

**Version 4.0 – February 2020**

## Periodic project report - Template

**[Full Project Title]**

**[Acronym]**

**[Grant Agreement No]**

**[Name of the Coordinator]**

[Coordinator Institution]

[Coordinator Contact Details]

Period [month/year] - [month/year]

Reporting Period [number]

Description of work - [date/version]

Date for submission

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# Declaration of the coordinator

I, the coordinator of this project, declare that,

The periodic report submitted is in line with the obligations as stated in Article II.2.3 of the Grant Agreement:

The attached periodic report represents an accurate description of the work carried out in this project for this reporting period;

The project (*tick as appropriate*):

- has fully achieved its objectives and technical goals for the period;
- has achieved most of its objectives and technical goals for the period with relatively minor deviations<sup>1</sup>;
- has failed to achieve critical objectives and/or is not at all on schedule<sup>2</sup>.

The public project website <address><sup>3</sup> is up to date, if applicable.

To my best knowledge, the financial statements which are being submitted as part of this report are in line with the actual work carried out and are consistent with the report on the resources used for the project (section 6) and if applicable with the certificate on financial statement.

All participants, in particular non-profit public bodies, secondary and higher education establishments, research organisations and SMEs, have declared to have verified their legal status. Any changes or deviations have been reported under section 5 (Project Management) in accordance with Article II.3.f of the Grant Agreement.

Name of the Coordinator : .....

Date: ...../ ...../ .....

Signature of the Coordinator: .....

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<sup>1</sup> If either of these boxes is ticked, the report should reflect these and any remedial actions taken.  
<sup>2</sup> If either of these boxes is ticked, the report should reflect these and any remedial actions taken.  
<sup>3</sup> Please add the address of the public project website. The home page of the website should contain the generic IMI logo which is available in electronic format at the IMI website. The area of activity of the project should also be mentioned.

## 1. Executive summary

The executive summary will be made publically available. It should be concise, comprehensive and should not exceed 2 pages. This should remain the same in each reporting period other than capturing updates for the current period.

### 1.1. Project rationale and overall objectives of the project

(max ¼ page)

### 1.2. Overall deliverables of the project

(max ¼ page)

### 1.3. Summary of progress versus plan since last period

(Any major deviations, risks should be highlighted in this section)

### 1.4. Significant achievements since last report

## 2. Summary of progress against objectives

### 2.1. Summary table

Please include a list of all milestones and deliverables due for this reporting period, including any outstanding ones from the last reporting period. Description of the milestones/deliverables should be short and concise reflecting the status.

Please align these milestones and deliverables with the objectives listed above.

Work - Package Number	Milestone/Deliverable	Date Due (Annex I-description of work)	Completed (Yes/Not yet/Partially)	Dissemin. level <sup>4</sup>	Related document attached (Yes/No/Not applicable)

Please update on any progress of the tasks for work-packages where no deliverables/milestones were foreseen for this reporting period.

<sup>4</sup> PU = Public, fully open, e.g. web CO = Confidential, restricted under conditions set out in Model Grant Agreement CI = Classified, information as referred to in Commission Decision 2001/844/EC.

## **2.2. Description of progress for delayed milestones/deliverables not yet completed or partially completed**

For those milestones and deliverables “not yet completed-partially completed” for the concerned period, please explain the reasons for the delay in completing them and provide a short summary of key actions/measures taken or planned to be back on track again and the estimated completion date. Description should be no more than 1/2 page for each milestone/deliverable. Please explain the impact of this delay on other work packages as well as on the resources and planning.

[No further description is needed for the completed milestones/deliverables for which related document(s) listed in the table above has been provided].

## **2.3. Deviations from Description of Work**

(max 2 pages)

In case of any major deviations during the reporting period, please provide the reason for such deviations as well as measures taken to achieve the objectives of the project. Please focus on major deviations which will impact on success of the project, including future plans or budget.

# **3. Summary of Major Achievements and key dissemination activities**

## **3.1. Major achievements**

(max 1 page)

Please present the major achievements for the reporting period that really capture the impact of your project in adding to the knowledge in this research area using relevant and tangible results.

Achievements should be described as a standalone success for the project e.g. major results in publications, successful ‘qualification for use’ approval, successful course launch/completion as well as feedback from attendees and raising awareness of patients.

