Research Executive Agency

Unit P3 - Marie Curie Reintegration Grants and Researchers' Night

GUIDANCE NOTES ON PROJECT REPORTING

European and International Reintegration Grants

Marie Curie Actions

Version 4.1 30 October 2009

Supporting documents can be downloaded from:

http://cordis.europa.eu/fp7/find-doc_en.html

CONTENTS

1. Introduction

On 14th of December 2007, the Commission decided[1] to set up a Research Executive Agency (REA) charged with performing certain management tasks, within the guidelines established by the Commission for Executive Agencies. In this context, as of 15th of June 2009, and on the basis of powers delegated[2] by the Commission, the Agency is carrying out all operations necessary for implementing those parts of the Community programmes entrusted to it, inclusive of the Marie Curie actions, and in particular those connected with the award and monitoring of grants.

This Reporting Guidance document provides instructions to assist the beneficiaries in preparing the reports and deliverables for Marie Curie Reintegration Grants - European Reintegration Grants (ERG) and International Reintegration Grants (IRG). It also describes the procedure for their submission to the REA.

These Guidance notes do not supersede the rules and conditions laid out, in particular, in Council and Parliament Decisions relevant to the Seventh Framework Programme, the relevant Specific Programmes, the FP7 Rules for Participation, the Financial Regulation applicable to the general budget of the European Communities and its implementing rules, the Decisions setting up the REA, or the grant agreement and its annexes.

The layout and content of the reports shall conform to the instructions and guidance notes as established by the REA and the Commission, and transmitted, with other deliverables, to the REA by electronic means, using the electronic submission systems SESAM and FORCE, available via ECAS at https://webgate.ec.europa.eu/ecas/index.jsp.

SESAM is the online reporting tool which allows the beneficiaries to upload the reports and questionnaires requested for the periodic and final reporting and FORCE is the online tool to fill in and submit electronically the financial statements (Forms C).

The REA shall evaluate project reports and deliverables and disburse the corresponding payments within 105 days of their receipt[3].

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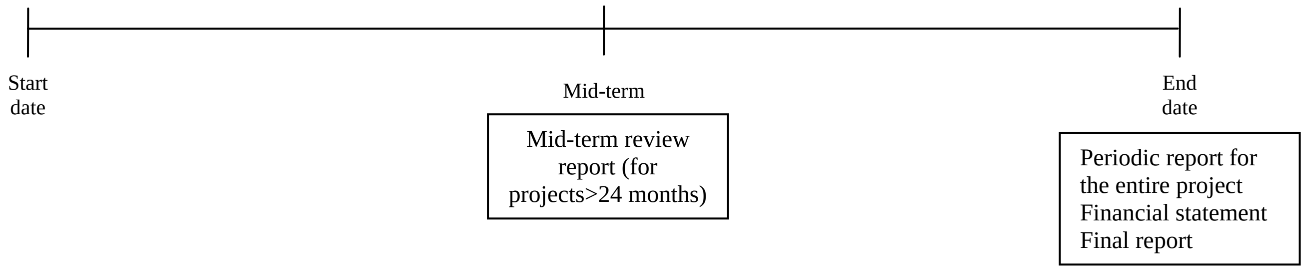
[1] COMMISSION DECISION of 14 December 2007 setting up the 'Research Executive Agency' for the management of certain areas of the specific Community programmes People, Capacities and Cooperation in the field of research in application of Council Regulation (EC) No 58/2003; OJ L11, 15.01.2008

[2] COMMISSION DECISION of 31/VII/2008 delegating powers to the Research Executive Agency with a view to performance of tasks linked to implementation of the specific Community programmes People, Capacities and Cooperation in the field of research comprising, in particular, implementation of appropriations entered in the Community budget. C (2008) 3980 final. Available at the following web address: http://ec.europa.eu/research/rea/pdf/c-2008-3980_delegation_act_en.pdf

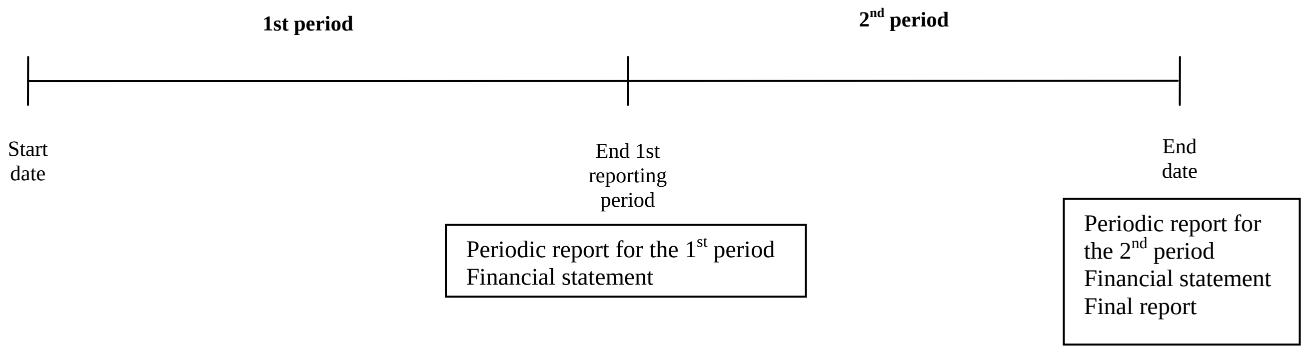
[3] The deadlines are based on the time of arrival of the duly signed and stamped original paper version.

2. Summary of reporting requirements

ERG (2 to 3 years duration): 1 reporting period



IRG (2 to 4 years duration): 2 reporting periods∗



∗Typically, the first reporting period is for the first 24 months and the second reporting period for the remainder. Alternatively, the project duration can be split into two periods of equal length. Please consult article 3 of your core grant agreement where the reporting periods are defined.

