**PROJECT PERIODIC REPORT**

**Grant Agreement number:**

**Project acronym:**

**Project title:**

**Funding Scheme:**

**Date of latest version of Annex I against which the assessment will be made:**

**Periodic report: 1st □ 2nd □ 3rd □ 4th □**

**Period covered: from to**

**Name, title and organisation of the scientific representative of the project's coordinator****[[1]](#footnote-1):**

**Tel:**

**Fax:**

**E-mail:**

**Project website****[[2]](#footnote-2) address:**

Declaration by the scientific representative of the project coordinator

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| I, as scientific representative of the coordinator of this project and in line with the obligations as stated in Article II.2.3 of the Grant Agreement declare that:   * The attached periodic report represents an accurate description of the work carried out in this project for this reporting period; * The project (tick as appropriate) [[3]](#footnote-3):   □ has fully achieved its objectives and technical goals for the period;   * + has achieved most of its objectives and technical goals for the period with relatively minor deviations.   + has failed to achieve critical objectives and/or is not at all on schedule. * The public website, if applicable   + is up to date   + is not up to date * To my best knowledge, the financial statements which are being submitted as part of this report are in line with the actual work carried out and are consistent with the report on the resources used for the project (section 3.4) and if applicable with the certificate on financial statement. * All beneficiaries, in particular non-profit public bodies, secondary and higher education establishments, research organisations and SMEs, have declared to have verified their legal status. Any changes have been reported under section 3.2.3 (Project Management) in accordance with Article II.3.f of the Grant Agreement. |

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| Name of scientific representative of the Coordinator: ....................................................................  Date: ............/ ............/ ............  For most of the projects, the signature of this declaration could be done directly via the IT reporting tool through an adapted IT mechanism. |

## 3.1 Publishable summary

This section must be of suitable quality to enable direct publication by the Commission and should preferably not exceed four pages.

The publishable summary has to include all the distinct parts described below:

* A summary description of project context and objectives,

1. A description of the work performed since the beginning of the project and the main results achieved so far ,

* The expected final results and their potential impact and use (including the socio-economic impact and the wider societal implications of the project so far),
* The address of the project public website, if applicable

In line with this, diagrams or photographs illustrating and promoting the work of the project, as well as relevant contact details or list of partners can be provided without restriction.

**The publishable summary should be updated for each periodic report**.

## 3.2 Core of the report for the period: Project objectives, work progress and achievements, project management

### 3.2.1 Project objectives for the period

Please provide an overview of the project objectives for the reporting period in question, as included in Annex I to the Grant Agreement. These objectives are required so that this report is a stand-alone document.

Please include a summary of the recommendations from the previous reviews (if any) and indicate how these have been taken into account.

### 3.2.2 Work progress and achievements during the period

Please provide a concise overview of the progress of the work in line with the structure of Annex I to the Grant Agreement.

**For each work package,** except project management, which will be reported in section 3.2.3, please provide the following information:

* A summary of progress towards objectives and details for each task;
* Highlight clearly significant results;
* If applicable, explain the reasons for deviations from Annex I and their impact on other tasks as well as on available resources and planning;
* If applicable, explain the reasons for failing to achieve critical objectives and/or not being on schedule and explain the impact on other tasks as well as on available resources and planning (the explanations should be coherent with the declaration by the project coordinator) ;
* a statement on the use of resources, in particular highlighting and explaining deviations between actual and planned person-months per work package and per beneficiary in Annex 1 (Description of Work);
* If applicable, propose corrective actions.

### 3.2.3 Project management during the period

*Please use this section to summarise management of the consortium activities during the period. Management tasks are indicated in Articles II.2.3 and Article II.16.5 of the Grant Agreement.*

Amongst others, this section should include the following:

* Consortium management tasks and achievements;
* Problems which have occurred and how they were solved or envisaged solutions;
* Changes in the consortium, if any;
* List of project meetings, dates and venues;
* Project planning and status;
* Impact of possible deviations from the planned milestones and deliverables, if any;
* Any changes to the legal status of any of the beneficiaries, in particular non-profit public bodies, secondary and higher education establishments, research organisations and SMEs;
* Development of the Project website, if applicable;

The section should also provide short comments and information on co-ordination activities during the period in question, such as communication between beneficiaries, possible co-operation with other projects/programmes etc.

For Grant Agreements related to infrastructures (Annex III to the Grant Agreement), the access provider shall include a section in the periodic reports on the access activity, indicating the membership of the selection panel as well as the amount of access provided to the user groups, with the description of their work, and the names and home institutions of users.

## 3.3 Deliverables and milestones tables

**Deliverables**

The deliverables due in this reporting period, as indicated in Annex I to the Grant Agreement have to be uploaded by the responsible participants (as indicated in Annex I), and then approved and submitted by the Coordinator. Deliverables are of a nature other than periodic or final reports (ex: "prototypes", "demonstrators" or "others"). If the deliverables are not well explained in the periodic and/or final reports, then, a short descriptive report should be submitted, so that the Commission has a record of their existence.

If a deliverable has been cancelled or regrouped with another one, please indicate this in the column "Comments".

If a new deliverable is proposed, please indicate this in the column "Comments".

This table is cumulative, that is, it should always show all deliverables from the beginning of the project.

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| **Table 1. Deliverables** | | | | | | | | | | | | |
| **Del. no.** | **Deliverable name** | **Version** | **WP no.** | **Lead beneficiary** | **Nature** | **Dissemination  level[[4]](#footnote-4)** | **Delivery date from Annex I (proj month)** | **Actual / Forecast delivery date**  **Dd/mm/yyyy** | **Status**  **No submitted/**  **Submitted** | **Contractual**  **Yes/No** | **Comments** |
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**Milestones**

Please complete this table if milestones are specified in Annex I to the Grant Agreement. Milestones will be assessed against the specific criteria and performance indicators as defined in Annex I*.*

This table is cumulative, which means that it should always show all milestones from the beginning of the project.

