



DEP4ALL

THE NCP NETWORK FOR THE
DIGITAL EUROPE PROGRAMME

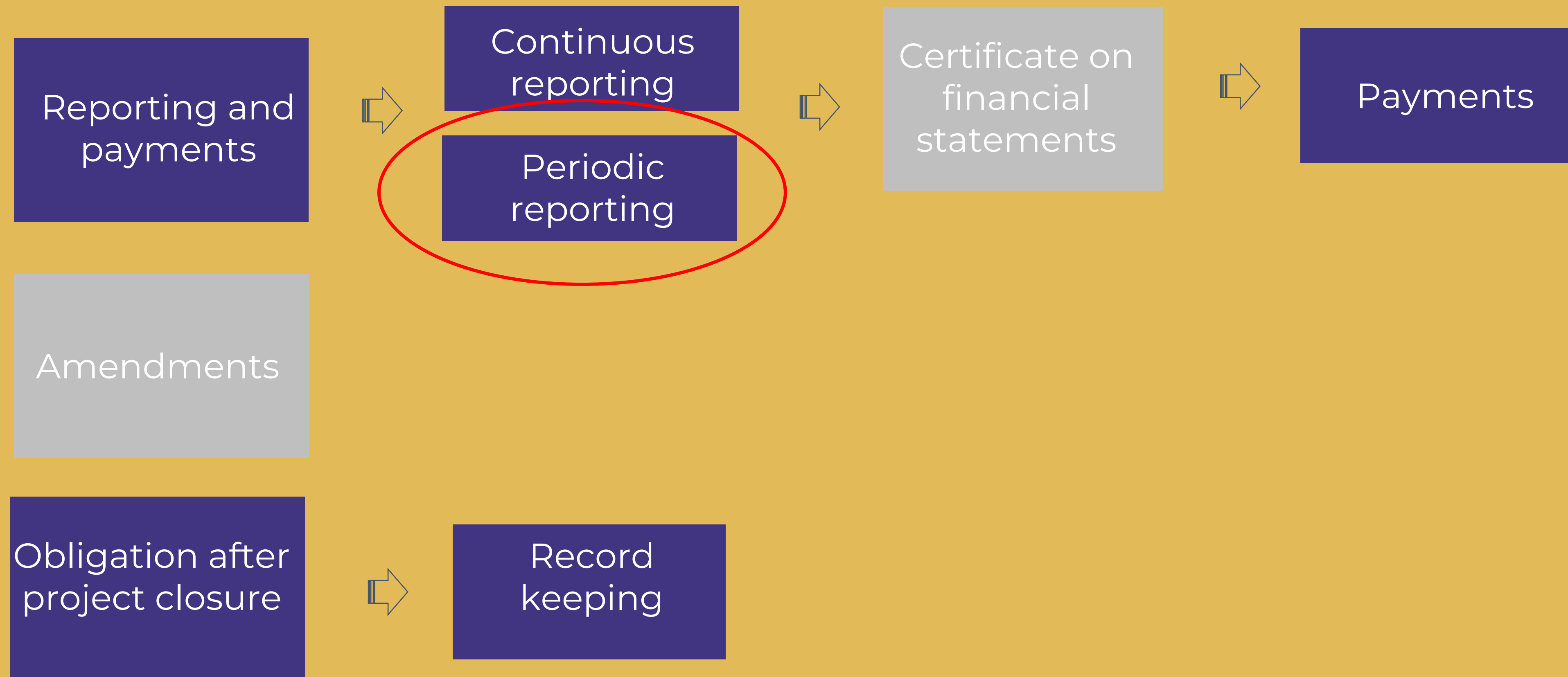
Project Management

with a main focus on financial and technical reporting

Kristina KOCKOVA

16/10/2025

Project Management Implementation



Test 1

- Question 1: How many of you are implementing an EU project for the first time?
- Replies:
 - It's my first time
 - Not the first time, but I don't have much experience
 - I have a lot of experience
- Question 2: What part of the process seems most confusing so far?
- Replies: Open question

