Horizon Europe (HORIZON)
Euratom Research and Training Programme (EURATOM)

Periodic Report

Technical Report (Part A)
Technical Report (Part B)
Financial Report

Version 1.0
15 December 2021

IMPORTANT NOTICE

What is the Periodic Report?

The Periodic Report/Final Report is the pre-condition for receiving payments; it must be submitted through the EU Funding & Tenders Portal Grant Management System by the Coordinator within 60 days after the end of the reporting period.

The Report is divided into a technical and financial report.

The Technical Report consists of 2 parts:

- Part A contains structured tables with project information
- Part B is a narrative description of the work carried out during the reporting period.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Continuous and Periodic Reporting modules.

Part B needs to be uploaded as PDF on the Technical Report (Part B) screen. The template to use is available there.

The Financial Report normally consists of:

- the individual financial statements (Annex 4 to the GA) for each Beneficiary
- a summary financial statement
-
- a certificate on the financial statements (CFS) (if threshold reached).

The Financial Report is generated by the IT system on the basis of the financial information entered into the Periodic Reporting module (and any other documents uploaded, e.g. CFS).

How to prepare and submit it?

The Periodic Report must be prepared by the Consortium in the Continuous and Periodic Reporting modules and then be submitted by the Coordinator.

The Continuous Reporting module is always open and can be updated at any moment during the project (submit deliverables, report on milestones, etc.). It automatically feeds Part A of the Periodic Report.

The Periodic Reporting module is opened after the end of the reporting period. It allows you to:

- download and upload the Part B of the Technical Report (upload only by the Coordinator)
- complete their financial statements on-line (each Beneficiary for themselves and their Affiliated Entities)
- consolidate the individual financial statements into a summary financial statement (Coordinator)
- submit the Periodic Report (Coordinator).

⚠ Make sure that all the information in the Continuous Reporting module is updated *before* 'locking the periodic report for review'. Updates entered after this step will be included in the Periodic Report of the following period (if any).

⚠ This document is tagged. Be careful not to delete the tags; they are needed for the processing.

DEFINITIONS	
Background	Any data, know-how or information whatever its form or nature, tangible or intangible, including any rights such as intellectual property rights, that is (i) held by beneficiaries prior to their accession to the action; and (ii) identified by the beneficiaries in a written agreement as needed for implementing the action or for exploiting its results.
Communication	Communication on projects is a strategically planned process that starts at the outset of the action and continues throughout its entire lifetime, aimed at promoting the action and its results. It requires strategic and targeted measures for communicating about (i) the action and (ii) its results to a multitude of audiences, including the media and the public and possibly engaging in a two-way exchange.
Critical risk	A critical risk is a plausible event or issue that could have a high adverse impact on the ability of the project to achieve its objectives. Level of likelihood to occur: Low/medium/high The likelihood is the estimated probability that the risk will materialise even after taking account of the mitigating measures put in place.
Clustering activities	The project has participated in joint activities with other research projects (funded either by the EU or not, such as the D&E Booster, etc) to promote its research results as part of a portfolio of projects.
Deliverable	A report that is sent to the granting authority, providing information to ensure effective monitoring of the project. There are different types of deliverables (e.g. a report on specific activities or results, data management plans, ethics or security requirements).
Dissemination activities	The public disclosure of the results by any appropriate means (other than resulting from protecting or exploiting the results), including by scientific publications in any medium.
Exploitation	The utilisation of results in further research activities other than those covered by the action concerned, or in developing, creating and marketing a product or process, or in creating and providing a service, or in standardisation activities, or feeding back into policy making activities.
Impacts	Wider effects on society (including the environment), the economy or science, enabled by the outcomes of R&I investments in the long term. *Example:* "Airports increase their maximum passenger capacity by 15 % and the passenger average throughput by 10 %, leading to a 28% reduction in infrastructure expansion costs. This is achieved thanks to the use of an advanced forecasting system developed in the project."
Key results (KER)	A Key result (KER) is a main result which has been prioritised due to its high potential for exploitation and further scientific, societal or policy use.
Milestone	Control points in the project that help to chart progress. Milestones may correspond to the achievement of a key result, allowing the next phase of the work to begin. They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the project where, for example, the consortium must decide which of several technologies to adopt for further development.
Objectives	The goals of the work performed within the project, in terms of its research and innovation content. This will be translated into the project's results. These may range from tackling specific research questions, demonstrating the feasibility of an innovation, sharing knowledge among stakeholders on specific issues. The nature of the objectives will depend on the type of action, and the scope of the topic.

Outcomes	The expected effects, over the medium term, of projects supported under a given topic. The results of a project should contribute to these outcomes, fostered in particular by the dissemination and exploitation measures. This may include the uptake, diffusion, deployment, and/or use of the project's results by direct target groups.
Owner	The person/entity which has generated the results.
Pathway to impact	Logical steps towards the achievement of the expected impacts of the project over time, in particular beyond the duration of the project. A pathway begins with the projects' results, to their dissemination, exploitation and communication, contributing to the expected outcomes in the work programme topic/ JU work programme, and ultimately to the wider scientific, economic and societal impacts of the work programme destination/JU work programme.
Results	What is generated during the project implementation. This may include, for example, know-how, innovative solutions, algorithms, proof of feasibility, new business models, policy recommendations, guidelines, prototypes, demonstrators, databases, trained researchers, new infrastructures, networks, etc.
SDGs	Sustainable Development Goals
Technology Readiness Level	See HE Work programme General Annexes section B

TECHNICAL REPORT (PART A)

COVER PAGE

Part A of the Technical Report must be completed directly on the Portal Continuous Reporting screens.

PROJECT	
Project number:	[project number]
Project acronym:	[acronym]
Project name:	[project title]
Call:	[call ID]
Topic:	[topic ID]
Type of action:	[ToA ID]
Responsible service:	[responsible unit, e.g. JUST/04]
Project starting date:	[dd/mm/yyyy]
Project duration:	[number of months]

REPORTING PERIOD	
Period covered:	from [dd/mm/yyyy] to [dd/mm/yyyy]
Reporting period number:	*[*1*] [*2*] [*3*] [*4*] […] [*Final*]*
Periodic report date and version:	[dd/mm/yyyy], [version No]

TABLE OF CONTENTS

PROJECT SUMMARY

[OPTION 1 by default (all except OG):

