

Reporting duties in ERC grants

How to prepare and submit FINANCIAL 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 Financial 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

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Form C

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] [Helpdesk](#)

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

RESEARCH & INNOVATION
Participant Portal - Grant Management - Financial Reporting

Project Information

General

Project Acronym : 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-Add
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)	

Financial Report

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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A screenshot of the SESAM 'Work with a Project' page. The page has a blue header with the European Commission logo and the text 'RESEARCH & INNOVATION Participant Portal - Grant Management - Scientific Reporting'. Below the header is a navigation bar with 'FP7 Home > Project Management > FP7 Work with a Project > ...'. The main content area is titled 'FP7 Work with a Project' and contains a message: '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.' On the left side, there is a 'Menu' section with a list of links: Home, Review Reports, Reports, Research Fieldwork, Awards and Recognitions, Dissemination Activities, Patents, Logout, and Back. The 'Reports' link is highlighted with an orange box. An orange arrow points from this box to the text 'To prepare the Financial report pick « Reports »' at the bottom of the slide. The footer of the page includes a navigation bar with 'Top', 'CORDIS', 'About', 'Help Desk', 'FAQ', and a copyright symbol, as well as the text 'QUEST version 9.2.0.01 in TEST environment'.

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


« Reports » Main Menu



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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 name	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

Create New Report

Submitted Reports

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

(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:
Submission date: 01/07/2020

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**

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



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2. Project Achievements

• Please give a global overview of the project's implementation for the reporting period (no more than ¼ 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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(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.

When required, a copy of each duly signed certificate on the financial statements should be attached to this Report using the button "attachments" at

SEVENTH FRAMEWORK PROGRAMME ERC GRANT AGREEMENT - ANNEX V-A-
ANNEX V-A FORM - TERMS OF REFERENCE FOR THE CERTIFICATE OF FINANCIAL
STATEMENTS

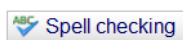
TABLE OF CONTENTS
TERMS OF REFERENCE FOR AN INDEPENDENT REPORT OF FACTUAL FINDINGS ON COSTS
CLAIMED UNDER A ERC GRANT AGREEMENT FINANCED UNDER THE SEVENTH RESEARCH
FRAMEWORK PROGRAMME (FP7)..... 2
INDEPENDENT REPORT OF FACTUAL FINDINGS ON COSTS CLAIMED UNDER A ERC GRANT
AGREEMENT FINANCED UNDER THE SEVENTH RESEARCH FRAMEWORK PROGRAMME
(FP7)..... 5

The Terms of Reference should be completed by the Beneficiary and be agreed with the Auditor
The Independent Report of Factual Findings should be provided by the Auditor

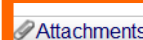
**2) Attach the file using the
« Attachments » button!**



Save



Spell checking



Attachments



Print



Submit



Cancel

This project is configured to use regular submission.

**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"/>

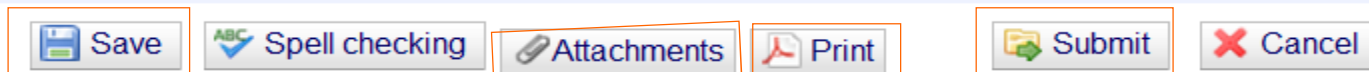
Scroll the bar to see the rest
of the table

Preparation of the Report Important aspects /8



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This 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 and Budget tables and the CFS)

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

Periodic Reports not submitted are saved under *Intermediate Reports*



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3. Delete an existing report by clicking the link in the column 'Delete' of the table 'Intermediate Reports' for target Report.

Instrument ERC - Support for frontier research (ERC)

Project Information

Username

Report type

Participant

Reporting Period

Intermediate Reports

Username	Participant Index	Form name	Period	Date created	Date last updated	Status	Comment	Delete	Print
<input type="text"/>	1	Financial Report	1	04/07/2012 10:36:02 CET	25/10/2012 11:00:53 CET	Draft		delete	print draft

Create New Report

In this status the
Report is not
submitted yet

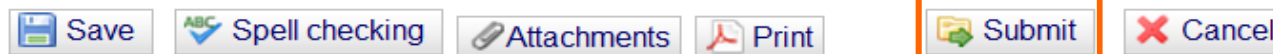
Click on hyperlink to go back to the
Report page and modify, submit

Financial Report : Submit the Report to the ERC



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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 FR and its attachments (breakdown table and budget follow-up table) do not need to be sent in original in Brussels anymore

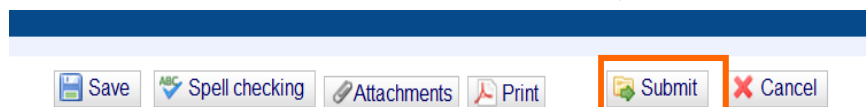
Summary : Official Submission to the ERCEA



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Financial Report
(+ Attachments)

To be submitted only electronically



This project is configured to use regular submission.

Form C
(+ CFS)

Paper submission

Project Information	
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
End Date (dd/mm/yyyy) :	28/02/2013
Details	
Reporting Period : no. 1 (from 01/03/2010 - to 30/11/2010)	

PRINT
&
SIGN

The original versions of the Form C and of the CFS
(if applicable) have to be sent to the ERCEA
through post



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

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