



European
Commission

H2020-ITN-2016 Info Day

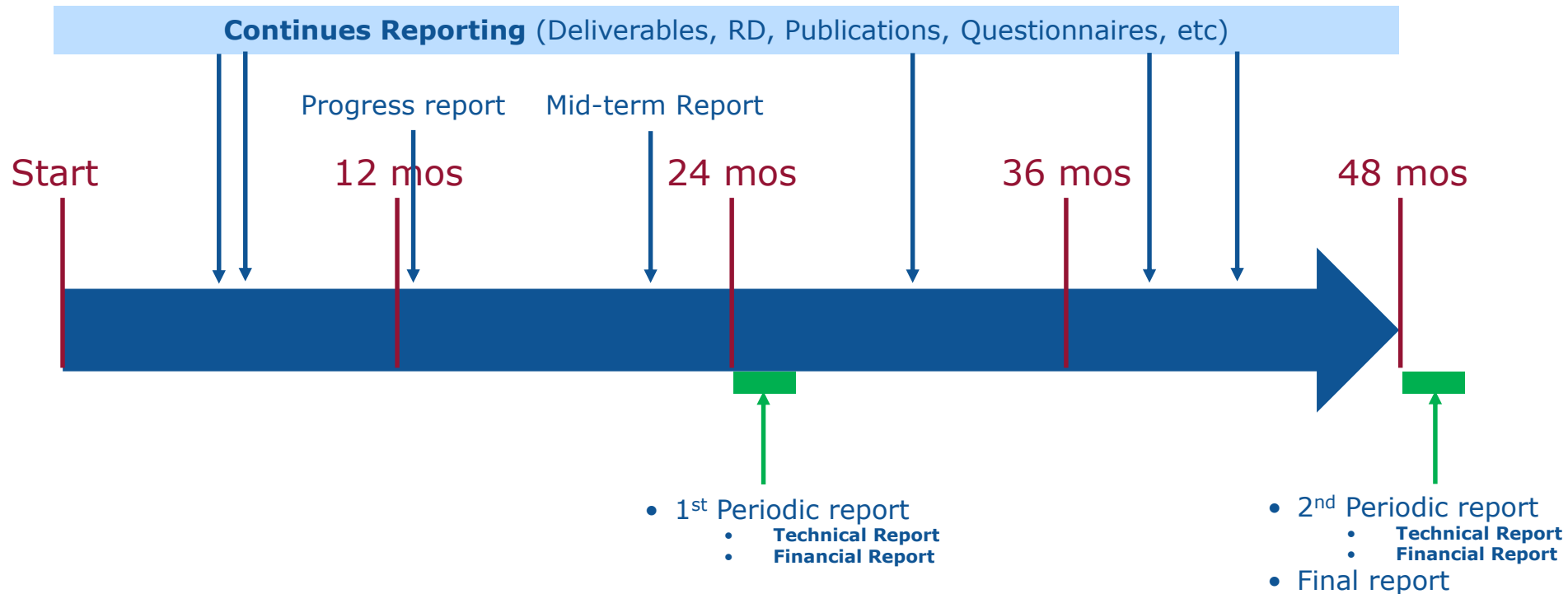
Reporting under H2020

Nina Poumpalova

Research Executive Agency
Unit REA-A1

Research
Executive
Agency

Monitoring Project Implementation



Participant Portal (PP)

is your entry point to submit :

- Project Reports
- Researchers declarations for all researchers
- Other documents (Amendment, any other formal notifications...)

"My Area" – "My projects" tab



RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > My Projects

[MY AREA](#)
[HOME](#)
[FUNDING OPPORTUNITIES](#)
[HOW TO PARTICIPATE](#)
[EXPERTS](#)
[SUPPORT](#)

MIKA LEVONEN

- My Organisation(s)
- My Proposal(s)
- My Project(s)**
- My Notification(s) 3
- My Formal Notification(s)
- My Expert Area

My projects

[FP7 REF. DOCS](#)
[H2020 ONLINE MANUAL](#)
[HOW TO](#)

This page enables you to access all your EU projects managed via the Participant Portal that have been selected and approved for funding.

