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Institut national de physique nucléaire
et de physique des particules



***STRONG-2020 The strong interaction at the frontier of knowledge:
fundamental research and applications***

Legal, administrative and financial management

*Mathilde Mossard, Léa Minier ; European Affairs Officers, CNRS
Kick-off meeting, SUBATECH Nantes, 23/10/2019*

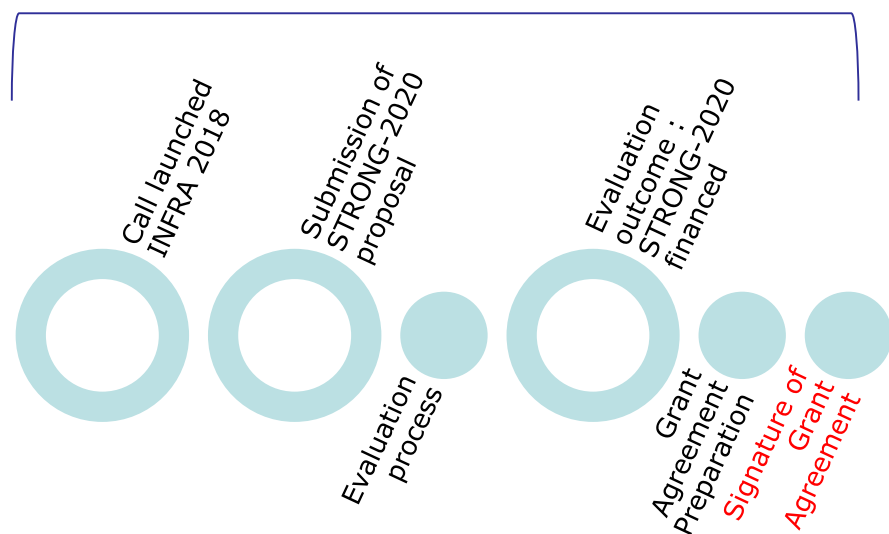


Legal, administrative and financial management

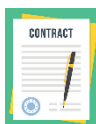
- 2 agreements for one project
 - Grant Agreement, main articles
 - Consortium Agreement, definition
- Division of roles between the Coordinator and Beneficiaries
- Reporting
 - Continuous Reporting (Deliverables, Milestones, etc)
 - Periodic Reporting (Financial and technical reports)
- Points to keep in mind and Suggestions

2 agreements for one project

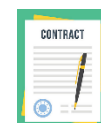
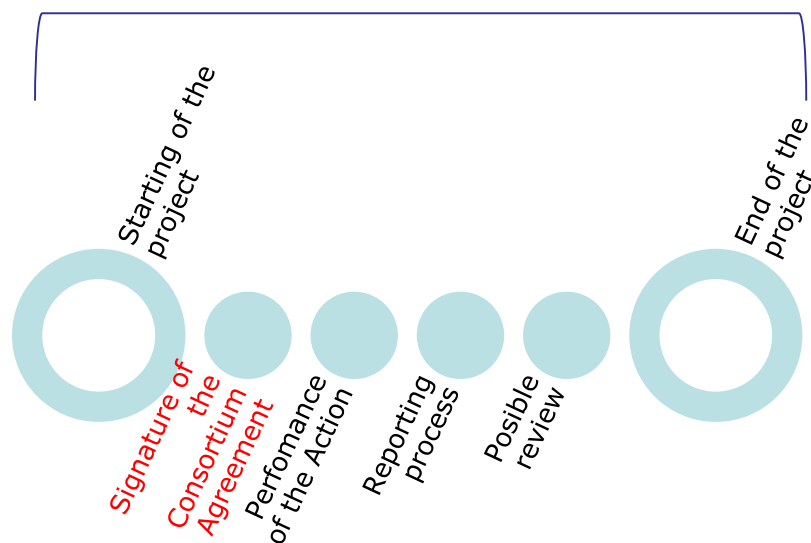
Preparation of the Action



44 beneficiaries,
10 millions € granted,
Start on 1st June 2019
48-months duration



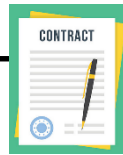
the Action



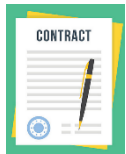
2 legally binding agreements managing the project

2 agreements for one project.

Grant Agreement.



It is signed by EC and the Coordinator. Beneficiaries access it by signature of the Accession Form.



European Commission

Coordinator CNRS

Beneficiary n1

Beneficiary n2

Beneficiary n...

An EU standard contract that sets out the rights, obligations, terms and conditions applicable to the grant awarded to the beneficiaries for implementing the project's action.

Consortium Agreement.



It is signed by the Coordinator and Beneficiaries.

EC
Not signatory

Coordinator
CNRS

Beneficiary
n...

