



Information Measures relating to the Common Agricultural Policy (IMCAP)

Periodic Report

Technical Report (Part A)

Technical Report (Part B)

Financial Report

Version 1.0
01 April 2022

Disclaimer

This document is aimed at informing the beneficiaries. It serves only as an example. The actual web forms and templates are provided in the Funding & Tenders Portal Grant Management System (and may contain certain differences). The reports must be prepared and submitted online via the Portal.



IMPORTANT NOTICE

What is the Periodic Report?

The Periodic Report/Final Report is the pre-condition for receiving payments; it must be submitted through the EU Funding & Tenders Portal Grant Management System by the Coordinator within 60 days after the end of the reporting period.

The Report is divided into a technical and financial report.

The Technical Report consists of 2 parts:

- Part A contains structured tables with project information
- Part B is a narrative description of the work carried out during the reporting period.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Continuous and Periodic Reporting modules.

Part B (+ annexes) must be uploaded on the Technical Report (Part B) screen. The templates to use are available there.

The Financial Report normally consists of:

- the individual financial statements (Annex 4 to the GA) for each Beneficiary
- a summary financial statement
- a detailed cost reporting table
- a certificate on the financial statements (CFS) (if threshold reached).

The Financial Report is generated by the IT system on the basis of the financial information entered into the Periodic Reporting module (and any other documents uploaded, e.g. CFS and detailed cost reporting table).

How to prepare and submit it?

The Periodic Report must be prepared by the consortium in the Continuous and Periodic Reporting modules and then be submitted by the Coordinator.

The Continuous Reporting module is always open and can be updated at any moment during the project (submit deliverables, report on milestones, etc.). It automatically feeds Part A of the Periodic Report.

The Periodic Reporting module is opened after the end of the reporting period. It allows you to:

- download and upload the Part B of the Technical Report (upload only by the Coordinator)
- complete their financial statements on-line (each Beneficiary for themselves and their Affiliated Entities)
- consolidate the individual financial statements into a summary financial statement (Coordinator)
- upload the detailed cost reporting table (each Beneficiary)
- submit the Periodic Report (Coordinator).

 Make sure that all the information in the Continuous Reporting module is updated *before* 'locking the periodic report for review'. Updates entered after this step will be included in the Periodic Report of the following period (if any).

 This document is tagged. Be careful not to delete the tags; they are needed for the processing.

TECHNICAL REPORT (PART A)

COVER PAGE

Part A of the Technical Report must be completed directly on the Portal Continuous Reporting screens.

PROJECT	
Project number:	[project number]
Project acronym:	[acronym]
Project name:	[project title]
Call:	[call ID]
Topic:	[topic ID]
Type of action:	[ToA ID]
Service:	[responsible unit, e.g. JUST/04]
Project starting date:	[dd/mm/yyyy]
Project duration:	[number of months]

REPORTING PERIOD	
Period covered:	from [dd/mm/yyyy] to [dd/mm/yyyy]
Reporting period number:	[1] [2] [3] [4] [...] [Final]
Periodic report date and version:	[dd/mm/yyyy], [version No]

TABLE OF CONTENTS

Project summary
List of participants
List of deliverables
List of milestones (outputs/outcomes)
List of critical risks

PROJECT SUMMARY**Project summary**

Continuous Reporting (Summary for publication screen) — Provide an overall description of your project.

This summary should give readers a clear idea of what the project is about.

It should be written as a stand-alone text to promote the project. It should be structured but descriptive and easy to read. Diagrams or photographs illustrating the work of the project can be included (but only as images).

Note: We may publish this summary for publication/dissemination purposes. Use only diagrams and photographs for which you have the rights, avoid any references to information that is not publicly accessible and do not include any confidential information or personal data (e.g. names and addresses).

Context and overall objectives

Describe the context and overall objectives of your project.

Insert text

Work performed and main achievements

Describe the activities performed and the main achievements. For the Final Report, include the outcomes of the action.

Insert text

Results and impacts

Describe the results of the project (so far) and (actual and expected) impacts (on target groups, change, procedures, capacities, innovation, etc.). For the Final Report, include an overview of the results.