Project summary (for publication) *This section consists of several sub-sections that will be published through CORDIS and possibly other communication channels. Your text should be easy to read, that is, written in an understandable and accessible way for a broader public. Its purpose should aim to promote the dissemination and support the exploitation of EU funded results. Altogether, your text should not exceed 7480 characters. You should refer only to publicly available information and must not include any confidential or personal data (e.g. names and addresses).* *The project summary (for publication) must be drafted as a "stand-alone" text. No references should be made to other parts of the report.* *You may also wish to provide diagrams or photographs illustrating and promoting the work of your project (only as images)[1].*
Context and overall objectives *Describe the context and overall objectives and the expected impact of your project. The idea is to give to the reader key background information needed to understand the motivation behind the project and the problems and needs it aims to address.* *The description should be seen as "setting a scene for the story" of the project. After reading this section the reader should be able to understand how the results of the project are expected to contribute to tackling the identified problems and needs. If possible, you may wish to include an indication of the significance of your project's expected impacts.* *If applicable, for projects tagged as indicating the need for the integration of social sciences and humanities, please show the role of these disciplines in the project*
Insert text
Work performed and main achievements *Please describe the activities performed and the main achievements, focusing only on technical and scientific aspects (communication and exploitation activities will be mentioned in another section). At the end of your project, please include the outcomes of the action.*
Insert text
Results beyond the state of the art *Please describe results potential impacts and indicatively - if applicable- identify the key needs to ensure further uptake and success (e.g. further research, demonstration, access to markets and finance, commercialisation, IPR support, internationalisation, supportive regulatory and standardisation framework, etc.). At the end of your project, please include an overview of the results.*
Insert text
Policy relevance of your project *Please describe (if applicable) the policy relevance of your project. How the project outcomes can contribute to developing, strengthening or improving EU policy priorities. What are your main policy recommendations/ messages and or contributions to implementing policy priorities based on the project outcomes?* ***Note:*** *Policy relevant evidence and outcomes are any data, information, (scientific) advice generated by the project which could strengthen and support policy makers in developing their policies, policy measures and the implementation thereof.* *Policy measures are diverse in nature, such as the development of new legislation, revision of existing legislation, developing new standards, new (financial and non-financial) support schemes , development of new strategies, drafting new Horizon Europe calls, developing new product or service that meet the needs of EU priorities, etc.*

[1] Any rights of third parties must be cleared in advance in accordance with the grant agreement.

Insert text

]

[OPTION 2 for Operating Grants:

Project summary *Continuous Reporting (Summary for publication screen) — Provide an overall description of your organisation.* *The summary should give readers a clear idea of what your organisation is about.* *It should be written as a stand-alone text to promote the project. It should be structured but descriptive and easy to read. Diagrams or photographs illustrating the work of the project can be included (but only as images).* ***Note:*** *We may publish this summary for publication/dissemination purposes. Avoid any references to information that is not publicly accessible and do not include any confidential information or personal data (e.g. names and addresses).*
Context and overall objectives *Describe your organisation, its mission statement, vision and activities to promote the general EU interest or EU policy objectives targeted by the call.*
Insert text
Work performed and main achievements *Describe the activities performed during the period covered by the EU grant and your main achievements.*
Insert text
Results and impacts *Describe the results of your activities during the period covered by the EU grant and their impact (on target groups, change, innovation etc.).*
Insert text

]

LIST OF PARTICIPANTS

PARTICIPANTS

Latest Legal Data Beneficiaries screens — Overview of the Consortium changes.

Partner No	Role	Short Name	Legal Name	Country	PIC	Entry date	Exit date
1	COO						

2	BEN						
2.1	AE						
3	BEN						
4	AP						

Project: [insert number] — [insert acronym] — [insert call identifier]

PROJECT MANAGEMENT AND IMPLEMENTATION

RESEARCHERS INVOLVED IN THE PROJECT *(all HE ToAs except MSCA)* [NOT PRINTED]

[Beneficiary No]

First Name	Surname	Gender	Nationality	Email	Career stage	Role of researcher	Personal identifier (optional)	Contract Duration	Latest degree before entering the project			Last professional position (if any) before entering the project		For staff members leaving the project	
									Degree	Year awarded	Country	Career stage	Country	Career stage	Country
[name]	[name]	[W] [M] [Non-binary]	[nationality]	[email]	[Category A — Top grade researcher (Full professor/Director of research)] [Category B — Senior-Researcher (Senior Researcher/ Associate professor)] [Category C1 — Recognised researcher (Researcher/ Assistant professor)] [Category C2 — Recognised researcher (Post Doctoral researcher)] [Category D1 — First stage researcher (PhD student)] [Category D2 — Other First stage researcher]	[Leading] [Team member]	[Identifier]	[Temporary<2years] [Temporary>=2years] [Permanent]	[Habilitation] [Doctorate] [Master] [Bachelor] [Highschool Diploma] [Professional Degree] [Other]			[Category A — Top grade researcher (Full professor/Director of research)] [Category B — Senior-Researcher (Senior Researcher/ Associate professor)] [Category C1 — Recognised researcher (Researcher/ Assistant professor)] [Category C2 — Recognised researcher (Post Doctoral researcher)] [Category D1 — First stage researcher (PhD student)] [Category D2 — Other First stage researcher]		[Category A — Top grade researcher (Full professor/Director of research)] [Category B — Senior-Researcher (Senior Researcher/ Associate professor)] [Category C1 — Recognised researcher (Researcher/ Assistant professor)] [Category C2 — Recognised researcher (Post Doctoral researcher)] [Category D1 — First stage researcher (PhD student)] [Category D2 — Other First stage researcher]	

LIST OF DELIVERABLES

Deliverables*

Continuous Reporting (Deliverables screen) — Add actual delivery dates (or new due date for late deliverables, together with an explanation for the delay). In the Comments, please indicate if the deliverable was achieved as planned or not.

The labels used mean:

Public — fully open (automatically posted online)

Sensitive — limited under the conditions of the Grant Agreement

EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444. For items classified under other rules (e.g. national or international organisation), please select the equivalent EU classification level.

Deliverable No	Deliverable Name	Work package No	Lead Beneficiary	Type	Dissemination Level	Due Date	New Dew Date (if delay)	Delivery Date (actual)	Status	Comments
[number]	[name]	[WP number]	[beneficiary short name]	[R — Document, report] [DEM — Demonstrator, pilot, prototype] [DEC — Websites, patent filings, videos, etc] [DATA — data sets, microdata, etc] [DMP — Data Management Plan] [ETHICS] [SECURITY] [OTHER]	[PU — Public] [SEN — Sensitive] [R-UE/EU-R — EU Classified] [C-UE/EU-C — EU Classified] [S-UE/EU-S — EU Classified]	[month number]	[dd/mm/yyyy]	[dd/mm/yyyy]	[Pending] [Draft] [Submitted] [Rejected] [Approved] [Removed]	[insert comments]

LIST OF MILESTONES

Milestones

Continuous Reporting (Milestones screen) — Update the status (and add new due date for late milestones). In the Comments, please indicate if the milestone was achieved as planned or add an explanation for the delay.

Milestone No	Milestone Name	Work Package No	Lead Beneficiary	Means of Verification	Due Date	New Due Date (if delay)	Delivery Date (actual)	Achieved	Comments
[number]	[name]	[WP number]	[beneficiary short name]	[means of verification as in Annex 1 GA]	[dd/mm/yyyy]	[dd/mm/yyyy]	[dd/mm/yyyy]	[YES] [NO]	[insert comment]

LIST OF CRITICAL RISKS

Foreseen risks

Foreseen risks *The table shows the risks already listed in Annex 1 of the Grant Agreement (read-only).*			
Risk No	**Description**	**Work Package No(s)**	**Proposed Mitigation Measures**
[risk number as in Annex 1 GA]	[description as in Annex 1 GA]	[WP numbers]	[mitigation measure as in Annex 1 GA]

Unforeseen risks

Unforeseen risks			
Risk No	**Description**	**Work Package No(s)**	**Proposed Mitigation Measures**
[unforeseen risk number]	[insert description]	[insert WP numbers]	[insert mitigation measure]

State of play

State of play *Continuous Reporting (Critical Risks screen) — Give the state of play of the risks that were identified in Annex 1 of the Grant Agreement (and new risks that materialised during project implementation) and add new mitigation measures, if needed.*				
Risk No	**Reporting Period**	**Did you apply risk**	**Did your risk**	**Comments**

		mitigation measures?	materialise?	
[risk number]	[RP number]	[YES] [NO]	[YES] [NO]	[insert comment (mandatory if no risk mitigation measures where applied or planned risk mitigation measures were not applied)]

PROJECT PATHWAY TO IMPACT

RESULTS *(HE, RFCS)*

Results

Continuous Reporting (Results screen) — Provide details about the project results.

