



EUROPEAN
COMMISSION

Community Research



Guidance Notes on Project Reporting: PERIODIC REPORTS

**FP7 Collaborative Projects, Networks of Excellence,
Coordination and Support Actions**

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**INFORMATION SOCIETY AND MEDIA
DIRECTORATE-GENERAL
COGNITIVE SYSTEMS, INTERACTION, ROBOTICS**



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1. INTRODUCTION

This document is a guidance note provided by the Cognitive Systems, Interaction, Robotics unit of the Information Society and Media Directorate-General, and it is intended to help the coordinators and consortia to prepare the periodic reports stipulated in Article II.4 of the Grant Agreement. It differs substantially from the FP7 guideline available on CORDIS.

It applies to Collaborative Projects, Networks of Excellence, Coordination and Support Actions.

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 will be made after the Commission's approval of reports and deliverables and assessment of costs.

2. REPORTING REQUIREMENTS

2.1 During the course of your project:

During the course of your project, you have to submit:

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 of 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 also account for any **differences** between work expected to be carried out in accordance with Annex I and work that was 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 beneficiary¹ 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.

¹ Beneficiary means the coordinator and other entities mentioned in Article 1 of the Grant Agreement

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

2.2 At the end of the project:

At the end of the project, you have to submit a final report, within 60 days after the end of the project.

This final report comprises:

- a) a **final publishable summary report** covering results, conclusions and socio-economic impact of the project;
- b) 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 and to spread awareness, as well as the **plan for the use and dissemination of foreground²**.

2.3 After you receive the final payment from the EC:

After you receive the final payment from the EC, you have to submit a report on the distribution of the Community financial contribution between beneficiaries (see Article II.4.3 of the Grant Agreement). This report must be submitted 30 days **after receipt of the final payment** (not required for intermediate payments).

2.4 Acknowledgment of EU support

During and after the project, the coordinator is to provide references and an abstract 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 must include the following statement to indicate that said foreground was generated with the assistance of financial support from the Community: *The research leading to these results has received funding from the European Community's Seventh Framework Programme FP7/2007-2013 – Challenge 2 – Cognitive Systems, Interaction, Robotics – under grant agreement No [xxxxxx]- [acronym]* (see Article II.30. of the Grant Agreement).

2.5 Format of the reports and transmission modalities

The periodic report must be emailed by the coordinator to the project mailbox identified in the Grant Agreement. There is an online tool called NEF for the preparation of the periodic report. Some time after the reporting period has finished, NEF will be opened for this purpose, and instructions on how to access and use NEF will be sent out to the coordinator by email. The

² "Foreground" means the information and results arising from the project as opposed to "background" which is the information and rights held prior to signing the EC Grant Agreement.

Financial Statements (Form C) will be completed online in NEF, while the rest of the report and scanned signed Certificates on the Financial Statements (if required) will be uploaded by the coordinator. The material is then submitted – by email to the project mailbox and via NEF – without printing and signing the Financial Statements at this stage. Signing will only take place when the Commission gives specific instructions to do so, and the signed originals, together with the original signed Certificates on the Financial Statements, must then be sent to the Commission by post.

The publishable report summaries submitted to the Commission should be of suitable quality to allow direct publication without any additional editing. By submitting the publishable reports to the Commission, you are 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 be careful to follow the structure provided and to complete all of the sections described below. Please ensure that any acronyms used are clearly explained.

3. PERIODIC REPORT TEMPLATE

The periodic report for each period contains both the technical report and financial reporting. It consists of sections described as follows:

FRONT PAGE

SELF-DECLARATION (scanned copy of the declaration duly filled in and signed by the project coordinator)

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Followed by the following sections:

1. Publishable summary
2. Project objectives for the period
3. Work progress and achievements during the period
4. Deliverables and milestones tables
5. Project Management
6. Explanation of the use of the resources
7. Financial Statements -- Forms C and Summary Financial Report
8. Certificates

The content of each of these sections is described as follows

Declaration by the scientific representative of the project coordinator³

I, as scientific representative of the coordinator³ 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):
 - 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 deviations⁴;
 - has failed to achieve critical objectives and/or is not at all on schedule⁵.
- The public website is up to date.
- 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 3.6) 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 5 (Project Management) in accordance with Article II.3.f of the Grant Agreement.

Name of scientific representative of the Coordinator³:

Date://

Signature of scientific representative of the Coordinator³:

⁴ If either of these boxes is ticked, the report should reflect these and any remedial actions taken.

