



Guidance Notes on Project Reporting

CONTENTS

1.	INTRODUCTION	4
2.	REPORTING REQUIREMENTS	6
2.1	During the course of your project, you should submit:	6
2.2	At the end of the project, you should submit:	7
2.3	During and after the project	7
2.4	Format of the reports and transmission modalities	8
3.	PERIODIC REPORT TEMPLATE	9
	<i>FRONT PAGE</i>	11
	DECLARATION BY THE SCIENTIFIC REPRESENTATIVE OF THE PROJECT COORDINATOR³	13
3.1	Publishable summary	15
3.2	Project objectives for the period	15
3.3	Work progress and achievements during the period	16
3.4	Deliverables and milestones tables	18
3.5	Project management	21
3.6	Explanation of the use of the resources	22
1.	Financial statements – Form C and Summary financial report	26
4.	FINAL REPORT TEMPLATE	27
	<i>FRONT PAGE</i>	28
4.1	Final publishable summary report	30
4.2	Use and dissemination of foreground	30
4.3	Report on societal implications	36

1. INTRODUCTION

This document is the guidance note to help the coordinators and consortia prepare the periodic and final reports as requested in Article II.3 (Annex II) of the Grant Agreement of the ARTEMIS Joint Undertakings (JU) –*JU Grant Agreement*-. This is a contractual obligation for Projects selected by the Joint Undertakings following Calls for proposals.

The periodicity of the progress reports shall be at least annual, with at least one intermediate report that shall be for the first six months of the reporting year or for a different period according to the reporting periods defined in Annex I to the JU Grant Agreement.

- The intermediate report(s) shall provide information on the reporting period.
- The annual report shall provide information covering the whole year.

The Joint Undertaking reviews the reports and deliverables in accordance with Article II.4 of the JU Grant Agreement. It may be assisted in this task by independent experts through technical project reviews (Article II.14 of the JU Grant Agreement). The technical review carried out by the Joint Undertaking will take into account, if necessary, specific national requirements proposed by the respective national funding authorities that are needed for these authorities to accept the cost reimbursement claims of grant beneficiaries.

This document concerns the technical part of the project reporting, as the financial reporting is done directly by beneficiaries to their national funding authority and not through the coordinator. An overview of what happens after a technical review is given below:

For beneficiaries with a corresponding National Grant Agreement¹:

- The technical reports and the results of the review performed by the Joint Undertaking are made available to the respective national funding authorities. The national funding authority will not require any additional technical reports other than those required by the Joint Undertaking.
- Beneficiaries send the cost reimbursement claims directly to the national funding authorities according to national procedures, and not to the Joint Undertaking. The national funding authority will process the cost reimbursement claims of beneficiaries according to its national procedures and taking into account the results of the technical monitoring carried out by the Joint Undertaking.
- Where appropriate, the national funding authority will pay the national contributions directly to beneficiaries of national grant agreements.
- The Joint Undertaking will pay its contribution to beneficiaries after receiving the certification of accepted costs by the respective national funding authorities.

¹ Beneficiaries from ARTEMIS Member States or from other countries having signed an Administrative Agreement with the Joint Undertaking must have concluded a National Grant Agreement before entering the JU Grant Agreement

For beneficiaries without a corresponding National Grant Agreement:

Beneficiaries send the cost reimbursement claims directly to the Joint Undertaking according to the terms of the JU Grant Agreement. Payments shall be made after the Joint Undertaking's approval of reports and/or deliverables, according to the terms of Article III.4 and III.5 of the JU Grant Agreement.

2. REPORTING REQUIREMENTS

2.1 During the course of your project, you should submit:

1. The **deliverables** identified in Annex I of the JU Grant Agreement, according to the timetable specified in the Deliverables list.
2. A **periodic report** within 60 days of the end of each reporting period (**including the last reporting period**). The reporting periods are defined in Article 4 of the JU Grant Agreement. However, a full periodic report will be issued at least annually, and an intermediate progress report will cover the first six months of the reporting year or a different period according to the reporting periods defined in the JU grant agreement (e.g. quarterly, trimestrial etc.).
3. The **periodic report comprises**:
 - a) An **overview, including a publishable summary of the progress of work** towards the objectives of the project, including achievements and attainment of any milestones and deliverables identified in Annex I. This report should include the **differences** between work expected to be carried out in accordance with Annex I and that actually carried out
 - b) An explanation of the **use of the resources**

During the course of your project the Joint Undertaking can carry out intermediate reviews that may not cover the whole of a given reporting period. In this case the format of the intermediate progress report will be similar to the periodic report, unless otherwise specified by the Joint Undertaking.

- The intermediate report(s) will provide information on the reporting period.
- The annual report will provide information covering the whole year.

(Examples of reporting periods...)

2.2 At the end of the project, you should submit:

A final report, within 60 days after the end of the project.

This final report shall comprise:

- a) A **final publishable summary report** covering results, conclusions and socio-economic impact of the project.
- b) A report covering the **wider societal implications** of the project, in the form of a questionnaire, including gender equality actions, ethical issues, efforts to involve other

actors and to spread awareness, as well as the **plan for the use and dissemination of foreground**².

