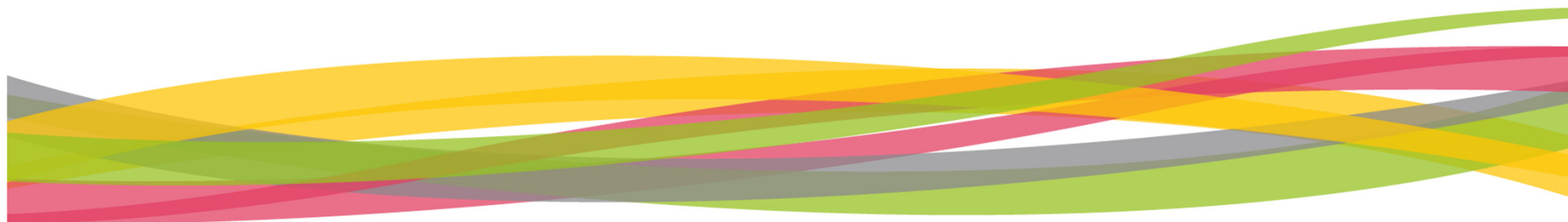


The Online Monitoring System for reporting

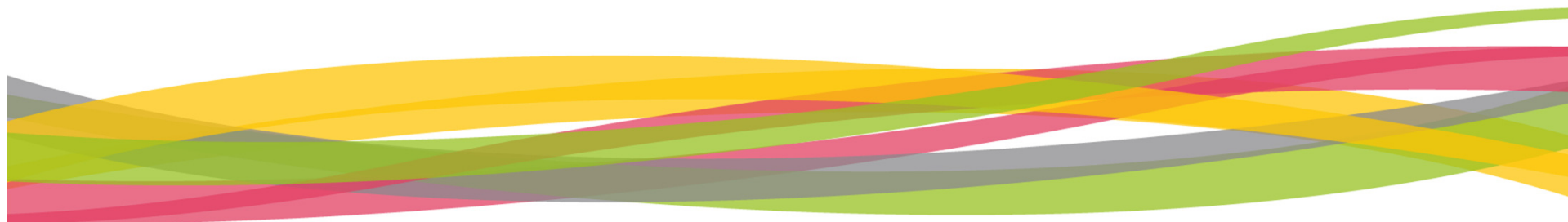
Implementation seminar, 7 February 2019,
Zwolle, The Netherlands

Jenny Thomsen and Annemieke Feikens



Agenda

- + The **finance** report process in the OMS
- + The **progress** report process in the OMS



Changes

Reporting vs. change requests

- If there is interest, we would like to provide more information, f.ex. in form of a webinar (please indicate in evaluation sheet).

Fact Sheet 26 - Project Changes

	Valid from	Valid to	Main changes
Version 3	05.10.17		Changes to the rules for minor changes on finances and update of core message
Version 2	20.10.15	04.10.17	Changes to the rules for minor changes
Version 1	27.04.15	19.10.15	

Core message: All projects are subject to some degree of change during implementation. This Fact Sheet covers the different procedures for identifying and implementing (i) changes to basic information (ii) minor changes and (iii) Major changes (limited to two in the project's lifetime). New activities etc., which have not been approved, are not eligible!

Background

Project partnerships must always deliver their project in accordance with the work plan and budget laid out in the approved application. Nevertheless, it is recognized that the budget and work plan in the application are only a best estimate of the work to be carried out and its cost and that some changes are inevitable over the project's lifetime.

Three procedures have therefore been put in place for different kinds of changes and this factsheet should allow projects to (i) identify the type of change they need and (ii) understand the steps for getting approval.

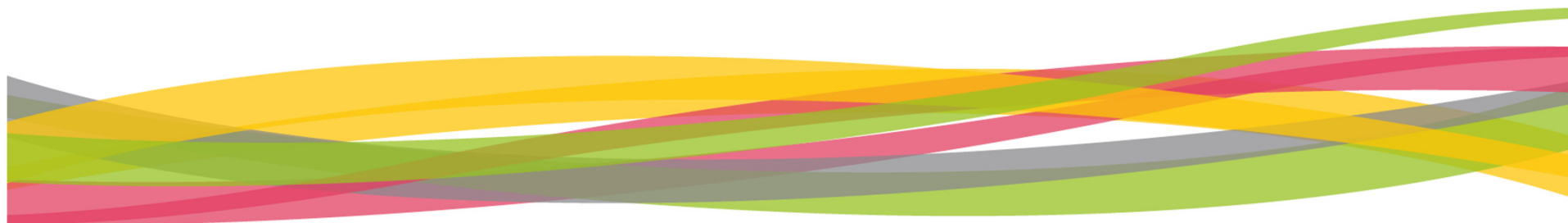
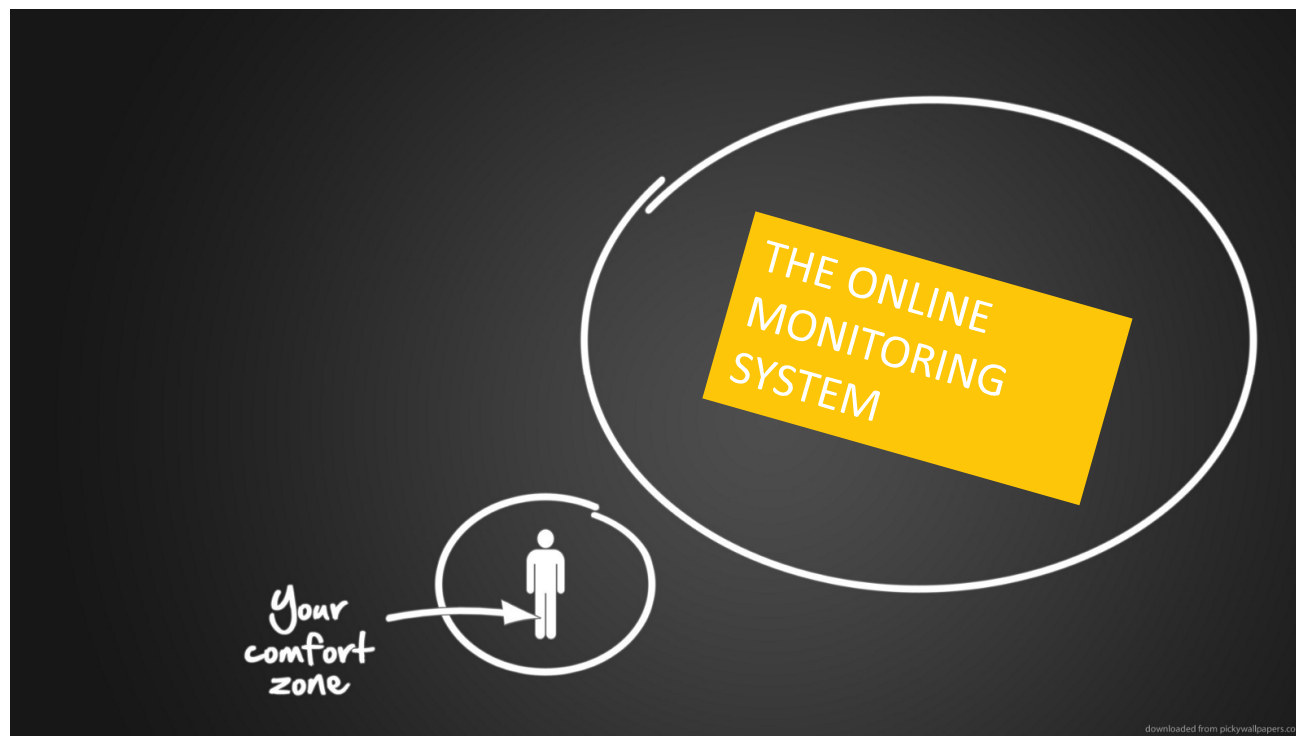
It is never possible to use a project change to increase the total budget approved for the project.

When it comes to making changes, the Lead Beneficiary is responsible for managing and applying project changes for the entire project partnership. Beneficiaries should not start to implement changes until they have the necessary programme approval. Any projects implementing activities prior to approval do so at their own risk.

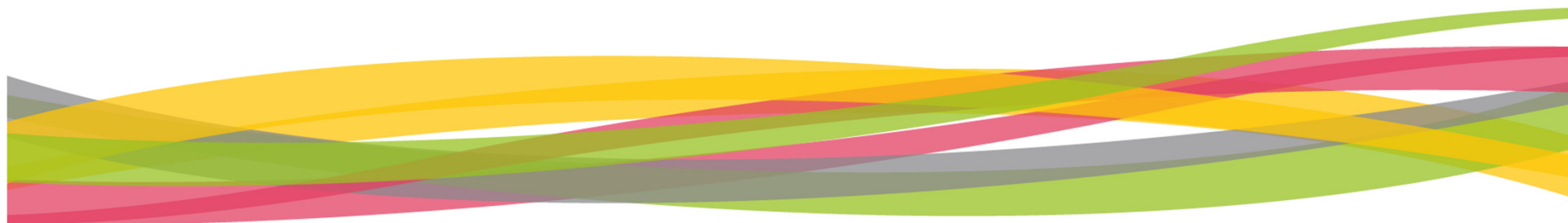
Updating project facts

Changes to contact details and project staff are inevitable. These can simply be entered in the Online Monitoring System at any time and signed off by the Lead Beneficiary. No further action is required.

