

Unica meeting
Stockholm
20-21 October 2011

Project Final Report and
Participant Portal

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Template

PROJECT PERIODIC REPORT

Grant Agreement number:

Project acronym:

Project title:

Funding Scheme:

Date of latest version of Annex I against which the assessment will be made:

Periodic report: 1st ☐ 2nd ☐ 3rd ☐ 4th ☐

Period covered: from to

Name, title and organisation of the scientific representative of the project's coordinator¹:

Tel:

Fax:

E-mail:

Project website² address:

Template

PROJECT FINAL REPORT

Grant Agreement number:

Project acronym:

Project title:

Funding Scheme:

Period covered: _____ from _____ to _____

Name of the scientific representative of the project's co-ordinator, Title and Organisation:

Tel:

Fax:

E-mail:

Project website address:

FINAL REPORT Section A (public)

This section includes two templates

Template A1: List of all scientific (peer reviewed) publications relating to the foreground of the project.

Template A2: List of all dissemination activities (publications, conferences, workshops, web sites/applications, press releases, flyers, articles published in the popular press, videos, media briefings, presentations, exhibitions, thesis, interviews, films, TV clips, posters).

These tables are cumulative, which means that they should always show all publications and activities from the beginning until after the end of the project. Updates are possible at any time.

Section A (public)

This section includes two templates

- Template A1: List of all scientific (peer reviewed) publications relating to the foreground of the project.
- Template A2: List of all dissemination activities (publications, conferences, workshops, web sites/applications, press releases, flyers, articles published in the popular press, videos, media briefings, presentations, exhibitions, thesis, interviews, films, TV clips, posters).

These tables are cumulative, which means that they should always show all publications and activities from the beginning until after the end of the project. Updates are possible at any time.

[illegible]

TEMPLATE A2: LIST OF DISSEMINATION ACTIVITIES

NO.	Type of activities ¹⁵	Main leader	Title	Date	Place	Type of audience ¹⁶	Size of audience	Countries addressed
1	Conference		European Conference on Nanotechnologies	26 February 2010				
2								
3								

Section B (Confidential¹⁷ or public: confidential information to be marked clearly)

Part B1

The applications for patents, trademarks, registered designs, etc. shall be listed according to the template B1 provided hereafter.

The list should, specify at least one unique identifier e.g. European Patent application reference. For patent applications, only if applicable, contributions to standards should be specified. This table is cumulative, which means that it should always show all applications from the beginning until after the end of the project.

TEMPLATE B1: LIST OF APPLICATIONS FOR PATENTS, TRADEMARKS, REGISTERED DESIGNS, ETC.					
Type of IP Rights ¹⁸ :	Confidential Click on YES/NO	Foreseen embargo date dd/mm/yyyy	Application reference(s) (e.g. EP123456)	Subject or title of application	Applicant (s) (as on the application)

Part B2

Please complete the table hereafter:

Type of Exploitable Foreground ¹⁹	Description of exploitable foreground	Confidential Click on YES/NO	Foreseen embargo date dd/mm/yyyy	Exploitable product(s) or measure(s)	Sector(s) of application ²⁰	Timetable, commercial or any other use	Patents or other IPR exploitation (licences)	Owner & Other Beneficiary(s) involved
	<i>Ex: New superconductive Nb-Ti alloy</i>			<i>MRI equipment</i>	<i>1. Medical 2. Industrial inspection</i>	<i>2008 2010</i>	<i>A materials patent is planned for 2006</i>	<i>Beneficiary X (owner) Beneficiary Y, Beneficiary Z, Poss. licensing to equipment manuf. ABC</i>

In addition to the table, please provide a text to explain the exploitable foreground, in particular:

- Its purpose
- How the foreground might be exploited, when and by whom
- IPR exploitable measures taken or intended
- Further research necessary, if any
- Potential/expected impact (quantify where possible)

Practical experiences with FP7 Audit Certificate
(Certificate on Financial Statement, CFS)

Procedures	Standard factual finding and basis for exception reporting
<p>Personnel Costs</p> <p>1. Recalculate hourly personnel and overhead rates for personnel (full coverage if less than 20 employees, otherwise a sample of minimum 20, or 20% of employees, whichever is the greater), indicate the number of productive hours used and hourly rates. Where sampling is used, selection should be random with a view to producing a representative sample. 'Productive hours' represent the (average) number of hours made available by the employee in a year after the deduction of holiday, sick leave and other entitlements. This calculation should be provided by the Beneficiary. [if average costs are used, a separate independent report is required on the methodology]</p>	<p>For each <u>employee in the sample of ____</u>, the Auditor obtained the personnel costs (salary and employer's costs) from the payroll system together with the productive hours from the time records of each employee.</p> <p>For each employee selected, the Auditor recomputed the hourly rate by dividing the actual personnel costs by the actual productive hours, which was then compared to the hourly rate charged by the Beneficiary.</p> <p>No exceptions were noted.</p> <p>The average number of productive hours for the employees selected was ____.</p> <p>If the productive hours or costs of personnel cannot be identified, they should be listed (together with the amounts) as exceptions in the main report.</p>

