

Tools of the Participant Portal: Scientific Reports & Deliverables



Scientific Reporting and Deliverables: Terminology

Scientific Reporting:

- **Standardised format** & always due at the **end of Reporting Period** (defined in Article II.4 of GA)
- **Linked to payment**

Deliverables:

- Format, contents & timing **individually defined in Annex I of Grant Agreement** (Article II.4.8 of GA “Deliverables identified in Annex I shall be submitted as foreseen therein”)
- **Not directly linked to payment**



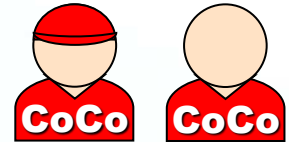
Deliverables



Deliverables: Workflow

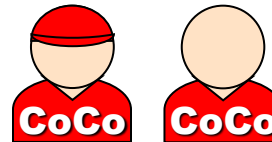
1. Define the Deliverables in Work Packages during the Negotiation of the Project.

*If not encoded in the negotiation forms, the titles will have to be encoded **before** uploading the Deliverables (otherwise they are uploaded automatically).*



2. Upload the Deliverables.

3. Validation and submission to the Commission.



4. If the Commission **rejects** the Deliverables, a new, modified version will have to be uploaded.



LOGIN

Logout

Johnny CADDY

Authentication and security help is available [here](#).

NEED HELP?

- See the [online user manual](#)
- You can consult [FAQS](#)
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[read more](#)

WHAT'S NEW

Participant Portal V3.1.1 (07/2011)

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[read more](#)

QUICK LINKS

PROJECT LIST FOR JOHNNY CADDY

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Please visit the [user manual](#) for roles nominations details

Show entries Search:

Acronym	Call	Prog.	Project ID	Roles	Phase	Actions
XXXXXX	XXXXXXXXXXXXXXXXXX	FP7	XXXXXX		Active	RD FR
XXX	XXXXXXXXXXXXXXXXXX	FP7	XXXXXX		Negotiation	AN
XXXXXXXX	XXXXXXXXXXXXXXXXXX	FP7	XXXXXX		Active	RD FR AA
XXXXXXXX	XXXXXXXXXXXXXXXXXX	FP7	XXXXXX		Active	RD FR AA
XXXXXX	XXXXXXXXXXXXXXXXXX	FP7	XXXXXX		Active	RD FR
XXXXXX	XXXXXXXXXXXXXXXXXX	FP7	XXXXXX		Active	RD FR
XXXXXXXXXX	XXXXXXXXXXXXXXXXXX-XXXXXX	FP7	XXXXXX		Active	RD FR

Showing 1 to 7 of 7 entries First Previous 1 Next Last

Accessing the Scientific Reporting and Deliverables tool (RD)

Deliverables: Uploading

Deliverables Upload

Instrument: XXXXXXXX

Project Information: XXXXXX

Username: XXXXXX

Work package no: * 1

Title: * D1.1.

Related to a reporting period:

Reporting period:

Milestone no. (Not available yet)

Milestone name (Not available yet)

Lead beneficiary: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Person months:

Nature:

Dissemination Level:

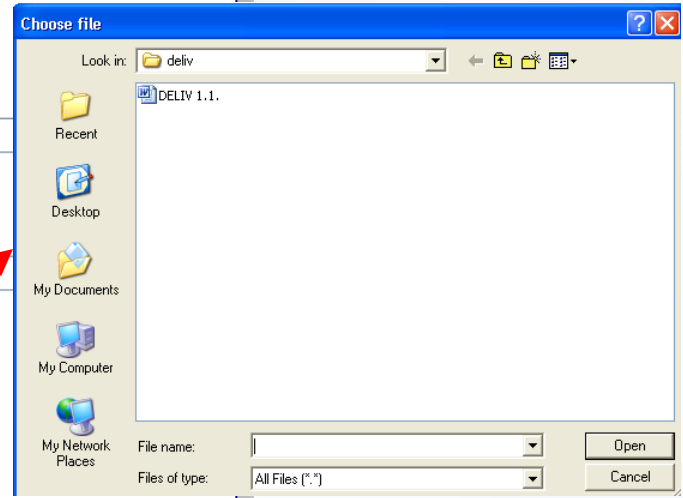
Delivery date from Annex I: * 6
Syntax: a number of months since the starting date of the project

Deliverable Document Type:

File Upload:

Encode Work Package no, Title...

