



European Research Council
Executive Agency
Established by the European Commission

Reporting duties in ERC PoC grants

How to prepare and submit PoC FINAL REPORTS
electronically

Last update: July 2013

Participant Portal: the "My Projects" tab



European Research Council

<http://ec.europa.eu/research/participants/portal>

Research & Innovation
Participant Portal

European Commission > Research & Innovation > Participant Portal > My Projects > Active

Home My Organisations My Proposals **My Projects** My Roles Notifications FP7 Doc FP7 Calls Experts

LOGIN

Logout

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

PROJECT LIST FOR

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

FR : Hyperlink to Form C

Show 10 entries Search:

Acronym	Call	Prog.	Project ID	Roles	Phase	Actions
CleanEx	FP7-ENERGY-2008-1	FP7	227462		Active	RD FR
E2PHEST2US	FP7-ENERGY-2009-1	FP7	241270		Active	RD FR
EuroCoord	FP7-HEALTH-2010-single-stage	FP7	260694		Active	RD FR

Note : Phase « **Active** » means that the Grant Agreement has been signed

RD : Hyperlink to the PoC Final Report

From the Participant Portal to the IT tools to report



Home My Organisations My Proposals My Projects My Roles Notifications FP7 Doc FP7 Calls Experts

PROJECT LIST FOR JOHNNY CADELIS

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 10 entries Search:

Acronym	Call	Prog.	Project ID	Roles	Phase	Actions
CleanEx	FP7-ENERGY-2008-1	FP7	227462		Active	RD FR
E2PHEST2US	FP7-ENERGY-2009-1	FP7	241270		Active	RD FR
EuroCoord	FP7-HEALTH-2010-single-stage	FP7	260694		Active	RD FR

Form C

RESEARCH & INNOVATION
Participant Portal - Grant Management - Scientific Reporting

FP7 Home > Project Management > FP7 Work with a Project > ...

You are logged as: FP7 Work with a Project 2...

ERC Ext SESAM (sesamerc)

Please choose one of the following:
To go to home page, select 'Home' from menu.
To fill-in report, select 'Reports' from menu.
To logout from the system, select 'Logout' from menu.

Menu
Home
Reports
Logout
Back

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?

QUEST version 9.2.0.04 in PREPROD environment

RESEARCH & INNOVATION
Participant Portal - Grant Management - Financial Reporting

Project Information

General

Project Acronym : QC Contract No :
Contract version : Information Letter No. 1 (Proposal Version 2) Framework : FP7
Funding Scheme : Support for frontier research (ERC) Sub-Funding Scheme : ERC Advanced Grant
Call Identifier : ERC-2008-AdG
Start Date (dd/mm/yyyy) : 01/01/2009 End Date (dd/mm/yyyy) : 31/12/2013

Details

Reporting Period : no. 1 (from 01/01/2009 - to 30/06/2010)

Beneficiaries List ?

Reporting Period : no. 1 (from 01/01/2009 - to 30/06/2010)

Beneficiary	Beneficiary No.	Short Name	Status	Actions
UNIVERSITE DE GENEVE	1	1	Submitted to EU (Version 1)	

PoC Final Report

The user guide on how to prepare the Form C can be found here :

ftp://ftp.cordis.europa.eu/pub/fp7/docs/presentation-force_en.pdf

« SESAM work with a Project » page



European Research Council
Executive Agency

Established by the European Commission



A screenshot of the FP7 Participant Portal interface. The top navigation bar includes the European Commission logo and the text 'RESEARCH & INNOVATION Participant Portal - Grant Management - Scientific Reporting'. Below this, a breadcrumb trail reads 'FP7 Home > Project Management > FP7 Work with a Project > ...'. The main content area is titled 'FP7 Work with a Project' and contains instructions: 'Please choose one of the following: To go to home page, select 'Home' from menu. To fill-in report, select 'Reports' from menu. To logout from the system, select 'Logout' from menu.' On the left side, there is a 'Menu' dropdown with options: 'Home', 'Reports', 'Logout', and 'Back'. The 'Reports' option is highlighted with an orange rectangular box. An orange arrow points from this box towards the bottom text. At the bottom of the page, there is a footer with 'Top | CORDIS | About | Help Desk | FAQ | ©' and 'QUEST version 9.2.0.04 in PREPROD environment'.

To prepare the PoC Final report pick « Reports »

« Reports » Main Menu



European Research Council
Executive Agency

Established by the European Commission

RESEARCH & INNOVATION
Participant Portal - Grant Management - Scientific Reporting

FP7 Home > Project Management > Select report > ...

You are logged as: [Helpdesk](#)

Menu
Home
Logout
Back

Select Report

Please choose one of the following:
1. Create a new report by clicking the button 'Create New Report'.
2. Continue editing an existing report by clicking the link in the column 'Form name' of the table 'Intermediate Reports' for target Report.
3. Delete an existing report by clicking the link in the column 'Delete' of the table 'Intermediate Reports' for target Report.

