European Commission
Research Directorate General
Human Resources and Mobility

MARIE CURIE RESEARCH TRAINING NETWORKS

(RTN)

Reporting Guidance Notes

This document is available on our web-site: http://www.cordis.lu/fp6/find-doc.htm#reporting

FOREWORD

All Marie Curie actions rely on a systematic and **continuous** monitoring of **each** project in order to provide:

- guidance to the Project Officers (incl. independent experts) when following the project;
- warnings to the Coordinators when significant deviations to the objectives of the project are observed;
- quantitative and qualitative analysis of the performance of the activities and of the programme.

For the Marie Curie Research Training Networks, the monitoring effort is split in 3 phases:

- continuous assessment during the duration of the project via periodic activity and management reports, questionnaires, vacancy data, on site visits…
- final assessment of the project at the end of the contract via final activity and management reports;
- follow-up of the researchers via questionnaires two years after the end of the project.

The monitoring of the contracts relies extensively on the data provided by the Coordinators (activity and management reports and vacancy tool) and on the questionnaires completed by the event participants to the conference or training course. The Coordinators play an essential role in providing a timely account of the progress of the project and by encouraging the participants in completing the questionnaires.

A fully electronic submission of project reports and deliverables (incl. questionnaires) described in this document should be done via SESAM, the European Commission online reporting tool for Research and Technological projects available on the Internet at http://webgate.cec.eu.int/sesam

CONTENTS

1 Introduction

The Reporting Guidance Notes consist of a review of the reports and of the deliverables which are submitted by the project Coordinator on behalf of the consortium. This document provides guidance and instructions to assist the Coordinators in preparing these reports and deliverables for Marie Curie Research Training Networks (RTN). It also describes the procedure for their submission to the Commission.

These Guidance notes do not supersede the rules and conditions laid out, in particular, in Council and Parliament Decisions relevant to the Sixth Framework Programme, the relevant Specific Programme, the Rules for Participation, the Financial Regulation applicable to the general budget of the European Communities and its implementing rules or the contract and its annexes.

Outline Report and Vacancy Tool:
The Outline report is a brief overview of the project to be advertised by the Coordinator on the Commission's website. The Vacancy Tool is a Commission's database where network vacancies will be advertised and details of the appointees can be posted. The Coordinator will need to keep up to date the details of the events organised, on the Marie Curie Funding Opportunities Search Tool, so called "Vacancy Tool", which is available at http://MC-opportunities.cordis.lu.

Periodic reports: These reports are required and must be submitted electronically AND in hard copy at the end of each period as defined in Article 7 of the project's contract.

- **The periodic activity report**, containing an overview of the activities carried out during the reporting period, describes the progress in relation to the project objectives, the progress towards the milestones and deliverables set for the period, and any problems encountered and corrective actions taken.
- **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. It should be supplied with the **financial statements** (this is the **Form C**: **SESAM-Financial Statement for Multi-Partner Contracts**) which may require an **Audit certificate**[1] and **a summary financial report** consolidating the costs of the contractors.
- **The periodic report on the distribution of the Community's contribution** records the distribution of funding to each contractor during that period.
- **The updated outline report,** which the Coordinator is requested to update at the end of each reporting period.
- The update of the **Project fact sheet (optional, upon request from the Commission)**: The initial information of the Project fact sheet will be retrieved from the contract information database, and will be published on Cordis.

Supplementary periodic reports may be required, as specified in the annexes to the contract.

Deliverables: The schedule of deliverables to be submitted to the Commission is specified in Annex I to the contract. They are approved as part of the periodic reviews of project progress.

[1] if provided for under Article 7.2 of the contract

In addition to the deliverables already listed as achieved in the Periodic activity reports, each deliverable should be properly recorded in a separate form.

Mid-term review report: The RTN Work Programme requires the Programme management to arrange a mid-term review of each network contract.

Final reports: In addition to the periodic reports for the last reporting period, the consortium shall submit the following **final reports** to the Commission after the end of the project. These final reports cumulate and summarise the project's activity over its full duration.

- A **Final activity report**, covering main aspects of the work, objectives, results and conclusions. It also includes a publishable summary.
- A **Final management report**, consolidating the costs of all Contractors consolidating the costs of all the contractors taking into account any adjustments made by the Commission, in an aggregate form covering the entire duration of the project
- A **Final funding distribution report** consolidating the funding distributed to each contractor over the entire duration of the project.

Questionnaires: The Coordinator should take measure to ensure that the questionnaires referred to in Article III.2 are completed by the beneficiaries of the action.

Other data requested by the Commission: Contractors are reminded of Article II.3.1.d of the contract – "The consortium shall provide all detailed data requested by the Commission for the purposes of the proper administration of this project".

Reports must be submitted by Coordinator on behalf of the Consortium in writing (duly signed and stamped) by means of registered mail with acknowledgement of receipt to the addresses given in Article 11 of the contract AND must also be delivered by electronic means, using the electronic submission system SESAM available at webgate.cec.eu.int/sesam.

Reports are delivered[2] according to the following schedule:

Reports	Delivery	Approval
Periodic activity report	Within 45 days after the end of the reporting period	Normally after 45 days
Periodic management report	Within 45 days after the end of the reporting period	Normally after 45 days
Periodic funding distribution report	Within 45 days after the end of the reporting period	NA
Update of the outline report	Within 45 days after the end of the reporting period	Normally after 45 days
Update of the Project fact sheet	Within 14 days upon the Commission request	NA
Deliverables	Within 45 days after the end of the reporting period	Normally after 45 days
Mid-term review report	At least 1 month in advance of MTR	At MTR-meeting
Final activity report	Within 45 days after the end of the reporting period[3]	Normally after 45 days

[2] The Delivery deadlines are based on the time of arrival of the *paper* version
[3] May be extended to 90 days after the end of the project, if a substantiated request is made to the Project Officer

Final management report	Within 45 days after the end of the reporting period	Normally after 45 days
Final funding distribution report	Within 60 days after the final payment	Normally after 45 days

The Commission staff will review **periodic activity reports** within 45 days after reception. These reports will be deemed approved by the Commission if no comments or requests for changes and corrections are communicated to the consortium within 90 days after the receipt of each of these reports.

For all other reports, the Commission will review these within 45 days upon their reception. However no tacit approval is implied even if no response is received from the Commission within 45 days. The Commission reserves the right to reject such reports at any time, even after the 90 day interval for making the payment has expired.

