



Reporting requirements

For IHI private members and contributing partners
bringing IKOP, FC in IHI grants

Gaëlle Lanckmans – Financial Officer & Kalliopi Christoforidi – Scientific Officer
18.03.2024 • Webinar on IKOP reporting

Before we start...

- We are recording this presentation
- Q&A session at the end will not be recorded
- Write your questions in the Chat
- All questions addressed at the end (Q&A session)
- Slides will be shared with participants

Content of this webinar

- General reporting requirements (when, what and how)
- Concrete examples of reporting for
 - Entities contributing IKOP and/or financial contributions
 - Entities also requesting EU funding (Hybrid participants)
 - Entities who participate as affiliated entities, as associated partners (case b)
- Q&A - Questions and answers in the end.

IKOP definition – legal basis (Article 2.8 of Regulation)

In-kind contributions to operational activities (IKOP):

*Consists of **eligible costs** incurred by private members and by contributing partners in implementing the action, **less the EU contribution** to those costs.*

Two important elements:

1. Eligible costs = **must** fulfil eligibility conditions (Article 6 of the [MGA](#))

(actually incurred, recorded in the accounts, necessary for the action, foreseen in the estimated budget, verifiable,...)

2. IKOP= (eligible costs – EU contribution, if any)



Can be = 0 or > 0 (hybrid participants)

Participation types

For IHI JU private members and contributing partners

	Beneficiary	Affiliated entity	Associated Partner (case B)
Sign the grant agreement	Yes	No	No
Can work on action tasks	Yes	Yes	Yes
Must have a legal/financial link with another Beneficiary	/	Yes	Yes
Can contribute IKOP, FC, IKAA (IKAA only for private members)	Yes	Yes	Yes
Must be private member or contributing partner	No	No	Yes
Can receive EU funding if eligible	Yes	Yes	No
Activities described in the DoA	Yes	Yes	Yes
Costs included in the project budget	Yes	Yes	Yes, included in the estimated budget of the designated Beneficiary
Must report its costs after each project period	Yes	Yes	Yes, included in the financial statement of the designated Beneficiary



General reporting requirements

What? When? How?

What reporting obligations (Article 21 of MGA)

At the end of each project period

- **Periodic Reporting**
 - *Technical Part*
 - *Part A (automatically generated)*
 - *Part B (narrative)*
 - *Financial Part*
- **Continuous Reporting**

feeds
Part A

At project end

- *Audit certificate (CFS or CCS), if applicable*

Periodic Reporting (PR) - when?

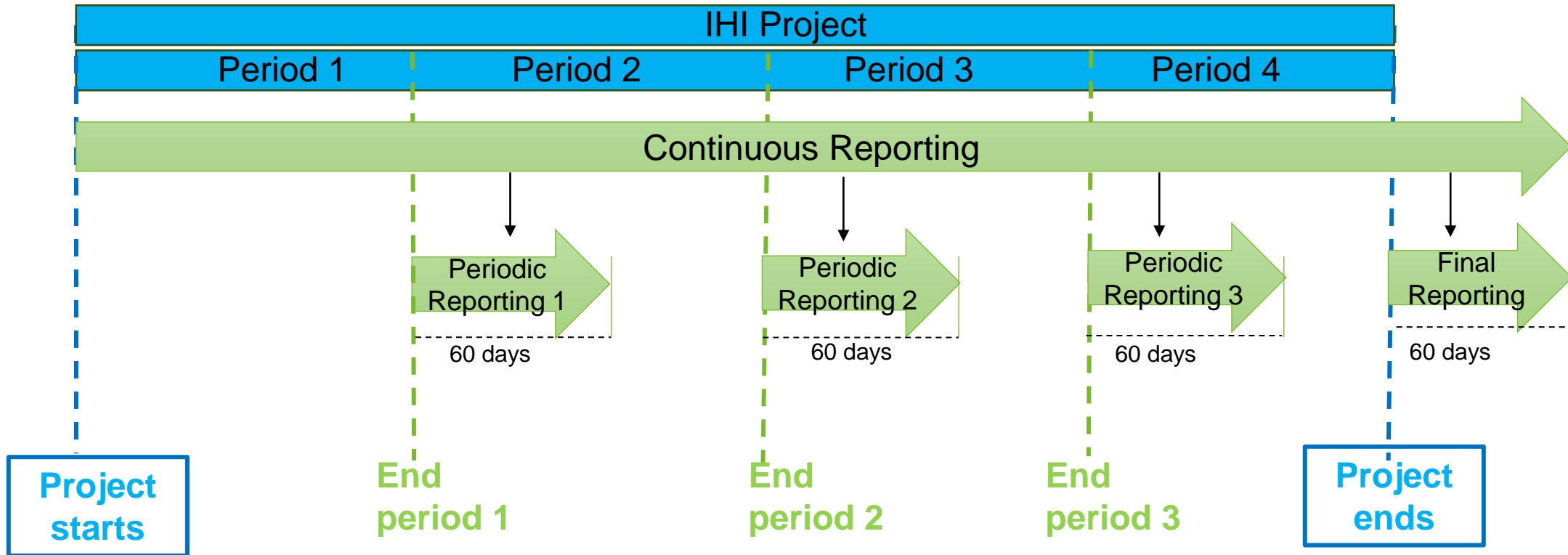
- Periodic Report (PR) must be submitted within **60 days after the end of each period** of the concerned project
- Each project is divided in several periods (depending on the project total duration)
 - First period: always 12 months, from the start date of the project
 - Subsequent periods: 12 or 18 months

Example: PROMINENT project (5 periods, start date: 01/05/2023)

- Period 1: 01/05/2023 – 30/04/2024 → PR1 due by 30/06/2024
- Period 2: 01/05/2024 – 30/04/2025 → PR2 due by 30/06/2025
- ...



Project reporting timeline



How to prepare the Reporting?

