



INTAS Guidelines for Periodic and Final Reports on INNOVATION GRANTS

- The periodic report should cover the period since the start of the project. (A periodic report has to be provided only for projects with a duration of 18 or 24 months.)
- The final report should cover the **whole period** of the project and the whole grant, but clearly point out the progress achieved since the periodic report.
- The guidelines can be downloaded from the INTAS Home Page on the **INTERNET**: <http://www.intas.be>

Objectives of the report:

In accordance with the General Conditions of the Grant Agreement the report should:

- **demonstrate the progress in implementation of the project** in comparison to the Work Programme,
- **identify the impact of the innovation achieved so far,**
- **outline further collaboration sought for the implementation of the innovation,**
- **elucidate the intensity of collaboration** among the Contractors,
- **address administrative problems and remedial actions taken,**
- **prove that the grant has been properly spent,**
- **identify the role and impact of INTAS,** and
- **justify the payment of the next or last instalment** of the grant.

0 TECHNICAL INFORMATION

Call specification:	Innovation Grant >insert year<
Title:	>insert<
Reference no:	>insert full reference number – pls. insert also in the header of following pages<
Total grant:	>insert<
Start date:	>insert<
Duration:	>insert<
Co-ordinator/ Person in charge of Management:	>insert name/address/phone/e-mail<
Team information:	>insert team names, organisation, city, country, e-mail (update if necessary)<
Periodic report due:	>insert or delete if not applicable<
Final report due:	>insert<
Submission date of this report:	

1 ACTIVITIES

1.1 Overview of activities / conformance with the Work Programme (up to 3 pages)

- Give an overview of the activities carried out by you/ the consortium so far with reference to the exploitation strategy and tasks foreseen. Indicate important achievements and explain their relevance in the context of the activity. Which work specified in the Work Programme has been carried out by each of the Contractors up to now? Refer to the tasks of the Work Programme and planned involvement of the Contractors.
- What are the main results achieved up to now? Point out any deliverables and milestones achieved.
- Have the activities been in accordance with the Work Programme? If not, in what respect and why?
- Do you foresee any deviations from the Work Programme for the future? If yes, which ones and why? If necessary, define new milestones.

1.2 Impact assessment (up to 3 pages)

Please assess the economic and/or social impact that has been achieved so far with the exploitation of your innovation. What further steps have to be taken for the full implementation of your innovation? Are you looking for further collaboration to implement your innovation (e.g. further development support, licence agreement, joint venture agreement, marketing or manufacturing agreement, venture capital, etc.)?

1.3 Summary of results

Attention: A summary of results is to be provided in the final report only!

Note: The summary of results and the up to ten key references may be published on the European Community's CORDIS website (www.cordis.lu) and on the INTAS' website (www.intas.be) and may be used for publicity purposes.

The summary should not exceed one page and should give a comprehensive overview of the results achieved within the innovation grant project. Describe the results; give its economic and/or social impact, etc. Please take into consideration that the summary should be formulated in a way to attract potential partners for further exploitation activities.

- Provide a short description of the **results** of the project, in particular the stage of exploitation achieved such as production of a prototype, commercial exploitation, etc.
- Summarise market applications, i.e. how and in what areas the innovation may be applied, impact on production or on society, impact on technology, etc.
- Specify whether further collaboration is sought such as further research or development support, commercial partnership for exploitation, available for consultancy, etc.

2 MANAGEMENT

2.1

2.1.1 Management activities

Please indicate management activities in the reporting period:

- What meetings, participations in fairs or negotiations took place up to now? Give the name of the person, Contractor, place of travel, date, purpose.

2.1.2 Problems encountered in the management

- Up to now, have you encountered any major problems (e.g. with regard to the quality and quantity of the contributions of the different Contractors, research infrastructure, the transfer of funds and goods, taxation, customs)? If yes, please explain the problems and describe how you have solved or intend to solve them.

2.1.3 Collaboration

- Please comment on the intensity of the collaboration within the consortium and the level of involvement of each Contractor. In this innovation project, do you co-operate to a major extent with additional (inter)national organisations and commercial enterprises not mentioned in the Grant Agreement? If yes, please, specify.

2.2 Financial overview (in euro¹)

How did you spend the money that has been available from this grant up to now? Please fill in the Summary Cost Statement provided in the General Conditions (Annex II, Part D (2)) of your grant agreement and attached to these guidelines. Give for each Contractor a breakdown in EURO¹ of the expenditures actually incurred under the different cost categories. Provide the explanations requested in the Cost Statement.

