



IHI Project Reporting requirements

Webinar for
IHI consortia

Before we start...

- Please check your speakers are not muted to listen to the recording.

Content of this webinar

1. General reporting requirements (when, what and how)
2. Periodic reporting
 1. Financial Part
 2. Technical report - Part A
 3. Technical report - Part B
3. Practical examples of reporting for entities
 - Requesting the full reimbursement of their costs
 - Contributing IKOP and/or financial contributions
 - Contributing IKOP and/or financial contributions AND also requesting EU funding (Hybrid participants)
 - Participating as affiliated entities or as associated partners (case b)
4. IHI project outputs

General definitions

- **Beneficiaries:** entities who signed the GA.
- **Affiliated entities (AE):** entities that have a financial/legal link with a beneficiary.
- **Associated partners (AP):** entities who do not sign the GA and who do not receive EU funding but implement action tasks.
- **IHI Private members (PM):** Members and their affiliates to industry associations EFPIA, including Vaccines Europe, COCIR, MedTech Europe, EuropaBio.
- **IHI Contributing Partners (CP):** Entities contributing to IHI project and whose application has been approved by the IHI Governing Board.
- **Hybrid participants:** Private member/Contributing partners who are contributing in-kind **and** also requesting EU funding.



1. General reporting requirements

What? When? How?

What reporting obligations (Article 21 of MGA)

At the end of each reporting period

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

Feeds
Part A

At project end

- *Certification of costs, if applicable*

Periodic Reporting (PR) - when?

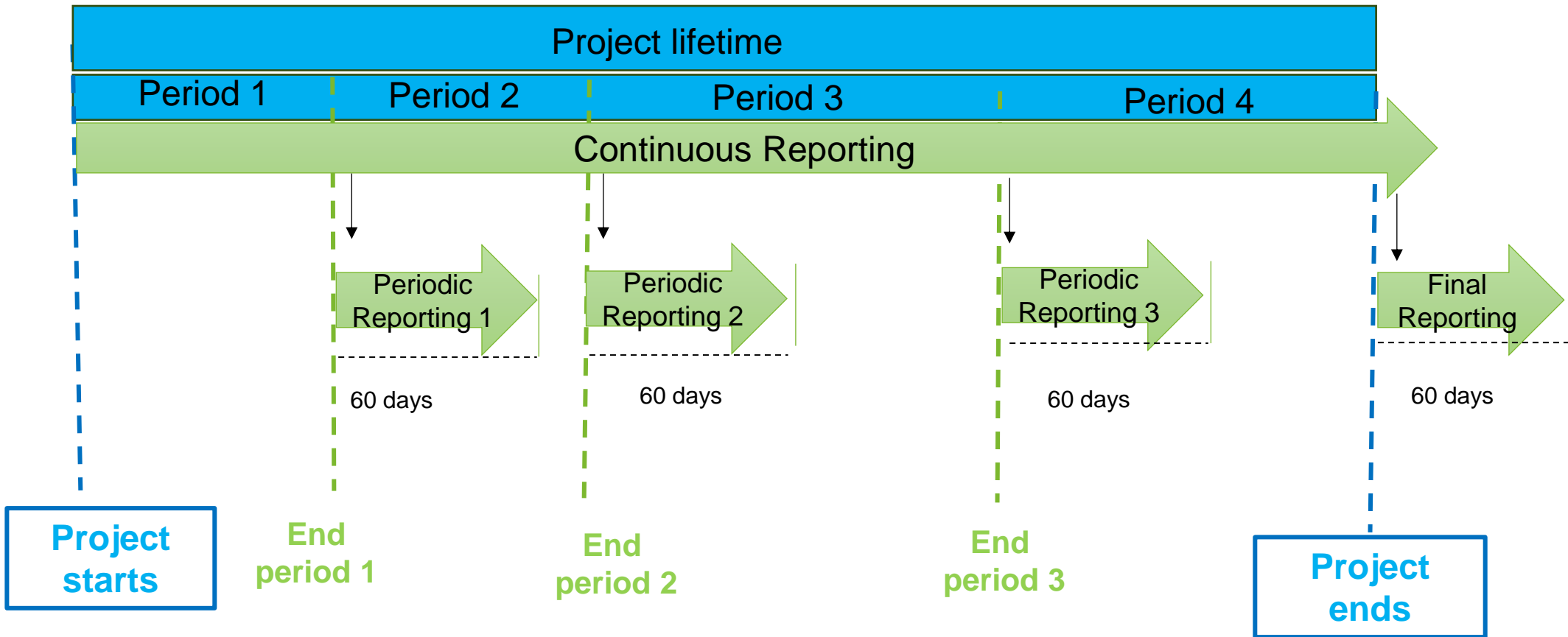
- The project is divided in periods of 12 or 18 months
- The Periodic Report (PR) must be submitted within **60 days after the end of each period** of the concerned project
 - **Requires coordination and planning!**