EU Funding and Tender Portal



The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' portal. The header includes the European Commission logo and a user profile for Kristina KOCKOVA. The main content area is divided into two sections: 'MY PROJECT' and 'Launch new interaction with the EU'. The 'MY PROJECT' section on the left lists project details: Call: DIGITAL-2023-PROGRAM-SUPPORT-04, Type of Action: DIGITAL-CSA, Acronym: DEP4ALL, Current Phase: Grant Management, Number: 101167919, Duration: 24 months, GA based on the: DIGITAL MGA - Multi & Mono - 1.null, Start Date: 01 Sep 2024, Estimated Project Cost: €1,101,035.35, Requested EU Contribution: €1,040,366.35, and Contact: Stylianos ASTERIADIS. Below this is a sidebar with links: Latest Legal Data, Active Processes, Document Library, Communication Centre, Archived Processes, and Formal Notifications to EU. The 'Launch new interaction with the EU' section on the right shows two active processes. The first is 'Consortium Requested Amendment AMD-101167919-9' with a timeline from 'Launched' (22 Jan 2025) to 'Decision'. The second is 'Continuous Reporting 101167919 - DEP4ALL' with a timeline from 'Started' (01 Sep 2024) to 'Completed'. Both sections include a 'Process documents' link and a 'Process history' link. At the bottom, there is an 'ONLINE MANUAL' button and a 'HOW TO' button.

 Documents (Grant Agreement, deliverables, reports)

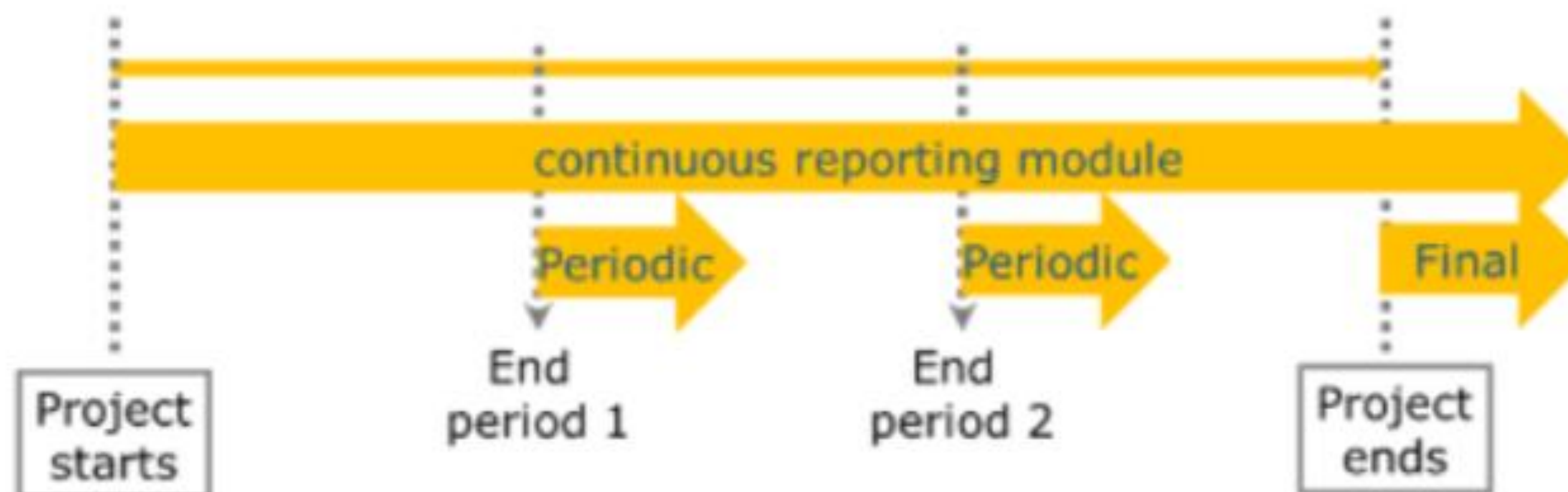
 Deadlines & notifications

 Reference documents & manuals

Reporting and
payments

Reporting and payments

- *Continuous reporting module*
- *Periodic reporting module*



Reporting and payments

1. Data sheet

4.2 Periodic reporting and payments

Reporting and payment schedule (art 21, 22):

Reporting					Payments	
Reporting periods			Type	Deadline	Type	Deadline (time to pay)
RP No	Month from	Month to				
					Initial prefinancing	[OPTION 1 by default: 30 days from entry into force/10 days before starting date – whichever is the latest] [OPTION 2: if selected for the call: n/a]
1	[number]	[number]	Additional prefinancing report	60 days after end of reporting period		
2	[number]	[number]	Periodic report	60 days after end of reporting period		
3	[number]	[number]	Periodic report	60 days after end of reporting period		