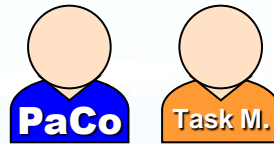
Upload the Deliverable and Save



Note: there's a possibility to fill in only the mandatory fields without uploading the file.

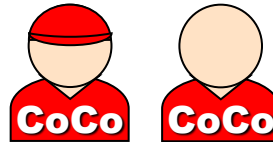
Deliverables: After uploading

• Participant's screen



Deliverables in progress													
WP n°	Deliverable N°	Title	Version	Lead beneficiary	Person months	Nature	Dissemination level	Document type	Delivery date from Annex I (proj month)	Forecast date	Status	Status Date	Action
1		D1.1.	1.0	XXXXXXXXXXXXXXXXXXXX					01/10/2008 (6 months)		Draft		Modify Delete
1		testjean	1.0	XXXXXXXXXXXXXXXXXXXX	2.0	Report	RE	Periodic Report	01/06/2008 (2 months)		Submission to backend systems ongoing		

• Coordinator's screen



Deliverables in progress													
WP n°	Deliverable N°	Title	Version	Lead beneficiary	Person months	Nature	Dissemination level	Document type	Delivery date from Annex I (proj month)	Forecast date	Status	Status Date	Action
1		D1.1.	1.0	XXXXXXXXXXXXXXXXXXXX					01/10/2008 (6 months)		Draft		Modify Delete Validate
1		testjean	1.0	XXXXXXXXXXXXXXXXXXXX									

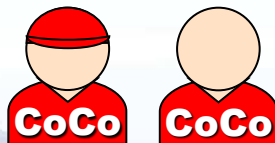
Windows Internet Explorer

?

You are about to validate this deliverable. If you are not certain about this validation, please click 'Cancel' below. If you really want to validate the deliverable, click on the 'OK' button.

Deliverables: Submitting the Deliverable

Coordinator's screen



Deliverables in progress													
WP n°	Deliverable N°	Title	Version	Lead beneficiary	Person months	Nature	Dissemination level	Document type	Delivery date from Annex I (proj month)	Forecast date	Status	Status Date	Action
1		D1.1.	1.0	XMSPEKIDANKMOLECOOAX XMEKARIBXIOGXKMXKXX					01/10/2008 (6 months)		Ready to submit		Modify Delete Submit
1		testjean	1.0	XKXNKXKXOEXKXBRANDXE XKXOENDEKXX XWPKSCHAPPEKXKXXKXX	2.0	Report	RE	Periodic Report	01/06/2008 (2 months)		Submission to backend systems ongoing		

Windows Internet Explorer

You are about to submit a deliverable for acceptance. You will no longer be able to change it! The Project Officer will then consider the document formally submitted and proceed with its evaluation. If you do not agree, please click 'Cancel'.

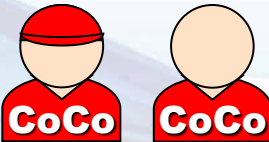


Deliverables in progress													
WP n°	Deliverable N°	Title	Version	Lead beneficiary	Person months	Nature	Dissemination level	Document type	Delivery date from Annex I (proj month)	Forecast date	Status	Status Date	Action
1		D1.1.	1.0	XMSPEKIDANKMOLECOOAX XMEKARIBXIOGXKMXKXX					01/10/2008 (6 months)		Submission to backend systems ongoing		
				XKXNKXKXOEXKXBRANDXE							Submission to		



Deliverables: After submitting / Receipt

Coordinator's screen



Deliverables Management

Instrument XX

Project Information XXXXX

Username XXXXX

Submitted deliverables

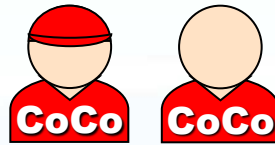
Deliverable N°	Title	Version	WP n°	Lead beneficiary	Nature	Dissemination level	Delivery date from Annex I (proj month)	Actual date	Status	Status Date	Contractual	Action
1	testjean	1.0						16/02/2010	Received		No	

+ mail automatically sent to the Commission



Deliverables: P.O.'s acceptance/rejection

Coordinator's screen



- Accepted Deliverables

Submitted deliverables												
Deliverable N°	Title	Version	WP n°	Lead beneficiary	Nature	Dissemination level	Delivery date from Annex I (proj month)	Actual date	Status	Status Date	Contractual	Action
1	testjean	1.0						16/02/2010	Accepted	18/02/2010	No	

Deliverables in progress												
Deliverable N°	Title	Version	WP n°	Lead beneficiary	Nature	Dissemination level	Delivery date from Annex I (proj month)	Forecast date	Status	Status Date	Contractual	Action

...Or...