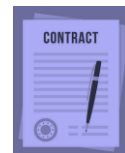
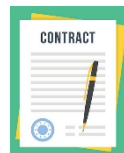


Beneficiary
n1

Beneficiary
n2

Mandatory as per GA ART. 41.3.

It defines more precisely management aspects : governance, IPR, transfer aspects, confidentiality, etc,



2 legally binding agreements managing the project



The Grant Agreement



Grant Agreement.

It is signed by EC and the Coordinator.
Beneficiaries access it by signature of the Accession Form.

❖ By signing, the beneficiaries have accepted the Grant and agreed to implement it under **their own responsibility**.

❖ 7 chapter, 58 articles

❖ 6 annexes :

Annex I : Description of the Action

Annex II : Estimated budget of the Action

Annex III : **Accession Forms**

Annex IV : **Model for financial statement at the time of reporting period**

Annex V : Model for certificate on financial statements

Annex VI : Model on certificate on methodology (in case of audit)

Chapter 1: General

- Single Article : subject of the agreement

Chapter 2: Action

- Action, duration and budget

Chapter 3: Grant

- Amount, reimbursement rates, eligible costs

Chapter 4: Rights and obligations

- To implement the action: resources, in-kind contributions, subcontracts
- Grant administration: reporting, payments, audits
- Backgrounds and results: access rights, protection of results, exploitation, dissemination
- Others: gender equality, ethics, confidentiality

Chapter 5: Division of roles

- Roles and responsibilities, internal arrangements

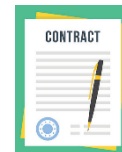
Chapter 6: Rejection, reduction, penalties, termination, etc.

- Rejection, reduction, recovery and penalties
- Suspension and termination of the action

Chapter 7: Final provisions

- Accession, entry into force, amendments, applicable law

The Grant Agreement, main articles 1/3



ART. 3 DURATION AND STARTING DATE OF THE ACTION :

- 48 months as of 1 June 2019

ART. 5 MAXIMUM GRANT AMOUNT :

- 10 000 000€

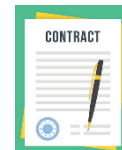
ART. 6 ELIGIBLE AND INELIGIBLE COSTS

- Actually incurred
- Incurred during the period of the project
- Indicated and estimated in Budget of the Action (Annex II)
- Linked to the action and necessary for its implementation
- Identifiable and verifiable (recorded in the beneficiary's accounts)
- Comply with national law, reasonable, justified and must comply with the principle of sound financial management

ART. 7 — GENERAL OBLIGATION TO PROPERLY IMPLEMENT THE ACTION

- *"The beneficiaries must implement the action as described in Annex 1 and in compliance with the provisions of the Agreement and all legal obligations under applicable EU, international and national law. »*
- *→ If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 43)*

The Grant Agreement, main articles 2/3



ART. 16 — PROVISION OF TRANS-NATIONAL OR VIRTUAL ACCESS TO RESEARCH INFRASTRUCTURE

- *Rules on the access and their provision*

ART. 17 — GENERAL OBLIGATION TO INFORM

- *Provide information upon request*
- *Inform about any event likely to affect the Action*

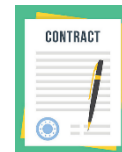
ART. 18 — KEEPING RECORDS — SUPPORTING DOCUMENTATION

- *Technical and financial documentation*

ART. 20 PERIODIC REPORTING

- *3 RP : M18, M36, M48*
- *Technical and financial reports*

The Grant Agreement, main articles 3/3



ART. 21 PAYMENTS

- *One pre-financing,*
- *Interim payment after each Reporting Period*
- *The payment of the balance*

ART. 22 — CHECKS, REVIEWS, AUDITS AND INVESTIGATIONS

- *Can occur up to 2 years after the payment of the balance*

ART. 29 — DISSEMINATION OF RESULTS — OPEN ACCESS — VISIBILITY OF EU FUNDING

- *Sentence to be used : "This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 824093".*

ART. 41 — DIVISION OF BENEFICIARIES' ROLES AND RESPONSIBILITIES

- *"The beneficiaries are jointly and severally liable for the technical implementation of the action as described in Annex 1 »*
- *"The beneficiaries must have internal arrangements [...] set out in a written 'consortium agreement' between the beneficiaries"*



The Consortium Agreement

Consortium Agreement.

It is signed by the Coordinator and Beneficiaries.



Grant Agreement invites beneficiaries to set a CA,
(41.3 Internal arrangements between beneficiaries — Consortium agreement)

It **complements** the Grant Agreement and must NOT contain any provision contrary to it (the GA prevails upon the C.A.)

- ❖ **governance** of the project, the number of meetings and minute-making,
- ❖ the **Intellectual Property management**.
- ❖ **Additional financial provisions** : the Distribution of Financial Contribution (Art 7.1.1.), Justifying costs (Art 7.1.2.), the payment schedule, etc.
- ❖ **Settlement of internal disputes**;
- ❖ Liability, indemnification and **confidentiality** arrangements between the beneficiaries.



