



Directorate F
Lifesciences, genomics and biotechnology for health
Thematic Priority 1

How to prepare project reports in FP6
based on the official guidance notes on project reporting

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IN A SEPARATE FILE:

- FINANCIAL FORMS BY INSTRUMENT
- REPORT ON DISTRIBUTION OF THE COMMUNITY CONTRIBUTION

QUESTIONNAIRES:

- AVAILABLE IN CORDIS

1 Introduction

Project monitoring consists of periodic reviews based on reports and deliverables. It may also include hearing and review procedures. Networks of Excellence (NoE) and Integrated Projects (IP) also require an update of the planning for the following 18 months.

The “project reporting in FP6” guidance notes (see: <http://www.cordis.lu/fp6/find-doc.htm#reporting>), covering all parts of FP6 and most instruments, remain the reference document for reporting, together with the project contract.¹

The present document is an excerpt of the above reference document, tailored for coordinators and participants of projects funded in Thematic Priority 1.

The financial forms related to chapter 2.2 “Periodic Management Report” will be provided in a separate file, depending on the instrument (IP, NoE, STREP...). In addition, another separate file will have the form “Report on the Distribution of the Community’s Contribution” related to chapter 2.3.

The questionnaires will be accessible directly on line (see CORDIS website).

Report timing, is specified in Art 6 of the contract.

Periodic reports are a contractual obligation and consist of:

The periodic activity report, containing an overview of the activities carried out during the reporting period, describes the progress in relation to the project objectives, the progress towards the milestones and deliverables set for the period, and any problem encountered and corrective actions taken.

It also includes a **Publishable executive summary** and, as an Annex, an updated **Plan for using and disseminating the knowledge** (See appendix 1.).

The periodic management report includes a detailed justification of the costs incurred and of the resources deployed by each contractor linking them to activities implemented and justifying their necessity, the financial statements (Form C) from each contractor (which may require an Audit certificate²) and a summary financial report consolidating the costs of the contractors.

The periodic report on the distribution of the Community’s contribution records the distribution of funding to each contractor during that period

The draft planning for next 18 months (*only for IPs and NoEs*).

¹ The Guidance notes are based on what is stipulated mainly in Articles II.7, II.8 and II.10.3 of the model contract, as well as Articles III.1 and III.3 for IPs and Articles III.III.4 for NoEs (Annex I to the contract may also stipulate specific reporting requirements). Anyhow, they do not supersede the rules and conditions laid out, in particular, in council and Parliament Decisions relevant to the Sixth Framework Programme, the relevant Specific Programme, the Rules for Participation, the Financial Regulation applicable to the general budget of the European Communities and its implementing rules or the contract and its annexes.

² Refer to Article 7.2 of the Contract.

The interim questionnaires to be completed on-line *at the end of the first reporting period only*.

Final reports. *After the end of the project, in addition to the periodic reports for the last reporting period,* the consortium shall submit the following final reports to the Commission. These final reports summarise the project's activities over its full duration.

A publishable final activity report, covering the main aspects of the work, objectives, results and conclusions.

A final plan for using and disseminating the knowledge (see annex 1).

A final management report for the full duration of the project, consolidating the claimed costs of all the contractors in an aggregate form covering the entire duration of the project, including the last reporting period.

A final report on the distribution of the Community's contribution consolidating the funding distributed to each contractor over the entire duration of the project

Final questionnaires to be completed on-line at the end of the project.

Other data requested by the Commission. If requested by the Commission, the consortium will have to provide additional data for the purposes of the proper administration of the project.

Submission

Reports must be submitted by **registered mail** with acknowledgement of receipt to the address given in the contract and **also by electronic means** (file formats must be Word-compatible or PDF) to the mailbox address communicated by the Commission.

All reports are delivered³ within 45 calendar days of the end of the reporting period and approved within 45 days (for additional details see the reference document "project reporting in FP6").

³ The delivery deadlines are based on the time of arrival of the *paper* version.

