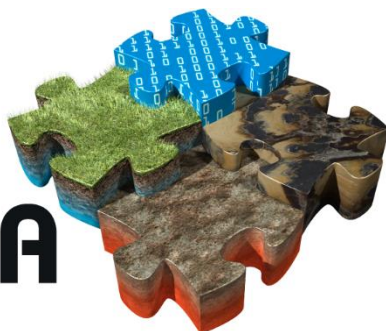


# GeoERA



Establishing the European Geological Surveys Research Area to deliver a Geological Service for Europe

## PROJECT IMPLEMENTATION DOCUMENT NO.2

### REPORTING TEMPLATES & E-TOOL

Joint Call on applied geoscience in the fields of:

- Geo-energy
- Groundwater
- Raw materials
- Information platform

Version no: 1.0

Last change 29 September 2017 17:32



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 731166

## TABLE OF CONTENTS

GENERAL INTRODUCTION .....	2
EXECUTIVE REPORT SUMMARY.....	2
1 Reporting overview .....	3
1.1 Project Progress Report and Final Project Progress Report.....	3
1.2 Project Review Meeting .....	3
1.3 Reporting timetable for the Project .....	3
1.4 Additional obligations of the Project Lead.....	4
2 Project Progress Report instructions.....	4
2.1 Identification of project.....	4
2.2 Identification of project participants.....	5
2.3 Publishable summary .....	5
2.4 Work progress and achievements.....	5
2.5 Deviations.....	6
2.6 Dissemination activities in this period .....	6
2.7 Project management.....	6
2.8 Cumulative financial statement .....	6
3 Final Project Progress Report instructions .....	9
3.1 Publishable summary in Final PPR.....	9
3.2 Dissemination activities in this period .....	9
3.3 Project management.....	9
3.4 Impact statement .....	9
4 Reporting costs for final PPR and participation on final Review Meeting .....	10
5 Supporting documents for PPR and Final PPR.....	10
6 References.....	10
7 Annexes .....	10



---

## **GENERAL INTRODUCTION**

GeoERA will launch a Joint Call for Transnational Research Projects [hereafter referred to as Projects] with the aim of enforcing a more integrated and efficient management and more responsible and publicly accepted exploitation and use of subsurface resources. Through Projects GeoERA aims to achieve objectives set in awarded Projects. Progress of Projects will be monitored regularly, since GeoERA' s objectives depend upon success of the outputs of the Projects. This document introduces reporting procedures and monitoring indicators, through which the progress of Projects will be evaluated.

## **EXECUTIVE REPORT SUMMARY**

Work package 4, Follow-up and monitoring of projects resulting from the Joint Call, is concerned with monitoring of the projects to ensure timeliness and quality of implemented project activities, in line with the strategic objectives, goals and scope of the GeoERA. Administrative monitoring of the projects is carried out based on submitted Project Progress Reports which projects are required to submit every 18 months. Evaluation of the research part of each project is carried out at two Review Meetings with members of Stakeholder Council. The progress of projects will be summarized in the Review Report.



## 1 Reporting overview

Each Project is required to submit two periodic reports: a Project Progress Report and a Final Project Progress Report. Reporting procedures are described in the Project Implementation doc. No. 1 Monitoring indicators and reporting procedures. For support designated Monitoring and Reporting Officer (MRO) will be appointed to each Project. The role of MRO is defined in the Project Implementation doc. No. 1. Reporting templates introduced in this document are separate excel or word file documents, which the Project Lead can upload through an e-tool on website provided at Kick-off meeting.

### 1.1 Project Progress Report and Final Project Progress Report

The purpose of the Project Progress Report [hereafter referred to as PPR] is to ensure the effectiveness of implementation of the Projects with respect to finance, timing, administration and quality of results. The GeoERA reporting procedure requires the submission of a PPR in M18 of the Project and a Final PPR at the end of the Project. The reports should be written in the context of the Project with due reference to the progress of all Project participants. Reporting is done using a reporting template provided in excel form and submitted through an e-tool on webpage provided at Kick-off meeting.

### 1.2 Project Review Meeting

After submitting the PPR and the final PPR the consortia present their progress, results and highlights at a Review Meeting, which will be organized in the third month following the end of each reporting period. Progress of the Project will be reviewed by (at least) two Stakeholder Council members with support of the relevant Monitoring and Reporting Officer. After the Review Meeting, the Stakeholder Council members will submit a Review Report for each Project including general recommendations in case of deviations or insufficient quality of deliverables.

