

**KOWi**

Koordinierungsstelle EG der Wissenschaftsorganisationen

Forschen in Europa

FORSCHEN IM ERFOLG



# Workshop on Project Reporting in FP7

*Exchanging experiences on European level*

Brussels, 17th-18th February 2009

# Project Reporting in FP7

## - Introduction -



Brussels, 17th-18th February 2009

# Content

- Principles of project reporting
- Project reporting in Cooperation/Capacities
- Project reporting in Marie Curie
- Project reporting in ERC
- Project reporting in Joint Technology Initiatives

# What is project reporting good for?



“Not everything that can be counted counts,  
and not everything that counts  
can be counted.”

Albert Einstein

# Project reporting in FP7

- **Why bother?**

- Risk of late interim payments
- Risk of systematic error
- Risk of recovery payments
- Risk of conflicts in the consortium

# Project reporting in FP7

- Why bother?

*Grant Agreement, Annex II.12*

„The Commission shall be authorised to publish, in whatever form and on or by whatever medium, the following information:

[...] the publishable reports submitted to it.“

# Principles of project reporting in FP7

- Project reporting requirements depend on the funding instrument!

Collaborative Projects  
Networks of Excellence  
Coordination &  
Support Actions

Marie  
Curie  
Actions

ERC

JTIs

# Project reporting in CPs, NoEs, CSAs

**Collaborative  
Projects**

**Networks  
of Excellence**

**Coordination &  
Support Actions**

- Publishable summary
- Explanation of the use of the resources
- Financial statement from each beneficiary/each third party
- If necessary certificates on the methodology or audit certificates

# Project reporting in CPs, NoEs, CSAs

- Use the periodic reporting template published by the European Commission  
[http://cordis.europa.eu/fp7/find-doc\\_en.htm](http://cordis.europa.eu/fp7/find-doc_en.htm)
- Use the new Form C Editor (FORCE) for FP7 projects  
<http://webgate.ec.europa.eu/sesam/index.do>
- Attention: DG INFSO still uses NEF

# Main changes in Project reporting for CPs, NoEs, CSAs compared to FP6

## New web based tool FORCE - Form C Editor

- project coordinators can access, change and submit an electronic Form C during the reporting
- FP7 projects only able to submit their Forms C via FORCE
- FP6 projects still have the choice between conventional Excel sheets and FORCE

## Main changes in Project reporting for CPs, NoEs, CSAs compared to FP6

### Open access pilot in FP7 launched

- requires beneficiaries to deposit articles resulting from FP7 projects into an institutional or subject-based repository
- make effort to ensure open access to these articles within max. 12 months (depending on the subject)
- result of pilot as input to determine policy for FP8

# Main changes in Project reporting for CPs, NoEs, CSAs compared to FP6

- **Project reporting/ final report** to be accomplished within 60 days after the end of each reporting period (FP6: 45 days; final report: 60 days )
- **Reporting period** as indicated in the contract  
⇒ Art. 4, (FP6: Art. 6 )
- **Default reporting period in FP7**: 18 months
- **Language of the report** ⇒ Art. 4 (FP6: Art. 7)

# Main changes in Project reporting for CPs, NoEs, CSAs compared to FP6

**Periodic reports**

FP6	FP7
Activity Report	Combined in one simplified report
Management Report	
Report on distribution of EC contribution	
Questionnaire science and society	Removed from periodic reports
Report on implementation of gender action plan	Combined in one simplified questionnaire in the final report
Statistical questionnaire on work force	
Socio-economic questionnaire	

# Main changes in Project reporting for CPs, NoEs, CSAs compared to FP6

## Interim reports

FP6	FP7
Activity reports (if foreseen in Annex I)	Not required

## Final reports

FP6	FP7
Management report	Covered by management report for last period
Plan for use and dissemination of knowledge	Simplified

# Project reporting in Marie Curie Actions



Marie Curie  
Actions

- Different funding limits
- New Reporting Guidelines including templates published on 26th January 2009:
- **IAPP:**  
[ftp://ftp.cordis.europa.eu/pub/fp7/docs/iapp\\_reporting\\_guidelines.pdf](ftp://ftp.cordis.europa.eu/pub/fp7/docs/iapp_reporting_guidelines.pdf)
- **ITN:**  
[ftp://ftp.cordis.europa.eu/pub/fp7/docs/itn\\_reporting\\_guidelines.pdf](ftp://ftp.cordis.europa.eu/pub/fp7/docs/itn_reporting_guidelines.pdf)

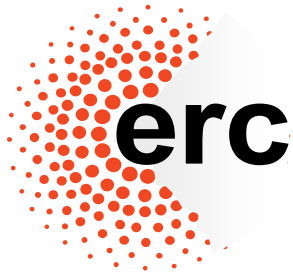
# Project reporting in Marie Curie Actions

## Example: Initial Training Networks

- Default financial reporting: every 24 months
- Reporting documents available on SESAM

