

# How to integrate and deal with financial issues in the Periodic Reports?

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# How to report the eligible costs? What's next?



## Reporting obligations in H2020

- **Periodic report**
  - Technical report
  - Financial report
  - Must be submitted within 60 days following the end of each reporting period
  - Obligation as of Article 20 of the H2020 Grant Agreement
- **Periodic report for the last reporting period**
  - Final technical report - summary for publication
  - Final financial report - CFS

*All reports are to be submitted electronically via the Participant Portal.*

# Periodic Reporting module on the Participant Portal

## FUNCTIONS:

- Beneficiaries complete their financial statements online including explanations on the use of resources.
- Coordinator completes the Part A of the technical periodic report online and uploads Part B of the report (narrative part) in pdf format.

The Periodic Reporting function is activated after the end of each reporting period except if an amendment is ongoing or a previous periodic report is still open.

The screenshot displays the 'RESEARCH & INNOVATION Participant Portal - Grant Management Services' interface. The top navigation bar includes the European Commission logo and a 'Help' dropdown. The main content area is divided into three sections, each with a progress bar and a 'Launch new interaction with the EU' button:

- Periodic Reporting** (period 02/2014, 19 Aug 2015): Progress bar shows stages: Draft, Submitted, Reviewed, Paid. Tasks include: Technical Part of Periodic Report contribution (Lock for review), Financial Statement (drafting, Lock for Review), and Periodic Report 1 projectNo composition (Submit to EU).
- Proposal Management & Grant Preparation** (17 Aug 2015): Progress bar shows stages: Submitted, Informed, Invited, Prepared, Signed, Completed. Task: GA Declaration - signature (Sign).
- Continuous Reporting** (01 Feb 2014): Progress bar shows stages: Started, Completed. Task: Continuous reporting data.

Each section also includes 'Process specific documents' and 'Process specific communications' links. A sidebar on the left provides project details and navigation options like 'Latest Legal Data', 'Process List', 'Document Library', and 'Communication Center'. A 'HOW TO' button is visible at the bottom left.

FINANCIAL PERIODIC REPORT - FORM C

# Periodic Financial Report

- Individual **financial statements**
- **Explanations on the use of resources** and the information on subcontracting and in-kind contributions provided by third parties
- A **periodic summary financial statement** including the **request for payment**
- **Certificates** if necessary

## Periodic Financial Report

Individual financial statements (Annex 4 to the GA). More information in the Online Manual.

FINANCIAL STATEMENT FOR *[BENEFICIARY name]* / *LINKED THIRD PARTY name* FOR REPORTING PERIOD *[reporting period]*

Eligible <sup>1</sup> costs (per budget category)													Receipts		EU contribution		Additional information for indirect costs <sup>4</sup>			
A. Direct personnel costs			B. Direct costs of subcontracting		C. Direct costs of (th. support)		D. Other direct costs		E. Indirect costs <sup>2</sup>		F. Costs of - J		Total costs	Receipts	Reimbursement rate %	Maximum EU contribution <sup>3</sup>		Requested EU contribution		
Form of costs <sup>5</sup>	A.1 Employees (or equivalent)		A.2 Natural persons under direct contract		A.3 Personnel persons		B.1 Travel		B.2 Equipment		B.3 Other goods and services		C.1 Travel		C.2 Costs of direct support infrastructure		C.3 Costs of - J		Receipts of the entity, to be reported in the last reporting period according to Article 5.3.3	Costs of in-kind contributions not used on premises
	Actual	Unit	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual		
	XX EUR/Year		XX EUR/Year		XX EUR/Year		XX EUR/Year		XX EUR/Year		XX EUR/Year		XX EUR/Year		XX EUR/Year		XX EUR/Year			
a	Total b		Total c		d	e/f	f	g/h	i = (b + c + d + e + f + g + h) × 25%		Total j/k		l	m	n	o	p	q	r	
Report name Beneficiary/linked third party																				

The beneficiary/linked third party hereby confirms that:  
 The information provided is complete, reliable and true.  
 The costs declared are eligible (see Article 6).  
 The costs can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 17, 18 and 22).  
 For the last reporting period that all the receipts have been declared (see Article 5.3.3).

