

# 7<sup>th</sup> Supervisory Board Meeting

**Conclusion on MEDICIS-Promed: admin, portal and final reporting**

*17 January 2019, University of Applied Sciences (FH) Wiener Neustadt*

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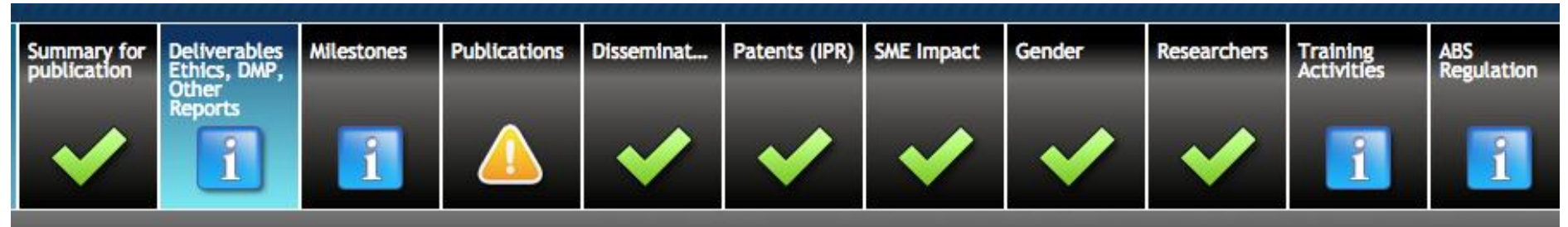
## Administrative formalities for our ESRs at the end of their project

### Documents to be submitted:

- *A report on Deliverables and Milestones* (including the scientific results achieved and any possible deviation from the work expected to be carried out in accordance with the Grant Agreement)
- *A list of all the Outreach activities realized, of all the Trainings and Conferences attended*
- *Secondments feedback*
- *Publications*
- *Patents*
- *Awards*

# Portal

## Administrative part to be completed directly on the European Portal.



- *Deliverable and Milestone* (achieved or pending. If pending we need to attach a justification letter)
- *Publications:*
  - DOI reference
  - Type of publication
  - Link to the publication
  - Title
  - Authors
  - Relevant pages
  - ISBN
  - Publisher
  - Title of the Journal/Proceedings/ Book series/Book
  - Number, date or frequency of the Journal/Proceedings/Book
  - Place and year of publication

# Portal

- *Researchers status*
- *Dissemination and Communications activities*
  - Specify the total funding amount used
  - Specify the numbers of dissemination and Communication activities linked to the project:
    - ✓ Press release
    - ✓ Non-scientific and non peer-reviewed publications (e.g. newsletters)
    - ✓ Exhibitions (stands during a conference)
    - ✓ Flyers
    - ✓ Participation to a conference (presentations, posters related to MEDICIS-Promed)
    - ✓ Participation to a workshop ( presentations, posters related to MEDICIS-Promed)
    - ✓ Participation to an event other than a conference or a workshop (e.g. Inaugurations, anniversary, etc. where the MEDICIS-Promed project was mentioned)
    - ✓ Brokerage events (e.g. Matchmaking and networking events such as MARIE CURIE ALUMNI Association; in general events that are very similar to speed dating in terms of the concept)
    - ✓ Pitch events ( events where you are asked to defend your project related to MEDICIS-Promed)
    - ✓ Trade Fair
    - ✓ Other (e.g. Seminars, public lectures, lab tours)

# Portal

- Specify the estimated number of persons reached in each of the following categories:
  - ✓ Scientific Community (Higher Education, Research)
  - ✓ Industry
  - ✓ Civil Society
  - ✓ General Public
  - ✓ Participation in activities organized jointly with other H2020 projects
  - ✓ Media
  - ✓ Investors
  - ✓ Customers
  - ✓ Other

# Final Reporting

The coordinator must submit 2 documents:

1. a **PERIODIC REPORT** within 60 days following the end of each reporting period (from month 25 to the last month of the project) which must include the following aspects:

→ a **'periodic technical report'** containing:

- an explanation of the work carried out by the beneficiaries;
- an overview of the progress towards the objectives of the action (including milestones and deliverables identified in Annex 1 and any possible deviations) and an exhausted view of the exploitation and dissemination of the results and an updated 'plan for the exploitation and dissemination of the results';
- a summary for publication by the Agency;
- the answers to the 'questionnaire', covering issues related to the action implementation and the economic and societal impact, notably in the context of the Horizon 2020 key performance indicators and the Horizon 2020 monitoring requirements;

→ a **'periodic financial report'**

[http://ec.europa.eu/research/participants/data/ref/h2020/gm/reporting/h2020-tmpl-periodic-rep\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/gm/reporting/h2020-tmpl-periodic-rep_en.pdf)

# Final Reporting

2. a **FINAL REPORT** within 60 days following the end of the last reporting period including the followings points:

→ a 'summary for publication' containing:

- an overview of the results and their exploitation and dissemination;
- the conclusions on the action, and the socio-economic impact of the action;

→ a 'final financial report' containing a 'final summary financial statement' (see Annex 4), created automatically by the electronic exchange system, consolidating the individual financial statements for all reporting periods and including the request for payment of the balance