Lisa 1

Kinnitatud Sihtasutuse Eesti Teadusagentuur

juhatuse 25.02.2014. a käskkirjaga nr 1-1.4/14/28



PROJECT PERIODIC REPORT

Project number:

Project title:

Period covered: *dd.mm.yyyy – dd.mm.yyyy*

Project Promoter:

Authorised Representative:

Research Project Leader:

Project Partner:

Research Group Leader:

Declaration by the Project Promoter

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| The periodic report represents an accurate description of the work carried out in this project for this reporting period.  The project:  has fully achieved its objectives for the period;  has achieved most of its objectives for the period with relatively minor deviations;  has failed to achieve critical objectives and/or is not on schedule;  The public website of the project  is up to date;  is not up to date  The costs listed in Annex 2 and Annex 3 are directly related to the resources used to reach the objectives of the project. |

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| The project Periodic Report has been prepared electronically in English and signed digitally by the Authorised Representative and by the Project Leader. The report has been prepared with and approved by the project partner. |

## Publishable summary

*This section should be of suitable quality to enable direct publication (the publishable summary should be updated for each reporting period).*

*Please include:*

* *a short summary of the project context and objectives;*
* *a description of the work performed since the beginning of the project and the main results* ***achieved so far;***
* *how will the partnership contribute to the achievement of the project’s objectives;*
* *the expected final results and their potential impact and use;*
* *the address of the project’s public website.*

*Please note that the summary may be used on the Estonian Research Council’s webpage, or on other relevant webpages.*

## Work progress and achievements during the period

1. *Please provide a concise overview of the progress of the work and results in line with the* ***Partnership Plan of the Partnership Agreement****.*

* *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;*
* *If applicable, propose corrective actions;*
* *Please include a summary of the recommendations related to the previous periodic reports (if any) and indicate how these have been taken into account.*

1. *Please provide the information about the following aspects concerning the* ***progress of bilateral relations and quality of cooperation****:*

* *If applicable, information about staff exchange visits to access unique facilities or training opportunities, especially when* ***visits were related to acquiring new scientific methods*** *(number of visits and a short description of the aim of the visits);*
* *List of project meetings held with the partner including Steering Committee’s meetings (dates and venues);*
* *Project partner’s technical/professional contribution to the project;*
* *Norwegian experts’ visits to Estonia (number of visits and a short description of the aim of the visits);*
* *How has the partnership contributed to the achievement of the project’s objectives and results?*
* *How has the partnership contributed to strengthening bilateral relations?*
* *Please describe any wider effects that the project partnership had (such as meetings, wider international cooperation or cooperation in the sector, dissemination of knowledge and experience, and other).*

1. *Please provide the information about the following aspects concerning the* ***involvement of PhD and Master’s students in the project****:*

* *description of role of the PhD and master’s students in the project;*
* *PhD students participated in the staff exchange visits (number of PhD students and visits with short description of aim of the visits).*

*4. Please provide the information about other project activities and results:*

* *participating in conferences, seminars, etc;*
* *if relevant, connections and cooperation with other projects, programmes, institutions, networks, etc (at national/international level);*
* *any other issues relevant to the project objectives and results.*

## Reporting on publications

*Please provide information about the publications that originate from the project:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **No of joint scientific publications\*** | **No of other scientific publications** | **Total no of scientific publications** | **No of other publications\*\*** |
| Publications published |  |  |  |  |
| Publications submitted for review |  |  |  |  |
| Publications being prepared for submission |  |  |  |  |

*\* Joint articles written in cooperation with the project partner, by persons from both institutions in Estonia and Norway*

*\*\* Any other publications (e.g. popularised articles, newspaper articles) that originate from the project*

*Please* ***attach a list of publications as an annex*** *(Annex 1 – List of publications) to the report.* ***References and an abstracts*** *of scientific publications should be given.*

***Please note that all publications should include the following statement:***

***The research leading to these results has received funding from the Norwegian Financial Mechanism 2009-2014 under project No EMP****XXX.*

**Horizontal concerns**

*If relevant, please specify to what extent does the project address (directly or indirectly) the horizontal concerns related to fundamental values such as promoting tolerance, multicultural understanding, respect for the rights of minorities including the Roma, and combatting hate speech, extremism, racism, xenophobia, homophobia, anti-semitism, sexual harassment, violence against women and trafficking.*

**Cross-cutting issues**

*Please specify how the project is related to or taking into account:*

* *principles of good governance;*
* *environmental considerations (assess how the project will positively or negatively affect the environment; in case of negative affect please shortly describe the measures that have been put/will be put in place to ensure that the environment is not harmed);*
* *economic and social sustainability issues;*
* *gender equality.*