Please focus on the content of the results, for example discoveries and theories, products, services, methods etc. Publications, intellectual property rights, datasets, software, algorithms, protocols etc. will be linked to these results later in separate tables. It will also be possible to add these to the project as a whole.

Examples:

1. *The project developed a new medical device, which is described in two publications and later patented. Instructions: List the medical device here (as 'PROD: Product') and link publications to this product in dedicated sections. When you have information about the patent application, link it in a dedicated section.*
2. *The project developed a new scientific theory which is described in several publications. Instructions: List the name and potential of the theory here (as 'SCI: Scientific discovery, model, theory') and link publications to this model later in dedicated sections.*
3. *The project develops a high potential industrial process and is currently at the stage of prototyping. Instructions: List the industrial process here (as 'PROC: Industrial process') and indicate the prototyping stage under 'Steps undertaken towards exploitation'. If the there is a registered prototype, link the registered prototype in a dedicated section.*
4. *The project mainly focused on activities such as conferences, staff exchanges, or on investments in infrastructures. Instructions: List these as results and their potential here.*

Note:

*Questions with * need to be filled in only for KER.*

*Questions with ** need to be filled in only for KER + if 'Result type' is: PROD, SERV, PROC, BUS, DSG, or METH.*

Please do not forget that you are obliged under the Grant Agreement to use the Horizon Results Platform to find interested parties to exploit your KERs if you have not been able to exploit them within one year after the end of the project (unless the obligation has been waived by the granting authority). Exploitation efforts must be continued up to four 4 years after the end of the project, even when the Horizon Results platform is used.

Name	Result type	Key results (KER) *(does result have a high potential?)* *(multiple choice)*	Description of high potential* *(max. 200 characters)*	Audience or target group*	Steps undertaken towards exploitation** *(multiple choice)*	Market maturity** *(state of the market targeted by this result)*
[name]	[SCI — Scientific discovery, model, theory (…)] [PROD — Product (new or improved)] [SERV — Service	[High scientific potential] [High societal potential (other than climate or environmental)]	[insert description]	[Researchers] [Industry, business partners] [Investors] EU Institutions and/or agencies]	[Prototyping in laboratory environment] [Prototyping in production environment] [Pilot, demonstration or	[Not yet existing and not clear if market can be created] [Market creating: not existing but

	(new or improved)] [PROC — Industrial process (new or improved)] [BUS — Business model (new or improved)] [DSG — Design (new or improved)] [METH — Method, material, technology, design (new or improved)] [PO — Policy recommendation, guidance, awareness raising, advocacy] [EVNT — Event (conference, seminar, workshop)] [STAFF — (qualified personnel exchanges)] [LEARN — learning and training (learning modules, curricula)] [INFRA — new or improved infrastructures or facilities]	[High societal potential] [High technologic, business or economic potential] [High policy or regulatory potential] [N/A]		[Policy makers and authorities, international] [Policy makers and authorities, national] [Policy makers and authorities, regional or local] [Citizens] [Standardization bodies] [Innovators] [End users (practitioners, farmers, etc)] [Education/training organization/ learners] [Research Infrastructures] [Business accelerator providers] [Other] [Applicable to all]	testing] [Intellectual property management] [Complying with regulatory framework] [Contribution to standards] [Feasibility Study] [Market Study] [Business plan] [Other]	potential for the creation of a new market] [Emerging: growing demand, scarce supply] [Mature: the market is already supplied with similar products]

RESULTS OWNERSHIP LIST *(HE, RFCS)*

Results ownership list

Continuous Reporting (Results ownership list screen) — Indicate the owner(s) of the results.

Note:

This is the 'results ownership list' required under the Grant Agreement.

The submission of your last Periodic Report will be blocked if this table is not filled in.

Single or joint ownership of results? *(Indicate the number of owners)*	**Result owners**	**Owner country of establish ment**	**Will the owners exploit the result?**	**In which form will the result be made available to other consortium members and/or third parties?**	**Does the exploitation of the results require access to background of one or several consortium members?** *(If Yes a compulsory question opens below)*	**Does the exploitation of the results require access to third party IPR?** *(If Yes, a compulsory question opens below)*
[number of owners]	[insert owner name(s)] *[Entity or Individual]* *Entity: Drop down option with project partners + 'Other'. 'Other' opens a field asking for name, address, country, and an identifier such as VAT number.* *Individual: Drop down option with 'researchers in project*	[country]	[YES] [NO]	[Sale of IP] [Licensing] [Open access] [Open source] [Free license] [Secret/non-disclosure agreement] [Other] [N/A]	[YES] [NO]	[YES] [NO] [NOT KNOWN]
Exploitation requires access to background of consortium members						
[insert measures taken /envisaged to give access to the background required for exploitation]						
Exploitation requires access to third party IPR						
[insert measures taken /envisaged to get access to the required IPR]						

PUBLICATIONS *(HE, RFCS)*

Publications

Continuous Reporting (Publications screen) — Enter the info on publications.

The labels used mean:

Open access means online access to research outputs, in particular scientific publications and research data, free of charge to the end-user.																	
Type of publication	**Peer - review**	**Type of PID** *(repository)*	**PID of deposited publication**	**Link to publication** *(if no PID of publication)*	**Title of the publication** *(for book chapters: title of chapter not of book)*	**PID of publisher version of record**	**ISSN/ eSSN** *(if book insert ISBN)*	**Authors**	**Title of the journal or equivalent**	**Number**	**Publisher**	**Month/ Year of publication**	**PID of book** *(if book chapter)*	**Book title** *(if book chapter)*	**Was the publication available in open access through the repository at the time of publication**	**~~Type of publishing venue~~** **Did you charge OA publishing fees to the project?**	**License type**
*[*Article in journal*]* *[*Publication in conference proceeding/ Workshop*]* *[*Book/Monograph*]* *[*Chapter in book*]* *[*Thesis/Dissertation*]* *[*Other*]*	*[*YES*]* *[*NO*]*	*[*DOI*]* *[*handle*]* *[*ARK*]* *[*URI*]* *[*pURL*]* *[*Other*]* *[*None*]*	[insert PID reference]	[insert link]	[insert title of publication]	[insert PID reference	[insert ISSN/ eSSN number]	[insert author names]	[insert title of journal]	[insert number of journal]	[insert name of publisher]	[insert month of publication] [insert year of publication]	[insert PIDreference]	[insert book title]	*[*YES*][*NO*]*	*[*YES*][*NO*]* If yes -> amount (prefilled by Openaire) [*Disclaimer to be shown: APCs/BPCs paid to hybrid publishing venues are non-eligible costs under Horizon Europe*].	*[*CC BY or equivalent*]* *[*CC BY NC or equivalent*]* *[*CC BY NC ND or equivalent*]* *[*Other licences*]*

DATASETS *(HE)*

Datasets *Continuous Reporting (Publications screen) — Enter the info on datasets.* *The labels used mean:* *Open access means online access to research outputs, in particular scientific publications and research data, free of charge to the end-user.*							
Description	**Type of PID**	**PID of deposited**	**URL to repository** *(if required by WP is the*	**Is this dataset available in open**	**If data is needed to validate conclusions of**	**Is the metadata of deposited data**	**What license is the data licensed**

of datasets		dataset	*repository federated under EOSC?)*	access through the repository?	a scientific publication, describe the provisions whereby you intend to make it available	accessible through open access?	under?
[insert description]	*[*DOI*]* *[*handle*]* *[*ARK*]* *[*URI*]* *[*Other*]*	[insert PID reference]	[insert URL]	*[*YES*][*NO*]*	*[*N/A*]* *[*open access given to data*]* *[*[other: please describe]*]*	*[*YES*][*NO*]*	*[*CCBY or equivalent*]* *[*CC0 or equivalent to CC0*]* *[*Other*]*

INTELLECTUAL PROPERTY RIGHTS (IPR)

Intellectual property rights (IPR)

Continuous Reporting (Patent screen) — List the IPRs that result from the project.

