

**DG INFORMATION SOCIETY AND MEDIA**  
*ICT Policy Support Programme*  
*Competitiveness and Innovation Framework Programme*



**Guidance Notes on Project Reporting**

**CIP ICT PSP Pilots A, Pilots B, Thematic Networks, Best Practice Networks**

Version 1

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## **Disclaimer**

This guide is aimed at assisting beneficiaries. It is provided for information purposes and its content is not intended to replace consultation of any applicable legal source or the necessary advice of a legal expert, where appropriate. Neither the Commission nor any person acting on its behalf can be held responsible for the use made of this guide.

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## 1. *INTRODUCTION*

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This document gives guidance to the coordinators and consortia to prepare the periodic and final reports, submission of which is a contractual obligation, specified in Article II.4 of the Grant Agreement. It applies to Pilot Projects, Thematic Networks and Best Practice Networks.

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.29 of the Grant Agreement). Payments are made after the Commission's approval of reports and/or deliverables.

## 2. *REPORTING REQUIREMENTS*

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### 2.1. *During the course of the project, you should submit*

1. The **deliverables** identified in Annex I of the Grant Agreement, according to the timetable specified in the Deliverables list.
2. A **periodic report** (see section 3) no later than 60 days after each reporting period<sup>1</sup> (including the last reporting period), which includes:
  - a) **the progress report**, including a publishable summary, containing information about the progress of work together with information on the resources employed;
  - b) **financial statements and summary financial report**, *including certificates, where required*; in the case of Thematic Networks, only a summary financial report is required.
3. Any other information to be supplied in response to a request by the Commission.

### 2.2. *At the end of the project, you should submit*

A **final report** no later than 60 days after the end of the project, which shall comprise a **final publishable summary** covering results, conclusions and socio-economic impact of the project.

### 2.3. *After receipt of the final payment from the EC*

The **report on the distribution of the Community financial contribution between beneficiaries**<sup>2</sup> shall be submitted to the Commission after the project and not later than 30 days after receipt of the final payment.

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<sup>1</sup> as defined in Article 4 of the Grant Agreement.

<sup>2</sup> see Annex 4 to the "Guide to Financial Issues relating to ICT PSP Grant Agreements"

## **2.4. *Format of the reports and transmission modalities***

The format of the reports and the transmission modalities are specified in Articles II.4(4) to II.4(6) of the Grant Agreement.

The consortium shall transmit reports in one original (paper) and one electronic copy. The preferred format for the electronic version is PDF.

The date of receipt of the original (paper) copy by the Commission is taken into account for the time limits set in the Grant Agreement for the submission of reports.

Deliverables identified in Annex I of the Grant Agreement shall be submitted as described therein. If there is no specific requirement foreseen in Annex I of the Grant Agreement and if not otherwise requested by the Commission, then by default the same applies as for reports, i.e. one original (paper) and one electronic copy. A template for the cover page and a list of quality requirements for deliverables are given in Annex II of this document.

The reports submitted to the Commission, in particular their publishable parts have to be of a suitable quality to enable direct publication without any additional editing. By submitting publishable text to the Commission, the consortium is also certifying that it includes no confidential material.

### **3. THE PERIODIC REPORT**

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The periodic report includes both the progress report, financial statements and – where required - financial certificates. An online tool is provided by the Commission allowing to upload the progress report and to generate the financial statements.

In addition to the electronic version, the full periodic report (progress report + financial statements + financial certificates) has to be submitted to the Commission also in paper with original signatures.

#### **3.1. The progress report**

The progress report is uploaded in four parts, described below (see also Annex I). The preferred format is PDF, except for the "use of resources", which should be uploaded in spreadsheet format.

##### **3.1.1. DECLARATION BY THE PROJECT COORDINATOR**

This declaration has to be signed by the project coordinator and a scanned copy uploaded.

##### **3.1.2. PUBLISHABLE SUMMARY**

The publishable summary is a self-standing document covering issues such as 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.

##### **3.1.3. PROJECT PROGRESS**

This part reports on objectives, progress, achievements and project management.

##### **3.1.4. USE OF RESOURCES**

This part is only mandatory for projects using reimbursement of actual cost and includes:

- An overview table of the cumulative effort in person-months per work-package and beneficiary
- One table per beneficiary detailing the cost items in the period.

