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**Proof of concept: Intermediate activity report**

Research organisation:

Acronym:

Project reference (e.g.: 2018 POC 9)

Period covered by the report: DD/MM/YYYY to DD/MM/YYYY

To be returned by email to <agrosfils@innoviris.brussels> for the attention of A. Grosfils

*Preamble*

*This document is intended for the supervisor and the researcher who benefit from a grant in the frame of the Obtaining Proof of Concept action. It explains the elements that have to be developed in the intermediate activity report.*

*As a reminder, the activity report is a document that presents all the key elements that allow a project to be monitored and its actual state of progress to be estimated. It should allow the quantity and quality of the results obtained to be evaluated as much on a technical level as in terms of the valorisation of the results.*

*A paper version and an electronic version of this report should be sent to Innoviris at the latest 10 working days after the first deadline entered in the agreement.*

*The approval of the activity report by Innoviris is a sine qua non condition for the payment of the second instalment of the grant once the financial report and the supporting documents for expenses have been analysed, if applicable.*

*Innoviris reserves the right to request additional information or organise a meeting with the team to clarify certain aspects of the report if necessary. Such a meeting, in the presence of the KTO/KTI, may involve the presence of scientific experts in the fields to whom the report will be sent after signature of a confidentiality agreement.*

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#  Beneficiary and research team

**Name of the beneficiary institution**:

**Supervisor**:

 Research unit:

 Research field:

**Researcher**: Diploma:

**KTO/KTI:**

#  Project: Objective, Programme and State of progress

**Title:**

**Starting date:**

**Duration:**

**Objectives:**

*10 lines maximum*

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**Programme:**

*Briefly recall the work programme's main steps and highlight the tasks planned for the first period of the project*

*15 lines maximum*

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**General status of the project**

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| --- | --- | --- | --- | --- | --- |
| **Name WP** | **Planned status** | **Planned %** | **Current status** | **Current %** | **Comments** |
| WP1 XXX | Finished / In progress / Planned / New WP | 100.00% | Finished / In progress / Planned / New WP | 100.00% | e.g.: WP started late / WP started in advance / WP reduced / WP extended  |
| WP2 YYY |  | 100.00% |  | 100.00% |  |
| WP3 ZZZ |  | 100.00% |  | 90.00% |  |
| WP4 WWW |  | 100.00% |  | 90.00% |  |

**Summary of the work carried out and the results obtained in scientific terms**

*3 pages max*

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**Summary of the work carried out and the results obtained in terms of valorisation**

*1 page maximum*

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**Measures taken in terms of intellectual property**

*10 lines max*

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**Problems encountered (if applicable)**

*1 page maximum*

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**Update of the programme for the final period**

*1 page maximum+ updated GANTT chart in the annex*

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#  Conclusion

*15 lines maximum*

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#  Signatures

The supervisor and the researcher in charge of the project declare that all the information provided in this form is complete and correct.

Name: .............................................................. Date:

Signed:

The project manager at the Interface declares to have read the activity report.

Name: .............................................................. Date:

Signed:

# Annex: Updated GANTT chart