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| **Table 2. Milestones** | | | | | | |  |
| **Milestone**  **no.** | **Milestone name** | **Work package no** | **Lead beneficiary** | **Delivery date from Annex I**  **dd/mm/yyyy** | **Achieved Yes/No** | **Actual / Forecast achievement date**  **dd/mm/yyyy** | **Comments** |
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## 3.4 Explanation of the use of the resources

Please provide an explanation of personnel costs, subcontracting and any major costs incurred by each beneficiary, such as the purchase of important equipment, travel costs, large consumable items, etc., linking them to work packages.

There is no standard definition of "major cost items". Beneficiaries may specify these, according to the relative importance of the item compared to the total budget of the beneficiary, or as regards the individual value of the item.

These can be listed in the following tables (one table by participant):

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| **Table 3.1 Personnel, subcontracting and other major cost items for Beneficiary 1 for the period** | | | |
| Work Package | Item description | Amount in € with 2 decimals | Explanations |
| Ex: 2,5, 8, 11, 17 | Personnel direct costs | *235000.00 €\** | *Salaries of 2 postdoctoral students and one lab technician for 18 months each\** |
| 5 | Subcontracting | *11000.02 €\** | *Maintenance of the web site and printing of brochure\** |
| 8, 17 | Major cost item 'X' | *75000.23 €\** | *NMR spectrometer\** |
| 11 | Major cost item 'Y' ……….. | *27000.50€\** | *Expensive chemicals xyz for experiment abc\** |
|  | Remaining direct costs | *15000.10€\** |  |
|  | Indirect costs |  |  |
| TOTAL COSTS[[5]](#footnote-5) | | *363000.85€\** |  |

*\* The entries in italics are examples and purely for illustration*

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| **Table 3.2 Personnel, subcontracting and other major cost items for Beneficiary 2 for the period** | | | |
| Work Package | Item description | Amount in € with 2 decimals | Explanations |
|  | Personnel direct costs |  |  |
|  | Subcontracting |  |  |
|  | Major cost item 'X' |  |  |
|  | Major cost item 'Y' ……….. |  |  |
|  | Remaining direct costs |  |  |
|  | Indirect costs |  |  |
| TOTAL COSTS | |  |  |

**The following table is required only for the funding schemes for Research for the benefit of SMEs**

**THE TRANSACTION**

Please provide a list of the actual cost incurred by the RTD performers during the performance of the work subcontracted to them. These costs refer only to the agreed '**Transaction'**.

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| **Name of RTD Performer** | **Number of person months** | **Personnel Costs (€)** | **Durable equipment** | **Consumables** | **Computing** | **Overhead Costs (€)** | **Other Costs (€)** | **Total by RTD performer** |
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| **TOTAL** |  |  |  |  |  |  |  |  |

## 3.5 Financial statements – Form C and Summary financial report

Please submit a separate financial statement from each beneficiary (if Special Clause 10 applies to your Grant Agreement, please include a separate financial statement from each third party as well) together with a summary financial report which consolidates the claimed Community contribution of all the beneficiaries in an aggregate form, based on the information provided in Form C (Annex VI) by each beneficiary.

When applicable, certificates on financial statements shall be submitted by the concerned beneficiaries according to Article II.4.4 of the Grant Agreement.

Besides the electronic submission, Forms C as well as certificates (if applicable), have to be signed and sent in parallel by post.

**IMPORTANT:**

Form C varies with the funding scheme used. Please make sure that you use the correct form corresponding to your project (Templates for Form C are provided in Annex VI to the Grant Agreement). An example for collaborative projects is enclosed hereafter.

A Web-based online tool for completing and submitting forms C is accessible via the Participant Portal: <http://ec.europa.eu/research/participants/portal>, (except for projects managed by DG MOVE and ENER).

If some beneficiaries in security research have two different rates of funding (part of the funding may reach 75%[[6]](#footnote-6)) then two separate financial statements should be filled by the concerned beneficiaries and two lines should be entered for these beneficiaries in the summary financial report.







1. Usually the contact person of the coordinator as specified in Art. 8.1. of the Grant Agreement . [↑](#footnote-ref-1)
2. The home page of the website should contain the generic European flag and the FP7 logo which are available in electronic format at the Europa website (logo of the European flag: <http://europa.eu/abc/symbols/emblem/index_en.htm> logo of the 7th FP: <http://ec.europa.eu/research/fp7/index_en.cfm?pg=logos>). The area of activity of the project should also be mentioned. [↑](#footnote-ref-2)
3. If either of these boxes below is ticked, the report should reflect these and any remedial actions taken. [↑](#footnote-ref-3)
4. **PU** = Public

   **PP** = Restricted to other programme participants (including the Commission Services).

   **RE** = Restricted to a group specified by the consortium (including the Commission Services).

   **CO** = Confidential, only for members of the consortium (including the Commission Services).

   **Make sure that you are using the correct following label when your project has classified deliverables.**

   **EU restricted** = Classified with the mention of the classification level restricted "EU Restricted"

   **EU confidential** = Classified with the mention of the classification level confidential " EU Confidential "

   **EU secret** = Classified with the mention of the classification level secret "EU Secret " [↑](#footnote-ref-4)
5. Total costs have to be coherent with the costs claimed in Form C. [↑](#footnote-ref-5)
6. Article 33.1 of the EC FP7 rules for participation - REGULATION (EC) No 1906/2006. [↑](#footnote-ref-6)