⁵ If either of these boxes is ticked, the report should reflect these and any remedial actions taken.

3.1 Publishable summary

This section should be of suitable quality to enable direct publication by the Commission. Please ensure that it is set out and formatted so that it can be printed as a stand-alone paper document not exceeding four pages. It must also reflect the website of the project

Please include a summary description of the project objectives, a description of the work performed since the beginning of the project, a description of 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). You should update this publishable summary at the end of each reporting period.

Please include also, as appropriate, diagrams or photographs illustrating and promoting the work of the project, the project logo and relevant contact details.

The address of the project public website should also be indicated,

3.2 Project objectives for the period

3.2.1 Overview

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

3.2.2 Follow-up of previous review (if applicable)

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

3.3 Work progress and achievements during the period

3.3.1 Progress overview and contribution to the research field

Please provide a concise overview of the progress of the work and situate the main achievements in the context of the research field, including a comparative assessment with the current state of the art.

3.3.2 Work packages progress

***For each work package** -- except project management, which will be reported in section 3.5-- 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 consistent 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 I (Description of Work)*
- *If applicable, propose corrective actions.*

3.4 Deliverables and milestones tables

Deliverables (excluding the periodic and final reports)

Please list all the deliverables due in this reporting period, as indicated in Annex I of the Grant Agreement. Deliverables that are not written reports, such as prototypes, demonstrators or other, should also be accompanied by a short report, so that the European Commission has a record of their existence.

If a deliverable has been delayed, cancelled or regrouped with another one, or if its content has been modified, please indicate this in the column “Comments”.

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

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

TABLE 1. DELIVERABLES							
Del. no.	Deliverable name	WP no.	Nature	Delivery date from Annex I (proj month)	Actual / Forecast delivery date	Planned effort (from Annex I)	Comments

Milestones

Please complete this table with milestones as specified in Annex I of the Grant Agreement. Milestones will be assessed against the specific criteria and performance indicators as defined in Annex I. Please record any deviations in the comments column.

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

TABLE 2. MILESTONES						
Milestone no.	Milestone name	Means of verification (from Annex I)	Delivery date from Annex I	Achieved Yes/No	Actual / Forecast achievement date	Comments

3.5 Project management

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

3.5.1 Management activities

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;*
- *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.*

3.5.2 Dissemination and use of the knowledge

- *Development of the Project website, (see ANNEX: Five Golden Rules for making Cognitive Systems, Interaction and Robotics projects websites (even) more attractive)*
- *Use of foreground and dissemination activities during this period.
This should include:*
 - *List of publications resulting from the project in the period (published or submitted).*
 - *List of events organised by the project in the period or planned for the next period.*
 - *List of exploitable results (if relevant): provide a short description and an overview in each case of how the knowledge could be exploited or used in further research. Indicate if Intellectual Property Rights protection measures have been/will be sought (patents, design rights, database rights – include references and any relevant details).*

3.6 Explanation of the use of the resources

3.6.1 Justification of major cost items and resources

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

There is no standard definition of “major cost items”. Beneficiaries may specify these according to the relative (quantitative and qualitative) importance of the item compared to the total budget of the beneficiary, or as regards the individual value of the item.

List the cost items in the following tables (one table by participant):

TABLE 3.1 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR BENEFICIARY 1 FOR THE PERIOD			
Work Package	Item description	Amount	Explanations
Ex: 2,5, 8, 11, 17	Personnel costs	235000 €* <i>Salaries of 2 postdoctoral students and one lab technician for 18 months each*</i>	
5	Subcontracting	11000 €* <i>Maintenance of the web site and printing of brochure*</i>	
8, 17	Major cost item 'X'	75000 €* <i>NMR spectrometer*</i>	
11	Major cost item 'Y'	27000 €* <i>Expensive chemicals xyz for experiment abc*</i>	
	Remaining direct costs	15000 €* <i></i>	
	TOTAL DIRECT COSTS⁶	363000 €* <i></i>	

* The entries in italics are examples and purely for illustration

TABLE 3.2 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR BENEFICIARY 2 FOR THE PERIOD			
Work Package	Item description	Amount	Explanations
	Personnel costs		
	Subcontracting		
	Major cost item 'X'		
	Major cost item 'Y'		
	Remaining direct costs		
	TOTAL DIRECT COSTS⁶		

⁶ Total direct costs have to be coherent with the direct costs claimed in Form C

3.6.2 Budgeted versus Actual Costs

Please include a tabular overview of budgeted costs and actual costs, by beneficiary and by major cost item including personnel. The budgeted costs are taken from the Annex I.