### 1.3 Reporting timetable for the Project

	Date	For period
<b>START DATE</b>	<b>1.7.2018</b>	
Kick-off Meeting	June 2018	
End of 1 <sup>st</sup> reporting period	31.12.2019	
Project Progress Report	29.2.2020	1.7.2018 – 31.12.2019
Review Meeting	March 2020	
<b>END DATE (End of 2<sup>nd</sup> reporting period)</b>	<b>30.6.2021</b>	
Final Project Progress Report	31.8.2021	1.1.2020 – 30.6.2021
Final Review Meeting	September 2021	



## 1.4 Additional obligations of the Project Lead

In addition to the PPR and the final PPR Project Leads are obligated to submit their cumulative expenditure for the Project to the designated MRO via e-mail for the purpose of the GeoERA Co-fund Action. This cumulative expenditure gathers information of all participants regarding costs incurred in each calendar year. A template PI doc. no. 2A “Information on cumulative expenditures” is part of the document Reporting templates that can be found on the GeoERA webpage. This estimate of the cumulative expenditure should be shared with the Executive Board in December in the year which it refers to.

### 1.4.1 Cumulative expenditure timetable for GeoERA Co-fund Action

	Date	For period
<b>1<sup>st</sup> Cumulative Expenditure</b>	15.12.2018	1.7.2018 – 31.12.2018
<b>2<sup>nd</sup> Cumulative Expenditure</b>	15.12.2019	1.1.2019 – 31.12.2019
<b>3<sup>rd</sup> Cumulative Expenditure</b>	15.12.2020	1.1.2020 – 31.12.2020

## 2 Project Progress Report instructions

This instruction refers to excel template PI doc. No. 2B Project Progress Report, annexed to this document and found on webpage [geoera.eu](http://geoera.eu). Each point represents a corresponding sheet in the excel file.

### 2.1 Identification of project

Identification of the project is reflected in the first sheet. Project Lead must complete the following information:

- Project full title
- Project acronym
- Project reference number
- Project topic: Project Lead selects from dropdown menu corresponding topic: Geo-energy / Groundwater / Raw materials / Information platform
- Project specific research topic: Project Lead selects from dropdown menu corresponding SRT
- Project website address (on [geoera.eu](http://geoera.eu) website)
- Period covered (by Project Progress Report)
- Report submission date
- Project Lead: full name of Project Lead
- Contact person for the project: person in charge for submitting the report, telephone number and e-mail address



---

## 2.2 Identification of project participants

Project Lead fills in information for every project participant:

- Participant organisation name and abbreviation
- Participant country
- Contact person (name and e-mail): person in charge for participant's report

## 2.3 Publishable summary

Publishable summary is a description of the activities and significant results achieved by the project in the reporting period. This summary must clearly explain the key features of the Project to a non-technical audience. It must cover the need for the research (why it was needed), its key technical outputs (what was achieved), and the wider benefits to society (who is and will be using the outputs) if known. Partners must also take into consideration the monitoring indicators and Projects' contribution to GeoERA. Publishable summaries are key communication tools to demonstrate the value of public funding for individual Projects and, collectively, for the GeoERA as a whole. The publishable summaries are used by GeoERA for promoting and demonstrating the value and impact of the programme to funding bodies such as the European Commission. It should be of suitable quality to enable direct publication by GeoERA and the EC.

Publishable summaries will be publicly available via the GeoERA website and they should be aimed at a non-specialist audience. Text from the publishable summary will be used by GeoERA to create material for promoting GeoERA funded Projects, in particular to the EC.

The Publishable summary in Project Progress Report in month 18 should not consist of more than 3.000 words. It should focus on achievements to date and how these will generate impact.

### 2.3.1 Project contribution to GeoERA project

This section allows free text for GeoERA Projects to explain how the Project contributes to GeoERA's overall objectives, explained in the Second Stage Call documents and the objectives of the Specific Research Topics.

## 2.4 Work progress and achievements

The Project partnership should describe the work done in the reporting period for each work package. The Description should include a summary of progress in relation to the objectives for each task and highlight significant results.

### 2.4.1 Deliverables and milestones

In this section participants must list all deliverables and milestones defined in the Projects with deadline within the reporting period. The following must be filled in:

- Deliverable no / Milestone no: As defined in the Project work plan
- Deliverable name / Milestone name: As defined in the Project work plan
- Short name of lead participant: participant responsible for achieving the deliverable / milestone



- Progress: Whether the planned deliverables and milestones for the period have been completed, delayed or adjusted
- Comments: Any changes, difficulties encountered and solutions adopted. Show confirmation that the milestone has been attained. Refer to indicators if appropriate.