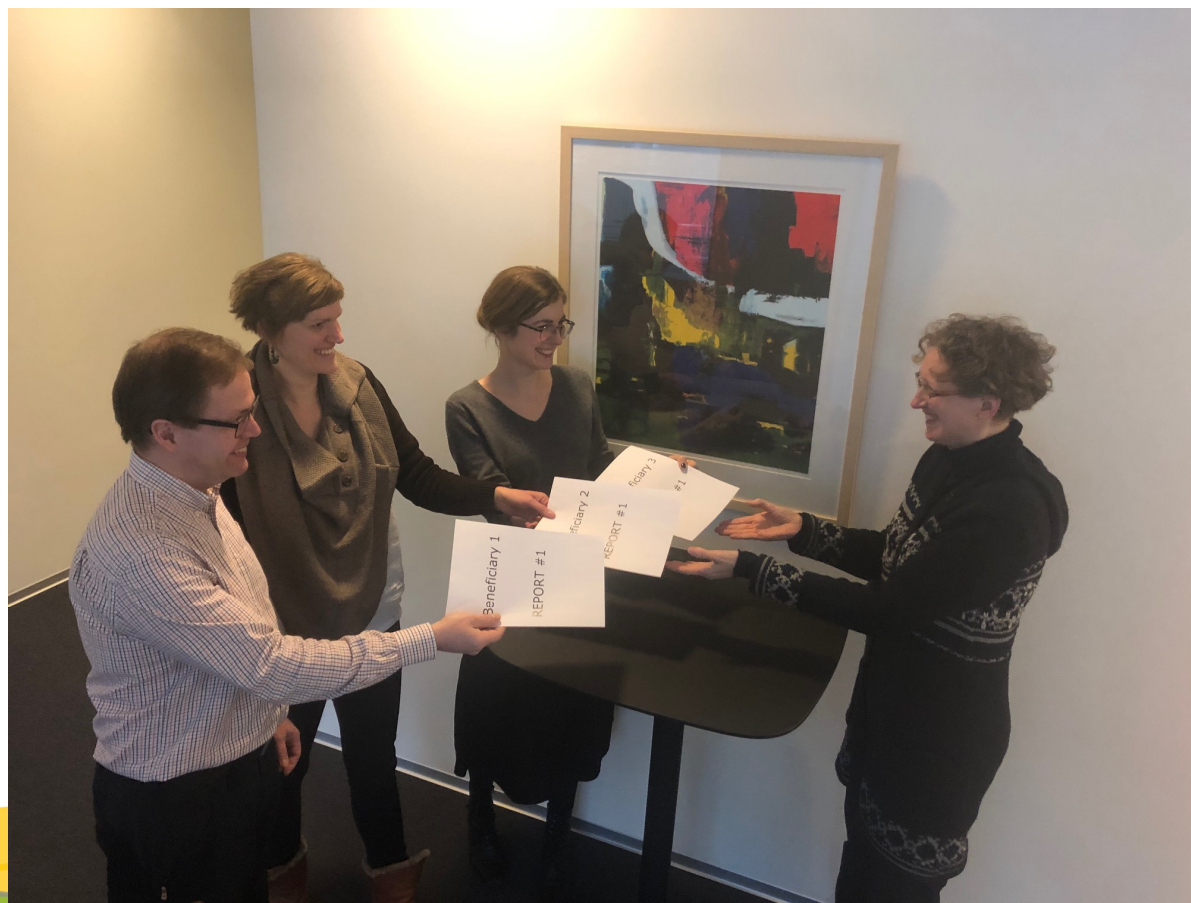
Fact Sheet 26



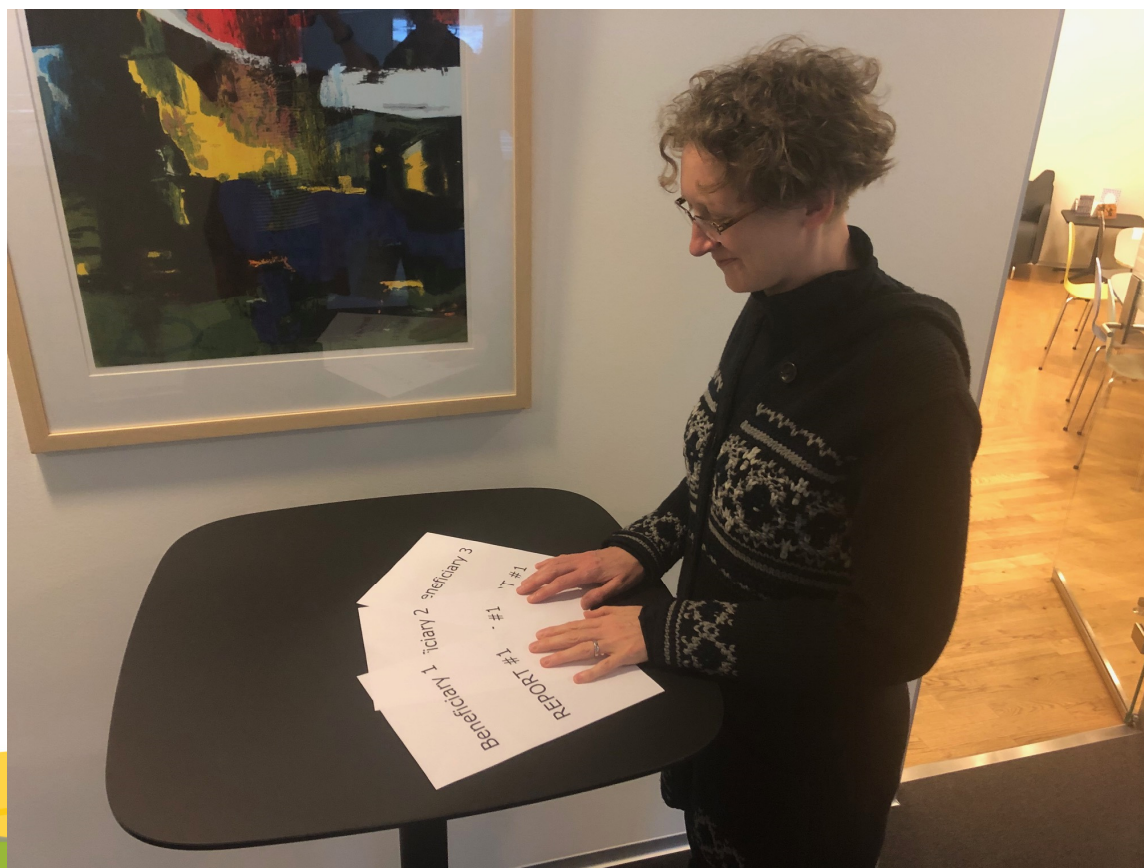
Who is needed?



Beneficiaries submit their reports to Lead Beneficiary



Lead Beneficiary compiles reports



First Level Controller checks the report



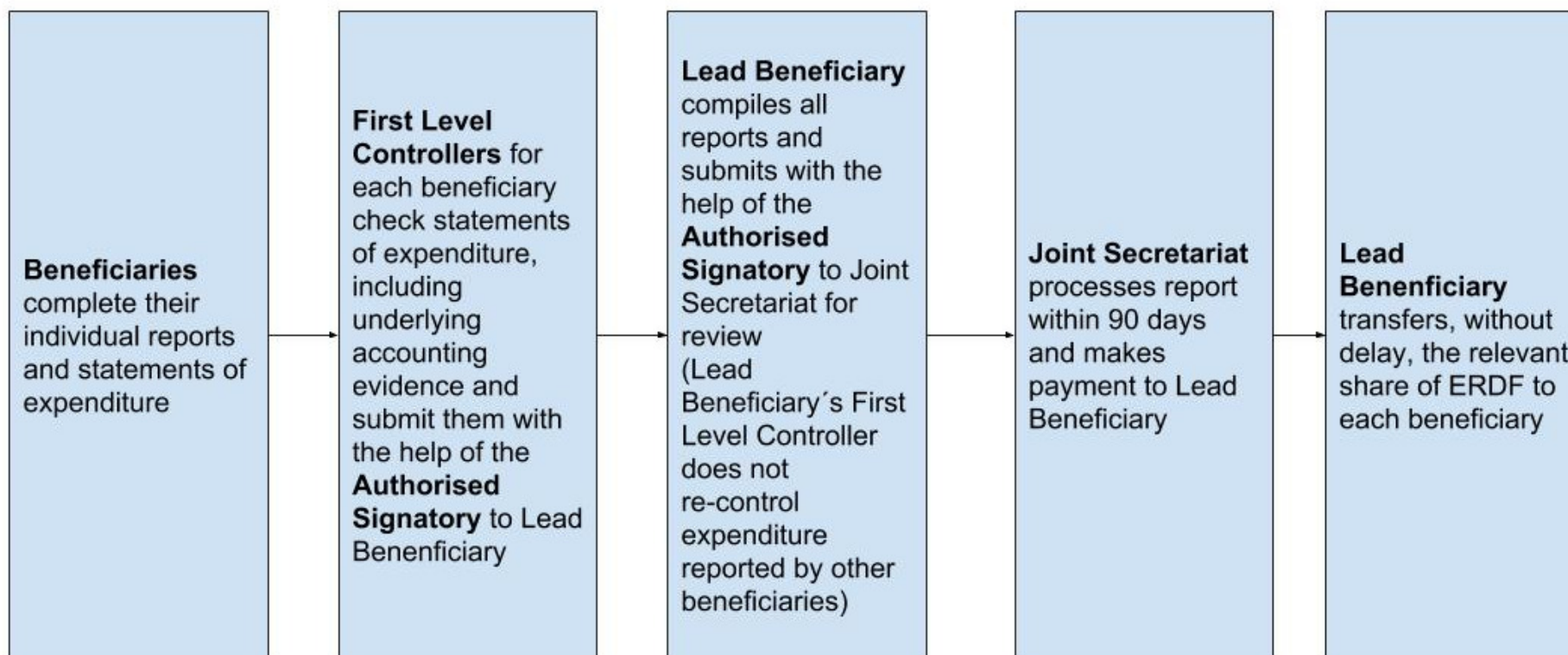
Authorised Signatory signs report...



