



TECHNOLOGICKÉ
CENTRUM AV ČR

Deliverables & Milestones *Reporting*



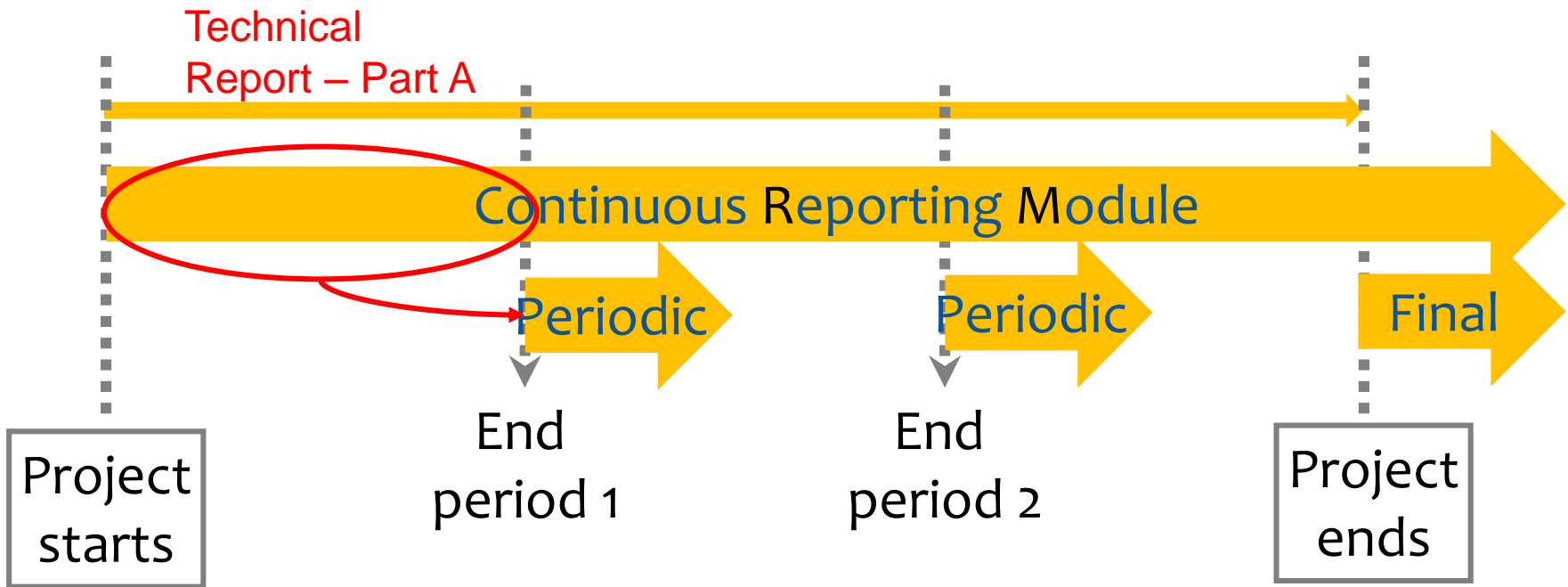
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horniecka@tc.cz

Které části projektového návrhu >> GA >> je příjemce povinen reportovat? (čl. 19, 20 GA)

1. Excellence	Část reportingu
1.1 – Objectives	KR: Publishable Summary
1.2 - Relation to the work programme	
1.3 - Concept and approach	KR: Gender
1.4 - Ambition	KR: Innovation
2. Impact	Část reportingu
2.1 - Expected impacts	KR: Publishable Summary
2.2 a - Measures to maximise impact: Dissemination and exploitation of results	KR: Patents, Publications, Diss. Activities, Deliverables
2.2 b - Measures to maximise impact: Communication activities	KR: Publishable summary (web), Comm. Activities, Deliverables
3. Implementation	Část reportingu
3.1 - Work plan - Work packages, deliverables and milestones	KR: Deliverables, Milestones
3.2 - Management structure and procedure	KR: Deliverables, Risks
3.3 - Consortium as a whole	KR: Gender
3.4 - Resources to be committed	PR: Financial Statement

Jaké 2 typy reportování realizujeme v projektech H2020?

- Kontinuální reporting
- Periodický reporting



Povinnost reportingu

- ✓ Deliverables (podle Annexu 1 - DoA)
- ✓ Periodic Report (do 60 dnů po skončení každého vykazovaného období)
 - ✓ Periodic technical report (část A a B)
 - ✓ Periodic financial report
- ✓ Final Report (spolu s Periodic Report za poslední vykazované období)
 - ✓ Final technical report – Shrnutí celého projektu (výsledky vč. jejich využití a diseminace, závěry, socio-ekonomický dopad)
 - ✓ Final financial report - CFS

Article 19 GA

Article 20 GA

elektronické podání
přes Participant
Portal

Periodický reportingový nástroj

- Automaticky aktivován vždy **po skončení vykazovaného období**
 - Výjimka: projekty u kterých probíhá proces změny GA
- **Příjemci** (vč. koordinátora)
 - vyplňují své finanční výkazy (vč. vysvětlení k využití zdrojů)
 - mohou přispívat k technické části zprávy
- **Koordinátor** (navíc)
 - nahrává část B v PDF verzi do technické části Periodic Report (=popis projektových prací vč. vysvětlení případných odchylek oproti plánu)
 - schvaluje finanční výkazy jednotlivých partnerů
 - zasílá průběžnou zprávu EK

Periodic Technical Report

✓Part A

- ✓Publishable summary
- ✓Deliverables, milestones, risks, etc.
- ✓odpovědi z dotazníků (H2020 KPI*)

✓Part B – popisná část

- ✓vysvětlení realizovaných projektových prací a pokroku
- ✓aktualizace plánu na využití a šíření výsledků
(plan for exploitation and dissemination of results)
- ✓vysvětlení odchylek od Annexu 1 - DoA

elektronické vyplnění přes
Continuous Reporting

nahrává se v PDF
přes **Periodic
Reporting**

Project¹⁰ Number: [insert project reference number]

Project Acronym: [insert acronym]

Project title: [insert project title]

Periodic Technical Report

Part B

Kontinuální reportingový nástroj

- Otevřen **soustavně** po celou dobu trvání projektu
- **Kdo** jej může používat?
 - kterýkoliv z partnerů
- **Co** se vkládá/aktualizuje?
 - Výstupy a milníky projektu (deliverables and milestones)
 - Publikované shrnutí
 - Kritická rizika
 - Publikační a komunikační aktivity
 - IPR
 - Dotazník týkající se horizontálních otázek

Tyto informace v pozdější fázi tvoří část A průběžné technické zprávy

Kontinuální Reporting (ukázka)



RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search PP



My Organisation(s)

My Proposal(s)

My Project(s)

My Notification(s) **1**

My Formal Notification(s)

My Expert Area



On this site you can find and secure **funding** for projects under the following EU programmes:

- 2014-2020 Horizon 2020 - research and innovation framework programme
- 2007-2013 7th research framework programme (FP7) and Competitiveness & Innovation Programme (CIP)
- Research Fund for Coal & Steel, COSME, 3rd Health Programme, Consumer Programme, Justice Programme

Non-registered users

- search for funding
- read the H2020 Online Manual & download the legal documents
- check if an organisation is already registered
- contact our support services or check our FAQs

Registered users

- submit your proposal
- sign the grant
- manage your project throughout its lifecycle
- register as expert advising the Commission



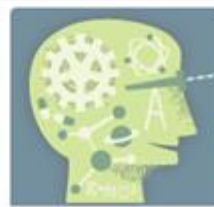
WHAT'S NEW?



