

Finanční reporting v projektech H2020 (Participant Portal)

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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 (*financial periodic report*)

Co?

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

Jak?

- Elektronicky prostřednictvím Participant Portal
-

RESEARCH & INNOVATION
Participant Portal

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

MY AREA | HOME | FUNDING OPPORTUNITIES | HOW TO PARTICIPATE | EXPERTS | SUPPORT ▾ | Search PP | [User Icon]

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

and want to see the full list of your organisation projects, please go to **My Organisations** and click on the 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 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	PC VP MP

Showing 1 to 1 of 1 entries. ← PREVIOUS 1 NEXT →

PARTICIPANT PORTAL
Po přihlášení do ECAS:
→ sekce “My Projects”
→ tlačítko MP (Manage project)

RESEARCH & INNOVATION

Participant Portal - Grant Management Services

Help

Milena ŠUPÁLKOVÁ

MY PROJECT



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



Periodic Reporting

REP-633563-1 - period 12/2014 > 06/2016

10 Jun 2016



Draft

09 Aug 2016
(4/60 days)

Submitted

Paid



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

Consortium Requested Amendment
AMD-633563-3

30 Jun 2015



Launched

Prepared



Process specific documents



Process specific communications

Continuous Reporting
633563 - NCP ACADEMY

01 Dec 2014



Started



Continuous reporting data



Process specific documents



Process specific communications

Proposal Management & Grant Preparation
633563 - NCP ACADEMY

03 Jun 2014

Finanční výkaz vyplňuje:
 Participant Contact, Task Manager. Po vyplnění
 → LOCK for REVIEW
schvaluje:
 PFSIGN → SIGN&SUBMIT



TECHNOLOGICKÉ
CENTRUM AV ČR

Grant Management Project Periodic Report

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

Beneficiary: 1
Country: Denmark

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: 1

Cost Category	Unit Cost	Number of Units	Subtotal	Total	Amount
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: T Beneficiary 1: Denmark Financial Statement

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

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

Validate

Osobní náklady (vysvětlení):

→ počet ČM/pracovní balíček

→ přepočet hodin strávených na projektu na ČM

→ odkaz na WP v timesheetu (!)

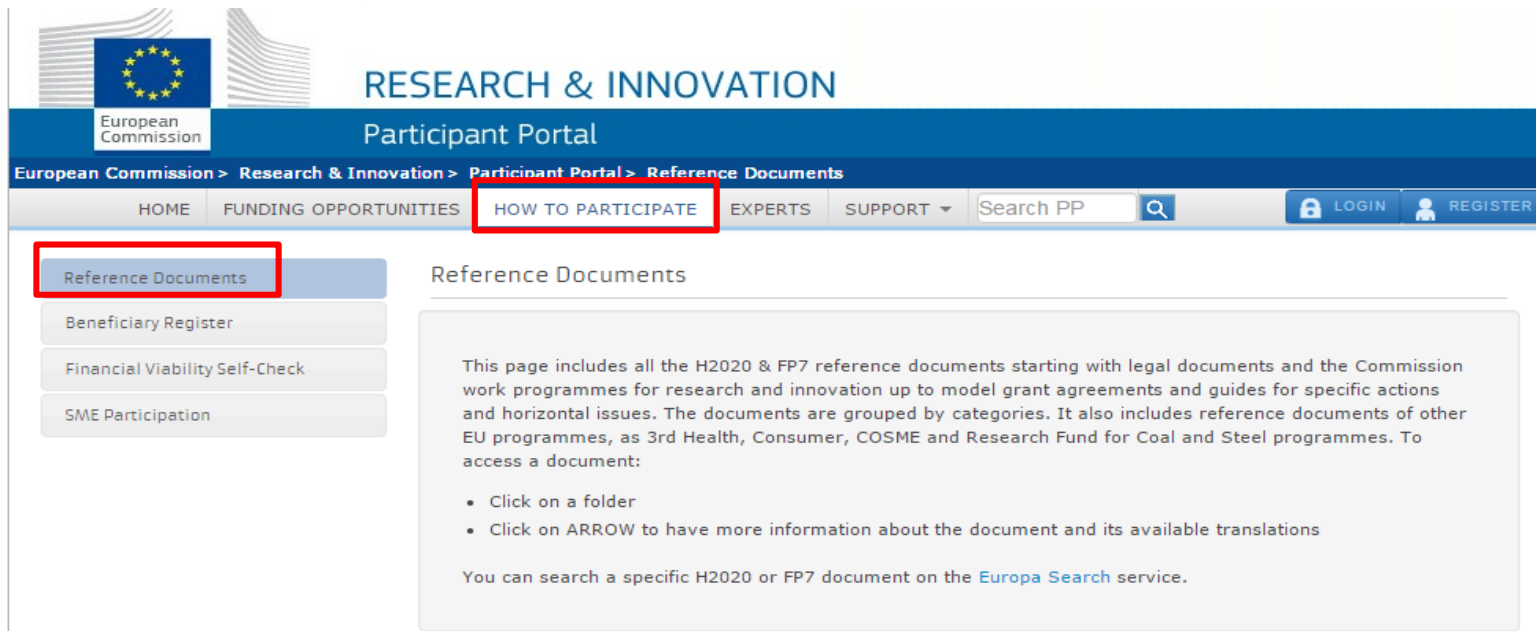
TIME RECORDING FOR A HORIZON 2020 ACTION – Minimum requirements

