



PERICLES IV PROGRAMME

PROJECT FOLLOW-UP AND REPORTING INFO



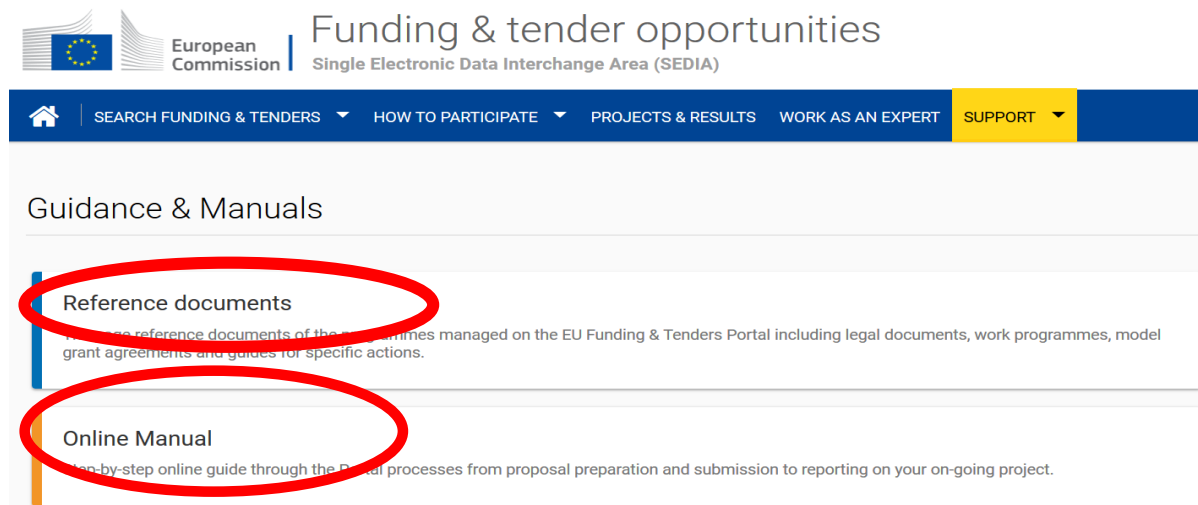
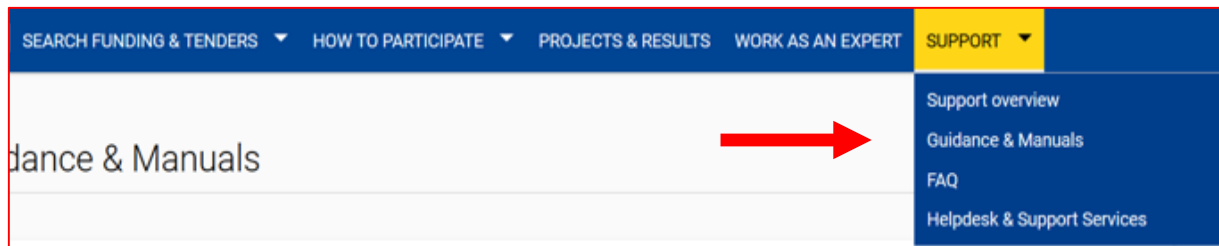
FUNDING & TENDERS PORTAL

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

IT HOW TO

Please refer to:

<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Reporting+and+payments>



REFERENCE DOCUMENTS IN FUNDING & TENDERS PORTAL

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents>

Protection of the Euro against Counterfeiting Programme (PERICLES)

clear filter

Programming period

2021-2027

Protection of the Euro against Counterfeiting Programme (PERICLES)

- + REC legislation
- + Work programme & call documents
- + Grant agreements and contracts
- + Guidance
- Templates & forms
 - + Proposal templates
 - + Validation and LEAR appointment forms
 - + Grant agreement preparation
 - + Reporting templates
 - + Suspension and termination t

Financial provisions

**Many useful templates,
incl. Evaluation
forms for
participants**

REPORTING REQUIREMENTS

Article 21 Grant Agreement – Reporting

- Beneficiary requests for payment must be accompanied by reports using forms and templates provided in the portal
- Continuous reporting (= regular reporting)
- Final report = periodic reporting
60 days after project end

Legal Entity Authorised Representative (LEAR)

- Only the LEAR can assign a financial signatory.
- There is only one LEAR for each organisation.
- If the LEAR leaves the organisation during the project implementation, please replace the person as soon as possible as validations of LEARs can take time.
- Any LEAR can also appoint '**account administrators**' who can assign financial signatories.
- Remember also to signal a change of primary coordinator contact. Please inform us in case of any change.

