

# WP9

## Future activities and 1st periodic report

1st annual meeting  
Prague, May 28 – 30 2019

**Antoaneta G. Kuhar**  
**Gašper Žerjal**  
**Vladimir Meglič**



**ecobreed**  
IMPROVING CROPS



Funded by European Union  
Horizon 2020  
Grant agreement No 771367

# Continuous reporting: what is done by consortium?

- Preparation of publishable summary
- Timely submission of deliverables
- Timely achievement of milestones
- Additional info and revision of critical risks
- Follow-up on the ethical issues
- Providing additional info requested by EC

**Continuous Reporting  
always updated by Project  
Coordinator**



**ecobreed**  
IMPROVING CROPS



Funded by European Union  
Horizon 2020  
Grant agreement No 771367

# Reporting information from continuous reporting

## **Publishable summary**

- regularly revised and published in EU portal

## **Deliverables**

## **Milestones**

## **Risks**

- regularly revised by Consortium in order to ensure risk mitigation

## **SME data**

- regularly updated by SMEs

## **Gender**

- regularly updated by Consortium

## **Publications (Open access)**

- automatically if OpenAIRE or inserted manually
- Open access (golden!)
- penalties

Information is "locked for review" when Periodic Reporting starts



**ecobreed**  
IMPROVING CROPS



Funded by European Union  
Horizon 2020  
Grant agreement No 771367

# Project administration & reporting

- Periodic technical and financial report (Article 20):
  - **RP1: from month 1 to month 18 (01.05.2018 – 31.10.2019)**
  - RP2: from month 19 to month 36
  - RP3: from month 37 to month 48
  - RP4: from month 49 to month 60
- Tentative schedule of project reviews

**the 1st due in Dec 2020**

Review number <sup>19</sup>	Tentative timing	Planned venue of review	Comments, if any
RV1	20	To be decided	Please contact the PO 2 months in advance
RV2	38	To be decided	Please contact the PO 2 months in advance
RV3	50	To be decided	Please contact the PO 2 months in advance
RV4	62	To be decided	Please contact the PO 2 months in advance



# Periodic reporting - done in ex. Participant portal

## Useful documents

### ✓ Participant Portal:

- H2020 Online Manual
- Reference Documents
- Beneficiary Register
- Financial Viability self-Check

### ✓ EC Support / Helpdesk:

- H2020 Helpdesk
- IT Helpdesk
- Ethical Helpdesk
- IPR Helpdesk

European Commission

RESEARCH & INNOVATION  
Participant Portal

European Commission > Research & Innovation > Participant Portal > Reference Documents

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search PP LOGIN REGISTER

H2020 Online Manual  
Reference Documents  
Beneficiary Register  
Financial Viability Self-Check  
SME Participation

Reference Documents

This page includes all the H2020 & FP7 reference documents starting with legal documents and the Commission work programmes for research and innovation up to model grant agreements and guides for specific actions and horizontal issues. The documents are grouped by categories. It also includes reference documents of other EU programmes, as 3rd Health, Consumer, COSME and Research Fund for Coal and Steel programmes. To access a document:

- Click on a folder
- Click on ARROW to have more information about the document and its available translations

You can search a specific H2020 or FP7 document on the [Europa Search](#) service.

H2020 Other EU programmes FP7

- Legal basis
- Model grant agreement
- H2020 Grants Manual
- H2020 Prizes Manual
- H2020 Experts Manual
- Specific guidelines
- Work Programmes
- Templates & forms
  - Proposal templates
  - Proposal evaluation forms
  - Project reporting templates
  - [Periodic Report Template RIA, IA, CSA, SME, MCSA](#)
  - [Report on cumulative expenditure template](#)
  - [Final Report SME Phase 1 template](#)
  - [Annex 5 - Template for the Certificate on the Financial Statements \(CFS\)](#)
  - [Annex 6 - Template for the Certificate on the Methodology \(CoMUC\)](#)
- Lists of H2020 expert evaluators
  - Excellent science
  - Technological leadership



ecobreed  
IMPROVING CROPS



Funded by European Union  
Horizon 2020  
Grant agreement No 771367

# Articles for reporting

Article 18 : Keeping records – supporting documentation

Article 19 : Submission of deliverables

Article 20 : Reporting – Payment requests

- Continuous reporting module
- Single package submission electronically
- Technical & financial information for the related reporting period
- Final reporting – additional information
  
