



PROJECT ADMINISTRATION & MANAGEMENT

IDP & F-Iniciativas Gisela Soley David Martín Moncunill



Simulation using Building Information Modeling Methodology of Multimodal, Multipurpose and Multiproduct Freight Railway Terminal Infrastructures

PRESENTATION OF PROJECT ADMINISTRATION TEMPLATES AND HOW TO USE THEM







- Deliverable
- Periodic Report Part B (Coordinator Only)
- Progress Report (Coordinator Only)
- Financial statement plus invoices
- Personnel Costs & Effort
- Person Month
- Use of resources







Please ask your institution first!!!

- It could be already using its own templates
- It could be affected by some special criteria according to its profile (research institute, public institution, university, SME...)







GOAL:

- You'll need to fill quite a bunch of forms in the participant portal for project reporting.
- Keep the information updated and stored in the best way possible so filling these forms will mostly be "Ctrl+C" & "Ctrl+V"







- Deliverable
- Periodic Report Part B (Coordinator Only)
- Progress Report (Coordinator Only)
- Financial statement plus invoices
- Personnel Costs & Effort
- Person Month
- Use of resources





FINANTIAL STATEMENT + INVOICES



SyGMa - System for Grant Management - Google Chrome	-	- 🗆 X	র ৬ - ৫	financial statement	plus_invoices TT - Excel David	d Marti 🛛 🗖
 Es seguro https://ec.europa.eu/research/participants/grants-app/reporting/REP-698201-2/Period 	icReportForm/finStatement/03///					
Es seguro https://ec.europa.eu/research/participants/grants-app/reporting/ktr-656201-2/renou	ickeportronn/inistatement/9544.	nlledjai (EXTERNAL)	Archivo Inicio Insertar Diseño	de página Fórmulas Datos R	evisar Vista Nuance PDF Q ¿Qué de	esea hacer?
Grant Project Periodic Report Management		goring and the			🖙 🔹 % 👓 🐺 Dar formato como tabla *	Eliminar
698201 (Hydrolowhead) SME-2 Beneficiary 1: TT Financial		267 20	Portapapeles 🕞 Fuente		Número 🕼 Estilos	Celdas
CONTRACTOR TO COLLEME TO RELACT AND INCOMENTS HORIZON 2020 Legal Marrier: TECNOTURBINES S.L. PIC: 934457455 Legal Madres: AND DE LOS PALACIOS 25, 03179, FORMENTERA DEL	12.1	A Contraction of the second	C10 • : $\times \checkmark f_x$			
Period No: 2 Duration (months): 6 SEGURA Spain Reporting Period : [01 Sep 2016 - 28 Feb 2017]	185	JE SA	A B	C D E F H I J	M N O P Q	R
Slide to select beneficiary			Beneficiary		TECNOTURBINES	
Financial Statement		SAVE SAVE	6			
	بەن	Use of Resources	8 A. Direct personnel costs	Actual / 175.843.60	Comments	