Type of IP Rights	Application Title	Application Reference	Application Date	IPR Owner	IPR Status Has protection been awarded?	IPR Award Reference ID
*[*Patent*]* *[*Trademark*]* *[*Registered design*]* *[*Utility model*]* *[*Other*]*	[insert title of the application]	*[OPTION for international applications of patents* [insert IP international organisation code] [insert serial number]*]* *[OPTION for national applications of patents* [insert country code (two letters)] [insert serial number]*]* *[OPTION for other registered IPR:* [insert application reference country code (two letters) or organisation code)] [insert alpha numeric identifier]*]*	[insert dd/mm/yyyy]	[insert owner name(s)]	*[*YES*]* [NO*]* *[*N/A*]*	[insert reference]

		[insert EPO/google patent format] [insert application ID]				

STANDARDS *(HE, RFCS)*

Standards *Continuous Reporting (Standards screen) — List the standardization activities that result from the project.*				
Standardization activities *(multiple choice)*	**Description** *(max 200 words)*	**Types of standardization bodies involved** *(multiple choice)*	**Names of standardization bodies involved**	**Standard references (if any)**
[Revision of an existing standard] [Elaboration of a new standard] [Participation in a technical committee] [Participation in a technical group] [Elaboration of a workshop agreement] [Others]	[insert short description of activities and reference to the relevant group]	[International] [European] [National] [Other]	[insert name]	[insert reference]

OTHER RESULTS *(HE)*

Other results *(for ERC projects, the table must be filled in only at the end of the project)*

Continuous Reporting (Other Results screen) — List the other results for the project.

The labels used mean:

Open access means online access to research outputs, in particular scientific publications and research data, free of charge to the end-user.

Type of result	Description	If the result is needed to validate the conclusions of a publication, describe the provisions whereby you intend to make your output available, either in digital or physical form?	Type of PID (if available)	PID (if available)	URL to repository landing page for the result service/webpage hosting the result (if available)	What license is the result under
[Software] [Workflow] [Protocol] [Prototype] [Other]	[insert description]	[N/A] [open access given to data] [[other: please describe]]	[DOI] [handle] [ARK] [URI] [Other]	[insert PID reference]	[insert URL]	[CCBY or equivalent] [CC0 or equivalent to CC0] [Other]

DISSEMINATION AND COMMUNICATION ACTIVITIES

Dissemination activities

Dissemination activities *Continuous Reporting (Dissemination screen) — List the dissemination activities carried out in the context of the project.* *Include dissemination activities mentioned in the proposal and new ones.*				
Dissemination Activity Name	**What?** Type of dissemination activity	**Who?** Target audience *(Choose one or more items)*	**Why?** *(max 200 characters)*	**Status**
[insert activity name]	[Conferences] [Education and training events] [Meetings] [Clustering activities] [Collaboration with EU-funded projects] [Other scientific collaboration] [Other]	[Industry,business partners] [Investors] [EU institutions] [Policy-makers and authorities, international] [Policy-makers and authorities, national] [Policy-makers and authorities, regional or local] [Civil society,	[insert description of the objective(s) with reference to a specific project output]	[Delivered] [Cancelled] [Postponed] [Ongoing]

		international] [Civil society,national, regional or local] [Public] [Standardization bodies] [Scientists] [Innovators] [Specific end-user communities] [Education/training organization/learners] [Other]		

Communication activities

Communication activities *Continuous Reporting (Communication screen) — List the communication activities carried out in the context of the project. Use the same labels used in your DEC plan.*					
Communication Activity Name	**Description**	**Who?** Target audience *(Choose one or more items)*	**How?** Communication channel *(Choose one or more items)*	**Outcome**	**Status**
[insert communication name]	[insert description of implemented communication activity]	[Industry, business partners] [Innovators] [Investors] [EU institutions] [National authorities] [Regional authorities] [Local authorities] [Civil society] [Citizens] [Research communities] [Specific user communities (if applicable)] [International organization (UN body, OECD etc)]	[Website] [Social media] [Print materials (brochure, leaflet, posters, stickers, banners etc)] [Press release] [Media article] [Newsletter] [Interview] [Video] [TV/Radio campaign] [Event (conference, meeting, workshop, internet debate, round table, group discussion etc)] [Exhibition] [Other]	[insert key performance indicators]	[Delivered] [Cancelled] [Postponed] [Ongoing]

IMPACT *(HE)*

Technology readiness level of the project *(for ERC projects, the table must be filled in only at the end of the project)*	
At project' start: [an item.] Current status: an item.]	Expected by Project 'end: [TRL1- Basic principles observed] [TRL2- Technology concept validated] [TRL3 - Experimental proof of concept] [TRL4 - Technology validated in lab] [TRL5- Technology validated in relevant environment] [TRL6 - Technology demonstrated in relevant environment] [TRL7 - System prototype demonstration in operational environment] [TRL8- System complete and qualified] [TRL9 - Actual system proven in operational environment] [Not applicable]

Sustainable development goals *(for ERC projects, the table must be filled in only at the end of the project)* *Is your project likely to deliver results relevant for the following Sustainable Development Goals?*	
Climate neutrality	[Not relevant] [Partially relevant] [Full relevant] [Don't know (if nothing selected)]
Clean Water and Sanitation	[Not relevant] [Partially relevant] [Full relevant] [Don't know (if nothing selected)]
Life Below Water	[Not relevant] [Partially relevant] [Full relevant] [Don't know (if nothing selected)]
Life on Land	[Not relevant] [Partially relevant] [Full relevant] [Don't know (if nothing selected)]
No Poverty	[Not relevant] [Partially relevant] [Full relevant] [Don't know (if nothing selected)]
Zero Hunger	[Not relevant] [Partially relevant] [Full relevant] [Don't know (if nothing selected)]
Good Health and Well-being	[Not relevant] [Partially relevant] [Full relevant] [Don't know (if nothing selected)]
Gender Equality	[Not relevant] [Partially relevant] [Full relevant] [Don't know (if nothing selected)]
Decent Work and Economic Growth	[Not relevant] [Partially relevant] [Full relevant]