ERG projects (2 to 3 years duration):

Reports	within 60 days after mid-term	within 60 days after end date
Mid-term review report	√	
Periodic report: •Periodic report •Financial Statements: Form C		√
Final Report		√

IRG projects (2 to 4 years duration):

Reports	within 60 days after end of final reporting period	within 60 days after end date
Periodic report: •Periodic report •Financial Statements: Form C	√	√
Final Report		√

MID-TERM REVIEW REPORT (to be sent within 60 days after mid term for reporting periods of more than 24 months): There is a template provided by the REA to be filled in (see Annex I to this guide). No financial statement is required.

PERIODIC REPORT (to be sent within 60 days after each reporting period as defined in the Article 3 of the grant agreement): There is a template provided by the REA to be filled in (see Annex 2). A Financial Statements is required for the same period.

FINAL REPORT (to be sent within 60 days after the end date of the project as defined in the Article 3 of the grant agreement): This report covers period from month 1 to the end of the project. There is a template provided by the REA to be filled in (see Annex 3).

Please note that Reintegration Grants are excluded of submitting *certificates on the financial statements* (audit certificates) as they shall be submitted for claims of interim payments and final payments when the Community financial contribution is equal to or superior to 375.000 Euro[4].

All above mentioned reports should be submitted via **SESAM**, printed out, signed either by host organisation and/or the researcher and sent duly signed to the REA by regular mail to the address mentioned in the **Article 7.1** of the grant agreement. The Project Officer in the REA will be notified by email as soon as any of the reports is submitted in SESAM by any beneficiary[5].

Please note that the report templates in the annexes to this guide are given as explanatory examples ONLY and are NOT be used for the reporting purposes as the

[4] See Article II.3.3 of the Annex II to the Marie Curie mono-beneficiary grant agreement.
[5] The payment deadlines are based on the time of arrival of the signed original paper version.

reporting is made via SESAM only. The templates shall be used temporarily to be uploaded is SESAM while the system is not yet ready to provide automatically the templates to be filled in *on line*. The on line version of the forms is expected to be available in December 2009. The on line version of the financial forms are already available in the FORCE application (cf. below).

3. FP7 IT reporting tools

SESAM is the European Commission and REA online reporting tool for Research and Technological projects, which allows for submission of documents related to the grant agreement.

As from June 15th 2009 you will use **ECAS**[6] in order to obtain access to SESAM.

SESAM is available on the Internet at: http://webgate.ec.europa.eu/sesam/index.do

The registration should be done only once by the authorised person to manage the project in the host institution. He/She should register and receive a login and a password.

Login/password in ECAS:

- Beneficiaries who already have access to PDM/URF via ECAS can, if applicable, use the same login/password in order to obtain access to ECAS
- The SESAM login/password will be migrated to ECAS. So, in principle, you should be able to use your existing SESAM login/password also in ECAS
- If you do not have yet a login/password simply ask a new one via ECAS[7].

Each request for registration to a project will be notified to the corresponding Project Officer in REA and needs to be validated by him. The requesting user will be notified of the validation of the Project Officer by e-mail.

As soon as a user is registered and validated, the list of projects related to the contractor/user for which he/she has registered will appear. The user can choose the project he/she wishes to work with. After selection of the project the page with the following list will appear:

- **Reports** - Here all reports related to the project (Mid-term, Periodic and Final) are to be temporarily uploaded until the templates will be available to be filled in on line (expected December 2009).
- **Documents** - Here Declarations on the Conformity are to be submitted.
- **Amendment Requests** - Here requests for amendments to the grant agreement are to be submitted.
- **Notifications** - This is the place where the beneficiaries should submit the following notifications:
    - Notification of the start date of the project (if this option is mentioned in the Article 3 of the grant agreement)
    - Notification of change of scientist-in-charge

[6] "European Commission Authentication Service" providing a unique access to all FP7 management IT tools.
[7] More information on how to register as a new user in ECAS can be found at the following website: https://webgate.ec.europa.eu/ecas/help.jsp

- **Questionnaires** - Here the fellows[8] and scientists-in-charge should submit the following questionnaires:
    - o Evaluation questionnaire
    - o Follow-up questionnaire

FORCE - FORCE is the web based application available to edit and submit electronically the FP7 financial statements (Forms C – Annex VI to the grant agreement).

You will also use **ECAS**[9] in order to obtain access to FORCE.

FORCE is available directly at https://webgate.ec.europa.eu/FormC

Once you have acceded to your project, FORCE will call up automatically the appropriate Forms C for your project, taking into account the instrument/funding scheme and the framework programme (FP7) under which your project falls. Forms C are pre-filled containing the correct information of the grant, periods, beneficiary and there is an automatic verification whether requested EC contribution does not exceed maximum value that can be requested.

More information on FORCE can be found in CORDIS website at the following address ftp://ftp.cordis.europa.eu/pub/fp7/docs/presentation-force_en.pdf

If any problem should arise, please contact the CORDIS help desk by phone or email:
Tel.: +32 2 298 72 88; E-mail: EC-FP7-IT-Helpdesk@ec.europa.eu

4. REPORTS

4.1 Periodic report

Periodic report

As required in Article II.3[10] of the grant agreement, a periodic report must be submitted to the REA within **60** calendar days after the end of each reporting period as indicated in Article 3 of your grant agreement.

The periodic report allows the REA to monitor the project and to compare its achievements with its stated objectives. To this end progress should be compared as far as possible with Annex I of the grant agreement.

The report shall be prepared in accordance with the **template** provided in Annex 1 to this guide and then uploaded electronically in SESAM (http://webgate.ec.europa.eu/sesam). This report should include:

[8] There is no need for registration to fill in online questionnaires. The fellow will be requested to specify the grant agreement number only.
[9] "European Commission Authentication Service" the unique access portal to all FP7 management IT tools.
[10] Please refer to Article II.3 of the Annex II to the Marie Curie mono-beneficiary grant agreement.

- A publishable summary
- An overview of the progress of work towards the objectives of the project, including achievements and attainment of any milestones and deliverables identified in Annex I.

