European Research Council
Executive Agency

Established by the European Commission

Horizon 2020
European Union Funding
for Research & Innovation

European Research Council (ERC)

Periodic Scientific Report Template

(for mid-term and final periods)

Version 1.0
19 July 2017

Structure of the Periodic Scientific Report

The periodic scientific report must be submitted by the coordinator within 60 days following the end of each scientific reporting period.

For the final period, the beneficiary must submit to the Agency the scientific and financial reports (art. 20.2. and 20.3 of the ERC MGA) all together in a single submission.

The **periodic scientific report** consists of two parts:

• **Part A** of the periodic scientific report is automatically generated by the IT tool and contains:
  - the cover page
  - a summary for publication
  - a list of publications
  - follow up of ethics deliverables
  - the answers to the questionnaire covering other issues related to the project implementation and the economic and social impact, notably in the context of the Horizon 2020 key performance indicators and the Horizon 2020 monitoring requirements.
• **Part B** of the periodic scientific report is a narrative part that includes a summary of the major project achievements, a description of the major problems or difficulties encountered, and an overall assessment of the achievements and success of the project. Part B needs to be filled in online following the template of Part B Periodic Scientific report.

> **Transition period:** Until the IT tool supports web forms, the part B must be uploaded as a PDF document following the template of Part B periodic scientific report.

Preparation and submission of periodic report

- **Continuous reporting functionality** in the participant portal: it is activated at the time the project starts and it is continuously open for the beneficiaries to submit deliverables, to report on publications, communications activities, and the answers to the questionnaire on horizontal issues.

- **Periodic reporting functionality in the participant portal**: following the end of each reporting period the functionality of periodic reporting in the Participant Portal will be activated. While the periodic reporting session is open in the electronic exchange system. Coordinator will be able to fill in the Part B of the periodic scientific report online.

> **Transition period:** Until the IT tool supports web forms, the part B must be uploaded as a PDF document following the template of Part B periodic scientific report.

When the coordinator submits the periodic report, the IT tool will capture the information from the continuous reporting module to generate the corresponding part of the periodic scientific report. The IT tool will consolidate the individual sections of the Part A and it will generate automatically the report.

⚠️ The periodic scientific report will be 'locked for review' by the coordinator before its submission. Make sure the information in the continuous reporting module is up-to-date before the periodic scientific report is 'locked for review'. Updates entered in the continuous reporting module after this step will be included in the periodic report of the following period.

PERIODIC REPORT

Call reference:	[insert call reference]
Principal Investigator's name:	[insert name]
Grant Agreement number:	[insert Grant Agreement number]
Project[1] Acronym:	[insert acronym]
Project title:	[insert project title]
Start date of the project:	[insert dd/mm/yyyy]
Duration of the project:	[insert duration in months]
Period covered by the report:	from [insert dd/mm/yyyy] to [insert dd/mm/yyyy]
Periodic scientific report:	*[*Mid-term*] [*Final*]*
Date of submission of the periodic report:	[insert dd/mm/yyyy]
Version:	[insert number]
Project website[2] address:	[insert website address]
The report is elaborated on the basis of the:	- Original Grant agreement - Amended Grant Agreement through amendment n° [insert number]

(*)Table is completed automatically

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[1] The term 'project' used in this template equates to an 'action' in certain other Horizon 2020 documentation

[2] The home page of the website should contain the European flag which are available in electronic format at the Europa website (European flag: http://europa.eu/abc/symbols/emblem/index_en.htm) and the Horizon 2020 programme name.

PART A

1. Summary for publication

1.1 Summary of the context and overall objectives of the project (for the final period, include the conclusions of the action)

This section must be completed on-line with suitable quality to enable direct publication by the Commission/Agency. It should be easy to read i.e. written in a language easily understandable by a broader public, thereby promoting the dissemination and supporting the exploitation of EU funded results. It should preferably not exceed 7480 characters (equivalent to two pages of a text document). This part must not contain any confidential data.

The summary for publication must be drafted as a "stand-alone" text. No references should be made to other parts of the report. References can be made only to publicly available information.

Beside the summary filled within the tool, diagrams or photographs illustrating and promoting the work of the project can be provided (only as images)[3].

1.2 Work performed from the beginning of the project to the end of the period covered by the report and main results achieved so far (for the final period please include and overview of the results and their exploitation and dissemination)

This section must be completed on-line (see above).

1.3 Progress beyond the state of the art and expected results until the end of the project

This section must be completed on-line (see above) .

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[3] Any rights of third parties must be cleared in advance in accordance with the GA.