- Checks and Reviews done by REA
- Audits and Investigations done by EC services

Article 22 : Checks, Reviews, Audits and Investigations

# Project reporting – main documents

- **DELIVERABLES**
- **PERIODIC REPORT**
  - Technical Part –written by Coordinator and WP leaders
  - Financial Part – based on Financial Statements from partners
- **FINAL REPORT**
  - Technical Report – additional info on project finalisation
  - Financial Report – Financial Statements + CFSs

All docs are electronically submitted

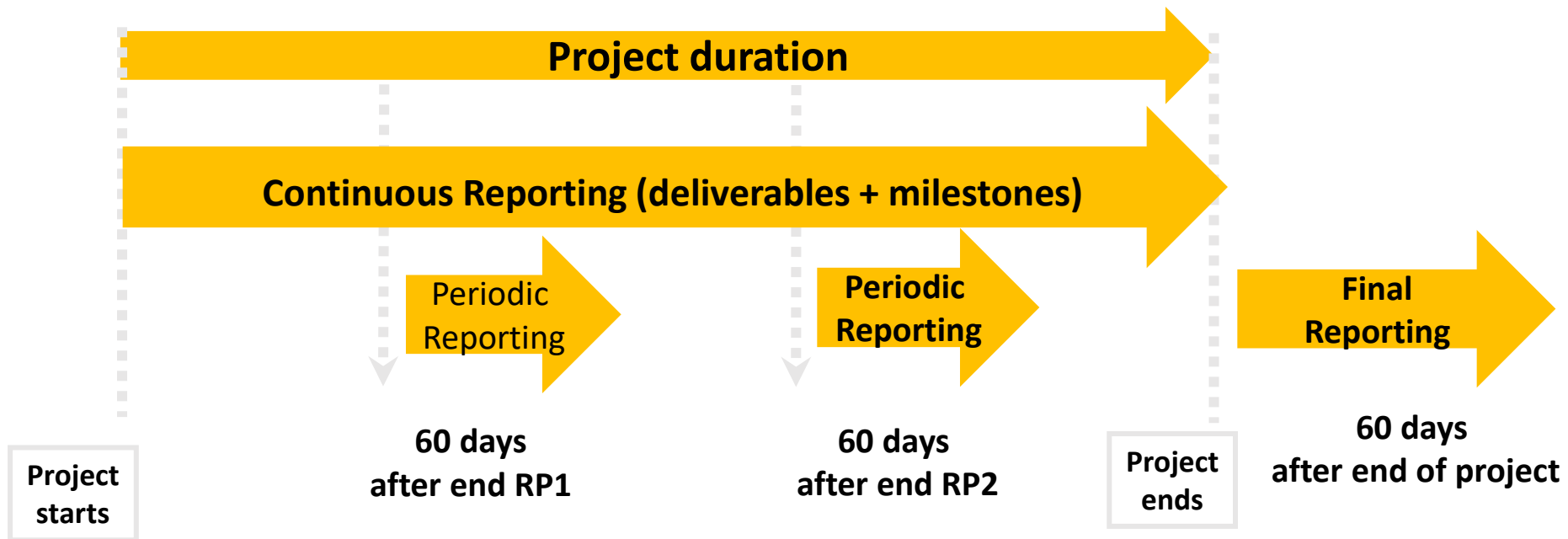


**ecobreed**  
IMPROVING CROPS



Funded by European Union  
Horizon 2020  
Grant agreement No 771367

# Project reporting cycle



**ecobreed**  
IMPROVING CROPS



Funded by European Union  
Horizon 2020  
Grant agreement No 771367



# Periodic reporting – main steps

1. **End of Reporting Period** – email notification received by Consortium
2. **Preparation of the Periodic Report:** - partners provides contribution to Project Coordinator : technical/scientific information + Financial Statements;
3. **Submission of Periodic Report as a "single package":** - Project Coordinator finalise and submits the Periodic Report (technical + financial) – max 60 days' time limit ;
4. **Assessment of project:**
  - Periodic Report and documents from Continuous Reporting are reviewed by experts (Review Report is provided to PO);
  - PO and AFO prepare the Assessment Report of the project and launch the payment.



**ecobreed**  
IMPROVING CROPS



Funded by European Union  
Horizon 2020  
Grant agreement No 771367

# 1st Periodic reporting ECOBREED step by step

1. KIS provides templates: June 2019
2. Beneficiaries prepare the reporting documents: Sept - Oct 2019
3. End of the 1st period: 31st of Oct
4. Submission of FS and inputs to the narrative part to KIS: 20th of Nov
5. Redo and questions (if necessary): 20th of Nov – 5th of Dec
6. Finalisation (KIS): 5th to 20th of Dec
7. **Submission of the PP: 20th of Dec**



**ecobreed**  
IMPROVING CROPS



Funded by European Union  
Horizon 2020  
Grant agreement No 771367

# Reporting information from periodic reporting

- **Narrative document** – written by Coordinator based on input from partners
- **Information on the work carried out and overview of the project progress**
  - work done and results for each Work Package
  - contribution to the expected impacts
- **Plan for exploitation and dissemination of results**
