European Commission

THE SEVENTH FRAMEWORK PROGRAMME

The Seventh Framework Programme focuses on Community activities in the field of research, technological development and demonstration (RTD) for the period 2007 to 2013

GUIDANCE NOTES ON PROJECT REPORTING

for

Industry-Academia Partnerships and Pathways Projects (IAPP)

Marie Curie Actions

SEVENTH FRAMEWORK PROGRAMME

This document can be downloaded from
URL: http://cordis.europa.eu/fp7/mariecurieactions/iapp-manage_en.html#03

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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 grant agreement. This is a contractual obligation.

It applies to People Programme – Industry - Academia Partnerships and Pathways under the 7th Framework Programme of the European Community[1].

The Commission evaluates the reports and deliverables in accordance with Article II.5 of the grant agreement. It may be assisted in this task by independent experts through technical project reviews (Article II.22 of the grant agreement). Payments shall be made after the Commission's approval of reports and/or deliverables.

2 GENERAL ADVICE

- Read carefully the grant agreement and all its annexes before starting to implement the project.
- Inform your partners and the fellows about their rights and duties as laid down in the grant agreement.
- Inform the Financial office in your organisation about the financial rules governing your grant agreement.
- Stay in regular contact with your Project Officer and inform him/her about any potential problems at an early stage.
- Check the management pages for your project on the Marie Curie website http://cordis.europa.eu/fp7/mariecurieactions/iapp-manage_en.html#03 for updates.
- In case of any uncertainty on how to implement your grant agreement within the local legislation, contact your Mobility National Contact Point (http://cordis.europa.eu/fp7/ncp_en.html - **PLEASE NOTE** that you should to select "Mobility" as the NCP function) or your Project Officer.

1 Decision of the European Parliament and of the Council (EC) No 1982/2006 of 18 December 2006 concerning the Seventh Framework Programme of the European Community for research, technological development and demonstration activities (2007-2013) - OJ L412 of 30.12.2006, p1.

3 SUMMARY OF REPORTING REQUIREMENTS

The following documents/reports should be sent to the Commission during the implementation of the grant agreement:

Reports	Coordinator	Partners
Progress report	√	
Periodic report	√	
Final report (Incl. Periodic report for the 2nd period)	√	
Financial Statements – Forms C	√	√
Summary Financial report	√	
Distribution report	√	
Certificate on the financial statements	√	√
Documents	**Coordinator**	**Partners**
Declaration on the Conformity	√	√
Request for Amendments	**Coordinator**	**Partners**
Only after a prior consultation with the EC	√	
Notifications	**Coordinator**	**Partners**
Notification about the start date of the project	√	
Notification about change of scientist-in-charge	√	√
Vacancies	**Coordinator**	**Partners**
Publication of vacancies	√	√
Questionnaires	**Fellows**	
Evaluation questionnaires	√	
Mid-Term Assessment questionnaires	√	
Follow-up questionnaires	√	

In the next sections the detailed description of each report/document is given. Please note that all above mentioned reports must be submitted via SESAM (see section 4).

4 SESAM TOOL

SESAM - the European Commission online reporting tool for Research and Technological projects, allows for submission all necessary documents related to the grant agreement. SESAM is available on the Internet at:

http://webgate.ec.europa.eu/sesam/index.do

The Coordinator and all scientists-in-charge of the project should register and receive a login and a password. For registration please follow the SESAM guidelines on the homepage of SESAM entitled "Quest User Manual for SESAM 6.0.0". The registration should be done only once by the authorised person to manage the project.

As soon as a user is registered in SESAM, 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 (Progress, Periodic and Final) are to be submitted

- **Documents** – Here Declarations on the Conformity for each fellow (newly recruited and seconded) 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

- **Vacancies** – Here the beneficiaries should advertise all open vacancies for the project

- **Questionnaires** – Here the fellows and scientists-in-charge should submit the following questionnaires:
  - Evaluation questionnaire
  - Follow-up questionnaire
  - Mid-Term Assessment questionnaire

<u>NB: There is no need for registration to fill in online questionnaires. The fellow will be requested to specify the grant agreement number only.</u>

5 REPORTS

The following reports should be submitted to the Commission during the implementation of the grant agreement:

36-months projects:

Reports	within 30 days after **12 months**	at least 30 days before **Mid-Term Review**	within 60 days after **24 months**	within 60 days after **36 months**	within 30 days after **Final payment**
Progress report	√	√		√	
Periodic report: • Periodic report • Financial Statements – Forms C • Summary Financial report • Certificates (if required)			 √ √ √ √	 √ √ √ √	
Final Report				√	
Distribution report					√

48-months projects:

Reports	within 30 days after **12 months**	at least 30 days before **Mid-Term Review**	within 60 days after **24 months**	within 30 days after **36 months**	within 60 days after **48 months**	within 30 days after **Final payment**
Progress report	√	√		√		
Periodic report: • Periodic report • Financial Statements – Forms C • Summary Financial report • Certificates (if required)			 √ √ √ √		 √ √ √ √	
Final Report					√	
Distribution report						√

1. **PROGRESS REPORT** (to be sent within 30 days after 12th month of the project). This report covers period from month 1 to month 12. No financial reports are required for this period.

2. **PROGRESS REPORT FOR MID-TERM** (to be sent at least 30 days before the Mid-Term Review meeting). This report covers period from month 1 to month of Mid-Term review. No financial reports are required for this period.

3. **PERIODIC REPORT (P1)** (to be sent within 60 days after the period P1 defined in the Article 4 of the grant agreement). This report covers period from month 1 to month 24. The Financial Statements as well as Summary Financial Report are required for this period.