Division of roles and responsibilities - Beneficiaries

The beneficiaries are jointly and severally liable for the technical implementation of the action

Each **beneficiary** must:

- **keep information stored in the Participant Portal** Beneficiary Register up to date (see Article 17);
- **inform the coordinator immediately of any events or circumstances** likely to affect significantly or delay the implementation of the action (see Article 17);
- submit to the coordinator in good time:
 - **individual financial statements** for itself and its linked third parties and, if required, certificates on the financial statements (see Article 20);
 - the data needed to draw up the **technical reports** (see Article 20);
 - *ethics committee opinions and notifications or authorisations for activities raising **ethical issues*** (see Article 34);
 - any other **documents or information required by the Commission** under the Agreement, unless the Agreement requires the beneficiary to submit this information directly to the Commission.



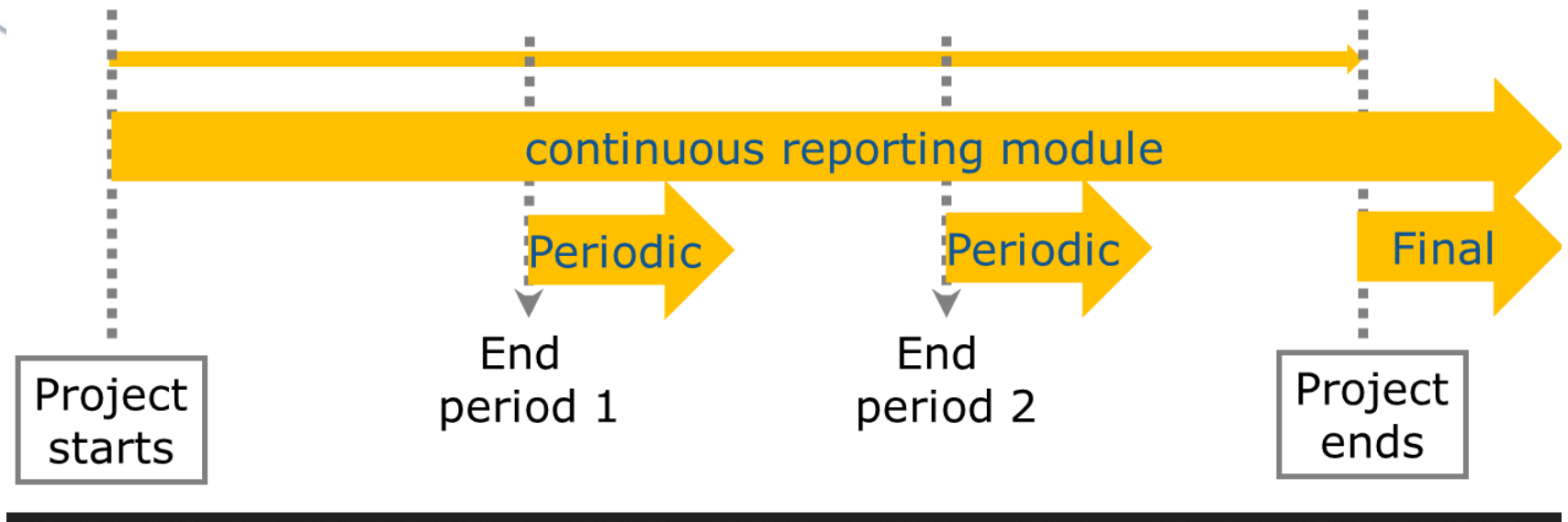
Division of roles and responsibilities – The Coordinator

The **coordinator** is legal entity acting as the intermediary between the Parties and the Funding Authority and shall perform all tasks assigned to it as described in the Grant Agreement and in this Consortium Agreement

The coordinator must:

- **Monitor that the action** is implemented properly (see Article 7);
- Act as the **intermediary for all communications** between the beneficiaries and the Commission (in particular, providing the Commission with the information described in Article 17), unless the Agreement specifies otherwise;
- **Request and review any documents** or information required by the Commission and verify their completeness and correctness before passing them on to the Commission;
- **Submit the deliverables and reports to the Commission** (see Articles 19 and 20);
- Ensure that all **payments are made to the other beneficiaries** without unjustified delay (see Article 21);

Project Reporting



Continuous
periodic



CONTINUOUS REPORTING

The Participant Portal - Continuous Reporting

It is **activated when the project starts** and it is continuously open for the beneficiaries to:

- ❖ Submit **deliverables**
- ❖ Report on progress in achieving **milestones**
- ❖ updates to the **publishable summary**
- ❖ Follow up **critical risks, publications, communications activities, IPRs**
- ❖ Answer to the **questionnaire about the economic and social impact of the project**



Funding & tender opportunities

Single Electronic Data Interchange Area (SEDIA)

Welcome **Mathilde Mossard**



- Manage my area
- My Organisation(s)
- GRANTS
- My Proposal(s)
- My Project(s)**
- My Formal Notification(s)

My Project(s)

[Online manual](#)
"Grant management"

IT HOW TO
"Grant management"

[More info](#)

Results: **1** [Download excel list](#)

ACRONYM	CALL	PROGRAM	PROJECT	PHASE		ACTIONS
STRONG-2020	H2020-INFRAIA-2018-1	H2020	824093	Active		Actions

1 10

- Project Consortium
- Manage Project
- View Proposal



RESEARCH & INNOVATION

Grant Management Services

[Help](#)

Mathilde Mossard

MY PROJECT



Call: H2020-INFRAIA-2018-1
Type of Action: RIA
Acronym: STRONG-2020
Current Phase: Grant Management
Number: 824093
Duration: 48 months
GA based on the: H2020 General MGA — Multi - 5.null
Start Date: 01 Jun 2019
Estimated Project Cost: €10,000,000.00
Requested EU Contribution: €10,000,000.00
Contact: [Rene MARTINS](#)

Launch new interaction with the EU



Continuous Reporting
824093 - STRONG-2020

01 Jun 2019



Started



Completed



Continuous reporting data



Process documents



Process communications


















Process history



b) Deliverables

- ❖ The coordinator will submit the deliverables (with the help of the lead beneficiaries) in accordance with the timing and conditions set out in the GA
- ❖ Deliverables are additional outputs (e.g. information, special report, a technical diagram brochure, list, a software, etc.)
- ❖ Not to be confused with **milestone** that must be produced at a given moment during the action (normally not at the same time as the periodic/final reports).

b) Deliverables

WP No	Del. Ref.	Del. No	Title	Lead Beneficiary	Nature	Dissemination Level	Est. Del. D	Status	
WP19	D19.1	D33	Vivid forum	CNRS	Web site	Confidential, only for members of the consortium (including the Commission Services)	30 Jun 21	Pending	
WP1	D1.1	D1	Implementation of the c	CNRS	Other	Public	31 Aug 2	Pending	
WP2	D2.1	D2	Press release	INFN	Web site	Public	31 Aug 2	Pending	
WP1	D1.2	D112	Data Management Plan	CNRS	ORDP	Confidential, only for members of the consortium (including the Commission Services)	30 Sep 21	Pending	
WP15	D15.1	D19	PREN website	CNRS	Web site	Public	30 Nov 2	Pending	
WP1					Report	Confidential, only for members of the consortium (including the Commission Services)	30 Nov 2	Pending	
WP1					Other	Public	31 Jan 21	Pending	
WP1					Report	Public	31 Mar 2	Pending	
WP2					Web site	Public	31 May 2	Pending	
WP3					Report	Public	31 May 2	Pending	
WP14	D14.2	D16	Reference data samples	LIP	Other	Public	31 Jul 20	Pending	
WP2	D2.3	D4	YouTube channel	INFN	Web site	Public	30 Sep 21	Pending	
WP11	D11.1	D8	Virtual Access provision	CEA	Report	Confidential, only for members of the consortium (including the Commission Services)	30 Nov 2	Pending	
WP9	D9.1	D103	Transnational Access pr	CERN	Other	Public	30 Nov 2	Pending	
WP10	D10.1	D7	Virtual Access provision	CNRS	Report	Confidential, only for members of the consortium (including the Commission Services)	30 Nov 2	Pending	


The draft version of each Deliverable shall be sent to the coordinator 6 weeks before the deadline





c) Milestones


- ❖ Specify **whether the milestone was achieved** or not.
- ❖ If not, enter an **estimate of when**.


c) Milestones


824093 (STRONG-2020) RIA

Call: H2020-INFRAIA-2018-2020
Topic: INFRAIA-01-2018-2019 Unit: RTD/G/03


Summary for publication



Deliverables Ethics, DMP, Other Reports



Milestones



Critical Risks



Publications



Disseminat...


Patents (IPR)


Infrastruc...


Open Data


Gender


ABS Regulation


Milestones

Numt ▲	Name	Lead Beneficiary	Delivery Date (Annex I)	Achieved	Delivery Date (actual)	Comments
1	Signature of the Consor	CNRS	30 Jun 2019	<input type="checkbox"/>		
2	Kick-off meeting	CNRS	30 Sep 2019	<input type="checkbox"/>		
3	Workshops	CNRS	31 May 2021	<input type="checkbox"/>		
4	Mid-term review	CNRS	31 May 2021	<input type="checkbox"/>		
5	Presentations at NuPECI	CNRS	31 May 2023	<input type="checkbox"/>		
6	Preparation of periodica	CNRS	31 May 2023	<input type="checkbox"/>		
7	DISCO-WEB existent	INFN	30 Nov 2019	<input type="checkbox"/>		
8	DISCO-youtube channel	INFN	31 Jul 2020	<input type="checkbox"/>		
9	Preparation of the Work	INFN	31 Oct 2021	<input type="checkbox"/>		
10	Repository of soft-ware	RUB	30 Nov 2020	<input type="checkbox"/>		
11	Reweighting of nPDFs in	USC	31 May 2021	<input type="checkbox"/>		
12	Dipole cross section froi	USC	31 May 2021	<input type="checkbox"/>		
13	TMD factorization at sm	USC	31 May 2021	<input type="checkbox"/>		
14	Completion of the calcul	USC	31 May 2021	<input type="checkbox"/>		
15	Delivery of D14.1	LIP	31 Jan 2020	<input type="checkbox"/>		
16	Delivery of D14.3	LIP	31 May 2021	<input type="checkbox"/>		
17	Development of a dedica	CNRS	30 Nov 2019	<input type="checkbox"/>		