	[Don't know (if nothing selected)]
Affordable and Clean Energy	[Not relevant] [Partially relevant] [Full relevant] [Don't know (if nothing selected)]
Industry, Innovation and Infrastructure	[Not relevant] [Partially relevant] [Full relevant] [Don't know (if nothing selected)]
Reduced Inequality	[Not relevant] [Partially relevant] [Full relevant] [Don't know (if nothing selected)]
Sustainable Cities and Communities	[Not relevant] [Partially relevant] [Full relevant] [Don't know (if nothing selected)]
Responsible Consumption and Production	[Not relevant] [Partially relevant] [Full relevant] [Don't know (if nothing selected)]
Quality Education	[Not relevant] [Partially relevant] [Full relevant] [Don't know (if nothing selected)]
Peace and Justice Strong Institutions	[Not relevant] [Partially relevant] [Full relevant] [Don't know (if nothing selected)]
International cooperation	[Not relevant] [Partially relevant] [Full relevant] [Don't know (if nothing selected)]
Please explain your choice:	[insert text]

Citizen engagement *(for ERC projects, the table must be filled in only at the end of the project)* *Regarding co-design and co-creation through the engagement of citizens, and/or end-user entities, how have citizen and end-user entities contributed to the co-creation of R&I content so far?*	**Citizen**	**End-user entities**
Co-creating R&I visions, agendas, policies or frameworks	☐	☐
Co-creating R&I action plans or technology roadmaps	☐	☐
Collecting data for the project	☐	☐
Analysing data for the project	☐	☐

Providing resources, e.g. computational, space/locations, practical support	☐	☐
Monitoring and/or evaluating R&I results	☐	☐
Testing & experimenting with innovative R&I solutions	☐	☐
Contributing to scientific publications or patent applications	☐	☐
Debating R&I findings and implications for them	☐	☐
Not applicable	☐	☐
Other (please specify):	[insert text]	

What mechanisms for citizen and/or end-user entity engagement have you set up and plan to maintain beyond the end of your project, or are planning to set up and maintain beyond the end of your project (per beneficiary)? (not blocking submission)	**Beneficiary 1**	**Beneficiary 2**	**Beneficiary 3**
Department, centre, lab, network, testbeds or other structure or space set up, internally or externally, to support citizen/end-user engagement	☐	☐	☐
Institutional websites, web-pages or portals set up to support citizen/end-user engagement (excluding project website)	☐	☐	☐
Staff appointed with responsibility to initiate, monitor, evaluate or advise on citizen/end-user engagement	☐	☐	☐
Staff appointed with responsibility for training, mutual learning and sharing of tools and good practice on citizen/end-user engagement	☐	☐	☐
Rules, standards, guidelines or other frameworks established to ensure that citizen/end-user engagement is taken into account in institutional R&I processes	☐	☐	☐
Systematic or regular dialogues, meetings, workshops or other events set up for citizen/end-user engagement (excl.one-off events)	☐	☐	☐
Other (free text, word limit)	☐	☐	☐
None	☐	☐	☐
Overall, how many individual citizens have been involved in co-creating R&I content for all activities listed? (please provide your best estimate, which should be traceable in one or more deliverables)	[insert text]	[insert text]	[insert text]

Progress towards objectives and impacts of the project
Please describe the progress of the project so far towards delivering scientific impact, based on its objectives, including quantification to the extent possible.
[insert text]
Please describe the progress of the project so far towards delivering economic impact, based on its objectives (e.g. to what extent will the project increase cost-effectiveness of industrial production or processes) including quantification to the extent possible.
[insert text]
Please describe the progress of the project so far towards delivering impact for society, including environmental impact, based on its objectives, including quantification to the extent possible.
[insert text]

Further employment to exploit or scale-up project results (only for last reporting period)				
Full-time equivalents expected to remain or be newly employed based on project's results and their dissemination/ exploitation:	Involve existing team/people ☐	Hire new team/people ☐	Not sure yet ☐	No ☐
Short term contracts (incl. PhD):	Technicians ☐	Researchers ☐	Administrative support & project management ☐	Other ☐
Long term contracts:	Technicians ☐	Researchers ☐	Administrative support & project management ☐	Other ☐
Please explain:				
[insert text]				

Further investment mobilised to exploit or scale-up project results (only for last reporting period)				
Further investment expected:	Private capital/investment ☐	Public investment ☐	Own funds ☐	No ☐
Investment 1 (for each investment)				
Geography:	Non-EU ☐	Non-EU ☐		
	Local ☐	Regional ☐	National ☐	
State:	Planned ☐	In process ☐	Obtained ☐	
Amount: EUR (thousands)	[insert number]			
Please explain:				
[insert text]				
URL link(s) to announcement(s) about the planned/obtained investment:	[insert URL]			

Launch of a dedicated company during (or after end of) the project (only for last reporting period)					
Launch of dedicated company:	Spin-off ☐	Spin-out ☐	Joint venture ☐	Not sure yet ☐	No ☐
Company 1					
Status:	Planned ☐	In progress ☐	Done ☐		
Company identification:	VAT [insert number]	[insert country]	[insert name]	[insert address]	Not applicable ☐

Identified further needs on the project's pathway to impact. *Please tick if applicable.*	
Follow-up research	☐
Testing with end-users	☐
Demonstration in real-life environment	☐
Business plan development	☐
Access to risk capital & Scale-up funding	☐
Support for internationalisation and access to markets	☐
Legal advice (IPR or other)	☐
Partnership with other company (technology or other)	☐
Startup accelerator	☐
Supportive regulatory framework	☐
Standardisation	☐
Human resources & skills	☐
Procurement policies of the end users	☐

Other (specify):	[insert text]
Please explain your choices if needed:	[insert text]

Key factors fostering and impeding the progress to impact (optional question)	
Key factors fostering progress to impact *To what extent are the key factors identified below fostering the progress of the project so far. Please tick if highly relevant.*	
Scientific excellence of the consortium	☐
Geographic breadth of the consortium	☐
Previous collaborations between partners	☐
Interdisciplinarity and cross-sectoral approach of project	☐
Integration of gender dimension in research content	☐
Involvement of social sciences and humanities in the project	☐
Strategic impact orientation of the project aligned to emerging needs	☐
Involvement of users from project design	☐
Validation of prototype by potential buyer/end-user	☐
Management of intellectual & industrial property rights	☐
Knowledge Triangle Integration	☐
Collaboration with wider ecosystem beyond the project (e.g. financial intermediaries, public authorities, standardisation, regulatory bodies)	☐
Further funding secured to exploit project’s results	☐
Other (specify)	[insert text]
Highlight any good practice’ learning from the project for improved implementation that might	[insert text]

be transferable to other projects:	
Key factors impeding progress to impact *To what extent are the key factors identified below impeding to progress as initially planned. Please tick if highly relevant.*	
Difficulties in project implementation and management, including access to human resources, securing additional funding, IPR management, cooperation between partners	☐
Difficulties in engaging with wider environment, including potential end-users, citizen and policy makers	☐
Competitive pressures are evolving differently than planned	☐
Scientific and technological contexts are evolving differently than planned	☐
Socio-economic and policy context are evolving differently than planned	☐
Other factors external to the project impede to progress as expected	☐
Explain key difficulties faced for the implementation of the project and the problem-solving practices adopted or planned:	[insert text]

FINANCIAL SUPPORT TO THIRD PARTIES

Sub-calls

Continuous Reporting (Financial Support to Third Parties screen) — List the FSTP calls launched under the project.

Call Reference	Call Budget	Budget Awarded	Call Publication Date	URL to F&T Portal (if applicable)	Call Status	Number of Received Proposals	Number of Awarded Proposals
[insert call reference number]	[insert amount]	[insert amount]	[insert dd/mm/yyyy]	[insert URL]	[Planned] [Open] [Awarding on-going] [Awarding done]	[insert number]	[insert number]

Awarded recipients

Continuous Reporting (Financial Support to Third Parties screen) — List the recipients of financial support to third parties.

