Reporting and Monitoring, Participant Portal and SESAM

Research Executive Agency
Marie Curie Host-Driven actions

Mika Levonen

ITN Coordinators briefing meeting
Brussels, November 2013

Overview

Project lifecycle

Project reports

- Financial reporting
- Questionnaires - follow-up of researchers
- Declarations on the Conformity

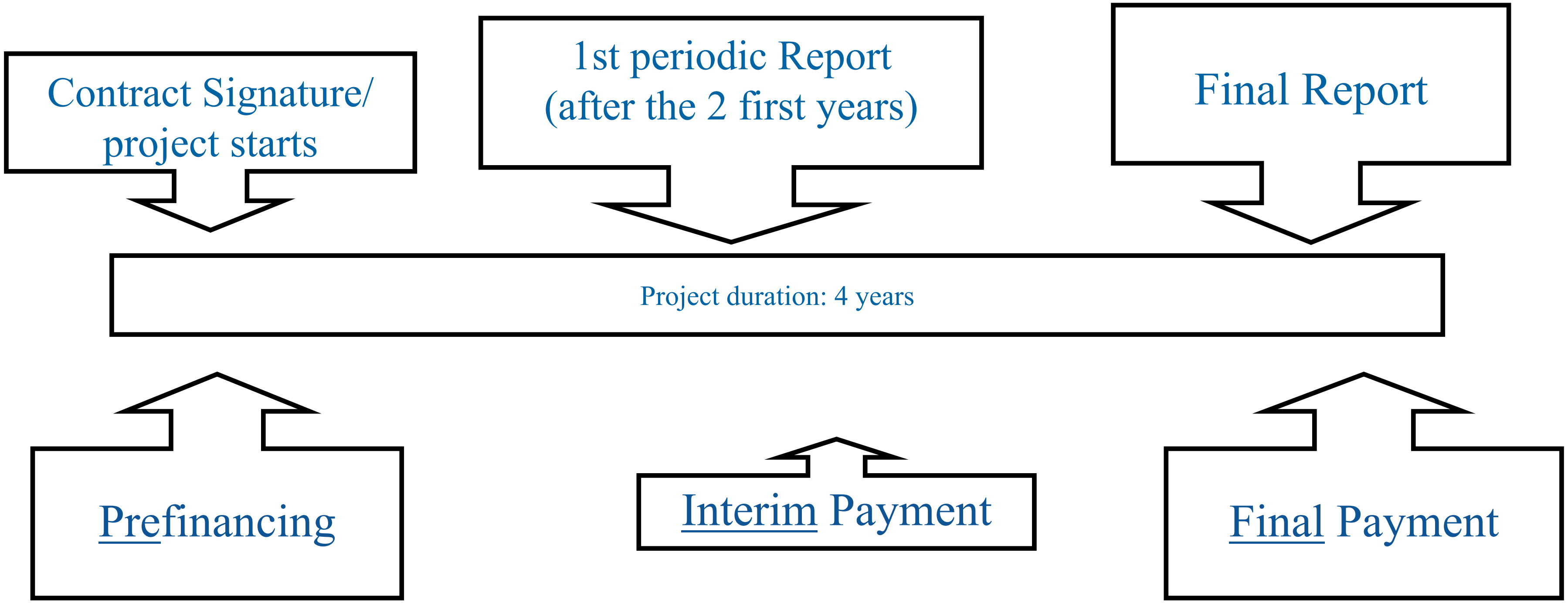
Reporting tools

- Participant Portal (PP) & SESAM

Project lifecycle

European Commission

Finances and project life cycle



European Commission

Maximum payments

TOTAL EU CONTRIBUTON = 100%

Prefinancing = 65%

60% for project

5% for Guarantee fund

Interim Payment = 25%

Final Payment = 10%

Guarantee Fund reimbursement = 5%

After final payment

Project duration

European Commission

Pre-financing

How Much?

65% of total EU Contribution

- 60% of total EU contribution → consortium
- 5% of total EU contribution → Guarantee Fund

Do we need to submit documents to claim it?

- No ➔ payment is made automatically within 30 days of the deadline in the core Grant Agreement (either start date or date of last signature)

Who owns the prefinancing?

- Pre-financing remains the property of the EU until the final payment

How is it distributed among the partners (MULTI)?

- That is a decision of the consortium and should be addressed in the consortium agreement

Interim payment

How Much?

Up to 25% of total EU Contribution

- Based on costs claimed in the periodic report
- A reimbursement of accepted costs

Do we need to submit documents to claim it?

- Yes ➔ payment is made based upon the information in the submitted periodic report and cost claim forms

Who owns the interim payment?

- Consortium, this payment is as a payment based on the costs incurred.

Who receives the interim payment?

- Coordinator, who distributes it among the consortium members

Some examples

Project max. EU contribution = **€1.000.000**
Prefinancing paid = **€650.000**

➔ Coordinator receives **€600.000**
➔ Guarantee Fund receives **€50.000**

EXAMPLE 1

Submits Period 1 cost claim for €400.000

Maximum amount payable for interim period = €250.000

Balance remaining payable = €100.000

EXAMPLE 2

Submits Period 1 cost claim for €200.000

Maximum amount payable for interim period = €200.000 i.e. amount claimed

Balance remaining payable = €150.000

Final Payment

How Much?