FUNDING OPPORTUNITIES



HOW TO PARTICIPATE



WORK AS AN EXPERT



MY PERSONAL AREA



INFORMATION AND SUPPORT

Přihlášení
do PP (EU
LOGIN)



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](#)

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

Legend

- AA** Access Amendment
- GP** Grant Preparation
- MP** Manage Projects
- FR** Financial Reporting
- PR** 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.

Kontinuální reportingový nástroj

MY PROJECT



Call: H2020-MSCA-NIGHT-2014
Type of Action: CSA
Acronym:
Current Phase: Grant Management
Number:
Duration: 18 months
Start Date: 2014-02-19
Estimated Project Cost: €422,375.00
Requested EU Contribution: €2.00

- Latest Legal Data
- Process List
- Document Library
- Communication Center

H2020 ONLINE MANUAL

HOW TO

Periodic Reporting - period 02/2014 19 Aug 2015

Draft Submitted Review Paid

- Technical Part of Periodic Report contribution Lock for review
- Financial Statement drafting Lock for Review
- Periodic Report 1 projectNo composition Submit to EU

Process specific documents

Process specific communications

Proposal Management & Grant Preparation 17 Aug 2015

Submitted Informed Invited Prepared Signed Completed

- GA Declaration - signature Sign

Process specific documents

Process specific communications

Continuous Reporting 01 Feb 2014

Started Completed

- Continuous reporting data

Process specific documents

Process specific communications

Kontinuální Reporting Kompletní přehled záložek



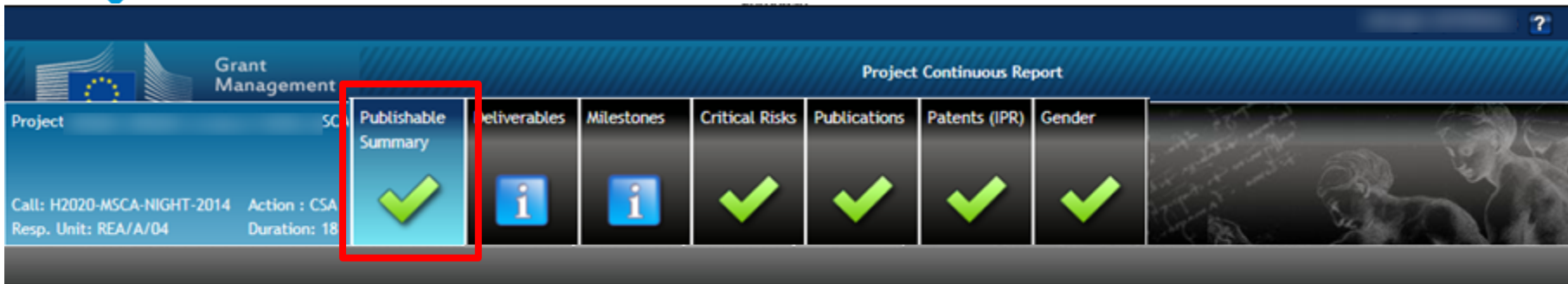
Grant Management | Project Continuous Report

Project: HORIZON 2020
Call: H2020-GV-2015 | Action: RIA
Resp. Unit: REA/II/01 | Duration: 36

Publishable Summary	Deliverables	Milestones	Critical Risks	Publications	Dissemination	Patents (IPR)	Innovation	SME Impact	Open Data	Gender	Science for Society
✓	i	i	✓	i	✓	✓	✓	i	i	✓	i

- záložky se mohou lišit podle tematické oblasti/typu projektu/specifické výzvy

Kontinuální Reporting Publishable Summary



Grant Management Project Continuous Report

Project SC

Call: H2020-MSCA-NIGHT-2014 Action : CSA
Resp. Unit: REA/A/04 Duration: 18

Publishable Summary ✓

Deliverables ✓

Milestones ✓

Critical Risks ✓

Publications ✓

Patents (IPR) ✓

Gender ✓

Publishable Summary ✕

SAVE

- ▶ Summary of the action context and objectives
- ▶ Work performed during the reporting period and main results achieved so far
- ▶ Expected final results and their potential impact and use (including the socio-economic impact and the wider societal implications of the action so far)
- ▶ Address (URL) of the action's public website
- ▼ Publishable Summary's associated images

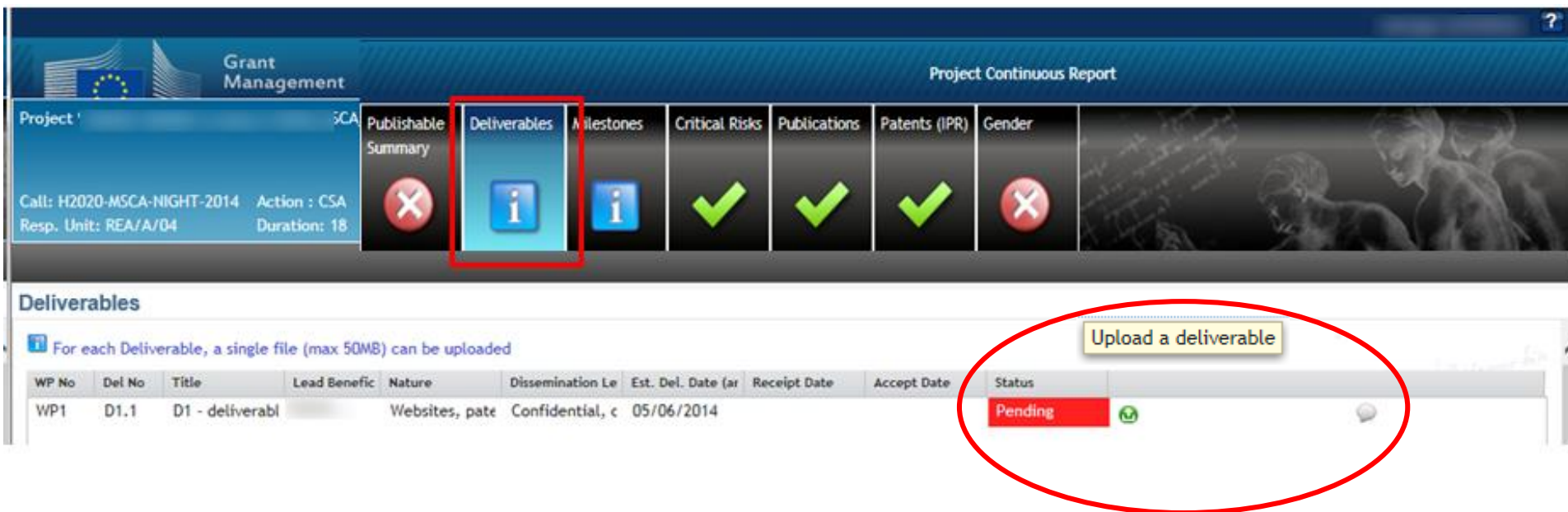
Image Name	Image Description	Actions
------------	-------------------	---------

