**PROJECT PERIODIC REPORT**

1. **Identification of project and participants**

**[PROGRAMME/INITIATIVE] Grant Agreement No:***(prefilled by Programme/Initiative)*

**[PROGRAMME/ INITIATIVE] acronym:***(prefilled by Programme/Initiative)*

**PROJECT FULL TITLE**

**Project acronym:**

**Project number** :

**Periodic report** : Number

**Period covered: from: to** :

**Date of submission:**

**Project coordinator:**

**Name, title and organization of the representative of the project's coordinator:**

**Tel:**

**Fax:**

**E-mail :**

**[Name Initiative] website address:**

**Identification of project participants/beneficiaries (includes PIC code + official national registration number)**

(1) < project coordinator >

(2) < name, organisation, country/region >

(3) < name, organisation, country/region >

(4) < name, organisation, country/region >

(5) < name, organisation, country/region >

1. **Publishable summary**

**Short description of activities and significant results**

This description should be written for a non-technical audience *(The [Name Initiative] can define the maximum number of words)*

1. **Work progress and achievements during the period**

**Project objectives for the period:**

**Work progress and achievement by work package**

**Work package 1:**

1. A summary of progress towards objectives for each task

2. Significant results

**Work package 2:** *(etc)*

1. **Milestones and deliverables**

**Milestones** (The milestones here are examples)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone** | **Partner responsible** | **Date**  **(dd/mm/yyyy)** | **Progress** | **Comment** |
| Project start-up |  |  |  |  |
| Project Kick off meeting |  |  |  |  |
| …. |  |  |  |  |
| Project finalization meeting |  |  |  |  |
| …. |  |  |  |  |

**Deliverables**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deliverable name** | **Partner responsible** | **Date**  **(dd/mm/yyyy)** | **Progress** | **Comment** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please indicate whether the planned deliverables and milestones for the period, as described in the proposal, have been completed, delayed or readjusted (Progress column).

1. **Deviations from proposal/work plan**

List and comment deviations pertinent to progress not covered in the tables above. Explain any deviations from proposal/work plan and impact on other tasks, as well as on available resources Describe corrective actions adopted or proposed for deviations from tasks Please also use this section to summarize any changes you propose to your project, compared to the original proposal/work plan)

1. **Dissemination activities in the period in question (including list of publications where applicable)**
2. **Project management**

Summary of management of the project Comments and information on co-ordination activities during the period in question, such as communication between project participants, cooperation with other projects in the ERA-NET etc.

1. **Financial report**

Please provide an explanation of personnel costs, subcontracting and any major direct costs incurred by each beneficiary, such as the purchase of important equipment, travel costs, large consumable items, etc. linking them to work packages.

There is no standard definition of "major direct cost items". Beneficiaries may specify these, according to the relative importance of the item compared to the total budget of the beneficiary, or as regards the individual value of the item.

These can be listed in the following tables (one table by participant):

|  |  |  |  |
| --- | --- | --- | --- |
| **Table 1: personnel, subcontracting and other major direct costs items for beneficiary 1 for the Period** | | | |
| **Work package** | **Item description** | **Amount** | **Explanation** |
| Ex. 2, 3, 6 | Personnels costs | 25.000 € | Salaries…. |
|  | Subcontracting |  |  |
|  | …. |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total direct costs** | | **57.000 €** | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Table 1: personnel, subcontracting and other major direct costs items for beneficiary 2 for the Period** | | | |
| **Work package** | **Item description** | **Amount** | **Explanation** |
| Ex. 2, 4, 5 | Personnels costs | 33.000 € | Salaries…. |
|  | Subcontracting |  |  |
|  | …. |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total direct costs** | | **82.000 €** | |

Financial statements – summary financial report

Please submit a separate financial statement from each beneficiary together with a summary financial report which consolidates the statements of all the participants in an aggregate form, based on the information provided each participant.