**ISQAPER Project Reporting Schedule for Period 2 (01/11/2016-30/04/2018)**

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| Step | Activity | Action taken by: | Directed to: | Action on/deadline: |
| 1 | WUR sends out reporting instructions to partners | Coordinator | Partners | 16th March 2018 |
| 2 | Partners have their management (financial) reports ready and have the draft Individual Financial Statement submitted in EC GMS | Project partners requesting EU funds | EC GMS\* | 18th May 2018 |
| 3 | Coordinator starts checking the Financial Statements in EC GMS | Coordinator | Project partners requesting EU funds | 18th May 2018 |
| 4 | WP leaders submit their Scientific reports to Coordinator | WP leaders | Coordinator | 25th May 2018 |
| 5 | Coordinator stats checking the scientific reports | Coordinator | WP leaders and partners | 25th May 2018 |
| 6 | Feedback scientific reporting from Coordinator | Coordinator | WP leaders and partners | 4th June 2018 |
| 7 | Coordinator has checked all Financial Statements | Coordinator | n/a | 6th June 2018 |
| 8 | Final checks and review during the plenary meeting in Estonia | Coordinator | WP leaders and partners | 11th June 2018 |
| 9 | Coordinator is ready checking and assembling the scientific and financial reports | Coordinator | n/a | 20th June 2018 |
| 10 | Coordinator submits reports and deliverables to the EC | Coordinator | EC GMS | 22th June 2018 |

**\*EC GMS means the structured tables to be completed in the Horizon 2020 Grant Management System.**