  - actions implemented and their outcomes
- ***Explanations of deviations from DoA (Description of Action)***
  - clear explanations in relation to the foreseen tasks and use of resources (budget, sub-contracting, etc.)

**Periodic Report = main document for Payment**



**ecobreed**  
IMPROVING CROPS



Funded by European Union  
Horizon 2020  
Grant agreement No 771367

# Periodic report: financial information

**No Financial Statements  
= no costs = no EC  
payment**

- **Financial Statements**  
for each partner (Annex 4 of GA)  
detailed information to avoid further clarifications
- Explanations on the **Use of Resources**  
essential for understanding the expenditures (e.g. travel information)  
linked to tasks and deliverables = easy to be identified as costs
- Information on **Subcontracting and Third Parties**  
costs not foreseen in the DoA = not eligible for funding (if not  
previously agreed with PO)



**ecobreed**  
IMPROVING CROPS



Funded by European Union  
Horizon 2020  
Grant agreement No 771367

# Relevant information

H2020 Grant Management documents

[http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management\\_en.htm](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management_en.htm)

H2020 On-line Manual

<https://ec.europa.eu/research/participants/portal/desktop/en/funding/guide.html>

Research Enquiry Service

<http://ec.europa.eu/research/index.cfm?pg=enquiries>



**ecobreed**  
IMPROVING CROPS



Funded by European Union  
Horizon 2020  
Grant agreement No 771367

# Financial reports

- Financial statements (Annex 4 to the GA) for each beneficiary
- Explanation on the use of resources
- Information on subcontracting and third parties
- A periodic summary financial statement including the request for payment



**ecobreed**  
IMPROVING CROPS



Funded by European Union  
Horizon 2020  
Grant agreement No 771367

# Rules

- Electronic submission of periodic/final reports, amendments
- Reduced number of cost categories, reimbursement rates, indirect costs types, CFS
- Wider acceptance of accounting practices of the beneficiary



**ecobreed**  
IMPROVING CROPS



Funded by European Union  
Horizon 2020  
Grant agreement No 771367

# Eligible costs: Article 6.2

- Actually incurred by the beneficiary
- Incurred during the action
- Indicated in Annex 2
- 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, ANMGA)**



