


Periodic reporting module - steps

- *All beneficiaries receive a notification and log on to the Participant Portal.*
- *All beneficiaries complete their own Financial Statement and their contribution to the Technical Part of the Periodic Report. Beneficiaries e-sign and submit their Financial Statements to the Coordinator.*
- *The Coordinator approves the elements of the Periodic Report & submits to the EU Services.*
- *The EU Services review the submitted Periodic Report and accept or reject it.*
- *Interim Payment*

How to step by step



European Commission

RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT

My Organisation(s)
My Proposal(s)
My Project(s)
My Notification(s)
My Expert Area

Horizon 2020 Funding

Starting from 1/1/2014

On this site you can find and secure **funding** for projects under the following EU programmes:

- **2014-2020** Horizon 2020 - research and innovation framework programme
- **2007-2013** 7th research framework programme (FP7) and Competitiveness & Innovation Programme (CIP)
- Research Fund for Coal & Steel, COSME, 3rd Health Programme, Consumer Programme

Non-registered users

- search for funding
- read the H2020 Online Manual & download the legal documents
- check if an organisation is already registered
- contact our support services or check our FAQs

Registered users

- submit your proposal
- sign the grant
- manage your project throughout its lifecycle
- register as expert advising the Commission

WHAT'S NEW? FUNDING OPPORTUNITIES HOW TO PARTICIPATE WORK AS AN EXPERT MY PERSONAL AREA INFORMATION AND SUPPORT

HORIZON 2020 RESEARCH ON EUROPA CORDIS OLAF

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RESEARCH & INNOVATION

Participant Portal

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

MY AREA

HOME

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

EXPERTS

SUPPORT



ISABEL VERGARA OGANDO

My Organisation(s)

My Proposal(s)

My Project(s)

My 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

EXCEL

Search:

ACRONYM	CALL	PROG	PROJECTID	ROLES	PHASE	ACTIONS
EUCYS 2014	H2020-Adhoc-2014-20	H2020	633125	PC	Grant Management	VP MP

Showing 1 to 1 of 1 entries.

← PREVIOUS

1

NEXT →



RESEARCH & INNOVATION

Help ▾

Participant Portal - Grant Management Services

Paolo RUGGERI

MY PROJECT



HORIZON 2020

Call: H2020-Adhoc-2014-20
Type of Action: CSA
Acronym: SMEINNOAUSTRIA
Current Phase: Grant Management
Number: 643298
Duration: 6 months
Start Date: 2014-07-01
Estimated Project Cost: €113,007.50
Requested EU Contribution: €90,406.00
Contact: Erwan LE GUEN

- Latest Legal Data
- Process List
- Document Library
- Communication Center

H2020 ONLINE MANUAL



Launch new interaction with the Service

Periodic Reporting
REP-643298-1 - period 07/2014 - 12/2014
01/01/2015
Draft Submitted Reviewed Paid

Periodic Report 1 projectNo 643298 composition

Process specific documents

Process specific communications

Continuous Reporting
643298 - SMEINNOAUSTRIA
01/07/2014
Started Completed

Continuous reporting data

Process specific documents

Process specific communications

Proposal Management & Grant Preparation
643298 - SMEINNOAUSTRIA
10/04/2014
Submitted Informed Invited Prepared Signed Paid

Process specific documents

Process specific communications

Continuous reporting module

Browser address bar: <http://int.sygma.cc.cec.eu.int:1321/grants-app/reporting/DLV-666111?ticket=ST-786505-x4zZsQYAzT4YKXcyvzRPml>

Navigation bar: Syper2-Presence | My Intracomm Welcome | Intranet Research and Inn... | Home - SyGma - EC Extra... | Misc EC | Dev | Test | Preprod | Prod | 03-grant management - A...

Project Continuous Report

Project 666111 (666111 REPA Michail 1)	Publishable Summary	Deliverables	Milestones	Critical Risks	Publications	Dissemination	Patents (IPR)	Innovation	SME Impact	Open Data	Genders	Science for Society
HORIZON 2020 Call: H2020-GV-2015 Resp. Unit: REA/B/01 Action : RIA Duration: 36	✓	i	i	✓	i	✓	✓	✓	i	i	✓	i

Publications SAVE

☐ This project does not currently have any scientific publication

OpenAIRE service could not be reached: please try again later

Project Publications (0 publications)

[Manually Add Publication](#)

No.	Type	Title	Authors	Title of the Journal/Proc./Book	Number, date or freq. of the Journal/Proc./Book	D.O.I.	Repository Link	Actions
-----	------	-------	---------	---------------------------------	---	--------	-----------------	---------

Validate

Windows taskbar: 11:32 24/06/2015



Publications (from openAIRE)

Grant Management

Project Continuous Report

demouao (EXTERNAL) ?

