European Commission

Guidance Notes on Project Reporting

FP7 Collaborative Projects, Networks of Excellence, Coordination and Support Actions, Research for the benefit of Specific Groups (in particular SMEs)

Version 2012

SEVENTH FRAMEWORK PROGRAMME

Research and Innovation

CONTENTS

1. INTRODUCTION

This document is the guidance note to help the coordinators and consortia to prepare the periodic and final reports requested in Article II.4 of the Grant Agreement. This is a contractual obligation.

It applies to Collaborative Projects, Networks of Excellence, Coordination and Support Actions, and Research for the benefit of Specific Groups (in particular SMEs) under the 7th Framework Programme of the European Union[1] as well as under Euratom[2].

Separate guidance notes are available for the PEOPLE Specific Programme (Marie Curie, http://cordis.europa.eu/fp7/mariecurieactions/itn-manage_en.html#03) and the IDEAS Specific Programme (ERC/European Research Council, http://erc.europa.eu).

The Commission evaluates the reports and deliverables in accordance with Article II.5 of the Grant Agreement. It may be assisted in this task by independent experts through technical project reviews (Article II.23 of the Grant Agreement). Payments shall be made after the Commission's approval of reports and usually deliverables.

All reports (scientific and financial parts) have to be submitted electronically[3] (exception: projects managed by DG MOVE and ENER) via the Participant Portal:

http://ec.europa.eu/research/participants/portal/

The financial reports will be submitted via the Participant Portal through Forms C but paper versions signed by the authorised person have still to be sent by regular mail.

The technical details of submitting the scientific-technical parts differ slightly between FP7 activity areas.

Reporting specificities for research projects dealing with security' matters, are provided in annex A1.

For the projects managed by DG RTD and DG ENTR and the Research Executive Agency (REA) the scientific-technical parts will be submitted **only** via the specific IT reporting tool system (so-called SESAM) integrated within the Participant Portal (with the exception of the classified reports from security projects). A "quick guide" explaining how the beneficiaries can use this specific IT reporting tool is available at the following address: https://webgate.ec.europa.eu/sesam-fp7

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1 Decision of the European Parliament and of the Council (EC) No 1982/2006 of 18 December 2006 concerning the Seventh Framework Programme of the European Community for research, technological development and demonstration activities (2007-2013) - OJ L412 of 30.12.2006, p1.

2 Decision of the Council (Euratom) No 970/2006 of 18 December 2006 concerning the Seventh Framework Programme of the European Atomic Energy Community (Euratom) or nuclear research and training activities (2007-2011) - OJ L400 of 30.12.2006, p.60 as last modified by Corrigendum published in JO L54 of 22.02.2007, p.21.

3 With the exception of classified reports according to the Commission Decision 2001/844/EC, ECSC, Euratom published in OJ L 317 of 3.12.2001 amended by Commission Decision 2006/548/EC, Euratom published in OJ L 215 of 5.8.2006 p.38.

For the projects managed by DG INFSO scientific-technical parts are within the NEF reporting facility that is also integrated in the Participant Portal. For projects managed by DG MOVE and DG ENER, the reports are not yet submitted via the IT reporting tools under the Participant Portal.

2. REPORTING REQUIREMENTS

2.1 During the course of the project

To be submitted:

1. The **deliverables** identified in Annex I to the Grant Agreement, according to the timetable specified in the Deliverables list.

2. A **periodic report** within 60 days from the end of each reporting period **(including the last reporting period)**. The reporting periods are defined in Article 4 of the Grant Agreement.

   The **periodic report comprises**:

   a) An **overview, including a publishable summary of the progress of work** towards the objectives of the project, including achievements and attainment of any milestones and deliverables identified in Annex I. This report should include the **differences** between work expected to be carried out in accordance with Annex I and that actually carried out,

   b) An explanation of the **use of the resources**, and

   c) A **Financial Statement** (Form C – Annex VI to the Grant Agreement) from each beneficiary[4] and each third party, if applicable, together with a **summary financial report** consolidating the claimed Community contribution of all the beneficiaries (and third parties) in an aggregate form, based on the information provided in Form C by each beneficiary.

   Financial statements should be accompanied by certificates, when this is appropriate (see Article II.4.4 of the Grant Agreement).

2.2 At the end of the project

In addition to the periodic report for the last period of the project, a final report has to be submitted**,** within 60 days after the end of the project.

This final report shall comprise:

a) A **final publishable summary report** which includes: an executive summary, a summary description of project context and objectives, a description of the main S&T results, the

[4] Beneficiary means the coordinator and other entities mentioned in Article 1 of the Grant Agreement.

potential impact (including the socio-economic impact of the project) and the main dissemination activities and exploitation of results/foregrounds

b) **A plan for the use and dissemination of foreground,** to spread awareness.

c) A **report** covering the wider societal implications of the project, in the form of a **questionnaire**, including gender equality actions, ethical issues, efforts to involve other actors**.**

2.3 After having received the final payment from the EC

A report on the distribution of the European Union financial contribution between beneficiaries (see Article II.4.3 of the Grant Agreement) must be submitted 30 days **after receipt of the final payment** (not required for intermediate payments).

