



REPORTING

Financial aspects and periodic reports

PROJECTS' COORDINATORS MEETING

*European Education and Culture
Executive Agency*

17 March 2022

MAIN POINTS OF THIS PRESENTATION



LUMP SUM FUNDING

How it works in practice.



FINANCIAL ASPECTS

of the Grant Agreement



PERIODIC FINAL REPORT

Deadlines and other useful information.



FTOP step by step

on periodic reporting

Questions and answers session

Funding Rules – Lump sum Type I

Menu of lump sums from which you chose according to the activities you wish to undertake and the results you want to achieve

- Estimated budget per each work package had to satisfy the principles of economy, efficient and effectiveness to the objectives of the actions
- Detailed work packages and their completion(project management, dissemination, events, etc.) – key of the funding mechanism also when reporting
- Focus on results and outputs and not on the administrative and financial elements

LUMP SUM AMOUNTS reminder



Small-scale Partnerships

- 30.000 EUR
- 60.000 EUR



Cooperation Partnerships

- 120.000 EUR
- 250.000 EUR
- 400.000 EUR



European Sport Events

- 200.000 EUR
- 300.000 EUR
- 450.000 EUR



Budgetary information in the GRANT AGREEMENT

MAXIMUM GRANT AMOUNT

- Data sheet
- Annex 2
- Annex 4

ESTIMATED BUDGET (LUMP SUM BREAKDOWN) FOR THE ACTION

Forms of funding	Estimated EU contribution			Maximum grant amount ¹ d = a + b + c
	Estimated eligible lump sum contributions (per work package)			
	WP1 [redacted]	WP2 [redacted]	WP3 [redacted]	
	Lump sum contribution a	Lump sum contribution b	Lump sum contribution c	
1 - [redacted]	24 000.00	12 000.00	0.00	36 000.00
2 - [redacted]	7 000.00	7 000.00	10 000.00	24 000.00
Σ consortium	31 000.00	19 000.00	10 000.00	60 000.00

¹ The 'maximum grant amount' is the maximum grant amount fixed in the grant agreement (on the basis of the sum of the beneficiaries' lump sum shares for the work packages).

3. Grant

Maximum grant amount, total estimated eligible costs and contributions and funding rate:

Maximum grant amount (Annex 2)	Maximum grant amount (award decision)
60 000.00	60 000.00

Grant form: Lump Sum

Grant mode: Action grant

Budget categories/activity types: Lump sum contributions

Cost eligibility options: n/a

Budget flexibility: No



BUDGET FLEXIBILITY

- not applicable
- amendments of transfers between work packages possible under certain conditions

ELIGIBILITY OF LUMP SUM CONTRIBUTIONS

- Must be set out in Annex 2
- Work packages must be completed within the given period (exception final report preparation)
- Beneficiaries must remain eligible during the whole duration of the project



COMPLIANCE WITH THE GRANT AGREEMENT

- *Grant reductions /terminations may apply if not respected*

GENERAL INFORMATION OBLIGATION

- *Beneficiaries must provide all information requested by EACEA to determine the eligibility of lump sums*
- *! Keep information in the Participant portal UP TO DATE!*

Standard time limits after the end of the project

5 YEARS for SCP/SNCESE

3 YEARS for SSCP

- Confidentiality
- Record-keeping
- Reviews
- Audits
- Extension of findings from other grants to this grant
- Impact evaluation

Different payments during the project period

PRE- FINANCING PAYMENT

70% in most cases

Automatically triggered
after the **GRANT
AGREEMENT** has been
signed by all parties

Payment 30 days from
entry into force

2ND PREFINANCING PAYMENT – OPTIONAL – few cases

*MID TERM of the project
for project with reduced
pre-financing*

(35%-35%)

*Additional pre-financing
report*

FINAL PAYMENT

30% in most cases

**LINKED TO A PERIODIC
REPORT**

Due 60 days after the
end of the project (so
called reporting period)

Payment 90 days from
the reception of the
report



PERIODIC REPORT – final report

1. TECHNICAL REPORT
2. STATUS OF WORK PACKAGES
3. FINANCIAL STATEMENT

PERIODIC REPORT – final – LUMP SUM

- **Step 1:** All beneficiaries receive a notification and log on to the Funding & Tenders Portal
- **Step 2:** All beneficiaries complete their contribution to the Technical Part of the Periodic Report and Lock for Review their Technical Part once completed
- **Step 3:** The Coordinator completes the Status of Work Packages and Locks & Includes them
- **Step 4:** The beneficiaries receive a notification that their Financial Statement is ready, they lock it for review and sign it
- **Step 5:** The Coordinator reviews the elements of the Periodic Report & submits to the EU