...and by that submits it to Joint Secretariat



Division of labor



Clarification

basic
progress
report

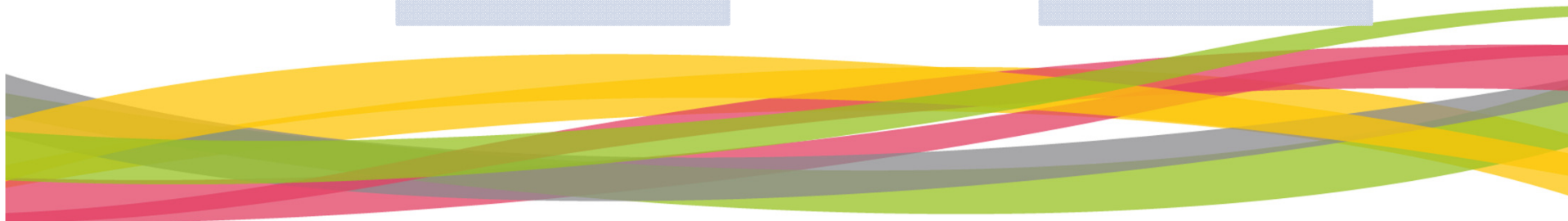
activity report

optional
finance report

full
progress
report

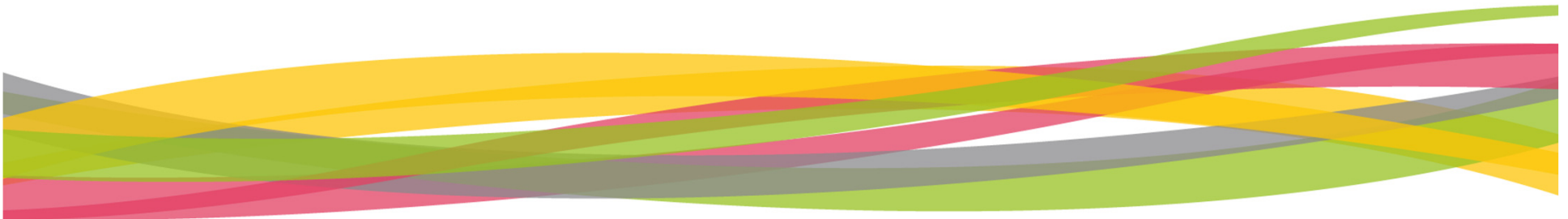
activity report

finance report



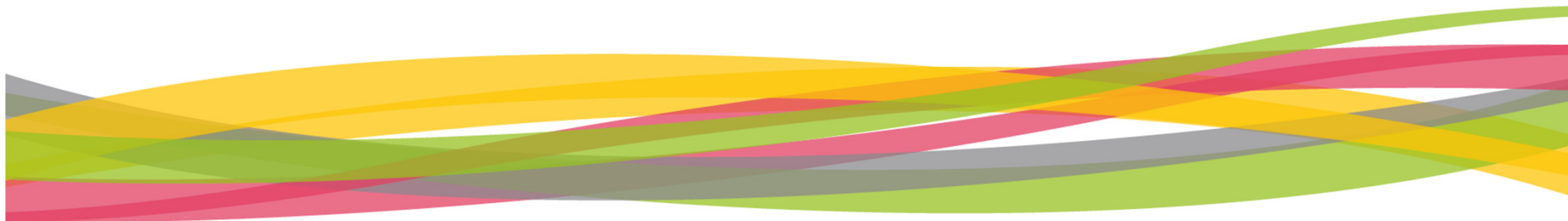
Work flow...

...first finance then activity!





Finance Report



VB/NSRP Online Monitoring Syst x

+

← → ↺

https://vb.northsearegion.eu/app/user/home/

Interreg

North Sea Region

European Regional Development Fund

VB/NSRP Online Monitoring System

Welcome : VB/NSRP Online Monitoring System

Home >

HOME

PROJECT IDEAS

List <

Add new <

PROJECT APPLICATIONS

List <

Create new application <

Contracts <

FLC Designations <

Progress Reports <

Finances Reports <

Changes <

Document Center <

COMMUNICATION

Announcements <

Messages <

CONFIGURATION

LEGAL STATUS

① You are set as the Authorised Signatory as follows:

- ✓ Project AS for Full Demo Application1 (Process not completed yet)
- ✓ Beneficiary AS for partner FDA1 Denmark LB of project Full Demo Application1 (Process not completed yet)

You have uploaded the following documents:

20190125152906_Screenshot2019-01-25at15.26.58.png

① The JS has been informed that you have mailed your legal documents. As soon as they are received, they will be validated and a PIN code will be send to your physical address.

PROJECT APPLICATIONS

New

My Projects

Status	Title
🔍 ⓧ 🔊 7 📄	NSRP - TEST Call 7 Demo - NSRP TEST Full Application
🔍 ⓧ 🔊 7 📄	NSRP7demo Call 7 Demo NSRP Full Application
🔍 ⓧ 🔊 2 🔒 🟢	FDA! Full Demo Application1 Full Application
🔍 ⓧ 🔊 2 🔒 🟢	FDA!2 Full Demo Application2 Full Application
🔍 ⓧ 🔊 6 📄	ISA Isas Eol Call 6 Expression of Interest
🔍 ⓧ 🔊 2 📄	Jenny Test Jenny Test

WELCOME

Welcome to the Online Monitoring System

This is your one-stop point of access to all the information you need directly in our online forms and save your time.

For upcoming call for applications, please check the website.

ANNOUNCEMENTS

16/01/2019

Video contest is now open!

15/01/2019

Great interest in upcoming Implementation of the North Sea Region

11/01/2019

Guidance for Calls 9 and 10 now available

COMMUNICATION

New Messages

Message

Overview of finance reports

VB/NSRP Online Monitoring System 214 028:53 HELP Demo LeadBen

Periodic Reporting: Finances Reports

Home > Periodic Reporting > Finances Reports Progress Reports

① Currently open round: **FDAI #3** (submission period: 04/02/2017 - 03/03/2018) ▲ A submission extension has been approved, the closing date is 31/01/2019.

- Project-level progress report for **FDAI** started. Finances report started.
- Beneficiary-level progress report for **FDA6 Norway** is not needed in a Final round. Finances report started.
- Beneficiary-level progress report for **FDA1 Denmark LB** is not needed in a Final round. Finances report does not exist: **Start**
- Beneficiary-level progress report for **FDA2 Sweden** is not needed in a Final round. Finances report is not needed as the beneficiary is inactive.
- Beneficiary-level progress report for **FDA3 UK London** is not needed in a Final round. Finances report started.

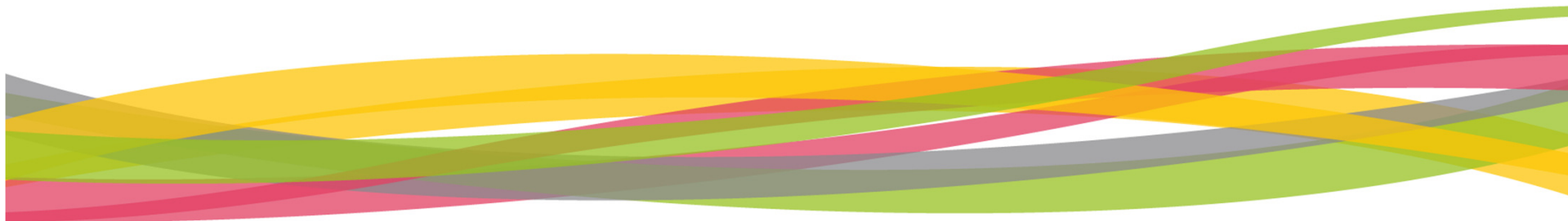
You can [message](#) the Beneficiary Managing Users about this round.

My reports

	Project	Round	Number / Level / Beneficiary	Progress report	Locked	FLC Approved	AS Signed	Submitted
	FDAI	#1	#1 Project	View	Yes	Yes	Yes	Yes
	FDAI	#1	#1 Beneficiary: FDA1 Denmark LB	View	Yes	Yes	Yes	Yes
	FDAI	#1	#1 Beneficiary: FDA2 Sweden	View	Yes	Yes	Yes	Yes
	FDAI	#1	#1 Beneficiary: FDA6 Norway	View	Yes	Yes	Yes	Yes
	FDAI	#1	#1 Beneficiary: FDA3 UK London	View	Yes	Yes	Yes	Yes
	FDAI	#2	#2 Project	View	Yes	No	No	Yes
	FDAI	#2	#2 Beneficiary: FDA1 Denmark LB	View	Yes	Yes	Yes	Yes
	FDAI	#2	#2 Beneficiary: FDA2 Sweden	View	Yes	No	No	Yes
	FDAI	#2	#2 Beneficiary: FDA6 Norway	View	Yes	No	No	Yes
	FDAI	#2	#2 Beneficiary: FDA3 UK London		Yes	Yes	Yes	Yes
	FDAI	#3	#3 Project	View	No	No	No	No
	FDAI	#3	#3 Beneficiary: FDA6 Norway		No	No	No	No
	FDAI	#3	#3 Beneficiary: FDA3 UK London		Yes	Yes	Yes	Yes
	FDAI	#4	#4 Project	View	No	No	No	No
	FDAI	#4	#3 Beneficiary: FDA1 Denmark LB		No	No	No	No
	FDAI	#4	#3 Beneficiary: FDA6 Norway	View	No	No	No	No
	FDAI	#4	#4 Beneficiary: FDA3 UK London	View	No	No	No	No

List of finance reports

- +The Lead Beneficiary opens the reports of all beneficiaries
- +Status of all reports: beneficiary and project level
- +Edit reports



Main details (Beneficiary level)

VB/NSRP Online Monitoring System

Periodic Reporting: Finances Reports
FDA! / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

Home > Periodic Reporting > Finances Reports > FDA! / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

Main details | Investments | Equipment | Expenditures | State Aid | Outside prog. area | Funding | Annexes

Information in this tab is pre-determined/automated and can not be edited.

