

Reporting duties in ERC grants

**How to prepare and submit FINANCIAL REPORTS
online with the 'Single Submission' functionality**

Last update: August 2014



European Research Council
Executive Agency

Established by the European Commission

Preliminary info on the introduction of the Single Submission feature :

- The Single Submission functionality ensures that all components of the Report package (the Form C, the financial report - *and the final scientific report when applicable* -) are submitted at the same time
- It is therefore no longer possible to submit to the Agency first the Form C and then the Reports (or the opposite)
- The "submit" button is now available only under the Form C, whereas the Financial Report can only be saved and put in status "ready for submission". Its submission will happen automatically when you submit the Form C.

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 Financial Report



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STEP 1 : PREPARATION OF THE FINANCIAL REPORT

Preparation of the FINANCIAL REPORT



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

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

SESAM - Work with a Project Page

Technology Platforms | Security Research | FP7 on EUROPA | FP6 - Sixth Framework Programme | CORDIS News | Current Council Presidency |

RESEARCH & INNOVATION
Participant Portal - Grant Management - Scientific Reporting

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

You are logged as: **ERC Ext SESAM [nesesamerc]**

Menu

- Home
- Review Reports
- Reports
- ERC Publications
- Research Expeditions
- Awards and Recognitions
- Patents
- Logout

FP7 Work with a Project

Please choose one of the following:

- To go to home page, select 'Home' from menu.
- To fill-in review report, select 'Review Reports' from menu.
- To fill-in report, select 'Reports' from menu.
- To logout from the system, select 'Logout' from menu.

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

QUEST version 8.4.7.0

Financial Report

Form C

RESEARCH & INNOVATION
Participant Portal - Grant Management - Financial Reporting

Project Information

General

Project Acronym :

Contract version : Information Letter No. 1 (Proposal Version 2)

Funding Scheme : Support for frontier research (ERC)

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		Submitted to EU (Version 1)	

The user guide on how to fill 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



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SESAM - Work with a Project Page

Technology Platforms | Security Research | FP7 on EUROPA | FP6 - Sixth Framework Programme | CORDIS News | Current Council Presidency | ERAWATCH | Legal Notice

RESEARCH & INNOVATION
Participant Portal - Grant Management - Scientific Reporting

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

You are logged as: [Helpdesk](#)

Menu

- Home
- Review Reports
- Reports**
- Research Fieldwork
- Awards and Recognitions
- Dissemination Activities
- Patents
- Logout
- Back

FP7 Work with a Project

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

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?


Top | CORDIS | About | Help Desk | FAQ | ©

QUEST version 9.2.0.01 in TEST environment

**To prepare the Financial
report pick « Reports »**

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 Regular submission

Usern

Report type Financial Report

Participant All

Reporting Period

Intermediate Reports

Username	Participant Index	Form	created	Date last updated	Status
		1 - (01/06/2008 - 30/11/2009)			
		2 - (01/12/2009 - 31/05/2011)			
		3 - (01/06/2011 - 30/11/2012)			
		4 - (01/12/2012 - 31/05/2013)			

Submitted Reports

Report status Submitted

Username	Participant Index	Form name	Attachments	Period	Date submitted	Date rejected	Status	Comment	ARES Reg.

Create New Report

(2) Pick the correct Period

(1) Select Report type « Financial Report »

(3) Click on

Preparation of the Report

Important aspects /1



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> Financial Report

Save Spell checking Attachments Print Submit Cancel

This report is configured to use regular submission.

Financial 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 and the Budget follow-up 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.**
- **The Certificate of Financial Statements, when required, 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 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 Report or attach further documents once a Report has been 'submitted'.**
- **The electronic submission waives the necessity to send the original version of the Financial Report through the post. It is then no longer necessary to send the Financial Report in hardcopy in Brussels. It is still necessary instead to submit in original the Form C (as well as the Certificate of Financial statements when necessary).**
- 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 full name:

Project starting date:
Period number:
Date of submission: 01/07/2008

IMPORTANT!

Preparation of the Report Important aspects /2



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Mandatory!

▼ Declaration of honour

In line with the obligations arising from the ERC Grant Agreement I declare on my honour that:

- To my best knowledge, the attached Financial Report represents a realistic estimate of the work carried out for this project and reflects an appropriate use of financial resources for this reporting period;

- The project (tick as appropriate):

- ☒ has fully achieved its objectives and technical goals for the period;
- ☐ has achieved most of its objectives and technical goals for the period with relatively minor 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 agreed to the content of this Report

For the Host Institution:

Date:

NOTE: 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
FINANCIAL REPORT**

▼ 1. Project Management

Preparation of the Report Important aspects /3



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1. Project Management

- {for the first Financial Report only} Please indicate the effective start date and describe the start-up phase of the project.

