



CEF Digital

Reporting

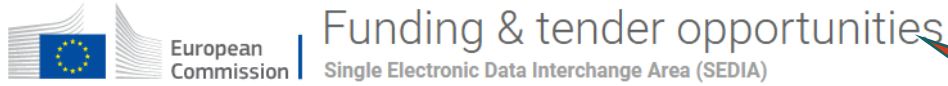


29 June 2023

Content

- Information and guidance documents
- Continuous reporting (including progress report)
- Periodic reporting
 - Financial Part (Financial Statement)
 - “Detailed Cost reporting table”
 - Budget Forecast
 - “Budget Forecast per WP”
 - Contribution to the Technical Report

REPORTING - Where to find information



SEDIA (Single Electronic Data Interchange Area) is your single-entry point for:

- finding **templates** for reports
- preparation and **submission** of documents, ex. Reports, Ethics Deliverables, Requests for Amendments, Formal Notifications
- managing your project via **"Manage Project"**
- managing roles and access rights in "My projects" via **"Manage Consortium"**

ACRONYM	TOPIC ID	PROGRAMME	PROJECT	PHASE	ACTIONS
21-EU-DIG-SG GAIL	CEF-DIG-2021-5G-CORRIDORS-STUDIES	CEF2027	101094647	Active	Actions
AbCURE_COPOD	ERC-2017-PoC	H2020	765111	Active	Actions
ACUSLABS	ERC-2017-PoC	H2020	768524	Archive	Actions
ANALYTICS	ERC-2017-PoC	H2020	768584	Archive	Actions


ACTIONS

- Actions ⚙️
- Manage Consortium
- Manage Project

European Health and Digital Executive Agency

REPORTING – Where to find information

MY PROJECT



Call: CEF-DIG-2021-5GCORRIDORS
Type of Action: CEF-DIG


Latest Legal Data
Active Processes
Document Library
Communication Centre
Archived Processes

IT How to - IT How To - Funding Tenders Opportunities - Google Chrome
webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/IT+How+to

European Commission | Funding & tender opportunities
IT How To

Getting Started | Participate | Grants | Experts | Roles & Access Rights | IT Releases | Additional Information

FUNDING



How to Participate

Learn all that you need to apply for EU funding, from how to register your organisation to how to submit your proposal, including how to manage the roles and access rights to your organisations, proposals and future projects.

Manage your Grant

All IT support information to help you with the signature of your Grant Agreement, as well as the management of your project in the IT tools: amendments, continuous and periodic reporting, communication with the granting authorities, audits, etc.

Work as an Expert

Learn all you need as an expert, from the registration process, including how to read and sign your expert contracts and how to draft and submit payment requests, to how to evaluate the proposals assigned to you using the IT tools.

Grant Management:

- ✓ Amendments
- ✓ Reporting and payments
- ✓ Audits
- ✓ Grant Agreement termination

European Commission | Funding & tender opportunities
IT How To

Getting Started | Participate | **Grants** | Experts | Roles & Access Rights | IT Releases | Additional Information

Manage your grant

Grant Preparation | Grant Signature | Grant Management

Grant preparation

Proposal Management and Grant Preparation | Grant Agreement Preparation termination

Grant signature

eSignature

Grant management

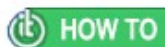
Amendments | Reporting and payments | Grant Agreement Termination

Project monitoring process - reviews | Audits

Good to know

Your IT tools
Communicating with granting authorities

European Health and Digital Executive Agency



H2020 ONLINE MANUAL

ONLINE MANUAL

Guidance

- ✓ **Grant Agreement**

[mga_cef_en.pdf \(europa.eu\)](#)

- ✓ **Annotated Grant Agreement**

[aga_en.pdf \(europa.eu\)](#)

- ✓ **Online Manual**

[Continuous reporting on milestones & deliverables - Online Manual - Funding Tenders Opportunities \(europa.eu\)](#)

[Reports & payment requests - Online Manual - Funding Tenders Opportunities \(europa.eu\)](#)

- ✓ **F&T – IT How to**

Several links:

e.g. [Reporting Process – Connecting Europe Facility \(CEF\) Action Grants - IT How To - Funding Tenders Opportunities \(europa.eu\)](#)