2 Periodic reports

2.1 Periodic activity report

The Periodic activity report (containing the scientific and managerial information) is submitted after each reporting period as defined by Article 6 of the contract (once per year for IPs and NoEs). It is based on relevant information from Annex I of the contract. It comprises a number of sections:

Front page (example in Appendix 3)

Publishable executive summary (*not needed for the last reporting period*)

Normally not more than four pages and of suitable quality to enable direct publication by the Commission. It should include:

- a summary description of project objectives, contractors involved, co-ordinator contact details, work performed, results achieved so far and expected end results, intentions for use and impact.
- the main elements of the publishable results of the plan for using and disseminating the knowledge.
- if available, diagrams or photos illustrating the work, a project logo and a reference to the project public website.

Section 1 – Project objectives and major achievements during the reporting period

- Give an overview of general project objectives, show the project's current relation to the state-of-the-art.
- Summarise the recommendations from previous reviews (if any) and brief description of how they have been taken up by the consortium.
- Summarise the objectives for the reporting period, work performed, contractors involved and the main achievements in the period.
- If applicable, comment on the most important problems during the period including corrective actions undertaken.

Section 2 – Workpackage progress of the period

Provide an overview of the actions carried out in the reporting period, based on the workpackages which were active or planned to be active during the period.

For **each workpackage**, present information under the following headings:

- Workpackage objectives and starting point of work at beginning of reporting period
- Progress towards objectives – tasks worked on and achievements made with reference to planned objectives; identify contractors involved.
- Deviations from the project workprogramme, and corrective actions taken/suggested: identify the nature and the reason for the problem, identify contractors involved
- List of deliverables, including due date and actual/foreseen submission date (see Appendix 2, Table 1.)
- List of milestones, including due date and actual/foreseen achievement date (see Appendix 2, Table 2.)

Section 3 – Consortium management

Summarise the status of the project, its management and follow-up activities, including information on:

- Consortium management tasks and their achievement; problems which have occurred and how they were solved
- Contractors: Comments regarding contributions, changes in responsibilities and changes to consortium itself⁴, if any
- Project timetable and status, including an updated, frontlined barchart (see Appendix 2, Table 5). Clarify changes and impact on the planned milestones, if any
- Provide short comments and information on co-ordination activities in the period, such as communication between partners, project meetings, possible co-operation with other projects/programmes, etc.

Section 4 – Other issues

For projects which were subject to requirements and/or recommendations concerning ethical issues

Describe actions undertaken in the implementation of the requirements and/or recommendations made during contract negotiations concerning **ethical issues** in the project's work

For IPs or NoEs which carried out a competitive call for additional contractors

Describe actions in implementation of the **competitive call**, indicating how the call was publicised, the response, the selection procedure employed and the outcome.

For NoEs

Report on **project integration** and progress on the **Joint Programme of Activities** (refer to Annex 1 to the contract)

Section 5 – Plan for using and disseminating the knowledge (PUDK)

See format in Appendix 1.

<p>The electronic version of the Periodic Activity Report must be submitted as follows</p> <p>A complete file containing the whole report. A separate file containing the Publishable Executive Summary A separate file containing the PUDK A separate file containing only the Publishable results of the PUDK</p>

2.2 Periodic management report

The Periodic management report, containing the administrative and financial information, is submitted after each reporting period at the same time as the Periodic activity report.

It includes the following sections:

Front page (example in Appendix 3)

Section 1 - Justification of major cost items and resources

⁴ Changes to the consortium membership must be addressed in a specific request for an amendment to the contract.

Provide a justification of the major costs incurred and resources deployed by each contractor, linking them to activities implemented by each contractor and explaining their necessity.

This should include the following:

- A brief description of the work performed by each contractor during the period.
- An explanatory note on any major cost items such as important equipment purchases, major travel costs or large consumable items, justifying their necessity to the project.
- A tabular overview of budgeted person-months and actual person-months, by contractor and by workpackage (see Appendix 2, Table 4). The budgeted person-months should normally be taken from Annex I to the contract.
For AC contractors, in addition, estimate the number of person-months of permanent staff working on the project.⁵
- A summary explanation of the impact of major deviations from cost budget and from person-month budget, with reference to Section 2 “Workpackage progress” of the accompanying Periodic Activity Report where the reasons for deviation from plan have been explained.

