



Fuel Cells and Hydrogen Joint Undertaking (FCH JU)

Guidance Notes on Project Reporting

**Collaborative Projects
Coordination and Support Actions**

Version December 2013

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1. INTRODUCTION

This document is the guidance note to help the coordinators and consortia to prepare the periodic and final reports requested in Article II.4 of the FCH JU Grant Agreement. This is a contractual obligation and in accordance with Article II.4 §6 *"The layout and content of the reports shall conform to the instructions and guidance notes established by the FCH JU"*.

It applies to Collaborative Projects and Coordination and Support Actions under the Fuel Cells and Hydrogen Joint Undertaking (FCH JU).

The FCH JU Programme Office evaluates the reports and deliverables in accordance with Article II.5 of the FCH JU Grant Agreement. It may be assisted in this task by independent experts through technical project reviews (Article II.23 of the FCH JU Grant Agreement). Payments shall be made after the FCH JU Programme Office's approval of reports and/or deliverables.

All reports (financial and scientific-technical parts) have to be submitted electronically via the Participant Portal: <http://ec.europa.eu/research/participants/portal/>

The financial parts will be submitted through FORCE and the scientific-technical parts will be submitted through SESAM, both tools being integrated within the Participant Portal.

The FCH JU beneficiaries of Grant Agreements signed from 01/01/2013 will **electronically-only sign and transmit** financial statements (Form C), and **electronically-only transmit** the certificates on financial statements and certificates on the methodology (Forms D and E) – see art. 8 of the core JU GA and art. II.4.

For Grant Agreements signed before 31/12/2012, the consortia **may** apply the new electronically transmission and signature system, **provided they introduce a request for an amendment via the coordinator**.

2. REPORTING REQUIREMENTS

2.1. During the course of your project, you should submit:

A **periodic report** within 60 days of the end of each reporting period (**including the last reporting period**). The reporting periods are defined in Article 4 of the FCH JU Grant Agreement.

The **periodic report comprises (see chapter 3)**:

- a) Self-declaration;
- b) A **publishable summary of the progress of work** towards the objectives of the project together with a detailed description (core of the report) including the project objectives for the period, the work progress and the achievements during the period as well as the attainment of any milestones and deliverables identified in Annex I. This report should also include the **differences** between the work expected to be carried out in accordance with Annex I and the work that was actually carried out;
- c) A **Financial Statement** (Form C – Annex V of the Grant Agreement) including an explanation of the use of the resources from each beneficiary¹ and each third party, if applicable, together with a Summary Financial Report consolidating the claimed FCH JU contribution of all the beneficiaries (and third parties) in an aggregate form, based on the information provided in Form C by each beneficiary.

Financial statements should be accompanied by **certificates**, when this is appropriate (see Article II.4.4 of the FCH JU Grant Agreement).

2.2. At the end of the project, you should submit:

In addition to the periodic report for the last period of the project, a **final report** has to be submitted, within 60 days after the end of the project.

This final report shall comprise:

- a) A **final publishable summary report** covering results, conclusions and socio-economic impact of the project;
- b) A plan for the **use and dissemination of foreground**² to spread awareness;
- c) A report covering the **wider societal implications** of the project, in the form of a questionnaire, including gender equality actions, ethical issues, efforts to involve other actors.

2.3. After you receive the final payment from the FCH JU, you should submit:

A report on the distribution of the FCH JU financial contribution between beneficiaries (see Article II.4.3 of the FCH JU Grant Agreement). This report must be submitted 30 days **after receipt of the final payment** (not required for intermediate payments).

2.4. During and after the project

During and after the project, the coordinator shall provide references and an abstract of all scientific publications relating to foreground at the latest two months following publication (see Article II.30. of the FCH JU Grant Agreement).

¹ Beneficiary means the coordinator and other entities mentioned in Article 1 of the Grant Agreement.

² "Foreground" means the information and results arising from the project as opposed to "background" which is the information and rights held prior to signing the FCH JU Grant Agreement.

As part of the final project report, the coordinator will be required to submit a full list of publications relating to foreground of the project.

All publications shall include the following statement to indicate that said foreground was generated with the assistance of financial support from the FCH JU: *The research leading to these results has received funding from the Fuel Cells and Hydrogen Joint Undertaking under grant agreement n° [xxxxxx].*

2.5. Format of the reports and transmission modalities

The consortium shall transmit the reports and other deliverables through the coordinator to the FCH JU Programme Office. The Form C must be signed by the authorised person(s) within the beneficiary's organisation and the certificates on the financial statements and on the methodology must be signed by an authorised person of the auditing entity.

According to the FCH JU Model Grant Agreement last updated in 18/03/2013, the reports shall be **signed and submitted electronically-only**, through the Participants Portal (available here: <http://ec.europa.eu/research/participants/portal/>) - see art. 8 of the core JU GA and art. II.4.

For Grant Agreements signed before 31/12/2012 the originals shall also be sent by post to the FCH JU Programme Office, unless an Amendment to the Grant Agreement has been concluded, allowing the consortia to electronically-only submit the reports.