Address all bullet points!

- Describe how relations between the Principal Investigator and the Host Institution were managed (i.e. have the provisions of the Supplementary Agreement been respected? What is the kind of administrative support provided by the Host Institution?)

Preparation of the Report Important aspects /4



European Research Council

2. Project Achievements

• Please give a global overview of the project's implementation for the reporting period (no more than ½ page) and elaborate on the problems including delay, cancellation, postponement of activities/work tasks which have incurred and how they have been addressed (if applicable).

• All publications, papers, etc, **must** be uploaded in SESAM via the [Publications](#) button available in the Menu in the main page "FP7 Work with a Project". When applicable [dissemination activities](#), [patents](#), [awards](#) and [research expeditions](#) must be mentioned too in SESAM using the dedicated buttons available in the Menu in the main page "FP7 Work with a Project".

Please use the box below to list publications, papers, etc, **only** if you were not able to use the dedicated buttons available in the Menu

**You have to mention the
Publications and other
outputs using those
links or list them
directly in this box**

Preparation of the Report Important aspects /5



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Executive Agency

(4) <http://ec.europa.eu/research/participants/portal/appmanager/participants/portal>

► 3.1 Breakdown of direct costs

► 3.2 Budget table follow-up

▼ 4. Financial statements - Model financial statement and summary financial report

For a single beneficiary project the beneficiary should submit the financial statement using the template provided. If special clause 10 applies to your Grant Agreement, please also include a separate financial statement from each third party as well.

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 tables using the
file in the Advance Notice
Letter

Preparation of the Report Important aspects /6



European Research Council

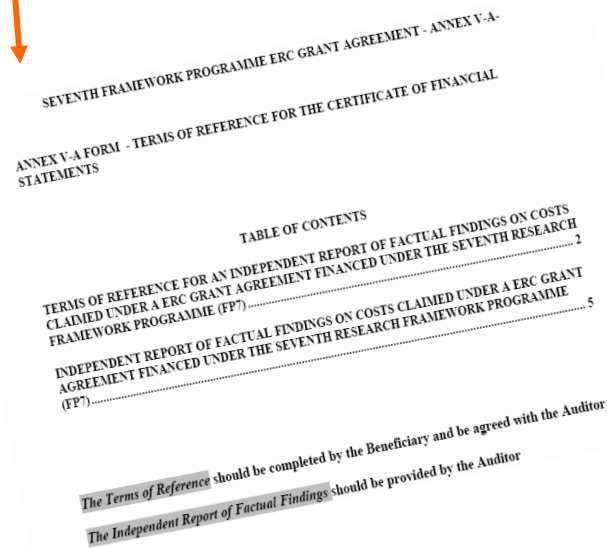
▼ 5. Certificates

List of Certificates which are due for this period, in accordance with Article II.4.5 of the single beneficiary Grant Agreement and Article II.4.6 for the multi-beneficiary Grant Agreement.

According to the art.180.2 of the IR and the art II.4.5 of the ERC GA a CFS is mandatory for every claim (interim or final) in the form of reimbursement of costs whenever the amount of the EU contribution is equal or superior to EUR 375.000 when cumulated with all previous interim payments (not including the pre-financing) for which a CFS has not been submitted. Once a CFS is submitted, the threshold of EUR 375.000 applies again for subsequent EU contributions but the count starts from 0.

In case of a multibeneficiary grant agreement (special clause 30) or third party linked to the beneficiary (special clause 10) this threshold is to be applied per beneficiary.

Bear in mind that although the threshold is established on the basis of the EU contribution, the CFS must certify all eligible costs.



2)

- If your grant foresee the "ELECTRONIC-ONLY" handling of reports upload a pdf copy with the Form C

- If your grant does not foresee the "ELECTRONIC-ONLY" handling of reports then send it in hard copy to the Agency in Bruxelles

1) Obtain the CFS from your Auditor

Preparation of the Report Important aspects /7



▼ Workforce table

Personal information on staff-members in ERC-funded projects

Note: The following form is **not a part of the Periodic Financial Management Report**. It is used to collect information which will support the assessment of the impact of ERC funding schemes. This will help the Scientific Council provide evidence on the outcomes of its funding activities and to further develop its funding schemes.

The Scientific Council of the ERC wishes to understand and report on the impact of the ERC funding on the training of the next generation of researchers in Europe. In addition to reporting on numbers of staff members in ERC-funded projects, there is a need to document their key demographic characteristics (gender, age, nationality); their mobility patterns (institutional, regional) and the (inter)-disciplinary setting in which they work (subject areas). Names are needed to analyse their contribution to project-related publications and for future reference in subsequent studies about their career trajectories.

The provision of data is subject to the consent of staff members whose data are being provided.

