



Preparation for MuCol P1 reporting to the EU

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Background information

MuCol is 48 months duration: from M1 (March 2023) to M48 (February 2027)

MuCol is divided into 2 reporting periods

- P1 (M1-M24) from the start date to the end of February 2025
- P2 (M25-M48) from March 2025 to the end date

Grant Agreement inputs about periodic reporting

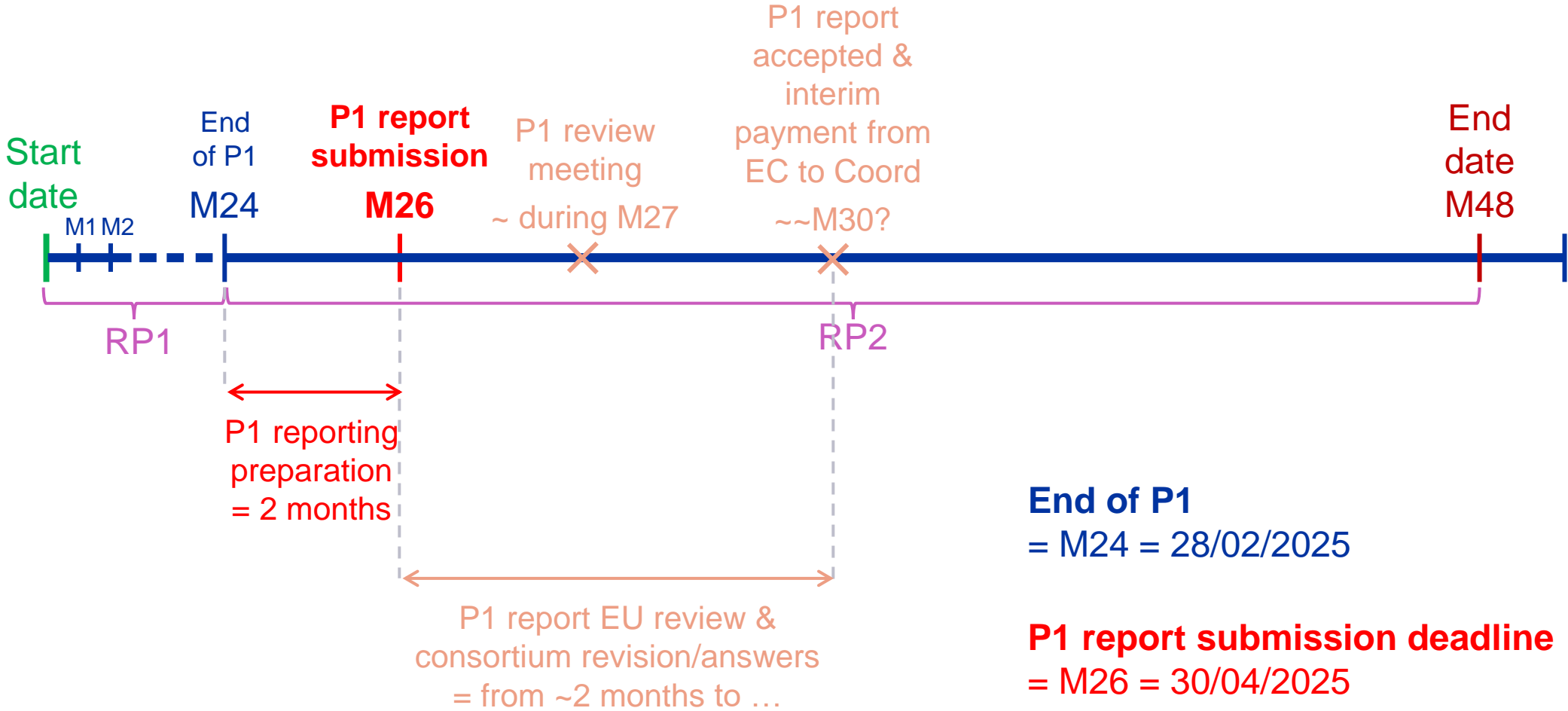
See the GA Data Sheet, and article 21 (& Art. 22 for payments)

2 months after end of the period to submit the report

For P1 report, the deadline is end of M26 = April 2025

Reporting					Payments	
Reporting periods			Type	Deadline	Type	Deadline (time to pay)
RP No	Month from	Month to				
1	1	24	Periodic report	60 days after end of reporting period	Interim payment	90 days from receiving periodic report
2	25	48	Periodic report	60 days after end of reporting period	Final payment	90 days from receiving periodic report

