Call Secretariat

JPI Urban Europe / ENSUF

*Note:* ***CHECKLIST*** *on the final page!*

JPI Urban Europe *Questions and comments in blue may be*

Project Progress Report *overwritten or deleted!*

ERA-NET Cofund Smart Urban Futures (ENSUF)

# KEY DATA OF THE PROJECT

|  |  |
| --- | --- |
| **SHORT TITLE** | [project acronym] |
| **LONG TITLE** |  |
| PROJECT NUMBER |  |
| PROJECT COORDINATOR | [name of coordinator organisation] |
| PROJECT PARTNERS | [names of further participating organisations] |
| NUMBER OF REPORT | [ongoing number of the report, first = 1] |
| REPORT PERIOD | [from DD.MM.YYYY to DD.MM.YYYY] |
| Number of researchers in the project in the report period | Total: \_\_\_\_ Female: \_\_\_\_\_ [full time equivalents]  Position(s) in the project: |
| KEYWORDS | [min. 3, max. 5] |

# UPDATED PUBLISHABLE SUMMARY

Please give an updated publishable summary of your project (max. half a page). The summary should be concise and include statements about: problem(s) to solve and initial situation; planned goals and approaches; expected results and findings; connection and relationship to stakeholders and key messages. This description should be written for a non-scientific audience.

# PROJECT PROGRESS

Is progress in the reporting period of the following parts of the research plan according to the approved research proposal? Please explain:

1. **Duration of the project**

|  |  |
| --- | --- |
| YES  NO | Explanation: |

1. **Relevance to JPI Urban Europe**

**Please answer the questions marked with an asterisk (\*) only in the first annual report!**

* How does your project connect to the JPI Urban Europe’s Strategic Research and Innovation Agenda (SRIA)[[1]](#footnote-2)\*?
* Which research area(s) of the SRIA is/are addressed by your project?\*
* What are the key scientific findings achieved or to be expected?

1. **Quality of work**

* To what kind of innovation did/will your project contribute to?
* Which outcomes, products or services are provided through your project (multiple answers possible)?
* Did any new insights arise that are cutting edge and result from the interdisciplinary or transdisciplinary setup of your project?

1. **Project organisation and management**

|  |  |
| --- | --- |
| YES  NO | Explanation: |

1. **Impact of the project**

* Which impact of societal, economic or ecological nature would you like to highlight that you have achieved or expect to achieve during your project?

*[Be as concrete as possible, for example: "establishing a good citizen interaction with the urban planning department in terms of gentrification" or "municipality is using a strategy or an app for upkeeping the green in the city".]*

* Which impact do you think your project could contribute to after its end on a long-term perspective?

*[Think about what could be achieved through your project results after 5-10 years, for example: improved resilience and adaptation to extreme events, more localized economies, more integrated transport systems, inclusive societies with respect to migration and ageing.]*

* Which risks and bottlenecks did you have to tackle during your project? What helped you or would have helped you in order to overcome these?

1. **Stakeholder involvement**

*In this part of the report, we would like to know more about the different types of stakeholders (e.g. universities, municipalities, enterprises) that joined or will join your project either as project applicant or external partner (including yourself). We are particularly interested in obtaining information about practioners, end users or application partners with whom you cooperate within the scope of the project. The main purpose is to improve our understanding of who helps in implementing research results in practice – and how.*

Name of the stakeholder (institution, organisation or group)

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Country | Type of Stakeholder | # of individuals in the project |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* What is the stakeholder’s ambition to engage in follow-up actions?
* Is there any stakeholder whom you would like to be part of the project – but who isn't or wasn't part of the project? If so, who and in what role?

1. **What are the achievements of your project until now?**
2. **Which risks or bottlenecks do you possibly anticipate and how do you expect to address them?**

**9. Others**

|  |  |
| --- | --- |
| Do you have any cooperation with other JPI Urban Europe projects ongoing or planned? | * Ongoing * Planned * No   If yes, please specify the project name(s): |
| Did any new insights arise because of the interdisciplinary or transdisciplinary setup of your specific project? [For example: using a methodology from another discipline; getting input regarding a municipality’s or citizens’ needs and requirements] | Free text (max. 100 words) |
| Are you involved in other research programmes in your country? | * Ongoing * Planned * No   If yes, please specify the project name(s): |

|  |  |
| --- | --- |
| Does your project build on any other national, European or international project(s)? | * National * European * International * No   If yes, which? …  If yes, which programme founds it (them)? … |

# DESCRIPTION OF WORK

Specify the most important accomplished goals and current project progress in the reporting period (max. 3 pages for the whole of section 4).

(Preliminary) Results and milestones

* Describe the work accomplished in the reporting period, structured according to the work packages
* Describe accomplished goals, preliminary results and milestones
* Were initial expectations met and expected results achieved? If not, explain why and which measures have been/will be undertaken to reach the expected results.
* Describe highlights and deficiencies in the project progress and give performance figures where possible. Describe deviations from the proposal/work plan if there are any.

# IMPACT

(max. 1 page)

* In what way did you promote dissemination and implementation of the results to the scientific community?
* In what way did you promote dissemination and implementation of the results to policy makers and practice?
* In what way did you create opportunities for market potential?

# OUTLOOK

# PLANNED WORK

Describe the upcoming work for the next reporting period. Discuss changes to the future work plan (max. half a page).

# PROJECT MANAGEMENT

Summary of management of the project. Comments and information on coordination activities during reporting period, such as communication between project participants, possible cooperation with other projects etc.

# ANY OTHER COMMENTS

Free comments for JPI Urban Europe management.

# ELECTRONIC SIGNATURE

This report is fully agreed among all partners of the project.

|  |  |
| --- | --- |
| Name of coordinator | Date |
|  |  |

**Checklist for the JPI UE interim report**

 It is mandatory to complete all sections of the report template.

pfeil Please submit the interim report to the Call Secretariat via email: [johannes.bockstefl@ffg.at](mailto:johannes.bockstefl@ffg.at) and [m.neijts@nwo.nl](mailto:m.neijts@nwo.nl)

pfeil In case of questions, send an email to the Call Secretariat (see above).

**Page limits**

Do not exceed the following page limits (10 pt font size):

* Sections 1-6 should not exceed a total of 10 pages including all diagrams and tables.

1. http://jpi-urbaneurope.eu/about/sria/ [↑](#footnote-ref-2)