



# **Pilot Projects and Preparatory Actions (PPPA)**

## **Additional Prefinancing Report**

Technical Report  
Financial Report

Version 1.0

## IMPORTANT NOTICE

### What is the Additional Prefinancing Report?

The Additional Prefinancing Report is the pre-condition for receiving additional prefinancing payments. The Coordinator must send it to the EACEA within 60 days after the end of the reporting period.

The Report is divided into a technical and financial report.

The Technical Report contains structured tables with project information and a narrative description of the work carried out during the reporting period. The Financial Report normally consists of:

- the statement on the use of previous prefinancing and payment request

### How to prepare and submit it?

The Additional Prefinancing Report must be prepared by the consortium and then be submitted by the Coordinator to the EACEA.

It is the Coordinator who has to complete the statement of the use of previous prefinancing.

**Signature:** The report, in particular its "*statement on the use of previous prefinancing and payment request*" that is at the end of the report, can be signed either with an Qualified Electronic Signature (QES) compliant with the [eIDAS Regulation \(EU\) N° 910/2014](#) or with a hand-written signature (also known as blue ink signature).

- If electronically signed, the full report (including the statement) must be emailed to the EACEA (pdf format). Please note that electronic signatures other than a Qualified Electronic Signature (QES) compliant with the eIDAS Regulation (EU) N° 910/2014 are not accepted.
- If hand-written-signed, the hard copy of the full report (including the statement), must be sent to the EACEA by registered post with proof of delivery. Courtesy pdf copies of the reporting documents can be anticipated by email to the EACEA. However, be informed that the reception of the hand-written-signed hard copies of all reporting documents sent by registered post with proof of delivery is mandatory and that the reporting documents will be considered to have been received either on the delivery date registered by the postal service or the deadline for collection at the post office.

## TECHNICAL REPORT

### COVER PAGE

PROJECT	
Project number:	[project number]
Project name:	[project title]
Project acronym:	[acronym]

REPORTING PERIOD	
⚠ Please note that you must report on the entire reporting period.	
Reporting period number:	[1] [2] [3] [4] [...] [Final]
Duration:	from [dd/mm/yyyy] to [dd/mm/yyyy]

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## 1. OVERVIEW OF THE PROGRESS


### 1.1 Summary of work performed and achievements, results and impacts

#### Work performed and main achievements, results and impacts

Short summary of progress towards the project objectives. Highlight significant activities and achievements. Provide clear and measurable details.

Analyse the outcome of the project (so far) and its (actual and expected) impact (on target groups, change, innovation etc.), including a description of the European dimension and added value if any.

Report on objectives not fully achieved or not on schedule.

 Do not simply cut and paste the project summary of your project application. Contrary to the summary, this section is for reporting to the EU and will not be published.

Insert text

### 1.2 Consortium set-up

#### PARTICIPANTS

Overview of the consortium changes - Latest Legal Data

COO = coordinator

BEN = beneficiaries (not applicable to mono-beneficiary grant)

AE = affiliated entity

AP : associated partner

Partner No	Role	Short Name	Legal Name	Country	PIC	Entry date	Exit date
1	COO						
2	BEN						
2.1	AE						
3	BEN						
4	AP						

#### Participants

Report on changes in the consortium composition (including structural, legal or management changes, if any).

Insert text

#### Consortium cooperation and division of roles (if applicable)

Report on changes in the way the participants work together (Beneficiaries, Affiliated Entities, Associated Partners, etc.).

Insert text

### 1.3 Project teams, staff and experts

#### Project teams and staff

Report and explain deviations from Annex 1 of the Grant Agreement regarding the organisation of staff or project teams. Provide CVs of key actors that had to be replaced (if required).

Insert text

### 1.4 Consortium management and decision-making (not applicable to mono-beneficiary grants)

#### Consortium management and decision-making (if applicable)

Report on important changes in the management or decision-making mechanisms.

Insert text

### 1.5 Project management, quality assurance and monitoring and evaluation strategy

#### Project management, quality assurance and monitoring and evaluation strategy

Report on changes to the overall project management concept, quality assurance and monitoring and evaluation strategy (if any).