- Rejected Deliverables

Submitted deliverables												
Deliverable N°	Title	Version	WP n°	Lead beneficiary	Nature	Dissemination level	Delivery date from Annex I (proj month)	Actual date	Status	Status Date	Contractual	Action
1	testjean	1.0						16/02/2010	Accepted	18/02/2010	No	

Deliverables in progress												
Deliverable N°	Title	Version	WP n°	Lead beneficiary	Nature	Dissemination level	Delivery date from Annex I (proj month)	Forecast date	Status	Status Date	Contractual	Action
2	toto	1.0						01/02/2009	Rejected	16/02/2010	Yes	Upload

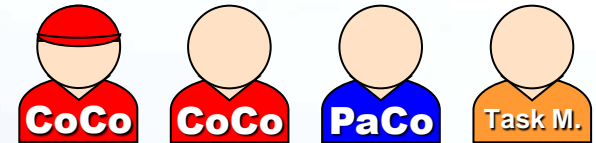
...then a new version has to be uploaded

Scientific Reporting

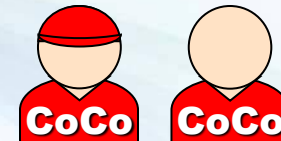


Scientific Reporting: Workflow

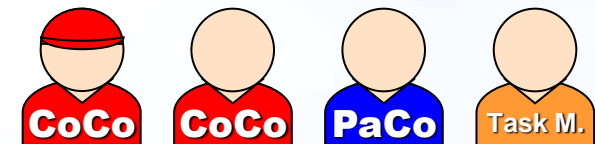
1. The Participants create, modify, complete the Scientific Reports.



2. The Coordinator Contact validates and submits to the Commission.



3. If the Commission rejects the Scientific Reports, the Participants will have to upload a new, modified version of the Scientific Reports.



Scientific Reporting: Periodic Reports



About Periodic Reports

1. Declaration by the scientific representative of the project's coordinator
2. Publishable summary
3. Core of the report
 1. **Project objectives for the period**
 2. **Work progress and achievements during the period**
 3. **Project management**
4. Deliverables and milestones tables
5. Explanation of the use of the resources
6. Financial statement, (form C) per beneficiary; plus summary financial report
7. Certificates, (form D or E), if applicable

Note: To be submitted **within 60 days** at the end of each reporting period (including the last reporting period)





LOGIN

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Johnny CADDY

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XXXXXXXX	XXXXXXXXXXXXXXXXXX	FP7	XXXXXX		Active	RD FR AA
XXXXXXXX	XXXXXXXXXXXXXXXXXX	FP7	XXXXXX		Active	RD FR AA
XXXXXX	XXXXXXXXXXXXXXXXXX	FP7	XXXXXX		Active	RD FR
XXXXXX	XXXXXXXXXXXXXXXXXX	FP7	XXXXXX		Active	RD FR
XXXXXXXXXX	XXXXXXXXXXXXXXXXXX-XXXXXX	FP7	XXXXXX		Active	RD FR

Showing 1 to 7 of 7 entries First Previous 1 Next Last

Accessing the Scientific Reporting and Deliverables tool (RD)

Scientific Reporting: Periodic Report (2/3)

1. Publishable summary

This section will be edited by the Commission as such. The length of this part cannot exceed 4000 characters and has to include a summary 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). This summary report has to be updated at the end of each reporting period.

Attached documents: Include where appropriate, one PDF document containing complementary documents such as diagrams or photographs and the project logo, illustrating and promoting the work of the project.

attach PDF

2. Core of the report

Please upload here a pdf document following the annotated structure below.

