

Template progress report on research and development projects

version january 2025

***Important preliminary note:*** *This text is just a translation made for reading convenience purposes. In case of dispute, the Dutch-language version shall have sole legal validity.*

# Situation interim report

*The progress report shall be submitted by the coordinator on the dates as specified in Art. 4 of the Project Specific Provisions. In theory this will be every 12 months, unless another report is requested at the same time. The report forms the basis for all communication between the beneficiary and Flanders Innovation & Entrepreneurship (VLAIO), and its main purpose is to check whether the project is progressing according to plan.*

Part A : General information and indicators

# General information

Project number (HBC.xxxx.xxxx):

Start date of project:

Your name and organisation:

Date of this interim report:

# The project’s content development

|  |
| --- |
|[ ]  The project is largely on schedule and the milestones set for this phase of the project have (largely) been met |
|[ ]  The execution deviates from the plan without any expected significant impact  |

# Feasibility of the innovation goal

|  |
| --- |
|[ ]  The innovation goal described in the specific conditions remains achievable |
|[ ]  There is additional uncertainty regarding the achieving of the innovation goal but the project will not fundamentally be adjusted |
|[ ]  The innovation goal is not, or not sufficiently achievable and the project must therefore be adjusted |

# Use of resources

|  |
| --- |
|[ ]  Resources and manpower will be deployed according to plan |
|[ ]  There are delays/accelerations/changes in the resources deployed, but it is expected that the changes will be limited over the lifetime of the project |
|[ ]  There are major changes to the use of resources  |

# Changed external circumstances or changes among the beneficiaries or implementers

|  |
| --- |
|[ ]  There are no relevant changed circumstances that will strongly influence the valorisation |
|[ ]  There are changes among the beneficiaries or implementers but the valorisation will not be compromised |
|[ ]  There are changed internal or external circumstances that will strongly influence the valorisation |

# Notifications?

|  |
| --- |
|[ ]  This progress report also includes a notification |

*Check this box if you also consider this report to be a notification following the meaning of Article 7 of the General Terms and Conditions for Innovation Aid. In this case, please provide a thorough explanation in the following header - Explanation.*

# Explanation (mandatory if you have ticked the 2nd or 3th option in any of the previous boxes)

*Please give a short explanation if you have marked the 2nd option somewhere.*

*Please explain in more detail if you have marked the 3rd option anywhere or if you want this report to include a notification. In this case, do not limit yourself to reporting just what has happened, but explain what the consequences will be and what you will do to take them into account.*

# Explanatory notes or addional comments (optional)

*Please include, if useful, any comments that you could not include elsewhere in the template here.*

Part B : performance table

*Please prepare the following performance table per project partner and for the achievements during the relevant period. This is usually a full working year for the normal follow-up, also known as the period since the last performance table was submitted.*

*Performances must be demonstrated by means of records listed in a monitoring system, register, project accounts, etc., but supporting documents do not have to be attached to the report . It is also not necessary to calculate or prove the personnel costs.*

*Make sure you explain any significant changes to the information provided at the start of the project.*

|  |
| --- |
| Performances between <date> and <date>month ... tot month ... of the project |
| Name of partner: |
| Name of staff member  | Function/role within the project  | Most important work packages that have been contributed to  | Number of man months performed during this period  | Cumulative until end of period  |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   | total  |   |   |

*When there is change in the use of the project budget compared to the initially approved budget:*

* *If there is a shift of tasks between subcontractors and in-house staff: indicate concretely what this shift entails, as well as the related budget/MM.*
* *If there is a shift of tasks between staff on invoice and staff on payroll: indicate concretely what this shift entails, as well as the related # MM.*
* *If there are other shifts between cost items: state this clearly.*

*!! Note: after project end, adjustments to the project budget are no longer possible.*

