

# PROJECTS MEETINGS & REPORTING

**MSCA RISE 2018 Coordinators' Day**  
**17-18 January, 2019**

*Lili Deyanova-Stanojevic and Aleksandra Schoetz-Sobczak*

#RISE2019Day  
@MSCAactions

# OVERVIEW

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## 1. Project meetings

- Kick-off meeting
- Mid-term meeting

## 2. Reporting

- Continuous Reporting
- Periodic Reports
- Key Messages

# KICK-OFF MEETING

## Purpose

- What is RISE?
- Discuss project implementation
- Financial arrangements



Not a contractual obligation but strongly advised

# KICK-OFF MEETING

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## Practicalities

- When?
- Where?



# MID-TERM MEETING

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**REA Staff  
Experts**



**Beneficiaries  
Partners  
Secondees**



**In EU/AC**

**1 day**  
*(or 2 half-days)*



**Between month 14-18**  
*(after project start date)*

**Contractual obligation but useful dialogue**

# MID-TERM MEETING

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## Scope

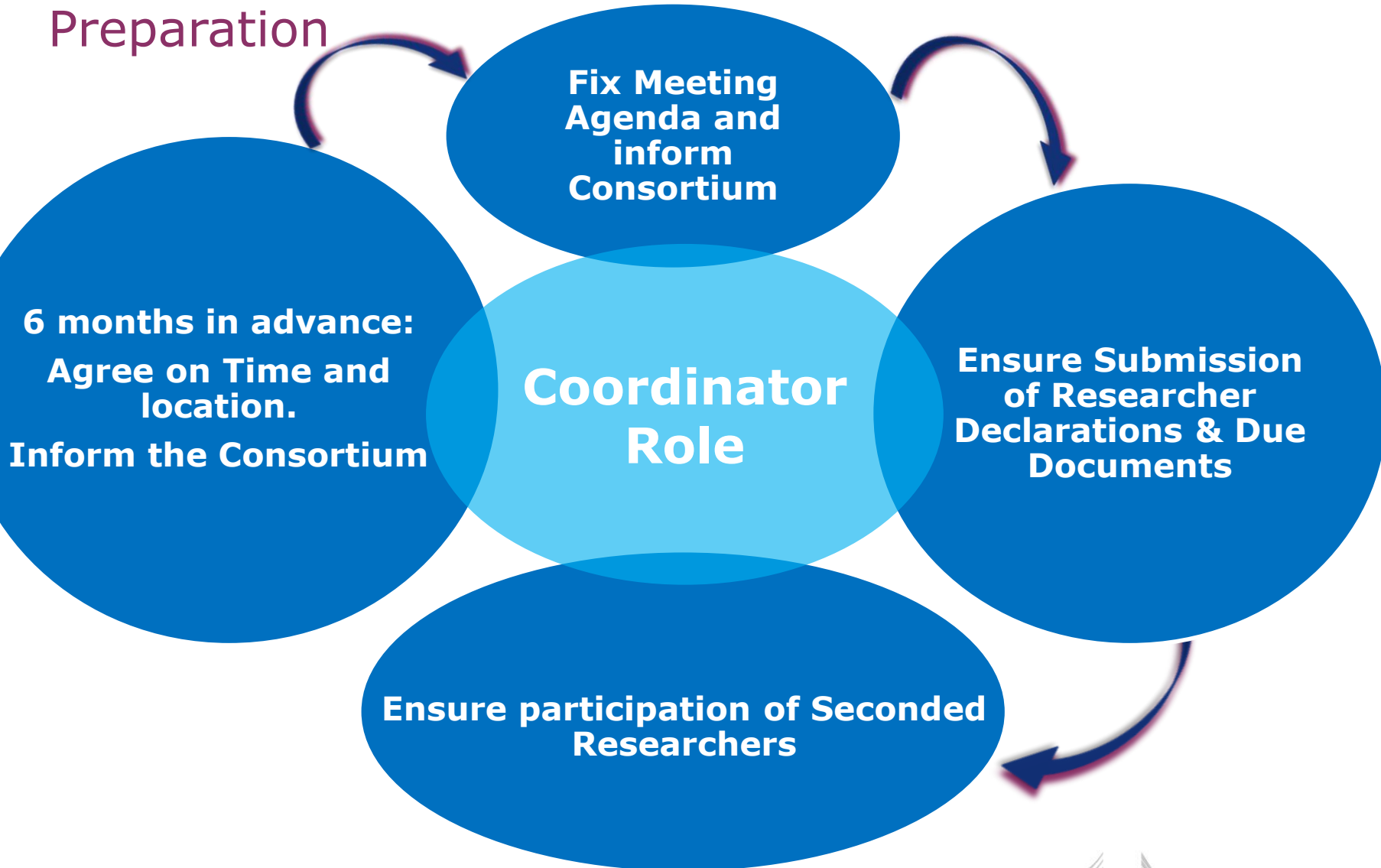
- Status of the project
- Issues /solutions
- Meet researchers