2.4 Continuously (during and after the project)

During and after the project, the coordinator shall provide references of all scientific publications relating to foreground at the latest two months following publication (see Article II.30. of the Grant Agreement).
As part of the final project report, the coordinator will be required to submit a full list of publications relating to foreground of the project.
All publications shall include the following statement to indicate that said foreground was generated with the assistance of financial support from the European Union : *The research leading to these results has received funding from the [European Union's] [European Atomic Energy Community's] Seventh Framework Programme ([FP7/2007-2013] [FP7/2007-2011]) under grant agreement n° [xxxxxx]* (see Article II.30. of the Grant Agreement).

2.5 Format of the reports and transmission modalities

The consortium shall transmit the reports and other deliverables through the coordinator to the Commission by electronic means[5] (Article II.4.5 of the Grant Agreement).

Each periodic report shall be submitted via the Participant Portal (including FORM C) (exception: projects managed by DG ENER and MOVE).

In addition, Form C must be signed by the authorised person(s) within the beneficiary's organisation, the certificates on the financial statements and on the methodology must be signed by an authorised person within the auditing entity, and the originals must be sent to the Commission.

The reports submitted to the Commission, in particular their publishable parts, shall be of a suitable quality to enable **direct publication without any additional editing**. By submitting publishable

[5] Classified deliverables should be transmitted by approved means only (which are generally not electronic), as defined in the Commission Decision 2001/844/EC, ECSC, Euratom published in OJ L 317 of 3.12.2001 amended by Commission Decision 2006/548/EC, Euratom published in OJ L 215 of 5.8.2006, p.38.

data to the Commission, it means also certifying that they include no confidential material (Article II.4.7).

The rest of this document provides guidance on how to write these reports. Please ensure that any acronyms used are clearly explained.

3. PERIODIC REPORT

The periodic report for each period (including the last one) shall address both the technical and the financial aspects of the project. It shall consist of sections described as follows:

FRONT PAGE including all basic data of the project

SELF DECLARATION by the scientific representative of the Coordinating entity [the scientific Coordinator]:

3.1. Publishable summary

3.2. Core of the report

3.2.1. Project objectives for the period

3.2.2. Work progress and achievements during the period

3.2.3. Project Management

3.3. Deliverables and milestones tables

3.4. Explanation of the use of the resources (integrated to the Forms C of beneficiaries in IT tools)

3.5. Financial statements - Forms C and Summary financial report

3.6. Certificates

The submission of the reports has to be done via the Participant Portal (exception: projects managed by DG ENER and MOVE). **Signed** Forms C and certificates (if applicable) must be sent by post in parallel.

The content of each of these sections is described as follows

FRONT PAGE

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[6]:

Tel:

Fax:

E-mail:

Project website[7] address:

[6] Usually the contact person of the coordinator as specified in Art. 8.1. of the Grant Agreement.
[7] 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.

Declaration by the scientific representative of the project coordinator

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) [8]:

  ☐ 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.

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 and in that case, no signed paper form needs to be sent

[8] If either of these boxes below is ticked, the report should reflect these and any remedial actions taken.

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,
- 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"). **The periodic reports and the final report have NOT to be considered as deliverables**. 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".

The number of persons/month for each deliverable has been defined in Annex I of the Grant Agreement and cannot be changed. In SESAM, this number is automatically transferred from NEF and is not editable. If there is a deviation from the Annex I, then this should be clearly explained in the comments column.

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

TABLE 1. DELIVERABLES										
Del. no.	**Deliverable name**	**Version**	**WP no.**	**Lead beneficiary**	***Nature***	**Dissemination level**[9]	**Delivery date from Annex I (proj month)**	**Actual / Forecast delivery date** **Dd/mm/ yyyy**	**Status** **No submitted/** **Submitted**	**Comments**

[9] **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 "

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.

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

3.4 Explanation of the use of the resources and financial statements

The financial statements have to be provided within the Forms C for each beneficiary (if Special Clause 10 applies to your Grant Agreement, a separate financial statement is provided for 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 of the Grant Agreement) by each beneficiary.

The "Explanation of use of resources" requested in the Grant Agreement for personnel costs, subcontracting, any major costs (ex: purchase of important equipment, travel costs, large consumable items) and indirect costs, have now to be done within the Forms (user guides are accessible within the Participant Portal)[10].

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.

[10] In the past, the explanation of use of resources requested in the Grant Agreement was done within a table in this section. The merge of this table within the Forms C was a measure of simplification aimed at avoiding duplication and/or potential discrepancies between the data provided in the table 'Explanation of use of resources' and the data provided in the Forms C.

