


From: [INEA-ASR](#)
To: 
Subject: Request for submission of Action Status Report 2014-EU-TM-0401-M
Date: Wednesday 16 January 2019 17:07:00

Dear Mr/Ms,

In line with the article II.23.1 of the Grant Agreement, we would like to remind you that the Action Status Report (ASR) on the implementation of the Action for the reporting period(s) up to the 31 December 2018 as indicated in Art. 4.1.1 has to be provided to INEA **at the latest by 31 March 2019**.

The ASR has to be submitted electronically **only**, using INEA's dedicated TENtec portal for this purpose.

You can access TENtec by clicking on the following hyperlink:

<https://webgate.ec.europa.eu/tentec>.

In order to access, complete and submit the ASR you need an EU Login (former ECAS) account to log into TENtec. If you do not have an EU Login account yet, please sign in by using the 'Create an account' link on the EU Login page presented when you click the link above (support is available through the help function at the bottom of the page).

Please note that the allocation of the ASR to the Contact Person (or if applicable to any other user) is done by using the e-mail address constituting the EU Login. Should this e-mail address be different from the one indicated in the Grant Agreement, please inform immediately the INEA Project Manager in charge of your Action, so that s/he could apply the required changes allowing the Contact Person's access to the ASR.

You may need to give access to different categories of users, for this please, refer to the TENtec ASR Module operational manual in case you need to delegate the role(s) available under: <http://ec.europa.eu/inea/connecting-europe-facility/useful-documents-and-forms>

Please note that for your convenience, the ASR has already been pre-filled with basic information regarding the Action for which you are responsible.

Furthermore, according to the Art. II.23.1.j. of the Grant Agreement, the ASR needs to be certified by each of the EU Member State(s) in which the beneficiary is/beneficiaries are established. This Member State certification is done by the competent national Authority/Authorities and it may be either duly signed and uploaded in the TENtec portal as an attachment to the ASR or given online by a designated Member State user (please refer to the relevant sections of the manual respectively for MS Certification and access granting). Actions involving beneficiaries established in third countries do not require ASR certifications from the third country/countries in question.

For a timely submission of the ASR, we strongly recommend you to coordinate as early as possible with the competent Authority/Authorities in order to allow sufficient time for receiving the Member State certification(s).

We would also like to inform you that the ASRs submitted through the TENtec portal do not need to be sent separately by post or email. We also kindly ask you to keep the original reports, including Member State certification(s), in your archives for audit purposes, in line with article II.27 of the Grant Agreement.

Finally, we would like to remind you about the importance of the accuracy and timely submission of the ASR, which forms the basis for assessing the overall progress of the Action and, if applicable, for the disbursement of further pre-financing payments and interim payments.

Should you have any IT-related question, you may contact the ASR Helpdesk at INEA-ASR@ec.europa.eu.

For technical, Action-related questions on the submission of the ASR please contact your responsible Project Manager at INEA.

Thank you in advance for your cooperation.

Yours sincerely,
INEA-ASR Team