Where, following the evaluation of the reports or deliverable(s), the *Commission* considers that the *consortium* is not performing satisfactorily, it may:

- Reject the reports submitted and request the *consortium* to complete the work foreseen in Annex I or to perform additional work within a reasonable delay established by the *Commission*. Reports and deliverables shall be re-submitted once the work has been completed;
- Approve the reports and deliverables subject to re-negotiation of the work to be performed during the next period. The *Commission* may, for that purpose, impose a suspension of the *project* in accordance with Article II.5 of the Contract;
- Terminate the *contract*.

2 SUBMISSION OF THE REPORTS

All Periodic reports, Mid-term Activity report and Final reports must be submitted via **SESAM (the European Commission online reporting tool for Research and Technological projects available on the Internet at http://webgate.cec.eu.int/sesam).** The Coordinator and all Scientists-in-Charge of the project should receive in advance a login and password for SESAM from the Commission staff. If the login and password is lost there is a possibility to re-set the password via SESAM webpage by clicking on "Access Management". More detailed instructions are given in Appendix 5.

For each period specified in Article 6 of the Contract the following **Periodic reports** should be prepared on-line (SESAM):

By each Scientist-in-Charge

· MCA Financial Statements (one for each partner, must be prepared by each Scientist-in-Charge and submitted to the Coordinator via SESAM). Once the Financial Statement has been submitted, the scientist in charge must print his validated "MCA Financial Statement for multi-partner contractors" and **it must be signed by the "Person responsible for the work" (scientist in charge) and the duly "Authorised Financial Officer".** The reference, name and date of signature should be clearly mentioned for both. This signed version with the stamp of the institution should be sent by mail to the coordinator.

By the Coordinator

· Periodic Activity Report

· Periodic Management Report

· MCA Funding Distribution Report

· MCA Summary Financial report

· MCA Financial Statement (created and submitted to the Coordinator by each Scientist in Charge) should be validated by Coordinator via SESAM.

Once these reports have been submitted and validated in SESAM they should be printed out, signed by the Coordinator and sent to the Commission by post, along with the signed financial statements from each partner and audit certificates (if required for this period).

Additionally, the Coordinator should update the Outline Report for the project in CORDIS. Printed version of the Outline Report should be added to the hard copy of the reports to be submitted to the Commission.

Mid-Term Activity report should be submitted by the Coordinator on-line via SESAM at least one month in advance of the date of the Mid-Term Review Meeting. **Once this report has been submitted and validated in SESAM it should be printed out, signed by the Coordinator and sent to the Commission by post. The Mid-Term Activity report must NOT be combined with the periodic Reports.**

At the end of the Project the following **Final reports** should be submitted on-line (SESAM):

· Final Activity Report (within 45 days of the end of the project)

· Final Management Report (within 45 days of the end of the project)

· MCA Financial Statements (one for each partner in the same way as described above) (within 45 days of the end of the project)

· Final Distribution Report (within 60 days after the final payment)

Once these reports have been submitted and validated in SESAM they should be printed out, signed by the Coordinator and sent to the Commission by post, along with the original financial statements from each partner (Form C) and audit certificates (if required for this period).

Additionally, the Coordinator should update the Outline Report for the project in CORDIS. Printed version of the Outline Report should be added to the hard copy of the reports to be submitted to the Commission.

3 Outline Report and Vacancy Tool

3.1 Outline report

Within two months of the project commencement date, the Coordinator must submit the initial outline report. This comprises a brief overview of the network, including a link to the network's web pages and serves as a source of information on Research Training Networks for the general public. A link will be provided between the outline report and the Vacancy Tool.

The outline report is completed by the Coordinator, using the skeleton, which has already been set up by the Commission. An access code will be provided. Instructions for completing the report can be found at http://europa.eu.int/mariecurie-actions/ . While the Commission will endeavour to verify the accuracy of the outline report, the content is the responsibility of the Coordinator.

For help with updating the outline report, please contact the Commission's Project Officer or send an email to rtd-mariecurieactions@cec.eu.int (Subject: Research Training Networks). The general link for this tool is http://mc-opportunities.cordis.lu/ and it is advised to look at http://mc-opportunities.cordis.lu/home_vac.cfm for the samples what the outline reports should look like and at http://mc-opportunities.cordis.lu/coord.cfm in order to create the outline report.

NOTE: The Coordinator must ensure that a network web page is set up as soon as possible (at the latest two months after the project commencement date) and inform the Commission of its URL address.

3.2 Vacancy Tool

Vacancy Tool

The vacancy tool is a user-friendly interface, which has been developed to advertise on the web, for each contract, the following information:

- **The project details** (Coordinator details, project summary: this information will be extracted form the contract);

- **The network vacancies** to be encoded and maintained by the Coordinator (a login will be provided for entering/modifying data). These include the specific tasks of the post, the planned training programme, the level of the post, duration, location etc.
- **The details of the candidates filling the vacancies:** to be updated on an ongoing basis by the Coordinator. When filling in the details of the researchers, a consistency check should be performed automatically (eligibility check, estimated cost of the fellow, and remaining budget on the contract).

The data encoded in the vacancy tool should be used directly by the Commission for following the projects. These data will be also used to run the quality indicators as specified in Annex I of the Contract.

Current vacancies will be accessible to the general public although only registered users will be able to create, modify or delete vacancies. Furthermore, candidates may post their CV on the website in order to be available to host institutions and to receive notification if new posts match their chosen search criteria. CVs can only be browsed by Coordinators.

Instructions on access to and use of the Vacancy Tool is available at http://mc-opportunities.cordis.lu/

4 Periodic reports

4.1 Periodic activity report

The activity report allows the Commission to monitor the contract, to compare the achievements of the project with its stated objectives and to justify the release of the pre-financing. To this end progress should be compared as far as possible with Annex I of the contract.

The Periodic activity report is submitted by Coordinator after each reporting period as defined by Article 6 of the contract (normally once per year).

The report contains the following information and must be prepared in accordance with the template provided within the electronic submission system SESAM:

- **GENERAL INFORMATION**;

  This information is automatically generated when creating the report in SESAM.

- **SUMMARY OF THE RECRUITMENT DURING THE REPORTING PERIOD**;

  the following elements must be indicated:
  - Name of the Researcher (as stated at time of selection)
  - Type of eligible researcher: early stage researcher (ESR), researcher with experience between 4 and 10 years (ER)
  - Country of origin
  - LFR: Less Favoured Region (please indicate if the researcher is origin from LFR) (http://europa.eu.int/comm/regional_policy/objective1/regions_en.htm)
  - Gender

- Start & End date of recruitment (as indicated in the employment contract of the recruited researcher)
- No. of full-time equivalent months covered by this recruitment during this reporting period: These amounts must be rounded per quarter/month. Spending one week of a month means 0,25 for this current month.

