|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROJECT PERIODIC REPORT** | | | | |
| **Czech-Norwegian Research Programme (CZ09)** | | | | |
| **Norwegian Financial Mechanism 2009-2014** | | | | |
| **Programme area** | **Bilateral Research Cooperation** | | | |
| **Periodic report** | **1/2014** | | | |
| **Period covered** | **15 July to 31 December 2014** | | | |
| **Project ID number** | 7F14XXX | | | |
| **Acronym** |  | | | |
| **Project title in English** |  | | | |
| **Project title in Czech** |  | | | |
| **Project Promoter**  (name, full address) |  | | | |
| **Project Partner(s)**  (name, full address) |  | | | |
| **Project Partner(s)**  (name, full address) |  | | | |
| **Project Partner(s)**  (name, full address) |  | | | |
| **Project Partner(s)**  (name, full address) |  | | | |
| **Full Name of Principal Investigator** |  | | | |
| **Signature of Principal Investigator** |  | | | |
| **Statement** | *I hereby declare that the information I state in the project periodic report is accurate, true and complete. I am aware that if the information has been reversed in the opposite, I will face sanctions from the Programme Operator.* | | | |
| **Done in** | city, country | | | |
| **Date** | dd/mm/yyyy | | | |
| **On behalf of Project Promoter** | | | | |
| **Stamp of Project Promoter** |  | | | |
| **Statutory authority**  **of Project Promoter** | **Name(s):** |  |  |  |
| **Signature(s):** |  |  |  |
| **Position:** |  |  |  |

**1. GENERAL INFORMATION ABOUT PROJECT**

**1.1 Activity of research and development in project**

|  |  |  |
| --- | --- | --- |
| Basic research  0-100 % | Applied research  0-100 % | Experimental development  0-100 % |

*Note: Tick the same research activities from the project proposal to identify the relevant activity or combination of activities. For combination mark the percentage of each type of activity. If you tick only one option, it is meant that your project is 100 % of the indicated R&D activity.*

**Project Promoter: XXX**

|  |  |  |
| --- | --- | --- |
| Basic research  0-100 % | Applied research  0-100 % | Experimental development  0-100 % |

**Project partner: XXX**

|  |  |  |
| --- | --- | --- |
| Basic research  0-100 % | Applied research  0-100 % | Experimental development  0-100 % |

*Note: Please copy the table for more Project Partners.*

**1.2 Official project starting date reported to Programme Operator (dd/mm/yyyy)**

**1.3 Project duration in months in total (number, e.g. 30)**

**1.4 Total project cost in Project contract (in CZK)**

**1.4.1 Total grant in Project contract (in CZK)**

*Note: The amount excludes the payment from the Fund bilateral relations (preparatory costs)*

**1.4.1.1 Grant for reporting period approved by Programme Operator (in CZK)**

**1.5 Number of partners (including Project Promoter)**

*Note: Number of all partners including Project Promoter.*

**1.6 Ethical issues (max ¼ page A4)**

Select YES or NO. Applicable if there are any changes to the project proposal (new information), then it needs to be described shortly.

**2. SCIENTIFIC AND MANAGEMENT PART**

**2.1 Publishable summary in English (max. 1 page A4)**

This section must be of suitable quality to enable direct publication by the Financial Mechanism Office/Norwegian Research Council/Programme Operator and should preferable not exceed 1 page A4.

The publishable summary has to include all the distinct parts described below:

* A summary description of project context and objectives,
* A description of the work performed since the beginning of the project and 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),
* The address of the project website, if applicable.

In line with this, diagrams or photographs illustrating the promoting the work of the project, as well as relevant contact details or list of partners can be provided without restriction.

The publishable summary should be updated for each periodic report!

**2.1.1 Publishable summary in Czech (max. 1 page A4)**

This section must be of suitable quality to enable direct publication in Czech by the Programme Operator and should preferable not exceed 1 page A4.

The publishable summary has to include all the distinct parts described below:

* A summary description of project context and objectives,
* A description of the work performed since the beginning of the project and 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),
* The address of the project website, if applicable.