2.3 During and after the project

During and after the project, the coordinator shall provide references and an abstract of all scientific publications relating to foreground. As part of the final project report, the coordinator will be required to submit a full list of publications relating to foreground of the project

All publications shall include the following statement to indicate that said foreground was generated with the assistance of financial support from the Community and the ARTEMIS member States: *The research leading to these results has received funding from the ARTEMIS Joint Undertaking under grant agreement n° [xxxxxx] (see Article II.9. of the JU Grant Agreement) and from the [national programmes/funding authorities].*

2.4 Format of the reports and transmission modalities

The consortium shall transmit the reports and other deliverables through the coordinator to the Joint Undertaking by electronic means (Article II.3 of the JU Grant Agreement). Reports submitted to the Joint Undertaking shall be in English.

Each periodic report shall be in the form of **ONE** single report in electronic format, preferably in PDF format.

The reports submitted to the Joint Undertaking, in particular their publishable parts, shall be of a suitable quality to enable direct publication without any additional editing. By submitting the publishable reports to the Joint Undertaking, you are also certifying that they include no confidential material (Article II.3.5).

The rest of this document provides guidance on how to write these reports. Please be careful to follow the structure provided and to complete all of the sections described below. Please ensure that any acronyms used are clearly explained.

² "Foreground" means the information and IPR that are generated as a result of the activities conducted within the framework of the project concerned as specified in the corresponding Project Agreement.

3. PERIODIC REPORT TEMPLATE

The periodic report for each period shall consist of sections described as follows:

FRONT PAGE

SELF DECLARATION (scanned copy of the declaration duly filled in and signed by the project coordinator, the original being sent separately by post)

TABLE OF CONTENTS with pagination

Followed by the following sections:

1. Publishable summary
2. Project objectives for the period
3. Work progress and achievements during the period
4. Deliverables and milestones tables
5. Project Management
6. Explanation of the use of the resources
7. For beneficiaries without a corresponding National Grant Agreement, financial statements (Form C)

The content of each of these sections is described as follows
--

Declaration by the scientific representative of the project coordinator³

I, as scientific representative of the coordinator³ of this project and in line with the obligations as stated in Article II.2.3 of the JU Grant Agreement declare that:

- 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 deviations⁵;
 - has failed to achieve critical objectives and/or is not at all on schedule⁶.
- The public website is up to date, if applicable.
- All beneficiaries, 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 have been reported under section 5 (Project Management) in accordance with Article III.2.f and IV.1.f of the JU Grant Agreement.

Name of scientific representative of the Coordinator³:

Date://

Signature of scientific representative of the Coordinator³:

⁵ If either of these boxes is ticked, the report should reflect these and any remedial actions taken.

⁶ If either of these boxes is ticked, the report should reflect these and any remedial actions taken.

3.1 Publishable summary

This section should be of suitable quality to enable direct publication by the ARTEMIS Joint Undertaking, the ARTEMIS Member States or the Commission. Please ensure that it is set out and formatted so that it can be printed as a stand-alone paper document not exceeding four pages. It shall also reflect the website of the project (if applicable).

Please include a summary description of the project objectives, a description of the work performed since the beginning of the project, a description of the main results achieved so far, the expected final results and their potential impact and use (including the socio-economic impact and the wider societal implications of the project so far). You should update this publishable summary at the end of each reporting period.

Please include also, as appropriate, diagrams or photographs illustrating and promoting the work of the project, the project logo and relevant contact details.

The address of the project public website should also be indicated, if applicable.

3.2 Project objectives for the period

Please provide an overview of the project objectives for the reporting period in question, as included in Annex I of the JU Grant Agreement. These objectives are required so that this report is a stand-alone document.

Please include a summary of the recommendations from the previous reviews (if any) and indicate how these have been taken into account.

3.3 Work progress and achievements during the period

Please provide a concise overview of the progress of the work in line with the structure of Annex I of the JU Grant Agreement.

For each work package -- except project management, which will be reported in section 3.5-- please provide the following information:

- *A summary progress towards objectives, supported by measurable indicators and details for each task and each partner;*
- *Highlight clearly significant and tangible results;*
- *If applicable, explain the reasons for deviations from Annex I and their impact on other tasks as well as on available resources and planning;*

- *If applicable, explain the reasons for failing to achieve critical objectives and/or not being on schedule and explain the impact on other tasks as well as on available resources and planning (the explanations should be coherent with the declaration by the project coordinator) ;*
- *a statement on the use of resources, in particular highlighting and explaining deviations between actual and planned person-months per work package and per beneficiary in Annex I (Description of Work);*
- *a statement on the information flow between the Project and other related Project(s) part-financed under the ARTEMIS JU, the Community Frame Work Programme, and/or National Research Programmes);*
- *a statement on the dissemination activities and exploitation perspectives including an updated positioning with respect to the competitive situation in the field addressed by the Project and to other Projects (inside and outside ARTEMIS JU);*
- *If applicable, propose corrective actions.*

For each project beneficiary (grouped by country) please provide the following information:

- *A summary progress towards objectives. Please provide details on each beneficiary's contribution as well as measurable and quantitative indicators of the level of fulfilment of project's tasks and objectives;*
- *Highlight clearly significant and tangible results;*
- *If applicable, explain the reasons for deviations from Annex I and their impact on other tasks as well as on available resources and planning;*
- *If applicable, explain the reasons for failing to achieve critical objectives and/or not being on schedule and explain the impact on other tasks as well as on available resources and planning (the explanations should be coherent with the declaration by the project coordinator) ;*
- *a statement on the use of resources, in particular highlighting and explaining deviations between actual and planned person-months per work package and per beneficiary in Annex I (Description of Work);*
- *a statement on the dissemination activities and exploitation perspectives including an updated positioning with respect to the competitive situation in the field addressed by the Project;*
- *If applicable, propose corrective actions.*

3.4 Deliverables and milestones tables

Deliverables (excluding the periodic and final reports)

Please list all the deliverables due in this reporting period, as indicated in Annex I of the JU Grant Agreement.