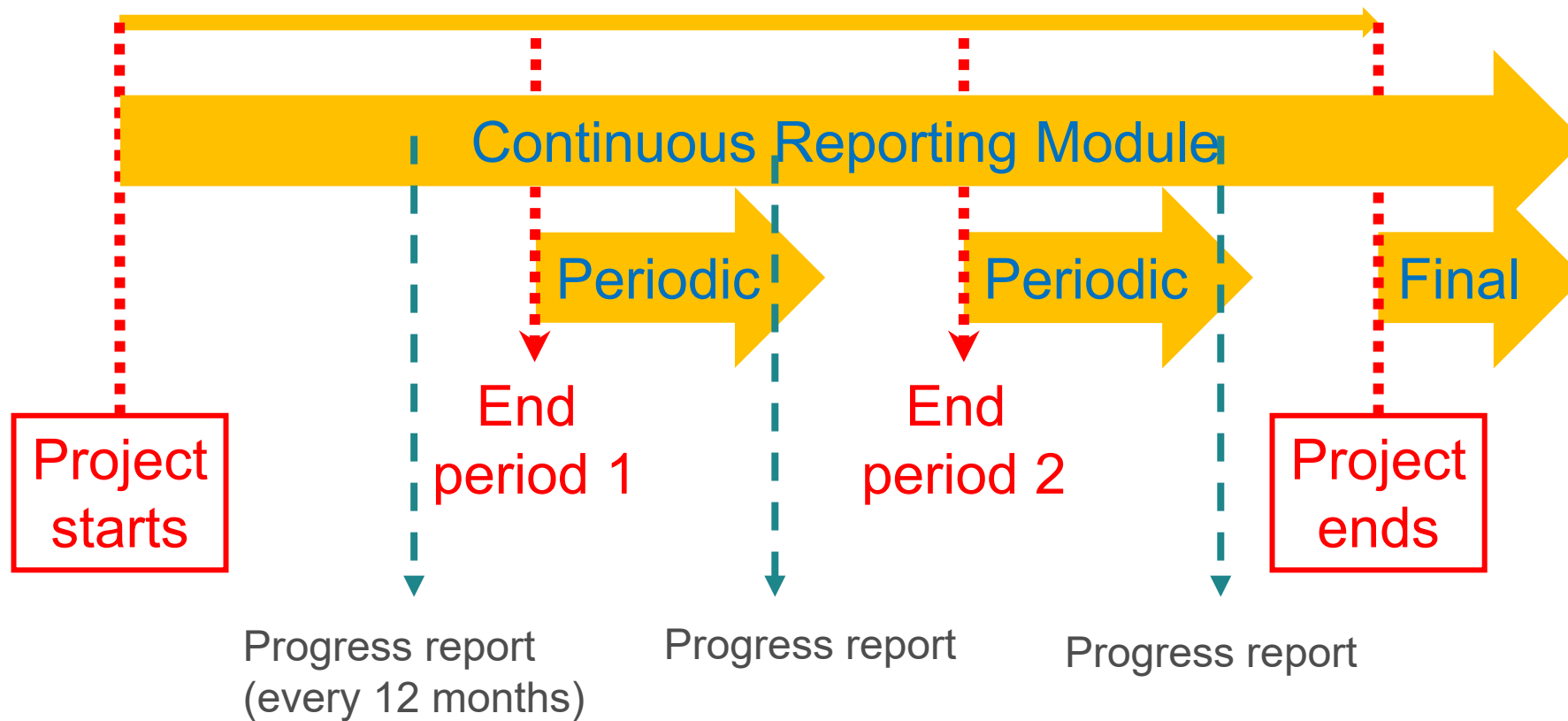
REPORTING

👉 Art. 21 +
👉 Data sheet 4.2

2 types of reporting:

1. **Continuous reporting** (includes **progress report**)
2. **Periodic Report**

REPORTING - modules overview



REPORTING

1. Continuous Reporting

Report on the progress of the Action:

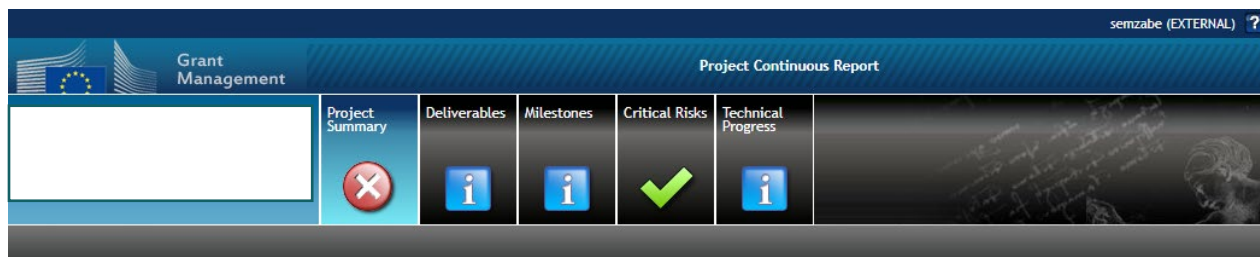
- Deliverables (including **Progress Report**)
- Milestones
- Outputs/outcomes
- Critical risks
- Indicators
- Communication activities
- Etc.

in the Portal Continuous Reporting tool

The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' portal. The user is logged in as 'Beatrice SEMZACONI'. The main content area is titled 'MY PROJECT' and shows details for a project with the call 'CEF-DIG-2021-SG-CORRIDORS'. The project is in the 'Grant' phase. A progress bar for 'Continuous Reporting' is shown, starting on 01 Jan 2023 and reaching 'Completed'. Below this, there are sections for 'Proposal Management & Grant Preparation' with a progress bar showing stages from 'Submitted' to 'Paid'. The left sidebar contains navigation options like 'Latest Legal Data', 'Active Processes', 'Document Library', 'Communication Centre', and 'Archived Processes'. At the bottom, there are links for 'H2020 ONLINE MANUAL', 'ONLINE MANUAL', and 'HOW TO'. The footer indicates '© European Communities - Version 14.1.1'.

Continuous reporting

Always open (from the start date of the project) and to be filled in as appropriate: Project Summary, Deliverables, Milestones, etc.



Where? The Continuous Reporting Module is accessible through the link you receive at the beginning of the project. Data to be filled in the system.

Who? Milestones and Deliverables should be submitted by each participant for their work. All beneficiaries can edit the data.

What? You should report on milestones, deliverables and technical progress.

When? Regularly, in accordance with the schedule set out for the milestones and deliverables.

Continuous reporting

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

European Commission

Help

Marianne PAREZ

MY PROJECT

Launch new interaction with the EU +

Continuous Reporting 820845 - IIAMS 01 Oct 2018
Started Completed

Continuous reporting data

Process documents

Process communications

Process history

EU launched the process on 01 Oct 2018 02:00

(activated at the time project starts)

Latest Legal Data

Active Processes

Document Library

Communication Centre

Archived Processes

Proposal Management & Grant Preparation 820845 - IIAMS 27 Feb 2018
Submitted Informed Invited Prepared Signed Paid

Process documents

Process communications

Process history

Continuous reporting – Portal & IT

Continuous reporting on milestones & deliverables - Online Manual - Funding Tenders Opportunities (europa.eu)

European Commission | Funding & tender opportunities | Online Manual

Search

Online Manual / Grants / Grant management

Continuous reporting on milestones & deliverables

Keeping records | Amendments | Deliverables & milestones | Reports & payment requests

Acknowledgement of EU funding | Dissemination & exploitation of project results | Checks, audits, reviews & investigations | Communication with the granting authority

HOW TO

Continuous reporting on milestones & deliverables

Continuous Reporting - IT How To - Funding Tenders Opportunities (europa.eu)

European Commission | Funding & tender opportunities | IT How To

Getting Started | Participate | Grants | Experts | Roles & Access Rights | IT Releases | Additional information