Section 2 – Form C Financial statement per activity for the contractual reporting period, to be completed by each contractor (See separate file.)

Provide for each contractor in the project the Form C Financial statement as set out in Annex VI to the contract. *(If special clause 23 has been used then financial statements from members of the organisation should also be provided and the summary financial statement from the contractor).*

Audit certificates are to be submitted with Form C if required for this period in Article 7 of the contract (or for any contractor whose EC contribution is more than €750,000 for the period). Audit certificates must cover the costs incurred during all preceding periods for which audit certificates have not been provided.

For instructions to contractors on the correct completion of Form C, see the [Guide to financial issues](#).

Section 3 – Summary financial report

Include a summary report of total (direct + indirect) costs in euros as claimed by each contractor and activity type, for the reporting period (i.e. a summary of the individual contractor’s Form C information).

Note that for contractors subject to special clause 23, a summary financial report must be provided consolidating data from contractors’ and members' Form C.

2.3 Periodic report on the distribution of the Community’s contribution

The periodic report on the distribution of the Community’s contribution is submitted after each reporting period, at the same time as the Periodic Activity Report.

It shows the distribution (in euros, *not in thousands of euros*) of funds made by the coordinator to contractors during the reporting period (See separate file.).

⁵ Even if not eligible for funding.

You may include dated columns of “Repayments”, of funding returned to the coordinator for re-distribution to other contractors, if the case arises⁶

2.4 Draft planning for next 18 months

For IPs and NoEs only

Provide a detailed Implementation Plan (IPs) or detailed Joint Programme of Activities (NoEs) for the next 18 months⁷ of the project, using the format, tabulations, etc. of the previous 18 months plan, as included within Annex I to the contract and contract CPFs.

2.5 Interim questionnaires

The questionnaires have been designed to monitor different strategic aspects and how they have been embedded in the project. They request information designed to monitor “Science and Society”, to report on activities undertaken and the progress made in implementing the project’s Gender Action Plan, collect statistics on the project workforces and finally data on integration of the socio-economic (and foresight) aspects of the research in the project. They are completed on-line by the co-ordinator or by the contractors **at the end of the first reporting period only**. Instructions on how to complete the questionnaire will be communicated by the Commission Project Officer. (A version of the questionnaires is available in the reference document published on the web “project reporting in FP6” in its Appendix 13.)

2.6 Supplementary reports

Supplementary report(s) specified in any annex of the contract has (have) to be submitted with each periodic report.

⁶ For example, if one contractor leaves the project and another takes his place.

⁷ Or up to the end of the project if less than 18 months remaining

3 . Periodic Reviews

In addition to the analysis of the reports, Periodic project review meetings may be required by the Commission, normally at the end of a Reporting Period in parallel with the project annual meeting, to assess the work carried out during the reporting period or all preceding reporting periods for which a periodic review has not been carried out, or, in those cases where a mid-term review is foreseen in the contract, at the time foreseen.

The review may be carried out by the Commission services alone, or by the Commission services with the support of external experts appointed by the Commission. If external experts are used in the process, their names will be communicated to the consortium beforehand, with the right to make (well-founded) objection to any particular individual proposed on grounds of commercial confidentiality.

If a review meeting is employed, fuller details of the procedure for the review/hearing will be communicated to the consortium in good time for them to prepare for their participation.

The review will principally assess

- the degree of fulfilment of the project work plan for the period
- the degree of fulfilment of the deliverables
- the necessity of the resources that the contractors have employed
- the management aspects of the project
- the likelihood to achieve the results aimed at by the project
- the planning of the next period (18 months) for IPs and NoEs
- the plan for using and disseminating the knowledge

The exact timing for performing the review, including any hearing, will be fixed in such a way that the deadline for approval can be met.