Project 700301 (Project 700301)
HORIZON 2020
Call: H2020-EE-2014-2-RIA
Resp. Unit: REA/B/01

Action : RIA
Duration: 60

Publishable Summary

Deliverables

Milestones

Critical Risks

Publications

Dissemination

Patents (IPR)

Innovation

SME Impact

Infrastructure

Open Data

Genders

Publications

☐ This project does not currently have any scientific publication

Suggested Publication from Open Aire (19 publications)

No.	Type	Title	Authors	Title of the Journal/Proc./Book	Date of Acceptance	D.O.I.	Non-D.O.I. Weblink	Actions
5	Article	Carbon isotope equilibration during sulphate-lir	Pohlman, John W.; Yoshinaga		01/01/2014	10.1038/NGEO2069		✕
6	Article	Identification of unusual butanetriol dialkyl glyc	Dummann, Wolf; Zhu, Chun;	Rapid Communications in Mass Spectro	27/12/2013	10.1002/rcm.6792		✕
7	Article	An improved method for the analysis of archaea	Liu, X. -I; Zhu, C.; Hinrichs, I	Organic Geochemistry: 61 (2013) pp. 34	05/06/2013	10.1016/j.orggeochem.2013.0		✕
8	Article	Application of two new LC-ESI-MS methods for in	Lipp, Julius S.; Hinrichs, Kai-t	Organic Geochemistry: 59 (2013) pp. 10	20/03/2013	10.1016/j.orggeochem.2013.0		✕
9	Article	Turnover of microbial lipids in the deep biosphe	Ferdelman, Timothy G.; Lipp		01/01/2013	10.1073/pnas.1218569110		✕
10	Article	Novel Cultivation-Based Approach To Understan	Meador, Travis; Thomm, Mich		01/01/2013	10.1128/AEM.02153-13		✕
11	Article	Comprehensive glycerol ether lipid fingerprints	Lipp, Julius S.; Schröder, Jan	Organic Geochemistry: 65 (2013) pp. 51	01/01/2013	10.1016/j.orggeochem.2013.0		✕
12	Article	Improved sensitivity of sedimentary phospholip	Evans, Thomas William; Woer		01/01/2013	10.1016/j.orggeochem.2013.1		✕
13	Article	Autotrophy as a predominant mode of carbon fix	Wegener, Gunter; Hinrichs, I		05/11/2012	10.1073/pnas.1208795109		✕
14	Article	Extending the known range of glycerol ether lip	Liu, Xiao-Lei; Summons, Roge	Rapid Communications in Mass Spectro	04/09/2012	10.1002/rcm.6355		✕

Project Publications (0 publications)

[Manually Add Publication](#)

No.	Type	Title	Authors	Title of the Journal/Proc./Book	Number, date or freq. of the Journal/Proc./Book	D.O.I.	Repository Link	Actions
-----	------	-------	---------	---------------------------------	---	--------	-----------------	---------

Validate



Publications (manual encoding)

Browser tabs: Syper2-Presence, My Intracomm Welcome, Intranet Research and Inn..., Home - SyGma - EC Extra..., Misc EC, Dev, Test, Preprod, Prod, 03-grant management - A...

Project 666111 (666111 REPA Michail 1)
Call: H2020-GV-2015 Action: RIA
Resp. Unit: REA/B/01 Duration: 36

Publications

☐ This project does not currently have any scientific publications.

OpenAIRE service could not be reached: please try again later.

Project Publications (0 publications)

No.	Type
-----	------

New Publication

Please check or correct the information about the publication and fill-in the additional information

D.O.I.

Type of Publication

Repository Link

Title

Author(s)