## **3.2. The financial statements and financial certificates**

The financial statements form an integral part of the periodic report. They are generated online by the respective beneficiaries and then printed signed and sent to the Commission together with the progress report.

### **3.2.1. Financial statements for reimbursement of actual cost**

For projects with reimbursement of actual cost (all project types except thematic networks) the following has to be submitted:

- a **financial Statement** from **each beneficiary**
- a **summary financial report** consolidating the Community contribution claimed by all the beneficiaries in an aggregate form, based on the information provided in the financial form of each beneficiary.

### **3.2.2. Financial statement for reimbursement through lump sums and scale-of-unit costs**

Reimbursement through lump sums and scale-of-unit costs is only used in Thematic Networks. In this case only a simplified **summary financial report** by the coordinator is requested

### **3.2.3. Financial Certificates**

Financial certificates have to be submitted where required by Article II.4(7) of the Grant Agreement. Certificates on financial statements are required for claims of interim and final payments where the cumulative amount of payments requested by a beneficiary is equal or superior to EUR 325.000. For detailed requirements, specifications and templates please see the guidelines document called "Certification of Financial Statements for ICT PSP projects".

When financial certificates are required they must be signed by an authorised person of the auditing entity and sent at the end of the process by post together with the financial statements.

More details on financial statements and their format can be found in the Guide to Financial Issues relating to ICT PSP Grant Agreements.

## 4. *THE FINAL REPORT*

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The final report is intended for public distribution and comprises a comprehensive summary of results, conclusions and the socio-economic impacts of the project. The report shall be formatted to be printed as a stand alone paper document. This report should address a wide audience, including the general public.

Please ensure that it:

- Is of suitable quality to enable direct publication by the Commission.
- Is comprehensive, and describes the work carried out to achieve the project's objectives; the main results, conclusions and their potential impact and use (including the socio-economic impact and the wider societal implications of the project). Please mention any specific target groups for whom the results could be relevant.
- Includes where appropriate, diagrams or photographs and the project logo, illustrating and promoting the work of the project.
- Provides the following information:
  - List of all beneficiaries with the corresponding contact name and associated coordinates
  - The address of the public Website of the Project as well as relevant contact details.
- Includes a section with a list of completed and planned dissemination activities (publications, conferences, workshops, web, press releases, flyers, etc) in free text format. Where Articles have been published (in specialised media or in the popular press), please provide a list as well.

## ***ANNEX I – PROGRESS REPORT TEMPLATE***

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.



## DECLARATION BY THE PROJECT COORDINATOR

I, as coordinator of this project and in line with my obligations as stated in Article II.2 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 for the period;
  - has achieved most of its objectives for the period with relatively minor deviations;
  - has failed to achieve critical objectives and/or is deviating significantly from the schedule.
- The public Website is up to date;
- [this point only applies to projects with actual cost reimbursement] To my best knowledge, the information contained in the financial statement(s) submitted as part of this report is in line with the actual work carried out and consistent with the reported resources and if applicable with the certificates on financial statements.

Name and position of Coordinator: .....

Date: ...../ ...../.....

Signature: .....

## **PUBLISHABLE SUMMARY**

The publishable summary is a self-standing document. It needs to 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.

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.

# PROJECT PROGRESS

## **1. Project objectives for the period**

*Please provide an 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.*

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

## **2. Work progress and achievements during the period**

*Please provide a concise overview of the progress of the work in line with the structure of Annex I of the Grant Agreement.*

***For each work package*** -- except project management, which will be reported in section 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 coherent 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 1 (Description of Work)*
- *If applicable, propose corrective actions.*

### **3. 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 of a nature other than written "reports", such as "prototypes", "demonstrators" or "others", should also be accompanied by a short report, so that the European Commission has a record of their existence.*

*If a deliverable has been cancelled or regrouped with another one, 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.*

<b>TABLE 1. DELIVERABLES</b>									
<b>Del. no.</b>	<b>Deliverable name</b>	<b>WP no.</b>	<b>Lead participant</b>	<b>Nature</b>	<b>Dissemination level</b>	<b>Due delivery date from Annex I</b>	<b>Delivered Yes/No</b>	<b>Actual / Forecast delivery date</b>	<b>Comments</b>

