



EUROPEAN
COMMISSION

Community research

Informationsveranstaltung
30. September 2010
Wien

RP7- Projektberichterstattung

Peter Härtwich
Europäische Kommission
Generaldirektion Forschung





Reference documents

1 – Model grant agreement

- Grant Agreement (GA): Article 4.
- Annex II of GA: Parts II.4, II.5, II.23.

2 – Guidance notes

- For Project Reporting

3 – Guide to financial issues



FP7 model grant agreement Annex II (general conditions) Reporting requirements

During the project :

- Periodic report within 60 days after the end of each reporting period
- Deliverables (identified in Annex I of the Grant Agreement, according to the timetable specified in the Deliverables list : ***scheduled preferably on the basis of the periodic reporting roadmap***).

NB: publications/patents/foregrounds

Within 60 days after the end of the project:

- Last project periodic report
- Final report

30 days after reception of final payment:

- Report on distribution of EC contribution



Reporting requirement

During the course of the project

Periodic project report (also for final period)

1. DECLARATION BY THE SCIENTIFIC REPRESENTATIVE OF THE PROJECT'S COORDINATOR
2. PUBLISHABLE SUMMARY (not more 4 pages, suitable for publication)
3. CORE OF THE REPORT
 - 3.1 PROJECT OBJECTIVES FOR THE PERIOD
 - 3.2 WORK PROGRESS AND ACHIEVEMENTS DURING THE PERIOD
 - 3.3 PROJECT MANAGEMENT
4. DELIVERABLES AND MILESTONES TABLES
5. EXPLANATION OF THE USE OF THE RESOURCES

6. FINANCIAL STATEMENT, (form C) per beneficiary; plus summary financial report
7. CERTIFICATES



Reporting requirement After the course of the project

Final report

1. FINAL PUBLISHABLE SUMMARY REPORT
2. DISSEMINATION AND USE OF FOREGROUND
 - 2.1. Dissemination activities
 - 2.2. Publications peer reviewed
 - 2.3. Applications for patents, Trademarks, Registered designs, etc
 - 2.4. Use of foregrounds: Exploitable foreground and plans for exploitation
3. REPORT ON SOCIETAL IMPLICATIONS



Reporting requirement

30 days after reception of the final payment

Final report on the distribution of the European Union financial contribution

This report shall be submitted to the Commission within 30 days after receipt of the final payment of the Community financial contribution.

Report on the distribution of the European Union financial contribution between beneficiaries

- Name of each beneficiary
- Final amount of EU contribution per beneficiary in Euros
- Total of EC contribution



How to submit the reports?

By electronic means:

Via the **Participant Portal** :

- **Periodic & Final reports / deliverables, etc.**
(DG RTD/ENTR into SESAM ; INFISO into NEF)*
- **Financial reports : Forms C**
(DG RTD/ENTR into FORCE, INFISO into NEF)

** The signed self declaration of the coordinator sent electronically via SESAM*

By normal post (to the mail address indicated in article 8 of the GA) in parallel to the electronic submission:

ONLY:

- the signed Forms C (prepared and submitted via the web-based tools)
- Certificates on financial statements (if applicable)



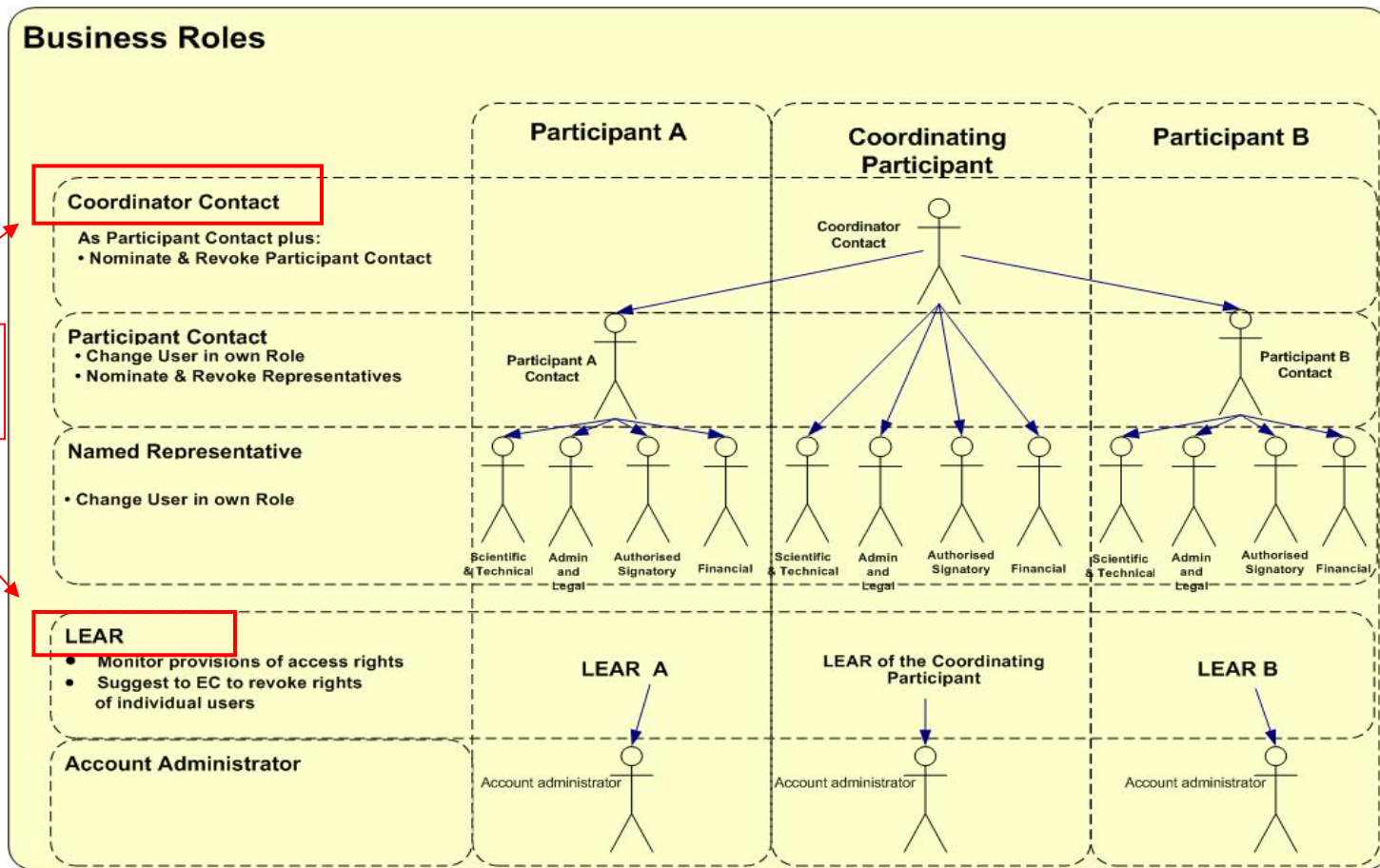
Access to the Participant Portal

<http://ec.europa.eu/research/participants/portal/>

- **Participant Portal : One single entry point for:**
 - **All external stakeholders** (LEARs, coordinators, beneficiaries...)
 - **Handling all grant-related actions** (Access to unique legal entity registration, negotiation, amendments, financial and scientific reporting)
 - **Role-based authorization** (Identity and access management – IAM)
 - **Result: personalised services on the Portal**



Identity and access management



COM control

**LOGIN**[Login](#)

You don't have an ECAS account yet?
Please [register](#)

ECAS help is available [here](#).

