



FP7

Project reporting

NCP meeting, Brussels 10 May 2008

**European Commission
DG Research-A1**





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Reference documents

1 – Model grant agreement

Art. I.4,

Art. II 4,5,23

2 – Guidance notes

- For Reporting
- For Reviews

cordis.europa.eu/fp7/find-doc_en.html





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FP7 model grant agreement

I.4. Reporting periods

“The project is divided in reporting periods” :

- P1: from month 1 to month X
- P2: from month X to month Y
- (...)
- [Final period]: from month [N+1] to last month

Language of reports indicated in grant agreement.

FP7: COM aiming at longer average reporting period: **18 months** (flexibility)



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FP7 model grant agreement Annex II (general conditions)

Reporting requirements

During the projet :

- Deliverables identified in annex 1
- Periodic report at the end of each reporting period

At the end of the project:

- Final report

After reception of final payment:

- Report on distribution of EC contribution



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Periodic report

Periodic report within 60 days after end of the period.

- Declaration signed by coordinator
- Publishable summary
- Objectives for the period and progress towards them
- Deliverables and milestones
- Project management
- Explanation on use of resources
- Signed certificates (form D or E), if applicable
- Financial statement (form C) per beneficiary; plus summary financial report



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Periodic report - approval

- Approval and payment by COM within 105 days from receipt of complete report
- No tacit approval
- Suspension of time limit if clarifications or additional information needed – information to coordinator in writing



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Final report

Final report within 60 days from project end:

- Publishable synthesis report
- Plan for use and dissemination of knowledge (public and confidential section)
- Report on wider societal implications
(questionnaire: ethics, statistics, gender,
use and dissemination, media and communication)



Comparison FP6 / FP7 Reporting

TYPE	FP6	FP7
Periodic reports	Activity report	Combined in one simplified report
	Management report	
	Report on distribution of EC contribution	
	Questionnaire science and society	Removed from periodic reports
	Report on implementation of gender action plan	
	Statistical questionnaire on work force	
	Socio-economic questionnaire	
Interim reports	Activity reports (if planned in annex 1)	Not required in FP7 PC7
Deliverables	Deliverables of the project (annex 1)	Idem



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Comparison FP6 / FP7 Reporting

Final report	Publishable activity report	idem
	Plan for use and dissemination of knowledge	simplified
	Management report	Covered by rreport for last period
	Report on distribution of EC contribution	idem
	Questionnaire science and society	Combined in one simplified questionnaire
	Report on implementation of gender action plan	
	Statistical questionnaire on work force	
	Socio-economic questionnaire	