- The balance of the money owed to the consortium based on the final accepted costs

Do we need to submit documents to claim it?

- Yes ➔ Payment is made based upon the information in the submitted periodic report and cost claim forms

What if our final costs are higher than foreseen in the project?

- Payment is capped at the negotiated EU contribution and any amounts exceeding this will not be reimbursed

Final Payment

Who receives the final payment?

- The payment is made to the coordinator who distributes it among the consortium members

Do we need to submit documents to receive the Guarantee Fund amount?

- No ➔ this is done automatically when processing the final payment

European Commission

Project reports

PROJECT ASSESSMENT REPORTS

- Progress report
- Mid-Term report
- Periodic report
- Final report
- Distribution report

European Commission

PROGRESS REPORT

WHEN

- **Within 30 days after 12 & 36 months of project.**
- **NO financial report required.**

WHAT

- **Contract deliverables update - tables pre-filled with GPFs data for recruitment**

HOW

- **Pre-filled general part with some editable fields**
- **Free text sections**
- **Attachments**
- **Via the Participant Portal**

MID-TERM REVIEW
report and meeting

WHAT

- **Mid-term report – (updated 1st Progress report) covering period from beginning of the project till the date of MTR (to be sent 1 month before the MTR, i.e. month 19-21)**
- **Draft agenda and instructions available on MC website**
- **Mid-Term Assessment questionnaires to be filled in by all researchers via SESAM (at least 2 weeks before MTR)**

WHEN

- **Scheduled between month 20-22 (agreement between you and your PO)**
- **External reviewer accompanying REA PO**

WHO

- **Coordinator, partners, associated partners, fellows**
- **PO and external reviewer**

HOW

- **Report submitted electronically via the PP only + on site meeting**
- **Fellows' questionnaires via SESAM**

PERIODIC REPORT

WHEN

within 60 days after each reporting period (P1 & P2)

- **P1 (1 month - 24 month)**
- **P2 (25 months - end of the project)**

WHAT

Periodic report :

- **Declaration by coordinator**
- **Publishable summary**
- **Overview of work progress and project objectives**
- **Project management with justification on incurred costs**
- **List of submitted certificates**

  Financial Statement for each participant (Form C) + Summary Financial Report

  Certificate on financial statement (if applicable)

HOW

- **Via the Participant Portal (**Periodic report, Form C + Summary fin. Report**)**

Certificate on financial statements

Applicable to each beneficiary with claimed EU contribution ≥ 375 k€

Example 1:

- Interim payment (P1)

Beneficiary 1, claimed costs = 100 k€ : No certificate needed

- Final payment (P2)

Beneficiary 1, claimed costs = 300 k€ : Certificate needed (P1 + P2 > 375 k€)

Example 2:

- Interim payment (P1)

Beneficiary 1, claimed costs = 400 k€ : Certificate needed

- Final payment (P2)

Beneficiary 1, claimed costs = 300 k€ : No certificate needed

FINAL REPORT

WHEN

- **Within 60 days after end of project**

WHAT

- **Report covers whole project period**
- **To be submitted together with Periodic report for period P2, financial statements & Certificate on financial statement (if applicable)**
- **Final report includes:**
  - Final publishable summary report
  - Public part (dissemination activities, publications)
  - Confidential part (list of patents, trademarks, exploitable foreground)
  - Scientist-in-charge questionnaire

HOW

- **Via the Participant Portal**

DISTRIBUTION REPORT

WHEN

- **Within 30 days after the reception of the final payment**

WHAT

- **Report on how and when the received funds have been redistributed among project partners**

HOW

- **via the Participant Portal**

Reporting summary

Reports (Participant Portal)	within 30 days after 12 months	at least 30 days before Mid-Term Review	within 60 days after 24 months	within 30 days after 36 months	within 60 days after 48 months	within 30 days after Final payment
Progress report	x	x		x		
Periodic report:						
• Periodic report (by Coordinator)			x		x	
• Financial Statements (Forms C) (by each beneficiary)			x		x	
• Summary Financial report (by Coordinator)			x		x	
• Certificates (if required) - by post (hard copy by beneficiary)			x		x	
Final Report					x	
Distribution report						x

European Commission

Other documents and websites

Declaration on the Conformity

- To be submitted by each beneficiary for each recruited researcher to the REA via PP
- Coordinators must be informed for their records
- Declaration on the Conformity is required ASAP after appointment of researcher
- DoC must be duly signed by both researcher & host institution
  (hard copies kept by the host institution; only electronic submission via PP)

Questionnaires

Three types of questionnaire to be submitted by MCA-fellows to assess integration into the research & training, career progress, etc.

