



Bridging the Gap

Unit B5

Spreading Excellence, Widening Participation
Science with and for Society



GENERAL guidelines on reporting

Kick-off Meeting
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Unit B5
Spreading Excellence,
Widening Participation,
Science with and for Society

Research
Executive
Agency

Outline of presentation



- *Horizon 2020 and Research Executive Agency – new aspects*
- *Impact under Horizon 2020*
- *Communication*
- *GERI call 2014*
- *Your project: GENERA*
- *Reporting*
- *Financial aspects*

H2020 impact oriented approach



H2020 is based on

- "**Excellence**" and "**impact**" oriented approach

What, why, how will the impacts be maximised?

- **Objectives** which maximise impact.
- The aimed **impacts**, both **during** and **after** the project, reflecting the expectations of the call.
- Detailed explanation of the planned **measures to optimise the impacts** and how to tackle eventual burdens (R&D, market, regulations, IPR, etc.) to reach these objectives were required



- Dissemination and Communication activities **are particularly relevant for this call**
- The communication activities must make the activities **known to multiple audiences and address the public policy perspective of EU research and innovation funding**
- Dissemination includes more specific activities

Communicating EU research and innovation guidance for project participants
http://ec.europa.eu/research/participants/data/ref/h2020/other/gm/h2020-guide-comm_en.pdf

Tips for good communication



Good communication will:

- Start at the **outset of the action** and **continue** throughout its entire lifetime;
- Be **strategically planned** and not just be ad-hoc efforts => careful planning and preparation (comprehensive communication plan);
- Identify and set **clear communication objectives**;
- Be **targeted and adapted to audiences** that go beyond the project's own community including the media and the public;
- Choose **pertinent messages**;
- Use the right **medium and means**;
- Be proportionate **to the scale of the action**.



Research Executive Agency of the European Commission (REA)

▪The **Unit B.5 – Spreading Excellence, Widening Participation, Science with and for Society**

Unit B.5 at the REA is responsible for **implementing** the H2020 Work Programme dedicated to projects in its fields.

New programmes delegated to REA by DG RTD

In practice it means:

- Organising and being responsible for the evaluation
- Preparing grant agreements
- Monitoring projects progress, dealing with contractual issues
- Checking on the use of resources and making payments
- Implementing audit results

Policy work is covered by the **European Commission - DG Research and Innovation** (Units B5 and B7) - includes the **definition of the Work Programme**



- **Opening Date:** 11-12-2013
- **Deadline Date:** 02-10-2014
- **Call Budget:** Total for call € 9,500,000 – breakdown per topic:
 - € 1,500,000 for GERI.1.2014-
 - € 1,000,000 for GERI.2.2014
 - **€ 7,000,000 for GERI.4.2014**

- A total of 47 proposals were submitted in response to this call. The number of proposals for each topic is shown below.
 - GERI-1-2014: 15 (1 funded)
 - GERI-2-2014: 13 (1 funded)
 - **GERI-4-2014: 19 (3 funded)**

GERI-4-2014 topic description



- **Specific challenge:** To promote gender equality in R&I with the following objectives:
 - *Removing barriers to the recruitment, retention and career progression of female researchers;*
 - *Addressing gender imbalances in decision making processes;*
 - *Strengthening the gender dimension in research programmes.*
- **Scope:** The action provides support to RPOs and RFOs in order to support systemic institutional changes, in particular through the implementation of Gender Equality Plans (GEPs), including innovative strategies to address gender bias.
- **Expected impact:** The activities will increase the number of RPOs and RFOs implementing gender equality plans pursuing the three objectives mentioned in the challenge. In the medium / to long term, activities will contribute to the achievement of ERA in particular by increasing the number of female researchers, improving their careers and mobility, thus contributing to research intensity.



