**INTERIM REPORT/FINAL REPORT**

**Project number or title:** Klicken oder tippen Sie hier, um Text einzugeben.

**Reporting period:** Klicken oder tippen Sie hier, um Text einzugeben.

# 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.

Klicken oder tippen Sie hier, um Text einzugeben.

# 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 2.2.

Table 1: Progress of work packages

| WP | Work package title | Percent complete | Deviations, Delays |
| --- | --- | --- | --- |
| 1 | Klicken oder tippen Sie hier, um Text einzugeben. | % | Klicken oder tippen Sie hier, um Text einzugeben. |
| 2 | Klicken oder tippen Sie hier, um Text einzugeben. | % | Klicken oder tippen Sie hier, um Text einzugeben. |
| 3 | Klicken oder tippen Sie hier, um Text einzugeben. | % | Klicken oder tippen Sie hier, um Text einzugeben. |
| … |  |  |  |

Table 2: Milestones

| MS | Milestone title | Scheduled date | Deviations, delays |
| --- | --- | --- | --- |
| 1 | Klicken oder tippen Sie hier, um Text einzugeben. | 08/2021 | Klicken oder tippen Sie hier, um Text einzugeben. |
| … |  |  |  |

## 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.

Klicken oder tippen Sie hier, um Text einzugeben.

## 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.

Klicken oder tippen Sie hier, um Text einzugeben.

# Project team and cooperation

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

Klicken oder tippen Sie hier, um Text einzugeben.

# 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?
* Programme specific formulation regarding programme objectives (optional)
* Summary for publication (optional)

Klicken oder tippen Sie hier, um Text einzugeben.

# 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.

Klicken oder tippen Sie hier, um Text einzugeben.

# Project specific conditions and requirements

Please elaborate on any project specific conditions and requirements (according to §6 of the funding agreement) specified in the funding agreement or contract for work or services.

Klicken oder tippen Sie hier, um Text einzugeben.

# 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?

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