The reports submitted to the FCH JU Programme Office, in particular their publishable parts, shall be of a suitable quality to enable direct publication without any additional editing. By submitting the publishable reports to the FCH JU, the consortium is also certifying that they include no confidential material (Article II.4.7).

The rest of this document provides guidance on how to write these reports. Please be careful to follow the structure provided and to complete all of the sections described below. Please ensure that any acronyms used are clearly explained.

3. PERIODIC REPORT TEMPLATE

The periodic report for each period shall group in one single report both the technical report and financial reporting. It shall consist of the sections described as follows:

- **FRONT PAGE**
- **SELF DECLARATION** (scanned copy of the declaration duly filled in and signed by the project coordinator)
- **TABLE OF CONTENTS** with pagination

Followed by the following **sections**:

- A. Publishable summary.
- B. Core of the report
 - a) Project objectives for the period;
 - b) Work progress and achievements during the period;
 - c) Project Management.
- C. Deliverables and milestones tables.
- D. Financial statements including explanation of the use of the resources and certificates (if applicable).

The content of each of these sections is described as follows
--

Declaration by the scientific representative of the project coordinator

I, as scientific representative of the coordinator of this project and in line with the obligations as stated in Article II.2.3 of the Grant Agreement declare 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)⁵:
 - 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 public website is up to date, if applicable.
- To the best of my 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 (section 6) and if applicable with the certificate on financial statement.
- All beneficiaries, 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 5 (Project Management) in accordance with Article II.3.f of the Grant Agreement.

Name of scientific representative of the Coordinator:

Date: / /

Signature of scientific representative of the Coordinator:

⁵ If either of these boxes below is ticked, the report should reflect these and any remedial actions taken.

3.1. Publishable summary

This section should be of suitable quality to enable direct publication by the FCH JU. Please ensure that it is set out and formatted so that it can be printed as a stand-alone paper document not exceeding four pages.

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

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

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

The publishable summary should be updated for each periodic report.

3.2. Core of the report: Project objectives, work progress and achievements, project management.

a) 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 FCH JU 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.

b) 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 FCH JU Grant Agreement.

For each work package, except project management, which will be reported in section c), please provide the following information:

- A summary of progress towards objectives and details for each task;
- 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 between actual and planned person-months per work package and per beneficiary in Annex 1 (Description of Work)
- If applicable, propose corrective actions.

c) Project management

Please use this section to summarise management of the consortium activities during the period. Management tasks are indicated in Articles II.2.3 and Article II.16.3 of the FCH JU Grant Agreement.

Amongst others, this section should include the following:

- Consortium management tasks and achievements;
- Problems which have occurred and how they were solved or envisaged solutions;
- Changes in the consortium, if any;
- List of 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 beneficiaries, in particular non-profit public bodies, secondary and higher education establishments, research organisations and SMEs;
- Development of the Project website, if applicable;

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

3.3. Deliverables and milestones tables

Deliverables (excluding the periodic and final reports)

The deliverables due in this reporting period, as indicated in Annex I to the Grant Agreement have to be uploaded by the responsible participants (as indicated in Annex I), and then approved and submitted by the Coordinator. Deliverables are of a nature other than periodic or final reports (ex: "prototypes", "demonstrators" or "others"). The periodic reports and the final report have NOT to be considered as deliverables. If the deliverables are not well explained in the periodic and/or final reports, then, a short descriptive report should be submitted, so that the FCH JU has a record of their existence.

If a deliverable has been cancelled or regrouped with another one, please indicate this in the column "Comments". If a new deliverable is proposed, please also indicate this in the column "Comments".

The number of persons/month for each deliverable has been defined in Annex I of the Grant Agreement and cannot be changed. In SESAM, this number is automatically transferred from NEF and is not editable. If there is a deviation from the Annex I, then this should be clearly explained in the comments column.

This table is cumulative, that is, it should always show all deliverables from the beginning of the project.

TABLE 1. DELIVERABLES

Del. no.	Deliverable name	Version	WP no.	Lead beneficiary	Nature	Dissemination level	Delivery date from Annex I (proj. month)	Actual / Forecast delivery date	Status	Comments

Milestones

Please complete this table if milestones are specified in Annex I of the FCH JU Grant Agreement. Milestones will be assessed against the specific criteria and performance indicators as defined in Annex I. If a milestone has been cancelled or regrouped with another one, please indicate this in the column "Comments". If a new milestone is proposed, please indicate this in the column "Comments".

TABLE 2. MILESTONES

Milestone no.	Milestone name	Work package no	Lead beneficiary	Delivery date from Annex 1	Achieved Yes/No	Actual / Forecast achievement date	Comments

3.4. Financial statements including explanation of the use of the resources and certificates (if applicable).

Financial Statements (Forms C) have to be submitted for each beneficiary (if Special Clause 11 applies to your Grant Agreement, please include a separate financial statement from each third party as well) together with a summary financial report which consolidates the claimed FCH JU contribution of all the beneficiaries in an aggregate form, based on the information provided in Form C (Annex V) by each beneficiary.