Depending on your roles, you can view or manage the following project-related tasks:

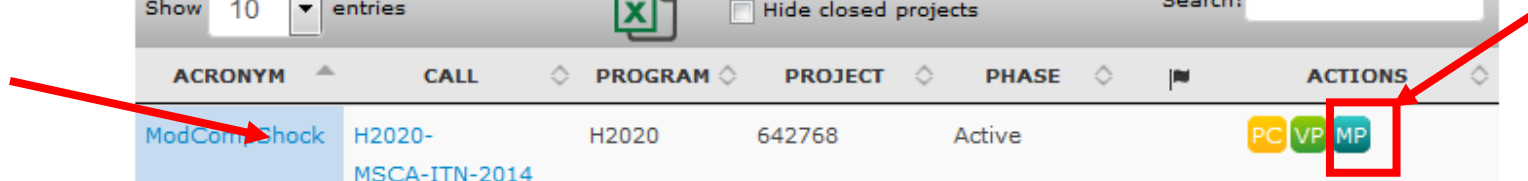
- [Prepare and sign your grant agreement](#)
- [Submit amendments to your grant agreement](#)
- [Manage your scientific and financial reports](#)
- [View or manage roles and access rights in your projects consortia](#)

If you are LEAR and want to see the full list of your organisation projects, please go to **My Organisations** and click on the action button **VP**. LEAR can only view the list of projects in which their organisation is involved. If you want to see project details, your organisation main contact for this project or the project Coordinator has to give you access rights. For more details see the [H2020 online manual](#).

Legend
AA Access Amendment
GP Grant Preparation
MP Manage Projects
FR Financial Reporting
PR Periodic Reporting
RD Reporting & Deliverables
PC Project Consortium
VP View Proposal

Show entries
 Hide closed projects
 Search:

ACRONYM	CALL	PROGRAM	PROJECT	PHASE	ACTIONS
ModComm Shock	H2020-MSCA-ITN-2014	H2020	642768	Active	PC VP MP



Principles of submission in H2020

- Forms and templates provided in the electronic exchange system (PP)
- Two-step submission process for Financial report:
 - 1 - Beneficiary → Coordinator
 - 2 - Coordinator → REA
- No paper signed document, only electronic submission
- Process more automated

Continuous reporting

CONTINUOUS REPORTING

During whole project life cycle, whenever needed

General (for all type of actions)

- Deliverables
- Dissemination activity/Communication*
- Publications*
- Patents (IPR)*
- *Publishable Summary (under development)*
- *Milestones (under development)*
- *Critical risks (under development)*

Questionnaires

- Gender
- SME impact (only for projects flagged for SME)
- Innovation (only for projects flagged for Innovation)

* *Beneficiary must make it visible that their action received H2020 funding*
Template is provided on Participant Portal

Questionnaire

Gender



Grant Management | Project Continuous Report

642025 (NCPs CaRE) | CSA

THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION
HORIZON 2020

Call: H2020-SC5-2014-2015
Topic: SC5-19a-2014 | Unit: RTD/I/01

Summary for publication ✓ | Deliverables i | Milestones i | Critical Risks ✓ | Publications ✓ | Dissemination ✓ | Patents (IPR) ✓ | Innovation ✓ | **Gender ✓**

Gender

Gender Dimension in the Project *i*

Gender dimension in research is a concept regrouping the various elements concerning biological characteristics and social/cultural factors of both women and men into the development of research policies, programmes and projects.

• Does the project include a gender dimension in research? Yes No

Gender of R&D participants involved in the project *i*

Participants are defined as people actively participating and paid by the EU project.

Please include in the count the participants working for Third Parties (if appropriate)