3. Grant agreement

- Article 21.1 – Continuous reporting
- Article 21.2 – Periodic reporting

2. EU Funding and tender portal

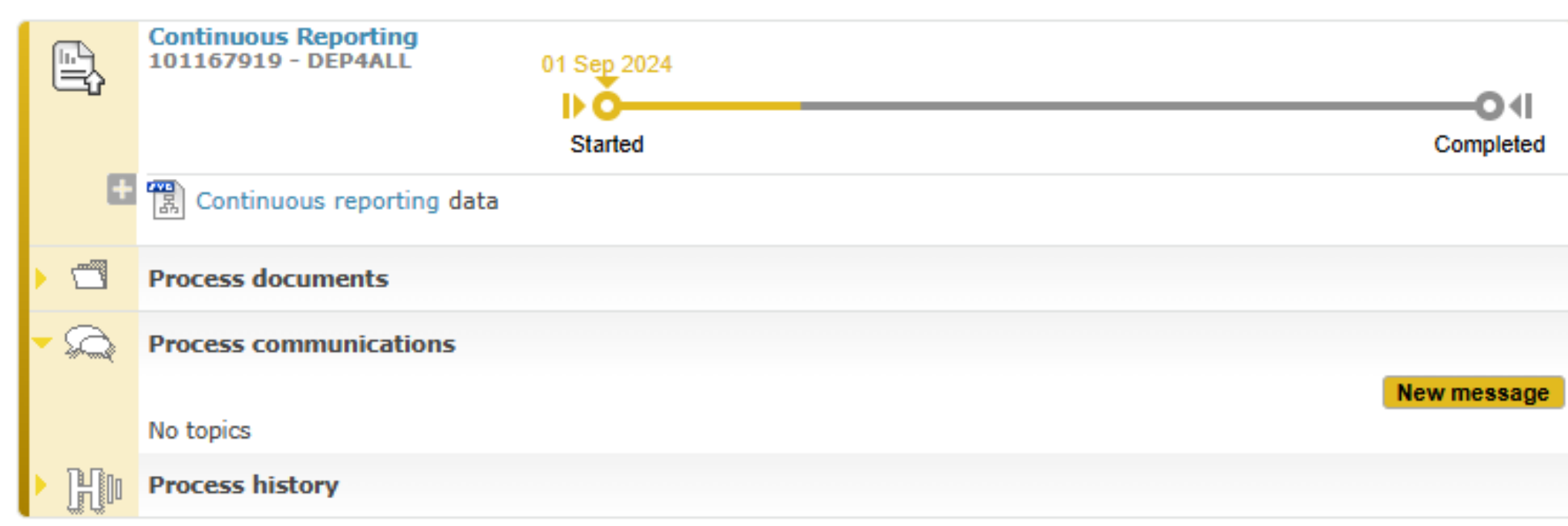
<



- Follow the information provided by the coordinator and as outlined in the consortium agreement.
- Use the Data Sheet - it summarises all key project information.
- No claim, no payment - submit your report on time.

