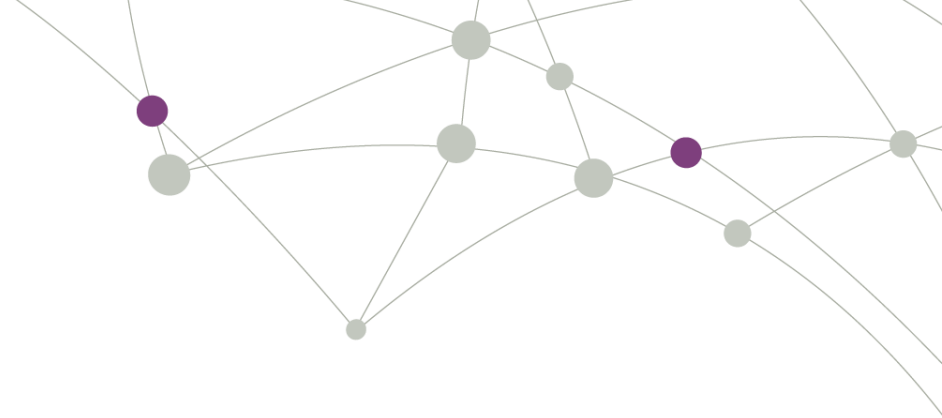




Eesti Teadusagentuur  
Estonian Research Council



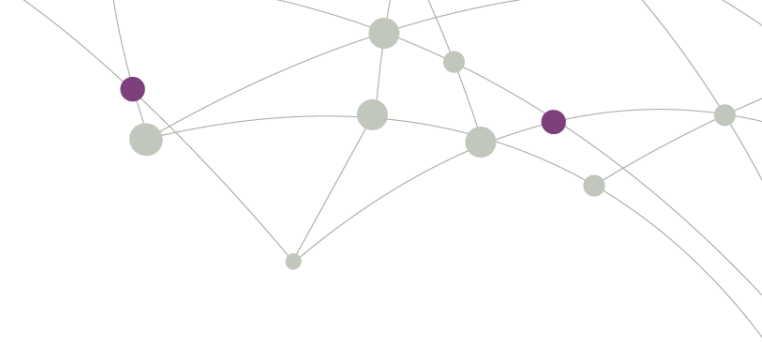
# Horisont 2020 projektide aruandlus

Kristin Kraav

Eesti Teadusagentuur  
kristin.kraav@etag.ee

# Sisukord

- Põhimõtted
- Grandilepingu nõuded
- Aruandlusperioodid
- *Pidev vs periodiline* aruandlus
- Periodiline aruanne ja lõpparuanne



# H2020 aruandluse põhimõtted

- Kogu aruandlus käib osalejaportaali kaudu: mitte ühtki paberit
- Kaheastmeline aruandlus:
  - *Beneficiary* → *Coordinator*
  - *Coordinator* → Euroopa Komisjon (või agentuur)
- Vormid ja mallid keskkonnas
- Protsess suuremal määral automatiseeritud (nt MSCA)

# Grandilepingu nõuded aruandlusele

## ARTICLE 19 — SUBMISSION OF DELIVERABLES

19.1 Obligation to submit deliverables

19.2 Consequences of non-compliance

## ARTICLE 20 — REPORTING — PAYMENT REQUESTS

20.1 Obligation to submit reports

20.2 Reporting periods

20.3 **Periodic reports** — Requests for interim payments

20.4 **Final report** — Request for payment of the balance

20.5 [Information on cumulative expenditure incurred]

20.6 Currency for financial statements and conversion into euro

20.7 Language of reports

20.8 Consequences of non-compliance

Vt ka grandilepingu annoteeritud versioon, lk 159:

[http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/amga/h2020-amga\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf)

# Aruandlusperioodid

Projekti kestus kuudes	Max arv aruandlusperioode
1 kuni 18	1
19 kuni 36	2
37 kuni 54	3
55 kuni 72	4
73 kuni 90	5

Iga aruandlusperioodi järel tuleb esitada *perioodiline aruanne*. Selleks on koordinaatoril aega 60 päeva.

Projekti lõppedes tuleb koos viimase perioodilise aruandega esitada *projekti lõpparuanne*.