Organisation	Number of Female participants	Number of Male participants	Total Number of participants
1 - FORSCHUNGSZENTRUM JULICH GMBH	2	1	3
2 - IDRYMA PROOTHISIS EREVNAS	0	1	1
3 - AGENCE DE L'ENVIRONNEMENT ET DE LA MAITRISE DE L'ENERGIE	2	0	2
4 - SUOMEN AKATEMIA	1	0	1
5 - AGENCIJA ZA MOBILNOST I PROGRAME EUROPSKE UNIJE			1
6 - AGENZIA PER LA PROMOZIONE DELLA RICERCA EUROPEA			2
7 - AGENCE BRUXELLOISE POUR L'ENTREPRISE			3
8 - CENTRO PARA EL DESARROLLO TECNOLOGICO INDUSTRIAL			1
9 - CENTRUL PROIECTE INTERNATIONALE	2	1	3
10 - CENTRUM VEDECKO TECHNICKYCH INFORMACII SLOVENSKEJ REPUBLIKY	1	1	2
11 - DIENST VOOR WETENSCHAPPELIJKE EN TECHNISCHE INFORMATIE- SERVICE D'INFORMATION SCIENTIFIQUE ET TECHNIQUE	0	1	1
12 - SIHTASUTUS EESTI TEADUSAGENTUUR	1	0	1
13 - VEREIN EURESEARCH	1	0	1
14 - MINISTERIE VAN ECONOMISCHE ZAKEN	1	1	2
15 - FUNDACAO PARA A CIENCIA E A TECNOLOGIA	1	0	1
16 - FOUNDATION FOR RESEARCH AND TECHNOLOGY HELLAS	1	0	1
17 - INSTYTUT PODSTAWOWYCH PROBLEMOW TECHNIKI POLSKIEJ AKADEMII NAUK	3	2	5
18 - LUXINNOVATION GIE	2	1	3
19 - MATIMOP, ISRAELI INDUSTRY CENTER FOR RESEARCH & DEVELOPMENT	2	0	2
20 - Ministrstvo za izobrazevanje, znanost in sport	2	1	3

Please enter here number of female/male ESRs funded by the project

Questionnaire SME Impact



909647 (909647 TEST [ABAC: SME-2

Summary for publication Deliverables Milestones Critical Risks Publications Dissemination Patents (IPR) Innovation **SME Impact** Gender

Call: H2020-SMEInst-2014-2015
Topic: PHC-12-2015 Unit: EASME/A/01

Impact on SMEs SAVE

Questionnaire to measure the impact of H2020 Programme on growth and job creation in participating SMEs
Please add updated information on turnover of the company and number of employees (only for SME participants)

+ Add updated SME data

SME Name
AST ADVANCED SPACE TECHNOLOGIES GMBH

Note: The SME Impact questionnaire is only available for projects having a SME beneficiary. The questionnaire manages the:

- Evolution of the SMEs during the project implementation regarding turnover and employment data.
- Forecast of the impact after project completion regarding turnover and employment data.

Deliverables

- Art. 19 of the GA
- To be uploaded directly on the PP by the Coordinator
- Scientific deliverables and other deliverables as defined in the GA Annex 1
- In case of an update of a deliverable, the PO needs to be notified and re-opens the session



European
Commission

poumpna (INTERNAL)

SyGMA
System for Grant Management

Project Continuous Report

MSCA-ITN-EID

HORIZON 2020

Call: H2020-MSCA-ITN-2014
Topic: MSCA-ITN-2014-EID Unit: REA/A/01

Deliverables

Publications

Dissemination

Patents (IPR)

SME Impact

Gender

Researchers

Deliverables

Please download here the template for the Progress Report: [Download template](#)

WP No	Del Rel. No	Del No	Title	Lead Beneficiar	Nature	Dissemination Level	Est. Del. Date (annex)	Receipt Date	Approval Date	Status					
WP1	D1.1	D2	D.1.1 - Report on i	SOTON	Report	Public	30 Jun 2018			Pending					
WP2	D2.1	D3	D.2.1 - Report on i	SOTON	Report	Public	30 Jun 2018			Pending					
WP3	D3.1	D4	D3.1 - Report desc	SOTON	Report	Public	30 Jun 2018			Pending					
WP4	D4.1	D5	D4.1 - Novel CFC e	SOTON	Report	Public	30 Jun 2018			Pending					
WP5	D5.1	D6	D5.1 - Novel mode	GLPS	Other	Confidential, only f	30 Jun 2018			Pending					
WP6	D6.1	D7	D6.1 - Novel lightn	GLPS	Other	Confidential, only f	30 Jun 2018			Pending					
WP7	D7.1	D8	D.T.1 - Taught sci	SOTON	Other	Public	30 Jun 2015	15 Sep 2016		Submi...					
WP7	D7.2	D9	D.T.2 - Transferab	SOTON	Other	Public	30 Jun 2015	25 Aug 2016	15 Sep 2016	Approved					
WP7	D7.3	D10	D.T.3 - Conferenc	SOTON	Other	Public	30 Jun 2015	25 Aug 2016	15 Sep 2016	Approved					
WP8	D8.1	D1	Consortium Agree	GLPS	Report	Confidential, only f	28 Feb 2015	25 Jan 2016	04 Aug 2016	Approved					
WP8	D8.2	D15	Supervisory Board	GLPS	Other	Public	28 Feb 2015	30 Mar 2016	04 Aug 2016	Approved					
WP8	D8.3	D16	Progress report	GLPS	Report	Confidential, only f	31 Jan 2016	14 Oct 2016		Submi...					
WP8	D8.4	D17	Draft Periodic Rep	GLPS	Report	Confidential, only f	31 Dec 2016	18 Oct 2016		Submi...					
WP8	D8.5	D18	Mid term review m	GLPS	Report	Confidential, only f	28 Feb 2017			Pending					
WP9	D9.1	D11	D.ED.1 - Project w	GLPS	Other	Public	30 Jun 2015	30 Mar 2016	04 Aug 2016	Approved					
WP9	D9.2	D12	D.ED.2 - Overall Ex	GLPS	Report	Confidential, only f	30 Jun 2015	30 Mar 2016	04 Aug 2016	Approved					
WP9	D9.3	D13	D.ED.3 - Business p	GLPS	Other	Confidential, only f	30 Jun 2015	15 Sep 2016		Submi...					