Please avoid repeating progress against milestones and deliverables.

These major achievements may be used by the IMI JU to communicate success stories.

## **3.2. Key dissemination activities**

Please report major activities to disseminate the project results including patent application, publications, abstracts, conferences, project website for the period using the table below and specify

for each activity the target group (e.g scientific community, patients 'organisations, policy makers, the general public).

Nature of Communication	Title	Responsible Participant	Date	Target audience

### 3.3. Summary of project outputs

Please report on the progress and achievements that your project has reached so far towards relevant IMI objectives by filling the web form “Summary of project outputs” available in the IMI-owned on-line application SOFIA.

The Summary of project outputs must be submitted together with each periodic report as well as the final report at each submission deadline. This information will help to feed Key Performance Indicators (KPIs) identified as critical for overall success of IMI. The replies for individual project will not be made public, but IMI may share aggregate information in an anonymised way.

To perform the reporting please log in to SOFIA <https://sofia.imi.europa.eu/Pages/default.aspx> and go to “My Workspace” => “Overview of Project Outputs”. Once filled in, an automatic pdf is created that must be annexed to the periodic report and final report.

More detailed information as well as guidance tools are available in SOFIA’s “Overview of Project Outputs” page.

### 3.4. Use and dissemination of foreground

When applicable within the status of the project, please comment on the plan for the exploitation and use of foreground for the consortium as a whole, or for individual beneficiary or groups of beneficiaries.

## 4. Management of Project and Consortium

### 4.1. Overall management of the project

(max 0.5 page)

Please describe the overall management of the project during the period, highlighting any success factors and/or challenges that have arisen within the team and indicate how these challenges have been resolved.

Please indicate if any interactions, synergies with other IMI projects or any other relevant programmes occurred during the period.

Please describe if any interactions with relevant stakeholders occurred during the period or are foreseen, including Regulators, Health Technology Assessment Bodies and patients organisations.

Please comment on the aspects related to the public private partnership (PPP) during the period i.e added value of the collaboration on the project or leverage effect if any.

### 4.2. Follow-up of recommendations and comments from previous review(s) (if applicable)

Include in this section the list of recommendations and comments from previous reviews and give information on how they have been followed up.

### 4.3. Project plan for the remaining reporting periods

Please summarise the next steps, including major changes to the project and provide a schematic outline of key milestones and deliverables for the upcoming reporting periods, using, for instance, a Gantt chart or a table.

At this stage of the project, please indicate if any action has been taken to ensure the sustainability beyond the end of the project.

### 4.4. Risk assessment, when appropriate

Please fill-in the table outlining key risks identified for the upcoming reporting periods and related mitigation plan. Please take into account in your risk assessment the continued relevance of the objectives and breakthrough potential.

Project Risk / Issue	Probability VH/H/M/L	Impact VH/H/M/L	Mitigation plan	Responsible Participant	Action to be taken	Due Date

VH= Very High, H = High, M = Medium, L = Low

## 5. Finance - Cost

### 5.1 Cost summary

Please provide a cost summary for the period by filling the following tables (one table by participant; for adjustment to previous periods a separate table should be added per adjusted period). This table can also be used to inform IMI that the personnel costs declared on the Form C are based on budgeted amounts (to be adjusted in the following reporting period).

Any deviations from original budget should be highlighted and explanation given in section 5.2.

- **Reporting of costs incurred by IMI beneficiaries and third parties**

Please note that the table may also be used to report costs declared by participant special clause 11 (participant which are neither a beneficiary nor an EFPIA company).

<b>TABLE: PERSONNEL AND OTHER MAJOR COST ITEMS INCLUDING SUBCONTRACTING</b>			
<b>[Beneficiary number and name] – [if applicable, adjustment to Period n]</b>			
Work relevant to Work-Package(s)	Item description	Amount in €	Explanations of the use of resources
...	<b>Personnel direct costs</b>		<i>e.g. salaries of 2 postdoctoral students</i>
	<b>Subcontracting</b> <i>[if foreseen in Description of Work]</i>		
	<b>Other direct costs</b>		
	<i>Consumables [if applicable]</i>		
	<i>Equipment depreciation [if applicable]</i>		<i>depreciation of important equipment (provide detail)</i>
	<i>Other [if applicable]</i>		<i>e.g. maintenance of the web site , animal costs</i>
	<b>Indirect costs</b>		<i>e.g. 20% flat rate, actual indirect costs</i>
<b>TOTAL COSTS</b>			
Budget for the period			
Deviation			

#### **Direct financial contribution**

In case of direct financial contribution (“in-cash”) received from EFPIA company(ies), please provide the details of the amounts received as well as the name(s) of the EFPIA company(ies).



