LEONARDO TRANSFER OF INNOVATION

2009 Call Projects

GUIDE TO COMPLETING YOUR INTERIM REPORT

This is a guide for Leonardo Transfer of Innovation (TOI) projects approved in 2009. It contains important information on how to complete the Interim Report e-Form and a list of documents that need to be submitted with the form. We recommend that you read the notes carefully before you start completing the form.

This guide has been compiled by the team at the UK National Agency and is based on our own interpretation of the information provided. We welcome any feedback you have on this document.

WHY YOU NEED TO SUBMIT THE INTERIM REPORT

The Interim Report is a contractual requirement for all projects with contract period of 24 months as stated in your Grant Agreement. The aim of the report is to allow the National Agency (NA) to assess whether you have met the aims and objectives of your project so far and have carried out the agreed activities as originally stated in the application form. The report enables us to see project's progress against the work programme and confirm the eligibility of expenditure of the project budget.

COMPLETING THE INTERIM REPORT FORM

The **2009 Interim Report Form** is an electronic form (e-Form) and will have to be submitted online. It is in the same format as the application form. The e-Form is a PDF file including the content parts as well as a summary financial section. The Financial tables must be submitted separately in an excel format in hard copy as well as an email attachment. The Interim Report form should be completed by the applicant organisation in cooperation with all project partners. When completing the form please refer to the **CHECKLIST** and **HINTS & TIPS FOR A GOOD QUALITY REPORT** section of this document. The form has to be completed in its original format; we will **NOT** accept any information in an altered format. The form is specifically designed for your project and will include some prefilled data (e.g. your project name, organisation name, partner details). Please check if the information in your form is correct.

TYPES OF FIELDS

In the e-Form there are following types of fields:

- Prefilled Fields: They appear with a grey background. They are not available for data entry and cannot be modified (i.e. project title). If there are any mistakes in the prefilled data or you wish to make any changes, please cross out the information on the hard copy and clearly write next to it what the correct information is. Please inform us of any changes you have made to the form in a cover letter. We will then update your records accordingly. Please note that the NA should be informed about any project changes as soon as possible and significant changes require an Agreement Amendment Request Form to be submitted and approved by the NA.

- Compulsory Fields: They appear with an orange background or with a red border. All compulsory boxes have to be filled in order to validate the form.

- Drop down menu boxes: The relevant field will have to be chosen (e.g. when requesting the next pre-financing payment)

- Fields with a line/word limit: Some sections have a character limit. The character limit is displayed by placing the cursor across the box. You will not be able to go over the maximum character limit.

- Multiple Entries: A number of tables in the form allow you to add one or more items in a list. You can add rows or tables when necessary by clicking on the plus [+] button.

INTERIM REPORT FORM OVERVIEW

The e-Form consists of the following sections; please click on one of the headlines below to go directly into a particular section of this guidance document.

- Submission

- Identification of the Beneficiary

- Identification of the partners

- Consortium

- Work Programme & Results

- Dissemination and Exploitation of Results

- Target Groups

- Lessons Learned

- Annexes to the Report

- Financial Report

- Declaration of Conformity

- Submission Procedure

Additionally, we have also compiled the following useful sections:

- Checklist

- Hints & Tips for a Good Quality Report

Note: If you are not sure what information should be included under each of the report heading you can download the Interim Report Seminar pack from:
http://www.leonardo.org.uk/events.asp?itemid=517&itemTitle=2009+Call+Transfer+of+Innovation+Interim+Report+Seminar&section=000100010007&sectionTitle=Events&year

Alternatively you can contact your project officer or call the Leonardo helpline **0845 199 2929**

Submission

Section B.1- B.3

This section contains some prefilled fields as well as the drop down menu boxes.

- Project duration and call year have been pre-filled for you.

- Select the dates for period covered by the report. It should be 1st October 2009 – 30th September 2010.

- Select Grant Agreement period start and end date in Section B.2. It should be 1st October 2009 – 30th September 2011.

    Please use the pop up **calendar** when selecting the date. Do **NOT** input the date manually as this will not allow you to validate the form and the following comment will appear on your screen 'Provide a valid date'.