In line with this, diagrams or photographs illustrating the promoting the work of the project, as well as relevant contact details or list of partners can be provided without restriction.

The publishable summary should be updated for each periodic report!

**2.2 Project objectives for reporting period (max. ½ page A4)**

Please provide an overview of the project objectives for the reporting period.

**2.3 Work progress and achievements during reporting period (max. 4 pages A4)**

Please describe a concise overview of the progress of your work (e.g. structure, activities, project implementing, methods, and approaches).

Please provide the following information for each work package:

* A summary of progress towards objectives and details for each task;
* Highlight clearly significant results;
* If applicable, explain the reasons for deviations 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;
* If applicable, propose corrective actions.

**2.3.1 Description of project implementation (max. 2 pages A4)**

Please present a detailed review of work, divided into work packages for the reporting period. The number of used work packages should be appropriate to the complexity of the project.

**2.3.2 Milestones achievement**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Milestone name** | **WP no.** | **Lead partner (abbreviation)** | **Planned achievement date dd/mm/yyyy** | **Actual/Forecast achievement date**  **dd/mm/yyyy** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |

*Note: This table is cumulative; it should show all milestones in the project period.*

**2.3.3 Deliverables achievement**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Deliverable name** | **WP no.** | **Lead partner (abbrev.)** | **Planned delivery date**  **dd/mm/yyyy** | **Actual/Forecast delivery date dd/mm/yyyy** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |

*Note: This table is cumulative; it should show all deliverables in the project period. The periodic reports and the final report have NOT to be considered as deliverables.*

**2.4 Work Packages (WPs) (max. 6 A4 pages)**

***Note: Please present the work packages in detail for the reporting period, using the table provided below. If you have more WPs please copy the section 2.4.1.1-2.4.1.10.***

**2.4.1 Project working packages (WP)**

|  |  |  |  |
| --- | --- | --- | --- |
| **WP number** | **Title** | **Planned date of start**  **(dd/mm/yyyy)** | **Actual/Forecast**  **date of end (dd/mm/yyyy)** |
| WP1 |  |  |  |
| WP2 |  |  |  |
| WP3 |  |  |  |
| WP4 |  |  |  |
| Etc. |  |  |  |

*Note: You may add lines. WP means work package.*

**2.4.1.1 WP number**

WP1

**2.4.1.2 WP title**

WP title from table 2.4.1

**2.4.1.3 WP leader**

Only one person (full name)

**2.4.1.4 WP start date**

dd/mm/yyyy

**2.4.1.5 WP end date**

dd/mm/yyyy

**2.4.1.6 WP objective**

Please provide a general description of the planned and achieved WP objectives which were carried out in the reporting period. Identify the partners involved and specify their contribution.

**2.4.1.7 WP task**

Please provide a general description of the planned and achieved WP tasks which were carried out in the reporting period. Identify the partners involved and specify their contribution.

**2.4.1.8 WP deliverable**

Please provide a general description of the planned and achieved WP deliverables which were carried out in the reporting period. Identify the partners involved and specify their contribution.

Please report on deliverables (e.g. prototypes, demonstrators, models, testers, pilot products /not for commercial use/ etc.). If a deliverable has been cancelled or regrouped with another one, please put a comment.

A deliverable represents a verifiable output of the WP. Normally, each WP will produce one or more deliverables during its time life.

List, specify and quantify deliverables. State the month of delivery (measured in months from the first month the project started). The periodic reports and the final report have NOT to be considered as deliverables.

**2.4.1.9 WP milestone**

Please comment on the achievement of milestones in the particular work package. Milestones represent a scheduled event signifying the completion of a major deliverable or a set of related deliverables. State the project months of delivery (measured in months from the first month the project started).