Financial information from contact	-		 A.1 Employees (or equivalent) A.2 Natural persons under direct 	175.043,00		
No contribution requested? O Yes O No	It is boranna a	function for the former of	contract			
Financial Statements	the every development and	ui the an dealer	11 A.3 Seconded persons			
rinancial Statements	where the matter is with the barry of the barry	the of the first of	12 A.4 SME owners			
	tranks no some the apple of the offer	Add Adjustment	A.5 Beneficiaries that are natural			
Period Adjustment	Requested Contribution	Actions	A.6 Personnel for providing access			
01 Sep 2016 - 28 Feb 2017 (Period No. 2) No	225,694.36 €		to research infrastructure			
	Sundistant and have been been been	2 lague de tr. L	15	Direct Personnel Costs	175.8	843,60€
Financial Statement for period '2' - (01 Sep 2016 - 28 Feb 2017)			B. Direct costs of subcontracting	Actual	Comments	
Eligible costs:			17 Ateknea		WP4 Development	
Cost Category Unit Cost Number of Units	Subtotal	Total Actions	18 3G Instal Bio	24.733,81	Civil Works	
a) Direct personnel costs declared as actual costs	175,843	.60 €	19 CTPI	2.250,00	Civil Works Management	
b) Direct personnel costs declared as unit costs (average costs	0	.00€ R	20	Direct Costs of Subcontracting		753,81 €
▼c) Direct personnel costs declared as unit costs	0	.00€	21 C. Direct costs of fin. Support	Actual	Comments	
c1) SME owner/Natural person costs 31.74 € × 0 =	0.00 €		22 23			
d) Direct costs of subcontracting	90,753	.81 €	25	Direct Costs of Fin. Support		. €
e) Direct costs of providing financial support to third parties	<u>0</u>	.00.€	26 D. Other direct costs	Actual	Comments	
f) Other direct costs	9,489	.//€	20 D.1 Travel	1.241,28		
h) Indirect costs (= 0.25 * (a + b + c + f - o))	46,333		28 D.2 Equipment	661,43		
j) Total costs (= a + b + c + d + e + f + h)	322,420	.52 €	29 D.3 Other goods and services	7.587,06		
m) Maximum EU contribution (70%) n) Requested EU contribution	225,694 225,694		30 D.4 Costs of large research inf.			
n) Requested EO contribution	223,074	.30 €	21	Other Direct Costs	9.4	489,77 €
Additional Information for indirect costs:			32	TOTAL Direct Costs	276.0	087,18€
Use of 'costs of in-kind contributions not used on premises? (o) \bigcirc Yes \odot No			33 34	milizect Costs Flat Rate (25%)	46.3	333.34 €
			35			100,04 C
			36	EU Contribution		
			37 Reinbursement rate 38 70%	Maximum EU contribution 625.06	Requested Longertribution 3,50 € 225.6	594 37 €
			39	025.00	- 225.0	104,01 C
	Va	lidate	✓ → Financial Statement	Invoices (+)	: •	
			Listo			─ -