Insert text

LIST OF PARTICIPANTS**PARTICIPANTS**

Latest Legal Data Beneficiaries screens — Overview of the consortium changes.

Partner No	Role	Short Name	Legal Name	Country	PIC	Entry date	Exit date
1	COO						
2	BEN						
2.1	AE						
3	BEN						
4	AP						

Project: [insert number] — [insert acronym] — [insert call identifier]

EU Grants: Periodic report/Additional prefinancing report/Beneficiary termination report (IMCAP): V1.0 – 01.04.2022

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Example, not to complete

LIST OF DELIVERABLES

Deliverables

Continuous Reporting (Deliverables screen) — Add actual delivery dates (or new due date for late deliverables, together with an explanation for the delay). In the Comments, please indicate if the deliverable was achieved as planned or not.

The labels used mean:

Public — fully open (🚩 automatically posted online)

Sensitive — limited under the conditions of the Grant Agreement

EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision [2015/444](#). For items classified under other rules (e.g. national or international organisation), please select the equivalent EU classification level.

Deliverable No	Deliverable Name	Work package No	Lead Beneficiary	Type	Dissemination Level	Due Date	New Due Date (if delay)	Delivery Date (actual)	Status	Comments
[number]	[name]	[WP number]	[beneficiary short name]	[R — Document, report] / [DEM — Demonstrator, pilot, prototype] / [DEC — Websites, patent filings, videos, etc] / [DATA — data sets, microdata, etc] / [DMP — Data Management Plan] / [ETHICS] / [SECURITY] / [OTHER]	[PU — Public] / [SEN — Sensitive] / [R-UE/EU-R — EU Classified] / [C-UE/EU-C — EU Classified] / [S-UE/EU-S — EU Classified]	[month number]	[dd/mm/yyyy]	[dd/mm/yyyy]	[Pending] / [Draft] / [Submitted] / [Rejected] / [Approved] / [Removed]	[insert comments]

LIST OF MILESTONES

Milestones

Continuous Reporting (Milestones screen) — Update the status (and add new due date for late milestones). In the Comments, please indicate if the milestone was achieved as planned or add an explanation for the delay.

Milestone No	Milestone Name	Work Package No	Lead Beneficiary	Means of Verification	Due Date	New Due Date (if delay)	Delivery Date (actual)	Achieved	Comments
[number]	[name]	[WP number]	[beneficiary short name]	[means of verification as in Annex 1 GA]	[dd/mm/yyyy]	[dd/mm/yyyy]	[dd/mm/yyyy]	[YES] [NO]	[insert comment]

LIST OF CRITICAL RISKS

Foreseen risks

Foreseen risks			
<i>The table shows the risks already listed in Annex 1 of the Grant Agreement (read-only).</i>			
Risk No	Description	Work Package No(s)	Proposed Mitigation Measures
[risk number as in Annex 1 GA]	[description as in Annex 1 GA]	[WP numbers]	[mitigation measure as in Annex 1 GA]

Unforeseen risks

Unforeseen risks			
Risk No	Description	Work Package No(s)	Proposed Mitigation Measures
[unforeseen risk number]	[insert description]	[insert WP numbers]	[insert mitigation measure]

State of play

State of play

Continuous Reporting (Critical Risks screen) — Give the state of play of the risks that were identified in Annex 1 of the Grant Agreement (and new risks that materialised during project implementation) and add new mitigation measures, if needed.

Risk No	Reporting Period	Did you apply risk mitigation measures?	Did your risk materialise?	Comments
[risk number]	[RP number]	[YES] [NO]	[YES] [NO]	[insert comment (mandatory if no risk mitigation measures were applied or planned risk mitigation measures were not applied)]

Example, not to complete

TECHNICAL REPORT (PART B)**COVER PAGE**

Part B of the Technical Report must be downloaded from the Portal Technical Report (Part B)/Termination Report screen, completed and then assembled and re-uploaded as PDF on that screen.

