

# Finanční reporting v projektech H2020 (Participant Portal)

Praha ČVUT, 20. října 2016

Milena Lojková, NCP pro finanční aspekty H2020

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# Finanční reportování

Kdy?

- na konci vykazovaného období

Kdo?

- každý příjemce vyplňuje svůj vlastní finanční výkaz (případně také výkaz propojené třetí strany)
- individuální finanční výkazy jsou součástí finanční zprávy (*fiacial periodic/final report*)

Co?

- způsobilé náklady projektu rozčleněné na jednotlivé nákladové kategorie (čl. 6 MGA)

Jak?

- Elektronicky prostřednictvím Participant Portal
-



My Organisation(s)

My Proposal(s)

**My Project(s)**

My Notification(s) **1**

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](#)

**PARTICIPANT PORTAL**  
Po přihlášení do ECAS:

→ sekce "My Projects"

→ tlačítko MP (Manage project)

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

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

Show 10 entries

EXCEL

Search:

| ACRONYM | CALL | PROGRAM | PROJECT | PHASE             | ACTIONS                       |
|---------|------|---------|---------|-------------------|-------------------------------|
|         |      | H2020   |         | Grant Preparation | <b>PC</b> <b>VP</b> <b>MP</b> |

Showing 1 to 1 of 1 entries.

← PREVIOUS

1

NEXT →

RESEARCH & INNOVATION

Participant Portal - Grant Management Services

Help

Milena ŠUPÁLKOVÁ

MY PROJECT

HORIZON 2020

Call: H2020-GARRI-NCP-2014-1  
Type of Action: CSA  
Acronym: NCP ACADEMY  
Current Phase: Grant Management  
Number: 633563  
Duration: 36 months  
Start Date: 10 Dec 2014  
Estimated Project Cost: €1,967,828.00  
Requested EU Contribution: €1,967,828.00  
Contact: Sandra ALMEIDA

Latest Legal Data

Process List

Document Library

Communication Center

H2020 ONLINE MANUAL

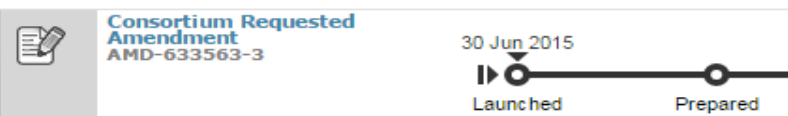
HOW TO

Launch new interaction with the EU +

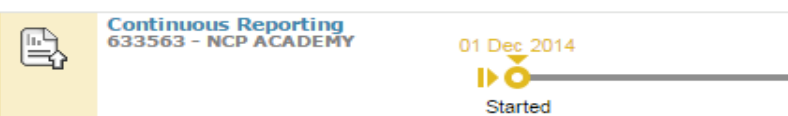


- Technical Part of Periodic Report contribution Lock for review
- Financial Statement TC AV CR [PIC.999506334] drafting** Lock for review
- Periodic Report 1 composition

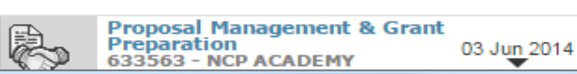
- Process specific documents
- Process specific communications



- Process specific documents
- Process specific communications



- Continuous reporting data
- Process specific documents
- Process specific communications



**Finanční výkaz vyplňuje:**  
Participant Contact, Task Manager. Po vyplnění → LOCK for REVIEW

**schvaluje:**  
PFSIGN → SIGN&SUBMIT



Grant Management Project Periodic Report

Project: HORIZON 2020  
Period No: 2 Duration (months): 18  
Reporting Period: [29/11/2013 - 28/05/2015]

Beneficiary: 1  
Denmark

Financial Statement

## Financial Statement

No contribution requested?  Yes  No

### Financial Statements

| Period                                  | Adjustment | Requested Contribution |
|---|------------|------------------------|
| 01/01/2014 - 31/12/2014 (Period No '1') | No         | 0.00 €                 |