4. **PROGRESS REPORT** (to be sent within 30 days after 36th month of the project). This report covers period from month 1 to month 36. No financial reports are required for this period. This report is not applicable for contracts with total duration of 36 months.

5. **PERIODIC REPORT (P2)** (to be sent within 60 days after the period P2 defined in the Article 4 of the grant agreement). This report covers period from month 25 to the end of the project. The Financial Statements as well as Summary Financial Report are required for this period.

6. **FINAL REPORT** (to be sent within 60 days after the period P2 defined in the Article 4 of the grant agreement). This report covers period from month 1 to the end of the project.

7. **DISTRIBUTION REPORT** (30 days after receiving the final payment). Having received the final payment from the European Commission, the coordinator should submit a Report on the distribution of the Community financial contribution between beneficiaries.

All above mentioned reports should be submitted via SESAM, printed out, signed by coordinator and sent duly signed to the Commission by regular mail to the address mentioned in the Article 8.1 of the grant agreement.

The Project Officer in the EC will be notified by email as soon as any of the reports is submitted in SESAM by any beneficiary.

Other documents to be submitted:

8. **CERTIFICATES ON THE FINANCIAL STATEMENTS -** 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. For details see Article II.4.4 of the grant agreement.

5.1. PROGRESS REPORT

This report shall be submitted **within 30 days** after the **first year** and **third year** of the project and also **30 days before the Mid-Term Review meeting (see section 5.6)**. The report contains short overview of the deliverables implemented during the reporting project.

The report comprises the following sections:

1. **Overall progress of the project** – free text section.

2. **Contract deliverables update** – separate tables for:
   a. Recruitment and Secondment – 1 line per contractor. Tables will calculate automatically the difference between planned and implemented deliverables (researcher-months)
   b. International conferences / events – 1 line per event

The report must be submitted via SESAM, printed out, signed by the coordinator and sent to the Commission to the address mentioned in the article 8.1 of the grant agreement.

5.2 PERIODIC REPORT

This report is required **within 60 days after each period defined in the Article 4 of the grant agreement**.

Documents to be submitted:

By the scientist-in-charge: (each beneficiary including the coordinator)

5.2.1 A Financial Statement (Form C – Annex VI of the grant agreement) from each beneficiary[2] and each third party, if applicable. Financial statements should be accompanied by certificates (Form D – Annex VII of the grant agreement), when appropriate (see Article II.4.4 of the grant agreement).

The report must be submitted via SESAM, printed out, **signed by the scientist-in-charge** and **financial officer** of the beneficiary and sent **to the coordinator**. The coordinator will have possibility to verify the Forms C and, if necessary, replicate them back to the beneficiaries. Once all the Forms C are collected by the coordinator, he/she is responsible for transmitting them to the Commission electronically via SESAM and originals via regular post.

NB: Please note that a certificate on the financial statements shall be submitted for claims of interim payments when the amount of the Community financial contribution claimed by a beneficiary under the form of reimbursement of costs is equal or superior to 375.000 euro (see also section 5.4)

By the coordinator:

5.2.2. Summary Financial Report consolidating the claimed Community contribution of all the beneficiaries in an aggregated form, based on the information provided in Forms C by each beneficiary. This form will be generated automatically as soon as all the beneficiaries will submit Forms C.

The report must be submitted via SESAM, printed out and signed by the coordinator.

5.2.3. A Periodic Report which should comprises:

a. **A cover page**
b. **Declaration by the project coordinator**
c. **Publishable summary** (which will be automatically published on the Cordis website)
d. **Overview of the work progress** towards the objectives of the project, including achievements and attainment of any milestones, deliverables and dissemination activities identified in Annex I
e. **Project management** with justification on **incurred costs**
f. **List of** submitted **certificates**

The report must be submitted via SESAM, printed out and signed by the coordinator on Part b (Declaration by the project Coordinator) and on the last page.

All reports specified in section 5.2.1 shall be collected by the coordinator and submitted together with the reports from sections 5.2.2 and 5.2.3, and later on sent duly signed to the Commission within **60 days of the end of each reporting period defined in the Article 4** of the grant agreement (including the last reporting period).

2 Beneficiary means a project participant – Article 1 of the grant agreement

5.3 FINAL REPORT

A final report should be submitted within **60 days** after the end of the project. The final report comprises:

a) **A final publishable summary report** covering results, conclusions and socio-economic impact of the project. (This summary will be automatically published on Cordis website)

b) **A report covering the wider societal implications** of the project, including scientist-in-charge questionnaire.

NB: Please note that the Final report should be submitted together with the Periodic report covering the last reporting period (see section 5.2)

5.4 CERTIFICATE ON THE FINANCIAL STATEMENTS

The **Certificates on the Financial Statements (CFS**) or **on the Methodology** for both personnel and indirect costs (CoM) and on the Methodology on Average Personnel Costs (CoMAv) are independent reports of factual findings produced by an external auditor (or in the case of a public body it may be provided by a competent public officer) according to the requirements of Article II.4 of the grant agreement. The purpose of the report of factual findings is to provide the Commission with relevant information necessary to assess whether costs (and, if relevant, the receipts and interests generated by the pre-financing) charged under the project are claimed by the beneficiaries in accordance with relevant legal and financial provisions of the FP7 model grant agreement.

Please follow the Guidance Notes for Beneficiaries and Auditors available at: ftp://ftp.cordis.europa.eu/pub/fp7/docs/guidelines-audit-certification_en.pdf which have been compiled to guide research beneficiaries and external auditors in the preparation of Certificates on the Financial Statements and/or on the Methodology for calculating personnel costs/indirect costs under the 7th RTD Framework Programme (FP7).

NB: A certificate on the financial statements shall be submitted for claims of interim payments and final payments when the amount of the Community financial contribution claimed by a beneficiary under the form of reimbursement of costs is equal to or superior to 375.000 euro, when cumulated with all previous payments for which a certificate on the financial statements has not been submitted.

