Outline

• Monitoring project implementation

• Reporting obligations

• 'How to'
  – IT – Continuous reporting module
  – IT – Periodic reporting module
Monitoring Project Implementation

- In order to ensure good implementation, the projects are monitored
  - Technically
    - the project is being implemented as described in Annex 1 of the Grant Agreement (GA) (Description of the action – DoA)
  - Financially
    - For compliance with the GA rules on cost eligibility
  - Other
    - For compliance with all other obligations under the grant agreement or the Administrative Agreements with the Participating States.
  - ECSEL JU projects are monitored by ECSEL POs assisted by External experts for both the JU and the national contracts
Monitoring project implementation is a continuous task that can take place at any moment during the active period of the project (and beyond).

There are key contractual tasks that make project monitoring most relevant at the end of each reporting period at the time of payments.

Reporting periods in ECSEL JU projects are usually 12 months.
Project Reporting Obligations

• **Deliverables** (as described in DoA)

• **Periodic Report** (within 60 days following the end of each reporting period)
  – Periodic technical report
  – Periodic financial report

• **Final Report** (in addition to the periodic report for the last reporting period)
  – Final technical report – final summary for publication
  – Final financial report
  – Certificate of Financial Statements (CFSs) - if applicable

*Electronic submission via the Participant Portal*
Continuous Reporting

• Publishable summary

• Deliverables, milestones, risks, etc.
  – Progress on completed deliverables, achieving milestones (and other issues related to project implementation) can be updated at any time by the coordinator via this module

• Answers to the questionnaire (H2020 KPI)
Part A

- Publishable summary
- Deliverables, milestones, risks, etc.
- Answers to the questionnaire (H2020 KPI)

**Entered through the Continuous Reporting module**

Part B – narrative part

- Explanation of the work carried out by the beneficiaries and overview of progress
- Update of the plan for exploitation and dissemination of results
- Explanations on deviations from DoA

**Submitted as a PDF in the Periodic Reporting module**
### Part B – ECSEL Specific

- Include in the Part B the effort table from the DoA updated for the reporting period. **Specific for ECSEL!**

<table>
<thead>
<tr>
<th>Contract Number:</th>
<th>Partner - Person-month per work package</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acronym: (To be used in periodic reporting) Period:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Work package 1:</th>
<th>Work package 2:</th>
<th>Work package 3:</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;name&gt; WP1 total</td>
<td>&lt;name&gt; WP2 total acc to Annex-1</td>
<td>&lt;name&gt; WP# total acc to Annex-1</td>
</tr>
<tr>
<td>Planned Period 1</td>
<td>Planned Period 1</td>
<td>Planned Period 1</td>
</tr>
<tr>
<td>Actual Period 1</td>
<td>Actual Period 1</td>
<td>Actual Period 1</td>
</tr>
<tr>
<td>Planned Period 2</td>
<td>Planned Period 2</td>
<td>Planned Period 2</td>
</tr>
<tr>
<td>Actual Period 2</td>
<td>Actual Period 2</td>
<td>Actual Period 2</td>
</tr>
<tr>
<td>Planned Period 3</td>
<td>Planned Period 3</td>
<td>Planned Period 3</td>
</tr>
<tr>
<td>Actual Period 3</td>
<td>Actual Period 3</td>
<td>Actual Period 3</td>
</tr>
<tr>
<td>WP1 cumulative planned</td>
<td>WP2 cumulative planned</td>
<td>WP# cumulative planned</td>
</tr>
<tr>
<td>WP1 cumulative actual</td>
<td>WP2 cumulative actual</td>
<td>WP# cumulative actual</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total project person-month</th>
<th>Planned cumulative total</th>
<th>Actual cumulative total</th>
</tr>
</thead>
</table>
Intermediate Report (Half Period Report)
- Submitted in the middle of the period. Contains Summary of highlights and low lights of the 6M period. About 1 page per WP. The template of the full report can be used if the coordinator decides.
- Need to be added as deliverable during GAP
- Shared with PAs

Template for the part B of the periodic reports and half period reports are send out by the responsible PO
• Continuous reporting module
• Periodic reporting module
Continuous Reporting Module

- Publishable summary
- Submit deliverables
- Report progress in achieving milestones
- Follow up critical risks
- Questionnaire on horizontal issues
  - Publications
  - Communications activities
  - Rest of questionnaire on horizontal issues

*This module is activated at the time of project start*
Continuous Reporting

- All fields are mandatory
- For direct publication by the Commission. So easily understandable, no longer than 2 pages, no confidential data
• The numbering of the deliverables in GAP can use the textual part to indicate original proposal number.

• The status of the deliverable is 'Pending' when a deliverable hasn't been uploaded yet.
• When the status is displayed with a red background (Pending), this means that the estimated delivery date has passed.
• If the deliverable’s estimated delivery date falls in a given reporting period and the deliverable is not submitted here on time, before the periodic report is "Locked for review", participants will be asked to justify the delay (in the Periodic Reporting module).
Before submission a comment can be added and user is asked for confirmation whether s/he wants to submit.

All beneficiaries can **upload** deliverables, but only the coordinator can **submit** them.

Each time a deliverable has been submitted, the EU Officers will be notified.

Each time the EU Officers reject the deliverable, the Coordinator Contacts and the Participant Contacts are notified through the Participant Portal Notification System.
Continuous Reporting

- The milestones entered during the Grant Preparation are displayed here.
- It has to be indicated whether the milestone has been achieved or not and select the delivery date.

- In the comment field about a page text can be included. Can be used for indication what exactly is achieved with this milestone.
• Foreseen risks have already been indicated at the Grant Agreement Preparation phase and are automatically displayed.
• Unforeseen risks can be added.
• The State of play for any risk (both unforeseen and foreseen) can be updated.
How to

- Continuous reporting module
- Periodic reporting module
Periodic Reporting

- All beneficiaries receive a notification and log on to the Participant Portal.
- All beneficiaries complete their own Financial Statement and their contribution to the Technical Part of the Periodic Report. **Beneficiaries e-sign and submit their Financial Statements to the Coordinator**
- The **Coordinator approves** the elements of the Periodic Report & submits to the JU
- The **JU reviews** the submitted Periodic Report and accepts or rejects it
- Interim Payment
1- Continuous reporting update

2- Preparing your periodic report
   – Completing the Financial Statement
   – Completing the Technical part
     • Part A - Each beneficiary should update the tables
     • Part B – Prepared outside the grant management tool and uploaded in PDF

3 – Approving partners’ reports

4 – Submit the report to the JU
Periodic Reporting – beneficiaries are asked to complete their own Financial Statement and their contribution to the Technical Part of the Periodic Report.
Once all information for the Technical Part has been filled in, the coordinator clicks on ‘Lock for Review’.

This action will freeze the data (prevent changes) and generate a pdf document.

The generation of the PDF might take a few minutes.

Only users with the role Primary Coordinator Contact and Coordinator Contact can perform this action.
Continuous & Periodic Reporting

• At the time the coordinator submits the report
  – the IT tool will capture the information from the continuous reporting module
  – generate automatically the part A Periodic Technical report

• ‘Locked for review' by the coordinator
  – Coordinator must ensure that the information in the continuous reporting module is up-to-date before the periodic report is 'locked for review’
  – Updates entered after this step will be included in the periodic report of the following period
Scenario 1 – Review with experts

Project Monitoring