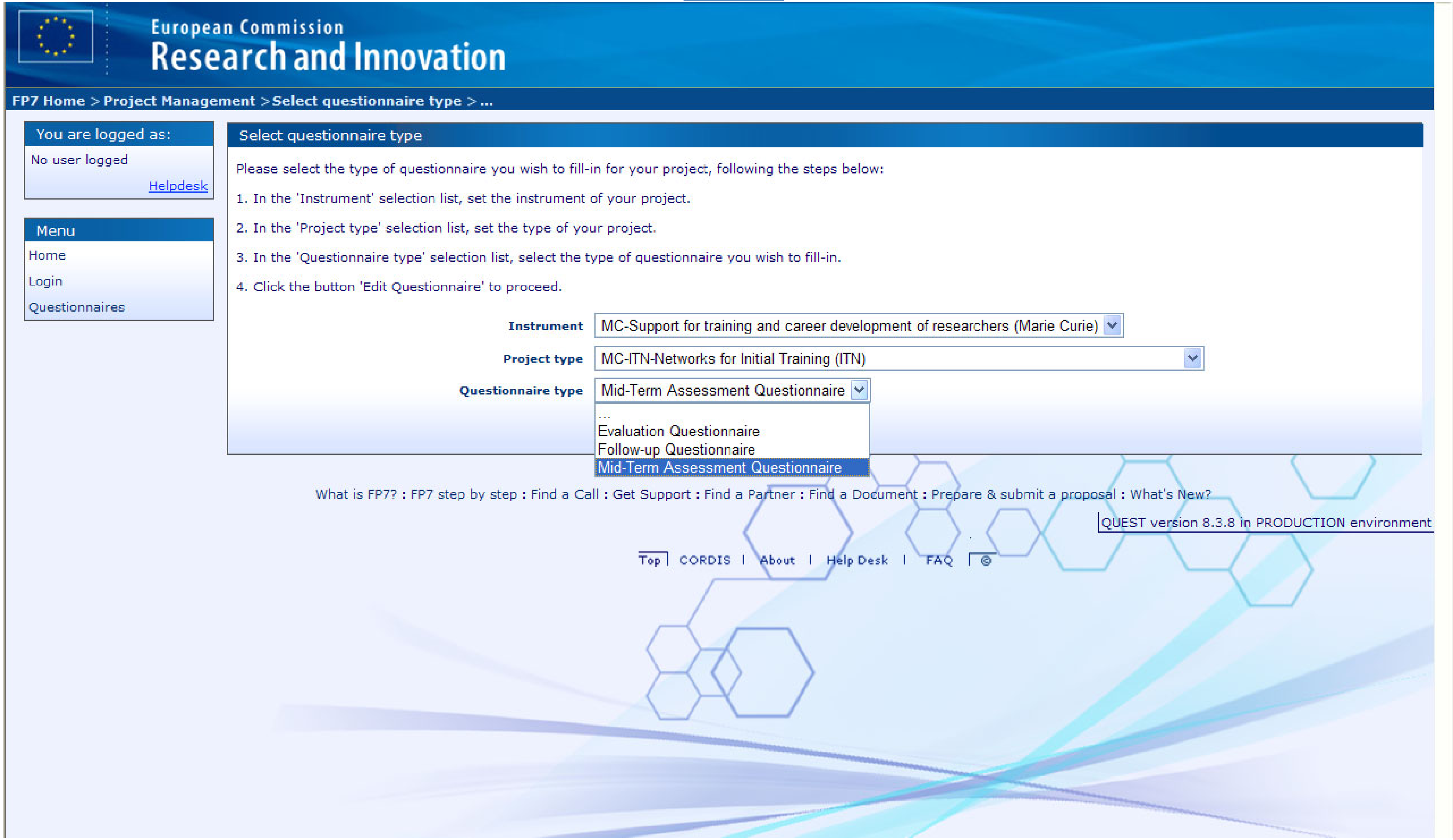
- ***Mid-term assessment questionnaire -*** *at Mid-term review stage*
- ***Evaluation questionnaire -*** *at the end of fellowship*
- ***Follow-up questionnaire -*** *2 years after fellowship*

HOW

via SESAM (fellows need only the project number)

https://webgate.ec.europa.eu/sesam-fp7/questurl.do

European Commission



Coordinator + all beneficiaries
Participant Portal
http://www.ec.europa.eu/mariecurieactions/