Portal registration demo is available [here](#)

FAQ

The answers to the most frequent questions that are submitted to the [eFP7 service desk](#).

See the [online user manual](#)

Watch the demonstration of the Participant Portal:

- [Introduction](#)
- [For all users](#)
- [For LEARs](#)
- [For Coordinators](#)
- [Getting support](#)

You can consult [FAQs](#)

[>> read more](#)

WHAT'S NEW**Participant Portal v1.2**

- Support for participant contacts on a project (new roles)
- Reviewed layout of the Organisations and MyProjects tabs
- New contact Form
- New tab called My Roles displaying your roles known by the Participant Portal

[>> read more](#)

WELCOME

Welcome to the Participant Portal

The **Participant Portal** will become your single entry point of interaction with the Research Directorates-General of the European Commission. It will host a full range of services that **facilitate the monitoring and the management of your proposals and projects** throughout their lifecycle.



What does it offer today?

- You can **register your organisation's data** in the **Unique Registration Facility** (URF), avoiding redundant requests for information;
- After registration you will receive a **Participant Identification Code** (PIC) that uniquely identifies your organisation. You can use it to maintain your organisation's details and monitor its status in the processes of electronic proposal submission and negotiation;
- You can also **check whether your organisation has already registered** and if so, retrieve the PIC that has already been assigned;
- The appointed representative of your organisation, called the **LEAR** (Legal Entity Appointed Representative) **can provide and update relevant legal & financial data** via the portal.

Other functionalities are currently implemented as pilot services:

- All visitors may search for **FP7-related support documents**;
- LEARs may access the **list of projects** associated with their organisation, including project details and the status of amendments.

How does it work?

Except for the FP7 documentation and the PIC search function, **access to the Portal and its underlying services** requires an **ECAS account**.

Do you already have an ECAS account?

- Please [log in](#)
- "My organisations" and "My projects" tabs will appear
- Under "My organisations":
 - You may **register your organisation's data and obtain a PIC**
 - LEARs may **update their organisation's data**
 - LEARs may access the **list of projects** of their organisation
- Under "My projects":
 - Coordinators will soon be able to access the list of their projects.



Services after ECAS login

A to Z | Sitemap | Search | About this site | Contact | Legal Notice | English (en)

RESEARCH - Participants

European Commission > Research > Participant Portal

[Home](#) | [My Organisations](#) | [My Projects](#) | [My Roles](#) | [FP7 Documentation](#) | [Support](#)

LOGIN

[Change Password](#)
[Logout](#)

User: test PORTAL

ECAS help is available [here](#).

Portal registration demo is available [here](#).

PROCESSES

Manage Organisations

Search an organisation

Register an organisation

Manage organisation data

Identify Opportunities

Read FP7 related documentation

Negotiations

Browse and/or manage negotiations

Grant Execution

Browse and/or access grants

Manage amendments

Periodic reporting

Manage scientific deliverables

Others

Manage roles and delegations

Support

FAQ

The answers to the most frequent questions that are submitted to the [eFP7 service desk](#).

See the [online user manual](#)

Watch the demonstration of the Participant Portal:

- [Introduction](#)
- [For all users](#)
- [For LEARs](#)
- [For Coordinators](#)
- [Getting support](#)

You can consult [FAQs](#)

[>> read more](#)

WHAT'S NEW

Participant Portal V2.0 (11/2009) containing

- the support of the role management
- a reviewed layout of the home page
- a reviewed layout of the My Project tab
- a reviewed layout of the My Roles tab
- a new support tab

[>> read more](#)



Access to reporting functions

- Via the Participant Portal, with an ECAS ID
 - Original provisioning of roles: persons identified in NEF during negotiation

The screenshot shows the 'Research Participant Portal' in a Windows Internet Explorer browser. The page title is 'European Commission RESEARCH - Participants'. The navigation menu includes 'Home', 'My Organisations', 'My Projects', 'My Roles', 'FP7 Documentation', and 'Support'. The 'My Projects' tab is selected, and the 'Active' sub-tab is also selected. The main content area displays a 'PROJECT LIST FOR KONSTANTINOS FLOKOS'. A message states: 'The list displayed below might not be the exhaustive list of the FP7/CIP projects associated with your organisation. Only the projects for which on-line services are available through the Participant Portal for the specific user are currently presented. Technical work is ongoing to resolve this limitation. If you are a LEAR of your organisation, please visit the tab My Organisations and follow the link "View projects" to have the list of projects linked to your organisation.'

PAGE 1 OF 1 FIRST/PREVIOUS NEXT/LAST

Acronym	CallID	Prog.	Project ID	Roles	
INNOSHADE	FP7-NMP-2007-LARGE-1	FP7	200431	Reporting & Deliverables	Financial Reporting
DEVANI	FP7-HEALTH-2007-A	FP7	200481	Reporting & Deliverables	Financial Reporting
3D NanoChemiscope	FP7-NMP-2007-SME-1	FP7	200613	Reporting & Deliverables	Financial Reporting
MMOTION	FP7-Fission-2007	FP7	211388	Reporting & Deliverables	Financial Reporting
MUST	FP7-NMP-2007-LARGE-1	FP7	214281	Reporting & Deliverables	Financial Reporting





Upload Deliverables

- List of deliverables is retrieved from grant agreement
- Other deliverables unforeseen may also be uploaded
- User just has to upload the content

Instrument CP-CSA - Combination of CP & CSA

Project Information 211382

Username flokoko

Submitted deliverables

Deliverable N°	Title	Version	WP n°	Lead beneficiary	Nature	Dissemination level	Delivery date from Annex I (proj month)	Actual date	Status	Status Date	Contractual	Action
1	Quality-controlled datasets of carbonate chemistry and other chemical variables (over time and space)	1.0						06/01/2010	Received		Yes	
2	Workshop on standardised experimental protocols to study the effect of ocean acidification on calcification, and agreement on methodologies	1.0						06/01/2010	Received		Yes	

Deliverables in progress

Deliverable N°	Title	Version	WP n°	Lead beneficiary	Nature	Dissemination level	Delivery date from Annex I (proj month)	Forecast date	Status	Status Date	Contractual	Action
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Upload Other



Register publications, patents, foreground

- Tables of structured entries
- Participants may also contribute
- Coordinator validates and submits
- Tables are used in final report