The "Explanation of use of resources" has to be completed within the Form C (user guides are accessible within the Participant Portal)⁶ and should include details on the different costs: personnel costs, subcontracting, any major costs (ex: purchase of important equipment, travel costs, large consumable items) and indirect costs. For further indications on the level of details to be provided, please consult slide no 7. of the presentation - [*Communication campaign- Most common issues identified \(part 1\)*](#) - from our web-site: <http://www.fch-ju.eu/content/how-participate-fch-ju-projects>

When applicable, certificates on financial statements shall be submitted by the concerned beneficiaries according to Article II.4.4 of the Grant Agreement.

For Grant Agreements signed before 31/12/2012, besides the electronic submission, the Forms C as well as certificates (if applicable), have to be signed and sent in parallel by post (unless an amendment providing for electronic submission only has been concluded).

IMPORTANT:

In order to increase the level of assurance which can be derived from the Certificates on Financial Statements issued and to reduce the risk of errors in cost reporting, the FCH JU recommends you and your auditors to consult the information made available for this purpose on the FCH JU website in the sections "*Reference document for reporting- financial issues*" and "*Other FP7 documents to be used as relevant*" <http://www.fch-ju.eu/content/how-participate-fch-ju-projects>

⁶ In the past, the explanation of use of resources requested in the Grant Agreement was done within a table in this section. The merge of this table within the Forms C was a measure of simplification aimed at avoiding duplication and/or potential discrepancies between the data provided in the table 'Explanation of use of resources' and the data provided in the Forms C.

FCH JOINT UNDERTAKING - Grant Agreement - Annex V - Collaborative Project

Form C - Financial Statement (to be filled in by each beneficiary)

Project nr		Funding scheme	Collaborative Project
Project Acronym			
Period from	dd/mm/aa	Is this an adjustment to a previous statement ?	Yes/No
To	dd/mm/aa		
Legal Name		Participant Identity Code	
Organisation short Name		Beneficiary nr	
Funding % for RTD activities (A)		Flat rate for indirect costs %	20% of direct
Funding % for Demonstration activities (B)			
Funding % for other activities (D)			

1- Declaration of eligible costs/lump sum/flat-rate/scale of unit (in €)

	Type of Activity				TOTAL (A+B+D)
	RTD (A)	Demonstration (B)	Management (C)	Other (D)	
Personnel costs					
Subcontracting					
Other direct costs					
Indirect costs					
Total					
Maximum FCH JU contribution					
Requested FCH JU contribution					

2- Declaration of receipts

Did you receive any financial transfers or contributions in kind, free of charge from third parties or did the project generate any income which could be considered a receipt according to Art.II.17 of the grant agreement ? Yes/No

If yes, please mention the amount (in €)

3- Declaration of interest yielded by the pre-financing (to be completed by the coordinator)

Did the pre-financing you received generate any interest (only indicated for info) ? Yes/No

If yes, please mention the amount (in €)

4- Certificate on the methodology

Do you declare average personnel costs according to Art. II.14.1 ? Yes/No

Is there a certificate on the methodology provided by an independent auditor attached to this financial statement according to Art.II.4.4 ? Yes/No

Name of the auditor		Cost of the certificate (in €)	
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4- Certificate on the financial statements

Is there a certificate on the financial statements provided by an independent auditor attached to this financial statement according to Art.II.4.4 ? Yes/No

Name of the auditor		Cost of the certificate (in €)	
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5- Beneficiary's declaration on its honour

We declare on our honour that:

- the costs declared above are directly related to the resources used to attain the objectives of the project and fall within the definition of eligible costs specified in Articles II.14 and II.15 of the grant agreement;
- the receipts declared above are the only financial transfers or contributions in kind, free of charge, from third parties and the only income generated by the project which could be considered as receipts according to Art. II.17 of the grant agreement;
- the interest declared above is the only interest yielded by the pre-financing which falls within the definition of Art. II.19 of the grant agreement ;
- there is full supporting documentation to justify the information hereby declared. It will be made available at the request of the FCH JU and in the event of an audit by the FCH JU and/or, if applicable (ofr section II.3 of Annex II), by the Commission (including OLAF) and/or the Court of Auditors and/or their authorised representatives.

Beneficiary's Stamp	Name of the Person(s) Authorised to sign this Financial Statement
	Date & electronic transmission and signature

FCH JOINT UNDERTAKING - Grant Agreement - Annex V - Coordination and Support Action

Form C - Financial Statement (to be filled in by each beneficiary)

Project nr		Funding scheme	Coordination and Support Action
Project Acronym			
Period from	dd/mm/aa	Is this an adjustment to a previous statement ?	Yes/No
To	dd/mm/aa		
Legal Name		Participant Identity Code	nn
Organisation short Name		Beneficiary nr	nn
Funding % for Coordination / Support actions (C)		Flat rate for indirect costs %	20% of direct
Funding % for other activities (E)			

1- Declaration of eligible costs/lump sum/flat-rate/scale of unit (In €)

	Type of Activity					TOTAL (C+E)
	RTD (A)	Demonstration (B)	Coordination / Support (C)	Management (D)	Other (E)	
Personnel costs						
Subcontracting						
Other direct costs						
Indirect costs						
maximum reimbursement indirect costs						
Total						
Maximum FCH JU contribution						
Requested FCH JU contribution						

2- Declaration of receipts

Do you declare any financial transfers or contributions in kind, free of charge from third parties or did the project generate any income which could be considered a receipt according to Art.II.17 of the grant agreement ?