2. Deliverables (Ethical issues + Data Management Plan)

Del. no.	Deliverable name	WP no.	Lead beneficiary	Type	Dissemin. level	Delivery date from Annex 1	Actual delivery date	If deliverable not submitted on time: Forecast delivery date if appropriate	Status	Comments
[insert deliverable number]	[insert deliverable name]	[insert WP number]	[insert beneficiary short name]	*[R]* *[DEM]* *[DEC]* *[ETH]* *[DMP]* *[OTHER]*	*[PU]* *[CO]* *[CI]*	[insert month number]	[insert dd/mm/yyyy]	[insert dd/mm/yyyy]	*[Not submitted]* *[Request for revision]* *[Not assessed yet]* *[Not valid]* *[Accepted]*	[insert comments]

(*) Data in coloured fields will be prefilled by the IT tool.

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3. Dissemination and exploitation of results

3.1 Scientific publications

Publications accessible via OpenAIRE will be displayed automatically. Beneficiaries will only need to check if the publications are linked to the project.
In case of publications not registered via OpenAIRE, the beneficiary encodes the Digital Object Identifier (DOI) and all the rest of information is complete automatically.

Type of scientific publication	Title of the scientific publication	DOI	ISSN or eSSN	Authors	Title of the journal or equivalent	Number, date	Publisher	Place of publication	Year of publication	Relevant pages	Public & private publication[4]	Peer-review	Is/Will open access provided to this publication	Please list the names of the project team members (i.e. funded on the project) excluding the Principal Investigator, that are in the author list	How representative of the core output of the project, in relation to the project objectives, is this publication?[5]
[Article in journal] *[Publication in conference proceeding/workshop]* *[Books/Monographs]* *[Chapters in books]* *[Thesis/dissertation]*	[insert title of the publication]	[insert DOI reference]	[insert ISSN or eSSN number]	[insert authors' name(s)]	[insert title of the journal]	[insert number of the journal] [insert month of the publication] [insert year of the publication]	[insert name of the publisher]	[insert place of publication]	[insert year of the publication]	[insert first page of the publication] - [insert last page of the publication]	*[YES]* [NO]*	*[YES]* [NO]*	*[Yes - Green OA [insert the length of embargo if any]]* *[Yes - Gold OA [insert the amount of processing charges in EUR if any]]* *[NO]*	[insert authors' name(s)]	*[1]* *[2]* *[3]* *[4]* *[5]*

 (*) Data to be completed only if DOI not available.

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[4] Both the joint publications coming from academic and corporate project participants as well as joint publications of project participants with academic/corporate organisations outside the consortium (as long as they are related to the funded project) should be reported.
[5] Scale of 1 (core) to 5 (periphery)

3.2 Intellectual property rights resulting from the project

Type of IP Rights	Application reference	Date of the application	Official title of the application	Applicant(s)	Has the IPR protection been awarded?	If available, official publication number of award of protection
*[*Patent*]* *[*Trademark*]* *[*Registered design*]* *[*Utility model*]* *[*Licensing*]* *[*Other*]*	*[Option for international applications of patents* [insert IP international organisation code] [insert serial number]*]* *[Option for national applications of patents* [insert country code (two letters)] [insert serial number]*]* *[Option for other registered IPR* [insert application reference country code (two letters) or organisation code)] [insert alfa numeric identifier]*]*	[insert dd/mm/yyyy]	[insert title of the application]	[insert beneficiary(ies) name]	*[*YES*]* *[*NO*]* *[*No applicable*]*	*[Option for patents* [insert code (two letters referring to a country or organisation)] [insert serial number]*]* *Option for rest* [insert official publication number]*]*

(*) By encoding the application reference part of the data will be automatically completed.

4. Open Research Data

More information on Data Management Plans (DMPs) in the Online Manual.

Digital Object Identifier, DOI (if available)	Title/Identifier (if no DOI available)	Is this dataset Openly accessible[6]?	Is this dataset re-usable[7]	If the dataset is linked to a publication, specify the DOI of the publication
[insert DOI reference]	[insert title or identifier]	*[*YES*]* *[*NO*]*	*[*YES*]* *[*NO*]*	[insert DOI reference of the publication]

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[6] Accessible means Open Access defined as free of charge access for anyone via Internet. Answer "yes" if the open access to the data is already established or if it will be established after an embargo period.

[7] Re-usability has 2 aspects: 1) technical: the technical standards used are compatible 2) legal: the necessary rights are in place for other users to use the dataset.