5.5 DISTRIBUTION REPORT

Having received the final payment from the European Commission, the coordinator should submit the **Report on the distribution of the Community financial contribution** between beneficiaries, within **30 days** after receiving the final payment.

5.6 MID-TERM REVIEW MEETING

According to the Article 7 of the grant agreement each coordinator has an obligation to organize a Mid-Term Review meeting which shall be held at the mid-stage of the project (between months 14th and 24th of the project). Exact Mid-Term Review meeting timing has to be agreed with the Commission representative and in any case can not be held later than submission of the Periodic report (for P1 period). This meeting will be attended by Commission representative. The following scheduling must be respected:

- At least two months before the date of the review the Commission shall communicate to the consortium in accordance with Article 8 the modalities of the project review. Each beneficiary is requested to attend this meeting in accordance with Article II.3.h of the grant agreement. The Agenda of the Mid-Term Review meeting should be agreed with the Commission representative at the same time.
- At least one month before the date of review, the coordinator must submit via SESAM the updated Progress report (see section 5.1) for mid-term of the project covering period from the beginning of the project till the date of mid-term review.
- At least two weeks before Mid-Term Review meeting all recruited researchers employed in the frame of the project (and still present in the host organization) must fill in Mid-Term Assessment questionnaires (see section 10.3)

6 DECLARATIONS ON THE CONFORMITY

According to the Article III.4 of the grant agreement contractor is obliged to send to the Commission a signed Declaration on the Conformity **as soon as possible after the appointment of the researcher**.

Declarations on the Conformity (under 'Documents' menu in SESAM) should be sent for each newly recruited and seconded researcher.

The format of the declaration is the following:

The first part contains legal information such as: Name of researcher, experience (Early stage, Experienced, More Experienced), and the type of contract (Employment contract, Fixed amount stipend).

The second part contains information about the researcher. This information will be used by the Commission ONLY for statistical reasons and this WILL NOT BE a part of the final declaration document.

This statistical part contains following information (for detailed explanation see Annex I of this document):

- Gender of researcher
- Year of birth
- Nationality
- Family charges
- Location of origin
- Country of secondment/recruitment
- Start date of fellowship
- End date of fellowship
- Scientific area

The declaration can be saved before submission in case it needs to be edited. The possibility 'attachments' can be used in order to attach any document (e.g. contract with researcher, if needed, etc.).

The final declaration should be submitted via SESAM, printed out, **signed by both – legal representative of the host institution** as well as **by the researcher** and sent duly signed to the Commission by regular mail.

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

Please note that it is acceptable for the Declaration on the Conformity to be signed by other person than the legal representative, for example the responsible person of the administrative office, the co-ordinator of the contract or the scientist-in-charge (especially in case of multi-partner contracts) as long as the signing person takes the responsibility of declaring the conformity after having checked the agreement against the grant agreement with the Commission.

All signed declarations shall be sent to the address mentioned in the Article 8.1 of the grant agreement.

7 AMENDMENT REQUESTS

Amendments to the grant agreement should be considered as exceptional measures to reflect severe changes in conditions of the original grant agreement. The "Technical" amendments such as change of banking details or legal data of the beneficiaries need to be implemented as soon as possible. Other requests (e.g. change of consortium, modification of the Technical Annex, extension of the project duration) 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 EC 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 coordinator selects the type of amendment to be submitted.
Having the form completed, the coordinator 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 Commission by registered mail.
All signed requests for amendments shall be sent to the address mentioned in the Article 8.1 of the grant agreement.

The Project Officer in the EC will be notified by email as soon as amendment request is submitted in SESAM by coordinator.

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

- Submitted – when coordinator submits amendment in the SESAM
- Validated – when EC approves amendment
- Rejected – when EC rejects amendment
- Implemented – when EC implements amendment in the all internal IT systems (e.g. new partner will appear in the SESAM for reporting)

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

8 NOTIFICATIONS

There are two types of notifications which can be submitted to the Commission:

- The Notification of the start date – this option can be used ONLY in case it is mentioned in the Article 3 of the grant agreement
- The Notification of the Change of scientist-in-charge. If the Commission 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 Commission by regular mail.

All signed notifications shall be sent to the address mentioned in the Article 8.1 of the grant agreement.

The Project Officer in the EC will be notified by email as soon as any of notifications is submitted in SESAM by beneficiary.

9 VACANCY TOOL

All open positions for the project must be entered into the SESAM vacancy tool (will be available soon). Each beneficiary is responsible for entering the data regarding each open position and updating the information. The coordinator is responsible for overall management of this process and for consistency of the data entered by each beneficiary with the Annex I of the grant agreement.

When a researcher is selected, the beneficiary/coordinator must update the information or remove the vacancy.

Until the SESAM-vacancy tool is fully operational in SESAM (expected end of 2009), the Commission has made available a temporary tool on EURAXESS portal called "EURAXESS jobs"**,** displaying host research job vacancies for all Marie Curie Actions under FP7. It can be found at the following URL: http://ec.europa.eu/research/mariecurieactions/publish_en.htm. Please post in all your current vacancies there.

10 QUESTIONNAIRES

Each recruited researcher shall commit him/herself to complete in SESAM the evaluation and follow-up questionnaires referred to in points k) and l) of Article III.2.2 of the grant agreement;

1. Each beneficiary shall take measures to ensure that each researcher completes the **evaluation questionnaires**, provided by the Commission in SESAM, at the end of the initial training activities.
2. Each beneficiary shall contact the researcher two years after the end of the project in order to invite him/her to complete the **follow-up questionnaires**, provided by the Commission in SESAM.