Reports	within 30 days after 12 months	at least 30 days before Mid-Term Review	within 60 days after 24 months	within 30 days after 36 months	within 60 days after 48 months	within 30 days after Final payment
<b>Progress report</b>	√	√		√		
<b>Periodic report:</b>						
• Periodic report			√		√	
• Financial Statements – Form C			√		√	
• Summary Financial report			√		√	
• Certificates (if required)			√		√	
<b>Final Report</b>					√	
<b>Distribution report</b>						√

# Project reporting in ERC projects

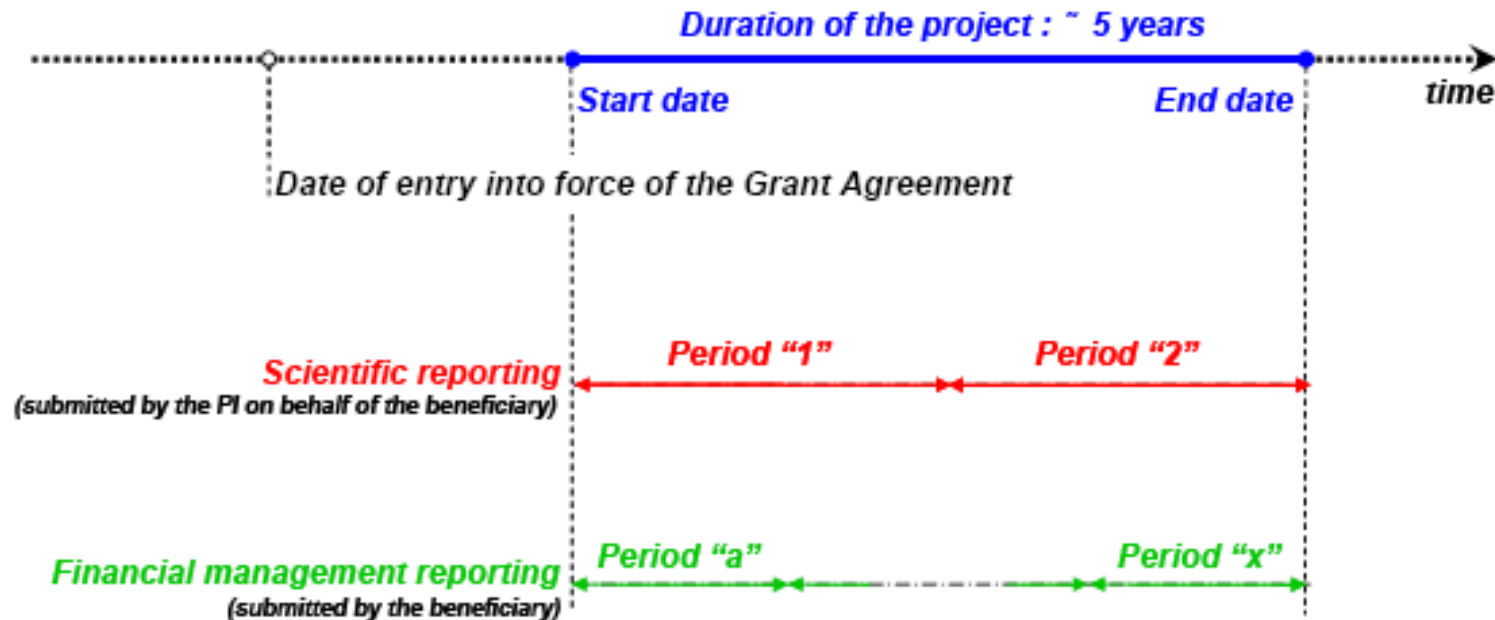


ERC

- **Different funding limits**
- Separate streams of scientific & financial reporting
- **One periodic scientific reporting**  
**One final scientific reporting**  
- progress, publications etc.
- **Financial reporting every 18 months** (9 months in case of non interest bearing accounts)

# Project reporting in ERC projects

Figure 3 – ERC project and grant life cycle



# Project reporting in JTI projects

## JTIs

IMI  
Clean Sky  
ENIAC  
ARTEMIS  
H2

- No binding reporting guidelines available yet!

# Project reporting in JTI projects

## Example: Innovative Medicine (IMI)

JTIs:  
IMI

Funding Scheme	Cost Calculation				
	Direct Eligible Costs				Indirect Cost Flat Rate on Direct Eligible Cost excl. subcontracting and reimbursement of third party costs
INNOVATIVE MEDICINE (IMI)	RTD	Training	Management	Other	
Funding rates	75%	100%			20%

