

Reporting

CLARA

Reporting issues

- **Research participant portal** replacing SESAM
- Required reporting for CLARA
- Intermediate reporting for CLARA
- Time table for intermediate reporting

CLARA

Research Participant Portal

- SESAM will be discontinued on 1 Oct
- New way of accessing through Research Participant portal
- ECAS user account must first be established
- <http://ec.europa.eu/research/participants/portal>
- Helpdesk: ec-fp7-it-helpdesk@ec.europa.eu

CLARA

Research Participant Portal

Research Participant Portal - Windows Internet Explorer

http://ec.europa.eu/research/participants/portal/appmanager/participants/portal

CLARA » Recruitment

Research Participant Portal


A to Z | Sitemap | Search | About this site | Contact | Legal Notice | English (en)

European Commission
RESEARCH - Participants

European Commission > Research > Participant Portal

Home | My Organisations | FP7 Documentation | FP7 Calls | Support


LOGIN

 [Login](#)

- You don't have an ECAS account yet? Please [register](#)
- ECAS help is available [here](#)
- Portal registration demo is available [here](#)

WHAT'S NEW

Directorate General of Informatics (DIGIT) at the European Commission would like to invite you to participate in a survey which will assess the progress of the eCommission 2006-2010 initiative.



Participant Portal V2.1.1 (08/2010)

- Update concerning the publishing of FP7 calls: display of the cut-off dates [read more](#)

FAQ


- The answers to the most frequent questions that are submitted to the [eFP7 service desk](#)
- See the [online user manual](#)
- Watch the demonstration of the Participant Portal:

WELCOME

Are you a LEAR, Participant Contact or Coordinator Contact?
Learn more about the management of additional users [here](#).

Welcome to the Participant Portal

The Participant Portal will become your single entry point of interaction with the Research Directorates-General of the European Commission. It will host a full range of services that facilitate the monitoring and the management of your proposals and projects throughout their lifecycle.



What does it offer today?

- All visitors may search for FP7-related support documents;
- Possibility to view or to search for FP7 calls;
- You can register your organisation's data in the Unique Registration Facility (URF), avoiding redundant requests for information;
- The appointed representative of your organisation, called the LEAR (Legal Entity Appointed Representative) can provide and update relevant legal & financial data via the portal.
- LEARs may access the list of projects associated with their organisation, including project details and the status of amendments.
- LEARs can delegate their capabilities to Account Administrator(s).

How does it work?

Except for the FP7 documentation, the FP7 calls and the PIC search function, access to the Portal and its underlying services requires an ECAS account.

Do you already have an ECAS account?

- Please [login](#)
- The homepage will be replaced by a new one displaying all the processes your user profile can access.
- Under "My organisations" or via the Manage Organisation processes:
 - You may register your organisation's data and obtain a PIC
 - LEARs may update their organisation's data
 - LEARs may access the list of projects of their organisation
 - You will see the other participants of the research networks set in place for the projects managed by your organisation.
- Under "My projects" or the Negotiation and the Grant Execution processes participants will have the possibility to view their project information and manage their project related data like:
 - View and grant project roles;
 - Submit periodic reports.

Are you a new user?

- Please register on the European Commission Authentication Service (ECAS).
- More information about the [ECAS registration](#) ?
- Should you have any problems with any aspect of using the portal, please [contact our service desk](#)

CLARA

Internet 100%

Reporting for CLARA project

- Progress report **required**
 - due Thursday 30 Dec 2010!
- Mid-term review meeting – expected in period **required**
July-Sep 2011 (to be agreed)
- Intermediate report **voluntary**
- Periodic report – due 29 Jan 2012 **required**

CLARA

Progress reports

1. < 30 days after 12 months
2. > 30 days before Mid-term review meeting
3. < 30 days after 36 months

Submitted via SESAM, signed by coordinator,
sent to REA

Beneficiaries must report to coordinator well
before deadline

Progress reports

- Overall **progress** of the project
- Contract deliverables update on:
 - **Recruitment**
 - International **events**
- Due **Thursday 30 Dec 2010**

Mid-term review meeting (MTR)

- Between **month 20–22**
- REA will take initiative 2 months beforehand and ask consortium to organise on-site
- Each beneficiary should **attend**
- **Updated progress report** 1 month before MTR
- Topics: deliverables due, milestones in Annex 1, progress

Periodic reports

- Due **twice**:
 1. within 60 days after month 24, and
 2. at end of project
- Each beneficiary **reports to coordinator** who submits for consortium, via **SESAM** and signed original by mail
- Financial statements and CFS if applicable (= basis for interim payment)

Periodic reports

- Declaration by project **coordinator**
- Publishable summary (automatically published on Cordis website)
- Overview of work progress vs. objectives
- Project **management** with justification for incurred **costs**
- List of submitted certificates

Financial statements

- Form C, Annex VI
- Including certificates: Form D/E, Annex VII
- Certificate on financial statements (CFS) if beneficiary's accumulated claim > €375,000 and for every additional amount > €375,000
- CFS produced by external auditor, costs **eligible** in Cat. G

Final report

- Delivered ≤ 60 days after end of project
- Beneficiaries must report to coordinator well head of **deadline**
- Submission by SESAM, originals by mail

Time table progress report

- All **Declarations of Conformity (DoCs)** of fellows already employed should be sent in as soon as possible, at the latest **by the end of September 2010**
- Due date for submission of DoCs for new fellows employed from Oct-Nov is **6 Dec 2010**
- **International conferences** must be reported on by **6 Dec 2010** the latest (concerns LRSchool, Termcourse, Morphcourse(?))

CLARA

Time table

intermediary financial report

- Cut-off date for reporting **30 Nov 2010**
- Progress items due date **6 Dec 2010**
- Financial items due date **7 Jan 2011**
- Final due date for Co-ordinator **28 Jan 2011**