Pilot Projects and Preparatory Actions (PPPA)

Periodic Report

Technical Report
Financial Report

Version 1.0

IMPORTANT NOTICE

What is the Periodic Report?

The Periodic Report (either interim or final) is the pre-condition for receiving payments; The Coordinator must **send it to the EACEA within 60 days after the end of the reporting period.**

The Report is divided into a technical and financial report.

The Technical Report contains structured tables with project information and a narrative description of the work carried out during the reporting period.

The Financial Report normally consists of:
- the individual financial statements (Annex 4 to the GA) for each Beneficiary
- a summary financial statement
- a certificate on the financial statements (CFS) (if threshold reached).

How to prepare and submit it?

The Periodic Report must be prepared by the consortium and then be submitted by the Coordinator.

Signature: The report can be signed either with a Qualified Electronic Signature (QES) compliant with the eIDAS Regulation (EU) N° 910/2014 or with a hand-written signature (also known as blue ink signature). Please note that electronic signatures other than a Qualified Electronic Signature (QES) compliant with the eIDAS Regulation (EU) N° 910/2014 are not accepted.

- If electronically signed (QES), the reporting documents must be emailed to the EACEA (pdf format).

- If hand-written-signed, the hard copy of the reporting documents must be sent to the EACEA by registered post with proof of delivery. Courtesy pdf copies of the reporting documents can be anticipated by email to the EACEA. However, be informed that the reception of the hand-written-signed hard copies of all reporting documents sent by registered post with proof of delivery is mandatory and that the reporting documents will be considered to have been received either on the delivery date registered by the postal service or the deadline for collection at the post office.

Deliverables: The Coordinator must send the deliverables to the EACEA during their corresponding reporting period or, at the latest, together with the corresponding periodic report. If deliverables are still missing when the periodic report is submitted, the delay must be explained by the consortium and a new target date must have been agreed with the EACEA. Deliverables which consist of non-written outputs (prototype, built infrastructure, etc) must be submitted in the form of a short written description or snapshot (instead of the deliverable itself). If the deliverables are sent to the EACEA during the reporting period (that is, before the periodic report), the Coordinator will join a cover letter. Deliverables must be sent to the EACEA:

- on paper by registered post with proof of delivery if the cover letter or the report are signed with a hand-written signature. They will be considered to have been received either on the delivery date registered by the postal service or the deadline for collection at the post office; or

- on electronic supports if the cover letter or the report are signed with a Qualified Electronic Signature (QES) compliant with the eIDAS Regulation (EU) N° 910/2014. Other electronic signatures are not accepted.

TECHNICAL REPORT

COVER PAGE

PROJECT	
Project number:	[project number]
Project acronym:	[acronym]
Project name:	[project title]
Call:	[call name]
Topic:	[topic ID]
Project starting date:	[dd/mm/yyyy]
Project duration:	[number of months]

REPORTING PERIOD	
Period covered:	from [dd/mm/yyyy] to [dd/mm/yyyy]
Reporting period number:	*[1] [2] [3] [4] [...] ***[Final]**
Periodic report date and version:	[version No 1] – The report date will be that of the email sent by the Coordinator to the EACEA

TABLE OF CONTENTS

1. OVERVIEW OF THE PROGRESS

1.1 Project summary, work performed, achievements, results and impacts

Project summary

Provide an overall description of your project but do not simply cut and paste the project summary of your initial proposal/application.

This summary should give readers a clear idea of what the project is about.

Do write it as a stand-alone text to promote the project. It should be structured but descriptive and easy to read. Diagrams or photographs illustrating the work of the project can be included (but only as images).

Note: We may publish this summary for publication/dissemination purposes. Use only diagrams and photographs for which you have the rights, avoid any references to information that is not publicly accessible and do not include any confidential information or personal data (e.g. names and addresses).

Context and overall objectives

Describe the context and overall objectives of your project. Report on objectives not fully achieved or not on schedule.

