Instructions for drafting periodical REPORTS

The font size allowed is 12 points Arial. The page size is A4, and all margins (top, bottom, left, right) should be at least 25 mm (not including any footers or headers).
Your file should be named as follows:

Number of WP….._Task number……_report after x month…..._date of report preparation (DD.MM.YYYY)……

 e.g. **WP4_Task4.2_6months_23.03.2011**

each corrections/updates should reflect by new date at the end of the file name.

REPORTING

For each work package, except project management, which will be reported in section, please provide the following information:
- A summary of progress towards objectives and details for each task;
- Highlight clearly significant results;
- If applicable, explain the reasons for deviations from Annex I and their impact on other tasks as well as on available resources and planning;
- If applicable, explain the reasons for failing to achieve critical objectives and/or not being on schedule and explain the impact on other tasks as well as on available resources and planning (the explanations should be coherent with the declaration by the project coordinator) ;
- a statement on the use of resources, in particular highlighting and explaining deviations between actual and planned person-months per work package and per beneficiary in Annex 1 (Description of Work);
- If applicable, propose corrective actions.

Explanation of the use of the resources
Please provide an explanation of personnel costs, subcontracting and any major costs incurred by each beneficiary, **such as the purchase of important equipment**, travel costs, large consumable items, etc., linking them to work packages.
There is no standard definition of "major cost items". Beneficiaries may specify these, according to the relative importance of the item compared to the total budget of the beneficiary, or as regards the individual value of the item.
These can be listed in the following tables (one table by participant):

TABLE 3.1 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR COST ITEMS FOR BENEFICIARY 1 FOR THE PERIOD

Work Package	Item description	Amount in € with 2 decimals	Explanations
Ex: 2,5, 8, 11, 17	Personnel direct costs	235000.00 €*	*Salaries of 2 postdoctoral students and one lab technician for 18 months each**
5	Subcontracting	11000.02 €*	*Maintenance of the web site and printing of brochure**
8, 17	Major cost item 'X'	75000.23 €*	*NMR spectrometer**
11	Major cost item 'Y'	27000.50€*	*Expensive chemicals xyz for experiment abc**
	Remaining direct costs	15000.10€*	
	Indirect costs		
TOTAL COSTS[10]		363000.85€*	

* The entries in italics are examples and purely for illustration

APPENDIXES

If applicable please attach the following appendixes:

- agreement for conference services (accommodation, lunches, room rental etc.)
- conference/workshop proceedings
- list of participants (the original one or scan of it)
- programme
- advertisement in newspapers (.scan in pdf, jpg file and original article with the name and date of issue of newspaper)
- photographic documentation (pictures on CD in .jpg)
- excel file with the primary cost calculation and actual expenditures (stating date of invoice, number of invoice, name of service provider, net value, gross value, and VAT all in PLN or in €).

All appendixes should be attached to the report **in original and scanned version** and should be send to Research Supporting Office by e-mail refresh@pan.olsztyn.pl

All items should be named as follows:
Number of WP….._Task number……_conference or workshop….._start date of the conference (DD.MM.YYYY)……_name of the attachment

e.g. **WP4_Task4.2_conference _23.03.2011_list of participants**
WP4_Task4.2_worshop_23.03.2011_conference proceedings
WP4_Task4.2_conference_23.03.2011_advertisment
WP4_Task4.2_conference_23.03.2011_agreement