PROJECT	
Project number:	[project number]
Project name:	[project title]
Project acronym:	[acronym]

REPORTING PERIOD	
⚠ Please note that you must report on the entire reporting period.	
RP number:	[1] [2] [3] [4] [...] [Final]
Duration:	from [dd/mm/yyyy] to [dd/mm/yyyy]

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#@PER-REP-IMCAP@#

#@PRO-GRE-PG@# [This document is tagged. Do not delete the tags; they are needed for the processing.]

1. OVERVIEW OF THE PROGRESS

1.1 Summary of work performed and achievements, results and impacts

Work performed and main achievements

Short summary of progress towards the project objectives. Highlight significant activities and achievements. Provide clear and measurable details.

Analyse the outcome of the project (so far) and its (actual and expected) impact (on target groups, change, innovation etc.), including a description of the European dimension and added value. For the Final Report, include the conclusions of the action.

Report on objectives not fully achieved or not on schedule.

⚠ Do not simply cut and paste the project summary (filled in online on the Summary for Publication screen). Contrary to the summary, this section is for reporting to the EU and will not be published.

Insert text

#\$PRO-GRE-PG\$# #@PRJ-MGT-PM@#

1.2 Project management, quality assurance and monitoring and evaluation strategy

Project management, quality assurance and monitoring and evaluation strategy

Report on changes to the overall project management concept, quality assurance and monitoring and evaluation strategy (if any).

Insert text

#\$PRJ-MGT-PM\$# #@CON-SOR-CS@#

1.3 Project teams, staff and experts

Project teams and staff

Report and explain deviations from Annex 1 of the Grant Agreement regarding the organisation of staff or project teams. Provide CVs of key actors that had to be replaced.

Insert text

#\$CON-SOR-CS\$# #@\$FIN-MGT-FM@\$#

1.4 Cost effectiveness and financial management

Cost effectiveness and financial management

Inform about significant budget overruns or important changes in the financial management (if any).

Insert text

#\$FIN-MGT-FM\$# #@\$RSK-MGT-RM@\$#

1.5 Risk management

Critical risks and risk management strategy

Report on the state of play concerning the risks and risk mitigation measures (if any).

See Technical Report (Part A).

#\$RSK-MGT-RM\$# #@\$IMP-ACT-IA@\$#

1.6 Impact

Impact

Report on changes in your impact analysis/strategy (if any) and the effects on the project/need for adaptations.

Insert text

#\$IMP-ACT-IA\$# #@\$COM-DIS-VIS-CDV@\$#

1.7 Communication, dissemination and visibility

Communication, dissemination and visibility of funding

Report on the communication and dissemination activities undertaken (to whom, which format, how many, etc.). Report on the indicators to monitor and verify the outreach and coverage of the activities and results, in line with the [EU communication network indicators](#).

Describe how the visibility of EU funding was ensured.

If you described your project on your website(s) and/or social media accounts, please provide the links.

Insert text

#\$COM-DIS-VIS-CDV\$# #@\$SUS-CON-SC@\$#

1.8 Sustainability and continuation

Sustainability, long-term impact and continuation

Report on changes in your sustainability analysis/strategy (if any).

For the Final Report, describe the follow-up of the project after the end of the EU grant. How will the campaign's results be used or further developed. Describe the strategy to ensure sustainability of results and long-term impact.

Insert text

#§SUS-CON-SC§# #@FOL-UP-FU@#

1.9 Follow-up to EU recommendations

Follow-up to EU recommendations

Highlight corrective actions taken as a result of EU monitoring activities (including follow-up to EU project reviews, if any). List each recommendation/comment and explain how they have been followed up.