- všechna pole jsou povinná
- doporučení: nahrát alespoň 1 obrázek do kategorie "Publishable Summary's associated images"

Validate



Kontinuální Reporting Deliverables



Grant Management Project Continuous Report

Project: [Project Name] SCA

Call: H2020-MSCA-NIGHT-2014 Action: CSA
Resp. Unit: REA/A/04 Duration: 18

Publishable Summary [X] **Deliverables** [i] Milestones [i] Critical Risks [✓] Publications [✓] Patents (IPR) [✓] Gender [X]

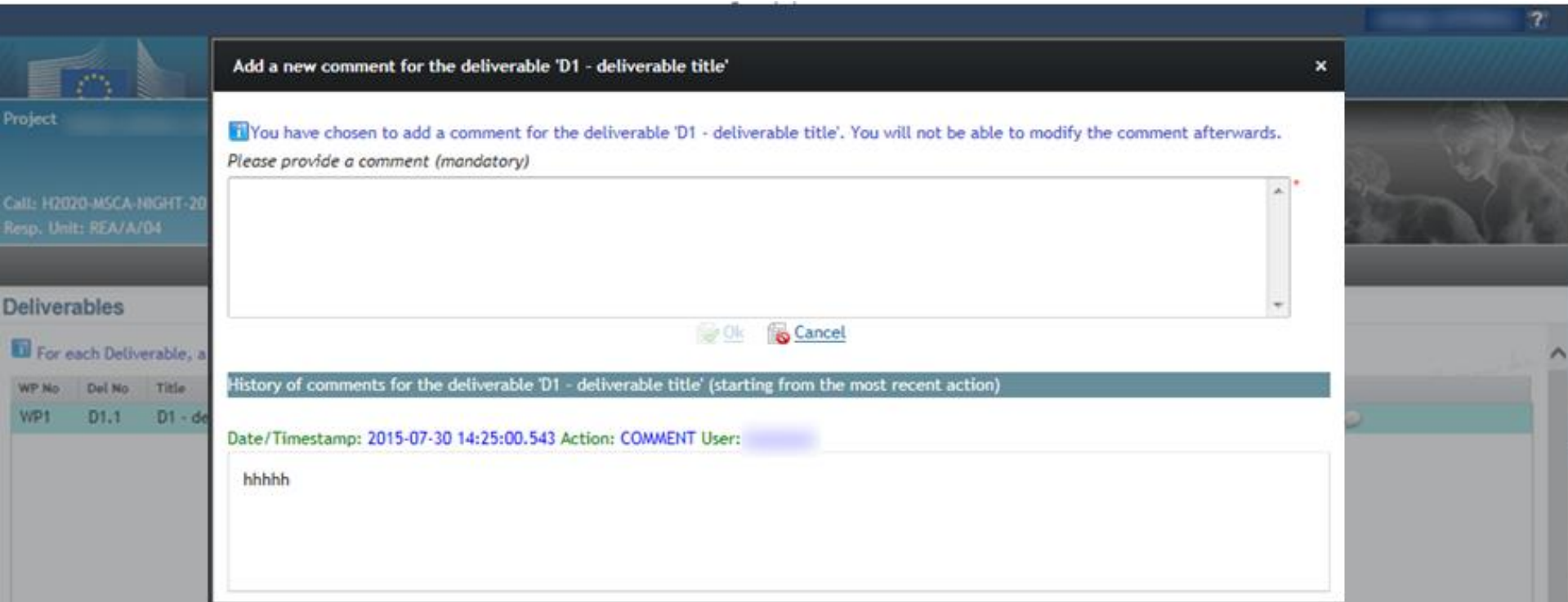
Deliverables

For each Deliverable, a single file (max 50MB) can be uploaded

WP No	Del No	Title	Lead Benefic	Nature	Dissemination Le	Est. Del. Date (ar	Receipt Date	Accept Date	Status
WP1	D1.1	D1 - deliverabl		Websites, pate	Confidential, c	05/06/2014			Pending

Upload a deliverable

- Status „**Pending**“ znamená, že naplánovaný výstup (deliverable) ještě nebyl do systému nahrán.
- **Červená barva signalizuje nedodržení termínu** pro dodání výstupu.
- Pokud není naplánovaný výstup do systému nahrán před uzavřením průběžné zprávy, musí příjemci poskytnout zdůvodnění pro nedodržení termínu (v rámci periodického reportingového nástroje).



The screenshot shows a web application interface with a modal dialog box titled "Add a new comment for the deliverable 'D1 - deliverable title'". The dialog contains a message: "You have chosen to add a comment for the deliverable 'D1 - deliverable title'. You will not be able to modify the comment afterwards. Please provide a comment (mandatory)". Below the message is a large text input field. At the bottom of the dialog are "Ok" and "Cancel" buttons. Below the dialog, a "History of comments" section is visible, showing a table with columns "Date/Timestamp", "Action", and "User". The first entry shows "2015-07-30 14:25:00.543", "COMMENT", and a blurred user name. Below the table is a text input field containing "hhhhh".

Project

Call: H2020-MSCA-NIGHT-20
Resp. Unit: REA/A/04

Deliverables

WP No	Del No	Title
WP1	D1.1	D1 - de


History of comments for the deliverable 'D1 - deliverable title' (starting from the most recent action)

Date/Timestamp: 2015-07-30 14:25:00.543 Action: COMMENT User: [blurred]



hhhhh


- K Deliverables je před odesláním možné **vložit komentář**.
- Projektový úředník je notifikován o každé podané Deliverable.
- Pokud projektový úředník zamítne Deliverable, **Coordinator Contact a Participant Contact** jsou informováni přes PP.