- **SUMMARY OF THE EMPLOYMENT FORECAST FOR THE NEXT REPORTING PERIOD**;

Please indicate below the employment forecast for each contractor (use as many rows as necessary) for the next reporting period. Please provide the number of person months which will be spent by already recruited researchers in the next reporting period.

- **PROJECT ACHIEVEMENTS DURING THE REPORTING PERIOD**

Please describe as clearly and concisely as possible, the achievements of the network during this reporting period with reference to the three main elements of the work programme (Research, Training/Transfer of Knowledge, Management), with particular attention being paid to the corresponding quantitative and qualitative indicators of progress and success to be used to monitor the project, as specified in the Annex I (Description of work) part B, of your contract.

Please add as separated annexes:

- The list of publications directly resulting from the project

- The list of participation in conferences, workshops, etc, specifying attendance by the recruited researchers

- The list of patents and other relevant material providing evidence of the achievements of the network during this period

- **DEVIATIONS/MODIFICATIONS TO THE ORIGINAL WORK PROGRAMME**

Please indicate if the project:
a) is at this stage being implemented as originally planned;
b) has/will require some minor deviations/modifications to the original plan;
c) has/will require some major deviations/modifications to the original plan.

If you answered b) or c) please specify the nature of the problem(s) encountered, the agreed/proposed modification(s) to the original plan and the extend to which it has/will affected the deliverables of the project. Any amendments to the Contract including any formal revisions of the Annex I are considered as major modifications.

- **ADDITIONAL INFORMATION**

Please indicate any additional information, which may be considered useful to assess the work done during the reporting period.

Please attach as separated files:

- The list of publications directly resulting from the project

- The list of participation in conferences, workshops, etc, specifying attendance by the recruited researchers

- The list of patents and other relevant material providing evidence of the achievements of

the network during this period. The above mentioned information can be uploaded in any MS Office compatible format like: word documents, graphs, tables, etc. as attachments using the upload functionality.

4.2 *Periodic management reports*

The Periodic management report is submitted by Coordinator after each reporting period at the same time as the Periodic activity report. The whole Periodic management report consists in fact of a number of different reports / documents. They are described in the following 4 sections:

Section 1: **Periodic Management Report**

- **GENERAL INFORMATION**

This information is automatically generated when creating the report in SESAM.

- **Part 1 –COMMENTS ON CLAIMED COSTS**

Provide a justification of the major costs incurred and resources deployed by each contractor, linking them to activities implemented by each contractor and explaining their necessity. Please explain, when necessary, the origin and motivations for the costs claimed during the reporting period. In particular, any deviation and/or modification to the initial financial planning of the project should be duly justified.

- **Part 2 – PROJECT DELIVERABLES UPDATE**

A summary of the recruitment situation for the whole Network as it is on the date of submission. In this Part the information regarding the updated number of person-months and indicative number of researchers which still has to be delivered by the Network **for the reminder of the Contract** according to the original plan must be provided. Actually it means, the CPF value for the recruitment for the whole project per each Contractor minus the value already delivered by this Contractor by the end date of the reporting period. *An example: CPF-amount for 4 years (e.g. 72 ESR and 54 ER) minus the delivered months during the period (e.g. 12 ESR and 6 ER) gives the following result: 60 ESR and 48 ER.* The same must be done for the "Indicative number of researchers". Note however that the researchers must always be considered as employment contracts for physical persons. *Some examples:* *1 researcher was recruited and the CPF indicates at total of 3 to be recruited researchers, then the number of researchers for the remainder of the contract will be 2.* *2 researchers were recruited while the CPF foresees 1: the remainder will be -1* *1 researcher receives two different contracts (e.g. 12 months during Year1 en 12 months during Y3) while the CPF foresees 1 (contract): the remainder will also be -1.*

- **Part 3 – FINANCIAL PLANNING FOR THE REMAINDER OF THE CONTRACT**

An updated implementation plan, providing a revision of the overall implementation plan and financial plan if needed.

The following is expected as to the update of the Financial Plan: for the remaining years (after the 1st year this means year 2, 3 and 4), a new breakdown forecast has to be provided. This must be done taking three elements into account:

- The activities shifted from the previous periods into the remaining periods
- The budget that has not been spent during the reporting period (or has been overspent) has to be spread again over the remaining years respecting the different cost categories.
- The total sum of already spent budget and the budget foreseen for the remaining reporting periods must remain exactly the same as the maximum total budget of the project foreseen in the contract.

The justification of the costs claimed should possess the following qualities that render the information useful to any reader, including the external auditor and the auditors of the Commission. Therefore, they must be:

Understandable: Excessive detail and overly complex reporting formats should be avoided. Information should be presented fully, but clearly and precisely.

Relevant: Relevant information is timely and covers the full nature and extent of the financial activities presented. Information is relevant if it helps those who use it to carry out their activities.

Reliable: Reliable information represents what it purports to represent. It is accurate, free from bias, complete and verifiable.

Timely: Information should reflect the most recent information available and cover the period in question.

Consistent: Financial reporting should be presented on the same accounting basis, to the extent possible.

Comparable: The basis for accounting and presentation, and the effect of any changes from one period to the next, should be highlighted and clearly explained.

Material: Insignificant events may be disregarded, but there must be full disclosure of all important information. Therefore an item is material if its disclosure is likely to lead the user of accounting.

Section 2: Form C: Financial statement per activity for the contractual reporting period, to be completed by each contractor

Provide for each Contractor in the project the Form C Financial statement as set out in Annex VI to the contract. *(If special Clause 23 has been implemented for the specific Contractor into the Contract (see Article 9 of the Contract) then Forms C (Appendix 1) from each members of this Contractor should also be provided together with the Summary financial statement (Appendix 2) from the Contractor consolidating the Cost Statements from each member of the Contractor: see more detailed information provided at the end of this section)***.**

For each Contractor (the Coordinator’s institution included) the Forms C are required to be provided as a print-out of an online Financial Statement for multi-partner Contractor SESAM form:

Each Contractor must create one “MCA Financial Statement for Multi-partner Contracts” for each reporting period in online tool SESAM. Contractors prepare and submit via SESAM their online Forms to Coordinator. Once the report has been submitted in SESAM by the scientist in charge, the coordinator of the Network will be able to access it via SESAM. However, please note that there is no automatic notification about submission of the reports. Therefore each scientist in charge should alert the coordinator when this is done.