In all cases the outcome of the review will be communicated in writing to the project coordinator. This may include technical recommendations to be taken into account in the project's planning for the work of the next period. For IPs and NoEs the review may recommend amendments to the draft 18-month plan, in which case the consortium will present an amended plan which, on approval by the Commission, will be appended to Annex I to the contract.⁸ For additional details, check with the project officer.

If, as a result of the review, there is reason to believe that the project has deviated from its declared aims or is in some other way unable to achieve its goals, the outcome of the review might involve continuation of Commission financial support being made conditional on a re-focusing of the project on modified goals, or it may recommend the suspension of part or all of the project in accordance with Article II.5 of the contract or the termination of the contract, or of the participation of any contractor, according to Articles II.15 and II.16 of the contract.

The final project review will be similar.

⁸ If no recommendations are made, then the original 18-month plan as submitted with the Periodic reports will be appended to the contract Annex 1.

4 Final reports

At the end of the project, the consortium shall submit the periodic reports for the last reporting period as at the close of all the previous periods (with the exception of the update of the plan for using and disseminating the knowledge and the draft planning for the next 18 months).

In addition there are final reports to be provided covering the whole duration of the project.

4.1 Publishable final activity report

The Publishable final activity report is submitted at the same time as the last Periodic activity report i.e. within 45 days of the end of the project.⁹

It resembles an expanded version of the Publishable Executive Summary which was provided with each Periodic activity report, but in its final form it cumulates and summarises the project activities and results over the full duration. It is of suitable quality to enable direct publication by the Commission. While not excluding technical language, it should be broadly comprehensible to an interested general reader.

Front page (example in Appendix 3)

1. Project execution

It should include a summary description of project objectives, contractors involved, work performed and end results, elaborating on the degree to which the objectives were reached. It briefly describes the methodologies and approaches employed and relates the achievements of the project to the state-of-the-art. It should explain the impact of the project on its industry or research sector. It includes, if available, diagrams or photos illustrating the work of the project, a project logo and a reference to the project website.

2. Dissemination and use

Provide a short publishable description (typically half a page) of the main exploitable results and dissemination of scientific knowledge (take the main elements of Appendix 1). Clearly identify the main advantages that have come from your project. This will help justify providing Community funding for such research. This message is aimed at policy makers and non scientific community to ensure their future commitment to support funding research.

4.2 Final plan for using and disseminating the knowledge

See format in Appendix 1.

4.3 Final management report

The coordinator will also submit within 45 days of the end of the project a Final management report consolidating the costs of all the contractors taking into account any adjustments made by the

⁹ May be extended to 90 days after the end of the project, if a substantiated request is approved by the Project Officer.

Commission, in an aggregate form covering the entire duration of the project. The format for this report is the same as the format used for the Periodic management report Section 2.

4.4 Final report on the distribution of the Community's contribution

The coordinator will submit within 60 days after receipt of the final payment by the Commission a Final report on the distribution of the Community's contribution reporting the final, cumulative distribution of funds made to each contractor. The report shows the net payment made to each contractor over the entire duration of the project. The format for this report is the same as the format of the Periodic report on the distribution of the Community's contribution (See separate file.).

4.5 Final reporting questionnaires

The questionnaires have been designed to monitor different strategic aspects and how they have been embedded in the project. They request information designed to monitor "Science and Society", to report on activities undertaken and the progress made in implementing the project's Gender Action Plan, collect statistics on the project workforces and finally data on integration of the socio-economic (and foresight) aspects of the research in the project. They are completed on-line by the co-ordinator or by the contractors **at the end of the project**. (A version of the questionnaires is available in Appendix 13 of the reference document published on the web.).

4.6 Supplementary final reports

Any Supplementary reports which have been specified in any annex of the contract to be prepared at the end of the project will also be submitted.

4.7 Residual obligations

Contractors have a number of obligations which remain in force after the end of the project and the delivery of the final reports.

They are required by Article II.34 of the contract to use or cause to be used the knowledge which has arisen from the project, normally within two years after the end of the project. This may involve a Commission review of their actual implementation of the plans described in the final *Plan for using and disseminating the knowledge*.

