ANNEX III

GUIDELINES FOR TECHNICAL REPORTING

Guidelines for technical reporting of SILC I projects

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GUIDELINES FOR TECHNICAL REPORTING

NOTE TO BENEFICIARIES

These guidelines provide the coordinator with details for the preparation of the technical reports. It is the duty of the coordinator to ensure a timely preparation and submission of these reports to the European Commission.

All projects are subject to interim and final reports. Optionally, beneficiaries might provide the European Commission also with a publishable report.

1. General information

The technical reports are essential documents to the Commission for monitoring the progress of the project.

Each beneficiary shall forward to the coordinator the required data to draw up the reports.

The interim payment shall only be released upon receipt and approval of the following documents:

- Interim technical implementation report
- Interim financial statement

The payment of the balance at the end of the project shall only be released to each beneficiary upon receipt and approval of the following documents:

- Final report
- Final financial statement
- Audit report covering the overall project expenses

Failure to submit these documents in due time will result in the suspension of the relevant payment.

Please note that, in case a final financial statement has not been received by December 31st of the calendar year following the project closing date, the Commission is entitled to proceed with the closure of the project account on the basis of Article II.11 of the Grant agreement.

All reports (i.e. interim and final reports) should be transmitted to the European Commission by the project coordinator as follows:

Paper version

2 copies of the reports are to be sent to the postal addresses specified in Article I.8.1 of this Grant Agreement

Electronic version

An electronic version of the reports is to be sent to the email addresses specified in Article I.8.1 of this Grant Agreement.

2. Guidelines for the Interim Technical Implementation Report

The interim technical implementation report covers the work carried out and achievements made during the first reporting period specified in Article I.6 of this Grant Agreement.

It is advisable that the interim report does **not exceed 100 pages in total** (including all appendices or annexes).

The structure and the content of an interim report is described below and has to be strictly followed:

a) *Cover page (for layout, see* Example 1 at the end of the document*).*

b) *Table of contents*

c) *Abstract* of maximum 250 words, highlighting the main subjects and conclusions in a comprehensive albeit concise manner.

d) *Interim summary*

Part 1 - Management and coordination aspects

This part describes the management and coordination aspects of the project. Its structure is as follows:

1.1 A project overview (see Example 2 at the end of the document) including information on actual expenditure for the reporting period versus total budget;

1.2 A bar chart comparing actual situation with initial planning;

1.3 A list of deliverables, with their due date (according to technical annex), their finalisation date (actual or foreseen), their form (report, written document, website, workshop etc.) and their location (appendix, reference to other progress report, internet address,..).

1.4 A description of progress made and possible problems encountered, along with corrective actions deemed necessary

Part 2 - Scientific and technical progress

The report should describe the achievements and/or the progress made for the relevant period, on a task per task basis. A simple compilation of individual reports produced by partners shall not be accepted. The following items should be addressed:

2.1 Specific project objectives for the reporting period;

2.2 Results obtained (per task);

2.3 Preliminary conclusions;

2.4 Publications and patents.

3. Guidelines for the Final Report

The final report is an assessment of the entire project and should be suitable for a comprehensive technical review of the work performed. The entire final report **should typically not exceed 150 pages in total** (including all appendices), with a lean core report ideally of maximum 50 pages.

The structure and the content of a final report are described below and have to be strictly fdlowed:

a) *Cover page (for layout see Example 1 at the end of this Annex)*

b) *Table of contents*

c) *Abstract of maximum 250 words, highlighting the main subjects and conclusions in a comprehensive albeit concise manner.*

d) *A project overview (see Example 2 at the end of this Annex).*

e) ***Final summary*** *Not exceeding 10 pages and addressing the most significant aspects on a task by task basis: project objectives, results obtained and their usefulness, conclusions and possible applications and patents.*

f) *a list of deliverables, with their due date (according to technical annex), their finalisation date (actual or foreseen), their form (report, written document, website, workshop etc.) and their location (appendix, reference to other progress report, internet address,..).*

g) ***Scientific and technical description of the results***

This section covers the approach of the work, a description of the work performed on a task per task basis, highlighting the main results achieved.

A simple compilation of individual reports produced by partners shall not be accepted.

The section shall contain the following:

1) Objectives of the project

2) Comparison of initially planned activities and work accomplished

This part should describe major deviations, if any, from the initial plan and their effects on the project.

3) Description of activities and discussion

highlighting any innovation made.

4) Conclusions,

indicating the achievements made.

5) Exploitation and impact of the obtained results

This section should address issues related to the exploitation of the results, notably:

- § Actual applications;
- § Technical and economic potential for the use of the results;
- § Any possible patent filing;
- § Publications / conference presentations resulting from the project;
- § Any other aspects concerning the dissemination of results.

h) List of figures

i) List of tables

j) List of acronyms and abbreviations

k) List of References

l) Appendices (recommended).

4. Publishable Report (optional)

Condensed publishable reports

For projects requiring a justified level of confidentiality, the Commission may accept the presentation of a condensed version of the final report for publication. This should be requested and duly justified by the project partners for acceptance by the Commission.

The condensed publishable report should describe the objectives, work done and results achieved without disclosing details which might jeopardise industrial property rights.

Notwithstanding the acceptance of such practice by the Commission, all progress reports (interim and final reports) should be complete reports allowing the Commission to make a full assessment of the progress made.

The publishable report should be submitted within 3 months of the final report acceptance.

Delayed publication of the publishable report

The coordinator may ask the Commission to delay the publication of the publishable report to protect intellectual property rights.

Example 1 - Example cover page

For Interim and Final Reports

Entrepreneurship and Innovation Programme (EIP)

Project carried out with a financial grant of the
European Commission

Confidential (if applicable)

Specify Interim/Draft Final Report

Date of issue:	**Date**
Period of Reference:	**Specify start date – end date of reporting period**

Project Title

Project Acronym	**Acronym**
Grant Agreement Number:	**Project number**
Beneficiaries:	**Full company name of Coordinator & location** **Full company name of Beneficiary 1 & location** **etc.**
Coordinator:	**Name of Project coordinator**
Authors:	**Authors and affiliation of project authors**
Commencement Date:	**Project start date**
Completion Date:	**Project original end date**

Example 2- Project Overview Table

REFERENCE PERIOD:	
GRANT AGREEMENT N°:	
TITLE:	
BENEFICIARIES:	
COMMENCEMENT DATE:	
COMPLETION DATE:	
WORK UNDERTAKEN:	
MAIN RESULTS:	
FUTURE WORK TO BE UNDERTAKEN:	
ON SCHEDULE (*YES /NO)*:	
PROBLEMS ENCOUNTERED:	
CORRECTION – ACTIONS *(USE OF A TABLE IS RECOMMENDED)*:	
PUBLICATIONS – PATENTS	

BUDGET INFORMATION PER BENEFICIARY: Based on overall costs (independently from EU financial contribution)		
BENEFICIARY (incl. coordinator)	***Total amount spent to date (€)****	***Total allowable cost (€) as foreseen in Grant Agreement***