**ecobreed**  
IMPROVING CROPS



Funded by European Union  
Horizon 2020  
Grant agreement No 771367



# Ineligible costs

- 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

**Discuss in advance with KIS (REA's staff) any doubt about eligibility**



**ecobreed**  
IMPROVING CROPS



Funded by European Union  
Horizon 2020  
Grant agreement No 771367

# Personnel costs

- Wider acceptance of average personnel costs
- Simplification of requirements for time records
- Unit costs for SME owners and other natural persons not receiving salary
- List of country related issues in PP
  - BE, CZ, FR, IT, NL, PT, SK, SL and UK

## Tips:

1. Rely on your usual accounting practices
2. Record hours devoted to the project



**ecobreed**  
IMPROVING CROPS



Funded by European Union  
Horizon 2020  
Grant agreement No 771367

# Other direct costs

- Travel costs and subsistence allowance
- Equipment costs
- Consumables and supplies
- Dissemination costs
- CFS
- Translation and publication costs
- IPR costs
- Others

## Tips:

1. **Justify the main cost items included in this category**
2. **Stick to what you included in Annex I – DoA. If not, announce the foreseen cost to KIS team**
3. **Detail when >15% of direct personnel costs**



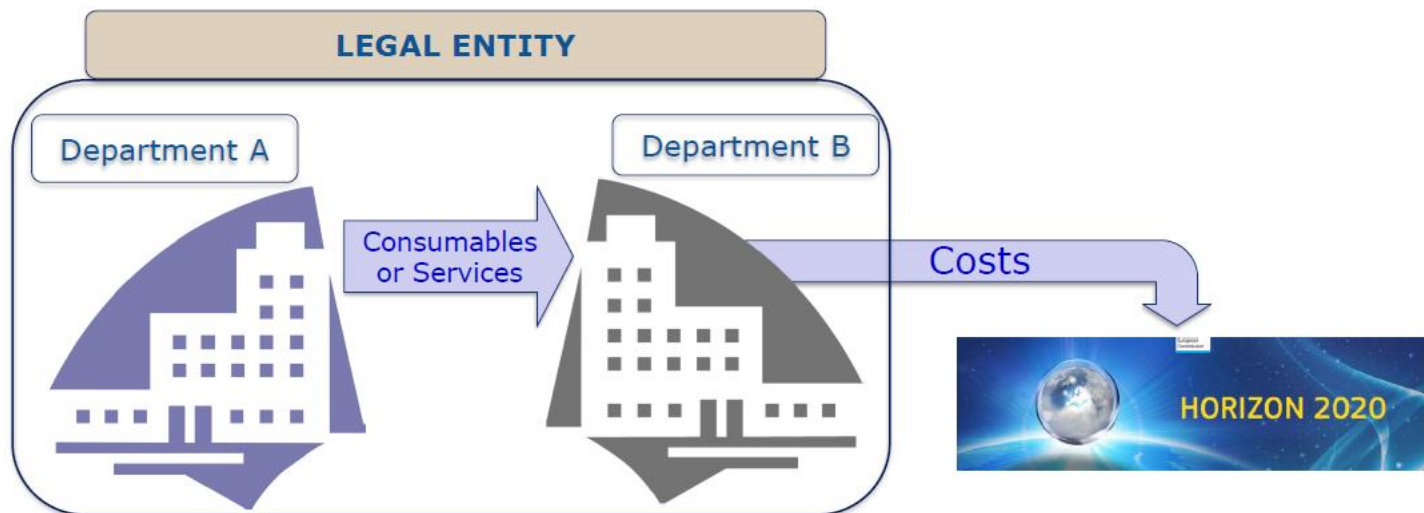
**ecobreed**  
IMPROVING CROPS



Funded by European Union  
Horizon 2020  
Grant agreement No 771367

# Internal invoicing

- New in H2020
- All internally invoiced costs must be directly measurable and verifiable and must be broken down into budget categories
- Internal invoices refer to costs of goods or services produced by the same beneficiary who use them directly for the H2020 action and calculated in accordance with its usual cost accounting practices