This report should include the differences between work expected to be carried out in accordance with Annex I and that actually carried out; and an explanation on the use of the resources, where the beneficiary will inform REA about the overall total costs (whether direct or indirect) of the project. This includes the total salary costs of the researcher, salary costs for other staff/researchers working on the project and other direct or indirect costs of the project. This information is collected for statistical purposes and to verify that the total costs will exceed or be at least equal to the lump sum contribution.

Note that in the financial statement only the lump sum can be requested based on the executed number of researcher months for the reporting period (cf below). The concept behind the RG is that these are genuine lump sums which are not subject to verification on the basis of actual costs incurred. The Commission made an ex-ante assessment, when fixing these rates, that these do not generate profit (assessed in the context of activities that are to be performed in the context of a researcher reintegrated on the basis of a specific research project). In principle they only cover a fraction of the cost of reintegrating the researcher (one should consider salary, infrastructure costs, etc. as described above) and are therefore only an encouragement to the beneficiary, not a full coverage of expenses. As such, the issue of actual spending is not relevant.

This periodic report shall be signed by the scientist in charge and by the researcher, and be accompanied by a **financial statement (Form C – see below)** corresponding to the reporting period concerned.

Periodic financial statement (Form C) - Annex VI to the grant agreement

Form C is the Annex VI to the grant agreement, common for all Marie Curie mono-beneficiary schemes.

In the Form C, beneficiaries shall pay attention to correctly fill in the dates corresponding to the reporting period concerned as defined in Article 3.

For the costs, **ONLY the line "Lump sum/flat rate" in the column "Other costs" should be filled in** inserting the corresponding amount of lump sum in proportion to the duration in whole months of the reporting period (for IRG, 25.000 Euros/12 months, and for ERG, 15.000 Euros/12 months) as defined in Article 3 of the grant agreement.

For the "Requested EC contribution", as stated in Article III.9 of the grant agreement, the amount cannot exceed the fixed amount per researcher-year according to the reference rates established in the Work Programme and set out in Annex I by funding scheme (for IRG, 25.000 Euros per year, and for ERG, 15.000 Euros per year).

For IRG with two reporting periods, note that the total amount of the pre-financing and interim payments shall not exceed **90%** of the maximum *Community financial contribution* defined in Article 4 of the grant agreement[11].

[11] Article II.5.2 of the Annex II to the Marie Curie mono-beneficiary model grant agreement.

For ERG (with only one reporting period) there is only one payment after the end of the project when the reports have been approved.

Lump sums in Form C must be declared in €.

Form C shall be filled in and submitted electronically via FORCE[12] (https://webgate.ec.europa.eu/FormC). Please note that the submission under any other format will not be accepted (Word, PDF or Excel).

When the Form C has been submitted in FORCE, it shall be printed out, **stamped and signed** by an authorized person(s) within the beneficiary's organization and their originals sent to the REA by regular mail to the address mentioned in the **Article 7.1** of the grant agreement.

Please note that the payment deadlines are based on the time of arrival of the duly signed and stamped original paper version.

4.2 Mid-term review Report *[only applicable to ERG ≥ 2 years duration]*

In Article III.5 it is required that, in addition to the provisions of Article 3 and of Article II.3, the beneficiary shall submit for reporting periods of more than 24 months **a mid-term review report** to assess the progress of the researcher activities.

The mid-term review report shall be **signed** by the scientist in charge indicated in Annex I and by the researcher.

The beneficiary shall use the template provided by the REA (in Annex 1 to this guide) and submit the mid-term review also via SESAM (http://webgate.ec.europa.eu/sesam).

No financial statement is submitted with the mid-term review report.

4.3 Final report

At the end of the project, the host organization shall submit a final report to the REA within **60** calendar days after the last day of the project as defined in Article 3 and II.3 of the grant agreement.

The report shall be prepared in accordance to the **template** provided in Annex 2 to this guide containing:

[12] Please note that the access via SESAM to FORCE will be active till the end of 2009. Then, FORCE

- a final publishable summary report covering results, conclusions and socio-economic impact of the project;
- a report covering the wider societal implications of the project, including gender equality actions, ethical issues, efforts to involve other actors and spread awareness as well as the plan for the use and dissemination of foreground.

This final report shall be **signed** by the scientist in charge and by the researcher and then uploaded electronically in SESAM (http://webgate.ec.europa.eu/sesam).

This final report shall be accompanied by a **financial statement**[13] corresponding to the final reporting period.

5. Declaration of Conformity

According to article III.3 of the Annex III of the grant agreement, the beneficiary is obliged to submit, by electronic means, a declaration on the conformity of the agreement concluded between the beneficiary and the researcher with the grant agreement, within 20 days of either of the following dates (which ever comes later):

- The appointment of the researcher;
- The start of the date of the project;
- The entry into force of the grant agreement.

The declaration will follow the layout and procedures that will be communicated by the REA (see Annex 4 to this guide).

The declaration should be submitted via SESAM, printed out, duly signed by the legal representative of the beneficiary and sent to the REA by regular mail to the address in Article 7.1 of the grant agreement.

The Project Officer in the REA will be notified by email as soon as the declaration is submitted in SESAM by the beneficiary.

Note: This Declaration of Conformity can be signed by other person than the legal representative indicated in the grant agreement only if this person has been authorised, for instance, through a mandate or a signatory empowerment, to sign on behalf of the legal representative.

6. Evaluation of reports and payments by REA

The REA shall evaluate project reports and deliverables and disburse the corresponding payments within 105 calendar days[14] of their receipt[15] unless the time-limit or the project has been suspended[16].

[13] Please refer to page 5.

Payments shall be made after the REA's approval of reports and deliverables. The approval of the financial statements and the reimbursement of the corresponding Community contribution are subject to the previous approval of the periodic reports and deliverables.

The absence of a response from the REA within the 105 days time-limit shall not imply its approval. However, the REA should send a written reply to the beneficiary.