Call Reference	PIC	Legal Name	Organisation Type	Country	Funding Awarded	Funding Paid	Comment
[insert call reference number]	[insert recipient PIC (if any)]	[insert recipient name]	*[*public*][*private*]*	[insert country]	[insert amount]	[insert amount]	[insert comments]

RESEARCH INFRASTRUCTURE *(HE)*

Transnational/virtual access to research infrastructure

Continuous Reporting (Research Infrastructure screen) — Enter the info.

The labels used mean:

Access provider short name — Short name of the beneficiary, affiliated entity or associated partner. It can be the infrastructure owner or, if the owner of the infrastructure is another third party contributing resources, the beneficiary/affiliated entity who they are provided to (and who coordinates access to them).

Installation number — Number progressively the installations of a same infrastructure. An installation is a part or a service of an infrastructure that can be used independently from the rest.

Access Provider Short Name	Infrastructure Short Name	Installation		Unit of Access	Estimated Quantity of Access *(from Annex 1)*	Access Provided *(RP1)*	Access Provided *(RP2)*	Access Provided *(RP3)*	Access Provided *(RP4)*	Total access provided *(all RPs)*
		Number	Short Name							
1 - shortname	[insert infrastructure short name as in Annex 1]	[insert installation number as in Annex 1]	[insert installation short name as in Annex 1]	[insert unit of access as in Annex 1]	[insert number as in Annex 1]	[insert number]	[insert number]	[insert number]	[insert number]	[insert number]

List of users (transnational access)

Continuous Reporting (Research Infrastructure screen) — Enter the info.

For the legal statuses, refer to the following definitions:

UNI — university and other higher education organisations
RES — public research organisations (including international research organisations, as well as private research organisations controlled by public authorities)
SME — micro, small or medium-sized enterprise as defined in EU Recommendation [2003/361](2003/361)
PRV — other industrial and/or profit private organisation

Researcher			**Employing Organisation/ Home Institution**			**Application Identifier**	**Activity Domain (Discipline)**	**Installations used**		
Name	**Gender**	**Nationality**	**Name**	**Legal Status**	**Country**			**Infrastructure Short Name**	**Installation ID**	**Installation Short Name**
								(add as many rows as installations)		
[name NAME]	[M] [F] [Non-binary]	[insert nationality]	[insert name of organisation]	[UNI] [RES] [SME] [PRV] [OTH]	[insert country]	[insert identifier]	[Physics] [Chemistry] [Life Sciences & Biotech] [Earth Sciences & Environment] [Engineering & Technology] [Mathematics] [Information & Communication Technologies] [Material Sciences] [Energy] [Social Sciences] [Humanities]	[insert short name of the infrastructure (as in Annex 1) to which the first installation used by the researcher belongs]	[insert ID of the first installation used by the researcher (as in Annex 1)]	[insert short name of the first installation used by the researcher (as in Annex 1)]

List of users (virtual access)

Continuous Reporting (Research Infrastructure screen) — Enter the info.

Infrastructure Short Name	**Installation Short Name**	**Activity Domain (Discipline)**	**Maximum possible number of users**	**Nr of actual users by max possible number in RP1 (%)**	**Nr of actual users by max possible number in RP2 (%)**	**Nr of actual users by max possible number in RP3 (%)**	**Nr of actual users by max possible number in RP4 (%)**

[insert short name of the infrastructure (as in Annex 1)]	[insert short name of the installation (as in Annex 1)]	*[*Physics*]* *[*Chemistry*]* *[*Life Sciences & Biotech*]* *[*Earth Sciences & Environment*]* *[*Engineering & Technology*]* *[*Mathematics*]* *[*Information & Communication Technologies*]* *[*Material Sciences*]* *[*Energy*]* *[*Social Sciences*]* *[*Humanities*]*	[insert number]	[insert percentage]	[insert percentage]	[insert percentage]	[insert percentage]

MSCA PF MOBILITY DECLARATION *(HE MSCA PF)*

Mobility declarations										
Number	**Phase**	**Destination Organisation**	**Sector of Destination Organisation**	**Country**	**Start Date**	**End Date**	**Working Time Commitment**	**Working Time (%)**	**Reason for Part Time**	**Duration**

MSCA DN AND COFUND MOBILITY DECLARATION *(HE MSCA DN, COFUND)*

Mobility declarations

Number	Researcher ID	First Name	Family Name	Recruitment Organisation	Start Date	End Date	Working Time Commitment	Duration

TECHNICAL REPORT (PART B)

COVER PAGE

Part B of the Technical Report must be downloaded from the Portal Technical Report (Part B)/Termination Report screen, completed and then assembled and re-uploaded as PDF on that screen.

Note:
For EIC Accelerator actions: Please use this reporting template only for the final report. For additional prefinancing requests, this template should be replaced by the PPT used for the progress meeting (i.e. upload the PPT in place of the additional prefinancing report).

PROJECT	
Project number:	[project number]
Project name:	[project title]
Project acronym:	[acronym]

REPORTING PERIOD ⚠ *Please note that you must report on the entire reporting period.*	
RP number:	[1] [2] [3] [4] […] [Final]
Duration:	from [dd/mm/yyyy] to [dd/mm/yyyy]

#@PER-REP-HE@#
#@PRO-GRE-PG@# [This document is tagged. Do not delete the tags; they are needed for the processing.]

1. EXPLANATION OF THE WORK CARRIED OUT AND OVERVIEW OF THE PROGRESS

Include an overview of the project results towards the objective of the action in line with the structure of the Annex 1 to the Grant Agreement including summary of deliverables and milestones. In the technical description below, please avoid repeating information that is already present in part A of the report (in continuous reporting). For projects under topics indicating the need for the integration of social sciences and humanities, explain the role of these disciplines in the project so far.

(No page limit per work-package but the report should be concise and readable. Any duplication should be avoided).

1.1 Objectives

Please list the specific objectives for the project as described in section 1.1 of the DoA; Please provide a short summary of progress towards the achievement of each of the project objectives. Highlight significant activities in support of these achievements. Please provide clear and measureable details; report on objectives not fully achieved or not on schedule.

#@WRK-PLA-WP@#

1.2 Explanation of the work carried out per WP

Include a table or description of how the project has achieved each objective of the period.

1.2.1 Work Package 1

Explain the work carried out in WP1 during the reporting period giving details of the work carried out by each beneficiary/affiliated entity involved.

1.2.2 Work Package 2

Etc.

#§WRK-PLA-WP§# #@IMP-ACT-IA@#

1.3 Impact

Please describe the progress of the project so far towards delivering scientific impact, based on its objectives and towards delivering impact in any of the following fields (if applicable): scientific, economic, societal or industrial production or processes. Report on changes to the expected impacts presented in your DoA (if any) and the effects on the project/need for adaptations.

Where necessary, provide further details of your monitoring and evaluation strategy, including: references to baselines, benchmarks, assumptions used (with justification) as well as calculations performed to quantify the impacts. If necessary, provide this information in a separate deliverable / a dedicated section of a deliverable.

