



XLS Periodic Report M1-M18

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reports and payment requests

“Under Article 19 and Article 20 of the grant agreement (GA), **the coordinator must submit to the Commission technical and financial reports**, including requests for payment - specifically:

- deliverables identified in Annex 1
- periodic report (both technical and financial) **within 60 days of the end of each reporting period** (including the final one), including requests for payment ...

29 August 2019

text & data parts
ready on:

15 July 2019

financial parts
ready on:

25 July 2019

[H2020 online manual]



reporting functionalities

“Continuous reporting functionality in the Participant Portal:

it is activated at the time the project starts and it is continuously open for the beneficiaries to submit deliverables, to report on progress in achieving milestones, to follow up of critical risk, ethics issues, publications, communications activities, and the answers to the questionnaire on horizontal issues.

Periodic reporting functionality in the Participant Portal:

following the end of each reporting period the functionality of periodic reporting will be activated. While the periodic reporting session is open in the grant management system, each participant will be able to:

- complete on-line their own Financial Statement (and the financial report of their Third Parties, if any) including the explanations on the use of resources
- upload the narrative, free text part (part B) of the periodic technical report as a pdf document”

[H2020 online manual]



part a1: structured tables

from continuous reporting section:

- summary (context & objectives)
- work performed & main results
- progress beyond state of the art & expected potential impact
- website

part b: free text

- explanations of the work carried out by **each beneficiary** and **third party**
- overview of the progress towards the project objectives, justification of any deviation from the planning
- integrated in a single pdf document

part a2: forms and lists

from continuous reporting section:

- deliverables (with comments if delayed)
- milestones
- ethical issues (if applicable)
- critical risks & mitigation
- dissemination & exploitation
- impacts on SMEs (as partners)
- open research data (DMP)
- gender

part c: financial report - structured forms

- individual financial statements by **each beneficiary** and **third party** (annex 4 to the GA)
- **each beneficiary**: explanation of the use of resources, subcontracts & in-kind contributions by third parties
- periodic summary financial statement & request for interim payment **by LP**

Summary for publication



The summary for publication should be written as a "stand-alone" text, in a language easily understandable by a broader public and must not contain any confidential data

▼ Summary of the context and overall objectives of the project (For the final period, include the conclusions of the action)

This section should include information on:

- What is the problem/issue being addressed?
- Why is it important for society?
- What are the overall objectives?

lead partner:
will prepare a draft to be discussed with the project coordination office
max. 7480 characters



▼ Work performed from the beginning of the project to the end of the period covered by the report and main results achieved so far (For the final period please incl

▼ Progress beyond the state of the art, expected results until the end of the project and potential impacts (including the socio-economic impact and the wider socie

project coordination office:
prepare and agree on drafts to be discussed with the partners
max. characters ?

▼ Address (URL) of the project's public website

▼ Images attached to the Summary for publication

Upload

Image Name	Image Description	Actions



part a2: other parts

- deliverables (comment if delayed) wp leaders
- milestones lead partner
- ethical issues (if applicable) lead partner
- critical risks & mitigation wp leaders
- dissemination & exploitation lead partner wp leaders
- impacts on SMEs (as partners) lead partner
- open research data (DMP) lead partner wp leaders
- gender each partner

how to:

- **data for single partner:** each partner fills out the requested information
- **data on wp basis:** wp leaders collect data from all wp partners
- **data on whole project:** each partner sends his data to LP for integration

see next pages!

777431 (XLS) RIA
 THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION
HORIZON 2020
 Call: H2020-INFRADEV-2016-2017
 Topic: INFRADEV-01-2017 Unit: RTD/B/04

Gender

ABS Regulation

partners:
 please fill out this table !!

