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## IMI1 programme

### Template for periodic project report

## Recommendations for project coordinators

When preparing a periodic report, coordinators should use this template using the instructions included in the template, to be read in conjunction with the [Reporting requirements for IMI1 periodic and final reports - Guidance for participants](#).

This template provides instructions (in italic) for each section on the information required and the level of detail to be included.

A **template for deliverable reports** is available in [pdf](#) and [Word](#). If a consortium decides to use its own deliverable template it is necessary that it contains all elements as per the IMI template.

Document history	
Version 6	23/09//2016
Modifications (compared to previous version)	Clarifications of the instructions Section 1 Executive summary Section 2 Summary of progress against objectives Sections 3.1 Major achievements and 3.2 Key dissemination activities Section 4.1 Overall management of the project Section 4.3 Project plan for the remaining reporting periods Section 5 Finance – Cost Section 6 Form C and Summary Financial Report Editorial changes

## Periodic project report

Project Full Title:  
[Acronym]

- Grant Agreement no.: xxxxxx
- [Name of the Coordinator]: [Name Surname]
- [Coordinator Institution]
- [Coordinator Contact Details]
- Period [month/year] - [month/year]
- Reporting Period [number]
- Description of work - [date/version]

Date for submission: dd.mm.yyyy

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## Declaration of the coordinator

I, the coordinator of this project, declare that,

The periodic report submitted is in line with the obligations as stated in Article II.2.3 of the Grant Agreement:

The attached periodic report represents an accurate description of the work carried out in this project for this reporting period;

The project (tick as appropriate):

- has fully achieved its objectives and technical goals for the period;
- has achieved most of its objectives and technical goals for the period with relatively minor deviations<sup>1</sup>;
- has failed to achieve critical objectives and/or is not at all on schedule<sup>2</sup>

The public project website <address><sup>3</sup> is up to date, if applicable.

To my best knowledge, the financial statements which are being submitted as part of this report are in line with the actual work carried out and are consistent with the report on the resources used for the project (section 6) and if applicable with the certificate on financial statement.

All participants, in particular non-profit public bodies, secondary and higher education establishments, research organisations and SMEs, have declared to have verified their legal status. Any changes or deviations have been reported under section 5 (Project Management) in accordance with Article II.3.f of the Grant Agreement.

Name of the Coordinator: .....

Date: ...../ ...../ .....

Signature of the Coordinator: .....

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<sup>1</sup> If either of these boxes is ticked, the report should reflect these and any remedial actions taken

<sup>2</sup> If either of these boxes is ticked, the report should reflect these and any remedial actions taken

<sup>3</sup> Please add the address of the public project website. The home page of the website should contain the generic IMI logo which is available in electronic format at the IMI website. The area of activity of the project should also be mentioned.

# 1 Executive summary

*The executive summary will be made publically available. It should be concise, comprehensive and should not exceed 2 pages. This should cover important updates and success stories for the current period.*

*Please write this executive summary as a stand-alone document to be understood easily understandable by researchers, policymakers, commercial parties and others interested in the results of research but also by non-specialist (scientific) reader and general public audience. It should not contain information deemed confidential by the consortium. The consortium is encouraged to also publish the executive summary on their website.*

*As a reminder, any used acronym or technical term is expanded at first reference and avoid mentioning work packages or similar work breakdown structure related information, as these are of little interest for the outside reader.*

*The summary should cover all below sections.*

## Project rationale and overall objectives of the project

*Based on your description of work, rationale and objectives should, in principle, remain the same throughout the project duration (max ¼ page).*

## Overall deliverables of the project

*Based on your description of work, deliverables should, in principle, remain the same throughout the project duration (max ¼ page).*

## Summary of progress versus plan since last period

*High level information to be understood by a reader who does not necessarily know the structure of your project (Any major deviations, risks should be highlighted in this section).*

## Significant achievements since last report

*Please describe at high level the main achievements of the project and put them into context for the reader to understand their significance in the big picture relevant to your project. Consider also the impacts that your project achievements might already have on R&D clinical practice or healthcare.*

