

# 54 month reporting

1<sup>st</sup> December 2015 – 31<sup>st</sup> May 2017

3 parts

1. Periodic Report – 52 months,
2. Partners financial statements – Form C
3. Publishable summary – report on progress

# PERIODIC REPORT

## 1<sup>st</sup> December 2015 – 31<sup>st</sup> May 2017

### EACH WORK PACKAGE

#### 1. Work progress & achievements during this period

- Task Objectives
- Progress towards objectives
- Deviations
- Use of resources
- References used

**1<sup>st</sup> Draft - Due 8<sup>th</sup> June 2017**  
**Final submission – Due 30/6/17**

#### 2. Deliverables & Milestones

- list the deliverables & milestones

#### 3. Project Management

- Deviations
- Dissemination activities (workshops, papers, reports, posters, presentations, press etc etc)

**FEED THE INFORMATION TO YOUR WP LEAD**

# FINANCIAL REPORT

1<sup>st</sup> December 2015 – 31<sup>st</sup> May 2017

- EACH INSTITUTION TO COMPLETE FORM C
  - Detailing financial spend and claim
  - Remember the 4 W's
    - Who, when, why, what
  - Remember: you receive 85% of the total you claim in each period

**1<sup>st</sup> Draft - Due 8<sup>th</sup> June 2017**  
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[http://ec.europa.eu/research/participants/data/ref/fp7/89556/financial\\_guidelines\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/fp7/89556/financial_guidelines_en.pdf)

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