Section on objectives, results and management

Project objectives for the period

Please provide an overview of the project objectives for the reporting period in a stand-alone document.

Please include a summary of the recommendations from the previous reporting period.

Work progress and achievements during the period

Please provide a concise overview of the progress of the work in line with the project objectives. For each work package -- except project management, which will be reported in a separate document -- provide a summary of the progress achieved during the reporting period.

- A summary of progress towards objectives and details for each task;
- Highlight clearly significant results;
- If applicable, explain the reasons for deviations from Annex I and their impact on the project;
- If applicable, explain the reasons for failing to achieve critical objectives (the explanations should be coherent with the declaration by the project beneficiaries on the use of resources, in particular highlighting and explaining the reasons for such deviations);
- a statement on the use of resources, in particular highlighting and explaining the reasons for such deviations (Description of Work)
- If applicable, propose corrective actions.

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 and Article II.16.5 of the 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;
- 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 activities during this period (if applicable).

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.

For Grant Agreements related to infrastructures (Annex III of the Grant Agreement), the access provider shall include a section in the periodic reports on the access activity, indicating the membership of the selection panel as well as the amount of access provided to the user groups, with the description of their work, and the names and home institutions of users.

Attached document: Include one PDF document following the annotated structure above.

attach PDF

Select attachments

Attachments

Attachment	Type	Delete
File: <input type="text"/>		<input type="button" value="Browse..."/>
Attachment Type: Publishable Summary		
<input type="button" value="Upload"/>		<input type="button" value="Close"/>



Scientific Reporting: Periodic Report (3/3)

3. 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 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 European Commission 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.

Del. no.	Deliverable name	WP no.	Lead beneficiary	Nature	Dissemination level	TABLE 1. Deliverables (5) Delivery date from Annex I (proj month)	Delivered Yes/No	Actual / Forecast delivery date	Comment
1	D1						* <input type="radio"/> Yes <input checked="" type="radio"/> No	01/08/2009	
2	D2						* <input type="radio"/> Yes <input checked="" type="radio"/> No	01/08/2009	
3	D3						* <input checked="" type="radio"/> Yes <input type="radio"/> No	19/04/2010	

Add or modify deliverables

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

Milestone no.	Milestone name	Work package no.	Lead beneficiary	Delivery date from Annex I	Achieved Yes/No	Actual / Forecast achievement date	Comment
*	*	*	*	*	* <input type="radio"/> Yes <input type="radio"/> No	*	*

insert row

delete row

4. 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, la consumable items, etc. linking them to work packages.

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 benefici as regards the individual value of the item.

These can be listed in the following tables (one table by participant):

Table 3.1: Personnel, subcontracting and other major cost items for AYURVEDIC POINT srl

Work Packages	Item description	Amount in EUR (without decimals)	Explanations
*	*	*	*

insert row

delete row

have read and I agree with the following statement: The electronic submission of the report using this application (SESAM) stands for formal submission of the report and its attachments to the European Commission, in the context of the aforementioned research project. The European Commission will file and register the report and its attachments as formally received communication from you and proceed with its treatment. Consequently, submission of the same information via other channels (e.g. in paper format or by e-mail) is not necessary. Only the version submitted via SESAM is considered as the valid one; versions sent in parallel via other channels will be ignored.

cancel

save

submit

attachments

calculate

Scientific Reporting: Publications, Patents and Exploitable Forgrounds List

The Publications, Patents and Exploitable Foregrounds List created appear in the Final Report.



LOGIN

Logout

Johnny CADDY

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XXXXXXXX	XXXXXXXXXXXXXXXXXX	FP7	XXXXXX		Active	RD FR AA
XXXXXXXX	XXXXXXXXXXXXXXXXXX	FP7	XXXXXX		Active	RD FR AA
XXXXXX	XXXXXXXXXXXXXXXXXX	FP7	XXXXXX		Active	RD FR
XXXXXXXXXX	XXXXXXXXXXXXXXXXXX-XXXXXX	FP7	XXXXXX		Active	RD FR

Showing 1 to 7 of 7 entries First Previous 1 Next Last

Accessing the Scientific Reporting and Deliverables tool (RD)