- The remaining information in section B.2 and B.3 should be prefilled for you. Please check if the details are correct.

Identification of the Beneficiary

Section C

- This section consists of prefilled fields. It includes your organisation contact details which will be filled automatically. (C.1, C.1.1 and C1.2). Make sure the email address box is filled in.

- Please note that you are not able to input any information in a grey field. If the information is incorrect you should write the correct details on the hard copy of the document. Please include this information in a cover letter so that we can update your details.

Identification of the partners

Section D

- Project partners' contact details will be prefilled. If the partner email address is missing this must be inputted manually otherwise you will not be able to validate the form.

Consortium

Section E.1 - E.3

Consortium Changes

This section concerns changes to the consortium

- Confirm if there have been any changes to the initial consortium, tasks or budget since signing the agreement and select 'Yes' or 'No'. The content of the form will alter accordingly.

If you selected 'No' please go to **Consortium Meetings.**

If you have answered 'Yes' you need to complete the information about changes to the partnership. Please complete the fields only applicable to your project. As all the fields with a red border need to be completed please put N/A in the fields which are not applicable to you.

- In case where a partner has withdrawn and a replacement partner has been added to the partnership please complete the table as normal. Confirm the name and number of withdrawing partner(s) and/or replacement partner(s) and clearly state the reason for the withdrawal. Please bear in mind a 2500 character limit when stating the reasons. Then please complete section E.2. Please note each table only concerns <u>one</u> partner e.g. table 1 will only contain data of the withdrawing partner. You must click the ['Add change'] button to create table two. In this table you should enter data for the replacement partner.

- In case where a partner has withdrawn and not been replaced, please only include details regarding the partner who has withdrawn and put N/A in the fields which are not applicable. Then please complete section E.2. Only enter the information regarding the withdrawing partner and put N/A in the fields that are not applicable to you. A separate table must be completed for each withdrawing partner.

- In case where a new partner has been added (not a replacement and not a withdrawal) please fill in the details regarding the new partner and put N/A in the fields which are not applicable (E.1). Then please complete section E.2. Only enter the information regarding the new partner and put N/A in the fields that are not applicable to you. A separate table must be completed for each new partner.

Consortium Meetings

- **Please note: If there have not been any changes to your consortium (and you have selected the 'No' option), the section Consortium meetings will not be displayed in your form. Therefore please ensure you submit the minutes of your consortium meetings.**

The meeting minutes submitted must include: title, country, city, date and partners not attending (explain the reasons). Use a separate sheet if necessary for stating the reasons and attach it to the e-Form as an Annex. Please ensure that the reasons you provide do not exceed the 2500 character limit. Do not forget to list the meeting minutes in section J 'Annexes to the Report' and list them using the following format: title, country, city and date.

- As mentioned above, this section will appear only if you selected 'Yes' to the consortium changes. You will be asked to provide a summary of consortium meetings: the date should be selected from the calendar and the country from the drop down menu. The title, place and details of partners not attending the meeting are compulsory fields. Please provide clear reasons why partners have not attended meetings. There is 2500 character limit for this box.

- Complete the table for each consortium meeting in order of occurrence. Additional boxes can be added if needed by clicking on 'Add meeting.'

Note: The National Agency should be informed about any amendments to the project as soon as possible and the Agreement Amendment Form (AARF) should be submitted when applicable. The AARF as well as a guidance document on how to complete it can be found here: http://www.leonardo.org.uk/page.asp?section=0001000100430005&sectionTitle=Transfer+of+Innovation

Please speak to your project officer if you wish to make any changes to your project.

Please remember that all significant changes must be formally approved by the National Agency at least **one month** before the Interim Report is due in.

Work Programme & Results
Section F.1- F.2

- Provide a summary of past and future activities as well as any changes implemented and/or foreseen for your project. There is a character limit of 2500 characters for these sections.

Results

Section F.3

You should consult your Agreement for list of project results.

- Describe the results achieved so far. Please note, if you submitted a Progress Report you must still report on project activities from the contractual start of your project (1st October 2009).

- Complete the table for each project result. Boxes can be added by clicking on 'Add result'**.** The numbering of the described results must be consistent with the application form.