# MID-TERM MEETING

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Preparation



# PROJECT REPORTING

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## Continuous reporting














- Deliverables
- Progress report
- Researcher Declarations – RD
- Summary for publication

## Periodic reporting

- Periodic reports
- Evaluation questionnaire
- Follow-up questionnaire




# CONTINUOUS REPORTING

<div> <b>SyGMA</b> System for Grant Management</div> <div>Project Continuous Report</div>														
734824 (GETM3) MSCA-RISE		Summary for publication	Deliverables Ethics, DMP, Other Reports	Milestones	Critical Risks	Publications	Disseminat...	Patents (IPR)	SME Impact	Gender	Researchers	ABS Regulation		
<div> THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION <b>HORIZON 2020</b></div> <div>Call: H2020-MSCA-RISE-2016 Topic: MSCA-RISE-2016 Unit: REA/A/03</div>														


- "Deliverables" and "Researchers" tabs completed continually
- Progress report – all tabs completed
- Summary for publication


# CONTINUOUS REPORTING


## Researcher Declarations (RD)



**Grant Management**


**Project Continuous Report**



**MSCA-RISE**  
 THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION  
**HORIZON 2020**  
 Call: H2020-MSCA-RISE-2014  
 Topic: MSCA-RISE-2014 Unit: REA/A/03


Summary for publication 


Deliverables 


Milestones 


Publications 


Dissemination 

Patents (IPR) 

SME Impact 

Gender 

**Researchers** 



### Researcher Declaration

Project's Researcher Library

← **Library of RDs: shows duplicate entries**

Fellow Id	First Name	Last Name	Gender	Birthday	Nationality	Submitted Declarations
1	Domen	Domen	M	19-12-1989	SI - Slovenia	1 of 1
2	Valentina	Valentina	F	31-01-1980	IT - Italy	1 of 1
3	Greta	Greta	F	19-03-1975	IT - Italy	1 of 1
4	Jure	Jure	M	23-04-1989	SI - Slovenia	1 of 1

Researcher Declaration

← **Secondment Declarations**




Nc	Fellow Id	First Name	Last Name	Status	Sending Organisation	Secondment Organisation	Start Date	End Date	Working Time Commitr	Duration
1	1	Domen	Domen	SUBMIT	G	G	04-05-201 04-10-201 08-04-201 06-10-201	02-07-201 02-11-201 06-06-201 04-12-201	Full Time Full Time Full Time Full Time	6.93
2	2	Valentina	Valentina	SUBMIT	U	U	30-06-201	13-08-201	Full Time	1.5
3	3	Greta	Greta	SUBMIT	Pi	Pi	13-07-201 13-07-201 08-02-201	12-01-201 18-11-201 31-03-201	Full Time Full Time Full Time	12
4	4	Jure	Jure	SUBMIT	G	G	01-03-201 30-08-201	29-08-201 25-11-201	Full Time Full Time	8.83

**Splits correctly encoded** →



European  
Commission

# PERIODIC REPORTING

Grant Management		Project Periodic Report										goFund	
MSCA-RISE		Summary for publication	Deliverables	Critical Risks	Publications	Dissemination Communicati	Patents (IPR)	SME Impact	Gender	Tech.Report (Part 8)	Financial Statements	Researchers	
 THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION <b>HORIZON 2020</b> Period No: 1    Duration (months): 24 Reporting Period : [01 Jan 2015 - 31 Dec 2016]													

