COMET

Competence Centers for Excellent Technologies

COmet ProjeCt  
Review CORE DOCUMENT

ProjeCt Content

Version 1.0 – 01.07.2020

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| **COMET** | COMET Project, 7th Call, Review |
| **Full title** | [Full title COMET Project] |
| **Short title** | [Akronym] |
| **eCall ID number** | [eCall number] |
| **FFG project number** | [FFG number] |
| **Total costs (approved)** | [€]€ |
| **Federal funding (approved)** | [€]€ |
| **Reporting period** | from [TT.MM.JJJJ] to [TT.MM.JJJJ] |
| **Duration approved** | from [TT.MM.JJJJ] to [TT.MM.JJJJ] |
| Date | [TT.MM.JJJJ] |

BITTE BEACHTEN SIE FOLGENDE PUNKTE:

* Halten Sie sich bitte an die vorgegebenen Fragen!
* Die erlaubte Seitenzahl dieses Dokuments beträgt max 50 Seiten (exkl. Deckblatt, Executive Summary und Inhaltsverzeichnis)
* Bitte löschen Sie die in blauer Schrift angeführten Hinweise, Fragen und Anmerkungen im Antragsformular nach Fertigstellung des Dokuments (inklusive dieses Abschnitts!)
* Die in schwarzer Schrift angeführten Querverweise sind nicht zu löschen.
* Das Inhaltsverzeichnis (Table of Contents) ist nach Fertigstellung des Dokuments unbedingt zu aktualisieren

# Executive summary

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

[Text]

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# Intention and goals

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Goals and Progress of the COMET Project

## Vision, Mission and Goals of the COMET Project

[Text]

## Development of the COMET Project

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

[Text]

# Requirements & recommendations

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## Requirements & Recommendations of the Jury

Copy the requirements & recommendations from the panel.

[Text]

## Fulfilment of Requirements & Implementation of Recommendations

[Text]

# SWOT analysis

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## 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 COMET Project. The SWOT Analysis should include following steps:

**Procedure for a SWOT Analysis:**

* Find out the strengths and weaknesses of the COMET 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 COMET 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.

|  |  |
| --- | --- |
| **INTERNAL FACTORS**  **The *strengths* and *weaknesses* internal to the organization.** | **EXTERNAL FACTORS**  **The *opportunities* and *threats* presented by the external environment to the organization.** |
| **Strengths**   * [Text] | **Opportunities**   * [Text] |
| **Weaknesses**   * [Text] | **Threats**   * [Text] |

## Results and Conclusions of the SWOT Analysis

Please discuss the conclusions of the SWOT Analysis in detail and the options for improvements or suggested changes.

[Text]

# Research Programme

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## 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.

[Text]

## Areas

see Monitoring Tables: 1. List of projects (please highlight new projects)

see Annex 2: Project sheets (only for new projects & projects with major changes)

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.

[Text]

## Work Plan and Time Schedule of the Research Programme

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

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Staus** | **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 [Name] (approved) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 1.1 [Name] (actual) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 1.2 [Name] (approved) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 1.2 [Name] (actual) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Area 2** | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| Project 2.1 [Name] (approved) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 2.1 [Name] (actual) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 2.2 [Name] (approved) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 2.2 [Name] (actual) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Area 3** | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| Project 3.1 [Name] (approved) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 3.1 [Name] (actual) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 3.2 [Name] (approved) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 3.2 [Name] (actual) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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# Research results & outputs

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## Publications

see Monitoring Tables: 3. Publications and 7. Academic Works

Rules and strategies concerning publications

[Text]

Highlight five Key Publications

[Text]

## Patents & Licences

see Monitoring Tables: 2. Patents & Licences

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

[Text]

## Research Results & Technical Achievements

[Text]

## Success Stories

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

[Text]

## List of Deliverables of the COMET Project

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

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## Partner Structure

see Monitoring Tables: 4. List of Scientific Partners and 5. List of Company Partners

Describe changes, adaptations and impacts on the COMET Project etc.

[Text]

## Industrial Involvement & Interaction (Company Partners)

Cooperation Policies

[Text]

### New Company Partners

Please complete only for partners that were not part of the application.

|  |  |
| --- | --- |
| **Name** | **[name of the partner]** |
| **Website** | [URL] |
| **Short description** | Name and short description of the partner indicating core competences relevant to the COMET Project (e.g. reference projects) |
| **Role in the project** | Role of the partner in the COMET-Project, indicating contribution of project content to the COMET Project |
| **Expected benefit** | Expected benefit from the COMET 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 COMET Project and add the Curriculum Vitae and List of Publications in Annex 3 |

### Involvement of new Company Partners

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company Partner** | **Project No.** | **Costs allocated  to Partner** | **Contribution cash** | **Contribution in-kind** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total** |  |  | **[Euro] €** | **[Euro] €** |

## Scientific Involvement & Interaction (Scientific Partners)

Cooperation Policies

[Text]

### New Scientific Partners

Please complete only for partners that were not part of the application.

|  |  |
| --- | --- |
| **Name** | **[name of the partner]**  **name of the university must be stated before name of institute** |
| **Website** | [URL] |
| **Short description** | Name and short description of the partner indicating core competences relevant to the COMET Project (e.g. reference projects) |
| **Role in the project** | Role of the partner in the COMET Project, indicating contribution of project content to the COMET Project |
| **Expected benefit** | Expected benefit from the COMET Project |
| **Key individuals** | Identify relevant key individuals of the partner who will be actively involved in the COMET 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 Partner** | **Contribution cash** | **Contribution in-kind** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total** |  |  | **[Euro] €** | **[Euro] €** |

# Organisation & management

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## Organigram & Management Structure

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

[Text]

# Achievement of target values

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see Monitoring Tables: 8. 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.

[Text]

## Research Programme

Share of strategic research projects in the entire research programme

[Text]

## Research Results

Publications in relevant journals / Patents / Licensing

[Text]

## 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 COMET Project and the development into marketable products or new processes. A quantitative as well as qualitative description is expected.

[Text]

## Human Resources

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

[Text]

# Costs and financing

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

[Text]

# Annex

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Annex 1: References (updated list of references)

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

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