PP helpdesk
ec-fp7-it-helpdesk@ec.europa.eu

All fellows
SESAM
https://webgate.ec.europa.eu/sesam-fp7/questurl.do

Marie-Curie Website

Information on MC Actions

Published vacancies in funded projects

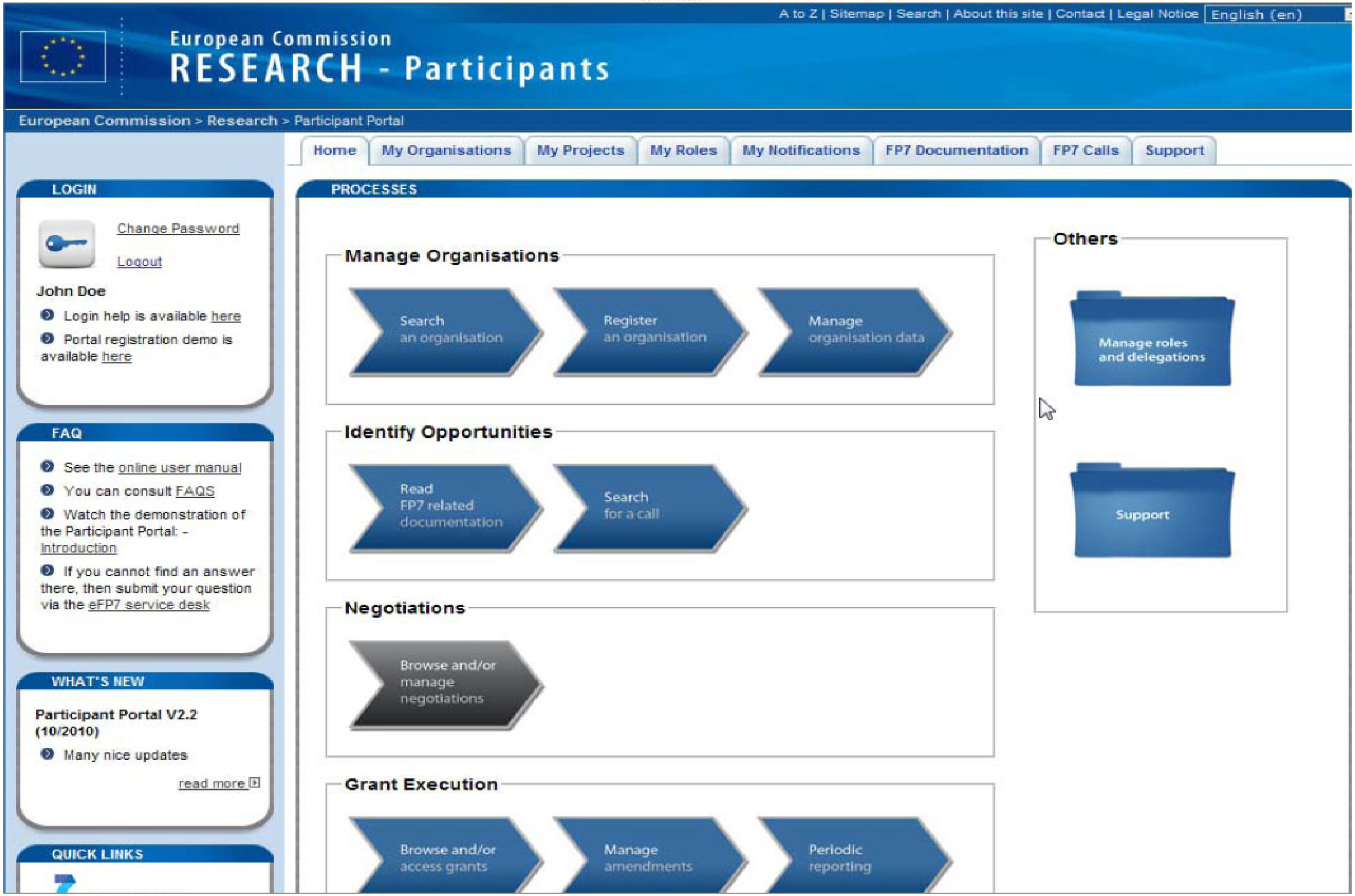
Funded projects

Calls currently open

Apply here!

Euraxess

European Commission



European Commission > Research > Participant Portal

Home | My Organisations | My Projects | My Roles | My Notifications | FP7 Documentation | FP7 Calls | Support | Admin

LOGIN

Change Password

Logout

-- SIMULATION MODE --

- Authentication and security help is available here
- Portal registration demo is available here

FAQ

- See the online user manual
- You can consult FAQS
- Watch the demonstration of the Participant Portal: - Introduction
- If you cannot find an answer there, then submit your question via the eFP7 service desk

PROJECT LIST

The list displayed below might not be the exhaustive list of the FP7/CIP projects associated with your organisation. Only the projects for which on-line services are available through the Participant Portal for the specific user are currently presented. Technical work is ongoing to resolve this limitation.

If you are a LEAR of your organisation, please visit the tab My Organisations and follow the link "View projects" to have the list of projects linked to your organisation. A LEAR can only view projects their organisation is linked with. Granting access to projects is done separately. Please contact the Project Coordinator if you want a participant contact role, or contact your participant contact to obtain a specific role.

Show 10 entries Search:

Acronym	Call	Prog.	Project ID	Roles	Phase			
ALERT	FP7-SME-2008-2	FP7	243496		Active	Reporting & Deliverables	Financial Reporting	
NanoFlex	FP7-SME-2008-2	FP7	243725		Active	Reporting & Deliverables	Financial Reporting	
SmartHeat	FP7-SME-2008-2	FP7	243477		Active	Reporting & Deliverables	Financial Reporting	Access Amendment