Title of the Journal/Proceedings/Book

Number, date or frequency of the Journal/ Proceedings/Book

Relevant Pages

ISSN

eISSN

Publisher

Place of Publication

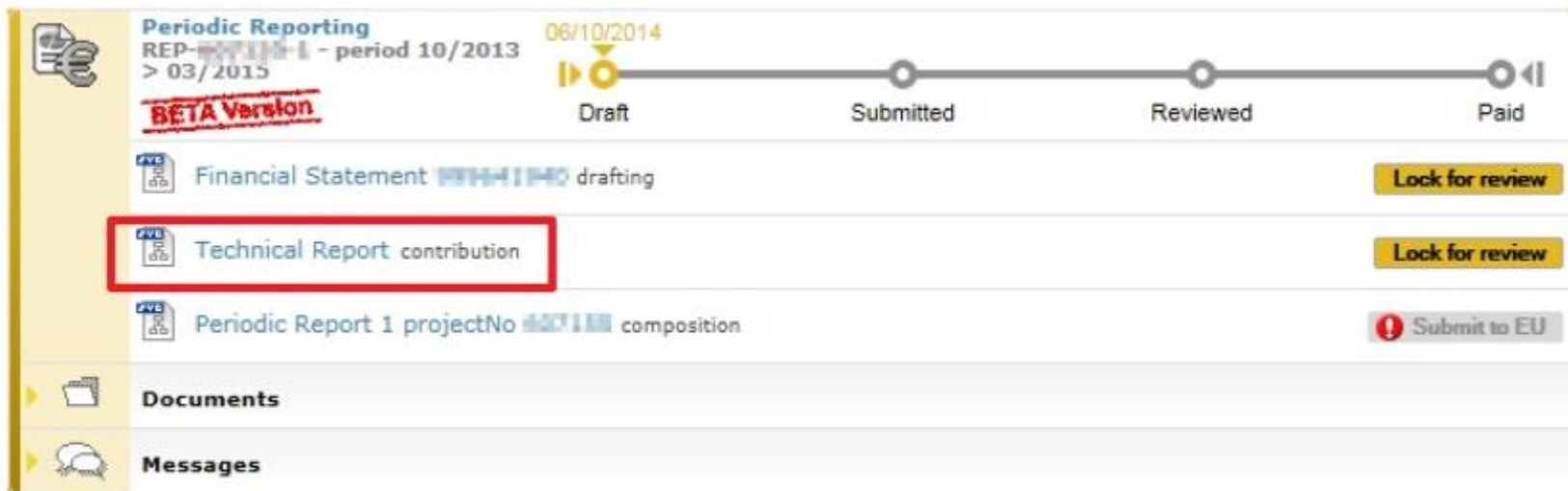
Year of Publication

Access Mode (at the time of import)
Is this publication available in Open-Access, or will it be made available? ☐ Yes ☐ No
Is this a peer-reviewed publication? ☐ Yes ☐ No

Buttons: SAVE, Validate


All beneficiaries will
be able to work on
the tables

Periodic Reporting – beneficiaries are asked to complete their own Financial Statement and their contribution to the Technical Part of the Periodic Report.









The screenshot shows a web interface for 'Periodic Reporting'. At the top, it displays 'REP-~~XXXX~~ - period 10/2013 > 03/2015' and a 'BETA Version' label. A progress bar indicates the current stage is 'Draft' (dated 06/10/2014), with subsequent stages being 'Submitted', 'Reviewed', and 'Paid'. Below the progress bar, there are three main sections: 'Financial Statement ~~XXXX~~ drafting' with a 'Lock for review' button, 'Technical Report contribution' (highlighted with a red box) with a 'Lock for review' button, and 'Periodic Report 1 projectNo ~~XXXX~~ composition' with a 'Submit to EU' button. On the left side, there are icons for 'Documents' and 'Messages'.


Periodic Reporting


Grant Management

Project 666098 (666098 REPA Testing REA 7)
HORIZON 2020
Period No: 1 Duration (months): 18
Reporting Period : [10/06/2012 - 09/12/2013]

Publishable Summary 
Report Core 
Deliverables 
Milestones 
Critical Risks 
Genders 