<sup>1</sup> Please declare all eligible costs, even if they exceed the amounts indicated in the estimated budget (see Annex 2). Only amounts that were declared in your individual financial statements can be taken into account later on, in order to replace other costs that are found to be ineligible.

<sup>2</sup> See Article 6 for the eligibility conditions.

<sup>3</sup> The indirect costs claimed must be free of any amounts covered by an operating grant (received under any EU or European funding programme; see Article 6.2.4). If you have received an operating grant during this reporting period, you cannot claim any indirect costs.

<sup>4</sup> This is the theoretical amount of EU contribution that the system calculates automatically (by multiplying the reimbursement rate by the total costs declared). The amount you request (in the column 'Requested EU contribution') may have to be less (e.g. if you and the other beneficiaries are above budget, if the 80% limit (see Article 5.3) is reached, etc.).

<sup>5</sup> See Article 5 for the form of costs.

<sup>6</sup> Flat rate: 25% of eligible direct costs, from which are excluded: direct costs of subcontracting, costs of in-kind contributions not used on premises, direct costs of financial support, and unit costs declared under budget category F if they include indirect costs (see Article 6.2.4).

<sup>7</sup> Only specific unit costs that do not include indirect costs.

Report generated by the IT tool based on the information entered through the Periodic Reporting module.

# Periodic Reporting module - Financial Statement

Project Periodic Report
Grant Management

**Project**

**HORIZON 2020**

Period No: 2    Duration (months): 18  
Reporting Period: (29/11/2013 - 28/09/2015)

**Beneficiary 1**

Denmark

**Financial Statement**

**Financial Statement** SAVE

No contribution requested?  Yes  No

**Financial Statements** Add Adjustment

Period	Adjustment	Requested Contribution	Actions
01/01/2014 - 31/12/2014 (Period No "1")	No	0,00 €	

**Financial Statement for period "1" (01/01/2014 - 31/12/2014)**

Eligible costs: ?

Cost Category	Unit Cost	Number of Units	Subtotal	Total	Actions
a) Direct personnel costs declared as actual costs				0,00 €	
b) Direct personnel costs declared as unit costs (average costs)				0,00 €	
d) Direct costs of subcontracting				0,00 €	
e) Direct costs of providing financial support to third parties				0,00 €	
f) Other direct costs				0,00 €	
h) Indirect costs (= 0.25 * (a + b + f + x + y))				0,00 €	
▼ x) Special unit costs				0,00 €	
▼ y) Special unit costs covering direct and indirect costs				0,00 €	
j) Total costs (= a + b + d + e + f + h + x + y)				0,00 €	
k) Receipts				0,00 €	
m) Maximum EU contribution (55%)				0,00 €	
n) Requested EU contribution				0,00 €	
z) Requested EU contribution eligible for CFS				0,00 €	

Additional information for indirect costs:  
Use of 'costs of in-kind contributions not used on premises?'  Yes  No

# Periodic Reporting module - Financial Statement Pop-up windows



Financial Information

No contribution received:  Yes  No

Financial Statements:

Period	Adjustment	Requested Contribution
19/02/2014 - 18/08/2015 (Period No '1')	No	166,250.00 €

Financial Statement for period '1' (19/02/2014 - 18/08/2015)

- Eligible costs:
- a) Direct personnel costs declared as actual costs
  - b) Direct personnel costs declared as unit costs (average costs)
  - d) Direct costs of subcontracting
  - e) Direct costs of providing financial support to third parties
  - f) Other direct costs
  - h) Indirect costs (= 0.25 \* (a + b + f + o))
  - j) Total costs (= a + b + d + e + f + h)
  - k) Receipts
  - m) Maximum EU contribution (100%)
  - n) Requested EU contribution
  - z) Requested EU contribution eligible for CFS