### Financial Statement for period '1' (01/01/2014 - 31/12/2014)

### Eligible costs:

| Cost Category  | Unit Cost | Number of Units | Subtotal | Total  | Account |
|--|-----------|-----------------|----------|--------|---------|
| a) Direct personnel costs declared as actual costs               |           |                 |          | 0.00 € |         |
| b) Direct personnel costs declared as unit costs (average costs) |           |                 |          | 0.00 € |         |
| d) Direct costs of subcontracting                                |           |                 |          | 0.00 € |         |
| e) Direct costs of providing financial support to third parties  |           |                 |          | 0.00 € |         |
| f) Other direct costs  |           |                 |          | 0.00 € |         |
| h) Indirect costs (= 0.25 * (a + b + f + x + y))                 |           |                 |          | 0.00 € |         |
| ▼ x) Special unit costs  |           |                 |          | 0.00 € | +       |
| ▼ y) Special unit costs covering direct and indirect costs       |           |                 |          | 0.00 € | +       |
| j) Total costs (= a + b + d + e + f + h + x + y)                 |           |                 |          | 0.00 € |         |
| k) Receipts  |           |                 |          | 0.00 € |         |
| m) Maximum EU contribution (55%)                                 |           |                 |          | 0.00 € |         |
| n) Requested EU contribution                                     |           |                 |          | 0.00 € |         |
| z) Requested EU contribution eligible for CFS                    |           |                 |          | 0.00 € |         |

### Additional Information for indirect costs:

Use of 'costs of in-kind contributions not used on premises?' (a)  Yes  No



U každé nákladové kategorie se vyplňuje:

- **souhrnná částka** za vykazované období v EUR (Směnný kurz: průměr směnných kurzů ECB za vykazované období)
- **vysvětlení** vykázaných částek
- **příjmy** (nejpozději v posledním vykazovaném období)

## Finanční výkaz – vysvětlení vykázanych částek



Grant Management

Project: [ ] Beneficiary 1: [ ] Financial Statement [i]

Period No: 1 Duration (months): 18 Reporting Period: [19/02/2014 - 18/08/2015] Denmark

### Financial Statement

Financial information from contact

No contribution requested?  Yes  No

Financial Statements

| Period                                  | Adjustment | Requested Contribution |
|---|------------|------------------------|
| 19/02/2014 - 18/08/2015 (Period No '1') | No         | 166,250.00 €           |

Financial Statement for period '1' (19/02/2014 - 18/08/2015)

Eligible costs: [ ]

Cost Category:

- a) Direct personnel costs declared as actual costs**
- b) Direct personnel costs declared as unit costs (average costs)
- d) Direct costs of subcontracting
- e) Direct costs of providing financial support to third parties
- f) Other direct costs
- h) Indirect costs (= 0.25 \* (a + b + f + o))
- j) Total costs (= a + b + d + e + f + h)
- k) Receipts
- m) Maximum EU contribution (100%)
- n) Requested EU contribution
- z) Requested EU contribution eligible for CFS

Additional information for indirect costs:

Use of 'costs of in-kind contributions not used on premises?' (o)  Yes  No

Direct personnel costs declared as actual costs

Persons/month per WP

| No. | Person Months | Associated Work Package | Actions |
|-----|---------------|-------------------------|---------|
| 1   | [ ]           | (none)                  | X       |

Use of in kind contribution from third party

| No. | Costs | Third Party Name | Type | Foreseen in Annex I | Explanations (if not foreseen in Annex I) | Actions |
|-----|-------|------------------|------|---------------------|---|---------|
| 1   | [ ]   | [ ]              | [ ]  | [ ]                 | [ ]                                       | X       |