Deliverables that are of a nature other than written "reports", such as "prototypes", "demonstrators" or "others", should also be accompanied by a short report, so that the Joint Undertaking has a record of their existence.

If a deliverable has been cancelled or regrouped with another one, please indicate this in the column "Comments".

If a new deliverable is proposed, please indicate this in the column "Comments".

This table is cumulative, that is, it should always show all deliverables from the beginning of the project.

TABLE 1. DELIVERABLES									
Del. no.	Deliverable name	WP no.	Lead beneficiary	Nature	Dissemination level	Delivery date from Annex I (proj month)	Delivered Yes/No	Actual / Forecast delivery date	Comments

Milestones

*Please complete this table if milestones are specified in Annex I of the JU Grant Agreement.
Milestones will be assessed against the specific criteria and performance indicators as defined in Annex I.*

TABLE 2. MILESTONES							
Milestone no.	Milestone name	Work package no	Lead beneficiary	Delivery date from Annex I	Achieved Yes/No	Actual / Forecast achievement date	Comments

3.5 Project management

Please use this section to summarise management of the consortium activities during the period. Management tasks are indicated in Articles II.2.3 of the JU Grant Agreement.

Amongst others, this section should include the following:

- *Consortium management tasks and achievements;*
- *Problems which have occurred and how they were solved or envisaged solutions, specifying roles and contribution of involved partner(s) individually;*
- *Changes in the consortium, if any;*
- *List of project meetings, dates and venues;*
- *Project planning and status;*
- *Impact of possible deviations from the planned milestones and deliverables, if any;*
- *Any changes to the legal status of any of the beneficiaries, in particular non-profit public bodies, secondary and higher education establishments, research organisations and SMEs;*
- *Development of the Project website, if applicable;*
- *Use of foreground and dissemination / exploitation activities during this period (if applicable, e.g. in case the project WP structure does not foresees a dedicated WP on dissemination and exploitation activities).*

The section should also provide short comments and information on co-ordination activities during the period in question, such as communication between beneficiaries, possible co-operation with other projects/programmes etc.

3.6 Explanation of the use of the resources

*Please provide an explanation of personnel costs, subcontracting and any major direct costs incurred by each beneficiary, such as the purchase of important equipment, travel costs, large consumable items, etc. linking them to work packages. **Note that this data will be verified by the corresponding funding authority (national or JU) against the cost reimbursement claims submitted by beneficiaries.***

Please submit a summary financial report which consolidates the claimed Community contribution of all the beneficiaries in an aggregate form, based on the information provided by each beneficiary.

*When applicable, certificates on financial statements shall be submitted by the concerned beneficiaries according to Article **II.4.4 of the Grant Agreement**.*

There is no standard definition of "major direct cost items". Beneficiaries may specify these, according to the relative importance of the item compared to the total budget of the beneficiary, or as regards the individual value of the item. For the following countries, beneficiaries must specify all direct cost items: Italy, Cyprus,...

These can be listed in the following tables: Table 3 and Tables 4.X (one table by participant).

In Table 3, Person-Month progress must be reported in terms of actual and cumulative work:

- *actual figures refer to the period covered by last review meeting (be this 3,4, 6 or 8 months, as defined in Annex I of the project Grant Agreement);*
- *cumulative figures refer to the last 12 months reporting period (annual project report).*

For the intermediate progress reports that do not cover a whole reporting period, the Tables 4.X are optional (unless specifically requested by the Joint Undertaking):

Table 3. Person-Month Status Table

CONTRACT N°:		Partner - Person-month per Workpackage											
ACRONYM:													
PERIOD:													
		TOTALS	Coord.	Partic. 1	Partic. 2	Partic. 3	etc...						
Workpackage 1:	Title	Actual WP total:	0										
		Planned WP total:	0										
		Cumulative* Actual WP total:	0										
		Cumulative Planned WP total:	0										
Workpackage 2:	Title	Actual WP total:	0										
		Planned WP total:	0										
		Cumulative Actual WP total:	0										
		Cumulative Planned WP total:	0										
Workpackage 3:	Title	Actual WP total:	0										
		Planned WP total:	0										
		Cumulative Actual WP total:	0										
		Cumulative Planned WP total:	0										
Workpackage n:	Title	Actual WP total:	0										
		Planned WP total:	0										
		Cumulative Actual WP total:	0										
		Cumulative Planned WP total:	0										
		Actual total:	0	0	0	0	0	0	0	0	0	0	0
Total Project Person-month		Planned total:	0	0	0	0	0	0	0	0	0	0	0