- Must be prepared by **all** project Beneficiaries through the [EU Funding & Tenders Portal](#)
 - in the Continuous Reporting module
 - in the Periodic Reporting module
- Each Beneficiary receives a **notification** at the end of each project period to
 - *contribute to the Technical Part B of the Periodic Report*
 - *ensure the Continuous reporting is up-to-date*
 - *complete the Financial Part, e-sign and submit (PFSIGN) to the Coordinator.*
- The **Coordinator** reviews the elements, **approves & submits** the Periodic Report to IHI (within 60 days after the end of each project period)
- **Step by step** explanations to complete the [Periodic](#) reporting and [Continuous](#) reporting.

Differences with IMI2 for EFPIA members

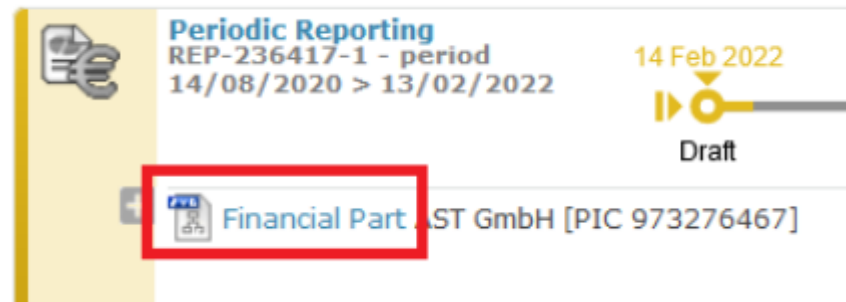
	IHI IKOP reporting	IMI 2 in kind reporting
When	60 days after each project period	Annual by 30 April of year n+1 for cost of year n
IT tool	Funding and Tender portal	SOFIA dedicated tool
How	Via the Coordinator	Each company directly to IHI (not through the Coordinator)
Certification	At the end of the project, 430k threshold.	Annual. No minimum threshold.
What	One report per period per project	One report per year per company

Periodic Reporting

Financial Part

- Periodic Reporting
 - *Technical Part*
 - *Part A (automatically generated)*
 - *Part B (narrative)*
 - **Financial Part**
- Continuous Reporting

Financial Part



- At the end of each project period:

All beneficiaries will receive a notification to complete

- Their own **Financial Statement** for the concerned period (and adjustment(s) to previous period(s), if necessary).

- In final period:

- Beneficiaries must also upload a Certificate provided by a qualified external auditor, if applicable.
 - **CFS** - Certificate on the financial statements
(if requested EU contribution \geq 430k) (for hybrid participants)
 - **CCS** - Certificate on the statements of contributions
(if requested EU contribution = 0 and (IKOP + FC paid) \geq 430k)

Financial Part

Financial statements

- **Same model** of financial statement **for all** beneficiaries and affiliated entities, also for private members and contributing partners (Annex 4 of MGA)
- **All eligible costs** incurred during the period should be declared
- Also to **specify the requested EU contribution, if any**
(> 0 for hybrid participants; = 0 for the others)

Financial Statement

Grant Management Project Periodic Report

236417 (236417 06D - G..) HORIZON... Beneficiary 1: AST GmbH
 Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH
 PIC: 973276467 Status: VALIDATED
 Legal Address: ZEPPELINSTRASSE 9B, 28816, STUHR
 Germany

Period No: 1 Duration (months): 18
 Reporting Period: [14 Aug 2020 - 13 Feb 2022]

Financial Statement

Some costs have an editable field

Others have a link to click

Some have 'Use of Resources' to complete Link to 'How to complete your financial statement' in the F&T Portal

25% Indirect costs calculated automatically for all. Ensure no indirect costs are included in other costs categories (no double counting allowed)

▼(a2) A.1 Employees (or equivalent), A.2 Natural persons under direct contract, A.3 Seconded persons	unit (usual accounting practices)	0.00 €	
▼(a3) A.4 SME owners and natural person beneficiaries	unit	0.00 €	
SME owner/Natural person costs			
▼B. Subcontracting costs		0.00 €	
▼(b) Subcontracting	actual	0.00 €	
▼C. Purchase costs			
▼(c1) C.1 Travel and subsistence	actual	10.00 €	
▼(c2) C.2 Equipment	actual	5.00 €	
▼(c3) C.3 Other goods, works and services	actual		
▼D. Other cost categories			
▼(d2) D.2 Internally invoiced goods and services	unit (usual accounting practices)		
(d3) D.3 Transnational access to research infrastructure unit costs	unit	0.00 €	
(d4) D.4 Virtual access to research infrastructure unit costs	unit		
▼ Indirect costs			
▼E. Indirect costs			
(e) E. Indirect costs (25% * (a1 + a2 + a3 + c1 + c2 + c3))	flat-rate		
(f) Total costs (a1 + a2 + a3 + b + c1 + c2 + c3 + d2 + d3 + d4 + e)		87.50 €	
▼EU contribution			
▼EU contribution to eligible costs			
(g) Maximum EU contribution (100% * f)		87.50 €	
(h) Requested EU contribution (g)		87.50 €	
(m) Maximum grant amount (h)		87.50 €	
▼Revenues			

Financial Statement

Direct Personnel costs

Financial Statement SAVE

[Use of Resources](#)

Financial information from contact

No contribution requested? Yes No

Financial Statements

Period	Adjustment	Requested Contribution
04/07/2015 - 03/03/2016 (Period No '1')	No	0.00 €

Financial Statement for period '1' (04/07/2015 - 03/03/2016)

Eligible costs: [i](#)

Cost Category	Unit Cost	Number of Units	Subtotal	Total	Actions
a) Direct personnel costs declared as actual costs				120,000.00 €	
b) Direct personnel costs declared as unit costs (average cost)				0.00 €	
c) Direct personnel costs declared as unit costs				0.00 €	

Declared as actual cost or as unit costs

Number of Person Months (PM) broken down per Work Packages (WP)

Use of in kind contribution from third party (e.g. seconded personnel)

A.1 Employees (or equivalent), A.2 Natural persons under direct contract, A.3 Seconded persons

Persons/month per WP

Work Packages + Add

Associated Work Package	Person Months	Actions
WP1	10.00	

Use of in kind contribution from third party

One line per third party. In-kind contribution free-of-charge only.

Double-check consistency with the information on in-kind contributions in Technical Report (Part B) - activities & work packages.