STEP 1 - where to start

The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' interface. At the top, the European Commission logo is on the left, and the user 'TestOne PARTNER' is on the right. A 'Help' dropdown menu is also visible. The main content area is titled 'MY PROJECT' and features a 'HORIZON 2020' banner. Below the banner, project details are listed: Call: H2020-S2RJU-CFM-2018, Type of Action: Shift2Rail-RIA-LS, Acronym: 167413 liv RIA LS [ABAC: ABACBUDL], Current Phase: Grant Management, Number: 167413, Duration: 36 months, GA based on the: H2020 S2R JU MGA Lump sum pilot— Multi - 5.null, Start Date: 01 Jan 2016, Estimated Project Cost: €0.00, Requested EU Contribution: €50.00, and Contact: [Judith SANDOR](#). A sidebar on the left contains navigation buttons: Latest Legal Data, Active Processes, Document Library, Communication Centre, and Archived Processes. The main project details are divided into two sections. The top section, 'Periodic Reporting and Payment - Lump Sums', is highlighted with a red border. It shows a progress bar for the period 01/01/2016 > 30/06/2017, dated 06 Nov 2019, with stages Draft, Submitted, and Paid. Below the progress bar are three contribution items: 'Technical Part contribution' (with a 'Lock for review' button), 'Status of Work Packages contribution', and 'Periodic Report composition'. The bottom section, 'Continuous Reporting', also dated 06 Nov 2019, shows a progress bar with stages Started and Completed, and a 'Continuous reporting data' item. At the bottom right, the European Commission logo is displayed.

RESEARCH & INNOVATION
Grant Management Services

Help

TestOne PARTNER

MY PROJECT

Launch new interaction with the EU +

HORIZON 2020

Call: H2020-S2RJU-CFM-2018
Type of Action: Shift2Rail-RIA-LS
Acronym: 167413 liv RIA LS [ABAC: ABACBUDL]
Current Phase: Grant Management
Number: 167413
Duration: 36 months
GA based on the: H2020 S2R JU MGA Lump sum pilot— Multi - 5.null
Start Date: 01 Jan 2016
Estimated Project Cost: €0.00
Requested EU Contribution: €50.00
Contact: [Judith SANDOR](#)

Latest Legal Data
Active Processes
Document Library
Communication Centre
Archived Processes

Periodic Reporting and Payment - Lump Sums
REP-167413-1 - period 01/01/2016 > 30/06/2017
06 Nov 2019
Draft Submitted Paid
Lock for review

- Technical Part contribution
- Status of Work Packages contribution
- Periodic Report composition

Process documents
Process communications
Process history

Continuous Reporting
167413 - 167413 liv RIA LS [ABAC: ABACBUDL]
06 Nov 2019
Started Completed

- Continuous reporting data

Process documents

European Commission

STEP 1 - where to start

Grant Management Project Periodic Report

167413 (167413 liv RIA ...) Shift2Ra.. nparties (EXTERNAL)

Summary for publication	Deliverables Ethics, DMP, Other Reports	Milestones	Critical Risks	Publications	Disseminat... Communicatic	Patents (IPR)	Innovation	SME Impact	Open Data	Gender	Tech. Report (Part B)	Status Of WP
✓	i	i	✓	✓	✓	✓	✓	✓	i	✓	i	✓

Period No: 1 Duration (months): 18
Reporting Period : [01 Jan 2016 - 30 Jun 2017]

Summary for publication

The summary for publication should be written as a "stand-alone" text, in a language easily understandable by a broader public and must not contain any confidential data

▼ Summary of the context and overall objectives of the project (For the final period, include the conclusions of the action)

This section should include information on:

- What is the problem/issue being addressed?
- Why is it important for society?
- What are the overall objectives?