Example:

- Period 1 (12 months): 01/10/2023 – 30/09/2024 → PR1 due by 30/11/2024
- Period 2 (12 months): 01/10/2024 – 30/09/2025 → PR2 due by 30/11/2025
- Period 3 (18 months): 01/10/2025 – 31/03/2027 → PR3 due by 31/05/2027


+ 60 days

Project reporting timeline



How to prepare the Reporting?

- 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 (feeds into Part A)*
 - *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.

2. Periodic Reporting

Financial Part

- **Periodic Reporting**

- **Financial Part**

- **Technical Part**

- *Part A (automatically generated based on Continuous reporting)*
- *Part B (narrative)*

Financial Part



- At the end of **each reporting period**

All beneficiaries will receive a notification to complete

- Their own **Financial Statement** (and the one for their affiliates, if any) for the concerned period
- Starting from period 2: possible to submit adjustment(s) to previous period(s), if necessary.

- In final period

- Beneficiaries **also** upload a Certificate provided by a qualified external auditor, if applicable (see slide 30):
 - **CFS** - Certificate on the financial statements
if (requested EU contribution + FC received) \geq € 430.000
 - **CCS** - Certificate on the statements of contributions
if requested EU contribution = 0 and (IKOP + FC paid) \geq € 430.000

Financial statements

- **Same model** of financial statement **for all** beneficiaries and affiliated entities, also for private members and contributing partners ([Annex 4](#) of GA)
- To declare **all eligible costs** incurred during the reporting period
 - All costs must fulfill **general cost eligibility conditions** ([Art 6.1 GA](#)):
actual/real, recorded in the accounts, necessary for the action, documented/auditable, etc
 - All costs must fulfil **specific conditions** for each **budget category** ([Art 6.2 GA](#))
- Also to **specify the requested EU contribution, if any** (positive or equal to zero)
- Step by step explanations: [How to complete your financial statement](#)

Cost categories

- Personnel costs
- Subcontracting costs
- Purchase costs
 - Travel and subsistence
 - Equipment
 - Other goods, works and services
- Other costs categories
- Indirect costs 25% (automatically calculated)
- Requested EU Contribution

Financial Statement

Grant Management | Project Periodic Report | n003q4tr (EXTERNAL)

236417 (236417 0dD - G..) | HORIZON... | Beneficiary 1: AST GmbH
 Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH | Status: VALIDATED
 PIC: 973276467 | Legal Address: ZEPPELINSTRASSE 9B , 28816 , STUHR Germany

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

Financial Statement

▼(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)	0.00 €
(d3) D.3 Transnational access to research infrastructure unit costs	unit	
(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		

Some costs have an editable field

Others have a link to click

Some have a 'Use of Resources' to complete
 Link to ['How to complete your financial statement' in the F&T Portal](#)

Indirect costs calculated automatically for all.
 = 25% of direct costs (excluding subcontracting costs, costs of internally invoiced goods and services)

Financial Statement

Direct Personnel costs (Article 6.2.A)

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) → provide the closest estimate