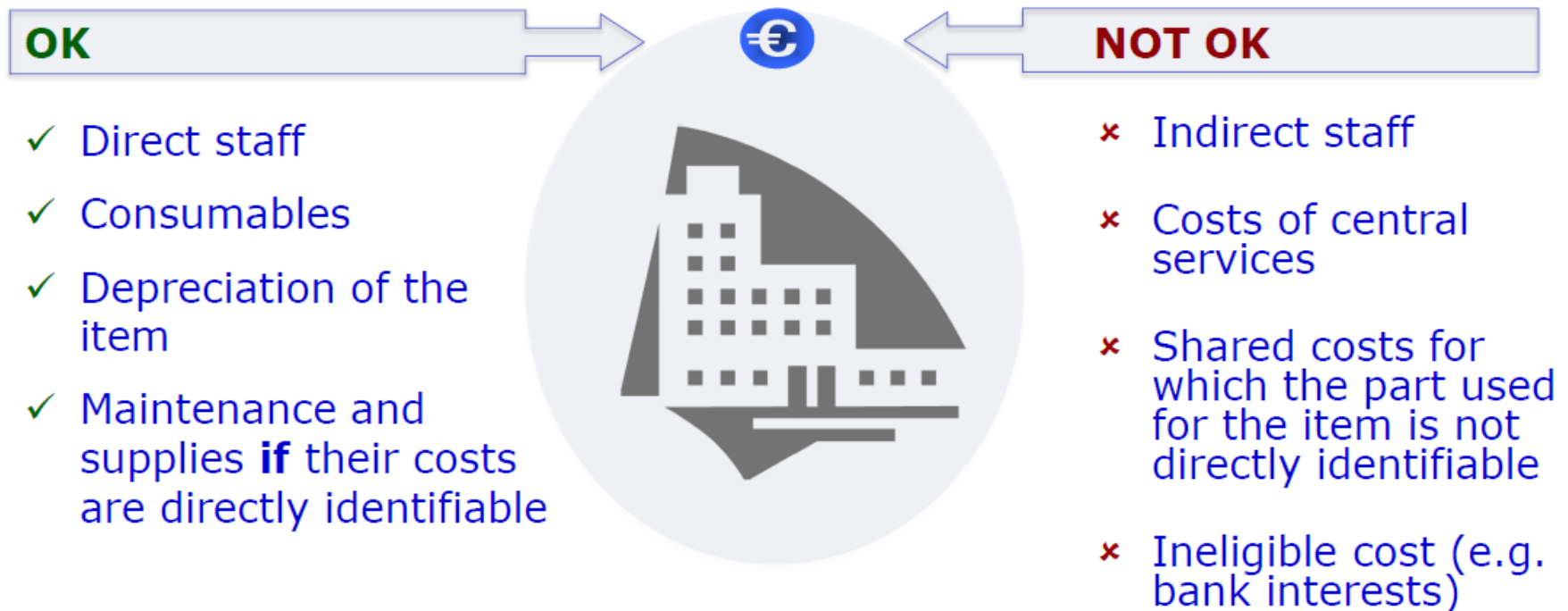
**ecobreed**  
IMPROVING CROPS



Funded by European Union  
Horizon 2020  
Grant agreement No 771367

# Internal invoicing

**Internal invoices** must be calculated in accordance with the usual cost accounting practice of the beneficiary, but adjusted if needed to comply with the cost eligibility conditions



**ecobreed**  
IMPROVING CROPS



Funded by European Union  
Horizon 2020  
Grant agreement No 771367

# Single indirect cost model

***25 % Flat Rate***

---



**ecobreed**  
IMPROVING CROPS



Funded by European Union  
Horizon 2020  
Grant agreement No 771367

# Subcontracting

- Identified in annex I - DoA as action task
- If not foreseen in Annex I is in principle not eligible
- Based on business conditions
- Best value for money or lowest price (if appropriate)
- No supervision of the beneficiary
- Subcontractor has no rights vis-à-vis the EC/EAs, but can be audited