Validate

PERIODIC REPORTING

The participant Portal – Periodic Reporting

The periodic report consists of the **periodic technical report** **and** the **periodic financial report** **within 60 days**.

Each beneficiary filled in its part of the report and the coordinator submit them to the EC.





TECHNICAL REPORT

WP Leaders ask
inputs from involved
partners

Report is sent to
coordinator



FEEDBACK

FINANCIAL REPORT

CNRS PM sends
instructions to
partners

Partners complete
their financial
statements online

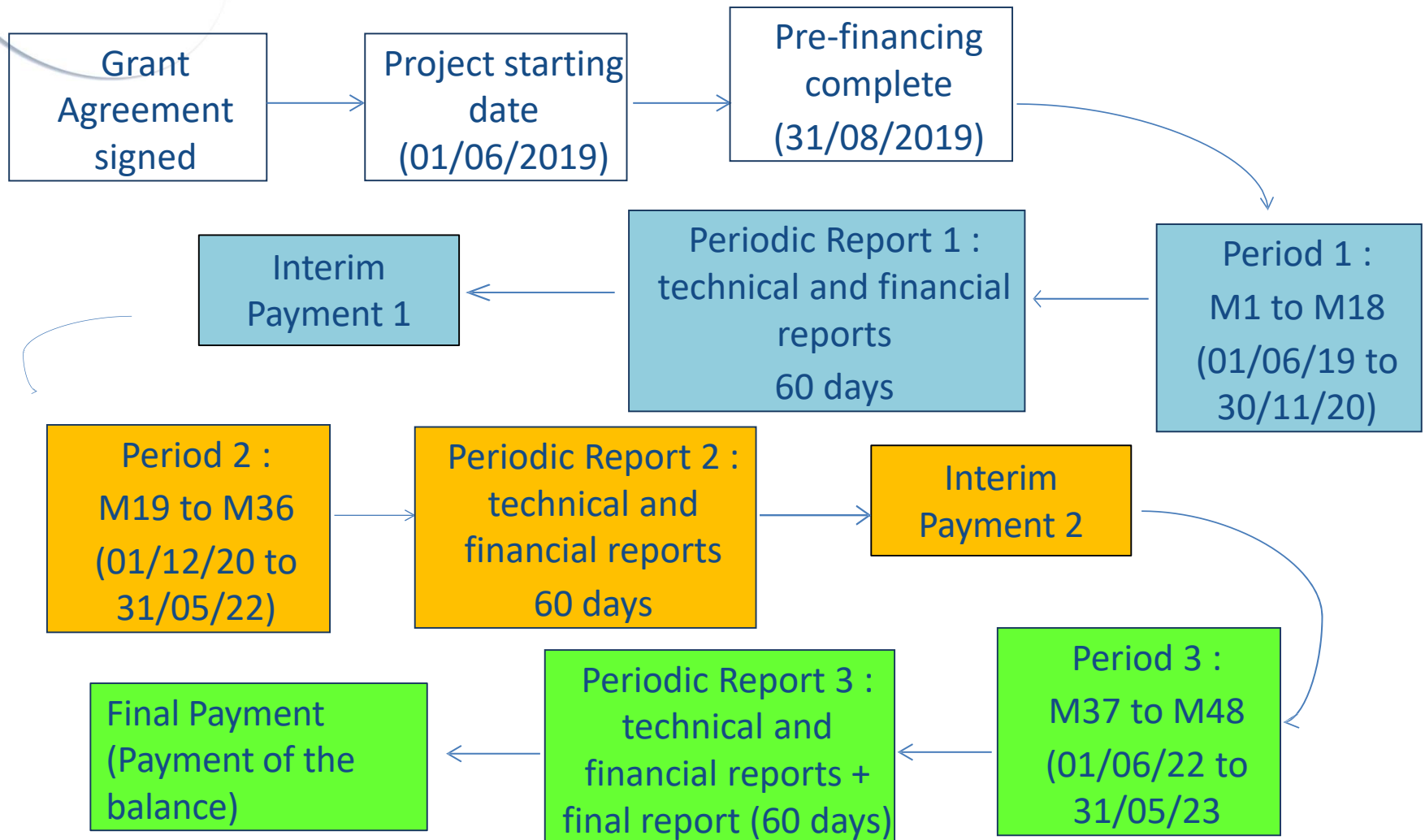
FEEDBACK

SYGMA UPLOAD





PERIODIC REPORTS TIMELINE THROUGHOUT STRONG-2020





Audits

No	Beneficiary	Budget
----	-------------	--------

1	CNRS	2 156 500,00 €
2	OEAW	92 000,00 €
3	UCL	100 000,00 €
4	CERN	200 000,00 €
5	DKFZ	17 500,00 €
6	FAIR	61 590,00 €
7	FZJ	456 000,00 €
8	GSI	620 875,00 €
9	JGU MAINZ	1 060 750,00 €
10	UBO	531 000,00 €
11	RUB	105 500,00 €
12	UHEI	22 910,00 €
13	TUM	106 250,00 €
14	UHAM	52 500,00 €
15	UREG	51 250,00 €
16	WWU	128 125,00 €
17	UAM	38 750,00 €
18	UCM	27 000,00 €
19	USAL	26 000,00 €
20	USC	112 500,00 €
21	UPV/EHU	36 000,00 €
22	UVEG	81 500,00 €

No	Beneficiary	Budget
----	-------------	--------

23	JYU	71 250,00 €
24	CEA	478 500,00 €
25	RBI	25 000 €
26	UNIZG	32 500,00 €
27	TCD	36 250,00 €
28	CNR	40 000,00 €
29	FBK	400 000,00 €
30	INFN	1 813 250,00 €
31	POLIMI	35 000,00 €
32	UOM	36 000,00 €
33	RUG	47 000,00 €
34	Nikhef	98 750,00 €
35	NCBJ	55 000,00 €
36	WUT	50 000,00 €
37	IFJ PAN	35 000,00 €
38	UJ	25 000,00 €
39	LIP	188 500,00 €
40	UAVR	34 000,00 €
41	UU	160 750,00 €
42	UOB	62 500,00 €
43	UEDIN	64 750,00 €
44	UGLASGOW	126 500,00 €

Points to keep in mind



By signing the Grant Agreement each beneficiary is responsible to implement the action as described in Annex I



Financial reporting every 18 months.

→ Payments follow the approval by EC of the costs declared.



Eligible costs are those directly linked to the Project, recorded, reasonable ; for staff , timesheets are necessary.



Continuous reporting: throughout the Project in Participant Portal



Manage your roles in the Portal as necessary to proceed with the Reporting (PLSIGN, FSIGN, participant contact, etc)



