Interim Report / final report

Activities Report

|  |  |  |  |
| --- | --- | --- | --- |
| FFG Project number | [six-digit FFG number] | eCall number |  |
| Short title | [Acronym] | Applicant | [Organisation] |
| Consecutive number of the report |  | Reporting period |  |
| Author |  | | |

Please note: length approx. 10 - 20 pages, upload to eCall in PDF format

1. **Goals and results**

* Have the objectives defined in the funding agreement been achieved? Are these objectives still valid or realistic? (Please note: changes to objectives require the consent of the FFG)
* Compare the objectives with the results achieved.
* Describe the “highlights” and problems that occurred in achieving the objectives.

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1. **Work packages and milestones**
   1. **Synoptic tables**

* Explanatory notes:   
  The tables are structured according to the funding application.  
  Scheduled date: date according to the funding application or according to the contractual project plan.   
  Current date: date according to the plan valid at the time of reporting.

**Table 1: Work packages**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **WP**  **No.** | **Work package**  **title** | **Stage of completion** | **Scheduled date** | | **Current date** | | **Results achieved / Deviations** |
| **Start** | **End** | **Start** | **End** |
| 1 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Table 2: Milestones**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Milestone No.** | **Milestone**  **title** | **Scheduled date** | **Current**  **date** | **Milestone achieved on** | **Results achieved / Deviations** |
| 1 |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

* 1. **Description of the work carried out during the reporting period**
* Describe the work carried out during the reporting period broken down into the work packages.
* Have the work steps and packages been completed according to plan? Have there been relevant deviations?
* The description must also include any changes to the methodology applied (please note: changes to the methodology and relevant changes to the work plan require the consent of the FFG).

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* 1. **Changes in the further course of the project**
* Are there any changes? What effects do they have? How does the plan need to be adjusted?

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1. **Project team and cooperation**

* Have there been major changes to the project team (internal key personnel and third party service providers)?
* For consortium projects: describe the cooperation within the consortium.
* Please describe changes in the work allocation. Do they have an effect on the cost/financing structure and objectives?

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1. **Final Report only: Dissemination and exploitation**

* Describe the exploitation and/or dissemination activities carried out so far. Is it possible to exploit the project results?
* List all publications, PhD theses, diploma theses and patent applications that have resulted from the project.
* What further R&D activities are planned?
* How will the prototypes created during the project be used further?

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1. **Explanatory notes on cost**

* Use of the eCall or the eCall template provided is mandatory for the reporting of the costs. Please observe the cost guidelines ([www.ffg.at/recht-finanzen/kostenleitfaden](http://www.ffg.at/recht-finanzen/kostenleitfaden)) and the call documents.
* Deviations from the cost plan must be described and substantiated.
* Any major cost reallocations must be substantiated in the report. The relevant cost reallocation table ([www.ffg.at/Kostenumschichtungen](http://www.ffg.at/Kostenumschichtungen)) must be uploaded as an annex to the report. Respectively further instructions regarding cost reallocations in the call have to be observed.

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1. **Specific conditions and requirements**

* Please elaborate on any project-specific conditions and requirements (acc. to §6 of the funding agreement) specified in the funding agreement or contract for work or services.

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1. **Reportable incident**

Have there been special events or incidents concerning the project that must be reported to the FFG, e.g.

* changes in legal or economic influences on the funding recipient
* bankruptcy proceedings
* incidents that delay or prevent the performance of the funded work
* additional funding for this project

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