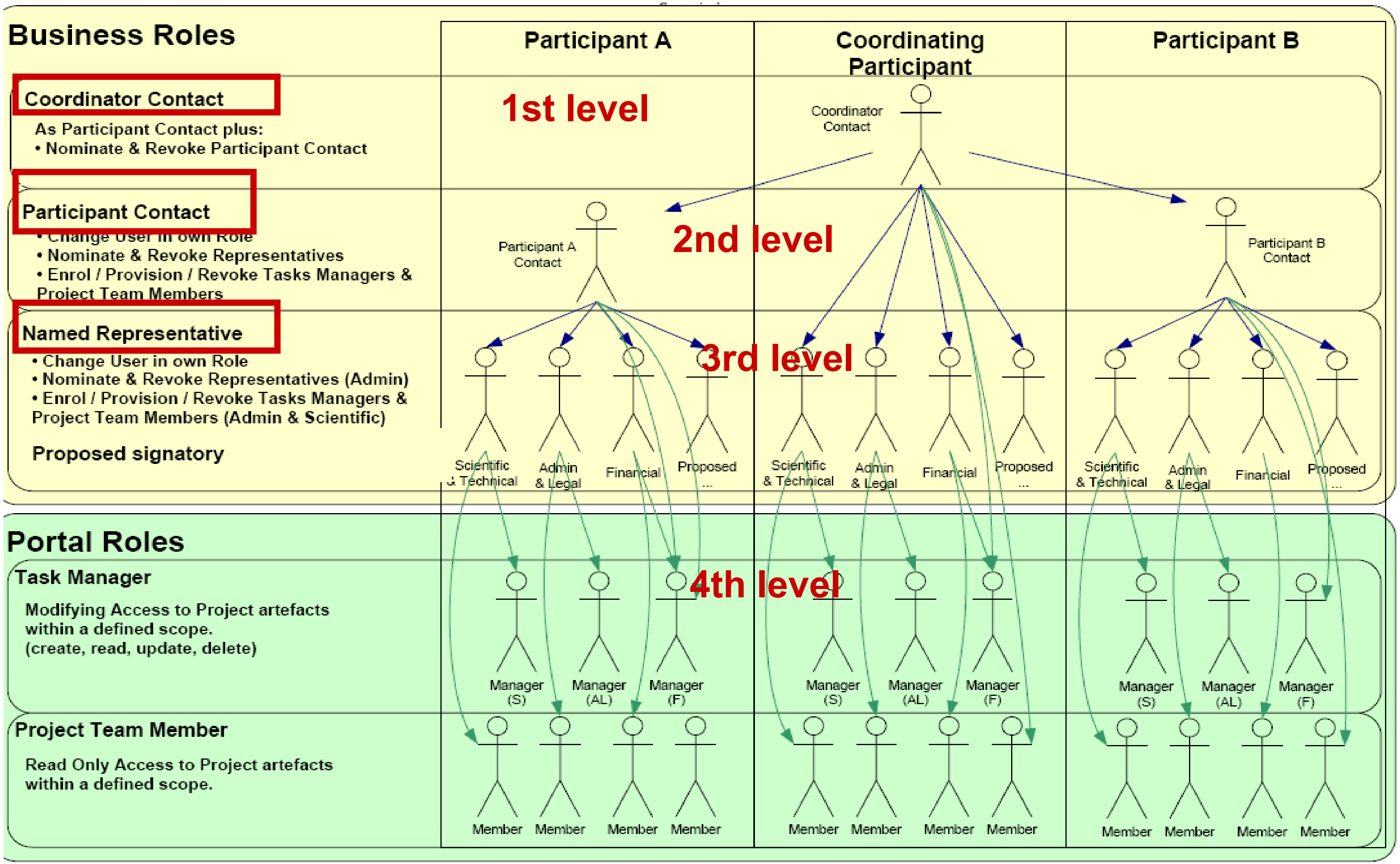
Showing 1 to 3 of 3 entries First | Previous | 1 | Next | Last