## Explanation of the use of the funds

*Please provide a brief description of costs (salaries (personnel costs), scholarships, subcontracting, travel costs and other costs) incurred by the Project Promoter (costs listed in Annex 2) and by the project partner (cost listed in Annex 3) (Eligible costs are described in the ‘*[***Guide for Applicants’***](http://www.etag.ee/wp-content/uploads/2012/06/RCP-Guide-for-applicants.pdf)*(page 4)).*

**Table 1 Project Promoter**

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| --- | --- | --- |
| **Cost items for the period** | | |
| **Item description** | **Amount** | **Explanations** |
| Salaries | *1 135 €\** | *Salaries for one lab technician for 2 months\** |
| Scholarships | *1 035,20 €\** | *Scholarship for one master’s student for 2 months\** |
| Subcontracting | *1 000,02 €\** | *Costs related to input of data into datafile prepared for statistical analysis\** |
| Travel costs | *516 €\** | *Travel costs and subsistence allowances for one person for taking part in a project meeting in Oslo\** |
| Other costs | *7 200 €\** | *Lab-ware X, Y, Z; equipment W; consumables and supplies X; dissemination of information: activity X\*;*  *travel costs for two PhD students for visit to partner institution in order to acquire new research methodology\** |
| Total research cost | *10 886,22 €\** |  |
| Overhead | *1 977,24 €\** | 20% of total research cost (excluding subcontracting)) |
| TOTAL COSTS[[1]](#footnote-1) | *47 560 €\** |  |

*\* The entries in italics are examples and purely for illustration*

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| *If needed, add any additional comments on use of funds:* |

**Table 2 Project partner**

|  |  |  |
| --- | --- | --- |
| **Cost items for the period** | | |
| **Item description** | **Amount** | **Explanations** |
| Personnel costs |  |  |
| Subcontracting |  |  |
| Travel costs |  |  |
| Other costs |  |  |
| Total research cost |  |  |
| Overhead |  | XX\*\*% of total research cost (excluding subcontracting)) *\*\* Please specify the flat rate for overhead fixed in the Partnership Agreement* |
| TOTAL COSTS[[2]](#footnote-2) |  |  |

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| *If needed, add any additional comments on use of funds:* |

## Communication Plan (applicable for the first periodic report)

*Please provide a communication plan for the project according to the* [***Annex 4 - Information and Publicity Requirements*** *(see section 4 ‘Project Promoters’)*](http://eeagrants.org/Results-data/Results-overview/Documents/Legal-documents/Regulations-with-annexes/Norway-Grants-2009-2014)*.*

*The Annex 4 has clear indications of elements that the plan should include with the aim of having a clear plan for* ***how the project will create awareness of the existence, objectives, bilateral cooperation, implementation and impact of the support from the Norway Grants****. The publicity plan does not need to be a long document, but a short and to-the-point plan including the main elements in the publicity of the project.*

*In short, there should be*

*(1) at least* ***two information activities*** *organised, and*

*(2) up-to-date information published on the project on a* ***dedicated website*** *or through dedicated web page on an existing website (e.g. the website of the research institution).*

*An information activity can be a seminar, a conference, a press conference, a press event or other activities that seeks to create public awareness of the progress, achievements and results of the project. Presentation of the project in national and international conferences could be one such activity. Please note that all information activities should seeks to create public awareness of the progress, achievements and results of the projects supported by the Norway Grants, and the context of the Grants/support from the Grants should be included as well as information about relevant bilateral cooperation. It should be an objective of all information activities to* ***reach the widest possible audience also outside the conference or event*** *in question by informing about the event/activity on the website and by contacting relevant journalists who could contribute to spread of the information further outside the research community.*

*Organising seminars, summer schools, lectures, courses as well as press events could also be regarded as information activities if they follow the objectives as mentioned above. Simply participating in/attending a conference without presenting the project/informing about the progress, achievements and results of the projects supported by the Grants is not regarded as an information activity.*

*Although a big press conference is not necessary a relevant event for a research project, a smaller press event where selected specialised journalists are directly contacted/invited for receiving information about the results of the project is encouraged as this is a good way of ensuring that information about the project reaches the wider audience.*

*The communication plan should also include*

*(a) the aims and target groups, including stakeholders on a national, regional and/or local levels and the public;*

*(b) the strategy and content of the information and publicity measures, including activities, communication tools and timeframe.*

## Information and publicity

*With reference to the Communication Plan provided in the first periodic report give a summary of the activities carried out during the reporting period.*

## Adjustments

*Please provide information about modifications made in the project during the reporting period (Partnership Agreement/Project Contract).*

## Annexes

Annex 1 – List of publications

Annex 2 – list of costs incurred by the Project Promoter

Annex 3 – list of costs incurred by the Project partner

1. Total costs have to be in accordance with the direct costs claimed in Annex 2 [↑](#footnote-ref-1)
2. Total costs have to be in accordance with the direct costs claimed in Annex 3 [↑](#footnote-ref-2)