The REA may reject reports and deliverables even after the time-limit for payment. Approval of the reports shall not imply exemption from audits or reviews[17].

After reception of the reports the REA may:

a) **approve** the reports and deliverables, in whole or in part or make the approval subject to certain conditions;
b) **reject** the reports and deliverables by giving an appropriate justification and, if appropriate, start the procedure for termination of the grant agreement in whole or in part;
c) **suspend the time limit** if one or more of the reports or appropriate deliverables have not been supplied, or are not complete or if some clarification or additional information is needed or there are doubts concerning the financial statement and/or additional checks are being conducted. The suspension will be lifted from the date when the last report, deliverable or the additional information requested is received by the REA.

The REA shall inform the beneficiary of any such suspension and the conditions to be met for the lifting of the suspension. Suspension shall take effect on the date when notice is sent by the REA.

The REA may proceed with an interim payment in part if some reports or deliverables are not submitted as required, or only partially or conditionally approved. The reports and deliverables due for one reporting period which are submitted late will be evaluated together with the reports and deliverables of the next reporting period.

At the end of the project, the REA may decide not to make the payment of the corresponding Community financial contribution subject to one month's written notice of non-receipt of a report, of a certificate on the financial statements or of any other project deliverable.

8. Amendment Requests

Amendments[18] to the grant agreement should be considered as exceptional measures to reflect severe changes in conditions of the original grant agreement.

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[14] Article II.4 and Article II.5 of the Annex II to the Marie Curie mono-beneficiary model grant agreement.

[15] The deadlines are based on the time of arrival of the duly signed and stamped original paper version of the reports.

[16] Article II.7 of the Annex II to the Marie Curie mono-beneficiary model grant agreement.

[17] The REA or the Commission may, at any time during the implementation of the project and up to five years after the end of the project, arrange for technical or financial audits to be carried out, by REA, external auditors, or by the Commission services including OLAF (Articles II.20 and II.21 of the Annex II to the Marie Curie mono-beneficiary model grant agreement).

"Technical" amendments such as change of banking details or legal data of the beneficiary need to be implemented as soon as possible. Other requests (e.g. extension of the project duration, modification of the Description of Work, suspension) will be accepted only in exceptional and duly justified cases and are subject to prior discussion with the Project Officer. Any amendment request should only be submitted to the REA after consultation with the Project Officer.

For amendments please follow the Amendments Guide for FP7 Grant agreements available on ftp://ftp.cordis.europa.eu/pub/fp7/docs/amendments-ga_en.pdf.

In the SESAM menu 'Amendment Requests' the beneficiary selects the type of amendment to be submitted. Having the form completed the beneficiary can save it, add attachments or submit.

The final amendment should be submitted via SESAM, printed out, signed by the legal representative, stamped and sent duly signed to the REA by registered mail.

All signed requests for amendments shall be sent to the address mentioned in article 7.1 of the grant agreement.

The Project Officer in REA will be notified by email as soon as an amendment request is submitted in SESAM by the beneficiary.

There are 4 possible types of status of amendment in SESAM:

- Submitted – when the coordinator submits the amendment in SESAM;
- Validated – when the REA approves the amendment;
- Rejected – when the REA rejects the amendment;
- Implemented – when amendment is uploaded in the all internal IT systems.

The beneficiary will be notified by email whenever the status of the amendment is changed.

9. Notifications – Suspension Requests

There are different types of notifications, signed by the legal representative of the beneficiary, which can be submitted to the REA:

- The Notification of the start date – this option can be used ONLY in case it is mentioned in article 2 of the grant agreement;
- The Notification of the Change of scientist in charge – If the Project Officer does not advise otherwise, the CV of the new scientist in charge should be attached to this notification.

The final notification should be submitted via SESAM, printed out, signed by the legal representative and sent duly signed to the REA by regular mail. All signed notifications shall be sent to the address mentioned in **article 7.1** of the grant agreement.

[18] See Articles II.31 and II.32 of the Annex II to the Marie Curie mono-beneficiary grant agreement.

The Project Officer in REA will be notified by email as soon as any notification is submitted in SESAM by the beneficiary.

Concerning the suspension requests:
In principle, the period of the stay of the researcher at the beneficiary's institution should not be interrupted.

However, the beneficiary shall immediately inform the REA of any event affecting or delaying the implementation of the project[19] and s/he can propose to suspend part, or all, of the project if:
- Force majeure or exceptional circumstances render the execution of the project excessively difficult or uneconomic (article II.7.2);
- Due to personal, family (including maternity/parental leaving) or professional reasons of the researcher not foreseen in Annex I of the grant agreement (article III.4.1).

10. Questionnaires

The beneficiary shall commit him/herself to complete in SESAM the evaluation and follow-up questionnaires referred to in points h) and i) of Article III.2 of the grant agreement:
- The beneficiary shall take measures to ensure that the researcher completes the evaluation questionnaires, provided by the REA in SESAM, at the end of the project;
- The beneficiary shall contact the researcher two years after the end of the project in order to invite him/her to complete the follow-up questionnaire, provided by the REA in SESAM.

As stated in Article III.2[20], the beneficiary shall also record and update, for at least three years after the end of the project, the contact details of the researcher.
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[19] Article II.7.1 to the Marie Curie mono-beneficiary model grant agreement
[20] Please refer to Article III.2.h) of the Annex III – Specific Provisions to Marie Curie ERG-IRG to your grant agreement

Annex 1

FRONT PAGE

MID-TERM REVIEW REPORT

Grant Agreement number:

Project acronym:

Project title:

Funding Scheme:

Period covered: **from [tt.mm.yyyy]** **to [tt.mm.yyyy]**

Beneficiary:

Organisation PIC:

Organisation legal name:

Person in charge of scientific aspects:	**Researcher:**
Title:	**Title:**
First name:	**First name:**
Name:	**Name:**
Tel:	**Tel:**
Fax:	**Fax:**
E-mail:	**E-mail:**

Project website address:

Work progress and achievements during the period

Please provide a concise overview of the progress of the work in line with the structure of Annex I of the Grant Agreement.

