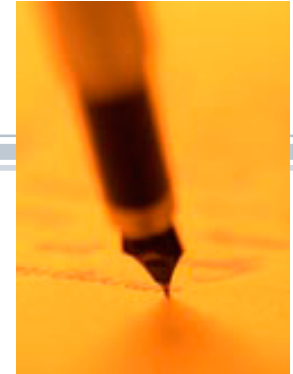


FP7 project management: Information for the coordinator

Additional information on project management:

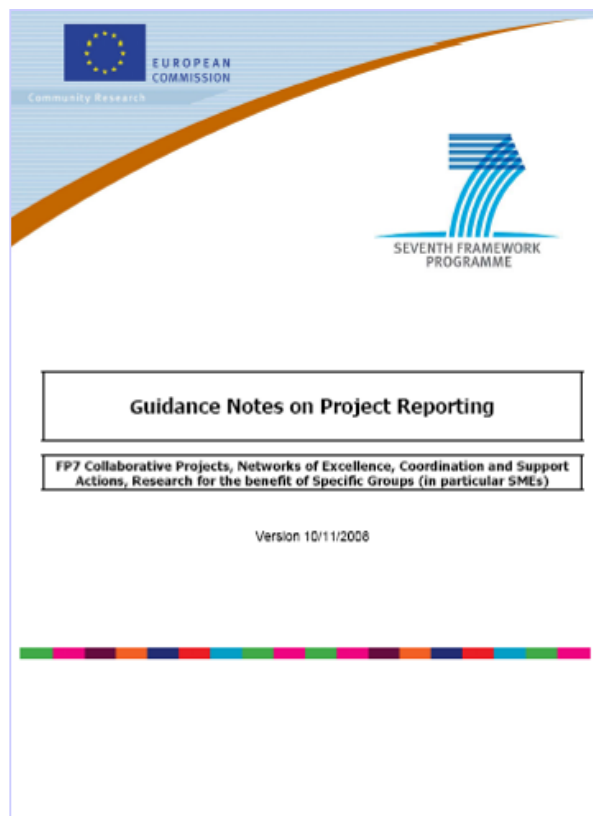
- reporting,
- auditing,
- GA amendments and
- publication issues



Reporting

During the course of the project, the consortium should submit:

- The **deliverables** identified in Description of Work of the Grant Agreement, according to the timetable specified in the Deliverables list
- A **final report** within 60 days of the end of each reporting period (including the last reporting period)



ftp://ftp.cordis.europa.eu/pub/fp7/docs/project_reporting_en.pdf



Final report

The report comprises:

1. An overview, including a publishable summary, of the progress of work towards the objectives of the project, including achievements and attainment of milestones and deliverables identified in the Description of Work;
2. An explanation of the use of the resources;
3. A Financial Statement (**Form C**) from each beneficiary + summary financial report for all beneficiaries together;

Financial statements should be accompanied by certificates (**Form D**), when appropriate.

Final reporting

At the end of the project you should submit:

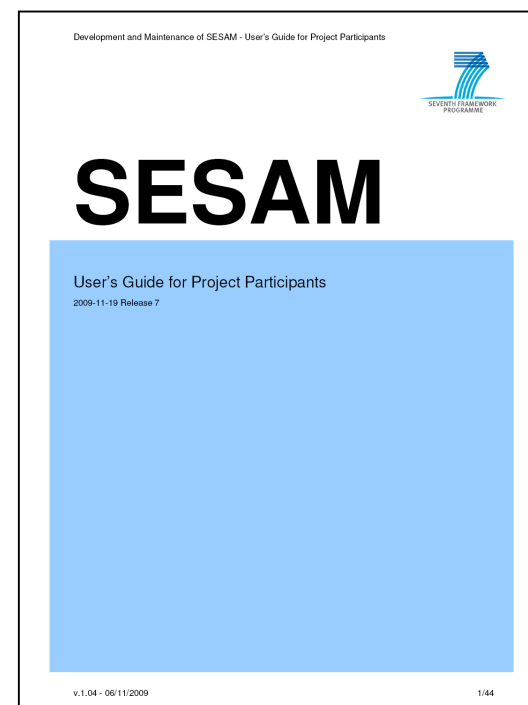
- A **final report**, within 60 days after the end of the project, comprising:
 - A final publishable summary report covering results, conclusions and socio-economic impact of the project;
 - A report covering the wider societal implications of the project, in the form of a questionnaire (gender equality actions, ethical issues, etc.)
- After receiving final EC payment, the coordinator shall submit a **report on the distribution of the Community financial contribution** between beneficiaries. To be submitted 30 days after receipt of the final payment.

