



The EU Framework Programme
for Research and Innovation

HORIZON 2020



SME Instrument Phase 1

Final Report template

Version 1.1
12 December 2014

Disclaimer

This document is aimed at informing potential applicants for Horizon 2020 funding. It serves only as an example. The actual Web forms and templates, provided in the online proposal submission system under the Participant Portal, might differ from this example. Proposals must be prepared and submitted via the online proposal submission system under the Participant Portal.

Research and
Innovation

History of changes

Version	Date	Change	Page
1.1	12.12.2014	<ul style="list-style-type: none">▪ The financial statement is aligned with the modified grant agreement template into 2 tables.▪ The cover page was extended with references to grant agreement, amendment numbers	5-6 1

SME Instrument Phase 1

FINAL REPORT

Grant Agreement number:

Acronym:

Title:

Type of the action: SME Instrument Phase 1

The report is elaborated on the basis of the:

- **Original Grant agreement**
- **Amended Grant Agreement through amendment n. x**

Start date of the project:

Duration of the project:

Date of submission:

Version:

Disclaimer

This document is aimed at informing beneficiaries of Horizon 2020 funding. It serves only as an example. The actual Web forms and templates, provided in project management system available under the Participant Portal, might differ from this example. The Final Report must be prepared and submitted via the online project management system under the Participant Portal.

General guidelines

Phase 1 of the SME Instrument aims to provide support to businesses to determine the technological, practical and economic viability of an innovative business idea, together with the resources needed to implement it and the risks involved.

A positive outcome of Phase 1 will result in an innovation project that demonstrates high potential in terms of company competitiveness and growth, underpinned by a strategic business plan.

The **final report**¹ shall contain:

1. Technical report (1a. Publishable Summary; 1b. Feasibility Study)
2. the answer to a questionnaire on socio-economic implications
3. a financial report including the request for payment of the balance

1. Technical report

1a. Publishable Summary

The technical report shall start with a summary not exceeding 2500 characters with spaces, including description of the action context and objectives, of the work performed and the main results achieved. This summary is publishable, so it shall not contain confidential information or company secrets.

1b. Feasibility Study (Maximum 20 pages to be uploaded as Pdf)

The feasibility study (which will not be published) shall contain two parts:

1. an overview of the work done and the results for the main actions described in the grant agreement (e.g. market study, freedom to operate, technical tests). Try to provide key content in a minimum of words.
2. The conclusion of the action, i.e. an updated status of your business idea that was described in the application. The content of this part differs according to the conclusions you draw :
 - if the business idea is abandoned, explain why and clarify your intention for further developments;
 - If the project shall continue, please explain how the strategic vision has evolved as a result of the work undertaken:
 - detail in particular changes to the objectives, the concept and approach, and the impact (as described in the grant agreement),
 - explain what kind of support would be useful to develop your business further (partners, expertise, access to funding, other);

¹ In line with Article 20 of the model grant agreement for the SME instrument Phase 1

2. Report on socio-economic implications (answers to questionnaire)

1. Did you benefit from **coaching** activities? YES NO

If yes please rate its usefulness on a scale from 1 to 10 (1=low; 10=high)

2. Will you **pursue the project idea**? YES NO

2.a. If no, what are the **reasons**? Please tick the appropriate item from the drop list:

- Insufficient commercial potential
- User/client needs not met
- IPR blockage
- Lack of suitable partners
- Insufficient financing
- Too ambitious for the company
- Not the right time in the development cycle of the company
- Technical feasibility issues
- Other, please specify:

2.b. If yes, what **source of finance** do you intend to use? Please tick the appropriate item from the drop list:

- SME instrument phase 2
- National/ Regional Programme
- Own resources
- Loan(s)
- Angel funding
- Crowd funding
- Venture capital
- Horizon 2020 or other EU support schemes (e.g. structural funds, COSME), please specify:

- Other, please specify:

2.c. Please fill in the table with your estimated forecasts:

	1 Year after market launch of the business idea	2 Years after market launch of the business idea	3 Years after market launch of the business idea
Turnover (in €)			
Employment (Headcount)			

3. What are the main results of the grant? Please rate each of the following items on a scale from 1 to 10 (1=no progress; 10 = most progresses) according to the importance of the progresses made:

- Better understanding of clients' needs
- Better knowledge about competitors
- Better understanding of IPR issues
- Better understanding of technical issues
- Better internal work organisation
- Better knowledge about marketing methods
- More strategic approach in change management
- More strategic approach for identifying risks and risk management
- Increased reputation/visibility of the company
- Better relation with local business support organisations
- Other:

3. Financial report (Annex 4 of the Grant Agreement – different for Mono and Multi-beneficiary)

MODEL ANNEX 4 FOR H2020 SME Ph1 — MONO
FINANCIAL STATEMENT FOR BENEFICIARY [name]

Eligible ¹ costs (per budget category)		EU contribution			
A. Costs of the feasibility study (direct and indirect costs)	Total costs	Reimbursement rate %	Maximum EU contribution	Requested EU contribution	
Form of costs²	Lump sum				
Beneficiary	50 000	71 429	70%	50 000	50 000

The beneficiary hereby confirms that:

The information provided is complete, reliable and true.

The costs declared are eligible (see Article 6).

The costs can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 17, 18 and 22).

¹ See Article 6 for the eligibility conditions

² See Article 5 for the forms of costs

MODEL ANNEX 4 FOR H2020 SME Ph1 — MULTI
FINANCIAL STATEMENT FOR CONSORTIUM [name]

Eligible ¹ costs (per budget category)		EU contribution			
A. Costs of the feasibility study (direct and indirect costs)	Total costs	Reimbursement rate %	Maximum EU contribution	Requested EU contribution	
Form of costs²	Lump sum				
Consortium	50 000	71 429	70%	50 000	50 000

The consortium hereby confirms that:
The information provided is complete, reliable and true.
The costs declared are eligible (see Article 6).
The costs can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 17, 18 and 22).

¹ See Article 6 for the eligibility conditions

² See Article 5 for the forms of costs