If yes, please mention the amount (In €)

Yes/No

3- Declaration of interest yielded by the pre-financing (to be completed by the coordinator)

Did the pre-financing you received generate any interest (only indicated for information) ?

If yes, please mention the amount (In €)

Yes/No

4- Certificate on the methodology

Do you declare average personnel costs according to Art. II.14.1 ?

Is there a certificate on the methodology provided by an independent auditor attached to this financial statement according to Art.II.4.4 ?

Yes/No

Yes/No

Name of the auditor		Cost of the certificate (In €)	
----------------------------	--	---------------------------------------	--

4- Certificate on the financial statements

Is there a certificate on the financial statements provided by an independent auditor attached to this financial statement according to Art.II.4.4 ?

Yes/No

Name of the auditor		Cost of the certificate (In €)	
----------------------------	--	---------------------------------------	--

5- Beneficiary's declaration on its honour

We declare on our honour that:

- the costs declared above are directly related to the resources used to attain the objectives of the project and fall within the definition of eligible costs specified in Articles II.14 and II.15 of the grant agreement;

- the receipts declared above are the only financial transfers or contributions in kind, free of charge, from third parties and the only income generated by the project which could be considered as receipts according to Art. II.17 of the grant agreement;

- the interest declared above is the only interest yielded by the pre-financing which falls within the definition of Art. II.19 of the grant agreement ;

- there is full supporting documentation to justify the information hereby declared. It will be made available at the request of the FCH JU and in the event of an audit by the FCH JU and/or, if applicable (cf section II.3 of Annex II), by the Commission (including OLAF) and/or the Court of Auditors and/or their authorised representatives.

Beneficiary's Stamp	Name of the Person(s) Authorised to sign this Financial Statement
	Date & electronic transmission and signature

4. FINAL REPORT TEMPLATE

In addition to the periodic report for the last reporting period, a final report covering the entire life of the project must be submitted.

This final report shall comprise three separate parts as described hereafter. The proposed front page shall be adapted to each of these three parts (see model provided hereafter).

- A. A **final publishable summary report** including an executive summary and a summary description of project context and objectives, a description of the main S&T results, the potential impact (including the socio-economic impact and the wider social implications of the project so far) and the main dissemination activities and exploitation of results . The content of this report is described in section 4.1.
- B. A **plan for use and dissemination of foreground**. The content of this report is described in section 4.2.
- C. A **report covering the wider societal implications of the project**, in the form of a questionnaire, including where applicable gender equality actions, ethical issues, efforts to involve other actors and to spread awareness. This document is also separate from the publishable report. The content of this report is described in section 4.3.

The Final Report including the three above mentioned parts shall be delivered to the FCH JU Programme Office via the Participants Portal.

PROJECT FINAL REPORT

.....to be filled in as appropriate, see below.....

("Publishable"
or
'Use and dissemination of foreground"
or
'Societal implications ")

FCH JU Grant Agreement number:

Project acronym:

Project title:

Funding Scheme:

Period covered: from to

Name of the scientific representative of the project's Coordinator⁷, Title and Organisation:

Tel:

Fax:

E-mail:

Project website⁸ address:

⁷ Usually the contact person of the coordinator as specified in Art. 8.1. of the grant agreement

⁸ The home page of the website should contain the generic European flag and the FCH JU logo which are available in electronic format at the Europa website (logo of the European flag: http://europa.eu/about-eu/basic-information/symbols/flag/index_en.htm; logo of the FCH JU, available at: <http://www.fch-ju.eu/page/fch-ju-logo>). The area of activity of the project should also be mentioned.

4.1. Final publishable summary report

This section must be of suitable quality to enable direct publication by the FCH JU and should preferably not exceed 40 pages. This report should address a wide audience, including the general public.

The publishable summary has to include 5 distinct parts described below:

- An executive summary (not exceeding 1 page);
- A summary description of project context and objectives (not exceeding 4 pages);
- A description of the main S&T results/foregrounds (not exceeding 25 pages);
- The potential impact (including the socio-economic impact and the wider societal implications of the project so far) and the main dissemination activities and exploitation of results (not exceeding 10 pages);
- The address of the project public website, if applicable, as well as relevant contact details.

Furthermore, project logo, diagrams or photographs illustrating and promoting the work of the project (including videos, etc.), as well as the list of all beneficiaries with the corresponding contact names can be submitted without any restriction.

