Reporting

CLARA

Reporting issues

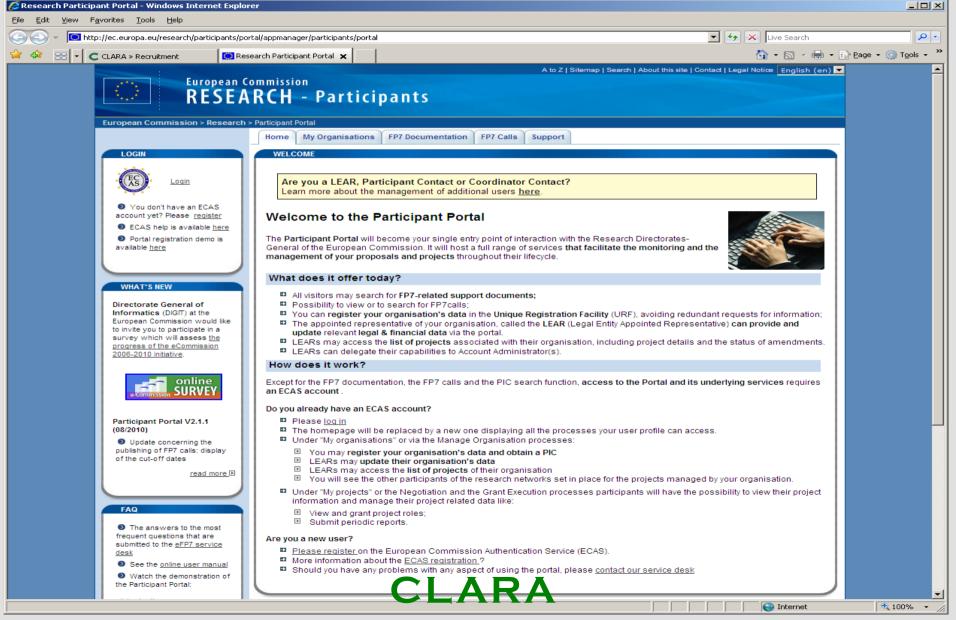
- Research participant portal replacing SESAM
- Required reporting for CLARA
- Intermediate reporting for CLARA
- Time table for intermediate reporting

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



Reporting for CLARA project

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

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