**FINAL REPORT**

**This document should include comprehensive information about the project implementation from the financial as well as the scientific aspect of the project. The scientific part of the Final report should include information from the beginning of the project until the end. The section of the report on dissemination activities (events, conferences, journals and information material) should include data throughout the duration of your project along with the trainings you have undergone. The part on ethical issues deals with the way ethical issues that arose during the implementation of the project were handled. This part is followed by the evaluation of the NEWFELPRO project in general. The financial part, as the last part of the final report, is structured in the same way as the six months financial report, only that it includes data from the beginning of the project until its end.**

|  |  |
| --- | --- |
| **Contract No.:** |  |
| **Project Title:** |  |
| **Project Manager:** |  |
| **Host institution:** |  |
| **Scientist in Charge:** |  |
| **Return host institution:** |  |
| **Fellowship scheme:** |  |
| **Project duration:[[1]](#footnote-1)** |  | **Project start date:** |  |
| **Reporting period:** |  |
| **Execution deadline[[2]](#footnote-2):** |  |

1. **ACTIVITY**

**1.1. Describe activities implemented during the implementation of the project (see Annex 1 and Annex 3 of the Grant Agreement):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Title of activity | Brief Description | Comments | Date of implemen-tation | % of activity[[3]](#footnote-3) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |   |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **RESULTS**

**2.1. Describe project results achieved during the implementation of the project (demonstrate achievement of the KPI – *key performance indicators*):**

|  |  |  |
| --- | --- | --- |
| **Planned KPI (copy from Annex 3)[[4]](#footnote-4)** | **Achieved KPI (during reporting period)** | **Explanations[[5]](#footnote-5)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**2.2 Problems experienced and solutions proposed**

**Please write down a short summary of the problems you have encountered during the implementation of your project that impacted/might have impacted the final results.**

|  |
| --- |
|  |

* 1. **Please list all the accepted (in press/published) original peer-reviewed articles that have resulted from the research you conducted throughout the project implementation (author, article title, journal name, year, volume, issue number, page number).**

|  |
| --- |
|  |

* 1. **Please list all the accepted (in press/published) books/book chapters that have resulted from the research you conducted throughout the project implementation (author, title, publisher, publication year).**

|  |
| --- |
|  |

* 1. **Intellectual property activity that has resulted directly from the research (if applicable tick the appropriate boxes).**

|  |  |
| --- | --- |
| **Software/database development** |  |
| **Patents filed** |  |
| **Licensing contracts** |  |
| **Other (transfer of the IPR, collaboration with the industry based on the research results etc.)** |  |

* 1. **Please summarize the intellectual property activity (summary should include the potential beneficiaries of such activities, its originality and market orientation).**

|  |
| --- |
|  |

* 1. **Please list the seminars/trainings you have attended at your host institution or other that dealt with the development of your complementary skills (not necessarily project related) during the implementation of your project. Complementary skills may include, among others, entrepreneurial skills, career building skills, project management skills, trainings in technology transfer etc.**

|  |
| --- |
|  |

* 1. **Link to the webpage of your project (if applicable).**

|  |
| --- |
|  |

1. **EVALUATION**

**3.1. How would you describe your personal experience with the NEWFELPRO project (in terms of general**

 **satisfaction level, issues you might have stumbled upon in regards to the implementation of the project**

 **and other, transparency and evaluation quality, monitoring quality)?**

|  |
| --- |
|  |

* 1. **What advice do you have for the implementation of the future similar projects - for researchers, the Secretariat and the Selection Committee?**

|  |
| --- |
|  |

1. **FUTURE PLANS**

**What are your future plans upon the completion of this project?**

|  |
| --- |
|  |

1. **ETHICAL ISSUES (applicable in case the Ethics Committee had recommendations/requests and the project in general had ethical issues such as privacy, research on humans, research in ICPC countries etc.).**
	1. **Please write down a short summary with the description of ethical issues that arose during the project implementation.**

|  |
| --- |
|  |

* 1. **Please write down a short summary of the response you received during the project implementation from the participants with regards to consenting to participate in the research (in case your project demanded participation of other people through interviews, experiments including humans etc.). The summary should include information on the number of the participants, the total number of signed consent forms etc.**

|  |
| --- |
|  |

* 1. **Please write down a short summary of the problems you have encountered in the area of ethical issues and the implemented solutions.**

|  |
| --- |
|  |

**5.4. Please attach (to the Final report) an official statement from the person in charge at your host institution which proves that, during the implementation of the project, all ethical matters have been dealt with in accordance to the rules and procedures laid down in the NEWFELPRO documentation, the instructions made by the NEWFELPRO ethics committee and the relevant legal framework (applicable in case the research included animals, human embryo/foetus etc.).**