Kontinuální Reporting Deliverables





















Continuous Reporting


01 Jun 2015

Started
 **Completed**


Continuous reporting data



Process specific documents

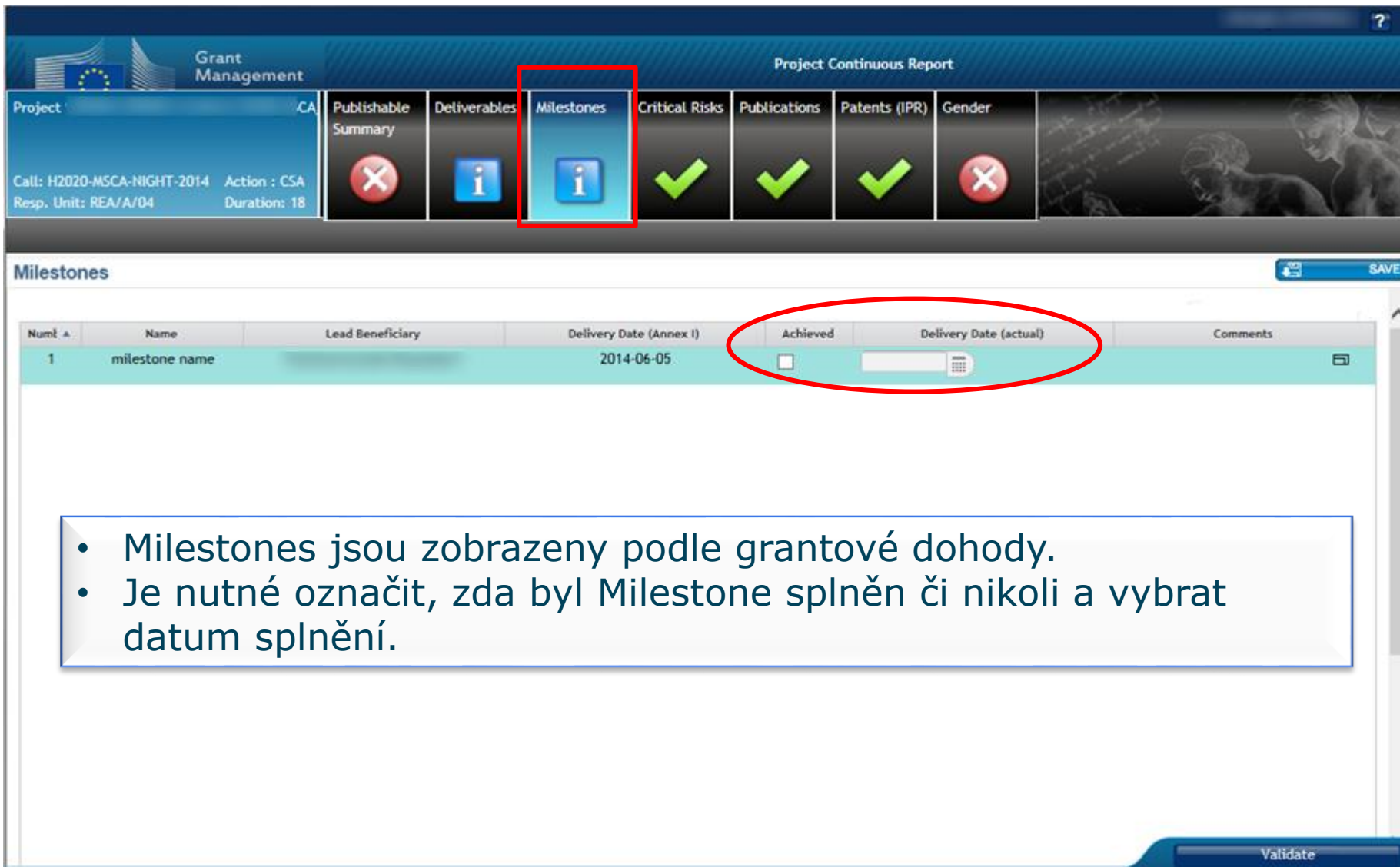
 649435_Deliverabl...	 649435_Deliverabl...	 649435_Deliverabl...	 649435_Deliverabl...
 649435_Deliverabl...	 649435_Deliverabl...	 649435_Deliverabl...	 649435_Deliverabl...
 649435_Deliverabl...	 649435_Deliverabl...	 649435_Deliverabl...	 649435_Deliverabl...
 649435_Deliverabl...	 649435_Deliverabl...	 649435_Deliverabl...	 649435_Deliverabl...
 649435_Deliverabl...	 649435_Deliverabl...		



Process specific communications



Kontinuální Reporting Milestones



Grant Management | Project Continuous Report

Project: CA | Publishable Summary | Deliverables | **Milestones** | Critical Risks | Publications | Patents (IPR) | Gender

Call: H2020-MSCA-NIGHT-2014 | Action: CSA | Duration: 18
Resp. Unit: REA/A/04

Milestones [SAVE]

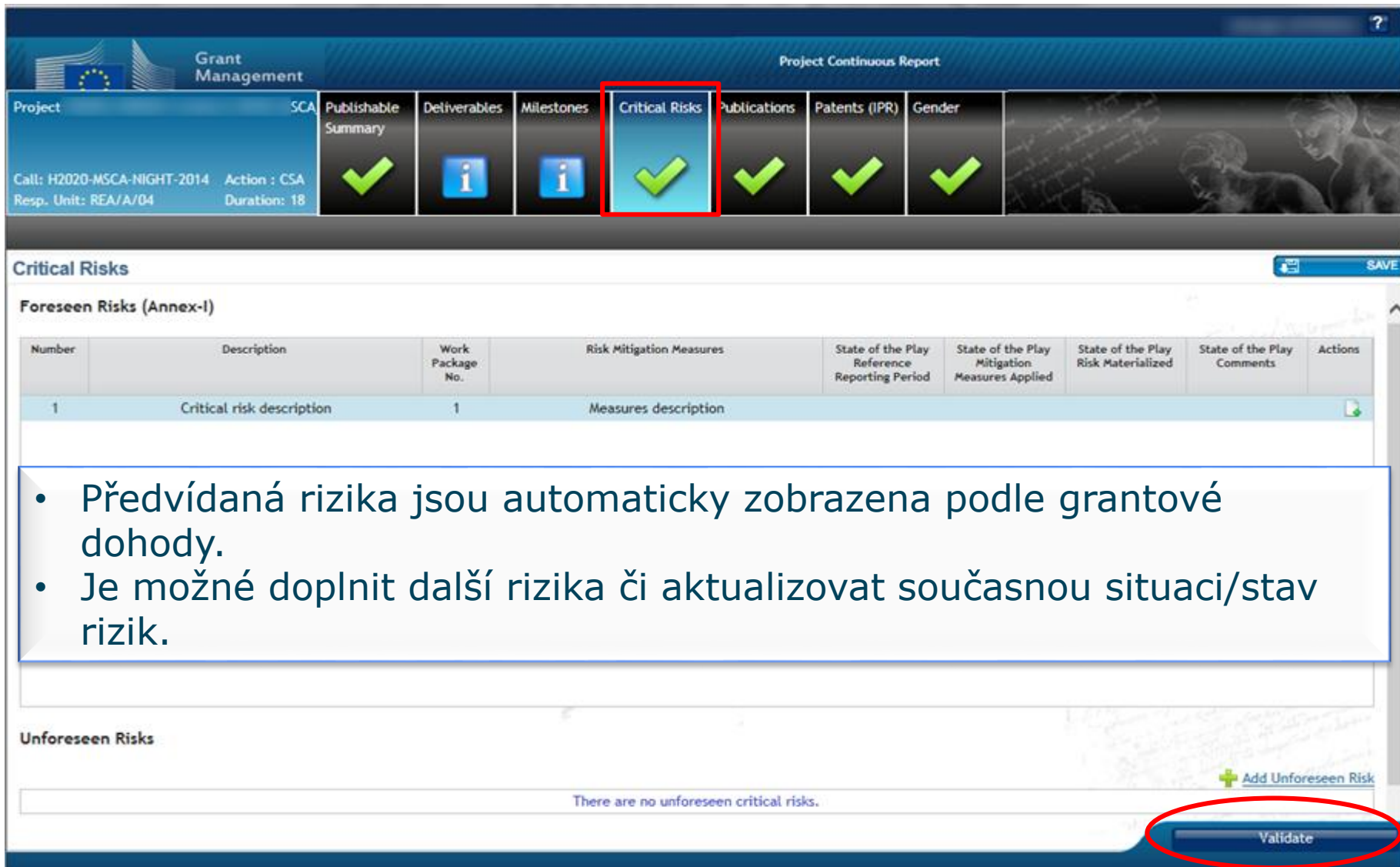
Numř	Name	Lead Beneficiary	Delivery Date (Annex I)	Achieved	Delivery Date (actual)	Comments
1	milestone name		2014-06-05	<input type="checkbox"/>	<input type="text"/>	