Reporting Round	#4
Report Type	Full Finances report
Form Version	Full Beneficiary Finances Report v1
Reporting level	Beneficiary
Beneficiary	FDA6 Norway
Report Number	3
Previous Report	2 #3

Information in this tab is pre-determined/automated and can not be edited.

Save and proceed to next step

Navigating

VB/NSRP Online Monitoring System

Periodic Reporting: Finances Reports
FDA! / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

Home > Periodic Reporting > Finances Reports > FDA! / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

Main details **Investments** Equipment Expenditures State Aid Outside prog. area Funding Annexes


Information in this tab is pre-determined/automated and can not be edited.

Reporting Round	#4
Report Type	Full Finances report
Form Version	Full Beneficiary Finances Report v1
Reporting level	Beneficiary
Beneficiary	FDA6 Norway
Report Number	3
Previous Report	2 #2

Save and return Save and proceed to next step

Investments (Beneficiary level)

VB/NSRP Online Monitoring System

 214
29:49
HELP
Demo LeadBen


Periodic Reporting: Finances Reports
FDA! / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

Home > Periodic Reporting > Finances Reports > FDA! / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

Main details
Investments
Equipment
Expenditures
State Aid
Outside prog. area
Funding
Annexes

Investment expenditure *
Related to section C.8 Investments in the application form

⚠ You have not reported any expenditure.
You may still submit your report but it will be noted by the JS. The system will bypass First Level Control verification if - and only if - you report expenditure in the amount of 0 Euros. However, you will need to provide an explanation for submitting 0 Euro expenditure; in addition, your report must be signed and submitted by your Authorised Signatory.

Investment	Total Eligible Budget	Previously Reported	Current Report	Total reported so far	% of Total reported so far	Remaining budget
 Norwegian investment	130.000 €	20.000 €	0 €	20.000 €	15%	110.000 €
Total	130.000 €	20.000 €	0 €	20.000 €	15%	110.000 €

Explanations on Investments deviations

B
I
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[bullet list]
[checkbox list]
[link]
[table]
[undo]
[redo]
[html]
[bold]
[italic]

Type something
0

Please explain deviations (if any) as regards spending on investments compared to the amounts indicated in the Application Form.

Save and return
Save and proceed to next step



Investments (Beneficiary level)

VB/NSRP Online Monitoring System

Periodic Reporting: Finances Reports
FDA! / #4, Beneficiary Finances

Home > Periodic Reporting > Finances Reports

Main details | **Investments** | Equipment

Investment
Related to section C.8 Investments in the area of research and innovation

⚠ You have not reported any expenditure.
You may still submit your report but it will not be signed and submitted by you.

Investment	Total
Norwegian investment	
Total	

Explanations on Investments

Expenditures Reporting

Edit Expenditures

Report Table: 4. Investment expenditure

Investment: Norwegian investment

Total Eligible Budget: 130000

Previously Reported: 20000

Current Report: € (Only integers numbers accepted, no commas or dots.)

Total reported so far: 20000

% of Total reported so far: 15%

Remaining budget: 110000

[Save](#)

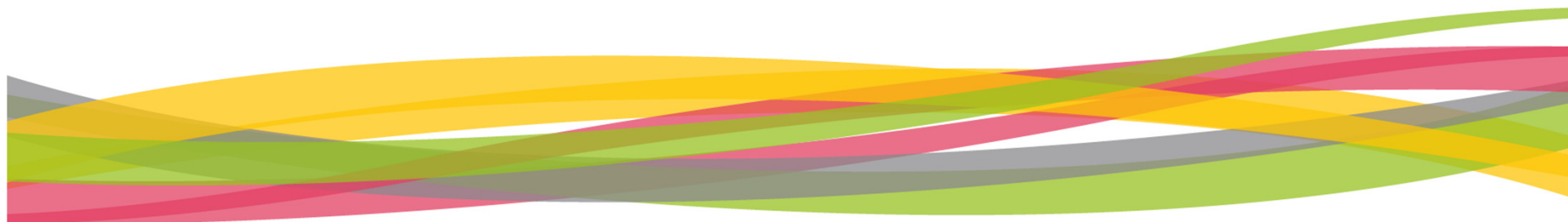
provide an explanation for submitting 0 Euro expenditure; in addition, your

of Total reported so far	Remaining budget
15	110.000 €
15	110.000 €

[Save and return](#) [Save and proceed to next step](#)

Investments (Beneficiary level)

- +Investments ONLY appear for the beneficiary responsible for the investment
- +The beneficiary provides the expenditure on this investment during the current reporting period



Equipment (Beneficiary level)

VB/NSRP Online Monitoring System
214
29:53
HELP
Demo LeadBen

Periodic Reporting: Finances Reports
FDA! / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

Home > Periodic Reporting > Finances Reports > FDA! / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

Main details
Investments
Equipment
Expenditures
State Aid
Outside prog. area
Funding
Annexes

Equipment expenditure *
Related to section C.10 Equipment in the application form

⚠ You have not reported any expenditure.
You may still submit your report but it will be noted by the JS. The system will bypass First Level Control verification if – and only if – you report expenditure in the amount of 0 Euros. However, you will need to provide an explanation for submitting 0 Euro expenditure; in addition, your report must be signed and submitted by your Authorised Signatory.

Equipment	Total Eligible Budget	Previously Reported	Current Report	Total reported so far	% of Total reported so far	Remaining budget
Ben6	190.000 €	10.000 €	0 €	10.000 €	5	180.000 €
Total	190.000 €	10.000 €	0 €	10.000 €	5	180.000 €

Explanations on Equipment expenditure deviations

B
I
[Icons]

Type something

0

Please explain deviations (if any) as regards spending on equipment compared to the amounts indicated in the Application Form.

Save and return
Save and proceed to next step

Expenditures (Beneficiary level)

VB/NSRP Online Monitoring System 214 029:36 HELP Demo LeadBen

Periodic Reporting: Finances Reports
FDA! / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report





Home > Periodic Reporting > Finances Reports > FDA! / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

Main details Investments Equipment **Expenditures** State Aid Outside prog. area Funding Annexes

Expenditures – breakdown per budget line *










Please note that the lines for Equipment and Investments are automatically updated from the corresponding tables in the previous steps. Office and administration costs costs are calculated as 15% of staff costs.

⚠ You have not reported any expenditure.
You may still submit your report but it will be noted by the JS. The system will bypass First Level Control verification if – and only if – you report expenditure in the amount of 0 Euros. However, you will need to provide an explanation for submitting 0 Euro expenditure; in addition, your report must be signed and submitted by your Authorised Signatory.

Budget	Total Eligible Budget	Previously Reported	Current Report	Total reported so far	% of Total reported so far	Remaining budget
 Staff costs	99.700 €	11.230 €	0 €	11.230 €	11	88.470 €
Office and administration	14.955 €	1.685 €	0 €	1.685 €	11%	13.270 €
 Travel and accommodation	20.345 €	500 €	0 €	500 €	2	19.845 €
 External expertise and services	290.000 €	55.600 €	0 €	55.600 €	19	234.400 €
Equipment	190.000 €				5%	180.000 €
Investments	100.000 €				15%	110.000 €
Total Expenditure	745.000 €				13%	645.985 €
 (Net revenue)	0 €				0	0 €
Total Eligible Expenditure	745.000 €				13%	645.985 €

Information automatically transferred from "Investments" and "Equipment" tabs

Explanation for no reported expenditure *

B I         

Type something

If you have reported 0 Euros of expenditure – please provide an explanation. If not, fill in N/A.

Save and return **Save and proceed to next step**

Edit expenditures (Beneficiary level)

VB/NSRP Online Monitoring System

Periodic Reporting: Finances Reports
FDA! / #4, Beneficiary Finances

Home > Periodic Reporting > Finances Report

Main details Investments Equipment

Expenditures – breakdown
Please note that the lines for Equipment and Investments are not applicable for this report.

⚠ You have not reported any expenditure. You may still submit your report but it will not be signed and submitted by you.

Budget	Total
Staff costs	
Office and administration	
Travel and accommodation	
External expertise and services	
Equipment	
Investments	
Total Expenditure	
(Net revenue)	
Total Eligible Expenditure	

Expenditures Reporting

Edit Expenditures

Report Table 3. Expenditure per budget line

Budget Staff costs

Total Eligible Budget 99700

Previously Reported 11230

Current Report € (Only integers numbers accepted, no commas or dots.)

Total reported so far 11230

% of Total reported so far 11%

Remaining budget 88470

Save

provide an explanation for submitting 0 Euro expenditure; in addition, your

Total reported so far	Remaining budget
11	88.470 €
11%	13.270 €
2	19.845 €
19	234.400 €
5%	180.000 €
15%	110.000 €
13%	645.985 €
0	0 €
13%	645.985 €

Explanation for no reported expenditure

Type something

If you have reported 0 Euros of expenditure – please provide an explanation. If not, fill in N/A.

Save and return **Save and proceed to next step**

Expenditures (Beneficiary level)

+Rounding must always be down to the nearest whole Euro and it must correspond exactly to the amount in the annex

+Example: €5,90 > €5


+Explanation box for no reported expenditure is mandatory. If you report expenditure, please fill in N/A.