+ Add

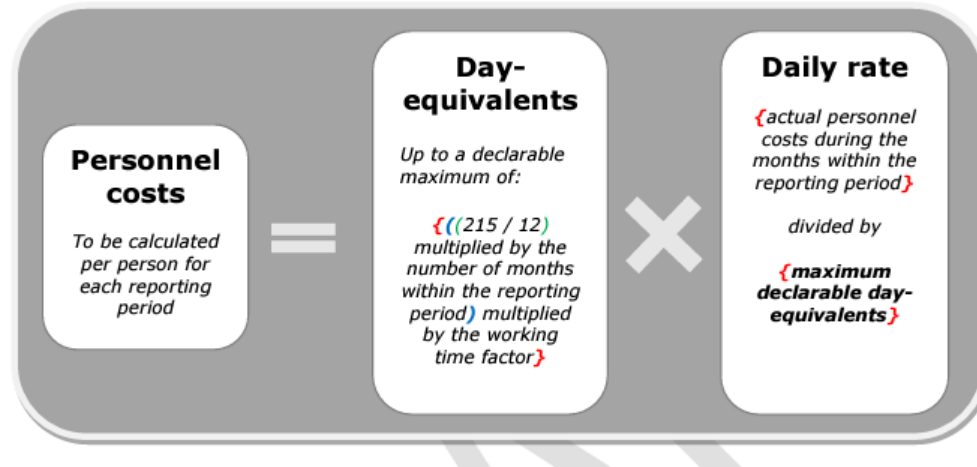
No 'Use of in kind contribution from third party' added yet.

Confirm Cancel

Financial Statement

Direct Personnel costs

- Option 1: declare **actual costs**
 - Must use Horizon Europe formula:
 - Practical examples in the [AMGA](#) (if full time, part time, parental leave, etc)



- Option 2: declare **unit costs**
 - Only if average personnel costs are in line with the entity's usual cost accounting practices
 - FTE rate should exclude any indirect costs (no double counting allowed).

E.g.: if entity usually calculates fully loaded FTE rated (i.e., including indirect costs), the rate should be recalculated to exclude indirect costs



Time worked on the project **must** be documented

Either sign a monthly declaration ([template](#)) or use another reliable time recording system (paper or computer-based)

Financial Statement

Subcontracting costs

Financial Statement

Financial Statement for period '1' - (14 Aug 2020 - 13 Feb 2022)

Eligible costs:

Category	Form of Funding	Total Amount
▼ Eligible costs (per budget category)		
▼ Direct costs		
▼ A. Personnel costs		
▼ (a1) A.1 Employees (or equivalent), A.2 Natural persons under direct contract, A.3 Seconded persons	actual	50.00 €
▼ (a2) A.1 Employees (or equivalent), A.2 Natural persons under direct contract, A.3 Seconded persons	unit (usual accounting practices)	0.00 €
▼ (a3) A.4 SME owners and natural person beneficiaries	unit	0.00 €
SME owner/Natural person costs		
▼ B. Subcontracting costs		
▼ (b) Subcontracting	actual	0.00 €
▼ C. Purchase costs		

- Actual cost paid to subcontractor
- Provide short description
- Foreseen in Annex 1 of GA?

If not foreseen, provide explanation (+ in PR part B 'unforeseen subcontracting', see slide 33)

Subcontracting

Subcontracting Costs

One line per subcontract.

Double-check consistency with the information on subcontracting in Technical Report (Part B) - activities & work packages.

Subcontract name (subcontracted action tasks)	Foreseen in Annex 1?	Explanation (if not in Annex 1)	Costs (EUR)	Actions
Subcontractor 1	No	explanation if not in Annex 1	5,00	
TOTAL			5.00	

Confirm Cancel

Financial Statement

Purchase costs

Reminder:
 Costs charged to the project/IKOP must always be eligible costs actually incurred.
No Commercial price of self-produced consumables allowed as not a cost.

Financial Statement

Financial Statement for period '1' - (14 Aug 2020 - 13 Feb 2022)

Eligible costs:

Category	Form of Funding	Total Amount
▼ Eligible costs (per budget category)		
▼ Direct costs		
▼ A. Personnel costs		
▼ (a1) A.1 Employees (or equivalent), A.2 Natural persons under direct contract, A.3 Seconded persons	actual	50.00 €
▼ (a2) A.1 Employees (or equivalent), A.2 Natural persons under direct contract, A.3 Seconded persons	unit (usual accounting practices)	0.00 €
▼ (a3) A.4 SME owners and natural person beneficiaries	unit	0.00 €
SME owner/Natural person costs		
▼ B. Subcontracting costs		
▼ (b) Subcontracting	actual	0.00 €
▼ C. Purchase costs		
▼ (c1) C.1 Travel and subsistence	actual	10.00 €
▼ (c2) C.2 Equipment	actual	5.00 €
▼ (c3) C.3 Other goods, works and services	actual	5.00 €

C.1 Travel and subsistence

C.2 Equipment

C.3 Other goods, works and services

- Explanation needed *only* for the amount > 15% of personnel costs.
- calculated by the tool.

Example:

- Personnel costs: 120k
- Purchase costs: 25k
- 15% of Personnel costs = 18k
- Costs to be explained = 25k – 18k = 7k

Purchase Costs

Purchase amounts to be explained: € 7000

Details for major cost items (needed if costs declared under purchase costs are higher than 15% of the claimed personnel costs).
 Start with the most expensive cost items, down to the 15% threshold.

Cost item name	Work Packages	Foreseen in Annex 1?	Explanation	Costs	Actions
			(if not in Annex 1)	(EUR)	
				0.00	
TOTAL				0.00	

Specify cost, item name, WP, if foreseen in Annex 1 of GA, provide explanation if not.