Direct personnel costs declared as actual costs

Persons/month per WP

No.	Person Months	Associated Work Package	Actions
1	<input type="text"/>	<input type="text" value="(none)"/>	<input type="button" value="X"/>

Use of in kind contribution from third party

No.	Costs	Third Party Name	Type	Foreseen in Annex I	Explanations (if not foreseen in Annex I)	Actions
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>



# Periodic Reporting module - Financial Statement Pop-up windows



19/02/2014 - 18/08/2015 (Period No '1')

Financial Statement for period '1' (19/02/2014 - 18/08/2015)

Eligible costs:

Cost Category

a) Direct personnel costs declared as actual costs

b) Direct personnel costs declared as unit costs (average costs)

d) Direct costs of subcontracting

e) Direct costs of providing financial support to third parties

**f) Other direct costs**

n) Indirect costs  $(= 0.25 \cdot (a + b + f - o))$

j) Total costs  $(= a + b + d + e + f + h)$

k) Receipts

m) Maximum EU contribution (100%)

n) Requested EU contribution

z) Requested EU contribution eligible for CFS

166,250.00 €

0.00 €

166,250.00 €

166,250.00 €

139,500.00 €

## Other direct costs

Explanation of major cost items if the amount exceeds 15% of personnel costs

Amount to be explained: € 98950

No.	Costs	Short Description	Category	Associated Work Package	Foreseen in Annex I	Explanations (if not foreseen in Annex I)	Actions
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ (none)	<input type="text"/>	<input type="text"/>	X

## Use of in kind contribution from third party

No.	Costs	Third Party Name	Type	Category	Associated Work Package	Foreseen in Annex I	Explanations (if not foreseen in Annex I)	Actions
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ (none)	<input type="text"/>	<input type="text"/>	X

Ok Cancel



Additional information for indirect costs:

Use of 'costs of in-kind contributions not used on premises?' (o)  Yes  No

# Financial Statement - after submission

Grant Agreement number:

Ref. Ans20172428032 - 12050017

Grant Agreement:

Programme - Call: H2020 - H2020-ICT-2014-1

Beneficiary/Linked Third Party:

Full official name:

Reporting Period: 2 from: 01/01/2016 to: 31/12/2016

Adjustment to a previous period: No

Reimbursement rate: 100

Certificate on financial statements Required (CFS): No

## FINANCIAL STATEMENT ASSESSMENT FOR FOR REPORTING PERIOD 2 (From: 01/01/2016 - To: 31/12/2016)

Eligible costs (per budget category)										Receipts	EU contribution			Additional information	
A. Direct personnel costs				B. Direct costs of subcontracting	C. Direct costs of fin. support	D. Other direct costs		E. Indirect costs	Total costs	Receipts	Reimbursement rate %	Maximum EU contribution	Requested EU contribution	Information for indirect costs	
Form of costs	Actual	Unit	Unit		Actual	Actual	Actual	Actual	Flat-rate 25%	Receipts of the action, to be reported in the last reporting period, according to Article 5.3.3					
			No hours	Total c											k
	a	Total b		Total c	d	e	f	g	h=0,25h (a+b+c+d+e+f+g) x1	j= a+b+c+d+e+f+g+h	k	l	m	n	o
Declared	77,596.23	0.00	272.00	6,740.16	699.78	0.00	25,814.94	0.00	27,537.83	138,388.94	0.00	100	138,388.94	138,388.94	0.00
Rejected	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100	0.00	0.00	0.00
Accepted	77,596.23	0.00	0.00	6,740.16	699.78	0.00	25,814.94	0.00	27,537.83	138,388.94	0.00	100	138,388.94	138,388.94	0.00

REMARKS:

Tasks to be performed by each beneficiary

RESEARCH & INNOVATION  
Participant Portal - Grant Management Services

MY PROJECT  
HORIZON 2020  
Call: H2020-MSCA-NIGHT-2014  
Type of Action: CSA  
Acronym:  
Current Phase: Grant Management