Insert text

#§FOL-UP-FU§#

Example, not to complete

#@WRK-PLA-WP@#

2. WORK PLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING

2.1 Work packages, activities, resources and timing

WORK PACKAGES

Work Package 1

Work Package 1: [Name, e.g. Project management and coordination]			
Activities <i>Report on the <u>implementation status</u> of the activities that were to be implemented during the reporting period and explain <u>deviations</u> from Annex 1 of the Grant Agreement. In case an activity was not implemented or a deliverable not produced, please explain why.</i>			
Task No (continuous numbering linked to WP)	Task Name	Implemented? (Yes/No/Partially)	Justification (explain what was done and by whom; explain what was not done and why not; indicate how you intend to handle the situation and new timing; indicate if it was a one-off issue or how you intend to avoid similar issues in the future)
T1.1			
T1.2			
Other issues <i>Mention and explain unexpected events and adjustments that had to be made. Explain impact on other tasks, available resources and planning/timing.</i>		Insert text	
Milestones and deliverables (outputs/outcomes)			
See Technical Report (Part A).			

Budget implementation — Use of resources (deviations) *(n/a for Additional Prefinancing Report)*

Explain deviations from the budget planning (i.e. differences between actual and planned use of resources, especially for personnel).

Include explanations on transfers of cost categories in the estimated budget (if applicable)

Don't forget to attach the detailed cost reporting table (if any).

Insert text

Other issues

Insert text

Work Package 2...

To insert additional work packages, copy WP1 as many times as necessary.

Subcontracting**Subcontracting (new subcontracts)** *(n/a for Additional Prefinancing Report)*

Report on new subcontracts. Explain the specific circumstances that caused the need for a subcontract

Include only subcontracts that are best-value-for-money and for which there is no conflict of interest. Keep in mind that subcontracting is not possible for key coordinator tasks and may normally not cover a major part of the action.

Subcontract number (continuous numbering linked to WP)	Subcontract name (subcontracted action tasks)	Description (including task number to which it is linked)	Costs (EUR)	Justification (why did subcontracting become necessary?)	Best-value-for-money (how did you ensure it?)
S1.5					
S1.6					
...					

S2.5					
S2.6					
...					
Other issues <i>If subcontracting for the project rises above 30% of the total eligible costs during the project implementation, give specific reasons. Mention and explain other issues, if needed.</i>		Insert text			

Timetable

Timetable (projects of only 12 months) Report on <u>deviations</u> from Annex 1 of the Grant Agreement. Fill in the planned implementation in beige and the deviations in red. Adapt and repeat lines/columns as necessary.												
Starting date:												
ACTIVITY	MONTHS											
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12
Task 1.1 - ...												
Task 1.2 - ...												
Task												

Project: [insert number] — [insert acronym] — [insert call identifier]

EU Grants: Periodic report/Additional prefinancing report/Beneficiary termination report (IMCAP): V1.0 – 01.04.2022

[illegible]

#§WRK-PLA-WP§#

Example, not to complete

#@ETH-ICS-EI@#

3. OTHER

3.1 Ethics

Ethics
Not applicable.

#§ETH-ICS-EI\$# #@SEC-URI-SU@#

3.2 Security

Security
Not applicable.

#§SEC-URI-SU\$# #@DEC-LAR-DL@#

4. DECLARATIONS

Double funding	
Information concerning other EU grants for this project	YES/NO
<p> Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).</p> <p>We confirm that to our best knowledge neither the project as a whole nor any parts of it benefit/have benefitted from any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies (e.g. EU Regional Funds, EU Agricultural Funds, etc)). If NO, explain and provide details</p> <p>We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies (e.g. EU Regional Funds, EU Agricultural Funds, etc)). If NO, explain and provide details.</p>	

#§DEC-LAR-DL\$#

FINANCIAL REPORT

INDIVIDUAL FINANCIAL STATEMENT

The Financial Statement must be filled out directly on the Portal Financial Statements screen.

CONSOLIDATED FINANCIAL STATEMENT

The consolidated Financial Statement is generated automatically by the system.

ANNEXES

LIST OF ANNEXES

Standard

Detailed cost reporting table (annex 1 to Part B) (*template available on [Portal Reference Documents](#)*) — mandatory
Certificate on the financial statements (CFS) (annex 2 to Part B) (*template available on [Portal Reference Documents](#)*) —
mandatory if threshold reached

Special

n/a

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	01.04.2022	Initial version (new MFF).

Example, not to complete