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

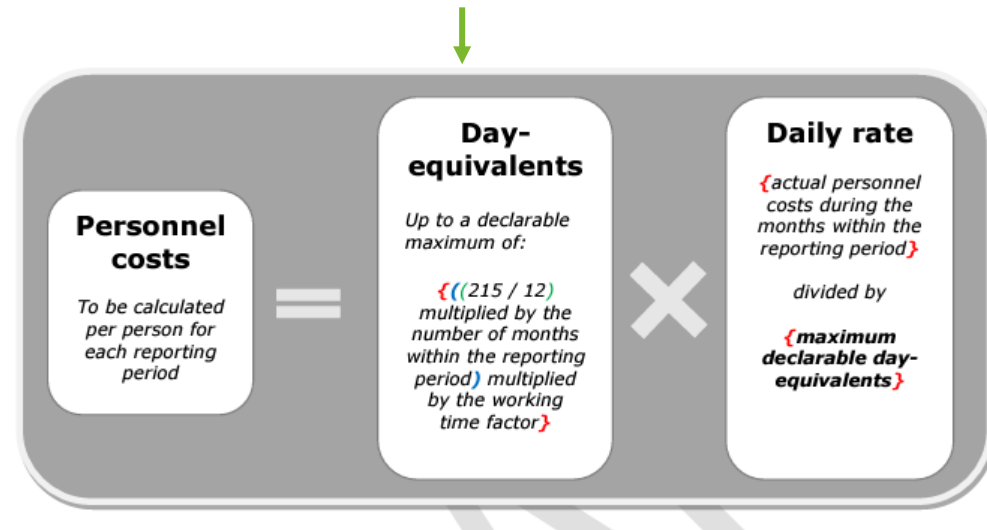
No 'Use of in kind contribution from third party' added yet.

Confirm Cancel

Financial Statement

Direct Personnel costs (Article 6.2.A)

The sum of days worked by the person on the action during the period



- **Option 1: declare actual costs**

- Using Horizon Europe formula:
- Practical examples in the [AGA - Annotated Grant Agreement](#) (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
- Daily rate should **exclude** any indirect costs (no double counting allowed).

Or

- Unit cost (daily rate) for SME owner/natural person without salary

Or

- Unit personnel cost per annual work units (special case and if pre-approved by IHI Office)



16

Keep records of days worked on the project ([declarations](#) signed monthly, unless other reliable time record system in place)

How to calculate the actual personnel costs?

Example: First reporting period - 12 months and full-time employee

- **Maximum number of day-equivalents:** $((215 / 12) \times 12 \text{ [months]}) \times 1 \text{ [full-time]} = 215 \text{ days}$
- Assuming the **total actual personnel cost** recorded in the account for the period is **60,000€**
- The **daily rate:** $60.000 \text{ €} / 215 = 279.07\text{€}$ for that specific staff member
- Assuming the **day-equivalents** (i.e., the sum of days he/she worked on the project during the period) are
 - **200 days** → the Personnel cost is 279.06€ (daily rate) multiplied by **200** (day-equivalents) = **55,812€**
 - **215 days** → the Personnel cost is 279.06€ (daily rate) multiplied by **215** (day-equivalents) = **60.000€**

How to calculate your actual personnel costs?

Example: reporting period of 12 months and part-time (50%) employee

- **Maximum number of day-equivalents:** $((215 / 12) \times 12) \times 0.5$ [for 50% part-time] = 107.5 days
- Assuming the **total actual personnel cost** recorded in the account for the period is 30,000€
- The **daily rate:** $30.000\text{€} / 107.5 = 279.07\text{€}$.
- Assuming the **day-equivalents** (i.e., days he/she worked on the project during the period) are 100 days
- The **Personnel cost** is 279.06€ (daily rate) multiplied by 100 (day-equivalents) = 27,906€.

How to calculate your actual personnel costs?

Example: reporting period of **18 months** and **full-time** employee

- **Maximum number of day-equivalents:** $((215 / 12) \times 18 \text{ [months]}) \times 1 \text{ [full-time]} = 322.5 \text{ days}$
- Assuming the **total actual personnel cost** recorded in the account for the period is **100,000€**.
- The **daily rate:** $100.000\text{€} / 322.5 = 310.0\text{€}$
- Assuming the **day-equivalents** (i.e., days he/she worked on the project during the period) are **60 days**
- The **personnel cost** is 310.07€ (daily rate) multiplied by 60 (day-equivalents) = **18,604.2€**

How to calculate your actual personnel costs?