# 2 Summary of progress against objectives

## 2.1 Summary table

*Please include in the table a list of all milestones and deliverables due for this reporting period, as per the last approved description of work, and include, if relevant, any outstanding ones from the last reporting period.*

*Deliverable reports must be uploaded in SOFIA and contain all the elements as by IMI template.*

*Milestones should be reported either appended to this report or submitted as separated documents by email.*

*Any work that is not covered by a deliverable or milestone should be reported as free text below the table, including any progress of the tasks for work packages where no deliverables/milestones were foreseen for this reporting period.*

Work - Package Number	Milestone/Deliverable (number and short title)	Date Due (Annex I- description of work)	Completed (Yes/Not yet/Partially)	Dissemin. level <sup>4</sup>	Related document attached (Yes/No/Not applicable)

## 2.2 Description of progress for delayed milestones/deliverables not yet completed or partially completed

*For those milestones and deliverables “not yet completed-partially completed” for the concerned period, please explain the reasons for the delay in completing them and provide a short summary of key actions/measures taken or planned to be back on track again and the estimated completion date. Description should be no more than 1/2 page for each milestone/deliverable.*

*Please explain the impact of this delay on other work packages as well as on the resources and planning.*

*No further description is needed for the completed milestones/deliverables for which related document(s) listed in the table above has been provided.*

## 2.3 Deviations from Description of Work

*(max 2 pages)*

*In case of any major deviations during the reporting period, please provide the reason for such deviations as well as measures taken to achieve the objectives of the project.*

*Please focus on major deviations which will impact on success of the project, including future plans or budget.*

# 3 Summary of Major Achievements and key dissemination activities

## 3.1 Major achievements

*(max 1 page)*

*Please present the achievements for the reporting period that capture the impact of your project in adding to the knowledge in this research area using relevant and tangible results. Compared to the executive summary, this section should be more scientifically detailed.*

*Achievements should be described as a standalone success stories of the project, e.g. major scientific result, publication, successful ‘qualification for use’ approval, successful launch or completion of training course, feedback from attendees, raising awareness of patients, or other. Also consider impact of the project achievements on the R&D, clinical practice and healthcare.*

*Please avoid repeating progress against milestones and deliverables.*

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<sup>4</sup> PU = Public, fully open, e.g. web CO = Confidential, restricted under conditions set out in Model Grant Agreement CI = Classified, information as referred to in Commission Decision 2001/844/EC.

### 3.2 Key dissemination activities

Please report major activities to disseminate the project results including patent applications, publications, abstracts, conferences, project website for the period using the table below and specify for each activity the target group (e.g. scientific community, patients 'organisations, policy makers, the general public). The use of resources related to dissemination activities (see specific instructions in section 5.1) should be aligned with the information in this table.

Nature of Communication	Title	Responsible Participant (and presenter when relevant)	Date/location when relevant.	Target audience

### 3.3 Use and dissemination of foreground

When applicable within the status of the project, please comment on the plan for the exploitation and use of foreground for the consortium as a whole, or for individual beneficiaries or groups of beneficiaries.

## 4 Management of Project and Consortium

### 4.1 Overall management of the project

(max 1 page)

Please describe the overall management of the project (administrative and scientific) during the period, highlighting any success factors and/or challenges that have arisen within the team and indicate how these challenges have been resolved.

Include information on face to face meetings for project/work packages.

Please indicate if any interactions, synergies with other IMI projects or any other relevant programmes occurred during the period.

Please describe if any interactions with relevant stakeholders occurred during the period including Regulators, Health Technology Assessment Bodies and patients' organisations.

Please comment on the aspects related to the public private partnership (PPP) during the period i.e. added value of the PPP collaboration on the project or leverage effect if any.

Include any change in the partnership.