3. **Mid-Term Assessment questionnaires** should be filled in SESAM by each researcher currently employed in the frame of the project at least two weeks before the date of the Mid-Term Review meeting.

11 REPORTS - TEMPLATES

The rest of this document provides guidance on how to complete reports. Please follow carefully provided structure and complete all of the sections described below. Please make sure that all used acronyms are clearly explained.

PROGRESS REPORT

Cover page:

PROJECT PROGRESS REPORT

Grant agreement number: [data generated automatically]

Project acronym: [data generated automatically]

Project title: [data generated automatically]

Funding Scheme: [data generated automatically]

Period covered: **from** [editable data - start date in the format dd/mm/yyyy]

to [editable data in the format dd/mm/yyyy]

Project co-ordinator:

Organisation PIC: [data generated automatically]

Organisation legal name: [data generated automatically]

Person in charge of scientific aspects:

Title: [data generated automatically]

First name: [data generated automatically]

Name: [data generated automatically]

Tel: [data generated automatically but editable]

Fax: [data generated automatically but editable]

E-mail: [data generated automatically]

Project website address: [data generated automatically but editable]

OVERALL PROGRESS OF THE PROJECT:

In this sections please insert any information summarizing overall progress of the project (1-2 pages maximum).

CONTRACT DELIVERABLES UPDATE:

Those tables are "cumulative", meaning they should always show all deliverables from the beginning to the end of the project/period.
Please insert the number of person-months ***implemented*** *up to now.*

Those tables include the summary for all participants (beneficiaries):

Example:

SECONDMENT																											
	Early Stage Researcher (ESR < 4)									**Experienced Researcher (ER 4-10)**									**Experienced Researcher (ER>10)**								
	Foreseen			**Implemented**			***Difference***			**Foreseen**			**Implemented**			***Difference***			**Foreseen**			**Implemented**			***Difference***		
Participants	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B
AA				*10*	*1*	*0*	*A*	*A*	*A*				*0*	*0*	*0*	*A*	*A*	*A*				*0*	*0*	*0*	*A*	*A*	*A*
BB	*Automatically*			*2*	*2*	*50*	*u*	*u*	*u*	*Automatically*			*0*	*0*	*0*	*u*	*u*	*u*	*Automatically*			*12*	*6*	*50*	*u*	*u*	*u*
CC	*prefilled from*			*0*	*0*	*0*	*t*	*t*	*t*	*prefilled from*			*3*	*1*	*100*	*t*	*t*	*t*	*prefilled from*			*4*	*1*	*0*	*t*	*t*	*t*

DD Automatically prefilled from GPFs																											
Total:																											
	Numbers will be calculated automatically																										

Please note that non-scientific/ technical/managerial staff should be listed in appropriate experience groups.

In the section "Comments" insert your explanation in case of any deviations from the plan.

Explanation should contain also actions undertaken in order to correct those deviations/delays in the next reporting period.

Comments:

The table for recruitment includes again the summary for all participants (beneficiaries).

Example:

RECRUITMENT																		
	Experienced Researcher (ER 4-10)									**Experienced Researcher (ER>10)**								
	Foreseen			**Implemented**			***Difference***			**Foreseen**			**Implemented**			***Difference***		
Participants	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B
AA	*Automatically prefilled from GPFs – per participant*			*12*	*1*	*0*	*Automaticcalculat*	*Automaticcalculat*	*Automaticcalculat*	*Automatically prefilled from GPFs – per participant*			*0*	*0*	*0*	*Automaticcalculat*	*Automaticcalculat*	*Automaticcalculation (Foreseen*
BB				*0*	*0*	*0*							*0*	*0*	*0*			
CC				*0*	*0*	*0*							*0*	*0*	*0*			
DD Automatically prefilled from GPFs				*0*	*0*	*0*							*6*	*1*	*0*			
Total:																		
	Numbers will be calculated automatically																	

In the section "Comments" insert your explanation in case of any deviations from the plan.

Explanation should contain also actions undertaken in order to correct those deviations/delays in the next reporting period.

Comments:

INTERNATIONAL CONFERENCES / EVENTS:

Complete the table related to the events organized already.

The table is prefilled with the data in Grant agreement Preparation Forms (GPFs) and editable.

Example:

Event Number	**Participant hosting the event**	**Type of Event**	**Month when the event took place**	**Start date of the event (dd/mm/yy)**	**End date of the event (dd/mm/yy)**	**Total number of researchers from outside the network attending the event**	**Total number of researcher-days for researchers from outside the network attending the event**	**Website of the event**
1 2 3	*BB* *CC* *Select from drop down menu with participants from GPFs*	Workshop Conference	6 12 Select from drop down menu with numbers 1-60	20/05/2009 13/11/2009 Select from calendar	23/05/2009 17/11/2009 Select from calendar	25 57	45 100 NO automatic calculations. Please provide real numbers for researcher-days from outside the partnership	www.bvf.be NA
TOTAL						*Automatic calculation*	*Automatic calculation*	
PLANNED						*Data prefilled automatically*	*Data prefilled automatically*	
REMAINING						*Automatic calculation*	*Automatic calculation*	

In the section "Comments" insert your explanation in case of any deviations from the plan.

Explanation should contain also actions undertaken in order to correct those deviations/delays in the next reporting period.

Comments:

PERIODIC REPORT

This report contains a concise description of the progress of the project and the financial statements for the reporting period, and should be submitted within 60 days from the end of each reporting period.

A periodic report covering the last reporting period of the project (P2) should be also submitted, in addition to the final report.

Please make sure that "Declaration by the project coordinator" has been completed and duly signed.

The report should comprise the sections mentioned below. Please replace the text in italics with your own reporting text.