## Milestones

*Please complete this table if milestones are specified in Annex I of the Grant Agreement.*

*Milestones will be assessed against the specific criteria and performance indicators as defined in Annex I.*

<b>TABLE 2. MILESTONES</b>					
<b>Milestone no.</b>	<b>Milestone name</b>	<b>Due achievement date from Annex I</b>	<b>Achieved Yes/No</b>	<b>Actual / Forecast achievement date</b>	<b>Comments</b>

## **4. Project management**

*Please use this section to summarise management of the consortium activities during the period.*

*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;*
- *Impact of possible deviations from the planned resources;*
- *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 status;*
- *Development and use of the Project website;*
- *Use and dissemination activities during this period (if applicable).*

*Please add any other relevant issue, which had or is likely to have an impact on project management*

*The section should also provide short comments and information on coordination activities during the period in question, such as communication between beneficiaries, possible cooperation with other projects/programmes etc.*

## USE OF RESOURCES

This part is only mandatory for projects using actual cost re-imburement. The tables below are given for reference and explanations. A spreadsheet version of the tables will be provided, which should be filled and uploaded.

### Overview Person-Month Status (cumulative)

<i>Workpackage</i>	WP1		WP2		WP3		...		TOTAL per Beneficiary	
	Actual	Planned	Actual	Planned	Actual I	Planned	Actual I	Planned	Actual total	Planned total
Coordinator										
Beneficiary 1 short name										
Beneficiary 2 short name										
Beneficiary 3 short name										
....										
....										
TOTAL										

Actual = number of person months consumed from the beginning of the project to the end of this period

Planned = total effort planned for the project in the latest version of the description of work - annex I to the grant agreement.

**Explanation of the use of the resources**

*Please provide an explanation of personnel costs, subcontracting and any other major 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 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:*

<b>TABLE 3.1 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR COST ITEMS FOR BENEFICIARY 1 FOR THE PERIOD</b>			
Work Package	Item description	Amount	Explanations
	Personnel costs		
	Subcontracting		
	Major cost item 'X'		
	Major cost item 'Y' .....		
	Remaining costs		
TOTAL DIRECT COSTS AS CLAIMED IN FIANCIAL STATEMENT			

<b>TABLE 3.2 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR COST ITEMS FOR BENEFICIARY 2 FOR THE PERIOD</b>			
Work Package	Item description	Amount	Explanations
	Personnel costs		
	Subcontracting		
	Major cost item 'X'		
	Major cost item 'Y' .....		
	Remaining costs		
TOTAL DIRECT COSTS AS CLAIMED IN FIANCIAL STATEMENT			

## ***ANNEX II – DELIVERABLE TEMPLATE***

Deliverables shall include the two pages given below (cover page, revision history and statement of originality).

Furthermore each deliverable shall include a table of contents, a list of references and numbered pages.

### **IMPORTANT:**

At any point where non-original material is reused in a deliverable, a clear reference must be given inline (numbered endnote or authors' names and year of publication); the corresponding reference list must be complete and contain details of authors, date, journal etc. Short quotations must be contained within quotation marks; longer quotations must be offset; both must be clearly referenced.

# COVER PAGE

Project logo (optional)

ICT PSP logo

## DELIVERABLE

**Project Acronym:**

**Grant Agreement number:**

**Project Title:**

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### Deliverable reference number and title

**Revision:** [draft, 1, 2, ...]

**Authors:**

**Name (Organisation)**

**Name (Organisation)**

**Name (Organisation)**

.....

<b>Project co-funded by the European Commission within the ICT Policy Support Programme</b>	
<b>Dissemination Level</b>	
<b>P</b>	<b>Public</b>
<b>C</b>	<b>Confidential, only for members of the consortium and the Commission Services</b>

## REVISION HISTORY AND STATEMENT OF ORIGINALITY

### Revision History

Revision	Date	Author	Organisation	Description

### **Statement of originality:**

This deliverable contains original unpublished work except where clearly indicated otherwise. Acknowledgement of previously published material and of the work of others has been made through appropriate citation, quotation or both.