Procedures	Standard factual finding and basis for exception reporting
Personnel Costs	
<p>1. Recalculate hourly personnel and overhead rates for personnel (full coverage if less than 20 employees, otherwise a sample of minimum 20, or 20% of employees, whichever is the greater), indicate the number of productive hours used and hourly rates.</p> <p>Where sampling is used, selection should be random with a view to producing a representative sample.</p> <p>'Productive hours' represent the (average) number of hours made available by the employee in a year after the deduction of holiday, sick leave and other entitlements. This calculation should be provided by the Beneficiary. [if average costs are used, a separate independent report is required on the methodology]</p>	<p>For each employee in the sample of 8, the Auditor obtained the personnel costs (salary and employer's costs) from the payroll system together with the productive hours from the time records of each employee.</p> <p>The hourly rate of personnel costs charged by the Beneficiary is calculated by dividing total annual personnel costs by total annual productive hours, 1575 hours/year. The personnel costs are in this way calculated by the hourly rate according to time recording.</p> <p>This method has been used by the University of Copenhagen for several years.</p>

Procedures	Standard factual finding and basis for exception reporting
<p>Personnel Costs</p> <p>1. Recalculate hourly personnel and overhead rates for personnel (full coverage if less than 20 employees, otherwise a sample of minimum 20, or 20% of employees, whichever is the greater), indicate the number of productive hours used and hourly rates.</p> <p>Where sampling is used, selection should be random with a view to producing a representative sample.</p> <p>'Productive hours' represent the (average) number of hours made available by the employee in a year after the deduction of holiday, sick leave and other entitlements. This calculation should be provided by the Beneficiary.</p> <p>[if average costs are used, a separate independent report is required on the methodology]</p>	<p>For each employee in the <u>number of 2 (full coverage)</u>, the Auditor obtained the personnel costs (salary and employer's costs) from the payroll system together with the productive hours from the time records of each employee.</p> <p>For each employee selected, the Auditor recomputed the hourly rate by dividing total monthly personnel costs by total monthly productive hours, which was then compared to the hourly rate charged by the Beneficiary. No exceptions were noted.</p> <p>The average number of productive hours for the employees selected was 116.14 hours/month.</p>

Procedures	Standard factual finding and basis for exception reporting
<p>Personnel Costs</p> <p>1. Recalculate hourly personnel and overhead rates for personnel (full coverage if less than 20 employees, otherwise a sample of minimum 20, or 20% of employees, whichever is the greater), indicate the number of productive hours used and hourly rates. Where sampling is used, selection should be random with a view to producing a representative sample. 'Productive hours' represent the (average) number of hours made available by the employee in a year after the deduction of holiday, sick leave and other entitlements. This calculation should be provided by the Beneficiary. [if average costs are used, a separate independent report is required on the methodology]</p>	<p>For each <u>employee in the sample of ____</u>, the Auditor obtained the personnel costs (salary and employer's costs) from the payroll system together with the productive hours from the time records of each employee.</p> <p>For each employee selected, the Auditor recomputed the hourly rate by dividing the actual personnel costs by the actual productive hours, which was then compared to the hourly rate charged by the Beneficiary.</p> <p>No exceptions were noted.</p> <p>The average number of productive hours for the employees selected was ____.</p> <p>If the productive hours or costs of personnel cannot be identified, they should be listed (together with the amounts) as exceptions in the main report.</p>

The Participant Portal – have you tried it ?

Research Participant Portal - Windows Internet Explorer

http://ec.europa.eu/research/participants/portal/page/home

Google participant portal

Research Participant Portal

Denne side er på Engelsk. Oversæt den ved hjælp af Google Toolbar? [Flere oplysninger](#) Ikke på Engelsk? [Hjælp os med at blive bedre](#) Oversæt



Participant Portal

Research & Innovation - Participants

European Commission > Research & Innovation > Participant Portal


Home

My Organisations

FP7 Cells

Support

LOGIN

 Login

Authentication and security help is available [here](#).

NEED HELP?