Cover page:

PROJECT PERIODIC REPORT

Grant agreement number: [data generated automatically]

Project acronym: [data generated automatically]

Project title: [data generated automatically]

Funding Scheme: [data generated automatically]

Periodic report (choose one option)[3]**:** **P1 ---**

P2 ---

Other period --- (if non of above mentioned)

Period covered: **from** [editable field: dd/mm/yyyy] **to** [editable field: dd/mm/yyyy]

Project co-ordinator:

Organisation PIC: [data generated automatically]

Organisation legal name: [data generated automatically]

Person in charge of scientific aspects:

Title: [data generated automatically]

First name: [data generated automatically]

Name: [data generated automatically]

Tel: [data generated automatically but editable]

Fax: [data generated automatically but editable]

E-mail: [data generated automatically]

Project website address: [editable field]

[3] Article 6 of the 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)[4]:
  - □ 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 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.
- 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 Coordinator: filled automatically

Date: ..../……../…………….

Signature of Coordinator: ....

Please do not forget to sign the declaration.

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

PUBLISHABLE SUMMARY

This section normally should not exceed 2 pages.
It shall be of suitable quality to enable direct publication by 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 Commission ***for publication*** *are of a suitable quality to permit direct publication without any additional editing. By submitting the publishable reports to the Commission, 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.

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.

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 the section PROJECT MANAGEMENT (see the section below).

- *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 researcher-months in Annex 1 (Description of Work);*
- *If applicable, propose corrective actions.*

DELIVERABLES AND MILESTONES TABLE

Update from DoC

SECONDMENT / RECRUITMENT: add new row for each fellow in the contract; follow an example in the first row.

All data will be automatically prefilled from submitted Declarations on the Conformity (DoC).

Add new rows in case of new researchers without DoC.

In case of any missing information on researcher with a submitted ***Declaration on the Conformity*** you can automatically update this table with the data from the DoC by clicking on button **Update from DoC** in the top right corner.
Example:

Fellow Name	Recruiting participant no	Seconded from participant no	Seconded to participant no	Type of contract (A or B)	category (ESR, ER 4-10, ER>10)	Location of origin	Gender (F or M)	Family situation (S - Single, M - Married)	Start date of secondment/ recruitment (dd/mm/yyyy)	End date of secondment/ recruitment (dd/mm/yyyy)	Working time commitment (full time, part time, other)	Full-time equivalent of person-months covered during the reporting period	Declaration o n the Conformity submitted (Yes/No)
John Brown	---	*1*	*2*	*B*	ER 4-10	*Germany*	*F*	*S*	*01/05/2008*	*30/04/2009*	*Full time*	*2 (Automatically prefilled in case of full time)*	*Yes / No Automatically prefilled*
Subtotal:													
Number will be calculated automatically												Number will be calculated automatically	

Example:

SECONDMENT																											
	Early Stage Researcher (ESR < 4)									**Experienced Researcher (ER 4-10)**									**Experienced Researcher (ER>10)**								
	Foreseen			**Implemented**			***Difference***			**Foreseen**			**Implemented**			***Difference***			**Foreseen**			**Implemented**			***Difference***		
Participants	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B
AA	*Automatically prefilled from GPFs – per participant*			*12*	*0*	*50*	*Automaticcalculat*	*Automaticcalculat*	*Automaticcalculat*	*Automatically prefilled from GPFs – per participant*			*0*	*0*	*0*	*Automaticcalculat*	*Automaticcalculat*	*Automaticcalculat*	*Automatically prefilled from GPFs – per participant*			*0*	*0*	*0*	*Automaticcalculat*	*Automaticcalculat*	*Automaticcalculatio*
BB				*6*	*1*	*0*							*0*	*0*	*0*							*0*	*0*	*0*			
CC				*0*	*0*	*0*							*4*	*2*	*0*							*4*	*1*	*100*			
DD Automatically prefilled from GPFs																											
Total:																											
	Numbers will be calculated automatically																										

Please note that non-scientific/ technical/managerial staff should be listed in an appropriate experience group.

The table for recruitment includes the summary for all participants (beneficiaries):

Example:

RECRUITMENT																		
	Experienced Researcher (ER 4-10)									**Experienced Researcher (ER>10)**								
	Foreseen			**Implemented**			***Difference***			**Foreseen**			**Implemented**			***Difference***		
Participants	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B	months	researchers	Fixed amount contract B
AA	*Automatically prefilled from GPFs – per participant*			*12*	*1*	*0*	*Automaticcalculat*	*Automaticcalculat*	*Automaticcalculat*	*Automatically prefilled from GPFs – per participant*			*0*	*0*	*0*	*Automaticcalculat*	*Automaticcalculat*	*Automatic calculation (Foreseen*
BB				*0*	*0*	*0*							*0*	*0*	*0*			
CC				*0*	*0*	*0*							*0*	*0*	*0*			
DD Automatically prefilled from GPFs				*0*	*0*	*0*							*6*	*1*	*0*			
Total:																		
	Numbers will be calculated automatically																	

In the section "Comments" insert your explanation in case of any deviations from the plan.

Explanation should contain also actions undertaken in order to correct those deviations/delays in the next reporting period.

Comments:

Complete the table related to the events already organized.

The table is prefilled with the data in Grant agreement Preparation Forms (GPFs) and editable.

Example:

Event Number	**Participant hosting the event**	**Type of Event**	**Month when the event took place**	**Start date of the event (dd/mm/yy)**	**End date of the event (dd/mm/yy)**	**Total number of researchers from outside the network attending the event**	**Total number of researcher-days for researchers from outside the network attending the event**	**Website of the event**
1 2	*BB* *CC* *Select from drop down menu with participants from GPFs*	Workshop Conference	6 12 Select from drop down menu with numbers 1-60	20/05/2009 13/11/2009	23/05/2009 17/11/2009	25 57	45 100	www.bvf.be NA
TOTAL						*Automatic calculation*	*Automatic calculation*	
PLANNED						*Data prefilled automatically*	*Data prefilled automatically*	
REMAINING						*Automatic calculation*	*Automatic calculation*	

In the section "Comments" insert your explanation in case of any deviations from the plan.