HOW TO ASSIGN A PROJECT FINANCIAL SIGNATORY (PFSIGN)

- The procedure to assign the PFSIGN is explained in:
<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/How+to+assign+or+revoke+roles#Howtoassignorrevoke+roles-PLSIGN/PFSIGN>
- A PFSIGN is to be assigned. Often it is the same person as the person who signed the grant (PLSIGN: legal signatory).

WHAT ARE ELIGIBLE COSTS?

Article 21 Grant Agreement – General eligibility conditions

Eligible costs need to meet the following criteria:

- Actually incurred by the beneficiary
- Incurred during the project lifetime
- Declared under the costs categories
- Incurred in connection with the action as described in the agreement
- Identifiable and verifiable
- Comply with national law
- Reasonable, justified and compliant with sound financial management

VISIBILITY RULES









Article 17 Grant Agreement – Communication, dissemination and visibility


- For any technical questions regarding the use of the EU emblem in the context of EU programmes, please write to:
comm-visual-identity@ec.europa.eu
- EU emblem: https://europa.eu/european-union/about-eu/symbols/flag_en

CONTINUOUS REPORTING

This process is open in the portal from the start date of the project:

- Report on milestones (achieved? when?).
- Report on critical risks (unforeseen risks?).
- Provide information on dissemination and communication activities.
- Provide information on training activities (e.g. training, workshops, seminars, conferences, events, etc).

810339 (Fairy Tales) REC-AG Call: REC-AG-2017 Topic: REC-RDAP-GBV-AG-2017 Unit: JUST/04	Summary for publication 	Deliverables Ethics, DMP, Other Reports 	Milestones 	Critical Risks 	Publications 	Disseminati... 	Patents (IPR) 	Training Activities 
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Summary for publication 

Summary of the context and overall objectives of the project (For the final period, include the conclusions of the action)

[No text provided]

FINAL OR PERIODIC REPORTING


1) Final technical report:

- Overview of the implementation (Part A)
- Explanation of the work carried out (Part B - narrative report)
- Quantitative reporting (indicators in the evaluation form)











2) Final financial report:

- Individual financial statements
- Detailed budget table





NEW SCREEN APPEARS IN PORTAL AS SOON AS THE PROJECT ENDS

Grant Management Project Periodic Report 

JUST-AG JUSTICE ACROSS EUROPE
 Period No: 1 Duration (months): 27
 Reporting Period : [14 Nov 2016 - 13 Feb 2019]

Summary for publication  Deliverables Ethics, DMP, Other Reports  Milestones  Critical Risks  Publications  Disseminati... Communic...  Patents (IPR)  **Tech.Report (Part B)**  Financial Statements  Training Activities 

Technical Report (Part B)

Number ▲	Attachment	Actions	Template
1	Explanation of the work - Overview of progress	No file selected  Upload	
2	Quantitative reporting on policy-related outputs (Indicators)	No file selected  Upload	

2 - upload in PDF format !!!

1 - Download the Templates

If corrections are necessary after upload:

1	Explanation of the work - Overview of progress	 View File  Remove File
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TECHNICAL PART PERIODIC REVIEW

Task to be performed by the coordinator

Periodic Reporting
REP-781643-1 - period
07/2015 > 03/2016

04 Mar 2016 (Draft) → 03 May 2016 (18/60 days) (Submitted) → Paid

- Technical Part of Periodic Report contribution **Lock for review**
- Financial Statement shortname for 966984368 [PIC 966984368] drafting **Lock for review**
- Periodic Report 1 composition **Submit to EU**

Process specific documents

Process specific communications

Participant Contacts, Project Financial Signatories or Task Managers can contribute to the scientific report; the Coordinator Contact can finish the drafting and lock the data in order to review the generated report.

Periodic Reporting
REP-781643-1 - period
07/2015 > 03/2016

04 Mar 2016 → 03 May 2016 (19/60 days)

Technical Part of Periodic Report review **Unlock to draft** **Accept & Include**

Technical Part of Periodic Report

- PR_DELIVERABLES_1
- PR_PUBLISHABLE_SU...
- PR_CRITICAL_RISKS...
- PR_CORE_1
- PR_MILESTONES_1
- PR_QUESTIONNAIRE_...