Financial Statement

Requested EU contribution

Financial Statement SAVE Use of Resources

Financial information from contact

No contribution requested? Yes No

Financial Statements

Period	Adjustment	Requested Contribution
04/07/2015 - 03/03/2016 (Period No '1')	No	181,250.00 €

Financial Statement for period '1' (04/07/2015 - 03/03/2016)

Eligible costs: 1

Cost Category	Unit Cost	Number of Units	Subtotal	Total	Actions
a) Direct personnel costs declared as actual costs				120,000.00 €	<input type="text"/>
b) Direct personnel costs declared as unit costs (average costs)				0.00 €	<input type="text"/>
▼ c) Direct personnel costs declared as unit costs				0.00 €	
c1) SME owner/Natural person costs	33.92 €	x 0	=	0.00 €	
d) Direct costs of subcontracting					
e) Direct costs of providing financial support to third parties					
f) Other direct costs					
h) Indirect costs (= 0.25 * (a + b + c + f - o))					
j) Total costs (= a + b + c + d + e + f + h)				181,250.00 €	
k) Receipts				0.00 €	
m) Maximum EU contribution (100%)				181,250.00 €	
n) Requested EU contribution				181,250.00 €	<input type="text"/> change requested contribution

Additional Information for indirect costs:

Use of 'costs of in-kind contributions not used on premises?' (o) Yes No

Validate

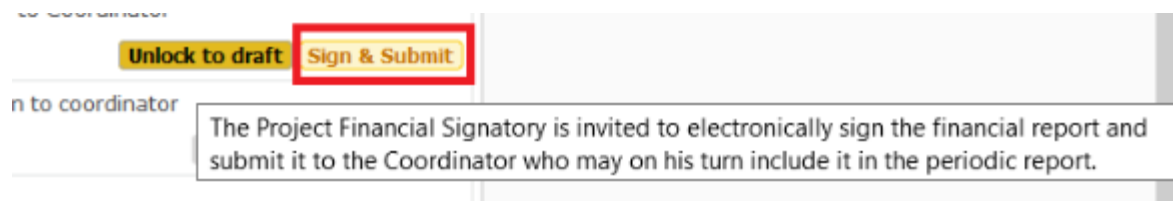
Insert the Requested EU contribution

- Positive amount for hybrids
- Zero for the others

Financial Part

Electronic signature

- The Beneficiary electronically signs the Financial Part & submit it to the Coordinator to include it in the Periodic Report



- By signing the financial part (directly in the Portal), the beneficiaries confirm that:
 - the information provided is complete, reliable and true
 - the costs declared are eligible (see [Article 6](#))
 - the costs and contributions can be substantiated by adequate records and supporting documents ([Article 20](#))

Financial Part

Cases of affiliated entities (AE) and associated partners (AP case b)

- Affiliated entity
 - No access to the reporting modules.
 - Prepares its own financial statement (Annex 4 of GA), blue ink signs on paper, and supplies it to the main Beneficiary
 - The main Beneficiary fills in the financial statement of the AE in the system, electronically signs it and submits it to the Coordinator.
- Associated Partner case b
 - No access to the reporting modules.
 - Costs included in the financial statement of the designated beneficiary
 - No individual financial statement in the system
 - For audit purposes, designated beneficiary to be able to demonstrate the split of reported costs per entity per period

Financial Part

Financial statements

- **No** specific field in Financial statements to specify **IKOP, non-EU IKOP and FC paid**
 - Must be specified in the Continuous reporting ('JU contribution' tab) (see slide 44)

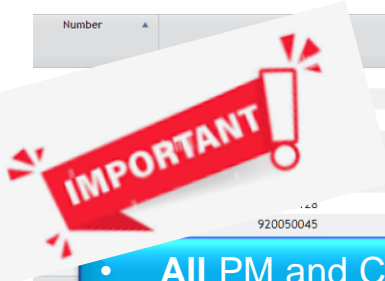
J Contributions

Number	Legal Name	JU Membership	Participates In	IKOP	Non-EU part of IKOP	Financial Contributions Given
	JOHNSON & JOHNSON MEDICAL GMBH	Yes (Founding Member Affiliate)	Yes	0.00 €	0.00 €	0.00 €
	PHILIPS MEDICAL SYSTEMS NEDERLAND BV	Yes (Founding Member Affiliate)	Yes	0.00 €	0.00 €	0.00 €
	LABCORP EARLY DEVELOPMENT LABORATORIES LIMITED	Yes (Founding Member Affiliate)	Yes	0.00 €	0.00 €	0.00 €
	F. HOFFMANN-LA ROCHE AG	Yes (Founding Member Affiliate)	Yes	0.00 €	0.00 €	0.00 €
	TAKEDA PHARMACEUTICALS INTERNATIONAL AG	Yes (Founding Member Affiliate)	Yes	0.00 €	0.00 €	0.00 €
	SANOFI-AVENTIS RECHERCHE & DEVELOPPEMENT	Yes (Founding Member Affiliate)	Yes	0.00 €	0.00 €	0.00 €
	JANSSEN CILAG LIMITED	Yes (Founding Member Affiliate)	Yes	0.00 €	0.00 €	0.00 €
	JANSSEN-CILAG GMBH	Yes (Founding Member Affiliate)	Yes	0.00 €	0.00 €	0.00 €
				0.00 €	0.00 €	0.00 €
				0.00 €	0.00 €	0.00 €
				0.00 €	0.00 €	0.00 €
				0.00 €	0.00 €	0.00 €

IKOP

Non-EU IKOP

FC paid



- All PM and CP to encode their total contributions (IKOP, non-EU IKOP, FC paid) since the beginning of the project. One row per entity (also for AP).
- **Cumulative**, not per project period. (e.g.: in PR 2 – total contributions for period 1 + 2)
- Ensure **consistency** with values encoded in financial statements and in part B
- To complete **before** Periodic Report is 'locked for review' by the Coordinator.

IKAA not included (separate reporting) initiative

Financial Report

Certification (in final period only, if threshold reached)

		Requested Union funding		
		0 funding	> 0 and < EUR 430,000	≥ EUR 430,000
Financial and In Kind contributions (IKOP+FC paid)	< EUR 430,000	N/A	Not in HE MGA (under discussion)	CFS (No CCS)
	≥ EUR 430,000	CCS		

- Threshold calculated **individually** for each entity and **per project**.
- If threshold reached, one single Certification to cover **all costs and contributions**.
- Templates: [CFS](#) and CCS (not yet available)

Most common errors detected in audits

Based on experience in IMI2 projects

- ✗ Error: Cost incurred by another entity (affiliate) not identified in the Grant.
- ✓ Correct: All involved entities must be **identified** in the Grant (beneficiaries, affiliates, third parties).
- ✗ Error: Costs are not recorded in the accounts of the Beneficiary.
- ✓ Correct: The costs must be **recorded** in the accounting system of the beneficiary.

