

QUALITY OF LIFE AND MANAGEMENT OF LIVING RESOURCES PROGRAMME (1998-2002)

Guidelines for the preparation of Periodic Reports by project co-ordinators

(for Key Actions 2, 6, Generic Activities and Research Infrastructures)

This document sets out the guidelines to be used by project co-ordinators when preparing periodic reports for the Quality of Life (QoL) Programme, in particular for its key action 2 (control of infectious diseases), key action 6 (the ageing population), the activities of a generic nature, and support for research infrastructures.

The purpose of the periodic reports is to allow the Commission to track the progress of your project against the contract. The reports are also the basis on which the Commission approves your cost statements and agrees to release its periodic payments to you.

Periodic reports are required under article 4 of your contract, which also sets down their frequency (normally each twelve months following the commencement date of the contract), the number of copies to be delivered (normally two) and their language (normally English).

As co-ordinator, you are expected to prepare the report on behalf of your entire consortium. You are asked to follow the format described in these guidelines. Each report should be in three sections, preceded by a cover page identifying the report:

- Section I updates the key data on your project. All of this data may be made available to the public.
- Section II contains the periodic report itself, providing information on progress of the work, resources employed, departures from schedule and results to date. This section of the report is treated in confidence.
- Section III updates the schematic description of your project, first provided in your proposal. This description will also be made available to the public, notably through the CORDIS web-site.

Periodic reports should be submitted to the Commission within two months of the end of the relevant reporting period, together with the corresponding cost statements for the period. All of these documents with the required number of copies should be sent in a single package to the Commission's administrative officer responsible for your project.

Both to accelerate the processing of your report and to facilitate the handling of its publishable sections, an electronic copy of your periodic report should also be sent by e-mail directly to the Commission's scientific officer responsible for your project.

*European Commission
Directorate for Health Research
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Model format for the cover page

**QUALITY OF LIFE AND MANAGEMENT OF LIVING
RESOURCES PROGRAMME (1998-2002)**

PERIODIC REPORT

Contract number :

Project acronym :

QoL action line :
(state to which key action, generic activity etc the project belongs)

Reporting period :
(dd/mm/yy-dd/mm/yy)

SECTION I: PROJECT IDENTIFICATION

Contract number: <i>(include reference to complementary contracts—e.g. fellowships, INCO)</i>
Title of the project: <i>(as in the contract)</i>
Acronym of the project: <i>(as in the contract)</i>
Type of contract: <i>(e.g. RTD project, demonstration project, thematic network, concerted action...)</i>
QoL action line: <i>(state to which key action, generic activity etc this contract belongs)</i>
Commencement date: <i>(DD/MM/YY: normally the first day of the month following the signature by all parties, unless otherwise stated in the contract)</i>
Duration: <i>(in months)</i>
Total project costs: <i>(in euro)</i>
EU contribution: <i>(in euro)</i>
Project co-ordinator: <ul style="list-style-type: none">• Name <i>(including title)</i>:• Organisation:• Postal address:• Telephone:• Telefax:• e-mail:
Keywords: <i>(list <u>up to five</u> keywords that best describe the project)</i>
World wide web address: <i>(Internet address where regularly updated information on the project can be obtained)</i>
List of participants: <i>(provide same details as for the co-ordinator)</i>

SECTION II: PROJECT PROGRESS REPORT

(please start with a table of contents)

1. OVERVIEW OF PROGRESS DURING THE REPORTING PERIOD *(typically up to four pages, excluding tables)*

- **Summarise the main objectives of the project for this reporting period.**
- **Provide an overview of the scientific progress of the project as a whole in the period**, highlighting any significant scientific achievements and, where relevant, their potential social and economic impact.
- **Compare the progress achieved against the activities planned for the period**, indicating significant difficulties or delays encountered the activities thus affected and actions taken to remedy them.
- **Provide an update of tables 1, 2, and 3 from the technical annex of your contract**, concerning deliverables, work packages and milestones, indicating in these updated tables the current status of the relevant tasks.

2. STATUS OF THE INDIVIDUAL WORK PACKAGES *(typically up to one page per work package)*

- **Summarise the main objectives of the work package for this reporting period.**
- **Compare the actual work accomplished against the activities planned**, explaining any major deviations and the actions taken to remedy them.
- **Provide an indication of resources used during the period.**

3. CONTRIBUTION OF THE PARTICIPANTS *(typically up to one page per participant)*

- **Describe the contribution of each participant in sufficient detail to justify its cost claim for the reporting period**, noting in particular the personnel and other resources deployed on the project.
- **Indicate any significant problems encountered and the actions taken to remedy them.**
- **Indicate any changes to the scientific team during the period.**
- **Report on any activity by subcontractors during the period.**

4. PROJECT MANAGEMENT AND CO-ORDINATION *(typically up to one page)*

- **Outline major project co-ordination activities during the period**, in particular the development of electronic communication systems and plenary meetings. Please attach the minutes of all plenary meetings.
- **Provide in tabular form the actual and planned allocation of human resources to the project**, analysed by work package and by participant.

5. EXPLOITATION AND DISSEMINATION ACTIVITIES

- **Indicate progress towards exploitation of the project results**, providing an update on patent activity, if any.
- **Describe your major dissemination activities during the period** (project web-site, press releases, conferences, workshops, industrial platforms etc).
- **Provide the list of publications directly emanating from the project during the period**, highlighting both joint publications between the participants and publications appearing in refereed journals. Please annex a copy of each publication. *(Note: these publications should acknowledge support from the European Commission and specify the contract number). Joint publications (publications involving at least two participants) should be clearly identified. Include, as annex, one paper copy of all publications included in the list.*

In order to help with its own dissemination activities, the Commission would also appreciate receiving copies of any posters suitable for a wider audience and of any press release relevant to the project.

6. ETHICAL ASPECTS AND SAFETY PROVISIONS

- **Describe any significant ethical and safety issues arising during the period**, in particular any activities needed to comply with the contract.

7. MID-TERM REVIEW

- If the mid-term review will take place before the next periodic report is presented, **indicate the planned date for the review and any preparations that have taken place for it.** *(Note: a manual concerning the organisation of mid-term reviews is available from your project officer).*
- If the mid-term review has taken place, **discuss how any recommendations from that review are being progressed.**

8. PLANS FOR THE NEXT REPORTING PERIOD

- **Summarise your plans and the main objectives of the project for the next reporting period**, taking account of any difficulties or delays already encountered.
- **Indicate planned dates for plenary meetings.**

9. REQUESTS TO THE COMMISSION

- **If you consider that a contract modification is needed (or is likely to be needed at some later date), please explain.** *(Note: late or unexpected requests for contract modifications can not always be handled.)*

SECTION III: SCHEMATIC DESCRIPTION OF THE PROJECT

This text (one page maximum) should provide an updated description of the project, written in a way that can be understood by non-specialists in the field. It should include only information that can be published.

Overall objectives of the project:

Experimental approach and working method:

Achievements and results to date:

The two most relevant publications emanating from the project: