EUROSTARS™

Funding excellence in innovation

Guidelines for Project Progress Reports 2018-2020
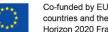
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This document provides
participants with guidelines on
the submission of the Project
Progress Report for the
monitoring of running projects
(submitted after 15 September
2016) of the Eurostars
programme.

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1. Introduction

This document provides participants with guidelines for completing and submitting the Project Progress Report for the monitoring of running projects (submitted after 15 September 2016) of the Eurostars programme.

The Project Progress Report (PPR) is designed to regularly monitor the progress of each partner in a running Eurostars project in the simplest way. The reporting at partner level is the basis for a fast and efficient communication between the project partners themselves and between the project partners and the National Funding Bodies (NFB) and the EUREKA Secretariat (ESE), respectively. The Progress Report should not be used to report detailed technical achievements or detailed costs and budgets of a Eurostars projects. It should include a brief description of the major results and achievements during the specified period as well as information on the status with respect to the reference project plan described in the Eurostars Application form and the Consortium Agreement.
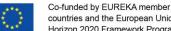
It is the occasion to report any deviations from the original project plan and any other unforeseen changes in the implementation of the project, and facilitates and speeds-up the interaction between the project partners, the ESE and the Eurostars NFB to discuss the issues and to find remedial actions.

The common Eurostars progress report is an important requirement for any project participant. Failure to submit a complete project progress report can lead to the delay of payments, or in the worst case the removal of the project's label and ultimately the withdrawal of public funding.

Each participant must complete its individual Project Progress Report every six months counting from the start date of the project until the project is completed. Results and achievements should be reported just for the work that the individual participant has carried out in the project in the respective reporting period – not for the whole project. The participant is required to complete the online PPR within 20 working days of the reception of the request email. Self-financed partners must submit a progress report as well.

The language of the common report is English. The main partner will be asked to add – in addition to its progress report – a summary on the progress of the complete Eurostars project. The request and delivery of the PPR will be spread over the year in 6 months interval and is dependent on the start date of the project.

2. Procedure

The only platform to access and submit the Project Progress Report is myEUREKA (www.myeureka.io). This report is requested from each member of the consortium every 6 months, counting from the project start date.

When the PPR task is created, the participant receives an email informing about the request for submitting the report and the submission deadline (within 20 working days_. You can access the report under the 'Dashboard-To do list' or under 'My Tasks'. The due date for the submission of the report is displayed on the row of the task, as well as on top of it once you open it.

The different sections can be completed in any order but failure to answer a mandatory question or to fill in a mandatory text box will prevent the submission of the document. The ★ indicates the mandatory questions. If a question is not applicable to your organisation, please type N/A in the related text box. Only when all the mandatory questions are addressed, the submit button is visible and you can send your report for validation.

Once the PPR is submitted, the EUREKA Secretariat will analyse the document and validate it if everything is correct, otherwise the ESE will send the report for REDO if some information is missing or incorrect.
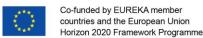
The participant receives an email confirming the validation of the task PPR, or informing that the report has been sent for REDO.

Since each participant will complete and submit their own PPR, this means that each member of the consortium will receive an individual monitoring status

This implies that the possible statuses for a participant are:

- 'not started' (the participant did not start yet their activities in the project)
- 'running' (the participant has started their activities in the project)
- 'complete' (the participant has completed their activities in the project; this will trigger the request for the Final Report)

For any issue or questions related to the Project Progress Report, please contact projects@eurostars-eureka.eu.

3. The content of the Project Progress Report

3.1   Section 1: Information on the partner

1.1 Changes in partner contact?

(Has the contact person within your organisation changed?)

1.2 Other changes

Did any changes relevant for the project occur in your organisation during the reporting period?

(Please provide information in the case of changes within your organisation (legal, organisational, financial ...)
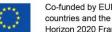
Did you apply for the project as a SME? If yes, is your SME status according to the EU definition still valid?

(The EU SME definition provides stability and certainty to companies that are close to the ceilings and risk exceeding them temporarily during an exceptional year and/or in volatile markets. Thus, if an enterprise exceeds the headcount or financial ceilings during the course of the reference year, this will not affect its situation and it will retain the SME status with which it began the accounting year. However, it will lose SME status if it goes above the ceilings for two consecutive accounting periods. Conversely, an enterprise may gain SME status if it was previously a large enterprise but then fell below the ceilings for two consecutive accounting periods.

The regulation above does not apply in the case of enterprises that exceed the relevant SME thresholds as a result of a **change in ownership following a merger or acquisition**, which is usually not considered temporary and not subject to volatility. Enterprises that are subject to a change in ownership need to be assessed on the basis of their shareholder structure at the time of the transaction, not at the time of closure of the latest accounts. Therefore, the loss of SME status may be immediate.

Unsure if you are an SME? Take the test here)

1.3 Is the national and international cooperation with your partners running as planned?

(Is the cooperation between all partners over the prescribed period running according to the consortium agreement and the project application? Have all the planed meetings taken place?).

1.4 Are the expectations of your organisation still valid?

(Have your expectations on the commercialisation of your project results or education of students or publication of results, etc. changed during the reporting period? If you have submitted a more detailed description of your economic expectations as part of your national project application, please also refer to it and explain any changes).