\rightarrow If other direct costs are too high you'll need to justify the invoices

INTERMODEL EU - FUNDED BY THE EUROPEAN COMMISSION GRANT AGREEMENT: 690658







- Deliverable
- Periodic Report Part B (Coordinator Only)
- Progress Report (Coordinator Only)
- Financial statement plus invoices
- Personnel Costs & Effort
- Person Month
- Periodic Report Part A
- Use of resources





PERSONNEL COSTS AND EFFORT



SyGMa - System for Grant Management - Google Chrome	- 🗆 X	🖬 🕤 र 🗟 🗧 🛛 personnel_costs_effort (personas mes x WP) - Excel David Marti 🖬 — 🛛
Es seguro https://ec.europa.eu/research/participants/grants-app/reporting/REP-698201-2/PeriodicReporting/REP-6982001-2/PeriodicReporting/REP-6982001-2/PeriodicReporting/REP-6982001-2/PeriodicReporting/REP-698200-2/PeriodicReporting/REP-698200-2/PeriodicReporting/REP-698200-2/P		Archivo Inicio Insertar Diseño de página Fórmulas Datos Revisar Vísta Nuance PDF Q ¿Qué desea hacer? 🔑
Grant Project Periodic Report		$ \begin{array}{c c c c c c c c c c c c c c c c c c c $
698201 (Hydrolowhead) SME-2 Beneficiary 2: SDK Financial Lega Name: SE/DEXIA S.L. Statement		Portapapeles ra Fuente ra Alineación ra Número ra Estilos Celdas Editar
		A23 • : × √ fx
Period No: 2 Duration (months): 6 Reporting Period : 101 Sep 2016 - 28 Feb 2017		A B C D E F G H I J K L M N O P Q R S T U V W
Reporting Period : [UI Sep 2010 - 26 Feb 2017]		7 TOTAL ACTUAL COSTS € 241.892,44
Financial Statement	SAVE	8 9
Direct personnel costs declared as actual costs Financia	Use of Resources	IO MONTH 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 Σ Reference <
No col Persons/month per WP	the for the to be with the way of	11 e.g. WP # 0.2 0.3 0.9 0.5 0.1 0.1 0.3 0.4 0.6 1.2 0.7 4.2 7
Financia No. A Person Wonths Associated Work Package	Add Detail	12 WD2 0,0 4,0 4,0 4,7 3,3 5,4 4,8 5,2 5,0 4,5 4,7 3,7 3,3 5,4 5,2 5,0 4,5 5,7 5,7 5,7 5,7 5,7 5,7 5,7 5,7 5,7 5
1 7 WP1	× B Add Adjustment	14 WP3 2 2
2 57 <u>P</u> WP2	× Actions	15 WP4 0 0 0
3 2 WP3	×	16 WP5 0
Financia 4 8	×	WP0 0,2 0,4 0,2 0,3 0,5 0,4 0,3 0,1 0,5 0,6 5 WP7 0,6 0,2 0,3 0,5 0,4 0,3 0,1 0,5 0,6 5 WP7 0,6 0,2 0,9 0,2 0,1 0,1 0,1 0,6 2 2
Lligible ct b b	×	10 WP8 0,0 0,0 0,0 0,0 0,0 0,0 0,0 0,0 0,0 0,
Cost Categ 6 2 WP/	× Total Actions	20 WP9 0
a) Dire Use of in kind contribution from third party	92.44 € 💦	21 WP10 0
b) Dire	Add Detail 0.00 € R 0.00 €	22 Total Σ person month 81
c1)	0.00 €	23
₩ Ck Cancel		25 Signed:
 d) Direct costs or subcontracting e) Direct costs of providing financial support to third parties 	<u>0.00 €</u> 0.00 €	20
f) Other direct costs	25,535.89 € R	Date: 28/02/2017
h) Indirect costs (= 0.25 * (a + b + c + f - o))	66,857.08 €	28 29
j) Total costs (= a + b + c + d + e + f + h) m) Maximum EU contribution (70%)	334,285.41 € 233,999.79 €	30
n) Requested EU contribution	233,999.79 € 🔗	31
Additional Information for indirect costs: Use of 'costs of in-kind contributions not used on premises? (o) \bigcirc Yes $~$ \circledast No		32 33 34 35 36 37 38 39
	Validate	ACTUAL_COSTS +
		Listo
🛨 🔎 🔟 🤗 🛜 🕄 😴 🏥 🖄 🕅 🕅		







- Deliverable
- Periodic Report Part B (Coordinator Only)
- Progress Report (Coordinator Only)
- Financial statement plus invoices
- Personnel Costs & Effort
- Person Month → Internal use
- Periodic Report Part A
- Use of resources





