

**Horizon Europe (HE MSCA DN, SE and COFUND)**

**Progress Report**

**Version 1.0**

**01 April 2023**

 **This document contains 3 different progress report templates (MSCA-DN, MSCA-SE and MSCA-COFUND). Please scroll down to find the one you need for your project.**

**IMPORTANT NOTICE**

**What is a progress report?**

Progress reports are deliverables which are sometimes requested at mid-term (or other crucial points in the project) if there is a long time-span without reporting.

The report (+ annexes) must be prepared (by all beneficiaries together) and uploaded on the Funding & Tenders Portal Grant Management System (PGMS) Continuous Reporting Deliverables screen.

 Progress reports should NOT be confused with periodic reports. Periodic reports are linked to payments, progress reports are not.

# PROGRESS REPORT (MSCA-DN)

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| --- | --- |
| **PROJECT** | |
| **Project number:** | [project number] |
| **Project acronym:** | [acronym] |
| **Project name:** | [project title] |
| **Project starting date:** | [dd/mm/yyyy] |
| **Project duration:** | [number of months] |

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| **PERIOD COVERED**  cid:image001.png@01D0B99B.7C10A740 *Please note that this is only a progress report. The information in this report must also be included in the next periodic report/final report.* | |
| **Period covered** *(from last periodic report):* | from [dd/mm/yyyy] to [dd/mm/yyyy] |

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## 0. EXECUTIVE SUMMARY

|  |
| --- |
| **Executive summary**  *Present your project’s progress during the period covered by this report. Present the main problems/difficulties encountered during the implementation and the mitigation actions you have taken. Describe deviations from the original work plan, including changes or updates related to the original recruitment, secondment and training plan (if any).*  *cid:image001.png@01D0B99B.7C10A740 Please keep this section short and concise, since you will provide details in the core report.* |
| Insert text |

## 1. MILESTONES, DELIVERABLES AND CRITICAL RISKS

|  |  |
| --- | --- |
| **Deliverables and milestones (outputs/outcomes)** | **YES/NO** |
| We confirm that we updated the following Continuous Reporting screens:   * Deliverables * Milestones * Mobility declarations   *If there are issues, identify them and explain the reasons why* |  |
| Insert text | |

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| **Critical risks** | **YES/NO** |
| We confirm that we updated the following Continuous Reporting screen:   * Critical risks   *Please provide an update of the foreseen risks (if applicable).*  *In case of unforeseen risks, please provide a short summary.* |  |
| Insert text | |

## 2. OVERVIEW OF THE PROGRESS AND ACTIVITIES

|  |  |
| --- | --- |
| **Overview of the progress and activities** | **YES/NO** |
| We confirm that the project activities are progressing as planned and that there are no major issues that would put the project implementation in danger.  *If there are issues, identify them and explain the reasons why.* |  |
| Insert text |

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| **Implementation timetable** | **YES/NO** |
| We confirm that the project activities are on schedule and that there are no significant delays.  *If there are delays, identify them and explain the reasons why.* |  |
| Insert text |

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| **Management of the action** |
| *Please report on the management of the project, the established governance (joint for Joint Doctorates) and the involvement of doctoral candidates in the project governance.* |
| Insert text |

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| **Recruitment strategy** | **YES/NO** |
| Please confirm that the recruitment was carried out according to the description of the action (Annex 1 GA).  *If there are delays, identify them and explain the reasons why.*  *In particular, please describe:*   * *the recruitment process (confirm it was carried out with respect to the Code of Conduct for the Recruitment of Researchers; indicate where the positions were advertised; explain whether the recruitment process was centralized or decentralized; provide statistics on the number of applications received – with a gender/country distribution, explain the selection criteria, the scoring system, confirm the check and compliance with the mobility rule, etc.)* * *an overview of the selected candidates* * *deviations from the recruitment strategy (if any) and provide all corrective measures which have been or will be implemented.* |  |
| Insert text |

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| **Supervision and career development plans** | **YES/NO** |
| We confirm that supervision and career development plans have been established for all recruited doctoral candidates.  *If there are delays, identify them and explain the reasons why.*  *In particular, please describe:*   * *the supervision arrangements (for Industrial Doctorates and Joint Doctorates, the joint supervision) put in place for each recruited doctoral candidate* * *deviations with regard to the career development plans (if any), as well as the contingency measures taken.* |  |
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| **Enrolment to a doctoral programme** *(for Doctoral Networks, Industrial Doctorates and Joint Doctorates)* | **YES/NO** |
| Please confirm the enrolment to a doctoral programme leading to the award of a doctoral degree in at least one EU Member State or Horizon Europe Associated Country, and for Joint Doctorates in at least two.  *If there are delays , identify them and provide the list of the contingency measures taken or to be taken, in line with the applicable Doctoral Networks/Industrial Doctorates/Joint Doctorates requirements. ]* |  |
| Insert text |

