

ANNEX V: REPORTING REQUIREMENTS HERA JRP-UP Collaborative Research Projects (CRP)

INTRODUCTION

Reporting is a contractual obligation for HERA JRP-UP Collaborative Research Projects (CRP).

This Annex provides a first outline of the requirements for HERA JRP-UP Reporting. Detailed guidance and standard templates are provided within the **HERA JRP-UP Reporting Guidelines & Templates**: www.heranet.info.

Each CRP partner (Research Organisation) must submit several **PERIODIC reports** (according to total duration of grant), as well as a **FINAL report**, in compliance with the modalities provided below and with the Reporting Guidelines & Templates (cf. above link).

Reports shall be evaluated in accordance with the procedures described in the *Terms and Conditions* for the HERA JRP-UP Grants (Annex I to the *Acceptance of Grant Certificate*). Payments shall be made after approval of the reports by the HERA JRP-UP Board.

REPORTING PERIODS

According to the total duration of the grant, the following reporting periods and deadlines for submission shall apply:

Reporting Period	Report No.	HERA Handling Agency Submission Date
Start of Project – 31 st December 2016	1 st Annual Report	28th February 2017
1 st January 2017 – 31 st December 2017	2 nd Annual Report	28th February 2018
1 st January 2018 – 31 st December 2018	3 rd Annual Report	28th February 2019
1 st January 2019 – End of Project	4 th Annual Report	12th December 2019
Final Project Reports (2016 - 2019)	Final Project Reports	12th December 2019

A **Final Report**, over-arching and summarising the periodic reports, shall be submitted together with the last periodic report.

REPORTING REQUIREMENTS

A. PERIODIC REPORTS shall comprise the following elements:

- A.1 Scientific progress report**, with a publishable summary, describing the progress of work towards the overall goals of the CRP accomplished within the reporting period.
- A.2 Financial report and expenditure statements for each Individual Project (IP)**, provided by each Principal Investigator, explaining the use of resources and declaring actual costs incurred over the reporting period.

- A.3 Summary expenditure statement from the Project Leader**, consolidating the total amounts declared by all Principal Investigators of the CRP for the reporting period.

B. FINAL REPORTS shall comprise the following elements:

- B.1 Final scientific publishable report** summarising the results, conclusions and overall impact of the CRP.
- B.2 Final financial report and expenditure statement** from each **Principal Investigator**, summarising the use of resources and expenses declared over the total duration of the grant.
- B.3 A final summary expenditure statement** from the **Project Leader**, consolidating the total amounts declared by all the Principal Investigators for the full duration of the grant.

REPORTING STRUCTURE

The below reporting structure must be followed and all sections duly completed. All acronyms should be clearly explained.

Structure for PERIODIC REPORT:

1. **Cover Page**
2. **Declaration** by the Project Leader regarding the authenticity of the information included in the periodic report.
3. **Table of Contents** with pagination
4. **Scientific Progress Report**
 - 4.1 Publishable summary for the period
 - 4.2 Collaborative Research Project (CRP) objectives for the period
 - 4.3 Work progress and achievements of the CRP during the reporting period
 - 4.4 CRP Management for the period
 - 4.5 CRP Impact: Dissemination, Networking and Knowledge Exchange for the period
5. **Financial reports and expenditure statements for each Individual Project (IP) for the period**
6. **CRP summary expenditure statement for the period**

Structure for FINAL REPORT:

- FRONT PAGE
 - DECLARATION by the Project Leader regarding the authenticity of the information included in the annual report (Scanned copy of the declaration duly filled in and signed by the Project Leader, the original being sent separately by post)
 - TABLE OF CONTENT with pagination

1. Final publishable report

- 1.1 Summary
- 1.2 CRP objectives
- 1.3 Achievements of the CRP
- 1.4 Achievements of the Individual Projects
- 1.5 CRP Management
- 1.6 CRP Impact: Dissemination, Networking and Knowledge Exchange

2. Financial reports from each Principal Investigator explaining the use of resources for the total duration of the CRP

- 2.1 Individual Principal Investigator/Project Leader 1
- 2.2 Individual Principal Investigator 2
- 2.3 Individual Principal Investigator 3
- 2.4 Individual Principal Investigator 4
- etc*

3. Expenditure Statements from each Principal Investigator together with a summary Expenditure Statement consolidating the claimed HERA JRP contribution of all the Principal Investigators based on the information provided by each Principal Investigator.

A description of the content of each section, as well as standard templates, are provided in the document: ***HERA JRP-UP Reporting Guidelines and Templates*** to be downloaded at: www.heranet.info.

The HERA JRP-UP Handling Agency is available for any questions with regards to reporting by contacting HERA@Research.ie.

REPORTING FORMAT AND SUBMISSION

Project Leaders shall collate and submit all reports and deliverables by electronic means to the HERA JRP-UP Handling Agency at HERA@Research.ie.

- Reports should be compiled into **ONE** single document in PDF format and must include, where applicable, a copy (properly scanned) of the signed pages.

In addition:

- All expenditure statements should also be sent separately in **Excel** format.
- All publishable parts of the scientific reports should also be sent separately in **Word** format.

The declaration signed by the Project Leader, and the expenditure statements signed by the authorised persons from the research organisations of each Principal Investigator, must be sent in parallel by post to the following address:

HERA JRP-UP Annex V Reporting Requirements

HERA JRP-UP Handling Agency,
Irish Research Council,
First Floor, Brooklawn House,
Crampton Avenue (off Shelbourne Road),
Ballsbridge, Dublin 4, Ireland.

The reports submitted to the HERA JRP-UP Handling Agency, in particular their publishable sections, shall be of a suitable quality to enable **direct publication** on the HERA website or in the HERA JRP-UP leaflets and brochures without additional editing. By submitting the publishable reports to the HERA JRP-UP Handling Agency, Project Leaders and Principal Investigators are also certifying that they include no confidential material.

HERA JRP-Uses of the Past (UP)
REPORTING GUIDELINES & TEMPLATES
www.heranet.info

