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# FP7

# REPORTING REQUIREMENTS AND GUIDANCE NOTES

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# Reference documents

## 1 - GRANT AGREEMENT

- Core part
- Annex I (*Description of work*)
- Annex II (*General Conditions*)

## 2 – GUIDANCE NOTES (**DRAFT**):

- For Reporting
- For Reviews (*involving external experts*)



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# 1- FP7 Grant Agreement Core part

## Article 4 – Reporting periods and language of reports:

The *project* is divided into reporting periods of the following duration:

- P1: from month 1 to month X
- P2: from month X+1 to month Y
- P3: from month Y+1 to month Z
- (...)
- [final]: from month [N+1] to the last month of the *project*

Possibly, increased  
from 12 to 18 months

Any report and deliverable, when appropriate, required by this *grant agreement* shall be in English.



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# 1 - FP7 Grant Agreement

## Annex II General Conditions

### II.4. Reports and deliverables

1. The *consortium* shall submit a **periodic report** to the *Commission* for each reporting period **within 60 days** after the end of each respective period. The reporting shall comprise:
  - a) an overview, **including a publishable summary**, of the progress of work towards the objectives of the *project*, including **achievements and attainment of any milestones and deliverables** identified in Annex I. This report should include the **differences between work expected** to be carried out in accordance with Annex I and that actually carried out,
  - b) an **explanation of the use of the resources**, and
  - c) a **financial statement, from each beneficiary** together with a summary financial report consolidating the claimed *Community* contribution of all the *beneficiaries* in an aggregate form, based on the information provided in Form C (Annex VI) by each *beneficiary*.



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## Annex II General Conditions

- 2.** The *consortium* shall submit a **final report** to the *Commission* **within 60 days** after the end of the *project*. The report shall comprise:
- a) a **final publishable summary report** covering results, conclusions and socioeconomic impact of the *project*.
  - b) a report covering the **wider societal implications** of the *project*, including gender equality actions, ethical issues, efforts to involve other actors and spread awareness **as well as the plan for the use and dissemination of foreground**.



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## Annex II General Conditions

**3.** The *coordinator* shall submit a report on the **distribution of the *Community financial contribution between beneficiaries***. This report must be submitted **30 days after receipt of the final payment**.

**4.** **A certificate on the financial statements** shall be submitted for claims of interim payments and final payments when the amount of the *Community financial contribution* claimed by a *beneficiary* under the form of reimbursement of costs is equal to or superior to EUR 375 000, when cumulated with all previous payments for which a certificate on the financial statements has not been submitted.... (Form D - Annex VII).



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## Annex II General Conditions



However, for *projects* of a duration of 2 years or less, the certificate on the financial statements shall be submitted only for claims on final payments when the amount of the *Community financial contribution* claimed by a *beneficiary*, in the form of reimbursement of costs, is equal to or superior to EUR 375 000 when cumulated with all previous payments.....

*See last paragraphs of Article II.4.5 of the Grant Agreement on Certificate on Methodology*



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## Annex II General Conditions



**5.** The *consortium* shall transmit the reports and other deliverables **through the coordinator to the Commission by electronic means.**

In addition, Form C, **must be signed by the authorised person(s)** within the *beneficiary's* organisation, and the certificates on the financial statements and on the methodology must be signed by an authorised person of the auditing entity, and the originals shall be sent to the *Commission*.



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## Annex II General Conditions



6. The **layout and content** of the reports **shall conform to the instructions and guidance notes** established by the *Commission*.
7. The **reports** submitted to the *Commission* for publication **should be of a suitable quality** to enable direct publication and their submission to the *Commission* in publishable form indicates that no confidential material is included therein.
8. **Deliverables** identified in Annex I **shall be submitted as foreseen** therein.
9. The *Commission* may **be assisted by external experts** in the analysis and evaluation of the reports and deliverables.



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## Annex II General Conditions



### II.23. Technical audits and reviews

1. The Commission may initiate a technical audit or review at any time during the Implementation of the project and up to up to five years after the end of the project. The aim of a technical audit or review shall be to assess the work carried out under the project over a certain period, inter alia by evaluating the project reports and deliverables relevant to the period in question. Such audits and reviews may cover scientific, technological and other aspects relating to the proper execution of the project and the grant agreement.



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### 2. With respect to the Description of Work (Annex I)

- the **degree of fulfilment of the project work** plan for the relevant period and of the related deliverables;
- the **continued relevance of the objectives** and breakthrough potential with respect to the scientific and industrial state of the art;
- the **resources planned** and utilised in relation to the **achieved progress**, in a manner consistent with the principles of economy, efficiency and effectiveness;
- the **management** procedures and methods of the project;
- the **beneficiaries' contributions and integration** within the project;
- the **expected potential impact** in economic, competition and social terms, and the beneficiaries' plan for the use and dissemination of foreground.



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## Annex II General Conditions



5. The **Commission may be assisted** in technical audits and reviews **by external scientific or technological experts**. Expert's names to be communicated beforehand...
6. Audits and reviews **may be carried out remotely** at the expert's home **or place of work** or involve sessions with project representatives either at the Commission premises or at the premises of beneficiaries. Access to premises, documents may be required...
9. On the basis of the experts' formal recommendations the Commission **will inform the coordinator** of its decision:



# Comparison FP6 / FP7 Reporting



TYPE	FP6	FP7
PERIODIC REPORTS	Periodic activity report	Combined in one simplified single report, in electronic format.
	Periodic management report	
	Periodic report on the distribution of the Community's contribution	
	Interim science and society reporting questionnaire	Not requested in the periodic report
	Interim reporting on the implementation of the gender action plan	
	Interim reporting questionnaire on workforce statistics	
	Interim socio-economic reporting questionnaire	
INTERIM	Activity reports (only if specified in Annex 1)	Not envisaged in FP7
DELIVERABLES	Project deliverables	As for FP6, according to Description of work



# Comparison



## FP6 / FP7 Reporting

TYPE	FP6	FP7
<b>FINAL REPORTS</b>	<b>Publishable final activity report</b>	<b>As for FP6 guidelines</b>
	<b>Final plan for using and disseminating the knowledge</b>	<b>Simplified</b>
	<b>Final management report</b>	<b>Covered by report of last period</b>
	<b>Final report on the distribution of the Community's contribution</b>	<b>As for FP6, updated report</b>
	<b>Final science and society reporting questionnaire</b>	<b>Combined in one single and simplified questionnaire</b>
	<b>Final reporting on the implementation of the gender action plan</b>	
	<b>Final reporting questionnaire on workforce statistics</b>	
	<b>Final socio-economic reporting questionnaire</b>	



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# FP7 REPORTING

## Guidance notes

**DRAFT** Guidance note for Reporting

**DRAFT** Guidance notes for reviews (with external reviewers)



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# Thanks for your attention