Contractors are required by Article II.10.1 of the contract to provide, at any time up to five years after the end of the project, any data necessary for:

- The continuous and systematic review of the Sixth Framework Programme and of the specific priority concerned
- The evaluation and impact assessment of funded activities

Such data may also be published by the Commission in the form of anonymous statistics.

The Commission or the Court of Auditors may also, according to Article II.29 of the contract, at any time during the contract and up to five years after the end of the project, arrange for audits to be carried out, either by outside scientific or technological reviewers or financial auditors, or by the Commission departments themselves including OLAF¹⁰. Such audits may cover scientific, financial, technological and other aspects (such as financial, accounting and management principles) relating to the proper execution of the project and the contract.

¹⁰ Office européen de Lutte Anti-Fraude / European Anti-Fraud Office

For these reasons, contractors are required by Article II.29.3 of the contract to keep all documentation relating to the contract for **up to five years** from the end of the project.

Contractors also remain bound to certain undertakings of confidentiality, as described in Article II.9 of the contract, and requirements concerning access rights (licences and user rights), as described in Article II.35 of the contract.

5 Appendices

5.1 Appendix 1 – Plan for using and disseminating the knowledge¹¹

In the plan for using and disseminating the knowledge (PUDK), the contractors will set out in a detailed and verifiable manner, the terms of use and dissemination of the knowledge arising from the project, which they own, in accordance with their interests (Article II.34.1 of the contract). It is an evolving document which should be regularly updated (annually for IPs and NoEs) to give a cumulative overview of the project's undertaken and planned activities, and submitted at the end of each reporting period.

The final plan for using and disseminating the knowledge, as required at the end of the project, will therefore provide a complete picture of all activities undertaken and most importantly will provide information on the future route to full use (exploitation or use in further research) and dissemination of the knowledge.

The document should include the following three sections (*Contractors concerned are only expected to fill in sections which are RELEVANT to the project*):

Section 1 - Exploitable knowledge and its use

This section will only present exploitable results, defined as knowledge having a potential for industrial or commercial application in research activities or for developing, creating or marketing a product or process or for creating or providing a service.

It should provide an overview, **per exploitable result**, of how the knowledge could be exploited or used in further research (if relevant). This should be created by the project coordinator obtaining input from each contractor that owns the knowledge and has an active role in its exploitation.

Both past and planned future activities should be included.

Where applicable please also include an explanation of why planned activities mentioned in previous reports have been discontinued or altered.

Overview table (with one example)

Exploitable Knowledge (description)	Exploitable product(s) or measure(s)	Sector(s) of application	Timetable for commercial use	Patents or other IPR protection	Owner & Other Partner(s) involved
<i>1. new contrast agent</i>	<i>MRI equipment</i>	<i>1. Medical 2. Industrial</i>	<i>2008 2007</i>	<i>A patent is planned for 2006</i>	<i>Partic. X (owner) Partic. Y, Partic. Z, Poss. licensing to manuf. xyz</i>

¹¹ **Knowledge:** means the results, including information, whether or not they can be protected, arising from the *project* governed by this *contract*, as well as copyrights or rights pertaining to such results following applications for, or the issue of patents, designs, plant varieties, supplementary protection certificates or similar forms of protection (Article II.1.14 of the contract)

The overview table should be accompanied by a short text per exploitable result, addressing the following issues (only when relevant)¹²:

- What the exploitable result is (functionality, purpose, innovation etc.);
- Partner(s) involved in the exploitation, role and activities
- How the result might be exploited (products, processes) - directly (spin offs etc) or indirectly (licensing) – on an individual basis or as a consortium/group of partners;
 - any technical and economic market considerations – commercial and technical thresholds etc.
 - any obstacles identified which might prove to be barriers to commercialization
 - the existence or development of similar or competing technologies / solution elsewhere
 - third party rights (eg patents belonging to competitors), standards,...
 - analysis of any (potential) non-technical obstacles
 - any form of non-commercial use or impact, relating e.g. to the development of new standards or policies
- Further additional research and development work, including need for further collaboration and who they may be;
- Intellectual Property Rights protection measures (patents, design rights, database rights, plant varieties, etc – include references and details);
- Any commercial contacts already taken, demonstrations given to potential licensees and/or investors and any comments received (market requirements, potential etc.);
- Where possible, also include any other potential impact from the exploitation of the result (socio-economic impact).