- GENERA 665637

- *Gender Equality Network in the European Research Area*

- **Starting Date: 1 September 2015**

- **Duration: 36 Months**

- **Reporting periods (RP): 2**

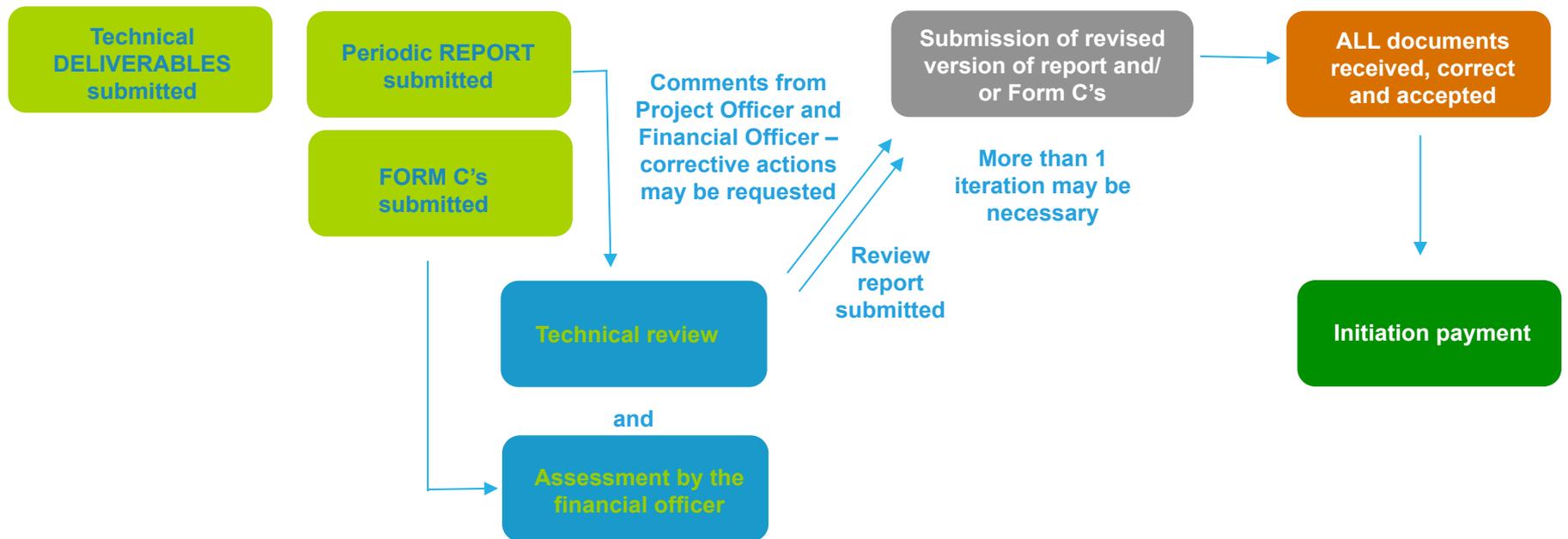
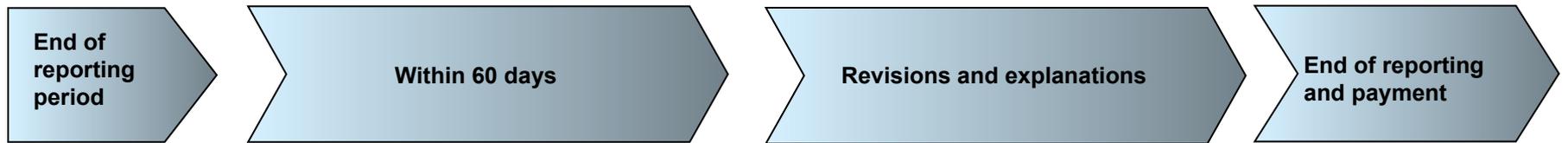
- First RP: November 2016**

- Second RP: August 2018**

- **Reviews: after each RP (~3 months)**

REPORTING

Reporting and review



1. Continuous reporting

- during whole project life cycle, whenever needed
 - *Deliverables*
 - *Publications*
 - *etc.*