**2.4.1.10 WP Human resources**

Qualification level; person-months

**2.4.2 Project output(s)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of output** | **Title** | **Date of accomplishment**  **(mm/yyyy)** | **Date of realization (mm/yyyy)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Note: You may add lines. Use the types of outputs listed in RIV registry (in Czech: Rejstřík informací o výsledcích).*

**2.5 Project management during reporting period (max. 3 pages A4)**

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

Amongst others, this section should include the following:

* Consortium management tasks and achievements;
* Problems which have occurred and how they were (not) solved or envisaged solutions;
* Changes in the consortium, if any (changing or adding new partners not allowed);
* List of important project meetings, dates and venues;
* Project planning and status;
* Impact of possible deviations from the planned milestones and deliverables, if any;
* Any changes to the legal status of any of the Project Promoter/partners, in research organisations and SMEs;
* Development of the project website.

The section should also provide short comments and information on co-ordination activities during the period in question, such as communication between partners, possible co-operation with other projects.

**2.5.1 List of Project Promoter’s staff working on project during reporting period (all members connected to personal costs) and changes at team**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Full name** | **Position in project** | **Full-/part-time** | **Work load (1.0-0)** | **Hired on (dd/mm/yyyy)** | **Quit on (dd/mm/yyyy)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Staff changes** | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*Note: You may add more lines if necessary. Full-time work means working only on the project. All staff changes had to be reported to the Programme Operator.*

**2.5.2 List of Project partner’s staff working on project during reporting period (all members connected to personal costs) and changes at team**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Full name** | **Position in project** | **Full-/part-time** | **Work load (1.0-0)** | **Hired on (dd/mm/yyyy)** | **Quit on (dd/mm/yyyy)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Staff changes** | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*Note: You may add more lines or copy the whole table for another partner if necessary. Full-time work means working only on the project. All staff changes had to be reported to the Programme Operator.*

**2.5.3 Personnel changes justification (max. 2 pages A4)**

Please describe and justify any personnel changes at the Project Promoter and/or Project partners in the table above, if any.

**2.6 Monitoring and auditing of project (max. 4 pages A4)**

Please provide how the Project Promoter/partners monitor, evaluate, control, verify, oppose and audit the project implementation in order to the Project contract and the Financial Mechanism rules (e.g. monitoring and on-a-spot verifications, evaluation project procedures, independent evaluations from experts).

Put information if your project was audited, verified or monitored from any European, national or Financial mechanism institutions.

**2.6.1 Risk management and quality assurance (max. 2 page A4)**

Please describe how the Project Promoter and Project partners intend to ensure the quality of your work (e.g. definition of milestones for measuring project progress, regular joint progress evaluation etc.). Review the risks identified and describe how you will monitor and mitigate them. Mention any significant internal/external factor.

*Note: If serious risks exist, the project design should be reconsidered. In this point you should go beyond the description of how you want to tackle risks emerging in the project, e.g. regular consortium meetings.*

**2.6.2 Irregularities (max. 1 page A4)**

Please report irregularities on the project which occurred during the reporting period such as no payments have been made, or any procedures, including criminal investigation, had occurred. Please mention the way of recovery of the irregularity.

**2.7 Intellectual property rights management (max. 2 pages A4)**

Please describe briefly how issues regarding intellectual property rights are managed within a consortium.

*Note: Issues should be dealt with in the Partnership agreement which had to be delivered to the Programme Operator as a mandatory annex of the project proposal.*

**2.8 Scientific publications and dissemination of project in report period (max. 2 pages A4)**

Please describe your publishing activities and dissemination of scientific results in the project during the report period which originate from the project if any.

**2.8.1 Reporting on scientific publications**

Please provide a list of publications with short abstracts published in the reporting period if any.

**2.9 Project promotion and information activities about project (max. 2 pages A4)**

Please describe how the Project promoter/partners promote the project and inform about the project, its objectives, activities, outputs etc. according to a publicity plan of the project. Put comments on the implementation of your publicity plan.

For more see section 4 in Annex 4 of the Regulation. For Communication manual see: <http://eeagrants.org/Media/Files/Toolbox/Communication-manual>.

