



WP1 – Management

Work Package dedicated to IDEAAL management

WP leader: Ketel Turzó

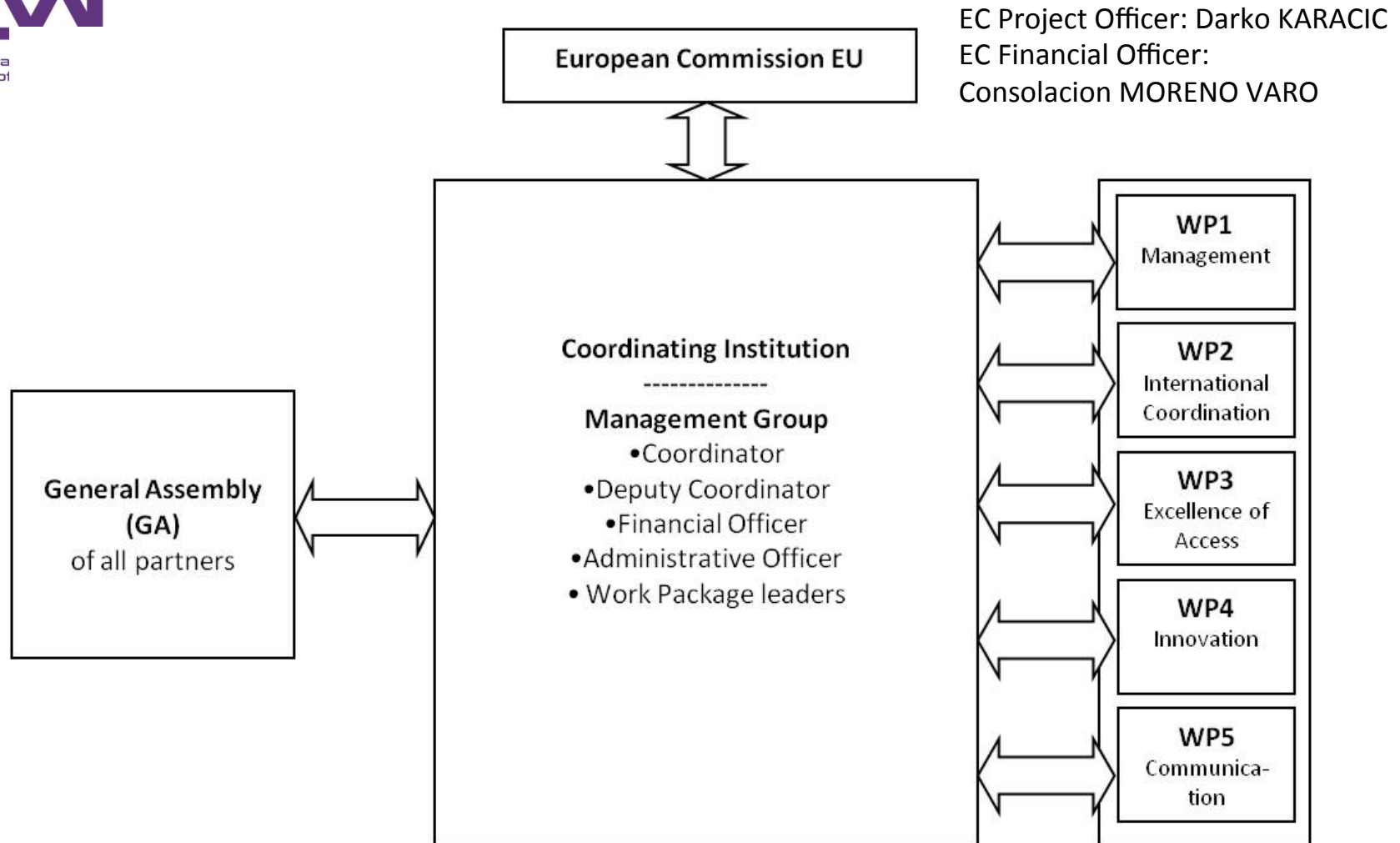
Deputy WP leader: Sandrine Dubromel

IDEAAL Management Group:

- Coordinator: Marek Lewitowicz
- Deputy Coordinator: Ketel Turzó
- Administrative assistant: Sandrine Dubromel
- Financial officer: Véronique Vandevoorde
- Bilateral collaborations: Sabrina Lecerf-Rossard



Organisation of IDEAAL



Meetings of GA representatives and WP leaders on work progress: every 6 months
Reports to EC: August 30th, 2018 & March 1st, 2020 (every 18 months)



WP1 – Management

Task 1 - Management

- Administration and financial management.
- Grant and Consortium Agreements
- Meetings of the consortium.
- Represent the project.