Personnel costs

- ✗ Error: incorrect calculation of days worked on the action, estimated costs instead of actual costs, invalid or missing timesheets/supporting doc, inconsistency with HR records
- ✓ Correct: Review rules in MGA for calculation of personnel costs and for records keeping. The Beneficiary should keep time records for the number of days declared.

Most common errors detected in audits

Subcontracting costs

- ✗ Error: no valid supporting documents, no proof of best value for money/lowest price (if appropriate)
- ✓ Correct: national rules for procurement are respected (if applicable for the relevant entity), selection of subcontractor is in line with the rules (transparent process, no conflict of interest, best value for money...) and documented.

Equipment

- ✗ Error: full price charged instead of depreciation, wrong depreciation calculation.
- ✓ Correct: only depreciation according to your usual accounting practice and pro rata per the use for the project.

Travel

- ✗ Error: no valid supporting documents, costs not related to the action.
- ✓ Correct: supporting documents are available (agenda, role of the participant in the meeting...), participation foreseen and justified (link to the action).



Check rules in Article 6.1, 6.2 and 20 in the [Annotated GA](#)

Periodic Reporting

- Technical Report (Part B)

- Periodic Reporting

- **Technical Part**

- *Part A (automatically generated)*

- **Part B** *(narrative)*

- *Financial Part*

- Continuous Reporting

Technical Report (Part B)

- Part B is a narrative description of the **work carried out** during the reporting period.
- **All project beneficiaries** should contribute to Part B in the periodic reporting module.
- The project **Coordinator** should upload Part B as a PDF document, coordinate the input, review its content and submit it to IHI within the set deadline (60 days after the end of each project period).
- **Template** for Part B available [here](#) (tailored to IHI needs)

Technical Report (Part B)

- Includes several elements
 - Explanation on the work carried out and progress per work package (WP)
 - Financial contribution (FC)
 - Non-EU IKOP
 - Explanations on deviations for the current period (compared to planned effort and budget)
 - Adjustment to previous financial statements, if applicable
 - Unforeseen subcontracting/use of in kind contribution (Art 9.2), if applicable
 - ...
- Ensure **consistency** between financial part and technical part

Technical Report (Part B)

Explanation on the work carried out and progress per work package (WP)

- Briefly explain the main work focusing on key activities and results.
- Refer to relevant milestones, deliverables & publications.
- Highlight any deviations in WP tasks/objectives
- Briefly describe the activities by each participant

Work done by each participant in the WP	
Participant	Description of main activities
<beneficiary number> and <Name>	Briefly describe the main activities carried out by each participant involved in the WP (including affiliated entities/private members/contributing partners/associated partners)
<beneficiary number> and <Name>	

Technical Report (Part B)

Financial contributions (FC)

Actual Financial Contribution (FC) amount paid in EUR (*)	Paid from (**) <i>PM or CP</i>	Received by <i>Must be eligible for funding</i>	Of which FC used in <u>past</u> period(s)	Of which FC used during <u>current</u> reporting period (***)	Of which FC to be used in <u>future</u> period(s)
	# <beneficiary number> and <Name>	# <beneficiary number> and <Name>			
[TOTAL FC amount <u>paid</u>] (A)			[TOTAL FC used in <u>past</u> period(s)] (a)	[TOTAL FC <u>used</u> in <u>current</u> period] (b)	[TOTAL remaining FC to be used in <u>future</u> period(s)] (c)

Difference between what is paid and what is used

By entity paying the FC ←

→ By entity receiving the FC

$(A) = (a) + (b) + (c)$

- Must be **consistency** with FC paid entered in the 'JU contribution' tab (continuous reporting)
- **Also** specify FC paid by affiliated entities and associated partners
- FC not foreseen?

31

- If to cover costs of activities **not** already planned in the DoA, it requires an Amendment and should **not** be reported.
- If to cover costs of activities already **foreseen** in the DoA, can be reported and provide justification in deviation part (slide 32).

Technical Report (Part B)

Non-EU IKOP

Participant	Non-EU IKOP in EUR
# <beneficiary number> and <Name>	
	[TOTAL Non-EU IKOP reported in the <u>current period</u>]

Non-EU IKOP = eligible costs incurred by private members and contributing partners for activities carried-out **outside** the EU and HE associated countries

- Insert the Non-EU IKOP for the current period and ensure **consistency** with ‘JU contribution’ tab
- Non-EU IKOP not foreseen?
 - If activities **not** already planned in the DoA, it requires an Amendment and should **not** be reported.
 - If activities already **foreseen** in the DoA (but expected to be ‘EU’ IKOP instead of ‘Non-EU IKOP’), can be reported and provide justification in deviation part (next slide).

Technical Report (Part B)

Explanations on deviations in UoR

- Explain deviations (if any) **per Beneficiary** for the current period compared to the planned effort (in Annex 1) and the planned budget (in Annex 2)

Budget deviation:

- Explain significant deviations (IHI funding/IKOP/Non-EU/FC) for the period.
- Explain the impact on the project and proposed corrective actions, if any.

Effort deviation:

- Explain significant deviations of effort (person months) for the period per work package.
- Explain the impact on the project and the proposed corrective actions, if any.

