Interim Report / final report

|  |  |
| --- | --- |
| FFG Project number | [six-digit FFG number] |
| Short title | [Acronym] |
| Consecutive number of the report | … |
| eCall number | … |
| Applicant | [Organisation] |
| Reporting period | … |
| Author | … |

Please note: length approx. 10 - 20 pages, upload to eCall in PDF format

# Goals and results

* Have the objectives defined in the funding agreement been achieved? Are these objectives still valid or realistic? (Please note: changes to objectives require the consent of the FFG)
* Compare the objectives with the results achieved.
* Describe the “highlights” and problems that occurred in achieving the objectives.

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# Work packages and milestones

## Synoptic tables

* Explanatory notes:   
  The tables are structured according to the funding application.  
  Scheduled date: date according to the funding application or according to the contractual project plan.   
  Current date: date according to the plan valid at the time of reporting.

**Table 1: Work packages**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **WP**  **No.** | **Work package**  **title** | **Stage of completion** | **Scheduled date Start** | **Scheduled date End** | **Current date Start** | **Current date End** | **Results achieved / Deviations** |
| 1 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Table 2: Milestones**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Milestone No.** | **Milestone**  **title** | **Scheduled date** | **Current**  **date** | **Milestone achieved on** | **Results achieved / Deviations** |
| 1 |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## 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?
* The description must also include any changes to the methodology applied (please note: changes to the methodology and relevant changes to the work plan require the consent of the FFG).

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## Changes in the further course of the project

* Are there any changes? What effects do they have? How does the plan need to be adjusted?

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# Project team and cooperation

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

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# Final Report only: Dissemination and exploitation

* 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?

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# Explanatory notes on cost

* Use of the eCall or the eCall template provided is mandatory for the reporting of the costs. Please observe the cost guidelines ([www.ffg.at/recht-finanzen/kostenleitfaden](http://www.ffg.at/recht-finanzen/kostenleitfaden)) and the call documents.
* Deviations from the cost plan must be described and substantiated.
* Any major cost reallocations must be substantiated in the report.

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# Specific conditions and requirements

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

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# Reportable incident

Have there been special events or incidents concerning the project that must 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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# Final Report only: Explanation of the use of resources of all partners

* Please list the use of the resources of all partners for the entire funding period. Please be aware that ALL costs (including total Personnel Costs) for all Partners (Austrian and Chinese Partners) which are necessary to carry out the project have to be inserted into the tables below, since this information is used for calculating whether the overall requirements presented in the Call Guidline are met.

Please indicate here the day or month on which the euro (EUR) foreign exchange reference rate to Chinese yuan renminbi (CNY) is based on with regard to Table 3a and 3b.

The rate must be specified in the Proposal (Table 5a and 5b).

The conversion rate shall apply for the duration of the project and for all reports related thereto.

Day or month of EUR foreign exchange reference rate: EUR.

**Table 3a: Report of the costs of ALL (Austrian and Chinese) project partners for the reporting period in EUR**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Applicant / partner** | **Person Month** | **Personnel Cost [EUR]** | **R&D Infrastructure [EUR]** | **Costs of Materials [EUR]** | **Travel Costs [EUR** | **Third-party Costs [EUR]** | **Total costs (EUR)** |
| Name of Institution/ Company |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| SUM |  |  |  |  |  |  |  |

**Table 3b: Report of the costs of ALL (Austrian and Chinese) project partners for the reporting period in EUR**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Applicant / partner** | **Person Month** | **Personnel Costs [EUR]** | **R&D Infrastructure [EUR]** | **Costs of Materials [EUR]** | **Travel Costs [EUR** | **Third-party Costs [EUR]** | **Total costs (EUR)** |
| Name of Institution/ Company |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| SUM |  |  |  |  |  |  |  |