Task 2 - Studies and reporting

- Reporting work and report submissions.

Task 3 - Dissemination and Exploitation of results

- Web site dedicated to IDEAAL dissemination
- Plan for the dissemination and exploitation of results
- Report on completed and planned communication activities.

Deliverable

D1.1 Plan for dissemination and exploitation of results (M6: July 1st 2017)



IDEAAL Pre-financing

Total budget for ENSAR2: 3 883 390 €
To share between 6 beneficiaries

Pre-financing:

How much: $3\,106\,712 - 194\,169,50\text{€ (Guarantee fund)} = 2\,912\,542,50\text{€}$

Distribution: each partner institution receives 75% of its share.

Remaining budget: intermediate payment when the periodic report is validated and final payment after validation of final report.



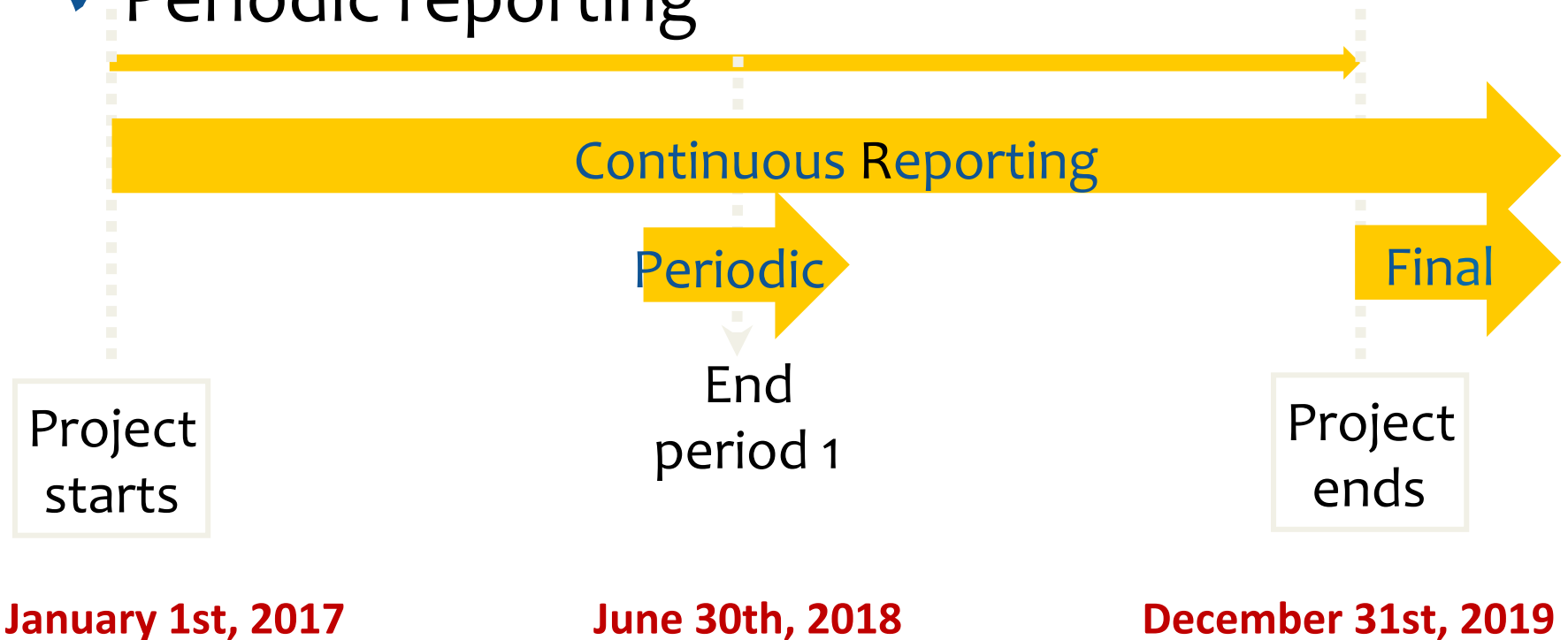
REPORTING

slides from EC



How to – IT tools

- ✓ Continuous reporting
- ✓ Periodic reporting

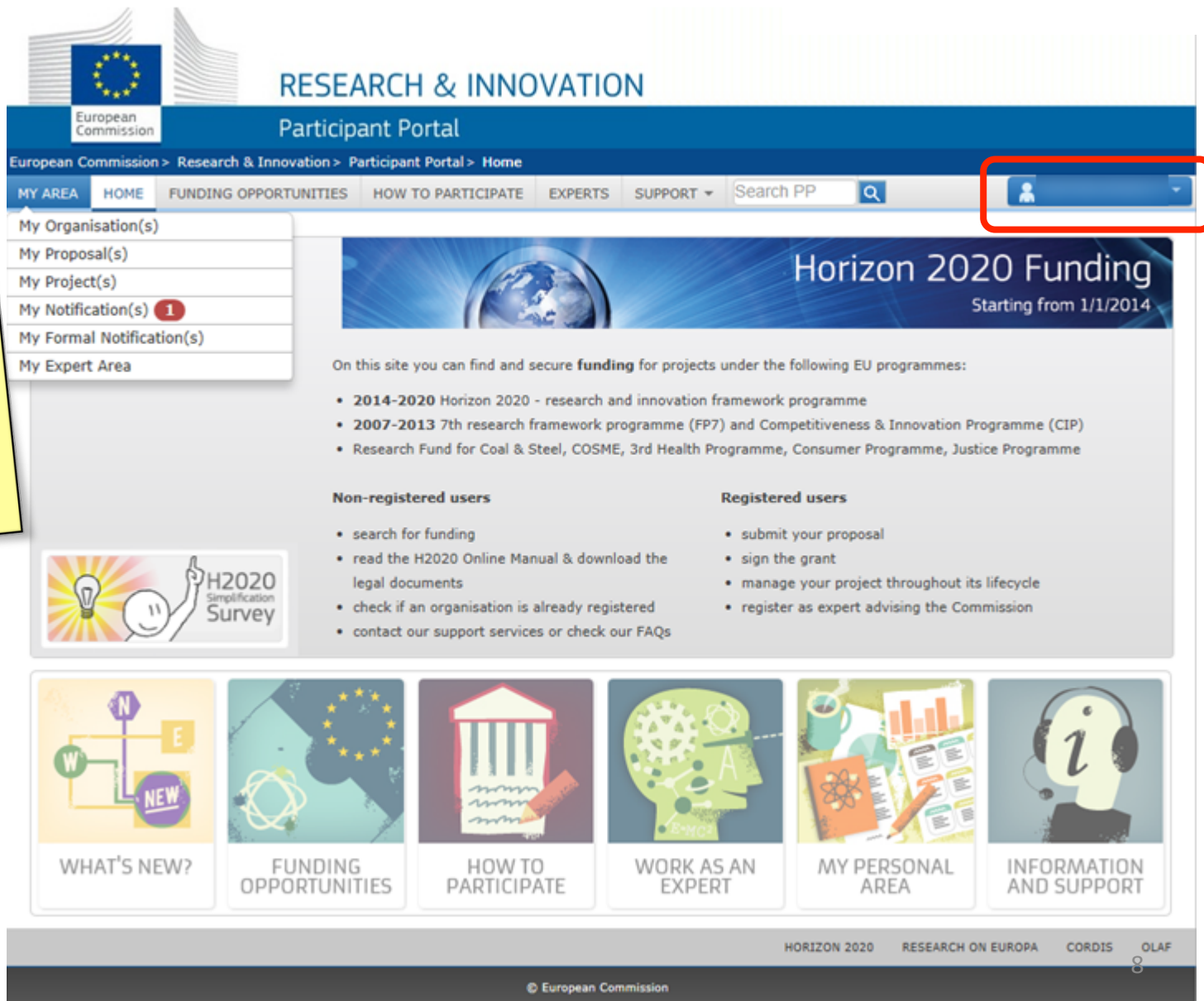


Continuous reporting

(specific module activated at the time project starts)

- ✓ Publishable summary (Management Group)
- ✓ Submit deliverables (Management Group and WP leaders)
- ✓ Report progress in achieving milestones (Management Group and WP leaders)
- ✓ Follow up critical risks (Management Group and WP leaders)
- ✓ Questionnaire on horizontal issues (Management Group and WP leaders)
 - ✓ Publications
 - ✓ Communications activities...

IT Tool for reporting



The screenshot shows the Horizon 2020 Participant Portal. At the top, there is a navigation bar with the European Commission logo and the text "RESEARCH & INNOVATION Participant Portal". Below this is a breadcrumb trail: "European Commission > Research & Innovation > Participant Portal > Home". A search bar labeled "Search PP" is present, along with a user profile icon highlighted by a red box. A dropdown menu is open, listing options: "My Organisation(s)", "My Proposal(s)", "My Project(s)", "My Notification(s) 1", "My Formal Notification(s)", and "My Expert Area".