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**'.

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

IMPORTANT:

Form C varies with the funding scheme used. Please make sure that you use the correct form corresponding to your project (Templates for Forms 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%[11]) 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.

[11] Article 33.1 of the EC FP7 rules for participation - REGULATION (EC) No 1906/2006.

FP7 - Grant Agreement - Annex VI - Collaborative Project

Form C - Financial Statement (to be filled in by each beneficiary)

Project nr	**nnnnnn**	**Funding scheme**	**Collaborative Project**
Project Acronym	**xxxxxxxxxxxxxxxxxxxxx**		
Period from	dd/mm/aa	Is this an adjustment to a previous statement ?	**Yes/No**
To	dd/mm/aa		

Legal Name		**Participant Identity Code**	**nn**
Organisation short Name		**Beneficiary nr**	**nn**

Funding % for RTD activities (A)		**If flat rate for indirect costs, specify %**	**%**

1- Declaration of eligible costs/lump sum/flate-rate/scale of unit (in €)

	Type of Activity				
	RTD (A)	**Demonstration (B)**	**Management (C)**	**Other (D)**	**TOTAL (A+B+C+D)**
Personnel costs					
Subcontracting					
Other direct costs					
Indirect costs					
Lump sums/flat-rate/scale of unit declared					
Total					
Maximum EC contribution					
Requested EC contribution					

2- Declaration of receipts

Did you receive any financial transfers or contributions in kind, free of charge from third parties or did the project generate any income which could be considered a receipt according to Art.II.17 of the grant agreement ? Yes/No

If yes, please mention the amount (in €)

3- Declaration of interest yielded by the pre-financing (to *be completed only by the coordinator*)

Did the pre-financing you received generate any interest according to Art. II.19 ? Yes/No

If yes, please mention the amount (in €)

4. Certificate on the methodology

Do you declare average personnel costs according to Art. II.14.1 ? Yes/No

Is there a certificate on the methodology provided by an independent auditor and accepted by the Commission according to Art. II.4.4 ? Yes/No

Name of the auditor		**Cost of the certificate (in €), if charged under this project**	

5- Certificate on the financial statements

Is there a certificate on the financial statements provided by an independent auditor attached to this financial statement according to Art.II.4.4 ? Yes/No

Name of the auditor		**Cost of the certificate (in €)**	

6- Beneficiary's declaration on its honour

We declare on our honour that:

- the costs declared above are directly related to the resources used to attain the objectives of the project and fall within the definition of eligible costs specified in Articles II.14 and II.15 of the grant agreement, and, if relevant, Annex III and Article 7 (special clauses) of the grant agreement;

- the receipts declared above are the only financial transfers or contributions in kind, free of charge, from third parties and the only income generated by the project which could be considered as receipts according to Art. II.17 of the grant agreement;

- the interest declared above is the only interest yielded by the pre-financing which falls within the definition of Art. II.19 of the grant agreement ;

- there is full supporting documentation to justify the information hereby declared. It will be made available at the request of the Commission and in the event of an audit by the Commission and/or by the Court of Auditors and/or their authorised representatives.

Beneficiary's Stamp	**Name of the Person(s) Authorised to sign this Financial Statement**
	Date & signature

FP7 - Grant Agreement - Annex VI - Collaborative Project

Form C - Financial Statement (to be filled in by Third Party) Only applicable if special clause nr 10 is used

Project nr	nnnnnn	Funding scheme	Collaborative Project
Project Acronym	xxxxxxxxxxxxxxxxxxxxx		
Period from	dd/mm/aa	Is this an adjustment to a previous statement ?	Yes/No
To	dd/mm/aa		

3rd party legal Name			
3rd party Organisation short Name		Working for beneficiary nr	nn

Funding % for RTD activities (A)		If flat rate for indirect costs, specify %	%

1- Declaration of eligible costs/lump sum/flate-rate/scale of unit (in €)

	Type of Activity				
	RTD (A)	Demonstration (B)	Management (C)	Other (D)	TOTAL (A+B+C+D)
Personnel costs					
Subcontracting					
Other direct costs					
Indirect costs					
Lump sums/flat-rate/scale of unit declared					
Total					
Maximum EC contribution					
Requested EC contribution					

2- Declaration of receipts

Did you receive any financial transfers or contributions in kind, free of charge from third parties or did the project generate any income which could be considered a receipt according to Art.II.17 of the grant agreement ? — Yes/No

If yes, please mention the amount (in €)

3- Declaration of interest yielded by the pre-financing (*to be completed only by the coordinator*)

Did the pre-financing you received generate any interest according to Art. II.19 ? — Yes/No

If yes, please mention the amount (in €)

