

# Project boundaries & EU rules

**EuPRAXIA Yearly Meeting**

**27-28 October 2016**

**Ecole Polytechnique, Paris**



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## EC Reporting

- > All reports to the European Commission are submitted via the Coordinator
  - **Periodic reports** on every 18 months, due 60 days after  
 Deadlines for scientific & financial part:
    - PR1: 1. Nov. 2015 – 30. Apr. 2017 due 30. Jun. 2017
    - PR2: 1. May 2017 – 31. Oct. 2018 due 31. Dez. 2018
  - **Final report** (end of project together with final periodic report)
    - PR3: 1. Nov. 2018 – 31. Oct. 2019 due 28. Feb. 2020

**New:**  
 submission only  
 as a single package !!

## Additional

- > Interim report:
  - to monitor the project finances
  - to check if all claimed costs are eligible
  - after the first year
  - only financial report
  - template will be sent in November

## WHAT to submit to the coordinator?

Periodic Report (every 18 months) with

- Individual financial statement (Annex 4 of GA)
- EoUR-Explanation of the use of resources (...traveller name, meeting title)
- Done electronically in Participant Portal (PP) only
- Filled out by each beneficiary (individually)
- Signed (by Financial Statement Authorized Signatory (FSIGN)) and
- Formally submitted to the coordinator (via the PP)

**Please acknowledge all publications & dissemination (e. g. scientific reports, presentations, etc.) with the following wording:**

***This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No. 653782***

You are also obligated to use the EU emblem and the project logo, see also Article 29.2 of GA.



The EU emblem can be downloaded here

[http://europa.eu/about-eu/basic-information/symbols/flag/index\\_en.htm](http://europa.eu/about-eu/basic-information/symbols/flag/index_en.htm)

Open Access is mandatory for all publications within a Horizon 2020 action. Open Access means online access to publications at no charge for the user (and to research data).

**Please submit all publications to the DESY PUBDB (publication database)**

<http://bib-pubdb1.desy.de/>

If you insert the publication to the DESY PUBDB please take care that you fill in the grant agreement No. 653782 in field “Grant”.

If you insert the publication to the DESY PUBDB the publication will be automatically transferred to the Open Air EU database and open access is ensured.

If you need help or have any questions, please do not hesitate to contact:

[library@desy.de](mailto:library@desy.de); R. Thiele or A. Wagner

## > Travel costs (GA 6.2 D.1):

- link to the objectives of the projects

## > Subcontracting (GA 13):

- only eligible if foreseen in Annex 1
- not allowed between beneficiaries as well as invoices
- catering is „other services“under H2020

## > Dinner:

- Dinner costs are not eligible any more
- If you want to report a dinner by EU fund be aware of the following points:
  - Name it as „working dinner“
  - The dinner has to be within the framework of a project related meeting (agenda needed)

## Contact details:

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