The main content area features a banner for "Horizon 2020 Funding Starting from 1/1/2014". Below the banner, it states: "On this site you can find and secure **funding** for projects under the following EU programmes:"

- 2014-2020 Horizon 2020 - research and innovation framework programme
- 2007-2013 7th research framework programme (FP7) and Competitiveness & Innovation Programme (CIP)
- Research Fund for Coal & Steel, COSME, 3rd Health Programme, Consumer Programme, Justice Programme

There are two columns of user instructions:

- Non-registered users**
 - search for funding
 - read the H2020 Online Manual & download the legal documents
 - check if an organisation is already registered
 - contact our support services or check our FAQs
- Registered users**
 - submit your proposal
 - sign the grant
 - manage your project throughout its lifecycle
 - register as expert advising the Commission

At the bottom, there is a "H2020 Simplification Survey" icon and a row of six navigation tiles: "WHAT'S NEW?", "FUNDING OPPORTUNITIES", "HOW TO PARTICIPATE", "WORK AS AN EXPERT", "MY PERSONAL AREA", and "INFORMATION AND SUPPORT". The footer contains the text "HORIZON 2020 RESEARCH ON EUROPA CORDIS OLAF" and "© European Commission".

Log on to
the
Participant
Portal.



RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > My Projects

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search PP

- My Organisation(s)
- My Proposal(s)
- My Project(s)**
- My Notification(s) 1
- My Formal Notification(s)
- My Expert Area

My projects

FP7 REF. DOCS H2020 ONLINE MANUAL

This page enables you to access all your EU projects managed via the Participant Portal that have been selected and approved for funding.

Depending on your roles, you can view or manage the following project-related tasks:

- Prepare and sign your grant agreement
- Submit amendments to your grant agreement
- Manage your scientific and financial reports
- View or manage roles and access rights in your projects consortia

If you are LEAR and want to see the full list of your organisation projects, please go to **My Organisations** and click on the action button **VP**. LEAR can only view the list of projects in which their organisation is involved. If you want to see project details, your organisation main contact for this project or the project Coordinator has to give you access rights. For more details see the [H2020 online manual](#).

Legend

AA	Access Amendment	GP	Grant Preparation	MP	Manage Projects	FR	Financial Reporting
PR	Periodic Reporting	RD	Reporting & Deliverables	PC	Project Consortium	VP	View Proposal

Show 10 entries EXCEL Search:

ACRONYM	CALL	PROGRAM	PROJECT	PHASE	ACTIONS
		H2020		Grant Preparation	

Showing 1 to 1 of 1 entries. PREVIOUS 1 NEXT

Go to "My Projects" section. Then click on MP icon so to reach Participant Portal Grants Management Services.



RESEARCH & INNOVATION

Help

Participant Portal - Grant Management Services

abc DEF

Launch new interaction with the EU +

MY PROJECT



Call: H2020-MSCA-NIGHT-2014
Type of Action: CSA
Acronym:

Current Phase: Grant Management
Number:

Duration: 18 months
Start Date: 2014-02-19
Estimated Project Cost: €422,375.00
Requested EU Contribution: €2.00

- Latest Legal Data
- Process List
- Document Library
- Communication Center

H2020 ONLINE MANUAL

HOW TO

Periodic Reporting - period 02/2014 19 Aug 2015

Draft Submitted Reviewed Paid

Technical Part of Periodic Report contribution **Lock for review**

Financial Statement drafting **Lock for Review**

Periodic Report 1 projectNo composition **Submit to EU**

Process specific documents

Process specific communications

Proposal Management & Grant Preparation 17 Aug 2015

Submitted Informed Invited Prepared Signed Completed

GA Declaration - signature **Sign**

Process specific documents

Process specific communications

Continuous Reporting 01 Feb 2014

Started Completed

Continuous reporting data

Process specific documents

Process specific communications

Continuous Reporting Module

Task to be performed by WP leaders


Grant Management Project Continuous Report

730989 (IDEAAL) CSA

THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION
HORIZON 2020

Call: H2020-INFRADEV-2016-2017
Topic: INFRADEV-03-2016-2017 Unit: RTD/B/04

Summary for publication	Deliverables	Milestones	Critical Risks	Publications	Dissemination	Patents (IPR)	Infrastructure	Gender