Scientific Reporting: Adding a Publication

Legal Notice : The information in this w

Publications List

Title *

Main Author *

Title of the periodical or the series *

Number, date or frequency *

Publisher *

Place of publication *

Date of publication *
Syntax: dd/mm/yyyy

Relevant pages *

Permanent identifiers (if available)

Open access is/will be provided to this publication Yes No

Embargo period (months)

Add Publication **Cancel Edition**


Project Publications

N°	Title	Main Author	Title of the periodical or the series	Number, date or frequency	Publisher	Place of publication	Date of publication	Relevant pages	Permanent identifiers (if available)	Open access is/will be provided to this publication	Embargo period (months)	Embargo expiration date	Status	Actions	Order
1	Title 1	Dupont	Series	2	PUBLISHER	PLACE Publication	07/10/2009	20		Yes	3	07/01/2010	VALIDATED	update delete	

Save Order

Scientific Reporting: Adding a Patent

Legal Notice : The information in this w



Marianne PAREZ [parezmn]

You are here: > [FP7 Home](#) > Project Management > FP7 Work with a Project >

[Home](#) **FP7 Work with a Project 200234**

Assessment Reports Please choose one of the following:

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) *

Project Patents

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)	Status	Actions
Patent	4512	Title	aaa	VALIDATED	update delete

Scientific Reporting: Adding an Exploitable Foregrounds List

Legal Notice : The information in this w



Marianne PAREZ [parezmn]

You are here: > [FP7 Home](#) > Project Management > FP7 Work with a Project >

Home **FP7 Work with a Project 200234**

Exploitable Foregrounds List

Exploitable Foreground (description) *

Exploitable product(s) or measure(s) *

Sector(s) of application *

Timetable, commercial use *

Patents or other IPR exploitation (licenses) *

Owner & Other Beneficiary(s) involved *

Add ExploitableForeground **Cancel Edition**

Project Exploitable Foregrounds

Exploitable Foreground (description)	Exploitable product(s) or measure(s)	Sector(s) of application	Timetable, commercial use	Patents or other IPR exploitation (licenses)	Owner & Other Beneficiary (s) involved	Status	Actions
--------------------------------------	--------------------------------------	--------------------------	---------------------------	--	--	--------	---------

Scientific Reporting: Final Reports



About Final Reports

1. Final publishable summary report
2. Dissemination and use of foreground
 1. Dissemination activities
 2. Publications peer reviewed
 3. Use of foregrounds: exploitable foreground and plans for exploitation
3. Report on societal implications

Note: To be submitted **within 60 days** after the end of the project





- Home
- My Organisations
- My Proposals
- My Projects
- My Roles
- My Notifications
- FP7 Documentation
- FP7 Calls
- Support

LOGIN

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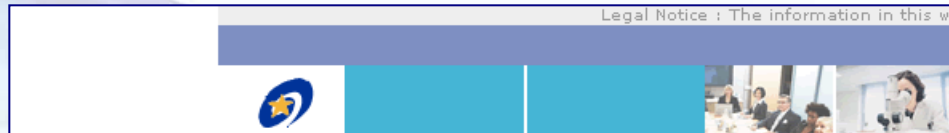
Show entries Search:

Acronym	Call	Prog.	Project ID	Roles	Phase	Actions
XXXXXX	XXXXXXXXXXXXXXXXXX	FP7	XXXXXX		Active	RD FR
XXX	XXXXXXXXXXXXXXXXXX	FP7	XXXXXX		Negotiation	AN
XXXXXXXX	XXXXXXXXXXXXXXXXXX	FP7	XXXXXX		Active	RD FR AA
XXXXXXXX	XXXXXXXXXXXXXXXXXX	FP7	XXXXXX		Active	RD FR AA
XXXXXX	XXXXXXXXXXXXXXXXXX	FP7	XXXXXX		Active	RD FR
XXXXXX	XXXXXXXXXXXXXXXXXX	FP7	XXXXXX		Active	RD FR
XXXXXXXXXX	XXXXXXXXXXXXXXXXXX-XXXXXX	FP7	XXXXXX		Active	RD FR

Showing 1 to 7 of 7 entries First Previous 1 Next Last

Accessing the Scientific Reporting and Deliverables tool (RD)

Scientific Reporting: Creating a Final Report



Select Report

Please choose one of the following:

1. Create a new report by clicking the button 'Create New Report'.
2. Continue editing an existing report by clicking the link in the column 'Form name' of the table 'Intermediate Reports' for target Report.
3. Delete an existing report by clicking the link in the column 'Delete' of the table 'Intermediate Reports' for target Report.

