

# Project Management and Administrative Requirements

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BrightnESS<sup>2</sup> Project Manager, ESS



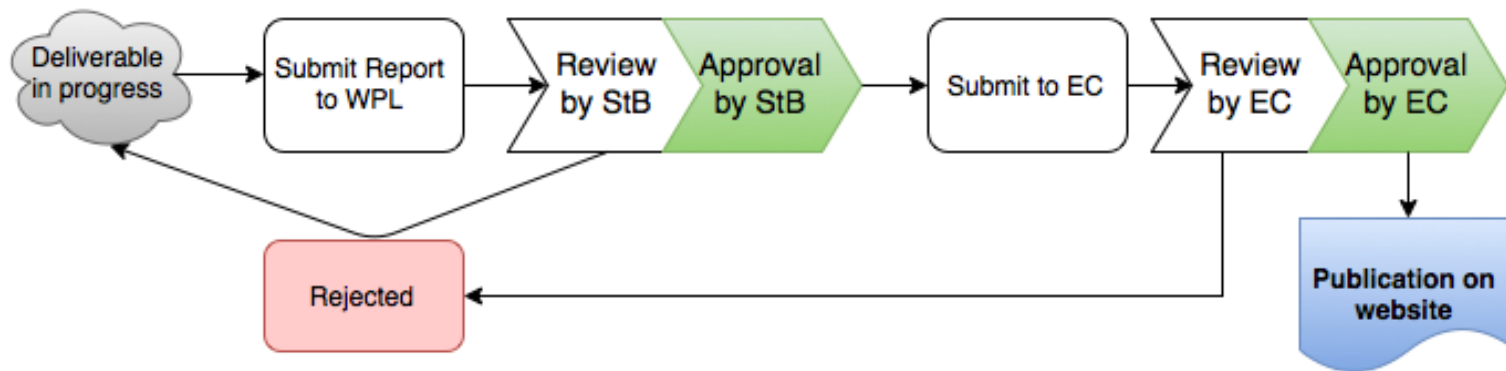
## BrightnESS<sup>2</sup> Project Management: All you need to know!



# General Assembly

- **Main decision making body** of the consortium
- **One representative** on the project from each beneficiary
- **Convenes** at least **once a year** (tele-conference) for the duration of the project
- **Approval** by the General Assembly is needed for, inter alia: Major strategic decisions