All data will be processed by ERCEA pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regards to the processing of personal data by the Community institutions and bodies. Data providers are entitled to obtain access to their personal data on request and to rectify any such data that is inaccurate or incomplete.

We hope that all staff members in ERC-funded projects will be willing to support this effort.

Basic Information

Names or unique initials	Staff category	Gender	Year of Birth	Nationality	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Scroll the bar to see the rest
of the table

Preparation of the Report Important aspects /8



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This report is configured to use single submission.

You can « save » for later editing

You can obtain
a draft PDF here

Before validation you can
always attach other
supporting documents
(besides the Breakdown and
Budget tables and the CFS)

click on « VALIDATE » to
send the Report in status
"ready for submission".

The Report will be
automatically submitted to
the EC when you submit
the Financial statement
(Form C)



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STEP 2 : PREPARATION OF THE FINANCIAL STATEMENT

PREPARATION OF THE FINANCIAL STATEMENT /1



European Research Council

Go back to the "My projects" tab in the PP

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

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

FR : Hyperlink to Financial statement

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

PREPARATION OF THE FINANCIAL STATEMENT /2



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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	
E2PHEST2US	FP7-ENERGY-2009-1	FP7	241270		Active	
EuroCoord	FP7-HEALTH-2010-single-stage	FP7	260694		Active	

Financial statement (Form C)

RESEARCH & INNOVATION
Participant Portal - Grant Management - Financial Reporting

Project Information

General

Project Acronym : QORE Contract No : 227656
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	Submitted to EU
UNIVERSITE DE GENEVE	1	UNIGE	Submitted to EU (Version 1)	

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



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STEP 3 : SUBMISSION OF THE REPORT IN A SINGLE PACKAGE

From the Form C screen :



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Project Information

General Hide

Project Acronym : RAMSES Contract No : 308497
 Contract version : Grant (Proposal Version 1) Framework : FP7
 Funding Scheme : Collaborative project Sub-Funding Scheme : Collaborative project (generic)
 Call Identifier : FP7-ENV-2012-two-stage
 Start Date (dd/mm/yyyy) : 01/10/2012 End Date (dd/mm/yyyy) : 30/09/2017

Details

Reporting Period : no. 3 (from 01/10/2015 - to 30/09/2016)

[Beneficiary List](#) | [Submission History](#)

Beneficiaries List ?

Reporting Period : no. 3 (from 01/10/2015 - to 30/09/2016)

	Beneficiary	Beneficiary No.	Short Name	Status	Action
<input checked="" type="checkbox"/>	POTSDAM INSTITUT FUER KLIMAFOLGENFORSCHUNG	1	PIK	Submitted to Coord. (Version 1)	
<input checked="" type="checkbox"/>	LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE	2	LSE	Submitted to Coord. (Version 1)	
<input checked="" type="checkbox"/>	UNIVERSITY OF NEWCASTLE UPON TYNE	3	UNEW	Submitted to Coord. (Version 1)	
<input checked="" type="checkbox"/>	VLAAMSE INSTELLING VOOR TECHNOLOGISCH ONDERZOEK N.V.	4	VITO	Submitted to Coord. (Version 1)	
<input checked="" type="checkbox"/>	FONDATION INSTITUT DE RECHERCHE POUR LE DEVELOPPEMENT DURABLE ET LES RELATIONS INTERNATIONALES	5	IDDR	Submitted to Coord. (Version 1)	
<input checked="" type="checkbox"/>	FUNDACION TECNALIA RESEARCH & INNOVATION	6	TECNALIA	Submitted to Coord. (Version 1)	
<input type="checkbox"/>	NORGES TEKNISK-NATURVITENSKAPELIGE UNIVERSITET NTNU	7	NTNU	Submitted to Coord. (Version 1)	
<input type="checkbox"/>	WORLD HEALTH ORGANIZATION	8	WHO EURO	Submitted to Coord. (Version 1)	
<input type="checkbox"/>	T6 ECOSYSTEMS S.R.L.	9	T6 ECO	Submitted to Coord. (Version 1)	
<input type="checkbox"/>	ICLEI EUROPEAN SECRETARIAT GMBH (ICLEI EUROPASEKRETARIAT GMBH)*	10	ICLEI	Submitted to Coord. (Version 1)	

Scientific Reporting for Period

Report Name	Status	Action
Periodic Report	Ready for submission	

[Submit to EU](#)

Forms C are all "Submitted to Coord."