Insert text

### 1.6 Cost effectiveness and financial management

#### Cost effectiveness and financial management (not applicable for Lump Sum Grants)

Inform about significant budget overruns or important changes in the financial management (if any).

Insert text

### 1.7 Risk management

#### Critical risks and risk management strategy

Report on the state of play concerning the risks (both the foreseen and the unforeseen risks) and risk mitigation measures (if any).

Insert text

## 1.8 Impact

### Impact

Report on changes in your impact analysis/strategy (if any) and the effects on the project/need for adaptations.

Insert text

## 1.9 Communication, dissemination and visibility

### Communication, dissemination and visibility of funding

Report on the communication and dissemination activities undertaken (to whom, which format, how many, etc.).

Describe how the visibility of EU funding was ensured.

If you described your project on your website(s) and/or social media accounts, please provide the links.

Insert text

## 1.10 Sustainability and continuation

### Sustainability, long-term impact and continuation

Report on changes in your sustainability analysis/strategy (if any).

Comment on possible synergies/complementarities with other (EU funded) activities (if any).

Insert text

## 1.11 Follow-up to EU recommendations

### Follow-up to EU recommendations

Highlight corrective actions taken as a result of EU monitoring activities (including follow-up to EU project reviews, if any). List each recommendation/comment and explain how they have been followed up.

Insert text

## 2. WORK PLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING

### 2.1 Work packages, activities, resources and timing

#### WORK PACKAGES

#### Work Package 1

##### Work Package 1: [Name, e.g. Project management and coordination]

##### Activities

Report on the *implementation status* of the activities that were to be implemented during the reporting period and explain *deviations* from Annex 1 of the Grant Agreement. In case an activity was not implemented or a deliverable not produced, please explain why.

Task No (continuous numbering linked to WP)	Task Name	Implemented? (Yes/No/Partially)	Justification (explain what was done and by whom; explain what was not done and why not; indicate how you intend to handle the situation and new timing; indicate if it was a one-off issue or how you intend to avoid similar issues in the future)
T1.1			
T1.2			
Other issues <i>Mention and explain unexpected events and adjustments that had to be made. Explain impact on other tasks, available resources and planning/timing.</i>		Insert text	

##### Milestones

Update the status (and add new due date for late milestones). *In the Comments, please indicate if the milestone was achieved as planned or add an explanation for the delay.*

Milestone No	Milestone Name	Work Package No	Lead Beneficiary	Means of Verification	Due Date	New Due Date (if delay)	Delivery Date (actual)	Achieved	Comments
[number]	[name]	[WP number]	[beneficiary short name]	[means of verification as in Annex 1 GA]	[dd/mm/yy]	[dd/mm/yyyy]	[dd/mm/yyyy]	[YES] [NO]	[insert comment]

### Deliverables

Add actual delivery dates (or new due date for late deliverables, together with an explanation for the delay). In the Comments, please indicate if the deliverable was achieved as planned or not.

The labels used mean:

Public — fully open (⚠ automatically posted online)

Sensitive — limited under the conditions of the Grant Agreement

EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision [2015/444](#). For items classified under other rules (e.g. national or international organisation), please select the equivalent EU classification level.

Deliverable No	Deliverable Name	Work package No	Lead Beneficiary	Type	Dissemination Level	Due Date	New Due Date (if delay)	Delivery Date (actual)	Status	Comments
[number]	[name]	[WP number]	[beneficiary short name]	[R — Document, report] [DEM — Demonstrator, pilot, prototype] [DEC — Websites, patent filings, videos, etc] [DATA — data sets, microdata, etc] [DMP — Data Management Plan] [ETHICS] [SECURITY] [OTHER]	[PU — Public] [SEN — Sensitive] [R-UE/EU-R — EU Classified] [C-UE/EU-C — EU Classified] [S-UE/EU-S — EU Classified]	[month number]	[dd/mm/yyyy]	[dd/mm/yyyy]	[Pending] [Draft] [Submitted] [Rejected] [Approved] [Removed]	[insert comments]



**Work Package 2...**

To insert additional work packages, copy WP1 as many times as necessary.