P1 reporting timeline



Composition of a periodic report

Periodic report = Technical Part A + Technical Part B + Financial Part

Technical Parts

The Technical Report consists of 2 parts:

- **Technical Part A** contains **structured tables** with project information
 - Part A is generated by the IT system. It is based on the information which are entered (mostly by the Coordinator) into the EC Portal, through the Continuous Reporting module, and the Periodic Reporting module.
- **Technical Part B** is a **narrative description** of the work carried out during the reporting period
 - Part B needs to be uploaded as PDF on the EC Portal.
 - No page limit for this narrative description, but it should be concise and readable.
 - Any duplication should be avoided (e.g.: no copy-paste from deliverable report in the Part B, since Deliverables are in Part A).

Financial Part

The Financial Report is generated by the IT system on the basis of the financial information entered into the Periodic Reporting module (mostly the individual **Financial Statements** (Annex 4 to the GA) for each Beneficiary).

Technical reporting

Part A & B

General template for Part A (1/2)

The template & instructions are accessible on the EC Portal, in the “Reference Documents”: [Periodic report \(HE\)](#)
Pages 6 to 28 are focused on Part A and relevant for MuCol. Pages 27 to 32 are not applicable for MuCol.

The following items are part of Part A:

- **Project summary** → **Coordinator**
 - !! Will be published through CORDIS and possibly other communication channels: do not include confidential information
- **Researchers involved** in the project → **Institute representatives**
 - !! Beneficiaries should update the corresponding tab in the EC portal (Continuous reporting)
 - !! Associated partners should provide updated info to the Muon Collider Secretariat (see [Excel file on Indico](#))
- List of **critical risks** (foreseen and unforeseen) → **WP Leaders**
- **Results** → **Coordinator, WP Leaders**
 - !! e.g: Scientific discovery, model, theory // Method, material, technology, design (new or improved) // Event (conference, seminar, workshop) // Learning and training (learning modules, curricula) // New or improved infrastructures or facilities // ...
- **Results ownership list** (optional at P1 reporting, mandatory for the final reporting)

General template for Part A (2/2)

- **Publications** (more efficient if Zenodo is up-to-date) → MuCol Communication Officer, WP Leaders
- Datasets → Coordinator, WP Leaders
- Intellectual Property Rights (e.g : Patent / Trademark / Registered design / Utility model / Other) → *not applicable atm*
- Standards → *not applicable atm*
- Other results (e.g: Software / Workflow / Protocol / Prototype / Other) → Coordinator, WP Leaders
- **Dissemination and communication activities** → MuCol Communication Officer, WP Leaders
- **Impact** → Coordinator, WP Leaders

Specific and targeted instructions/templates will be sent in November 2024

The Continuous Reporting as preparation for Part A

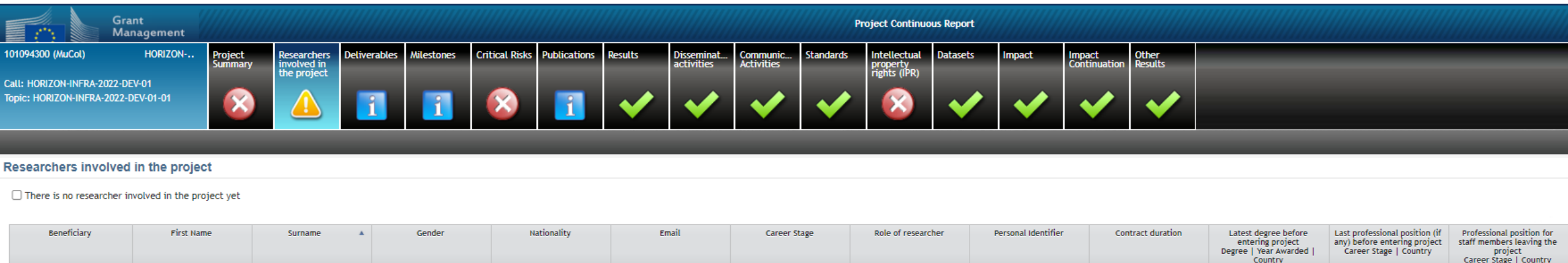
The module is accessible during the whole project duration

CERN (as Coordinator) is responsible to enter the data in the IT system for all tabs

CERN will collect inputs from relevant WPs, Task leaders & consortium bodies.

