INTERIM REPORT / FINAL REPORT

Project number or title: Enter text here.

**Reporting period:** Enter text here.

Guideline for extent: <10 to 20 pages>

Please do not delete the black text passages and questions, blue text passages and notes can be removed.

# Goals and results

## Goal achievement and highlights

* Have there been important changes compared to the approved overall research programme?   
  Explain any deviation or changes from the approved research programme.
* Compare the goals with the achieved results.
* Describe the highlights and problems that occurred in achieving the goals

**Interim report:**

* Are the goals defined in the funding agreement still valid or realistic?   
  Please note: changes to goals require the approval of FFG.

**Final report:**

* Have the goals defined in the funding agreement been reached?
* Contribution of the COMET Module to the COMET-Programme goals.
* Outlook, future:   
  Describe your plans for after the end of the project.

Enter text here.

## Monitoring data

* Comment on all the monitoring data entered in the eCall.   
  Explain if you will achieve the overall planned targets based on current knowledge.Deviations from the plan have to be explained.

Enter text here.

# Projects and milestones

## Overview

* Indicate in the following tables the respective progress per project and per milestone and mention in brief notes, if there are deviations. In case of delays, indicate the estimated duration.   
  A detailed description is possible in chapter 2.2.
* Comment on the ‘List of projects’.

Table 1: Progress of project (P)

| P | Title | Percent completed | Deviations, delays |
| --- | --- | --- | --- |
| 1 | Enter text here. | % | Enter text here. |
| 2 | Enter text here. | % | Enter text here. |
| 3 | Enter text here. | % | Enter text here. |
| … |  |  |  |

Table 2: Milestones (MS)

| MS | Title | Completion/  planned date | Deviations, delays |
| --- | --- | --- | --- |
| 1 | Enter text here. | 08/2024 | Enter text here. |
| … |  |  |  |

## Description of the work carried out

* Describe the work carried out during the reporting period, broken down into projects.
* Have the work steps been completed according to plan? Have there been relevant deviations?  
  Please note: Changes in the methodology and relevant changes to the work plan require the approval of FFG.

Enter text here.

## Changes in the further course of the project

* Are there any changes in the course of the project? What effects do they have? How does the plan need to be adapted?  
  If necessary, a revised project plan can be added here.

Enter text here.

# Consortium and cooperation

* Have there been major changes to the consortium (project team, etc.)?
* For consortium projects: Describe the cooperation within the consortium.
* Describe changes in the work allocation. Do they have an effect on the cost/financing structure and goals?

Enter text here.

## Scientific partners

* Comment on the scientific partners. Explain entrance or exit of scientific partners.

Enter text here.

## Company partners

* Comment on the company partners. Explain entrance or exit of company partners.

Enter text here.

## Project management

* Were there any personnel or structural changes in the management of the COMET Module during the reporting period? What meetings took place? Describe important results.

Enter text here.

## HR planning and development

* Are there any deviations from the planned personnel development? Comment on the personnel resources.
* Comment on the project managers mentioned in the ‘List of Projects’.
* Have you carried out measures for gender mainstreaming?
* Comment on the monitoring values for ‘academic works’.
* Optional: Were any specific measures concerning HR development in the COMET Module (e.g. education or qualification measures, exchange of personnel, etc.) carried out?

Enter text here.

# Scientific and Economic Exploitation

* Describe the exploitation and dissemination activities carried out so far. Is an exploitation of possible?
* Refer to the target values for IPR (eCall project data).
* What further R&D activities are planned?
* How will possible prototypes created during the project be used further?

Enter text here.

## Success Stories

* Publish at least one concrete research result from the reporting period in a comprehensible and publishable form on the COMET Module website or in the COMET section of the COMET Centre website.
* The link to the story has to be published here.

Enter text here.

# COMMENTS on costs and financing

* Cost input in the eCall and usage of the [templates](https://www.ffg.at/comet/projektdurchfuehrung#stadium3) provided on the FFG website are mandatory. Please pay attention to the [Cost guidelines 2.](https://www.ffg.at/recht-finanzen/kostenleitfaden/version-22)2 and the respective call guidelines.
* Describe and justify significant deviations from the cost plan to date and in the foreseeable future. Please note: Major changes to the cost structure require the approval of FFG.

Enter text here.

# Project specific conditions and requirements

* Address project specific special conditions and requirements if these were agreed in the funding contract or review.
* Address the implementation of recommendations from the evaluation panel and the review.

Enter text here.

# Reportable incidents

* Have there been special events or incidents concerning the project that have to be reported to the FFG, e.g.
* Changes in the legal or economic influence of the funding recipient
* Bankruptcy proceedings
* Incidents that delay or prevent the performance of the funded work
* Additional funding for personnel or infrastructure in this project

Enter text here.