Section 2 – Dissemination of knowledge

The dissemination activities section should include past and future activities and will normally be in the form of a table maintained by the coordinator or any other person charged with controlling the dissemination activities.

Overview table

Planned /actual Dates	Type	Type of audience	Countries addressed	Size of audience	Partner responsible /involved
	<i>Press release(press/radio/TV)</i>	<i>General public</i>			
	<i>Media briefing</i>	<i>Higher education</i>			
	<i>Conference</i>	<i>Research</i>			
	<i>Exhibition</i>	<i>Industry (sector x)</i>			
	<i>Publications</i>				
	<i>Project web-site</i>				
	<i>Posters</i>				
	<i>Flyers</i>				
	<i>Direct e-mailing</i>				
	<i>Film/video</i>				

The overview table should be accompanied by a short description for each major activity (conference, exhibition, etc.) having taken place or planned since the last report.

¹² If exceptionally a contractor does not wish to disclose the text to the other contractors due to its commercial sensitivity, then they are asked to send the information directly to the Project Officer.

Relevant details, such as references of journal publications and conferences, website addresses, dates, quantitative data, etc. should be explicitly mentioned.

Completed as well as future activities should be mentioned with their actual or planned date.

Useful guidance on how to disseminate the knowledge generated under the project can be found in the Commission publication entitled [A guide to successful communications](#)¹³.

Section 3 - Publishable results

This section provides a publishable summary of **each exploitable result** the project has generated, and should therefore be included **only when** the consortium is ready to publicise and have taken the appropriate measures to protect their IPR.¹⁴

For each exploitable result, this section should indicate:

- Result description (product(s) envisaged, functional description, main advantages, innovations)
- Possible market applications (sectors, type of use ..) or how they might be used in further research (including expected timings)
- Stage of development (laboratory prototype, demonstrator, industrial product...)
- Collaboration sought or offered (manufacturing agreement, financial support or investment, information exchange, training, consultancy, other)
- Collaborator details (type of partner sought and task to be performed)
- Intellectual property rights *granted* or published
- Contact details

These data will be entered in the CORDIS Results database which is open to the public and may be used by the Commission in its own promotional material. CORDIS will provide a template to collect the data and ensure that the required fields are filled (see <http://www.cordis.lu/marketplace/about.htm#summ>).

By the end of the project, this section of the final Plan for using and disseminating the knowledge will include a complete set of all publishable exploitable knowledge.

¹³ http://europa.eu.int/comm/research/conferences/2004/cer2004/pdf/rtd_2004_guide_success_communication.pdf

¹⁴ Please beware that only information which is readily available in the public domain should be included as this might affect the owner's right to seek protection (e.g. patent) of the results.

5.2 Appendix 2 – Standard reporting templates

The following templates may be employed **if appropriate** in summarising information for the activity and management reports.

Table 1: Deliverables List

List all deliverables, giving date of submission and any proposed revision to plans.

Del. no.	Deliverable name	Workpackage no.	Date due	Actual/Forecast delivery date	Estimated indicative person-months *)	Used indicative person-months *)	Lead contractor

*) if available

Table 2: Milestones List

List all milestones, giving date of achievement and any proposed revision to plans.

Milestone no.	Milestone name	Workpackage no.	Date due	Actual/Forecast delivery date	Lead contractor

The following templates may be employed **if appropriate** in summarising information for the activity and management reports.