Example: reporting period of 18 months and part-time (50%) employee

- **Maximum number of day-equivalents:** $((215 / 12) \times 18 \text{ [months]}) \times 0.5 \text{ [50% part-time]} = 161 \text{ days}$
- Assuming the **total actual personnel cost** recorded in the account for the period is **45,000€**
- The **daily rate:** $45.000€ / 161 = 279.50€$
- Assuming the **day-equivalents** (i.e., days he/she worked on the project during the period) are **30 days**
- The **personnel cost** is $279.50 \times 30 \text{ € (daily rate) multiplied by 30 (day-equivalents)} = 8,385.09€$

How to calculate your actual personnel costs?

Example: period of 18 months, full-time person only worked 6 months (resigned/newly hired)

- **Maximum number of day-equivalents:** $((215/12) \times 6) \times 1 = 107.5$ days
- Assuming the **total actual personnel cost** recorded in the account for the period is **25,000€**
- The **daily rate:** $25.000€ / 107.5 = 232.55€$
- Assuming the **day-equivalents** (i.e., days he/she worked on the project during the period) are **30 days**
- **The personnel cost** is $232.55€$ (daily rate) multiplied by 30 (day-equivalents) = **6,976.5€**

...**More practical examples** in the **AGA** (change of contract, parental leave, how to convert hourly rate into daily rate, etc...)

Financial Statement

Subcontracting costs (Article 6.2.B)

Subcontractor must be selected following the entity's usual practice, ensuring best value for money (or lowest price if appropriate) and no conflict of interest.

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 52)

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 (Article 6.2.C): Travel, Equipment, Other goods and services

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: 12.5

Total explained amount: 6

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 (if not in Annex 1)	Costs (EUR)	Actions
				0.00	
TOTAL				0.00	

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

Financial Statement

Internally invoiced goods and services (Article 6.2.D)

Reminder:

- Goods or services provided/produced within the organization, internally invoiced and to be used directly for the action.
- Must be declared as Unit cost according to the entity's usual cost accounting practices.
- Both the unit and the methodology to determine the cost per unit should be documented.

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 €
▼ D. Other cost categories		
▼ (d2) D.2 Internally invoiced goods and services	unit (usual accounting practices)	15.00 €
(d3) D.3 Transnational access to research infrastructure unit costs	unit	0.00 €
(d4) D.4 Virtual access to research infrastructure unit costs	unit	0.00 €



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

D.2 Internally invoiced goods and services

Internally invoiced goods and services

One line per cost item.

Item Name	Work Packages	Foreseen in Annex 1?	Explanation (if not in Annex 1)	Costs (EUR)	Actions
Other	1	<input type="text"/>		0.00	<input type="text"/>
TOTAL				0.00	



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

Category	Unit Cost	Number of Units	Subtotal	Total	Actions
) Direct personnel costs declared as actual costs				120,000.00 €	
) Direct personnel costs declared as unit costs (average costs)				0.00 €	
) Direct personnel costs declared as unit costs					
) Indirect costs	33.92 €	x 0	=	0.00 €	
) Financial support to third parties					
) Other direct costs				25,000.00 €	
h) Indirect costs (= 0.25 * (a + b + c + f - o))				36,250.00 €	
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 €	

change requested contribution

Additional Information for indirect costs:

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

Validate



Requested EU contribution = **automatically set to 100%**. Important to change it if needed.