Acknowledge EC funding in any dissemination activity

Suggestions

1. Add to your calendar :

- Reporting Period
- Deliverables
- Milestones
- Project Meetings
- International Workshops
- Any other Deadlines

2. Inform asap Coordinator and Project Manager about any deviation from the DoA

3. If any doubts ask in advance to Coordinator or PMs

In case of questions or doubts

- Grant and Consortium Agreements
- Also check the Annotated Grant Agreement
http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf
- Participant portal
- *How to avoid errors document*
- Online Manual & FAQs
- Consult the Coordinator
- The co-ordinator can consult the Project Advisor



○ THANK YOU FOR YOUR ATTENTION



○ Back-up slides

BASIC FINANCIAL RULES

Eligible costs:

- Direct personnel costs, (timesheets are necessary)
 - Travel costs and related subsistence allowances,
 - The depreciation costs of equipment,
 - goods and services,
 - direct costs for subcontracting,
 - indirect costs (25% except subcontracting).
- Attention to receipts: no-profit rule.
 - Rules for purchasing goods, works or services: Subcontracting, (procurement procurement)

Ineligible other direct costs:

- Many different concepts related with costs related to return on capital; debt and debt service charges; provisions for future losses or debts; interest owed; doubtful debts and others
- Currency exchange losses
- Deductible VAT

Periodic Reporting

HOW DO I PROCEED

Launch new interaction with the EU +

Periodic Reporting
REP-739563-2 - period
01/01/2018 > 31/05/2019

03 Jun 2019 31 Jul 2019
(18/60 days)

Draft Submitted Paid

- Technical Part contribution Lock for review
- Financial Part CNRS [PIC 999997930] drafting Lock for review
- Periodic Report staging Financial signature and submission to coordinator by other beneficiaries
- Periodic Report staging Financial (as TP) review before submission to coordinator by other beneficiaries
- Periodic Report composition

Process documents

Process communications

Process history

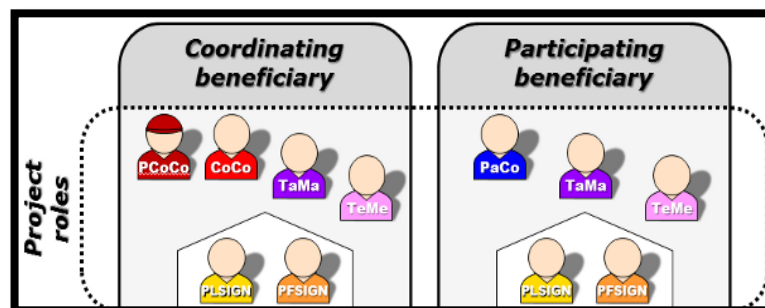
→ Financial Signatory FSIGN, must be identified



- HOW DO I ACCESS PARTICIPANT PORTAL TO PROCEED WITH CONTINUOUS AND PERIODIC REPORTING ?