Periodic Reporting  
period 02/2014  
> 08/2015  
19 Aug 2015  
Draft Submitted Reviewed Paid

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

Financial Statement drafting **Lock for Review**

**Submit to EU**

RESEARCH & INNOVATION  
Participant Portal - Grant Management Services

MY PROJECT  
HORIZON 2020  
Call: H2020-MSCA-NIGHT-2014  
Type of Action: CSA  
Acronym:  
H2020\_MSCA\_NIGHT  
Current Phase: Grant Management  
Number:  
Duration: 18 months  
Start Date: 2014-04-05  
Estimated Project Cost: €422,375.00  
Requested EU Contribution: €0.00

Periodic Reporting  
- period 04/2014  
> 10/2015  
05 Oct 2015  
Draft Submitted Reviewed Paid

Technical Part of Periodic Report contribution

Financial Statement signature **Unlock to draft** **Sign & Submit**

and submission to coordinator

Please confirm

The beneficiary hereby confirms that:

- The information provided is complete, reliable and true.
- The costs declared are eligible (see Article 6).
- The costs can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 17, 18 and 22).
- For the last reporting period: that all the receipts have been declared (see Article 5.3.3).

**Ok** **Cancel**

In the meantime, the coordinator...

- Financial Statement **drafting is completed.**
- The statement has been electronically **signed & submitted** to the Coordinator.
- The coordinator will **review** the financial statement
- **Include** or **Redo**

Report Element	Status	Action
Technical report		
Technical Part of Periodic Report	Included	Redo
Financial report		
Financial Statement [ID]	Draft	
Financial Statement [ID]	Draft	
Financial Statement [ID]	Sent to CO	Redo <b>Include</b>
Financial Statement [ID]	Draft	
Financial Statement [ID]	Draft	
Financial Statement [ID]	Draft	
Financial Statement [ID]	Draft	

# TECHNICAL PERIODIC REPORT

# Technical Reports

**Part A** - (Information entered in the IT tool through the Continuous Reporting module)

- Publishable summary (max 2-4 pages) - use **layman's** terms
- Deliverables, milestones, risks, etc.
- Answers to the questionnaire

**Part B - narrative part** (Submitted as PDF through the Periodic Reporting module)

- Explanation of the work carried out by the beneficiaries and overview of progress
- Update of the plan for exploitation and dissemination of results
- **Explanations on deviations from DoA**
- Impact of the action
- Project management issues (including problems)



## PROJECT PERIODIC REPORT

Grant Agreement number: 211894

Project acronym: CLIMATEWATER

Project title: BRIDGING THE GAP BETWEEN ADAPTATION STRATEGIES OF CLIMATE CHANGE IMPACTS AND EUROPEAN WATER POLICIES

Funding Scheme: Coordination and support action (Supporting type)

Date of latest version of Annex I annex in which the assessment will be made: 24/06/2008

MY-WAY in web entrepreneurship

to 31 October 2011  
of the project's coordinator:  
ut 1

geza@gmail.com)



# Periodic Teport template

**Template** for the periodic report for RIA, IA, CSA, SME Instrument and MSCA, published on the Participant Portal

- Part A
- Part B
- Use of resources report

*Downloadable as a Word document from the Periodic Report module of the IT tool.*

The screenshot shows the European Commission Research & Innovation Participant Portal. The page is titled "Reference Documents" and contains the following content:

- Navigation menu: HOME, FUNDING OPPORTUNITIES, HOW TO PARTICIPATE, EXPERTS, SUPPORT, Search PP, LOGIN, REGISTER.
- Left sidebar menu: H2020 Online Manual, Reference Documents (selected), Beneficiary Register, Financial Viability Self-Check, SME Participation.
- Main content area: "Reference Documents" section with a text block explaining that the page includes all H2020 & FP7 reference documents starting with legal documents and Commission work programmes. It lists instructions: "Click on a folder" and "Click on ARROW to have more information about the document and its available translations". It also mentions a search service for specific H2020 or FP7 documents.
- Filter tabs: H2020 (selected), Other EU programmes, FP7.
- Document list (under "Templates & forms"):
  - Legal basis
  - Model grant agreement
  - H2020 Grants Manual
  - H2020 Prizes Manual
  - H2020 Experts Manual
  - Specific guidelines
  - Work Programmes
  - Templates & forms
    - Proposal templates
    - Proposal evaluation forms
    - Project reporting templates**
      - Periodic Report Template RIA, IA, CSA, SME, MCSA
      - Report on cumulative expenditure template
      - Final Report SME Phase 1 template
      - Annex 5 - Template for the Certificate on the Financial Statements (CFS)
      - Annex 6 - Template for the Certificate on the Methodology (CoMUC)
  - Lists of H2020 expert evaluators

Footer: HORIZON 2020, RESEARCH ON EUROPA, CORDIS, OLAF

# Section 5. Deviations from Annex 1

## 5.1 Tasks

- Include explanations for tasks not fully implemented, critical objectives not fully achieved and/or not being on schedule. Explain also the impact on other tasks on the available resources and the planning.

## 5.2 Use of resources

- Include explanations on deviations of the use of resources between actual and planned use of resources in Annex 1, especially related to person-months per work package.

### 5.2.1 Unforeseen subcontracting (if applicable)

- Specify in this section:
  - The work (the tasks) performed by a subcontractor which may cover only a limited part of the project;
  - Explanation of the circumstances which caused the need for a subcontract, taking into account the specific characteristics of the project;
  - The confirmation that the subcontractor has been selected ensuring the best value for money or, if appropriate, the lowest price and avoiding any conflict of interests.

### 5.2.2 Unforeseen use of in kind contribution from third party against payment or free of charges (if applicable)

- Specify in this section:
  - The identity of the third party;
  - The resources made available by the third party respectively against payment or free of charges
  - Explanation of the circumstances which caused the need for using these resources for carrying out the work.



# Deviations - examples

## Tasks related deviations:

- Change in the schedule of the action
- Additional activities
- Attending at event which was not foreseen in the DoA
- Etc.

## 5. DEVIATIONS FROM ANNEX 1 (IF APPLICABLE)

### 5.1 Tasks

- Task 3.3 Stakeholders meeting: The second stakeholder meeting could not be held within the first year due to the Christmas season, but only in January (26 January 2016). The majority of the preparatory activities of the second stakeholders meeting happened in December 2015. The delay was discussed and approved by the Project Officer. The delayed implementation of the second meeting resulted in the delayed submission of the Deliverable 3.3 Workshop meeting report. This delay has no impact on other tasks or on the available resources and the planning.

- Task 4.2 Conferences: Following several discussions with the project partners and the approval of the Project Officer, three conferences will be organized instead of four. The budget of the fourth conferences will be used for ensuring contribution to the implementation of activities and our representation at events and meetings which were not foreseen in the original proposal. Therefore 12.000 EUR was reallocated from [redacted] to the coordinator [redacted].

- Task 6.2 Dissemination actions: The European Commission and some [redacted] projects have created a [redacted] for rebranding [redacted] Initiative and supporting the communication and dissemination activities of the Horizon 2020 [redacted] Projects

[redacted] has allocated adequate effort to support the work of the [redacted]. The [redacted] initiative of the European Union will be supported by [redacted] through the joint actions between the 9 [redacted] projects and the contribution to the press office. Activities will include participation on certain events, contribution to joint press releases or other dissemination materials and looking for synergies between the [redacted] activities.

## 5.2 Use of resources

Budgetary changes made during the first period:

- 12.000 EUR from [redacted] budget linked to the fourth [redacted] Conference was reallocated to the coordinator. Please refer to the explanation under WP4 and in Section 5.1 Tasks. This change has no impact on the personnel cost of [redacted].