[Validate]

- Milestones jsou zobrazeny podle grantové dohody.
- Je nutné označit, zda byl Milestone splněn či nikoli a vybrat datum splnění.

Kontinuální Reporting

Critical Risks



The screenshot displays the 'Project Continuous Report' interface. At the top, there is a navigation bar with 'Grant Management' and 'Project Continuous Report'. Below this, a row of icons represents different report sections: Publishable Summary, Deliverables, Milestones, Critical Risks (highlighted with a red box), Publications, Patents (IPR), and Gender. Each icon has a green checkmark, indicating that all sections are complete. The 'Critical Risks' section is expanded, showing a table of 'Foreseen Risks (Annex-I)'. The table has columns for Number, Description, Work Package No., Risk Mitigation Measures, State of the Play Reference Reporting Period, State of the Play Mitigation Measures Applied, State of the Play Risk Materialized, State of the Play Comments, and Actions. A single row is visible with the number '1', a description 'Critical risk description', and 'Measures description'. Below the table, there is a section for 'Unforeseen Risks' with a message 'There are no unforeseen critical risks.' and a '+ Add Unforeseen Risk' button. At the bottom right, a 'Validate' button is circled in red.

Critical Risks SAVE

Foreseen Risks (Annex-I)

Number	Description	Work Package No.	Risk Mitigation Measures	State of the Play Reference Reporting Period	State of the Play Mitigation Measures Applied	State of the Play Risk Materialized	State of the Play Comments	Actions
1	Critical risk description	1	Measures description					

Unforeseen Risks

There are no unforeseen critical risks.

[+ Add Unforeseen Risk](#)

Validate

- Předvídaná rizika jsou automaticky zobrazena podle grantové dohody.
- Je možné doplnit další rizika či aktualizovat současnou situaci/stav rizik.



TECHNOLOGICKÉ
CENTRUM AV ČR

Kontinuální Reporting

Publications (varianta č. 1 Open Aire)

Grant Management Project Continuous Report

Project: HORIZON 2020
Call: H2020-EE-2014-2-RIA Action: RIA
Resp. Unit: REA/B/01 Duration: 60

Publishable Summary ✓ Deliverables i Milestones i Critical Risks ✓ Publications ✓ Patents (IPR) ✓ Gender ✓

Publications

This project does not currently have any scientific publication

Suggested Publication from Open Aire (19 publications)

No.	Type	Title	Authors	Title of the Journal/Proc./Book	Date of Acceptance	D.O.I.	Non-D.O.I. Weblink	Actions
5	Article				01/01/2014			✕
6	Article				27/12/2013			✕
7	Article				05/06/2013			✕
8	Article				20/03/2013			✕
9	Article				01/01/2013			✕
10	Article				01/01/2013			✕
11	Article				01/01/2013			✕
12	Article				01/01/2013			✕
13	Article				05/11/2012			✕
14	Article				04/09/2012			✕

Project Publications (0 publications)

