**Explanatory note: Reporting principles to be followed and practical aspects of Innoviris monitoring (to be deleted before sending to Innoviris)**

Monitoring by Innoviris has a twin purpose: we not only want to ensure that the project is on track and that the grant is used as per the funding agreement, but we also see it as an opportunity to more concretely experience what your company or organisation is building. This means that the progress report is primarily meant to help us better prepare for a follow-up meeting, during which you will have an opportunity to demonstrate the current state of the project.

Two key principles govern project monitoring:

**Proactivity**: The periodic progress reports are only one facet of monitoring, which takes place continuously throughout the project. It is therefore important not to wait for the report to notify Innoviris of important changes, such as important changes in the work programme (e.g. substantial reduction of a WP, cancellation of a WP), changes in the division of tasks (e.g. replacement of an employee, internalization of tasks initially outsourced to a subcontractor). Minor modifications (e.g. a slight delay, minor changes to one or two tasks among many) can of course still be notified during the periodic follow-up.

The advisor in charge of the project must be notified by email as soon as possible (i.e. not in the next progress report) of any important change. Any such change that has not been notified in due time may be rejected and thus not covered by the grant. It is therefore imperative to notify the advisor.

**Straightforwardness**: the aim of the grant is to allow you to carry out your project and Innoviris understands that your company or organization would rather devote itself to this undertaking rather than to red tape. We do not require long technical reports detailing all aspects of the project if your standard development methodology does not provide for this type of deliverable. However, if you produce this type of document as a matter of course, you are of course always free to provide it to us.

The purpose of the progress report is above all to prepare the project follow-up meeting, which will allow Innoviris to have a more comprehensive vision of your progress. A short meeting, together with a demo, is more useful than a long theoretical report.

Practical Aspects

The grant agreement sets out the deadlines and the documents to be submitted. In addition to the present report, a financial report must also be submitted according to its own guidelines. Other documents may be necessary, in particular the proof that the company still has the necessary resources to carry out work in the next project period (*preuve de la quote-part*, see grant agreement).

The documents must be submitted in hard copy as well as in electronic version (PDF format) to the e-mail address of the project advisor and to reporting@innoviris.brussels.

A follow-up appointment will be scheduled after receipt of the documents. During this meeting, our advisors will discuss with you the progress of the project based on the information provided in the report and on a demo.

Payment Schedule

After the follow-up meeting and upon approval of the financial report, the instalment will generally be paid within 15 days. The financial auditor in charge of your project will be able to inform you about the payment schedule applicable to your project.

**Progress report**

|  |
| --- |
| **Company Name:** Project Title  **Project reference** (e.g. 2018 - SHAPE - 1):  **Reporting Period: Report No. X for the period DD/MM/YYYY to DD/MM/YYYY** |

**General status of the project**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| WP Name | **Expected Status** | **Expected %** | **Actual Status** | **Actual %** | **Comments** |
| WP1 XXX | Complete / In progress / Planned / New WP | 100,00% | Complete / In progress / Planned / New WP | 100,00% | WP started late / WP started early / WP reduced / WP extended |
| WP2 YYY |  | 100,00% |  | 100,00% |  |
| WP3 ZZZ |  | 100,00% |  | 90,00% |  |
| WP4 WWW |  | 100,00% |  | 90,00% |  |

*Note*: The purpose of this table is to provide a rapid overview of the progress of the project. The comments (if any) need not be long. The percentages are relative to the work programme as set out in the funding agreement.

**Main achievements of the period**

*Briefly describe what you were able to accomplish during this period.*

*E.g.: WP2 (mobile application) has been developed and deployed.*

*Data for the development of WP1 (machine learning functionalities) were collected and the first models were built and trained.*

**Problems encountered :**

*Briefly describe the problems encountered during the period and the impact on the project (if any). It is not necessary to provide long technical details but rather to indicate to Innoviris the aspects of the project that have changed, are late, have been more complex than expected, in order to best prepare the follow-up meeting (these problems will be discussed in more detail on this occasion).*

*E.g. Features X and Y of WP Z could not yet be developed because the APIs were not yet available from our partners (expected availability: September 2018).*

*We decided not to develop Feature Y because our customers told us they were less critical. So we developed feature Z instead.*

*Our subcontractor X delivered a non-functional version of WP Y. We are therefore rebuilding this WP from scratch internally (expected availability: December 2018).*

**Overall vision of results and prospects for the future (To be completed only at the end of the project)**

*Briefly describe the results obtained and their integration into the company's overall offer. How will the results now be used? Also indicate the next steps for the company (future technological developments, implementation of marketing actions, etc.).*

*If you are a research center working in collaboration with a company, indicate here how the results will now be used.*

*E.g. the new product has been developed and will meet needs X and Y that were identified at the beginning of the project. All WPs were successfully completed, although WP2 had to be refocused on the most commercially relevant developments (feature X canceled, feature Y developed instead).*

*We will now continue marketing the results (which have already been gradually deployed), and we have hired X salespeople for this purpose. We also plan to undertake further developments because we discovered during the project that features W and Z would be very useful to enter the Y market.*

**Implementation of the business plan and valorisation**

*Are parts of the project already marketed/deployed, and with what impact? Is the business plan proceeding as planned? Have the assumptions to be tested been tested? Have the budgeted trips been completed? Are the commercial actions carried out?*

*If you are a research center working in collaboration with a company, indicate here what has been done in terms of dissemination, protection and exploitation of the results.*

**Evolution of the company**

*Briefly describe how the business has evolved over the period. Has there been an increase in turnover? An increase/decrease in the number of clients? Important partnerships? An increase/decrease in staff? Have the fundraising activities foreseen in the financial plan been carried out?*