K–PROJECT

REVIEW CORE DOCUMENT

Project Content

Total max. 50 pages

|  |  |
| --- | --- |
| **Full Title K-Project:** | **>Full Project Title (max. 120 characters)<** |
| **Short Title K-Project:** | **>Short Titel (max. 20 characters)<** |
| **eCall ID:** | **>eCall ID<** |
| **FFG Project Number:** | **> FFG Project No<** |
| **Total Costs approved:** | **> EUR<** |
| **Federal Funding approved:** | **> EUR<** |
|  |
| **Reporting Period** | from: | **DD.MM.YYYY** | to: | **DD.MM.YYYY** |
| **Duration approved:** | from: | **DD.MM.YYYY** | to: | **DD.MM.YYYY** |

 **Date: >DD.MM.YYYY<**

# Executive summary

Overview of Research Topics, Key figures (budget, partners and employees in FTE)

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# Intention and goals

Goals and Progress of the K-Project

##  Vision, Mission and Goals of the K-Project

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##  Development of the K-Project

Incl. major changes compared to the K-Project application/ project plan and rationale for adaptations

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#  Requirements & recommendations

## Requirements & Recommendations of the Jury

Copy the requirements & recommendations from the panel.

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## Fulfilment of Requirements & Implementation of Recommendations

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# SWOT analysis

## Presentation of the SWOT Analysis

The SWOT Analysis should increase insight into one´s own organization and reflect on how and to what extend activities have contributed to realizing the mission of the K-Project. The SWOT Analysis should include following steps:

Procedure for a SWOT Analysis:

* Find out the strengths and weaknesses of the K-Project. These are related to the research programme (novelty, competence, market potential and implementation) and to the organisation’s resources (quality of cooperation, management and implementation).
* Define the opportunities and threats in the environment that have an effect on the
K-Project. These may include changes in the technological developments and economic factors.
* Confront the strengths and weaknesses with opportunities and threats (Table 1: SWOT Matrix)
* Develop ideas on strategic options.
* Please discuss the conclusions of the SWOT Analysis in detail and the options for improvements or suggested changes.

|  |  |
| --- | --- |
| INTERNAL FACTORSThe *strengths* and *weaknesses* internal to the organization. | EXTERNAL FACTORSThe *opportunities* and *threats* presented by the external environment to the organization. |
| Strengths* >Text<
 | Opportunities* >Text<
 |
| Weaknesses* >Text<
 | Threats* >Text<
 |

Table 1: SWOT Matrix

## Results and Conclusions of the SWOT Analysis

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# Research Programme

## Overall Research Programme

Challenges, development, achievement of milestones & goals, adaptations/ changes compared to the application/ adapted project application. Please refer to the work plan in 5.3 if applicable.

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## Areas

Challenges, development, achievement of milestones & goals, adaptations/ changes compared to the application/ adapted project application. Please refer to the work plan in 5.3 if applicable.

*see Monitoring: Table “1. List of projects” (please highlight new projects)*

*see Annex: Project sheets (only for new projects & projects with major changes)*

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## Work Plan and Time Schedule of the Research Programme

Work plan of planned (approved) & actual status of the research projects including milestones.

Please highlight the most significant **milestones** (**M1, M2, etc.**) of the research projects.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Year 1** | **Year 2** | **Year 3** | **Year 4** |
| **Area 1** | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| Project 1.1 NN (as approved) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 1.1 NN (actual status) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 1.2 NN (as approved) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 1.2 NN (actual status) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Area 2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 2.1 NN (as approved) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 2.1 NN (actual status) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 2.2 NN (as approved) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 2.2 NN (actual status) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Area 3** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 3.1 NN (as approved) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 3.1 NN (actual status) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 3.2 NN (as approved) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 3.2 NN (actual status) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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# Research results & outputs

## Publications

Rules and strategies concerning publications

*see Monitoring: Tables “3. Publications” and “6. PhD & Master Thesis”*

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Highlight five Key Publications

##  Patents & Licences

*see Monitoring: Table “2. Patents”*

Rules and Strategies concerning Intellectual Property Rights (IPR)

Patents /Licences (resulting from COMET projects) held by the consortium leader, by Company Partners and by Scientific Partners

##  Research Results & Technical Achievements

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##  Success Stories

List max 5 Success Stories including topic, area and field.

>Text<

##  List of Deliverables of the K-Project

|  |  |  |
| --- | --- | --- |
| **Deliverable Name** | **Project Number - Name** | **Delivery Date** |
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# Cooperation between science & industry

## Partner Structure

Describe changes, adaptations and impacts on the K-Project etc.

*see Monitoring:Table “4. List of Partners”*

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##  Industrial Involvement & Interaction (Company Partners)

Cooperation Policies

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ONLY FOR NEW Company Partners:

|  |  |
| --- | --- |
| Name | name of the partner |
| Web |  |
| Short description  | Name and short description of the partner, indicating core competences relevant to the K-Project (e.g. reference projects) |
| Role in the K-Project | Role of the partner in the K-Project, indicating contribution of project content to the K-Project |
| Expected benefit  | Expected benefit from the K-Project, indicating (potential) process and product innovations, which are to be initiated within the framework of the research programme and appraising their development into marketable products or new processes |
| Key individuals | Identify relevant key individuals of the partner who will be actively involved in the K-Project and add the Curriculum Vitae and List of Publications in Annex 3  |

Involvement of new Company Partners

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company** | **Project No.** | **Costs allocated to Company Partner** | **Contributioncash** | **Contribution in-kind** |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
| Total |  |  | XXX € | XXX € |

##  Scientific Involvement & Interaction (Scientific Partners)

Cooperation Policies

>Text<

ONLY FOR NEW Scientific Partners:

|  |  |
| --- | --- |
| Name | name of the partner (If institutes are participating, the name of the university must be stated first) |
| Web |  |
| Short description  | Name and short description of the partner indicating core competences relevant to the K-Project (e.g. reference projects) |
| Role in the K-Project | Role of the partner in the K-Project, indicating contribution of project content to the K-Project |
| Expected benefit  | Expected benefit from the K-Project |
| Key individuals | Identify relevant key individuals of the partner who will be actively involved in the K-Project and add the Curriculum Vitae and List of Publications in Annex 3 |

Involvement of new Scientific Partners

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Scientific Partner** | **Project No.** | **Costs allocated to Scientific Partner** | **Contributioncash** | **Contribution in-kind** |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
| Total |  |  | XXX € | XXX € |

# Organisation & management

## Organigram & Management Structure

Please provide the organigram of the K-Project and describe adaptations/ changes compared to the application/ adapted project application.

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# Achievement of target values

*see* *Monitoring: Table “7. Target Values”*

Describe the development and the achievement of target values and explain deviations from the planned figures in the application/ adapted project application where applicable.

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## Research Programme

Share of strategic research projects in the entire research programme

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## Research Results

Publications in relevant journals / Patents / Licensing

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## Implementation of initiated products & processes at company level

Explain the achieved benefits for the company partners. Describe the achieved and potential process- and product innovations initiated by the K-Project and the development into marketable products or new processes. A quantitative as well as qualitative description is expected.

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## Human Resources

Number of Researchers (female / male), Dissertations (PhD) / Diploma & Master Theses in the scope of the research programme

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# Costs and financing

Describe the development of costs and financing and explain deviations from the planned figures in the application/ adapted project application.

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# Annex

Annex 1: References (updated list of references)

Annex 2: Project Sheets (new projects & major changes)

Annex 3: CVs & Publications (new key individuals only)