Insert text

Work performed and main achievements

Short summary of progress towards the project objectives. Highlight significant activities and achievements. Provide clear and measurable details. For the Final Report, include the outcomes of the action (can be structured according to work packages; activity; outcome)

Insert text

Results and impacts

Describe the results/outcome of the project (so far) and its (actual and expected) impact (on target groups, change, innovation etc.), including a description of the European dimension and added value. For the Final Report, include an overview of the results, their impact and the conclusions of the action.

Insert text

1.2 Consortium set-up

<table>
<tr><td colspan="8">

PARTICIPANTS

Overview of the consortium changes - Latest Legal Data

COO = coordinator

BEN = beneficiaries (not applicable to mono-beneficiary grant)

AE = affiliated entity

AP : associated partner

</td></tr>
<tr><th>Partner No</th><th>Role</th><th>Short Name</th><th>Legal Name</th><th>Country</th><th>PIC</th><th>Entry date</th><th>Exit date</th></tr>
<tr><td>**1**</td><td>**COO**</td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>2</td><td>BEN</td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>2.1</td><td>AE</td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>3</td><td>BEN</td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>4</td><td>AP</td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="8">

Participants

Report on <u>changes</u> in the consortium composition (including structural, legal or management changes, if any).

</td></tr>
<tr><td colspan="8">Insert text</td></tr>
</table>

Consortium cooperation and division of roles (if applicable) *Report on <u>changes</u> in the way the participants work together (Beneficiaries, Affiliated Entities, Associated Partners, etc.).*
Insert text

1.3 Project teams, staff and experts

Project teams and staff *Report and explain <u>deviations</u> from Annex 1 of the Grant Agreement regarding the organisation of staff or project teams. Provide CVs of key actors that had to be replaced (if required).*
Insert text

1.4 Consortium management and decision-making (not applicable to mono-beneficiary grants)

Consortium management and decision-making (if applicable)

Report on important changes in the management or decision-making mechanisms.

Insert text

1.5 Project management, quality assurance and monitoring and evaluation strategy

Project management, quality assurance and monitoring and evaluation strategy

Report on changes to the overall project management concept, quality assurance and monitoring and evaluation strategy (if any).

Insert text

1.6 Cost effectiveness and financial management

Cost effectiveness and financial management

Inform about significant budget overruns or important changes in the financial management (if any).

Insert text

1.7 Risk management

Foreseen critical risks

The foreseen critical risks are those listed in the Annex 1 of the Grant Agreement. (*You do not need to repeat them in this sub-section of the report but you will have to report on their state of play in the related subsection below*)

Unforeseen critical risks

Unforeseen critical risks

Risk No	Description	Work Package No(s)	Proposed Mitigation Measures
[unforeseen risk number]	[insert description]	[insert WP numbers]	[insert mitigation measure]

State of play

State of play

Give the state of play of the critical risks that were identified in Annex 1 of the Grant Agreement (and new/unforeseen risks that appeared during project implementation) and add new mitigation measures, if needed.

Risk No	Reporting	Did you apply risk mitigation	Did your risk	Comments

	Period	measures?	materialise?	
[risk number]	[RP number]	*[YES] [NO]*	*[YES] [NO]*	[insert comment (mandatory if no risk mitigation measures where applied or planned risk mitigation measures were not applied)]

1.8 Impact

Impact
Report on changes in your impact analysis/strategy (if any) and the effects on the project/need for adaptations.
Insert text

1.9 Communication, dissemination and visibility

Communication, dissemination and visibility of funding
Report on the communication and dissemination activities undertaken (to whom, which format, how many, etc.). *Describe how the visibility of EU funding was ensured.* *If you described your project on your website(s) and/or social media accounts, please provide the links.*
Insert general comment

Dissemination activities
List the dissemination activities carried out in the context of the project. Include dissemination activities mentioned in the proposal and new ones.