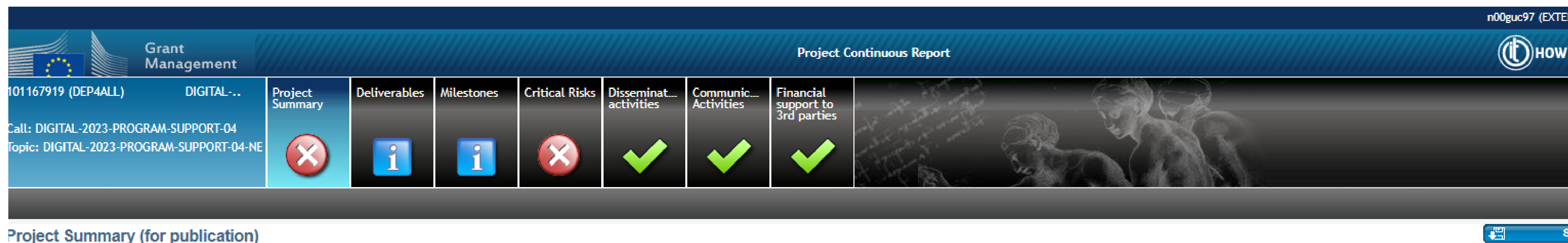
Continuous
reporting

Continuous reporting



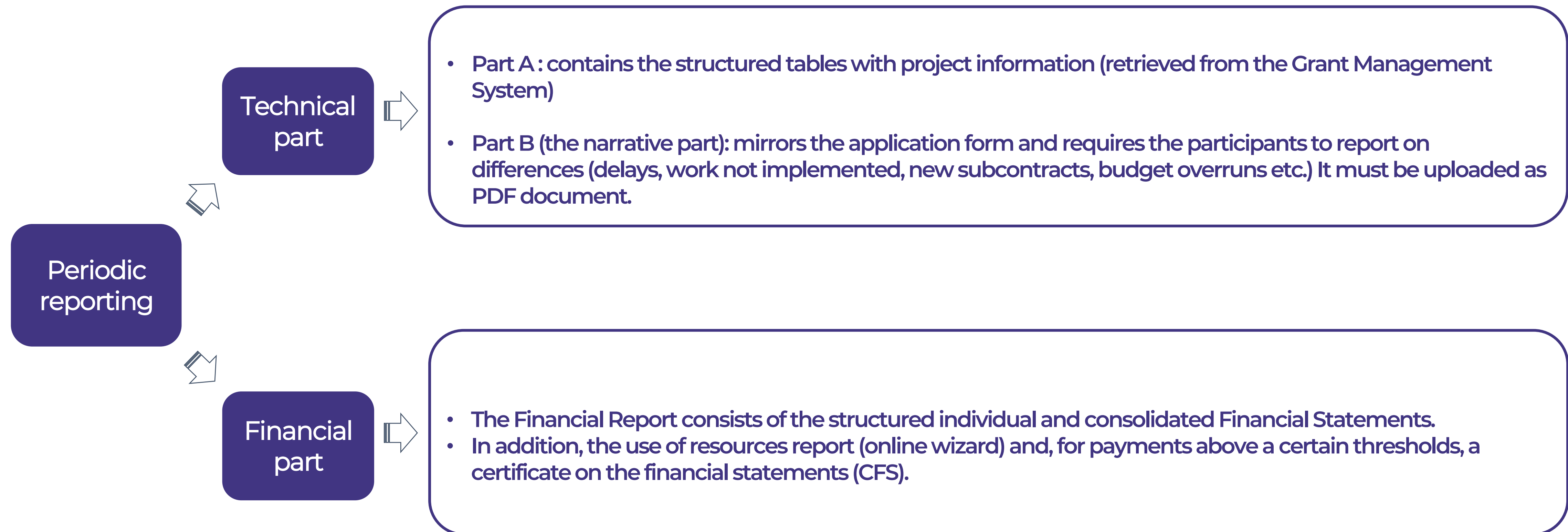
- Updates to the publishable summary
- Submission of deliverables
- Update the milestones
- Update the critical risks

<https://webgate.ec.europa.eu/funding-tenders-opportunities/pages/viewpage.action?pageId=1867968>