3.2   Section 2: Information on work progress

2.1 Start and end date

(Indicate if your organisation has started to work for the Eurostars project and if yes, when. Also indicate if your organisation completed its work before the end date of the project and if yes, when. Once you declare that your organisation has completed its work in the project, you will then receive the Final Report).

2.2 Have you contributed to the Ethics recommendations and requirements in the reporting period?

(Since the Eurostars 2 programme is part of Horizon 2020, an ethics screening of all the approved Eurostars projects must be carried out in compliance with Articles 13 and 14 of the H2020 Rules for Participation Regulation (EU) N° 1290/201. An ethics review panel consisting of eight ethics experts reviews all approved Eurostars projects and provides ethical clearance for projects which have no ethical issue, and provides recommendations/requirements for projects which have an ethical issue. The partners receive an ethics screening report in case there is an ethical issue. In this case, partners have to report under question 2.2 on their work in the reporting period to align with the recommendations and requirements mentioned in the ethics screening report. Given that this is a mandatory question, please type N/A in the related text box if it is not applicable to your organisation).

2.3 Has your part of the project in the reporting period been running as planned?

(Indicate if the overall results and expectations in the reporting period have been reached. If problems and delays have been encountered, briefly describe the problems, the corrective measures undertaken (planning, resources, technical...) and their outcomes. In case a substantial adaptation

of the methodology or goals of the project is needed, please describe the adaptations and reasons for it).

2.4 Have your Milestones/ Outcomes in the reporting period been achieved?

(Specific work packages including milestones and outcomes have been defined in the initial project application form. Please report if your specific milestones and outcomes have not been achieved and briefly describe the reasons and the consequences on the project. Give details and refer to numbering of the deliverables and milestones in accordance with the project application).

2.5 Describe your progress in the work packages and specify the invested person months

(Provide information on the progress of your work in each work package your organisation is involved in according to the project application. How many person months have been spent for a specific work package during the reporting period compared with the original planning and comment, if there are deviations).

2.6 Does your progress in the reporting period have any consequences on your project budget?

(Indicate if the progress of your organisation has any consequences on its project budget. If yes, please explain the background and the possible consequences).

2.7 Project achievements

(Report if your organisation made any of the listed achievements in the reporting period or if you have made other major achievements)

- Have you made inventions in the reporting period?
  (An invention is a new, useful tool, idea, process, machine, improvement, etc., that did not exist previously and that is recognized as the product of some unique intuition or genius, as distinguished from ordinary mechanical skill or craftsmanship. If such inventions occurred in the reporting period, please report)

- Have you submitted an application for a patent, industrial design, CE mark, etc. in the reporting period?
  (For patent, industrial design, CE mark, etc. report if a major step for commercialisation has been achieved by your organisation. Please specify the relevant types of IP (i.e. trademark, registered design, patent, or other) as well as the progress you have made towards obtaining it (e.g. research stage, patent applied for, or granted).

- Have you published a peer-reviewed article or a press release in the reporting period?
  (Report on the publication of peer reviewed articles or press releases during the reporting period and provide a link to the document or to the publishing journal)
- Have you presented project results at a conference, seminar, etc. in the reporting period?
  (Report on presentations on scientific or commercial conferences, seminars or fairs and add date, location and name of the event).
  Are there other exploitable results to be reported?
- (Report on any other achievement or result relevant for the implementation of the project or the commercial exploitation of project results)

2.8 Annex

(One PDF of max. 10 MB can be uploaded as annex per partner if it substantially complements the progress report).

2.9 Optional question: Summary in national language

(For the Eurostars-2 National Funding Bodies in the countries Hungary, Germany, Italy and Portugal, a summary in national language is required. Please summarise the progress of your organisation in the reporting period and answer to specific questions, requested by your National Funding Body. You can find how to contact your National Funding Body on the corresponding country section on www.eurostars-eureka.eu/eurostars-countries/europe).

3.3   Section 3: Summary

3. Please summarise the progress of the overall project in the present reporting period.

(The main partner shall provide a summary on the progress of the entire project during the reporting period taking into account the contributions and achievements of all partners and subcontractors involved in the project. The focus of the summary lies on the integrated view on the project advancements in the reporting period and shall contain an assessment if the project follows the initial plan, if the goals for the reporting period have been achieved, if the prospects to implement the project results are still valid and any other developments relevant for the integrated project).

Data Protection Act

The EUREKA Secretariat is situated in the Kingdom of Belgium and as such is governed by Belgian data protection law and will be governed by the European Regulation 2016/679 of 27 April 2016 concerning the protection of personal data. More information can be found (in English, Dutch and French) at http://www.privacycommission.be.

The information that project participants provide will be used in the monitoring of all aspects of the relevant project. This will include recording on the in-house and the Eurostars-contracted Programme Manager's processing computer and management information systems.

The information will be shared with the relevant EUREKA National Project Coordinator Offices, as well as with the relevant National Funding Agencies.

In addition, information may be used in the generation and collation of output and performance indicators and other management statistics. It may also be used in policy and strategy studies to inform management in carrying out the business of the EUREKA Secretariat and in improving business processes.

Any queries on issues relating to data protection should be addressed to the data controller: EUREKA Secretariat, Rue Neerveld 107, 1200 Brussels.