TABLE 4.X PERSONNEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR BENEFICIARY Y FOR THE PERIOD						
Work Package	Item description	Amounts				Explanations
		Fundamental research	industrial research	Experimental development	Total	
	Personnel costs					
	Subcontracting					
	Major cost item 'X'					
	Major cost item 'Y'					
	Remaining direct costs					
TOTAL DIRECT COSTS^{‡‡}						
TOTAL INDIRECT COSTS						

* The following filled table is an example intended only for illustration

TABLE 4.1 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR BENEFICIARY ORGANISATION Y FOR THE PERIOD						
Work Package	Item description	Amounts				Explanations
		Fundamental research	industrial research	Experimental development	Total	
Ex: 2,5, 8, 11, 17	Personnel costs	235000 €*	5000 €*		240000 €*	Salaries of 2 junior programmers and one lab technician for 18 months each* Salary of PhD at University of Xxx
5	Subcontracting	11000 €*	0 €*		11000 €*	Maintenance of the web site and printing of brochure*
8, 17	Major cost item 'X'	75000 €*	0 €*		75000 €*	NMR spectrometer*
11	Major cost item 'Y'	27000€*	3000 €*		30000 €*	Testing equipment xyz for experiment abc*
	Remaining direct costs	15000€*	0 €*		0 €*	
TOTAL DIRECT COSTS		363000€*	8000 €*		371000 €*	
TOTAL INDIRECT COSTS		47000 €*	1000 €*		48000 €*	overhead rate 20% of personnel costs

^{‡‡} Total direct and indirect costs have to be consistent with the direct and indirect costs claimed to the National funding Institution or, when applicable, to the JU.

3.7 Beneficiaries without a corresponding National Grant Agreement

Financial statements – Form C and Summary financial report

Please submit a separate financial statement (Form C) from each beneficiary not having concluded a Grant Agreement with the respective National Authority. If Special Clause 10 applies to the beneficiary Grant Agreement, please include a separate financial statement from each third party as well.

IMPORTANT:

Form C for ARTEMIS JU funded projects varies from the FP7 template. A dedicated ARTEMIS tool for completing and submitting the forms C is under preparation. If you have to submit forms C before the tool becomes available, please ask your ARTEMIS project officer for an Excel version of the form.

Certificates

List of Certificates which are due for this period, in accordance with Article II.4.4 of the Grant Agreement.

Beneficiary	Organisation short name	Certificate on the financial statements provided? yes / no	Any useful comment, in particular if a certificate is not provided
1		Yes	
2		no	
		no	Expenditure threshold not reached
Etc.			

A copy of each duly signed certificate on the financial statements (Form C) or on the methodology should be included in this section, according to the table above (signed originals to be sent in parallel by post).

4. FINAL REPORT TEMPLATE

This final report shall comprise three separate parts as described hereafter. The proposed front page shall be adapted to each of these three parts (see model provided hereafter).

- a) A final **publishable** summary report covering results, conclusions and socio-economic impact of the project. The content of this report is described in section 4.1 and shall be delivered to the Joint Undertaking in electronic format, preferably in PDF format. It should be a self standing document carefully prepared.

- b) A plan for use and dissemination of foreground. The content of this report is described in section 4.2. This document is separate from the publishable report and shall be sent in electronic format.
- c) A report covering the wider societal implications of the project, in the form of a questionnaire, including where applicable gender equality actions, ethical issues, efforts to involve other actors and to spread awareness. This document is also separate from the publishable report and shall be sent in electronic format.

*FRONT PAGE***PROJECT FINAL REPORT**

Project logo (optional)

Joint Undertaking's logo (optional)

.....to be filled in as appropriate, see below.....

("Publishable"
or
"Use and dissemination of foreground"
or
"societal implications")

JU Grant Agreement number:

Project acronym:

Project title:

Funding Scheme:

Period covered: from to

Name of the scientific representative of the project's co-ordinator^{§§}, Title and Organisation:

Tel:

Fax:

E-mai:

Project website⁴ address:

^{§§} Usually the contact person of the coordinator as specified in Art. 8.1. of the JU grant agreement

4.1 Final publishable summary report

This is a comprehensive summary of results, conclusions and the socio-economic impacts of the project. The publishable report shall be formatted to be printed as a stand alone paper document. This report should address a wide audience, including the general public.

Please ensure that it:

- *Is of suitable quality to enable direct publication by the Joint Undertaking or the Commission.*
- *Is comprehensive, and describes the work carried out to achieve the project's objectives; the main results, conclusions and their potential impact and use (including the socio-economic impact and the wider societal implications of the project). Please mention any target groups such as policy makers or civil society for whom the research could be relevant.*
- *Includes where appropriate, diagrams or photographs and the project logo, illustrating and promoting the work of the project.*
- *Provides the following information:*
 - *List of all beneficiaries with the corresponding contact name and associated coordinates*
 - *The address of the public Website of the Project as well as relevant contact details.*

4.2 Use and dissemination of foreground

A plan for use and dissemination of foreground (including socio-economic impact and target groups for the results of the research) shall be established at the end of the project. It should, where appropriate, be an update of the initial plan in Annex I for use and dissemination of foreground and be consistent with the report on societal implications on the use and dissemination of results (section 3.4 – H). It should clearly highlight the dedicated investments that each beneficiary will make on the basis of the project results.