- See the [online user manual](#)
- You can consult [FAQS](#)
- Watch the demonstration of the Participant Portal - [introduction](#)
- If you cannot find an answer there, then submit your question via the [eFP7 service desk](#)

[read more](#)

WHAT'S NEW

Participant Portal V3.1.1

WELCOME

Welcome to the Participant Portal

The Participant Portal is your entry point for electronic administration of EU-funded research and innovation projects, and hosts the services for managing your proposals and projects throughout their lifecycle. Currently the portal covers mainly actions under the 7th EU-Framework Programme for Research and Technological Development (FP7). In the future, its coverage will be extended to other programmes in the area of research and innovation.



programme: program [Deaktiver](#)

What does it offer today?

- You can search for FP7 calls for proposals and submit your proposals.
- Depending on your role in projects and organisation, you can view information on projects, negotiate your grant agreement, manage amendments, submit financial and scientific reports or review projects.
- You can search for the unique identifier of your organisation, register your organisation or provide updates of your organisation's data.
- Depending on your roles in projects and organisations, you can assign or revoke access rights to organisation and project data for other persons.

Forthcoming functionalities

- Expert evaluators will be able to manage the administrative details related to their work as peer reviewers

Udført Internet 100%

Login page (ECAS authentication) - Windows Internet Explorer

https://webgate.ec.europa.eu/cas/login?domain=external&submit=select&loginRequestId=ECAS_LR-3760917-35HMyI3vFZVKT3WRQcVIn6KUpPZ3FwSvo9QxHQHRB

Google participant portal

Google

Denne side er på Engelsk. Oversæt den ved hjælp af Google Toolbar? Ikke på Engelsk? [Hjælp os med at blive bedre](#). Indholdet af denne sikre side sendes til Google til oversættelse ved hjælp af en sikker forbindelse. [Flere oplysninger](#)

Oversæt

European Commission
Authentication Service

en

Forgot your password? Change Password Privacy Statement Contact Help

Change your domain (External)

>> EUROPA > Authentication Service > Login

Authentication requested by: **Participants Portal**

Domain External (*)

Username or e-mail address

Password

☐ Remember me

☐ Warn me each time an application asks for my identity

☐ View my ECAS account details after logging me in

Login

[Sign Up for ECAS](#)

[Forgot your password?](#)

Security notice

(*) Is the selected domain correct? If not, please [change it](#) - or else your username or e-mail will not be recognized.

Forgot your password? Change Password Privacy Statement Contact Help

This Website is managed by the European Commission's Informatics DG - Version 1.23.2 - Processing: 6 milliseconds

W3C WAI-A WCAG 1.0

DIGIT

top


Internet 100%

Research & Innovation - Participants

European Commission > Research & Innovation > Participant Portal

[Home](#) [My Organisations](#) [My Proposals](#) [My Projects](#) [My Roles](#) [My Notifications](#) [FP7 Calls](#) [Support](#)

LOGIN

 Logout

Poul PETERSEN

Authentication and security help is available [here](#)

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[read more](#)

WHAT'S NEW

Participant Portal V3.1.1 (07/2011)

The Participant Portal has become the European

PROJECT LIST FOR POUL PETERSEN

If you are a LEAR of your organisation, please visit the tab My Organisations and follow the link "View projects" to have the list of projects linked to your organisation. A LEAR can only view projects their organisation is linked with. Granting access to projects is done separately.

Please visit the [user manual](#) for roles nominations details

Show entries

Search:

Acronym	Call	Prog.	Project ID	Roles	Phase	Actions
KACELLE	FP7-ENERGY-2008-TREN-1	FP7	239379		Active	
4D4Life	FP7-INFRASTRUCTURES-2008-2	FP7	238988		Active	
ELFOS	FP7-ICT-2009-6	FP7	270360		Negotiation	
EDGI	FP7-INFRASTRUCTURES-2010-2	FP7	261656		Active	
EMI	FP7-INFRASTRUCTURES-2010-2	FP7	261611		Active	
MEDAR	FP7-ICT-2007-1	FP7	214602		Active	
LetsMITI	CIP-ICT-PSP-2009-3	CIP	250456		Active	
QUEVADIS	FP7-ICT-2007-C	FP7	233859		Active	
O-ESSENCE	FP7-ICT-2009-4	FP7	248095		Active	
SKEMA	FP7-SST-2007-TREN-1_05June	FP7	218565		Active	

https://webgate.ec.europa.eu/inf/office/directaccess/250456

Internet

100%

New electronic table for "Explanation of use Resources" ?