- *A summary of progress towards objectives and details for each task*
- *A summary of the progress of the researcher training activities/transfer of knowledge activities/integration activities (as it applies for the MC action);*
- *Highlight clearly significant results;*
- *If applicable, explain the reasons for deviations from Annex I 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 (the explanations should be coherent with the declaration by the project coordinator) ;*
- *A statement on the use of resources, in particular highlighting and explaining deviations in Annex 1 (Description of Work)*
- *If applicable, propose corrective actions.*

1. ADDITIONAL INFORMATION

Attachments:

Date:

Signature Scientist in Charge:

Date:

Signature Researcher:

Annex 2

FRONT PAGE

PROJECT PERIODIC REPORT

Grant Agreement number:

Project acronym:

Project title:

Funding Scheme: Marie Curie IEF/IOF/IIF/ERG/IRG…

Periodic report [21]: **P1**

P2

Other period

Period covered: **from [tt.mm.yyyy]** **to [tt.mm.yyyy]**

Beneficiary:

Organisation PIC:

Organisation legal name:

Person in charge of scientific aspects:	**Researcher:**
Title:	**Title:**
First name:	**First name:**
Name:	**Name:**
Tel:	**Tel:**
Fax:	**Fax:**
E-mail:	**E-mail:**

Project website address:

[21] Article 3 of the core Grant Agreement

DECLARATION BY THE PROJECT COORDINATOR

I (name), as co-ordinator of the project (Grant agreement number, Acronym), hereby confirm that:

- The attached periodic report represents an accurate description of the work carried out in this project for this reporting period;
- The project (tick as appropriate)[22]:
  - ☐ has fully achieved its objectives and technical goals for the period;
  - ☐ has achieved most of its objectives and technical goals for the period with relatively minor deviations;
  - ☐ has failed to achieve critical objectives and/or is not at all on schedule.
- The project Website (if applicable) is up to date.
- To my best knowledge, the financial statements which are being submitted as part of this report are in line with the actual work carried out and are consistent with the report on the resources used for the project and if applicable with the certificate on financial statement.
- The beneficiary, in particular non-profit public bodies, secondary and higher education establishments, research organisations and SMEs, have declared to have verified their legal status. Any changes have been reported under section 6 (Project Management) in accordance with Article II.2.f of the Grant Agreement.

Name of Scientist in Charge:..

Date: ..../……../…………….

Signature of Scientist in Charge: ....

[22] If any of these boxes is ticked, the report should reflect these and any remedial actions taken.

2. PUBLISHABLE SUMMARY

This section normally should not exceed 2 pages.
It shall be of suitable quality to enable direct publication by the REA or the Commission. You may extract this wholly or partially from the website of the project, if suitable, but please ensure that this is set out and formatted so that it can be printed as a stand-alone paper document.

Please include:

- *a summary description of the project objectives,*
- *a description of the work performed since the beginning of the project,*
- *a description of 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).*

You should update this publishable summary at the end of each reporting period.

Please include also, as appropriate, diagrams or photographs illustrating and promoting the work of the project, the project logo and relevant contact details.

Please ensure that all publishable reports submitted to the REA ***for publication*** *are of a suitable quality to permit direct publication without any additional editing. By submitting the publishable reports to the REA, you are also certifying that they include no confidential material.*

The address of the project public website should also be indicated, if applicable.
The internet address should be active.

3. Project objectives for the period

Please provide an overview of the project objectives for the reporting period in question, as included in Annex I of the Grant Agreement. These objectives are required so that this report is a stand-alone document.

Please include a summary of the recommendations from the previous reviews (if any) and indicate how these have been taken into account.

4. Work progress and achievements during the period

Please provide a concise overview of the progress of the work in line with the structure of Annex I of the Grant Agreement - except project management, which will be reported in section 6.

- *A summary of progress towards objectives and details for each task;*
- *A summary of the progress of the researcher training activities/transfer of knowledge activities/integration activities (as it applies for the MC action);*
- *Highlight clearly significant results;*
- *If applicable, explain the reasons for deviations from Annex I 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 (the explanations should be coherent with the declaration by the project coordinator) ;*
- *A statement on the use of resources, in particular highlighting and explaining deviations in Annex 1 (Description of Work)*
- *If applicable, propose corrective actions.*

5. EXPLANATION ON THE USE OF THE RESOURCES*

Please provide an explanation of personnel costs, subcontracting and any major direct costs incurred, such as the purchase of important equipment, travel costs, large consumable items, etc.

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 table:

PERSONNEL, SUBCONTRACTING AND OTHER MAJOR COST ITEMS FOR [NAME OF HOST INSTITUTION]:		
	Amount	**Explanations**
Salary of the researcher		
Other personnel costs[23]		
Subcontracting[24]		
Travel costs		
Equipment		
Overheads		
Other items		
Total		

**The purpose of this is to inform the REA of the total costs of the project, which should exceed or be at least equal to the EC contribution. In the Form C, the EC contribution is still requested as a fixed lump sum based on number of executed researcher/months.*

6. ADDITIONAL INFORMATION

[23] Please specify the number of persons/month
[24] Only applicable if foreseen in the Annex I to the grant agreement

7. DISSEMINATION ACTIVITIES

*Use this section to summarise all dissemination activities **executed** during the reporting period as well as activities **planned** for next period. List of publications might be attached to this report.*

8. PROJECT MANAGEMENT

Please use this section to summarise management activities during the period:

- *Project planning and status – from management point of view;*
- *Problems which have occurred and how they were solved or envisaged solutions;*
- *Changes to the legal status of any of the beneficiaries, in particular, SME status;*
- *Impact of possible deviations from the planned milestones and deliverables, if any;*
- *Development of the project website (if applicable);*
- *Gender issues; Ethical issues;*
- *Justification of subcontracting (if applicable);*
- *Justification of real costs (management costs);*
- *Other*