Validate

CONTINUOUS REPORTING

During whole project life cycle, whenever needed

MSCA ITN specific:

- Researchers
- *Network-wide training events*
- *Fellows' individual projects*
- *MSCA questionnaires (not yet developed)*

- *EID-hosting of fellow (for EID projects only)*
- *EJD-enrolment in PhD (for EJD projects only)*

Researchers Declaration (RD):

- Art. 19 of the GA (within 20 days of start date of recruitment)
- To be submitted **by each beneficiary** for all recruited researchers

Contains:

- personal data (name, date of birth, nationality, gender, family charges, is researcher enrolled in PhD programmes, email of researcher, etc.
- Data related to the project allowances: start date and end date of recruitment, hosting institution, etc.

Researchers Declaration – step 1:

Project researcher library:

- Each beneficiary can add a researcher and fill in all personal data
- It is saved in the project database
- Once RD **needs to be** created, researcher data are taken automatically

Advantages:

- consistency of the data
- time saving (especially for EID, EJD)

Project 64

Deliverables

Researchers


 Call: H2020-MSCA-ITN-2014Action : MSCA-ITN-E
 Resp. Unit: REA/A/01 Duration: 48

Researcher Declaration

Project's Researcher Library

Fellow Id	▲	First Name	Last Name	Gender	Birthday	Nationality	Submitted Declaration	Actions
2		Iac	Lo	M	29-06-1989	IT - Italy	0 of 1	
3		Ka	Ny	M	23-08-1990	DK - Denmark	0 of 0	
4		Pa	Ro	M	13-10-1984	ES - Spain	0 of 0	
5		Co	Qu	F	29-05-1991	US - United States	0 of 0	
6		Jo	Lo	M	12-07-1989	DE - Germany	0 of 0	
7		Da	Sn	M	30-05-1990	PL - Poland	0 of 0	
8		Fla	Re	F	07-08-1986	UG - Uganda	0 of 1	
9		Mi	Na	M	20-11-1987	SN - Senegal	1 of 1	
10		Ch	Pa	M	01-03-1982	DE - Germany	0 of 0	
11		Mi	Hi	M	14-03-1991	DE - Germany	0 of 0	

Researcher Declaration

Nc	▲	Fellow Id	First Name	Last Name	Sending Organisation	Recruitment Organisation	Start Date	End Date	Working Time Comrr	Status	Actions
1		9	A	Na		T	01-10-201	30-09-201	FULL_TIME	SUBMI	
2		8	F	Re		Fr	19-10-201	18-10-201	FULL_TIME	DRAFT	
3		2	I	Lo		U	15-09-201	15-09-201	FULL_TIME	DRAFT	

Researchers Declaration – step 2:

Create RD

- According to GA – to be submitted **within 20 days after recruitment**
- For researchers that already exist in the project library (all personal data are automatically prefilled)
- In case of a change (maternity/parental ...) in the employment contract, the researchers declaration should be updated
- Any new employment contract for the existing researcher requires a new RD