Deliverables

For each Deliverable, a single file (max 52MB) can be uploaded

WP No	Del Rel. No	Del No	Title	Lead Benefici	Nature	Dissemination Lev	Est. Del. Date (anr)	Receipt Date	Approval Date	Status	
WP1	D1.1	D1	Plan for dissemi	GANIL	Report	Public	30 Jun 2017			Pending	
WP2	D2.1	D2	Draft collaborati	CNRS	Report	Public	31 Dec 2019			Pending	
WP2	D2.2	D3	Report on strate	CNRS	Report	Public	31 Dec 2019			Pending	
WP2	D2.3	D4	Procedure of evi	CNRS	Report	Public	31 Dec 2018			Pending	
WP2	D2.4	D5	Report on new c	CNRS	Report	Public	30 Jun 2019			Pending	
WP3	D3.1	D6	Access policy rul	GANIL	Report	Public	31 Dec 2019			Pending	
WP3	D3.2	D7	Creation of a ne	GANIL	Other	Public	31 Dec 2018			Pending	
WP3	D3.3	D8	Tool for operatic	GANIL	Other	Public	31 Dec 2019			Pending	
WP3	D3.4	D9	Data Managemen	GANIL	Report	Public	31 Dec 2019			Pending	
WP3	D3.5	D10	Report on the or	GANIL	Report	Public	31 Dec 2019			Pending	
WP3	D3.6	D11	Complete mobili	GANIL	Report	Public	31 Dec 2019			Pending	
WP4	D4.1	D12	Business plan for	GANIL	Report	Public	31 Dec 2019			Pending	
WP4	D4.2	D13	Report on the te	GANIL	Report	Public	31 Dec 2019			Pending	
WP4	D4.3	D14	Report on the in	GANIL	Report	Public	31 Dec 2019			Pending	
WP5	D5.1	D15	Information tool	GANIL	Websites, paten	Public	31 Dec 2018			Pending	
WP5	D5.2	D16	Report on annua	GANIL	Report	Public	31 Dec 2019			Pending	
WP5	D5.3	D17	New web site ar	GANIL	Websites, paten	Public	31 Dec 2018			Pending	
WP5	D5.4	D18	Online and print	GANIL	Websites, paten	Public	30 Jun 2019			Pending	
WP5	D5.5	D19	Press kit and onl	GANIL	Websites, paten	Public	31 Dec 2018			Pending	

Validate



Deliverable Management in IDEAAL

A deliverable report tells if the promised result is achieved or not.
It is not a scientific document as a publication.
Maximum recommended level: 1st year of science university.

Processus:

Some weeks before the deadline:

- the Work Package Team writes a first version of the deliverable report.

Two weeks before the deadline:

- The deliverable report is sent by the Work Package Leader to the Management Group.
- Evaluation of the report by the Management Group and modifications if necessary.

Deadline: the report is submitted on EC web site (Management Group).

Automatic activation except if an amendment is on-going or a previous periodic report is still open.

Periodic reporting

(module activated after the end of each reporting period)

- ✓ Partner institutions complete on-line the financial statements including explanations on the use of resources.
- ✓ Coordinator uploads the Part B of the periodic technical report (narrative part).

At the time the coordinator submits the periodic report, the IT tool will capture the information from the continuous reporting module in order to generate automatically the Part A of the Periodic report.



Make sure the information in the continuous reporting module is complete and up-to-date before the periodic report is 'locked for review'.



Periodic Reporting

Financial reports (online)

Part A (online):

- publishable summary (Management Group)
- work performed since the beginning of the project (Management Group)
- progress beyond the state of the art (Management Group)
- compilation of continuous reporting
- transnational access (WP4)

Part B (to be uploaded): narrative part that includes explanations of the work carried out by the beneficiaries during the reporting period.



Periodic reporting

RESEARCH & INNOVATION

Participant Portal - Grant Management Services

Help

abc DEF

MY PROJECT



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Acronym:

Current Phase: Grant

Management

Number:

Duration: 18 months

Start Date: 2014-02-19

Estimated Project Cost:

€422,375.00

Requested EU Contribution:

€2.00

Contact:

Latest Legal Data

Process List

Document Library

Communication Center

H2020 ONLINE MANUAL

HOW TO



Periodic Reporting

> 08/2015 period 02/2014

17 Aug 2015



Technical Part of Periodic Report contribution

Lock for review

Financial Statement

drafting

Lock for Review

Periodic Report 1 projectNo composition

Submit to EU

Process specific documents

Process specific communications



Proposal Management & Grant Preparation

17 Aug 2015



GA Declaration - signature

Sign

Process specific documents

Process specific communications



Continuous Reporting

01 Feb 2014



Continuous reporting data

Process specific documents

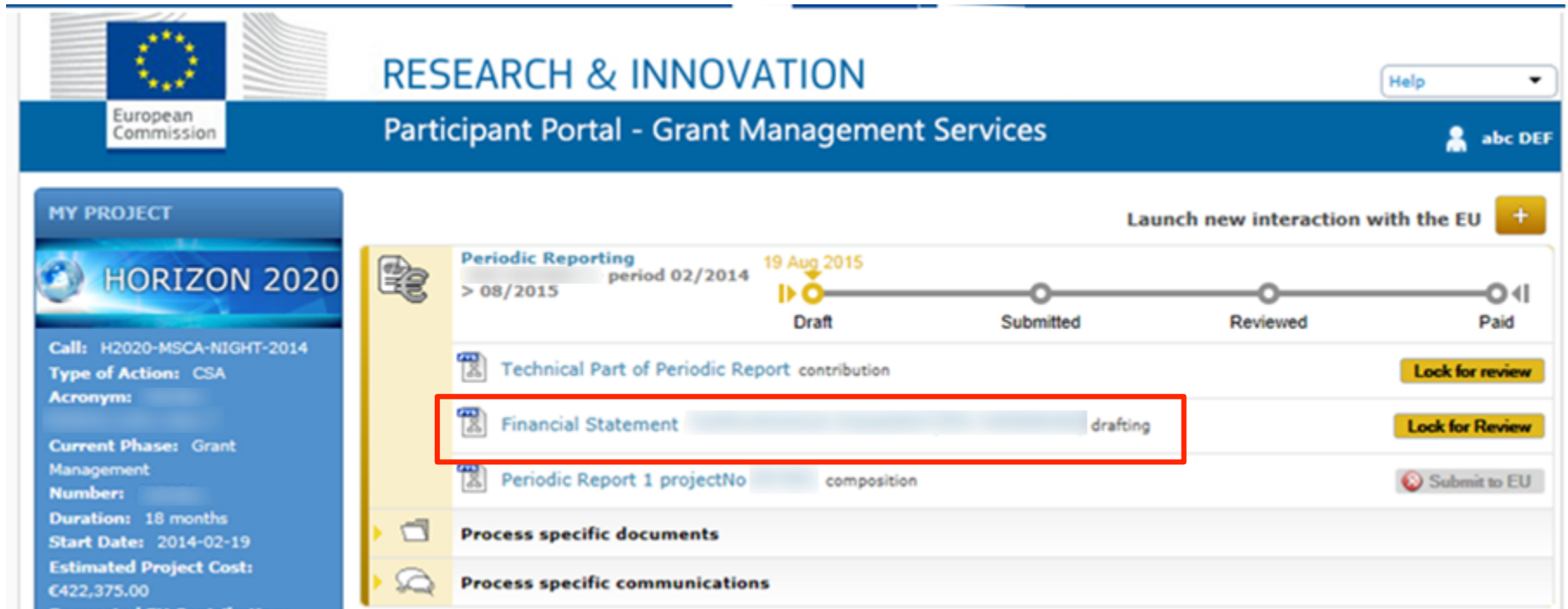
Process specific communications

Periodic Reporting Module

Periodic Reporting – Financial report

Task to be
performed by each
beneficiary

Periodic Reporting – beneficiaries are asked to complete their own Financial Statement and their contribution to the Technical Part of the Periodic Report.



RESEARCH & INNOVATION
Participant Portal - Grant Management Services

MY PROJECT
HORIZON 2020
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Acronym:
Current Phase: Grant Management
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Draft Submitted Reviewed Paid

Technical Part of Periodic Report contribution Lock for review

Financial Statement drafting Lock for Review

Periodic Report 1 projectNo composition Submit to EU

Process specific documents
Process specific communications



Periodic reporting module - steps

- ✓ All beneficiaries (partner institutions) receive a notification and log on to the Participant Portal.
- ✓ All beneficiaries complete their own Financial Statement.
- ✓ Beneficiaries e-sign and submit their Financial Statements to the Coordinator.
- ✓ The Coordinator approves the elements of the Periodic Report & submits to the EU Services.
- ✓ The EU Services review the submitted Periodic Report and accept or reject it.
- ✓ Interim Payment



Please contact us if you have any question!

bcs@ganil.fr