- Their costs have to be budgeted in annex 2 in the same way as the beneficiaries