+The Lead Beneficiary compiles all explanations



Compiled expenditure in project level report

VB/NSRP Online Monitoring System

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HELP
Demo LeadBen

Periodic Reporting: Finances Reports
FDA! / #4, Project Finances Report / Edit Report

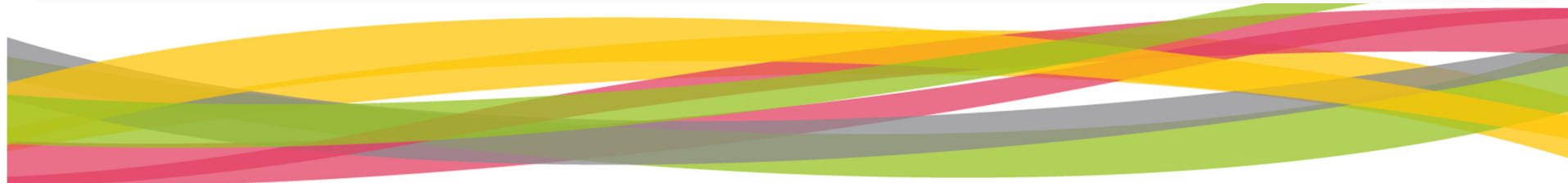
Home > Periodic Reporting > Finances Reports > FDA! / #4, Project Finances Report / Edit Report

Main details
Investments
Equipment
Expenditures
Outside prog. area
Funding

Expenditures – breakdown per budget line *
Please note that the lines for Equipment and Investments are automatically updated from the corresponding tables in the previous steps. Office and administration costs costs are calculated as 15% of staff costs.





⚠ You have not reported any expenditure.
You may still submit your report but it will be noted by the JS. The system will bypass First Level Control verification if – and only if – you report expenditure in the amount of 0 Euros. However, you will need to provide an explanation for submitting 0 Euro expenditure; in addition, your report must be signed and submitted by your Authorised Signatory.

Budget	Total Eligible Budget	Previously Reported	Current Report	Total reported so far	% of Total reported so far	Remaining budget
Staff costs	1.660.997 €	0 €	€	0 €	0%	0 €
Office and administration	249.150 €	0 €	€	0 €	0%	0 €
Travel and accommodation	292.813 €	0 €	€	0 €	0%	0 €
External expertise and services	1.907.500 €	0 €	€	0 €	0%	0 €
Equipment	321.600 €	0 €	€	0 €	0%	0 €
Investments	785.000 €	0 €	€	0 €	0%	0 €
Total Expenditure	5.217.060 €	0 €	€	0 €	0%	0 €
(Net revenue)	100.010 €	0 €	€	0 €	0%	0 €
Total Eligible Expenditure	5.117.050 €	0 €	€	0 €	0%	0 €



State Aid (Beneficiary level)

VB/NSRP Online Monitoring System

  029:53  HELP  Demo L

Periodic Reporting: Finances Reports

FDA! / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

[Home](#) > [Periodic Reporting](#) > [Finances Reports](#) > [FDA! / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report](#)

[Main details](#) [Investments](#) [Equipment](#) [Expenditures](#) [State Aid](#) [Outside prog. area](#) [Funding](#) [Annexes](#)

State Aid Scheme **No Economic Advantage** Answer taken from section B1 of the application form

No economic Advantage, confirmation * ☐ No ☐ Yes, I confirm that the conditions agreed to in my organisation's self-declaration are being adhered to and that we follow all programme rules as a not-for-profit organisation

Aid received so far by beneficiary **0 €** Data from previous reporting

Aid granted to Final Recipients, De Minimis

			New
	Final Recipient Name	Work Package	Aid Received
	Total		0 €

① Please fill in below the information requested regarding any final recipients of state aid through one of your activities. Please note that all SMEs or final recipients that have received indirect aid need to have filled out a self-declaration form and your FLC must have controlled these.

Amount received by final recipients **€** Amount of aid received in the given periodic report. Automated from the Final Recipients table.

Total amount received by final recipients **0 €** Total amount of aid received, including the current round

Final recipients check * ☐ No ☐ Yes, I confirm all final recipients have been checked by FLC and are SMEs in line with SME definition by European Commission

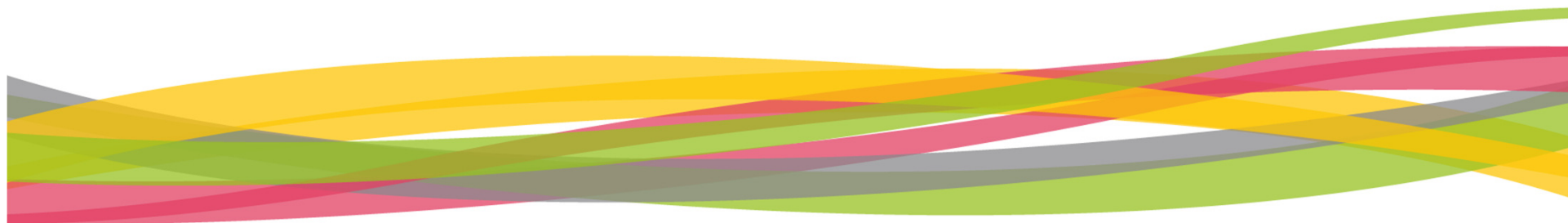
Final recipients self-declarations * ☐ No ☐ Yes, I confirm all final recipients have submitted a self-declaration, which has been checked by beneficiary FLC.

Save and return

Save and proceed to next step

State Aid (Beneficiary level)

- +Fill in the tab on state aid and final recipients
- +SMEs that are not listed in the project partnership but still get a benefit from the project may still fall under state aid rules as ‘final recipients’ of aid.
- +If you don’t know how to report this, please ask your project advisor or take a look at Fact Sheet 16 and 17 on our website








Outside programme area (Beneficiary level)

VB/NSRP Online Monitoring System

Periodic Reporting: Finances Reports
FDA! / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

Home > Periodic Reporting > Finances Reports > FDA! / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

Main details Investments Equipment Expenditures State Aid **Outside prog. area** Funding Annexes

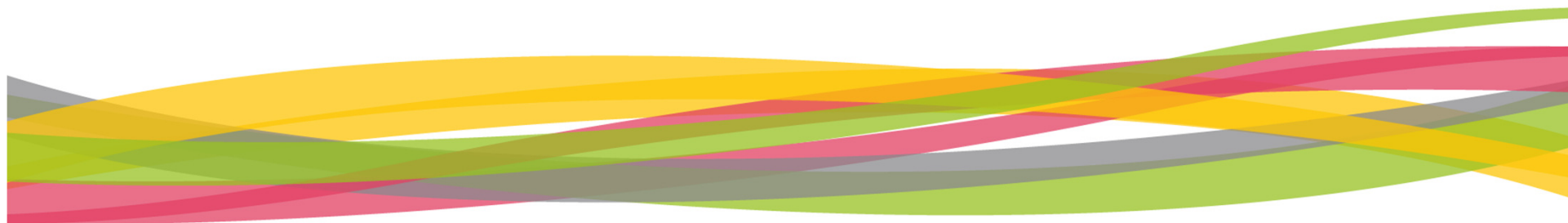
ERDF outside the programme area *	Category	Current Report	ERDF
	Staff costs	0 €	0 €
	Office and administration	0 €	0 €
	Travel and accommodation	0 €	0 €
	External expertise and services	0 €	0 €
	Equipment	0 €	0 €
	Investments	0 €	0 €
	Total	0 €	0 €

Please indicate the expenditure located outside of the eligible (programme) area. Office and administration costs costs are calculated as 15% of staff costs.

[Save and return](#) [Save and proceed to next step](#)


ERDF outside the programme area (Beneficiary level)

- +ALL expenditure (inside and outside the NSR) needs to be reported in the expenditure tab
- +Any expenditure outside the NSR must ALSO be reported in this tab
- +Expenditure will not be double counted
- +Fact Sheet 18



Funding (Beneficiary level)

VB/NSRP Online Monitoring System

 214
29:38
HELP
Demo LeadBen

Periodic Reporting: Finances Reports
FDA! / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

Home > Periodic Reporting > Finances Reports > FDA! / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

Main details
Investments
Equipment
Expenditures
State Aid
Outside prog. area
Funding
Annexes

Breakdown of funding sources
Please do not forget to update the numbers under beneficiary match funding (of which public contribution) and / or (of which private contribution). The final number should reflect the same number under programme co-funding ERDF.

⚠ You have not reported any expenditure.
You may still submit your report but it will be noted by the JS. If you submit the report with no expenditure, the system will bypass First Level Control verification. In addition, your report must be signed and submitted by your Authorised Signatory.

