

SIXTH FRAMEWORK PROGRAMME  
Research Infrastructures Action



**Guidelines for reporting**  
**for Construction of New Infrastructure/Design Study**  
**implemented as**  
**Specific Support Action**

This document can be found on the INTERNET at the following address:  
<http://www.cordis.lu/fp6/infrastructures.htm>

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## *Introduction*

These guidelines provide the Consortium with details for the preparation of the project reports mentioned in the Contract (see Art. II.7). The main purpose of these project reports is to allow the Commission to monitor progress of the contract against its stated objectives. Their approval is an essential requirement for the periodic and final payments to be made by the Commission. Therefore, the reports must be clear, concise, meaningful and comprehensive.

- **Annual Report**

The Annual report covers each successive period of 12 months from the contract start date. It is composed of the following parts:

- A. an activity report including:
  - a progress report,
  - the list of deliverables,
  - a report on the use and dissemination of knowledge.
- B. a management report (financial information) including:
  - a justification of the resources deployed,
  - the Form C Financial Statements (which may require an *Audit certificate* if provided for under Article 7.2 of the contract),
  - a summary financial report.
- C. a report on the distribution of the Community financial contribution.

The Annual Report must be prepared according to the templates (cover page, table of contents, ...) starting on the next page. Please follow the instructions indicated between *[square brackets and in italic characters]*.

- **Final Report**

In addition to the annual report for the last reporting period, the consortium shall submit a Final Report to the Commission after the end of the project. This report summarises the project's activities over its full duration. It includes the following parts:

- A. a final activity report, covering the main aspects of the work, objectives, results and conclusions, including a summary of all these aspects.
- B. a final management report consolidating the claimed costs of all the contractors in an aggregate form covering the entire duration of the project.
- C. 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.

The format and instructions to prepare the Final Report will be given at a later stage.

Reports must be submitted by the Co-ordinator within 45 days from the end of the reporting period (60 days for Part C of Final Report), in one unbound paper copy and one electronic version to the address and the electronic mailbox specified in the contract (or to any other addresses later communicated by the Commission to the project coordinator). The paper copy must be sent by registered mail with acknowledgement of receipt. The text files should be in RTF (Rich Text Format) or PDF (Portable Document Format). The contents and the date of reception of the paper copy prevail over the electronic version.

***[1st, 2nd, 3rd, etc...]* Annual Report**

***[Project Acronym]***

***[Project Full Title]***

***[Construction of New Infrastructure]***  
***[Design Study]***

implemented as

**Specific Support Action**

Contract number: *[... ..]*

Project Co-ordinator: *[name]*

Project website: *[.....]*

Reporting period: from *[dd/mm/yyyy]* to *[dd/mm/yyyy]*

**Project funded by the European Community  
under the “Structuring the European Research Area” Specific Programme  
Research Infrastructures action**

# A. ACTIVITY REPORT

*[Insert a table of contents according to the format below]*

**1. PROGRESS REPORT .....**

1.1 Summary of the activities and major achievements .....

1.2 Consortium Management Activities .....

1.3 Other specific activities (Design Study/Construction activities).....

1.3.1 Task 1: *[Title of the first task]* .....

1.3.2 Task 2: *[Title of the second task]*.....

...

1.4 Update of the non-confidential Project information .....

**2. LIST OF DELIVERABLES .....**

**3. USE AND DISSEMINATION OF KNOWLEDGE .....**

**ANNEXES**

*Annex 1 - Summaries and main conclusions of the General Meetings*

*Annex 2 - Updated non-confidential Project information*

*Annex 3 - CD-ROM with the deliverables produced during the reporting period*

# 1. Progress report

## 1.1 Summary of the activities and major achievements

*[Give a summary of the activities carried out during the reporting period, highlighting the main achievements and their impact.]*

## 1.2 Consortium management activities

*[Give, using the table below, a list of all contractors participating in management tasks during the reporting period and the total human effort deployed.]*

<b>Participant number<sup>1</sup></b>									
<b>Participant short name<sup>2</sup></b>									<b>Total</b>
<b>Person-months<sup>3</sup></b>									

*[Indicate any significant management tasks carried out during the reporting period, e.g. communication between partners, conference attendance, co-operation with other projects/programmes if any.... Specify the contribution of the involved contractors with sufficient details to allow, in an unambiguous way, to justify the costs declared, by each participant, in part B “management report” of this annual report.]*

*[List all management and general meetings using the standard format given below. General meetings are the ones where all contractors are invited.]*

<b>Date</b>	<b>Title/subject of meeting</b>	<b>Location</b>	<b>Number of attendees</b>	<b>Website address</b>

*[For the general meetings give in **Annex I** a short summary including the main conclusions.]*

*[Describe any major deviations from the work planned in the contract, any difficulty you may have encountered in the execution of the contract, or any other point you would like to make in relation to the management of the contract (e.g. actions on promotion of gender equality, etc.).]*

*[List in the table below all milestones and deliverables defined in the contract that have been achieved during the reporting period.]*

<b>Deliverable/ Milestone No</b>	<b>Deliverable/Milestone Name</b>	<b>Workpackage /Subtask No</b>	<b>Lead Contractor(s)</b>	<b>Planned (in months)</b>	<b>Achieved (in months)</b>

<sup>1</sup> Lead participant first

<sup>2</sup> Use the same contractor short names and numbers indicated in the table “list of participants” in Annex I of your contract.

<sup>3</sup> AC contractors must include both the total estimated human effort (including permanent staff) and, in brackets, additional staff only.