!! Exceptions:

- the “**Researchers involved in the project**” tab can be filled **by each Beneficiary**
- The **Publications** can be uploaded on [Zenodo](#) (the EC Portal IT system is synchronised with Zenodo)
→ keep in mind **acknowledge the EU funding on each publication!**



101094300 (MuCol) HORIZON-...
Call: HORIZON-INFRA-2022-DEV-01
Topic: HORIZON-INFRA-2022-DEV-01-01

Project Continuous Report

Project Summary	Researchers involved in the project	Deliverables	Milestones	Critical Risks	Publications	Results	Dissemination activities	Communication Activities	Standards	Intellectual property rights (IPR)	Datasets	Impact	Impact Continuation	Other Results
✗	⚠	i	i	✗	i	✓	✓	✓	✓	✗	✓	✓	✓	✓

Researchers involved in the project

There is no researcher involved in the project yet

Beneficiary	First Name	Surname	Gender	Nationality	Email	Career Stage	Role of researcher	Personal Identifier	Contract duration	Latest degree before entering project Degree Year Awarded Country	Last professional position (if any) before entering project Career Stage Country	Professional position for staff members leaving the project Career Stage Country
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General instructions for Part B

All instructions are included in the template, accessible on the EC Portal, in the “Reference Documents”: [Periodic report \(HE\)](#)

1. EXPLANATION OF THE WORK CARRIED OUT AND OVERVIEW OF THE PROGRESS

Include an overview of the project results towards the objective of the action in line with the structure of the Annex 1 to the Grant Agreement including summary of deliverables and milestones. In the technical description below, please avoid repeating information that is already present in part A of the report (in continuous reporting). For projects under topics indicating the need for the integration of social sciences and humanities, explain the role of these disciplines in the project so far.

(No page limit per work-package but the report should be concise and readable. Any duplication should be avoided).

1.1 Objectives

Please list the specific objectives for the project as described in section 1.1 of the DoA; Please provide a short summary of progress towards the achievement of each of the project objectives. Highlight significant activities in support of these achievements. Please provide clear and measurable details; report on objectives not fully achieved or not on schedule.

#@WRK-PLA-WP@#

1.2 Explanation of the work carried out per WP

Include a table or description of how the project has achieved each objective of the period.

1.2.1 Work Package 1

Explain the work carried out in WP1 during the reporting period giving details of the work carried out by each beneficiary/affiliated entity involved.

1.3 Impact

Please describe the progress of the project so far towards delivering scientific impact, based on its objectives and towards delivering impact in any of the following fields (if applicable): scientific, economic, societal or industrial production or processes. Report on changes to the expected impacts presented in your DoA (if any) and the effects on the project/need for adaptations.

Where necessary, provide further details of your monitoring and evaluation strategy, including: references to baselines, benchmarks, assumptions used (with justification) as well as calculations performed to quantify the impacts. If necessary, provide this information in a separate deliverable / a dedicated section of a deliverable.

1.4 Update of the plan for exploitation and dissemination of results (if applicable)

Include in this section any updates to the plan for exploitation and dissemination of results and give details.

4. OPEN SCIENCE

Describe the Open Science practices related to early and open sharing of research (e.g. through pre-registration, registered reports, pre-prints or crowd-sourcing of solutions to a specific problem).

Describe the concrete measures that ensure the reproducibility of the results obtained during the action i.e., measures to ensure that the *same results* can be obtained by using the *same data and/or methods*, etc.

#§CON-MET-CM§# #@WRK-PLA-WP@#

5. DEVIATIONS FROM ANNEX 1 AND ANNEX 2 (IF APPLICABLE)

Explain the reasons for deviations from the DoA, the consequences and the proposed corrective actions.

5.1 Tasks/objectives

Include explanations for tasks not fully implemented, critical objectives not fully achieved and/or not being on schedule. Explain also the impact on other tasks on the available resources and the planning. Explain also the impact on other tasks and provide and provide details to allow assessing whether the project is on track.

General template for Part B

For the Technical report - Part B we will ask **WP Leaders** to provide input → *Max. 5 pages per WP in total*

Based on the general template for Technical Part B, it is recommended to follow this structure for MuCol P1 Technical Part B:

1. Explanation of the work carried out and overview of the progress

- i. Overview of the project results
- ii. Objectives
- iii. Explanation of the work carried out per WP/ Task (*Max. ½ pages per Task*)
 - 1) WP1
 - 2) WP2
 - 3) ...
- iv. Impact
- v. Update of the plan for exploitation and dissemination of results (*if applicable*)

2. Open science

3. Deviations from Annex 1 and Annex 2

- i. Tasks/objectives
- ii. Use of resources

Distribution of work, Customised templates

- **Institutes representatives** should provide info on **Researchers** (EC Portal) & **Financial matters**
- **WP Leaders** should provide info on **Technical Report Part A & B** according to customised templates
- The Coordinator (CERN) will compile all info to generate the final report.

