



INTAS Guidelines for Periodic and Final Reports CALLS FOR PROJECTS AND NETWORKS

- The report should cover the **whole period** since the start of the project, and clearly point out the progress achieved since the last report.
- **Total length:** approximately **5 to 10 pages** (+ annexes).
- 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 Co-operation Agreement the report should:

- **demonstrate the scientific progress** in comparison to the Work Programme,
- **elucidate the intensity of collaboration** among the Contractors,
- **identify the potential for valorisation and exploitation of the results** (if appropriate),
- **address administrative problems and initiate remedial actions**,
- **show how the funds** available up to now **have been spent**, and
- **justify the payment of the next instalment** of the grant.

0 TECHNICAL INFORMATION

Call specification:	>insert Call name<
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)<
First periodic report due:	>insert or delete if not applicable<
Second periodic report due:	>insert or delete if not applicable<
Final report due:	>insert<
Submission date of this report:	

1 RESEARCH

1.0 Objectives/Concept

- Insert objectives/concept as outlined in your Work Programme.

1.1 Overview of Research Activities / Conformance with the Work Programme (½ – 1 page)

- Give an overview of the activities carried out by you/ the consortium so far with reference to the objectives. 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.

1.2 Compliance with the Work Programme (½ – 1 page)

- Has the research 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.

1.3 Results (max. 3 pages + list of references) and - in the final report only - a summary of results

1.3.1 Scientific results (max. 3 pages + list of references)

- What are the main results achieved up to now and what is their scientific significance? Point out any deliverables resulting from the activities and, if relevant, indicate their impact on and applications in a wider scientific (or other) environment.

Up to now, which scientific papers, presentations and patents have resulted **directly** from this project? NOTE: Papers, which were published before the project started, or which do not acknowledge the support of INTAS, **MUST NOT** be included.

1.3.2 Result implementation

If your project is dealing with applied research and/or technology development:

- Describe in which area of human activities the results of your project are expected to find an application (e.g. public health, energy, environment, agriculture, food, telecommunication, etc.).
- Describe the potential impact of the results achieved to date, in terms of societal value and/or in terms of potential economic value, including if relevant commercial exploitation of the technology.
- Which concrete steps did you undertake to date towards results implementation? Referring to your dissemination plan, describe any dissemination activities and – where relevant – concrete steps undertaken in the framework of your project towards application of its results, beyond the information provided in the publicly accessible section.
- Are you seeking patents or other protection of intellectual property? If yes, specify which and in which geographical area.
- If your project is dealing with technology development, did you establish a Technology Implementation Plan (TIP); if yes, give an outline of it. In particular, specify if you have or are planning to negotiate license agreements for technology implementation.
- Do you seek collaboration to further pursue your research in this area such as research and development support, information exchange/training, private/public partnership?

- Would you consider applying for an INTAS Innovation Grant if the opportunity is given?

1.3.3 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 activity carried out.

- Provide a short description of the **results** of the project.
- Summarise the impact of the results, i.e. how and in what areas they may potentially be applied, for example: impact on the science in the field of the project and other scientific areas, impact on society, economic impact, impact on technology, commercial exploitation, etc.
- List up to 10 references of key papers, if applicable resulting directly from the project and, when available, the relevant e-link.

2 MANAGEMENT

2.1 General management

2.1.1 Project management

Please indicate management activities in the reporting period.

- What co-ordination meetings, exchange visits of scientists, or major field trips took place up to now? Provide a list giving: name of the person, team, place of travel, date, purpose.
- Are there any co-ordination meetings, exchange visits of scientists or major field trips planned for the remaining duration of the project? If yes, please, specify.

2.1.2 Problems encountered in the management

- Up to now, did you encounter any major problems (e.g. with regard to quality and quantity of the scientific contributions of the different Contractors, telecommunication, the transfer of funds and goods, taxation, customs)? If yes, please specify the problems and describe how you 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. Summarise the situation by using the table below.

<i>Intensity of Collaboration</i>	high	rather high	rather low	low
West ↔ East				
West ↔ West				
East ↔ East				

In this project, do you co-operate to a major extent with additional (inter)national organisations and institutions not mentioned in the Co-operation 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 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 equipment, consumables 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 or suggestions for 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 subsequently by mail, duly signed by the Co-ordinator for approval by INTAS. Please submit one hard copy in the case of an INTAS Call, and two copies in the case of a collaborative Call (INTAS with a co-funding party), one hard copy to be forwarded by INTAS to the co-funding party. Each 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 as annexed to the General Condition to the Grant Agreement (Annex II, Part D (2)). The Cost Statements per Contractor (Annex II, Part D (1)), together with the individual reports of each team describing its work undertaken in relation to the work programme and results achieved, shall be kept by the Co-ordinator but provided to INTAS on request.
- If appropriate, include reprints of (key) 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>