Explanation should contain also actions undertaken in order to correct those deviations/delays in the next reporting period.

Comments:

MILESTONES:

Please complete this table with the information on milestones specified in Annex I of the grant agreement, section 4.
Example:

Milestone no.	Milestone name	Due achievement date from Annex I	Achieved Yes/No	Actual / Forecast achievement date
1	**Kick-off meeting**	Month 1	Yes Select from drop down menu	Month 2
2	**Model for audio coding**	Month 9	Yes	Month 12

In the section "Comments" insert your explanation in case of any deviations from the plan.

Explanation should contain also actions undertaken in order to correct those deviations/delays in the next reporting period.

Comments:

ADDITIONAL INFORMATION

*Indicate any **additional information**, which may be considered useful to assess the work done during the reporting period.*
The socio-economic aspects of the project may be addressed in this section.
*If applicable, propose **corrective actions** related to discrepancies between planned and executed deliverables and milestones.*

DISSEMINATION ACTIVITIES

*Use this section to summarise all dissemination activities **executed** during the reporting period as well as activities **planned** for the next period.*

NB: Please note that acknowledgement of the European Commission funding under the 7th Framework Programme should be mentioned in all publications and dissemination materials.

PROJECT MANAGEMENT

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

- *Consortium management tasks and achievements;*
- *Project planning and status – from the management point of view;*
- *Problems which have occurred and how they were solved or envisaged solutions;*
- *Changes in the consortium, if any;*
- *Changes to the legal status of any of the beneficiaries, in particular, SME status;*
- *List of project meetings, dates and venues;*
- *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 SME equipment (if applicable);*
- *Justification of real costs (management costs);*
- *Other*

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.

FINANCIAL STATEMENTS – FORM C AND SUMMARY FINANCIAL REPORT

*Please submit **a separate financial statement from each beneficiary** (if Special Clause 10bis applies to the grant agreement, please include a separate financial statement from each third party as well) together with a summary financial report which consolidates claimed Community contribution of all the beneficiaries in an aggregated form, based on the information provided in Form C (Annex VI) by each beneficiary.*

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

SUMMARY FINANCIAL REPORT

This report consolidates claimed Community contribution of all the beneficiaries in an aggregated form, based on the information provided in Form C by each beneficiary.

This form will be generated automatically as soon as all the beneficiaries submit Forms C.

CERTIFICATES

Please list the certificates due for this period, in accordance with Article II.4.4 of the grant agreement.
Example:

Beneficiary	Organisation short name	Certificate on the financial statements provided? yes / no	Any useful comment, in particular if a certificate is not provided
1	AA	No	NA for the period
2	BB	Yes	

A copy of each duly signed certificate on the financial statements (Form C) or on the methodology should be included in this section, according to the table above (signed originals to be sent in parallel by regular mail).

FINAL REPORT

Please include the following sections in the final report. The text in italics shall be replaced with the reporting text.

Cover page:

PROJECT FINAL REPORT

Grant agreement number: [data generated automatically]

Project acronym: [data generated automatically]

Project title: [data generated automatically]

Funding Scheme: [data generated automatically]

Period covered: **from** [editable field: dd/mm/yyyy] **to** [editable field: dd/mm/yyyy]

Project co-ordinator:

Organisation PIC: [data generated automatically]

Organisation legal name: [data generated automatically]

Person in charge of scientific aspects:

Title: [data generated automatically]

First name: [data generated automatically]

Name: [data generated automatically]

Tel: [data generated automatically but editable]

Fax: [data generated automatically but editable]

E-mail: [data generated automatically]

Project website address: [editable field]

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 research audience, including the general public.*

Please ensure that it:

- *Is of suitable quality to enable direct publication by 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.*

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.12 of the grant agreement) beginning with the most important ones, should specify:

- *publication title,*
- *date and page allowing its identification (see the proposed template).*

Example:

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	*'Economic transformation in Hungary and Poland'* *NB: If possible insert a link with publication*	*XY*	*European Economy*	*No 43, March 1990*	*Office for Official Publications of the European Communities*	*Luxembourg*	*1990*	*pp. 151 - 167*
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 Commission 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 Commission at the same time for the purpose of publication by 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 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)**
Patent	EP 123456	Insert title/subject of application	XYZ; University of XY, ….

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 and Other Beneficiary(s) involved**
1. New superconductive Nb-Ti alloy	*MRI equipment*	*1. Medical* *2. Industrial inspection*	*2008* *2010*	*A materials patent is planned for 2006*	*Beneficiary X (owner)* *Beneficiary Y, Beneficiary Z, Poss. licensing to equipment manuf. ABC*

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

Free text (2 pages maximum) following the order:

- *The 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 if possible)*

SCIENTIST-IN-CHARGE QUESTIONNAIRE

Please note that the scientist-in-charge questionnaire is part of the Final report.

The coordinator is obliged to fill in the questionnaire and to answer following sections:

- Research/Training assessment
- Research assessment
- Research/Training outcomes
- Your opinion about Marie Curie Actions

For each beneficiary (if any) the Scientist-in-charge (Person in charge of scientific and technical/technological aspects in this project for this node) should fill in this questionnaire and attach it as a separate file (Word or PDF-document) to the Final Report.

Please note that outcome of the questionnaire will be used ONLY for statistical reasons and will not be communicated further.