# Pidev aruandlus projekti eluea vältel

Projekti tulemid (*deliverables*), verstapostid (*milestones*) ja publikatsioonid laetakse üles jooksvalt kogu projekti vältel, vastavalt GA Annex I tähtaegadele.



European Commission
Participant Portal

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

MY AREA
MARCELA GROHOLOVA

- My Organisation(s)
- My Proposal(s)
- My Project(s)
- My Notification(s) 18
- 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**

<span style="background-color: #008000; color: white; padding: 2px 5px;">AA</span> Access Amendment	<span style="background-color: #c00; color: white; padding: 2px 5px;">GP</span> Grant Preparation	<span style="background-color: #0056b3; color: white; padding: 2px 5px;">MP</span> Manage Projects	<span style="background-color: #f00; color: white; padding: 2px 5px;">FR</span> Financial Reporting
<span style="background-color: #0056b3; color: white; padding: 2px 5px;">PR</span> Periodic Reporting	<span style="background-color: #c00; color: white; padding: 2px 5px;">RD</span> Reporting & Deliverables	<span style="background-color: #f00; color: white; padding: 2px 5px;">PC</span> Project Consortium	<span style="background-color: #008000; color: white; padding: 2px 5px;">VP</span> View Proposal

Show 10 entries EXCEL Search:

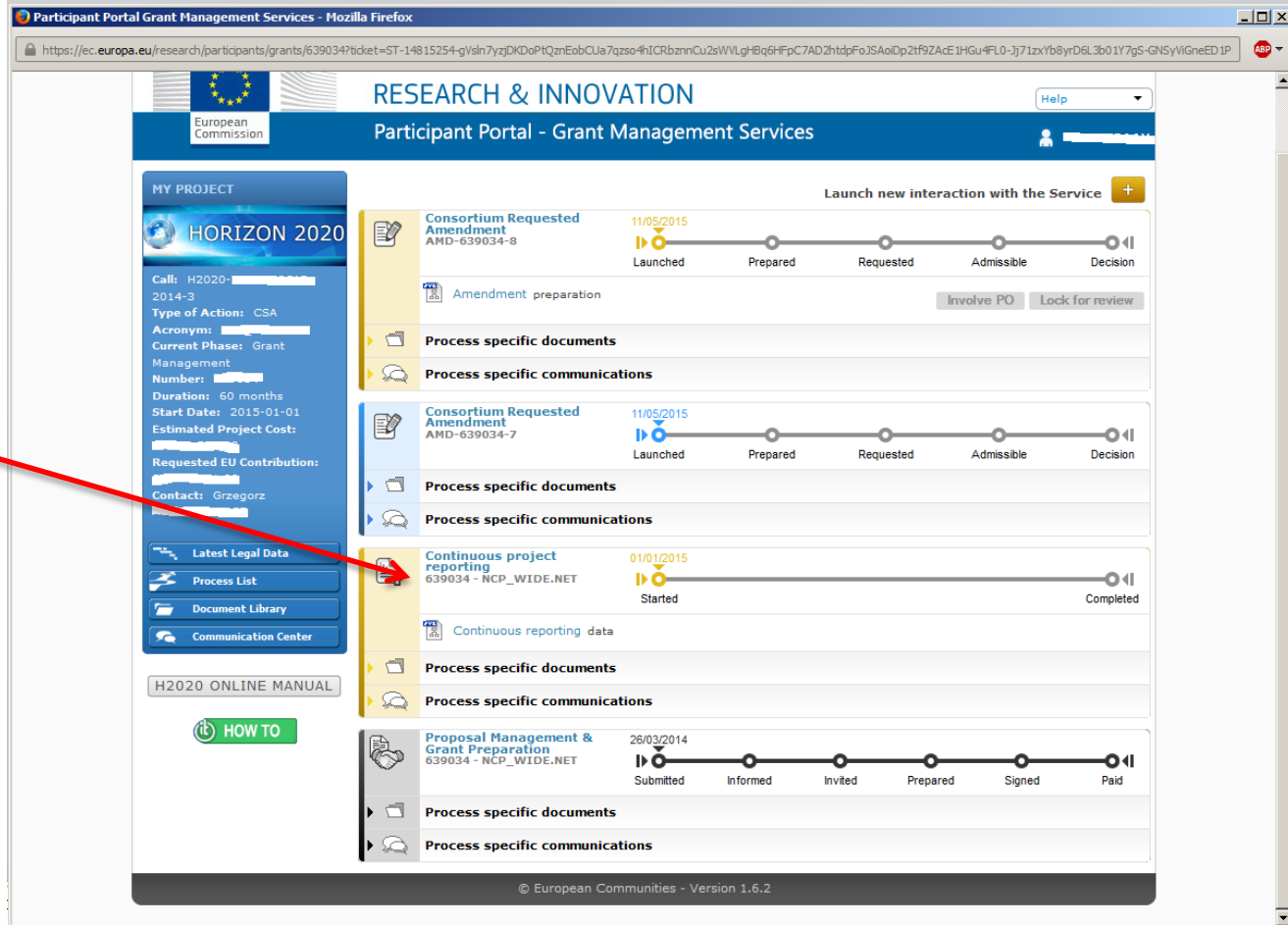
ACRONYM	CALL	PROG	PROJECTID	ROLES	PHASE	ACTIONS
IMMUNOSHAPE	H2020-MSCA-ITN-2014	H2020	642870	<span style="background-color: #f00; color: white; padding: 2px 5px;">PC</span>	Grant Management	<span style="background-color: #008000; color: white; padding: 2px 5px;">VP</span> <span style="border: 2px solid red; background-color: #0056b3; color: white; padding: 2px 5px; margin-left: 5px;">MP</span>