Publications List

Title
 Main Author
 Title of the periodical or the series
 Number, date or frequency
 Publisher
 Place of publication
 Date of publication Syntax: dd/mm/yyyy
 Relevant pages
 Permanent identifiers (if available)
 Open access is/will be provided to this publication Yes No
 Embargo period (months)

Project Publications

Nº	Title	Main Author	Title of the periodical or the series	Number, date or frequency	Publisher	Place of publication	Date of publication	Relevant pages	Permanent identifiers (if available)	Open access is/will be provided to this publication	Embargo period (months)	Embargo expiration date	Status	Actions	Order
1	Nanotechnology radar thermal management	Falassi C	Aerospace and Electronic Systems Magazine, IEEE	Volume: 24, Issue: 12	IEEE	NA	01/12/2009	11-16	ISSN: 0885-9988	Yes	0	01/12/2009	VALIDATED	update delete	

Exploitable Foregrounds List

Short title
 Exploitable Foreground (description)
 Exploitable product(s) or measure(s)
 Sector(s) of application
 Timetable, commercial use
 Patents or other IPR exploitation (licenses)
 Owner & Other Beneficiary(s) involved

Project Exploitable Foregrounds

Short Title	Exploitable Foreground (description)	Exploitable product(s) or measure(s)	Sector(s) of application	Timetable for commercial use	Patents or other IPR exploitation (licenses)	Own Beneficiary
-------------	--------------------------------------	--------------------------------------	--------------------------	------------------------------	----------------------------------------------	-----------------

List of applications for Patents, Trademarks, Registered designs, etc.

Type of IP Rights: Patents, Trademarks, Registered designs, Utility models, etc
 Application reference(s) (e.g. EP123456)
 Subject or title of application
 Applicant(s) (as on the application)
 URL of application

Project Patents

Type of IP Rights: Patents, Trademarks, Registered designs, Utility models, etc	Application reference(s) (e.g. EP123456)	Subject or title of application	Applicant(s) (as on the application)	URL of application	Status	Actions
Patent	EP123456	LIBRARY OF VISUALIZATION	IBM CORPORATION	https://register.epoline.org/epoagent/application?number=EP2013000000	VALIDATED	update delete



Periodic Report

- General information (prefilled)
- Declaration by Scientific Representative (to be signed electronically)
- Publishable Summary
- Core of the Report (PDF document to be uploaded)
- List of deliverables (prefilled from NEF - Part B) & milestones
- Explanation on the Use of Resources (list of participants prefilled)
- Mandatory fields checked upon submission

You are here: > [FP7 Home](#) > Project Management > Project Periodic Report

Project Periodic Report

INSTRUCTIONS

- The fields marked with a red star are obligatory.
- The fields marked with a green star are obligatory under some condition.
- After completion, press the 'submit' button to submit the report.
- You may use the 'save' button at any time to save a report and continue its editing later.
- Decimal numbers should be indicated by a dot and not by a comma (i.e. 3.5 and not 3,5).

GENERAL INFORMATION

Grant Agreement number:	211382
Project acronym:	FAIR
Project title:	Facility for Antiproton and Ion Research
Funding Scheme:	FP7-CP-CSA-Infra
Date of latest version of Annex I against which the assessment will be made:	29/07/2008
Period number:	<input type="radio"/> 1st <input checked="" type="radio"/> 2nd <input type="radio"/> 3rd <input type="radio"/> 4th <input type="radio"/> 5th <input type="radio"/> 6th <input type="radio"/> 7th <input type="radio"/> 8th
Period covered - start date:	* <input type="text" value="01/02/2009"/>
Period covered - end date:	* <input type="text" value="31/07/2010"/>
Name of the scientific representative of the project's coordinator and organisation (1):	Dr. Juergen Eschke, GESELLSCHAFT FUER SCHWERIONENFORSCHUNG MBH.
Tel:	<input type="text"/>
Fax:	<input type="text"/>
E-mail:	j.eschke@gsi.de
Project website address(2):	<input type="text"/>





Periodic Report

✦ Declaration by the scientific representative of the project coordinator (1)

I, as scientific representative of the coordinator (1) of this project and in line with the obligations as stated in Article II.2.3 of the Grant Agreement declare that:

- The attached periodic report represents an accurate description of the work carried out in this project for this reporting period;
- The project (tick as appropriate):

- has fully achieved its objectives and technical goals for the period;
- has achieved most of its objectives and technical goals for the period with relatively minor deviations (3);
- has failed to achieve critical objectives and/or is not at all on schedule (4).

- The public website is up to date, if applicable.

• To my best knowledge, the financial statements which are being submitted as part of this report are in line with the actual work carried out and are consistent with the report on the resources used for the project (section 6) and if applicable with the certificate on financial statement.

• All beneficiaries, in particular non-profit public bodies, secondary and higher education establishments, research organisations and SMEs, have declared to have verified their legal status. Any changes have been reported under section 5 (Project Management) in accordance with Article II.3.f of the Grant Agreement.

Name of scientific representative of the Coordinator (1):

Date:

Signature of scientific representative of the Coordinator (1):

- (3) If either of these boxes is ticked, the report should reflect these and any remedial actions taken.
- (4) If either of these boxes is ticked, the report should reflect these and any remedial actions taken.

✦ 1. Publishable summary

This section will be edited by the Commission as such. The length of this part cannot exceed 4000 characters and has to include a summary description of the main results achieved so far, the expected final results and their potential impact and use (including the socio-economic impact and the wider societal implications of the project so far). This summary report has to be updated at the end of each reporting period.

* The project PEGASE is aiming at

....
.
....



Attached documents : Include where appropriate, one PDF document containing complementary documents such as diagrams or photographs and the project logo, illustrating and promoting the work of the project.



1. PUBLISHABLE SUMMARY

Suitable quality to enable direct publication by the Commission and should preferably **not exceed four pages**.

The publishable summary has to include all the distinct parts described below:

- A summary description of project context and objectives,
 - A description of the work performed since the beginning of the project and the main results achieved so far ,
 - The expected final results and their potential impact and use (including the socio-economic impact and the wider societal implications of the project so far),
 - The address of the project public website, if applicable
- In line with this, diagrams or photographs illustrating and promoting the work of the project, as well as relevant contact details or list of partners can be provided without restriction.

The publishable summary should be updated for each periodic report.



Periodic Report

SESAM - Form Editing Page FP7 - Windows Internet Explorer

http://dev10.cc.cec.eu.int:12001/quest/reportRedirect.do?actionType=&sessionId=3y5QLG1GkhB2yDvdsJlpQm8hQ2T1nbCVP7K4trMpp6nj9p8010YP%21-1778: sharepoint

File Edit View Favorites Tools Help

Time Log FP7 Deplo... SESAM... Microsoft ... https://w... QUEST-I... Create Is... http://hel... SESAM - ...

attach PDF

2. Core of the report

Please upload here a pdf document following the annotated structure below.