Project Periodic Report



Report Core

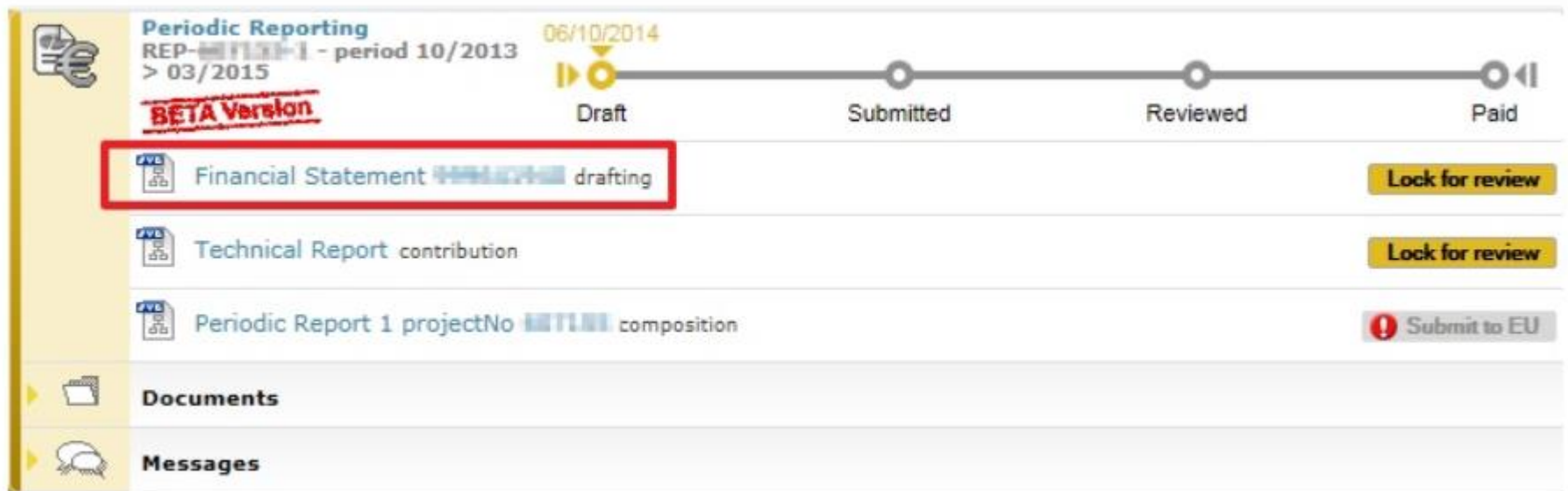
 SAVE

Number ▲	Attachment	Actions	Template
1	Explanation of the work - Overview of progress	No file selected 	-

Validate

Task to be
performed by
each beneficiary

Periodic Reporting – beneficiaries are asked to complete their own Financial Statement and their contribution to the Technical Part of the Periodic Report.



The screenshot displays the 'Periodic Reporting' interface. At the top, a timeline shows the progression from 'Draft' to 'Submitted', 'Reviewed', and finally 'Paid'. The 'Draft' stage is currently active, with a date of 06/10/2014. Below the timeline, a list of tasks is shown, each with a document icon and a 'Lock for review' button. The first task, 'Financial Statement', is highlighted with a red box and shows the status 'drafting'. The second task is 'Technical Report contribution', and the third is 'Periodic Report 1 projectNo' with the status 'composition'. At the bottom, there are sections for 'Documents' and 'Messages'.

Periodic Reporting
REP-~~11111111~~ - period 10/2013
> 03/2015
BETA Version

06/10/2014
Draft Submitted Reviewed Paid

Financial Statement ~~11111111~~ drafting Lock for review

Technical Report contribution Lock for review

Periodic Report 1 projectNo ~~11111111~~ composition Submit to EU

Documents

Messages

Project 633125 (EUCYS 2014)



 Period No: 1 Duration (months): 12
 Reporting Period : [01/03/2014 - 28/02/2015]

Beneficiary 1: UNIWARSAW

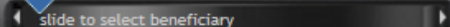
Legal Name: UNIWERSYTET WARSZAWSKI

PIC: 999572294

Status: VALIDATED

 Legal Address: KRAKOWSKIE PRZEDMIESCIE 26/28 000 , 00 927 ,
 WARSZAWA Poland

Form C

Financial Statement

Financial information from contact

No contribution requested?

☐ Yes ☒ No

Financial Certificate

Certificate on the Financial Statements

☒ Yes ☐ No

[View Certificate](#)




Name of the Auditor Saldo-Kredyt sp. z o.o. Cost of Certificate 1,466.87 €

Financial Statements

Period	Adjustment	Requested Contribution
01/03/2014 - 28/02/2015 (Period No '1')	No	773,576.52 €

Financial Statement for period '1' (01/03/2014 - 28/02/2015)

Eligible costs: 1

Cost Category	Total	Actions
a) Direct personnel costs declared as actual costs	104,929.14 €	
b) Direct personnel costs declared as unit costs (average costs)	0.00 €	
d) Direct costs of subcontracting	363,535.18 €	
e) Direct costs of providing financial support	0.00 €	
f) Other direct costs	486,636.32 €	
h) Indirect costs (= 0.25 * (a + b + f - o))	144,141.90 €	
j) Total costs (= a + b + d + e + f + h)	1,099,242.54 €	
k) Receipts	325,667.00 €	
m) Maximum EU contribution (100%)	1,099,242.54 €	
n) Requested EU contribution	773,576.52 €	

Additional Information for indirect costs:

 Use of 'costs of in-kind contributions not used on premises?' (o) ☒ Yes ☐ No 14,997.85 €

Explanation on the use of resources

slide to select beneficiary

Statement

Information from contact

Contribution requested? ☐ Yes ☒ No

Certificate

Statement on the Financial Statement

Direct personnel costs declared as actual costs

Persons/month per WP

Person Months	Associated Work Package
37.5	WP1
14	WP5
8.6	WP6
6.3	WP7

Use of in kind contribution from third party

Costs	Third Party Name (*) (Explanation)	Type	Foreseen

01/03/20

Statement for period

Costs: ⓘ

Direct personnel costs declared as actual costs

Direct personnel costs declared as actual costs

Costs of subcontracting

Costs of providing financial support

Direct costs

Indirect costs (= 0.25 * (a + b + f - o))

