INTERIM REPORT/FINAL REPORT

**Project number or title:** Enter text here.

**Reporting period:** Enter text here.

Guideline for extent: <10 to 20 pages>

# Goals and results

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

Enter text here.

# Work packages and milestones

## Overview

In the following tables, indicate the respective project progress per work package and per milestone, and list in key words if there are deviations. In case of delays, indicate the estimated duration of the period.

A more detailed description is possible in chapter 2.2.

Table 1: Progress of work packages

| WP | Work package title | Percent complete | Deviations, Delays |
| --- | --- | --- | --- |
| 1 | Enter text here. | % | Enter text here. |
| 2 | Enter text here. | % | Enter text here. |
| 3 | Enter text here. | % | Enter text here. |
| … |  |  |  |

Table 2: Milestones

| MS | Milestone title | Completion/planned completion date | Deviations, delays |
| --- | --- | --- | --- |
| 1 | Enter text here. | MM/YYYY | Enter text here. |
| … |  |  |  |

## 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?
* Please note: Changes to the methodology and relevant changes to the work plan require the consent of the FFG.

Enter text here.

## Changes in the further course of the project

* Are there any changes in the project course? What effects do they have? How does the plan need to be adjusted?
* If necessary, you can insert a revised project plan here.

Enter text here.

# Project team and cooperation

* Have there been major changes to the project team (internal key personnel and third party service providers)?
* 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?

Enter text here.

# Final report only: Exploitation and dissemination

* 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?
* Additionally to the final report a publishable executive summary has to be provided in German and English language. This executive summary should be complemented with meaningful pictures or graphs respectively. The template on “[Vorlagen für publizierbare Kurzfassung](https://www.ffg.at/iktderzukunft/vorlagen-berichtslegung)” has to be used. The publishable executive summary has to be sent in a pdf via eCall message to the FFG as a separate document.

Enter text here.

# Explanatory notes on costs and financing

* Use of the eCall or the eCall template provided is mandatory for the reporting of the costs. Please observe the [cost guidelines](https://www.ffg.at/recht-finanzen/kostenleitfaden) (scroll down to “Downloads” for an English version) and the call documents.
* Significant deviations from the cost plan to date and foreseeable future cost changes must be described and justified at this point.
* Any major cost reallocations must be substantiated in the report.
* Please note: Major changes to the cost structure require the consent of the FFG.

Enter text here.

# Project specific conditions and requirements

* Please elaborate on any project specific conditions and requirements specified in the funding agreement or contract for R&D services.
* Please take into account the conditions, which are given in the chapter „8.1 Programmspezifische Vorgaben zu den Kosten und während der Projektlaufzeit“ of the call guideline (“Ausschreibungsleitfaden”).

Enter text here.

# Reportable incidents

Have there been special events or incidents concerning the project that have to 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?

Enter text here.