Section on objectives, results and management

Project objectives for the period

Please provide an overview of the project objectives for the reporting period in question, as included in Annex I of the Grant Agreement. These objectives are required so that this report is complete. Please include a summary of the recommendations from the previous reviews (if any) and indicate how these have been taken into account.

Work progress and achievements during the period

Please provide a concise overview of the progress of the work in line with the structure of Annex I of the Grant Agreement. For each work package -- except project management, which will be reported in the management section--please provide the following information:

- A summary of progress towards objectives and details for each task;
- Highlight clearly significant results;
- If applicable, explain the reasons for deviations from Annex I and their impact on other tasks as well as on available resources and planning;
- If applicable, explain the reasons for failing to achieve critical objectives and/or not being on schedule and explain the impact on other tasks as well as on available resources and planning (declaration by the project coordinator) ;
- a statement on the use of resources, in particular highlighting and explaining deviations between actual and planned person-months per work package and per beneficiary in Annex I (Declaration);
- If applicable, propose corrective actions.

Project management

Please use this section to summarise management of the consortium activities during the period. Management tasks are indicated in Articles II.2.3 and Article II.16.5 of the Grant Agreement. Amongst others, this section should include the following:

- Consortium management tasks and achievements;
- Problems which have occurred and how they were solved or envisaged solutions;
- Changes in the consortium, if any;
- List of project meetings, dates and venues;
- Project planning and status;
- Impact of possible deviations from the planned milestones and deliverables, if any;
- Any changes to the legal status of any of the beneficiaries, in particular non-profit public bodies secondary and higher education establishments, research organisations and SMEs;
- Development of the Project website, if applicable;
- Use of foreground and dissemination activities during this period (if applicable).

The section should also provide short comments and information on co-ordination activities during the period in question, such as communication between beneficiaries, possible co-operation for Grant Agreements related to infrastructures (Annex III of the Grant Agreement), the access provider shall include a section in the periodic reports on the access activity, indicating the amount of access provided to the user groups, with the description of their work, and the names and home institutions of users.

Attached documents: Include one PDF document following the annotated structure above.

attach PDF

3. Deliverables and milestones tables

Deliverables

(excluding the periodic and final reports)

Please list all the deliverables due in this reporting period, as indicated in Annex I of the Grant Agreement. Deliverables that are of a nature other than written "reports", such as "prototype" accompanied by a short report, so that the European Commission has a record of their existence. If a deliverable has been cancelled or regrouped with another one, please indicate this in the "Comments" column. This table is cumulative, that is, it should always show all deliverables from the beginning of the project.

Local intranet 100%

FRAMEWORK
GRAMME



2. CORE OF THE PROJECT

2.1 PROJECT OBJECTIVES FOR THE PERIOD

Please provide an overview of the project objectives for the reporting period in question, as included in Annex I of the Grant Agreement. These objectives are required so that this report is a stand-alone document.

Please include a summary of the recommendations from the previous reviews (if any) and indicate how these have been taken into account.

2.2 WORK PROGRESS AND ACHIEVEMENTS DURING THE PERIOD

Please provide a concise overview of the progress of the work in line with the structure of Annex I of the Grant Agreement.

For each work package -- except project management, which will be reported in another section, please provide the following information:

- *A summary of progress towards objectives and details for each task;*
- *Highlight clearly significant results;*
- *If applicable, explain the reasons for deviations from Annex I and their impact on other tasks as well as on available resources and planning;*
- *If applicable, explain the reasons for failing to achieve critical objectives and/or not being on schedule and explain the impact on other tasks as well as on available resources and planning (the explanations should be coherent with the declaration by the project coordinator) ;*
- *A statement on the use of resources, in particular highlighting and explaining deviations between actual and planned person-months per work package and per beneficiary in Annex I (Description of Work)*
- *If applicable, propose corrective actions.*



2.3 PROJECT MANAGEMENT

Please use this section to summarise management of the consortium activities during the period. Management tasks are indicated in Articles II.2.3 and Article II.16.5 of the Grant Agreement.

Amongst others, this section should include the following:

- *Consortium management tasks and achievements;*
- *Problems which have occurred and how they were solved or envisaged solutions;*
- *Changes in the consortium, if any;*
- *List of project meetings, dates and venues;*
- *Project planning and status;*
- *Impact of possible deviations from the planned milestones and deliverables, if any;*
- *Any changes to the legal status of any of the beneficiaries, in particular non-profit public bodies, secondary and higher education establishments, research organisations and SMEs;*
- *Development of the Project website, if applicable;*

The section should also provide short comments and information on co-ordination activities during the period in question, such as communication between beneficiaries, possible co-operation with other projects/programmes etc.



Periodic Report

For Grant Agreements related to infrastructures (Annex III of the Grant Agreement), the access provider shall include a section in the periodic reports on the access activity, indicating the amount of access provided to the user groups, with the description of their work, and the names and home institutions of users.

Attached document : Include one PDF document following the annotated structure above.

attach PDF

3. Deliverables and milestones tables

Deliverables (excluding the periodic and final reports)

Please list all the deliverables due in this reporting period, as indicated in Annex I of the Grant Agreement. Deliverables that are of a nature other than written "reports", such as "prototyp" accompanied by a short report, so that the European Commission has a record of their existence. If a deliverable has been cancelled or regrouped with another one, please indicate this in proposed, please indicate this in the column "Comments". This table is cumulative, that is, it should always show all deliverables from the beginning of the project.

TABLE 1. Deliverables (5)

Del. no.	Deliverable name	WP no.	Lead beneficiary	Nature	Dissemination level	Delivery date from Annex I (proj month)	Delivered Yes/No
1	Quality-controlled datasets of carbonate chemistry and other chemical variables (over time and space)						* <input checked="" type="radio"/> Yes <input type="radio"/> No
2	Workshop on standardised experimental protocols to study the effect of ocean acidification on calcification, and agreement on methodologies						* <input checked="" type="radio"/> Yes <input type="radio"/> No

Add or modify deliverables

Milestones Please complete this table if milestones are specified in Annex I of the Grant Agreement. Milestones will be assessed against the specific criteria and performance indicators as

TABLE 2. Milestones

Milestone no.	Milestone name	Work package no	Lead beneficiary	Delivery date from Annex I	Achieved Yes/No	Actual / Forecast
*	*	*	*	*	* <input type="radio"/> Yes <input type="radio"/> No	*

insert row delete row

4. Explanation of the use of the resources

Please provide an explanation of personnel costs, subcontracting and any major direct costs incurred by each beneficiary, such as the purchase of important equipment, travel costs, large packages.

There is no standard definition of "major direct cost items". Beneficiaries may specify these, according to the relative importance of the item compared to the total budget of the beneficiary. These can be listed in the following tables (one table by participant):

Table 3.1: Personnel, subcontracting and other major cost items for GESELLSCHAFT FUER SCHWERIONENFORSCHUNG MBH.