... / Reporting and payments

Continuous Reporting

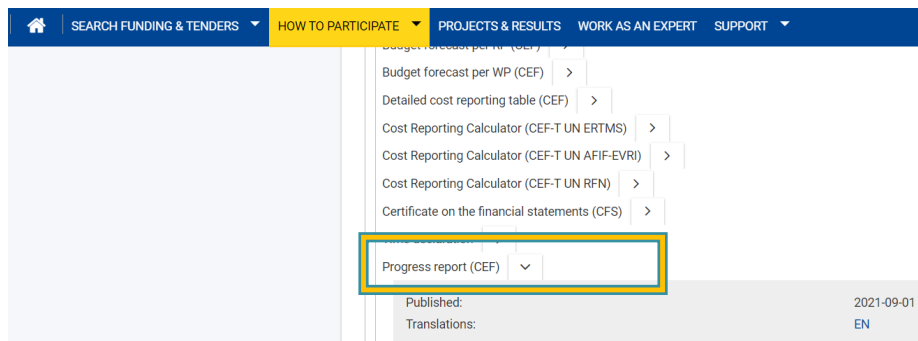
Table of contents

- Introduction
- Process description and steps
 - Step 1: All beneficiaries receive a notification and log on to the Funding & Tenders Portal
 - Step 2: All beneficiaries complete their own data as soon as they are available
 - Step 3: Each time a periodic report is submitted to the EU, a snapshot is taken from the data entered for the continuous reporting
- Supported questionnaires per Type of Action (MFF 2014-2020)

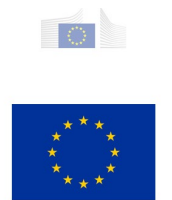
Continuous reporting – Progress Report

- Part of continuous reporting
- Not linked to a payment request
- Technical & partially financial (deviation, variations, transfers)
- To be submitted every 12 months (if applicable)
- One .doc document, per project and per expected deadline, to be filled in and uploaded in the system (as one **deliverable**)
- Template available in the F&T portal

[Reference Documents \(europa.eu\)](https://europa.eu)



The screenshot shows the top navigation bar of the F&T portal with the following tabs: SEARCH FUNDING & TENDERS, HOW TO PARTICIPATE, PROJECTS & RESULTS, WORK AS AN EXPERT, and SUPPORT. A dropdown menu is open under 'PROJECTS & RESULTS', listing various reporting tools. The 'Progress report (CEF)' option is highlighted with a yellow box. Below the menu, the text 'Published: 2021-09-01' and 'Translations: EN' is visible.



Connecting Europe Facility (CEF)
Progress Report

European
Health and
Digital
Executive
Agency

COVER PAGE

PROJECT	
Project number:	[project number]
Project acronym:	[acronym]
Project name:	[project title]
Project starting date:	[dd/mm/yyyy]
Project duration:	[number of months]

PERIOD COVERED	
<small>⚠ Please note that this is only a progress report. The information in this report must also be included in the next periodic report/final report.</small>	
Period covered (from last periodic report):	from [dd/mm/yyyy] to [dd/mm/yyyy]

TABLE OF CONTENTS

1. MILESTONES, DELIVERABLES AND CRITICAL RISKS	4
2. OVERVIEW OF THE PROGRESS AND ACTIVITIES	5
ANNEXES	7



OCA for subcontractors

(Digital Global Gateways and Cloud calls)

Ownership control of subcontractors

- References:

- Ownership control questionnaire in the application:
 - Subcontractors must be **owned and controlled** from within EU Member states
 - “All participants (beneficiaries, affiliated entities, subcontractors and associated partners) must fill out the form.”*
- Guidance on restricted calls
- Call text:
 - Subcontractors must come from **eligible countries***
- Implementation in case of restrictions due to security**

Where the call conditions restrict participation or control due to security reasons, the beneficiaries must ensure that none of the entities that participate as affiliated entities, associated partners, subcontractors or recipients of financial support to third parties are established in countries which are not eligible countries or target countries set out in the call conditions (or are controlled by such countries or entities from such countries).

The beneficiaries must moreover ensure that any cooperation with entities established in countries which are not eligible countries or target countries set out in the call conditions (or are controlled by such countries or entities from such countries) does not affect the security interests and avoids potential negative effects over security of supply of inputs critical to the action.

Art. 18
(Annex V)
of GA

Obligation of the participant:

- Ensure the selected subcontractors comply with the requirements of the call
- Subcontractors might be subject to ownership control assessment by the EC services
- The following elements are considered for ownership control: ownership structure and specific rights; corporate governance; commercial and financial links conferring control; other sources of control
- **REMINDER (!): Provide EC services with an overview of potential subcontractors (per task) with the risk assessment in regard to the security requirements and current status of subcontracting**

Ownership Control Assessment of Subcontractors

Reminder!

How do you launch the assess

- 1) Your potential subcontractor needs to fill in the [ownership control declaration](#).
- 2) The subcontractor also needs to create a PIC on the F&T Portal (see procedure here: [Participant register](#)).

Once the potential subcontractor has submitted these two elements to you, please send them to us via the communication tab in the portal.

Your HaDEA project adviser will then launch the assessment by the EC Central Validation Service.

The EC Central Validation Service will get in touch directly with your potential subcontractor (via the F&T portal) and once the assessment is finalized your HaDEA project adviser will communicate the results to you.

REPORTING

👉 Art. 21.2 +
👉 Data sheet 4.2

2. Periodic Report

- Linked to a payment request (interim of final)
- **Technical Report (part A & part B) + Financial Report**
- To be submitted the latest 60 days after the end of the reporting period

👉 Reporting period

- Independent from calendar years
- Starts with the starting date of the project (activities)
- The default reporting period for is 18 months but can vary (→ checks the specifics in your GA)

Periodic Report

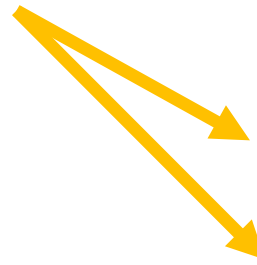
👉 Art. 21, 22 +
Data Sheet point 4.2

4.2 Periodic reporting and payments

Reporting and payment schedule (art 21, 22):

Reporting					Payments	
Reporting periods			Type	Deadline	Type	Deadline (time to pay)
RP No	Month from	Month to				
					Initial prefinancing	30 days from entry into force/ financial guarantee (if required) – whichever is the latest
1	1	18	Periodic report	60 days after end of reporting period	Interim payment	90 days from receiving periodic report
2	19	27	Periodic report	60 days after end of reporting period	Final payment	90 days from receiving periodic report

Delivery linked to payments schedule



Prefinancing payments and guarantees:

Prefinancing payment		Prefinancing guarantee	
Type	Amount	Guarantee amount	Division per participant
Prefinancing 1 (initial)			

Reporting and payment modalities (art 21, 22):

Periodic Report – list of documents

All beneficiaries must complete:

1. In the system, their own **Financial Part (Financial Statement)** and the financial report of their Affiliated Entity
2. The Excel sheet “**Detailed Cost reporting table**”
3. In the system, their own **Budget Forecast** per reporting period



Beneficiaries e-sign and submit their Financial Parts to the Coordinator

4. Their **contribution to the Technical Report** of the Periodic Report

The **COO** must complete and upload

5. The Excel sheet “**Budget Forecast per WP**”

Periodic Report – list of documents

SyGMA
System for Grant Management

Project Periodic Report

Project Summary | Deliverables | Milestones | Critical Risks | Tech. Report (Part B) | Financial Statements | Technical Progress | Budget Forecast | Draft Consolidated Budget Forecast | Documents

Period No: 1 Duration (months): 24
Reporting Period : [11 Jan 2021 - 10 Jan 2023]

Documents

Technical Part

- Critical Risks
- List of milestones in periodic report
- List of deliverables in periodic report
- Project summary
- List of Participants
- Explanation of the work - Overview of progress
- Technical Progress
- Budget forecast per WP - Annex to the Core of the Report

Financial Part

ANAS SPA

- Certificate on financial statement per partner
- Financial statement (normal, adjustment) per partner
- Detailed Cost Reporting Table

Auto Generated Part

- Cover letter
- Summary of the financial statements for all partners
- Budget Forecast

CEF – Periodic Report

Project Periodic Report													goFund			
Summary for publication	Deliverables Ethics, DMP, Other Reports	Milestones	Critical Risks	Publications	Disseminat... and Communic...	Patents (IPR)	Innovation	SME Impact	Open Data	Gender	Tech. Report (Part B)	Financial Statements	Financial support to 3rd parties	Documents		
✓	i	i	✓	✓	✓	✓	✓	✓	i	✓	i	i	✓	i		

Attachment: Explanation of the work - Overview of progress

Actions: [View File](#)

Template

Periodic report templates

- Template for periodic report published in the Funding & Tenders Portal
- Contains:
 - Technical report Part A
 - Technical report Part B
 - Financial report

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA)

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

Programming period: 2021-2027

Connecting Europe Facility (CEF) [X]

Clear filter

Reference Documents

Grants
This page includes reference documents of the programmes managed on the EU Funding & Tenders Portal. Please select the programme to see the reference documents.

Procurement
Reference Documents related to tendering opportunities are published on TED eTendering in the TED database.

Filter

- Legislation
- Work programme & call documents
- Grant agreements and contracts
- Simplified cost decisions
- Guidance
- Templates & forms
 - Application forms
 - Validation and LEAR appointment forms
 - Grant agreement preparation templates
 - Project reporting templates
 - Periodic report (CEF)**

Periodic Report – list of documents

1. Financial Part (Financial Statement)

2. “Detailed Cost reporting table”

3. Budget Forecast

4. “Budget Forecast per WP”

5. Contribution to the Technical Report

Periodic Report – Financial part

The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' interface. The top navigation bar includes the European Commission logo and a 'Help' dropdown menu. The main content area is divided into a left sidebar and a central workspace.

MY PROJECT Sidebar:

- Call: CEF-E-2021-PCI
- Type of Action: CEF-PJG
- Current Phase: Grant Management
- Number: 220007252
- Duration: 36 months
- GA based on the: CEF MGA — Multi & Mono - 1.null
- Start Date: 07 Dec 2022

Periodic Reporting Section:

- Title: Periodic Reporting
- Reference: REP-220007252-1 - period 01/01/2016 > 31/12/2016
- Date: 09 Dec 2022
- Progress: Draft (active), Submitted, Observations, Paid
- Items:
 - Technical Part contribution
 - Financial Part CNRS [PIC 9999] (highlighted with a red box)
 - Periodic Report composition
- Buttons: Lock for review

Continuous Reporting Section:

- Title: Continuous Reporting
- Reference: 220007252 - 220007252
- Date: 07 Dec 2022

Navigation:

- Process documents
- Process communications
- Process history

Footer: Latest Legal Data

Periodic Report – Financial statement

Complete Data

Task to be performed by each Beneficiary

Periodic Reporting
REP-781643-1 - period
07/2015 > 03/2016

04 Mar 2016
Draft

03 May 2016
(19/60 days)
Submitted

Paid

Financial Part shortname for 9669 [] drafting

Lock for review

Periodic Report composition

Submit to EU

Grant Management Project Periodic Report

Financial Statement

Financial Statement

Financial information from contact

No contribution requested? Yes No

Financial Statements

Period	Adjustment	Requested Contribution
04/07/2015 - 03/03/2016 (Period No '1')	No	126,674.00 €

Financial Statement for period '1' (04/07/2015 - 03/03/2016)

Eligible costs:

Cost Category	Unit Cost	Number of Units	Subtotal	Total	Actions
a) Direct personnel costs declared as actual costs				100,000.00 €	
b) Direct personnel costs declared as unit costs (average cost)				40.00 €	
▼ c) Direct personnel costs declared as unit costs				339.20 €	
c1) SME owner/Natural person costs	33.92 €	10	=	339.20 €	
d) Direct costs of subcontracting				1,000.00 €	
e) Direct costs of providing financial support to third parties				200.00 €	
f) Other direct costs				0.00 €	
h) Indirect costs (= 0.25 * (a + b + c + f - o))				75,000.00 €	
i) Total costs (= a + b + c + d + e + f + h)					

Validate

Periodic Report – Financial statement

Complete Data

[How to complete your financial statement — general - IT How To - Funding Tenders Opportunities \(europa.eu\)](#)

Grant Management | Project Periodic Report | n007icut: (EXTERNAL) | HOW TO

Beneficiary 1: AST GmbH
Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH
PIC: 973276467 | Status: VALIDATED
Legal Address: ZEPPELINSTRASSE 9B, 28816, STUHR, Germany

Affiliated Entity 1: UDUIS
Legal Name: HEINRICH-HEINE-UNIVERSITAET DUESSELDORF
PIC: 999856116 | Status: VALIDATED
Legal Address: UNIVERSITAETSSTRASSE 1, 40225, DUESSELDORF, Germany

Period No: 1 | Duration (months): 18
Reporting Period: 06 Dec 2021 - 05 Jun 2023

Financial Statement

Export Use of Resources to PDF

Financial information from contract

Financial Certificate

Certificate on the Financial Statements: Yes No

Name of the Auditor: Cost of Certificate:

Period	Adjustment	Requested Contribution
06 Dec 2021 - 05 Jun 2023 (Period No. 1)	No	77.00 €

Financial Statement for period '1' : (06 Dec 2021 - 05 Jun 2023)

Eligible costs: The amount of Total Contribution requested entails that a Certificate of Financial Statements must be provided.