2. Periodic reporting

- Reporting period as defined in GA
- Predefined templates in the system

Publishable Summary



Deliverables



Milestones



Critical Risks



Genders



Deliverables

WP No	Del No	Title	Est. Del. Date (annex I)	Receipt Date	Comments	Accept/Cancel Date	Status	
WP1	D1.1	JET1.D01	01/11/2014				Pending	
WP1	D1.2	JET1.D02	01/01/2015				Pending	
WP1	D1.3	JET1.D03	01/04/2016				Draft	
WP1	D1.4	JET1.D04	01/11/2016				Draft	
WP1	D1.5	JET1.D05	01/07/2016				Draft	
WP1	D1.6	JET1.D06	01/04/2018				Pending	
WP1	D1.7	JET1.D07	01/11/2018				Pending	
WP2	D2.1	JET2.D01	01/05/2014				Pending	
WP2	D2.2	JET2.D02	01/06/2014				Pending	
WP2	D2.3	JET2.D03	01/01/2015				Pending	
WP2	D2.4	JET2.D04	01/04/2015				Pending	
WP2	D2.5	JET2.D05	01/06/2015				Pending	
WP2	D2.6	JET2.D06	01/05/2016				Pending	
WP2	D2.7	JET2.D07	01/07/2016				Pending	
WP2	D2.8	JET2.D08	01/06/2017				Pending	
WP2	D2.9	JET2.D09	01/05/2018				Pending	
WP2	D2.10	JET2.D10	01/11/2018				Pending	
WP2	D2.11	JET2.D11	01/11/2016				Pending	
WP2	D2.12	JET2.D12	01/07/2018				Pending	
WP3	D3.1	JET3.D01	01/05/2014				Pending	

Periodic reports



➤ WHEN

- Within **60 days** following the end of each reporting period

➤ WHAT

- Periodic report includes:

- *Technical report (attachment) + Continuous reporting, including questionnaire (H2020 key indicators)*
- *Financial report – Individual financial statement from each beneficiary + Periodic summary financial statement*

➤ HOW

- Via PP → MP

Submission of periodic report – H2020 principle



- **Coordinator** prepares **Periodic Technical report**, based on the input from all beneficiaries
- **Beneficiaries** (including Coordinator) prepare their individual **Financial statements**, signed electronically (FSIGN) and submit to Coordinator
- Coordinator "marks for submission" all reports to be submitted to REA
- Coordinator submits all reports in one package – **Single Submission.**

Give a **clear account of the project activities** during the reporting period

The activity progress report:

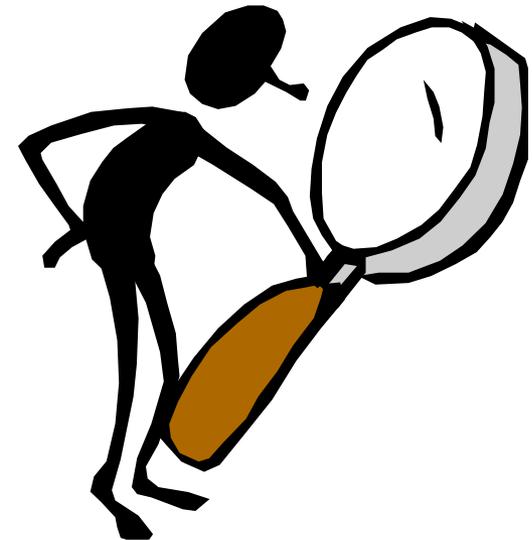


- What did you do?
 - What did you achieve?
 - Which problems did you encounter?
 - Any deviations? Corrective actions?
-
- **Clear, informative, straight to the point, concise**
 - **Transparent communication**



- **on-line submission**
- **Access through the Participant Portal**
NEW! = single submission & single rejection
- Technical report and all financial statements to be submitted by the coordinator as a "**single package**"
 - ➔ "If a beneficiary does not include its related financial statement in a periodic report, the **costs will be considered 'zero'** for this reporting period but the beneficiary can declare its costs with the next financial report (for the next reporting period)."
- **Full package rejected** if one document requires changes or corrections

- **Planned at the end of each reporting period**
 - *Usually the review takes place after the submission of the report and deliverables*
- **Present the work carried out, the main achievements and the use of the resources**
 - *Participation of the coordinator, participation of WP leaders to be discussed on a case-by-case basis*
- **REA can be assisted by external reviewers**



FINANCIAL ASPECTS

Simplification & new H2020 rules - a single funding rate



FP7

Maximum reimbursement rates	Research and technological development activities (*)	Demonstration activities	Other activities
Network of excellence	50% 75% (**)		100%
Collaborative project(***)	50% 75% (**)	50%	100%
Coordination and support action			100% (***)

