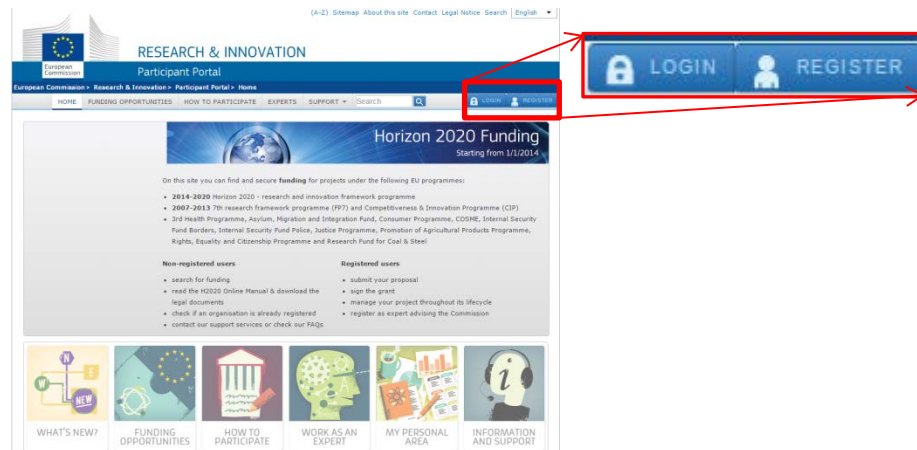Quick start for filling out the periodic financial statement:

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
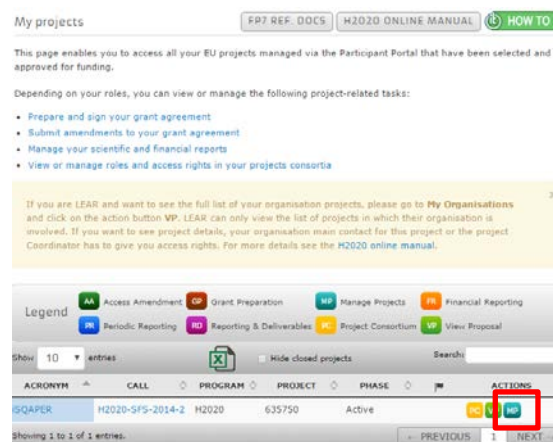

2. Click on "My Project(s)" under the "MY AREA" menu item.
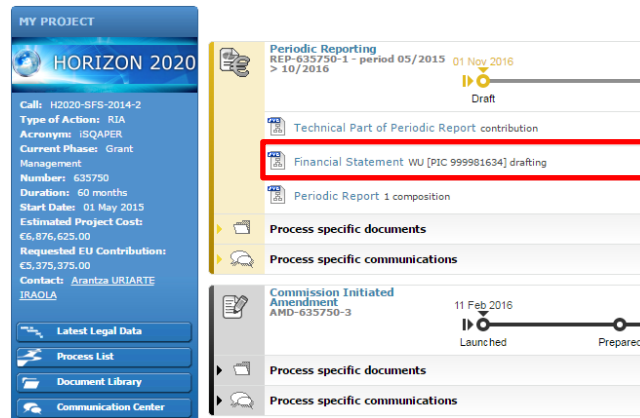

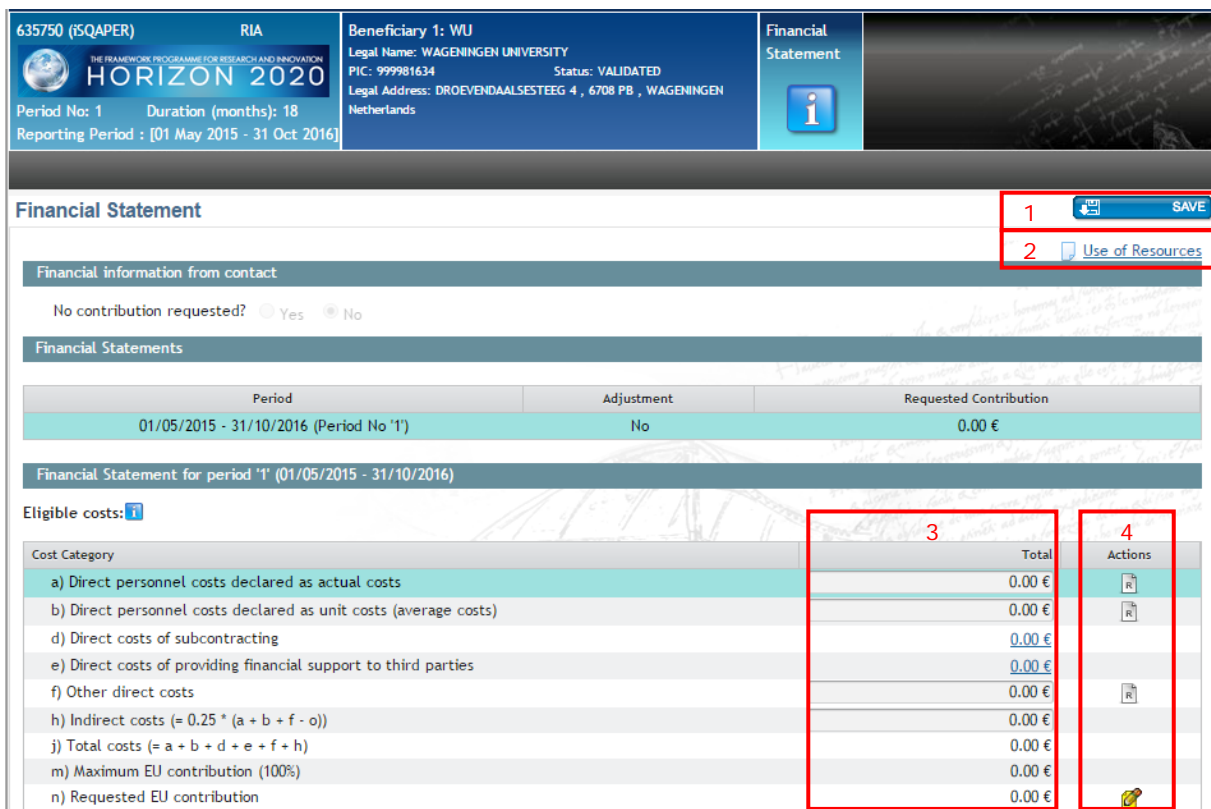3. Select the MP button (Manage Projects) behind the iSQAPER project

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)

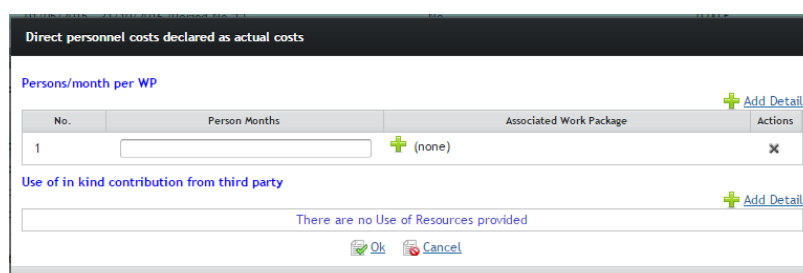5. Here you can enter the financial statements and specify how the Resources have been used.

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:

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.

<mark>After finalising, the financial statement needs to be validated</mark>

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)