Project[8] Number: [insert project reference number]

Project Acronym: [insert acronym]

Project title: [insert project title]

[MID-TERM] [FINAL] Periodic Scientific Report
Part B

Period covered by the report: from [insert dd/mm/yyyy] to [insert dd/mm/yyyy]

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[8] The term 'project' used in this template equates to an 'action' in certain other Horizon 2020 documentation

SUMMARY OF THE MAJOR ACHIEVEMENTS SINCE THE START OF THE ACTION

(The information provided in this section will only be available to the ERC Executive Agency, members of the ERC panels, the ERC Scientific Council)

1 - Briefly describe the work performed during the period covered by this report (the entire lifetime of your research project for the final report), and in particular towards the objectives foreseen for the period. Please connect each achievement, where appropriate, with the relevant publication/conference presentation indicated in the other sections.

Please specify the outcome in terms of:
1.1 Research and technological achievements and the impact and use of them with reference to the respective objectives of the planned work
(Free text box)
1.2 Novel and/or unconventional methodologies
(Free text box)
1.3 Inter and cross disciplinary developments
(Free text box)
1.4 Knowledge and technology transfer
(Free text box)
[Option for Final report only: 1.5 Enhancing the immediate research environment*]*
(Free text box)
1. *[5][6]* Establishment and/or consolidation of the research group and team composition
(Free text box)
1. *[6][7]* Others
(Free text box)

2. *Indicate what you would consider to be the three most significant achievements in your project (e.g. the three most important scientific papers, awards, prizes, patents, interactions with stakeholders such as industry or policy makers, media reports or events, etc .)*

(Free text box)

Please specify any major problems/difficulties you have encountered to date or anticipate in the near future related to the implementation of your research project, such as:

2.1 Scientific problems

(Free text box)

2.2 Technical problems

(Free text box)

2.3 Support provided by the Host Institution (Start-up facilities, working space, access to labs, equipments, resources, etc)

(Free text box)

2.4 Others

(Free text box)

2.5 *Please indicate any corrective actions you envisage.*

(Free text box)

[Option for Final report only: **OVERALL ASSESSMENT OF THE ACHIEVEMENTS AND SUCCESS OF THE PROJECT**

(The information provided in this section will only be available to the ERC Executive Agency, members of the ERC panels, the ERC Scientific Council, and the Host Institution.)

Please give 1-3 sentence answers to the following:

How did the original objectives/ expectations of the research project correspond to the actual outcomes? Please explain.	*(Free text box)*
Please provide a summary of main results of your research project.	*(Free text box)*
To what extent did the research project advance the field beyond the state of the art? Would you consider it a breakthrough? Please explain why.	*(Free text box)*
Are there any other impacts of the project, including to society?	*(Free text box)*
Please indicate how the research project contributed to the careers of your team members and yourself?	*(Free text box)*
Please describe the future prospects of the research group supported by the project.	*(Free text box)*
Please indicate how well you and the research project have been supported by your Host Institution?	*(Free text box)*
Please indicate the difference receiving this ERC project has made in your case	*(Free text box)*

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Research expeditions

List of expeditions		
Period (start-end)	Place	Purpose

Awards and Recognitions

List of awards and recognitions					
Award type	Title of the award	Person to whom the award was made	Year	Short description of the reason the award was made (if applicable)	Any further information / clarification

Dissemination of results to academic and non-academic audience that you would like to highlight

List of Disseminations								
No.	Type of activities	Main Leader	Title	Date	Place	Type of audience	Size of audience	Countries addressed

Information on other important outputs which have arisen from this project (such as software, databases, or other types of outputs).

List of other outputs
(Free text box)

[Option for Final report only: **FURTHER INFORMATION** *(1 Page)*

(In this section you may provide any further information or results you would like to be considered. The information given in this section will only be available to the ERC Executive Agency and the Host Institution.)

(Free text box)

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LIST OF FREE KEYWORDS

(Free text box)

[Option for Final report only: **NON-OBLIGATORY SURVEY TO ASSESS THE IMPACT OF THE ERC RESEARCH FUNDING PROGRAMME**

(This survey is not part of the scientific report and non-obligatory. Your answers help us to assess the impact of the ERC research funding programme.)

Please rate your satisfaction with the influence of the grant on the working conditions along the following dimensions from 1=completely satisfied to 5=completely dissatisfied, as follows (for Starting Grants/Consolidators Grants only):

Access to research equipment	1	2	3	4	5
Access to qualified research staff	1	2	3	4	5
Opportunities for external collaboration	1	2	3	4	5
Academic autonomy	1	2	3	4	5
Financial autonomy	1	2	3	4	5
Status within the scientific community	1	2	3	4	5
Status within my host institution	1	2	3	4	5
Remuneration	1	2	3	4	5
Long-term career perspectives	1	2	3	4	5
Overall workload	1	2	3	4	5
Job security	1	2	3	4	5
Work-life-balance	1	2	3	4	5

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HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	19.07.2017	Initial version