Technical Report (Part B)

Unforeseen subcontracting

- If the Beneficiary reports subcontracting costs **not foreseen** in the Grant Agreement (GA).
 - Exceptionally, the IHI JU may approve costs if the circumstances are explained and justified.
 - The approval is at the discretion of the IHI JU, **not automatic**.
- To be specified in this section:
 - the work (the tasks) performed by the subcontractor;
 - explanation of the circumstances which caused the need for a subcontract;
 - the confirmation that the subcontractor has been selected ensuring the best value for money or, if appropriate, the lowest price and avoiding any conflict of interests;
 - include subcontractor name and amount

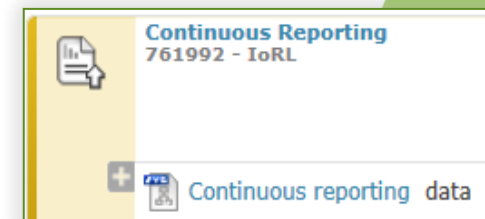
Continuous Reporting & Technical Report (Part A)



- **Periodic Reporting**
 - *Technical Part*
 - **Part A** (automatically generated)
 - *Part B* (narrative)
 - *Financial Part*
- **Continuous Reporting**

Feeds
Part A





Continuous Reporting module

- It opens at project start date
- To be updated by the consortium before each Periodic report is 'locked for review' by the Coordinator
- At PR submission, the tool freezes the data and automatically feeds Part A of the Periodic Report
- Includes information such as:
 - Project Summary;
 - Deliverables, Milestones;
 - Critical Risks;
 - Publications;
 - Results;
 - Dissemination and Communication activities;
 - Impact;
 - JU Contributions

Project Summary	Researchers involved in the project	Deliverables	Milestones	Critical Risks	Publications	Results	Disseminat... activities	Communic... Activities	Standards	Intellectual property rights (IPR)	Datasets	Impact	Impact Continuation	Other Results	JU Contributio...
-----------------	-------------------------------------	--------------	------------	----------------	--------------	---------	--------------------------	------------------------	-----------	------------------------------------	----------	--------	---------------------	---------------	-------------------

Project summary

Continuous Reporting
761992 - IoRL

Continuous reporting data

SyGMa System for Grant Management

Project Continuous Report

240051 (240051 SUBRSAR ...)	HORIZON-...	Project Summary	Researchers involved in the project	Deliverables	Milestones	Critical Risks	Publications	Disseminat... activities	Standards	Patents (IPR)	Communic... Activities	Datasets	Financial support to 3rd parties	Beneficiaries Feedback	Impact	Results	Other Results
Call: HORIZON-ERC-2021-VICECHAIRS-IBA Topic: HORIZON-ERC-2021-VICECHAIRS-IBA		✓	✓	i	i	✓	i	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Project Summary for publication

i This section is structured in four sub-sections that must be completed on-line with suitable quality to enable direct publication by the Commission/Agency/other EU funding body. It should be easy to read i.e. written in a language easily understandable by a broader public, thereby promoting EU funded results. It should preferably not exceed 7480 characters (equivalent to two pages of a text document). This part must not contain any confidential or personal data (e.g. names and addresses).

The summary for publication must be drafted as a "stand-alone" text. No references should be made to other parts of the report. References can be made only to publicly available information.

Beside the summary filled within the tool, diagrams or photographs illustrating and promoting the work of the project can be provided (only as images).

Context and overall objectives

nhfv

- Will be published on CORDIS & used in IHI presentations & reports
- Must be suitable for direct publication, targeting a lay audience
- Emphasize results, with a title and brief description
- Include hyperlinks where relevant
- Updated every period

Work performed and main achievements

nnh

Deliverables

Continuous Reporting
761992 - IoRL

Continuous reporting data

Grant Management | Project Continuous Report

Summary for publication	Deliverables Ethics, DMP, Other Reports	Milestones	Critical Risks	Publications	Disseminat...	Patents (IPR)	Innovation	SME Impact	Gender	ABS Regulation

Deliverables, Ethics, DMP, Other Reports

Allowed formats: doc, docx, odt, rtf, pdf, csv, zip

For each Deliverable, a single file (max 52MB) can be uploaded

WP No	Del	Del N	Title	Description	Lead	Nature	Dissemin:	Est. Del. Date (ann	Receipt I	Approval D	Status	Upload a deliverable	Comments
WP1	D1.1	D1	Periodic Activity Rep	The series of standard E	ATC	Report	Confide	30 Jun 2018			Pending		
WP1	D1.2	D2	Periodic Activity Rep	The series of standard E	ATC	Report	Confide	30 Nov 2019			Pending		
WP2	D2.1	D3	Pilots definition and	Definition of use cases a	CTT	Report	Public	31 Aug 2017	15 Sep		Submi...		
WP2	D2.2	D4	Architecture design	The first version of the	UPB	Report	Public	30 Nov 2017	30 Nov		Submi...		
WP2	D2.3	D5	Updated requiremen	T3.1 Based on experienc	NEC	Report	Public	30 Sep 2018					
WP3	D3.1	D6	Verification and Vali	Elaborates the V&V stra	EGL	Report	Public	30 Sep 2017	23				
WP3	D3.2	D7	First prototype of V	This is the first prototyp	HUA	Demonstrator	Public	31 Mar 2018					
WP3	D3.3	D8				rator	Public	28 Feb 2019					
WP4	D4.1	D9				rator	Public	31 Mar 2018					
WP4	D4.2	D10				rator	Public	28 Feb 2019					
WP5	D5.1	D11				rator	Public	31 Mar 2018					
WP5	D5.2	D12				rator	Public	28 Feb 2019					
WP6	D6.1	D13				rator	Public	30 Nov 2017					
WP6	D6.2	D14				rator	Public	31 May 2018					
WP6	D6.3	D15	Final release of SS17	The final releases of tes	NCS	Demonstrator	Public	30 Apr 2019					

!!!! All deliverables flagged with the dissemination level 'PUBLIC' will be published in a repository (CORDIS,...). A warning message will be now displayed when a public deliverable is submitted to makes IHI Scientific Officers aware that, once approved, the deliverable will be sent for publication.

Add a new comment for the deliverable 'D1 - deliverable title'

You have chosen to add a comment for the deliverable 'D1 - deliverable title'. You will not be able to modify the comment afterwards. Please provide a comment (mandatory)

History of comments for 'D1 - deliverable title':

[No comments have been added]

If the deliverable's Estimated Delivery Date falls in a given reporting period and the deliverable is not submitted here on time, before the periodic report is "Locked for review" you will be asked to justify the delay.

