



# The Eurostars™ Programme

Funding excellence in innovation

## Guidelines for Project Progress Reports

Version 2.1

The Eurostars Programme is a joint initiative of EUREKA and the European Community



This document provides participants with guidelines on the submission of the Project Progress Report for the monitoring of the Eurostars programme.

This version of the Guidelines for Project Progress Report (v2.1) is designed for Eurostars Progress Report version 4.2.

Further information on the Eurostars Programme is available from the Programme website at <http://www.eurostars-eureka.eu>

## Changes from Version 1.0

Below is a list of changes in the content of this document when compared to its immediate predecessor.

	Page	Section	Change from version 2.2
1	6	Project status	Terminated project become completed projects

# Contents

1. What is the Eurostars Project Progress Report?.	5
The procedure for Project Progress Report in steps.....	5
How do I fill in the Project Progress Report form?.....	5
How do I sign the Project Progress Report?.....	7
Contact details .....	8
2. Data Protection Act .....	8

# 1. What is the Eurostars Project Progress Report?

The Project Progress Report (PPR) is designed to monitor Eurostars projects in a way that is as simple as possible. This should not be used to report detailed technical achievements nor to report detailed costs and budgets of Eurostars projects. It should include a brief description of the major achievements reached during the specified time period as well as information on the status with respect to the described milestones and deliverables and cooperation across the consortium.

The EUREKA Secretariat (ESE) uses a product which enables participants to use the latest version of the Adobe Reader™ software (free download available at [www.adobe.com](http://www.adobe.com)) as a writing tool for completing a PPR. The EUREKA Secretariat uses custom built PDF forms that allow participants to enter data into the fields provided. Completed PPRs can be saved locally on a computer as editable files, or traditional PDFs which cannot be changed.

The Eurostars project progress report is an important requirement of any Eurostars project. Failure to return the satisfactorily-completed project progress report to the ESE will lead to the removal of the project's label and ultimately to the withdrawal of public funding.

## The procedure for Project Progress Report in steps

Eurostars reports are completed by the main participant in addition to any reporting obligations required by the national funding bodies.

- > The ESE will send PPRs to the main participant twice a year (in spring and in autumn).
- > Main participants are required to return the completed and signed PPR form within 20 working days to: [projects@eurostars-eureka.eu](mailto:projects@eurostars-eureka.eu)
- > The EUREKA Secretariat will acknowledge receipt of the PPR to the main participant and share the information with the relevant EUREKA National Project Coordinators and National Funding Bodies.

The Eurostars database will be updated accordingly to the Project Progress Report.

## How do I fill in the Project Progress Report form?

Always use the electronic form sent by the EUREKA Secretariat. This form is a dynamic document which you can easily filled-in with your computer. It is very important to use the electronic version sent by the ESE because it is the only document which will be accepted by the Eurostars database. It will also avoid the use of old versions due to an update of the form.

## Section 1: Project status

1) Indicate if the project is “not started”, “running” or “completed”.

- > Not started project: the effective work has not already started
- > Running project: the effective work has started, you can report the technical progress
- > Completed project: the project is finished the developments

2) Indicate the period covered by the report (from XX/XX/XXXX until YY/YY/YYYY). Note that each Project Progress Report has to follow the previous in a chronological manner.

## Section 2: Technical progress of the project

Please provide information as follows:

- > Summary and aims of the period (100-200 words of summary on the overall results and expectations).
- > For each work package: Name, duration, purpose, achievements and involved participants (with reference with any delay or modification) according to the project application. Please describe the particular milestones and deliverables achieved (give details and refer to numbering of the deliverables and milestones in accordance with the project application).

*WP1: “Name of the work package”*

*\* Duration*

*\* Purpose*

*\* Achievements*

*\* Involved participants*

*\* Deliverables:*

*D1: Due date/ Delivery date/ Comments*

*D2: Due date/ Delivery date/ Comments*

*D3: Due date/ Delivery date/ Comments*

*\* Milestones:*

*M1: Due date/ Actual date/ Comments*

*M2: Due date/ Actual date/ Comments*

*M3: Due date/ Actual date/ Comments*

- > If problems have been encountered, briefly describe the problems, the corrective measures undertaken (planning, resources, technical...) and their outcomes.
- > In case of major technical changes to the methodology or goals of the project, please describe the change and reasons for it.

- > Are there any other items of special attention for the Eurostars Programme Authorities? (Project Event, Press releases, Publications, Demonstrations...)

### Section 3: Cooperation between partners

Please provide information as follows:

- > Summary of the cooperation between all partners over the prescribed period, according to the consortium agreement and the project application.
- > Past and future meetings between partners: date, place, participants and objectives.

#### *Meeting 1*

- *Date and place*
- *Participants*
- *Objectives*

- > In the case of change within the consortium (legal, organisational, financial...), please describe it.

### Section 4: Expectations of the project in the medium term

In order to provide the best support during the project lifecycle, we request that the main participant indicate any foreseen deviation of the project in the medium term which can affect the financing, the planning and expected results of the project.

### How do I sign the Project Progress Report?

The PPR must be signed by a legally responsible person from within your organisation. It can be signed whether:

- > With an electronic/digital signature: this form must be sent via e-mail to the ESE

Or

- > With manual/traditional signature: this form must be sent to the ESE by post or by e-mail (scanned version) and the electronic version by e-mail.

If you do not have the possibility to sign the PPR digitally, you will have to send the electronic version of the form to the ESE by e-mail in addition to the signed version. Although the signed report will be kept as the official Project Progress Report, the electronic version is essential to update the Eurostars database.

## Contact details

E-mail Mail		Fax
<a href="mailto:projects@eurostars-eureka.eu">projects@eurostars-eureka.eu</a>	Eurostars Project Progress Report Eureka Association, Avenue de Tervuren 2, 1040 Brussels, Belgium	+32 2 770 74 95

## 2. Data Protection Act

The EUREKA Secretariat is situated in the Kingdom of Belgium and as such is governed by Belgian data protection law. More information can be found (in English, Dutch and French) at <http://www.privacycommission.be>.

The information that project participants provide will be used in the monitoring of all aspects of the relevant project. This will include recording on the in-house and the Eurostars-contracted Programme Manager's processing computer and management information systems.

The information will be shared with the relevant EUREKA National Project Coordinator Offices, as well as with the relevant National Funding Agencies.

In addition, information may be used in the generation and collation of output and performance indicators and other management statistics. It may also be used in policy and strategy studies to inform management in carrying out the business of the EUREKA Secretariat and in improving business processes.

Any queries or issues relating to data protection should be addressed to the Eureka Association, Avenue de Tervuren 2, 1040 Brussels, Belgium