4.2. Use and dissemination of foreground

A plan for use and dissemination of foreground (including socio-economic impact and target groups for the results of the research) shall be established at the end of the project. It should, where appropriate, be an update of the initial plan in Annex I for use and dissemination of foreground and be consistent with the report on societal implications on the use and dissemination of results (section 4.3. - H).

The plan should consist of:

■ Section A

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

■ Section B

This section should specify the exploitable foreground and provide the plans for exploitation. All these data can be public or confidential; the report must clearly mark non-publishable (confidential) parts that will be treated as such by the FCH JU. Information under Section B that is not marked as confidential will be made available in the public domain thus demonstrating the added-value and positive impact of the project on the European Union.

Section A (public)

This section includes two templates:

- Template A1: List of all scientific (peer reviewed) publications relating to the foreground of the project.
- Template A2: List of all dissemination activities (publications, conferences, workshops, web sites/applications, press releases, flyers, articles published in the popular press, videos, media briefings, presentations, exhibitions, thesis, interviews, films, TV clips, posters).

These tables are cumulative, which means that they should always show all publications and activities from the beginning until after the end of the project. Updates are possible at any time.

TEMPLATE A1: 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	Permanent identifiers ⁹ (if available)	Is/Will open access ¹⁰ provided to this publication?
1	<i>Economic transformation in Hungary and Poland'</i>		<i>European Economy</i>	Wo 43, March 1990	Office for Official Publications of the European Communities	<i>Luxembourg</i>	1990	<i>pp. 151 -167</i>		yes/no
2										
3										

TEMPLATE A2: LIST OF ALL DISSEMINATION ACTIVITIES, STARTING WITH THE MOST IMPORTANT ONES								
NO.	Type of activities ¹¹	Main leader	Title	Date/Period	Place	Type of audience ¹²	Size of audience	Countries addressed
1	<i>Conference</i>		<i>European Conference on Nanotechnologies</i>	<i>28 February 2010</i>				
2								
3								

⁹ A permanent identifier should be a persistent link to the published version &11 text if open access or abstract if article is pay per view) or to the final manuscript accepted for publication (link to article in repository).

¹⁰ Open Access is defined as free of charge access for anyone via the internet. Please answer "yes" if the open access to the publication is already established and also if the embargo period for open access is not yet over but you intend to establish open access afterwards.

¹¹ A drop down list allows choosing the dissemination activity: publications, conferences, workshops, web, press releases, flyers, articles published in the popular press, videos, media briefings, presentations, exhibitions, thesis, interviews, films, TV clips, posters, Other

¹² A drop down list allows choosing the type of public: Scientific Community (higher education, Research), Industry, Civil Society, Policy makers, Medias, Other ('multiple choices' is possible).

Section B (confidential or public: confidential information to be marked clearly)

Part B1

The applications for patents, trademarks, registered designs, etc. shall be listed according to the template B1 provided hereafter.

The list should, specify at least one unique identifier e.g. European Patent application reference. For patent applications, only if applicable, contributions to standards should be specified. This table is cumulative, which means that it should always show all applications from the beginning until after the end of the project.

TEMPLATE B1 : LIST OF APPLICATIONS FOR PATENTS, TRADEMARKS, REGISTERED DESIGNS, ETC.					
Type of IP Rights ¹³ :	Confidential Click on YES/NO	Foreseen embargo date dd/mm/yyyy	Application reference(s) (e.g. EP123456)	Subject or title of application	Applicant (s) (as on the application)

¹³ A drop down list allows choosing the type of IP rights: Patents, Trademarks, Registered designs, Utility models, Others.

Part B2:

Please complete the table hereafter:

TEMPLATE B2: OVERVIEW TABLE WITH EXPLOITABLE FOREGROUND								
Type of exploitable foreground ¹⁴	Description of exploitable Foreground	Confidential Click on YES/NO	Foreseen embargo date dd/mm/yyyy	Exploitable product(s) or measure(s)	Sector(s) of application	Timetable, commercial use	Patents or other IPR exploitation (licences)	Owner & Other Beneficiary(s) involved
	<i>1. New superconductive Nb-Ti alloy</i>			<i>MRI equipment</i>	<i>1. Medical 2. Industrial inspection</i>	2008 2010	<i>A materials patent is planned for 2006</i>	<i>Beneficiary X (owner) Beneficiary Y, Beneficiary Z, Poss. licensing to equipment manuf. ABC</i>

In addition to the table, please provide a text to explain the exploitable foreground, in particular:

- 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)

¹⁴ A drop down list allows choosing the type of foreground: General advancement of knowledge, Commercial exploitation of R&D results, Exploitation of R&D results via standards, exploitation of results through EU policies, exploitation of results through (social) innovation.

4.3. Report on societal implications

Replies to the following questions will assist the FCH JU and European Commission to obtain statistics and indicators on societal and socio-economic issues addressed by projects. The questions are arranged in a number of key themes. As well as producing certain statistics, the replies will also help identify those projects that have shown a real engagement with wider societal issues, and thereby identify interesting approaches to these issues and best practices. The replies for individual projects will not be made public.