Milestones

Continuous Reporting
761992 - IoRL

Continuous reporting data

The Milestones entered during the Grant Preparation are displayed here. It has to be indicated whether the Milestone has been achieved (or not) and select the Delivery Date.

SyGMA System for Grant Management

Project Summary Researchers involved in the project Deliverables **Milestones** Critical Risks Publications Results Disseminat... Communic... Standards Intellectual property rights (IPR) Datasets Impact Impact Continuation Other Results JU Contributio...

✗ ⚠ i i ✗ i ✓ ✓ ✓ ✓ ✗ ✓ ✓ ✓ ✓ ✓ ✓

Milestones

Milestone N	Milestone Name	Work Package No	Lead Beneficiary	Means of Verification	Delivery Date	Delivery Date (actual)	Achieved	Comments
1	Fully functional digit	WP1	GV	D1.3 submitted	31 Dec 2025		<input type="checkbox"/>	
2	Public rollout and lau	WP1	GV	D1.5 submitted	30 Jun 2027		<input type="checkbox"/>	
3	Completion of core pi	WP3	ULUND	D2.2 submitted	30 Jun 2025		<input type="checkbox"/>	
4	Identification of 1-3 c	WP3	ULUND	D2.5 submitted	31 Dec 2028		<input type="checkbox"/>	
5	Completion of core pi	WP3	ULUND	D3.1 submitted	31 Dec 2024		<input type="checkbox"/>	
6	Identification of 1-3 E	WP3	ULUND	D3.3 submitted	31 Dec 2027		<input type="checkbox"/>	
7	Specification of impr	WP3	ULUND	D3.4 submitted	31 Dec 2028		<input type="checkbox"/>	
8	Identification of 1-3 E	WP3	ULUND	D3.5 submitted	31 Dec 2028		<input type="checkbox"/>	
9	Identification of 1-3 p	WP4	UEF	D4.3 submitted	31 Dec 2027		<input type="checkbox"/>	
10	Identification of 1-3 c		UEF	D4.2 submitted	30 Jun 2028		<input type="checkbox"/>	

A justification should be included in case of delayed milestones

Critical Risks

Foreseen risks that are already indicated in the DoA are automatically displayed. Unforeseen risks and proposed mitigation actions concerning them can be added. At the end of each period beneficiaries should give the state of play of every risk identified in the DoA and if necessary provide new mitigation measures

Continuous Reporting
761992 - IoRL

Continuous reporting data

Grant Management Project Continuous Report

Project Summary	Researchers involved in the project	Deliverables	Milestones	Critical Risks	Publications	Dissemination activities	Standards	Patents (IPR)	Communication Activities	Datasets	Financial support to 3rd parties	Beneficiaries Feedback	Impact	Results	Other Results
✓	✓	i	i	✓	i	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Critical Implementation Risks and Mitigation Actions SAVE

At the end of each period beneficiaries should give the state of play of every risk identified in Annex 1 and if necessary give new mitigation measures.

Foreseen Risks
The following table lists the risks identified in Annex 1. The risk information is read-only and it is provided as a reference for the state of play information.

Risk No	Description	Work Package No(s)	Risk Mitigation Measures	State of the Play Period	State of the Play Did you apply risk mitigation measures?	State of the Play Did your risk materialise?	State of the Play Comments	Actions
1	Critical risk description	1	Measures description		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No		

Risk State of Play

Reference Reporting Period:

Did you apply the risk-mitigation measures? Yes No

Did the risk materialize? Yes No

Please add here your comments. If the risk-mitigation measures couldn't be applied, please explain why.

Unforeseen Risks

There are no unforeseen critical risks.

[+ Add Unforeseen Risk](#)

Possibility to add unforeseen risk(s)

Publications

Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

Continuous Reporting
761992 - IoRL

Continuous reporting data

Peer reviewed project publications:

- must be in an open access repository & repository link provided
- must appropriately acknowledge IHI funding
- must include a disclaimer

Summary for publication	Deliverables Ethics, DMP, Other Reports	Milestones	Critical Risks	Publications	Disseminat...	Patents (IPR)	Innovation	SME Impact
✓	i	i	✓	✓	✓	✓	✓	✓

Publications

Project publications (7 publications)

[Hide Filters](#) [Clear Filters](#)

No. Title Title of the Journal/Proc./Book

Type Authors DOI

No.	Type	Title	Authors	Title of the Journal/Proc./Book	Number, date or freq. of the Journal/Proc./Book	Is Peer-reviewed	Is Open Access?	DOI	Reposito Link
1	Article	Bootstrapping trust in software defin	Nicolae Paladi, Christi	ICST Transactions on Security	4/11	Yes	Green	http://dx.doi.org/10.	
2	Publica	Evaluating Security of Software Thro	Jonathan Sonnerup an	International Conference on S		Yes	Green		
3	Publica	Practical Attacks on Relational Datab	M. Abdelraheem, T. Ar	Information Security Confere		Yes	Green		↗
4	Article	MiCADO—Microservice-based Cloud A	Tamas Kiss, Peter Kacs	Future Generation Computer		Yes	Green	10.1016/j.future.2017.08.001	↗
5	Article	Enabling Cloud-based Computational	Simon J. E. Taylor, Ana	IEEE Transactions on Industria		Yes	Gold	doi:10.1109/TII.2018.;	↗
6	Article	The CloudSME simulation platform ar	Simon J.E. Taylor, Tam	Future Generation Computer	88	Yes	Gold	doi:10.1016/j.future.;	↗
7	Publica	Scalable multi-cloud platform to sup	Tamas Kiss	2018 41st International Conve		No	Gold		

[Publications](#)

[Validate](#)

Results

 **Continuous Reporting**
761992 - IoRL

 **Continuous reporting data**

Grant Management
Project Continuous Report

	Project Summary	Researchers involved in the project	Deliverables	Milestones	Critical Risks	Publications	Results	Disseminat... activities	Standards	Patents (IPR)	Communic... Activities	Datasets	Beneficiaries Feedback	Impact	Other Results
	✓	✓	i	i	✓	i	✓	✓	✓	✓	✓	✓	✓	✓	✓

Results

There is no result for this project yet

Please provide details about project results. Please focus on the content of the results, for example discoveries and theories, products, services, methods etc. Publications, intellectual property rights, datasets, software, algorithms, protocols etc. will be linked to these results later in dedicated sections. It will also be possible to add these to the project as a whole.

