

## Template for periodic technical report – Part B



**Project<sup>1</sup> Number:** [insert project reference number]  
**Project Acronym:** [insert acronym]

**Period covered by the report:** from [insert dd/mm/yyyy] to [insert dd/mm/yyyy]  
**Periodic report:** [1<sup>st</sup>] [2<sup>nd</sup>] [3<sup>rd</sup>] [4<sup>th</sup>] [Final]

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<sup>1</sup> The term 'project' used in this template equates to an 'action' in certain other Horizon 2020 documentation

# 1. Explanation of the work carried out by the beneficiaries and Overview of the progress

This section should cover:

- explanation of the work carried out during the reporting period in line with the Annex 1, Description of Action (DoA) to the Grant Agreement.
- overview of the project results towards the objective of the action in line with the structure of the Annex 1 to the Grant Agreement including summary of deliverables and milestones, and a summary of exploitable results and an explanation about how they can/will be exploited<sup>2</sup>.

(No page limit per work package, the report shall be comprehensive and readable. Any duplication should be avoided).

## 1.1 Objectives

Describe the work carried out during the reporting period towards the achievement of each objective of the project as described in section 1.1 of the DoA. Provide clear and measurable details.

## 1.2 Explanation of the work carried per work package

### 1.2.1 Work package 1

- Explain the overall work carried out in the work package (WPX) during the reporting period towards the achievement of the specific work package objectives.
- Report on the activities and tasks performed, referring to, as relevant, milestones and deliverables.
- Please highlight any significant exploitable results delivered during the period under review, mentioning for each: type and purpose of result; which group of stakeholders could exploit it; how it is made available for stakeholders (dissemination channel, IPR issues); expected impact.

Contribution from beneficiaries	
<i>Provide concise details of the activity of each participant to the work package: beneficiaries funded by IMI2 JU (including linked third parties), beneficiaries non receiving funding, EFPIA and Associated Partners of IMI2 JU (if relevant)</i>	
Beneficiary	Work carried out for this WP (e.g. task, deliverable)

### 1.2.2 Work package 2

Etc.

## 1.3 Impact

Please explain how the work carried out during the period:

- contributes to the expected impacts as detailed in section 2.1 of the DoA;
- could already have an impact on European policy objectives and strategies/policy making
- has an impact on SMEs.

If the expected impacts on section 2.1 of the DoA need to be updated, include further details

<sup>2</sup>Recital 33 of H2020 the rules of participation(33) : Rules governing the exploitation and dissemination of results should be laid down to ensure that participants protect, exploit and disseminate those results as appropriate, and to provide for the possibility of additional exploitation conditions in the European strategic interest. Participants that have received Union funding, and that plan to exploit the results generated with such funding primarily in third countries not associated with Horizon 2020, should indicate how the Union funding will benefit Europe's overall competitiveness (reciprocity principle), as set out in the grant agreement.

### 1.3.1 Non confidential section

Include a paragraph with non-confidential information to be used by IMI2 JU for communication and impact analysis based on [IMI2 Key Performance Indicators](#) (e.g. report in Annual Activity Report). Please highlight any concrete/measurable results/tools that are of a significant impact, in particular if those are of a transformative nature and enable significant progress in your respective field. Please indicate if these are already accessible for use by scientific community (e.g. provide a link that could be included also in the [IMI catalogue of tools](#)). Of particular interest are results achieved thanks to the public private collaborative nature of the project, as well as results that are likely to be implemented.

### 1.4 Consortium management

Please describe the overall management of the project during the period, highlighting any success factors and/or challenges that have arisen within the team and indicate how these challenges have been resolved. Please comment on how the public private partnership has worked during the period.

Summarise, if any, the major changes in the composition of the consortium during the period, and if these have created difficulties for the progress of the project, please explain the approach taken to resolve them. Highlight as well the results of any interaction with your advisory boards (e.g. scientific and ethics advisory boards)

Please describe if any interactions with relevant stakeholders occurred during the period or are foreseen, including Regulators, Health Technology Assessment Bodies and patients organisations. In particular, when relevant, please indicate if the consortium has taken any actions to interact with the Regulators e.g.in the context of qualification advice/opinion procedures.

Please comment on the gender balance at all levels of personnel assigned to the action, and if not reached explain the reasons.

### 1.5 Collaborations/synergies with other initiatives

Please describe here any activities related to collaboration with other relevant initiatives occurred during this period.

### 1.6 Financial contributions

If relevant fill the below table for financial contributions:

Financial amount	contribution	Paid from	Received by	Short description (WP, tasks, brief details)

## 2. Update of the plan for exploitation<sup>3</sup>, dissemination and sustainability of results

*Note: a 'plan for the dissemination and exploitation' including sustainability of results is included in the full proposal and is also in a dedicated deliverable within the first 6 months of the project. An updated plan is required in both the periodic and final reports.*

<sup>3</sup> In accordance with article 25.3 of the IMI2 model grant agreement, exploitation shall be understood as follows:

- (a) 'research use' means the use of results or background needed to use results, for all purposes other than for completing the action or for direct exploitation and which includes but is not limited to the application of results as a tool for research, including clinical research and trials and which directly or indirectly contributes to the objectives set out in the Societal Challenge health, demographic change and well-being referred to in Regulation (EU) No 1291/2013.
- (b) 'direct exploitation' means developing results for commercialization, including through clinical trials, or commercializing results themselves."