# Review & Approval Procedures



Workflow of content deliverables and reports

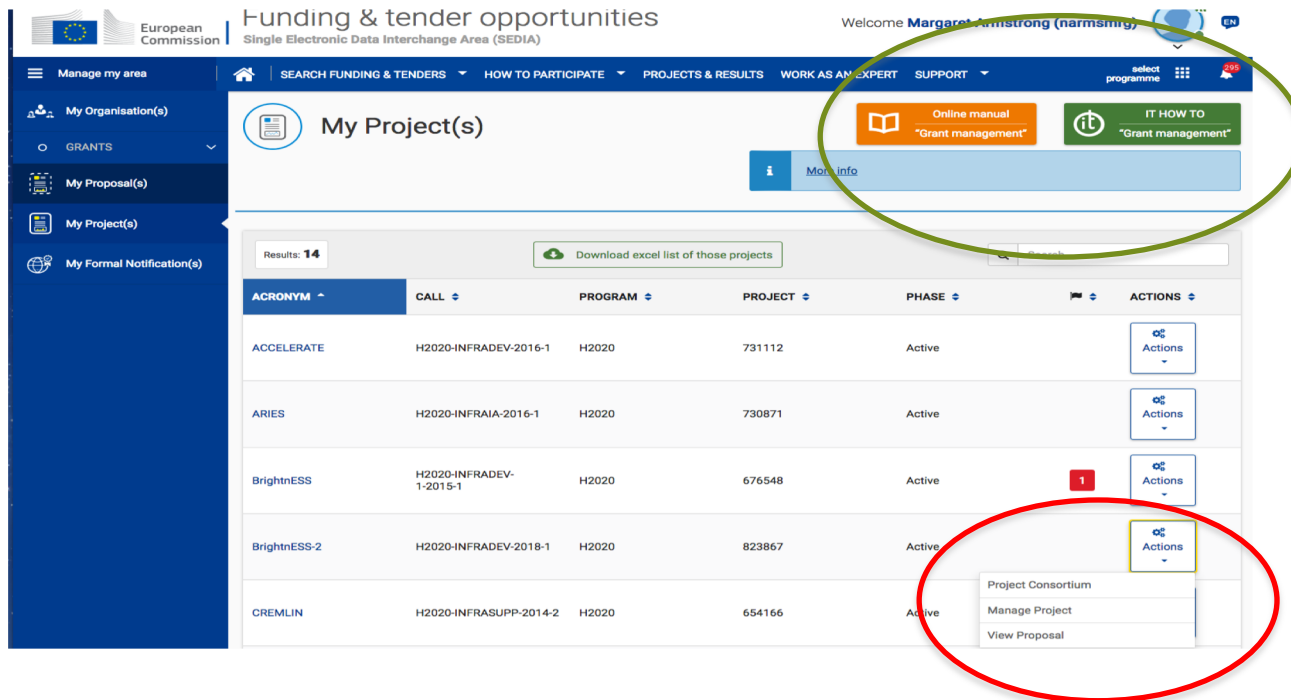


# Reporting to the European Commission

- WHERE
- WHAT
- WHEN



# BrightnESS<sup>2</sup> on the Funding & Tenders Portal



The screenshot shows the 'Funding & tender opportunities' page on the European Commission's portal. The user is logged in as Margaret Armstrong. The left sidebar shows navigation options: Manage my area, My Organisation(s), My Proposal(s), My Project(s), and My Formal Notification(s). The main content area is titled 'My Project(s)' and shows a list of 14 results. A table lists projects with columns for ACRONYM, CALL, PROGRAM, PROJECT, PHASE, and ACTIONS. The 'BrightnESS-2' project is highlighted with a red circle around its 'Actions' dropdown menu, which includes options like 'Project Consortium', 'Manage Project', and 'View Proposal'. A green circle highlights the 'Online manual' and 'IT HOW TO' buttons at the top right of the page.

ACRONYM	CALL	PROGRAM	PROJECT	PHASE	ACTIONS
ACCELERATE	H2020-INFRADEV-2016-1	H2020	731112	Active	Actions
ARIES	H2020-INFRAIA-2016-1	H2020	730871	Active	Actions
BrightnESS	H2020-INFRADEV-1-2015-1	H2020	676548	Active	Actions
BrightnESS-2	H2020-INFRADEV-2018-1	H2020	823867	Active	Actions
CREMLIN	H2020-INFRA supp-2014-2	H2020	654166	Active	Actions

# BrightnESS<sup>2</sup> on the Funding & Tenders Portal

**RESEARCH & INNOVATION**  
Participant Portal - Grant Management Services

Help

abc DEF

**MY PROJECT**  
**HORIZON 2020**

Call: H2020-SOC-2015  
Type of Action: CSA  
Acronym: 119261 TEST [ABAC: ABACBUDL]  
Current Phase: Grant Management  
Numbers: 119261  
Duration: 36 months  
Start Date: 17 Jan 2010  
Estimated Project Cost: €815,00  
Requested EU Contribution: €20,00  
Contact: Genevieve VALLIER

Latest Legal Data  
Process List  
Document Library  
Communication Center

H2020 ONLINE MANUAL  
HOW TO

**Periodic Reporting**  
GAP-119261-1 - period 17/01/2010 > 16/07/2011

14 Mar 2017  
Submitted

15 Sep 2011 (206860 days)  
Paid

Technical Part contribution  
Financial Statement AST [PIC 973276467] drafting  
Periodic Report composition

Process specific documents  
Process specific communications

**Continuous Reporting**  
119261 - 119261 TEST [ABAC: ABACBUDL]

14 Mar 2017  
Started

Completed

Continuous reporting data

Process specific documents  
Process specific communications

**Proposal Management & Grant Preparation**  
119261 - 119261 TEST [ABAC: ABACBUDL]

01 Mar 2017  
Submitted

13 Apr 2017 (1/30 days)  
Paid

GA Declaration - GAP-119261 - 973276467 signature by other beneficiaries

Process specific documents  
Process specific communications

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# Content Reporting

- **Deliverables & Milestones**

- Timing and conditions defined in Annex 1 of Grant Agreement

- **Periodic Technical Report containing:**

- An '**explanation** of the work carried out' by the beneficiaries
- An '**overview of the progress**' towards the **objectives of the action**, including **milestones** and **deliverables**
- An '**executive summary**' for publication by the Commission
- **Answers to questionnaire** on issues related to **economic** and **societal impact**



# Financial Report

Each **Periodic Financial Report** must contain:

- An **‘individual financial statement’** (Form C) from each beneficiary for the reporting period concerned:
  - Detailing the **eligible costs for each budget category**
  - Declaring **all** eligible costs, even if they exceed the amounts indicated in the estimated budget.
- Each beneficiary must provide an **‘explanation of the use of resources’** including information on subcontracting and in-kind contributions provided by third parties for the reporting period.