✦ 4. Explanation of the use of the resources

Please provide an explanation of personnel costs, subcontracting and any major costs incurred by each beneficiary, such as the purchase of important equipment, travel costs, large consumable items, etc., linking them to work packages. There is no standard definition of "major cost items". Beneficiaries may specify these, according to the relative importance of the item compared to the total budget of the beneficiary, or as regards the individual value of the item. These can be listed in the following tables (one table by participant):

Work Packages	Item description	Amount in EUR with 2 decimals	Explanations
<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<div></div>
<input type="button" value="insert row"/> <input type="button" value="delete row"/>			
✦ Table 4.15: Personnel, subcontracting and other major cost items for the period for WAGENINGEN UNIVERSITEIT			
Work Packages	Item description	Amount in EUR with 2 decimals	Explanations
<input type="text" value="All workpackages"/>	<input type="text" value="All costs"/>	<input type="text" value="100.00"/>	<div>All costs</div>
<input type="button" value="insert row"/> <input type="button" value="delete row"/>			
✦ Total (6)			
Total:		100.00	
(6) Total costs have to be coherent with the costs claimed in Form C.			
<input type="button" value="cancel"/> <input type="button" value="check spelling"/> <input type="button" value="save"/> <input type="button" value="attachments"/> <input type="button" value="calculate"/>			

What is FP7? : FP7 step by step : Find a Call : Get Support : Find a Partner : Find a Document : Prepare & submit a proposal : What's New?

Only one "Total" for the whole project
No direct link to Form C

Make sure that you are using the correct following label when your project has classified deliverables:

EU restricted=Classified with the mention of the classification level restricted "EU Restricted".

EU confidential=Classified with the mention of the classification level confidential "EU Confidential".

EU secret = Classified with the mention of the classification level secret "EU Secret".

Milestones Please complete the milestones table. It should always show all milestones from the start to the end of the project.

Milestone no.

This amount should be total requested contribution or? What kind of detail is required ? It is difficult to calculate indirect cost on individual WP level !

4. Explanation of the use of the resources

Please provide an explanation of personnel costs, subcontracting and any major costs incurred by each beneficiary, such as the purchase of important equipment, travel costs, large consumable items, etc., linking them to work packages. There is no standard definition of "major cost items". Beneficiaries may specify these, according to the relative importance of the item compared to the total budget of the beneficiary, or as regards the individual value of the item. These can be listed in the following tables (one table by participant):

Table 4.1: Personnel, subcontracting and other major cost items for the period for DANMARKS TEKNISKE UNIVERSITET

Work Packages	Item description	Amount in EUR with 2 decimals	Explanations
WP1	Personnel costs,	25000.00	
WP1	Equipment	25000.00	
WP1	Consumables,	50000.00	
WP1	Travel	25000.00	

Table 4.2: Personnel, subcontracting and other major cost items for the period for WAGENINGEN IMARES

Work Packages	Item description	Amount in EUR with 2 decimals	Explanations
		0.00	

3.6 Explanation of the use of the resources

Please provide an explanation of personnel costs, subcontracting and any major direct costs incurred by each beneficiary, such as the purchase of important equipment, travel costs, large consumable items, etc. linking them to work packages.

There is no standard definition of "major direct cost items". Beneficiaries may specify these, according to the relative importance of the item compared to the total budget of the beneficiary, or as regards the individual value of the item.

These can be listed in the following tables (one table by participant):

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 €* ¹⁰	Salaries of 2 postdoctoral students and one lab technician for 18 months each*
5	Subcontracting	11000 €* ¹⁰	Maintenance of the web site and printing of brochure*
8, 17	Major cost item 'X'	75000 €* ¹⁰	NMR spectrometer*
11	Major cost item 'Y'	27000 €* ¹⁰	Expensive chemicals xyz for experiment abc*
	Remaining direct costs	15000 €* ¹⁰	
TOTAL DIRECT COSTS ¹⁰		363000 €* ¹⁰	

¹⁰ Total direct costs have to be coherent with the direct costs claimed in Form C

Template for Periodic Reporting

Third version of Table 3.1

Table 3.1 Personnel, subcontracting and other major cost items for Beneficiary 1 for the period			
Work Package	Item description	Amount in € with 2 decimals	Explanations
Ex: 2,5, 8, 11, 17	Personnel direct costs	235000.00 €*	Salaries of 2 postdoctoral students and one lab technician for 18 months each*
5	Subcontracting	11000.02 €*	Maintenance of the web site and printing of brochure*
8, 17	Major cost item 'X'	75000.23 €*	NMR spectrometer*
11	Major cost item 'Y'	27000.50€*	Expensive chemicals xyz for experiment abc*
	Remaining direct costs	15000.10€*	
	Indirect costs		
<u>TOTAL COSTS</u> ^[1]		363000.85€*	

^[1] Total costs have to be coherent with the costs claimed in Form C.