Total costs (= a + b + d + e + f + h)

Total

Actions

14 €

0.00 €

363,535.18 €

0.00 €

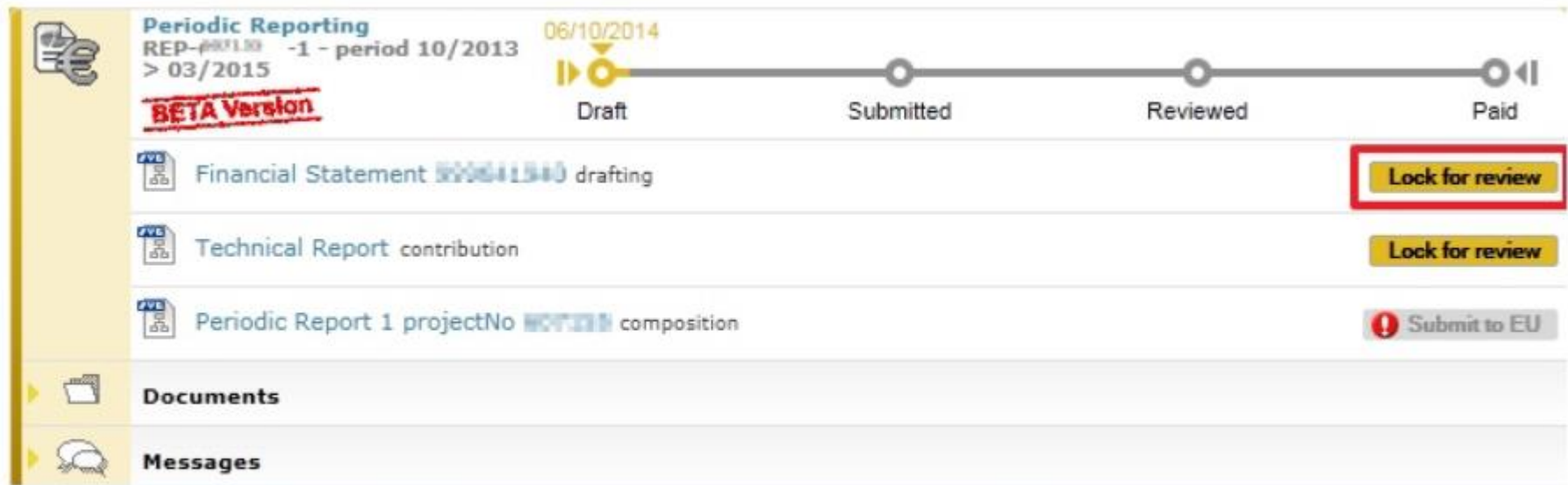
486,636.32 €

144,141.90 €

1,099,242.54 €

Task to be
performed by
each beneficiary

- Once all information has been filled in, click on Lock for Review.
- This action will freeze the data (prevent changes) and generate a pdf document.
- The generation of the PDF might take a few minutes.
- Only users with the role Participant Contacts can perform this action.



The screenshot shows a web interface for periodic reporting. At the top, there's a header with the European Commission logo and a blue banner with the text 'Task to be performed by each beneficiary'. Below the header, the main content area is divided into sections. The first section is titled 'Periodic Reporting' and includes a date '06/10/2014' and a timeline with four stages: 'Draft', 'Submitted', 'Reviewed', and 'Paid'. The 'Draft' stage is currently active, indicated by a yellow circle and a play button icon. Below the timeline, there are three rows of reporting items, each with a document icon, a title, and a status. The first row is 'Financial Statement 2006-2013 drafting' with a 'Lock for review' button. The second row is 'Technical Report contribution' with a 'Lock for review' button. The third row is 'Periodic Report 1 projectNo 2007-2013 composition' with a 'Submit to EU' button. On the left side, there is a sidebar with a yellow background and a blue header. It contains a 'Documents' section with a folder icon and a 'Messages' section with a speech bubble icon. A red box highlights the 'Lock for review' button in the first row.