For legal reasons, the scientist in charge must print his validated "MCA Financial Statement for multi-partner contractors" and **it must be signed by the "Person responsible for the work" (scientist in charge) and the duly "Authorised Financial Officer".** The reference, name and date of signature should be clearly mentioned for both. This signed version with the stamp of the institution has to be send by mail to the coordinator.

The coordinator should submit to the Commission in SESAM the *"MCA Financial Statement for Multi-Partner Contracts"* of the different partners.

The eligible costs declared by the contractors in Forms C must be declared in EURO. Therefore, costs incurred[4] in currencies other than the Euro shall be reported in Euro on the basis of:

- the conversion rate that would have applied on the date that the actual costs were incurred

or

- the rate applicable on the first day of the month following the end of reporting period.

The relevant basis for the conversion rate used must be indicated by the contractor in Financial Statement. The choice of one basis must be applied for the whole duration of the project. The conversation rates may be obtained at the following internet address: http://www.ecb.int/stats/eurofxref/ or in the relevant Official Journal of the European Union.

The main parts of the Financial Statement (Form C) are the following:

General information

Information on the contract and the contractor. It is important to provide the exact dates for the reporting period and to check whether the contacting information for the given Contractor is updated.

Box 1: Resources (Third party(ies))

Declaration (if relevant) of third parties having made resources available to the contractor on the basis of a prior agreement.

Box 2: Declaration of eligible costs

In this box, the declaration of eligible costs should be indicated per type of activities. Please complete only the activities covered by the relevant type of action indicated in the headline and as mentioned in the contract. - **Subcontracting costs** is possible to declare only for activities of the host and

[4] As well as receipts.

management

- **Indirect costs** is possible to declare only as maximum 10% of the total costs

- If necessary, **adjustments** (positive or negative) to the previous period(s) may be included where appropriate. IMPORTANT: in case of the declared adjustment to any direct costs, the corresponding adjustment of the indirect costs must be done by Contractor.

Note that the total cost is calculated automatically as a sum of direct, indirect and adjustment costs and not as a sum of total costs per each activity

Management and Audit certification: the amount that can be declared under this item is not only limited to the budget foreseen in the CPF but also to a percentage stipulated in the contract (from 1 % to maximum 7 %). The costs for doing an audit also have to be declared under this category. Important to note that when the audit is carried out by an external auditor, the audit-cost must be mentioned also in the box corresponding to "Of which subcontracting". This will be necessary when calculating the eligible Indirect Costs as these Indirect Costs may not be charged upon subcontracting costs.

Box 3: Declaration of receipts

Declaration (if relevant) of the receipts. Three kinds of receipts must be taken into account:

1) Financial transfers or their equivalent to the contractor from third parties

2) Contributions in kind from third parties

3) Income generated by project (do not mixed it with income generated by pre-financing)

"Where there is a **financial transfer** from third parties :

- made specifically to co-finance the project or specifically to finance a resource used by the contractor on the project, such transfers shall be considered as receipts of the project;
- where the use of the financing or the use of resources paid with the financial transfers are at the management discretion of the contractor and the contractor chooses to allocate that resource to the project, such transfers shall not be considered to be receipts of the project."

"**Contributions in kind** from third parties that are used for the project constitute an eligible cost of the project, and:

- shall also be considered a receipt of the project if they have been contributed by the third party specifically to be used on the project;
- shall not be considered a receipt of the project if their use is at the management discretion of the contractor."

"**Income generated by the project**:

- income generated by actions undertaken in carrying out the project and income from the sale of assets purchased under the contract up to the value of the cost initially charged to the project shall be considered as a receipt of the project;
- income generated for the contractor from the use of knowledge resulting from the project shall not be considered as a receipt of the project."

Box 4: Declaration of interest generated by the pre-financing

Only for the Coordinator. Although the money received from the Commission has to be distributed as soon as possible, it might happen that for whatsoever reason the amount remains for a certain time on the coordinators bank account. This generates interest which must be declared in this box.

Box 5: Request for FP6 Financial contribution

Taking into account the notion of receipts, the maximum reimbursement rates of eligible costs must be understood as limited by the difference between the eligible costs and the receipts

Box 6: Audit certificates

Several things need to be declared in this box:

- Indication whether or not an audit was mandatory for this period (see Article 7.2 of the Contract).
- Declaration (if relevant) of the reporting periods covered by the audit certificates.
- Name of the auditor(s).
- Cost per audit certificate. (The cost of an audit certificate (excluding VAT) is an eligible cost according to Article II.23.1 of Annex II of the FP6 model contract. It is usually a direct cost and is declared in both Form C, Box 2 – "Declaration of costs", under "Management of the Consortium Activity" and in Box 6 -"Audit certificates".

Box 7: Conversion rates

All Contractors from countries with the national currencies other than EURO need to indicate the conversion rate which was used. They also have to mention if the conversion was applied on the date of the incurred actual cost or on the first day of the first month following the period covered by the Form C. Correct conversion rates are to be found on the following website: http://www.ecb.int/stats/eurofxref/

Box 8: Contractor's certificate

Certification (declaration and signatures) that all information provided in the Form C is complete and true, in conformity with the provisions of the contract and that full supporting documentation to justify that information is available at any moment at the request of the Commission and in the event of an audit by the Commission and/or by the Court of Auditors and/or their authorized representatives.

For more detailed instructions to contractors on the correct completion of the Form C see the Guide to financial issues.

Only for Contractors composed of one or more legal entities [EEIGs/ Joint research units (Unités Mixtes de Recherche, UMR etc.) / Enterprise groupings]

According to the special clause 23, the Contractors composed of one or more legal entities (for example: members of UMR) may charge costs incurred by the members in carrying out the project, in accordance with the Article 9 of the Contract. These costs shall not be considered as receipts of the project.

The members shall identify the costs to the project in accordance with the provisions of part B of Annex II and of Annex III of the contract. The contractor shall provide to the Commission in a paper form the following documents:

- an individual financial statement from each member in the format specified in Form C dully signed by Financial officer and Team leader. These costs shall not be included in the contractor's Form C;
- an audit certificate from each member in accordance with the relevant provisions of this contract and if required by this reporting period;
- a summary financial report consolidating the sum of the eligible costs borne by each member and the contractor, as stated in their individual financial statements, shall be appended to the contractor's Form C. Appendix 2 provides a template to be used for this report. The summary financial report for the given Contractor must be signed by Authorised Financial officer of the Contractor's organisation.

The Scientist-in-Charge for this Contractor must create in SESAM only one MCA Financial Statement for this Contractor where all data from the summary financial report provided by this Contractor must be properly encoded.

In case some members of the Contractor have no costs to declare for the reporting period, then Forms C and Audit Certificates from these members for this reporting period are not required.

