

Tabelle1

Subreport		content	delivered via	who has to contribute	internal deadline	comment
periodic report	technical report	Part A structured tables from the grant management system: cover page; summary for publication; web-based tables covering issues related to the project implementation (e.g. work packages, deliverables, milestones, etc.); answers to the questionnaire about the economic and social impact, especially as measured against the Horizon 2020 key performance indicators and monitoring requirements.	Online – via participant portal	UNI-KLU POLIMI Hosman D. DRS	31 January 2019	final internal deadline 28 February 2019
		Part B the free text, core part of the report explanations of the work carried out by all beneficiaries during the reporting period; Update of the data management plan, the dissemination and the exploitation plan follow up of the review meeting an overview of the progress towards the project objectives, justifying the differences between work expected under Annex I and work actually performed, if any.	Pdf – upload	all, collided by WP7		We are going to use the template we had for the interim Report
	financial report	Consists of structured forms individual financial statements (Annex 4 to the GA) for each beneficiary (and third parties) explanation of the use of resources and the information on subcontracting and in-kind contributions provided by third parties, from each beneficiary for the reporting period concerned periodic summary financial statement including the request for interim payment .	Online – via participant portal	all	this will be open after 28 February only	Please keep in mind to make notes in case you have expenses which might not inevitably be clear. This helps a lot in case somebody not involved has to take care of the bookkeeping or of a second level audit by the EU.
final report	technical report	Final technical report is a publishable summary of the entire project - overview of the results and their exploitation and dissemination - conclusions on the project * - its socio-economic impact of the project - an up-to-date link to the project website - project logos, diagrams, photographs and videos illustrating its work		? Wps HD, DRS? √ POLIMI (WP7)		Like the summaries for the periodic reports, the final summary must be written in a understandable style for a non-specialist audience.
	financial report	final summary financial statement that is automatically created by the system (consolidating the data from all individual financial statements for all beneficiaries and linked third parties, for all reporting periods) and that constitutes the request for payment of the balance in some cases (and for some beneficiaries) it must be accompanied by a certificate on the financial statements - CFS (one certificate per beneficiary).	scans as pdf-upload	UNI-KLU, POLIMI, UBER, UiO		automatically generated, no further action needed -