TABLE 3. 3: COST/BUDGET FOLLOW-UP TABLE									
Contract N°:		Acronym:					Date:		
PARTI-CIPANTS	TYPE of EXPENDITURE (as defined by participants)	BUDGET e	ACTUAL COSTS (EUR)				Pct. spent Total a1+b1+c1+d1/e	Remaining Budget (EUR) e-e1	
			Period 1 a1	Period 2 b1	Period 3 c1	Period 4 d1			Total e1
Part. 1.....	Total Person-month						0	0%	0
	Personnel costs						0	0%	0
	Major cost item 'x'						0	0%	0
	Major cost item 'y'						0	0%	0
	Other costs ('the rest')						0	0%	0
	Total Costs	0	0	0	0	0	0	0%	0
Part. x.....	Total Person-month						0	0%	0
	Personnel costs						0	0%	0
	Major cost item 'x'						0	0%	0
	Major cost item 'y'						0	0%	0
	Other costs ('the rest')						0	0%	0
	Total Costs	0	0	0	0	0	0	0%	0
TOTAL	Total Person-month						0	0%	0
	Personnel costs						0	0%	0
	Major cost item 'x'						0	0%	0
	Major cost item 'y'						0	0%	0
	Other costs ('the rest')						0	0%	0

3.6.3 Planned versus Actual effort

Please include a tabular overview of planned person-months and actual person-months, by beneficiary and by work package. The planned person-months are taken from the Annex I.

TABLE 3.4: PERSON-MONTHS STATUS TABLE										
CONTRACT N°:			Partner - Person-month per Workpackage							
ACRONYM:			TOTALS	Coord.	Partic. 1	Partic. 2	Partic. 3	etc...		
PERIOD:										
Workpackage 1:	Title	Actual WP total:	0							
		Planned WP total:	0							
Workpackage ...:	Title	Actual WP total:	0							
		Planned WP total:	0							
Workpackage X:	Title	Actual WP total:	0							
		Planned WP total:	0							
Actual total:			0	0	0	0	0	0	0	0
Planned total:			0	0	0	0	0	0	0	0
Total Project Person-month										

3.7 Financial Statements – Form C and Summary Financial Report

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

Where applicable, Certificates on the Financial Statements must be submitted by the concerned beneficiaries in accordance with Article II.4.4 of the Grant Agreement.

IMPORTANT

The NEF submission of the Periodic Report includes the completed online Financial Statements, which are however not be printed and signed before submission. Signing will only take place after the Commission has given the permission to do so.

3.8 Certificates on the Financial Statements

List of Certificates which are due for this period, in accordance with Article II.4.4 of the Grant Agreement.

Beneficiary	Organisation short name	Certificate provided? yes / no	Any useful comment, in particular if a certificate is not provided
1		Yes	
2		no	
		no	Expenditure threshold not reached
Etc.			

A copy of each duly signed Certificate on the Financial Statements (Form C) should be included in this section, according to the table above (signed originals are to be sent by post).

3.9 ANNEX: Five Golden Rules for making Cognitive Systems, Interaction and Robotics projects websites (even) more attractive

(1) Keep your website alive

... in other words, keep it up-to-date, spread the latest news about your project, let no page be “under construction” for too long, ...

(2) Make it a showcase

offering your results and insights ...

to relevant scientific communities: for example

- by listing your publications (preferably and wherever possible with links to their downloadable electronic preprint version);
- by announcing the conferences and workshops (and possibly other events) you organise or where you will present your results;
- through demos and – possibly – by giving access to re-usable software;

and also to a wider audience, for instance by referring to media coverage where it exists.

(3) Say who you are

... and who is actually doing the work; provide links to personal web pages, or else short bios, or statements of research interests.

(4) Avoid jargon

Don't feel obliged to use EU project jargon (“work packages”, “deliverable”, “STREP” or suchlike); most people out there would not know what to make of it.

(5) Keep in touch

References to our programme (www.cognitivesystems.eu) and acknowledging its support would be greatly appreciated.

(6) Keep it Short & Simple

Keep in mind the KISS principle:

Keep It Short & Simple, Keep It Super-Simple