**Timetable**

<b>Timetable (projects up to 2 years)</b> Report on <u>deviations</u> from Annex 1 of the Grant Agreement. Fill in the planned implementation in beige and the deviations in red. Adapt and repeat lines/columns as necessary.																									
Starting date:																									
ACTIVITY	MONTHS																								
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23	M 24	
Task 1.1 - ...	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige															
			Red	Red	Red	Red	Red	Red	Red	Red															
Task 1.2 - ...							Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige					
											Beige	Beige	Beige	Beige	Beige	Beige	Beige								
Task ...											Red	Red	Red	Red	Red	Red	Red								

<b>Timetable (projects of more than 2 years)</b> Report on <u>deviations</u> from Annex 1 of the Grant Agreement. Fill in the planned implementation in beige and the deviations in red. Adapt and repeat lines/columns as necessary.																								
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Starting date:																								
ACTIVITY	YEAR 1				YEAR 2				YEAR 3				YEAR 4				YEAR 5				YEAR 6			
	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
Task 1.1 - ...																								
Task 1.2 - ...																								
Task ...																								

Timetable (projects of only 12 months)												
<i>Report on <u>deviations</u> from Annex 1 of the Grant Agreement.</i>												
<i>Fill in the planned implementation in beige and the deviations in red. Adapt and repeat lines/columns as necessary.</i>												
Starting date:												
ACTIVITY	MONTHS											
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12

Task 1.1 - ...															
Task 1.2 - ...															
Task ...															

### 3. OTHER

#### 3.1 Ethics

<b>Ethics</b>				
<i>Report on the status of the ethics deliverables (if any).</i>				
Indicate if Applicable / Not applicable				
<i>If Ethics are applicable to your project, report on any <u>changes</u> to ethics issues identified in Annex 1 of the Grant Agreement (if any).</i>				
Insert text				
<i>If Ethics are applicable to your project, report on <u>new</u> ethics issues that have come up during the project implementation and the measures taken to solve/avoid them (if any).</i>				
Ethics Issue No	Description	Work Package No	Lead Beneficiary	Proposed Measures

#### 3.2 Security

<b>Security</b>				
<i>Report on the status of the security deliverables (if any).</i>				
Indicate if Applicable / Not applicable				
<i>If Security is applicable to your project, report on any <u>changes</u> to security issues identified in Annex 1 of the Grant Agreement (if any).</i>				
Insert text				
<i>If Security is applicable to your project, report on <u>new</u> security issues that have come up during the project implementation and the measures taken to solve/avoid them (if any).</i>				
Security Issue No	Description	Work Package No	Lead Beneficiary	Proposed Measures

## 4. DECLARATIONS

Double funding	
Information concerning other EU grants for this project	YES/NO
<p> Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).</p>	
<p>We confirm that to our best knowledge neither the project as a whole nor any parts of it benefit/have benefitted from any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies (e.g. EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details</p>	
<p>We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies (e.g. EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details.</p>	

## FINANCIAL REPORT

### STATEMENT ON THE USE OF PREVIOUS PREFINANCING AND PAYMENT REQUEST

In my capacity as coordinator of the Grant Agreement number [...] for the project [insert acronym], I hereby:

- declare that [...] % of the previous prefinancing payment of EUR [insert amount] have been used and that this is based on substantiated data (bank slip/treasury account) provided by the grant beneficiary/ies
- request the next additional prefinancing payment provided for in the Grant Agreement
- confirm that the information contained in the additional prefinancing report is full, reliable and true, and is substantiated by adequate supporting documentation that can be produced in case of checks, reviews, audits and investigations

#### SIGNATURE<sup>1</sup>

For the coordinator:

[qualified electronic signature or hand-written signature]

Done on [electronic time stamp]

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<sup>1</sup> This statement can be signed either with an Qualified Electronic Signature (QES) compliant with the [eIDAS Regulation \(EU\) N° 910/2014](#) or with a hand-written signature (also known as blue ink signature).

- If electronically signed, the full report (including the statement) must be emailed to the EACEA (pdf format). Please note that electronic signatures other than a Qualified Electronic Signature (QES) compliant with the eIDAS Regulation (EU) N° 910/2014 are not accepted.
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## ANNEXES

### LIST OF ANNEXES

*No compulsory annexes required, only on voluntary basis*

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0		Initial version (new MFF).