Instrument

Project Information

Username

Report type

Participant

Create New Report



4.1 Final publishable summary report

This section will be edited by the Commission as such. The length of this part should not exceed 40 pages. This report should address a wide audience, including the general public. This summary report has to be updated at the end of each reporting period.

Please provide an executive summary. The length of this part cannot exceed 1 page.

Please provide a summary description of the project context and the main objectives. The length of this part cannot exceed 4 pages.

Please provide a description of the main S & T results/foregrounds. The length of this part cannot exceed 25 pages.

Please provide a description of the potential impact (including the socio-economic impact and the wider societal implications of the project so far) and the main dissemination activities and the exploitation of results. The length of this part cannot exceed 10 pages.

Please provide the public website address (if applicable), as well as relevant contact details.

Attached documents : Furthermore, project logo, diagrams or photographs illustrating and promoting the work of the project (including videos, etc...), as well as the list of all beneficiaries with the corresponding contact names can be submitted without any restriction.

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 foreground (section 4.3 - G).

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 European Union.

- Section B

This section should specify the exploitable foreground and provide the plans for exploitation. All these data can be public or confidential; the report must clearly mark non-publishable (confidential) parts that will be treated as such by the Commission. Information under Section B that is not marked as confidential will be made available in the public domain thus demonstrating the added-value and positive impact of the project on the European Union.

Section A (public)

This section includes two templates:

- Template A1: List of all scientific (peer reviewed) publications relating to the foreground of the project.
- Template A2: List of all dissemination activities (publications, conferences, workshops, web sites/applications, press releases, flyers, articles published in the popular press, videos, media briefings, presentations, exhibitions, thesis, interviews, films, TV clips, posters).

These tables are cumulative, which means that they should always show all publications and activities from the beginning until after the end of the project. Updates are possible at any time.

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 A1 - 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	Date of publication	Relevant pages	Permanent identifiers (3) (if applicable)	Is open access(4) provided to this publication?

(3) 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).

(4) Open Access is defined as free of charge access for anyone via 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.

Please provide a list of all dissemination activities.

TEMPLATE A2 - LIST OF DISSEMINATION ACTIVITIES									
No.	Type of activities	Main leader	Title	Date	Place	Type of audience	Size of audience	Countries addressed	

Section B (Confidential (5) or public: confidential information to be marked clearly)

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. This table is cumulative, which means that it should always show all applications from the beginning until the end of the project.

TEMPLATE B1: LIST OF APPLICATIONS FOR PATENTS, TRADEMARKS, REGISTERED DESIGNS, UTILITY MODELS, ETC.					
Type of IP Rights	Confidential	Foreseen embargo date dd/m/yyyy	Application reference(s) (e.g. EP123456)	Subject or title of application	Applicant(s) (as on the application)

(5) Not to be confused with the "EU CONFIDENTIAL" classification for some security research projects.

Please complete the table hereafter:

TEMPLATE B2: OVERVIEW TABLE WITH EXPLOITABLE FOREGROUND								
Type of Exploitable Foreground	Description of Exploitable Foreground	Confidential	Foreseen embargo date dd/mm/yyyy	Exploitable product(s) or measure(s)	Sector(s) of application	Timetable for commercial use or any other use	Patents or other IPR exploitation (licences)	Owner and Other Beneficiary(s) involved

ADDITIONAL TEMPLATE B2: OVERVIEW TABLE WITH EXPLOITABLE FOREGROUND (6)	
Description of Exploitable Foreground	Explain of the Exploitable Foreground

(6) In the table, for each row, please provide a text to explain the exploitable foreground, in particular:

- Its purpose
- How the foreground might be exploited, when and by whom
- 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 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. The replies for individual projects will not be made public.

4.3 Report on societal implications

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A. Ethics

1. Did your project undergo an Ethics Review (and/or Screening)?

* Yes No

If Yes: have you described the progress of compliance with the relevant Ethics Review/Screening Requirements in the frame of the periodic/final reports?

