H2020-EURO-2014 Joint Kick-Off meeting

held on 20 Nov 2015 at the REA

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Questions and Answers

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Administrative issues related to reporting

Q: Continuous reporting?
A: The continuous reporting refers to the submission (through the Participant Portal) of deliverables, report on progress, follow up of critical risks, ethics issues, publications, communications activities, and the answers to the questionnaire on horizontal issues. Deliverables are submitted according to the schedule established in the Description of Action and not just at the end of a reporting period.

Q: How to maintain communication between project coordinators and project officers; via the Participant Portal or regular e-mail?
A: Project related (written) communication between the (project) coordinator and the (REA) project officer should be conducted by e-mail and NOT through the Portal.

Q: Information on Periodic Report – a template of Periodic Report?
A: http://ec.europa.eu/research/participants/data/ref/h2020/gm/reporting/h2020-tmpl-periodic-rep_en.pdf

Q: Information on periodic report?
A: Please find attached also an earlier presentation of the European Commission Common Support Centre (CSC) on periodic reporting with print screens of the reporting process. CSC should in the future organise relevant training to project coordinators.

Q: Who will be reviewing the reports – project officer or external expert(s)?
A: REA project officer is in charge of the review process aiming to assess the progress made during a specific reporting period. He/she will be supported by one/ two external experts (so called monitors) when assessing the reports. The Description of Action is used as basis for the assessment of the progress.

Q: What are the consequences of the review?
A: The review process aims to assess the project progress made (in relation to the Description of Action). Hopefully the progress is being confirmed and an interim (or final) payment can be executed. If appropriate progress has not been made, and especially if this is not justified, part of the cost claims can be rejected. In the most extreme case, the project can be suspended or even terminated.

Q: IT tools and training on the report submission?
A: In the context of the Horizon 2020, new IT tools were developed to support the project management including submission of deliverables and the Periodic Report. The IT development work has taken more time than anticipated and we ask you to be patient in this respect. The IT tools already allow the deliverables submission. The reporting module should be ready for those projects having the end of the first reporting period early 2016.

Q: Are financial tools (ref. Financial Statements) available before the Periodic Report is submitted?
A: Yes. As part of the periodic reporting each beneficiary is asked to complete its own Financial Statement and provide a contribution to the Technical Part of the Periodic Report. A notification (and access) in this respect will be automatically send once the reporting period has ended.
The Periodic Report (including the Technical Report Part A and B as well as the Financial Report collecting all individual Financial Statements) must be submitted by the coordinator within 60 days following the end of each reporting period.

NB! The coordinator submits the whole package (single submission / single rejection).

Q: Can partners upload deliverables? Is there a difference between upload and submission?
A: Partners should be able to upload deliverables through the Portal but only the coordinator will be able to submit these to the European Commission / REA.

Q: Will project coordinator / participants receive feedback on each deliverable?
A: Yes, but most likely the deliverables will be assessed together (in the context of the review) once the reporting period has ended. Preliminary feedback will be given at the review meeting itself but formalised in writing afterwards.

Q: What if a beneficiary is delaying the submission of a deliverable?
A: This consortium internal matter should be handled through the appropriate consortium management structures. It is however advisable to keep the (REA) project officer informed.

Q: Reviewing reports by the experts – can they make the comments on the whole content of project or on submitted report only?
A: Please see Answers before

Q: Is it possible to reshuffle the budget from one beneficiary to another?
A: Budgetary reshuffles are possible. However when these are significant, please consult upfront the (REA) project officer.

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Open Access to data and Data Management Plan

Q: Moratorium / embargo imposed by some publications / journals?
A: Open Access (OA) to publications in the Horizon 2020 stipulates that each beneficiary must ensure OA to all peer-reviewed scientific publications relating to its results. OA is granted through the 'green' or the 'gold' ways. NB! Authors should aim to deposit also to the underlying data (research data needed to validate the results).

For peer-reviewed journal articles there are two possible scenarios:
1/ The article is accessible after the payment of a fee (subscription, article purchase, etc). Open access will be provided by depositing the article in a repository (researchers' own institutional repository or a thematic repository, e.g. RePeC, Europe PMC) and giving access through this repository. In this case it is sufficient to deposit and give access to the final author version (a.k.a. peer reviewed manuscript or postprint). Beneficiaries should publish project results only in journals that respect the Horizon 2020 embargo periods or negotiate a publishing agreement which complies with these (for a model; please see the FP7 model publishing agreement). The Horizon 2020 maximum embargoes are 12 months for SSH journals and 6 months for all other journals.
2/ The article is accessible on the publisher's website. This is the case for OA journals and « hybrid journals » (those that contain both articles against payment and articles accessible without charge). Also in this case it is necessary to deposit the article in a repository.

Q: What is meant with manuscript?
A: The « peer-reviewed manuscript accepted for publication » refers to the version of the article that has been peer reviewed but does contain neither final editorial changes nor enhancements. It is sometimes called also postprint (if it can receive a Digital Object Identifier (DOI).
Please see CrossRef definitions: http://www.crossref.org/02publishers/glossary.html

Q: A conflict between the Commission contractual obligations, i.e. grant agreement, and the requirements of the academic journals?
A: Once the author has decided in which journal he/she wants to publish, he/she should find out about the publisher's policies and see if it is in compliance with Horizon 2020 rules. NB! The authors are strongly encouraged to retain certain rights, e.g. copyright to their own work and right to deposit and share it with relevant colleagues and stakeholders. One way to do this is to sign publishing agreements that do not give away all rights to the publisher. In case of conflict, the author can seek advice from the (REA) project officer.
Please see also: https://www.openaire.eu/copyright-issues

Q: Applicability to books and monographs?
A: Recommendation, not an obligation.

NB! Answer(s) to the specific questions asked by the project SPRINT will be provided directly to its coordinator.