Section 3: Audit certificates

An audit certificate is issued by the external auditor (or the competent public officer) to the attention of the Contractor (not to the attention of the Commission) for each Contractor and for each period specified in Article 7.2 of the Contract.

An audit certificate will certify (first paragraph of Article II.23 of Annex II of the Contract):

- that the total eligible costs declared by the contractor in Box 2 of one (or several) Form(s) C comply with the following cumulative conditions:
  - they are determined according to the relevant cost reporting model for which this type of legal entity is eligible;
  - they fulfil the definition of eligible costs, except for the requirement of necessity (which is assessed by the EC) in the allocation of resources by the contractor;

For the two cost reporting models that incorporate a flat rate contribution deemed to cover indirect eligible costs (FCF and AC), the auditor must certify that the correct rate has been used and that it has been applied correctly.

- the total amount of receipts declared by the contractor in Box 3 Form(s) C;
- the total amount of interest yielded by the pre-financing declared for the relevant period by the **coordinator** in Box 4 of Form(s) C;
- the relevant basis for the conversion rate used of EURO
  - either the conversion rate on the date the actual costs were incurred
  - or, the rate applicable on the first day of the month following the end of reporting period
- the price paid by the contractor for the audit certificate in Box 6 of Form C.

An example of model audit certificate is provided in Appendix 3. To the extent possible, the external auditor or competent public officer should follow this model proposed by the Commission. This model template is not binding, however, deviations may result in additional information and clarification being requested by the Commission and the subsequent risk of rejection of the certificate.

The certificate must consist of the following mandatory items besides above mentioned certifications:

- Amount in EURO of certified eligible direct AND indirect costs;
- Certifying period MUST be identical to the reporting period;
- Self-Declaration on eligibility to perform audit: “Our company [organisation – for competent public officers] is qualified to deliver this audit certificate in full compliance with the second and third paragraphs of Article II.23[5] of the Contract.”

The certificate must be signed (signature and stamp) and dated by the external auditor (or competent public officer). To state the amounts that were subject to verification, the Financial Statement (Form C) completed and signed by the contractor should be attached to the certificate. It is recommended that the Financial Statement (Form C) is signed for identification by the auditor.

With respect to the language of the audit certificate, according to the Article 7.1 of the Contract, the audit certificate should be in the same language used for all other reports. Where the audit certificate is not provided in the language of the reports, the external auditor should attach a translation in that language. (N.B.: Article 7.1 covers all reports including the audit certificate, not only those mentioned in Article II.7.2 of Annex II.)

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[5] IMPORTANT NOTE: Numbering of Articles in the Contract designed for Marie-Curie Actions is different from the ones created for other Actions. Thus it is strongly recommended to use the correct reference: Article II.23.

Section 4: Summary financial report

This report must be created by Coordinator via SESAM and must include the following elements:

- a summary of total (direct + indirect) costs in euros as claimed by each contractor and activity type, for the reporting period (i.e. a summary of the individual contractor's Form C information). This should be a summary financial report consolidating the claimed costs in an aggregate form, based on the information provided in Form C.
- a summary of total receipts declared by each contractor for the reporting period.
- the total requested EC contribution is calculated automatically.
- the interests generated by the pre-financing need to be declared for Coordinator only.

After submission via SESAM, the report must be printed, signed by Coordinator and sent to the Commission together with other documents required for this reporting period.

Complementary management report

In the case of RTN having spent less than 70 % of a pre-financing at the end of a reporting period, and notwithstanding the approval by the Commission of the related reports, subsequent intermediate pre-financing may be paid only (see Article 8 of the Contract):

(i) if an audit certificate is provided for that reporting period; or

(ii) on the basis of a **complementary periodic management report** referred to in Article II.7.2b that shall be submitted to the Commission once the above-mentioned spending rate has been achieved.

The format and content of the Complementary Periodic management report is essentially the same as for ordinary Periodic management report specified above in Sections 1, 2 and 4 except Audit certificates. Complementary Periodic Management report is covering period from the last date of the previous reporting period for which the periodic reports have been already delivered till any date within the next reporting period after the date when the Network has spent more than 70% of the pre-financing. Complementary report cannot be combined with the next periodic management report.

Complementary Periodic management report should be created and submitted by Coordinator online via SESAM. For each Complementary periodic management report the following online reports must be prepared:

- Complementary Management report
- MCA Financial Statement per each Contractor
- Summary financial report

All these reports must be printed, signed by Coordinator and sent to the Commission together with the original Forms C signed by Financial Officer and Scientist-in-Charge from each Contractor.

4.3 Periodic report on the distribution of the Community's contribution

The periodic report on the distribution of the Community's contribution is submitted after each reporting period at the same time as the Periodic activity report.

It shows the distribution (in euros[6]) of funds made by the Coordinator to contractors during the reporting period.

You may include dated columns of "Repayments", of funding returned to the Coordinator for re-distribution to other contractors, if the case arises (i.e. in case one contractor leaves the project and another takes his place).

4.4 Updated outline report and vacancies (ongoing)

Updated outlined report

It is essential that the outline report is kept up to date. Coordinator is therefore requested to update it at the end of each reporting period. Whenever a position is filled or a new position is available, the vacancy tool must be updated as soon as possible. The web address of the vacancy tool is: http://mc-opportunities.cordis.lu/

The report must be printed and delivered in a paper format to the Commission together with other paper documents required for this reporting period.

4.5 Update of the Project fact sheet

Provide updated information for a revision of the Project fact sheet which is published on Cordis (http://www.cordis.lu/fp6/projects.htm#search). The Coordinator should be prepared to send an updated description of the project upon the Commission request, including any changes to the proposal abstract caused by the project's evolving programme.

4.6 Supplementary periodic reports

Any Supplementary reports which have been specified in any Annexes of the contract to be prepared at each periodic reporting period will also be submitted along with above mentioned periodic reports.

All periodic reports described in Sub-sections 4.1-4.5 shall be submitted *at the same time* and within 45 days following the end of the reporting period in question.

[6] *not* thousands of euros

5 Project deliverables

A project deliverable represents a verifiable output of the project which is subject to review by the Commission. The deliverables and the timing of their submission are specified in Annex I to the contract.

Deliverables are often written reports but can also take another form, for example the completion of a prototype, the publishing of proceedings, etc. In such cases the deliverable should nevertheless also be documented in a written record of the achievement of the deliverable[7], including any available supporting material.

Deliverables are submitted to the Commission electronically and on paper as for project reports, unless otherwise specified in Annex I to the contract. Each deliverable has a standard front page (see Appendix 4).