Category	Form of Funding	Total Amount
▼ Eligible costs (per budget category)		
▼ Direct costs		
▼ A. Personnel costs		
▼ (a1) A.1 Employees (or equivalent), A.2 Natural persons under direct contract, A.3 Seconded persons		
actual		77.00 €
▼ B. Subcontracting costs		
▼ (b) Subcontracting costs		
actual		0.00 €
▼ C. Purchase costs		

When needed, the system will automatically require upload of the CFS

Periodic Report – Financial statement

Complete & Save

Grant Management Project Periodic Report

220007252 (220007252 SURDU..) CEF-PJG Financial Statement

Period No: 1 Duration (months): 12
Reporting Period : [01 Jan 2016 - 31 Dec 2016]

Financial Statement

▼ Eligible costs (per budget category)	
▼ Direct costs	
▼ A. Personnel costs	
(a1) A.1 Employees (or equivalent), A.2 Natural persons under direct contract, A.3 Seconded persons	actual 1.00 €
(a2) A.1 Employees (or equivalent), A.2 Natural persons under direct contract, A.3 Seconded persons	unit (usual accounting practices) 3.00 €
▼ B. Subcontracting costs	
(b) Subcontracting	actual 30.00 €
▼ C. Purchase costs	
▼ C.1 Travel and subsistence	
(c1a) Travel	actual 20.00 €
(c1b) Accommodation	actual 10.00 €
(c1c) Subsistence	actual 20.00 €
(c2) C.2 Equipment	actual 20.00 €
(c3) C.3 Other goods, works and services	actual 20.00 €
▼ D. Other cost categories	
(d1a) D.1 Financial support to third parties	actual 30.00 €
▼ Indirect costs	
▼ E. Indirect costs	
(e) E. Indirect costs (0% * (a1 + a2 + b + c1a + c1b + c1c + c2 + c3 + d1a))	flat-rate 0.00 €
(f) Total costs (a1 + a2 + b + c1a + c1b + c1c + c2 + c3 + d1a + e)	154.00 €
▼ EU contribution	
▼ EU contribution to eligible costs	
(g) Maximum EU contribution (50% * f)	77.00 €
(h) Requested EU contribution (g)	77.00 €
(m) Maximum grant amount (h)	77.00 €
▼ Revenues	

Attachments: Validate

Periodic Report – Financial statement

Lock For Review > PDF

Periodic Reporting
REP-781643-1 - period
07/2015 > 03/2016

04 Mar 2016 (Draft) | 03 May 2016 (19/60 days) (Submitted) | Paid

Financial Part shortname for 966984368 [PIC 966984368] drafting

Periodic Report composition

Lock for review

Submit to EU

Task to be performed by each Beneficiary

Periodic Reporting
REP-781643-1 - period
07/2015 > 03/2016

04 Mar 2016 (Draft) | 03 May 2016 (19/60 days) (Submitted) | Paid

Financial Statement shortname for 966984368 [PIC 966984368] signature and submission to coordinator

Financial Statement shortname for 966984368 [PIC 966984368]

PR_FINANCIAL_STATEMENT_PARTNER_966984368_1

Progress status for this type of task:

shor...84368

Periodic Report composition

Submit to EU

Unlock to draft | Sign & Submit

This action will freeze the data (prevent changes) and generate a PDF document

Periodic Report – Financial statement

Sign & Submit

Task to be performed by
PFSIGN of each
Beneficiary

Periodic Reporting
REP-781643-1 - period
07/2015 > 03/2016

04 Mar 2016 (Draft) | 03 May 2016 (19/60 days) (Submitted) | Paid

Financial Statement shortname for 966984368[PIC 966984368] signature and submission to coordinator

Unlock to draft **Sign & Submit**

Financial Statement shortname for 966984368[PIC 966984368]

PR_FINANCIAL_STATEMENT_PARTNER_966984368_1

Progress status for this type of task:
shor...84368

Periodic Report 1 composition

Please confirm

The beneficiary hereby confirms that:

- The information provided is complete, reliable and true.
- The costs declared are eligible (see Article 6).
- The costs can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 17, 18 and 22).
- For the last reporting period: that all the receipts have been declared (see Article 5.3.3).

Ok Cancel

The Project Financial Signatory is invited to electronically sign the financial report and submit it to the Coordinator who may on his turn include it in the periodic report.

Periodic Report – Financial statement

Sent To Coordinator

Periodic Reporting
REP-781643-1 - period
07/2015 > 03/2016

04 Mar 2016
Draft

03 May 2016
(19/60 days)
Submitted

Paid

Periodic Report composition

Periodic Report 1 project No 781643

Filter: All | Draft | Available | Included

Report Element	Status
Technical report	
Technical Part of Periodic Report	Included
Financial report	
Financial Statement shortname for 966984368[PIC 966984368]	Sent to CO

Periodic Report – Financial statement

To Be Included in Periodic Report

Periodic Reporting
REP-781643-1 - period
07/2015 > 03/2016

04 Mar 2016
Draft

03 May 2016
(19/60 days)
Submitted

Paid

Periodic Report composition

Submit to EU

Periodic Report 1 project No 781643

Filter: All Draft Available Included

Report Element	Status	Action
Technical report		
Technical Part of Periodic Report	Included	Redo
Financial report		
Financial Statement shortname for 966984368[PIC 966984368]	Sent to CO	Redo Include

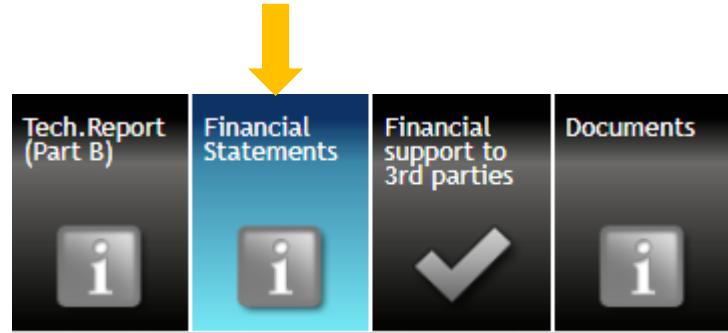
COO approves by including it in the Periodic Report