Manually Add Publication

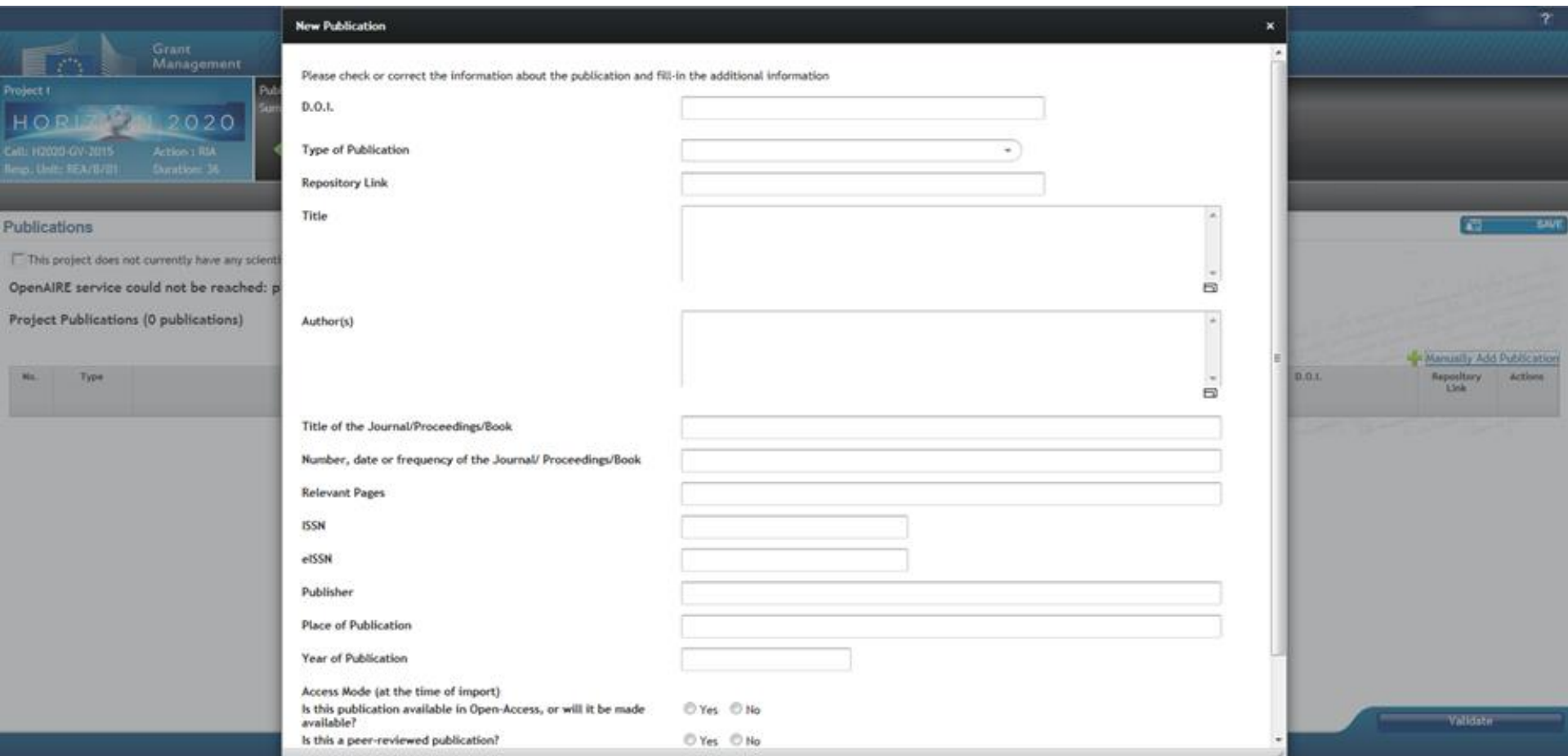
No.	Type	Title	Authors	Title of the Journal/Proc./Book	Number, date or freq. of the Journal/Proc./Book	D.O.I.	Repository Link	Actions
-----	------	-------	---------	---------------------------------	---	--------	-----------------	---------

Validate

- z Open Aire se automaticky nahrají publikace, které patří k projektu
- Open Aire identifikuje také příbuzné publikace, které citovaly/jmenovaly daný projekt
- Je nutné potvrdit, zda jsou tyto publikace výsledkem projektu – přesunou se z listu „suggested“ do listu „project“ – tím se stanou součástí Periodic Report.

Kontinuální Reporting

Publications (varianta č. 2 - manuální vyplnění)



New Publication

Please check or correct the information about the publication and fill-in the additional information

D.O.I.

Type of Publication

Repository Link

Title

Author(s)

Title of the Journal/Proceedings/Book

Number, date or frequency of the Journal/ Proceedings/Book

Relevant Pages

ISSN

eISSN

Publisher

Place of Publication

Year of Publication

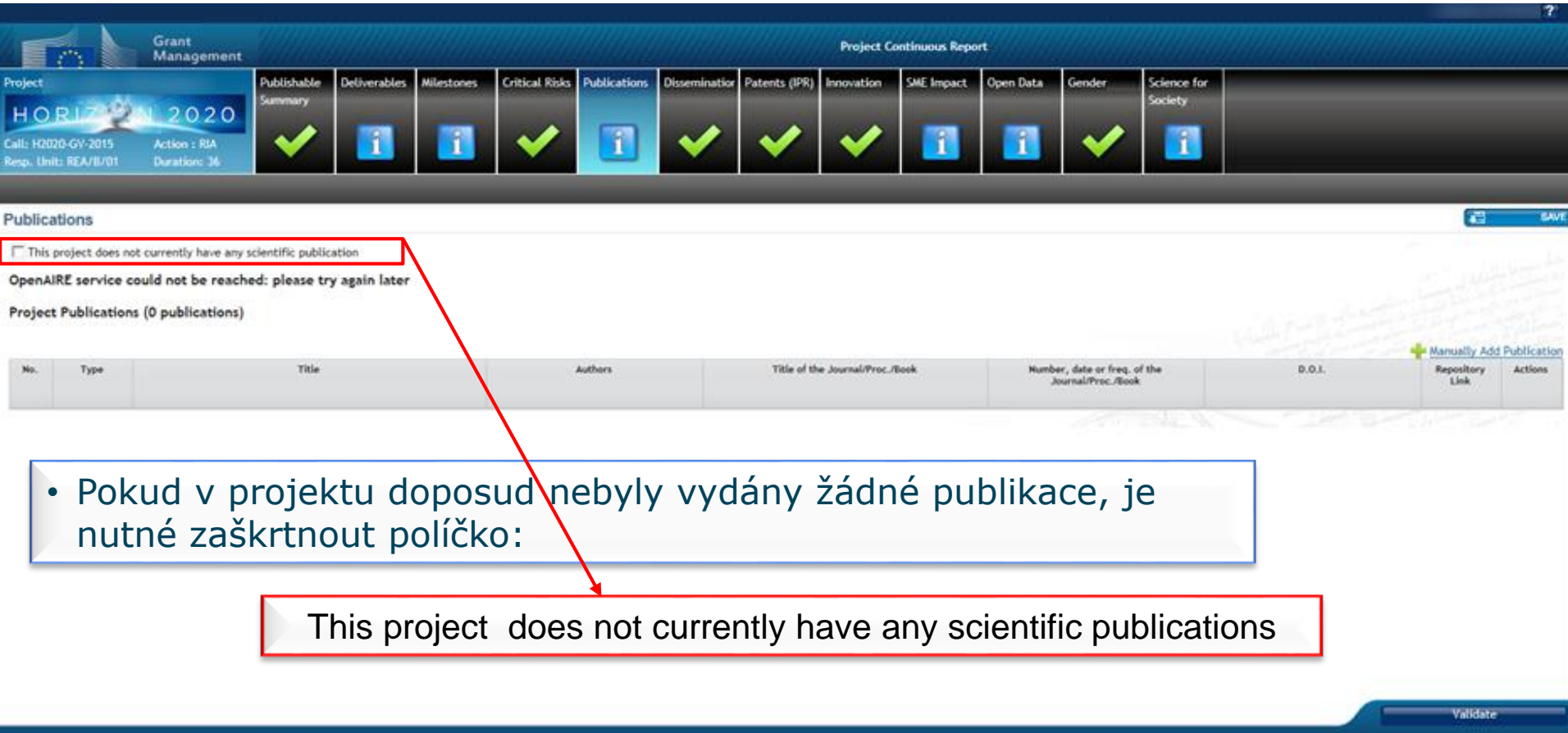
Access Mode (at the time of import)

Is this publication available in Open-Access, or will it be made available? Yes No

Is this a peer-reviewed publication? Yes No

- Je nutné vyplnit všechna pole manuálně nebo za pomoci DOI publikace (zbylá pole se vyplní automaticky).