Project 64

Deliverables

Researchers



Call: H2020-MSCA-ITN-2014Action : MSCA-ITN-E

Resp. Unit: REA/A/01 Duration: 48

Researcher Declaration

Project's Researcher Library

Fellow Id	First Name	Last Name	Gender	Birthday	Nationality	Submitted Declaration	Actions
2	Ia	Lc	M	29-06-1989	IT - Italy	0 of 1	
3	Ki	Nj	M	23-08-1990	DK - Denmark	0 of 0	
4	Pi	Rc	M	13-10-1984	ES - Spain	0 of 0	
5	Ci	Qi	F	29-05-1991	US - United States	0 of 0	
6	Jc	Lc	M	12-07-1989	DE - Germany	0 of 0	
7	Di	Sn	M	30-05-1990	PL - Poland	0 of 0	
8	Fl	Re	F	07-08-1986	UG - Uganda	0 of 1	
9	M	Ni	M	20-11-1987	SN - Senegal	1 of 1	
10	Cl	Pe	M	01-03-1982	DE - Germany	0 of 0	
11	M	Hi	M	14-03-1991	DE - Germany	0 of 0	

Researcher Declaration

Nc	Fellow Id	First Name	Last Name	Sending Organisation	Recruitment Organisation	Start Date	End Date	Working Time Comrr	Status	Actions
1	9	A	Nc		T	01-10-201	30-09-201	FULL_TIME	SUBMIT	
2	8	F	Re		Fr	19-10-201	18-10-201	FULL_TIME	DRAFT	
3	2	I	Lo		U	15-09-201	15-09-201	FULL_TIME	DRAFT	

Questionnaires

➤ WHAT

Evaluation questionnaire - at the end of the recruitment

Follow-up questionnaire - two years after the end of the recruitment

➤ WHO

Each recruited researcher

➤ HOW

Via PP → MP

Progress reports (Art 19 of GA)

➤ WHEN

Within **30 days** after year 1
NO financial reports required

➤ WHAT

Template defined on the Participant Portal
(single pdf to upload as a deliverable)

➤ HOW

Via PP → MP



European
Commission

Periodic reporting

➤ Periodic Technical Report

- **Part A is generated by the IT system.**
- It is based on the information entered by the participants through the periodic report and continuous reporting modules
- **Part B is the narrative part.**
- It includes explanations of the work carried out by the beneficiaries during the reporting period.
- Part B needs to be uploaded as a PDF document following the template of Part B Periodic Technical report.

➤ Periodic Financial Report

- **Individual financial statements (IFS)** for each beneficiary
- **Explanation of the use of resources**
- A periodic **summary financial statement** including the request for interim payment.



Periodic Technical Report

Part A *(General items)*

generated automatically by IT system based on inputs from Continuous reporting

- *Summary for publication*
- *Deliverables*
- *Milestones*
- *Critical risks*
- *Publications*
- *Patents (IPR)*
- *Dissemination & communication activities*

Periodic Technical Report

Part A (*MSCA ITN specific items*)

*generated automatically by IT system based on inputs from
Continuous reporting*

- *Researchers*
- *Network-wide training events*
- *Fellows' individual projects*
- *EID-hosting of fellow (for EID projects only)*
- *EJD-enrolment in PhD (for EJD projects only)*

Periodic Technical Report

Part B (MSCA template to be followed)













- *Report Core*
 - **It is the narrative part that includes explanations of the work carried out by the beneficiaries during the reporting period**
 - **It is mandatory**
 - **Part B must be uploaded as a PDF document following the MSCA template of Part B Periodic Technical Report**

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 (IFS)**, signed electronically (FSIGN) and submit to Coordinator
- Coordinator "marks for submission" all reports to be submitted to REA
- Coordinator submits all parts in one package – **Single Submission.**

NB: In case of need the coordinator can decide to submit a package without some IFS (beneficiaries didn't submit their IFS on time and blocking payment for whole consortium), those beneficiaries will not have any opportunity to submit their IFS within the same reporting period, only in the next reporting period!