Financial reporting

Scientific reporting

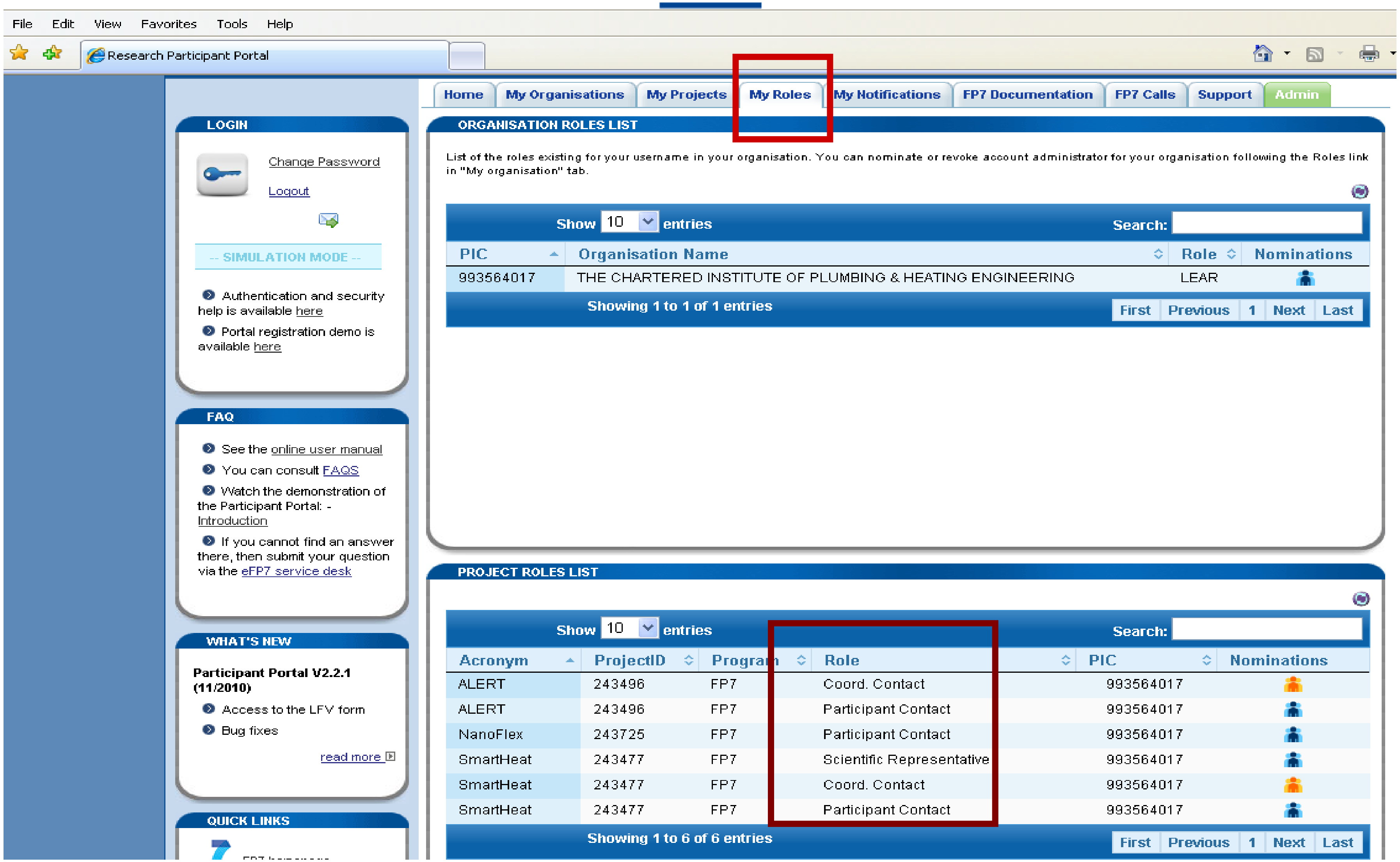
Amendments

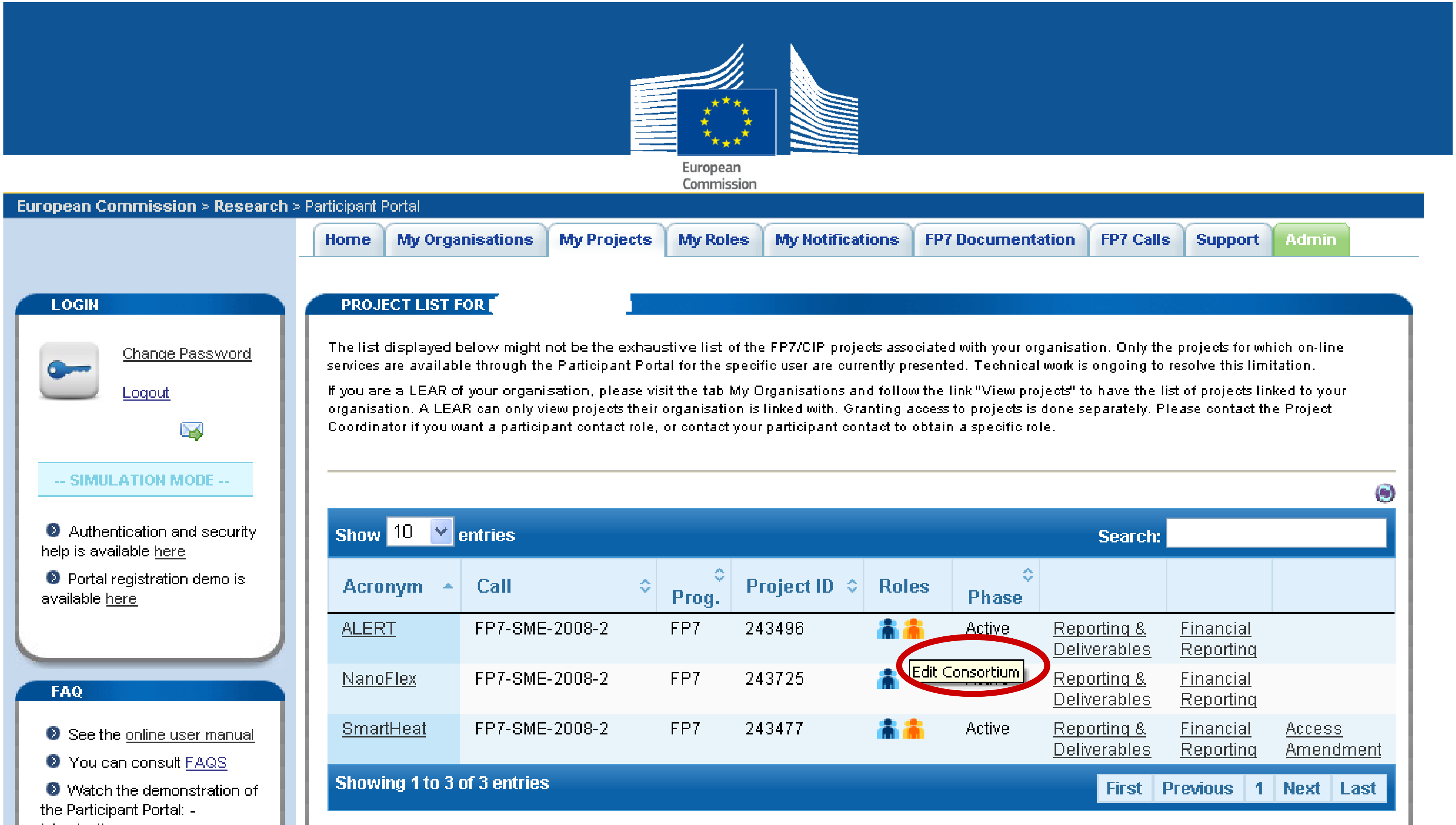
European



Business Roles
Participant A
Coordinating Participant
Participant B
Coordinator Contact
As Participant Contact plus:
• Nominate & Revoke Participant Contact
1st level
Coordinator Contact
Participant Contact
• Change User in own Role
• Nominate & Revoke Representatives
• Enrol / Provision / Revoke Tasks Managers & Project Team Members
Participant A Contact
2nd level
Participant B Contact
Named Representative
• Change User in own Role
• Nominate & Revoke Representatives (Admin)
• Enrol / Provision / Revoke Tasks Managers & Project Team Members (Admin & Scientific)
Proposed signatory
3rd level
Scientific & Technical
Admin & Legal
Financial
Proposed ...
Portal Roles
Task Manager
Modifying Access to Project artefacts within a defined scope.
(create, read, update, delete)
4th level
Manager (S)
Manager (AL)
Manager (F)
Project Team Member
Read Only Access to Project artefacts within a defined scope.
Member

European
Commission





AS THE **COORDINATOR**, click on **Edit Consortium orange Icon** to appoint the ***Participant Contacts*** for each beneficiary in the consortium.
Insert the ECAS email address for each contact person. **These contacts will distribute the roles in their respective organisations**

European Commission

Research Participant Portal