Structure of customised templates for WP Leaders:

1. Explanation of the work carried out and overview of the progress

- Objectives
- Explanation of the work carried out per WP
- Impact
- Update of the plan for exploitation and dissemination of results (if applicable)

2. Open science

3. Deviations from Annex 1 and Annex 2

- Tasks/objectives
- Use of resources

4. INPUT FOR TECHNICAL REPORT PART A (CONTINUOUS REPORTING)

A. List of critical risks

- Foreseen risks
- Unforeseen risks *if applicable*
- State of play (for each old/new risk)

B. Project Pathway to impact

- Results *if applicable*
- Publications
- Dataset *if applicable*
- Other results *if applicable*

C. Communication & Dissemination activities *if applicable*

Tentative timeline for Technical reporting Part A/B

The March 2025 month will be busy with EUSPP strategy document submission, leading to limited availabilities of Management team and WP & Task leaders for the drafting of the Technical report

The Technical report should be approved by MuCol Governing Board before submission

The Technical report submission deadline is end of April 2025 (so is the Easter... ~20th of April)

Consequently, MuCol consortium should anticipate as much as possible the preparation of mandatory documents.

The table in the next slides includes the following acronyms:

GB: Governing Board

MC: Management Committee (includes a CERN representative, the SL, the Deputy SL, the TL, all the WP leaders)

SL: Study Leader → Daniel Schulte

TL: Technical Leader → Roberto Losito

WP: Work Package

AC: Advisory Committee

FO: CERN Financial Officer

MCS: Muon Collider Secretariat

Tentative timeline for Technical reporting Part A/B

	When	Who	What
#1	~Nov. 2024	TL, MCS	Customised template distribution to MC
#2	Nov. 2024 – Jan. 2025	WP Leaders, MC, Task leaders, ...	Filling the template and sending it back to TL and MCS !! Note that all activities & achievements until 28/02/2025 should be also included → see #6 below
#3	Early Feb.	TL and SL	Distribution of the assembled document for review to MC and AC
#4	February	MC, AC	Reviewing and commenting of the document, raising questions or asking for clarifications, advising on improvements... and send the annotated document to TL and MCS
#5	Late Feb.	TL	Distribution of the annotated assembled document for review to MC
#6	March	WP/Task leaders, ...	Revision according to the comments, and inclusion of the latest activities performed until 28/02/2025 and sending back the document to TL and MCS
#7	Early April	MCS, TL and SL	Restricted distribution of the document for final editing
#8	Until ~Apr. 24 th	SL, DSL, TL, FO	Final review and edits, and inclusion of the justifications for financial deviations
#9	~Apr. 25 th	TL or SL or MCS	Distribution of the final Technical Report Part A/B for GB approval
#10	Until Apr. 29 th	GB	Approval of the final Technical Report Part A/B by the GB
#11	April the 30 th	TL, MCS	Submission of the approved final Technical Report Part B

Remarks

Anticipate

Identify key players in the technical report preparation – Part A and Part B may require inputs from different persons!

The Financial part is specific and managed by Financial Officers / EU Offices in each institute (Beneficiaries only) however it is a long process as well.

Technical & Financial colleagues should study the templates beforehand and ask questions if something is not clear – Less experienced partners are encouraged to identify themselves to the Coordinator for benefiting from a specific support or guidance if needed.

Be on time & play your part

The preparation of such periodic reporting includes a lot of persons

Minor delay by 1 person / entity may create major delay in the whole process

The deadline will come quicker than what you think

Think of the bright side

Once the P1 reporting process will be over, you will receive a very instructive Review report ... and for Beneficiaries you will also receive interim payment for eligible EU costs incurred during P1!

Lists of contacts

Scientific Contacts – Beneficiaries

Beneficiary	Contact(s)	Specific role, if any
1. CERN	Daniel.Schulte@cern.ch	SL
2. DESY	Federico.Meloni@cern.ch	
3. TUDA	herbert.degersem@tu-darmstadt.de	
4. UROS	ursula.van-rienen@uni-rostock.de	
5. CEA	antoine.chance@cea.fr	WP5 Leader
6. INFN	nadia.pastrone@to.infn.it	
7. UMIL	lucio.rossi@unimi.it ; fortunato.laface@unimi.it ; samuele.mariotto@unimi.it	WP8 Leader
8. UNIPD	donatella.lucchesi@unipd.it	WP2 Leader
9. UTWENTE	a.u.kario@utwente.nl	
10. LIP	Michele.Gallinaro@cern.ch	
11. ESS	natalia.milas@ess.eu	WP3 Leader
12. UU	vitaliy.goryashko@physics.uu.se	

Scientific contacts from **Beneficiaries & Associated partners** will be asked to provide data to the WP Leaders for filling up the Technical Report.