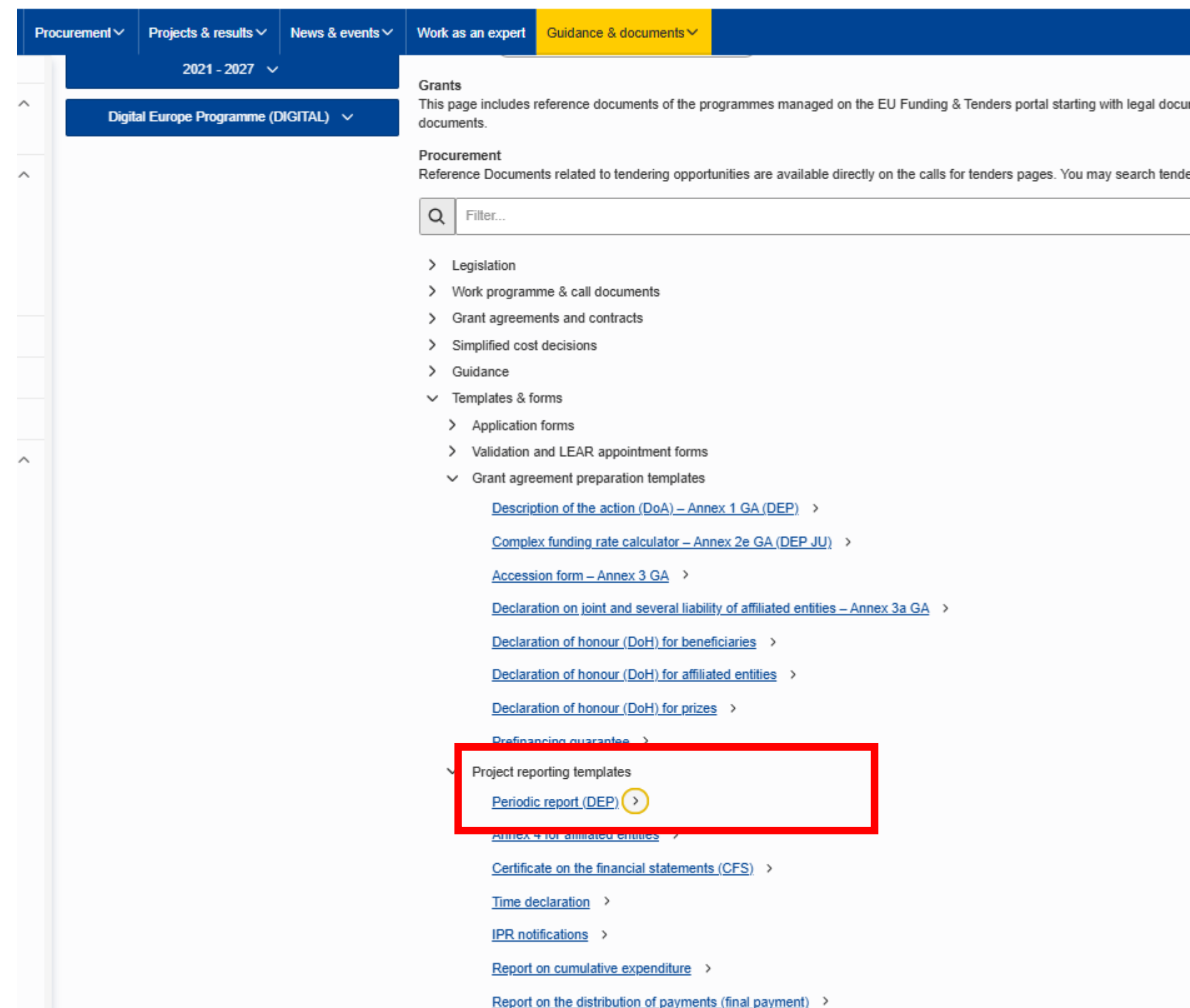
Periodic
reporting

Periodic reporting



Periodic reporting

EU Funding & Tenders Portal



The screenshot shows the EU Funding & Tenders Portal interface. The top navigation bar includes 'Procurement', 'Projects & results', 'News & events', 'Work as an expert', and 'Guidance & documents'. The 'Guidance & documents' section is active, showing a list of documents. The 'Periodic report (DEP)' link is highlighted with a red box.

Grants
This page includes reference documents of the programmes managed on the EU Funding & Tenders portal starting with legal documents.

Procurement
Reference Documents related to tendering opportunities are available directly on the calls for tenders pages. You may search tenders.

Filter...

- > Legislation
- > Work programme & call documents
- > Grant agreements and contracts
- > Simplified cost decisions
- > Guidance
- > Templates & forms
 - > Application forms
 - > Validation and LEAR appointment forms
 - > Grant agreement preparation templates
 - [Description of the action \(DoA\) – Annex 1 GA \(DEP\)](#)
 - [Complex funding rate calculator – Annex 2e GA \(DEP JU\)](#)
 - [Accession form – Annex 3 GA](#)
 - [Declaration on joint and several liability of affiliated entities – Annex 3a GA](#)
 - [Declaration of honour \(DoH\) for beneficiaries](#)
 - [Declaration of honour \(DoH\) for affiliated entities](#)
 - [Declaration of honour \(DoH\) for prizes](#)
 - [Prefinancing guarantees](#)
 - Project reporting templates**
 - [Periodic report \(DEP\)](#)
 - [Annex 4 for affiliated entities](#)
 - [Certificate on the financial statements \(CFS\)](#)
 - [Time declaration](#)
 - [IPR notifications](#)
 - [Report on cumulative expenditure](#)
 - [Report on the distribution of payments \(final payment\)](#)

All beneficiaries

- contribute to the Technical Part of the Periodic Report
- complete their own Financial Statement and
- e-sign (PFSIGN) and submit their Financial Statements to the Coordinator.

The Coordinator approves and submits the elements of the Periodic Report to the EU Services.

The EU Services

- review the submitted Periodic Report and accept or reject it
- periodic payment

Periodic reporting – Technical report

Launch new interaction with the EU +

Periodic reporting module

Periodic Reporting period 1/1/2014 19 Aug 2015

Draft Submitted Reviewed Paid

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

Financial Statement drafting **Look for Review**

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

Process specific documents

Process specific communications

TECHNICAL REPORT (PART B)	12
COVER PAGE	12
1. OVERVIEW OF THE PROGRESS	13
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Grant Management

Project Periodic Report

Project Summary Deliverables Milestones Critical Risks Dissemination Activities Patents (IPR) Communication Activities Infrastructure Tech. Report (Part B) Financial Statements Researchers involved in the project Beneficiaries Feedback Impact Results Other Results Financial support to third parties Data to HE Tech. Report (Part B)

Technical Report (Part B)

