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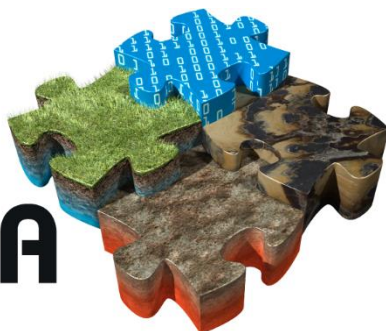
Establishing the European Geological Surveys Research Area to deliver a Geological Service for Europe

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
15:42

Last change 5 September 2018

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GENERAL INTRODUCTION

GeoERA launched 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. With the Projects GeoERA aims to achieve objectives set in the chosen Projects. Progress of the Projects will be monitored regularly, since GeoERA's objectives depend upon the success of the outputs of the Projects. This document introduces reporting procedures and monitoring indicators, through which the progress of the Projects will be evaluated. This document contains five annexes:

- PI doc. no. 2A Information on cumulative expenditures (in word form)
- PI doc. no. 2B Project Progress Report (in excel form)
- PI doc. no. 2C Final Project Progress Report (in excel form)
- PI doc. no. 2D Costs after Project end (in excel form)
- PI doc. no. 2E Technical Review Report (in word form)

For communication and support on monitoring and reporting of your Project during the Project Implementation phase the following e-mail address is available: monitoring.geoera@geo-zs.si, where the Monitoring and Reporting Officers will answer questions.

EXECUTIVE REPORT SUMMARY

GeoERA work package 4, Follow-up and monitoring of projects resulting from the Joint Call, is concerned with monitoring of the Projects to ensure timely delivery and quality of implemented Project activities are in line with the strategic objectives, goals and scope of GeoERA. Administrative monitoring of the Projects is carried out by evaluating the submitted Project Progress Reports, which projects are required to submit every 18 months. The evaluation of the research part of each Project is carried out at two Review Meetings with members of Stakeholder Council. The progress of the Projects will be summarized in the Technical Review Report, which represents part of GeoERA monitoring and evaluation process for the Projects. The Technical Review Report consists of four sections, each representing one level of monitoring and evaluation of the project.

Table 1: Abbreviations

Project Agreement	The entire project agreement, including all its appendixes.
DOW	Description of work – The Project Plan (Appendix 3 of the Project Agreement)
EB	Executive Board of GeoERA
MRO	Monitoring and Reporting Officer
PPR	Project Progress Report
MPPR	*Midterm Project Progress Report (part of PPR, used for 1st Reporting Period)*
FPPR	*Final Project Progress Report (part of PPR, used for 2nd Reporting Period)*

1 Reporting overview

Each Project is required to submit two Project Periodic Reports [hereafter referred to as PPR]: a Midterm Project Progress Report (MPPR) and a Final Project Progress Report (FPPR). Reporting procedures are described in the "Project Implementation doc. no. 1: Monitoring indicators and reporting procedures." For support a designated Monitoring and Reporting Officer (MRO) will be appointed to each Project. Reporting templates introduced in this document are separate Excel or Word file documents, which the Project Lead can submit through e-mail monitoring.geoera@geo-zs.si. The Monitoring and Reporting team at GeoZS will provide the link to the SharePoint, username and password to each Project Lead for uploading deliverables.

1.1 Midterm Project Progress Report and Final Project Progress Report

The purpose of both Reports is to ensure the effectiveness of the implementation of the Projects in respect to finance, timing, administration and the quality of results. The GeoERA reporting procedure requires the submission of the MPPR for period M1 - M18 of the Project and the FPPR at the end of the Project for period M19 – M36. The reports should be written in the context of the Project with due reference to the progress of all Project participants.