## Summary for publication

- To be published by EC services
- Keep the template

## Deliverables

- All deliverables due
- Ethics deliverables - if applicable
- Reasonably described

# PERIODIC REPORTING

Grant Management		Project Periodic Report										gofund	
MSCA-RISE THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION HORIZON 2020 Period No: 1    Duration (months): 24 Reporting Period : [01 Jan 2015 - 31 Dec 2016]		Summary for publication ✓	Deliverables i	Critical Risks ⚠	Publications ✓	Dissemination Communicati ✓	Patents (IPR) i	SME Impact ✓	Gender ✓	Tech.Report (Part B) i	Financial Statements i	Researchers i	

## Critical risk

- To be updated if applicable

## Publications

- Related to the project and the researchers seconded
- Link to the source of publication
- EU funding acknowledgment
- Open access

# PERIODIC REPORTING

Grant Management		Project Periodic Report										goEand	
MSCA-RISE THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION HORIZON 2020 Period No: 1    Duration (months): 24 Reporting Period : [01 Jan 2015 - 31 Dec 2016]		Summary for publication ✓	Deliverables i	Critical Risks !	Publications ✓	Dissemination Communication ✓	Patents (IPR) i	SME Impact ✓	Gender ✓	Tech. Report (Part B) i	Financial Statements i	Researchers i	

## Dissemination and communication

- Information to be filled

## Patents

- Any achievement in your project?
- [IPR helpdesk](#)

# PERIODIC REPORTING

Grant Management			Project Periodic Report									goFund	
 MSCA-RISE THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION <b>HORIZON 2020</b> Period No: 1    Duration (months): 24 Reporting Period : [01 Jan 2015 - 31 Dec 2016]			Summary for publication ✓	Deliverables i	Critical Risks ⚠	Publications ✓	Dissemination Communicati ✓	Patents (IPR) i	SME Impact ✓	Gender ✓	Tech.Report (Part B) i	Financial Statements i	Researchers i

## SME impact / Gender

- Information to be filled in
- Answer to project impact assessment

## Technical report

- Progress
- Deviations
- Make links
- Delays
- Mid-term meeting recommendations



# PERIODIC REPORTING

Grant Management		Project Periodic Report										gotland	
<div>MSCA-RISE</div> <div>THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION</div> <div>HORIZON 2020</div> <div>Period No: 1    Duration (months): 24</div> <div>Reporting Period : [01 Jan 2015 - 31 Dec 2016]</div>		Summary for publication	Deliverables	Critical Risks	Publications	Dissemination Communicati	Patents (IPR)	SME Impact	Gender	Tech.Report (Part B)	Financial Statements	Researchers	
		✓	i	⚠	✓	✓	i	✓	✓	i	i	i	

## Financial statements – FSs

- Researchers declaration (RD)
- RD modified
- Beneficiary submits to COO
- Coordinator to REA
- Terminated beneficiaries
- Check Operating grant “0”

# PERIODIC REPORTING

Grant Management		Project Periodic Report										goFund EUROPEAN RESEARCH INNOVATION	
MSCA-RISE THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION <b>HORIZON 2020</b> Period No: 1    Duration (months): 24 Reporting Period : [01 Jan 2015 - 31 Dec 2016]		Summary for publication ✓	Deliverables i	Critical Risks !	Publications ✓	Dissemination Communicati ✓	Patents (IPR) i	SME Impact ✓	Gender ✓	Tech. Report (Part B) i	Financial Statements i	Researchers i	

## Researchers – RDs

- All RDs in SYGMA
- Split stays
- Final period



# PROJECT REPORTING

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## Portal

- Electronic submission only
- Funding and tender opportunities Portal (former Participant Portal)

# ADDITIONAL INFORMATION

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- [Completion of Technical Report](#)
- [How to complete financial statement for RISE projects](#)
- [The reporting process in general](#)
- [Calculation of secondments duration for RDs](#)

The background of the logo features a light blue to yellow gradient. On the left is a white silhouette of a classical bust. On the right is a large dark blue heart. Numerous smaller dark blue hearts are scattered across the scene, some appearing to float like balloons. The entire scene is reflected in a white, glossy surface at the bottom.