- [redacted] transferred 12.000 EUR from the received advance payment to the account of [redacted] in order to be able to cover all costs linked to the organization of the first [redacted] Conference as co-organizers of the event. A transfer agreement has been signed between [redacted] and [redacted] as the coordinator to ensure compliance with the rules of the Grant Agreement. [redacted] can spend the received amount only for the organization of the SEC. [redacted] will report the costs related to the first SEC. This change has no impact on the personnel cost of [redacted].

- Indirect cost at [redacted]: [redacted] has the framework partnership agreement for Operating Grants of the European Commission number – 2015 - 0701 / 001 - 001 (Civil Society Cooperation in the Field of Youth). [redacted] asked the project officer in charge, [redacted] from [redacted] (Managing programmes and activities on behalf of the European Commission, Unit A6: Erasmus+: Sport, Youth and EU Aid Volunteers). for possible incompatibilities with other grants such as the Horizon 2020. The answer was that [redacted] should check the rules of H2020 for any incompatibilities. As the operating grant under the Civil Society Cooperation in the Field of Youth covers only the organisation of statutory meetings and the staff employed for the general activities in [redacted], the H2020 rules on indirect cost coverage are not in conflict with the operating grant. [redacted] budget covers staff costs of personnel hired for the project activities, which is not reported under the operating grant. Thus, [redacted] is requesting EU contribution from [redacted] also on Overhead costs.

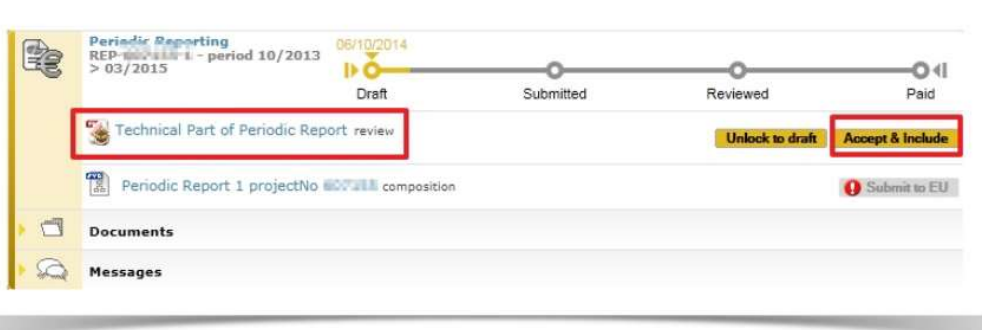
- [redacted] reported 7,51 PMs out of the 8,5 PMs that is allocated in total for [redacted] University which was due to mistake in estimating their PMs in the original budget. On the other hand [redacted] reported 110% of their personnel costs as the monthly salary cost increased significantly compared to the estimated monthly salary cost. In order to ensure the smooth implementation of the second period [redacted] requested less EC contribution for period one. [redacted] is committed to finalize their activities and fulfil their obligations with the remaining available budget.

## Budget related deviations:

- Budget transfer between beneficiaries
- Budget transfer between cost categories
- Underestimating PM
- Overspending
- Etc.

**IMPACT OF THE DEVIATION  
APPROVAL OF THE PROJECT  
OFFICER**

## Submission of the report: One single submission



## The consortium is late: no reports on time

- The Commission/Agency will send a reminder
- The payment deadline is suspended
- If still not submitted after 30 days, the Commission / Agency may terminate the grant agreement!

## One beneficiary is late: its report is not ready

- The Coordinator may decide to submit the reports without that beneficiary
- Beneficiary's costs will be considered 'zero' for this reporting period, but it can declare its costs with the next reporting period

SUSPENSION OF THE PAYMENT

# EU assessment of the Periodic Report

## • Letter on the Suspension of the Payment

- You are required to (re)submit the updated reports/requested information via the Participant Portal within 30 days /15 days (last period) from receiving the letter.
- Suspension will be lifted (and the remaining payment period will continue to run again) once all issues have been resolved.