1.2 Project Review Meeting

After submitting the MPPR and the FPPR, 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 Stakeholder Council members with support from the relevant Monitoring and Reporting Officer. After the Review Meeting, the MRO, Scientific Reviewers, Theme coordinators and Stakeholder Council members will submit a Technical Review Report, which summarizes the progress of each Project over a certain period and includes general recommendations, in the case of deviations or of insufficient quality of the deliverables. For more information on Reporting procedures see "Project Implementation doc no. 1: Reporting procedures and monitoring indicators".

1.3 Reporting timetable for the Project

Table 2: Reporting timetable for the Project

	Date	For period
START DATE	**1.7.2018**	
Kick-off Meeting projects	July 2018	
End of 1st reporting period	31.12.2019	
Midterm Project Progress Report (MPPR)	31.1.2020	1.7.2018 – 31.12.2019
Review Meeting	March 2020	
END DATE (End of 2nd reporting period)	**30.6.2021**	
Final Project Progress Report (FPPR)	31.7.2021	1.1.2020 – 30.6.2021
Final Review Meeting	September 2021	

1.4 Reporting on the organisation level

At M60 (end of GeoERA) all beneficiaries will have to fill in their final financial report for the organization as a whole (NB for the sum of all projects they have participated in, i.e. not on a project basis) in the Participant Portal.

1.5 Annual obligations for the beneficiaries

In addition to the MPPR and the FPPR, beneficiaries will be asked from the GeoERA coordinator to submit their estimated cumulative expenditure. This cumulative expenditure gathers information of all Project regarding costs incurred in each calendar year in December in the year it refers to. A template "PI doc. no. 2A Information on cumulative expenditures" is part of this document "Reporting templates" that can be found on the GeoERA webpage.

Table 3: Reporting timetable for the Project

	Date	For period
1st Cumulative Expenditure	15.12.2018	1.7.2018 – 31.12.2018
2nd Cumulative Expenditure	15.12.2019	1.1.2019 – 31.12.2019
3rd Cumulative Expenditure	15.12.2020	1.1.2020 – 31.12.2020
4th Cumulative Expenditure	15.11.2021	1.1.2021 – 31.12.2021

2 Project Progress Report instructions

This instruction refers to excel template "PI doc. No. 2B Midterm Project Progress Report", annexed to this document and found on webpage 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 a dropdown menu the corresponding topic: Geo-energy / Groundwater / Raw materials / Information platform
- Project specific research topic: Project Lead selects from a dropdown menu corresponding SRT
- Project website address (on 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

The Project Lead fills in information for every Project participant:

- Participant organisation name and abbreviation
- Participant country
- Participant PIC number
- Role in the project: select from drop-down menu: Project Lead, Project Partner, Third Party or Non-funded partner

2.3 Publishable summary

Publishable summary is a description of the activities and the 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 (for whom are the outputs relevant). 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 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 the 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 the Lead Participant for deliverable: Participant responsible for achieving the deliverable / milestone
- Type of deliverable: As defined in the Project work plan
- Dissemination level of the deliverable: As defined in the Project work plan
- Delivery date from the Contract
- Progress of the deliverable: select from drop-down menu whether the planned deliverables and milestones for the period have been completed, are pending or in delay
- Means of verification of the milestones: As defined in the Project work plan
- Comments: Any changes, difficulties encountered and solutions adopted. Show confirmation that the milestone has been reached. Refer to indicators if appropriate.

2.5 Deviations

In this section participants have to list and comment on deviations pertinent to progress and explain any deviations from the work plan, including the impact it will have on other tasks as well as on available resources. Corrective actions should be described and adopted or proposed for the deviations from tasks. Project Partners should also use this section to summarize any changes that are proposed throughout the project, compared to the original work plan.

If the deviations are large, e.g. changes in the content, scope, budget and intellectual property rights of the DOW or related to the evolution of the Project Consortium, the Project Lead has to follow the rules set out in the Project Agreement, Section 6.3.1.2.

2.6 Communication and dissemination activities in this period

This section should be used to list all publications published in the reporting period, events and presentations of the project, and media and other communication to the general public, as well as all meetings conducted by Project partners. 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 Impact statement

Each Specific Research Topic has identified the expected impact that the Projects should pursue. In this section of the 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.

