



Workshop on Project reporting in FP7

Exchanging experiences on European level

Project reporting: Hands-on experience from a project participant

European Project Office

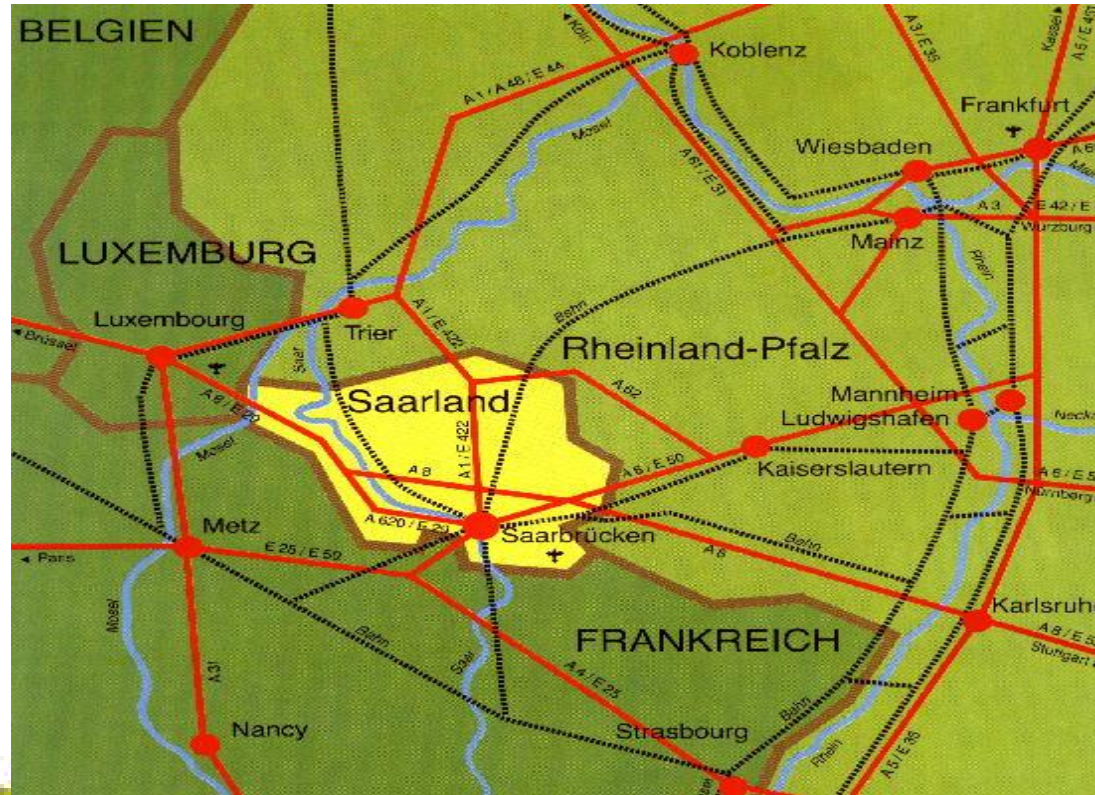
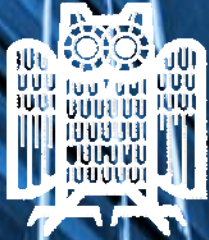
Universität des Saarlandes
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Brussels, February 17 – 18, 2009

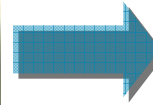
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Fact sheet – where we are

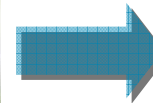


Fact sheet – who we are



IRO

Support and assistance
for foreign students,
German language courses,
exchange programmes.