4. Certificate on the methodology

Do you declare average personnel costs according to Art. II.14.1 ? — Yes/No

Is there a certificate on the methodology provided by an independent auditor and accepted by the Commission according to Art. II.4.4 ? — Yes/No

Name of the auditor		Cost of the certificate (in €), if charged under this project	

5- Certificate on the financial statements

Is there a certificate on the financial statements provided by an independent auditor attached to this financial statement according to Art.II.4.4 ? — Yes/No

Name of the auditor		Cost of the certificate (in €)	

6- Beneficiary's declaration on its honour

We declare on our honour that:

- the costs declared above are directly related to the resources used to attain the objectives of the project and fall within the definition of eligible costs specified in Articles II.14 and II.15 of the grant agreement, and, if relevant, Annex III and Article 7 (special clauses) of the grant agreement;

- the receipts declared above are the only financial transfers or contributions in kind, free of charge, from third parties and the only income generated by the project which could be considered as receipts according to Art. II.17 of the grant agreement;

- the interest declared above is the only interest yielded by the pre-financing which falls within the definition of Art. II.19 of the grant agreement ;

- there is full supporting documentation to justify the information hereby declared. It will be made available at the request of the Commission and in the event of an audit by the Commission and/or by the Court of Auditors and/or their authorised representatives.

Beneficiary's Stamp	Name of the Person(s) Authorised to sign this Financial Statement
	Date & signature

FP7 - Grant Agreement - Annex VI - Collaborative Project

Summary Financial Report - Collaborative Project- to be filled in by the coordinator

Project acronym	xxxxxxxxxxxxxxxxxxxxxxxxx	Project nr	nnnnnn	Reporting period from	dd/mm/aa	to:	dd/mm/aa	Page	1/1

Funding scheme	CP

Beneficiary n°	If 3rd Party, linked to beneficiary	Adjustment (Yes/No)	Organisation Short Name	Type of activity: RTD (A)		Demonstration (B)		Management (C)		Other (D)		Total (A)+(B)+(C)+(D)			
				Total	Max EC Contribution	Total	Max EC Contribution	Total	Max EC Contribution	Total	Max EC Contribution	Total	Max EC Contribution	Receipts	Interest
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															
TOTAL															

Requested EC contribution for the reporting period (in €)	

4. FINAL REPORT TEMPLATE

This final report shall comprise three separate parts as described hereafter.

a) A final **publishable** summary report including an executive summary and a summary description of project context and objectives, a description of the main S&T results, the potential impact (including the socio-economic impact and the wider social implications of the project so far) and the main dissemination activities and exploitation of results . The content of this report is described in section 4.1.
b) A plan for use and dissemination of foreground. The content of this report is described in section 4.2.
c) A report covering the wider societal implications of the project, in the form of a questionnaire, including where applicable gender equality actions, ethical issues, efforts to involve other actors and to spread awareness. The content of this report is described in section 4.3.

FRONT PAGE

PROJECT FINAL REPORT

Grant Agreement number:

Project acronym:

Project title:

Funding Scheme:

Period covered: **from** **to**

Name of the scientific representative of the project's co-ordinator[12], Title and Organisation:

Tel:

Fax:

E-mail:

Project website[7] address:

[12] Usually the contact person of the coordinator as specified in Art. 8.1. of the Grant Agreement.

4.1 Final publishable summary report

This section must be of suitable quality to enable direct publication by the Commission and should preferably not exceed 40 pages. This report should address a wide audience, including the general public.

The publishable summary has to include **5 distinct parts** described below:

- An executive summary (not exceeding 1 page).
- A summary description of project context and objectives (not exceeding 4 pages).
- A description of the main S&T results/foregrounds (not exceeding 25 pages),
- The potential impact (including the socio-economic impact and the wider societal implications of the project so far) and the main dissemination activities and exploitation of results (not exceeding 10 pages).
- The address of the project public website, if applicable as well as relevant contact details.

Furthermore, project logo, diagrams or photographs illustrating and promoting the work of the project (including videos, etc…), as well as the list of all beneficiaries with the corresponding contact names can be submitted without any restriction.

4.2 Use and dissemination of foreground

A plan for use and dissemination of foreground (including socio-economic impact and target groups for the results of the research) shall be established at the end of the project. It should, where appropriate, be an update of the initial plan in Annex I for use and dissemination of foreground and be consistent with the report on societal implications on the use and dissemination of foreground (section 4.3 – H).

The plan should consist of:

- Section A

  This section should describe the dissemination measures, including any scientific publications relating to foreground. **Its content will be made available in the public domain** thus demonstrating the added-value and positive impact of the project on the European Union.

- Section B

  This section should specify the exploitable foreground and provide the plans for exploitation. All these data can be public or confidential; the report must clearly mark non-publishable (confidential) parts that will be treated as such by the Commission. Information under Section B that is not marked as confidential **will be made available in the public domain** thus demonstrating the added-value and positive impact of the project on the European Union.