Periodic Reporting
REP-000130 -1 - period 10/2013
> 03/2015
BETA Version

06/10/2014

Draft Submitted Reviewed Paid

Financial Statement 2006-2013 drafting **Lock for review**

Technical Report contribution **Lock for review**

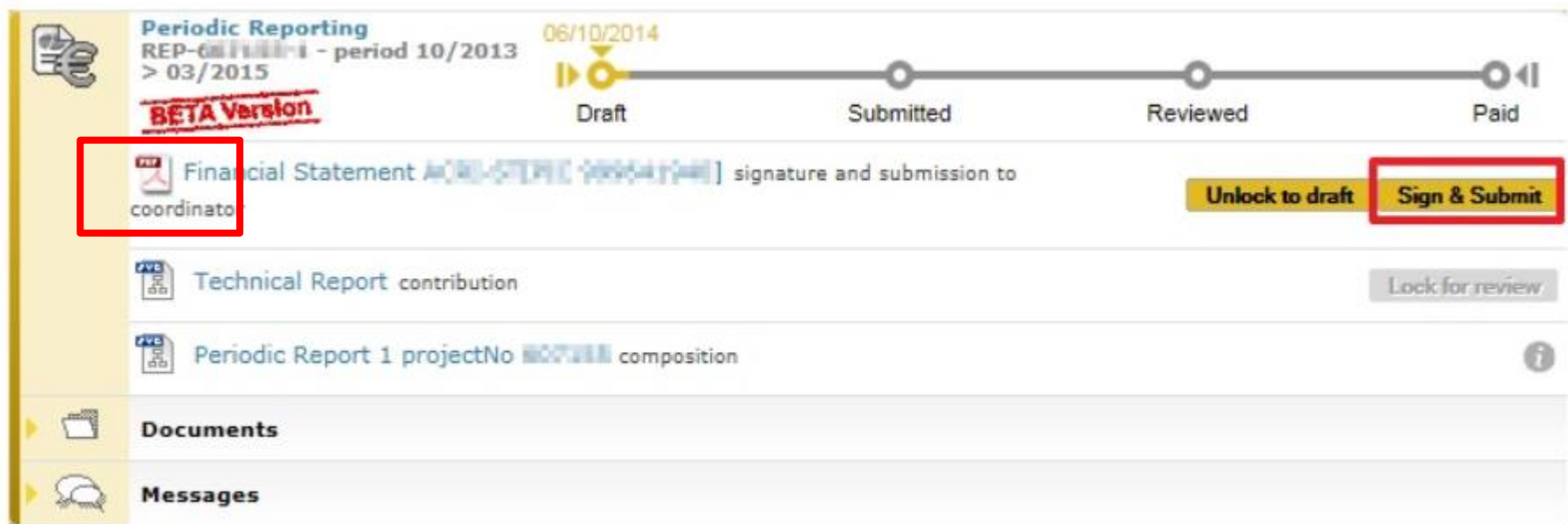
Periodic Report 1 projectNo 2007-2013 composition **Submit to EU**

Documents

Messages

Task to be
performed by
each beneficiary

- The Financial Statement can be reviewed by clicking on the pdf icon.
- Only users with the roles Participant Contacts, Project Financial Signatories and Task Managers can perform this action.
- To electronically sign & submit the Financial Statement click the button Sign & Submit.
- Only users with the role Project Financial Signatory (PFSIGN) can perform this action.



The screenshot displays the 'Periodic Reporting' section of a web application. At the top, a timeline shows the progression from 'Draft' to 'Submitted', 'Reviewed', and finally 'Paid'. The current date is 06/10/2014. Below the timeline, a 'BETA Version' warning is visible. The main content area lists several items: 'Financial Statement' (with a PDF icon and a red box around it), 'Technical Report contribution', and 'Periodic Report 1 projectNo [redacted] composition'. To the right of the 'Financial Statement' entry, there are two buttons: 'Unlock to draft' and 'Sign & Submit' (which is highlighted with a red box). Below the main content area, there are sections for 'Documents' and 'Messages'.

Periodic Reporting
REP-601111-1 - period 10/2013
> 03/2015

BETA Version

06/10/2014

Draft Submitted Reviewed Paid

Financial Statement [redacted] signature and submission to coordinato

Unlock to draft Sign & Submit

Technical Report contribution Lock for review

Periodic Report 1 projectNo [redacted] composition

Documents

Messages

Task to be performed by each beneficiary

- At this point you have completed the task of Financial Statement drafting.
- Your statement has been electronically signed & submitted to the Coordinator.
- It is accessible via the task Periodic Report composition. Please click on the Financial Statement pdf to consult the data you have submitted to the coordinator.



Periodic Reporting
REP-633053-1 - period
01/2014 > 12/2014

01/01/2015

Draft Submitted Reviewed Paid

- Financial Statement USTUTT [PIC 999974747] drafting Lock for Review
- Technical Part of Periodic Report contribution Lock for review
- Periodic Report 1 projectNo 633053 composition** Submit to EU

Documents

Messages

Periodic Report 1 project No 633053	
Filter	All Draft Available Included
Report Element	Status
Technical report	
Technical Statement	Draft
Financial report	
Financial Statement 999974747	Draft
Financial Statement 999974747	Draft
Financial Statement AGR-67[PIC 999974747]	Sent to CO
Financial Statement 999974747	Draft
Financial Statement 999974747	Draft
Financial Statement 999974747	Draft
Financial Statement 999974747	Draft
Financial Statement 999974747	Draft