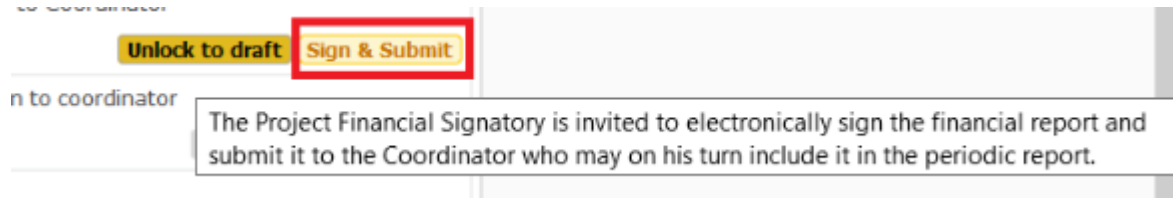
Insert the Requested EU contribution

- Positive amount for entities receiving EU funding
- 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)

Affiliated entity (AE)

- **No access** to the reporting modules
- The main Beneficiary fills in the financial statement of the AE in the system (based on the information it received from the AE), electronically signs it and submits it to the Coordinator.
- The AE must ensure the accuracy of the encoded information, but the main beneficiary is ultimately responsible for submitting the financial statement.
- For audit purposes, the AE must keep appropriate and sufficient evidence to prove the eligibility of all the costs declared.

Financial Part

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

Associated Partner (AP) 'case A'

- **No** cost reporting

Associated Partner (AP) 'case B'

- **Cost reporting** (for their in kind and/or financial contributions)
- **No access** to the reporting modules
- **No individual** financial statement in the system
- Costs **included** in the financial statement of the **designated beneficiary**
- One financial statement for both the designated beneficiary and its AP(s)
- For audit purposes, designated beneficiary to be able to demonstrate the split of reported costs per entity per period and the AP must keep appropriate and sufficient evidence to prove the eligibility of all the costs declared.

[Guidance document](#) on Affiliated entities and Associated Partners (case A and case B)



Financial Part – in kind contribution

Only applicable to **private members** and **contributing partners**

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

IKOP = (Total costs – requested EU contribution)

JU Contributions

Number	PIC	Legal Name	JU Membership	Participates in Project	IKOP	Non-EU part of IKOP	Financial Contributions Given
1	994870025	JOHNSON & JOHNSON MEDICAL GMBH	Yes (Founding Member Affiliate)	Yes	0.00 €	0.00 €	0.00 €
2		PHILIPS MEDICAL SYSTEMS NEDERLAND BV	Yes (Founding Member Affiliate)	Yes	0.00 €	0.00 €	0.00 €
3		LABCORP EARLY DEVELOPMENT LABORATORIES LIMITED	Yes (Founding Member Affiliate)	Yes	0.00 €	0.00 €	0.00 €
4		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 €
		MEDICAL DEVICE BUSINESS SERVICES INC	No	Yes	0.00 €	0.00 €	0.00 €
		JANSSEN PHARMACEUTICA NV	Yes (Founding Member Affiliate)	Yes	0.00 €	0.00 €	0.00 €
					0.00 €	0.00 €	0.00 €

- 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 case B).
- **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 of Technical part.
- To complete **before** Periodic Report is 'locked for review' by the Coordinator.

*IKAA not included
(separate reporting)
See Slide 61*

Financial Report - Certification

Due in final period only, if threshold reached

		Requested Union funding + FC received		
		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		

CFS = Certificate on financial Statements

CCS = Certificate on the statements of contributions

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

Most common errors detected in audit

Based on experience in IMI2/first IHI projects

- ✗ Cost incurred by another entity (affiliate) not identified in the Grant.
All involved entities must be **identified** in the Grant (beneficiaries, affiliates, third parties).
- ✗ Costs are not recorded in the accounts of the Beneficiary.
- ✗ Declaration of non-eligible bonuses.
- ✗ Incorrect calculation of personnel costs, estimated costs instead of actual costs, invalid or missing timesheets/supporting doc, inconsistency with HR records.
- ✗ Declaration of deductible VAT

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, travel not occurring during the period.
- Correct: supporting documents are available, participation foreseen and justified (link to the action).



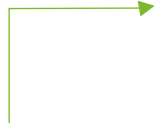
Check rules in Article 6.1, 6.2 and 20 in the [Annotated GA](#)

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...
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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 (avoid acronyms)
- Include hyperlinks where relevant
- Updated every period

Work performed and main achievements

nnh



Deliverables

Continuous Reporting
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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.