- Reporting of costs incurred by EFPIA companies

<b>TABLE: PERSONNEL AND OTHER MAJOR COST ITEMS INCLUDING SUBCONTRACTING</b>			
<b>[EFPIA participant number and name] – [if applicable, adjustment to Period n]</b>			
Work relevant to Work-Package(s)	Item description	Amount in €	Explanations of the use of resources
...	<b>Personnel direct costs</b>		<i>e.g. salaries of 2 postdoctoral students</i>
	<b>Subcontracting</b> <i>[if foreseen in Description of Work]</i>		
	<b>Other direct costs</b>		
	<i>Consumables [if applicable]</i>		
	<i>Equipment depreciation [if applicable]</i>		<i>depreciation of important equipment (provide detail)</i>
	<i>Other [if applicable]</i>		<i>e.g. maintenance of the web site , animal costs</i>
	<b>Indirect costs</b>		<i>only if not included in FTE, according to certified methodology</i>
Sub-total in kind contribution			
Direct financial contribution			
Total in kind contribution			
<b>Of which Non-EU in kind contribution<sup>5</sup></b>			<i>Please specify the type of costs</i>
Budget for the period			
Deviation			

<b>NON-EU IN KIND CONTRIBUTION NOT ELIGIBLE<sup>6</sup></b>			
Work relevant to Work-Package(s)	Item description	Amount in €	Explanations of the use of resources
	<i>Major cost item 'Y'</i>		

<sup>5</sup> when there is a special clause 13 in the Grant Agreement

<sup>6</sup> when the non-EU in kind exceeds the maximum limit set in special clause 13 or when there is no special clause 13 in the Grant Agreement

## 5.2 Description of deviation from original budget (max 2 pages)

Please fill-in for all IMI beneficiaries and third parties the below table.

	A	B	C A-B	D A/B	E	F
Participant no and name	IMI JU contribution for the <b>previous and current</b> reporting period (s)(*)	Cumulative Budget for the <b>previous and current</b> reporting period	Deviation	Current budget Status	Forecast (IMI JU requested contribution for the remaining periods)	Total IMI JU requested contribution
1						
2						
...						
<b>Total IMI Contribution</b>	<b>Σ IMI contribution</b>	<b>Σ Budget</b>	<b>Σ deviation</b>	<b>A/B</b>	<b>Σ Forecast</b>	<b>Σ Total</b>

(\*) for previous reporting period: accepted IMI contribution

Please fill-in for all EFPIA companies the below table.

	A	B	C A-B	D A/B	E	F
Participant no and name	Cumulative in kind for the <b>previous and current</b> reporting period (s)	Cumulative Budget for the <b>previous and current</b> reporting period	Deviation	Current budget Status	Forecast (EFPIA in kind contribution for the remaining periods)	Total in kind contribution
1						
...						
...						
<b>Total EFPIA in kind</b>	<b>Σ in kind</b>	<b>Σ Budget</b>	<b>Σ deviation</b>	<b>A/B</b>	<b>Σ Forecast</b>	<b>Σ Total</b>

In addition, if any, please explain only the major deviations from original budget for the reporting period (e.g redistribution of resources from one participant to another) which have an impact on the future budget allocation.

## 6. Form C and Summary Financial Report

The following must be submitted as separate PDF files (originals should be sent by surface mail):

- Summary financial report, extracted from SOFIA (Submission OF Information Application)
- Form Cs for each participant (beneficiary, third party, EFPIA companies), extracted from SOFIA
- Certificate on financial statements<sup>7</sup>

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<sup>7</sup> when the cumulative amount of costs claimed by participant is equal to or superior to EUR 375.000 and in any case for the final reporting period.