Deliverables should be submitted on the due date as specified in Annex I, with a maximum contractually permitted delay of 45 days. Any delay in the submission of a deliverable must be reported in the Periodic activity report, in the section.

[7] In addition to being listed as an achieved deliverable in the Periodic activity reports

6 The Mid Term Activity report

All Research Training Networks will undergo a Mid-Term Review involving the Coordinator, the scientists in charge, the currently (and possibly previously) appointed early stage and experienced researchers and the Commission Representative(s). The Mid-Term Review report forms the basis for discussion at the meeting.

At least one month in advance Mid-Term Review (MTR) meeting, the Coordinator shall submit electronically via SESAM the Mid Term Activity report covering the whole period since the project has been started.

The Mid-Term activity report should be a consolidated text covering the whole period from the beginning of the contract up to the mid-term review point and demonstrating the achievements in relation to the initial objectives.

In reporting on progress with the implementation of its research plan the network should provide information and data with reference to the quantitative and qualitative indicators given in Annex I of the Contract. In particular, the following items should be addressed (if applicable):

Research Activity

Quantitative indicators

- general progress with research activities programmed at individual, participant team and network level
- highlights on more particularly innovative developments (novel concepts, approaches, methods and / or products)
- citation index for individual and joint publications directly related to the work undertaken within the contract
- expected scientific / technological breakthroughs
- overall progress and possible problems encountered with individual work packages and/or network-wide research activities
- nature and justification for adjustments, if any, to the original research work plan and/or timetable
- progress on cross interaction among disciplines represented within the network
- progress on cross interaction between academic and industrial partners
- progress regarding interaction with industrial/commercial/economic interests outside the network
- access to / use of state-of-the-art infrastructure and facilities
- highlights on wider societal and/or ethical components of the project, such as public outreach activities
- highlights on the scientific community recognition of the network research contribution (awards, invitation to conferences, …)

Qualitative indicators

- general progress with research activities programmed at individual, participant team and network level
- highlights on more particularly innovative developments (novel concepts, approaches, methods and / or products)
- citation index for individual and joint publications directly related to the work undertaken within the contract
- expected scientific / technological breakthroughs
- overall progress and possible problems encountered with individual work packages and/or network-wide research activities
- nature and justification for adjustments, if any, to the original research work plan and/or timetable
- progress on cross interaction among disciplines represented within the network
- progress on cross interaction between academic and industrial partners
- progress regarding interaction with industrial/commercial/economic interests outside the network
- access to / use of state-of-the-art infrastructure and facilities
- highlights on wider societal and/or ethical components of the project, such as public outreach activities
- highlights on the scientific community recognition of the network research contribution (awards, invitation to conferences, …)

<u>Training and Transfer of Knowledge Activity</u>

Quantitative indicators

- the rate of recruitment of ESR and ER for each participant and for the network as a whole (ratio person-months filled/offered)
- the nature and justification for adjustments, if any, to the original overall number of person-months of ESR and ER as well as to the breakdown of this overall number among the participants (see table contained in Part C)
- the time and duration of each individual appointment. [*Please note that these must be from 3 up to 36 months. Short visits and secondments although part of the training/ToK programme are not counted as appointments, but as part of the networking activities.]*
- the number, names and level of involvement of senior researchers directly associated with the tutoring/supervision of the recruited ESR or ER, at each participant
- the number of ESR that are expected to present their PhD thesis and when
- the number and place of the short visits and secondments, placement in company premises undertaken by each individual ESR or ER either within or outside of the network
- number of visits of the ESR and ER to their home scientific community
- attendance at network meetings by the ESR and ER (number, names, place, date)
- participation in and presentations to workshops and conferences by ESR and ER (number, names, place, date)
- organisation of training events (e.g. schools, training workshop/seminar, hands-on training session on specialised instrument/techniques) at individual participant sites (number, attendees' names, place, date)
- organisation of network-wide training events (number, attendees' names, place, date)
- participation in training events organised outside the network (number, attendees' names, place, date)
- number of internet tutorial and computer based training courses developed/used

- number, place, purpose of any meeting (e.g. workshop) organised by the ESR or ER themselves

Qualitative indicators

- general progress with training and ToK activities programmed at individual, participant team and network level (type of guidance, supervision, coaching or mentoring in place to support ESR and ER)
- highlights on the development of more particularly innovative approaches to training and ToK (e.g. specific training packages of network-wide relevance)
- highlights on the exploitation of the "complementarities" between network participants with respect to training and ToK
- nature and justification for adjustments, if any, to the original training / ToK plan and/or timetable (e.g. opportunities for new collaborations regarding training activities)
- career development plans as elaborated by the ESR and ER involved in the project
- career development opportunities/prospects for ESR and ER involved in the project
- achievements regarding the acquisition of complementary skills such as communication, language skills, computer skills, project management, ethics, team building, etc.
- achievements regarding the training/ToK on specialised instruments/equipment's
- level of satisfaction of the trainees (e.g. as expressed in response to questionnaires)

Management

- effectiveness of the "internal" communication and decision making between the co-ordinator, team leaders, supervisors, down to the ESR and ER, including feedback processes
- effectiveness of the communication between the network and the Commission Services (frequency, efficiency, timely feedback's), particularly regarding the conformance with contractual provisions and the implementation of contingency plans where needed
- effectiveness of network communication with industrial and other stakeholders (anticipation of outcomes and possible end-users interests, contact preparation, follow-up and contractual agreement where appropriate)
- network self-assessment through benchmarking activities (exchange of best practices among participants and/or development of ad hoc performance indicators regarding cost management, staff selection, measurement of research/training/ToK outputs, young researchers' involvement, etc.)
- overall quality and efficiency of the "external" communication strategy of the network (Cordis; personal, team and network web sites updates; newsletters; etc.)
- effectiveness of the recruitment strategy of the network in terms of equal opportunities (including gender balance) and open competition at international level
- development of any specific planning and management tool(s) and databases
- management of intellectual property and commercialisation of network research output

It should be completed by the individual and confidential mid-term assessment questionnaires, to be filled in by each of the researchers recruited so far by the Network (see section 8.2 of this Reporting Guidance note). Please note that the above are considered as a supplement to the periodic (activity and management) reports and that these should therefore also have been submitted to the Commission in advance of the Mid-Term Review meeting.

The Mid-Term Activity report describes the most outstanding or more particularly significant outcome of the work performed during the period covered by this report, in terms of scientific/technological results, research training methodologies, opening up of career opportunities to researchers, international networking of the concerned scientific community, etc.