A General Information (completed automatically when <i>Grant Agreement number</i> is entered).		
FCH JU Grant Agreement Number: <input type="text"/>		
Title of Project: <input type="text"/>		
Name and Title of Coordinator: <input type="text"/>		
B Ethics		
1. Did you have ethicists or others with specific experience of ethical issues involved in the project?	<input type="radio"/>	Yes
	<input type="radio"/>	No
2. Please indicate whether your project involved any of the following issues (tick box) :		YES
INFORMED CONSENT		
• Did the project involve children?		<input type="checkbox"/>
• Did the project involve patients or persons not able to give consent?		<input type="checkbox"/>
• Did the project involve adult healthy volunteers?		<input type="checkbox"/>
• Did the project involve Human Genetic Material?		<input type="checkbox"/>
• Did the project involve Human biological samples?		<input type="checkbox"/>
• Did the project involve Human data collection?		<input type="checkbox"/>
RESEARCH ON HUMAN EMBRYO/FOETUS		
• Did the project involve Human Embryos?		<input type="checkbox"/>
• Did the project involve Human Foetal Tissue / Cells?		<input type="checkbox"/>
• Did the project involve Human Embryonic Stem Cells?		<input type="checkbox"/>
PRIVACY		
• Did the project involve processing of genetic information or personal data (eg. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)		<input type="checkbox"/>
• Did the project involve tracking the location or observation of people?		<input type="checkbox"/>
RESEARCH ON ANIMALS		
• Did the project involve research on animals?		<input type="checkbox"/>
• Were those animals transgenic small laboratory animals?		<input type="checkbox"/>
• Were those animals transgenic farm animals?		<input type="checkbox"/>
• Were those animals cloning farm animals?		<input type="checkbox"/>
• Were those animals non-human primates?		<input type="checkbox"/>
RESEARCH INVOLVING DEVELOPING COUNTRIES		
• Use of local resources (genetic, animal, plant etc)		<input type="checkbox"/>
• Benefit to local community (capacity building ie access to healthcare, education etc)		<input type="checkbox"/>
DUAL USE		
• Research having potential military / terrorist application		<input type="checkbox"/>

C Workforce Statistics		
3 Workforce statistics for the project: Please indicate in the table below the number of people who worked on the project (on a headcount basis).		
Type of Position	Number of Women	Number of Men
Scientific Coordinator		
Work package leader		
Experienced researcher (i.e. PhD holders)		
PhD Students		
Other		
4 How many additional researchers (in companies and universities) were recruited specifically for this project?		
Of which, indicate the number of men:		
Of which, indicate the number of women:		

D Gender Aspects		
5 Did you carry out specific Gender Equality Actions under the project ?	<input type="radio"/> <input type="radio"/>	Yes No
6 Which of the following actions did you carry out and how effective were they?		
	Not at all effective	Very effective
<input type="checkbox"/> Design and implement an equal opportunity policy	○ ○ ○ ○ ○	○ ○ ○ ○ ○
<input type="checkbox"/> Set targets to achieve a gender balance in the workforce	○ ○ ○ ○ ○	○ ○ ○ ○ ○
<input type="checkbox"/> Organise conferences and workshops on gender	○ ○ ○ ○ ○	○ ○ ○ ○ ○
<input type="checkbox"/> Actions to improve work-life balance	○ ○ ○ ○ ○	○ ○ ○ ○ ○
<input type="radio"/> Other: <input style="width: 200px;" type="text"/>		
7 Was there a gender dimension associated with the research content – i.e. wherever people were the focus of the research as, for example, consumers, users, patients or in trials, was the issue of gender considered and addressed?		
<input type="radio"/> Yes- please specify	<input style="width: 150px;" type="text"/>	
<input type="radio"/> No		
E Synergies with Science Education		
8 Did your project involve working with students and/or school pupils (e.g. open days, participation in science festivals and events, prizes/competitions or joint projects)?		
<input type="radio"/> Yes- please specify	<input style="width: 150px;" type="text"/>	
<input type="radio"/> No		
9 Did the project generate any science education material (e.g. kits, websites, explanatory booklets, DVDs)?		
<input type="radio"/> Yes- please specify	<input style="width: 150px;" type="text"/>	
<input type="radio"/> No		
F Interdisciplinarity		
10 Which disciplines (see list below) are involved in your project?		
<input type="radio"/> Main discipline ¹⁵ :		
<input type="radio"/> Associated discipline ¹¹ :	<input type="radio"/>	Associated discipline ¹¹ :
G Engaging with Civil society and policy makers		
11a Did your project engage with societal actors beyond the research community? (if 'No', go to Question 14)	<input type="radio"/> <input type="radio"/>	Yes No
11b If yes, did you engage with citizens (citizens' panels / juries) or organised civil society (NGOs, patients' groups etc.)?		
<input type="radio"/> No <input type="radio"/> Yes- in determining what research should be performed <input type="radio"/> Yes - in implementing the research <input type="radio"/> Yes, in communicating /disseminating / using the results of the project		