Periodic Report 1 project No 781643

Filter: All Draft Available Included

Report Element	Status	Action
Technical report		
Technical Part of Periodic Report	Included	Redo
Financial report		
Financial Statement shortname for 966984368[PIC 966984368]	Included	Redo

Periodic Report – Financial statement



Partners Financial Report

[Use of Resources summary](#)
[Export Use of Resources to PDF](#)
[Financial Statements Summary](#)
[Financial Statements Summary](#)

Number	Role	Short Name	Legal Name	Country	PIC	Status
1	CO			ES	998736542	Submitted to EU
2	BEN			DE	999984059	Submitted to EU
3	BEN			AT	999594119	Submitted to EU
▼ 4	BEN			DE	999964756 ⚠	N/A
1	AE			DE	999991819 ⚠	N/A
5	BEN			EL	998802502	Submitted to EU
6	BEN			RO	953556755	Submitted to EU
▼ 7	BEN			IT	916573856	Submitted to EU
1	UTRO			IT	999599357	Draft
8	BEN			UK	937924817	Submitted to EU
9	BEN			DE	996290008	Submitted to EU
10	BEN			IT	996613600	Submitted to EU
▼ 11	BEN			UK	997361470	Submitted to EU
1	AE			UK	967120459	Submitted to EU
12	BEN			NL	999697715	Submitted to EU
13	BEN			DE	922587080	Submitted to EU
14	BEN			SE	992554053	Submitted to EU
15	BEN			EL	923395769	Submitted to EU
16	BEN			EL	922900196	Submitted to EU
17	BEN			DE	972142440	Submitted to EU

Periodic Report – list of documents

1. Financial Part (Financial Statement)

2. “Detailed Cost reporting table”

3. Budget Forecast

4. “Budget Forecast per WP”

5. Contribution to the Technical Report

Periodic Report – Detailed costs

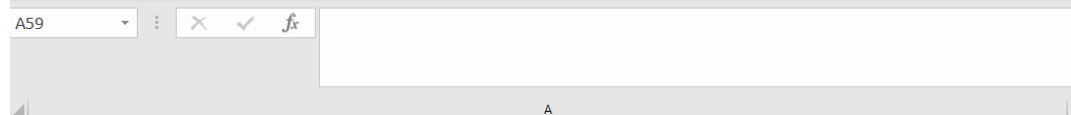
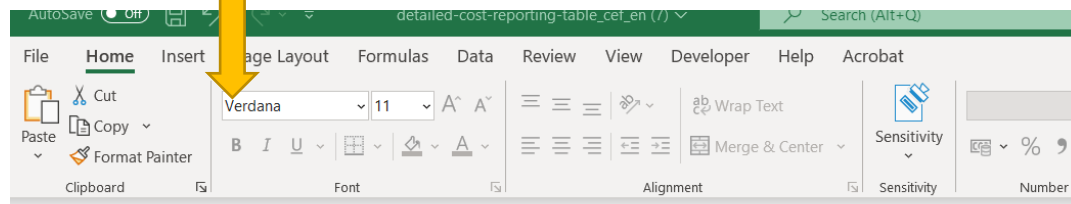
Excel document to be downloaded, filled in and uploaded in the system by each beneficiary

[Reference Documents \(europa.eu\)](#)

The screenshot shows the European Commission website interface. At the top left is the European Commission logo and the text 'Funding & tender opportunities Single Electronic Data Interchange Area (SEDIA)'. On the top right, there are 'English', 'Register', and 'Lo' buttons. A dark blue navigation bar contains 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE' (highlighted in yellow), 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. Below the navigation bar, a left sidebar lists various document categories: 'Simplified cost decisions', 'Guidance', 'Templates & forms' (expanded), 'Application forms', 'Validation and LEAR appointment forms', 'Grant agreement preparation templates', and 'Project reporting templates' (expanded). Under 'Project reporting templates', the following items are listed: 'Periodic report (CEF)', 'Budget forecast per RP (CEF)', 'Budget forecast per WP (CEF)', and 'Detailed cost reporting table (CEF)', which is highlighted with a yellow box. Below this list, a grey box displays 'Published: 2022-11-09' and 'Translations: EN'. At the bottom, three 'Cost Reporting Calculator' links are visible.

Periodic Report – Detailed costs

1st tab: explanations



Guidelines for completing the DETAILED COST REPORTING TABLE - Actual costs

Background information

The purpose of these guidelines is to assist beneficiaries in presenting their individual periodic reporting giving right to submit the interim and final request for payment.

In accordance with article 21.2 of the Grant Agreement (GA), the Periodic report must contain:

- 1) A technical part including an overview of the action implementation and the information needed to justify the declared costs. It must be prepared using the template available in the Portal Periodic Reporting tool.
- 2) The financial part of the periodic report includes:
 - (a) The financial statements per beneficiary and per affiliated entity: encoded via the Portal Periodic Reporting Tool. Ensure that costs declared comply with the eligibility conditions specified in Art 6 of the GA.
 - (b) As attachment to the Financial Statement in e-grants: A detailed cost reporting table (i.e this .xlsx workbook) per beneficiary and per affiliated entity
 - (c) When applicable (as per data sheet 4.3 and article 24.2 of the GA), a Certificate on the Financial Statements (CFS) shall be drawn up using the template published on the Portal and cover costs claimed at beneficiary level.

Each beneficiary and affiliated entity submits respectively their financial statements in the Portal Periodic Reporting Tool. Before submitting the reports, make sure that the totals per cost category (sheet 2) are equal to the amounts encoded in the financial statements.

For multi-beneficiary grants, it is the responsibility of the coordinator to submit the request for payment directly in the Portal Periodic Reporting Tool

Drop-down menus and automatic calculations

Throughout the different worksheets, and where possible, drop-down menus and automatic calculations have been used to facilitate and standardise the encoding of information. Do not delete or modify any drop-down menus or automatic calculations.