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

# Manage Project vaade

Continuous project reporting

Periodic project reporting – tekib alles siis, kui projekti aruandlusperiood lõppeb



The screenshot displays the 'Participant Portal Grant Management Services' interface in Mozilla Firefox. The page title is 'RESEARCH & INNOVATION Participant Portal - Grant Management Services'. The left sidebar shows 'MY PROJECT' details for 'HORIZON 2020', including call number, type of action (CSA), current phase (Grant Management), duration (60 months), start date (2015-01-01), and contact information (Grzegorz). The main content area shows three project management processes with progress indicators:

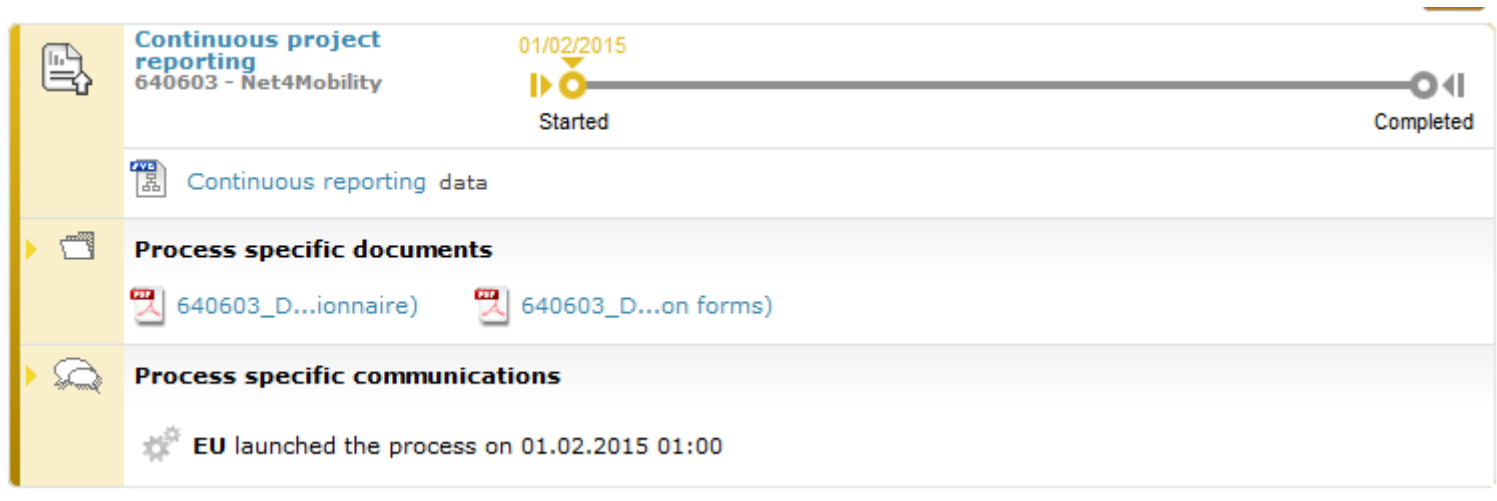
- Consortium Requested Amendment AMD-639034-8** (11/05/2015): Progress from Launched to Decision. Includes 'Amendment preparation' and buttons for 'Involve PO' and 'Lock for review'.
- Consortium Requested Amendment AMD-639034-7** (11/05/2015): Progress from Launched to Decision. Includes 'Process specific documents' and 'Process specific communications'.
- Continuous project reporting 639034 - NCP\_WIDE.NET** (01/01/2015): Progress from Started to Completed. Includes 'Continuous reporting data'.