Section A (public)

This section includes two templates

- Template A1: List of all scientific (peer reviewed) publications relating to the foreground of the project.
- Template A2: List of all dissemination activities (publications, conferences, workshops, web sites/applications, press releases, flyers, articles published in the popular press, videos, media briefings, presentations, exhibitions, thesis, interviews, films, TV clips, posters).

These tables are cumulative, which means that they should always show all publications and activities from the beginning until after the end of the project. Updates are possible at any time.

TEMPLATE A1: LIST OF SCIENTIFIC (PEER REVIEWED) PUBLICATIONS, STARTING WITH THE MOST IMPORTANT ONES

NO.	Title	Main author	Title of the periodical or the series	Number, date or frequency	Publisher	Place of publication	Year of publication	Relevant pages	Permanent identifiers[13] (if available)	Is/Will open access[14] provided to this publication?
1	*Economic transformation in Hungary and Poland'*		*European Economy*	*No 43, March 1990*	*Office for Official Publications of the European Communities*	*Luxembourg*	*1990*	*pp. 151 - 167*		yes/no
2										
3										

[13] A permanent identifier should be a persistent link to the published version full text if open access or abstract if article is pay per view) or to the final manuscript accepted for publication (link to article in repository).
[14] Open Access is defined as free of charge access for anyone via Internet. Please answer "yes" if the open access to the publication is already established and also if the embargo period for open access is not yet over but you intend to establish open access afterwards.

TEMPLATE A2: LIST OF DISSEMINATION ACTIVITIES								
NO.	Type of activities[15]	Main leader	Title	Date/Period	Place	Type of audience[16]	Size of audience	Countries addressed
1	*Conference*		*European Conference on Nanotechnologies*	*26 February 2010*				
2								
3								

[15] A drop down list allows choosing the dissemination activity: publications, conferences, workshops, web, press releases, flyers, articles published in the popular press, videos, media briefings, presentations, exhibitions, thesis, interviews, films, TV clips, posters, Other.
[16] A drop down list allows choosing the type of public: Scientific Community (higher education, Research), Industry, Civil Society, Policy makers, Medias, Other ('multiple choices' is possible).

Section B (Confidential[17] or public: confidential information to be marked clearly)
Part B1

The applications for patents, trademarks, registered designs, etc. shall be listed according to the template B1 provided hereafter.

The list should, specify at least one unique identifier e.g. European Patent application reference. For patent applications, only if applicable, contributions to standards should be specified. This table is cumulative, which means that it should always show all applications from the beginning until after the end of the project.

TEMPLATE B1: LIST OF APPLICATIONS FOR PATENTS, TRADEMARKS, REGISTERED DESIGNS, ETC.					
Type of IP Rights[18]:	Confidential Click on YES/NO	Foreseen embargo date dd/mm/yyyy	Application reference(s) (e.g. EP123456)	Subject or title of application	Applicant (s) (as on the application)

[17] Note to be confused with the "EU CONFIDENTIAL" classification for some security research projects.

[18] A drop down list allows choosing the type of IP rights: Patents, Trademarks, Registered designs, Utility models, Others.

Part B2

Please complete the table hereafter:

Type of Exploitable Foreground[19]	Description of exploitable foreground	Confidential Click on YES/NO	Foreseen embargo date dd/mm/yyyy	Exploitable product(s) or measure(s)	Sector(s) of application[20]	Timetable, commercial or any other use	Patents or other IPR exploitation (licences)	Owner & Other Beneficiary(s) involved
	Ex: New superconductive Nb-Ti alloy			*MRI equipment*	*1. Medical 2. Industrial inspection*	*2008 2010*	*A materials patent is planned for 2006*	*Beneficiary X (owner) Beneficiary Y, Beneficiary Z, Poss. licensing to equipment manuf. ABC*

In addition to the table, please provide a text to explain the exploitable foreground, in particular:

- Its purpose
- How the foreground might be exploited, when and by whom
- IPR exploitable measures taken or intended
- Further research necessary, if any
- Potential/expected impact (quantify where possible)

[19] A drop down list allows choosing the type of foreground: General advancement of knowledge, Commercial exploitation of R&D results, Exploitation of R&D results via standards, exploitation of results through EU policies, exploitation of results through (social) innovation.

[20] A drop down list allows choosing the type sector (NACE nomenclature) : http://ec.europa.eu/competition/mergers/cases/index/nace_all.html

4.3 Report on societal implications

Replies to the following questions will assist the Commission to obtain statistics and indicators on societal and socio-economic issues addressed by projects. The questions are arranged in a number of key themes. As well as producing certain statistics, the replies will also help identify those projects that have shown a real engagement with wider societal issues, and thereby identify interesting approaches to these issues and best practices. The replies for individual projects will not be made public.