(*) Research and technological development includes scientific coordination.
 (**) For *beneficiaries* that are *non-profit public bodies*, secondary and higher education establishments, *research organisations* and *SMEs*.
 (***) The reimbursement of **indirect** eligible costs, in the case of coordination and support actions, may reach a maximum 7% of the direct eligible costs, excluding the direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on the premises of the *beneficiary*.
 (****) Including research for the benefit of specific groups (in particular SMEs)

Research and Innovation

HORIZON 2020

One project = One rate

- ✓ For all beneficiaries and all activities in the grant.
- ✓ Defined in the Work Programme:
 - Up to 100 % of the eligible costs;
 - but limited to a maximum of 70 % for innovation projects (exception for non-profit organisations - maximum of 100%)
 - Specific reimbursement rates for programme co-fund actions



Simplification & new H2020 rules



- Acceptance of beneficiaries' usual accounting practices for direct costs
- Acceptance of 'average' personnel costs
- No more time-sheets for personnel working full time on EU project (note that if not working full time on an EU project **TIME RECORDS** of the hours worked on the action needed)
- No reporting of interest on pre-financing
- Ex-ante financial capacity checks only for private coordinators
- Only 1 'certificate on the financial statements' at the end of the project for beneficiary requesting EUR 325 000 or more

H2020 Eligible costs



- Actually incurred by the beneficiary
- Incurred during the action
- Connected to the action
- Identifiable and verifiable (accounting)
- In compliance with national law
- Reasonable, financially sound

Tips:

1. Be transparent
2. Treat all costs as you usually do in your business practice
3. Check for exceptions beforehand (PO, FO)



- Identifiable taxes and duties
- Deductible VAT
- Interest owed
- Provisions for possible future losses/charges
- Exchange losses
- Bank charges
- Excessive or reckless expenditure
- Costs reimbursed in respect of any other EU project
- Others

Tips:

1. Discuss in advance with REA's staff any doubt about eligibility
2. Non-deductible VAT is an eligible cost (**new!**)



- Travel costs and subsistence allowance
- Equipment costs
- Consumables
- Dissemination costs
- CFS (!)
- Translation costs
- IPR costs
- Others

Tips:

1. Justify the main cost items included in this category
2. Stick to what you included in Annex I



- ✓ Identified in annex I as action task
- ✓ Subcontract not foreseen in Annex I is in principle not eligible
- ✓ Based on business conditions
- ✓ Best value for money (no specific procedure)
- ✓ No supervision of the beneficiary
- ✓ Subcontractor has no rights vis-à-vis the EC/EAs, but can be audited

Tips:

- Discuss in advance with REA's staff about subcontracting not foreseen in Annex I

Subcontracting vs. contracting



- **Subcontracting – Art. 13 of the GA – change against FP7**

* Subcontracting can be used to implement certain action tasks described in Annex I. Subcontracting may cover only a limited part of the action.

* If applicable , the tasks to be implemented and the estimated cost for each subcontract must be set out in Annex 1 and the total estimated costs of subcontracting per beneficiary must be set out in Annex 2 (to be declared in column B - Direct costs of subcontracting).

- **Contracting – Art. 10 of the GA - change against FP7**

■ Contracting can be used for purchasing goods, works and services which are necessary to implement the action tasks but not directly linked to them. If applicable, they should be set out in Annex 1 and the total estimated costs for contracting declared in Annex 2 (in column D – Other direct costs (D.3 – Other goods and services)).

Budget transfers in H2020



- Underspent budget can be transferred to another category or beneficiary
- Action to be implemented as described in Annex I
- If the change is significant an amendment to the GA is needed
- No transfer of lump sums

Tip:

- Contact the REA in order to discuss the typology and impact of change

Publications and publicity



Any publicity, including at a conference or seminar or any type of information or promotional material must specify that the project has received EC research funding and **display the European emblem.**



All publications shall include the following statement:

The research leading to these results has received funding from the European Union's Horizon 2020 Research and Innovation Programme, under Grant Agreement no xxxxxx.

Questions?

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