- Up to now, has the spending been in accordance with the one foreseen in the Work Programme? If not, in what respect and why?
- Briefly explain expenditures on travel, equipment and consumables, services and other costs.
- For the remaining duration of the project, do you foresee any deviations from the cost table given in the Work Programme? If yes, which ones and why?

2.3 Comments and suggestions to INTAS

Do you have any comments and remarks to address to INTAS?

3 HOW AND WHEN TO SUBMIT THE REPORT(S)

The Co-ordinator shall submit the report, consolidating the work and results of all the Contractors, by e-mail² and one hard copy subsequently by mail, duly signed by the Co-ordinator for approval by INTAS. The periodic progress report shall be submitted within one month of the end of the relevant reporting period. A final report shall be submitted within two months following the period specified in the Grant Agreement, or the completion of the work, if earlier.

- Attach the Summary Cost Statement (see the annex to these reporting guidelines or the General Conditions to the Grant Agreement (Annex II, Part D (2))). The Cost Statements per Contractor (Annex II, Part D (1)) shall be kept by the Co-ordinator but provided to INTAS on request.
- If appropriate, include reprints of posters, technology or product offers, papers with acknowledgement of INTAS support and any other items you consider to be of relevance to the project (pictures, videos, recordings, etc.).
- Copies of invoices, etc. should only be added upon request from INTAS.

¹ To calculate exchange rates you may use the currency converter as provided at <http://www.oanda.com/converter/classic>; the official converter for EU currencies can be found at <http://europa.eu.int/comm/budget/inforeuro/en/index.htm>

² INTAS is currently establishing an INTERNET based reporting system and may offer you this additional opportunity to establish your report via the INTERNET in the course of your project.

Annex:

COST STATEMENT PER CONTRACTOR:¹

for the period from _____ to _____

INTAS ref. no:

Project title:

Exchange rate used for conversion from the used currency to euro²:

Categories of Costs ²	Amount for the period		
	Currency	Amount	Amount in EURO
1. Travel and Subsistence			
2. Other Costs including external services/subcontracts, development, equipment, consumables			
3. Management/Overheads			
Total of Costs			
Contractor's grant (including final payment)			

Attention:

Please specify the actual costs incurred for the project during its contractual duration, which are financed by the INTAS grant. Any main cost items such as equipment (> € 1,000), significant purchase of consumables (> € 1,000), project meetings and any other travel (aim, destination and duration, scientists involved, costs incurred), etc. should be specified overleaf.

In the final report, please specify in the Cost Statement the full Contractor's grant including the final payment of 10 % possibly still to be received by you. A final payment will only be made for costs advanced by the Contractor and, within their allowable maximum, Overhead Costs.

Contractor's Certificate

I certify that

- the above costs are derived from the resources employed and were necessary for the work under the Contract (Grant Agreement),
- such costs have been incurred and fall within the definition of allowable costs as specified in Articles 11, 12 and 13 of the General Conditions to the Contract,
- all supporting documentation for justifying the costs is available for audit.

Name of Contractor:

Name and signature of the authorised representative/NIS team leader:

Date:

¹ To be kept by the Co-ordinator and to be submitted to INTAS on request.

² To calculate exchange rates you may use the currency converter as provided at <http://www.oanda.com/converter/classic>; the official converter for EU currencies can be found at <http://europa.eu.int/eurobirth>.

SUMMARY COST STATEMENT:

for the period from _____ to _____

INTAS ref. no:

Project title:

Contractor		Cost Category			TOTAL (Euro)
	Name of Contractor	Travel & Subsistence	Other Costs	Overheads	
1					
2					
3					
4					
5					
6					
TOTAL (Euro)					

Attention:

Please only use amounts in euro⁵ in this Summary Cost Statement based on the Cost Statements per *Contractor*. Identify main cost items such as equipment (> € 1,000), significant purchases of consumables (> € 1,000), project meetings and other project related travel, etc. as specified in the *Contractor's* Individual Cost Statements.

In the final report, please specify in the Summary Cost Statement the use of the full INTAS Project grant including the final payment of 10 % still to be received. The final payment covers any costs advanced by the Contractors and, within their allowable maximum, Overhead Costs.

Remarks:

Name of the Co-ordinator:

Original signature of the Co-ordinator:

Date:

⁵ To calculate exchange rates you may use the currency converter as provided at <http://www.oanda.com/converter/classic>; the official converter for EU currencies can be found at <http://europa.eu.int/eurobirth>.