Special Reminder: the progress of compliance with the Ethics Review/Screening Requirements should be described in the Period/Final Project Reports under the Section 2.2 'Work Progress and Achievements'.

* Yes No

2. Please indicate whether your project involved any of the following issues (tick box) :

RESEARCH ON HUMANS

Did the project involve children?

* Yes No

Did the project involve patients?

* Yes No

Did the project involve persons not able to give consent?

* Yes No

Did the project involve adult healthy volunteers?

* Yes No

Did the project involve Human genetic material?

* Yes No

Did the project involve Human biological samples?

* Yes No

Did the project involve Human data collection?

* Yes No

RESEARCH ON HUMAN EMBRYO/FOETUS

Did the project involve Human Embryos?

* Yes No

Did the project involve Human Foetal Tissue / Cells?

* Yes No

Did the project involve Human Embryonic Stem Cells (hESCs)?

* Yes No

Did the project on human Embryonic Stem Cells involve cells in culture?

* Yes No

Did the project on human Embryonic Stem Cells involve the derivation of cells from Embryos?

* Yes No

PRIVACY

Did the project involve processing of genetic information or personal data (eg. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?

* Yes No

Did the project involve tracking the location or observation of people?

* Yes No

RESEARCH ON ANIMALS

Did the project involve research on animals?

* Yes No

Were those animals transgenic small laboratory animals?

* Yes No

RESEARCH ON ANIMALS

Did the project involve research on animals?

* Yes No

Were those animals transgenic small laboratory animals?

* Yes No

Were those animals transgenic farm animals?

* Yes No

Were those animals cloned farm animals?

* Yes No

Were those animals non-human primates?

* Yes No**RESEARCH INVOLVING DEVELOPING COUNTRIES**

Did the project involve the use of local resources (genetic, animal, plant etc)?

* Yes No

Was the project of benefit to local community (capacity building, access to healthcare, education etc)?

* Yes No**DUAL USE**

Research having direct military use

* Yes No

Research having the potential for terrorist abuse

* Yes No**B. 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	<input type="text" value="0"/>	<input type="text" value="0"/>
Work package leaders	<input type="text" value="0"/>	<input type="text" value="0"/>
Experienced researchers (i.e. PhD holders)	<input type="text" value="0"/>	<input type="text" value="0"/>
PhD student	<input type="text" value="0"/>	<input type="text" value="0"/>
Other	<input type="text" value="0"/>	<input type="text" value="0"/>

4. How many additional researchers (in companies and universities) were recruited specifically for this project?

Of which, indicate the number of men:

C. Gender Aspects

5. Did you carry out specific Gender Equality Actions under the project ?

* Yes No

6. Which of the following actions did you carry out and how effective were they?

Design and implement an equal opportunity policy

* Not Applicable Not at all effective Not effective Effective Almost effective Very effective

Set targets to achieve a gender balance in the workforce

* Not Applicable Not at all effective Not effective Effective Almost effective Very effective

Organise conferences and workshops on gender

* Not Applicable Not at all effective Not effective Effective Almost effective Very effective

Actions to improve work-life balance

* Not Applicable Not at all effective Not effective Effective Almost effective Very effective

Other:

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?

* Yes (Specify below) No

If yes, please specify:

D. 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)?

* Yes (Specify below) No

If yes, please specify:

9. Did the project generate any science education material (e.g. kits, websites, explanatory booklets, DVDs)?

* Yes (Specify below) No

If yes, please specify:

E. Interdisciplinarity

10. Which disciplines (see list below) are involved in your project?

Main discipline

*

Associated discipline:

Associated discipline:

F. 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)

* Yes No

11b. If yes, did you engage with citizens (citizens' panels / juries) or organised civil society (NGOs, patients' groups etc.)?

* No Yes - in determining what research should be performed Yes - in implementing the research Yes, in communicating / disseminating / using the results of the project

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)?

* Yes No

12. Did you engage with government / public bodies or policy makers (including international organisations)

* No Yes - in framing the research agenda Yes - in implementing the research agenda 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?

* No Yes - as a primary objective (please indicate areas below multiple answers possible) Yes - as a secondary objective (please indicate areas below - multiple answer possible)

13b. If Yes, in which fields?