Scientific Contacts – Associated partners

Associated Partner	Contact	Specific role, if any
13. PSI	bernhard.auchmann@psi.ch	
14. UNIGE	carmine.senatore@unige.ch	
15. Imperial	j.pasternak@imperial.ac.uk	
16. UKRI	k.long@imperial.ac.uk	
17. UWAR	s.b.boyd@warwick.ac.uk	
18. ULA	graeme.burt@cockcroft.ac.uk	
19. SOTON	y.yang@soton.ac.uk	
20. UOS	a.cerri@sussex.ac.uk	
21. SYSU	tangjian5@mail.sysu.edu.cn	
22. KIT	tabea.arndt@kit.edu	
23. CNRS	xavier.chaud@lncmi.cnrs.fr	
24. ENEA	carlo.carrelli@enea.it	
25. UNIPV	crisrina.riccardi@unipv.it	
26. STRATHCLYDE	k.ronald@strath.ac.uk	
27. HUD	rob.edgecock@cern.ch	
28. RHUL	stephen.gibson@rhul.ac.uk	
29. UOXF	philip.burrows@physics.ox.ac.uk	
30. ISU	hauptman@iastate.edu	

Scientific contacts from **Beneficiaries & Associated partners** will be asked to provide data to the WP Leaders for filling up the Technical Report.

Admin Contacts

Beneficiary	Contact
1. CERN	muon.collider.secretariat@cern.ch
2. DESY	susanne.hummel@desy.de jana.goerner@desy.de
3. TUDA	euforyou@tu-darmstadt.de
4. UROS	tim.joppke@uni-rostock.de
5. CEA	florence.ragon@cea.fr ; nathalie.judas@cea.fr marie.weyland@cea.fr
6. INFN	rosaria.porcu@to.infn.it ; paola.mauro@to.infn.it
7. UMIL	fortunato.laface@unimi.it
8. UNIPD	nicoletta.ariani@unipd.it
9. UTWENTE	contract-office-tnw@utwente.nl
10. LIP	natalia@lip.pt
11. ESS	adrameh.gaye@ess.eu martha.dadson@ess.eu
12. UU	eu-support@uadm.uu.se

Administrative contacts from **Beneficiaries** will be asked to provide data for the «Researchers» tab (see Technical Reporting Part A)

Financial Contacts

Beneficiary	Contact
1. CERN	laura.gina.dalla.palma@cern.ch
2. DESY	donatella.rosetti@desy.de ; susanne.hummel@desy.de ; annika.thies@desy.de
3. TUDA	euforyou@tu-darmstadt.de ; vanessa.werkmeister@tu-darmstadt.de
4. UROS	kristin.arnold@uni-rostock.de
5. CEA	florence.ragon@cea.fr ; marie.weyland@cea.fr ; nathalie.judas@cea.fr ; yvon.bali@cea.fr
6. INFN	rosaria.porcu@to.infn.it ; paola.mauro@to.infn.it
7. UMIL	fortunato.laface@unimi.it ; audit.ricerca@unimi.it
8. UNIPD	costantina.magnifico@unipd.it ; flavio.seno@unipd.it ; nicoletta.ariani@unipd.it
9. UTWENTE	contract-office-tnw@utwente.nl ; e.j.a.borggreve@utwente.nl ; h.vanunen@utwente.nl
10. LIP	pimenta@lip.pt
11. ESS	adrameh.gaye@ess.eu ; martha.dadson@ess.eu
12. UU	margareta.uvhagen@uadm.uu.se ; patrik.armuand@uadm.uu.se ; ulrika.soderlind@physics.uu.se

Financial contacts from **Beneficiaries** will be asked:

- To report on the eligible EU costs for P1 (i.e. fill Financial Statements)
- To justify deviations in the use of EU resources, if any

Financial contacts from **Beneficiaries & Associated Partners** will be asked:

- To report on use of resources per WP (i.e. fill IRUS)

Associated Partner	Contact
13. PSI	No specific contact
14. UNIGE	No specific contact
15. Imperial	No specific contact
16. UKRI	No specific contact
17. UWAR	No specific contact
18. ULA	No specific contact
19. SOTON	No specific contact
20. UOS	No specific contact



Thank you for your attention

Any questions?



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