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| **Administrative arrangements with non-academic sector** *(for Industrial Doctorates)* | **YES/NO** |
| Please confirm that all administrative arrangements have been put in place in order to ensure that all doctoral candidates will spend at least 50% of their fellowship duration in the non-academic sector.  *If there are delays, identify them and provide the list of the contingency measures taken or to be taken, in line with the applicable Doctoral Networks/Industrial Doctorates/Joint Doctorates requirements.* |  |
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| **Agreements to establish joint, double or multiple doctorates** *(for Joint Doctorates)* | **YES/NO** |
| Please confirm that the agreements to establish a Joint/Double/Multiple Doctorate have been finalized.  *If there are delays, identify them and provide the list of the contingency measures taken or to be taken, in line with the applicable Doctoral Networks/Industrial Doctorates/Joint Doctorates requirements.* |  |
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| **Communication, Dissemination, Open Science and Exploitation** |
| Please provide a summary of the activities organized, including changes or updates to your initial communication, dissemination, exploitation and research data management plan (if any). Please include only activities relating to the period covered by this report. |
| Insert text |

## ANNEXES

**LIST OF ANNEXES**

n/a

# PROGRESS REPORT (MSCA-SE)

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| **PROJECT** | |
| **Project number:** | [project number] |
| **Project acronym:** | [acronym] |
| **Project name:** | [project title] |
| **Project starting date:** | [dd/mm/yyyy] |
| **Project duration:** | [number of months] |

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## 0. EXECUTIVE SUMMARY

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| --- |
| **Executive summary**  *Present the main achievements of your project so far. Present the main problems/difficulties encountered during the implementation and the mitigation actions you have taken. Confirm that the project will be completed according to the time schedule. Identify and justify any delays. Provide information on whether the budget consumption is in line with the advancement of the activities. Identify and justify any divergences.*  *In particular, pleasedescribe (1/2 page max):*   * *the status of the achievement of deliverables and milestones as described in the Grant Agreement* * *an overall estimation (%) of implemented secondments during the period* * *deviations from the original work plan, including changes or updates related to the original secondment plan (if any).*   *cid:image001.png@01D0B99B.7C10A740 Please keep this section short and concise, since you will provide details in the core report.* |
| Insert text |

## 1. MILESTONES, DELIVERABLES AND CRITICAL RISKS

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| --- | --- |
| **Deliverables and milestones (outputs/outcomes)** | **YES/NO** |
| We confirm that we updated the following Continuous Reporting screens:   * Deliverables * Mobility declaration * Gender * Dissemination and Communication Activities * Publications (Open Access compliant and repository) * Summary for publication   *If there are issues, identify them and explain the reasons why* |  |
| Insert text | |

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| **Critical risks** | **YES/NO** |
| We confirm that we updated the following Continuous Reporting screen:   * Critical risks   *Please provide an update of the foreseen risks (if applicable).*  *In case of unforeseen risks, please provide a short summary.* |  |
| Insert text | |

## 2. OVERVIEW OF THE PROGRESS AND ACTIVITIES

|  |  |
| --- | --- |
| **Overview of the progress and activities** | **YES/NO** |
| We confirm that the project activities are progressing as planned and that there are no major issues that would put the project implementation in danger.  *If there are issues, identify them and explain the reasons why.*  *In particular, please describe (3 pages max):*   * *the overall progress of each WP (completed/ongoing/delayed/not started):* * *provide a short summary for each WP* * *in case of deviation, provide justification and proposed mitigation measures* * *the implementation of the secondments for each participant and their link to the tasks performed* * *in case of deviations, provide justification and proposed mitigation measures* * *indicate % gender balance of the overall seconded staff* * *the trainings, networking activities, transfer of knowledge and career development opportunities* * *the measures taken to ensure proper communication of the action to the general public and the dissemination of the results as planned in the communication, dissemination and exploitation plan* * *how ethical issues have been addressed and confirm that approvals/authorisations were completed (if applicable).* |  |
| Insert text |

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| **Implementation timetable** | **YES/NO** |
| We confirm that the project activities are on schedule and that there are no significant delays.  *If there are delays, identify them and explain the reasons why.*  *In particular, please provide (1/2 page max):*   * *updates to the secondment plan and to the corresponding activities* |  |
| Insert text |

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| **Communication, Dissemination, Open Science and Exploitation** |
| Please provide a summary of the activities organized, including changes or updates to your initial communication, dissemination, exploitation and research data management plan (if any). Please include only activities relating to the period covered by this report. |
| Insert text |

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n/a

# PROGRESS REPORT (MSCA-COFUND)

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| --- | --- |
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| **Project number:** | [project number] |
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| **Project name:** | [project title] |
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## 0. EXECUTIVE SUMMARY