EURICE/EPO

European RTD Project
Management





- Project Management Office since 2000
- Support of scientists during the whole project cycle
- In-depth involvement in coordinated projects on consortium level
- Support in partner projects as far as necessary at university level
- Interface between sci COO and European Commission regarding admin, financial and legal aspects
- Experience in all types of instruments and contact to all DG units since FP4

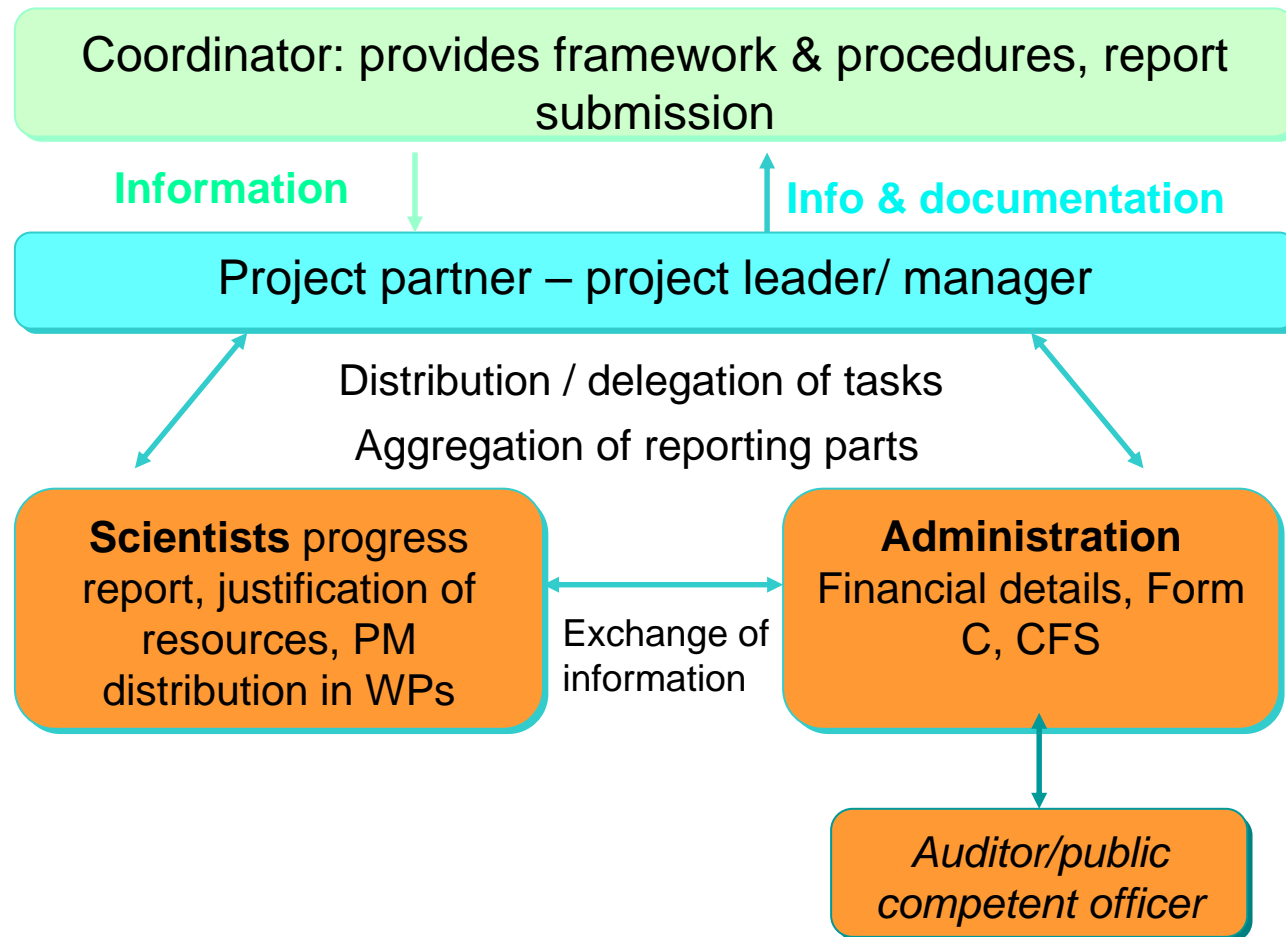


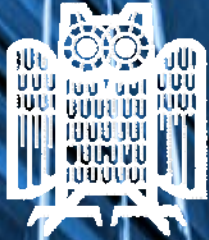
- Partner projects:
 - Interface between scientist and financial department in partner projects
 - Correspondence with coordinator
 - Helpdesk for scientist and admin staff