TIME RECORDING



. 5.0.	_																									rcon	monti	, time		rting	- Evo	ol
ti hivo Inicio	-	ertar	г	Diseño	o de pá	ádina	F	órmu	lac	Date	05	Rev	icar	Vis	ta	Nua	ince P	DE	0	:Oué	desea	hace			pe	ison_	monu	1_ume	e_repc	rung	- EXC	.ei
Cortar	1113			JISCIIC		-			1								ince r	l r		-	uesea				7	B	₩,					
gar Copiar	Ŧ		rial	-						=				🦗 Aju		_			Gener			• • •		Forma		Darf	ormat		ormal	de co.		Bu
. 🔷 Copiar fo		·	N K	<u>s</u>			<u> </u>			Ξ	=				nbina	ar y ce	ntrar	_					co				o tabla		elua	ie co.		Ce
Portapapeles ⊑ Fuente ⊑ Alineación ⊑ Número ⊑ 6 ▼ : X √ fx SIGNATURE AND DATE																																
A B	С	D	Е	F	G	Η	I	J	K	L	М	Ν	0	Р	Q	R	S	Т	U	V	W	Х	Y	Ζ	AA	AB	AC	AD	AE	AF	AG	A
TIME RECORDING FOR A HORIZON 2020 ACTION Month Year																																
Title of the Action (Acronym) Grant Agreement Number																																
Beneficiary's /																																
Beneficiary s / third party's name																																
Name of the person Type of personnel (are at \$24.04)																																
	0 01 1		01001																((see a	rt. 6.2	.A GA)									
DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Σ
Reference e.g. WP #																																
WP1																																(
WP2																																(
WP3																																(
WP4 WP5																																
WP6																																(
WP7																																(
WP8																																(
WP9																																(
WP10																													Tota			0
																													Tota	ΙΣΗα	JUIS	
Short descrip	otion o	of the	e acti	vities	s cari	ried (out in	the	mont	:h:																						
DEDRONIC	NIAN	- 00				e.					тг					CU.	סרסי	//800			E 00				CI/					тг		
PERSON'S HE	NAME RE	= GO	ES			SI	JNAI	URE	: AN	d da	IE					SU	'ER		HER		E GC	ES			SIC	JNA	TURE	: ANI	אט ט	ΠE		

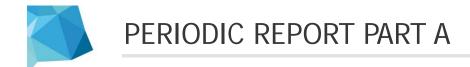






- Deliverable
- Periodic Report Part B (Coordinator Only)
- Progress Report (Coordinator Only)
- Financial statement plus invoices
- Personnel Costs & Effort
- Person Month \rightarrow Internal use
- Periodic Report Part A
- Use of resources







Scientific Publications

Type of scientific publication	Title of the scientific publication	DOI	ISSN or eSSN	Authors	Title of the journal	Number, date	Publisher	Place of publication	Year of public ation	Relevant pages	Public & private publication	Peer- review	Is/Will open access provided to this publication
/Article in journal/ /Publication in conference proceeding/ workshop/ /Books/Mon ographs/ /Chapters in books/ /Thesis/diss ertation/						[insert number of the journal] [insert month of the publication] [insert year of the publication]	[insert name of the publisher]	[insert place of publication]	[insert year of the public ation]	[insert first page of the publicatio n] - [insert last page of the publicatio n]	[YES] [NO]	[YES] [NO]	/Yes - Green OA [insert the length of embargo if any]/ /Yes - Gold OA [insert the amount of processing charges in EUR if any]/ [NO]









Dissemination and Communication Activities

Type of dissemination and communication activities	Number
Organisation of a Conference	
Organisation of a workshop	
Press release	
Non-scientific and non-peer reviewed publications (popularised publications)	
Exhibition	
Flyers	
Training	
Social media	
Web-site	
Communication campaign (e.g radio, TV)	
Participation to a conference	
Participation to a workshop	
Participation to an event other than a conference or workshop	
Video/film	
Brokerage event	
Pitch event	
Trade fair	
Participation in activities organised jointly with other H2020 project(s)	
Other	
Total funding amount:	(Amount in €)



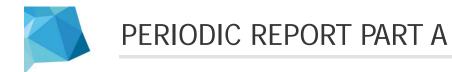




IPR resulting from the project

Type of IP Rights	Application reference	Date of the application	Official title of the application	Applicant(s)	Has the IPR protection been awarded?	If available, official publication number of award of protection
[Patent] [Trademark] [Registered design] [Utility model] [Other]	[Option for international applications of patents [insert IP international organisation code] [insert serial number]] [Option for national applications of patents [insert country code (two letters)] [insert serial number]] [Option for other registered IPR [insert application reference country code (two letters) or organisation code)] [insert alfa numeric identifier]]	dd/mm/yyyy			[YES/NO/ No applicable]	[Option for patents [insert code (two letters referring to a country or organisation)] [insert serial number]/ Option for rest [insert official publication number]/







INNOVATION

Does the project include the following activities and if so how many of each?

