INTERIM REPORT/FINAL REPORT

**Project number or title:** Enter text here.

**Reporting period:** Enter text here.

**Guideline for extent:** 10 to 20 pages

# Goals and results

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* 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.

Enter text here.

# Work packages and milestones

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## 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 | Enter text here. | % | Enter text here. |
| 2 | Enter text here. | % | Enter text here. |
| 3 | Enter text here. | % | Enter text here. |
|  |  |  |  |

Table 2: Milestones

| MS | Milestone title | Scheduled date | Deviations, delays |
| --- | --- | --- | --- |
| 1 | Enter text here. |  | Enter text here. |
|  |  |  |  |
|  |  |  |  |

## 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.

Enter text here.

## 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.

Enter text here.

# Project team and cooperation

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* Have there been major changes to the project team (internal key personnel and third party service providers)?
* Please describe changes in the work allocation. Do they have an effect on the cost/financing structure and objectives?

Enter text here.

# Final report only: Exploitation and dissemination

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* List all publications, PhD theses, diploma/master theses and patent applications that have resulted from the project.
* How will the prototypes created during the project be used further?
* What further R&D activities are planned?
* Please describe the continuation of the establishment and financing of the endowed professorship after the funding period by the university.

Enter text here.

**Table 3 - indicators and targets:** list scientific publications, dissertations, diploma / master theses and any patent applications or other relevant indicators that have arisen from the project in the following table. As initial values, please use the approved values from the Arbeitsplan (Chapter 3) and add additional lines as required

| Indicator (mandatory) | Target size (Arbeitsplan) | Target size (current) | Details/Explanation | Comments (deviations, further plan etc.) |
| --- | --- | --- | --- | --- |
| Scientific Publications | Enter text here. | Enter text here. | Enter text here. | Enter text here. |
|  |  |  |  |  |
| Supervised diploma/master theses in the research topic |  |  |  |  |
|  |  |  |  |  |
| Supervised dissertations in the research topic |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Raised third-party funds in the research topic of the endowed professorship (through FWF, FFG, EU and others) |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Further indicators (optional) |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Explanatory notes on costs and financing

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* 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/sites/default/files/06_kostenleitfaden_en.pdf) (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.
* Please note: Major changes to the cost structure require the consent of the FFG.

**ACTUAL costs/cost accounting:**

Please explain (if necessary) individual, billed items or costs. To explain the personnel costs, please also state the employment relationship (according to the employment contract) of the endowed professor.

Enter text here.

**Financing:**

Describe the extent to which cash benefits and in-kind benefits (university and co-financing partners) were contributed in the reporting year. According to the current status, can the planned financing key be adhered to over the project period?

Enter text here.

**Foresight:**

Give a brief overview of the expected costs according to the individual cost categories for the next project year. (What does personnel planning and development look like? What acquisitions are planned? Which conference visits? Etc.)

Enter text here.

# Project specific conditions and requirements

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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.

Enter text here.

# Reportable incidents

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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?

Enter text here.

# Brief summary (both german and English)

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In retrospect, write (or update) a short summary of the completed project of max. one side. This short summary should be written so that it can be used directly for further public relations work. When designing the text, keep in mind that it should also be understandable to an interested public and not exclusively to experts.

Enter text here.