# ANNEX 2: Project Sheets

*List of projects see Monitoring Tables*

Listen Sie die Projekte in der Areaübersicht auf und füllen Sie für jedes Projekt ein eigenes Project Sheet aus. Die Projektbeschreibung (Teil „Project Description“) ist grundsätzlich auf 3 Seiten (Richtwert) zu beschränken. Für größere Projekte ist im Sinne der Begutachtung jedoch eine detailliertere Beschreibung zulässig. Achten Sie auf die Übereinstimmung der Angaben mit der Tab. „List of Projects“ in der Monitoring Tabelle und “Total costs per Area” im Kostenplan. Laden Sie alle Project Sheets im eCall in einem Dokument (pdf) hoch.

(Hinweis: Der Teil „Project Calculation“ steht auch als excel Tabelle zur Verfügung und kann in die Vorlage kopiert werden.)

|  |  |  |  |
| --- | --- | --- | --- |
| Area [Number]: [TITLE] | | | |
| **Key Researcher** | | last name, first name (title) | |
| institution | |
| **Area Manager** | | last name, first name (title) | |
| institution | |
| **No** | **Project Title** | | **Costs in €** |
| [no].1 |  | |  |
| [no].2 |  | |  |
| [no].3 |  | |  |
| [no].4 |  | |  |
| [no].1 |  | |  |
| [no].2 |  | |  |
| [no].3 |  | |  |
| **Total Costs Area [no]** | | |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Sheet**  **[PRoject NUMBER] [Project TITEL]**  Area [Number] | | | | | | | |
| **Key Researcher** | last name, first name (title) | | | | | | |
| institution | | | | | | |
| **Project Manager** | last name, first name (title) | | | | | | |
| institution | | | | | | |
| **Project Type** | Company Project  multi-firm (MF)  single-firm (SF) | | | | Strategic Project (100%) | | |
| Share of Strategic Research in Company Project | | | [%] % |
| **Project Duration** | from [DDMMYYYY] | | | | to [DDMMYYYY] | | |
| **Project Description** | | | | | | | |
| **Objectives:**  >Text< | | | | | | | |
| **Methodology:**  >Text< | | | | | | | |
| **Expected Results:**  >Text< | | | | | | | |
| **Work Packages, Deliverables, Milestones:**  >Text< | | | | | | | |
| **Partners involved** | | | | | | | |
| **Centre** | | Main Tasks of the centre in the project | | | | Key Persons | |
| >Text< | | >Text< | | | | [Name, Function]  [KR/SR/O] | |
| **Scientific Partner** | | Main Tasks of the partner in the project | | | | Key Persons | |
| [Organisation /Institute A] | | >Text< | | | | [Name, Function]  [KR/SR/O] | |
| [Organisation /Institute B] | | >Text< | | | | [Name, Function]  [KR/SR/O] | |
| [Organisation /Institute C] | | >Text< | | | | [Name, Function]  [KR/SR/O] | |
|  | |  | | | |  | |
| **Company Partner** | | Main Tasks of the partner in the project | | | | Key Persons | |
| [Company X] | | >Text< | | | | [Name, Function]  [KR/SR/O] | |
| [Company Y] | | >Text< | | | | [Name, Function]  [KR/SR/O] | |
| [Company Z] | | >Text< | | | | [Name, Function]  [KR/SR/O] | |
|  | |  | | | |  | |
| **Project Calculation per Partner** | | | | | | | |
| **Centre** | | | **Costs in €** | | | |  |
| Personnel costs (centre) | | |  | | | |
| Material costs (centre) | | |  | | | |
| Use of R&D infrastructure (centre) | | |  | | | |
| Other direct costs (centre) | | |  | | | |
| **Total Centre** | | |  | | | |
| **Scientific Partner** | | | **Costs in €** | | | |
| Partner A | | |  | | | |
| Partner B | | |  | | | |
| Partner C | | |  | | | |
|  | | |  | | | |
| **Total SP** | | |  | | | |
| **Company Partner** | | | **Costs in €**  **= in-kind contribution** | | | | **cash contributions in €** |
| Partner X | | |  | | | |  |
| Partner Y | | |  | | | |  |
| Partner Z | | |  | | | |  |
|  | | |  | | | |  |
|  | | |  | | | |  |
| **Total CP** | | |  | | | |  |
| **Total Project Costs** | | |  | | | |  |