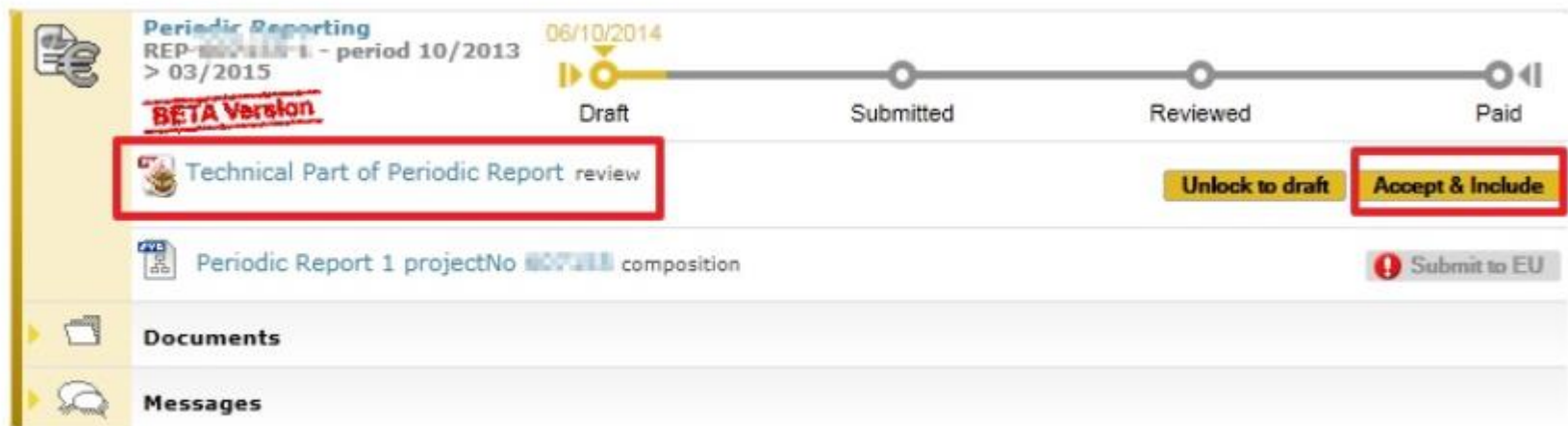
- Once all information has been filled in, you can click on Lock for Review.
- This action will freeze the data (prevent changes) and generate a pdf document.
- The generation of the PDF might take a few minutes.
- Only users with the role Coordinator Contact Person can perform this



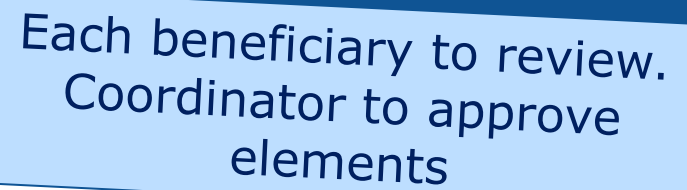
The screenshot displays the 'Periodic Reporting' interface. At the top, it shows the title 'Periodic Reporting' and the identifier 'REP-1135-1 - period 10/2013 > 03/2015'. A date '06/10/2014' is displayed next to a yellow play button icon. Below this, a progress bar indicates the workflow stages: Draft, Submitted, Reviewed, and Paid. The 'Draft' stage is currently active, marked by a yellow play button. A red box highlights the 'Lock for review' button, which is located at the end of the progress bar. Below the progress bar, there are two main sections: 'Technical Report contribution' and 'Periodic Report 1 projectNo [redacted] composition'. The 'Technical Report contribution' section has a 'Lock for review' button. The 'Periodic Report 1 projectNo [redacted] composition' section has a 'Submit to EU' button. On the left side, there are two expandable sections: 'Documents' and 'Messages'.

Each beneficiary to review.
Coordinator to accept and
submit

- The Technical Part of the Periodic Report can be reviewed by clicking on the PDF icon.
- Only users with the roles Coordinator Contacts, Financial Signatories, Legal Signatories, Task Managers and Team Members can perform this action.
- Once reviewed, the Technical Part of the Periodic Report can either be unlocked for further editing or accepted for submission to the EU Services.
- Only users with the role Coordinator Contact Person can perform this action.
- To accept the Technical Part of the Periodic Report click the button Accept & Include.
- Only users with the role Coordinator Contact Person can perform this action.