9. Financial statements – Form C and Summary financial report

Please submit ***a separate financial statement*** *(if Special Clause 10bis applies to your Grant Agreement, please include a separate financial statement from the third party as well) To be submitted in FORCE (cf. reporting guide)*

Attachments:

Date:

Signature Scientist in Charge:

Date:

Signature Researcher:

Annex 3

FRONT PAGE

PROJECT FINAL REPORT

Grant Agreement number:

Project acronym:

Project title:

Funding Scheme:

Period covered: **from [dd.mm.yyyy]** **to [tt.mm.yyyy]**

Benficiary:

Person in charge of scientific aspects:	**Researcher:**
Title:	**Title:**
First name:	**First name:**
Name:	**Name:**
Tel:	**Tel:**
Fax:	**Fax:**
E-mail:	**E-mail:**

Project website address:

1. FINAL PUBLISHABLE SUMMARY REPORT

This section normally should not exceed 2 pages.

This is a comprehensive summary overview of results, conclusions and the socio-economic impacts of the project. The publishable report shall be formatted to be printed as a stand alone paper document. This report should address a wide audience, including the general public.

Please ensure that it:

- *Is of suitable quality to enable direct publication by the REA or the Commission.*
- *Is comprehensive, and describes the work carried out to achieve the project's objectives; the main results, conclusions and their potential impact and use and any socio-economic impact of the project. Please mention any target groups such as policy makers or civil society for whom the research could be relevant.*
- *Includes where appropriate, diagrams or photographs and the project logo, illustrating and promoting the work of the project.*
- *Provides the address of the project Website (if applicable) as well as relevant contact details.*

2. USE AND DISSEMINATION OF FOREGROUND

Section A (public) – DISSEMINATION MEASURES

This section should describe the dissemination measures, including any scientific publications relating to foreground and specify any applications for patents etc. Its content will be made available in the public domain thus demonstrating the added-value and positive impact of the project on the European Community.

- **Dissemination activities**

Maximum 2 pages *This section shall include a list of planned dissemination activities (publications, conferences, workshops, web, press releases, flyers, etc) in free text format. Where Articles have been published in the popular press, please provide a list as well.*

- **Publications (peer reviewed)**

The list of scientific publications (see article II.11 of the grant agreement) starting with the most important ones, should specify:

- *publication name,*
- *date and page in order to be able to identify it (see proposed template).*

LIST OF SCIENTIFIC (PEER REVIEWED) PUBLICATIONS, STARTING WITH THE MOST IMPORTANT ONES								
NO.	**Title**	**Main author**	**Title of the periodical or the series**	**Number, date or frequency**	**Publisher**	**Place of publication**	**Year of publication**	**Relevant pages**
1								
2								
3								

With regard to scientific publications published before or after the final report, such details/references and an abstract of the publication must be provided to the REA at the latest two months following publication. Furthermore, an electronic copy of the published version or the final manuscript accepted for publication shall also be provided to the REA at the same time for the purpose of publication by the REA or the Commission if this does not infringe any rights of third parties.

Section B (confidential) - EXPLOITABLE FOREGROUND AND PLANS FOR EXPLOITATION

This section should specify the exploitable foreground and provide the plans for exploitation. It will be kept confidential and will be treated as such by the REA and the Commission.

***The applications for patents, trademarks, registered designs**, etc. shall be listed according to the template provided hereafter.*

The list should, specify at least one unique identifier e.g. European Patent application reference. If applicable, contributions to standards should be specified.

TABLE B1: LIST OF APPLICATIONS FOR PATENTS, TRADEMARKS, REGISTERED DESIGNS, ETC.			
Type of IP Rights: Patents, Trademarks, Registered designs, Utility models, etc.	**Application reference(s) (e.g. EP123456)**	**Subject or title of application**	**Applicant(s) (as on the application)**

Please complete the table hereafter:

TABLE B2: **OVERVIEW TABLE WITH EXPLOITABLE FOREGROUND**					
Exploitable Foreground (description)	**Exploitable product(s) or measure(s)**	**Sector(s) of application**	**Timetable, commercial use**	**Patents or other IPR exploitation (licences)**	**Owner & Other Beneficiary(s) involved**

In addition to the table, please provide a text to explain the exploitable foreground
[One text box per row in table B2]

Open space (2 pages maximum) composed as following:

- *Its purpose*
- *How the foreground might be exploited, when and by whom*
- *IPR exploitable measures taken or intended*
- *Further research necessary, if any*
- *Potential/expected impact (quantify where possible)*

3. SCIENTIST IN CHARGE QUESTIONNAIRE

RESEARCH TRAINING ASSESSMENT:

What is the size of the hosting research group?	

How many researchers have you supervised, within the past 10 years? Of which funded by:	
EC/Marie Curie actions	
EC Other Funding	
University fellowships	
National public bodies	
Industry	
Other	
Other, please specify:	

How many researchers have you supervised within this project?	
Corresponding to how many person months?	

Number of publications resulting directly from the research project:	
Recruited researcher(s) and yourself	
Recruited researcher(s) alone	
Recruited researcher(s) with authors other than yourself	

Participation of the recruited researcher(s) at conferences (number):	
Passive	
Active	
How do you rate the overall success of the research training?	

General assessment:

RESEARCHERS ASSESSMENT:

Rate the overall level of the recruited researcher(s) integration in the research team and the host organisation with regards to:	
participation in meetings/seminars	
discussions of results and project-related topics	
co-operation with other team members	
co-operation with other researchers of the host institution	

Rate the overall performance of the recruited researcher(s) with regard to:	
originality of fellow(s) approach towards	

research (initiative/independent thinking)	
capacity to develop new skills and to benefit from training	
productivity (research results/publications/international conference attendance)	
communication skills	
group leader skills (collaboration with other groups/project management)	
training and/or teaching skills	
Please comment:	

RESEARCH TRAINING OUTCOMES:

Has this project provided additional links with other research groups or institutions?	
If yes, indicate the number of contacts in each case	
Universities	
Research Centres	
Industry/private companies	
Others	
If Other, please specify:	

Rate the importance of the following outcomes of the research training:	
results of the research	
number of publications	
development of research	
establishment of international collaborations	
transfer of knowledge/technology	
training of researcher	
further academic qualifications (PhD, habilitation etc.) for fellows	
Please comment:	

YOUR OPINION ABOUT THE MARIE CURIE ACTIONS:

Do you have any other comments or suggestions of how to improve the concerned Marie Curie actions?