Work Packages	Item description	Amount in EUR (without decimals)
*	*	*

insert row delete row

Table 3.2: Personnel, subcontracting and other major cost items for FORSCHUNGSZENTRUM JULIUS KUCH GMBH



4. EXPLANATION OF THE USE OF THE RESOURCES

Please provide an explanation of personnel costs, subcontracting and any major direct costs incurred **by each beneficiary**, such as the purchase of important equipment, travel costs, large consumable items, etc. linking them to work packages.

There is no standard definition of "major direct cost items". Beneficiaries may specify these, according to the relative importance of the item compared to the total budget of the beneficiary, or as regards the individual value of the item. These can be listed in the following tables (**one table per participant/beneficiary**):

Table 3.1 Personnel, subcontracting and other major cost items for Beneficiary 1 for the period			
Work Package	Item description	Amount	Explanations
Ex: 2,5, 8, 11, 17*	Personnel costs	235000 €*	Salaries of 2 postdoctoral students and one lab technician for 18 months each*
5*	Subcontracting	11000 €*	Maintenance of the web site and printing of brochure*
8, 17*	Major cost item 'X'	75000 €*	NMR spectrometer*
11*	Major cost item 'Y'	27000€*	Expensive chemicals xyz for experiment abc*
	Remaining direct costs	15000€*	
	Indirect costs		
TOTAL DIRECT COSTS ^[1]		363000€*	

* The entries in italics are examples and purely for illustration

[1] Total direct costs have to be coherent with the direct costs claimed in Form C



EUROPEAN
COMMISSION

Community research

Periodic Report

cancel

save

submit

attachments

I have read and I agree with the following statement: The electronic submission of the report using the European Commission, in the context of the aforementioned research project. The European Commission will accept the information from you and proceed with its treatment. Consequently, submission of the same information via other channels than SESAM is considered as the valid one; versions sent in parallel via other channels will be ignored.

What is FP7?: FP7 step by step: Find a Call: Get Support: Find a Partner: Find a Document: Prepare &



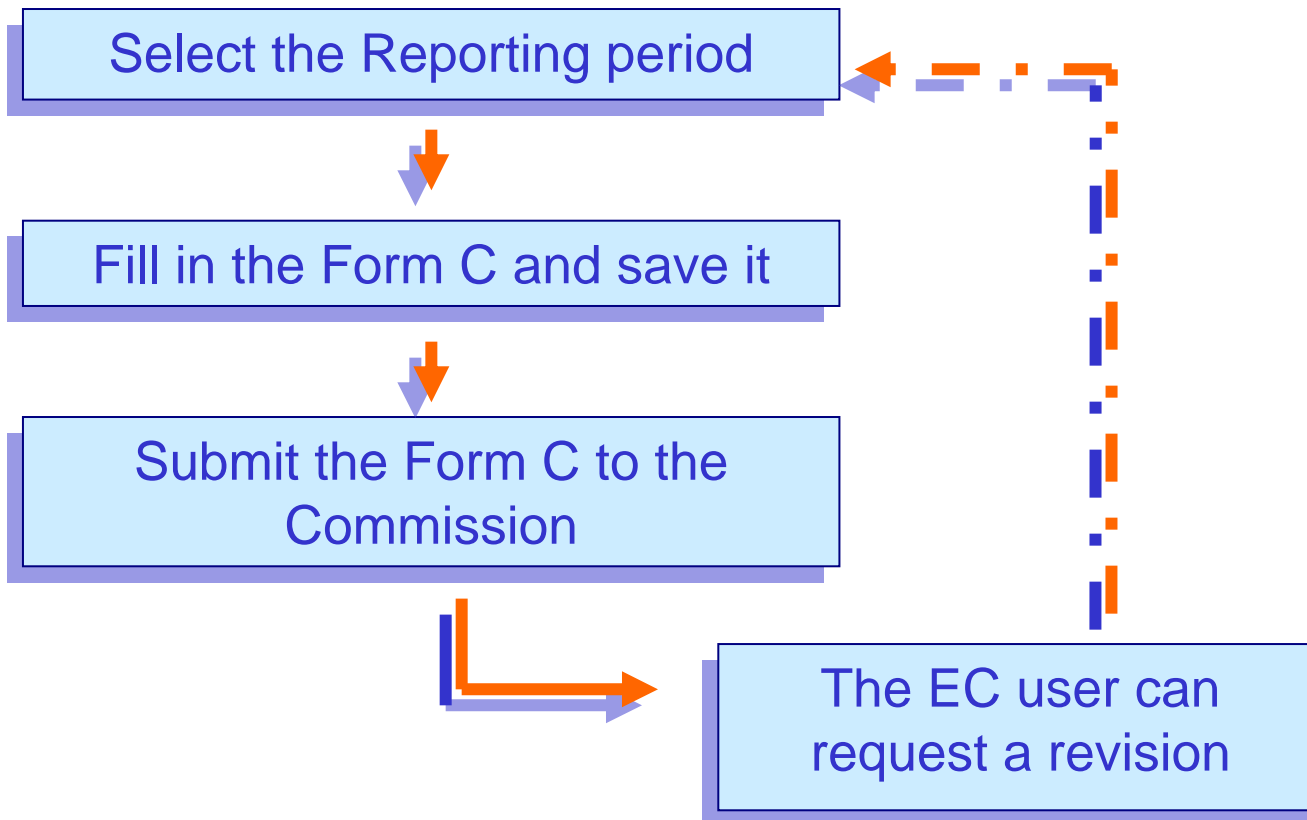
***The following table 4 is required only
for the funding schemes for Research for the benefit of SMEs***

Please provide a list of the actual cost incurred by the RTD performers during the performance of the work subcontracted to them. These costs refer only to the agreed 'Transaction'.

Table 4								
Name of RTD Performer	Number of person months	Personnel Costs	Durable equipment	Consumables	Computing	Overhead Costs	Other Costs	Total by RTD performer
TOTAL								



5. Financial Reports: Form C (FORCE or NEF) Workflow for the Coordinator





The web-based IT tool to work on the Forms C

Its use is MANDATORY in FP7. It presents several advantages:

- Less error prone than excel sheets
 - o Forms C are pre-filled containing the correct information of the grant, periods, beneficiaries
 - o Automatic verification whether requested EC contribution does not exceed maximum value that can be requested
 - o Allows the print of the Forms C and of the summary financial report
 - o Allows correction of the Forms C in case a revision is requested by the EC
- Forms C are automatically transferred to internal Commission module to treat them and to calculate the payment parameters



Select Reporting period

Form C Editor

[Reporting Periods](#) | [Submission History](#) | [Help](#) | [Logout](#)