# Periodic Reports & Final Report



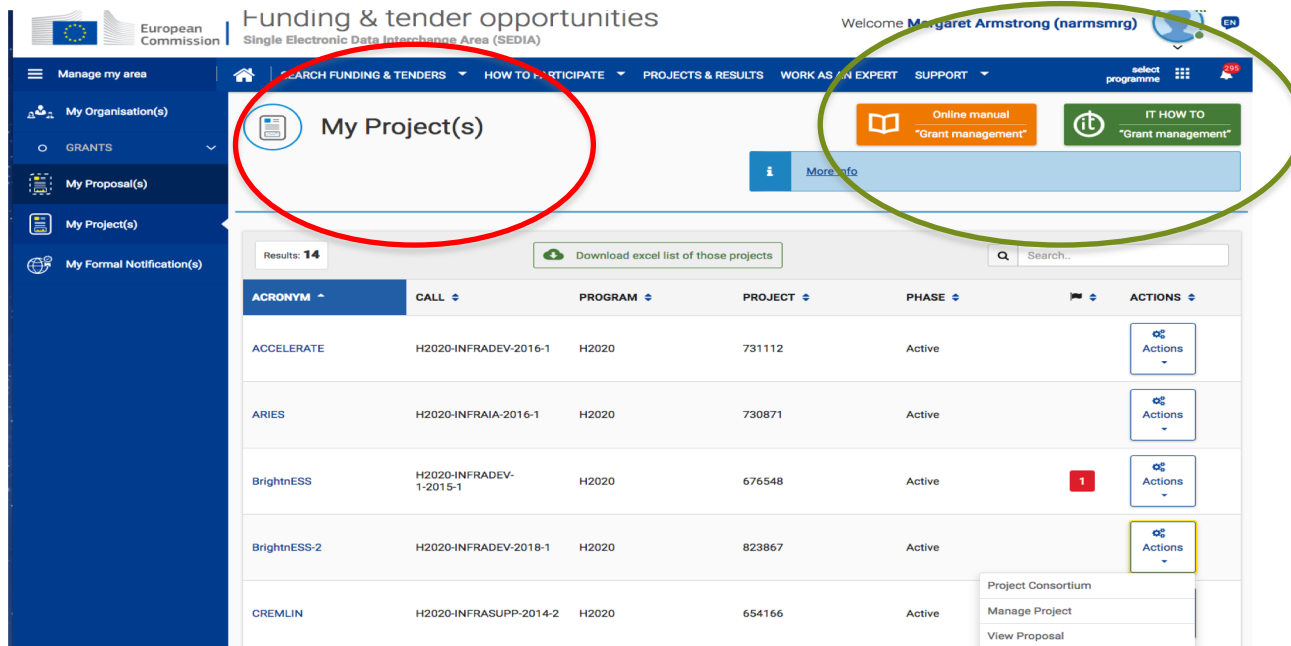
- Periodic reports consist of a **technical** and a **financial report**
- An **additional final report** must be submitted with the last periodic report
- All reports must be **submitted within 60 days following the end of each reporting period**

# EC Financial Rules and Procedures

- WHERE
- WHAT
- WHEN



# Grant Agreement – Funding & Tenders Portal



European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA) | Welcome Margaret Armstrong (narmsmrg)

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Organisation(s) | GRANTS | My Proposal(s) | **My Project(s)** | My Formal Notification(s)

Online manual "Grant management" | IT HOW TO "Grant management"

More info

Results: 14 | Download excel list of those projects | Search...

