|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT PERIODIC REPORT** | | | |
| **Czech-Norwegian Research Programme (CZ09)** | | | |
| **Norwegian Financial Mechanism 2009-2014** | | | |
| **Programme area** | **Bilateral Research Cooperation** | | |
| **Periodic report** | **2/2015 (1/2015 for reserve projects)** | | |
| **Period covered** | **1 January to 31 December 2015** | | |
| **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: If more Project Partners, please copy the table for each Partner.*

**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 costs in Project contract (in CZK)**

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

*Note: The amount excludes the payment from the Fund for bilateral relations (preparatory costs; or bilateral activities costs).*

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

**1.5 Number of partners (including Project Promoter, e.g. 2)**

*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/annex I of the project contract (new information), then it needs to be described shortly.

**2. SCIENTIFIC AND MANAGEMENT PART**

**2.1 Publishable summary in English (max. 3/4 page A4)**

This section must be of suitable quality to enable direct publication by the Financial Mechanism Office/Research Council of Norway/Programme Operator and should preferable not exceed 3/4 page A4. No jargon and technical language, please. This is for public.

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. Put large-sized diagrams/photographs to voluntary annex.

**The publishable summary should be updated for each periodic report!**

**2.1.1 Publishable summary in Czech (max. 3/4 page A4)**

This section must be of suitable quality to enable direct publication in Czech by the Programme Operator and should preferable not exceed 3/4 page A4. No jargon and technical language, please. This is for public.

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. Put large-sized diagrams/photographs to voluntary annex.

**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. 3 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 title** | **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 whole project period. Reporting and publicity actions are not milestones.*

**2.3.3 Deliverables achievement**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Deliverable title** | **WP no.** | **Lead partner (abbreviation)** | **Planned delivery date**  **dd/mm/yyyy** | **Actual/Forecast delivery date dd/mm/yyyy** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

*Note: This table is cumulative. It should show all deliverables in the whole project period. The publicity actions, periodic reports and the final report are NOT 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 work 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 a 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 are NOT 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

Please write per person and the total per WP.

**2.4.2 Project output(s)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of output** | **Title** | **Date of accomplishment**  **(mm/yyyy)** | **Date of realization (mm/yyyy)** |
|  |  |  |  |
|  |  |  |  |
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*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. 2 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 the team**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Full name** | **Position in project** | **Full-/part-time** | **Work load (1.0-0.0)** | **Hired on (dd/mm/yyyy)** | **Quit on (dd/mm/yyyy)** |
|  |  |  |  |  |  |
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| **Staff changes in the reporting period** | | | | | |
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|  |  |  |  |  |  |

*Note: You may add more lines if necessary. Full-time work means he/she works only on the project. All staff changes had to be reported to the Programme Operator during the period. Quit on means that an employee is no longer participating in the project.*

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Full name** | **Position in project** | **Full-/part-time** | **Work load (1.0-0.0)** | **Hired on (dd/mm/yyyy)** | **Quit on (dd/mm/yyyy)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| **Staff changes in the reporting period** | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*Note: You may add more lines or copy the whole table for another partner if necessary. Full-time work means he/she works only on the project. All staff changes had to be reported to the Programme Operator during the period. Quit on means that an employee is no longer participating in the project.*

**2.5.3 Personnel changes justification (max. 1 page A4)**

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

**2.6 Monitoring and auditing of project (max. 2 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 mechanisms 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. 1 page 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 reporting 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. Fill in references to issued articles/publications dedicated to the project activities/results etc.

**2.8.1 Reporting on scientific publications (length according your need)**

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, measures, 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. 1/2 page 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 per project, e.g. 7)**

|  |  |
| --- | --- |
| **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 to the Financial Mechanism Office in Brussels.*

**3. FINANCIAL PART**

**3.1 Explanation of use of grant (max. 3 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 per category. 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 during the reporting period – see Guide for Applicants – section 1.8 – Budget and eligible costs.

*Note: You must also fill in the mandatory Annexes I and III.*

**3.3 VAT reclaim YES or NO**

|  |  |
| --- | --- |
| **Full 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 (approved in the Project contract)**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 relations (max. 1 page A4)**

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

Measure I. - preparatory activities;

Measure II. - 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. | ***Annex I – Project Interim Financial Report***  Expenditure actually incurred in the reporting period in CZK. It is signed by statutory of the Project Promoter, or an attorney, and by principal investigator. Use the template. | xls(x) and pdf |
| II. | ***Annex II - Report on Actual Incurred Expenditure***  It relates to all Czech and Norwegian entities. It is a record from an accounting system in a local currency. Actual expenditure per entity corresponds to annex I and/or III. It contents a stamp of the organisation and a name and a signature of a responsible person. For Norwegian partners it may be a copy. No template. | pdf |
| III. | ***Annex III - Financial Statement by Norwegian Partner***  For Norwegian partners in NOK only. It contents a stamp of the organisation and a name and a signature of a responsible person. It may be a copy. Use the template. | pdf |
| IV. | ***Annex IV - Confidentiality Declaration by Evaluator***  Related to each annex V. Signed by evaluator. A copy may be submitted. Use the template. | pdf |
| V. | ***Annex V - Evaluation Report of the Project***  (at least 2 evaluators). Fill in English. Signed by evaluator. A copy may be submitted. Use the template. | pdf |
| VI. | ***Annex VI - Project Publicity Plan***  Fill in English. Use the template. | pdf |
| VII. | ***Annex VII - Letter of Attorney***, if applicable for Project promoters. Acceptable in Czech. A copy may be submitted. No template. | pdf |
| VIII. | ***Voluntary annexes*** – e.g. photo documentation. No template. | CD/jpg |

***Note: For e-submission the required format for the project periodic report is doc(x) (you may also submit the undersigned pages in pdf as a separate file if no e-signature). Please, always indicate a revised document.***

***Please tie up the documents in this order: periodic report and annexes. Use Calibri font, size 12.***

**5. Other ANNEXES**

This is a voluntary section. You may add other information you think it is necessary.