A General Information *(completed automatically when **Grant Agreement number** is entered.*	
Grant Agreement Number:	
Title of Project:	
Name and Title of Coordinator:	

B Ethics	
1. Did your project undergo an Ethics Review (and/or Screening)? • If Yes: have you described the progress of compliance with the relevant Ethics Review/Screening Requirements in the frame of the periodic/final project reports? Special Reminder: the progress of compliance with the Ethics Review/Screening Requirements should be described in the Period/Final Project Reports under the Section 3.2.2 *'Work Progress and Achievements'*	*0Yes 0No*
2. Please indicate whether your project involved any of the following issues (tick box) :	***YES***
RESEARCH ON HUMANS	
• Did the project involve children?	
• Did the project involve patients?	
• Did the project involve persons not able to give consent?	
• Did the project involve adult healthy volunteers?	
• Did the project involve Human genetic material?	
• Did the project involve Human biological samples?	
• Did the project involve Human data collection?	
RESEARCH ON HUMAN EMBRYO/FOETUS	
• Did the project involve Human Embryos?	
• Did the project involve Human Foetal Tissue / Cells?	
• Did the project involve Human Embryonic Stem Cells (hESCs)?	
• Did the project on human Embryonic Stem Cells involve cells in culture?	
• Did the project on human Embryonic Stem Cells involve the derivation of cells from Embryos?	
PRIVACY	
• Did the project involve processing of genetic information or personal data (eg. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?	
• Did the project involve tracking the location or observation of people?	
RESEARCH ON ANIMALS	
• Did the project involve research on animals?	
• Were those animals transgenic small laboratory animals?	
• Were those animals transgenic farm animals?	

• Were those animals cloned farm animals?	
• Were those animals non-human primates?	
RESEARCH INVOLVING DEVELOPING COUNTRIES	
• Did the project involve the use of local resources (genetic, animal, plant etc)?	
• Was the project of benefit to local community (capacity building, access to healthcare, education etc)?	
DUAL USE	
• Research having direct military use	0 Yes 0 No
• Research having the potential for terrorist abuse	

C Workforce Statistics

3. Workforce statistics for the project: Please indicate in the table below the number of people who worked on the project (on a headcount basis).

Type of Position	Number of Women	Number of Men
Scientific Coordinator		
Work package leaders		
Experienced researchers (i.e. PhD holders)		
PhD Students		
Other		

4. How many additional researchers (in companies and universities) were recruited specifically for this project?	
Of which, indicate the number of men:	

D Gender Aspects

5. Did you carry out specific Gender Equality Actions under the project?	○ ○	Yes No

6. Which of the following actions did you carry out and how effective were they?

	Not at all effective				Very effective
❑ Design and implement an equal opportunity policy	○	○	○	○	○
❑ Set targets to achieve a gender balance in the workforce	○	○	○	○	○
❑ Organise conferences and workshops on gender	○	○	○	○	○
❑ Actions to improve work-life balance	○	○	○	○	○

○ Other:

7. Was there a gender dimension associated with the research content – i.e. wherever people were the focus of the research as, for example, consumers, users, patients or in trials, was the issue of gender considered and addressed?

○ Yes- please specify

○ No

E Synergies with Science Education

8. Did your project involve working with students and/or school pupils (e.g. open days, participation in science festivals and events, prizes/competitions or joint projects)?

○ Yes- please specify

○ No

9. Did the project generate any science education material (e.g. kits, websites, explanatory booklets, DVDs)?

○ Yes- please specify

○ No

F Interdisciplinarity

10. Which disciplines (see list below) are involved in your project?

○ Main discipline[21]:

○ Associated discipline[21]: ○ Associated discipline[21]:

G Engaging with Civil society and policy makers

11a Did your project engage with societal actors beyond the research community? *(if 'No', go to Question 14)*	○ ○	Yes No

11b If yes, did you engage with citizens (citizens' panels / juries) or organised civil society (NGOs, patients' groups etc.)?

○ No

○ Yes- in determining what research should be performed

○ Yes - in implementing the research

○ Yes, in communicating /disseminating / using the results of the project

[21] Insert number from list below (Frascati Manual).

11c In doing so, did your project involve actors whose role is mainly to organise the dialogue with citizens and organised civil society (e.g. professional mediator; communication company, science museums)?	○ ○	Yes No

12. Did you engage with government / public bodies or policy makers (including international organisations)

- ○ No
- ○ Yes- in framing the research agenda
- ○ Yes - in implementing the research agenda
- ○ Yes, in communicating /disseminating / using the results of the project

13a Will the project generate outputs (expertise or scientific advice) which could be used by policy makers?

- ○ Yes – as a **primary** objective (please indicate areas below- multiple answers possible)
- ○ Yes – as a **secondary** objective (please indicate areas below - multiple answer possible)
- ○ No

13b If Yes, in which fields?