Sheet 1 Detailed costs incurred

Currency of your general accounts

0.Guidelines | 1. Detailed costs incurred | 2. Overview of costs incurred

2nd tab: to fill in

1. Details of the declared (actual) costs incurred at the level of each beneficiary/affiliated entity							
Project ID:	Number of Reporting Period: <small>(From the drop-down list select the number of the reporting period to which this declaration pertains)</small>			Choose			
Project Acronym:	Reporting period: <small>(Indicate start and end month/year of the reporting period)</small>		Start: (MM/YY)	End: (MM/YY)			
Name of Beneficiary <small>(If you are an affiliated entity declaring costs, indicate the name of the beneficiary to which you are affiliated as per grant agreement)</small>	Name of Affiliated Entity Declaring Costs <small>(If you are not an affiliated entity declaring costs leave this column blank)</small>	Work Package (Number)	Task no. <small>(Only indicate if referenced in the CofA of the GA otherwise leave this column blank)</small>	Item selected for CFS? <small>(Indicate 'Yes' if cost item is selected to establish the CFS, otherwise keep blank)</small>	Cost Category <small>(Select the cost category under which the cost item is declared - the total per cost category must match the amount declared for the same cost category in the Financial Statement)</small>	Short description of the cost claimed <small>(must be in written in the reporting language as stipulated in the Grant Agreement)</small>	Supplier

3rd tab: totals per category

2. Overview of costs incurred by the participant		
Project ID: -		
Project Acronym: -		
Beneficiary Name: -		
Affiliated Entity Name: -		
Reporting Period: Choose		
Cost category	Claimed costs in EUR (converted to EURO)	
Total Direct costs		0,00
A. Personnel costs Total		0,00
A.1 - Personnel costs - Actual		0,00
A.2 - Personnel costs - Unit		0,00
A.3 - Personnel costs - SME Owners		0,00
B. - Subcontracting		0,00
C.1 - Travel and Subsistence		0,00
C.2 - Equipment		0,00
C.3 - Other goods, works and services		0,00
D.1 - Financial support to third parties		0,00
D.2 - Studies - Personnel costs - Actual		0,00
D.2 - Studies - Personnel costs - Unit		0,00
D.2 - Studies - Subcontracting		0,00
D.2 - Studies - Travel and Subsistence		0,00
D.2 - Studies - Equipment		0,00
D.2 - Studies - Other goods, works and services		0,00
D.3 - Synergetic elements - Personnel costs - Actual		0,00
D.3 - Synergetic elements - Personnel costs - Unit		0,00
D.3 - Synergetic elements - Subcontracting		0,00
D.3 - Synergetic elements - Travel and Subsistence		0,00
D.3 - Synergetic elements - Equipment		0,00
D.3 - Synergetic elements - Other goods, works and services		0,00
D.4 - Works in outermost regions - Personnel costs - Actual		0,00

Periodic Report – list of documents

1. Financial Part (Financial Statement)
2. “Detailed Cost reporting table”
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4. “Budget Forecast per WP”
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Periodic Report – Budget forecast

[Completing the Budget Forecast – Connecting Europe Facility \(CEF\) - IT How To - Funding Tenders Opportunities \(europa.eu\)](#)

Grant Management | Project Periodic Report

220007251 (220007251 SURDU...) CEF-PJG

Reporting period: 2
Start date: 01-01-2017
End date: 31-12-2017

Period No: 1 | Duration (months): 12
Reporting Period : [01 Jan 2016 - 31 Dec 2016]

Budget Forecast

SAVE

Category	Form of Funding	Total Amount
▼ Estimated eligible costs (per budget category)		
▼ Direct costs		
▼ A. Personnel costs		
(a1) A.1 Employees (or equivalent), A.2 Natural persons under direct contract, A.3 Seconded persons	actual	0.00 €
(a2) A.1 Employees (or equivalent), A.2 Natural persons under direct contract, A.3 Seconded persons	unit (usual accounting practices)	0.00 €
▼ B. Subcontracting costs		
(b) Subcontracting	actual	0.00 €
▼ C. Purchase costs		
▼ C.1 Travel and subsistence		
(c1a) Travel	actual	0.00 €
(c1b) Accommodation	actual	0.00 €
(c1c) Subsistence	actual	0.00 €
(c2) C.2 Equipment	actual	0.00 €
(c3) C.3 Other goods, works and services	actual	0.00 €
▼ D. Other cost categories		
(d1a) D.1 Financial support to third parties	actual	0.00 €
▼ Indirect costs		
▼ E. Indirect costs		
(e) E. Indirect costs (0% * (a1 + a2 + b + c1a + c1b + c1c + c2 + c3 + d1a))	flat-rate	0.00 €
(f) Total costs (a1 + a2 + b + c1a + c1b + c1c + c2 + c3 + d1a + e)		0.00 €
▼ Estimated EU contribution		
▼ EU contribution to eligible costs		
(g) Maximum EU contribution (50% * f)		0.00 €
(h) Requested EU contribution		0.00 €
(m) Maximum grant amount (h)		0.00 €

Validate

Periodic Report – list of documents

1. Financial Part (Financial Statement)
2. “Detailed Cost reporting table”
3. Budget Forecast
4. “Budget Forecast per WP”
5. Contribution to the Technical Report

Periodic Report – Budget forecast per WP

One Excel document per project to be downloaded, filled in and uploaded in the system by the COO

European Commission | Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

- + Simplified cost decisions
- + Guidance
- Templates & forms
 - + Application forms
 - + Validation and LEAR appointment forms
 - + Grant agreement preparation templates
 - Project reporting templates
 - Periodic report (CEF) >
 - Budget forecast per RP (CEF) >
 - Budget forecast per WP (CEF) v**

Published: 2022-05-18
Translations: EN

Detailed cost reporting table (CEF) >
Cost Reporting Calculator (CEF-T UN ERTMS) >
Cost Reporting Calculator (CEF-T UN AFIF-EVRI) >

Periodic Report – Budget forecast per WP

[Reference Documents \(europa.eu\)](https://europa.eu)