Financial Statement shortname for 966984368 [PIC 966984368] drafting **Lock for review**

Periodic Report 1 composition **Submit to EU**

Process specific documents


Process specific communications

FINANCIAL REPORT PERIODIC REPORTING


- Contact person checks and locks for review.
- The project financial signatory (to be assigned) signs the financial report.
- The narrative (technical) report is completed by the contact person
- Complete reports (technical and financial) to be submitted to the European Commission within 60 days after the end of the reporting period.


FINANCIAL STATEMENT COMPLETE DATA


Task to be performed by each Beneficiary


Periodic Reporting
 REP-781643-1 - period
 07/2015 > 03/2016

04 Mar 2016 **Draft** | 03 May 2016 (19/60 days) **Submitted** | **Paid**

 **Financial Statement** shortname for 966984368 [PIC 966984368] drafting **Lock for review**

 **Periodic Reporting composition** **Submit to EU**

723196 (E-MLA)	JUST-AG	Beneficiary 1: INTERPOL	Financial Statement
		Legal Name: THE INTERNATIONAL CRIMINAL POLICE ORGANIZATION	
Period No: 1	Duration (months): 24	PIC: 995993964	
Reporting Period : [01 Jan 2017 - 31 Dec 2018]		Legal Address: QUAI LYON France	

Financial Statement


Financial information from contract

No contribution requested? Yes No

Financial Statements

Period	Adjustment
01 Jan 2017 - 31 Dec 2018 (Period No. 1)	No

Financial Statement for period '1' - (0

Eligible costs: 

Cost Category
a) Direct personnel costs declared as actual costs
b1) Direct travel costs
b2) Direct subsistence costs
c) Direct costs of subcontracting
e) Other direct costs


FINANCIAL DATA – COMPLETE DATA

Financial Statement

Period	Adjustment	Requested Contribution
01 Jan 2017 - 31 Dec 2018 (Period No. 1)	No	609,414.77 €

Financial Statement for period '1' - (01 Jan 2017 - 31 Dec 2018)

Eligible costs:

Cost Category	Total	Actions
a) Direct personnel costs declared as actual costs	503,204.77 €	
b1) Direct travel costs	51,548.48 €	
b2) Direct subsistence costs	29,731.07 €	
c) Direct costs of subcontracting	<u>3,900.00 €</u>	
e) Other direct costs	123,548.82 €	
f) Indirect costs (= 0.07 * (a + b1 + b2 + c + e))	49,835.32 €	
g) Total costs (= a + b1 + b2 + c + e + f)	761,768.46 €	
h) Income generated by the action	0.00 €	
i) Financial contributions given by third parties to the beneficiaries	0.00 €	
j) Receipts (= h + i)	0.00 €	
l) Maximum EU contribution (= 80% * g)	609,414.77 €	

Financial statement

Lock for review → PDF

Task to be performed by each beneficiary

Periodic Reporting
REP-781643-1 - period
07/2015 > 03/2016

04 Mar 2016 (Draft) | 03 May 2016 (19/60 days) (Submitted) | Paid

Financial Statement shortname for 966984368 [PIC 966984368] drafting **Lock for review**

Periodic Report 1 composition **Submit to EU**

Process specific documents

Process specific communications

Periodic Reporting
REP-781643-1 - period
07/2015 > 03/2016

04 Mar 2016 (Draft) | 03 May 2016 (19/60 days) (Submitted) | Paid

Financial Statement shortname for 966984368 [PIC 966984368] signature and submission to coordinator **Unlock to draft** **Sign & Submit**

Financial Statement shortname for 966984368 [PIC 966984368]

FINANCIAL_STATEMENT_PARTNER_966984368_1

Progress status for this type of task:

Author...84368

Periodic Reporting

Process specific documents

Process specific communications

This action will freeze the data (prevent changes) and generate a PDF document.

SIGN AND SUBMIT

Task to be performed by PFSIGN

Periodic Reporting
REP-781643-1 - period
07/2015 > 03/2016

04 Mar 2016 (Draft) — 03 May 2016 (19/60 days) (Submitted) — Paid

Financial Statement shortname for 966984368[PIC 966984368] signature and submission to coordinator

Unlock to draft **Sign & Submit**

The Project Financial Signatory is invited to electronically sign the financial report and submit it to the Coordinator who may on his turn include it in the periodic report.

Please confirm

The beneficiary hereby confirms that:

- The information provided is complete, reliable and true.
- The costs declared are eligible (see Article 6).
- The costs can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 17, 18 and 22).
- For the last reporting period: that all the receipts have been declared (see Article 5.3.3).