Kontinuální Reporting Publications



Grant Management | Project Continuous Report

Project: HORIZON 2020
Call: H2020-GV-2015 | Action: RIA
Resp. Unit: REA/B/01 | Duration: 36

Publications: This project does not currently have any scientific publication

OpenAIRE service could not be reached: please try again later

Project Publications (0 publications)

No.	Type	Title	Authors	Title of the Journal/Proc./Book	Number, date or freq. of the Journal/Proc./Book	D.O.I.	Manually Add Publication	Repository Link	Actions
-----	------	-------	---------	---------------------------------	---	--------	--------------------------	-----------------	---------

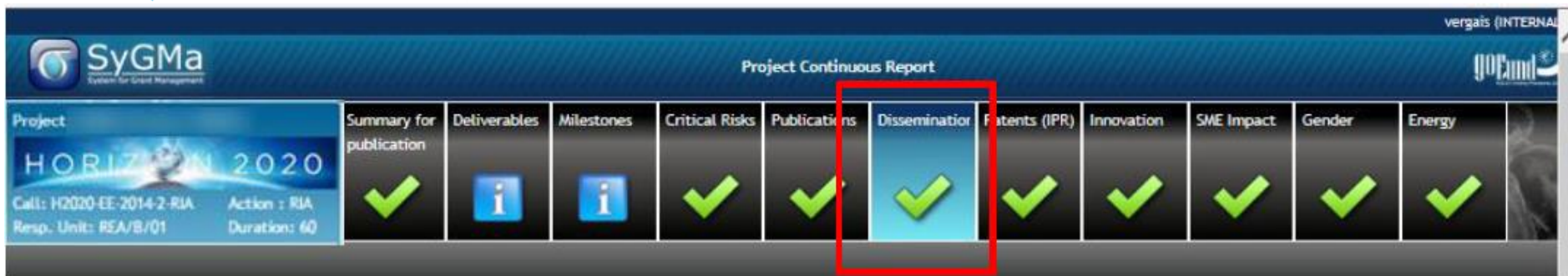
Validate

- Pokud v projektu doposud nebyly vydány žádné publikace, je nutné zaškrtnout políčko:

This project does not currently have any scientific publications

Kontinuální Reporting

Dissemination & Communication activities



Dissemination & Communication Activities

Specify the total funding amount used for Dissemination and Communication activities linked to the project

Total Funding Amount 123,128.76 €

Specify the number of Dissemination and Communication activities linked to the project

for each of the following categories

Organisation of a Conference	0
Organisation of a Workshop	2
Press release	6
Non-scientific and non-peer-reviewed publication (popularised publication)	1
Exhibition	0
Flyer	1
Training	0
Social Media	4
Website	1
Communication Campaigns (e.g. Radio, TV)	1

- Pokud není možné identifikovat přesný rozpočet alokovaný na diseminační a komunikační aktivity, postačí jeho kvalifikovaný odhad.

Kontinuální Reporting Patents

Grant Management

Project Continuous Reporting

Project	Summary for publication	Deliverables	Milestones	Critical Risks	Publications	Dissemination	Patents (IPR)	Innovation	SME Impact	Gender	Energy
 Call: H2020-EE-2014-2-RIA Resp. Unit: REA/B/01 Action: RIA Duration: 60	✓	i	i	✓	✓	✓	✓	✓	✓	✓	✓

Patents (IPR) SAVE

This project does not have any Registered Intellectual Property Right yet

! Important! If a filed application is rejected by the IPR authority during the course of the EU funded action (the project's duration) then you must remove the concerned item from the IPR list

There are no Intellectual Property Right registered.

 Add IPR

Important! If a filed application is rejected by the IPR authority during the course of the EU funded action (the project's duration) then you must remove the concerned item from the IPR list

There are no Intellectual Property Right registered.

New Intellectual Property Right

Intellectual Property Right Type and Confidentiality | Application Reference Code | IPR Common Data

Intellectual Property Right Type and Confidentiality

Type *

IPR is Confidential

* mandatory fields

- Patent
- Trademark
- Registered Design
- Utility Model
- Other

▶ Next Cancel

Project Continuous Report

Project: HORIZON 2020
Call: H2020-EE-2014-2-RIA Action: RIA
Resp. Unit: REA/B/Q1 Duration: 60

Summary for publication	Deliverables	Milestones	Critical Risks	Publications	Dissemination	Patents (IPF)	Innovation	SAE Impact	Gender	Energy
✓	i	i	✓	✓	✓	✓	✓	✓	✓	✓

Innovation

Does the project include the following activities and, if so, how many of each? [i](#)

Prototypes	0
Clinical Trials	0
Testing Activities (Feasibility/Demo)	0

Will the project lead to launching one of the following into the market? [i](#)
(please tick all relevant boxes)

- New product (goods or service)
- New process
- New method

How many private companies in your project have introduced or are planning to introduce innovations?
(within the project lifetime or 3 years thereafter)

Companies introducing innovation(s) new to the market:	0
How many of these are SMEs?	0
Companies introducing innovation(s) new to the company:	0

Kontinuální Reporting Gender

Grant Management | Project Continuous Report

Project | Publishable Summary | Deliverables | Milestones | Critical Risks | Publications | Patents (IPR) | **Gender**

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

✓ | i | i | ✓ | ✓ | ✓ | ✓

Gender

Gender Dimension in the Project

• Does the project include a gender dimension in research? Yes No

Gender dimension in research is a concept regrouping the various elements concerning biological characteristics and social/cultural factors of both women and men into the development of research policies, programmes and projects.

Gender of R&D participants involved in the project

Please include in the count the participants working for Third Parties (if appropriate)

Participants are defined as people actively participating and paid by the EU project.

Organisation	a	Number of Female participants	Number of Male participants	Total Number of participants
1 -				0
2 -				0

Specifika ENERGY projektů – kontinuální reporting i část A Periodic Report

[Option for Projects under societal challenge 3 "Secure, clean and efficient energy"]

11. Energy

Indicators	Calls under Societal challenge 3 "Secure, clean and efficient energy"	Results
<i>[Option for projects under the calls "Energy efficiency" and "Smart cities and communities" only 1- Primary energy savings triggered by the project funded.]</i>	<i>For projects under the call "Energy efficiency" and the call "Smart cities and communities" only.</i>	[insert amount (quantification (GWh/year per million €)]
<i>[Option for projects under the calls "Energy efficiency" and "Competitive low-carbon energy" 2- Total additional investments in sustainable energy triggered by the project within its duration.]</i>	<i>Investments triggered by projects under the call "Energy efficiency" and investments triggered by projects under the call "Competitive low-carbon energy".</i>	[insert amount in Mio €]
<i>[Option for projects under the call "Smart cities and communities" only 3- City investments - Total additional investment for prototypes or roll-out of innovative SCC concepts, business models, technologies and infrastructures (specifically in Follower Cities) triggered by the project.]</i>	<i>For projects under the call "Smart cities and communities" only.</i>	[insert amount in Mio €]

To vše pomůže projektovému úředníkovi měřit průběh projektu...