Number	Attachment	Actions
1	Explanation of the work - Overview of progress	No file selected Upload

Template

Periodic reporting – Technical report

Launch new interaction with the EU +

Periodic Reporting
REP-920939-2 - period
01/07/2015 > 31/12/2016

15 Nov 2017
Draft

02 Mar 2017
(318/60 days)
Submitted

Paid

- Technical Part contribution **Lock for review**
- Financial Part AST (PIC 966984368) drafting **Lock for review**
- Financial Part LUNCK (PIC 966984368) (as TP) drafting **Lock for review**
- Periodic Report composition **Submit to EU**
- Process documents
- Process communications **New messages (0)**
- Process history

Periodic Reporting
REP-781643-1 - period
07/2015 > 03/2016

04 Mar 2016
Draft

03 May 2016
(19/60 days)
Submitted

Paid

- Technical Part of Periodic Report review **Unlock to draft** **Accept & Include**
- Financial Statement shortname for ! 966984368 [PIC 966984368] drafting **Lock for review**
- Periodic Report 1 composition **Submit to EU**
- Process specific documents
- Process specific communications

Periodic Reporting
REP-781643-1 - period
07/2015 > 03/2016

04 Mar 2016
Draft

03 May 2016
(19/60 days)
Submitted

Paid

- Financial Statement shortname for ! 966984368 [PIC 966984368] drafting **Lock for review**
- Periodic Report 1 composition
- Process specific documents
- Process specific communications

Periodic Report 1 project No 781643

Report Element	Status	Action
Technical report		
Technical Part of Periodic Report	Included	Redo
Financial report		
Financial Statement RWB Water Services [PIC 966984368]	Draft	

Reject this report item. The beneficiary will be requested to restart the drafting.

Periodic reporting – Financial report

Launch new interaction with the EU +

Periodic Reporting
REP-920939-2 - period
01/07/2019 - 31/12/2020

15 Nov 2017
Draft

02 Mar 2017
(318/90 days)
Submitted

Paid

- Technical Part contribution **Lock for review**
- Financial Part AST [VIC 373276467] drafting** **Lock for review**
- Financial Part LUNDA (PIC 99540984) (as TP) drafting **Lock for review**
- Periodic Report composition **Submit to EU**