The plan should consist of:

- *Section A*

*This section should describe the dissemination measures, including any scientific publications relating to foreground. **Its content will be made available in the public domain** thus demonstrating the added-value and positive impact of the project on the ARTEMIS JU and the European Community.*

- *Section B*

*This section should specify the exploitable foreground and provide the plans for exploitation. **It will be kept confidential** and will be treated as such by the Joint Undertaking and the relevant national funding authorities.*

Exceptionally, under the confidentiality clause, a National Founding Authority (NFA) may request and be granted access to the individual contribution to section B of one (or more) of its own national beneficiaries participating to the project. In no case NFA of an ARTEMIS Member State "A" will be granted access to the contribution to section B of a beneficiary of an ARTEMIS Member State "B".

Section A (public)

This section shall include a list of planned dissemination activities (publications, conferences, workshops, web, press releases, flyers, etc) in free text format. Where articles have been published in the popular press, please provide a list as well.

In addition, please provide a list of all scientific (peer reviewed) publications relating to the foreground of the project, starting with the most important ones, in the table below.

TEMPLATE A: LIST OF SCIENTIFIC (PEER REVIEWED) PUBLICATIONS, STARTING WITH THE MOST IMPORTANT ONES

NO.	Title	Main author	Title of the periodical or the series	Number, date or frequency	Publisher	Place of publication	Year of publication	Relevant pages	Permanent identifiers ⁹ (if available)	Is/Will open access ¹⁰ provided to this publication?
1	<i>Economic transformation in Hungary and Poland'</i>		<i>European Economy</i>	<i>No 43, March 1990</i>	<i>Office for Official Publications of the European Communities</i>	<i>Luxembourg</i>	<i>1990</i>	<i>pp. 151 - 167</i>		yes/no
2										
3										

⁹ A permanent identifier should be a persistent link to the published version full text if open access or abstract if article is pay per view) or to the final manuscript accepted for publication (link to article in repository).

¹⁰ Open Access is defined as free of charge access for anyone via the internet. Please answer "yes" if the open access to the publication is already established and also if the embargo period for open access is not yet over but you intend to establish open access afterwards.

Section B (confidential)

The applications for patents, trademarks, registered designs, etc. shall be listed according to the template B1 provided hereafter.

The list should, specify at least one unique identifier e.g. European Patent application reference. For patent applications, only if applicable, contributions to standards should be specified.

TEMPLATE B1: LIST OF APPLICATIONS FOR PATENTS, TRADEMARKS, REGISTERED DESIGNS, ETC.			
Type of IP Rights: Patents, Trademarks, Registered designs, Utility models, etc.	Application reference(s) (e.g. EP123456)	Subject or title of application	Applicant (s) (as on the application)

Please complete the table hereafter:

TEMPLATE B2: OVERVIEW TABLE WITH EXPLOITABLE FOREGROUND					
Exploitable Foreground (description)	Exploitable product(s) or measure(s)	Sector(s) of application	Timetable, commercial / scientific use	Patents or other IPR exploitation (licences)	Owner & Other Beneficiary(s) involved
<i>1. New superconductive Nb-Ti alloy</i>	<i>MRI equipment</i>	<i>1. Medical 2. Industrial inspection</i>	<i>2008 2010</i>	<i>A materials patent is planned for 2006</i>	<i>Beneficiary X (owner) Beneficiary Y, Beneficiary Z, Poss. licensing to equipment manuf. ABC</i>

In addition to the table, please provide a text to explain the exploitable foreground, in particular:

- *Its purpose*
- *How the foreground might be exploited, when, by whom and where*
- *IPR exploitable measures taken or intended*
- *Further research necessary, if any*
- *Potential/expected impact (quantify where possible)*

4.3 Report on societal implications

Replies to the following questions will assist the Joint Undertaking and the Commission to obtain statistics and indicators on societal and socio-economic issues addressed by projects. The questions are arranged in a number of key themes. As well as producing certain statistics, the replies will also help identify those projects that have shown a real engagement with wider societal issues, and thereby identify interesting approaches to these issues and best practices.

Replies shall be collected through the following forms, which shall be filled in and submitted by project coordinators to the JU. However, given the particular nature of the ARTEMIS JU, form H shall be filled-in and submitted by each individual beneficiary with a view on its dissemination & exploitation activities. An additional form H will be filled-in and submitted by the project coordinator with a view on the project as whole.

The replies for individual projects will not be made public.