H2020 key performance indicators

- Diseminace – počet událostí týkající se komunikace
- Patenty
- Inovace – prototypy, klinické studie, testování, nové produkty, metody
- Gender – počet mužů a žen
- ENERGY – míra energetických úspor, výsledky projektu

- a další podle tematické oblasti projektu...

Periodic Reporting
Technická část
(ukázka)

Periodický reportingový nástroj

MY PROJECT

HORIZON 2020

Call: H2020-MSCA-NIGHT-2014
Type of Action: CSA
Acronym:

Current Phase: Grant Management

Number:

Duration: 18 months
Start Date: 2014-02-19
Estimated Project Cost: €422,375.00
Requested EU Contribution: €2.00
Contact:

[Latest Legal Data](#)
[Process List](#)
[Document Library](#)
[Communication Center](#)

[H2020 ONLINE MANUAL](#)

[HOW TO](#)

Launch new intera

Periodic Reporting period 02/2014 08/2015 17 Aug 2015

Draft Submitted Reviewed Paid

- Technical Part of Periodic Report contribution [Lock for review](#)
- Financial Statement drafting [Lock for Review](#)
- Periodic Report 1 projectNo composition [Submit to EU](#)

Process specific documents
Process specific communications

Proposal Management & Grant Preparation 17 Aug 2015

Submitted Informed Invited Prepared Signed Completed

- GA Declaration - signature [Sign](#)

Process specific documents
Process specific communications

Continuous Reporting 01 Feb 2014

Started Completed

- Continuous reporting data

Process specific documents
Process specific communications

MY PROJECT

HORIZON 2020

Call: H2020-MSCA-NIGHT-2014

Type of Action: CSA

Acronym:

Current Phase:

Management:

Number:

Duration:

Launch new interaction with the EU +

Periodic Reporting
- period 02/2014
> 08/2015

19 Aug 2015



Draft

Submitted

Reviewed

Paid



Technical Part of Periodic Report contribution

Lock for review



Financial Statement

drafting

Lock for Review



Periodic Report 1 projectNo composition

Submit to EU

- Část A je generována automaticky z kontinuálního reportu, proto musí být tyto informace aktuální před uzamčením „Lock for review“.
- **Část B** je šablona, která se nahrává do systému v PDF verzi.

Project Periodic Report

Project

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

Report Core



Deliverables



Milestones



Critical Risks



Publications



Patents (IPR)



Gender

Financial
Statements

Report Core

SAVE

Number	Attachment	Actions	Template
1	Explanation of the work - Overview of progress	No file selected	

Upload an attachment for the Technical Report

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

MY PROJECT
HORIZON 2020
Call: H2020-MSCA-NIGHT-2014
Type of Action: CSA
Acronym:
Current Phase: Grant Management
Number:
Duration: 18 months
Start Date: 2014-02-19
Estimated Project Cost: €422,375.00

Periodic Reporting
> 08/2015
period 02/2014
19 Aug 2015
Draft Submitted Reviewed Paid

Technical Part of Periodic Report contribution Lock for review

Financial Statement drafting Lock for Review

Periodic Report 1 projectNo composition Submit to EU

Process specific documents

Process specific communications

- Jakmile je technická zpráva kompletní, **koordinátor** ji uzamkne pro úpravy (tlačítko „**Lock for review**“)
- Zmáčknutím tlačítka dojde k vygenerování **finálního PDF dokumentu**. Koordinátor by se měl před uzamčením zprávy přesvědčit, že všechna data vložená prostřednictvím kontinuálního reportingového nástroje jsou aktuální!

Periodic Reporting
REP-~~123456789~~ - period 10/2013
> 03/2015

06/10/2014

Draft Submitted Reviewed Paid

Technical Part of Periodic Report review

Unlock to draft Accept & Include

Periodic Report 1 projectNo ~~123456789~~ composition

Submit to EU

Documents

Messages

- Vygenerovaný PDF dokument může koordinátor schválit k odeslání EK (tlačítko „Accept & Include“) nebo jej může odemknout pro další úpravy (tlačítko „Unlock to draft“)



MY PROJECT



Call: H2020-MSCA-NIGHT-2014
 Type of Action: CSA
 Acronyms:
 H2020_MSCA_NIGHT
 Current Phase: Grant
 Management
 Numbers:
 Duration: 18 months
 Start Date: 2014-04-03
 Estimated Project Cost:
 €422,375.00
 Requested EU Contribution:
 €20.00
 Contact:

Latest Legal Data


Process List

Launch new interaction with the EU 

Periodic Reporting - period 04/2014 05 Oct 2015


> 10/2015


Draft Submitted Reviewed Paid

 Periodic Report 1 projectNo composition **Submit to EU**

Process specific documents Periodic Report 1 project No ✕

Process specific communications

 **Proposal Management**
 Preparation
 H2020_MSCA_NIGHT

 **GA Declaration**

I agree with the conditions **Submit to EU**

Process specific documents

Process specific communications

By submitting this Report, the Coordinator is aware that the Financial Statements of

- Financial Statement [redacted]

are not being included and therefore their costs will not be considered for the interim payment.

- Jakmile jsou technická i finanční část průběžné zprávy schváleny, koordinátor zasílá zprávu EK prostřednictvím tlačítka „Submit to EU“.

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 

Semináře pro koordinátory - *video záznamy*



- 14. února 2017, Brusel
 - **Téma:** Dodatky ke GA, Reporting a platby
 - odkaz na **video záznam:**
<https://ec.europa.eu/digital-single-market/events/cf/coordinators-day-amendments-reporting-and-payments/register.cfm>

- 1. března 2017, Brusel
 - **Téma:** Příprava Grantové dohody
 - odkaz na **video záznam:**
<https://ec.europa.eu/digital-single-market/events/cf/coordinators-day-grant-agreement-preparation/register.cfm>



EC Communication Campaign: Horizon 2020 Financial Rules

LIVE
STREAM

Kdy: 9.6.2017 10:00 — 16:00


Kde: Praha, TC AV ČR



Finanční dotazy: lojkova@tc.cz; horniecka@tc.cz

Právní dotazy: kotoucek@tc.cz;

Užitečné odkazy: www.tc.cz; www.h2020.cz

 [H2020_Czech](https://twitter.com/H2020_Czech)

Vaše podněty, komentáře, připomínky prosím zasílejte na finance@tc.cz.