Agriculture Audiovisual and Media Budget Competition Consumers Culture Customs Development Economic and Monetary Affairs Education, Training, Youth Employment and Social Affairs		Energy Enlargement Enterprise Environment External Relations External Trade Fisheries and Maritime Affairs Food Safety Foreign and Security Policy Fraud Humanitarian aid		Human rights Information Society Institutional affairs Internal Market Justice, freedom and security Public Health Regional Policy Research and Innovation Space Taxation Transport	

13c If Yes, at which level?

- ○ Local / regional levels
- ○ National level
- ○ European level
- ○ International level

H Use and dissemination

14. How many Articles were published/accepted for publication in peer-reviewed journals?	
To how many of these is open access[22] provided?	
How many of these are published in open access journals?	
How many of these are published in open repositories?	
To how many of these is open access not provided?	
Please check all applicable reasons for not providing open access:	
❑ publisher's licensing agreement would not permit publishing in a repository ❑ no suitable repository available ❑ no suitable open access journal available ❑ no funds available to publish in an open access journal ❑ lack of time and resources ❑ lack of information on open access ❑ other[23]: ……………	

15. How many new patent applications ('priority filings') have been made? *("Technologically unique": multiple applications for the same invention in different jurisdictions should be counted as just one application of grant).*	

16. Indicate how many of the following Intellectual Property Rights were applied for (give number in each box).	Trademark	
	Registered design	
	Other	

17. How many spin-off companies were created / are planned as a direct result of the project?	
Indicate the approximate number of additional jobs in these companies:	

18. Please indicate whether your project has a potential impact on employment, in comparison with the situation before your project:

❑ Increase in employment, or	❑ In small & medium-sized enterprises
❑ Safeguard employment, or	❑ In large companies
❑ Decrease in employment,	❑ None of the above / not relevant to the project
❑ Difficult to estimate / not possible to quantify	

[22] Open Access is defined as free of charge access for anyone via Internet.
[23] For instance: classification for security project.

19. For your project partnership please estimate the employment effect resulting directly from your participation in Full Time Equivalent (*FTE = one person working fulltime for a year*) jobs:	*Indicate figure:*
Difficult to estimate / not possible to quantify	❑

I Media and Communication to the general public

20. As part of the project, were any of the beneficiaries professionals in communication or media relations?

○ Yes ○ No

21. As part of the project, have any beneficiaries received professional media / communication training / advice to improve communication with the general public?

○ Yes ○ No

22 Which of the following have been used to communicate information about your project to the general public, or have resulted from your project?

❑	Press Release	❑	Coverage in specialist press
❑	Media briefing	❑	Coverage in general (non-specialist) press
❑	TV coverage / report	❑	Coverage in national press
❑	Radio coverage / report	❑	Coverage in international press
❑	Brochures /posters / flyers	❑	Website for the general public / internet
❑	DVD /Film /Multimedia	❑	Event targeting general public (festival, conference, exhibition, science café)

23 In which languages are the information products for the general public produced?

❑	Language of the coordinator	❑	English
❑	Other language(s)		

Question F-10: Classification of Scientific Disciplines according to the Frascati Manual 2002 (Proposed Standard Practice for Surveys on Research and Experimental Development, OECD 2002):

FIELDS OF SCIENCE AND TECHNOLOGY

1. NATURAL SCIENCES

1.1 Mathematics and computer sciences [mathematics and other allied fields: computer sciences and other allied subjects (software development only; hardware development should be classified in the engineering fields)]

1.2 Physical sciences (astronomy and space sciences, physics and other allied subjects)

1.3 Chemical sciences (chemistry, other allied subjects)

1.4 Earth and related environmental sciences (geology, geophysics, mineralogy, physical geography and other geosciences, meteorology and other atmospheric sciences including climatic research, oceanography, vulcanology, palaeoecology, other allied sciences)

1.5 Biological sciences (biology, botany, bacteriology, microbiology, zoology, entomology, genetics, biochemistry, biophysics, other allied sciences, excluding clinical and veterinary sciences)

2 ENGINEERING AND TECHNOLOGY

2.1 Civil engineering (architecture engineering, building science and engineering, construction engineering, municipal and structural engineering and other allied subjects)

2.2 Electrical engineering, electronics [electrical engineering, electronics, communication engineering and systems, computer engineering (hardware only) and other allied subjects]

2.3. Other engineering sciences (such as chemical, aeronautical and space, mechanical, metallurgical and materials engineering, and their specialised subdivisions; forest products; applied sciences such as geodesy, industrial chemistry, etc.; the science and technology of food production; specialised technologies of interdisciplinary fields, e.g. systems analysis, metallurgy, mining, textile technology and other applied subjects)