Gender

SAVE

Gender of researchers and other workforce involved in the project

Please note that:

- The 'researchers' count must include researchers at all levels, incl. postdocs and PhD students
- Figures must be provided in Head Count
- The count for a beneficiary should include the staff working for its Third Parties (if appropriate)

Beneficiaries	Number of female researchers	Number of male researchers	Number of females in the workforce other than researchers	Number of males in the workforce other than researchers	Total number of females in the workforce	Total number of males in the workforce
1 - ELETTRA - SINCROTRONE TRIESTE SCPA	1	2	1	1	2	3
2 - EUROPEAN ORGANIZATION FOR NUCLEAR RESEARCH	0	0	0	0	0	0
3 - UNITED KINGDOM RESEARCH AND INNOVATION	0	0	0	0	0	0
4 - SHANGHAI INSTITUTE OF APPLIED PHYSICS CHINESE ,	0	0	0	0	0	0
5 - INSTITUTE OF ACCELERATING SYSTEMS AND APPLICA	0	0	0	0	0	0
6 - UPPSALA UNIVERSITET	0	0	0	0	0	0
7 - UNIVERSITY OF MELBOURNE	0	0	0	0	0	0
8 - AUSTRALIAN NUCLEAR SCIENCE AND TECHNOLOGY O	0	0	0	0	0	0
9 - ANKARA UNIVERSITESI	0	0	0	0	0	0

Gender dimension in the project

Does the project include a gender dimension in research content? Yes No



Grant Management | Project Continuous Report | nrregina (EXTERNAL) |

777431 (XLS)	RIA	Summary for publication	Deliverables Ethics, DMP, Other Reports	Milestones	Critical Risks	Publications	Disseminat...	Patents (IPR)	Open Data	Gender	ABS Regulation

Call: H2020-INFRADEV-2016-2017
Topic: INFRADEV-01-2017 Unit: RTD/B/04

Publications

This project does not currently have any scientific publication

wp leaders:
please collect **papers** & **IPR**
for your wp & send to LP

lead partner:
will collect **dissemination**
data from **each partner**



Grant Management | Project Continuous Report

777431 (XLS) | RIA | Summary for publication | **Deliverables, Ethics, DMP, Other Reports** | Milestones | Critical Risks | Publications | Disseminat... | Patents (IPR) | Open Data | Gender | ABS Regulation

THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION
HORIZON 2020
Call: H2020-INFRADEV-2016-2017
Topic: INFRADEV-01-2017 Unit: RTD/B/04

Deliverables, Ethics, DMP, Other Reports

due date

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

Deliverables

WP No	Del Rel.	Del Nc	Title	Description	Lead Ber	Nature	Dissemi	Est. Del. Date	Receipt Date	Approval Date	Status
WP1	D1.1	D1	CompactLight public Website	Creation of the Cor	ST	Websites, patents filling, etc.	Public	31 Mar 2018	31 Mar 2018		Submi...
WP1	D1.2	D2	Data Management Plan	Outline and imple	ST	ORDP: Open Research Data Pilot	Public	30 Jun 2018	30 Jun 2018		Submi...
WP2	D2.1	D3	Users requirements and FEL performance	Report providing us	STFC	Report	Public	31 Dec 2018	20 Dec 2018		Submi...
WP3	D3.2	D5	Bunch compression and phase space linear	Review report on tl	INFN	Report	Public	30 Jun 2019			Pending
WP3	D3.1	D4	Optimum e-gun and injector solution	Evaluation report o	INFN	Report	Public	30 Jun 2019			Pending
WP4	D4.1	D6	RF unit design	Computer code rep	CERN	Report	Public	30 Jun 2019			Pending
WP5	D5.1	D7	Technologies for the CompactLight undulat	Review report com	ENEA	Report	Public	30 Jun 2019			Pending
WP6	D6.1	D8	Computer codes for the facility design	Review report on tl	UA-IAT	Report	Public	30 Jun 2019			Pending
WP2	D2.2	D9	FEL design with accelerator and undulator	Report providing a	STFC	Report	Public	31 Dec 2019			Pending
WP7	D7.1	D10	CompactLight global integration and cost	Mid-term report wi	ST	Report	Public	31 Dec 2019			Pending
WP1	D1.3	D11	Short monograph summarizing the Concept	Production of a sho	ST	Report	Public	2020			Pending
WP2	D2.3	D12	Hard X-ray FEL Conceptual Design Report	The concept	STFC	Report	Public				Pending
WP3	D3.4	D14	E-gun and injector Design	E-g		Report	Public				Pending
WP3	D3.3	D13	Injector diagnostics and beam manipulatio	D		Report	Public				Pending
WP4	D4.3	D16	RF unit design and fabrication procedur			Report	Public				Pending