Deliverables

- Project/progress deliverables
- Data management plans (DMP)
- Dissemination and communication plans (+ 3A when applicable)
- IHI Outputs deliverables
- Clinical study deliverables (when applicable)

Milestones

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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

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Continuous reporting data

Grant Management Project Continuous Report

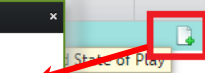
Project Summary	Researchers involved in the project	Deliverables	Milestones	Critical Risks	Publications	Dissemination activities	Standards	Patents (IPR)	Communication Activities	Datasets	Financial support to 3rd parties	Beneficiaries Feedback	Impact	Results	Other Results
✓	✓	i	i	✓	i	✓	✓	✓	✓	✓	✓	✓	✓	✓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

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)

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Peer reviewed project publications: [Communication guide available here](#)

- 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**
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 **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

+ Add Result

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	✕



Additional Tabs

Continuous Reporting
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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

JU Contribution

Only for private members (PM) and contributing partners (CP)

- **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)

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)

Periodic Reporting

- Technical Report (Part B)

- Periodic Reporting

- *Financial Part*

- **Technical Part**

- *Part A (automatically generated)*

- **Part B (narrative)**

- Continuous Reporting

Technical Report (Part B) – CORE Report

- 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 work carried out by AEs and APs, if any, should also be reflected.
- 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) → **requires coordination and Planning**
- **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)
 - Most significant results
 - 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>	

Deviations in WP tasks/objectives

If applicable, please include explanations for WP1 tasks not fully implemented and/or not being on schedule, and WP1 objectives not fully achieved. Also explain the impact on other tasks, on the available resources and the planning and provide details to allow assessing whether the project is on track.

Technical Report (Part B)

Financial contributions (FC)

By entity paying the FC

By entity receiving the 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)

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

- Total FC paid = **cumulative** amount. Must be **consistent** with FC paid reported in the 'JU contribution' tab (continuous reporting)
- **Also** specify FC paid by affiliated entities and associated partners (separate row)
- FC not foreseen?

48

- If to cover costs of activities **not** already planned in the DoA, it should **not** be reported (requires amendment)
- If to cover costs of activities already **foreseen** in the DoA, can be reported and provide justification in deviation part (see slide 51)

Technical Report (Part B)

Non-EU IKOP

Participant	Non-EU IKOP in EUR for the current period	Non-EU IKOP in EUR since the project start (cumulative)
# <beneficiary number> and <Name>		
	[TOTAL Non-EU IKOP reported in the <u>current period</u>]	[TOTAL Non-EU IKOP reported <u>since the project start</u>]

Non-EU IKOP = eligible costs (not reimbursed by IHI) incurred by private members and contributing partners for activities carried-out **outside** the EU and HE associated countries ([link](#))

- Insert the Non-EU IKOP incurred both for the current period and the total since the start of the project.
- Ensure the cumulative amount is **consistent** with the non-EU IKOP reported in the 'JU contribution' tab (continuous reporting)
- 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 (slide 51).

Technical Report (Part B)

Non-EU IKOP

- For some calls, the non-EU IKOP is limited to a certain threshold (e.g. 30% for call 5, 20% for call 7).
- More non-EU IKOP can be reported than initially foreseen in the estimated budget. - All reported eligible IKOP will be acknowledged for the programme execution.
- However, the non-EU IKOP reported beyond the limit set in the call conditions will not count for the calculation of the 45% contribution for the concerned project.
- The 45% contribution threshold needs to be maintained during the project implementation. It will be verified by IHI Office, in particular, **towards the end of a project**.
- At the end of a project, the 45% threshold must be met.

Example if the call conditions limit the non-EU IKOP to 20%:

- Estimated budget: 100k IKOP, including 20k non-EU IKOP (20%) and 80k EU IKOP (80%)
- By final reporting:
 - 120k total IKOP reported, including 40k non-EU IKOP (33% **>20%**) and 80k EU IKOP (67%).
 - While 120k IKOP will be acknowledged for the overall programme execution, **only 104k IKOP can count for the 45% matching** for the specific project.
 - 104k includes **24k non-EU IKOP (which represents 20% of 120k)** and 80k EU IKOP.

