

Horizon 2020 - European Research Council - Reporting

Which ERC grants are covered by this factsheet?

The factsheet focuses on the ERC frontier research grants awarded under Horizon 2020, which include the Starting, Consolidator and Advanced Grants calls that ran from 2014 until 2020.

The references to grant agreements and articles that set out what the ERC reporting requirements are come from the [Horizon 2020 Model Grant Agreement](#). The guidance will evolve for ERC grants funded under Horizon Europe, the earliest deadline for these projects to submit their first financial report is likely to be November 2023.

Introduction

For ERC grants, two types of reports must be submitted to the ERC Executive Agency (ERCEA). The first one is a financial report that also covers technical elements of the grant. The second one is a scientific report.

Reporting occurs in two ways, periodically – at the end of each reporting period – and continuously – throughout the project lifetime, both of which can be accessed via the Funding & Tenders Portal.

The periodic reporting for both the financial report and the scientific report are composed of two elements: Part A that is generated automatically from the Funding & Tenders Portal and Part B, which is a template document that must be completed and then uploaded to the Funding & Tenders Portal.

Continuous reporting

Continuous reporting is activated when the project starts and is continually open for beneficiaries to submit the following information directly into the Funding & Tenders Portal as and when it becomes available:

- Summary publication
- Deliverables (ethics and ORD plan)
- Gender composition of team
- Publications
- Dissemination activities
- Patents

Information submitted via the continuous reporting function will automatically populate both the financial and scientific reports.

Periodic Reporting

Periodic reporting is activated at the end of each reporting period and this allows the beneficiary to submit a narrative description as a PDF document based on the template provided.

If you have any issues with reporting on your ERC grant, the key contact person is your ERC Project Officer who will be able to help you through this process.

1. Financial reporting for Horizon 2020 ERC Grants

The financial report consists of two parts, Part A that is automatically generated from the Funding & Tenders Portal and Part B, which is a template document that must be completed and uploaded to the system.

Part A is generated automatically based on the information entered by the participant through the periodic and continuous reporting modules on the Funding & Tenders Portal and consists of the following information:

- Cover page
- List of publications
- Follow up of ethics deliverables
- Intellectual property rights resulting from the project
- Questions related to H2020 Key Performance Indicators on dissemination and communication activities, impact on SMEs and gender
- Individual financial statements for each beneficiary
- Breakdown of direct costs, and the information on subcontracting and in-kind contributions provided by third parties from each beneficiary for the reporting period concerned
- A periodic summary financial statement including the request for interim/balance payment
- A 'certificate on the financial statements' for the final period if applicable

Part B of the periodic financial report is the narrative part. It includes explanations of the eligible costs, a 'budget follow-up table' and a short summary of the work carried out during the reporting period. Part B should be uploaded as a PDF document using the [template of Part B Periodic financial report](#).

When do I need to submit a financial report?

The financial reports must be submitted by the Host Institution every 18 months over the course of a project's implementation, which means submitting four financial reports during a standard 60-month ERC project. The periodic financial reporting periods end in months 18, 36, 54 and then a final financial reporting period ends in month 60.

The periodic financial report must be submitted to the ERCEA within 60 days following the end of the reporting period.

Do you have any hints and tips on sound financial reporting for beneficiaries?

You have the freedom to rearrange the budget according to the needs of the project, provided the scientific work does not change (except additional funding which can only be used for the purpose for which it was initially awarded)

Any changes should be explained in the financial report, which should be comprehensive and ideally structured using subheadings and bullet points.

For unforeseen subcontracts and/or in-kind contributions, you are strongly encouraged to consult with your Project Officer beforehand, otherwise there is a risk that these costs will not be accepted.

PIs can always apply for funding from other sources (at the regional, national, international or European levels) for costs not covered by ERC grant. However, it is important to take the time commitments of the PI on the ERC grant into account to ensure they can be fulfilled in any scenario.

Remember that there can be no funding overlap between the ERC grant and other funding sources.

A PI can have an ERC Proof of Concept grant running in parallel to a frontier research grant (Starting, Consolidator, Advanced or Synergy), but it is not possible for a single PI to run two frontier research grants at the same time.

Read the [Horizon 2020 Annotated Model Grant Agreement](#).

2. Scientific Report for Horizon 2020 ERC Grants

Similar to the financial report, the scientific report consists of two parts: Part A the automatically generated information and Part B the narrative part based on a [template document](#) which must be completed and uploaded to the system.

Part A is generated automatically based on the information entered by the participant through the periodic and continuous reporting modules on the Funding & Tenders Portal and consists of the following information:

- Cover page
- A summary for publication
- A list of publications
- Follow up of ethics deliverables

The answers to the questionnaire covering other issues related to the project implementation and the economic and social impact, notably in the context of the H2020 Key Performance Indicators and the H2020 monitoring requirements.

Part B of the periodic scientific report is a narrative part that includes a summary of the major project achievements, a description of the major problems or difficulties encountered, and an overall assessment of the achievements and success of the project. Part B needs to be filled in online using the [template of Part B Periodic Scientific report](#).

The scientific reports give a concise overview of the progress of the scientific work at the midway point (month 30) and end of an ERC project (month 60). They must be submitted to the ERCEA within 60 days following the end of the reporting period.

The ERC recently published a [new guidelines document](#) to help successful grantees understand the scientific reporting they are expected to do while their ERC project is implemented.

What do I need to include in the scientific report?

Aspects of an ERC project that must be reported are covered in the [guidelines document](#) with explanations of the reporting form questions, screenshots of the reporting portal, links to further guidance available in the [Online Manual](#). Included among these are narrative updates on scientific progress such as major achievements and challenges; more specific requirements related to project activity such as publications, deliverables, ethics and data management plans; as well as reports about the project's progress that will be published publicly on [CORDIS](#).

- In the mid-term scientific report, the participant summarises the scientific progress that allows the Scientific Officers to monitor the implementation of the work and reported achievements against the work committed in your "Description of Action" (part B2 of your project proposal).
- At the end of each scientific reporting period, the participant will be invited to complete the report on the Funding & Tenders Portal.
- Full details of the additional elements required in the final report are provided in the section below

3. Final Reports for Horizon 2020 ERC Grants

The final report is submitted after the project has ended and consists of a single submission which includes both the scientific and financial reports together. In addition to reporting on the work carried out and results obtained over the whole duration of the grant, you must also report on the scientific and social impact of your research and the impact of ERC funding on the PI and team members' careers.

More information

- [Horizon 2020 Annotated Model Grant Agreement](#)
- [European Research Council website](#)
- [Horizon 2020 Online Manual](#)
- [UKRO Article – ERC Published Guidance on Scientific Reporting](#) (subscriber access required)
- [UKRO Portal](#) (subscriber access required)