¹⁵ Insert number from list below (Frascati Manual)

11c In doing so, did your project involve actors whose role is mainly to organise the dialogue with citizens and organised civil society (e.g. professional mediator; communication company, science museums)?	<input type="radio"/> <input type="radio"/>	Yes No
12 Did you engage with government / public bodies or policy makers (including international organisations)		
<input type="radio"/> No <input type="radio"/> Yes- in framing the research agenda <input type="radio"/> Yes - in implementing the research agenda <input type="radio"/> Yes, in communicating /disseminating / using the results of the project		
13a Will the project generate outputs (expertise or scientific advice) which could be used by policy makers? <input type="radio"/> Yes – as a primary objective (please indicate areas below- multiple answers possible) <input type="radio"/> Yes – as a secondary objective (please indicate areas below - multiple answer possible) <input type="radio"/> No		
13b If Yes, in which fields?		
Agriculture Audiovisual and Media Budget Competition Consumers Culture Customs Development Economic and Monetary Affairs Education, Training, Youth Employment and Social Affairs	Energy Enlargement Enterprise Environment External Relations External Trade Fisheries and Maritime Affairs Food Safety Foreign and Security Policy Fraud Humanitarian aid	Human rights Information Society Institutional affairs Internal Market Justice, freedom and security Public Health Regional Policy Research and Innovation Space Taxation Transport
13c If Yes, at which level? <input type="radio"/> Local / regional levels <input type="radio"/> National level <input type="radio"/> European level <input type="radio"/> International level		

H Use and dissemination		
14 How many Articles were published/accepted for publication in peer-reviewed journals?		
To how many of these is open access¹⁶ provided?		
How many of these are published in open access journals?		
How many of these are published in open repositories?		
To how many of these is open access not provided?		
Please check all applicable reasons for not providing open access:		
<input type="checkbox"/> publisher's licensing agreement would not permit publishing in a repository <input type="checkbox"/> no suitable repository available <input type="checkbox"/> no suitable open access journal available <input type="checkbox"/> no funds available to publish in an open access journal <input type="checkbox"/> lack of time and resources <input type="checkbox"/> lack of information on open access <input type="checkbox"/> other:		
15 How many new patent applications ('priority filings') have been made? <i>("Technologically unique": multiple applications for the same invention in different jurisdictions should be counted as just one application of grant).</i>		
16 Indicate how many of the following Intellectual Property Rights were applied for (give number in each box).	Trademark	
	Registered design	
	Other	
17 How many spin-off companies were created / are planned as a direct result of the project?		
<i>Indicate the approximate number of additional jobs in these companies:</i>		
18 Please indicate whether your project has a potential impact on employment, in comparison with the situation before your project:		
<input type="checkbox"/> Increase in employment, or <input type="checkbox"/> Safeguard employment, or <input type="checkbox"/> Decrease in employment, <input type="checkbox"/> Difficult to estimate / not possible to quantify		
<input type="checkbox"/> In small & medium-sized enterprises <input type="checkbox"/> In large companies <input type="checkbox"/> None of the above / not relevant to the project		
19 For your project partnership please estimate the employment effect resulting directly from your participation in Full Time Equivalent (FTE = one person working fulltime for a year) jobs:	<i>Indicate figure:</i>	
<i>Difficult to estimate / not possible to quantify</i>	<input type="checkbox"/>	

¹⁶ Open Access is defined as free of charge access for anyone via the internet.

I Media and Communication to the general public			
20	<p>As part of the project, were any of the beneficiaries professionals in communication or media relations?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>		
21	<p>As part of the project, have any beneficiaries received professional media / communication training / advice to improve communication with the general public?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>		
22	<p>Which of the following have been used to communicate information about your project to the general public, or have resulted from your project?</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Press Release <input type="checkbox"/> Media briefing <input type="checkbox"/> TV coverage / report <input type="checkbox"/> Radio coverage / report <input type="checkbox"/> Brochures /posters / flyers <input type="checkbox"/> DVD /Film /Multimedia </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Coverage in specialist press <input type="checkbox"/> Coverage in general (non-specialist) press <input type="checkbox"/> Coverage in national press <input type="checkbox"/> Coverage in international press <input type="checkbox"/> Website for the general public / internet <input type="checkbox"/> Event targeting general public (festival, conference, exhibition, science café) </td> </tr> </table>	<input type="checkbox"/> Press Release <input type="checkbox"/> Media briefing <input type="checkbox"/> TV coverage / report <input type="checkbox"/> Radio coverage / report <input type="checkbox"/> Brochures /posters / flyers <input type="checkbox"/> DVD /Film /Multimedia	<input type="checkbox"/> Coverage in specialist press <input type="checkbox"/> Coverage in general (non-specialist) press <input type="checkbox"/> Coverage in national press <input type="checkbox"/> Coverage in international press <input type="checkbox"/> Website for the general public / internet <input type="checkbox"/> Event targeting general public (festival, conference, exhibition, science café)
<input type="checkbox"/> Press Release <input type="checkbox"/> Media briefing <input type="checkbox"/> TV coverage / report <input type="checkbox"/> Radio coverage / report <input type="checkbox"/> Brochures /posters / flyers <input type="checkbox"/> DVD /Film /Multimedia	<input type="checkbox"/> Coverage in specialist press <input type="checkbox"/> Coverage in general (non-specialist) press <input type="checkbox"/> Coverage in national press <input type="checkbox"/> Coverage in international press <input type="checkbox"/> Website for the general public / internet <input type="checkbox"/> Event targeting general public (festival, conference, exhibition, science café)		
23	<p>In which languages are the information products for the general public produced?</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Language of the coordinator <input type="checkbox"/> Other language(s) </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> English </td> </tr> </table>	<input type="checkbox"/> Language of the coordinator <input type="checkbox"/> Other language(s)	<input type="checkbox"/> English
<input type="checkbox"/> Language of the coordinator <input type="checkbox"/> Other language(s)	<input type="checkbox"/> English		