A General Information		
JU Grant Agreement Number:	<input type="text"/>	
Title of Project:	<input type="text"/>	
Name and Title of Coordinator:	<input type="text"/>	
B Ethics		
1. Did you have ethicists or others with specific experience of ethical issues involved in the project?	<input type="radio"/>	Yes
	<input type="radio"/>	No
2. Please indicate whether your project involved any of the following issues (tick box) :	YES	
INFORMED CONSENT		
• Did the project involve children?	<input type="checkbox"/>	
• Did the project involve patients or persons not able to give consent?	<input type="checkbox"/>	
• Did the project involve adult healthy volunteers?	<input type="checkbox"/>	
• Did the project involve Human Genetic Material?	<input type="checkbox"/>	
• Did the project involve Human biological samples?	<input type="checkbox"/>	
• Did the project involve Human data collection?	<input type="checkbox"/>	
RESEARCH ON HUMAN EMBRYO/FOETUS		
• Did the project involve Human Embryos?	<input type="checkbox"/>	
• Did the project involve Human Foetal Tissue / Cells?	<input type="checkbox"/>	
• Did the project involve Human Embryonic Stem Cells?	<input type="checkbox"/>	
PRIVACY		
• Did the project involve processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)	<input type="checkbox"/>	
• Did the project involve tracking the location or observation of people?	<input type="checkbox"/>	
RESEARCH ON ANIMALS		
• Did the project involve research on animals?	<input type="checkbox"/>	
• Were those animals transgenic small laboratory animals?	<input type="checkbox"/>	
• Were those animals transgenic farm animals?	<input type="checkbox"/>	
• Were those animals cloning farm animals?	<input type="checkbox"/>	
• Were those animals non-human primates?	<input type="checkbox"/>	
RESEARCH INVOLVING DEVELOPING COUNTRIES		
• Use of local resources (genetic, animal, plant etc)	<input type="checkbox"/>	
• Benefit to local community (capacity building i.e. access to healthcare, education etc)	<input type="checkbox"/>	

DUAL USE		
• Research having potential military / terrorist application		
C Workforce Statistics		
3 Workforce statistics for the project: Please indicate in the table below the number of people who worked on the project (on a headcount basis).		
Type of Position	Number of Women	Number of Men
Scientific Coordinator		
Work package leader		
Experienced researcher (i.e. PhD holders)		
PhD Students		
Other		
4 How many additional researchers (in companies and universities) were recruited specifically for this project?		
Of which, indicate the number of men:		
Of which, indicate the number of women:		

D Gender Aspects																				
5	Did you carry out specific Gender Equality Actions under the project?	<input type="radio"/> Yes <input type="radio"/> No																		
6	Which of the following actions did you carry out and how effective were they? <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Not at all effective</th> <th style="width: 20%; text-align: center;">Very effective</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Design and implement an equal opportunity policy</td> <td style="text-align: center;">○ ○ ○ ○ ○</td> <td style="text-align: center;">○ ○ ○ ○ ○</td> </tr> <tr> <td><input type="checkbox"/> Set targets to achieve a gender balance in the workforce</td> <td style="text-align: center;">○ ○ ○ ○ ○</td> <td style="text-align: center;">○ ○ ○ ○ ○</td> </tr> <tr> <td><input type="checkbox"/> Organise conferences and workshops on gender</td> <td style="text-align: center;">○ ○ ○ ○ ○</td> <td style="text-align: center;">○ ○ ○ ○ ○</td> </tr> <tr> <td><input type="checkbox"/> Actions to improve work-life balance</td> <td style="text-align: center;">○ ○ ○ ○ ○</td> <td style="text-align: center;">○ ○ ○ ○ ○</td> </tr> <tr> <td><input type="radio"/> Other: <input style="width: 300px;" type="text"/></td> <td></td> <td></td> </tr> </tbody> </table>		Not at all effective	Very effective	<input type="checkbox"/> Design and implement an equal opportunity policy	○ ○ ○ ○ ○	○ ○ ○ ○ ○	<input type="checkbox"/> Set targets to achieve a gender balance in the workforce	○ ○ ○ ○ ○	○ ○ ○ ○ ○	<input type="checkbox"/> Organise conferences and workshops on gender	○ ○ ○ ○ ○	○ ○ ○ ○ ○	<input type="checkbox"/> Actions to improve work-life balance	○ ○ ○ ○ ○	○ ○ ○ ○ ○	<input type="radio"/> Other: <input style="width: 300px;" type="text"/>			
	Not at all effective	Very effective																		
<input type="checkbox"/> Design and implement an equal opportunity policy	○ ○ ○ ○ ○	○ ○ ○ ○ ○																		
<input type="checkbox"/> Set targets to achieve a gender balance in the workforce	○ ○ ○ ○ ○	○ ○ ○ ○ ○																		
<input type="checkbox"/> Organise conferences and workshops on gender	○ ○ ○ ○ ○	○ ○ ○ ○ ○																		
<input type="checkbox"/> Actions to improve work-life balance	○ ○ ○ ○ ○	○ ○ ○ ○ ○																		
<input type="radio"/> Other: <input style="width: 300px;" type="text"/>																				
7	Was there a gender dimension associated with the research content – i.e. wherever people were the focus of the research as, for example, consumers, users, patients or in trials, was the issue of gender considered and addressed?																			
	<input type="radio"/> Yes- please specify <input style="width: 150px;" type="text"/>																			
	<input type="radio"/> No																			
E Synergies with Science Education																				
8	Did your project involve working with students and/or school pupils (e.g. open days, participation in science festivals and events, prizes/competitions or joint projects)?																			
	<input type="radio"/> Yes- please specify <input style="width: 150px;" type="text"/>																			
	<input type="radio"/> No																			
9	Did the project generate any science education material (e.g. kits, websites, explanatory booklets, DVDs)?																			
	<input type="radio"/> Yes- please specify <input style="width: 150px;" type="text"/>																			
	<input type="radio"/> No																			
F Interdisciplinarity																				
10	Which disciplines (see list below) are involved in your project?																			
	<input type="radio"/> Main discipline ¹¹ :																			
	<input type="radio"/> Associated discipline ¹¹ :	<input type="radio"/> Associated discipline ¹¹ :																		
G Engaging with Civil society and policy makers																				
11a	Did your project engage with societal actors beyond the research community? (if 'No', go to Question 14)	<input type="radio"/> Yes <input type="radio"/> No																		
11b	If yes, did you engage with citizens (citizens' panels / juries) or organised civil society (NGOs, patients' groups etc.)?																			
	<input type="radio"/> No																			
	<input type="radio"/> Yes- in determining what research should be performed																			
	<input type="radio"/> Yes - in implementing the research																			
	<input type="radio"/> Yes, in communicating /disseminating / using the results of the project																			

