

AGENDA

H2020 Participant Portal Training:
Submission, Financial & Project Reporting



efmc

DAY 1 | THE PARTICIPANT PORTALS FUNCTIONALITY, VALIDATION & SUBMISSION PROCEDURE

09:00

START OF THE EVENT

09:00 – 09:15

Introduction and brief introduction of participants

09:30 – 10:00

Understanding the Participant Portal

10:00 – 10:30

The Participant Portals Features

- ECAS (European Commission Authentication System)
- Identity and Access Management, roles
- Tools available after login
- The new Grant Management System

10:30 – 11:00

COFFEE BREAK

- The Registration Process
- The Validation workflow

12:30 – 13:30

LUNCH

13:30 – 15:00

The LEAR & E-SIGNATORY

- Appointment of LEAR
- Powers of LEAR
- The E-SSIGNATORY
- Differences & Roles of LEAR & E-SIGNATORY

15:00 – 15:30

COFFEE BREAK

15:30 – 17:00

Financial Checks & Balances

- Financial Viability Check
- Financial Capacity Check
- Internal Portal Communication

17:00

End of the Training DAY1

DAY 2 | SUBMISSION, FINANCIAL & PROJECT REPORTING IN THE PARTICIPANT PORTAL

09:00	START OF THE EVENT
09:00 – 10:00	Proposal Submission <ul style="list-style-type: none">• Pre – Registration• Consortium set up• Part A, Part B & Annexes
10:00 – 11:00	Allocation of Roles & Access Rights <ul style="list-style-type: none">• Legal Entity Data• Partner Inputting• Role Allocation• Access Rights
10:30 – 11:00	COFFEE BREAK
11:00 – 12:30	Submitting Part A & B: Budget Data <ul style="list-style-type: none">• Consortium Eligibility & External Influences• Specific Other Indirect Cost Projects• Inputting Budget Data• Editing Part A & B• Submission Procedure
12:30 – 13:30	LUNCH
13:30 – 15:00	Project Monitoring Implementation <ul style="list-style-type: none">• Project Monitoring Obligations• Periodic Report - Technical Reporting• Periodic Report – Financial Reporting
15:00 – 15:30	COFFEE BREAK
15:30 – 17:00	Financial Reporting Modules & the Dashboard <ul style="list-style-type: none">• Periodic Reporting Module• Continuous Reporting Module• Dashboard Management in PP• Financial Statements Reporting• Use of Resources Reporting• Signing & Submission of Financial Statements• EU assessment of Periodic Report & Request for Payment• Making amendments to the GA & CA via the PP
17:00	End of the Training DAY2