Home | My Organisations | My Projects | My Roles | My Notifications | FP7 Documentation | FP7 Calls | Support | Admin

PROJECT MENU

Back to List

Project Details

Project Roles

Project Consortium

PROJECT SUMMARY

Acronym:	ALERT
Project ID:	243496
Call:	FP7-SME-2008-2
Programme:	FP7
Activity codes:	SME-2

PARTICIPANT CONTACTS OVERVIEW FOR ALERT (243496)

Coordinator

THE CHARTERED INSTITUTE OF PLUMBING & HEATING ENGINEERING (993564017)
kevinw@ciphe.org.uk Name:

Participant Contacts

KEPAR ELECTRONICA SA (998201490)
Name:

THE UNIVERSITY OF HERTFORDSHIRE HIGHER EDUCATION CORPORATION (999911115)
Name:

INSTITUTO DE BIOMECANICA DE VALENCIA (999627584)
Name:

THE UK INTELLIGENT SYSTEMS RESEARCH INSTITUTE LIMITED (998923849)
Name:

ZEUS SANIGLAS S.L. (986140219)
Name: GARCIA SEGURA JOSE MIGUEL

European Demolition Association (991307991)
Name:

I.D.E.A. SRL Tecnologie Ambientali (991500051)
Name:

Thermal Insulation Contractors Association (991763600)
Name:

THE SELECT GROUP OF COMPANIES LIMITED (991826068)
Name:

BRITISH HOME ENHANCEMENT TRADE ASSOCIATION LTD BY GUARANTEE (989481772)
Name:

EPLER & LORENZ AS (988675993)
Name:

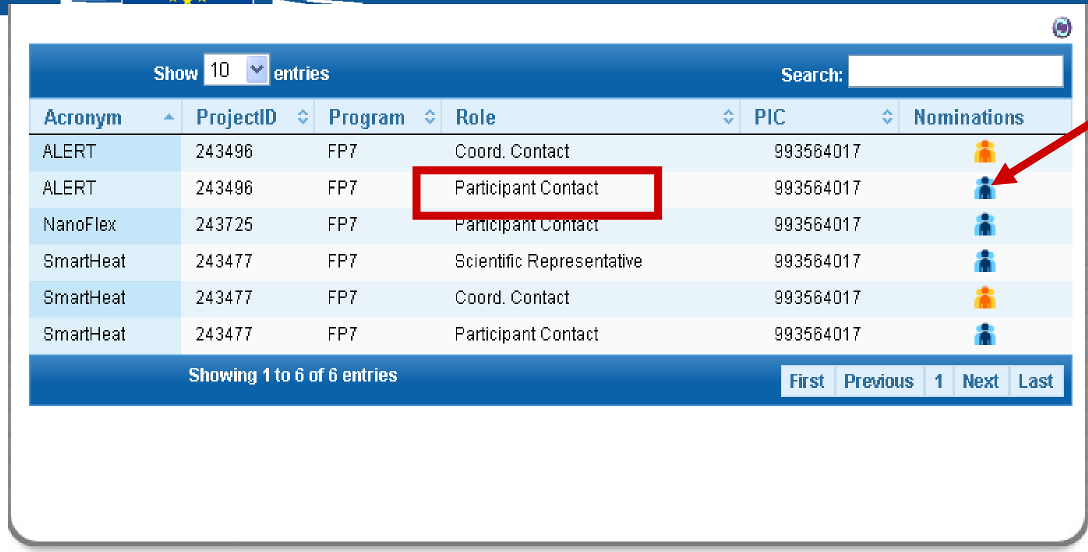
THE CHARTERED INSTITUTE OF PLUMBING & HEATING ENGINEERING (993564017)
kevinw@ciphe.org.uk Name:

Save Changes | Reset

AS A PARTICIPANT CONTACT

click on blue icon, then Add+ to distribute the different roles in your organisation