Subject: **Horizon 2020 Framework Programme**

Grant Agreement:

Request for interim payment (Reporting period 1 from 01/01/2015 to 31/12/2015)

Suspension of the payment deadline (Article 47 GA)

Dear Sir,

With reference to the periodic reports related to the above mentioned request for payment, I would like to inform you that the Commission will suspend the payment deadline because the payment information has to be revised as outlined below.

The following additional/corrected information is required for the reporting period:

*- please add the PM in explanation of use of resources summary for the beneficiary 6*

*- for beneficiary no 4, the PM provided in the Management Report table do not match the PM provided in the use of resources summary, please correct.*

Please (re)submit the updated reports/requested information via your [Participant Portal account](#) — within 30 days from receiving this letter.

Suspension will be lifted (and the remaining payment period will continue to run again) once all issues have been resolved.

If the suspension exceeds two months, you may request the Commission if it will continue.

For any questions, please contact the project officer via the [same account](#).

Yours faithfully,

## Typical mistakes and problems

The following additional/corrected information is required for the **financial report**:

- ▶ for [redacted]  
Please correct the accidentally declared receipt for beneficiary 5

Please (re)submit the updated reports/requested information via your [Participant Portal account](#) — within **15 days** from receiving this letter.

Suspension will be lifted (and the remaining payment period will continue to run again) once all issues have been resolved.

If the suspension exceeds two months, you may request the Commission if it will continue.

Beneficiary no 9 – [redacted], has an average monthly salary of approximately 8,500 EUR foreseen. In the first reporting period, they are claiming personnel costs of approximately 12,200 EUR per month. Since this is a high deviation from the budget estimation, please explain the reason. Moreover, it is declaring a total number of PM for all WPs of period 1. A breakdown of PM per WP is necessary

Beneficiary no 3- [redacted] - for WP2, more PM than foreseen have been reported, please explain the reason for deviation.

### Technical issues

- Re-submit revised version of deliverables: D1.1, 1.2, 2.1, 3.2 and 5.1 as proposed by the review report.

# INTERIM PAYMENT INFORMATION LETTER & PAYMENT OF THE BALANCE LETTER

# Payment letter

- **Interim payment information letter / Payment of the Balance Letter to Coordinator**

The coordinator will be notified of the end of the payment process and will receive a payment letter and the supporting reports with the details of any cost rejected and the reasons for rejection.

**Subject: Horizon 2020 Framework Programme Grant Agreement No.**

**Request for interim payment (Reporting period 1 from 01/01/2015 to 31/12/2015)**

Dear Madam,

In connection with your above-mentioned **request for interim payment**, I would like to inform you that we will shortly **launch** the **payment of EUR 293,572.81**. As coordinator you must distribute this payment between the beneficiaries without delay.

You will find the detailed calculation in the enclosed documents.

Please ensure that the other members of your consortium are informed of this letter.

**Subject: Horizon 2020 Framework Programme  
Grant Agreement: -----  
Request for payment of the balance  
Payment of the balance — Final grant amount (Articles 5.3, 21 GA)  
Notification of amounts due**

Dear Madam/Sir,

In connection with your above-mentioned request for **payment of the balance**, I would like to inform you that we will shortly **launch** the **payment of EUR 219730.69**. As coordinator, you must distribute this payment between the beneficiaries without delay.

You will find the detailed calculations in the enclosed documents.

Together with the payment of the balance, the Commission will also **release** the amount which was retained for the **Guarantee Fund** when the pre-financing was paid (**EUR 38306.22**) .

Please ensure that the other members of your consortium are informed of this letter.

Any questions





# Thank you for your attention!

Gabor Kitley

[gabor.kitley@europamedia.org](mailto:gabor.kitley@europamedia.org)

[www.eutrainingsite.com](http://www.eutrainingsite.com)