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| --- |
| **Executive summary**  *Present your project’s progress during the period covered by this report. Present the main problems/difficulties encountered during the implementation and the mitigation actions you have taken.*  *In particular, pleasedescribe (1/2 page max):*   * *the status of the foreseen calls (dates of the call opening and deadline) and the recruitment in terms of number of fellows in place. If fellows have not yet been recruited, give a summary of the current stage of the selection process and when you expect the fellows to be in place* * *the status on achievement of deliverables and milestones as described in the Grant Agreement* * *an overall estimation (%) of the number of recruitment months which are likely to be achieved for the period and that have been achieved so far* * *deviations from the original work plan, including changes or updates related to the original recruitment, secondment, supervision and training plan (if any).*   *cid:image001.png@01D0B99B.7C10A740 Please keep this section short and concise, since you will provide details in the core report.* |
| Insert text |

## 1. MILESTONES, DELIVERABLES AND CRITICAL RISKS

|  |  |
| --- | --- |
| **Deliverables and milestones (outputs/outcomes)** | **YES/NO** |
| We confirm that we updated the following Continuous Reporting screens:   * Deliverables * Milestones * Mobility declarations   *If there are issues, identify them and explain the reasons why* |  |
| Insert text | |

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| --- | --- |
| **Critical risks** | **YES/NO** |
| We confirm that we updated the following Continuous Reporting screen:   * Critical risks   *Please provide an update of the foreseen risks (if applicable).*  *In case of unforeseen risks, please provide a short summary.* |  |
| Insert text | |

## 2. OVERVIEW OF THE PROGRESS AND ACTIVITIES

|  |  |
| --- | --- |
| **Overview of the progress and activities** | **YES/NO** |
| We confirm that the project activities are progressing as planned and that there are no major issues that would put the project implementation in danger.  *If there are issues, identify them and explain the reasons why.*  *In particular, please describe (3 pages max):*   * *the overall progress of each WP (completed/ongoing/delayed/not started):* * *provide a short summary for each WP* * *in case of deviations, provide justification and proposed mitigation measures* * *the implementation of the recruitment months for each participant (beneficiary and/or implementing partner) and their link to the tasks performed* * *in case of deviations, provide justification and proposed mitigation measures* * *indicate % gender balance of the overall number of recruited researchers* * *the trainings, networking activities, transfer of knowledge and career development opportunities* * *the measures taken to ensure proper communication of the action to the general public and the dissemination of the results as planned in the communication, dissemination and exploitation plan* * *how ethical issues have been addressed and confirm that approvals/authorisations were completed (if applicable).* |  |
| Insert text |

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| **Implementation time table**  We confirm that the project activities are on schedule and that there are no significant delays.  *If there are delays, identify them and explain the reasons why.*  *In particular, please provide (1 page max):*   * *an update of the recruitment monitoring table from Annex 1* | | | | |
| Call number | Call timing | Expected number of fellows in place following the call | Expected number of recruitment months  Period 1: M1-M24 | Expected number of recruitment months  Period 2: M25-end of the project |
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| **Recruitment strategy** | **YES/NO** |
| Please confirm that the recruitment was carried out according to the Description of Action.  *If there are delays, identify them and explain the reasons why.*  *In particular, please describe:*   * *the recruitment process (confirm it was carried out with respect to the Code of Conduct for the Recruitment of Researchers; indicate where the positions were advertised; explain the number of experts evaluating each proposal in line with Annex 1, in the case of the postdoctoral programmes please provide the number of international experts (based outside the country) evaluating each proposal; describe the involvement of the international experts (in the case of postdoctoral) and independent experts from outside the consortium (in the case doctoral) at all stages of the selection process; provide statistics on the number of applications received – with a gender/country distribution; explain the selection criteria, the scoring system, confirm the check and compliance with the mobility rule, etc..* * *an overview of the selected candidates (including name, nationality, gender, host organisation, host country)* * *the list of the individual research projects (including description of the fellow’s individual research project as well as its objective and scientific area, e.g.; life sciences, engineering, climate, etc)* * *deviations from the recruitment strategy (if any) and provide all corrective measures which have been or will be implemented.* |  |
| Insert text |

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| **Supervision and career development plans** | **YES/NO** |
| We confirm that supervision and career development plans have been established for all *recruited doctoral/postdoctoral candidates.*  *If there are delays, identify them and explain the reasons why.*  *In particular, please describe:*   * *deviations with regard to the career development plans (if any), as well as the contingency measures taken.* |  |
| Insert text |

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| --- |
| **Communication, Dissemination, Open Science and Exploitation** |
| Please provide a summary of the activities organized, including changes or updates to your initial communication, dissemination, exploitation and research data management plan (if any). Please include only activities relating to the period covered by this report. |
| Insert text |

## ANNEXES

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n/a

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| --- | --- | --- |
| **HISTORY OF CHANGES** | | |
| VERSION | PUBLICATION DATE | CHANGE |
| 1.0 | 01.04.2023 | Initial version (new MFF). |
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