Work packages

- Describe the progress of all work packages and the related results. Please note that in this section you will be able to select relevant results to each work package from a drop down menu (the result/product title will automatically be filled for you).

- Complete the table for each work package and ensure that the numbering is consistent with your application form.

- Please send with the Interim Report <u>two copies of each tangible result/product</u> showing its current stage of development. Please send an electronic version where possible; do not forget to include log-in details if applicable. You must list the tangible results/products you attach in section J **Annexes to the Report.**

Dissemination and Exploitation of Results
Section G

- Describe the progress of the dissemination and exploitation activities that have taken place so far and indicate any changes to the initial proposal.

- Select from the drop down menu the relevant country, region, targeted sectors and groups, organisation type and size. Boxes can be added if more than one entry is needed.

- Please complete the table for each dissemination activity. Additional tables can be added by clicking on the 'Add activity' button at the end of this section.

- Describe the results and feedback received from stakeholders (target group or sector). Please note that the 2500 character limit applies.

- Attach <u>samples</u> of dissemination materials and list them in section J **Annexes to the Report.**

Target Groups

Section H

- Provide information on the involvement of target group and relevant stakeholders/sectors in your project. Please include information on a partner by partner basis (Section H.1).

- Provide statistics indicating which target groups you have involved and quantify this. Indicate to which educational field, educational level and economic sector the respective target group belongs (Section H.2).

- Additional rows can be added if necessary.

Lessons Learned

Section I

- Describe any difficulties you or your partners have encountered during the implementation of the project and what solutions you have found to overcome them.

Annexes to the Report

Section J

- Number and list all annexes in this section of the form. Make sure the numbering in this section corresponds to the numbering on each annex. We encourage you to submit your annexes in an electronic format, where possible.

- Annexes that should be included are:

- o   Minutes of consortium meetings **(2 copies)**

- o   Copies of tangible results/products (if online please include a web link and any log in details) **(2 copies)**

- o   Sample of dissemination materials **(2 copies)**

- o   Evidence of bank transfers to partners **(1 copy)**

- o   Subcontracting agreements and invoices, including tender documents **(1 copy)**

- o   Any other documents you feel are relevant

Financial Report
Section K

Note: Please note that in addition to this Section you must complete the 2009 Interim Report self-calculated excel Financial tables (Section A) that were sent together with a copy of your e-Form in the email from your project officer. We strongly recommend that **you complete the excel financial tables first and then enter the figures into Section K of the e-Form. The figures in both forms must be consistent** (please refer to the financial guide for detailed instructions). We will **NOT** accept the 2008 Financial Tables.

- • **The detailed instructions on how to fill in this section can be found in a separate financial guide, attached in email (refer to p.15-17).**

Final Payment
Section L

- • You must indicate if you request the next pre-financing payment.

Declaration of Conformity
Section N

- The declaration must be signed by the legal representative of the applicant organisation.
- The declaration must bear the **original signature** of the legal representative. Please note that copies will **NOT** be accepted.

SUBMISSION PROCEDURE

The Interim Report is considered as a request for the second payment of the Leonardo Transfer of Innovation grant. This year the Interim Report for the projects approved in 2009 Call will have to be submitted online. We will send you a link to your report with full instructions by email. This document will have been prefilled with information from your application form. If there are any changes to the information provided please correct it on the hard copy of the e-Form. Please also detail the changes you have made in a cover letter to the Interim Report.

Please follow these step by step instructions to submit the report:

1. **Click on the link** in the email to download your unique report form and save the file onto your computer. Your browser might block the site from downloading the report automatically so you should click on 'Download file'. You are advised to use the latest version of Adobe (9.3) to open the form. Upgrades to Adobe Reader are free and available at www.adobe.com.

2. **Complete** the form, using the mouse or tab keys to navigate. Please ensure you complete all compulsory sections of the form. You can save your work as you go along, using 'Save'. In order to avoid losing data due to mistakes or technical failure, it is good practice to save regularly while completing your form. You can work on your Interim Report, save it, and then come back to it as many times as you want.