**Activity types of costs:**

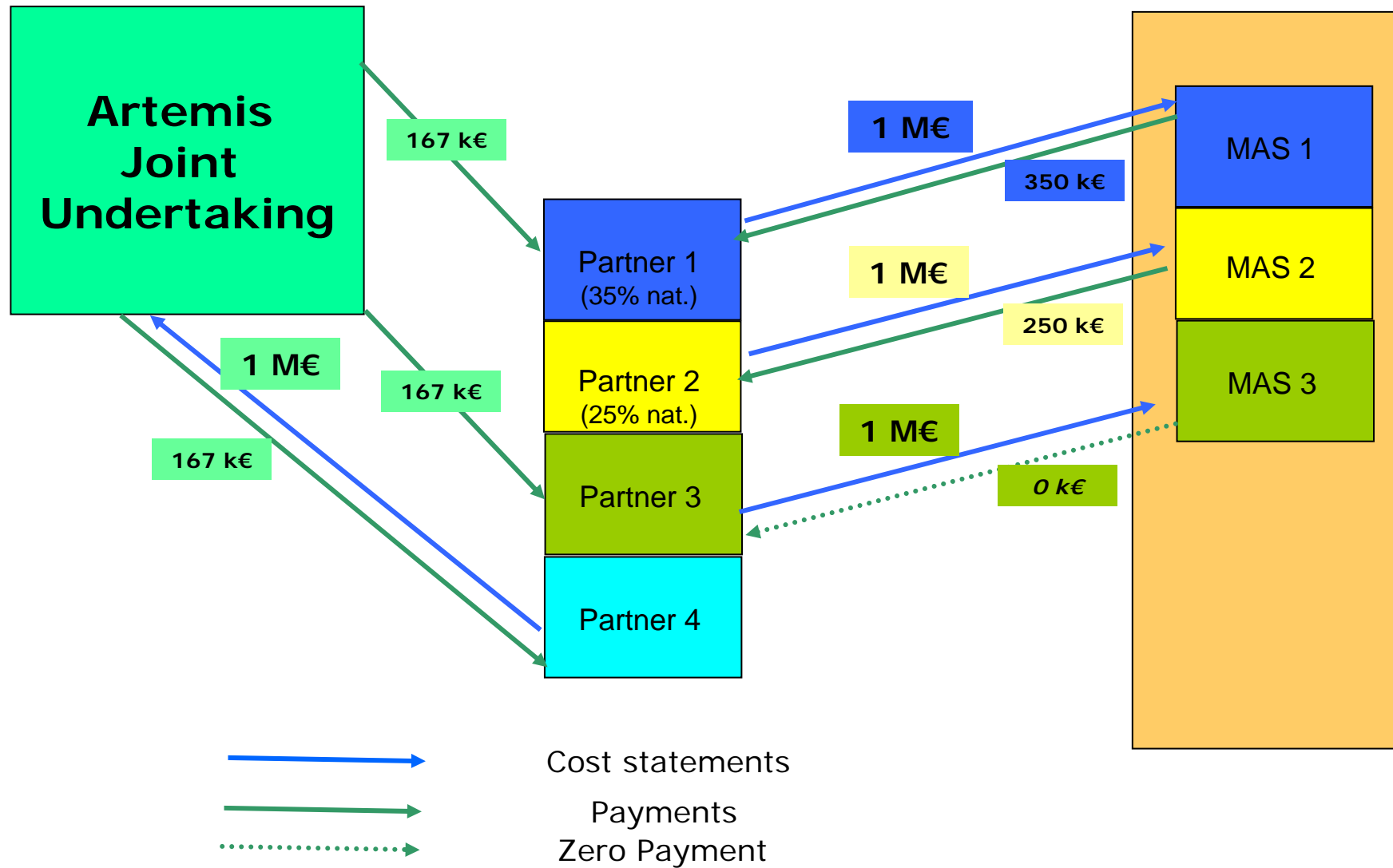
- RTD:** Personnel costs, equipment (buy of equipment, accrual, leasing), consumables, subcontracts
- Management:** Personnel costs, travel expenses for meetings, audits
- Training:** Participation fees, travel and hotel expenses of participants, room rental, costs for trainers  
-(salaries of participants are not refundable)
- Other:** Dissemination (website), networking, patent registration fees (as well as legal assistance), studies

# Project reporting in JTI projects

**JTIs:**  
ENIAC/  
ARTEMIS

## Example: ENIAC/ARTEMIS

- **Technical reporting** is responsibility of the coordinator
- JU technical review report as a basis for the acceptance of costs
- **Financial reporting** is responsibility of each partner
- Financial reporting processed by national level
- **Eligible costs follow national rules!!!**
- Acceptance of eligible costs by national authorities triggers both national and JU reimbursement of cost



# Project reporting in JTI projects

JTI:  
Artemis

## Example: ARTEMIS, German participant

Basic principles of R&D-funding by BMBF are described in "Staatliche Beihilfe Nr. N 375/2007 – DEUTSCHLAND, IKT 2020 - Forschung für Innovationen (Änderung der bestehenden Beihilferegelung N 602/2003 „Mikrosysteme“)" [http://ec.europa.eu/community\\_law/state\\_aids/comp-2007/n375-07.pdf](http://ec.europa.eu/community_law/state_aids/comp-2007/n375-07.pdf)

Type of Organisation / Type of activity	Percentage of the national subsidy to the beneficiaries (1)			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises (2)	Small Enterprises (2)	Public Research Institutes and Universities (3)
Fundamental/Basic Research	33.3%	33.3%	33.3%	83.3%
Industrial/Applied Research	33.3%	33.3%	33.3%	33.3%
Experimental development	8.3%	8.3%	8.3%	8.3%

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GOOD LUCK!