The screenshot displays the 'Periodic Reporting' interface. At the top, it shows 'Periodic Reporting REP-10-2013-1 - period 10/2013 > 03/2015' with a date '06/10/2014'. Below this is a progress bar with four stages: 'Draft', 'Submitted', 'Reviewed', and 'Paid'. The 'Draft' stage is currently active, indicated by a yellow circle and a right-pointing arrow. A red box highlights the 'Technical Part of Periodic Report review' button, which is accompanied by a PDF icon. To the right of this button are two other buttons: 'Unlock to draft' and 'Accept & Include', both highlighted with red boxes. Below the progress bar, there is a section for 'Periodic Report 1 projectNo 1007111 composition' with a 'Submit to EU' button. On the left side, there are sections for 'Documents' and 'Messages'.

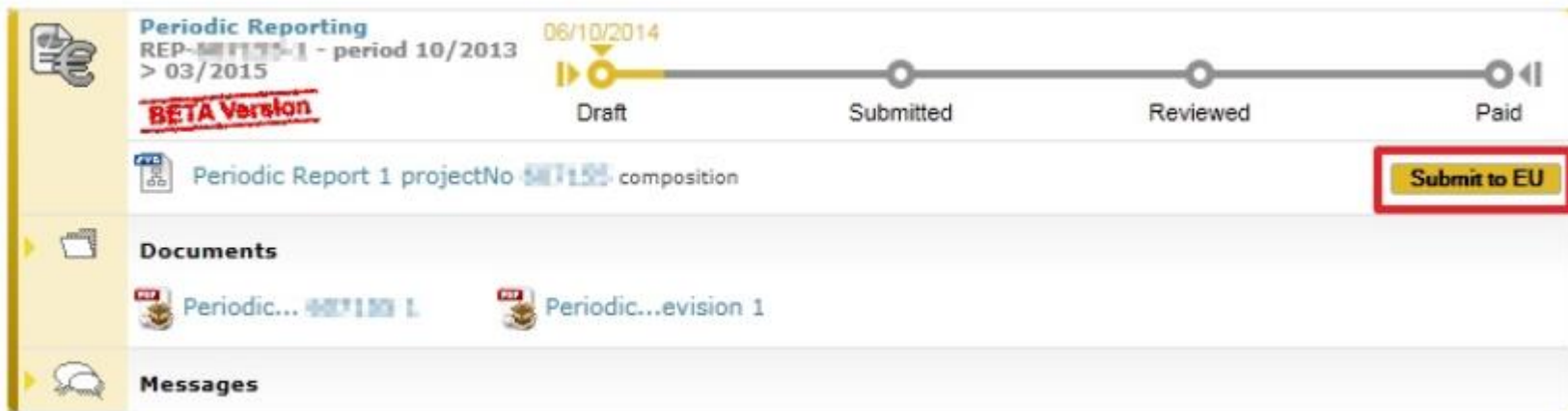


- The Coordinator approves the elements of the Periodic Report & submits to the EU Services (click on the task Periodic Report composition).

Periodic Report 1 project No 007 05					
Filter		All	Draft	Available	Included
Report Element		Status	Action		
	Technical report				
	Technical Part of Periodic Report	Included	<div>Redo</div>		
	Financial report				
	Financial Statement 0000000000	Draft			
	Financial Statement 0000000000	Draft			
	Financial Statement 0000000000	Sent to CO	<div>Redo</div> <div>Include</div>		
	Financial Statement 0000000000	Draft			
	Financial Statement 0000000000	Draft			
	Financial Statement 0000000000	Draft			
	Financial Statement 0000000000	Draft			

Task to be
performed by the
coordinator

- Once the elements of the Periodic Report are approved, the Periodic Report can be submitted to the EU Services in one single submission.
- Only users with the role Coordinator Contact Person can perform this action.



Periodic Reporting
REP-~~REP~~1175-1 - period 10/2013
> 03/2015

BETA Version

06/10/2014

Draft Submitted Reviewed Paid

Periodic Report 1 projectNo ~~REP~~1175 composition

Submit to EU

Documents

Periodic... ~~REP~~1175 1 Periodic...evision 1

Messages



Periodic Reporting
REP-~~REP~~1175-1 - period 10/2013
> 03/2015

BETA Version

06/10/2014

Draft Submitted Reviewed Paid

Periodic Report 1 projectNo ~~REP~~1175 composition

Submit to EU

Please click to see validation errors

Documents

Messages

Summary of the process

Beneficiaries (including the coordinator)

- **Financial statement:** Type → Lock for review → Sign & Submit
- **Technical Report:** Type → Lock for review

Coordinator

- **Financial statements:** Check →

Redo
Include
 - **Technical Report:** Check → Accept & Include
- } Submit to EU

- If some financial statements are missing you have to check the box "I agree with the conditions", and the button Submit to EU is enabled. Click this button to finalise the submission.
- The process goes to the status Submitted and the process box turns blue (this means the process is in the hands of the EU now).





European
Commission