Title of the action (acronym):		Grant Agreement No:	
Beneficiary's / linked third party's name:			
Name of the person working on the action:		Type of personnel (see Art. 6.2.A Grant Agreement)	

Month	[Month / Year]	[Month / Year]	[Month / Year]	[Month / Year]	[Month / Year]	[Month / Year]	...	Total
Number of hours								
Work packages (of Annex 1) to which the person has contributed by the reported hours								
Date and signature of the person working for the action								
Name, date and signature of the superior								

Šablona průběžné zprávy

Participant Portal



The screenshot shows the 'Participant Portal' interface. At the top, there's a header with the European Commission logo and the text 'RESEARCH & INNOVATION Participant Portal'. Below this is a navigation bar with links: HOME, FUNDING OPPORTUNITIES, HOW TO PARTICIPATE (highlighted with a red box), EXPERTS, SUPPORT, and a search bar labeled 'Search PP'. On the left side, there's a sidebar with links: 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 explaining the scope of the documents (H2020 & FP7) and a list of instructions on how to access them. A large blue arrow points from the 'Reference Documents' link in the sidebar to the 'Project reporting templates' section below.

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

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

Reference Documents

Beneficiary Register

Financial Viability Self-Check

SME Participation

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

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  **HOW TO**

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*)
 - Kdy se předkládá CFS?
-

Novinka! AGA Verze 2.2 (25.11.2016)

Pozitivní rozdíl v účetnictví?

⚠ ONLY **hours actually worked on the action** can be counted. Such hours must be registered via time records or, if the person works exclusively in the action, via a declaration (see [Article 18.1.2](#)).

⚠ **Double ceiling** — Beneficiaries must ensure that:

- the **total number of hours** worked **declared** in EU and Euratom grants for a person for a year is NOT higher than the number of **annual productive hours** used for the calculation of the hourly rate (see *below*)
- the **total** amount of **personnel costs declared** (for reimbursement as actual costs) in EU and Euratom grants for a person for a year is NOT higher than the total personnel costs recorded in the **beneficiary's accounts** (for that person for that year).

⚠ **Adjustments of financial statements (exceptional)** — If the beneficiaries notice a mistake (e.g. *incorrect accounting information; error in the calculation; etc*), they can make an adjustment (positive or negative) in the following reporting period to the financial statements for any previous reporting period.

Example: *An internal audit on the annual accounts of the beneficiary finds later errors in the accounting information used to calculate the hourly rates.*

Otherwise, costs that have already been declared can normally NOT be adjusted/changed (e.g. *to take into account of a different hourly rate after the closure of the financial year*).



www.tc.cz
www.h2020.cz

Finanční dotazy: finance@tc.cz