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ARIES	H2020-INFRAIA-2016-1	H2020	730871	Active	Actions
BrightnESS	H2020-INFRADEV-1-2015-1	H2020	676548	Active	1 Actions
BrightnESS-2	H2020-INFRADEV-2018-1	H2020	823867	Active	Actions
CREMLIN	H2020-INFRA supp-2014-2	H2020	654166	Active	Project Consortium Manage Project View Proposal



# Cost Categories & Eligibility criteria for actual costs

- **Personnel costs**

- Specific **calculations** apply
- **Hourly rate** x Hours **worked on the Action**

- **Other Direct Costs**

- **travel costs** and related subsistence allowance
- equipment (**depreciation value**) infrastructures and other assets: (**Don't invoice between partners**)
- costs of **other goods and services**

- **Cost of subcontracting**

- **Indirect Cost – Flat Rate 25%**

# Responsibilities

Each beneficiary is required to:

1. **Inform the PC** immediately of any circumstances likely to affect significantly or **delay the implementation of the action**
2. **Submit** to the PC in good time:
  - **individual financial statements**
  - the **data needed** to draw up the technical reports
  - **ethics committee opinions** and notifications for activities raising ethical issues
  - **any other documents or information required** under the Agreement,

# Visibility of EU Funding



BrightnESS<sup>2</sup> is funded by the European Union Framework Programme for Research and Innovation Horizon 2020, under grant agreement 823867

- Now need **WP number and description of Actions**

Version 1.1 – December 2014

### Declaration on a person working exclusively on a H2020 action

<b>Title of the action (activity)</b>		<b>Action</b>	
<b>Beneficiary/linked third party's name</b>		<b>Grant Agreement number</b>	

<b>Reporting period covered by this declaration<sup>1</sup></b>		
<b>Reporting period number</b>	from (date)	to (date)

This document certifies that: \_\_\_\_\_<sup>2</sup> has worked for the beneficiary/linked third party exclusively on the above-mentioned H2020 action during (please see below):

☐ the whole reporting period

☐ from \_\_\_\_\_<sup>3</sup> until \_\_\_\_\_<sup>4</sup>  
(This period must cover at least one full natural month)<sup>5</sup>

<b>Short description of the activities carried out during the period covered by this declaration</b>	
<b>Reference (e.g. work package)</b>	<b>Activities</b>

**SIGNATURES**

For the beneficiary/linked third party  
(supervisor):

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

For the person working exclusively on the action:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

<sup>1</sup> Only one declaration can be made per reporting period for each person working in the action.  
<sup>2</sup> Insert name of the person.  
<sup>3</sup> Insert date.  
<sup>4</sup> Insert date.  
<sup>5</sup> The person must keep this sheet for any hours worked for the action outside the period indicated herein.

# Internal monitoring

- **Regular contact** with each partner organisation, work closely with the persons responsible for the **technical, financial and administrative delivery** of their part of the **activities** and **deliverables**.
- Via **Google form**, every **quarter**, requesting inter alia:
  - **Person Months**
  - **Costs**
  - **Justification** of costs

- **BrightnESS<sup>2</sup> Project Management Vademecum**

# Brand-new section for H2020 Audits

must be archived for 5 years after BrightnESS<sup>2</sup> finalisation

Record  
keeping

- Time sheets /'declaration on exclusive work for the action' for staff working on BrightnESS<sup>2</sup>  
Essential to archive ***file supporting evidence like: (electronic) agenda's, travel documents and other project documents that underpin time sheet entries.***

Record  
keeping

- Travel bookings and approvals in line with usual practices
- Essential to archive ***original receipts, boarding passes, train tickets*** as well as ***conference/meeting agendas, minutes and participants lists for all events***

Record  
keeping

- **Direct costs** must comply with the **applicable national law on public procurement.** and in line with the beneficiaries' internal procurement procedures and rules
- **Essential to archive relevant records** of the claimed costs. **procurement documentation, original invoices and additional receipts or documentation proving the necessity of the cost claim, such as signed participants lists for meeting costs.**

# Payments

- EC transfers funding to the BrightnESS<sup>2</sup> coordinator who distributes the funds among the consortium members.
- The following payments are made to the Project Coordinator:
  1. ***one pre-financing payment*** equivalent to the share in the estimated budget
  2. ***one interim payment***, on the basis of the request(s) for an interim payment
  3. ***one payment of the balance***, on the basis of the request for payment of the balance

# No such thing as a Free Lunch

1. **Adhere** to reporting requirements
2. **Eligible** Costs related to the Action (Annex 1 GA)
3. Identifiable in Organisations **Accounts**
4. Supporting **Documentation Archived**
5. Keep **BrightnESS<sup>2</sup> Coordination Team** “in the loop”

”It always seems impossible until it's done.”

Nelson Mandela





# Thank You



# Piazza del Popolo



BrightnESS<sup>2</sup> is funded by the European Union Framework Research and Innovation Horizon 2020, under grant a