Financial Report is "Ready for submission"

The "Single Submission" feature:



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Project Information

General Hide

Project Acronym : RAMSES **Contract No :** 308497
Contract version : Grant (Proposal Version 1) **Framework :** FP7
Funding Scheme : Collaborative project **Sub-Funding Scheme :** Collaborative project (generic)
Call Identifier : FP7-ENV-2012-two-stage
Start Date (dd/mm/yyyy) : 01/10/2012 **End Date (dd/mm/yyyy) :** 30/09/2017

Details

Reporting Period : no. 3 (from 01/10/2015 - to 30/09/2016)

[Beneficiary List](#) | [Submission History](#)

Beneficiaries List ?

Reporting Period : no. 3 (from 01/10/2015 - to 30/09/2016)

	Beneficiary	Beneficiary No.	Short Name	Status	Actions
<input checked="" type="checkbox"/>	POTSDAM INSTITUT FÜR KLIMAFOLGENFORSCHUNG	1	PIK	Submitted to Coord. (Version 1)	
<input checked="" type="checkbox"/>	LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE	2	LSE	Submitted to Coord. (Version 1)	
<input checked="" type="checkbox"/>	UNIVERSITY OF NEWCASTLE UPON TYNE	3	UNEW	Submitted to Coord. (Version 1)	
<input checked="" type="checkbox"/>	VLAAMSE INSTELLING VOOR TECHNOLOGISCH ONDERZOEK N.V.	4	VITO	Submitted to Coord. (Version 1)	
<input checked="" type="checkbox"/>	FONDATION INSTITUT DE RECHERCHE POUR LE DEVELOPPEMENT DURABLE ET LES RELATIONS INTERNATIONALES	5	IDDRI	Submitted to Coord. (Version 1)	
<input checked="" type="checkbox"/>	FUNDACION TECNALIA RESEARCH & INNOVATION	6	TECNALIA	Submitted to Coord. (Version 1)	
<input type="checkbox"/>	NORGES TEKNISK-NATURVITENSKAPELIGE UNIVERSITET NTNU	7	NTNU	Submitted to Coord. (Version 1)	
<input type="checkbox"/>	WORLD HEALTH ORGANIZATION	8	WHO EURO	Submitted to Coord. (Version 1)	
<input type="checkbox"/>	T6 ECOSYSTEMS S.R.L.	9	T6 ECO	Submitted to Coord. (Version 1)	
<input type="checkbox"/>	ICL E1 EUROPEAN SECRETARIAT GMBH (ICL E1 EUROPA SEKRETARIAT GMBH)*	10	ICL E1	Submitted to Coord. (Version 1)	

Scientific Reporting for Period

Report Name	Status	Actions
Periodic Report	Ready for submission	

[Submit to EU](#)

SINGLE SUBMISSION to the AGENCY of the package



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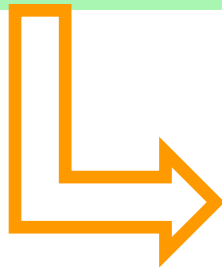
STEP 4 :
PAPER SUBMISSION OF PART of THE REPORT for PROJECTS to which the
"ELECTRONIC-ONLY" communication system does not apply (check article
8 in your Grant Agreement!)



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After the electronic
submission of the
package :



Form C
(+ CFS if applicable)

Paper submission

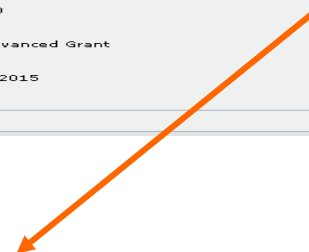
RESEARCH & INNOVATION
Participant Portal - Grant Management - Financial Reporting

Submitted - Version: [Print Form C] [Hide]

General	
Project Acronym :	NanoAntennas
Contract version :	Amendment No. 1 (Proposal Version 2)
Funding Scheme :	Support for frontier research (ERC)
Call Identifier :	ERC-2009-AdG
Start Date (dd/mm/yyyy) :	01/03/2010
Details	
Reporting Period : no. 1 (from 01/03/2010 - to 30/11/2010)	

Contract No :	247330
Framework :	FP7
Sub-Funding Scheme :	ERC Advanced Grant
End Date (dd/mm/yyyy) :	28/02/2015

PRINT, SIGN
& SEND IN
BRUSSELS





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SUMMARY:

Official Submission to the ERCEA

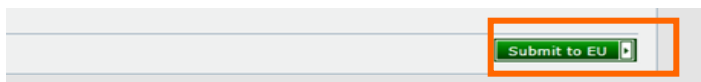


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Projects **with** 'electronic-only' submission system

Financial Report,
Form C
(+ CFS)
(+ Attachments)

To be submitted only electronically
in 'single submission'



Projects **without** the 'electronic-only' submission system

Financial Report,
Form C
(+ CFS)
(+ Attachments)

To be submitted electronically first
in 'single submission'



Form C
(+ CFS)

Paper submission



**The original versions of the Form C and of the CFS
must be sent to the ERCEA through post**