Process documents

Process communications **New messages (0)**

Process history

Project Periodic Report

AST GmbH
AST ADVANCED SPACE TECHNOLOGIES GMBH
Status: VALIDATED
ZEPPELINSTRASSE 9B , 28816 , STUHR

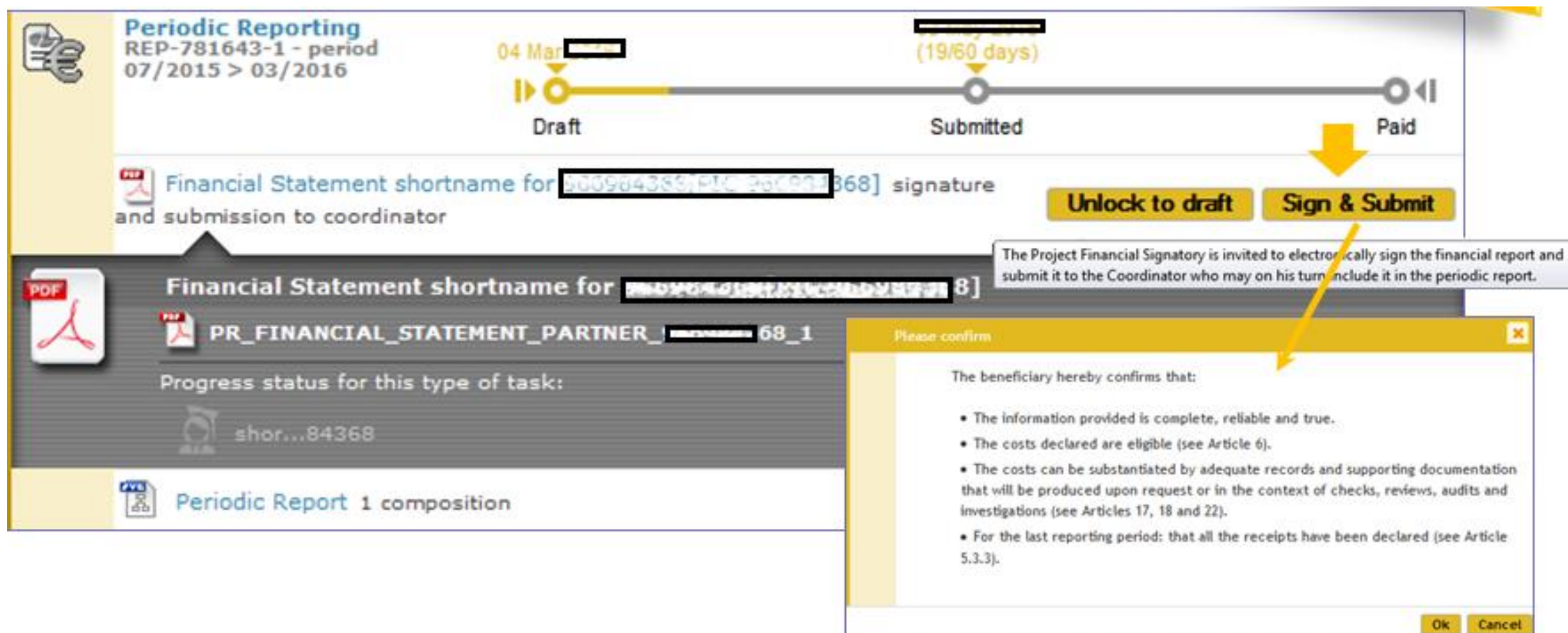
Financial Statement

Financial Statement for period '1' - (14 Aug 2020 - 13 Feb 2022)

	Form of Funding	Total Amount
▼(a1) A.1 Employees (or equivalent), A.2 Natural persons under direct contract, A.3 Seconded persons	actual	50.00 €
▼(a2) A.1 Employees (or equivalent), A.2 Natural persons under direct contract, A.3 Seconded persons	unit (usual accounting practices)	0.00 €
▼(a3) A.4 SME owners and natural person beneficiaries	unit	0.00 €
SME owner/Natural person costs		
▼B. Subcontracting costs		
▼(b) Subcontracting	actual	0.00 €
▼C. Purchase costs		
▼(c1) C.1 Travel and subsistence	actual	10.00 €
▼(c2) C.2 Equipment	actual	5.00 €
▼(c3) C.3 Other goods, works and services	actual	5.00 €
▼D. Other cost categories		
▼(d2) D.2 Internally invoiced goods and services	unit (usual accounting practices)	15.00 €
(d3) D.3 Transnational access to research infrastructure unit costs	unit	0.00 €
(d4) D.4 Virtual access to research infrastructure unit costs	unit	0.00 €
▼Indirect costs		
▼E. Indirect costs		
(e) E. Indirect costs (25% * (a1 + a2 + a3 + c1 + c2 + c3))	flat-rate	17.50 €
(f) Total costs (a1 + a2 + a3 + b + c1 + c2 + c3 + d2 + d3 + d4 + e)		102.50 €

Validate

Periodic reporting – Financial report



Periodic Reporting
REP-781643-1 - period
07/2015 > 03/2016

04 Mar [redacted] (19/60 days)

Draft Submitted Paid

Financial Statement shortname for [redacted] signature
and submission to coordinator

Unlock to draft **Sign & Submit**

Financial Statement shortname for [redacted] 8]

PR_FINANCIAL_STATEMENT_PARTNER_[redacted] 68_1

Progress status for this type of task:

shor...84368

Periodic Report 1 composition

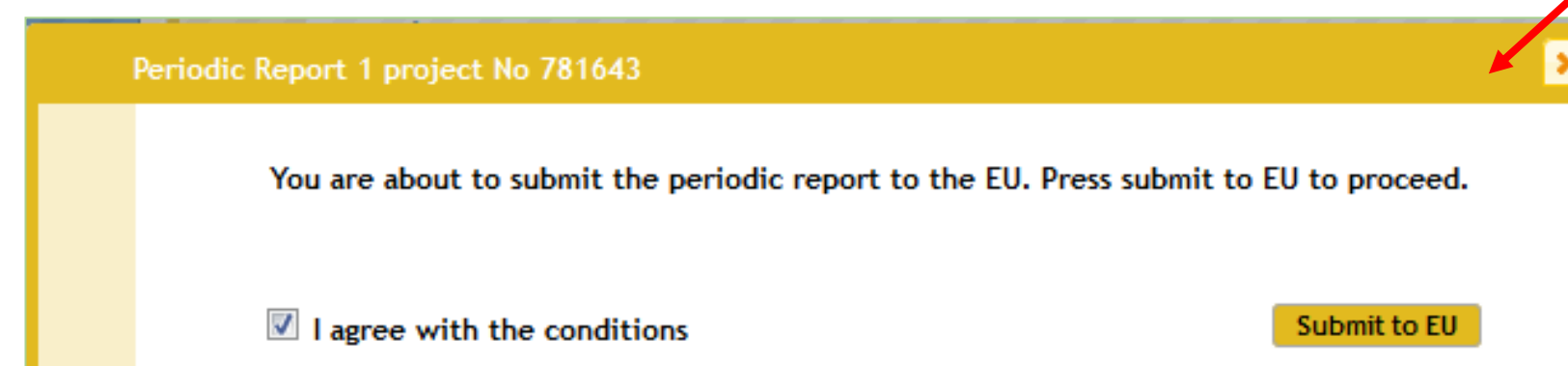
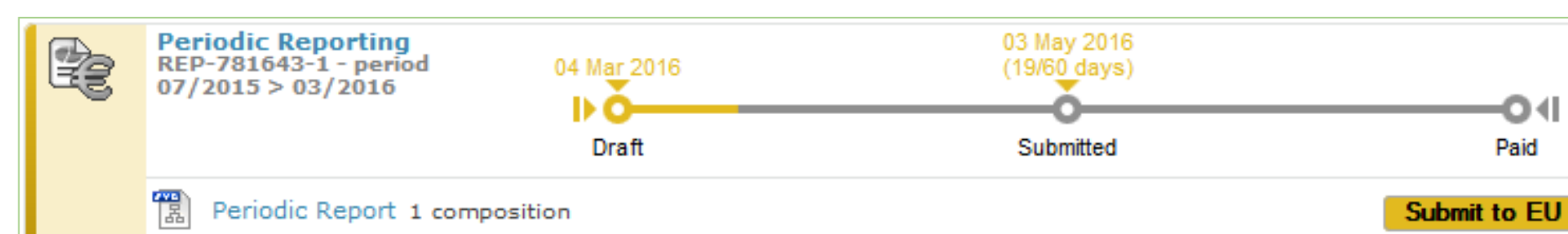
Please confirm

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

Periodic reporting – Financial report



Periodic Report 1 project No 781643

You are about to submit the periodic report to the EU. Press submit to EU to proceed.

☒ I agree with the conditions

Submit to EU

A red arrow points from the 'Submit to EU' button in the timeline above to the 'Submit to EU' button in this dialog.

This is a confirmation dialog box for submitting the periodic report. It contains a title bar 'Periodic Report 1 project No 781643', a message 'You are about to submit the periodic report to the EU. Press submit to EU to proceed.', a checkbox 'I agree with the conditions' which is checked, and a 'Submit to EU' button.



- Technical report: Keep it short and factual
- Check that your FSIGN is ready to sign when needed.
- Record your time worked on the project per WP (monthly signed by employee and by the line manager)

- What if our costs differ from planned?
- If the incurred cost during implementation is higher than estimated. Can this be covered by the project?

Certificate on
financial
statements

Certificate on financial statements

When required

> €430,000 of requested
EU contribution

Who prepares it

External auditor / public
officer

Template

CFS template on portal

Amendments

When is the amendment needed and when is not?

- Beneficiaries/affiliated entities
- Coordinator changes
- Changes to DoA
Significant changes to the action may put into question the decision to award the grant.
Assessed by case-by-case basis.
- Change of project schedule
- Changes related to subcontract or in-kind contribution

- Budget transfers covered by budget flexibility (article 5.5)
- Legal data changes
- Mergers/acquisition
- Changes in bank's name or branch address
- Information obligation – changes may or may not require amendment but they trigger the information obligation under article 19.3



- Grant Management Service is blocked during the amendment process

Obligation after
project closure

Obligation after the project closure

Where?

6. Other

Specific rules (Annex 5): Yes

Standard time-limits after project end:

Confidentiality (for X years after final payment): 5

Record-keeping (for X years after final payment): 5 (or 3 for grants of not more than EUR 60 000)

Reviews (up to X years after final payment): 5 (or 3 for grants of not more than EUR 60 000)

Audits (up to X years after final payment): 5 (or 3 for grants of not more than EUR 60 000)

Extension of findings from other grants to this grant (no later than X years after final payment): 5 (or 3 for grants of not more than EUR 60 000)

Impact evaluation (up to X years after final payment): 5 (or 3 for grants of not more than EUR 60 000)



- Keep all supporting documentation well-organised throughout the project in case of audit
(control)

More information:

- AGA – Annotated Grant Agreement

https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga_en.pdf

- Digital Europe reference documents page

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents;programCode=HORIZON?programmePeriod=2021-2027&frameworkProgramme=43152860>

- National Contact Points

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/digital-ncp>

- Grant management

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/events?keywords=grant%20management&daterange=&programmeList=&eframe=>