**2.9.1 Project website**

**www.**

**2.10 Achievement of Programme outcome(s) and outputs (max. 1 pages A4)**

Please describe how your project contributes in the medium to long term to the objectives of the Programme. You should describe the steps that were necessary in the project (and outside the projects) to bring about these impacts (e.g. dissemination and exploitation of project results, stakeholder involvement). For more see section 1.1 in the Guide for Applicants.

**2.10.1 Programme output indicators in project (numbers)**

|  |  |
| --- | --- |
| **Number of PhD students** |  |
| **Number of postdocs** |  |
| **Number of female researchers (including after maternity leave)** |  |
| **Number of internationally refereed (joint) scientific publications** |  |

*Note: Numbers of the target groups are for the whole project. These indicators are used for reporting about the Programme.*

**3. FINANCIAL PART**

**3.1 Explanation of use of resources (max. 4 pages A4)**

Please provide an explanation and a justification of the eligibility of expenditure and to spending of the grant in total and per partner. Put short comments to every single item from the partial budget in the Annex I.

**3.2 Budget changes justification for reporting period (max. 2 pages A4)**

Please explain and justify the project budgetary items changes. Relate them to planned deliverables, milestones, outputs, risks, grant spending, and impacts on the project.

Details have to be provided about all budgetary items which were changed – see Guide for Applicants – section 1.8 – Budget and eligible costs.

*Note: You must also fill in the Annex I.*

**3.3 VAT reclaim YES or NO**

|  |  |
| --- | --- |
| **Name of Project promoter/partner** | **VAT reclaim (Yes/No)** |
|  |  |
|  |  |
|  |  |
|  |  |

*Note: If you reclaim Value Added Tax at state financial authorities, write Yes. If you do not reclaim VAT at state financial authorities, write No. Fill in for each partner.*

**3.4 Indirect costs model - overheads**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Project Promoter/Project partner (abbreviation)** | **Participant Identification Code (PIC)** | **Overheads rate in %**  **(per partner)** | **Using analytical accounting system (Yes/No)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**3.5 Procurement and small scale contracting (max. 2 pages A4)**

Please provide a description of procurement and small scale contracting, **including subcontracting**, which were launched and/or accomplished in the reporting period (e.g. start/end dates of a Call, contract owner, brief description of the object of the procurement/small scale contracting, criteria of selection, amounts, results, justification of the selection, registered identification data of the contractor, date of contract signature/cancellation, irregularities etc.).

**3.6 Fund for bilateral activities**

If you received the payments from the Fund sent by the Programme Operator according to the Project contract, please describe:

a. preparatory activities;

b. or capacity building activities, networking and the sharing of best practice between Project Promoter and entities in Norway where such activities increase the added value of the Programme and provide the Czech research community and the research and development institutions with the opportunity to establish international best practice standards if applicable.

**4. MANDATORY AND VOLUNTARY ANNEXES**

## 4.1 Overview of annexes required to project periodic report

|  |  |  |
| --- | --- | --- |
| **No.** | **Annex** | **Mandatory online submission format** |
| I. | Actual incurred expenditure in reporting period (signed by statutary of the Project Promoter) Annex I (template) | xls(x)/pdf |
| II. | Proposed expenditure in following reporting period (signed by statutary of the Project Promoter) Annex II – on later request by PO (additional) | xls(x)/pdf |
| III. | Report on actual incurred expenditure by Czech institutions (Výkaz skutečně vynaložených výdajů dle zvyklostí instituce) | pdf |
| IV. | Financial Statement by Norwegian Partner – for Norwegian partners (template) | pdf |
| V. | Reports by periodic report evaluators and Confidentiality declarations (min. 2 oponentní posudky+čestná prohlášení) (template) | pdf |
| VI. | Letter of attorney, if applicable (plná moc zplnomocněné osoby) | pdf |
| VII. | Photo documentation (voluntary) | CD/pdf |

***Note: For e-submission the required format for the project periodic report is doc(x) (you can also submit the undersigned page in pdf as a separate file).***

***Please tie up the documents in this order: report and annexes.***

***Use Calibri font, size 12.***

**5. Other ANNEXES**

You may add other information you think necessary.