

# Guideline for Project Coordinators

## Introduction

The ATTRACT Phase 1 funded projects have a contractual obligation to report (General Conditions of the Grant Agreement) to the ATTRACT Consortium on their work progress and submit deliverables. This document describes the monitoring process and requirements that shall be followed by funded projects.

Project monitoring will be conducted using periodic (quarterly) report completed by the funded projects. ESO is the institute responsible for conducting the monitoring of funded projects, while technical follow-up will be done by expert monitors specifically appointed by the ATTRACT Consortium. The objective of the periodic reports is to describe the work carried out during the relevant period and provide an update of the technical and scientific progress, including:

- a brief financial report;
- any deviations to the Contract;
- major achievements;
- risks and possible mitigations;
- the continued relevance of the objectives and breakthrough potential;
- the degree of fulfilment of the project for the relevant period;
- the synergies between industry, academia, SMEs and other stakeholders;

Please do not disclose any information that you consider confidential in these reports.

## When are the periodic reports and other deliverables due?

	Report type	Reporting period (in months)	Corresponding Reporting period	Deadline for report's submission
Periodic reports	Project status report	May 20 <sup>th</sup> - August 20 <sup>th</sup> 2019	3M	M4 – August 27 <sup>th</sup> 23:59 hrs (CET)
	Project status report – including budget overview	May 20 <sup>th</sup> - November 20 <sup>th</sup> 2019	6M	M7 – November 27 <sup>th</sup> 23:59 hrs (CET)
	Project status report	November 20 <sup>th</sup> - February 20 <sup>th</sup> 2020	9M	M10 – February 27 <sup>th</sup> 23:59 hrs (CET)
	Project status report – including budget overview + Final public summary of the Project	February 20 <sup>th</sup> - May 20 <sup>th</sup> 2020	12M	M13 – May 27 <sup>th</sup> 23:59 hrs (CET)

Deliverables	Scientific journal-type article	Summarising the main project results and method used to achieve the project	12M	June 2020 Exact date will be communicated at later stage
	Poster or powerpoint presentation	Presenting the project for a general audience	12M	

The periodic reports are due every 3 months as detailed above. They describe progress towards achieving the project objectives during the reporting period. The information collected through the periodic reports will help measurements of the overall success of the breakthrough projects. The periodic reports shall be submitted by the Coordinator within 7 days of the end of each reporting period.

The final report shall be submitted by the Coordinator at the end of the project within 7 days. The final report should gather additional information on the results, as well as the wider implications on societal relevance, technological development potential and possibility for commercial exploitation. For the last reporting period, a single template will be provided combining the periodic report and the Final public summary of the Project.

## Periodic reports submission & process

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The Project Coordinator and the Project partners shall prepare the report. The coordinator is responsible for ensuring that the report is submitted in a timely manner (within 7 days of the end of each reporting period).

The reports shall be sent – in their original format: Excel - by the project coordinator to ESO per email: [ATTRACT@eso.org](mailto:ATTRACT@eso.org).

An expert monitor from the ATTRACT Consortium will be allocated to each project to review the progress reports. No communication is authorised between the monitor and project - all communication will be conducted solely by ESO using the [ATTRACT@eso.org](mailto:ATTRACT@eso.org) mail.

If additional information is needed, or the submission is incomplete, ESO will be directly in touch with the project coordinator.

## How to fill the report file?

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- Templates provided should not be modified: only contents added
- Please use font type Calibri with font size 11
- Color code: fill only the cells in orange
- Save the document under project ID number\_ deliverable name corresponding to the period  
ie: 72\_3M

## Contact details

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Virginie Gil & Andrew Williams<sup>1</sup>

Email: [ATTRACT@eso.org](mailto:ATTRACT@eso.org)

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<sup>1</sup> Please note that these are the contact details for the monitoring aspect of the projects. For any clarification or question related to the administrative or managerial aspect of the project, please address your email to [ATTRACT-PAO@cern.ch](mailto:ATTRACT-PAO@cern.ch).

## Annex 1 - Guidance for project coordinators

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When preparing a periodic report, coordinators should use the Excel template using the instructions included in the template, to be read in conjunction with these guidelines.

This template provides instructions (in *italic*) for each section on the information required and the level of detail to be included.

### Project Summary

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Reporting period	Project title	Project ID number	Prepared by
	Automated real-time 3D ultrasound mapping of arteries and nerves	2	Coordinator name

#### *Reporting period*

Select from the list the relevant data corresponding to the period referred to: 3M, 6M, 9M or 12M.

#### *Project title*

Select your project from the list.

#### *Project ID number*

This is filled automatically

#### *Prepared by*

Type the coordinator name.

### Status Summary

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The status summary shall be concise, comprehensive and should not exceed 600 characters including spaces. This should cover important updates and success stories for the current period.

Please write high level information to be easily understandable by researchers, commercial parties and others interested in the results of research but also by non-specialist (scientific) reader and general public audience.

## Project Overview

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Activity	Completion	Due date	Notes

### Activity

Please describe at high level the main activities of the project and put them into context for the reader to understand their significance in the big picture relevant to your project.

Please indicate if any interactions, synergies with other ATTRACT projects occurred during the period.

The description of the *activities* shall be concise, comprehensive and should not exceed 130 characters including spaces.

ie: major scientific result, publication, completion of training course, patent application, conference, project website,...

### Completion

Select from the list the relevant task's status: *completed* or *in progress*.

### Due date

If the task is "*in progress*", please indicate the estimated completion date.

Date must be comprised between 2019-05-01 and 2020-06-30 and the format should be YYYY-MM-DD.

### Notes

If the task is "*in progress*" due to delay please explain the reasons for the delay in completing the task and provide a short note of key actions/measures taken or planned to be back on track again. It should not exceed 130 characters including spaces.

Concern / Issue / Risk

Concern / Issue / Risk	Notes	Impact on project's configuration?	Support needed?

Any concern, risk, issue or major deviation should be highlighted in this section. Please focus on potential impact on success of the project.

*Issue or Concern / Risk<sup>2</sup>*

Select from the list the relevant matter: concern, issue or risk.

*Notes*

Please provide the description & if relevant the reason for your concern/issue or risk as well as measures taken to resolve it and achieve the objectives of the project. It should not be more than 130 characters including spaces.

*Impact on project's configuration*

Select from the list whether the matter has an impact on the project's configuration: yes or no.

*Support needed*

Select from the list whether the project needs support from ATTRACT to help solve the concern/issue/risk: yes or no.

Follow-up of recommendations and comments from previous report(s) - if applicable

*If applicable only.*

*Please provide the description of recommendations and comments from previous report(s) and give information on how they have been followed up. It should not exceed 600 characters including spaces.*

<sup>2</sup> Issue (meaning something that has happened)  
 Concern/Risk (meaning something that could happen)

## Budget Overview

Budget allocated: 100,000 €

Category	Spent	% of total spent	Notes
Personnel & travel		0%	
Equipment, materials, consumables		0%	
Contingency, other		0%	
Total spent reporting	0 €	0%	
Total spent previous period:		0%	
Total spent all periods - cumulated:	0 €	0%	

Applicable only for 6M and 12M reports.

Please note that the project is responsible for reporting costs and keeping records in line with the article 9 (Obligations originating from the EU) of the Third-Party Project Agreement.

## Next Period: Next Steps Overview

Activity	Due date	Notes

### Activity and Due date

Please summarise the next steps, including major changes to the project. This should include activities delayed from the reporting period and previous reporting periods (if applicable) with new due dates.

The description of the activities shall be concise, comprehensive and should not exceed 130 characters including spaces. For more details, please check [Activity](#).

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