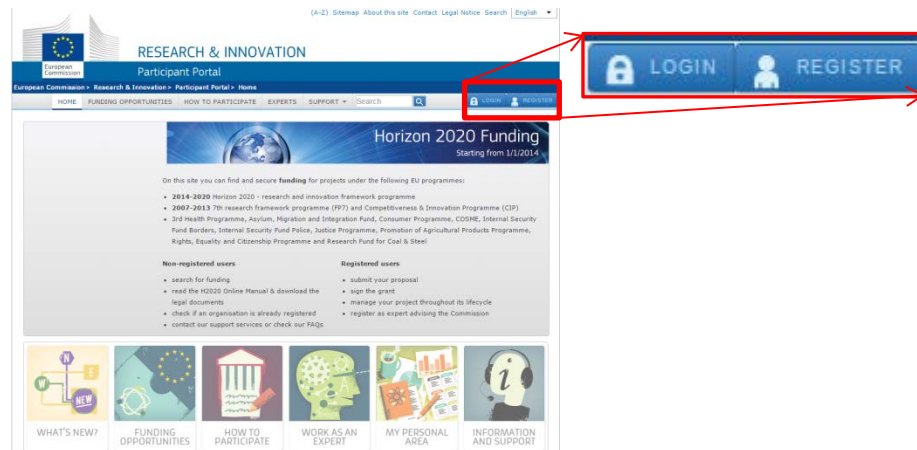


Quick start for filling out the periodic financial statement:

1. Go to the Research and Innovation participant portal of the European Commission and login with your username and password.

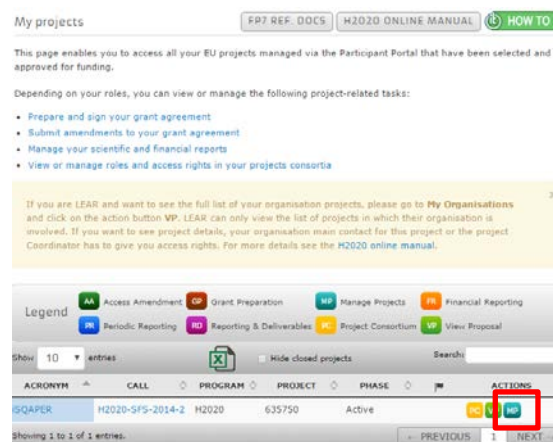
<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>