[OPTION for EIT:

Please describe the progress made towards the impacts (both economic and societal) included in the EIT Impact Framework and the KIC impact targets as stated in the KIC Strategic Agenda Annex 1. *]*

[OPTION for JU's and EIT:

Please describe the ongoing project activities as well as the ones proposed or foreseen that enable synergies to be created with national/regional or other EU-level R&I.*]*

[OPTION for MSCA:

Green Charter: Include in this section any relevant information to illustrate how your project implemented the measures mentioned in the MSCA Green Charter.

Supervision: Describe in this section how the supervision of the researchers has been implemented, including the frequency of the meetings between supervisor and researcher and the related outcomes. *]*

#§IMP-ACT-IA§#

[OPTION for projects providing access to research infrastructure:

1.X Access to research infrastructure

If access to research infrastructure has been provided under the grant, please include access provision activities.

Trans-national access (TA) activities

Provide for the set of TA activities, the integrated information described below.

Description of the publicity concerning the new opportunities for access

In the first periodic report, describe the measures taken to publicise to researchers throughout Europe the opportunities for access open to them under the Grant Agreement. In the following periodic reports, indicate only additional measures and changes.

Description of the selection procedure

In the first periodic report, describe the procedure used to select user groups[2]: organisation of the selection panel(s), any additional selection criteria[3] employed by the selection panel(s), measures to promote equal opportunities, etc. Specify if feedback is given to rejected applicants and in which form. In the following periodic reports, indicate only changes to the existing procedure.

The list of the selection panel members should be maintained and updated when necessary in order to prove that the panel is composed following the conditions indicated in Annex 5 to the GA[4]. The granting authority reserves the right to request this list at any time.

Indicate number, date and venue (if not carried out remotely) of the meetings of the selection panel during the reporting period.

Provide integrated information on the selection of user groups and on the scientific output of supported users. In particular, indicate the number of eligible applications submitted in the reporting period and the number of the selected ones (taking into account only calls for which the selection has been completed in the reporting period). Indicate also the number of user groups, whose support started in the reporting period, which have a majority of users not working in an EU Member State or HE associated country.

Description of the trans-national access activity

Give an overview of the applications and users supported in the reporting period, indicating their number, their scientific fields and other relevant information you may want to highlight.

2 Teams of one or more researchers (users).
3 See Annex 5 to the Grant Agreement.
4 The selection panel must be composed of international experts in the field, at least half of them independent from the beneficiaries, unless otherwise specified in Annex 1.

You should maintain the list of selected applications/user groups for which costs have been incurred in the reporting period. The provision of access/service to a user group can run over more than one reporting period. In this case, the user group should be inserted in the list of each concerned reporting period. The list of applications must include, for each application, an identifier, the objectives, as well as the amount of granted access on each installation used by the user group in the reporting period. When the access provision to the user group is completed in the reporting period, the list should also include a short description of the work carried out. The granting authority reserves the right to request this list at any time.

In addition you must fill the following tables (in Part A to be filled in the IT tool):

- *Transnational/virtual access to research infrastructure*: indicate for each installation providing trans-national access under the project, the quantity of access actually provided in the reporting period (expressed in the unit of access defined in Annex 1 for that specific installation).

- *List of users (transnational access)*: Researchers who have access to research infrastructure/installations (one or more) through EU support under the grant either in person (through visit) or through remote access.

Scientific output of the users at the facilities

Give highlights of important research results from the user groups supported under the grant agreement. Indicate the number and the type of publications derived by the work of user groups supported under the grant, taking into account only publications that acknowledge the support of this EU grant.

You should maintain a list of articles that have been published in journals (or conference proceedings) during the reporting period and which are resulting from work carried out under the trans-national access activity. List only publications that acknowledge the EU support. For each publication, indicate the identifier of the application/user group that have led to the publication itself, the authors, the title, the year of publication, the type of publication (article in journal, publication in conference proceeding/workshop, book/monograph, chapters in book, thesis/dissertation, whether it has been peer-reviewed or not, the DoI (digital object identifier), the publication references, and whether the publication is available under Open Access or not. The granting authority reserves the right to request this list at any time.

Virtual access (VA) activities

Provide for the set of VA activities, the integrated information described below.

In the first periodic report, describe the measures taken to publicise to researchers throughout Europe the opportunities for access open to them under the Grant Agreement. In the following periodic reports, indicate only additional measures and changes.

Provide statistics on the virtual access in the period by each installation, including quantity, geographical distribution of users and, whenever possible, information/statistics on scientific outcomes (publications, patents, etc.) acknowledging the use of the infrastructure. Where the call conditions impose additional traceability obligations, information on the traceability of the users and the nature of access must be provided too.

In addition you must fill the following tables (in Part A to be filled in the IT tool):

- *Transnational/virtual access to research infrastructure*: indicate for each installation providing virtual access under the project, the quantity of access actually provided in the reporting period (expressed in the unit of access defined in Annex 1 for that specific installation).

- When virtual access users are traced, also the table *List of users (virtual access)*

As indicated in Annex 5 to the GA, the access providers must have the virtual access services assessed periodically by a board composed of international experts in the field, at least half of whom must be independent from the consortium. In the first periodic report, describe how the virtual access providers will comply with this obligation. In the following periodic reports, indicate only changes to the existing procedure.

When an assessment is scheduled under the reporting period, the assessment report must be submitted as deliverable.

1.X Resources used to provide access to research infrastructure

For virtual or trans-national access costs reported as actual costs, include for each access provider information on how many of the person-months (PM) reported in the use of resources have been used to provide access and explain for which task *(e.g. scientific support to users, …)*.

Access Provider Short Name	Installation(s)	Number of person-months	Explanations of tasks

Information on individual subcontracts must be reported in the use of resources linked to the financial statements in the IT tool. Please mention in the comments field of each subcontract whether it is related to virtual or trans-national access. In addition, all other direct costs items related to virtual or trans-national access must be detailed there, even if they do not exceed 15% of personnel costs. *]*

[OPTION for Co-funded Partnerships:

1.X Co-funded partnerships

Please provide updated information and figures for indicators included in the monitoring and evaluation framework provided in the initial proposal.

European Partnership			Monitoring and evaluation framework date		
	Objectives	**What is a measure of success?** (Please use quantitative (Key Performance) and qualitative indicators and link them to a point in time)	**Which is the data source and methodology used** (project data, study, ….)	**Who is responsible for monitoring and providing the data / information** **When will it be collected?**	**Baseline and target**
General objectives (linked to impact indicators)	GO1				
	GO2				
	GO3				
Specific objectives* (linked to outcome/result indicators)	SO1				
	SO2				
	SO3				

	SO4				
Operational objectives* (linked to output indicators)	OO1				
	OO2				
	OO3				
	OO4				

*add more lines, as needed.

Please use this section to provide explanations, in particular regarding the obtained results (e.g. achievements, targets that are "off track") and the process of monitoring (e.g. changes in the indicators or baselines). Please provide also hyperlinks to publicly available reports that provide more detailed information on the partnership performance. *]*

#§PRO-GRE-PG§# #@FOL-UP-FU@#

2. FOLLOW-UP OF RECOMMENDATIONS AND COMMENTS FROM PREVIOUS REVIEW(S) (IF APPLICABLE)

Please include a table explaining if and how each recommendation from previous reviews and/or Project Officer assessment has been addressed.

#§FOL-UP-FU§# #@IMP-ACT-IA@#

3. EXPLOITATION PRIMARILY IN NON-ASSOCIATED THIRD COUNTRIES (IF APPLICABLE)

Please provide a justification how this exploitation is still in the interest of the EU.