Dissemination Activity Name	What? Type of dissemination activity	Who? Target audience *(Choose one or more items)*	Why? *(max 200 characters)*	Status
[insert activity name]	*[Conferences]* *[Education and training events]* *[Meetings]* *[Clustering activities]* *[Collaboration with EU-funded projects]* *[Other scientific collaboration]* *[Other]*	*[Industry,business partners]* *[Investors]* *[EU institutions]* *[Policy-makers and authorities, international]* *[Policy-makers and authorities, national]* *[Policy-makers and authorities, regional or local]* *[Civil society, international]* *[Civil society,national, regional or local]* *[Public]* *[Standardization bodies]* *[Scientists]* *[Innovators]* *[Specific end-user communities]* *[Education/training organization/learners]* *[Other]*	[insert description of the objective(s) with reference to a specific project output]	*[Delivered]* *[Cancelled]* *[Postponed]* *[Ongoing]*

Communication activities					
List the communication activities carried out in the context of the project.					
Communication Activity Name	**Description**	**Who?** Target audience *(Choose one or more items)*	**How?** Communication channel *(Choose one or more items)*	**Outcome**	**Status**
[insert communciation name]	[insert description of implemented communication activity]	[Industry, business partners] [Innovators] [Investors] [EU institutions] [National authorities] [Regional authorities] [Local authorities] [Civil society] [Citizens] [Research communities] [Specific user communities (if applicable)] [International organization (UN body, OECD etc)]	[Website] [Social media] [Print materials (brochure, leaflet, posters, stickers, banners etc)] [Press release] [Media article] [Newsletter] [Interview] [Video] [TV/Radio campaign] [Event (conference, meeting, workshop, internet debate, round table, group discussion etc)] [Exhibition] [Other]	[insert key performance indicators]	[Delivered] [Cancelled] [Postponed] [Ongoing]

1.10 Sustainability and continuation

Sustainability, long-term impact and continuation
Report on changes in your sustainability analysis/strategy (if any).
For the Final Report, describe the follow-up of the project after the end of the EU grant. How will the results be used or further developed. Describe the strategy to ensure sustainability of results and long-term impact. Comment on possible synergies/complementarities with other (EU funded) activities (if any).
Insert text

1.11 Follow-up to EU recommendations

Follow-up to EU recommendations (if applicable)
Highlight corrective actions taken as a result of EU monitoring activities (including follow-up to EU project reviews, if any). List each recommendation/comment and explain how they have been followed up.
Insert text

2. WORK PLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING

2.1 Work packages, activities, resources and timing

WORK PACKAGES

Work Package 1

Work Package 1: [Name, e.g. Project management and coordination]			
Activities			
Report on the implementation status of the activities that were to be implemented during the reporting period and explain deviations from Annex 1 of the Grant Agreement. In case an activity was not implemented or a deliverable not produced, please explain why.			
Task No (continuous numbering linked to WP)	Task Name	Implemented? (Yes/No/Partially)	Justification (explain what was done and by whom; explain what was not done and why not; indicate how you intend to handle the situation and new timing; indicate if it was a one-off issue or how you intend to avoid similar issues in the future)
T1.1			
T1.2			
Other issues *Mention and explain unexpected events and adjustments that had to be made. Explain impact on other tasks, available resources and planning/timing.*	Insert text		
Milestones			
Update the status (and add new due date for late milestones). In the Comments, please indicate if the milestone was achieved as planned or add an explanation for the delay.			

Milestone No	Milestone Name	Work Package No	Lead Beneficiary	Means of Verification	Due Date	New Due Date (if delay)	Delivery Date (actual)	Achieved	Comments
[number]	[name]	[WP number]	[beneficiary short name]	[means of verification as in Annex 1 GA]	[dd/mm/yyyy]	[dd/mm/yyyy]	[dd/mm/yyyy]	[YES] [NO]	[insert comment]

Deliverables

Add actual delivery dates (or new due date for late deliverables, together with an explanation for the delay). In the Comments, please indicate if the deliverable was achieved as planned or not.