	Total Eligible Budget	Previously Reported	Current Report	Total reported so far	% of Total reported so far	Remaining budget
Programme Co-funding Total	372.500 €	49.507 €	0 €	49.507 €	13	322.993 €
Programme Co-funding ERDF	0 €	0 €	0 €	0 €	0	0 €
Programme Co-funding equivalent	372.500 €	49.507 €	0 €	49.507 €	13%	322.993 €
ERDF outside the programme area	0 €	100 €	0 €	100 €	0	-100 €
Beneficiary match-funding	372.500 €	49.508 €	0 €	49.508 €	13	322.992 €
of which public contribution	372.500 €	49.508 €	0 €	49.508 €	13	322.992 €
of which private contribution	0 €	0 €	0 €	0 €	0	0 €
Total Eligible Expenditure	745.000 €	99.015 €	0 €	99.015 €	13	645.985 €

Save and return
Save and proceed to next step

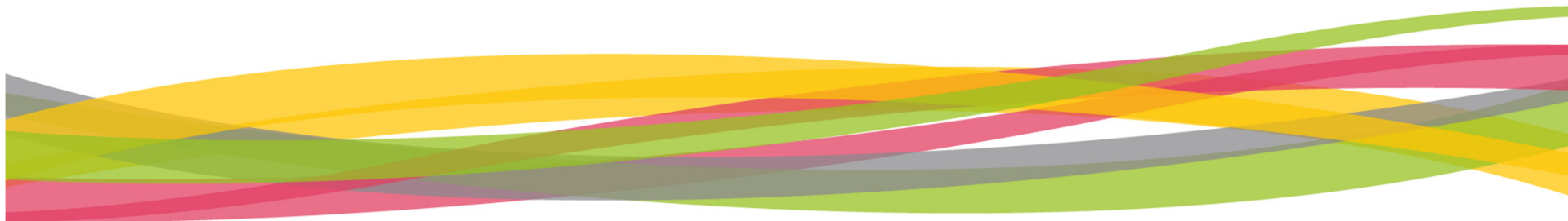
Funding (Beneficiary level)

When the total is an odd number, the systems rounds in favor of the programme

+Example





+Total amount: €27

+Split: Programme: €13; beneficiary match funding: €14



Annexes (Beneficiary level)

VB/NSRP Online Monitoring System


21429:49HELPDen

Periodic Reporting: Finances Reports
FDA! / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

Home > Periodic Reporting > Finances Reports > FDA! / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

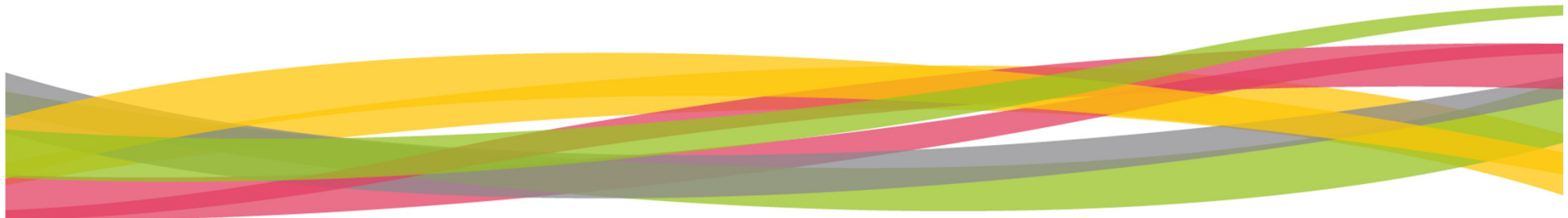
[Main details](#) [Investments](#) [Equipment](#) [Expenditures](#) [State Aid](#) [Outside prog. area](#) [Funding](#) **Annexes**

Annexes *

Budget category	Title	File
<div> New</div>		

Please upload a list of expenditure per budgetline as an extract from your accounting system. The list of expenditure and related amounts should match the totals which you have provided in this report. Any inconsistency between the two will result in a delayed reimbursement.

Save



Annexes (Beneficiary level)

VB/NSRP Online Monitoring System

Periodic Reporting: Finances Reports
FDA! / #4, Beneficiary Financial

Home > Periodic Reporting > Finances Reports

Main details | Investments | Equipment

Annexes

Information

Budget category * Not defined

Title *

File * Upload a file
Choose File No file chosen
If you have more than one document you would like to upload, please put them in a zip folder and upload the folder.

Save

214 29:36 HELP Dem

New

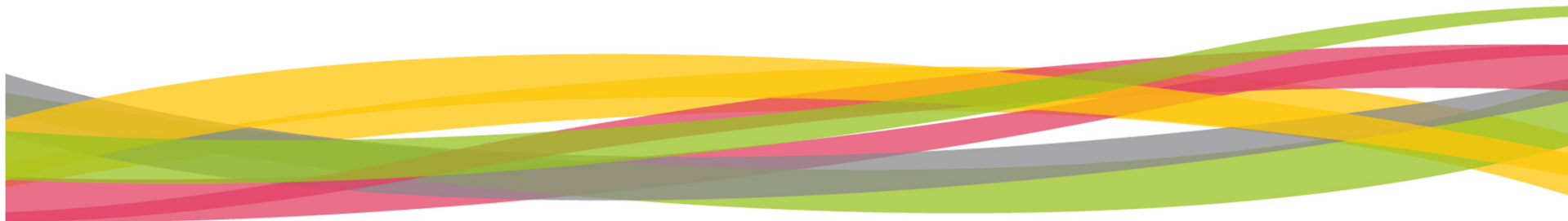
File

ould match the totals which you have provided in this report.

Save

Annexes (Beneficiary level)





- +ONE document for each budget line
- +List of expenditure items + total amount





Save

VB/NSRP Online Monitoring System

21429:49HELPDem

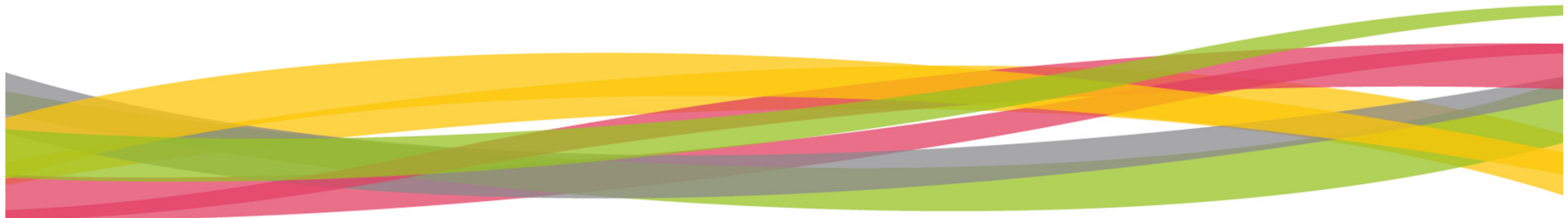
Periodic Reporting: Finances Reports
FDA! / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

Home > Periodic Reporting > Finances Reports > FDA! / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

Main detailsInvestmentsEquipmentExpendituresState AidOutside prog. areaFundingAnnexes

Annexes *

Budget category	Title	File
<p>Please upload a list of expenditure per budgetline as an extract from your accounting system. The list of expenditure and related amounts should match the totals which you have provided in this report. Any inconsistency between the two will result in a delayed reimbursement.</p> <div>Save</div>		



Complete

VB/NSRP Online Monitoring System

214 029:56 HELP Demo LeadBen

Periodic Reporting: Finances Reports
FDA! / #4, Beneficiary Finances Report for FDA6 Norway

Home > Periodic Reporting > Finances Reports > FDA! / #4, Beneficiary Finances Report for FDA6 Norway

Ec Complete actions

⚠ You have not reported any expenditure.
You may still submit your report but it will be noted by the JS. If you submit the report with no expenditure, the system will bypass First Level Control verification. In addition, your report must be signed and submitted by your Authorised Signatory.

The reporting round is not currently open. This report can not be submitted.

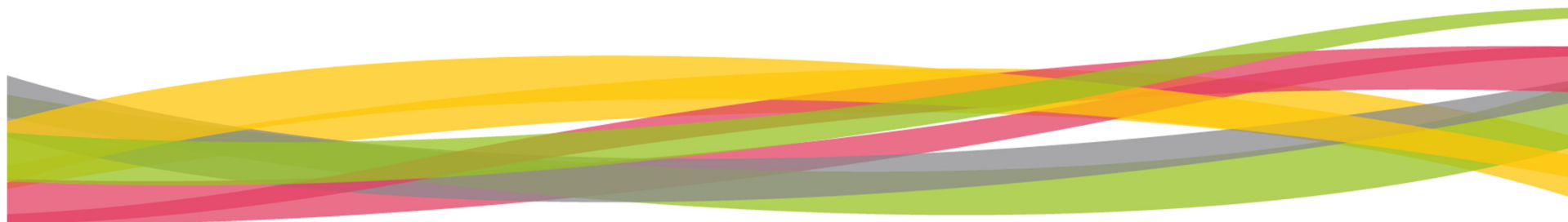
Workflow: Report completed and locked: ☐ No FLC approval: ☐ No Submitted to LB: ☐ No

Main details Investments Equipment Expenditures State Aid Outside prog. area Funding Annexes Submission

Project	FDA!
Reporting Round	#4
Report Type	Full Finances report
Form Version	Full Beneficiary Finances Report v1
Reporting level	Beneficiary
Beneficiary	FDA6 Norway
Report Number	3
Project start date	04/03/2015
Previous Report	2 #2
Project end date	30/06/2018
Reporting period start	01/01/2019
Reporting period end	31/01/2019



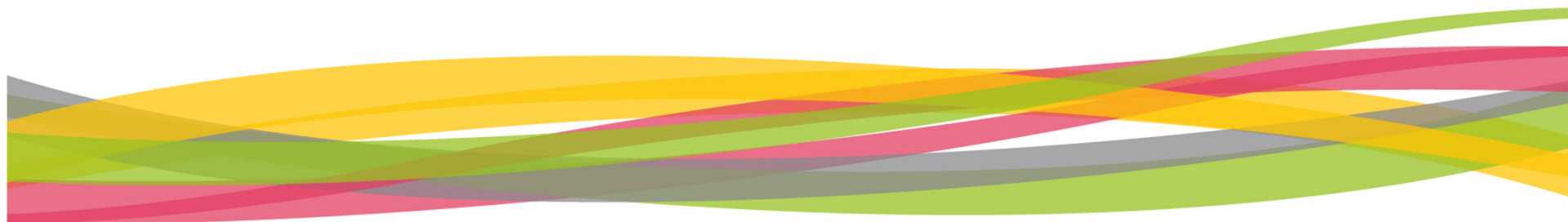
Progress Report



One of the main differences between progress and finance report

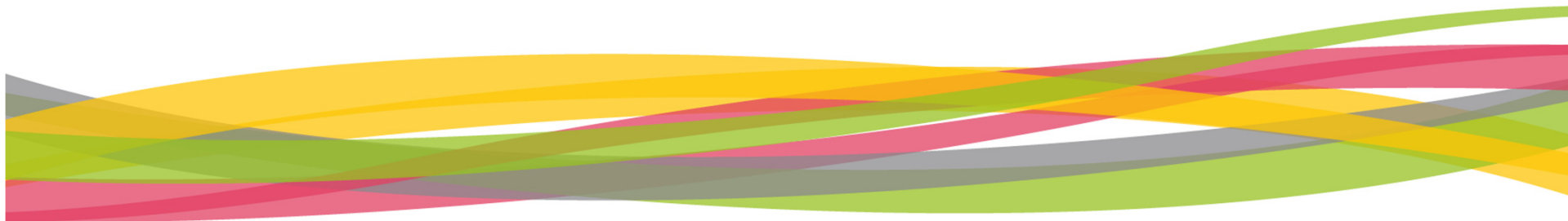
Progress report:

- Lead Beneficiary needs to decide which parts need to be filled out by which beneficiary
- Progress report will not be compiled automatically by the system (like finance report). Progress report needs to be compiled by Lead Beneficiary.