MANAGE YOUR ROLE AND ACCESS IN PARTICIPANT PORTAL

What is my role on the Portal ?



- ❖ **The (Primary) Coordinator Contact** is the main contact point between the consortium and the E.C.
- ❖ **The Participant Contact (PaCo)** is a representative of a consortium organisation (not coordinating)
- ❖ **The Task Manager (TaMa)** can perform actions like creating, updating and uploading documents, completing, modifying and deleting project information in the administrative web of the organisation
- ❖ **The Team Member (TeMe)** has limited access rights: search and read-only functions.
- ❖ **Project Legal Signatory (PLSIGN)** has the right to sign the GA and amendments on behalf of the organisation.
- ❖ **Project Financial Signatory (PFSIGN)** has the right to sign financial statements (Forms C) for grants on behalf of the organisation managed through the electronic exchange system.



Funding & tender opportunities

Single Electronic Data Interchange Area (SEDIA)

Welcome **Mathilde Mossard**



- Manage my area
- My Organisation(s)
- GRANTS
- My Proposal(s)
- My Project(s)**
- My Formal Notification(s)

SEARCH FUNDING & TENDERS HOW TO PARTICIPATE PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT

select programme 917

My Project(s)

Online manual
"Grant management"

IT HOW TO
"Grant management"

More info

Results: 1

Download excel list

strong

ACRONYM	CALL	PROGRAM	PROJECT	PHASE		ACTIONS
STRONG-2020	H2020-INFRAIA-2018-1	H2020	824093	Active		Actions


1 10

Project Consortium
Manage Project
View Proposal

Archived funding (FP7-CIP)

STRONG-2020

 Download excel list

 Actions

Details Consortium

Project ID: 824093

Programme: **H2020**

DG/Agency: **RTD**

COORDINATOR

Organisation - CENTRE NATIONAL DE LA RECHERCHE SCIENTIFIQUE CNRS

EDIT ROLES



BENEFICIARY

Organisation - OESTERREICHISCHE AKADEMIE DER WISSENSCHAFTEN

EDIT ROLES



BENEFICIARY

Organisation - UNIVERSITE CATHOLIQUE DE LOUVAIN

EDIT ROLES



BENEFICIARY

Organisation - EUROPEAN ORGANIZATION FOR NUCLEAR RESEARCH

EDIT ROLES



BENEFICIARY

Organisation - DEUTSCHES KREBSFORSCHUNGSZENTRUM HEIDELBERG

EDIT ROLES



BENEFICIARY

Organisation - FACILITY FOR ANTIPROTON AND ION RESEARCH IN EUROPE GMBH

EDIT ROLES



BENEFICIARY

Organisation - FORSCHUNGSZENTRUM JULICH GMBH

EDIT ROLES



a) Summary for publication

- ❖ You must provide a **separate summary** for each periodic report (just update the summary for the previous period).
- ❖ There are several required sub-tables (previous Slide)
- ❖ The summary must be suitable for **direct publication** by the Commission (easily understandable by a general audience, no longer than 2 pages, no confidential data)
- ❖ preferably not longer than **7,480 characters** (roughly 2 pages)
- ❖ It must be a "**stand-alone**" text - no references to other parts of the report
- ❖ You can upload **diagrams** or **photographs** illustrating and promoting your project
- ❖ Your website homepage should contain the **EU flag** and the name '*Horizon 2020*'

2. Periodic Reporting

a) The periodic technical report is in 2 parts

Part A : structured tables from the grant management system

- ❖ cover page
- ❖ publishable summary
- ❖ web-based tables covering issues related to the project implementation (e.g. work packages, deliverables, milestones, etc.)
- ❖ answers to the questionnaire about the economic and social impact, especially as measured against the Horizon 2020 key performance indicators and monitoring requirements.

2. Periodic Reporting

a) The periodic technical report is in 2 parts

Part B : free text part, core part of the report that you must upload to the grant management tool as a single PDF document with:

- ❖ explanations of the work carried out by all beneficiaries and linked third parties during the reporting period
- ❖ An overview of the progress towards the project objectives, justifying the differences between work expected under Annex I and work actually performed, if any..