Ok Cancel

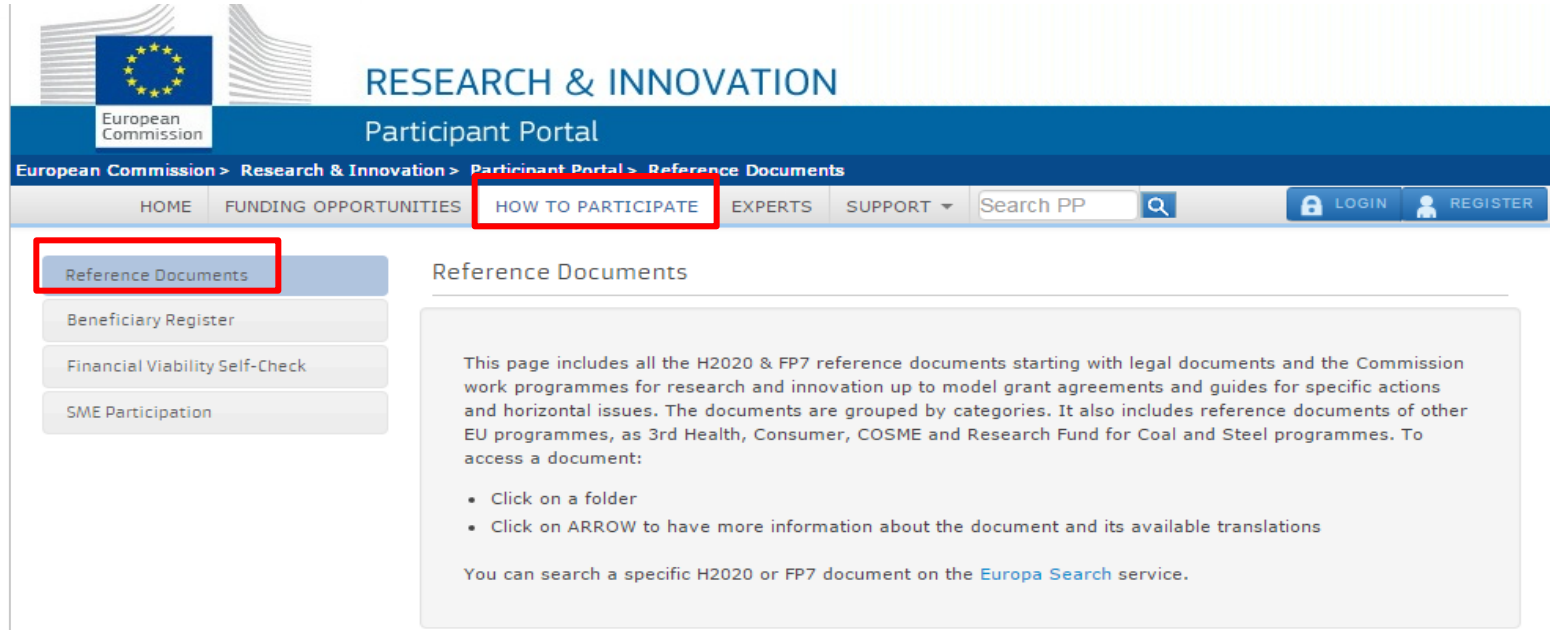
Validate [ ]

Osobní náklady (vysvětlení):  
→ počet ČM/pracovní balíček  
→ přepočítání hodin strávených na projektu na ČM  
→ odkaz na WP v timesheetu (!)



# Šablona průběžné zprávy

## Participant Portal



The screenshot shows the 'Reference Documents' page of the Participant Portal. The navigation menu includes 'HOME', 'FUNDING OPPORTUNITIES', 'HOW TO PARTICIPATE' (highlighted with a red box), 'EXPERTS', 'SUPPORT', a search bar, and 'LOGIN'/'REGISTER' buttons. A sidebar on the left contains 'Reference Documents' (highlighted with a red box), 'Beneficiary Register', 'Financial Viability Self-Check', and 'SME Participation'. The main content area is titled 'Reference Documents' and contains a paragraph of text and a bulleted list of instructions for accessing documents.

RESEARCH & INNOVATION  
Participant Portal

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

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

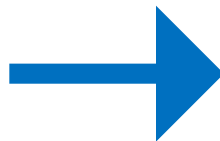
Reference Documents

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.



### 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) >



## **OSOBNÍ NÁKLADY**

- počet člořekoměsířů v jednotlivých pracovních balíčcích

## **SUBDODÁVKY**

- stručný popis položky a zda byla plánována v příloze 1 GA

## **OSTATNÍ PŘÍMÉ NÁKLADY**

- pouze v případě OPN > 15 % vykázaných osobních nákladů
- popis pouze částky převyšující limit
- začít od největších (nejnákladnějších) položek

**Viz šablona průběžné zprávy**

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# Participant Portal H2020 Online Manual

## *Reports & payment requests*

### Reference documents

- [Periodic Report Template RIA, IA, CSA, SME, MCSA](#)
- 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* (starts at 2:22:18)
  - *Reporting and payments - legal basis* (starts at 4:19:36)
  - *Reporting and payments - business process and IT tool* (starts at 4:40:40)
  - *Model Grant Agreement / Financial issues: Avoiding common errors* (starts at 5:45:25)You can also check the full [agenda with presentations](#).
- Detailed description of the grant management tool in the 'IT How to' guide 

## Často kladené dotazy

- LEAR již nominoval FSIGNa. Ten ale finanční výkaz projektu v Participant Portal nevidí. Jak postupovat?
  - Jak zjistím, že je finanční výkaz kompletní?
  - Je nutné do PP nahrát také účetní dokumentaci, faktury apod.?
  - Co když nevyplním finanční výkaz ve stanoveném termínu?
  - Jakým způsobem reportuje propojená třetí strana (*linked third party*)?
-



TECHNOLOGICKE  
CENTRUM AV ČR

[www.tc.cz](http://www.tc.cz)  
[www.h2020.cz](http://www.h2020.cz)

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Finanční dotazy: [finance@tc.cz](mailto:finance@tc.cz)