Periodic report is located in different tabs in SyGMA

Grant Management		Project Periodic Report									
642025 (NCPs CaRE)	CSA	Summary for publication	Report Core	Deliverables	Milestones	Critical Risks	Publications	Dissemination Communicati	Patents (IPR)	Innovation	Gender
 <p>THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION HORIZON 2020</p> <p>Period No: 1 Duration (months): 18 Reporting Period : [01 Feb 2015 - 31 Jul 2016]</p>											
<h3>Summary for publication</h3> <p> 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</p> <p>Summary of the context and overall objectives of the project (For the final period, include the conclusions of the action)</p>											

Periodic report could be downloaded as one ZIP-file with all corresponding PDF files

Name	Size	Packed Size	Modified
 PR_FINANCIAL_STATEMENT_PARTNER_961026337_1.pdf	521 061	208 455	2016-11-24 10:39
 PR_FINANCIAL_STATEMENT_PARTNER_948589870_1.pdf	524 429	208 648	2016-11-24 10:39
 PR_FINANCIAL_STATEMENT_PARTNER_996151686_1.pdf	523 820	209 324	2016-11-24 10:39
 PR_FINANCIAL_STATEMENT_PARTNER_934333974_1.pdf	521 186	207 901	2016-11-24 10:39
 PR_UOR_SUMMARY_1.pdf	122 916	110 588	2016-11-24 10:39
 PR_FINANCIAL_STATEMENT_PARTNER_941040942_1.pdf	521 700	208 430	2016-11-24 10:39
 PR_FINANCIAL_STATEMENT_PARTNER_918730457_1.pdf	314 717	150 888	2016-11-24 10:39
 PR_CRITICAL_RISKS_1.pdf	15 697	10 639	2016-11-24 10:39
 PR_FINANCIAL_STATEMENT_PARTNER_936044472_1.pdf	522 702	208 321	2016-11-24 10:39
 PR_FINANCIAL_SUMMARY_1.pdf	69 609	63 641	2016-11-24 10:39
 PR_MILESTONES_1.pdf	61 185	55 318	2016-11-24 10:39
 PR_CORE_1.pdf	958 965	795 162	2016-11-24 10:39
 PR_DELIVERABLES_1.pdf	78 107	71 563	2016-11-24 10:39
 PR_FINANCIAL_STATEMENT_PARTNER_998802502_1.pdf	525 817	210 328	2016-11-24 10:39
 PR_FINANCIAL_STATEMENT_PARTNER_996695953_1.pdf	520 706	207 756	2016-11-24 10:39
 PR_FINANCIAL_STATEMENT_PARTNER_946763554_1.pdf	523 810	209 156	2016-11-24 10:39
 PR_FINANCIAL_STATEMENT_PARTNER_999464624_1.pdf	764 301	296 926	2016-11-24 10:39
 PR_FINANCIAL_STATEMENT_PARTNER_984449606_1.pdf	521 739	208 520	2016-11-24 10:39
 PR_FINANCIAL_STATEMENT_PARTNER_951035919_1.pdf	521 700	208 525	2016-11-24 10:39
 PR_QUESTIONNAIRE_1.pdf	14 778	10 054	2016-11-24 10:39
 PR_PUBLISHABLE_SUMMARY_1.pdf	68 062	61 902	2016-11-24 10:39
 PR_FINANCIAL_STATEMENT_PARTNER_926001480_1.pdf	524 563	208 946	2016-11-24 10:39
 COVER_LETTER_1.pdf	40 712	35 173	2016-11-24 10:39
 PR_FINANCIAL_STATEMENT_PARTNER_938294969_1.pdf	521 478	208 466	2016-11-24 10:39

Final report (Art 20 of GA)

➤ WHEN

Within **60 days** following the end of the last reporting period

➤ WHAT

➤ Report covers whole project period

➤ **Final technical report**

➤ **Final financial report** (final summary financial statement created automatically by the electronic exchange system, consolidating the individual financial statements for all reporting periods)

➤ To be submitted together with Periodic report for last RP

➤ HOW

Via PP → MP

Communication with REA

Launch new Amendment or Task ✕

Choose one of the options below



Launch new Consortium Requested Amendment

Launch

You may launch a new amendment request to the Service. For termination of the grant, please choose the last option. Different requests can be launched in parallel although it is strongly recommended to limit the number of draft requests. Once an amendment is processed and accepted by both parties, draft requests can be updated or invalidated by the system in order to reflect the latest legal basis. The new amendment will be launched based on the grant agreement data



Send a Formal Notification to the Service

Launch

At any time, you may wish to upload a PDF document and send it to the Service via the electronic system. The uploaded file will be sealed and sent to the officer in charge. The formal notification will be accessible from the document library.