Validate

STEP 2 - completion of the technical part

Periodic Reporting and Payment - Lump Sums
REP-167413-1 - period 01/01/2016 > 30/06/2017

06 Nov 2019

Draft Submitted Paid

+  **Technical Part contribution**

+  **Status of Work Packages contribution**

+  **Periodic Report composition**

▶  **Process documents**

▶  **Process communications**

▶  **Process history**

Lock for review

STEP 2 - completion of the technical part

Grant Management Project Periodic Report

167413 (167413 liv RIA ...) Shift2Ra... Summary for publication Deliverables Ethics, DMP, Other Reports Milestones Critical Risks Publications Dissemination/Communication Patents (IPR) Innovation SME Impact Open Data Gender Tech. Report (Part B)

Period No: 1 Duration (months): 18 Reporting Period : [01 Jan 2016 - 30 Jun 2017]

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1

Validate

STEP 2 - locking of the technical part

Periodic Reporting and Payment - Lump Sums
REP-167413-1 - period
01/01/2016 > 30/06/2017

06 Nov 2019

Draft Submitted Paid

- Technical Part contribution **Lock for review**
- Status of Work Packages contribution **Lock & Include**
- Periodic Report composition **Submit to EU**

Process documents

Process communications

Process history

STEP 2 - review of the technical part

Periodic Reporting and Payment - Lump Sums
REP-167413-1 - period 01/01/2016 > 30/06/2017

06 Nov 2019

Draft Submitted Paid

- +  Technical Part of Periodic Report review
 - Unlock to draft** **Accept & Include**
- +  Status of Work Packages contribution
 - Lock & Include**
- +  Periodic Report composition
 - Submit to EU**

▶  **Process documents**

▶  **Process communications**

▶  **Process history**

STEP 3 - work packages

Periodic Reporting and Payment - Lump Sums
REP-167413-1 - period
01/01/2016 > 30/06/2017

06 Nov 2019

Draft Submitted Paid

+  Status of Work Packages contribution Lock & Include

+  Periodic Report composition Submit to EU

▶  Process documents

▶  Process communications

▶  Process history

STEP 4 - financial statements

Periodic Reporting and Payment - Lump Sums
REP-952355-1 - period
01/01/2016 > 30/06/2017

03 Dec 2019

Draft Submitted Paid

+ Financial Part AST GmbH [PIC 973276467] **Lock for review**

+ Periodic Report composition **Submit to EU**

Process documents

Process communications

Process history

STEP 4 - financial statements

Grant Management Project Periodic Report npartes (EXTERNAL) 

167413 (167413 liv RIA ..) Shift2Ra.. Financial Statement 

 Beneficiary 2: CNRS
Legal Name: CENTRE NATIONAL DE LA RECHERCHE SCIENTIFIQUE
PIC: 999997930 Status: VALIDATED
Legal Address: Rue Michel -Ange 3 , 75794 , PARIS France

Period No: 1 Duration (months): 18
Reporting Period : [01 Jan 2016 - 30 Jun 2017]

Financial Statement

Number	Title	Status of Completion	Requested Share
WP1	wp1	Completed	0.00 €
WP2	wp2	Completed	16.66 €
WP3	wp3	Not Completed	0.00 €
		Total	16.66 €

[Validate](#)

STEP 4 - SIGN financial statements

Periodic Reporting and Payment - Lump Sums
REP-952355-1 - period
01/01/2016 > 30/06/2017

03 Dec 2019

Draft Submitted Paid

Financial Statement AST GmbH[PIC 973276467] signature and inclusion

Unlock to draft Sign & Include

Periodic Report composition

Process documents

Process communications

Process history

Please confirm

The beneficiary hereby confirms that:

- The information provided is complete, reliable and true.
- The costs declared are eligible (see Article 6).
- The costs can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 17, 18 and 22).

Ok Cancel

STEP 5 - Review by the coordinator

Periodic Reporting and Payment - Lump Sums
REP-167413-1 - period
01/01/2016 > 30/06/2017

06 Nov 2019

Draft Submitted Paid

Periodic Report composition

Submit to EU

Process documents

Periodic Reporting and Payment - Lump Sums Composition [Period No: 1 (01 Jan 2016 - 30 Jun 2017), Project No: 167413]

Report Item	Status	Action
Technical report		
Technical Part of Periodic Report	Included	Redo
Status of Work Packages		
Status of Work Packages	Included	Redo
Financial report		
1 (1/1) Financial Statement AST GmbH[PIC 973276467]	Included	
2 (1/1) Financial Statement CNRS[PIC 999997930]	Included	



INTERNAL ROLES AND RESPONSIBILITIES OF THE DIFFERENT STAKEHOLDERS

- **EACH BENEFICIAIRY** – updates information, informs on any event, submits info to coordinator and in the portal
- **COORDINATOR** – monitors the action, intermediary between consortium and EACEA and distributes the payments received



BENEFICIAIRES MUST HAVE INTERNAL ARRANGEMENTS

Consortium agreement: No

Thank you



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