Any relevant material evidencing this selection of most outstanding/particularly significant results of the project, such as reviewed scientific publications, invited papers, patent descriptions, media coverage, prizes, awards, etc. should be attached as separated annexes.

The Mid-Term Activity report consists of the following major items:

GENERAL INFORMATION

This information is automatically generated when creating the report in SESAM. Coordinator must ensure the correct starting and end dates of the period covered by this report.

SUMMARY OF THE RECRUITMENT SINCE THE START OF THE PROJECT

Coordinator must indicate the summary of the recruitment/training situation as ascertained for each Contractor at the time of the Mid-Term Review meeting (MTR). For each recruited researcher Coordinator must indicate a full-time equivalent months covered by the employment contract of the researcher for the reporting period (from the start date of the project till the MTR-date).

SUMMARY OF THE MAJOR PROJECT ACHIEVEMENTS SINCE THE START OF THE PROJECT

Describe what you would consider to be the most outstanding or more particularly significant outcome of the work performed during the period covered by this report, in terms of scientific/technological results, research training methodologies, opening up of career opportunities to researchers, international networking of the concerned scientific community, etc.

Please add as a separate annex the sketches of the all researchers recruited so far by the Network. For each of the recruited researchers please provide a maximum 25 line description of the researcher's scientific background, of his responsibilities in the network and of his experiences (positive and negative) to date. These sketches should be written by the researchers themselves.

Please add also as separated annexes any relevant material evidencing your selection of most outstanding/particularly significant results of the project, such as reviewed scientific publications, invited papers, patent descriptions, media coverage, prizes, awards, etc.

Please also specify any major developments or events that can be considered as having an important impact either

- economical (e.g. Spin-offs, companies)
- social (e.g. media coverage)

DISSEMINATION OF RESULTS OF THE PROJECT

Participation in conferences and other scientific events

Please indicate the attendance of the Conferences, Workshops and other International scientific events by the members of the Network. Only those events should be mentioned where either the results of the project where presented by any members of the Network (active participation) or which were attended by recruited researchers for training purposes (passive participation).

Publications

Please indicate the number of publications resulting directly from the project, specifying the ones which involved recruited researchers. Furthermore, indicate the number of joint publications and the number of invitations for publication received.

List of joint publications

Please list the most important joint publications in the text box bellow and add as separated annex the list of all joint publications resulting directly from the project. Names of the recruited researchers in this list should be indicated in bold.

Patents

Please indicate the number of granted patents and patent applications resulting directly from the project.

MAJOR PROBLEMS/DIFFICULTIES

Please specify any major problems/difficulties you may have encountered until now or may anticipate in the near future, and suggest possible remedial actions at network and/or commission level.

<u>The Mid-Term Activity report must be created and submitted by Coordinator electronically via SESAM. Afterwards it must be printed, signed by Coordinator and sent to the Commission together with all annexes at least one month in advance of Mid-Term Review meeting.</u>

7 Final reports

At the end of the project, the Coordinator shall submit the periodic reports for the last reporting period as at the close of all the previous periods.
In addition there are final reports to be provided covering the whole duration of the project.

The Coordinator will submit the following overall reports: the **Final activity report** (including a publishable summary), **Final management report**, the **Final funding distribution report**, and any other supplementary reports as required by Annex I to the contract.

7.1 The Final Activity Report

The final activity report should be submitted by Coordinator within 45 days of the end of the project. This report is a consolidated text covering the whole period of the contract and demonstrating the achievements in relation to the initial objectives. In particular, the final report will include:

- an analysis and evaluation of the potential economic and social impact of the achievements of the project;
- a description of the project's activities and future plans regarding the use and dissemination of knowledge;
- an assessment of the equal opportunity promotion actions.

The final activity report should not be submitted as a combined report covering also the last periodic reporting period of the contract.

The final activity report describes the most outstanding or more particularly significant outcome of the work performed during the whole period of the project, in terms of scientific/technological results, research training methodologies, opening up of career opportunities to researchers, international networking of the concerned scientific community, etc. (2-3 pages max)

Any relevant material evidencing this selection of most outstanding/particularly significant results of the project, such as reviewed scientific publications, invited papers, patent descriptions, media coverage, prizes, awards, etc. should be attached as separated annexes.

The Final Activity report consists of the following items:

GENERAL INFORMATION

This information is automatically generated when creating the report in SESAM. Coordinator must ensure the correct starting and end dates of the period covered by this report. If the duration of the project was amended, it should be adequately reflected in the end date of the project.

SUMMARY OF THE RECRUITMENT DURING THE WHOLE PERIOD OF THE PROJECT

Coordinator must indicate the summary of the recruitment/training situation for each Contractor for the whole duration of the project.

SUMMARY OF THE MAJOR PROJECT ACHIEVEMENTS OVER THE ENTIRE PERIOD

Describe what you would consider to be the most outstanding or more particularly significant outcome results of this project in terms of scientific/technological results, research training methodologies, opening up of career opportunities to researchers, international networking of the concerned scientific community, etc.

Please add as separated annexes any relevant material evidencing your selection of most outstanding/particularly significant outcomes of the project, such as reviewed scientific publications, invited papers, patent descriptions, media coverage, prizes, awards, etc.

Please also specify any major developments or events that can be considered as having an important impact either

- economical (e.g. Spin-offs, companies)
- social (e.g. media coverage)

DISSEMINATION OF RESULTS OF THE PROJECT

Participation in conferences and other scientific events

Please indicate the attendance of the Conferences, Workshops and other International scientific events by the members of the Network. Only those events should be mentioned where either the results of the project where presented by any members of the Network (active participation) or which were attended by recruited researchers for training purposes (passive participation).

Patents

Please indicate the number and status of patents, which have been the direct results of the research project. List the patents on a separate sheet giving their complete reference number and briefly stating the applicability of each patent.

Publications

Please indicate the number of publications resulting directly from the project, specifying the ones which involved recruited researchers. Furthermore, indicate the number of joint publications and the number of invitations for publication received.

List of joint publications

Please list the most important joint publications in the text box bellow and add as separated annex the list of all joint publications resulting directly from the project. Names of the recruited researchers in this list should be indicated in bold.

Teaching and Transfer of Knowledge

Please indicate the number of hours of lectures, which have been delivered by the beneficiaries of the project and training courses, which have been organised by the contractor(s) on the research carried out in the project. List on a separate sheet the lectures and/or training courses delivered.

Other outcomes
Please list other outcomes of the project than those mentioned above. Such outcomes may be further academic qualifications, spin-off companies, prizes, awards, media coverage, etc.