The labels used mean:

Public — fully open (⚠️ automatically posted online)

Sensitive — limited under the conditions of the Grant Agreement

EU classified —RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444. For items classified under other rules (e.g. national or international organisation), please select the equivalent EU classification level.

Deliverable No	Deliverable Name	Work package No	Lead Beneficiary	Type	Dissemination Level	Due Date	New Due Date (if delay)	Delivery Date (actual)	Status	Comments
[number]	[name]	[WP number]	[beneficiary short name]	[R — Document, report] [DEM — Demonstrator, pilot, prototype] [DEC —Websites, patent filings, videos, etc] [DATA — data sets, microdata, etc] [DMP — Data Management Plan] [ETHICS] [SECURITY] [OTHER]	[PU — Public] [SEN — Sensitive] [R-UE/EU-R — EU Classified] [C-UE/EU-C — EU Classified] [S-UE/EU-S — EU Classified]	[month number]	[dd/mm/yyyy]	[dd/mm/yyyy]	[Pending] [Draft] [Submitted] [Rejected] [Approved] [Removed]	[insert comments]

Budget implementation — Use of resources (deviations)

Explain deviations from the budget planning (i.e. differences between actual and planned use of resources, especially for personnel).

Include explanations on transfers of cost categories in the estimated budget (if applicable)

Don't forget to attach the detailed cost reporting table/calculator (if any)	
Insert text	
Other issues	Insert text

Work Package 2…

To insert additional work packages, copy WP1 as many times as necessary.

Subcontracting

Subcontracting (new subcontracts)					
Report on <u>new</u> subcontracts. Explain the specific circumstances that caused the need for a subcontract					
Include only subcontracts that are best-value-for-money and for which there is no conflict of interest. Keep in mind that subcontracting is not possible for key coordinator tasks and may normally not cover a major part of the action.					
Subcontract number (continuous numbering linked to WP)	Subcontract name (subcontracted action tasks)	Description (including task number and BEN/AE to which it is linked)	Costs (EUR)	Justification (why did subcontracting become necessary?)	Best-value-for-money (how did you ensure it?)
S1.5					
S1.6					
…					
S2.5					
S2.6					

…					
Other issues *If subcontracting for the project rises above 30% of the total eligible costs during the project implementation, give specific reasons. Mention and explain other issues, if needed.*	Insert text				

Timetable

Timetable (projects up to 2 years)																								
Report on <u>deviations</u> from Annex 1 of the Grant Agreement. *Fill in the planned implementation in beige and the deviations in red. Adapt and repeat lines/columns as necessary.*																								
Starting date:																								
ACTIVITY	**MONTHS**																							
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23	M 24
Task 1.1 - …	░	░	░	░	░	░	░	░	░	░														
			▓	▓	▓	▓	▓	▓	▓	▓														
Task 1.2 - …							░	░	░	░	░	░	░	░	░	░	░							
Task …										░	░	░	░	░	░									
										▓	▓	▓	▓	▓	▓	▓								

Timetable (projects of more than 2 years)

Report on underline deviations from Annex 1 of the Grant Agreement.

Fill in the planned implementation in beige and the deviations in red. Adapt and repeat lines/columns as necessary.

Starting date:

ACTIVITY	YEAR 1				YEAR 2				YEAR 3				YEAR 4				YEAR 5				YEAR 6			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Task 1.1 - …																								
Task 1.2 - …																								
Task …																								

Timetable (projects of only 12 months)

Report on <u>deviations</u> *from Annex 1 of the Grant Agreement.*

Fill in the planned implementation in beige and the deviations in red. Adapt and repeat lines/columns as necessary.

Starting date:												

ACTIVITY	MONTHS											
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12
Task 1.1 - …												
Task 1.2 - …												
Task …												

3. OTHER

3.1 Ethics

Ethics
Report on the status of the ethics deliverables (if any).
Applicable / Not applicable
Report on any changes to ethics issues identified in Annex 1 of the Grant Agreement (if any).
Insert text
Report on new ethics issues that have come up during the project implementation and the measures taken to solve/avoid them (if any).