- Coordinated projects (in close cooperation with the scientific coordinator):
 - Definition of workflow and schedule
 - Provision of templates
 - Provision of support documentation
 - Collection of partner contributions (also via web-based reporting tool)
 - Check contributions
 - Assemble reporting package
 - Submission to European Commission
 - In case of further Commission requests, support of coordinator and partners

Reporting work flow



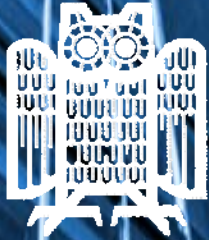


- The coordinator should give clear directions and delegate responsibilities
- Reporting takes time → information on tasks and deadlines to partners in time is recommendable.
- Using the possibility of report preparation via the project homepage
- Scientists should discuss the workflow with their administration (to avoid delays!):
 - Who needs what kind of information?
 - How long does it take to prepare a financial statement (form C)?
 - How long does it take to prepare a CFS, if required?

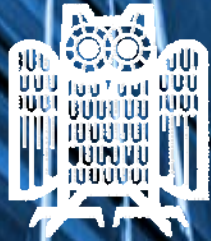


	DG Research	DG INFSO
Tool (form C)	FORCE	NEF
Reporting periods	12 months or 18 months	12 months
Submission of deliverables	On agreement	On date specified in TA

- Consistency would be appreciated by project managers and administrators



- For both: Good information support provided by EC (presentations on CORDIS, Infodays)
- FORCE: registration is necessary
- So far, no partner access for FORCE
- NEF: access keys are given to coordinator
- Partner access is available
- Overall, NEF looks more user-friendly
- FORCE also recommended for FP6 projects. Same planned for NEF?



- 4 ICT projects under reporting:
 - 1 NoE – university is partner – NEF is not used for the moment
 - 1 IP – university is partner – NEF use
 - 2 STREPs – one partner – one coordinator – NEF use
- Experiences (in different projects)
 - Tool is a little slow, but works flawlessly
 - Problems in saving data – figures can be inserted, but cannot be saved
 - Access key submission takes longer due to amendment procedures – cross-sessions (reporting/amendments) obviously not possible



- Scientists are happy with 18-month reporting periods
- BUT: More responsibility for coordinator and consortium
- From a managerial point of view, internal intermediate reports are necessary

FP 7 Reporting – Submission and assessment of deliverables



- From a managerial point of view, a clear and consistent approach in all units would be appreciated
- Number of deliverables should be appropriate to follow work progress (adapt during contract negotiations if necessary)
- Consortia should define workflow concerning the elaboration and internal review of deliverables
- Deliverables should be submitted AND assessed by the PO soon after the related work is accomplished



- Scientific coordinator's declaration
- Time sheets for permanent staff at universities
- Distribution of material and travel costs in different WPs

TABLE 3.1 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR DIRECT 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 €*	
	TOTAL DIRECT COSTS	363000 €* 	

- Deliverable submission (on date as specified in Annex I)
- Mostly teething problems



Declaration by the scientific representative of the project coordinator⁵

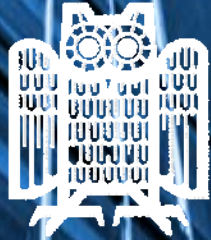
I, as scientific representative of the coordinator⁵ of this project and in line with the obligations as stated in Article II.2.3 of the Grant Agreement declare that:

- 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 deviations⁷;
 - has failed to achieve critical objectives and/or is not at all on schedule⁸.
- 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 3.6) 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.



- Improvement as compared to FP6 procedures:
 - Reporting period: 60 days to assemble report
 - Mainly electronic submission
 - Report contents: One progress report instead of activity report + management report in FP6
 - Financial reporting: CFS lower frequency + online submission of Form C
 - Automatic payment of interest in the case of delays caused by the Commission

Thank you for your attention!



For more information, please contact

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