Interim Report / final report

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

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

1. **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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1. **Work packages and milestones**
   1. **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** | | **Current date** | | **Results achieved / Deviations** |
| **Start** | **End** | **Start** | **End** |
| 1 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Table 2: Milestones**

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

* 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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* 1. **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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1. **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?

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1. **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?
* Additionally to the final report a publishable executive summary (min. 2 up to max. 20 pages) has to be provided in German and English language. This executive summary should be complemented with meaningful pictures or graphs respectively. Therefore the “Vorlagen für publizierbare Kurzfassung” has to be used, which can be found on https://www.ffg.at/iktderzukunft/vorlagen-berichtslegung.  
  The publishable executive summary has to be sent in a pdf via eCall-Message to the FFG as a separate document.

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1. **Explanatory notes on cost**

* The cost statement has to be performed in the eCall-system. 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. The relevant cost reallocation table ([www.ffg.at/Kostenumschichtungen](http://www.ffg.at/Kostenumschichtungen)) must be uploaded as an annex to the report.

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1. **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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1. **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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