**Template for Reporting to the SOLAR-ERA.NET Coordination Office**

This document has to be filled in by the coordinator of projects submitted in SOLAR-ERA.NET transnational calls. This reporting is requested twice: once at the start of the project and once at the end of project. The project coordinator shall use **updated information as finally agreed with the funding agencies** (e.g. funding agreed in negotiation phase and reflected in contractual documents). The report shall be around 4 pages of which a 1 page document with non-sensitive information will be published on solar-era.net. Please send the report latest one month after the official start resp. end of the project to the SOLAR-ERA.NET Coordination Office ([info@solar-era.net](mailto:info@solar-era.net)). The Final Reporting will also request data, information and indicators on the project (process, dissemination, exploitation of results, etc.)

Note: font Arial, size 11

|  |
| --- |
| Project Short Title/Acronym: |
| Project Full Title: |
| Project Duration: MM.YYYY to MM.YYYY |

**Publishable summary (around ½ to 1 page)**

(Text)

**Project consortium**

Coordinator and all contact details:

|  |  |
| --- | --- |
| Full name of organisation |  |
| First and family name of coordinator: |  |
| Full address: |  |
| E-mail: |  |
| Phone number: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation**  Full name of organisation | **Country** | **Project costs in EUR** | **Public funding in EUR** |
| [Coordinator:] |  |  |  |
| [Partner 2:] |  |  |  |
| [Partner 3:] |  |  |  |
| [Partner 4:] |  |  |  |
| [Partner 5:] |  |  |  |
| **TOTAL** | |  |  |

*Note: only aggregated project costs and public funding as well as the countries involved will be published.*

*Sections below will not be published and is for SOLAR-ERA.NET internal use only. Sections below shall be written on two to three pages in total.*

**Project Description**

**Aims and objectives (general objectives, specific targets, milestones, Key Performance Indicators)**

(Text)

**Major scientific, technical and commercial challenges**

(Text)

**Expected / achieved results (innovation potential and contribution to European knowledge position, economic and ecological impact)**

(Text)

**Clear definition and value of the national subprojects**

(Text)

**Added value through transnational cooperation**

(Text)

**Formal and Contractual Information**

(Please provide information on the formal data according to the national / regional contracts signed by the Funding Agency and respective project partners.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation**  Full name of organisation | **Funding Agency** | **Contract N° and Title** | **Duration**  DD.MM.YYYY – DD.MM.YYYY |
| [Coordinator:] |  |  |  |
| [Partner 2:] |  |  |  |
| [Partner 3:] |  |  |  |
| [Partner 4:] |  |  |  |
| [Partner 5:] |  |  |  |

**Please provide a copy / scan of the project Consortium Agreement signed to** [**info@solar-era.net**](mailto:info@solar-era.net) **(this information will be kept strictly confidential).**