Please comment on the overall progress towards the implementation of the plan. This should include a record of activities related to dissemination (e.g conferences and other public meetings where the project has been presented) exploitation and sustainability that have been undertaken and those still planned.

If the plan for exploitation, dissemination and sustainability of results as described in the Annex 1 (DoA) needs to be updated please give details.

### 3. Update of the data management plan

Explain in this section whether the data management plan as described in the Annex 1 (DoA) has or needs to be updated and give details.

### 4. Follow-up of recommendations and comments from previous review(s) (if applicable)

Include in this section the list of recommendations and comments from previous reviews and give information on how they have been followed up.

### 5. Deviations from Annex 1 and Annex 2 (if applicable)

Explain the reasons for any deviations from Annex 1 and/or Annex 2, the consequences and the proposed corrective actions.

#### 5.1 Tasks

Explain any tasks not fully implemented, critical objectives not fully achieved and/or not being on schedule. Explain also the impact on other tasks on the available resources and the planning.

For deliverables not submitted ensure that a justification has been included in the specific comment box in the continuous reporting module.

#### 5.2 Use of resources

Explain any difference in the use of resources between actual and planned (Annex 1), especially related to person-months per work package. Please justify any potential under/over spending for the period (deviation on effort compared to a theoretical linear use of resource over the whole duration of the project). Please comment if/how this will affect the planned use of resource for the next period.

Include explanations on transfer of costs categories (if applicable).

Include explanations on adjustments to previous financial statements (if applicable).

##### 5.2.1 Unforeseen subcontracting (if applicable)

Exceptionally, the IMI2 JU may approve costs related to subcontracts not included in Annex 1 and 2, without formally amending the Grant Agreement (GA) under the conditions set out in Article 13.1 of the GA, if the circumstances are explained and justified by the beneficiary in this section.

- *The approval is at the discretion of the IMI2 JU, and there is no automatic entitlement to it. Therefore, beneficiaries that do not amend the GA to include subcontracting assume the risk of non-approval by the IMI2 JU and rejection of costs.*
- *If the subcontracting substantially changes the nature of the project (i.e. there is a doubt whether the project is still (in substance) the same as the one that was selected or whether the beneficiary has still the operational capacity to carry out the action) the costs will be rejected.*

In this section:

- describe the tasks performed by a subcontractor which may cover only a limited part of the action;
- explain the circumstances which caused the need for a subcontract, taking into account the specific characteristics of the action;
- confirm that the subcontractor was selected as offering the best value for money, if not the lowest price, and avoiding any conflict of interests.

### **5.2.2 Unforeseen use of in kind contribution from a third party against payment or free of charges (if applicable)**

Exceptionally, the IMI2 JU may approve costs related to in-kind contributions not included in Annex 1 and 2, without formally amending the GA if the circumstances are explained and justified by the beneficiary in this section.

- *The approval is at the discretion of the IMI2 JU, and there is no automatic entitlement to it. Therefore, beneficiaries that do not amend the GA to include third parties, their in-kind contributions and estimated costs in Annex 1 assume the risk of non-approval by the IMI2 JU and rejection of costs.*
- *Approval will not be granted if the in-kind contribution risks to substantially change the nature of the project (i.e. there is doubt whether the project is still (in substance) the same as the one that was selected or whether the beneficiary has still the operational capacity to carry out the action).*

In this section:

- a) identify the third party;
- b) describe the resources made available by the third party, either for payment or for free;
- c) explain the circumstances which caused the need for using these resources to carry out the work.

## **Annex 1 – Summary of project outputs**

Please report on the progress and achievements that your project has reached so far towards relevant IMI2 JU objectives by filling the web form “Summary of project outputs” available in the IMI-owned on-line application SOFIA.

The Summary of project outputs must be submitted together with each periodic report as well as the final report at each submission deadline. This information will help to feed Key Performance Indicators (KPIs) identified as critical for overall success of IMI2 JU. The replies for individual project will not be made public, but IMI2 JU may share aggregate information in an anonymised way.

To perform the reporting please log in to SOFIA (<https://sofia.imi.europa.eu/Pages/default.aspx>) and go to “My Workspace” => “Overview of Project Outputs”. Once filled in, an automatic pdf is created that must be annexed to the periodic report and final report.

More detailed information as well as guidance tools are available in SOFIA’s “Overview of Project Outputs” page.

### History of change

IMI2/INT/2015-03842	Version dated 2016
IMI2/INT/2015-03842 v. 2019:	<p>Updated version</p> <ul style="list-style-type: none"> <li>• Section 1.2 - Explanation of the work carried per work package Clarification of the instructions</li> <li>• Section 1.3 Impact Clarification of the instructions and addition of section 1.3.1 related to non-confidential information to be used by IMI2 JU for communication and impact analysis</li> <li>• Section 1.4 Clarification of the instructions</li> <li>• Section 1.6 Financial Contributions added</li> <li>• Section 5.1 Tasks and 5.2 Use of resources Clarification of the instructions</li> <li>• Annex I Summary of project outputs removed</li> <li>• Various other smaller edits</li> <li>• Added Annex 1 – Summary of project outputs</li> </ul>
imi.admin(2020)1020806 v.2020	<p>Updated version, applicable as of 01/02/2020</p> <ul style="list-style-type: none"> <li>• Inserting instructions and clarifications on how to synchronise the KPI tracking with the reporting process</li> </ul>