Table 4: Person-Months Status Table¹⁵

Person-Month Status Table											
CONTRACT N°:		Partner - Person-month per Workpackage							AC - own staff		
ACRONYM:											
PERIOD:											
		TOTALS	Coord.	Partic. 1	Partic. 2	Partic. 3	etc...	AC TOTALS	AC partic. x	AC partic. y	
Workpackage 1: Title	Actual WP total:	0	Update with end of period WP totals							0	
	Planned WP total:	0						0			
Workpackage 2: Title	Actual WP total:	0						0			
	Planned WP total:	0						0			
Workpackage 3: Title	Actual WP total:	0						0			
	Planned WP total:	0						0			
Workpackage 4: Title	Actual WP total:	0						0			
	Planned WP total:	0						0			
Workpackage 5: Title	Actual WP total:	0						0			
	Planned WP total:	0						0			
Workpackage 6: Title	Actual WP total:	0						0			
	Planned WP total:	0						0			
Workpackage 7: Title	Actual WP total:	0						0			
	Planned WP total:	0						0			
Workpackage 8: Title	Actual WP total:	0						0			
	Planned WP total:	0						0			
Workpackage 9: Title	Actual WP total:	0						0			
	Planned WP total:	0						0			
Actual total:		0	0	0	0	0	0	0	0	0	
Planned total:		0	0	0	0	0	0	0	0	0	
Total Project Person-month		0	0	0	0	0	0	0	0	0	

¹⁵ For AC contractors, a tabular overview of all resources employed on the project

Table 5: Workpackages - Plan and Status Barchart

(In line with Annex 1 of your contract, use tasks or otherwise deliverables)

PROJECT BARCHART and STATUS

Acronym :		(to be frontlined to show status at project review s)							
Contract N°		(any previous revisions to be attached if original plans are revised)							
		6 m	12 m rep	18 m	24 m rep	30 m	36 m rep	42 m	Final 48 m
		Duration							
		1st year	2nd year	3rd year	4th year				
Workpackage 1:	Title								
Task 1.1	Title								
Task 1.2	"								
Task 1.3	"								
Task 1.4	"								
Workpackage 2:	Title								
Task 2.1	"								
Task 2.2	"								
Workpackage 3:	Title								
Task 3.1	Title								
Task 3.2	"								
Workpackage 4:	Title								
Task 4.1	Title								
Task 4.2	"								
Workpackage 5:	Title								
Task 5.1	Title								
Task 5.2	"								
Workpackage 6:	Title								
Workpackage 7:	Title								
Task 7.1	Title								
Task 7.2	"								
Task 7.3	"								
Workpackage 8:	Title								
Task 8.1	Title								
Task 8.2	"								
Task 8.3	"								
Task 8.4	"								
Task 8.5	"								
Workpackage 9:	Title								
Task 9.1	Title								
Task 9.2	"								
Task 9.3	"								
Task 9.4	"								

5.3 Appendix 3 – Front page for reports

Project logo (optional)

Priority logo (or FP6 General logo¹⁶ if none)

Project no.

Project acronym

Project title

Instrument

Thematic Priority

Title of report

Period covered: from to

Date of preparation:

Start date of project:

Duration:

Project coordinator name

Project coordinator organisation name

Revision [draft, 1, 2, ...]

¹⁶ The FP6 logo can be found at http://europa.eu.int/comm/research/fp6/images/imgsite/fp6-home_01.gif

5.4 Appendix 4 – Front page for deliverables (to be used if applicable, according to Annex 1 of the contract)

Project logo (optional)

Priority logo (or FP6 General logo¹⁷ if none)

Project no.

Project acronym

Project title

Instrument

Thematic Priority

Deliverable reference number and title

Due date of deliverable:

Actual submission date:

Start date of project:

Duration:

Organisation name of lead contractor for this deliverable

Revision [draft, 1, 2, ...]

Project co-funded by the European Commission within the Sixth Framework Programme (2002-2006)		
Dissemination Level		
PU	Public	
PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the consortium (including the Commission Services)	
CO	Confidential, only for members of the consortium (including the Commission Services)	

¹⁷ The FP6 logo can be found at http://europa.eu.int/comm/research/fp6/images/imgsite/fp6-home_01.gif