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Continuous report

Periodic reports

Final report

Reports & payment requests



Under Article 19 and Article 20 of the grant agreement (GA), the coordinator must submit to the Commission technical and financial reports, including requests for payment - specifically:

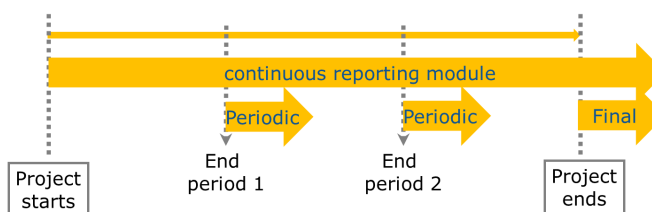
- **deliverables** identified in Annex 1
- **periodic report** (both technical and financial) within 60 days of the end of each reporting period (including the final one), including requests for payment
- **final report** at the end of the project ('action'). It consisting in a summary for publication and it is generated automatically by the IT tools.

Reporting functionalities

- **Continuous reporting functionality** in the Funding & Tenders Portal: it is **activated at the time the project starts** and it is continuously open for the beneficiaries to submit deliverables, to report on progress in achieving milestones, to follow up of critical risks, ethics issues, publications, communications activities, and the answers to the questionnaire on horizontal issues.
- **Periodic reporting functionality** in the Funding & Tenders Portal: **following the end of each reporting period** the functionality of periodic reporting will be activated. While the periodic reporting session is open in the grant management system, each participant will be able to:
 - complete on-line their own **Financial Statement** (and the financial report of their Third Parties, if any) including the explanations on the use of resources
 - upload the **narrative, free text part** (part B) of the periodic technical report as a pdf document

When the coordinator submits the periodic report, the IT tool will capture the information from the continuous reporting module in order to generate the Part A of the periodic technical report. The IT tool will consolidate the individual financial statements and it will generate automatically the report with explanations of the use of resources and the periodic summary financial statements, which corresponds to the request for payment.

- [Continuous reporting module](#)
- [Periodic reporting module](#)



Continuous Reporting

As a beneficiary, you can and should use the continuous reporting functionality as soon as the project starts to submit information about the progress of your project. This includes:

- **deliverables**
- progress in achieving **milestones**
- updates to the **publishable summary**
- response to **critical risks, publications, communications activities, IPRs**
- your answers to the **questionnaire about the economic and social impact of the project**.

All this information is automatically compiled to create part A of every technical periodic report, at the moment the coordinator and beneficiaries finish the preparation of the given periodic report.

Periodic Report

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STRUCTURE

The periodic consists of the periodic technical and financial reports:

1. **Technical report** (in 2 parts)

- **Part A** structured tables from the grant management system:
 - cover page
 - publishable summary
 - web-based tables covering issues related to the project implementation (e.g. work packages, deliverables, milestones, etc.)
 - answers to the questionnaire about the economic and social impact, especially as measured against the Horizon 2020 key performance indicators and monitoring requirements.
- **Part B** the free text, core part of the report that you must **upload to the grant management tool as a single PDF document** with:
 - explanations of the work carried out by all beneficiaries and linked third parties during the reporting period
 - an overview of the progress towards the project objectives, justifying the differences between work expected under Annex I and work actually performed, if any.

2. **Financial report**

Consists of structured forms from the grant management system, including:

- individual **financial statements** (Annex 4 to the GA) for each beneficiary (and third parties)
- explanation of the **use of resources** and the information on **subcontracting** and **in-kind contributions** provided by third parties, from each beneficiary for the reporting period concerned
- periodic **summary** financial statement including the **request for interim payment**.

PROCESSES FOR SUBMITTING A PERIODIC REPORT



Continuous reporting > Preparing your periodic report > Approving partners' reports > Submitting the report to the Commission > Acceptance or rejection by the Commission > Interim payment

Once the periodic reporting function is activated at the end of each reporting period, you can start preparing your next report in the grant management system:

1 **Continuous reporting update**

As the information in the continuous reporting is part of the periodic report, **make sure first that all your data in the continuous reporting module** – namely your deliverables, milestones, publishable summary, questions on different activities and questionnaire about the economic and social impact – **is up-to-date**.

This information in the continuous reporting is then automatically compiled to create part A of every periodic technical report, at the moment the coordinator and beneficiaries finish the preparation of the periodic report in the grant management system.

The technical report (both parts) is first 'locked for review' by the coordinator before being officially submitted. Any entries into the continuous reporting you make after this point will not be included in this periodic report.

2 **Preparing your periodic report**

When you receive a notification that the reporting is opened, you go into the grant management system of the portal through 'My Area':

Funding & Tenders Portal -> My Projects -> **MP** (Manage Projects) action button

The screenshot displays the 'Participant Portal - Grant Management Services' interface. On the left, a sidebar titled 'MY PROJECT' provides details for a 'HORIZON 2020' project, including call number (H2020-SCC-2015), type of action (CSA), acronym (119261 TEST [ABAC: ABACBUDL]), and contact information (Genevieve VALLIER). The main content area is divided into three sections, each with a progress timeline and a list of documents:

- Periodic Reporting:** Timeline from 17/01/2010 to 16/07/2011. Documents include 'Technical Part contribution' (Lock for review), 'Financial Statement AST [PIC 973276467] drafting' (Lock for review), and 'Periodic Report composition' (Submit to EU).
- Continuous Reporting:** Timeline from 14 Mar 2017 to Completed. Document: 'Continuous reporting data'.
- Proposal Management & Grant Preparation:** Timeline from 01 Mar 2017 to 13 Apr 2017. Document: 'GA Declaration - GAP-119261 - 973276467 signature by other beneficiaries'.

a. Completing your Financial Statement

All beneficiaries - including the coordinator - must fill in their own financial statement, electronically sign it and submit it to the coordinator.