## 4.2 Follow-up of recommendations and comments from previous review(s) (if applicable)

*Include in this section the list of recommendations and comments from previous reviews and give information on how they have been followed up.*

## 4.3 Project plan for the remaining reporting periods

*Please summarise the next steps, including major changes to the project and provide a schematic outline of all milestones and deliverables for the upcoming reporting periods, using, for instance, a Gantt chart or a table. This should include milestones and deliverables delayed from this period and previous periods (as in table 2.1) with new due dates.*

*At this stage of the project, please indicate if any action has been taken to ensure the sustainability beyond the end of the project.*

## 4.4 Risk assessment, when appropriate

*Please fill-in the table outlining key risks identified for the upcoming reporting periods and related mitigation plan. Please take into account in your risk assessment the continued relevance of the objectives and breakthrough potential.*

Project Risk / Issue	Probability VH/H/M/L	Impact VH/H/M/L	Mitigation plan	Responsible Participant	Action to be taken	Due Date

*VH = Very High, H = High, M = Medium, L = Low*

# 5 Finance – Cost

## 5.1 Cost summary

*Please provide a cost summary for the period by filling the following tables (one table by participant; for adjustment to previous periods a separate table should be added per adjusted period). This table can also be used to inform IMI that the personnel costs declared on the Form C are based on budgeted amounts (to be adjusted in the following reporting period).*

*Any deviations from original budget should be highlighted and explanation given in section 5.2.*

### - Reporting of costs incurred by IMI beneficiaries and third parties

*Please note that the table may also be used to report costs declared by participant special clause 11 (participant which are neither a beneficiary nor an EFPIA company). For Partners receiving IMI JU funding: Personnel costs should be reported either as person months (PMs) or % full time equivalents (FTEs) and should be reported separately for each work package (WP). Personnel costs should be reported per individual or at least job category (e.g. postdoc, professor etc.). For travel costs please include one line per travel including the name of the individual, date, place, purpose. If linked to dissemination this should be reflected in table 3.2.*



**TABLE: PERSONNEL AND OTHER MAJOR COST ITEMS INCLUDING SUBCONTRACTING**

<b>[Beneficiary number and name] – [if applicable, adjustment to Period n]</b>			
Work relevant to Work- Package(s)	Item description	Amount in €	Explanations of the use of resources (should be clearly scientifically justified in relationship with specific tasks, deliverables and milestones in each work package)
e.g. WP1...	<b>Personnel direct costs</b>		e.g. salaries of 1 postdoctoral student, 7PMs for task 1.1 in vitro assays;  1 postdoctoral student, 4PMs for task 1.2 statistical analysis 1 full professor 0.4 PM coordination and supervising of activities of task 1.4
WP2...			Name Surname 3PMs, patient screening task 2.3 and D2.5
	<b>Subcontracting</b> [if foreseen in Description of Work]		Include name of subcontractor and task as in the description of work
	<b>Other direct costs</b>		
	Travel		John Doe, BIO 12 Sept 201X, San Francisco, oral presentation of project results
	Travel		John Doe work package X meeting, 30 October 201X, London
	Consumables [if applicable]		
	Equipment depreciation [if applicable]		depreciation of important equipment (provide detail)
	Other [if applicable]		e.g. maintenance of the web site , animal costs
	<b>Indirect costs</b>		e.g. 20% flat rate, actual indirect costs
<b>TOTAL COSTS</b>			
Budget for the period			
Deviation			

**Direct financial contribution**

In case of direct financial contribution (“in-cash”) received from EFPIA company(ies), please provide the details of the amounts received as well as the name(s) of the EFPIA company(ies).

**- Reporting of costs incurred by EFPIA companies**

For EFPIA partners, personnel costs should be reported as PMs or % FTEs over the whole project. There is no need for WPs breakdown, but please list the WPs covered by the staff involved during the reporting period. There is no need for individual names, titles, functions.

A short narrative describing the efforts, tasks such as contribution to deliverables, milestones or horizontal WP activities in the various WPs during the period subject for reporting should be included as well as on non-EU contribution.