Project Information

Project Acronym	<input type="text" value="AQUAMAX"/>	Contract No	<input type="text" value="16249"/>
Instrument	<input type="text" value="Integrated Project"/>	Sub-Instrument	<input type="text" value="Integrated Project"/>
Work Program	<input type="text" value="Missing"/>	Call Identifier	<input type="text" value="FP6-2004-FOOD-3-A"/>
Start Date (dd/mm/yyyy)	<input type="text" value="01/03/2006"/>	End Date (dd/mm/yyyy)	<input type="text" value="28/02/2010"/>

Reporting Periods

Period	Date from	Date to	Period Duration (days)
1	01/03/2006	28/02/2007	365
2	01/03/2007	29/02/2008	366
3	01/03/2008	28/02/2009	365
4	01/03/2009	28/02/2010	365



Click on the reporting period to view or encode Form Cs for the given period





Fill in FORM C

Participants | History

Draft - Version: 1

Project information

Project Acronym	AQUAMAX	Contract No	16249
Instrument	Integrated Project	Sub-Instrument	Integrated Project
Work Program	Mixing	Call Identifier	FP6-2004-FOOD-3-A
Start Date (dd/mm/yyyy)	01/03/2006	End Date (dd/mm/yyyy)	28/02/2010
Reporting period number	1	From (dd/mm/yyyy)	01/03/2006
		To (dd/mm/yyyy)	28/02/2007

Participant

Contractor's Legal Name	National Institute of Nutrition and Seafood Research	Participant No	1
Short Name	NIFES	Legal type	
Contact Person	Lie, OEyvind	Fax	+47 5590 5299
Telephone	+47 5590 5200		
E-Mail	oli@nifes.no		
Comment			
Cost model type	FC - Real indirect cost		

1. Resources (Third party(ies))

Are there any resources made available on the basis of a prior agreement with third parties identified in Annex I of the contract?

2. Declaration of eligible costs (in €) ?

Eligible costs (in €)	Type of activities										Total (F) = (A) + (B) + (C) + (D) + (E)	
	Research and Technological Development / Innovation (A)		Demonstration (B)		Training (C)		Management of the Consortium (D)		Other Specific Activities (E)		Contractor	Third party (ies)
	Contractor	Third party (ies)	Contractor	Third party (ies)	Contractor	Third party (ies)	Contractor	Third party (ies)	Contractor	Third party (ies)		
Direct eligible costs											0.00	0.00
of which subcontracting											0.00	0.00
Indirect eligible costs											0.00	0.00
Adjustment to previous period(s)											0.00	0.00
Total Eligible Costs											0.00	0.00

← mandatory

← To fill in





Indirect Cost Method Simple Transition Flat Rate

75 ICM Flat rate 60

Costs/lump sum/flat-rate/scale of unit (in €)

Eligible costs (in €)	Type of activities				Total (E)=(A)+(B)+(C)+(D)
	RTD (A)	Demonstration (B)	Management (C)	Other (D)	
Personnel costs	1000.00		1000.00		2000.00
Subcontracting	200.00				200.00
Other direct costs	1000.00				1000.00
Indirect costs	1200.00				1200.00
Lump sums / flat-rate / scale of unit declared					0.00
Total	3400.00		1000.00		4400.00
Maximum EC Contribution	2550.00	0.00	1600.00	0.00	4150.00
Requested EC contribution					4150.00

To be filled in

in current release, calculated automatically if ICM is a flat rate

Calculated automatically



Fill in FORM C

3. Declaration of Receipts (in €) ?

Declaration of Receipts (in €)	Type of activities										Total (F) = (A) + (B) + (C) + (D) + (E)	
	Research and Technological Development / Innovation (A)		Demonstration (B)		Training (C)		Management of the Consortium (D)		Other Specific Activities (E)		Contractor	Third party (ies)
	Contractor	Third party (ies)	Contractor	Third party (ies)	Contractor	Third party (ies)	Contractor	Third party (ies)	Contractor	Third party (ies)		
Total Receipts											0.00	0.00

4. Declaration of interest generated by the pre-financing (in €). To be completed only by the coordinator.

Did the pre-financing (advance) you received by the Commission for this period earn interests?

If yes, please mention the amount (in €)

5. Request of FP6 Financial contribution (in €)

For this period, the FP6 Community financial contribution requested is equal to (amount in €)

6. Audit certificates ?

According to the contract, does the Financial Statement need an audit certificate (or several in case of third party(ies)) delivered by independent auditor(s)?

If Yes, does this(those) audit certificate(s) cover only this Financial Statement per Activity?

If No, what is the periodicity covered by this(those) audit certificate(s)?

From To

What is the total cost of this(those) audit certificate(s) (in €) per independent auditor(s)?

Audit certificate of the contractor (X)	
Legal name of the audit firm	<input type="text"/>
Cost of the certificate	<input type="text"/>
Total (Z) = (X) + (Ys)	<input type="text"/>

7. Conversion rates ?

Conversion Rate Contractor (X)	
Conversion rate of the date of incurred actual costs? <input type="radio"/>	Conversion rate of the first day of the first months following the period covered by this financial statement? <input type="radio"/>

8. Contractor's Certificate ?

Name of the person responsible for the work	Name of the duly authorised Financial Officer
<input type="text"/>	<input type="text"/>
Date	Date
<input type="text"/>	<input type="text" value="dd/MM/yyyy"/>

Cancel

Save





Submit the Form C to the Commission and confirm (→ data read-only)

Reporting Periods | Submission History | Help | Logout

SEVENTH FRAMEWORK PROGRAMME 2007 - 2013

Summary Financial Report

Project Acronym: AQUAMAX Contract No: 16249
 Instrument: Integrated Project Sub-Instrument: Integrated Project
 Work Program: Missing Call Identifier: FP6-2004-FOOD-3-A
 Start Date (dd/mm/yyyy): 01/03/2006 End Date (dd/mm/yyyy): 28/02/2010

No errors were detected.

[More detail >>](#)

Contractor No	Organisation Name	Cost model used	Eligible costs (in €)	Type of activities										Total eligible costs (F) = (A) + (B) + (C) + (D) + (E)	
				Research and Technological Development / Innovation (A)		Demonstration (B)		Training (C)		Management of the Consortium (D)		Other Specific Activities (E)		Contractor	Third party (ies)
				Contractor	Third party (ies)	Contractor	Third party (ies)	Contractor	Third party (ies)	Contractor	Third party (ies)	Contractor	Third party (ies)		
1	National Institute of Nutrition and Seafood Research	FC	Direct eligible costs	450000.00		3.00		5.00		10.00				450018.00	0.00
			of which subcontracting	58000.00		7.00		2.00		2.00				58005.00	0.00
			Indirect eligible costs	12000.00		3600.00		25000.00		2600.00				43200.00	0.00
			Adjustment to previous period(s)											0.00	0.00
			Total Eligible Costs	462000.00		3603.00		25005.00		2610.00				493218.00	0.00
Total eligible costs				462000.00	0.00	3603.00	0.00	25005.00	0.00	2610.00	0.00	0.00	0.00	493218.00	0.00
Maximum calculated EC contribution for the reporting period (in €) without taking into account receipts				231000.00	0.00	1261.05	0.00	25005.00	0.00	2610.00	0.00	0.00	0.00	259876.05	
Amount of the financial interests generated by the prefinancing														10000.00	
Requested EC contribution for the reporting period (in €)														259876.05	

Showing 1 of 1





6. CERTIFICATES

2 types of certificates:

- **Certificate on financial statements (CFS)** (Form D)- expenditure verification
- **certificate on the methodology** (Form E) - system verification
 - Personnel & Overheads

N.B.: The submission of a certificate does not waive the right of the Commission to carry out its own audits (Article II.22 of the FP7 model grant agreement).