- o Users who can **fill in** the statement: *Participant Contacts, Project Financial Signatories, Task Managers*
- o Users who can **electronically sign & submit** the statement: *Project Financial Signatory (PFSIGN)* only

Make sure you have assigned an FSIGN user role to your project in your organisation.

b. Completing the technical part



Part A - each beneficiary should update the tables on an ongoing basis in the continuous reporting module. The information in the tables is then automatically compiled to create part A.

Part B - you must prepare this outside the grant management tool. You will be able to download the template to be used for your project from the periodic reporting functionality in the IT tool.

When done, save it as a single PDF file and upload it to the grant management system (the *Technical report contribution* section - the *Report Core* tab).

Part B **can be uploaded by any beneficiary** (not only the coordinator). If any changes to part B are needed, you must delete the current pdf file and upload a new one.

When both parts are ready to submit, the **Technical part can be finalised** by the *Coordinator's Contact Person* clicking **Accept & Include**.

3 Approving partners' reports

Coordinator - you must review and explicitly approve the periodic report. If needed, you can send back a financial statement to a partner for further changes, or unlock the technical part of the report for editing.

Coordinator Contact Person - before submitting, you must include the partners' financial statements.

Missing statements

Sometimes you may decide to submit the report **without financial statements** from certain partners (e.g. if a beneficiary cannot submit its individual financial statement on time).

If this happens, the coordinator will be asked to confirm that they are aware of this and that therefore these **costs will not be considered for the current interim payment**. That beneficiary's costs will be considered 'zero' for this reporting period, though they can declare their costs in the next financial report (for the next reporting period).

4 Submitting the report to the Commission

Coordinator - submit **all parts of the report together**, in a single transaction:

- all the **individual** financial statements
- **part B** of the technical part

by clicking on '**Submit to EU**' button.

The system will do the rest. (It will automatically generate the report with explanations of the use of resources and the periodic summary financial statements, which includes the request for payment.)

5 Acceptance or rejection by the Commission

The Commission will either:

- **accept** the report and start preparing the interim payment or
- **ask for changes** to it - which means that the process described above starts again.

6 Interim payment

When the Commission approves the eligible costs declared for the period in question, it will pay the interim amount due to the Coordinator within 90 days of receiving the report (Article 20.3 of GA, except if Articles 47 or 48 apply).

The total amount of pre-financing and interim payments must not exceed 90% of the maximum grant amount set out in Article 5.1 of GA.

Final Report

For the final reporting period, in addition to the submission of the periodic report of the last reporting period, a final report is generated automatically by the IT tool.

The final report consists of 2 parts - both of which must be completed in the grant management system (no need to upload any documents):

1. Final technical report:

publishable summary of the entire project (giving an **overview of the results**, their **exploitation and dissemination**, and the **conclusions** about the project and **its socio-economic impact**)


2. Final financial report:

final summary financial statement that is automatically created by the system and corresponds to the request for payment of the balance.

In some cases (and for beneficiaries/linked third parties requesting a total contribution of €325 000 or more) it must be **accompanied by a certificate on the financial statements** (one certificate per beneficiary/linked third party).

Report About Beneficiary Termination

It can happen that after the project launch, one of the beneficiaries has to leave the consortium and finishes its participation in the elaboration of the project. In this case the **coordinator has to send a termination report** (technical and financial part) and a **report on the distribution of payments** to this beneficiary through the reporting functionality of the grant management system.

See the detailed steps in the  wiki pages about how to report in case of beneficiary termination.

You can also find more information on how to launch a Grant Agreement Termination request.

Reference documents


- Periodic Report Template RIA, IA, CSA, SME, MCSA
- Periodic & Final Reports Template for ERA-NET Cofund, PCP, PPI
- For details of the following topics, see the relevant article of the **H2020 annotated model grant agreement**:
 - **Reports & payment requests** - Article 20
 - **Deliverables** - Article 19
 - **Reimbursement rates & types of costs** - Article 5
 - **Eligible & ineligible costs** - Article 6
- Model grant agreements

Related links

- H2020 Online Manual: section on roles & access rights
- **Horizon 2020 Coordinators' Day on How to Prepare Amendments and Reports**
Follow the latest recorded information session organised by the Commission for Grant Coordinators:
 - *Participant's Guarantee Fund* (video starting at 2:23:43 and presentation)
 - *Reporting and payments - legal basis* (video starting at 4:25:28 and presentation)
 - *Reporting and payments - business process and IT tool* (video starting at 4:55:17 and presentation)

- *Model Grant Agreement / Financial issues: Avoiding common errors* (video starting at 5:57:52, presentation and supporting document)

You can also check the full agenda with presentations.

- Detailed description of the grant management tool in the 'IT How to' guide 
- Poster of Horizon 2020 grant lifecycle

FUNDING & TENDERS PORTAL

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