Transnationally



Overview about tabs (full progress report)

VB/NSRP Online Monitoring System

Home > Periodic Reporting > Progress Reports > FDAI / #4, Project Progress Report

Main details Objectives Outputs Results Deliverables Details Annexes

Project FDAI

Reporting Round #4

Reporting level Project

Report Type * Full Progress report with Finance report

Form Version Full Progress Report (August 2017)

Report Number 4

Reporting period start * 2019-01-01

Reporting period end * 2019-01-31

Previous Report 3 @ #3

Highlights of main achievements *

test

7 tabs need to be filled out ("results" and "details" tabs only relevant for full report)



Main details

VB/NSRP Online Monitoring System










214 29:39 ? HELP Demo LeadBen

Home > Periodic Reporting > Progress Reports > FDAI / #4, Project Progress Report

Main details Objectives Outputs Results Deliverables Details Annexes

Project	FDAI		
Reporting Round	#4		
Reporting level	Project		
Report Type *	Full Progress report with Finance report		
Form Version	Full Progress Report (August 2017)		
Report Number	4		
Reporting period start *	2019-01-01		
Reporting period end *	2019-01-31		
Previous Report	3 @ #3		

Highlights of main achievements *

B I         

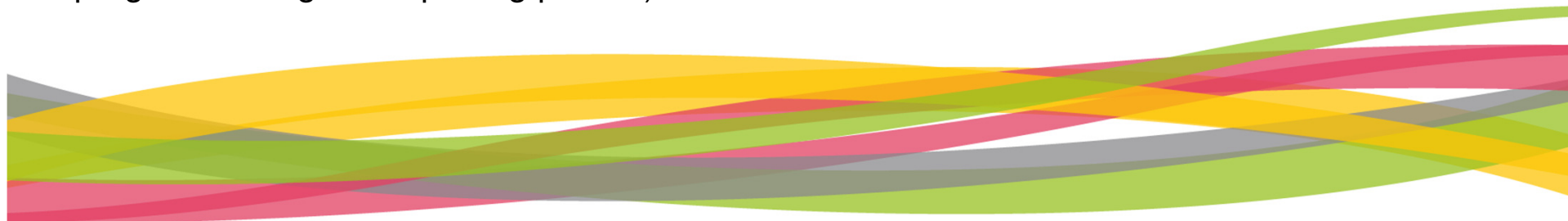
test

Main details

Highlights of main achievements


“Project-level reports: Please describe project progress over the reporting period, including specific objectives reached and main outputs delivered, highlighting the added value of the cooperation. The summary should highlight main achievements in a way that is interesting and understandable for non-specialists. Please write in the style of press release. This section of the report will be made public and may be sent to the European Commission. It will not be edited, so please ensure that the text is free of spelling errors and is ready for public view. (This section is mandatory.)”

“Beneficiary-level reports: Please describe your participation in the project over this reporting period after discussing with your LB which information should be included. (This section is not mandatory, but we highly encourage you to fill it in as a way to mark your general progress during this reporting period.)”



Objectives (project level report)

VB/NSRP Online Monitoring System


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29:49
HELP
Demo LeadBen

Periodic Reporting: Progress Reports
FDA! / #4, Project Progress Report

Home > Periodic Reporting > Progress Reports > FDA! / #4, Project Progress Report


Main details
Objectives
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Deliverables
Details
Annexes

Progress towards Project detailed objectives

Please describe your organisation's contribution and progress towards achieving the project detailed objectives as defined in the application form. The information provided should be cumulative (i.e. covering total progress since the start of the project).

There are missing fields in your entries.

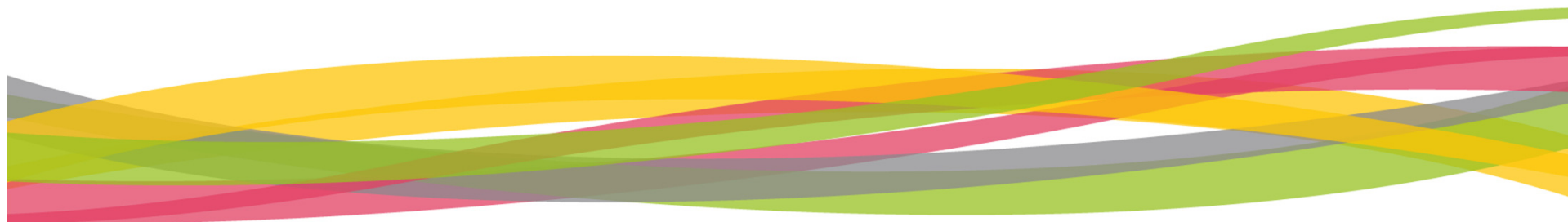
- Main details: Level of achievement
- Main details: Explanations

	Objective / Description of objective	Level of achievement	Explanations
	Test Objective test test test test test		

Save and return
Save and proceed to next step

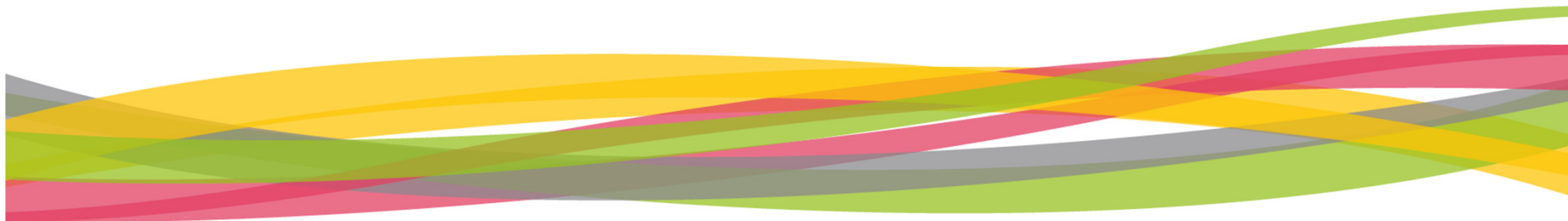
Objectives

- Objective/ Description of objective = taken from the original application
- Level of achievements (drop-down menu): fully achieved, to a large degree, to a minor degree, not achieved
- Explanations = needs to be filled out



Objectives - Explanations

- What? How?
- Achievements?
- Next steps?
- How are the detailed objectives linked to pilots?
- Impact?



Outputs (project level report)

VB/NSRP Online Monitoring System
214
29:46
HELP
Demo LeadBen





Home > Periodic Reporting > Progress Reports > FDAI / #4, Project Progress Report

Main details
Objectives
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Deliverables
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Annexes

Progress to date on outputs *

There are missing fields in your entries.

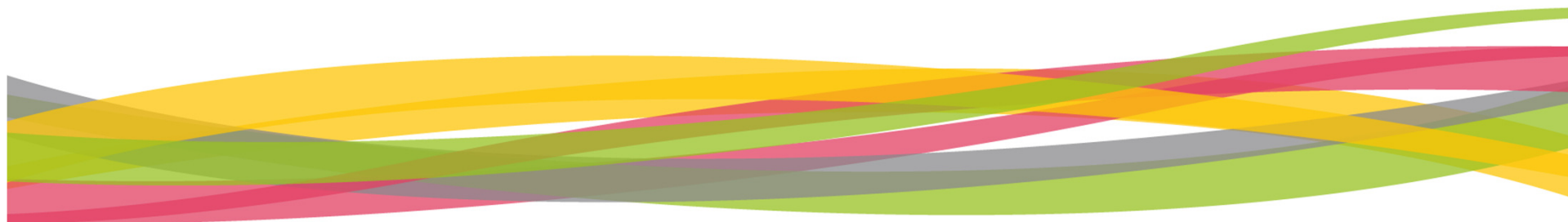
- Main details: Achieved in this period
- Main details: Total achievement to date
- Description: Explanations

	Output Indicator	Output target	Achieved Previously	Achieved in this period	Total achievement to date	Explanations	Level of achievement	Attachment
	Number of green products, services and processes piloted and/ or adopted by the project	100	5014				Not entered	
	Number of enterprises participating in cross-border, transnational or interregional research projects	5500	600				Not entered	
	Number of research institutions participating in cross-border, transnational or interregional research projects	200	270				Not entered	
	Number of organizations/ enterprises adopting new solutions by project end	9000	3000				Not entered	



Outputs

- Output Indicator = taken from the original application
- Output target = taken from the original application
- Achieved Previously = taken from the previous report
- Achieved in this period = needs to be filled out
- Total achievement to date= accumulated automatically by the system
- Explanations = needs to be filled out
- Level of achievement (drop-down menu) = Not started, Proceeding according to work plan, behind schedule, ahead of schedule. completed and achieved more than planned, completed and achieved less than planned
- Attachment = not mandatory, BUT...