Examples:

- Example: The project developed a new medical device, which is described in two publications and later patented. Instructions: List the medical device here (as 'PROD: Product') and link publications to this product in dedicated sections. When you have information about the patent application, link it in a dedicated section.
- Example: The project developed a new scientific theory which is described in several publications. Instructions: List the name and potential of the theory here (as 'SCI: Scientific discovery, model, theory') and link publications to this model later in dedicated sections.
- Example: The project develops a high potential industrial process and is currently at the stage of prototyping. Instructions: List the industrial process here (as 'PROC: Industrial process') and indicate the prototyping stage under 'Steps undertaken towards exploitation'. If there is a registered prototype, link the registered prototype in a dedicated section.
- Example: The project mainly focused on activities such as conferences, staff exchanges, or on investments in infrastructures. Instructions: List these as results and their potential here.

Results

Name	Result type	Key results (KER) (does result have a high potential?)	Description of high potential	Audience or target group	Steps undertaken towards exploitation	Market maturity (state of the market targeted by this result)	Actions
a	LEARN: Learning and training (learning n	High scientific potential	sssssss	Researchers	Prototyping in laboratory environment	Not yet existing and not clear if market	✕
test2	SERV: Service (new or improved)	High societal potential (other than clima High policy or regulatory potential	insert description	Citizens	Feasibility study Business plan	Emerging: growing demand, scarce suppl	✕

+ Add Result

Validate

Additional Tabs

Continuous Reporting
761992 - IoRL

Continuous reporting data

Project Summary	Researchers involved in the project	Deliverables	Milestones	Critical Risks	Publications	Results	Disseminati... activities	Communic... Activities	Standards	Intellectual property rights (IPR)
✗	⚠	i	i	✓	i	✓	✓	✓	✓	✗

Project Summary	Researchers involved in the project	Deliverables	Milestones	Critical Risks	Publications	Results	Disseminati... activities	Communic... Activities	Standards	Intellectual property rights (IPR)
✗	⚠	i	i	✓	i	✓	✓	✓	✓	✗

The Final Report must contain: At least one dissemination and communication activity with the status 'Delivered';

Disseminati... activities	Communic... Activities	Standards	Intellectual property rights (IPR)	Datasets	Impact	Impact Continuation
✓	✓	✓	✗	✓	✓	✓

List in the corresponding tab Standards, IPRs or Datasets generated by the project

Disseminati... activities	Communic... Activities	Standards	Intellectual property rights (IPR)	Datasets	Impact	Impact Continuation
✓	✓	✓	✗	✓	✓	✓

Impact includes two sections. It is a questionnaire to be filled in

Periodic Reporting - Steps

To summarize

1. Notification: all Beneficiaries receive a notification on due time.
2. All Beneficiaries (withing 60 days after each project period):
 - *contribute to the Technical Part of the Periodic Report*
 - *ensure the Continuous reporting is up-to-date*
 - *complete their own Financial Statement*
 - *e-sign and submit (PFSIGN) their Financial part to the Coordinator.*
3. The Coordinator **approves & submits** the elements of the Periodic Report (Technical part and Financial part).
4. IHI **reviews** the submitted Periodic Report and **accepts** or **rejects** it.
5. IHI initiates the Payment to the Coordinator for the period.

- 
- Concrete examples

PM/CP contributing IKOP and FC

Period 1 : 200k IKOP and 50k FC paid

Example for beneficiaries, affiliated entities

- Financial statement:
 - Declare all eligible costs: 200k
 - Request EU funding = 0
- Continuous reporting in 'JU contribution' tab: insert 200k IKOP and 50k FC paid
- Technical report (part B): complete table on FC

Hybrid participant

Period 1 : 200k eligible costs and 50k requested EU contribution (IKOP= 150k)

Example for beneficiaries, affiliated entities

- Financial statement:
 - Declare all eligible costs: 200k
 - Request EU funding = 50k
- Continuous reporting in 'JU contribution' tab: insert 150k IKOP

Associated partner 'case b' (AP)

Period 1 : 200k IKOP and 50k FC paid

*The AP has no access to the reporting module and no financial statement in the system
Designated Beneficiary in charge of the reporting for the AP*

- Financial statement of the designated Beneficiary:
 - Declares all eligible costs: 200k
 - Request EU funding = 0
- Technical report (part B): the designated Beneficiary completes the table on FC for the AP (specifies the name of the AP in the FC table)
- Continuous reporting in 'JU contribution' tab: the designated Beneficiary inserts 200k IKOP and 50k FC paid for the AP (one specific row for the AP)



- IKAA reporting

IKAA - In Kind contribution to Additional activities

- **Not** included in the Periodic Report
 - **Separate** IKAA reporting tool, also via the Funding and Tenders Portal
 - Other reporting deadline : by 31 May each year
 - Reported directly to IHI (not via the project Coordinator)
 - No minimum threshold for the [IKAA certification](#)
-
- How the IKAA reporting tool works : [IT how to](#)
 - IKAA guidelines available on IHI website (revised version available in March)

IKAA vs IKOP Reporting

Comparison table

	IKOP reporting	IKAA reporting
When	60 days after each project period	Annual by 31 May of year n+1 for costs incurred in year n
Who	Private members and Contributing partners	Only Private members
IT tool	Periodic and continuous reporting modules in the F&T Portal	IKAA reporting module in the F&T Portal
How	Via the coordinator	Each company individually directly to IHI
Certification	At project end if threshold reached	Annually. No minimum threshold

Useful links

- [Horizon Europe Model Grant agreement](#)
- [HE Annotated Model Grant agreement](#)
- Technical report – [part B template \(tailored to IHI\)](#)
- [General HE Periodic Report template](#)
- [CFS](#) template
- Steps to complete the [Periodic](#) reporting and the [Continuous](#) reporting.
- Steps to complete a [financial statement](#)



Thank you for your attention

ihi.europa.eu