2. Click on "My Project(s)" under the "MY AREA" menu item.

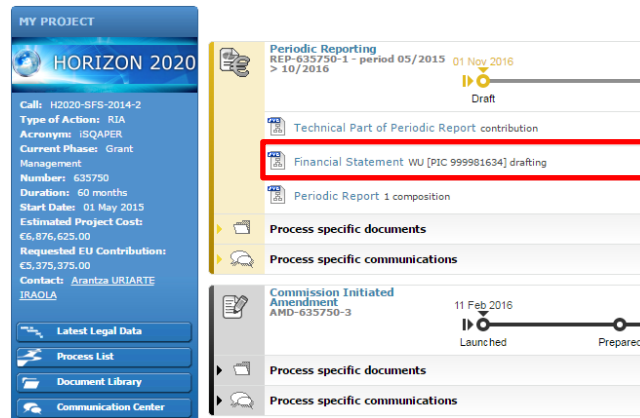


3. Select the MP button (Manage Projects) behind the iSQAPER project

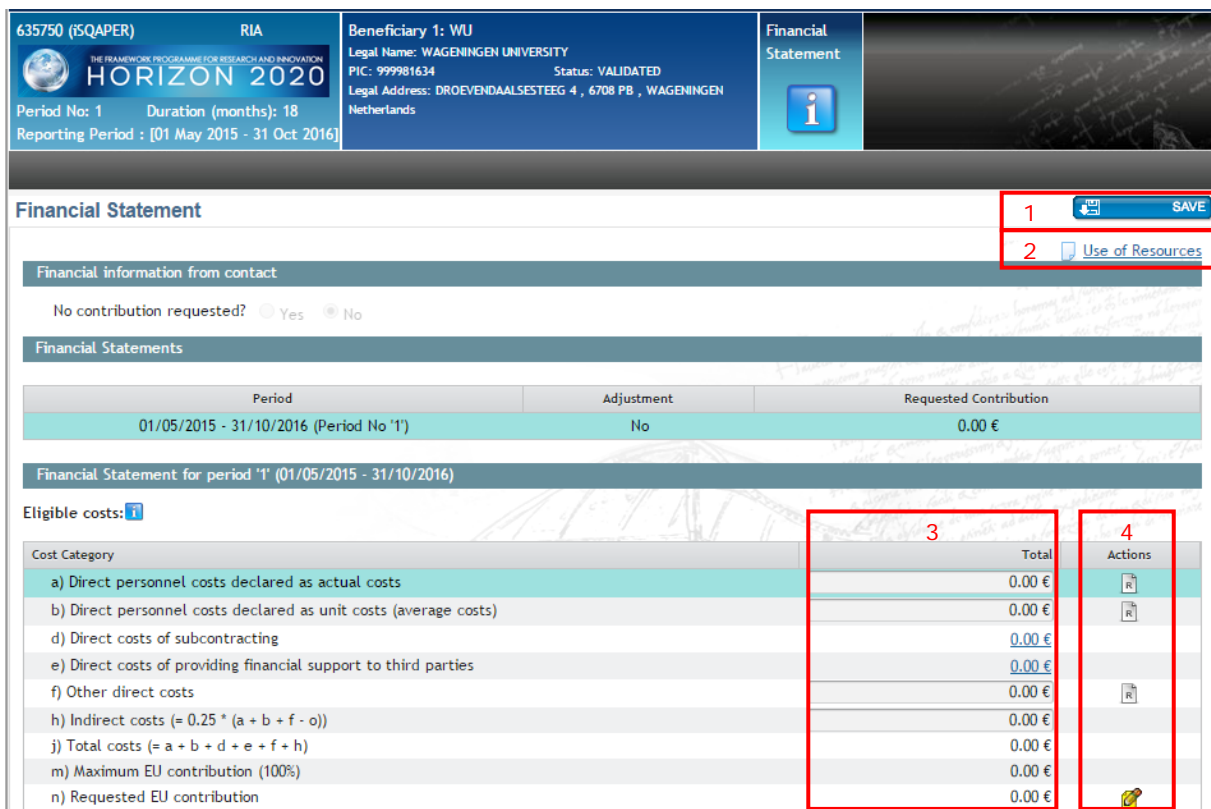


You will be redirected to the Grant Management Services of the participant portal and you will see a.o. the periodic reporting period.

4. Select **Financial Statement** from **Periodic Reporting** (period 5/2015 > 10/2016)



5. Here you can enter the financial statements and specify how the Resources have been used.



Financial Statement

1 **SAVE**

2 **Use of Resources**

Financial information from contact

No contribution requested? ☐ Yes ☒ No

Financial Statements

Period	Adjustment	Requested Contribution
01/05/2015 - 31/10/2016 (Period No '1')	No	0.00 €

Financial Statement for period '1' (01/05/2015 - 31/10/2016)

Eligible costs: 1

Cost Category	Total	Actions
a) Direct personnel costs declared as actual costs	0.00 €	
b) Direct personnel costs declared as unit costs (average costs)	0.00 €	
d) Direct costs of subcontracting	0.00 €	
e) Direct costs of providing financial support to third parties	0.00 €	
f) Other direct costs	0.00 €	
h) Indirect costs (= 0.25 * (a + b + f - o))	0.00 €	
j) Total costs (= a + b + d + e + f + h)	0.00 €	
m) Maximum EU contribution (100%)	0.00 €	
n) Requested EU contribution	0.00 €	

3

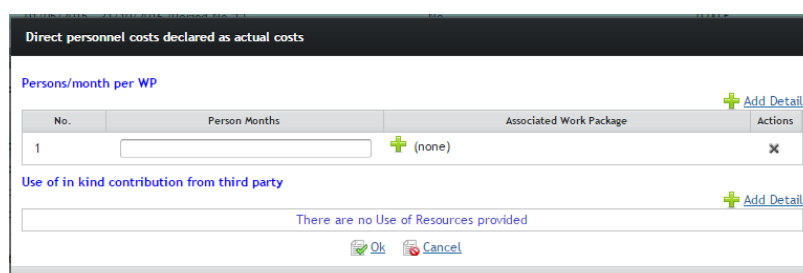
4

1: Save your work

2: Summarize of the Use of Resources

3: Financial statements

4: Specify the Use of Resources. After clicking on the "Actions" button the next popup will appear:



Direct personnel costs declared as actual costs

Persons/month per WP

No.	Person Months	Associated Work Package	Actions
1		(none)	

Use of in kind contribution from third party

There are no Use of Resources provided

Ok Cancel

Here you can enter the person months and assign a specific WP to it (by clicking the green plus sign + (none)). Additional lines can be added pressing the green plus sign at the top of the table.

After finalising, the financial statement needs to be validated

Further information can be found in the [H2020 online manual](#) or specific information from this manual can be downloaded at the iSQAPER website: <http://www.isqaper-project.eu/partner-downloads/reporting-to-eu/period-01-may-2015-oct-2016> (first login and then copy/paste the link into the address bar)