Report templates

The following templates can be used:

Template 1: Reporting template – periodic report

1. Identification of project and participants

Grant Agreement No:*(prefilled by P2P)*

P2P) acronym:*(prefilled by P2P)*

Call identifier: *(prefilled by P2P)*

PROJECT FULL TITLE

Project acronym:

Project reference number/submission ID:

Project topic(s):

Project website:

Periodic report : Number

Period covered:
from: **to** :

(Reporting period: P2P has to decide the reporting periods for the funded projects. For 3-year projects, we suggest a first report after 18 months and the final report at the end of the project)

Date of submission:

Project coordinator:

Name, title and organization of the representative of the project's coordinator:

Tel:

E-mail :

Project website address:

Identification of project participants/beneficiaries (includes PIC code + official national registration number)

(1) < project coordinator >

(2) < name, organisation, country/region >

(3) < name, organisation, country/region >

(4) < name, organisation, country/region >

(5) < name, organisation, country/region >

2. Publishable summary

Short description of activities and significant results

This description should be written for a non-technical audience *(The P2P can define the maximum number of words)*

3. Work progress and achievements during the period

Project objectives for the period:

Work progress and achievement by work package

Work package 1:

1. A summary of progress towards objectives for each task
2. Significant results

Work package 2: *(etc)*

4. Milestones and deliverables

Milestones (The milestones here are examples)

Milestone	Partner responsible	Date (dd/mm/yyyy)	Progress Comments
Project start-up			
Project start-up meeting			
Project Kick off meeting			
1 st Status report (18 months)			

...

...

Project finalization meeting

Final report

Project end date

Deliverables

Deliverable name	Partner responsible	Date (dd/mm/yyyy)	Progress	Comments

Please indicate whether the planned deliverables and milestones for the period, as described in the proposal, have been completed, delayed or readjusted (Progress column).

5. Deviations from proposal/work plan

List and comment deviations pertinent to progress not covered in the tables above. Explain any deviations from proposal/ work plan and impact on other tasks, as well as on available resources

Describe corrective actions adopted or proposed for deviations from tasks

Please also use this section to summarize any changes you propose to your project, compared to the original proposal/ work plan)

6. Dissemination activities in the period in question (including list of publications where applicable)

7. Project management

Summary of management of the project

Comments and information on co-ordination activities during the period in question, such as communication between project participants and cooperation with other projects in the P2P etc.

8. Explanation of the use of resources (periodic financial report)

List any deviations in participant's use of resources pertinent to the project as a whole.

Describe corrective actions adopted for any deviations.

Optional annex 1: National reporting requirements

(The P2P can fill in the information on national reporting requirements for each country participating in the joint call, as information for the project participants)

Country	Translation into national language?	Separate national activity report (or summary)?	Specific national requirements for data and outputs	Where to find information on financial reporting requirements (web-page,...)	Intermediate report pre-requisite for releasing funding?

Optional annex 2: Financial report

(This optional annex can be included in the reporting template for joint calls where there is only one contract – between the project coordinator and the P2P secretariat or call coordinator. In these cases the reporting will be common for the whole funded project.

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 direct cost items". Beneficiaries may specify these, according to the relative importance of the item compared to the total budget of the beneficiary, or as regards the individual value of the item.

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

Table 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 €**	*Salaries of 2 postdoctoral students and one lab technician for 18 months each**
5	Subcontracting	*11000 €**	*Maintenance of the web site and printing of brochure**
8, 17	Major cost item 'X'	*75000 €**	*NMR spectrometer**
11	Major cost item 'Y'	*27000€**	*Expensive chemicals xyz for experiment abc**
	Remaining direct costs	*15000€**	
	TOTAL DIRECT COSTS	***363000€***	

The entries in italics are examples and purely for illustration

Table 2: Personnel, subcontracting and other major Direct cost items for Beneficiary 2 for the period

Work Package	Item description	Amount	Explanations
	TOTAL DIRECT COSTS		

Financial statements – summary financial report

Please submit a separate financial statement from each beneficiary together with a summary financial report which consolidates the statements of all the participants in an aggregate form, based on the information provided each participant.

Template 2: Reporting template – Final report

The ERA-NET Cofund/P2P may use this template as a point of departuree, and add other elements

1. Identification of project and participants

Grant Agreement No:*(prefilled by P2P)*

P2P acronym:*(prefilled by P2P)*

Call identifier: *(prefilled by P2P)*

PROJECT FULL TITLE

Project acronym:

Project reference number/submission ID:

Project topic(s):

Project website:

Period covered:
from: **to** : (the full project period)

Date of submission:

Project coordinator:

Name, title and organization of the representative of the project's coordinator:

Tel:

E-mail :

Identification of project participants/ beneficiaries (includes type of organisation, PIC code + official national registration number)

(1) < project coordinator >

(2) < name, organisation, country/region >

(3) < name, organisation, country/region >

(4) < name, organisation, country/region >

(5) < name, organisation, country/region >

2. Final publishable summary report

Final publishable summary report of the key findings and impacts written for a non-technical audience, which *"the P2P"* may use to communicate results to user. The Final publishable summary report should include a short abstract and a short description of the main project results, for use in the reporting to the EC. *(The P2P can define the maximum number of words)*

3. Detailed description of activities and final results

List major objectives of the project. Describe briefly whether the objectives of the research have been achieved and outline the principal outcomes of the work and their significance to the field. *(The P2P should define the number of pages (3-10?) and font size)*.

4. Milestones and deliverables

Please report on milestones and deliverables. Explain any changes, difficulties encountered and solutions adopted (Comments column).

Milestones (The milestones here are examples)

Activity	**Partner responsible**	**Date achieved**	**Comments**
Project start-up			
Project start-up meeting			
Project Kick off meeting			
Status report (18 months)			
...			
...			
...			
Project finalization meeting			
Final report			
Project end date			

Table of deliverables

Deliverable name	**Partner responsible**	**Date delivered**	**Comments**

5. General description of the cooperation over the duration of the project

Factual description, specifying the input of each participant. Describe the added value of doing the work in a transnational project.

(The P2P should define the number of pages (1-2?) and font size) .

6. Impact statement

Please give a short description of impacts resulting from work.

- Ethics
- Work force statistics
- Gender Aspects
- Synergies with Science Education
- Interdisciplinarity
- Engaging with Civil society and policy makers

7. Use and dissemination of foreground (including list of scientific publications (if relevant)

Dissemination measures

List of publications derived from this project, including those in preparation, in review and in press

Dissemination of results and knowledge transfer (Participation in scientific events; posters and presentations)

Significant external interactions in the project,Technology transfer, List of achieved degrees/ patents/ other outcomes in the project
Describe to what degree these results have been achieved as a result of cooperation between the partners in the project

Follow up activities and plans for further exploitation of the results
What sort of follow-up activities should take place to ensure that the results of this project are applied to the fullest extent possible?

Media and Communication to the general public

8. Explanation of the use of resources (final financial report)

List any deviations in participant's use of resources pertinent to the project as a whole.

Describe corrective actions adopted for any deviations.

Optional annex 1: National reporting requirements

(The P2P can fill in the information on national reporting requirements for each country participating in the joint call, as information for the project participants)

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Optional annex 2: Final financial report

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8, 17	Major cost item 'X'	*75000 €**	*NMR spectrometer**
11	Major cost item 'Y'	*27000€**	*Expensive chemicals xyz for experiment abc**
	Remaining direct costs	*15000€**	
	TOTAL DIRECT COSTS	***363000€***	

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

Table 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 COSTS		

Financial statements – final financial report

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