**For travel costs:**

- if they are included in FTE rate, no additional information required.
- if they are NOT included in FTE rate, please provide details on meeting and date

TABLE: PERSONNEL AND OTHER MAJOR COST ITEMS INCLUDING SUBCONTRACTING			
[EFPIA participant number and name] –		[if applicable, adjustment to Period n]	
Work relevant to Work- Package(s)	Item description	Amount in €	Explanations of the use of resources <i>(should be clearly scientifically justified in relationship with specific tasks, deliverables and milestones)</i>
WP1, 2, 3	<b>Personnel direct costs</b>		e.g. 10PMs for project coordination, statistics support to tasks 2.2, analysis of the data D.3.1  2 FTEs for writing clinical protocols, database development, data curation and project management.
	<b>Subcontracting</b> <i>[if foreseen in Description of Work]</i>		
	<b>Other direct costs</b>		
	Consumables <i>[if applicable]</i>		
	Travel		Jane Smith, European Association for clinical Pharmacology and therapeutics for conference 9 June 201X, Barcelona presentation of project results
	Travel		Jane Smith project management meeting, 15 March 201X, Berlin
	Equipment depreciation <i>[if applicable]</i>		depreciation of important equipment (provide detail)
	Other <i>[if applicable]</i>		e.g. maintenance of the web site , animal costs
	<b>Indirect costs</b>		only if not included in FTE, according to certified methodology
Sub-total in kind contribution			
Direct financial contribution			
Total in kind contribution			
<i>Of which Non-EU in kind contribution<sup>5</sup></i>			<i>Please specify the type of costs</i>
Budget for the period			
Deviation			

<sup>5</sup> when there is a special clause 13 in the Grant Agreement

NON-EU IN KIND CONTRIBUTION NOT ELIGIBLE <sup>6</sup>			
Work relevant to Work- Package(s)	Item description	Amount in €	Explanations of the use of resources
	<i>Major cost item 'Y'</i>		

## 5.2 Description of deviation from original budget

(max 2 pages)

Please fill-in for all IMI beneficiaries and third parties the below table.

	A	B	C A-B	D A/B	E	F
Participant no and name	IMI JU contribution for the <b>previous and current</b> reporting period (s)(*)	Cumulative Budget for the <b>previous and current</b> reporting period	Deviation	Current budget Status	Forecast (IMI JU requested contribution for the remaining periods)	Total IMI JU requested contribution
1						
2						
...						
<b>Total IMI Contribution</b>	<b>Σ IMI contribution</b>	<b>Σ Budget</b>	<b>Σ deviation</b>	<b>A/B</b>	<b>Σ Forecast</b>	<b>Σ Total</b>

(\*) for previous reporting period: accepted IMI contribution

Please fill-in for all EFPIA companies the below table.

	A	B	C A-B	D A/B	E	F
Participant no and name	Cumulative in kind for the <b>previous and current</b> reporting period (s)	Cumulative Budget for the <b>previous and current</b> reporting period	Deviation	Current budget Status	Forecast (EFPIA in kind contribution for the remaining periods)	Total in kind contribution
1						
...						
...						
<b>Total EFPIA in kind</b>	<b>Σ in kind</b>	<b>Σ Budget</b>	<b>Σ deviation</b>	<b>A/B</b>	<b>Σ Forecast</b>	<b>Σ Total</b>

In addition, if any, please explain only the major deviations from original budget for the reporting period (e.g. redistribution of resources from one participant to another) which have an impact on the future budget allocation.

<sup>6</sup> when the non-EU in kind exceeds the maximum limit set in special clause 13 or when there is no special clause 13 in the Grant Agreement

## 6 Form C and Summary Financial Report

*The following must be submitted as separate PDF files (originals should be sent by surface mail):*

- *Summary financial report, extracted from SOFIA (Submission OF Information Application)*
- *Form Cs for each participant (beneficiary, third party, EFPIA companies), extracted from SOFIA*
- *Certificate on financial statements (CFS<sup>7</sup>)*

*For the CFS please make sure that the auditors follow the IMI template<sup>8</sup>.*

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<sup>7</sup> when the cumulative amount of costs claimed by participant is equal to or superior to EUR 375.000 and in any case for the final reporting period

<sup>8</sup> IMI 1 JU Model Grant Agreement, [Annex VI- Form D](#). Further information is available on the IMI website: Guidance notes for beneficiaries and auditors of IMI 1 Projects.