DISTRIBUTION REPORT

The Final report on the distribution of the Community financial contribution shall be submitted within **60 days** after receiving the final payment of the Community financial contribution.

A template for this report will be available soon.

EXPLANATION OF THE COSTS

Category A: Monthly living and mobility allowances

Each beneficiary should summarize in this category the Living allowance and the Mobility allowance paid to each fellow during the reporting period

Living allowance

This refers to the basic amount to be paid to the researcher in monthly instalments according to the table in the Annex III of the grant agreement, Part B, Article III.7.

There are two options:

- **An employment contract** - the rates include all compulsory deductions under national legislation.
- **A fixed amount fellowship** (only in case this option was approved by the Commission during the negotiations) - shall be compatible with the applicable legislation of the beneficiary host organisation and shall ensure that adequate social security has been provided to the researcher, but not necessarily paid from the fellowship.

Mobility allowance

This is a monthly payment of a fixed amount to cover mobility related expenses of the researcher (e.g. relocation, family expenses etc.). There are two reference amounts depending on the family situation of the researcher *at the time of the secondment/recruitment*:

- €800/month: Researcher with family obligations (marriage or relationship with equivalent status to a marriage recognised by the national legislation of the country of the host organisation or of the nationality of the researcher, and/or children).
- €500/month: Researcher without family obligations

NB: Both the mobility allowance and living allowance should be adjusted by applying a correction coefficient for the cost of living according to the country of secondment/recruitment. ***The correction coefficients are indicated in Table 3 in Annex 3 of the Work Programme PEOPLE relevant to the Call for which the project proposal has been submitted.***

Category B: Travel allowance (yearly)

This allowance is paid upon taking up employment and yearly thereafter. The allowance is a fixed-amount based upon the direct distance between *the location of origin* of the researcher and the location of the host institution.
Each IAPP researcher is entitled to at least one travel allowance. Researchers with a fellowship of between 13-24 months are entitled to two travel allowances.

Category C: Career exploratory allowance (single payment)
This allowance of one single payment of €2000/fellow is paid **only for newly recruited researchers.**

NB: Please note that A, B, C categories are on the basis of fixed amount and therefore no exchange rate is applicable for mentioned categories for reporting purpose.

Category D: Contribution to the participation expenses of eligible researcher

Not applicable for IAPP.

Category E: Contribution to the research/transfer of knowledge programme expenses:

This is a contribution of a fixed amount of **€800 per researcher month** being managed the host organisation to execute the project (publication of vacant positions, internal training actions), for the participation of eligible researchers in research and transfer of knowledge activities (research costs, participation in meetings and conference attendance, etc) and for contribution to the expenses related to the co-ordination between participants (partnership meetings, secondment of staff, etc.).

NB1: Personnel costs of the host organization staff are not eligible under this category.
NB2: For each purchase being a subject to depreciation according to national legislation, this rule must be applied and cost reported accordingly.

Category F: Contribution to the organisation of international conferences, workshops and events:

This contribution is managed by the host institution for the organisation of international conferences, workshops and events **open to participants outside the network**, including: organisational expenses (invitation of keynote speakers, publications, rental of premises, web casting) and participation fees of eligible researchers from outside the partnership.

It is a fixed amount contribution of €300 per researcher-day for researchers **from outside the partnership**, for the duration of the event (provided this has been approved during the negotiation phase, otherwise the amount in this column is "zero").

Category G: Management activities

This refers to a *maximum of 3 % of the total Community contribution* that will be paid towards the management of the project. This will also cover the cost of audit certification. It will be based upon actual, **real expenses**. Please provide a justification of the costs in the section PROJECT MANAGEMENT of Periodic Report.

Category H: Contribution to overheads

This refers to a flat rate payment of 10% of the direct costs, excluding costs for subcontracting.

Category I: Small equipment (for SMEs beneficiaries only provided this has been agreed during the negotiation)

Those costs are on the basis of real cost, therefore provide justification of the costs in the section PROJECT MANAGEMENT of Periodic Report.

NB: For each purchase being a subject to depreciation according to national legislation, this rule must be applied and cost reported accordingly.

For more information related to the FP7 financial aspects please consult Guide to Financial Issues relating to FP7 Indirect Actions available at http://cordis.europa.eu/fp7/find-doc_en.html.

QUESTIONNAIRES

The monitoring of the project relies mainly on direct feedback from the coordinator through standard reporting effort but also from fellows and from the scientists supervising them.
All questionnaires listed below are available on SESAM web page:
http://webgate.ec.europa.eu/sesam/index.do.

The information requested in the questionnaires will be kept in strict confidence by the Commission and will mainly be used for assessing the level of satisfaction of the fellows and scientists taking part in the project as well as for assessing the impact of the action.

Please note that the scientist-in-charge questionnaire is a part of the Final report template.

Following questionnaires should be submitted via SESAM in accordance with the Annex III of the grant agreement:

4.7.1 The Evaluation questionnaire

The coordinator should invite **recruited as well as seconded fellows at the end of their training period** to complete the evaluation questionnaire. This questionnaire is designed to give the Commission some feedback on the overall impact of the network's activity. It is composed of seven sections:
- personal profile;
- host assessment;
- integration into the research environment & training;
- work assessment;
- career impact;
- evaluation of Marie Curie action;

- future career.

4.7.2 The Follow-up questionnaire

The coordinator should contact each **researcher two years after s/he has finished** the appointment and ask to complete the follow-up questionnaire. The follow-up questionnaire is composed of three sections:

- Career progress;
- Recognition of research excellence;
- Scientific outputs.

In order to reach a high response rate, the coordinators are strongly encouraged to develop an active strategy to keep contacts with the former fellows. Costs linked to this activity might be covered under the project management costs.