## 2.5 Deviations

List and comment on deviations pertinent to progress not covered in the table deliverables and milestones. Explain any deviations from work plan and impact on other tasks, as well as on available resources. Describe corrective actions adopted or proposed for the deviations from tasks. Project Partners should also use this section to summarize any changes you propose to your project, compared to the original work plan.

## 2.6 Dissemination activities in this period

Use this section to list all publications published in the reporting period, events and presentations of the project, and media and other communication to the general public. All dissemination activities must follow Horizon 2020 rules regarding reference to the respective Project (Art. 29, H2020 Annotated Model Grant Agreement:

[http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/amga/h2020-amga\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf)).

## 2.7 Project management

In this section the Project Lead must provide comments and information on the progress on the coordination of activities during the period in question, such as communication between project participants and cooperation with other Projects.

## 2.8 Cumulative financial statement

Cumulative financial statement is the summary of financial statements provided by each Project participant and is basis for payment from GeoERA. Every partner must fill in individual financial sheet, thus providing the Project Lead with the necessary data for the cumulative financial statement.

### 2.8.1 Financial statement for Project participant

Each funded participant should fill in tables with detailed description of costs incurred in the reporting period. Participants' financial statement is automatically filled when detailed amounts are entered. Guidance on the all categories of costs can be found in Horizon 2020 Annotated Model Grant Agreement: [http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/amga/h2020-amga\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf).



---

### 2.8.1.1 Personnel costs

There are two categories of direct personnel costs:

- Actual (actually incurred)
- Unit (on the basis of an amount per unit calculated by the participant in accordance with its usual cost accounting practice)

The category used for personnel cost calculation is indicated in the Project work plan for each funded participant. Calculation must be in accordance with usual accounting practices of the participant and should be documented in case additional information is needed. In the reporting table the person months, associated work package and amount is needed.

### 2.8.1.2 Subcontracting

This budget category covers the price paid for subcontractors and related taxes. Note, that only items planned in the Project work plan are eligible under this category. The name of supplier, description of work, associated work package and amount should be entered.

### 2.8.1.3 Other direct costs

This section is reserved for categories: travel and subsistence costs, equipment and other goods and services. Travel and subsistence costs may relate to the personnel of the participants as well as to external experts that participate in the action on an ad hoc basis (e.g. attending specific meetings), if the experts' participation is foreseen in the Project work plan. In this case, the beneficiary may reimburse the experts or handle the travel arrangements itself (and be invoiced directly).

Equipment must be explicitly provided in the Project work plan in order to be eligible. Participants may declare depreciation costs, renting or leasing cost or contributes in-kind against payment, if they were purchased in accordance with Article 10.1.1 and written off in accordance with international accounting standards. For more information see art. 6 Horizon 2020 Annotated Model Grant Agreement.

Costs of other goods and services are eligible, if they are: (a) purchased specifically for the Project implemented by the beneficiary or (b) contributed in kind against payment and in accordance with Article 11.1. Such goods and services include, for instance, consumables and supplies, dissemination (including open access), protection of results, certificates on the financial statements (if they are required by the Agreement), certificates on the methodology, translations and publications.

### 2.8.1.4 Indirect costs

Indirect costs are calculated automatically as flat rate 25% on all direct costs excluding subcontracting, costs incurred by third parties not used in the beneficiaries' premises and costs of providing financial support to third parties.





#### 2.8.1.5 Exchange rate

Costs shall be reported in Euro. Partners with accounts in currencies other than the Euro shall report costs by using the average of the daily exchange rates published in the C series of the Official Journal of the European Union, calculated over the reporting period. In practice the rate is found as follows:

- Go to the ECB website:  
<http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>
- Click on the chart icon for the currency.
- Insert the start date of the reporting period in the field 'from' and the end date of the reporting period in the field 'to'. The average for the period will appear above the chart.

If the currency is not available on the above website:

- Go to:  
[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/infoeuro/infoeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm)
- Use the average of the monthly accounting rates over the reporting period.

#### 2.8.1.6 Receipts to the Project

In this section any receipts to the Project (excluding GeoERA payments and revenues from national programme owners) should be itemised. Note that if a workshop or event is held as part of the project delivery then any registration fees charged must be reported to GeoERA as a receipt to project. All costs incurred in running the event are eligible costs and may be reported as a cost in the relevant category. One line should be used to enter each event, stating the number of attendees and the individual fee as the revenue source (a list of individual attendees is not required).