Activities developed within the project	Number
Prototypes	
Testing activities (feasibility/demo)	
Clinical trials	

Will the project lead to launching one of the following into the market (several possible):

New product (good or service)	[YES / NO]
New process	[YES / NO]
New method	[YES / NO]

How many private companies in your project have introduced or are planning to introduce innovations (within the project lifetime or 3 years thereafter):

	Total Number of companies	Number of SMEs
Companies introducing innovation(s) new to the market		
Companies introducing innovation(s) only new to the company		





USE OF RESOURCES



H	5-0- -				use_of	_resource	es - Excel													David Marti
Archi	ro Inicio	nsertar Diseño de página Fórmulas Datos Revisar Vista Nuance PDF Q ¿Qué dese	a hacer?																	
	👗 Cortar	Calibri • 11 • A A = = - > - = Ajustar texto General	-			Nor	mal	Bue	no	Inco	rrecto	Neu	utral	Cál	culo	-	€ ■	×		∑ Autosuma
Pegar	Copiar 🔹		50 .00		Dar format		la de co		da vincul			Not		Sali				Eliminar Fe	ormato	👽 Rellenar 🔻
÷	؇ Copiar form		,00 4,0 cc		 como tabla 											Ŧ	Ŧ	*	-	🦑 Borrar 🔻
	ortapapeles	🕫 Fuente 😼 Alineación 🗔 Número	Gi .						E	stilos								Celdas		
X53	•	$\times \checkmark f_x$																		
	А	В	C	D	E	F	G	н	1	J	K	L	М	N	0	Р	Q	R	S	Т
1												PART	TNER X	XXXXX						
2			Start	End	Lead	M3	M6	M9	M12	M15	M18	M21	M24	M27	M30	M33	M36	EST	СОМ	AVA
3	WP1	Management	1	36	IDP															0,00
4	Task 1.1	General consortium management	1	36	IDP															0,00
5	Task 1.2	Project meetings	1	e/6M	IDP															0,00
6	Task 1.3	Project reporting	1	e/6M	IDP															0,00
7	Task 1.4	Coordination of the project with the EC	1	e/12N	I IDP															0,00
8	WP2	Integrated planning environment and decision support (researct act.)	1	32	VTT															0,00
9	Task 2.1	Information and requirements for terminal use cases	1	9	VTT															0,00
10	Task 2.2	Integrated planning environment architecture and interface specifications	4	12	VTT											_				0,00
11	Task 2.3	Implementation of integrating ICT environment	12	30	VTT															0,00
12	Task 2.4	Model coordination	12	24	VTT															0,00
13	Task 2.5	Decision support in integrated planning environment	16	32	VTT					_										0,00
14	WP3	Data & Indicators definitions (research act.)	1	12	FGC															0,00
15	Task 3.1	Definition of KPI and KRI	1	3	FGC					_										0,00
16	Task 3.2	Setting of pilot cases	1	12	FGC															0,00
17	WP4	BIM Intermodal Terminal (research & innovation act.)	4	19	IDP															0,00
18	Task 4.1	7th D BIM execution plan	4	7	VIAN															0,00
19	Task 4.2	Build BIM models of real locations	8	18	IDP															0,00
20	Task 4.3	Build BIM models of virtual locations	8	18	IDP															0,00
21	Task 4.4	Optimisation of first 7D static KPIs & KRIs	14	19	IDP														<u> </u>	0,00
22	WP5	Terminals Operational Simulations	1	17	MAC														\vdash	0,00
23	Task 5.1	Data collection	1	6	MAC													I		0,00
24	Task 5.2	Ontology and conceptual modelling	3	7	MAC													I		0,00
25	Task 5.3	Development of the simulation component library	4	7	MAC													I		0,00
26	Task 5.4	Coupling of simulation model components with overarching architecture	5	8	MAC													I		0,00
27	Task 5.5	Calibration and validation	8	10	MAC															0,00