At the bottom, there is a 'Proposal Management & Grant Preparation 639034 - NCP\_WIDE.NET' (26/03/2014) process with progress from Submitted to Paid. A red arrow points from the 'Continuous project reporting' text to the 'Continuous project reporting' process card.

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# Continuous project reporting kast



The screenshot displays a project reporting interface. At the top, a progress bar indicates the status of the reporting process. The bar starts with a play button icon and the date "01/02/2015", and ends with a stop button icon and the word "Completed". Below the progress bar, a list of documents is shown, including "Continuous reporting data", "Process specific documents", and "Process specific communications".

**Continuous project reporting**  
640603 - Net4Mobility

01/02/2015  
Started

Completed

Continuous reporting data

**Process specific documents**

640603\_D...ionnaire) 640603\_D...on forms)

**Process specific communications**

EU launched the process on 01.02.2015 01:00

# Deliverables üleslaadimine

SyGMA - System for Grant Management - Mozilla Firefox

https://ec.europa.eu/research/participants/grants-app/reporting/DLV-639034

nkraakri (EXTERNAL) ?


Grant Management Project Continuous Report

Project 639034 (NCP\_WIDE.NET)

**HORIZON 2020**

























Call: H2020-WIDESPREAD-2014-3 Action : CSA  
Resp. Unit: RTD/B/05 Duration: 60

Deliverables



## Deliverables

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

WP No	Del No	Title	Est. Del. Date (annex I)	Receipt Date	Accept Date	Status		
WP5	D5.1	Dissemination Plan	01/03/2015	30/04/2015		Submitted		
WP1	D1.1	Joint Periodic Acti	01/09/2016			Pending		
WP3	D3.1	Benchmarking repc	01/12/2015			Pending		
WP4	D4.1	Joint report on Cr	01/11/2019			Pending		
WP2	D2.1	Report on needs, s	01/03/2015	12/05/2015		Submitted		
WP2	D2.2	Joint Report to ass	01/11/2019			Pending		
WP1	D1.2	Joint Periodic Activ	01/05/2018			Pending		
WP5	D5.2	Launching of the P	01/09/2015			Pending		
WP3	D3.2	Report on Success	01/07/2017			Pending		
WP4	D4.2	Joint Report on Jo	01/11/2019			Pending		
WP1	D1.3	Final Activity and N	01/01/2020			Pending		
WP3	D3.3	Publication of the	01/05/2016			Pending		

# Perioodiline aruanne

60 päeva pärast iga aruandlusperioodi (k.a viimane) lõppu. Sisaldab:

## 1. **periodic technical report**

- an explanation of the work carried out
- an overview of the progress towards the objectives (incl milestones and deliverables; dissemination and exploitation)
- a summary for publication
- answers to the questionnaire (H2020 indicators)

## 2. **periodic financial report**

- individual financial statement
- explanation of the use of resources
- periodic summary financial statement (genereeritakse automaatselt)

# Lõpparuanne

Koos viimase perioodilise aruandega, 60 päeva pärast projekti lõppu:

## 1. final technical report

- summary for publication:
  - an overview of the results and their exploitation and dissemination
  - the conclusions on the action
  - socio-economic impact of the action

## 2. final financial report

- final summary financial statement
- certificate on the financial statements