2.9 Cumulative financial statement

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

2.9.1 Financial statement for Project participant

Each funded participant should fill in tables with a detailed description of costs incurred in the reporting period. Participants' financial statement is automatically filled when detailed amounts are entered. Guidance on the different 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.

2.9.1.1 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 any additional information is needed. In the reporting table the person's months, the associated work package and the amount is needed.

2.9.1.2 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 the supplier, description of work, the associated work package and the amount should be entered.

2.9.1.3 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.

2.9.1.4   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.

2.9.1.5   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/inforeuro/inforeuro_en.cfm
- Use the average of the monthly accounting rates over the reporting period.

2.9.1.6   Certificates on the Financial Statements (Audit Reports)

At final reporting an audit report from an independent financial auditor, is required if the Beneficiary's reimbursement from GeoERA for the direct costs over the project's lifetime have exceeded €325,000. This amount refers to the sum of reimbursement of direct cost from GeoERA of all the projects that the Beneficiary is involved in. If a Beneficiary has a linked third party, then the Beneficiary and the linked third party are each required to submit an audit report if the reimbursement from GeoERA for the total direct costs of the Beneficiary and the linked third party summed together exceed €325,000. The linked third party submits this audit report via its Beneficiary. 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 reimbursement of the 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

3 Final Project Progress Report instructions

This instruction refers to the excel template "PI doc. No. 2C Final Project Progress Report", annexed to this document and found on webpage geoera.eu. In this section only the additional tables to the PPR are explained. For instructions on tables, which are the same as in the MPPR, see Section 2 of this document.

3.1 Publishable summary in the 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 Communication and 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.

4 Technical review report

The Technical review report is part of GeoERA's Monitoring and evaluation process for projects. The Technical Review Report summarizes the progress of each Project over a certain period and gives recommendations in case Projects could improve their activities or quality of deliverables. Technical review report consists of four sections, each representing one level of monitoring and/or evaluation of the project:

Table 4: GeoERA monitoring and evaluation levels

Level	Monitor / Evaluator	Input	Aim
1 – Monitoring of progress indicators	Monitoring and reporting officer (GeoZS)	MPPR* FPPR**	Monitoring of the effectiveness of implementation of the selected Projects with respect to finance, time and administration.
2 – Scientific review	Reviewers (GeoZS)	Submitted deliverables MPPR FPPR	Quality review of the deliverables and review of achieving scientific and professional goals.
3 – Review of the theme progress	Theme coordinators	MPPR FPPR	Review of achieving theme objectives.
4 – GeoERA Progress evaluation	Stakeholder Council member(s)	Sections 1 and 2 of this report Review meetings	Overall Project progress and general recommendations.

*MPPR = Project Progress Report (see reporting template 2B)
**FPPR = Final Project Progress Report (see reporting template 2C)

Based on administrative and research/scientific monitoring the Technical Review Report is written by the designated MRO, Reviewers, Theme coordinators and Stakeholder Council members.

5 Reporting costs for final PPR and participation on final Review Meeting

Costs incurred after the Project ends, for preparation of the FPPR and participation on the final Review meeting are eligible, if they are foreseen in the DOW. 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.

6 Supporting documents for MPPR and FPPR

Each Project partner is obligated to keep records regarding work done for every member of its Project team and all supporting documents for subcontracting and other costs in accordance with Horizon 2020 Rules of Participation. 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 PPRs but should be available in case of a possible review.

7 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

8 Annexes

- PI doc. no. 2A Information on cumulative expenditures (in word form)
- PI doc. no. 2B Midterm Project Progress Report (in excel form)
- PI doc. no. 2C Final Project Progress Report (in excel form)
- PI doc. no. 2D Costs after Project end (in excel form)
- PI doc. no. 2E Technical Review Report (in word form)