INSTRUCTIONS (BUDGET FORECAST PER WP)	
1	
2	
3	General
4	The file is composed of 7 sheets (1- Start, 2 - Work packages, 3 - Participants, 4 - BF table, 5 - BF table_Summary_WP, 6 - BF table_Summary_Participants, 7 - BF table_Consistency check).
5	This table complements the budget forecast information per RP you encode directly in the Funding & Tenders Portal. Make sure that the information provided in the BF table is consistent with the information provided in the Funding & Tenders Portal.
6	You should submit the BF table as part of your periodic report after the end of each reporting period: - for periodic reporting (to adapt costs for previous reporting periods and forecasted): the table will become an Annex of your Periodic Report Part B. Complete/update and upload the table as an Excel file in the Funding & Tenders Reporting tool.
7	Getting started
8	Please complete the sheets in their order (Start - Work packages- Participants- BF table).
9	ATTENTION! White cells mean that you are required to enter data. Grey cells are calculated automatically.
10	
11	1- Start sheet
12	Use this sheet to insert the generic data (project name and acronym). This information will be automatically copied into the other sheets.
13	
14	2 - Work packages sheet
	Use this sheet to enter the names of work packages and the corresponding funding rates. The information provided here needs to be consistent with the information provided in the Funding & Tenders Portal.
	Instructions 1 - Start 2 - Work packages 3 - Participants 4 - BF table 5 - BF table_Summary_WP

Update of the budget forecast per WP which was part of the GAP

Complete/update and upload the table as an Excel file in the F&T Reporting tool.

The table will become an Annex of your Periodic Report Part B.

Periodic Report – list of documents

1. Financial Part (Financial Statement)
2. “Detailed Cost reporting table”
3. Budget Forecast
4. “Budget Forecast per WP”
5. Contribution to the Technical Report

Periodic Report – Contribution to technical part

Part A

- Summary for Publication
- Deliverables, Milestones, Risks, etc.

Part B – Narrative part

- Explanation of the work carried out by the Beneficiaries and overview of progress (technical report)

Template available in F&T:

[Reference Documents \(europa.eu\)](https://europea.eu)

*Info entered in the IT Tool
through the Continuous
Reporting module*

*Submitted in a PDF through
the Periodic Reporting
module*



Periodic Report – Contribution to technical part

Technical Report (Part B)

Number	Attachment	Actions	Template
1	Explanation of the work - Overview of progress	View File	

Part B:

- One .doc document to be filled in and uploaded for the period for the project.
- Each beneficiary can download the template but the COO must consolidate the final version and upload it in .pdf format.

Periodic Report – Approval & submission by COO

The Coordinator must review and explicitly approve the elements of the Periodic Report prior to submission to the EU.

The COO can:

- reject a Financial Statement back to a beneficiary for further editing (**Redo**)
- approve the Financial Statement and include it in the Periodic Report (**Include**)
- reject the Budget Forecast back to the beneficiary (**Redo**)
- include any Budget Forecast that you select for inclusion in the Consolidated Budget Forecast (**Include**)
- unlock the Technical Part of the Periodic Report for further editing (**Redo**)



The screenshot displays the 'Periodic Report Composition' window in the Grant Management Services system. The window title is 'Periodic Report Composition [Period No: 1 (02 Dec 2021 - 01 Dec 2022), Project No: 220007268]'. The table below shows the composition of the report, categorized into Technical report, Financial report, and Budget Forecast. Each row includes a Report Item, its Status, and available actions (Redo and Include).

Report Item	Status	Action
Technical report		
Technical Part of Periodic Report	Included	Redo
Financial report		
1 (1/2) Financial Statement AST GmbH [PIC 973276467]	Included	Redo
Financial Statement CEA [PIC 999992401]	Sent to CO	Redo Include
2 (0/1) Financial Statement CNRS [PIC 999997930]	Sent to CO	Redo Include
3 (1/1) Financial Statement IE UNIVERSIDAD [PIC 988410019]	Included	Redo
Budget Forecast		
1 (0/2) Budget Forecast AST GmbH [PIC 973276467]	Sent to CO	Redo Include
Budget Forecast CEA [PIC 999992401]	Sent to CO	Redo Include
2 (0/1) Budget Forecast CNRS [PIC 999997930]	Sent to CO	Redo Include
3 (0/1) Budget Forecast IE UNIVERSIDAD [PIC 988410019]	Sent to CO	Redo Include

Periodic Report – Submission to the EU

Periodic Reporting
REP-781643-1 - period
07/2015 > 03/2016

04 Mar 2016
Draft

03 May 2016
(19/60 days)
Submitted

Paid

Periodic Report composition

Submit to EU

Coordinator submits to EU

Periodic Report 1 project No 781643

You are about to submit the periodic report to the EU. Press submit to EU to proceed.

I agree with the conditions

Submit to EU

Once the elements of the Periodic Report are approved, the Periodic Report can be submitted to the EU in one single submission by the COO.
Only users with the role Primary Coordinator Contact and Coordinator Contact can perform this action.

Periodic Report

Next steps

The screenshot displays the 'Periodic Reporting' interface. At the top, a progress bar shows the status from 'Draft' (01 Aug 2017) to 'Submitted' to 'Paid' (23 Nov 2017, 0/90 days). Below this, the 'Process documents' section lists several PDF files: 'PR_PUBLISHABLE_SUMMARY_1', 'PR_QUESTIONNAIRE_1', 'COVER_LETTER_1', 'PR_FINANCIAL_STATEMENT_PARTNER_916545726_1', and 'PR_CORE_1'. The 'Process history' section at the bottom shows a log of events: 'submitted the report on 25 Aug 2017 14:41', 'EU made the Periodic Report available to the Coordinator on 01 Aug 2017 01:32', and 'EU launched the periodic reporting on 01 Aug 2017 01:32'.

Submission to the EU: automatic actions after the Coordinator clicks

- i. Periodic report documents are generated and registered
- ii. Notifications are sent to the Consortium
- iii. Notifications are sent to the PO
- iv. Invoice is registered and in process workflow



EU Assessment and Payment

Summary of tasks

- **Beneficiaries :**

- 1) Continuous report**

- Upload deliverables
- Contribute regularly
- Contribute to progress report

All tasks to be carried out
in coordination with COO

- 2) Periodic report**

- Complete and submit their financial statement
- Fill in the Detailed Costs reporting table
- Provide their Budget Forecast (per period)
- Contribute to the Technical Report

Summary of tasks

- **Coordinators :**

- 1) Continuous report**

- All beneficiaries' tasks

- +

- Coordinate contributions from beneficiaries

- 2) Periodic report**

- All beneficiaries' tasks

- +

- Coordinate contributions

- Consolidate forecasts

- Submit the reports and follow up with HaDEA

Thank you



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Digital
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Agency*