## Tips:

1. **Discuss in advance with KIS staff about subcontracting not foreseen in Annex I**
2. **Obligation to avoid conflict of interests**



**ecobreed**  
IMPROVING CROPS



Funded by European Union  
Horizon 2020  
Grant agreement No 771367

# Subcontracting - ECOBREED

- BOKU (genotyping)
- MTA-ATK (on-station and on-farm trials)
- UNEW (soil analyses)
- NATURLAND (WP8)
- IHAR (biochemical analysis)
- NPPC (phenotyping)
- PSOVER (in-kind)



**ecobreed**  
IMPROVING CROPS



Funded by European Union  
Horizon 2020  
Grant agreement No 771367



# Exchange rates – article 20.6

- Euro is the currency of the Financial Statements
- Conversion
  1. Entities with accounting in other currency
    - at the average of the daily exchange rates,  
*or if not available*
    - at the monthly accounting rates published on the Commission's website
  2. Entities with accounting in Euro
    - according to their usual accounting practices



**ecobreed**  
IMPROVING CROPS



Funded by European Union  
Horizon 2020  
Grant agreement No 771367

# Ex-post audits - Article 22.1.3

- Audits can be carried out during the all lifetime of the project, by the Commission or by external firms, not later than 2 years after the payment of the balance
- It is based on Financial statements/reports submitted by the beneficiary
- Extension of audit findings is mandatory
- Financial audits and/or technical audits



**ecobreed**  
IMPROVING CROPS



Funded by European Union  
Horizon 2020  
Grant agreement No 771367

# Periodic reporting: summary of the process

## ALL PARTNERS

Financial Statement: insert data →  
Technical Report: insert data →

Lock for Review



Sign and Submit to COO

## COORDINATOR (COO)

Financial Statements: check data →  
Technical Report: insert data →

Redo

Include

Accept and Include



Sign and Submit to EU

# Project review – part of project reporting

## ✓ **The Review**

- compulsory for completion of the payment process
- based on the independent opinion of experts
- carried out by REA with the support of independent experts
- includes a **review meeting** generally done in Brussels

## ✓ **The Review Meeting:**

- **Organizers**: Consortium in collaboration with REA Project Officer;
- **Participants**: Consortium (Coordinator + WP Leaders), REA Project Officer, Monitors (Experts), REA Financial Officer and other EC staff;
- **Date and location**: set-up **2 months before reporting period ends**;
- **Duration**: 1 – 1.5 days - based on complexity of reporting;
- **Activities**: presentations on work + results; discussions / clarifications; conclusions and next steps in implementation.