Alternative Table 3.1 – Explanation of the use of resources

FP7 Cost Statement Template

Example Collaborative Project

Project Acronym: SuperProject
EC contract number: 12345
Reporting period: 01.01.08 – 31.12.08
Partner name: University of Copenhagen
Partner number: 1
Indirect Cost Model: Specific Transitional Flat Rate of 60%

	Personel Costs	Other Direct Costs				Total Direct Costs	Indirect Costs (Overhead)	Total Eligible Costs	Requested Contribut.
		Travel	Comsumabl.	Equipment	(Other Costs)				
RTD (WP3,5,7)	80.000	10.000	5.000	5.000		100.000	60.000	160.000	120.000
Management (WP9)	10.000	5.000				15.000	9.000	24.000	24.000
Disseminat. Other (WP8)	2.000	3.000				5.000	3.000	8.000	8.000
Subcontract.					2.000*	2.000*		2.000	2.000
Total Requested Contribution as in Form C									154.000

* Audit Certificate

FP7 - Grant Agreement - Annex VI - Collaborative Project

Form C - Financial Statement (to be filled in by each beneficiary)

Project nr	12345	Funding scheme	Collaborative Project
Project Acronym	SuperProject		
Period from	01.01.08	Is this an adjustment to a previous statement ?	No
To	31.12.08		
Legal Name	University of Copenhagen	Participant Identity Code	999991043
Organisation short Name		Beneficiary nr	1
Funding % for RTD activities (A)	75%	If flat rate for indirect costs, specify %	%

1- Declaration of eligible costs/lump sum/flate-rate/scale of unit (in €)

	Type of Activity				TOTAL (A+B+C+D)
	RTD (A)	Demonstration (B)	Management Disseminat.(C)	Other (D)	
Personnel costs	80000		12000		95000
Subcontracting				2000	2000
Other direct costs	20000		8000		25000
Indirect costs	60000		12000		72000
Lump sums/flat-rate/scale of unit declared					
Total	160000		32000	2000	194000
Maximum EC contribution	120000				
Requested EC contribution	120000		32000	2000	154000

Alternative Table 3.1 – Explanation of the use of resources

FP7 Cost Statement Template

Example Collaborative Project

Project Acronym: SuperProject
EC contract number: 12345
Reporting period: 01.01.08 – 31.12.08
Partner name: University of Copenhagen
Partner number: 1
Indirect Cost Model: Specific Transitional Flat Rate of 60%

	Personel Costs	Other Direct Costs				Total Direct Costs	Indirect Costs (Overhea d)	Total Eligible Costs	Requested Contribut.
		Travel	Comsumab l.	Equipment	(Other Costs)				
RTD (WP3,5,7)	80.000	10.000	5.000	5.000		100.000	60.000	160.000	120.000
Management (WP9)	10.000	5.000				15.000	9.000	24.000	24.000
Disseminat. Other (WP8)	2.000	3.000				5.000	3.000	8.000	8.000
Subcontract.					2.000*	2.000*		2.000	2.000
Total Requested Contribution as in Form C									154.000

* Audit Certificate

FP7 Cost Statement Template

Collaborative Project



Project Acronym:	SuperProject
EC contract number:	12345
Reporting period:	01.01.09
Partner:	31.12.09

	Personel Costs	Other Direct Costs				Sum of Other direct costs	Subcontracting (skal forklares særskilt)	Total Direct Costs	Indirect Costs (Overhead)	Total Eligible Costs	Total Requested Contribution
		Travel	Consumables	Equipment	(Other Costs)						
RTD WPs: (WP3,5,7)	80.000,00	10.000,00	5.000,00	5.000,00		20.000,00		100.000,00	60.000,00	160.000,00	120.000,00
Management WPs: (WP9)	10.000,00	5.000,00				5.000,00	2.000,00	17.000,00	9.000,00	26.000,00	26.000,00
Dissemination / Other WPs: (WP8)	2.000,00	3.000,00				3.000,00		5.000,00	3.000,00	8.000,00	8.000,00
Total	92.000,00	18.000,00	5.000,00	5.000,00	0,00	28.000,00	2.000,00	122.000,00	72.000,00	194.000,00	
Total Requested Contribution as in Form C											154.000,00

Dato og institutleders underskrift:



Summary

- **Start by reading the template for "Project Final Report"**
- **Register yourself at the Participant Portal**
- **Clarify the delegation hierarchy at your institution**
- **Find out who is your LEAR**
- **Start early – researchers always have an excuse**

Thank you for your attention