Submission of reports and deliverables

- Register in ECAS (Commission's Authentication Service):
<https://webgate.ec.europa.eu/ecas/index.jsp>
- Once access granted, log in and submit documents via SESAM
- What information should be submitted:
 1. Deliverables
 2. Publications
 3. Patents (if relevant)
 4. Periodic and final reports

NOTE: **FORM C** are submitted via **FORCE**

- Additional information on SESAM see:
<http://webgate.ec.europa.eu/sesam/index.do>



Submission of financial statements: FORCE

- Financial Statements (FORM C) are submitted via **FORCE**
 - FORCE is a web based tool to edit and submit Forms C
 - Use your ECAS registration to enter FORCE
(<https://webgate.ec.europa.eu/ecas/index.jsp>)
- Further information see:
ftp://ftp.cordis.europa.eu/pub/fp7/docs/presentation-force_en.pdf

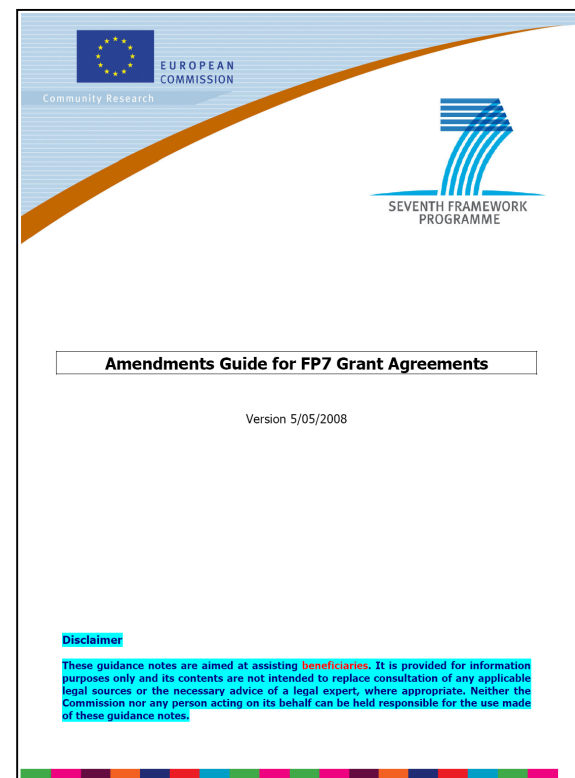
Technical Project Reviews / Audits

- The REA may initiate a **technical audit or review** at any time during the implementation of the project and up to up to five years after the end of the project:
 - At month **12**: first year review
 - At month **24**: second year review
 - At month **36**: final review
- Independent experts are appointed as reviewers:
 - give external advice to the REA on the project for the period concerned
 - *assist* the REA by recommending any reorientation that may be required.

Request for Amendments

- An amendment to a grant agreement (GA) is a legal act modifying the commitments initially accepted by the parties and which may create new rights or impose new obligations on them, or modifying significant parts of the GA. It allows the parties to modify the GA during its lifetime.
- When does the GA need to be amended by an **Amendment Request**?
- When is an **Information Letter** sufficient?

See: ftp://ftp.cordis.europa.eu/pub/fp7/docs/amendments-ga_en.pdf



Approval of reports

After reception of the reports the REA may:

- **Approve** the reports and deliverables: REA disburses the corresponding payments within 105 days of their receipt unless the time-limit, the payment or the project has been suspended;
- **Suspend the time limit** if reports/deliverables have not been supplied, are incomplete, unclear or raise doubts concerning the eligibility of costs claimed.
- **Suspend the payment** at any time for the amount intended for the beneficiary(ies) concerned: **for details see Article II.5 of Annex II (General conditions) to the grant agreement;**
- **Reject** the reports and deliverables by giving an appropriate justification and, if appropriate, start the procedure for termination of the GA.

Financial audits

- The Commission/REA may, at any time during the implementation of the project and up to five years after the end of the project, arrange for **financial audits** to be carried out, by external auditors, or by the Commission/REA services themselves including European Anti-Fraud Office OLAF.



- The beneficiaries shall keep the **originals** or, in exceptional cases, duly authenticated copies – including electronic copies - of all documents relating to the grant agreement for up to five years from the end of the project

Publications and publicity

- The beneficiaries shall, throughout the duration of the project, take appropriate measures to **engage with the public and the media** about the project and **to highlight the EC financial support**.
- Any publicity, including at a conference or seminar or any type of information or promotional material must specify that the project has received EC research funding and **display the European emblem**.



- Any publicity made by the beneficiaries in respect of the project must specify that it reflects ***only the author's views and that the Community is not liable for any use that may be made of the information contained therein.***

Publications and publicity

- All publications shall include the following **statement**:
- *The research leading to these results has received funding from the European Community's Seventh Framework Programme ([FP7/2007-2013]) under **grant agreement n° xxxxxx** (see Article II.30. of the Grant Agreement).*
- During and after the project, the coordinator shall **provide references and an abstract** of all scientific publications relating to foreground **at the latest two months following publication** (see Article II.30. of the Grant Agreement).
- As part of the final project report, the coordinator will be required to submit **a full list of publications relating to foreground of the project.**

Paola CHIARINI

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<http://ec.europa.eu/research/rea>

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