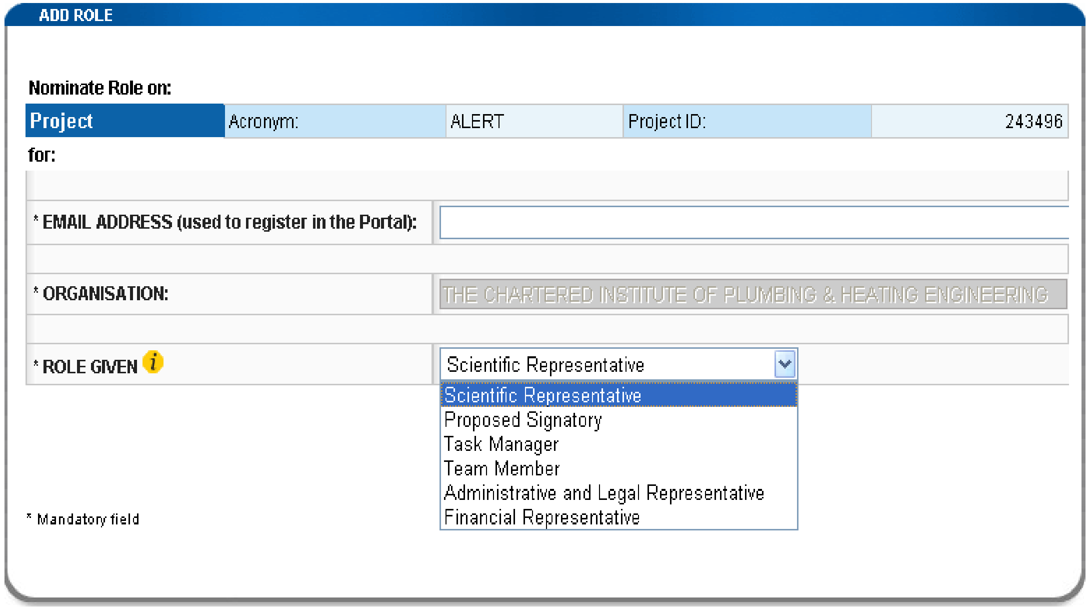
Insert the ECAS email address of the person and assign the necessary role to each person.



Show 10 entries Search:

Acronym	ProjectID	Program	Role	PIC	Nominations
ALERT	243496	FP7	Coord. Contact	993564017	
ALERT	243496	FP7	Participant Contact	993564017	
NanoFlex	243725	FP7	Participant Contact	993564017	
SmartHeat	243477	FP7	Scientific Representative	993564017	
SmartHeat	243477	FP7	Coord. Contact	993564017	
SmartHeat	243477	FP7	Participant Contact	993564017	

Showing 1 to 6 of 6 entries First Previous 1 Next Last



ACCESS RIGHTS

“Reporting and Deliverables” and “Financial Reporting”

Reporting and Deliverebles section: All reports + Declarations of conformity (DoCs)
Financial Reporting section: Form Cs.
Amendments: Amendments Requests + Notifications

Participant contacts (Pa Co) can draft and submit: own Form Cs (financial contact),Declarations of Conformity and Notifications to the coordinator.

Coordinator contacts (Co Co) can:

- *read all documents submitted by the partners.*
- *is entitled to submit all reports + DoC + Form Cs to REA.*
- *fill in and submit Forms C of a beneficiary if authorised by the beneficiary*

Both Coordinator and Participant contacts can:

- read common forms and documents.
- read the financial summary.

European Commission

LEAR – Legal Entity Appointed Representative

***LEAR** - is an official contact person for introducing changes in legal data, clarifying any issues with the Validation services of REA*

***Enters/modifies** legal and financial data of the legal entity on the Participant Portal through 'My Organisations' tab, 'Status' (e.g. Organisation data; Legal address; Enterprise data, Mergers, acquisitions) and Uploads supporting documents*

***Can view** the attributed roles to the projects within the organisation but not the reports and documents.*

***Validation by REA**: REA-URF-validation@ec.europa.eu*

Summary

WHO submits WHAT

By Coordinator only:

- Progress report
- Mid-term report
- Periodic report
- Final report
- Summary Financial Report
- Distribution report
- Amendments

By each beneficiary :

- Financial Statement – FORM C
- Certificate on financial statement
- Declarations on the Conformity
- Notifications
- Vacancies

By each fellow:

- Questionnaires

HOW to submit reports

PP - reporting tool:

- Progress report
- Mid-term report
- Periodic report
- Financial Statement (FORM C)
- Summary Financial Report
- Final report
- Distribution report
- Declarations on the Conformity
- Notifications
- Amendments + originals by mail

SESAM tool (fellows only):

- Questionnaires

Scanned copy:

- Certificate on financial statement

European Commission

WHEN to submit WHAT

1. ***After month 12:***	Progress report 1
2. ***Mid-term stage:***	Mid-term report
3. ***After month 24*** (P1 period, art. 4 of the GA):	Periodic report Financial Statement – FORM C Summary Financial Report Certificate on financial statement
4. ***After month 36:***	Progress report 2
5. ***End of the project*** (P2 period, art. 4 of the GA):	Periodic report Financial Statement – FORM C Summary Financial Report Certificate on financial statement Final report
6. ***After final payment is received:***	Distribution report

----

Whenever needed**:** Declarations on the Conformity; Notifications; Amendments; Questionnaires; Vacancies

Thank you for your attention

http://ec.europa.eu/mariecurieactions