



EUROPEAN
COMMISSION

Community Research

Project monitoring in FP6

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DG RTD – N1





Project monitoring - reporting

- **II.7 – Reports and deliverables**
- **II.8 – Evaluation and approval of reports and deliverables**





Reporting: timing

- Reports to be submitted (*paper and electronically*) **within 45 days** following the end of each period (12 months)
(delivery deadline – arrival of paper version)
- The Commission evaluates reports within 45 days of receipt; approval within 90 days of receipt
- Approval \neq exemption from audit or review
- The absence of a response within this delay does not imply approval by the Commission





Reports

- **Periodic reports**
 - ✓ **Periodic activity report**
 - ✓ **Periodic management report**
 - ✓ **Periodic report on the distribution of Community's contribution**
 - ✓ **Interim science and society reporting questionnaire**
 - ✓ **Interim reporting questionnaire on workforce statistics**
 - ✓ **Interim socio-economic reporting questionnaire**
 - ✓ **Supplementary reports (art ii.7.2.d)**
- **Project deliverables**
- **Final reports (...)**
- **Other data requested by the Commission**





Periodic activity report

- **The overview of activities carried out during the reporting period**
- **The progress in relation to the project objectives, the progress towards the milestones and deliverables set for the period**
- **Any problems encountered and correction actions taken**





Periodic activity report

- **Front page**
- **Publishable executive summary** (*not needed for the last reporting period*)
- **Section 1 – Project objectives and major achievements during the reporting period**
- **Section 2 – Workpackage progress of the period**
- **Section 3 – Consortium management**
- **Section 4 – Other issues**
- **Annex – Plan for using and disseminating the knowledge**





Periodic activity report

The electronic version submitted as:

- **A complete file containing the whole report, including the Annex on the Plan for using and disseminating the knowledge**
- **A separate file containing the Publishable Executive Summary**
- **A separate file containing the Plan for using and disseminating the knowledge**
- **A separate file containing the Publishable results of the Plan for using and disseminating the knowledge**





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**Thank you
for your attention!**