Send an informal message or question to the Service

Launch

At any time, you may wish to informally exchange messages or ask questions to the Service via the electronic system. If your query is related to an ongoing process, you're encouraged to use the messages section of that process.



Terminate the Grant Agreement

Launch

Use this option only in case you wish to terminate the Grant Agreement and release the requested budget. The option to terminate the grant cannot be rejected by the Service. You'll be prompted to submit the last reporting period.

MY PROJECT

HORIZON

Call: H2020
Scheme: RIA
Acronym: Proj
Current phase:
Number: 70030
Duration: 60 mo
Start date: 201
Estimated projec
€0.00
Requested EU co
€0.00
Contact: Antoine
TROOSTEMBERG

FVE
2020



H2020 ONLINE

IT HE

Amendments

➤ WHAT

- Changes in the Grant agreement (e.g. change in consortium, modification of Annex I, etc.)
- **H2020 online manual (Amendments)**
- **With prior consultation of the project officer**

➤ HOW

Via PP→MP



European Commission

RESEARCH & INNOVATION

Participant Portal - Grant Management Services

Ppgms COCO

MY PROJECT

HORIZON 2020

Call: H2020
Scheme: RIA
Acronym: Project 700300
Current phase: Negotiation
Number: 700300
Duration: 60 months
Start date: 2012-11-01
Estimated project cost: €0.00
Requested EU contribution: €0.00
Contact: Antoine DE TROOSTEMBERGH

See all data ...



H2020 ONLINE MANUAL

IT HELP



Launch new amendment or task



Proposal Management & Grant Preparation
700300 - Project 700300

24/02/2014



Documents




Messages

After the grant agreement is signed by Coordinator and by REA

MY PROJECT

HORIZON 2020

Call: H2020
Scheme: RIA
Acronym: Project 700300
Current phase: Negotiation
Number: 700300
Duration: 60 months
Start date: 2012-11-01
Estimated project cost: €0.00
Requested EU contribution: €0.00
Contact: Antoine DE TROOSTEMBERGH

 See all data ...



H2020 ONLINE MANUAL

IT HELP

Launch new amendment or task



Consortium Requested Amendment
AMD-700300-1



The Amendment Request can only be:

- Rejected (the whole) (with comments)
- Accepted (the whole) - 45 days
- Withdrawn by the initiating party

No other option; no 'negotiation'

Withdraw



Beneficiary (nmilchas) signed grant agreement accession on 23/03/2014 11:05

Thanks for the quick reply! We will proceed with the request. (21/03/2014 17:36)

I understand that the new beneficiary will perform some of the tasks previously assigned to Miclha. You'll need to reshuffle the budget accordingly. (21/03/2014 14:12)



Proposal Management & Grant Preparation
700300 - Project 700300

24/02/2014



Documents




Messages

MY PROJECT

HORIZON 2020

Call: H2020
Scheme: RIA
Acronym: Project 700300
Current phase: Negotiation
Number: 700300
Duration: 60 months
Start date: 2012-11-01
Estimated project cost: €0.00
Requested EU contribution: €0.00
Contact: Antoine DE TROOSTEMBERGH

 See all data ...



H2020 ONLINE MANUAL

IT HELP

Launch new amendment or task



**Consortium Requested
Amendment**
AMD-700300-1



Amendment Request data preparation

Involve PO Lock for Review



Grant Agreement accession by others



Documents



It is highly recommended to involve the PO during the amendment request preparation



We would like to add a new beneficiary to assist Milcha with deliverable D2.1. Can the budget be increased? (20/03/2014 9:12)



The coordinator (ncocppgm) started drafting on 18/03/2014 10:43



**Proposal Management &
Grant Preparation**
700300 - Project 700300

24/02/2014



Documents

Formal Notifications

➤ WHAT

- LEAR directly via PP
- To notify about changes in the organization legal data - address, name, universal transfer of rights, contact persons etc.

➤ HOW

Via PP → My Area → My Organization

WHO submits WHAT

Coordinator:

- Progress report
- Periodic report
- Final report
- Amendments

Each beneficiary incl Coordinator:

- Financial Statement – FORM C
- Researcher Declarations
- Notifications

Each researcher:

- Questionnaires



Thank you for your attention!

<http://ec.europa.eu/mariecurieactions>