#§IMP-ACT-IA§# #@CON-MET-CM@#

4. OPEN SCIENCE

Describe the Open Science practices related to early and open sharing of research (e.g. through pre-registration, registered reports, pre-prints or crowd-sourcing of solutions to a specific problem).

Describe the concrete measures that ensure the reproducibility of the results obtained during the action i.e., measures to ensure that the *same results* can be obtained by using the *same data and/or methods*, etc.

#§CON-MET-CM§# #@WRK-PLA-WP@#

5. DEVIATIONS FROM ANNEX 1 AND ANNEX 2 (IF APPLICABLE)

Explain the reasons for deviations from the DoA, the consequences and the proposed corrective actions.

5.1 Tasks/objectives

Include explanations for tasks not fully implemented, critical objectives not fully achieved and/or not being on schedule. Explain also the impact on other tasks on the available resources and the planning. Explain also the impact on other tasks and provide and provide details to allow assessing whether the project is on track.

5.2 Use of resources *(n/a for MSCA)*

Include explanations on deviations of the use of resources between actual and planned use of resources in Annex 1, especially related to person-months per work package.

Include explanations on transfer of costs categories (if applicable).

Include explanations on adjustments to previous financial statements (if applicable).

5.2.1 Unforeseen subcontracting (if applicable) (n/a for MSCA)

Specify in this section:

- the work (the tasks) performed by a subcontractor which may cover only a limited part of the project
- explanation of the circumstances which caused the need for a subcontract, taking into account the specific characteristics of the project
- the confirmation that the subcontractor has been selected ensuring the best value for money or, if appropriate, the lowest price and avoiding any conflict of interests
- include also the name of subcontractor and amount.

5.2.2 Unforeseen use of in kind contributions (n/a for MSCA)

Specify in this section:

- the identity of the third party
- the resources made available by the third party respectively against payment or free of charges
- explanation of the circumstances which caused the need for using these resources for carrying out the work.

#§WRK-PLA-WP§#

FINANCIAL REPORT

INDIVIDUAL FINANCIAL STATEMENT

The Financial Statement must be filled out directly on the Portal Financial Statements screen.

CONSOLIDATED FINANCIAL STATEMENT

The consolidated Financial Statement is generated automatically by the system.

ANNEXES

LIST OF ANNEXES

Standard
Use of Resources Report (annex 1 to Part B) *(to be filled out directly on the Financial Statements screen — mandatory (n/a for Lump Sum Grants)*
Certificate on the financial statements (CFS) (annex 2 to Part B) *(template available on Portal Reference Documents) — mandatory if threshold reached (n/a for Lump Sum and Unit Grants)*

Special
n/a

REPORT ON THE USE OF RESOURCES — COST EXPLANATIONS

The report must be filled out directly on the Portal Financial Statements screen.

GRANT	
Project number:	[project number]
Project name:	[project title]
Project acronym:	[acronym]

REPORTING PERIOD ⚠ *Please note that you must report on the entire reporting period.*	
RP number:	[1] [2] [3] [4] […] [Final]
Duration:	from [dd/mm/yyyy] to [dd/mm/yyyy]

PARTICIPANT	
Number:	[1] [2] [2a] [3] [4] […]
Short name:	[name NAME]

Personnel costs *Financial Statement screen — When you enter the costs, pop-ups will appear to ask you for more details.*	
Personnel costs declared as actual costs (if applicable)	
Person-months	**Work Package**
[insert number person-months]	WP 1
[insert number person-months]	WP 2
[insert number person-months]	WP 3
	…
Personnel costs declared as unit costs (if applicable)	
Person months	**Work Package**
[insert number person-months]	WP 1
[insert number person-months]	WP 2
[insert number person-months]	WP 3

	…

In-kind contributions provided by third parties (seconded personnel)

One line per third party (unless different types or differences regarding Annex 1 of the Grant Agreement). In-kind contribution free-of-charge only.

Double-check consistency with the information on in-kind contributions in Technical Report (Part B) – activities & work packages.

Third party name	Foreseen in Annex 1?	Explanations (if not in Annex 1)	Costs for this RP (EUR)
[insert name]	*[YES] [NO]*	[insert comment]	[insert amount]
		Total	[insert amount]

[OPTION for adjustment to previous financial statements **Explanations on adjustments**

[insert comment] *]*

Subcontracting costs

One line per subcontract.

Double-check consistency with the information on subcontracting in the Technical Report (Part B) – Activities and work packages.

Subcontract name (subcontracted action tasks)	Foreseen in Annex 1?	Explanations (if not in Annex 1)	Costs for this RP (EUR)
[insert name]	*[YES] [NO]*	[insert comment]	[insert amount]
		Total	[insert amount]

[OPTION for adjustment to previous financial statements **Explanations on adjustments**

[insert comment] *]*

Purchase costs (travel and subsistence, equipment and other goods works and services)

Details for major cost items (needed if costs declared under 'purchase costs' are higher than 15% of the claimed personnel costs).

Start with the most expensive cost items, down to the 15% threshold.

Travel and subsistence

Cost item name	Category	WP(s)	Foreseen in Annex 1?	Explanations (if not in Annex 1)	Costs (EUR)

[insert name]	Travel and Subsistence	[insert WP numbers]	[YES] [NO]	[insert comment]	[insert amount]
				Total	[insert amount]

Equipment

Cost item name	**WP(s)**	**Foreseen in Annex 1?**	**Explanations** (if not in Annex 1)	**Costs** (EUR)
[insert name]	[insert WP numbers]	[YES] [NO]	[insert comment]	[insert amount]
			Total	[insert amount]

Other goods works and services

Cost item name	**WP(s)**	**Foreseen in Annex 1?**	**Explanations** (if not in Annex 1)	**Costs** (EUR)
[insert name]	[insert WP numbers]	[YES] [NO]	[insert comment]	[insert amount]
			Total	[insert amount]

In-kind contributions provided by third parties

One line per cost item. In-kind contribution free-of-charge only.

Double-check consistency with the information on in-kind contributions in Technical Report (Part B) – activities & work packages.

Third party name	**Category**	**WP(s)**	**Foreseen in Annex 1?**	**Explanations** (if not in Annex 1)	**Costs for this RP** (EUR)
[insert name]	[Travel and subsistence][Equipment] [Other goods, works and services]	[insert WP numbers]	[YES] [NO]	[insert comment]	[insert amount]
				Total	[insert amount]

[OPTION for adjustment to previous financial statements **Explanations on adjustments**

[insert comment] *]*

Internally invoiced goods and services (if applicable) *One line per cost item.*				
Item name	**WP(s)**	**Foreseen in Annex 1?**	**Explanations** (if not in Annex 1)	**Costs** (EUR)
[insert name]	[insert WP numbers]	[YES] [NO]	[insert comment]	[insert amount]
			Total	[insert amount]
In-kind contributions provided by third parties *One line per cost item. In-kind contribution free-of-charge only. Double-check consistency with the information on in-kind contributions in Technical Report (Part B) – activities & work packages.*				
Third party name	**WP(s)**	**Foreseen in Annex 1?**	**Explanations** (if not in Annex 1)	**Costs for this RP** (EUR)
[insert name]	[insert WP numbers]	[YES] [NO]	[insert comment]	[insert amount]
			Total	[insert amount]
[OPTION for adjustment to previous financial statements **Explanations on adjustments**				
[insert comment] *]*				

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	15.12.2021	Initial version (new MFF).