Did you have previous knowledge of the Marie Curie actions?	

If yes, what sort of image do you think that the Marie Curie actions have among the scientific community in your research area?	

Attachments:

Date:

Signature Scientist in Charge:

Date:

Signature Researcher:

Annex 4

DECLARATION OF CONFORMITY

[On the Institution letterhead]

DECLARATION OF CONFORMITY (Article III.2 a) of the Annex III 'Specific provisions' to the contract) OF THE AGREEMENT BETWEEN *BENEFICIARY* AND RESEARCHER WITH THE PROVISION SET FORTH IN THE *GRANT AGREEMENT* N°________

The undersigned, ______________ as *legal representative* of ________________ declares that the *agreement* entered into force by the signature between the _____________ and ______________________________ to determine the terms and conditions of the participation of ____________________________ in the *project* " _________________________ " [with a start date of ___________________] is in conformity with the provisions set forth in the *grant agreement* N° ____________ signed between the *Research Executive Agency* and the ______________________________ .

The undersigned declares that the above mentioned agreement consists of [please choose the relevant one: a contract of employment/contract letter/etc] between the _____________ and ______________ (Researcher's E-mail) detailing all the information specified in Article 3 of Annex III to the *grant agreement*.

I certify that a copy of the *grant agreement n°* _______________ and its annexes (Annex I: description of work, Annex II: General conditions for Marie Curie Actions with a single *beneficiary* and Annex III: Specific provisions) have been annexed to the *agreement*; furthermore I assure that any possible amendment will be annexed to the *agreement*, according to Article II.3 a) of Annex II to the *grant agreement* and the *researcher* will be duly informed of any amendment to the *grant agreement*.

Signature of the legal representative or a duly authorised person:

__ (*Date*)
__ (*Name*)
__ (*Signature*)

Annex 5

ASSESSMENT QUESTIONNAIRE

All your replies will be treated in confidence. Please be frank. This survey is intended in particular to find out how satisfied you were and what could be done to improve the way Marie Curie actions operate.

To be completed by researchers who were:

- Researchers benefiting from a Marie Curie Intra-European Fellowship.

Grant agreement n°:
Title of the Project:
Duration of fellowship (Start Date – End Date):

***Beneficiary* address:**

Researcher address:

HOST ASSESSMENT	Very poor 1	2	3	4	Very good 5
Rate the assistance of your host institution concerning:					
Work/ residence permits?	☐	☐	☐	☐	☐
Work contract?	☐	☐	☐	☐	☐
Social security?	☐	☐	☐	☐	☐
Taxation?	☐	☐	☐	☐	☐
Housing?	☐	☐	☐	☐	☐
Language issues?	☐	☐	☐	☐	☐
Other issues? Please specify__________	☐	☐	☐	☐	☐
Rate the following scientific infrastructure available to you:					
Computing facilities	☐	☐	☐	☐	☐
Office / Laboratory space	☐	☐	☐	☐	☐
Experimental equipment	☐	☐	☐	☐	☐
Sources of information (access to online databases,	☐	☐	☐	☐	☐
libraries, etc.)	☐	☐	☐	☐	☐

INTEGRATION INTO THE RESEARCH ENVIRONMENTAL & TRAINING	Very poor 1	2	3	4	Very good 5
Rate the level of your integration in the research team and the host institution in term of:					
	☐	☐	☐	☐	☐
Participation in meetings and seminars?	☐	☐	☐	☐	☐
Discussions of results and projects-related topics?	☐	☐	☐	☐	☐
Co-operation with the other team members?	☐	☐	☐	☐	☐
Co-operation with other researchers of partner	☐	☐	☐	☐	☐
institutions	☐	☐	☐	☐	☐
In the same country?	☐	☐	☐	☐	☐
In other countries? Specify:_____________	☐	☐	☐	☐	☐

Did you train and/or supervise students/other researchers? If yes, how many? Undergraduates Postgraduates, PhD students Post-doctoral fellows	Yes ☐ No ☐ ________ ________ ________

Was your previous employer an SME?	Yes ☐ No ☐
Have you completed the full term of the fellowship? If not, why?	Yes ☐ No ☐
Your earnings What was the net monthly payment Was it sufficient to cover living expenses in the work location? If no, please comment: Was it subject to tax/social security deductions? If so, approximately what percentage?	Euros __________ Yes ☐ No ☐ Yes ☐ No ☐ ________ %

WORK ASSESSMENT	
Your project Is your project within the initial objectives of the fellowship/appointment/training period? If No: The project has deviated from its initial description but remains within its aims The project has deviated outside the scientific area originally described The work I am doing does not correspond to the description In the job advertisement (only for Host based actions). Are the changes due Advances in research? Insufficient resources and / or a team support in the	Yes ☐ No ☐ ☐ ☐ ☐ ☐

host institution? Your topic being too ambitious and technically complex? Changes in the focus of research within the group? Other? Specify:	☐ ☐ ☐
Do you consider the research you have been given to do Matches your education/training? Is professionally challenging? Gives adequate opportunity for personal development? Is likely to give you personal recognition in your field?	Very poor … Very good 1 2 3 4 5 ☐
Have you been actively involved in the Further planning of your research project? Management of your research project? Planning and management of new research project?	 Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐
Has the fellowship provided you with new research and/or professional contacts? If yes, indicate the number of contacts in each case? Universities Research centres Industry Other? Please specify_______________	Yes ☐ No ☐ ____________ ____________ ____________ ____________