4.7.3 Mid-Term Assessment questionnaire

At the Mid-Term point, the coordinator should invite the fellows who are currently employed by the consortium to complete the Mid-Term Assessment questionnaire. Seconded as well as recruited researchers should complete this questionnaire. This questionnaire is designed to give the Commission some feedback on the overall impact of the network's activity. It is composed of five sections:

- personal profile;
- host assessment;
- integration into the research environment & training;
- work assessment;
- career impact.

Annex I – Declaration on the Conformity

PLEASE NOTE THAT THIS TEMPLATE IS NOT VALID FOR SUBMISSION.
DECLARATIONS SHOULD BE SUBMITTED VIA SESAM ONLY.

DECLARATION ON THE CONFORMITY
OF THE AGREEMENT BETWEEN HOST INSTITUTION AND FELLOW WITH THE PROVISION SET FORTH IN THE GRANT AGREEMENT
(Number of grant agreement pre-filled automatically)

The undersigned, as *legal representative*[1] of **(Name of Beneficiary to be selected from the list of beneficiaries)** declares for the selection for the recruitment/secondment of [***ESR Fellow, ER Fellow, MER Fellow***] (select one from the menu), that an agreement has been entered into force between the **(Name of Beneficiary will appear automatically when legal representative is selected)**

and

[Insert name of Researcher] ("Researcher")

and his/her terms and conditions of participation in the project are in conformity with the provisions set forth in the grant agreement signed with the Commission.

The undersigned declares that the above mentioned agreement consists of an [***Employment contract, Fixed amount fellowship (stipend)***] (select one from the menu) between the Beneficiary and the Researcher detailing all the information specified in Article III.4 of the grant agreement.

The undersigned declares that the recruited/seconded Researcher has received a copy of the grant agreement and its Annexes I, II and III, and has been informed about the existence of the following website: http://cordis.europa.eu/fp7/people/, where all the information related to his/her participation in a Marie-Curie project can be found.

The undersigned beneficiary undertakes to register the appointment and to update the list and descriptions of vacancies available following the layout and procedures communicated by the Commission.

	In agreement with the above Declaration
Legal Representative	Researcher
*(Date)*________________	*(Date)*__________________________
(*Name*)_____________________	(*Name*)_________________________
(*Function*)_________________	(*Function*)______________________
(*Signature*)________________	(*Signature*)_____________________

[1] It is acceptable for the Declaration on the Conformity to be signed by other person than the legal representative, for example the responsible person of the administrative office, the co-ordinator of the contract or the scientist-in-charge (especially in case of multi-partner contracts) as long as the signing person takes the responsibility of declaring the conformity after having checked the agreement against the grant agreement with the Commission.

Personal information on researcher

This information is only for statistical purposes and will not be a part of the submitted declaration.

1. Gender [male / female *(select one)]*

2. Year of birth *[*year *(select one)]*

3. Nationality *[*nationality *(select one)]*

4. Family charges *[*yes / no *(select one)*; Family charges are: marriage or relationship with equivalent status to a marriage recognised by the national legislation of the country of the host organisation or of the nationality of the researcher, and/or children; For more information see Article III.7.b of grant agreement*]*

5. Location of origin *[(select one);* place where the researcher was residing or carrying out his/her main activities when taking up appointment; For more information see Article III.1.2 of grant agreement*]*

6. Country of secondment/recruitment *[*country *(select one);* the country which hosts the researcher during secondment/recruitment*]*

7. Start date of fellowship *[*calendar date *(select one)]*

8. End date of fellowship *[*calendar date *(select one); in case of a split stay, insert the final end date of the fellowship]*

9. Scientific area [*select one from following areas*: Chemistry / Social and Human Sciences / Economic Sciences / Engineering and Information Sciences / Environment and Geosciences / Life Sciences / Mathematics / Physics]

Annex II – Notification of the effective starting date

PLEASE NOTE THAT THIS TEMPLATE IS NOT VALID FOR SUBMISSION. NOTIFICATIONS SHOULD BE SUBMITTED VIA SESAM ONLY.

NOTIFICATION

OF THE EFFECTIVE STARTING DATE OF THE PROJECT

Identification	
Funding Scheme (Action)	Will be pre-filled automatically
Grant Agreement number	Will be pre-filled automatically
Name of Coordinator/Single-beneficiary	Will be pre-filled automatically
Starting date of the project	This data should be entered by the coordinator in the format dd/mm/yyyy

Declaration	
The undersigned, as legal representative of the Coordinator/Single-beneficiary, declares that the project referred to in Article 2 of the above mentioned grant agreement signed between the Commission and the Coordinator/Single-beneficiary, effectively started on the above mentioned starting date.	
PLACE AND DATE OF SIGNATURE	Enter the date and place
NAME AND SIGNATURE OF THE LEGAL REPRESENTATIVE	Enter name and signature

Annex III – Notification of the change of scientist-in-charge

**PLEASE NOTE THAT THIS TEMPLATE IS NOT VALID FOR SUBMISSION.
NOTIFICATIONS SHOULD BE SUBMITTED VIA SESAM ONLY.**

NOTIFICATION

ON THE CHANGE OF SCIENTIST-IN-CHARGE FOR THE PROJECT

Identification	
Funding Scheme (Action)	Will be pre-filled automatically
Grant Agreement number	Will be pre-filled automatically
Beneficiary name	Will be pre-filled automatically
New scientist-in-charge name	Enter name of new scientist-in-charge

Declaration	
The undersigned, as legal representative of the Beneficiary, declares that the person indicated above is a new person in charge of scientific and technical/technological aspects in this project as from …(enter date).	
PLACE AND DATE OF SIGNATURE	Enter the date and place
NAME AND SIGNATURE OF THE LEGAL REPRESENTATIVE	Enter name and signature