# MSCA RISE

# RISE TESTIMONIAL

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Dr Alison PEARCE  
Ms Suzanne CRANE

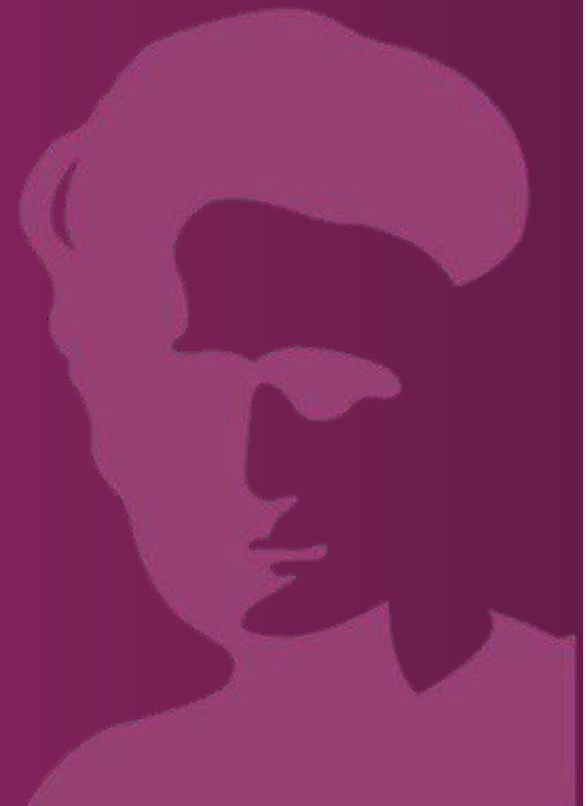


Northumbria University Newcastle

MSCA RISE-2016 GETM3 734824

“Global Entrepreneurial Talent Management 3”

# KEY MESSAGES



# PROJECTS MEETINGS

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## Kick-off meeting

- Plan secondments
- Identify project risks
- Agree on financial arrangements
- Finalize Consortium/Partnership Agreement

# PROJECTS MEETINGS

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## Mid-term meeting

- Contact the PO
- Complete Researcher Declarations & Deliverables
- Ensure participation of secondees

# REPORTING

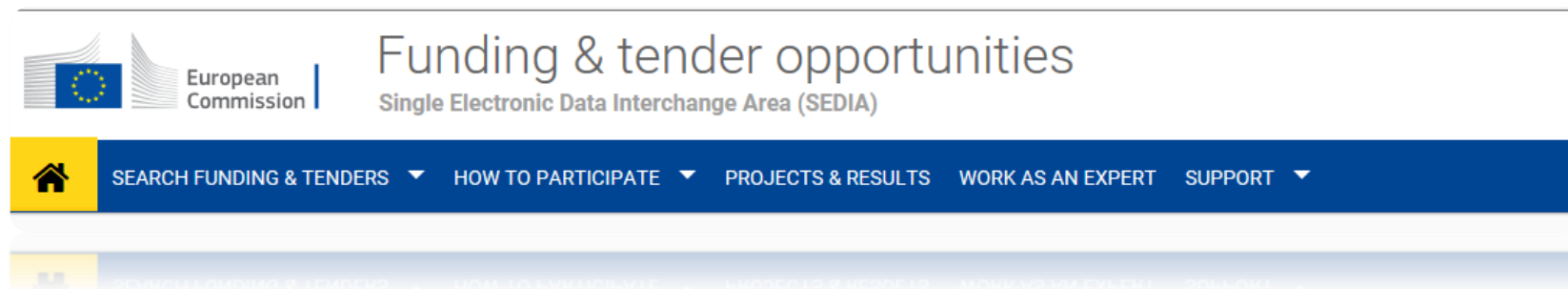
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- Respect deadlines
- Follow templates and be concise
- Ensure all information filled in SYGMA
- Contact PO for guidance



# Thank you for your attention

More information [here](#)



*Pictures: ©iStock and ©Getty Images*

# MSCA RISE