3. **Validate** the form. When you have finished click on the **"validate" button** at the end of the form to check that all the fields are filled in correctly and no compulsory data (fields with a red box) has been omitted. If information is missing, a message with the name of the first incomplete field is displayed. You will not be able to submit the form online if compulsory data is missing. The watermark 'DRAFT' will disappear after having submitted online.

4. **Submit** When you are happy with the form, you should save it again then press the **"submit online" button.** This will automatically send your report to our central server. Please note your computer must be connected to the internet for this to work.

5. **Email** a copy of the E-form, excel financial tables and electronic annexes to your project officer at the National Agency. You can create an email attachment of the form by clicking on the **"create email attachment" button**. This creates a new file with an '.XML' extension, which contains the data in the form. If there is any difficulty generating the .xml file with the "create email attachment" button, you can create the same file using the top menu and selecting Document/Forms/Export Data.

6. **Print** the form using the **"print form" button** (or the "print" function in the File menu).

7. **Sign** Complete 'Declaration of Conformity' by hand and make sure it is signed (original signatures) by the legal representative of the organisation.

8. **Post** the original signed form and 1 copy together with copies of excel financial tables and other annexes to the address below.

Before sending your completed Interim Report e-Form please ensure that you have included all necessary information, that all sections of the form are completed and that the 'Declaration of Conformity' has been signed by the person authorised to sign on behalf of your organisation. If you do not submit all of the information we will have to get back to you and this will delay your next pre-financing payment. Once the report and the supporting documents have been submitted and approved, the National Agency will issue the second pre-financing payment.

We will expect to receive the electronic and hard copy of the report by **30 November 2010.**

Please send all documents to:

Leonardo UK National Agency
Ecorys
Vincent House
Quay Place
92-93 Edward Street
Birmingham
B1 2RA

Note: We have moved to the address above on Monday 11th October. This address is different to the one in your Grant Agreement.

WHAT TO DO IF YOU CANNOT SUBMIT THE REPORT FORM ONLINE

If you have completed and validated the form but cannot submit it online:

1. Check that the computer is connected to the internet;
2. Speak to someone in your IT department regarding any technical issues;
3. Call the Leonardo Helpline on **0845 199 2929** to check known problems in the submission procedures.

CHECKLIST

Please make sure you have submitted the following documents to the National Agency:

- An original (i.e. signature of legal representative) of a fully completed Interim Report

  (e-Form and financial tables) ☐

- A copy of fully completed Interim Report (contents) ☐

- An electronic version of the Interim Report (e-Form & Financial tables) ☐

- Copies of bank transfers between the contractor and the partners ☐

- Copies of subcontracting agreements, invoices and tendering documents (if applicable) ☐

- Copies of products, electronically where possible ☐

- Include URLs and relevant website information (e.g. passwords, User ID) ☐

- Ensure your project details are updated on European products database ADAM

(www.adam-europe.eu) ☐

- Ensure you send all the documents to correct address, as stated on **page 11** ☐

- Ensure you have used the correct version of the Financial tables ☐

- Ensure you completed the financial part of the e-Form accurately ☐

HINTS & TIPS FOR A GOOD QUALITY REPORT

- Please make sure that the report is written in clear English and provides enough information throughout for us to assess what you have done.
- **Clearly demonstrate** how the original aims and objectives in your application have been met so far. Minor changes such as developing a CD-ROM instead of a DVD are generally fine but the aims and objectives of the project as well as your target groups should remain the same.
- **Work with your project partners on joint sections:** All partners should collaborate and contribute to the report although the contracting organisation is normally responsible for pulling together the information.
- **Write as if the reader has no knowledge of your project:** Anyone looking at your report will be reading about your project for the first time so try to write clearly without using jargon and explain things clearly, even if it all seems obvious to you.
- **Acknowledge differences from the application:** It is inevitable that there will be changes to your project so far. However it is important to explain how and why things have changed, especially where there are significant differences to what was originally planned.
- **Include copies of materials produced** (or links to where they can be found on the web): copies of leaflets, brochures, posters and DVDs all help to illustrate what your TOI project has achieved so far. Materials can be hard copy or in electronic format – just remember to include links (and any passwords if relevant) to where we can view them.