¹¹ Insert number from list below (Frascati Manual)

11c In doing so, did your project involve actors whose role is mainly to organise the dialogue with citizens and organised civil society (e.g. professional mediator; communication company, science museums)?	<input type="radio"/> <input type="radio"/>	Yes No
12 Did you engage with government / public bodies or policy makers (including international organisations)		
<input type="radio"/> No <input type="radio"/> Yes- in framing the research agenda <input type="radio"/> Yes - in implementing the research agenda <input type="radio"/> Yes, in communicating /disseminating / using the results of the project		
13a Will the project generate outputs (expertise or scientific advice) which could be used by policy makers?		
<input type="radio"/> Yes – as a primary objective (please indicate areas below- multiple answers possible) <input type="radio"/> Yes – as a secondary objective (please indicate areas below - multiple answer possible) <input type="radio"/> No		
13b If Yes, in which fields?		
Agriculture Audiovisual and Media Budget Competition Consumers Culture Customs Development Economic and Monetary Affairs Education, Training, Youth Employment and Social Affairs	Energy Enlargement Enterprise Environment External Relations External Trade Fisheries and Maritime Affairs Food Safety Foreign and Security Policy Fraud Humanitarian aid	Human rights Information Society Institutional affairs Internal Market Justice, freedom and security Public Health Regional Policy Research and Innovation Space Taxation Transport
13c If Yes, at which level?		
<input type="radio"/> Local / regional levels <input type="radio"/> National level <input type="radio"/> European level <input type="radio"/> International level		

H Use and dissemination		
14 How many Articles were published/accepted for publication in peer-reviewed journals?		
To how many of these is open access¹² provided?		
How many of these are published in open access journals?		
How many of these are published in open repositories?		
To how many of these is open access not provided?		
Please check all applicable reasons for not providing open access:		
<input type="checkbox"/> publisher's licensing agreement would not permit publishing in a repository <input type="checkbox"/> no suitable repository available <input type="checkbox"/> no suitable open access journal available <input type="checkbox"/> no funds available to publish in an open access journal <input type="checkbox"/> lack of time and resources <input type="checkbox"/> lack of information on open access <input type="checkbox"/> other:		
15 How many new patent applications ('priority filings') have been made? <i>("Technologically unique": multiple applications for the same invention in different jurisdictions should be counted as just one application of grant).</i>		
16 Indicate how many of the following Intellectual Property Rights were applied for (give number in each box).	Trademark	
	Registered design	
	Other	
17 How many spin-off companies were created / are planned as a direct result of the project?		
<i>Indicate the approximate number of additional jobs in these companies:</i>		
18 Please indicate whether your project has a potential impact on employment, in comparison with the situation before your project:		
<input type="checkbox"/> Increase in employment, or <input type="checkbox"/> Safeguard employment, or <input type="checkbox"/> Decrease in employment, <input type="checkbox"/> Difficult to estimate / not possible to quantify	<input type="checkbox"/> In small & medium-sized enterprises <input type="checkbox"/> In large companies <input type="checkbox"/> None of the above / not relevant to the project <input type="checkbox"/>	
19 For each project partner, please estimate the employment effect resulting directly from your participation in Full Time Equivalent (FTE = one person working fulltime for a year) jobs:	<i>Indicate figure:</i>	
Difficult to estimate / not possible to quantify	<input type="checkbox"/>	

¹² Open Access is defined as free of charge access for anyone via the internet.