3. MEDICAL SCIENCES

3.1 Basic medicine (anatomy, cytology, physiology, genetics, pharmacy, pharmacology, toxicology, immunology and immunohaematology, clinical chemistry, clinical microbiology, pathology)

3.2 Clinical medicine (anaesthesiology, paediatrics, obstetrics and gynaecology, internal medicine, surgery, dentistry, neurology, psychiatry, radiology, therapeutics, otorhinolaryngology, ophthalmology)

3.3 Health sciences (public health services, social medicine, hygiene, nursing, epidemiology)

4. AGRICULTURAL SCIENCES

4.1 Agriculture, forestry, fisheries and allied sciences (agronomy, animal husbandry, fisheries, forestry, horticulture, other allied subjects)

4.2 Veterinary medicine

5. SOCIAL SCIENCES

5.1 Psychology

5.2 Economics

5.3 Educational sciences (education and training and other allied subjects)

5.4 Other social sciences [anthropology (social and cultural) and ethnology, demography, geography (human, economic and social), town and country planning, management, law, linguistics, political sciences, sociology, organisation and methods, miscellaneous social sciences and interdisciplinary , methodological and historical S1T activities relating to subjects in this group. Physical anthropology, physical geography and psychophysiology should normally be classified with the natural sciences].

6. HUMANITIES

6.1 History (history, prehistory and history, together with auxiliary historical disciplines such as archaeology, numismatics, palaeography, genealogy, etc.)

6.2 Languages and literature (ancient and modern)

6.3 Other humanities [philosophy (including the history of science and technology) arts, history of art, art criticism, painting, sculpture, musicology, dramatic art excluding artistic "research" of any kind, religion, theology, other fields and subjects pertaining to the humanities, methodological, historical and other S1T activities relating to the subjects in this group]

4. FINAL REPORT ON THE DISTRIBUTION OF THE EUROPEAN UNION FINANCIAL CONTRIBUTION

This report shall be submitted to the Commission within 30 days after receipt of the final payment of the European Union financial contribution.

Report on the distribution of the European Union financial contribution between beneficiaries

Name of beneficiary	Final amount of EU contribution per beneficiary in Euros
1.	
2.	
n	
Total	

ANNEX A1

REPORTING SPECIFICITIES FOR SECURITY PROJECTS

This annex applies specifically to security-related research.

Security research has certain specificities relating to its sensitive nature and the particular capability gaps that need to be addressed to protect Europe's citizens. Therefore, the classification of information and the application of strict rules on confidentiality can be essential to the success of research activities. In addition, public or governmental end-users of the security research results request to be more actively involved in the programme. It is therefore essential that adequate provisions are foreseen at the level of the reporting that meet both requirements. This concerns information to be provided to the Programme Committee and information allowing the Commission to follow-up the use and the production of classified information as well as the exchange of sensitive material subject to transfer- or export-licensing or projects addressing a topic subject to specific national or international legal restrictions in this context.

A1.1 Project Information to the Programme Committee

The Programme Committee needs information in order for the Member States to be able to inform "end-users" of research of potential interest to them and to coordinate national research. The publishable summary report will be used for that purpose. If a Consortium wishes or if the Commission requests it, a more detailed version of the summary report will be provided just for the Programme Committee.

For sensitive projects, it could happen that the Commission in agreement with the Consortium decides that no summary report should be published. In that case, the Consortium will provide the information of the so-called "publishable summary report" but just for the Programme Committee.

The content of this project related information should normally be unclassified. This communication would be for Member States information only with no right to communicate or transfer and with no right of use.

A1.2 Security requirements regarding classified deliverables

Any information or material, of which an unauthorised disclosure could cause varying degrees of prejudice to EU interests, or to one or more of its Member States, must be classified according to what was foreseen during the negotiation. The EU-classification has to be used for that purpose in the frame of this call.

Security requirements have been introduced by Article 7 of the Grant Agreement and special clauses 21, 22, 23, and 24 and described, following the negotiation, in detail in the Annex 1 alongside with the Security Aspect Letter and its Security Classification Guide.

Classified information has to be managed according to the requirement laid down in the Commission Decision No2001/844/EC, ECSC, Euratom[24]. In term of reporting, this means essentially that classified deliverables should be transmitted to the Commission using appropriate approved means (electronic or not).

A1.3 Report on the Security Aspects Letter (SAL)

If a Security Aspects Letter (SAL) with its accompanying Security Classification Guide form part of the Grant Agreement, the Registry for Classified Information[25] of the beneficiaries could be subject to control by the EC and the NSA (National Security Authority). No specific report is needed.

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[24] Commission Decision 2001/844/EC, ECSC, Euratom published in OJ L 317 of 3.12.2001 amended by Commission Decision 2006/548/EC, Euratom published in OJ L 215 of 5.8.2006, p.38.
[25] see footnote 33.