#### 2.8.1.7 Certificates on the Financial Statements (Audit Reports)

At final reporting an audit report, from an independent financial auditor, is only required if the partner's direct costs over the project's lifetime have exceeded €325,000. If a partner has a linked third party then both the partner and the linked third party are each required to submit an audit report if the total direct costs of the partner and the linked third party summed together exceed €325,000. The cost of a required audit report is an eligible cost, even though the cost will be incurred after the end of the final period. The cost of any audit report that was not a reporting requirement (i.e. at period 1 or for those whose direct costs do not exceed €325,000) is not an eligible cost of the project. The auditor should report their findings using Template 30 - Certificate on the Financial Statements. For further guidance on financial audit reporting please refer to the Annex 5 of the H2020 Model Grant Agreement:

[http://ec.europa.eu/research/participants/data/ref/h2020/mga/gga/h2020-mga-gga-multi\\_en.pdf#page=115](http://ec.europa.eu/research/participants/data/ref/h2020/mga/gga/h2020-mga-gga-multi_en.pdf#page=115)



### **3 Final Project Progress Report instructions**

This instruction refers to the excel template PI Document No. 2C: Final Project Progress Report, annexed to this document and found on webpage [geoera.eu](http://geoera.eu). In this section only the additional tables to the PPR are explained. For instructions on tables, which are the same as in PPR, see section 2 of this document.

#### **3.1 Publishable summary in Final PPR**

The final publishable summary should explain the purpose, results and impact of the Project to a wide audience. It should not be viewed as an updated version of the publishable summary in month 18 but should highlight results and achievements against the objectives with the focus on the Projects' achieved technical outputs and impacts. The final publishable summary should use past tense and not consist of more than 5.000 words.

#### **3.2 Dissemination activities in this period**

The additional table in this section is "Follow up activities and plans for further exploitation of the results". Projects are expected to answer the question: What sort of follow-up activities should take place to ensure that the results of this project are applied to the fullest extent possible, including the activities of the partnership that will pursue further dissemination of the Projects' results after the Project ends.

#### **3.3 Project management**

The additional table is "General description of the cooperation over the duration of the project". Projects are expected to provide a factual description which specifies the input of each participant. Project partners should describe the added value of doing the work in a transnational project.

#### **3.4 Impact statement**

Each Specific Research Topic has identified the expected impact that Projects should pursue. In this section of the Final PPR Projects it should describe the impact the Project has generated and how it occurred. To do this it should explain how the outputs of the Project are being used (or have been used) and the expected benefits. Project participants should also explain how the impacts will spread beyond the Project to the wider community to create wider and longer-term economic, societal and environment impacts and what the impacts are expected to be.

In general, the impact statement should give a short description of the impact resulting from the Projects' work on: ethics, work force statistics, gender aspects, synergies with science education, interdisciplinary cooperation, and engaging with civil society and policy makers.



---

## **4 Reporting costs for final PPR and participation on final Review Meeting**

Costs incurred after the Project end for preparation of final PPR and participation on final Review meeting are eligible, if they are foreseen in the Project work plan. After the Review meeting, partners that are reporting these costs must fill in and submit table in excel template PI doc. no. 2D Cost after Project end to the Project's MRO.

## **5 Supporting documents for PPR and Final PPR**

Each Project partner is obligated to keep records regarding work done for every member of the Project team and all supporting documents for subcontracting and other costs in accordance with Horizon 2020 rules. Project timesheets, invoices and other documentation supporting the costs declared must be kept and archived by every Project partner for a period of five years after the payment of balance of the GeoERA Project. The supporting documents should not be submitted with the PPR but should be at sight on request by MROs in case where additional explanations are requested.

## **6 References**

Horizon 2020 Annotated Model Grant Agreement:

[http://ec.europa.eu/research/participants/data/ref/h2020/mga/gga/h2020-mga-gga-multi\\_en.pdf#page=115](http://ec.europa.eu/research/participants/data/ref/h2020/mga/gga/h2020-mga-gga-multi_en.pdf#page=115)

## **7 Annexes**

- PI Document No. 2A Information on cumulative expenditures (in word form)
- PI Document No. 2B Project Progress Report (in excel form)
- PI Document No. 2C Final Project Progress Report (in excel form)
- PI Document No. 2D Costs after Project end (in excel form)