

The background features a light beige, textured surface. In the upper right, a dark silhouette of a mountain range is visible. On the right side, a dark silhouette of a willow tree branch with small, round leaves hangs down.

Project Reporting for
KATARSIS

Abid Mehmood

KATARSIS Network Meeting,
18-19 September 2006, Barcelona

A Coordination Action

Aims to promote and support the networking and coordination of research and innovation activities.

It covers:

- definition
- organization
- management

of a joint or common initiative.

..and **activities** such as:

- Organizing the conferences
- Meetings
- Performance of studies
- Exchange of personnel
- Exchange and dissemination of good practices
- Setting up common information systems and expert groups.

Annex I: Description of Work

- ❖ Objectives
- ❖ Workpackages
- ❖ Milestones
- ❖ Tasks
- ❖ Role of participants
- ❖ Deliverables



Reports

Project start date: 1st April 2006

Reporting period	Covering months	Reports
Period 1	1-12	Interim reports, Periodic reports
Period 2	13-24	Periodic reports
Period 3	25- end of project	Periodic reports, Final reports, Audit certificate

Project deliverables, according to Annex-I

All reports to be submitted to the Commission within 45 days after end of the reporting periods

Guidelines

Interim Reports

- ❖ **The interim science and society reporting questionnaire**
to be completed on-line by the Coordinator *at the end of the first reporting period only.*
- ❖ **The interim reporting questionnaire on workforce statistics**
to be completed on-line by each contractor *at the end of the first reporting period only.*
- ❖ **The interim socio-economic reporting questionnaire**
to be completed on-line by each contractor *at the end of the first reporting period only*

Templates

Periodic Reports

- ❖ **The periodic activity report**, contains overview of the activities carried out during the reporting period, describes the progress in relation to the project objectives, networking activities, the progress towards the milestones and deliverables set for the period, and any problems encountered and corrective actions taken. Also includes an updated **Plan for using and disseminating the knowledge**.
- ❖ **The periodic management report**, includes a detailed justification of the costs incurred and of the resources deployed by each contractor linking them to activities implemented and justifying their necessity, the financial statements (Form C) from each contractor and a summary financial report consolidating the costs of the contractors.
- ❖ **The periodic report on the distribution of the Community's contribution, (Coordinator)**, records the distribution of funding to each contractor during that period

Templates

Final Reports

- ❖ **A publishable final activity report**, covering main aspects of the work, objectives, results and conclusions.
- ❖ **A final plan for using and disseminating the knowledge.**
- ❖ **A final management report** for the full duration of the project consolidating the claimed costs of all the contractors in an aggregate form covering the entire duration of the project.
- ❖ **A final report on the distribution of the Community's contribution** consolidating the funding distributed to each contractor over the entire duration of the project. (Coordinator)

- ❖ **A final science and society reporting questionnaire** to be completed on-line by the Coordinator
- ❖ **A final reporting questionnaire on workforce statistics** consists of a questionnaire to be completed on-line by each contractor.
- ❖ **A final socio-economic reporting questionnaire** to be completed on-line by each contractor

Useful weblink...

Project reporting in FP6

<http://cordis.europa.eu/fp6/find-doc-management.htm>

- ❖ Guidance notes
- ❖ Templates
- ❖ Financial forms

Useful contacts in Newcastle

Coordination and Management

- ❖ Katarsis.Admin@newcastle.ac.uk
- ❖ Frank.Moulaert@newcastle.ac.uk
- ❖ Diana McCallum (from January 2007)

Advice of Financial Forms

- ❖ Kim.McCartney@newcastle.ac.uk

Mailing Lists

katarsis@ncl.ac.uk (all members)

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