I Media and Communication to the general public			
20	<p>As part of the project, were any of the beneficiaries professionals in communication or media relations?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>		
21	<p>As part of the project, have any beneficiaries received professional media / communication training / advice to improve communication with the general public?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>		
22	<p>Which of the following have been used to communicate information about your project to the general public, or have resulted from your project?</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Press Release <input type="checkbox"/> Media briefing <input type="checkbox"/> TV coverage / report <input type="checkbox"/> Radio coverage / report <input type="checkbox"/> Brochures /posters / flyers <input type="checkbox"/> DVD /Film /Multimedia </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Coverage in specialist press <input type="checkbox"/> Coverage in general (non-specialist) press <input type="checkbox"/> Coverage in national press <input type="checkbox"/> Coverage in international press <input type="checkbox"/> Website for the general public / internet <input type="checkbox"/> Event targeting general public (festival, conference, exhibition, science café) </td> </tr> </table>	<input type="checkbox"/> Press Release <input type="checkbox"/> Media briefing <input type="checkbox"/> TV coverage / report <input type="checkbox"/> Radio coverage / report <input type="checkbox"/> Brochures /posters / flyers <input type="checkbox"/> DVD /Film /Multimedia	<input type="checkbox"/> Coverage in specialist press <input type="checkbox"/> Coverage in general (non-specialist) press <input type="checkbox"/> Coverage in national press <input type="checkbox"/> Coverage in international press <input type="checkbox"/> Website for the general public / internet <input type="checkbox"/> Event targeting general public (festival, conference, exhibition, science café)
<input type="checkbox"/> Press Release <input type="checkbox"/> Media briefing <input type="checkbox"/> TV coverage / report <input type="checkbox"/> Radio coverage / report <input type="checkbox"/> Brochures /posters / flyers <input type="checkbox"/> DVD /Film /Multimedia	<input type="checkbox"/> Coverage in specialist press <input type="checkbox"/> Coverage in general (non-specialist) press <input type="checkbox"/> Coverage in national press <input type="checkbox"/> Coverage in international press <input type="checkbox"/> Website for the general public / internet <input type="checkbox"/> Event targeting general public (festival, conference, exhibition, science café)		
23	<p>In which languages are the information products for the general public produced?</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Language of the coordinator <input type="checkbox"/> Other language(s) </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> English </td> </tr> </table>	<input type="checkbox"/> Language of the coordinator <input type="checkbox"/> Other language(s)	<input type="checkbox"/> English
<input type="checkbox"/> Language of the coordinator <input type="checkbox"/> Other language(s)	<input type="checkbox"/> English		

Question F-10: Classification of Scientific Disciplines according to the Frascati Manual 2002 (Proposed Standard Practice for Surveys on Research and Experimental Development, OECD 2002):

FIELDS OF SCIENCE AND TECHNOLOGY

1. NATURAL SCIENCES

- 1.1 Mathematics and computer sciences [mathematics and other allied fields: computer sciences and other allied subjects (software development only; hardware development should be classified in the engineering fields)]
- 1.2 Physical sciences (astronomy and space sciences, physics and other allied subjects)
- 1.3 Chemical sciences (chemistry, other allied subjects)
- 1.4 Earth and related environmental sciences (geology, geophysics, mineralogy, physical geography and other geosciences, meteorology and other atmospheric sciences including climatic research, oceanography, vulcanology, palaeoecology, other allied sciences)
- 1.5 Biological sciences (biology, botany, bacteriology, microbiology, zoology, entomology, genetics, biochemistry, biophysics, other allied sciences, excluding clinical and veterinary sciences)

2. ENGINEERING AND TECHNOLOGY

- 2.1 Civil engineering (architecture engineering, building science and engineering, construction engineering, municipal and structural engineering and other allied subjects)
- 2.2 Electrical engineering, electronics [electrical engineering, electronics, communication engineering and systems, computer engineering (hardware only) and other allied subjects]
- 2.3. Other engineering sciences (such as chemical, aeronautical and space, mechanical, metallurgical and materials engineering, and their specialised subdivisions; forest products; applied sciences such as geodesy, industrial chemistry, etc.; the science and technology of food production; specialised technologies of interdisciplinary fields, e.g. systems analysis, metallurgy, mining, textile technology and other applied subjects)

3. MEDICAL SCIENCES

- 3.1 Basic medicine (anatomy, cytology, physiology, genetics, pharmacy, pharmacology, toxicology, immunology and immunohaematology, clinical chemistry, clinical microbiology, pathology)
- 3.2 Clinical medicine (anaesthesiology, paediatrics, obstetrics and gynaecology, internal medicine, surgery, dentistry, neurology, psychiatry, radiology, therapeutics, otorhinolaryngology, ophthalmology)
- 3.3 Health sciences (public health services, social medicine, hygiene, nursing, epidemiology)

- 4. AGRICULTURAL SCIENCES
- 4.1 Agriculture, forestry, fisheries and allied sciences (agronomy, animal husbandry, fisheries, forestry, horticulture, other allied subjects)
- 4.2 Veterinary medicine

- 5. SOCIAL SCIENCES
- 5.1 Psychology
- 5.2 Economics
- 5.3 Educational sciences (education and training and other allied subjects)
- 5.4 Other social sciences [anthropology (social and cultural) and ethnology, demography, geography (human, economic and social), town and country planning, management, law, linguistics, political sciences, sociology, organisation and methods, miscellaneous social sciences and interdisciplinary , methodological and historical S1T activities relating to subjects in this group. Physical anthropology, physical geography and psychophysiology should normally be classified with the natural sciences].

- 6. HUMANITIES
- 6.1 History (history, prehistory and history, together with auxiliary historical disciplines such as archaeology, numismatics, palaeography, genealogy, etc.)
- 6.2 Languages and literature (ancient and modern)
- 6.3 Other humanities [philosophy (including the history of science and technology) arts, history of art, art criticism, painting, sculpture, musicology, dramatic art excluding artistic "research" of any kind, religion, theology, other fields and subjects pertaining to the humanities, methodological, historical and other S1T activities relating to the subjects in this group]