Question F-10: Classification of Scientific Disciplines according to the Frascati Manual 2002
(Proposed Standard Practice for Surveys on Research and Experimental Development, OECD 2002):

FIELDS OF SCIENCE AND TECHNOLOGY

1. NATURAL SCIENCES

- 1.1 Mathematics and computer sciences [mathematics and other allied fields: computer sciences and other allied subjects (software development only; hardware development should be classified in the engineering fields)]
- 1.2 Physical sciences (astronomy and space sciences, physics and other allied subjects)
- 1.3 Chemical sciences (chemistry, other allied subjects)
- 1.4 Earth and related environmental sciences (geology, geophysics, mineralogy, physical geography and other geosciences, meteorology and other atmospheric sciences including climatic research, oceanography, vulcanology, palaeoecology, other allied sciences)
- 1.5 Biological sciences (biology, botany, bacteriology, microbiology, zoology, entomology, genetics, biochemistry, biophysics, other allied sciences, excluding clinical and veterinary sciences)

2. ENGINEERING AND TECHNOLOGY

- 2.1 Civil engineering (architecture engineering, building science and engineering, construction engineering, municipal and structural engineering and other allied subjects)
- 2.2 Electrical engineering, electronics [electrical engineering, electronics, communication engineering and systems, computer engineering (hardware only) and other allied subjects]
- 2.3. Other engineering sciences (such as chemical, aeronautical and space, mechanical, metallurgical and materials engineering, and their specialised subdivisions; forest products; applied sciences such as geodesy, industrial chemistry, etc.; the science and technology of food production; specialised technologies of interdisciplinary fields, e.g. systems analysis, metallurgy, mining, textile technology and other applied subjects)

3. MEDICAL SCIENCES

- 3.1 Basic medicine (anatomy, cytology, physiology, genetics, pharmacy, pharmacology, toxicology, immunology and immunohaematology, clinical chemistry, clinical microbiology, pathology)
- 3.2 Clinical medicine (anaesthesiology, paediatrics, obstetrics and gynaecology, internal medicine, surgery, dentistry, neurology, psychiatry, radiology, therapeutics, otorhinolaryngology, ophthalmology)
- 3.3 Health sciences (public health services, social medicine, hygiene, nursing, epidemiology)

4. AGRICULTURAL SCIENCES

- 4.1 Agriculture, forestry, fisheries and allied sciences (agronomy, animal husbandry, fisheries, forestry, horticulture, other allied subjects)
- 4.2 Veterinary medicine

5. SOCIAL SCIENCES

- 5.1 Psychology
- 5.2 Economics
- 5.3 Educational sciences (education and training and other allied subjects)
- 5.4 Other social sciences [anthropology (social and cultural) and ethnology, demography, geography (human, economic and social), town and country planning, management, law, linguistics, political sciences, sociology, organisation and methods, miscellaneous social sciences and interdisciplinary, methodological and historical SIT activities relating to subjects in this group. Physical anthropology, physical geography and psychophysiology should normally be classified with the natural sciences].

6. HUMANITIES

- 6.1 History (history, prehistory and history, together with auxiliary historical disciplines such as archaeology, numismatics, palaeography, genealogy, etc.)
- 6.2 Languages and literature (ancient and modern)
- 6.3 Other humanities [philosophy (including the history of science and technology) arts, history of art, art criticism, painting, sculpture, musicology, dramatic art excluding artistic "research" of any kind, religion, theology, other fields and subjects pertaining to the humanities, methodological, historical and other SIT activities relating to the subjects in this group].

5. FINAL REPORT ON THE DISTRIBUTION OF THE COMMUNITY FINANCIAL CONTRIBUTION - TEMPLATE

This report shall be submitted to the FCH JU Programme Office within 30 days after receipt of the final payment of the FCH JU financial contribution.

Report on the distribution of the FCH JU financial contribution between beneficiaries

Name of beneficiary	Final amount of FCH JU contribution per beneficiary in Euros
1.	
2.	
n.	