PUBLISHABLE BRIEF SUMMARY OF THE WORK PERFORMED AND OUTCOME OF THE PROJECT

This information should be as concise as possible and suitable for dissemination to non specialist audiences

OVERALL ASSESSMENT OF THE ACHIEVEMENTS AND SUCCESS OF THE PROJECT

Please specify to what extent was the project successful in terms of scientific co-operation and achievements; training and ToK; consolidation of the networking in the concerned scientific community.

TRAINING/TRANSFER OF KNOWLEDGE/ SKILLS

Please specify to what extent was the project resulted in transfer of knowledge and/or technology/training activities between academia and industry (if applicable). Please specify the vehicle for the training and ToK activities.

MANAGEMENT/CO-ORDINATION

Please specify the dominating item in management of the project: interaction with Commission services; co-operation among contractors; contractual provisions.

The Final Activity report must be created and submitted by Coordinator electronically via SESAM. Afterwards it must be printed, signed by Coordinator and sent to the Commission together with other Final reports required at the end of the project.

7.2 Final management report

The Coordinator will also submit within 45 days of the end of the project a Final management report consolidating the costs of all the contractors <u>taking into account any adjustments made by the Commission</u>, in an aggregate form covering the entire duration of the project. The report should summarise all the costs incurred and claimed by all contractors since the beginning of the project. In particular, it should review the deviation and/or modification to the initial financial planning of the project. The report must be created and submitted by Coordinator electronically via SESAM. Afterwards it must be printed, signed by Coordinator and sent to the Commission together with other Final reports required at the end of the project.

7.3 Final funding distribution report

The Coordinator will submit within 60 days after receipt of the final payment by the Commission a Final funding distribution report reporting the final, cumulative distribution of funds made to each contractor. The report shows the net payment made to each contractor over the entire duration of the project. The format for this report is the same as the format of the Periodic funding distribution report described in section 4.3. The report must be created and submitted by Coordinator electronically via SESAM. Afterwards it must be printed, signed by Coordinator and sent to the Commission.

7.4 Supplementary final reports

Any Supplementary reports which have been specified in any annexes of the contract to be prepared at the end of the project should be submitted with the other final reports.

7.5 Residual obligations

Contractors have a number of obligations which remain in force after the end of the project and the delivery of the final reports.

Contractors are required by Article II.10.1 of the contract to provide, at any time up to five years after the end of the project, any data necessary for:

- The continuous and systematic review of the Sixth Framework Programme and of the specific priority concerned
- The evaluation and impact assessment of funded activities

Such data may also be published by the Commission in the form of anonymous statistics.

The Commission or the Court of Auditors may also, according to Article II.26 of the contract, at any time during the contract and up to five years after the end of the project, arrange for audits to be carried out, either by outside scientific or technological reviewers or financial auditors, or by the Commission departments themselves including OLAF[8]. Such audits may cover scientific, financial, technological and other aspects (such as financial, accounting and management principles) relating to the proper execution of the project and the contract.

For these reasons, contractors are required by Article II.26.3 of the contract to keep all documentation relating to the contract for **up to five years** from the end of the project.

Contractors also remain bound to certain undertakings of confidentiality, as described in Article II.9 of the contract, and requirements concerning access rights (licences and user rights), as described in Article II.32 of the contract.

[8] Office européen de Lutte Anti-Fraude / European Anti-Fraud Office

8 Questionnaires

The monitoring of the project relies extensively on a direct feedback from the Coordinator through the standard reporting effort but also from the beneficiaries' i.e. the early stage and experienced researchers themselves as well as from the scientists supervising them.

8.1 The Scientist in charge questionnaire

The scientists who will be supervising directly the work of the researchers recruited under the contract will complete the scientist in charge questionnaire. This questionnaire may be completed at the end of the project. The scientists in charge should give their personal evaluation of the project and will have the opportunity to comment and make suggestions to improve the design of the Marie Curie actions.
The scientist in charge questionnaire is available as a web based application at webgate.cec.eu.int/sesam. When logging in, the scientists will need to enter the contract number and the relevant contractual information should be made visible to them. The information requested in the questionnaire will be kept in strict confidence by the Commission and will mainly be used for assessing the level of satisfaction of the scientists taking part to the project.

8.2 Mid-Term Assessment questionnaire

At Mid-Term point, the Coordinator should invite the fellows who are currently employed by the Network to complete the mid-term assessment questionnaire. This questionnaire is designed to give the Commission some feedback on the overall impact of the network's activity. It is made of 5 sections:

- personal profile;
- host assessment;
- integration into the research environment & training;
- work assessment;
- career impact.

The assessment questionnaire is available as a web based application at webgate.cec.eu.int/sesam. When logging in, the researchers will need to type the contract number and the relevant contractual information should be made visible to them.
The information requested in the questionnaire will be kept in strict confidence by the Commission and will mainly be used for assessing the level of satisfaction of the fellows.

8.3 The Assessment questionnaire

The Coordinator should invite the fellows at the end of their training period to complete the assessment questionnaire. This questionnaire is designed to give the Commission some feedback on the overall impact of the network's activity. It is made of 7 sections:

- personal profile;
- host assessment;
- integration into the research environment & training;
- work assessment;
- career impact;
- evaluation of the Marie Curie action;
- future career.

The assessment questionnaire is available as a web based application at webgate.cec.eu.int/sesam. When logging in, the researchers will need to type the contract number and the relevant contractual information should be made visible to them.
The information requested in the questionnaire will be kept in strict confidence by the Commission and will mainly be used for assessing the level of satisfaction of the fellows.

8.4 The Follow-up questionnaire

The Coordinator should contact each early stage or experienced researcher who was engaged by the network two years after s/he has finished her/his appointment and ask him/her to complete the follow-up questionnaire. The follow-up questionnaire is made of 3 sections:

- Career progress;
- Recognition of research excellence;
- Scientific outputs.

The follow-up questionnaire is available as a web based application at webgate.cec.eu.int/sesam. When logging in, the researchers will need to enter the contract number and the relevant contractual information should be made visible to them. The information requested in the questionnaire will be kept in strict confidence by the Commission and will only be used for assessing the impact of the action and for longitudinal studies.
In order to reach a high response rate, the Coordinators are strongly encouraged to develop an active strategy for maintaining contacts with the former fellows. Costs linked to this activity might be covered under the project management costs.

9 Appendices

Appendix 1: Financial Statement (Form C) for Multi-partner Contracts

Appendix 2: Summary Financial report for Contractor composed of one or more legal entities (UMR)

Appendix 3: Model of Audit Certificate to be used for Marie-Curie Actions

Appendix 4: Front Page for Deliverables

Appendix 5: Presentation of Access Management in SESAM