- Agriculture
- Audiovisual and Media
- Budget
- Competition
- Consumers
- Culture
- Customs

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?

- * Local / regional levels National level European level International level

G. Use and dissemination

14. How many Articles were published/accepted for publication in peer-reviewed journals?

To how many of these is open access provided (4)?

How many of these are published in open access journals?



14. How many Articles were published/accepted for publication in peer-reviewed journals?	* 0
To how many of these is open access provided (4)?	* 0
How many of these are published in open access journals?	* 0
How many of these are published in open repositories?	* 0
To how many of these is open access not provided?	* 0

Please check all applicable reasons for not providing open access:

- publisher's licensing agreement would not permit publishing in a repository
- no suitable repository available
- no suitable open access journal available
- no funds available to publish in an open access journal
- lack of time and resources
- lack of information on open access

If other - please specify (7)

(7) For instance: classification for security project.

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>	* 0
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16. Indicate how many of the following Intellectual Property Rights were applied for (give number in each box).

Trademark	* 0
Registered design	* 0
Other	* 0

17. How many spin-off companies were created / are planned as a direct result of the project?	* 0
---	-----

Indicate the approximate number of additional jobs in these companies:

18. Please indicate whether your project has a potential impact on employment, in comparison with the situation before your project:

- * Increase in employment, or Safeguard employment, or Decrease in employment, or Difficult to estimate / not possible to quantify
- * In small and medium-sized enterprises In large companies None of the above / not relevant to the project

19. For your project partnership please estimate the employment effect resulting directly from your participation in Full Time Equivalent (FTE = one person working fulltime for a year) jobs:	* 0
--	-----

- Difficult to estimate / not possible to quantify

H. Media and Communication to the general public

20. As part of the project, were any of the beneficiaries professionals in communication or media relations?

* Yes No

21. As part of the project, have any beneficiaries received professional media / communication training / advice to improve communication with the general public?

* Yes No

22. Which of the following have been used to communicate information about your project to the general public, or have resulted from your project?

- Press Release
- Media briefing
- TV coverage / report
- Radio coverage / report

Registered design

Other

17. How many spin-off companies were created / are planned as a direct result of the project?

Indicate the approximate number of additional jobs in these companies:

18. Please indicate whether your project has a potential impact on employment, in comparison with the situation before your project:

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* Yes No

22. Which of the following have been used to communicate information about your project to the general public, or have resulted from your project?

- Press Release
- Media briefing
- TV coverage / report
- Radio coverage / report
- Brochures / posters / flyers
- DVD / Film / Multimedia
- Coverage in specialist press
- Coverage in general (non-specialist) press
- Coverage in national press
- Coverage in international press
- Website for the general public / internet
- Event targeting general public (festival, conference, exhibition, science café)

23. In which languages are the information products for the general public produced?

- Language of the coordinator
- Other language(s)
- English

I have read and I agree with the following statement: The electronic submission of the report using this application (SESAM) stands for formal submission of the report and its attachments to the European Commission, in the context of the aforementioned research project. The European Commission will file and register the report and its attachments as formally received communication from you and proceed with its treatment. Consequently, submission of the same information via other channels (e.g. in paper format or by e-mail) is not necessary. Only the version submitted via SESAM is considered as the valid one; versions sent in parallel via other channels will be ignored.

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QUEST version 7.9.25 in PREPROD environment



Scientific Reporting and Deliverables: When to submit the reports?

Deliverables:

Timing individually defined in Annex I of GA (Article II.4.8)

Periodic Report:

Within 60 days at the end of each reporting period
(including the last reporting period)

Final Report:

Within 60 days after the end of the project

Final Report – Section 5:

Within 30 days after receipt of the final payment
of the EU financial contribution

*A report is considered as complete when all parts
are transmitted to the Commission by the Coordinator.*





Scientific Reporting and Deliverables: How to submit the reports?

By electronic means:

(via the Participant Portal web services)

Periodic Reports, Final Reports, Deliverables, etc. and Forms C

By normal post:

(to the mail address indicated in article 8 of the GA)

In parallel to the electronic submission and only for:

- the **signed Forms C** (prepared and submitted via the Participant Portal web services)
- the **certificates on financial statements** or **certificates on the methodology** (where applicable/necessary)