wp leaders:
upload deliverables here!!
max. 52 mb

Validate

Open Data

This project does not currently have any Open Dataset

Open Datasets suggested by OpenAIRE (0 datasets pending)

There are 0 datasets suggested by OpenAIRE

Project Open Datasets (0 datasets pending)

There are 0 datasets in the project

- joint decision of data owners
- managed by **data management team**
- need procedure for decision
- **need DMP update**

all kind of data from XLS

wp leaders:

please collect generated data for your wp & inform LP

Grant Management | Project Continuous Report | nrregina (EXTERNAL) | goFund

777431 (XLS) | RIA | Summary for publication | Deliverables Ethics, DMP, Other Reports | Milestones | **Critical Risks** | Publications | Disseminat... | Patents (IPR) | Open Data | Gender | ABS Regulation

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Critical Risks

Foreseen Risks (Annex-I)

Numb ▲	Description	Work Package No.	Risk Mitigation Measures	State of the Play Reference Reporting Period	State of the Play Mitigation Measures Applied	State of the Play Risk Materialized	State of the Play Comments	Actions
1	• Management review/decisions are slower than	1	• Intensify and improve management team disc					
2	• FEL scientists fail to agree on consistent set of	2	• Improve the links between the Consortium and					
3	• Short time available for the injector designs •	3	• Check the human resources available and the					
4	• Problems in developing a standardized rf units	4	• Check again the design criteria and the param					
5	• Too "ambitious undulators" considered in the	5	• Check the undulator comparative assessments					
6	• Start to end simulations, covering the beam tr	6	• Improve and stimulate regular contacts, iterat					
7	• Appropriate contacts with the scientific comm	7	• Improve and strengthen contacts with leading					

Unforeseen Risks

project coordination office:
discuss and decide about possible new risks to add to list

wp leaders:
need to comment here on current state with respect to risks



part a: structured tables and other parts

“The information in the continuous reporting is automatically compiled to create part A of every periodic technical report, at the moment the coordinator and beneficiaries finish the preparation of the periodic report in the grant management system.

The technical report (both parts) is first 'locked for review' by the coordinator before being officially submitted. Any entries into the continuous reporting you make after this point will not be included in this periodic report.”

[H2020 template]

Important: complete periodic reporting first!!



part b: free text structure & procedure

1. explanation of the **work carried out by each beneficiary** (and their third party, if any) and **overview of the progress** (see H2020 template for more details)
2. update of the **plan for exploitation and dissemination** of result (if applicable)
3. update of the **data management plan** (if applicable)
4. follow-up of recommendations and comments from previous review(s) (if applicable)
5. **deviations** from annex 1 and annex 2 (if applicable)

how to:

- **single partner:** each partner prepares their work description for each wp, in which they are involved
- **work package:** work package leaders integrate the work description for their work package, contribution of the single partners must be evident
- **project level:** lead partner and project coordination office integrate all contributions and prepare general parts