Instrument

Project Information

Submission type

Username

Report type CSA-PoC Final Report ▾

Participant All ▾

Intermediate Reports

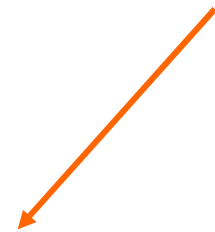
Username	Participant Index	Form name	Period	Date created	Date last updated	Status	Comment	Delete	Print
Create New Report									

Submitted Reports

Report status Submitted ▾

Username	Participant Index	Form name	Attachments	Period	Date submitted	Date rejected	Status	Comment	ARES Reg. N.	Acknowledgement	Rejection
----------	-------------------	-----------	-------------	--------	----------------	---------------	--------	---------	--------------	-----------------	-----------

(1) Just Click on



Preparation of the Report Important aspects /1



European Research Council
Executive Agency

Established by the European Commission

> CSA-Poc Final Report

Save Spell checking Attachments Print Submit Cancel

This report is configured to use regular submission.

CSA-Poc Final Report

INSTRUCTIONS

- Multi-line text fields are limited to 4000 characters (including spaces).
- You may use the 'save' button at any time to save a report and continue its editing later.
- The Breakdown Table must be filled in using the Adobe form file received from ERCEA via email with the Advance Notice Letter. Once completed, the file must be attached to this Report using the button 'attachments' at the top of this page.
- After completion, press the 'submit' button to submit the report. Press the 'submit' button ONLY when you are absolutely sure that the Final Report is satisfyingly complete in all its parts and that ALL NEEDED DOCUMENTS have been uploaded through the 'attachments' button. It is not possible to modify the Final Report or attach further documents once the Report is 'submitted'.
- The electronic submission waives the necessity to send the original version of the POC Final Report through the post. It is then no longer necessary to send the POC Final Report in hardcopy in Bruxelles. It is still necessary instead to send in original the **Financial statement (Form C)**.
- Decimal numbers should be indicated by a dot and not by a comma (i.e. 3.5 and not 3,5).

GENERAL INFORMATION

Call reference:
Grant Agreement number:
Project acronym:
Principal Investigator's name:
Project title:
Project starting date:
ERC Starting or Advanced grant of reference:
Period covered - from:
Period covered - to:
Host Institution:
Contact person of the Host Institution:
Tel:
Fax:
E-mail:
Project website address (if any):

Declaration by the representative of the project coordinator

IMPORTANT!

Preparation of the Report Important aspects /2



European Research Council
Executive Agency

Established by the European Commission

Mandatory!

Declaration by the representative of the project coordinator

I declare on my honour that:

- To my best knowledge, the attached PoC Final Report represents an accurate description of the work carried out for this project;
- To my best knowledge, the financial statement 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 as described in section 2.4 of this Report and, if applicable, with the certificate on financial statement.

• 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 deviations;
- has failed to achieve critical objectives and/or is not at all on schedule.

- In case the research project is subject to either: ethics report, new authorization, renewal of opinion(s) from the relevant ethics committee, we confirm that necessary steps have been taken in time to ensure that the relevant documents are sent to ERCEA (ERC-ETHICS-MONITORING@ec.europa.eu)
- The Principal Investigator has been informed of the content of this Report

For the Host Institution (1):

Date:

This declaration is considered signed upon the electronic submission of the Report via the IT reporting tool.

**THERE IS NO NEED TO
"PRINT AND SIGN" THE
PoC FINAL REPORT**

(1) Name of the contact person or authorised representative, as identified in the Grant Agreement and/or underlying documentation

Preparation of the Report Important aspects /3



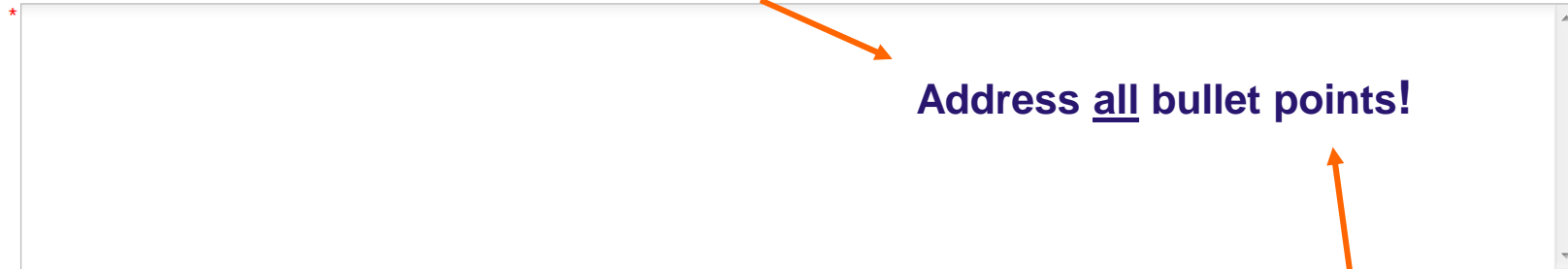
European Research Council
Executive Agency

Established by the European Commission

1. FINAL PUBLISHABLE SUMMARY REPORT

The information provided in this section will be made public

- This section must be of suitable quality to enable direct publication by the Agency. This report should address a wide audience, including the general public. It shall cover the results and the conclusions of the project as well as its socioeconomic impact, if any.