Report of factual findings



Certificate on financial statements (CFS)

Mandatory for a **beneficiary** when its requested funding for the **project** equal or more than **375,000€**

–exception for project of 2 years or less, no intermediate CFS submitted only at the end



Certificate on the methodology (CoM)

- Aims at certifying the methodology of calculating (average) **personnel costs** and **overheads**
- On a voluntary basis
- Particularly aimed at legal entities with multiple participation, criteria (at least 8 participations in FP6 > 375K €)
- EC makes final decision on acceptability
- Once accepted, it is valid for all subsequent financial statements submitted by the beneficiary (valid throughout FP7)



Approval of reports and deliverables (1)

- Payment to be made within 105 days (90 days new target as from 1/10/2009) after approval by the Commission of reports and deliverables
- Absence of response does not mean approval
- After reception the Commission may:
 - Approve (in part or as a whole)
 - Make approval subject to certain conditions
 - Reject providing appropriate justification
 - Suspend time limit for payments
 - Suspend payment
- The Commission may proceed with an interim payment in part
- On expiry of the time limit (105 days) automatic payment of interests (suspension taken into account for the time limit)
- The Commission may decide not to pay in case of non-receipt of a report, a deliverable or CFS (subject to a prior notice of 1 month)



Approval of reports and deliverables (2)

- Suspend time limit for payments because
 - Incomplete
 - Clarification/additional information needed
 - Doubts on eligibility of costs
 - Additional checks being done

- Suspend payment
 - Work carried out does not comply with conditions of the grant agreement
 - Provisions of grant agreement are infringed
 - Suspicion of irregularity in the performance of the grant agreement
 - Suspected or established irregularity in the performance of another grant agreement



Final Report

- Publishable summary
- Dissemination activities, list of publications, patents, foregrounds
- Questionnaire of societal implications

In addition, please provide a list of all scientific (peer reviewed) publications relating to the foreground of the project, starting with the most important ones, in the table below.

Publications (peer reviewed)

TEMPLATE A - LIST OF SCIENTIFIC (PEER REVIEWED) PUBLICATIONS, STARTING WITH THE MOST IMPORTANT ONES

No.	Title	Main author	Title of the periodical or the source	Number, date	Publisher	Place of publication	Date of publication	Relevant pages	Permanent identifiers (3) (if applicable)	Is open access(4) provided to this publication	Embargo period (months)	Embargo expiration date
1	Nanotechnology radar thermal management	Falessi C	Aerospace and Electronic Systems Magazine, IEEE	Volume: 24, Issue: 12	IEEE	NA	01/12/2009	11-16	ISSN: 0895-8985	Yes	0	01/12/2009

(3) A permanent identifier should be a persistent link to the published version full text (if open access or abstract if article is pay per view) or to the final manuscript accepted for publication (link to article in repository).
 (4) Open Access is defined as free of charge access for anyone via the internet. Please answer "yes" if the open access to the publication is already established and also if the embargo period for open access is not yet over but you intend to establish open access afterwards.

Publications

Section B (confidential)

The applications for patents, trademarks, registered designs, etc. shall be listed according to the template B1 provided hereafter. The list should, specify at least one unique identifier e.g. European Patent application reference. For patent applications, only if applicable, contributions to standards should be specified.

TEMPLATE B1: LIST OF APPLICATIONS FOR PATENTS, TRADEMARKS, REGISTERED DESIGNS, UTILITY MODELS, ETC.

Type of IP Rights	Application reference(s) (e.g. EP123456)	Subject or title of application	Applicant(s) (as on the application)
Patent	EP1002055	PROSELYTIC VIRUS RESEARCH UTILISING A GENETICALLY ENGINEERED...	Xenova Research Limited

Applications for patent

Please complete the table hereafter:

TEMPLATE B2: OVERVIEW TABLE WITH EXPLOITABLE FOREGROUND

Exploitable Foreground (description)	Short Title	Exploitable product(s) or measure(s)	Sector(s) of application	Timetable for commercial use	Patents or other IPR exploitation	Owner and Other Beneficiary(s) involved
Exploitable Foreground (description)						

ADDITIONAL TEMPLATE B2: OVERVIEW TABLE WITH EXPLOITABLE FOREGROUND

Explain of the Exploitable Foreground

(5) In the table, for each row, please provide a text to explain the exploitable foreground, in particular:

- Its purpose
- How the foreground might be exploited, when and by whom
- IPR exploitable measures taken or intended
- Further research necessary, if any
- Potential/expected impact (quantify where possible)

Exploitable foreground





1. FINAL PUBLISHABLE SUMMARY REPORT

(to be public on CORDIS)

- Suitable quality to enable direct publication, maximum **40 pages** & should address a wide audience, including the general public.

The publishable summary has to include **5 distinct parts** described below:

- An executive summary (not exceeding 1 page).
- A summary description of project context and objectives (not exceeding 4 pages).
- A description of the main S&T results/foregrounds (not exceeding 25 pages),
- The potential impact (including the socio-economic impact and the wider societal implications of the project so far) and the main dissemination activities and exploitation of results (not exceeding 10 pages).
- The address of the project public website, if applicable as well as relevant contact details.

Furthermore, project logo, diagrams or photographs illustrating and promoting the work of the project (including videos, etc...), as well as the list of all beneficiaries with the corresponding contact names can be submitted without any restriction (but will not be public)



Publications, patents, foregrounds summarised in the final report

- Tables of structured entries
- Participants may also contribute
- Coordinator validates and submits
- Tables are used in final report

Publications List

Form for adding a publication entry with fields for:

- Title
- Main Author
- Title of the periodical or the series
- Number, date or frequency
- Publisher
- Place of publication
- Date of publication (Syntax: dd/mm/yyyy)
- Relevant pages
- Permanent identifiers (if available)
- Open access is/will be provided to this publication (Yes/No)
- Embargo period (months)

Buttons: Add Publication, Cancel Edition

Project Publications

No	Title	Main Author	Title of the periodical or the series	Number, date or frequency	Publisher	Place of publication	Date of publication	Relevant pages	Permanent identifiers (if available)	Open access is/will be provided to this publication	Embargo period (months)	Embargo expiration date	Status	Actions	Order
1	Nanotechnology radar thermal management	Falassi C	Aerospace and Electronic Systems Magazine, IEEE	Volume: 24, Issue: 12	IEEE	NA	01/12/2009	11-16	ISSN: 0885-9985	Yes	0	01/12/2009	VALIDATED	update delete	