Ok Cancel

Financial Statement shortname for 966984368[PIC 966984368]

PR_FINANCIAL_STATEMENT_PARTNER_966984368_1

Progress status for this type of task:

shor...84368

Periodic Report 1 composition

Process specific documents

Process specific communications

Financial statement to be included in periodic report

Contact person approves by including in the Periodic Report

Periodic Reporting
REP-781643-1 - period
07/2015 > 03/2016

04 Mar 2016
Draft

03 May 2016
(19/60 days)
Submitted

Paid

Periodic Report 1 composition

Submit to EU

Process specific documents

Process specific communications

Periodic Report 1 project No 781643

Filter: All Draft Available Included

Report Element	Status	Action
Technical report		
Technical Part of Periodic Report	Included	Redo
Financial report		
Financial Statement shortname for 966984368[PIC 966984368]	Included	Redo Include

Periodic Report 1 project No 781643

Filter: All Draft Available Included

Report Element	Status	Action
Technical report		
Technical Part of Periodic Report	Included	Redo
Financial report		
Financial Statement shortname for 966984368[PIC 966984368]	Included	Redo

Periodic reporting

Submit to EU

Contact person
submits to EU

The screenshot shows a software interface for periodic reporting. At the top left, there is a header with a Euro symbol and the text "Periodic Reporting REP-781643-1 - period 07/2015 > 03/2016". Below this is a progress bar with three stages: "Draft" (dated 04 Mar 2016), "Submitted" (dated 03 May 2016, with a note "(19/60 days)"), and "Paid". A yellow arrow points from the "Submitted" stage to a yellow button labeled "Submit to EU". Below the progress bar, there are two main sections: "Periodic Report 1 composition" (highlighted with a blue box), "Process specific documents", and "Process specific communications".

The screenshot shows a confirmation dialog box titled "Periodic Report 1 project No 781643". The main text reads: "You are about to submit the periodic report to the EU. Press submit to EU to proceed." Below this text is a checked checkbox with the label "I agree with the conditions". A yellow arrow points from the "Submit to EU" button in the screenshot above to a yellow button labeled "Submit to EU" in this dialog box.

- Once the content of the periodic report is approved by the coordinator, the periodic report can be submitted to the EU service in one single submission;
- Only users with the role primary coordinator contact or coordinator contact can perform this action.

EXCHANGE RATE

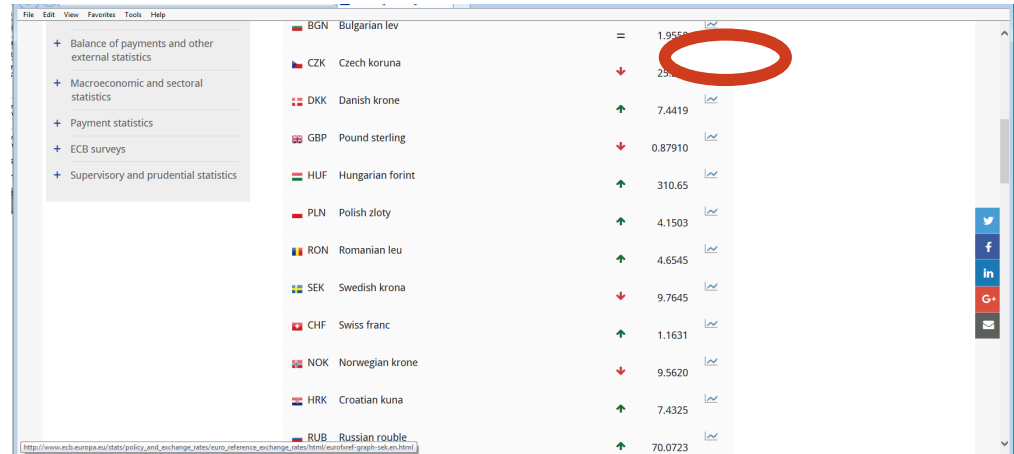
(Article 21 (3) Grant Agreement)

- Beneficiaries with accounting established in a currency other than the euro
- One single average rate for the project, calculated over the corresponding reporting period (automatically calculated).
- This link provides average exchange rates:

http://www.ecb.europa.eu/stats/policy_and_exchange_rates/euro_reference_exchange_rates/html/index.en.html

AVERAGE EXCHANGE RATE

1. Click on the chart icon



2. Indicate a time frame

