

Reporting and Publishing in Horizon Europe

ELBEX Kick-off, 27.01.2025

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DESY



Agenda

- Useful information for EU projects
- Acknowledgements
- Project Budget
- Project Reporting
- Audits
- Open Access Publications



Useful information for EU projects

[Annotated Grant Agreement for Horizon Europe.pdf](#)

- All regulations (rights and duties) to fulfill a HE project
- Basis for the funding

[EU Funding & Tenders Portal](#)

- Management area of the EC (Continuous Reporting, Deliverables, Milestones)
- Project related processes of the EC
- Consortium contacts

All Communication to the European Commission (EC) via the Coordinator.



Acknowledgments

Acknowledgement with EU emblem

- The EU emblem must be used for all communications to acknowledge the support received under EU programs
- The ready-to-use EU emblem can be downloaded from the [EU website](#)
- Next to the EU emblem the project must be mentioned in this way:



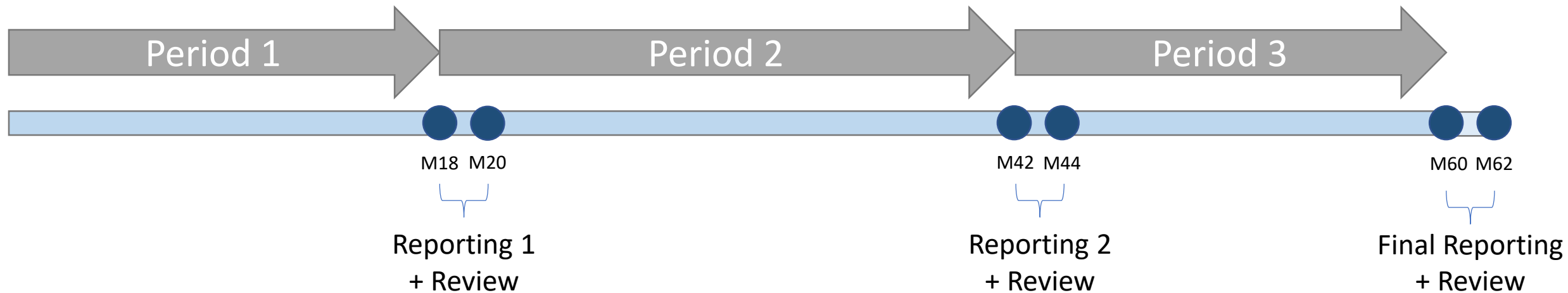
- This is mandatory for dissemination and communication activities
- When displayed together with another logo, the EU emblem must have appropriate prominence

Project Budget

EU funding	4,247,380.00 €
Contribution for the Mutual Insurance Mechanism (5%)	212,369.00 €
Prepayment	2,052,758.75 €

- The prepayment will distributed to all partners soon
- The MIM will be paid with the last payment to all partners
- Next interim and final payments will be paid 90 days after finalising the periodic report
- Bank identification from all beneficiaries needed

Project Reporting



Periodic Report after each period

- Financial Statement of each beneficiary
- Progress Report of the WP leaders (Technical Report Part B)
- Filled questionnaire (Technical Report Part A)

Reports must be submitted to the EU by the coordinator within 60 days.



Project Reporting - Questionnaire

Information about:

- Personnel (number of researchers, young people, women)
- Communication and dissemination activities
- Publications



Audits

First level audit: Certificate of the Financial Statement (CFS)

- Required for beneficiaries whose direct and indirect costs exceed 430.000 Euro (only DESY and EuXFEL)
- At the final periodic report
- Auditor is selected by the beneficiary



Open Access Publications

- Open Access is mandatory for all publications within a Horizon Europe action
- A Data Management Plan is needed ([→ template](#))
- It is important to deposit the article in a trusted repository at the latest on the day of the journal publication ([→ find a trusted repository](#))
- [How to comply with Horizon Europe mandate for publications](#)



Contact to EU office at DESY

Don't hesitate to contact me in case of any questions:

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