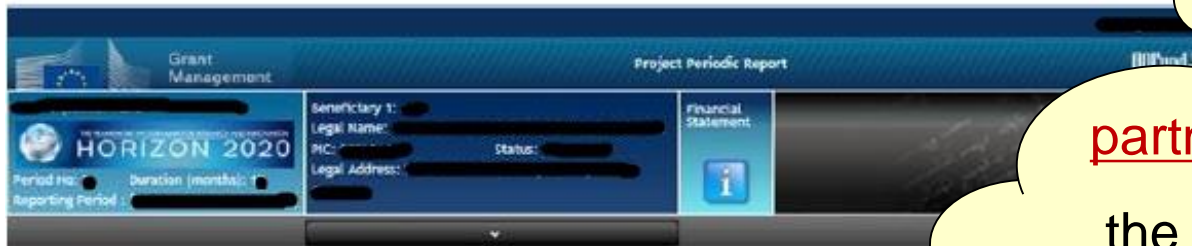


part c: financial report – structured forms

- individual financial statements by **each beneficiary** and **third party** (annex 4 to the GA)
- **each beneficiary**: explanation of the use of resources, subcontracts & in-kind contributions by third parties
- **lead partner**: periodic summary financial statement & request for interim payment

how to:

- **individual financial statements**: each partner fills out their own form and the form for their third party (if any)
- **report on use of resources**: each partner prepares a report on the use of their own resources and those of their third party (if any)
- **periodic summary financial statement**: lead partner prepares the documents



partners and 3rd parties:
the forms for individual financial statements will be available here

Financial Statement

Financial information from contract

No contribution requested? Yes No

Financial Statements

Period	Adjustment	Requested Contribution
01 Jul 2015 - 31 Dec 2016 (Period No. 2)	NO	0.00 €

financial statement for period "2" (01 Jul 2015 - 31 Dec 2016)

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 €	
▼ c) Direct personnel costs declared as unit costs				0.00 €	
ct) SME owner/Natural person costs	32.13 €	0.00	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) Costs of internally invoiced goods and services				0.00 €	
i) Indirect costs (= 0.20 * (a + b + c + f + h + p))				0.00 €	
k) Total costs (= a + b + c + d + e + f + h + i)				0.00 €	
l) Receipts				0.00 €	
m) Maximum EU contribution (= 100% * k)				0.00 €	
o) Requested EU contribution				0.00 €	

additional information for indirect costs:
Use of costs of in-kind contributions not used on premises? (p) Yes No

Validate



lead partner:

- send information and excel tables for data collection
- send reporting structure and information
- prepare reporting platform
- prepare project abstract for general public for discussion by PCO
- coordinate update of DMP and preparation of communication plan

wp leaders & PCO:

- collect data from wp partners
- discuss and decide on open data
- discuss and decide on risks
- coordinate reporting on their wp

single partners:

- complete gender data in continuous reporting section
- communicate required data to wp leaders & lead partner
- prepare own work description for all relevant wps





	what	who	deadline	remark
a1	project abstract for general public ready	PCO	31 March	
	“work performed & main results” ready	PCO	27 June	for Helsinki
	“progress made & expected impacts” ready	PCO	27 June	for Helsinki
a2	tables to be filled out directly by single partners	each partner	30 April	
	excel templates for data collection sent	LP	15 March	
	excel template completed & sent back	each partner	31 May	
	wp based data collected & sent to LP	wp leaders	31 May	
	list of open research data prepared & agreed	PCO	15 June	for Helsinki
	data management plan updated	DM team	27 June	for Helsinki
	communication plan prepared and agreed	commun. group	27 June	for Helsinki
	list of critical risks + mitigation prepared & agreed	PCO	15 June	for Helsinki
	“impact on SMEs” part prepared	LP + SMEs	15 June	with Kyma, VDL ETG
	data integrated & filled in continuous reporting system	LP	21 June	for Helsinki
b	report structure & request for contributions sent	LP + wp leaders	19 March	to all partners
	collaborative text editor made available	LP	15 April	
	partner contributions filled into text editor	each partner	31 May	
	text integration and general parts ready in text editor	PCO	27 June	for Helsinki
	final integrations & review done and agreed	PCO	15 July	after Helsinki
c	partners’ financial forms & reports ready	each partner	25 July	if possible ... (verify!!)
	summary statement and payment request prepared	LP	25 July	
	report submitted	LP	26 July	EC deadline: 29 August



Thank you!

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