...					
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### 1.3 Other specific activities (Design Study/Construction activities)

*[This section covers all the aspects of the Design Study/Construction activities (other than the Consortium Management activities) as defined in Annex I – Description of Work to the contract. A separate section should be given for each task]*

#### 1.3.1 [Title of the first Task]

*[Give, using the table below, a list of all contractors participating in this Task during the reporting period and the total human effort deployed.]*

<b>Participant number<sup>1</sup></b>									
<b>Participant short name<sup>2</sup></b>									<b>Total</b>
<b>Person-months<sup>3</sup></b>									

*[Describe the progress made during the reporting period toward the objectives of the Task and toward the milestones and deliverables foreseen, specifying the contribution of the involved contractors. The contribution of each contractor should be given with sufficient details to allow, in an unambiguous way, to justify the costs declared in part B “management report” of this annual report.*

*Describe any significant achievements, and their impact, resulting from this Task during the reporting period.*

*Clearly highlight and justify any major deviations from the work planned in the contract. Indicate the recommended actions to correct such deviations.]*

*[List in the table below all milestones and deliverables defined in the contract that have been achieved during the reporting period.]*

<b>Deliverable/ Milestone No</b>	<b>Deliverable/Milestone Name</b>	<b>Workpackage /Subtask No</b>	<b>Lead Contractor(s)</b>	<b>Planned (in months)</b>	<b>Achieved (in months)</b>
...					

*[List in the table below the major meetings and workshops organised under this activity during the reporting period]*

<b>Date</b>	<b>Title/subject of meeting /workshop</b>	<b>Location</b>	<b>Number of attendees</b>	<b>Website address</b>

#### 1.3.2 [Title of the second Task]

<sup>1</sup>Lead participant first

<sup>2</sup> Use the same contractor short names and numbers indicated in the table “list of participants” in Annex I of your contract.

<sup>3</sup> AC contractors must include both the total estimated human effort (including permanent staff) and, in brackets, additional staff only.

...

## 1.4 Update of the non-confidential Project information

[The non-confidential Project information (Initial Database Report), published on the Commission Website, will be updated and enriched with information on project achievements after each reporting period. For this purpose, give in **Annex 2** (“**Updated non-confidential Project information**”) an updated version of the project description and achievements by filling in the following fields with data to be published on the Research Infrastructures website (<http://www.cordis.lu/infrastructures/projects.htm>).:]

**Reporting Period:** AR1, AR2,... according to the actual reporting period: 1<sup>st</sup>, 2<sup>nd</sup>, ...

**Project Objectives:** if the text already provided in the previous version of the Database Report needs to be updated, summarize the objectives of the project together with a brief general description of the infrastructures emphasising the aspects that make them unique in Europe (no more than 200 words). If no changes are required, leave the field empty.

**Project Achievements:** give an overview of the achievements of the project and of their impact for the European scientific community, since the beginning of the contract (no more than 500 words).]

## 2. List of deliverables

[This section should start on a new page.]

[Provide here a consolidated list of all deliverables planned and/or achieved during the reporting period, with the following format:]

Task number	Deliverable No	Deliverable Name	Workpackage /SubTask No	Delivered by Contractor(s)	Planned (in months)	Achieved (in months)
...						

[In addition to being described in the Activity Report, achieved deliverables, if not yet provided to the Commission services, will be gathered in a CD-ROM in **Annex 3**. When the deliverable is not a report provide any available supporting material that can document it ( e.g. photographs of a prototype).]

## 3. Use and dissemination of knowledge

[This section should start on a new page.]

- [Describe all the actions undertaken during the reporting period to disseminate, promote and exploit the knowledge derived from the project. For each action indicate the Web-link, if any. Areas to be covered may include:
  - publications resulting from the project;
  - patentable results, including a list of patents applied for;
  - conference presentations resulting from the project;
  - Web-based activities;

- *actions undertaken in implementation of the plan to raise public participation and awareness i.e. the activities engaging with actors beyond the research community and with the public as a whole, to help spreading awareness and exploring the wider societal implications of the proposed work;*
- *contacts with potential users outside the consortium.*
- *[Give an updated version of the plan for the use and dissemination of knowledge covering the above areas.]*

<b>Annexes</b>
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*Annex 1 – Summaries and main conclusions of the General Meetings (section 1.2)*

*Annex 2 – Updated non-confidential Project information (section 1.4)*

*Annex 3 – CD-ROM with the deliverables produced during the reporting period (section 2)*

## B. MANAGEMENT REPORT (FINANCIAL INFORMATION)

### 1. Justification of the resources deployed

*[Provide, for each contractor, the table “Justification of resources deployed during the reporting period”( Appendix 1)]*

### 2. Forms C - Financial Statements

*[This section should start on a new page.]*

*[Provide, for each contractor, the **Form C - Financial Statements** (look at <http://www.cordis.lu/fp6/find-doc.htm#reporting>).*

***Audit certificates** must be submitted with the Forms C if required for this period in Article 7.2 of the contract<sup>7</sup>.]*

### 3. Summary financial report

*[This section should start on a new page.]*

*[Provide a **Summary financial report** (look at <http://www.cordis.lu/fp6/find-doc.htm#reporting>) consolidating the costs claimed by each contractor for the reporting period]*

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<sup>7</sup> For more detailed information on Audit Certificates see the FP6 Financial Guidelines on Cordis:  
<http://www.cordis.lu/fp6/find-doc.htm#modelcontracts>

**C. REPORT ON THE DISTRIBUTION OF THE COMMUNITY  
FINANCIAL CONTRIBUTION**

*[Provide the Report on the distribution between contractors made during the reporting period of the Community financial contribution (look at <http://www.cordis.lu/fp6/find-doc.htm#reporting>)]*