Technical Report (Part B)

Explanations on deviations in UoR (Use of Resources)

- 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

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 (and for its AE(s), if any)*
 - *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).

After Submission

4. IHI **reviews** the submitted Periodic Report and **accepts** or **rejects** it.
5. IHI initiates the Payment to the Coordinator for the period.



- 3. Practical examples

Entities (not PM/CP) requesting EU contribution

Period 1: EUR 100k costs, of which 70k reimbursed by IHI and 30k funded with FC received (from PM/CP)

- Financial statement:
 - Declare all eligible costs: EUR 100k
 - Request EU contribution: EUR 70k
- Continuous reporting in 'JU contribution' tab: N.A (as not PM/CP)
- Technical report (part B): table on Financial Contributions

PM/CP (IKOP,FC and EU funding = 0)

Period 1 : EUR 100k IKOP + 50k FC paid

- Financial statement: Declare all eligible costs: EUR 100k; Request EU contribution: EUR 0
- Continuous reporting in 'JU contribution' tab: Report 100k IKOP and 50k FC paid
- Technical report (part B): complete table on Financial Contributions

Period 2 : EUR 60k IKOP + 10k FC paid

- Financial statement: Declare all eligible costs: EUR 60k; Request EU contribution: EUR 0
- Continuous reporting in 'JU contribution' tab: Report 160k IKOP and 60k FC paid (**cumulative**)
- Technical report (part B): complete table on Financial Contributions

PM/CP Hybrid participant (IKOP, FC and EU funding >0)

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

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

Period 2 : 75k eligible costs and 25k requested EU contribution (IKOP= 50k)

- Financial statement:
 - Declare all eligible costs: 75k
 - Request EU contribution = 25k
- Continuous reporting in 'JU contribution' tab: insert 200k IKOP (**cumulative**)

Associated partner (AP) 'case b'

The AP-Associated Partner has no access to the reporting module and no financial statement in the system

Designated Beneficiary in charge of the reporting for the AP (see slide 28)

Period 1 :

AP: EUR 30k IKOP

Designated beneficiary: EUR 70k IKOP

- Financial statement of the designated Beneficiary:
 - Declares all eligible costs: 100k (together)
 - Request EU funding = 0
- Continuous reporting in 'JU contribution' tab: the designated Beneficiary inserts 30k IKOP for the AP and 70K IKOP for the designated beneficiary (two different rows)

After submission of the periodic report



Review, acceptance and Payments

- *IHI staff (scientific and finance staff) reviews the submitted Report*
 - *accepts,*
 - *Request additional information, which ‘stops the clock for payment’*
 - *Rejects it*
- Payment letter
- Coordinator agrees
- Payment to the Coordinator (who will then distribute it across beneficiaries)

IKAA Reporting done separately

In Kind contribution to Additional activities

- **Not** included in the Periodic Report
 - Also via the Funding and Tenders Portal but in a **separate reporting module**
 - Other reporting deadline : due 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](#)
- Check [IKAA guidelines](#) available on IHI website



- 4. IHI project outputs

What? Why? When? How?

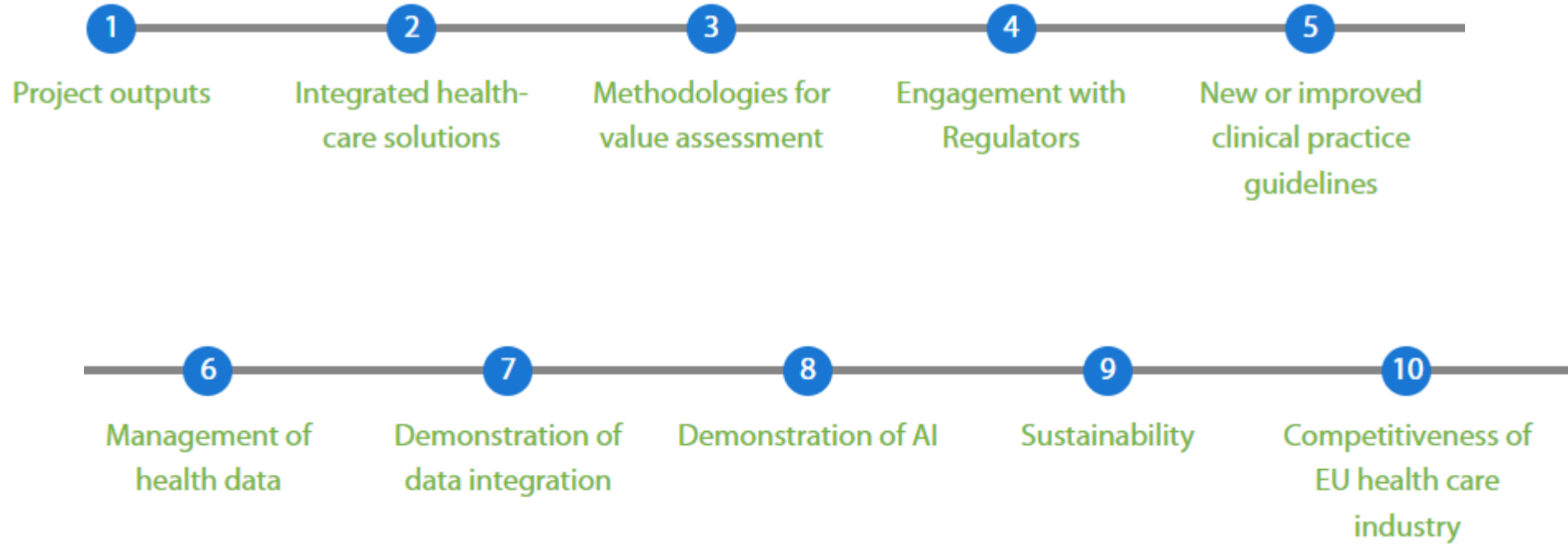
IHI KPIs are monitored through the «Project outputs» report

- **What is this:** The project output report is on-line questionnaire which is designed to track IHI Specific Key Performance Indicators that could not be monitored otherwise. This questionnaire/report captures the progress and the achievements of IHI projects in respect to IHI specific key performance indicators
- **Why we use this:** We designed a process and a tool to monitor specific IHI key performance indicators because these are not captured in the Continuous Reporting

Project outputs report

- Yearly deliverable
- Each 12 months, plus at the end of project

Content of the Project output monitoring



How: process & tools for monitoring IHI Project outputs

Process

Project Coordinator receives **an automatic e-mail invitation to connect to SOFIA platform.**

Attached to this email there will be the questionnaire template, glossary, user guide and Q&A

- 30 days before due date
- At the due date of the deliverable

SOFIA platform generates a pdf that is sent via email to the Coordinator and all actors involved

Tool

SOFIA (data collection)

Who does what

Project Coordinator uploads the generated pdf to the project output deliverable in the EU Grant Management Tool

IHI Office assesses the deliverable uploaded by the Coordinator

Tool

EU Grant Management Tool

Project coordinator view of SOFIA platform

Sofia Application

My Workspace

My Calls

Healthcare Priorities and Participant Profiles

Overview of Project Outputs IMI

Overview of Project Outputs IHI

My Profile

Public Area

Helpdesk Print patrick.keur@philips.com

SOFIA Application / My Workspace / Overview of Project Outputs IHI

Overview of Project Outputs

Download the template of the questionnaire Download glossary User Guide and Q+A

■ Unprocessed form ■ In preparation ■ Submitted to IMI

Call No	Project No	Project Acronym	Reporting Period No	Reporting Period Start - End Date	Status	Action
HORIZON-JU-IHI-2022-01-single-stage	101112053	IMAGIO	1	01/05/2023 - 30/04/2024	■	View Edit Invite
HORIZON-JU-IHI-2022-03-single-stage	101132862	COMBINE-CT	1	01/11/2023 - 31/10/2024	■	View Edit Invite

View Edit Invite (possibility to «disinvite»)

The results of IHI projects against IHI KPIs will inform several important reports and evaluation activities



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

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