Save Order

Exploitable Foregrounds List

Form for adding an exploitable foreground entry with fields for:

- Short title
- Exploitable Foreground (description)
- Exploitable product(s) or measure(s)
- Sector(s) of application
- Timetable, commercial use
- Patents or other IPR exploitation (licenses)
- Owner & Other Beneficiary(s) involved

Buttons: Add Foreground, Cancel Edition

Project Exploitable Foregrounds

Short Title	Exploitable Foreground (description)	Exploitable product(s) or measure(s)	Sector(s) of application	Timetable for commercial use	Patents or other IPR exploitation (licenses)	Own
-------------	--------------------------------------	--------------------------------------	--------------------------	------------------------------	----------------------------------------------	-----

List of applications for Patents, Trademarks, Registered designs, etc.

Form for adding an application entry with fields for:

- Type of IP Rights: Patents, Trademarks, Registered designs, Utility models, etc
- Application reference(s) (e.g. EP123456)
- Subject or title of application
- Applicant(s) (as on the application)
- URL of application

Buttons: Add Patent, Cancel Edition

Project Patents

Type of IP Rights: Patents, Trademarks, Registered designs, Utility models, etc	Application reference(s) (e.g. EP123456)	Subject or title of application	Applicant(s) (as on the application)	URL of application	Status	Actions
Patent	EP123456	LIBRARY OF VISUALIZATION	IBM CORPORATION	https://register.epoline.org/european/application?number=EP2013000000	VALIDATED	update delete



Final Report

4.3 Report on societal implications

Replies to the following questions will assist the European Commission to obtain statistics and indicators on societal and socio-economic issues addressed by projects. The questions are arranged in a number of key themes. As well as producing certain statistics, the replies will also help identify those projects that have shown a real engagement with wider societal issues, and thereby identify interesting approaches to these issues and best practices. The replies for individual projects will not be made public.

A. Ethics

1. Did you have ethicists or others with specific experience of ethical issues involved in the project?

* Yes No

2. Please indicate whether your project involved any of the following issues (tick box):

INFORMED CONSENT

Did the project involve children?

* Yes No

Did the project involve patients or persons not able to give consent?

* Yes No

Did the project involve adult healthy volunteers?

* Yes No

Did the project involve Human Genetic Material?

* Yes No

Did the project involve Human biological samples?

* Yes No

Did the project involve Human data collection?

* Yes No

RESEARCH ON HUMAN EMBRYO/FOETUS

Did the project involve Human Embryos?

* Yes No

Did the project involve Human Foetal Tissue / Cells?

* Yes No

Did the project involve Human Embryonic Stem Cells?

* Yes No

Did the project involve processing of genetic information or personal data (eg. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?

* Yes No

Did the project involve tracking the location or observation of people?

* Yes No

RESEARCH ON ANIMALS

Did the project involve research on animals?

* Yes No

Were those animals transgenic small laboratory animals?

* Yes No

Were those animals transgenic farm animals?

* Yes No

Were those animals cloning farm animals?



Reporting requirement

30 days after reception of the final payment

Final report on the distribution of the European Union financial contribution

This report shall be submitted to the Commission within 30 days after receipt of the final payment of the Community financial contribution.

Report on the distribution of the European Union financial contribution between beneficiaries

- Name of each beneficiary
- Final amount of EU contribution per beneficiary in Euros
- Total of EC contribution



Final report on the distribution of the European Union financial contribution

Konstantinos FLOKOS (flokoko)

- Home
- Logout
- Back

You are here: > [FP7 Home](#) > Project Management > Final Report - EU Financial Contribution Distribution

Helpdesk

Final Report - EU Financial Contribution Distribution

INSTRUCTIONS

- The fields marked with a red star are obligatory.
- The fields marked with a green star are obligatory under some condition.
- After completion, press the 'submit' button to submit the report.
- You may use the 'save' button at any time to save a report and continue its editing later.
- Decimal numbers should be indicated by a dot and not by a comma (i.e. 3.5 and not 3,5).

GENERAL INFORMATION

Grant Agreement number:	212292
Project acronym:	FACEPA
Project title:	Farm Accountancy Cost Estimation and Policy Analysis of European Agriculture
Funding Scheme:	FP7-CP-FP
Project starting date:	01.04.2008
Project end date:	31.03.2011
Name of the scientific representative of the project's coordinator and organisation(1):	Prof. Yves Surry, SVERIGES LANTBRUKSUNIVERSITET
Tel:	+46-1-8671795
Fax:	+46-1-8673502
E-mail:	yves.surry@ekon.slu.se
Project website address(2):	

(1) Usually the contact person of the coordinator as specified in Art. 8.1. of the grant agreement.

(2) The home page of the website should contain the generic European flag and the FP7 logo which are available in electronic format at the Europa website (logo of the European flag: http://europa.eu/abc/cymbols/lemken/index_en.htm; logo of the 7th FP: http://ec.europa.eu/research/logo/index_en.cfm?toplogo). The area of activity of the project should also be mentioned.

5. Final report on the distribution of the EU financial contribution

The Report on the distribution of the EU financial contribution between beneficiaries shall submit to the Commission within 30 days after receipt of the final payment of the EU financial contribution.

Distribution of the EU financial contribution between beneficiaries	
Name of beneficiary	Final amount of EU contribution per beneficiary
SVERIGES LANTBRUKSUNIVERSITET	101962
Swedish Institute for Food and Agricultural Economics	102560
INSTITUT NATIONAL DE LA RECHERCHE AGRICOLE (INRA)	120451
UNIVERSITE CATHOLIQUE DE LOUVAIN	257033
ISTITUTO NAZIONALE DI ECONOMIA AGRARIA	35974
JOHANN HENRICH VON THUNEN INSTITUT FUR LANDWIRTSCHAFTSWISSENSCHAFT UND FISCHEREI	159731
LANDBOUM-ECONOMISCH INSTITUUT B.V.	252222
BUDAPESTI CORVINUS EGYETEM	33354
BESTI MAALSKOOL	10523
MINISTRY OF AGRICULTURE AND FOOD	84623
Total	1159233.00

I have read and I agree with the following statement: The electronic submission of the report using this application (SESAM) stands for formal submission of the report and its attachments to the European Commission, in the context of the aforementioned research project. The European Commission will file and register the report and its attachments as formally received communication from you and proceed with its treatment. Consequently, submission of the same information via other channels (e.g. in paper format or by e-mail) is not necessary. Only the version submitted via SESAM is considered as the valid one; versions sent in parallel via other channels will be ignored.

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QUEST version 7.0.0 in DEV environment





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**Thank you very much for your
attention**