Scientific supervision Rate the scientific supervision that you have received in view of The amount of supervision The quality of supervision Meetings with supervisor: indicate average number per month	Very poor … Very good 1 2 3 4 5 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ____________________
Has the fellowship improved your skills as a researcher with regards to: Taking initiative and encouraging independent thinking Communication of scientific results Problem solving Group leader skills (project & human resources management) Training of students	 Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐

CAREER IMPACT	
How would you describe the impact of your fellowship?	☐ ☐ ☐ ☐ ☐
Do you expect the topic of your research to increase your chances of employment In your country of origin In the work location In other EU or AS country Outside EU and AS? If c) or d) specify country:_______________	 Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐
Do you expect the mobility aspects of the fellowship to increase your chances of employment? In your country of origin In the work location In other EU or AS country Outside EU and AS? If c) or d) specify country	 Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐
What forms of additional training would you appreciated? New scientific techniques in your field Complimentary/transdisciplinary techniques Research management Ethics Presentation skills Proposal writing Other (please specify)________________	 ☐ ☐ ☐ ☐ ☐ ☐
In general, were you satisfied with the training opportunities offered to you?	Yes ☐ No ☐

YOUR OPINION OF THE MARIE CURIE ACTIONS	
Where did you get information on your Marie Curie action? Advertisement on the web/journal Commission's web site (CORDIS) From institution administration From national sources (including National Contact Points) From personal contacts / colleagues Other; please specify:_________________	 ☐ ☐ ☐ ☐ ☐ ☐

Did you have previous knowledge of the Marie Curie actions? What sort of image do you think that the Marie Curie Mobility actions, has among the scientific community in your research area?	Yes ☐ No ☐ ☐ ☐ ☐ ☐ ☐
Would you recommend the experience to others?	Yes ☐ No ☐

YOUR FUTURE CAREER	
After this fellowship, have you already found another position? If Yes it is: Public Research Private Research Public Non research Private Non research	Yes ☐ No ☐ ☐ ☐ ☐ ☐
Where is, or where do you expect your next position to be? Country of origin? Current work location? Elsewhere in EU or AS? Country:________ Outside EU and AS? Country:________	☐ ☐ ☐ ☐
In 5 years do you see yourself remaining in active research? In 10 years do you see yourself remaining in active research?	Yes ☐ No ☐ Yes ☐ No ☐
Rate your overall degree of satisfaction?	Very poor Very good 1 2 3 4 5 ☐ ☐ ☐ ☐ ☐

Annex 6

FOLLOW-UP QUESTIONNAIRE:

All your replies will be treated in confidence. Please be frank. This survey is intended in particular to find out how satisfied you were and what could be done to improve the way Marie Curie actions operate.

To be completed by researchers who were:

- Researchers benefiting from a Marie Curie Intra-European Fellowship.

Grant agreement n°:
Title of the Project:
Duration of fellowship (Start Date – End Date):

***Beneficiary* address:**

Researcher address:

Question Area I – General Information
Q1. Country of origin:
Q2. Activity of host institution (Research, High Education, Industry, other):
Q3. Country of host institution:

Question Area II – Career Progress
We are interested in the extent to which benefiting from a Marie Curie action has contributed to the general progress of your career.

Q4. Are you currently employed? YES ☐ NO ☐

(If you are not employed, please proceed to Question Area III)

Where is your present employer located?	**Country:**
Is your employer an SME?	Yes ☐ No ☐
What is the activity of your employer?	Research ☐ High Education ☐ Industry ☐ Other ☐
What is the legal status of your employer?	Public Non Commercial Organisation ☐ International Organisation ☐ Joint research Centre Of The EC ☐ Public Commercial Organisation ☐ Private Organisation, Non Profit ☐ European Economic Interest Group ☐

Q5. Did contacts made during the Marie Curie action play a role in obtaining your present position?

Yes ☐ No ☐

Q6. Is your current employment directly related to the research subject(s) pursued during the Marie Curie action?

Yes ☐ No ☐

Q7. Is your present employment

At the same level of responsibility as before undertaking the Marie Curie action?	☐
At a significantly higher level of responsibility than before the Marie Curie action?	☐

Q8. Impact on career development

In your opinion: to what extend did your participation in the Marie Curie action help your subsequent career development?	Very poor 1 ☐	2 ☐	3 ☐	4 ☐	Very good 5 ☐

Q9. Have any of the following aspects of the Marie Curie action been identified by you or your employers as being important for further development in the area of work in which you are currently engaged?

	Importance: Very low 1	2	3	4	Very high 5
a) facility in language of host country	☐	☐	☐	☐	☐
b) research management skills learned in host country	☐	☐	☐	☐	☐
c) experience in working with an international research team	☐	☐	☐	☐	☐
d) new working methods acquired in host institution	☐	☐	☐	☐	☐
e) access to expertise in host institution	☐	☐	☐	☐	☐
f) other (specify) :________	☐	☐	☐	☐	☐

Q10. Are you still actively collaborating with the researchers who were involved in your Marie Curie action?

Yes ☐ No ☐

Question Area III – Recognition of Research Excellence

Q11. Have you received any scientific or research honours prizes or awards during or since completing the Marie Curie action?

Name and type of award	Donating body

Q12. Were you involved in any new commercial enterprises that may have resulted from the Marie Curie action?

Yes ☐ No ☐

Question area V – Scientific Outputs

We are interested in any research results produced as a result of the Marie Curie action

Q13. How many results have you obtained based on the work performed during the Marie Curie project?

As main author (if relevant)	
Peer Reviewed Publications	
Articles	
Conferences Proceedings	
Patents	
Training/Lecturing/Mentoring	
Other relevant research results	

Q14. How many results have you obtained based on the work performed after you left the Marie Curie project?

As main author (if relevant)	
Peer Reviewed Publications	
Articles	

Conferences Proceedings	
Patents	
Training/Lecturing/Mentoring	
Other relevant research results	