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 letters in black, only blue letters can be removed.

# Goals and results

## Achievement of goals and highlights

* Have there been important changes within the approved overall research programme? (Explain any deviation or changes from the approved research programme.)
* Compare the objectives with the results achieved.
* Describe the “highlights” and problems that occurred in achieving the objectives.

**Interim report**:

* Are the objectives defined in the funding agreement still valid or realistic? (Please note: changes to objectives require the consent of the FFG.)

**Final report:**

* Have the objectives and target values defined in the funding agreement been achieved?
* Contribution of the COMET project to the [COMET programme goals](https://www.ffg.at/comet).
* Outlook, future: Please describe your plans regarding research programme/network/cooperation after the end of the project.

Enter text here.

## Monitoring data

* Refer to the monitoring data in the eCall system. Are the target values defined still valid or realistic? (Provide details for the deviations.)

Enter text here.

# Work packages and milestones

## Overview

* In the following tables, indicate the respective project progress per project and per milestone, and list in key words if there are deviations. In case of delays, indicate the estimated duration of the period. A more detailed description is possible in 2.3.
* Please refer to the monitoring table „List of Projects“. Explain any changes. Discontinued projects have to state costs up to termination.

Enter text here.

Table 1: Progress of projects

| P | Project title | Percent complete | 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 | Milestone title | Scheduled date | Deviations, delays |
| --- | --- | --- | --- |
| 1 | Enter text here. | 08/2025 | Enter text here. |
| … |  |  |  |

## Partial results

Tabelle 3 partial results (Deliverables)

| No | Name | project-No. | applied date | actual planned | date of achievment | deviation, comments |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Enter text here. |  | 08/2025 |  |  |  |
|  | Enter text here. |  |  |  |  |  |
|  | Enter text here. |  |  |  |  |  |

## Description of the work carried out during the reporting period

* Describe the work carried out during the reporting period broken down into the work packages.
* Have the work steps and packages been completed according to plan? Have there been relevant deviations?

Please note: Changes to the methodology and relevant changes to the work plan require the consent of the FFG.

Enter text here.

## Changes in the further course of the project

* Are there any changes in the project course? What effects do they have? How does the plan need to be adjusted?

If necessary, you can insert a revised project plan here.

Enter text here.

# Consortium and cooperation

* Have there been major changes to the project team (internal key personnel and third party service providers)?
* For consortium projects: describe the cooperation within the consortium.
* Please describe changes in the work allocation. Do they have an effect on the cost/financing structure and objectives?

Enter text here.

## Scientific partners

* Refer to the scientific partners. Explain entries or exits of scientific partners.

Enter text here.

## Company partners

* Refer to company partners. Explain entries or exits of company partners.

Enter text here.

## Project management

* Were there personnel or structural changes in the management of the project? Describe which meetings have taken place. Describe important results and incidents.

Enter text here.

## HR planning and development

* Refer to human resources. Are there any deviations from the planned HR development?
* Comment on the project managers named in the monitoring table “List of Projects”.
* Have you carried out Gender Mainstreaming measures in the project?
* Refer to the monitoring data “Academic Works“(PhD or master theses).
* Optional: Were any specific HR development measures performed (e.g. educational or qualification measures, exchange of personnel)?

Enter text here.

# Exploitation and dissemination

* Describe the exploitation and/or dissemination activities carried out so far. Is it possible to exploit the project results?
* Please refer to the monitoring data „Patents and Licences“ and „Publications“.
* What further R&D activities are planned?
* How will the prototypes created during the project be used further?
* Programme specific formulation regarding programme objectives (optional)
* Summary for publication (optional)

Enter text here.

## Success Stories

* Publish at least one concrete research result from the reporting period in a comprehensible form on the homepage of the COMET project or in the COMET section of the homepage of the consortium management.
* Please provide the link to the story.

Enter text here.

# Explanatory notes on costs and financing

* Use of the eCall is mandatory for the reporting of the costs. Please observe the [cost guidelines](https://www.ffg.at/recht-finanzen/kostenleitfaden) (scroll down to “Downloads” for an English version) and the call documents. The [template (Abrechnung kumuliert)](https://www.ffg.at/comet/projektdurchfuehrung#stadium3) has to be filled in *obligatory*.
* Significant deviations from the cost plan to date and foreseeable future cost changes must be described and justified at this point.
* Any major cost reallocations must be substantiated in the report.

Please note: Major changes to the cost structure require the consent of the FFG.

Enter text here.

# Project specific conditions and requirements

* Please elaborate on any project specific conditions and requirements specified in the funding agreement. Refer to the fulfillment of the requirements resulting from the Review.
* Please refer to the recommendations given by the panel and the review evaluation.

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 legal or economic influences on the funding recipient
* Bankruptcy proceedings
* Incidents that delay or prevent the performance of the funded work
* Additional funding for this project?

Enter text here.