1. **FINANCIAL PROGRESS AND REPORTING**

**6.1. Describe the costs incurred during the implementation of the project during the outgoing period.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost category** | **Latest budget** | **Expenditure to date - €** | **Description of costs** |
| 1. Living allowance |  |  |  |
| 2. Contribution to research costs |  |  |  |
| 3. Mobility costs |  |  |  |
| 4. Relocation costs |  |  |  |
| 5. Host institution overhead |  |  |  |
| 6. Host institution funding |  |  |  |
| 7. Total eligible costs |  |  |  |

**6.2. Describe the costs incurred during the implementation of the project during the return period.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost category** | **Latest budget** | **Expenditure to date - €** | **Description of costs** |
| 1. Living allowance |  |  |  |
| 2. Contribution to research costs |  |  |  |
| 3. Mobility costs |  |  |  |
| 4. Relocation costs |  |  |  |
| 5. Host institution overhead |  |  |  |
| 6. Host institution funding |  |  |  |
| 7. Total eligible costs |  |  |  |

* 1. **Report submission**

|  |  |  |
| --- | --- | --- |
| **Date of report submission** | **Foreseen** | **Actual** |
| Final report |  |  |

1. **CONTRACT AMENDMENTS IN THE REPORTING PERIOD**
	1. **Contract amendments requiring the approval of the NEWFELPRO Secretariat**

|  |  |
| --- | --- |
| Amendment requested |  |
| Amendment signed by MSES |  |
| Amendment signed by beneficiary |  |
| Nature of amendment |  |

**7.2. Contract amendments notified to the NEWFELPRO Secretariat (i.e. not requiring approval from the NEWFELPRO Secretariat)**

Financial (i.e. reallocations)

|  |  |  |  |
| --- | --- | --- | --- |
| Budget heading | Original | Amendment (+/-) € | Actual |
|  |  |  |  |

**Signature and date[[6]](#footnote-6)**

 **Host Institution in the Outgoing phase of the project**

|  |
| --- |
| We declare that: |
| a) the costs declared above are directly related to the resources used to reach the objectives of the project  |
| b) Host institution/Return host institution has receipts, bank statements and other relevant documents to prove above declared costs |
| c) the above declared information is accurate and true |
| d) the costs declared above are not charged or reimbursed from any other sources |
| **Done by**  | **Signature:** | **Date:** |
| *<Name/position of the authorised representative in the Host institution>* |  |  |
| *<Name of the Scientist in Charge>* |  |  |
| *<Name of the Project Manager>* |  |  |

 **Host Institution in the Return phase of the project**

|  |
| --- |
| We declare that: |
| a) the costs declared above are directly related to the resources used to reach the objectives of the project  |
| b) Host institution/Return host institution has receipts, bank statements and other relevant documents to prove above declared costs |
| c) the above declared information is accurate and true |
| d) the costs declared above are not charged or reimbursed from any other sources |
| **Done by**  | **Signature:** | **Date:** |
| *<Name/position of the authorised representative in the Return Host institution>* |  |  |
| *<Name of the Scientist in Charge>* |  |  |
| *<Name of the Project Manager>* |  |  |

1. **TO BE FILLED IN BY THE NEWEFLPRO SECRETARIAT**

|  |
| --- |
| **NEWFELPRO Secretariat assessment of the project implementation:** |
| **Report reviewed and assessment/recommendations prepared by:**PM:Date:Signature: | **Approved by:**PM:Date:Signature: |

**Important note**:

With prior notice and at any time within the duration of the Project and up to five years after the Project completion, the NEWFELPRO Secretariat and the Selection Committee may request additional information or documentation related to the Project implementation from the Project Manager, Host Institution or Return Host Institution.

**Project Manager is strongly recommended to scan and keep all invoices related to his/her project proposal.**

1. In months [↑](#footnote-ref-1)
2. End of the project [↑](#footnote-ref-2)
3. Insert approximate % of activity implemented during the reporting period. [↑](#footnote-ref-3)
4. Insert KPI (Key Performance Indicators) identical to those in the initial project proposal (see Annex 3). Insert as many rows as in your project proposal. [↑](#footnote-ref-4)
5. Explain how were the KPI achieved (activities related to the achievement of KPI). [↑](#footnote-ref-5)
6. Reports should be signed by the Scientist in Charge, the Host Institution’s legal representative and the Project Manager during the **Outgoing Phase**, whereas in the **Return Phase** the reports should be signed by the Return Host Institution’s legal representative and the Project Manager. [↑](#footnote-ref-6)