Ethics Issue No	Description	Work Package No	Lead Beneficiary	Proposed Measures

3.2 Security

Security
Report on the status of the security deliverables (if any).
Applicable / Not applicable
Report on any changes to security issues identified in Annex 1 of the Grant Agreement (if any).
Insert text
Report on new security issues that have come up during the project implementation and the measures taken to solve/avoid them (if any).

Security Issue No	Description	Work Package No	Lead Beneficiary	Proposed Measures

4. DECLARATIONS

Double funding	
Information concerning other EU grants for this project	

⚠ *Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).*	**YES/NO**
We confirm that to our best knowledge neither the project as a whole nor any parts of it benefit/have benefitted from any other EU grant *(including EU funding managed by authorities in EU Member States or other funding bodies (e.g. EU Regional Funds, EU Agricultural Funds, etc).* If NO, explain and provide details	
We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant *(including EU funding managed by authorities in EU Member States or other funding bodies (e.g. EU Regional Funds, EU Agricultural Funds, etc).* If NO, explain and provide details.	

Intellectual property rights (IPR)

Intellectual property rights (IPR)							
List the IPRs that result from the project (**IF APPLICABLE**)							
Type of IP Rights	**Application Title**	**Application Reference**	**Application Date**	**IPR Owner**	**IPR Status** Has protection been awarded?	**IPR Award Reference ID**	
*[*Patent*]* *[*Trademark*]* *[*Registered design*]* *[*Utility model*]* *[*Other*]*	[insert title of the application]	*[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 alpha numeric identifier]*]* [insert EPO/google patent format] [insert application ID]	[insert dd/mm/yyyy]	[insert owner name(s)]	*[*YES*]* *[*NO*]* *[*N/A*]*	[insert reference]	

EVENTS AND TRAININGS

Events and trainings (including workshops, conferences, etc.)									
Event No (continuous numbering linked to WP)	**Number of participants**	**Description**				**Attendees**			
		Type	**Area**	**Location**	**Duration** (days)	**Male**	**Female**	**Non-binary**	**Total**
[number]	[number]	[insert type, e.g. training, workshop, conference, event, etc.]	[insert topics addressed, types of skills/knowledge acquired, etc]	[city,country]	[number]	[number]	[number]	[number]	[number]
[number]	[number]	[insert type, e.g. training, workshop, conference, event, etc.]	[insert topics addressed, types of skills/knowledge acquired, etc]	[city,country]	[number]	[number]	[number]	[number]	[number]

FINANCIAL SUPPORT TO THIRD PARTIES

(ONLY IF ALLOWED/APPLICABLE FOR YOUR ACTION)

Sub-calls							
List the FSTP calls launched under the project.							
Call Reference	**Call Budget**	**Budget Awarded**	**Call Publication Date**	**URL to F&T Portal** (if applicable)	**Call Status**	**Number of Received Proposals**	**Number of Awarded Proposals**
[insert call reference number]	[insert amount]	[insert amount]	[insert dd/mm/yyyy]	[insert URL]	*[Planned]* *[Open]* *[Awarding on-going]*	[insert number]	[insert number]

					*[*Awarding done*]*		

Awarded recipients

List the recipients of financial support to third parties.

Call Reference	PIC	Legal Name	Organisation Type	Country	Funding Awarded	Funding Paid	Comment
[insert call reference number]	[insert recipient PIC (if any)]	[insert recipient name]	*[*public*]*[private*]*	[insert country]	[insert amount]	[insert amount]	[insert comments]

FINANCIAL REPORT

INDIVIDUAL FINANCIAL STATEMENT

CONSOLIDATED FINANCIAL STATEMENT

ANNEXES

LIST OF ANNEXES

1. Detailed cost reporting table/Calculator
2. Certificate on the financial statements (CFS) — mandatory if threshold reached

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0		Initial version (new MFF).