**ecobreed**  
IMPROVING CROPS



Funded by European Union  
Horizon 2020  
Grant agreement No 771367

# Important deadlines

Timing of submission of Periodic Report agreed with PO

**60 days**

Coordinator to submit the Periodic Report

**90 days**

REA to finalise the Review, Assessment and Payment

End of reporting period

**Review Meeting**

**Review Report**

**Assessment + Payment**

Review meeting in max 3 weeks after submission of Periodic Report

Payment Suspension = revision of Reports and Deliverables

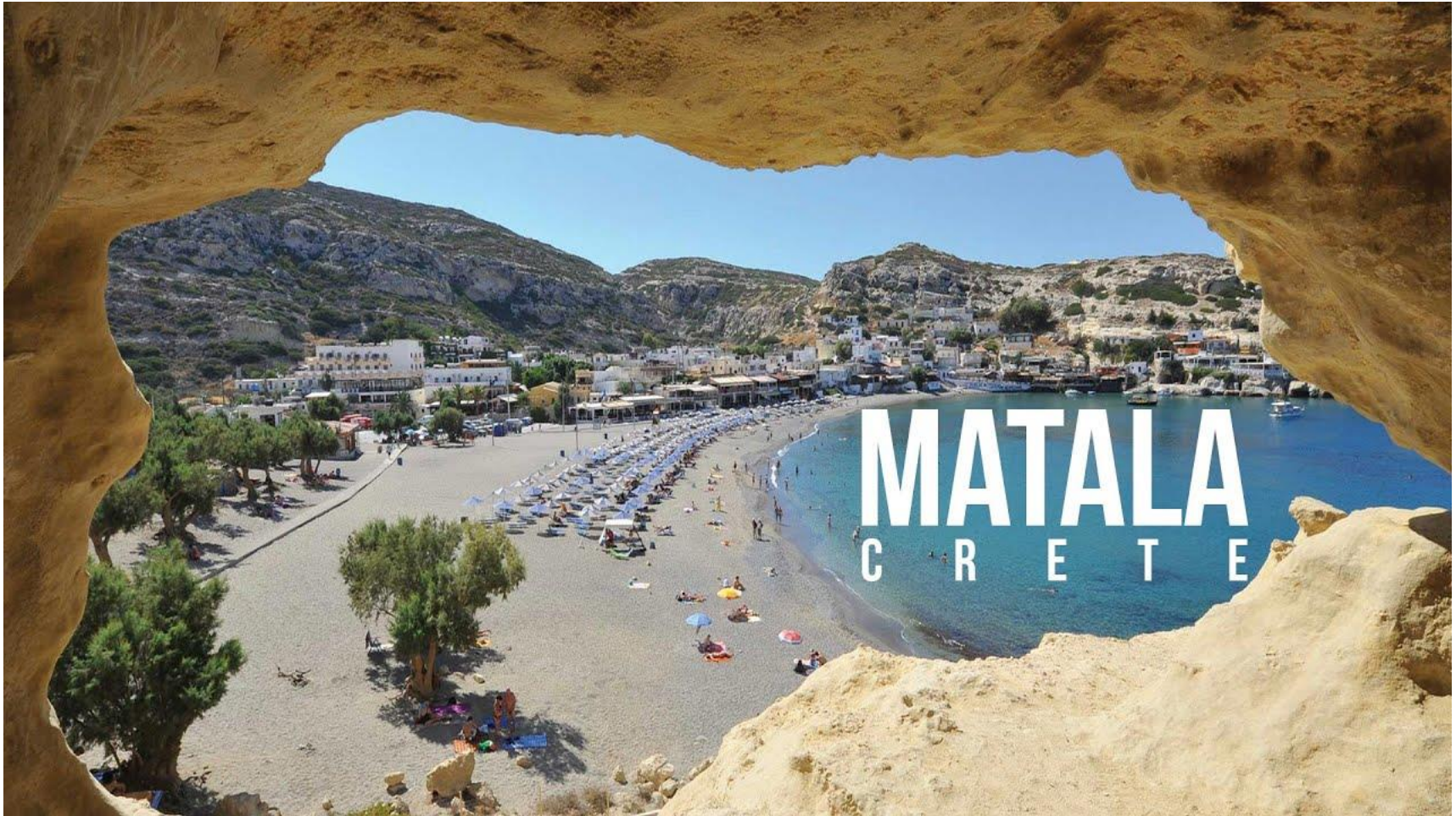


IMPROVING CROPS



Funded by European Union  
Horizon 2020  
Grant agreement No 771367

# 2nd Annual Meeting M25 (May 2020), EL-GEO, Greece



**ecobreed**  
IMPROVING CROPS



Funded by European Union  
Horizon 2020  
Grant agreement No 771367

# Thank you for attention

Co-ordinator: [vladimir.meglic@kis.si](mailto:vladimir.meglic@kis.si)

Project manager: [antoaneta.kuhar@kis.si](mailto:antoaneta.kuhar@kis.si)

Financial affairs: [gasper.zerjal@kis.si](mailto:gasper.zerjal@kis.si)



**ecobreed**  
IMPROVING CROPS



Funded by European Union  
Horizon 2020  
Grant agreement No 771367