Deliverables (project level report)

VB/NSRP Online Monitoring System
214
29:06
HELP
Demo LeadBen

[Home](#) > [Periodic Reporting](#) > [Progress Reports](#) > [FDA! / #4, Project Progress Report](#)

[Main details](#)
[Objectives](#)
[Outputs](#)
[Results](#)
[Deliverables](#)
[Details](#)
[Annexes](#)








Reporting on Work Packages

All fields in the different sections of this project-level report are mandatory. It is the Lead Beneficiary's responsibility to organize with the other beneficiaries what they will contribute to the beneficiary-level reports and take that information into account when filling in the project-level report. Of particular importance is the work package reporting - the LB must give specific instructions to the partnership about which beneficiaries should fill in which work packages, e.g. work package leaders only? Or other beneficiaries as well?

Reporting per Work Package *

There are missing fields in your entries.

- Main details: Work Package status
- Target groups: Who has used the main deliverables from this Work Package?
- Target groups: How have you involved target groups (and other stakeholders) in the delivery of the Work Package?
- Description: Progress in this period
- Description: Problems and solutions found

	Work Package	Status	Deliverables used by	Target groups' involvement in the delivery	Progress in this period	Problems and solutions found
	1 Project management					
	2 Communication activities					
	3 Test WP 3					
	4 Test Work Package					
	5 WP5					
	6 WP6 of Norway					
	7 WP7					

Deliverables (project level report)






VB/NSRP Online Monitoring System

Progress on Activities and Deliverables *

Please describe progress achieved in this reporting period.

There are missing fields in your entries.

- Main details: Status
- Main details: Achieved in this period
- Main details: Description of progress

	Work Package / Activity	Indicator	Deliverable	Target	Achieved Previously	Achieved in this period	Total achievement to date	Remaining	Status	Description of progress / Attachment
	1 Project management 1 Test Activity 2	Exchange of Information Event (Internal)	Customers	1100	12311			1100		
	1 Project management Seminar (sub)	Number of participants	Persons	300	688			300		
	1 Project management 2 blöd	Number of participants	blöd	blöd	790			0		
	1 Project management 4 Happenings	Number of Readers	readers at events.	2	1000			2		
	2 Communicati	Communicatio	Website	1	555			1		



Results – full progress report ONLY

VB/NSRP Online Monitoring System
214
28:45
HELP
Demo LeadBen

Periodic Reporting: Progress Reports
FDA! / #4, Project Progress Report


Home > Periodic Reporting > Progress Reports > FDA! / #4, Project Progress Report

Main details Objectives Outputs **Results** Deliverables Details Annexes

Progress to date on results *

There are missing fields in your entries.

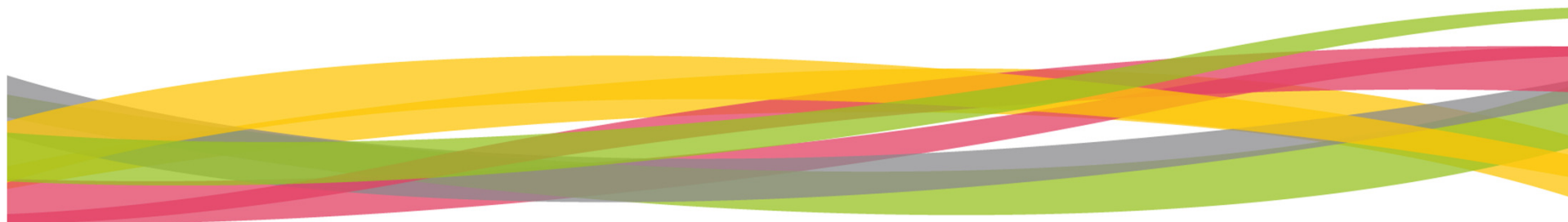
- Main details: Baseline value
- Main details: Total achievement to date
- Description: Explanations

	Project Result	Result target	Measurement Unit	Baseline value	Achieved Previously	Achieved in this period	Total achievement to date	Explanations	Level of achievement	Attachment
	Test Result Indicator	9000	TEST1 units		601				Not entered	

Save and return
Save and proceed to next step

Details – full progress report ONLY (examples)

- ✓ Communication updates
- ✓ Transnationality
- ✓ Knowledge transfer
- ✓ Project implementation
- ✓ Investment and equipment
- ✓ Activities outside eligible area'
- ✓ Capitalisation and results



Annexes (project level report)


VB/NSRP Online Monitoring System





Periodic Reporting: Progress Reports FDA! / #4, Project Progress Report

Home > Periodic Reporting > Progress Reports > FDA! / #4, Project Progress Report

Main details Objectives Outputs Results Deliverables Details Annexes

Annexes

 New

	Title	File
 	Test	 20190130104...on2017.docx  Not public

Save

Annexes

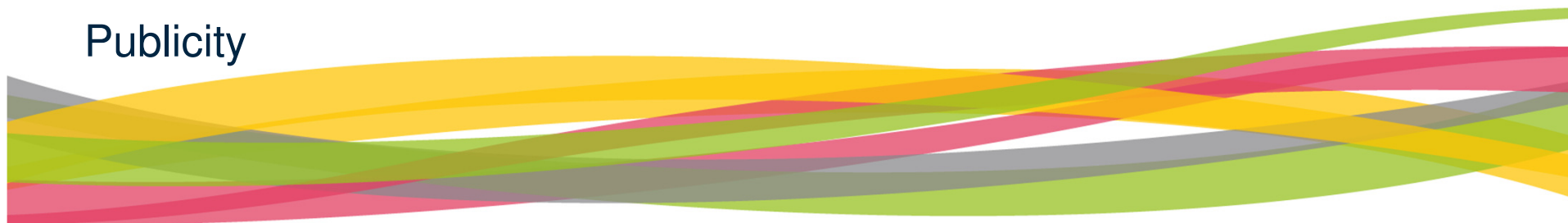
Please avoid the same annexes in different parts of the report.

Please make sure titles of annexes are clear and relevant. Why? Web space/ output library!

Examples:

evidence of content level achievements, related to objectives, outputs, deliverables and results, f. ex. studies, reports/strategy papers, political agreements, adoption of new processes, new standards, new tools

Publicity



Submission

① **Workflow:** Report completed and locked: ☐ No FLC approval of Finances: ☐ No Finance report signed by AS: ☐ No Progress
report signed by Authorised Signatory: ☐ No Submitted to JS: ☐ No

[Main details](#) [Objectives](#) [Outputs](#) [Results](#) [Deliverables](#) [Annexes](#) **Submission**

Created by / Contact person Demo LeadBen @ OMS-LB

Date of creation 22/11/2016 09:07:01

Modified by Tech Support @ Apogee

Date of modification 18/09/2017 12:25:32

Completed, Locked No

Completed on

Signed by Authorised Signatory

Authorised Signatory, signed on

Approved by FLC

Approved by FLC on

Signed file

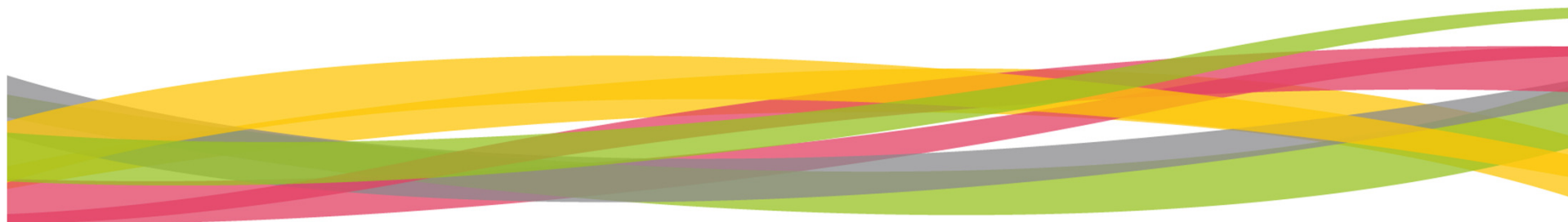
Sent to JS No

Sent to JS on



FINAL NOTE:

Tell us...and the world. If you don't tell us/ the world, we will not know!



Local partnership reporting

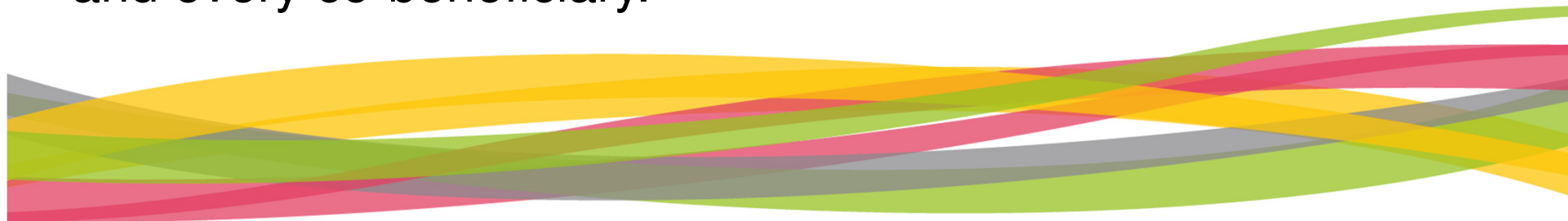
Joint Secretariat's recommendation:

Progress report

Coordinating beneficiary fills out one report, which includes all relevant information of all beneficiaries in the whole local partnership. -> "see report of coordinating beneficiary"

Finance report

Co-beneficiaries give relevant information to the coordinating beneficiary who fills out the individual finance reports for each and every co-beneficiary.





Questions?