* 

Address all bullet points!

2. CORE OF THE REPORT: PROJECT OVERVIEW, ANNEX & OTHER ISSUES, PROJECT MANAGEMENT, EXPLANATION OF THE USE OF RESOURCES

2.1 PROJECT OVERVIEW

The information provided in this section will only be made available to ERCEA staff and to the Evaluation Panel Members.

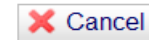
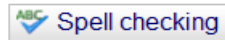
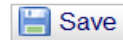
- Please give a global overview of the progress of the work towards the objectives of the project including its achievements in terms of the preparation of a "package" to be presented to potential investors (including the commercialisation plan) and any other relevant output of the project.

* 

Preparation of the Report Important aspects /4



European Research Council
Executive Agency



This project is configured to use regular submission.

2.2 ANNEX & OTHER ISSUES

The information provided in this section will only be made available to ERCEA staff.

- The output of the project ("package to be presented to potential investors") must be annexed to this report as a pdf document. Should the project not have produced any such output, please explain why.

Empty text input field for providing an explanation if the project has not produced the required output.

- Please write here any information you would only want to share with ERCEA (1 page).

Empty text input field for providing additional information to be shared with ERCEA.

**Attach the file using the
« Attachments » button!**

Preparation of the Report Important aspects /5



European Research Council
Executive Agency

2.4 EXPLANATION OF THE USE OF THE RESOURCES

This section is displayed in SESAM only for informative purpose but it has to be filled using the Adobe forms file received from ERCEA in the advance notice letter. Once completed, the file must be attached to this Report using the button "attachments" at the top of this page

Direct costs should be detailed as below.

Annex 1 - Page 1 of 1

European Research Council
Executive Agency

erc

Breakdown of direct costs

Project Number	Acronym
Period Start date	Period number
Period End date	Duration of the project (in months)
Number of Months (of the period)	Project Start Date

Personnel working on the ERC Project

	Number of man hours	Salary costs	Productive time
--	---------------------	--------------	-----------------

erc

Breakdown of direct costs

Project Number	Acronym
Period Start date	Period number
Period End date	Duration of the project (in months)
Number of Months (of the period)	Project Start Date

Personnel working on the ERC Project

Name and surname	Last name	First name	Middle name	Gender	Date of birth	Nationality	100% contribution in the project	Copy costs (based on Reporting Period)	Productive time (based on Reporting Period)	Total full amount (EUR)
...
Sub-Total										261 235 234

Equipment

Description	Date of purchase	Depreciation period (months of amortization)	Cost of purchase (based on the purchase date)	Number of months of utilization during the Reporting Period	% of allocation to the project	Amount charge to project (in EUR)
-------------	------------------	--	---	---	--------------------------------	-----------------------------------

2) Attach the file using the « Attachments » button!

Save Spell checking **Attachments** Print Submit Cancel

This project is configured to use regular submission.

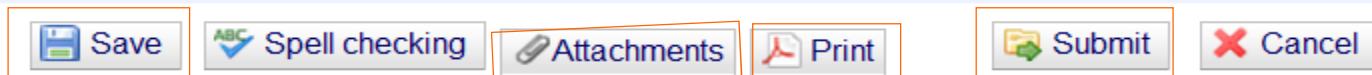
1) Fill in the table using the file in the Advance Notice Letter

Preparation of the Report Important aspects /6



European Research Council
Executive Agency

Established by the European Commission



This project is configured to use regular submission.

You can « save » for later editing

You can obtain a draft PDF here

Before submission you can always attach other supporting documents (besides the Breakdown table and the "package to potential investors")

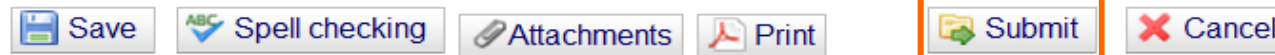
click on « SUBMIT » ONLY when sure that the Report is completed in all parts plus mandatory files have been attached

PoC Final Report : Submit the Report to the ERC

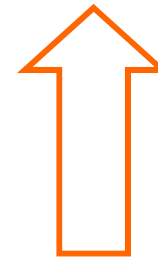


European Research Council
Executive Agency

Established by the European Commission



This project is configured to use regular submission.



**click on « SUBMIT » ONLY
when sure that the Report is
completed in all parts plus
mandatory files have been
attached**

The Final Report and its attachments (breakdown table, "package to potential investors") do not need to be sent in original in Brussels

Summary : Official Submission to the ERCEA



European Research Council
Executive Agency
Established by the European Commission

PoC Final Report
(+ Attachments)

Form C

To be submitted only electronically

Paper submission



PRINT
&
SIGN

The original version of the Form C has
to be sent to the ERCEA through post



European Research Council
Executive Agency

Established by the European Commission

**The complete SESAM User Guide can be found
here :**

ftp://ftp.cordis.europa.eu/pub/fp7/docs/sesam-umd-que-fp7-v2_en.pdf