

# EU Network EpiDiaCan Second Meeting

Contract No: HEALTH-F5-2009-241783

Porto, 28-29 January 2011

# State of the art

- > Consortium Agreement: signed after several adjustments by all partners
- > Hardcopy and scanned copy distributed

## Comments:

- > Some problems in the communication with specific partners
- > Some small differences with the administration of some partners

# Reporting

- Reporting period:

- > P1: From month 1 to month 18: 1/1/2010 – 30/6/2011
- > Submission deadline: 31/8/11 (???????)

- Reports submission:

## ON-Line submission + hardcopies

- a. ACTIVITY REPORT: "An overview, including a publishable summary, of the progress of work towards the objectives of the project, including achievements and attainment of any milestones and deliverables identified in Annex I. This report should include the differences between work expected to be carried out in accordance with Annex I and that actually carried out"

Partners' Activity Reports to the Coordinator: 20/7/2011

- b. MANAGEMENT REPORT: "an explanation of the use of the resources"

Partners' Financial Reports to the Coordinator: 25/7/2011

- c. FINANCIAL STATEMENT: "a financial statement, from each beneficiary together with a summary financial report consolidating the claimed contribution of the Union of all the beneficiaries in an aggregate form, based on the information provided in Form C by each beneficiary"

Partners' Management Reports in the system: 25/7/2011

- > NO "certificate on the financial statements" (audit) is necessary since our budgets are under 375.000€


- Report's Evaluation: The EC shall evaluate project reports and deliverables and disburse the corresponding payments within 105 days of their receipt unless the time-limit, the payment or the project has been suspended.


# On-line Reporting System Research Participant Portal

<https://ec.europa.eu/research/participants/portal>

The screenshot shows the European Commission Research - Participants Portal. The header includes the European Commission logo and the text "RESEARCH - Participants". A navigation bar contains links for Home, My Organisations, My Projects, My Roles, My Notifications, FP7 Documentation, FP7 Calls, and Support. A language dropdown menu is set to English (en).

**LOGIN**

 [Change Password](#)  
[Logout](#)

**Kleri FONIAKAKI** 

- Authentication and security help is available [here](#)
- Portal registration demo is available [here](#)

**NEED HELP?**

- See the [online user manual](#)
- You can consult [FAQS](#)
- Watch the demonstration of the Participant Portal: - [Introduction](#)
- If you cannot find an answer there, then submit your question via the [eFP7 service desk](#)

**WHAT'S NEW**

Participant Portal V2.3.0  
(12/2010)

**NOTICE**


**Due to maintenance activities the access to the Participant Portal will be interrupted on the 27th of January between 08h00 AM and 08h30 AM CET. We apologise for this inconvenience.**

**PROCESSES**


**Manage Organisations**



**Identify Opportunities**



**Others**

-  [Manage roles and delegations](#)
-  [Support](#)

# Community financial contribution

- > Pre-financing: 1,706,315€ - 5% of the Total Budget (142,192.95€) "Guarantee Fund", already paid and distributed to the partners
- > Interim payment: within 105 days from the approval by the Commission of the report – necessary Pre-financing and interim payment cannot exceed 90% of the total budget
- > Final payment according to the total expenses claimed and approved