2. Periodic Reporting

b) The periodic financial report

Consists of structured forms from the grant management system, including:

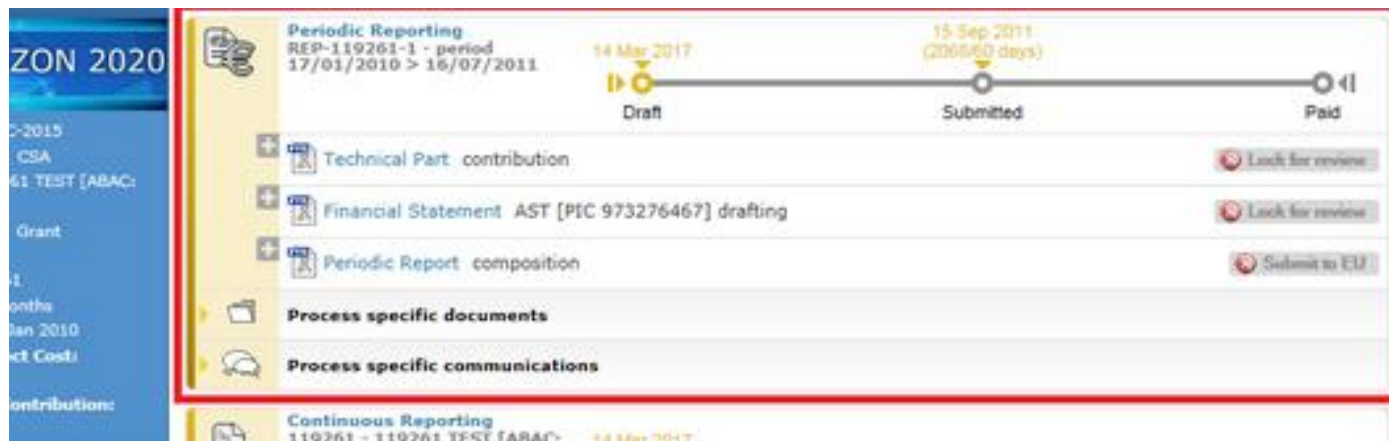
- ❖ individual **financial statements** (Annex 4 to the GA) for each beneficiary (and third parties)
- ❖ explanation of the **use of resources** and the information on **subcontracting** and **in-kind contributions** provided by third parties, from each beneficiary for the reporting period concerned
- ❖ periodic **summary** financial statement including the **request for interim payment**.

2. Periodic Reporting

c) The periodic reporting process

1. Preparing your periodic report

- ❖ As the information in the continuous reporting is part of the periodic report, **make sure first that all your data in the continuous reporting module** (deliverables, milestones, publishable summary...) **is up-to-date**.



STRONG-2020

Periodic Reporting
REP-119261-1 - period
17/01/2010 > 16/07/2011

14 Mar 2017
Draft

15 Sep 2011
(2005/60 days)
Submitted

Paid

- Technical Part: contribution Lock for review
- Financial Statement AST [PIC 973276467] drafting Lock for review
- Periodic Report: composition Submit to EU
- Process specific documents
- Process specific communications

Continuous Reporting
119261 - 119261 TEST [ABAC: 14 Mar 2017]

2. Periodic Reporting

c) The periodic reporting process

2. Completing your Financial Statement

- ❖ All beneficiaries - including the coordinator - must fill in their own financial statement, electronically sign it and submit it to the coordinator.
- ❖ Users who can fill in the statement: Participant Contacts, Project Financial Signatories, Task Managers
- ❖ Users who can electronically sign & submit the statement: Project Financial Signatory (PFSIGN) only

2. Periodic Reporting

c) The periodic reporting process

3. Completing the technical part

- ❖ Part A - each beneficiary should update the tables on an ongoing basis in the continuous reporting module.
- ❖ Part B - you must prepare this outside the grant management tool. You will be able to download the template to be used for your project from the periodic reporting functionality in the IT tool.

2. Periodic Reporting

c) The periodic reporting process

4. Submitting the report to the Commission

- ❖ **Coordinator** - submit **all parts of the report together**, in a single transaction



2. Periodic Reporting

c) The periodic reporting process

5. Acceptance or rejection by the Commission

The Commission will either:

- ❖ **accept** the report and start preparing the interim payment or
- ❖ **ask for changes** to it - which means that the process described above starts again.

2. Periodic Reporting

c) The periodic reporting process

6. Interim Payment

- ❖ Costs approval by the Commission and payment the interim amount to the **Coordinator** within **90 days of receiving the report**
- ❖ The total amount of pre-financing and interim payments **must not exceed 90% of the maximum grant amount** set out in Article 5.1 of GA.

2. Periodic Reporting

d) The final payment

- ❖ For the **Final reporting period**, in addition to the submission of the periodic report of the last reporting period, a final report is generated **automatically** by the IT tool.
- ❖ Just like previous interim payments, it consists of 2 parts : the **Final technical report** and the **Final financial report**.