

Representing Fund for Innovation & Entrepreneurship

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TEMPLATE FOR A FINAL REPORT ON DEVELOPMENT AND RESEARCH PROJECTS

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Important preliminary note: This text is just a translation made for reading convenience purposes.

The Dutch version is the sole authentic text.

The final report consists of two sections, Part A and Part B. Part A applies to the project as a whole and is submitted by the coordinator. If there are multiple beneficiaries, Part B is to be completed by each beneficiary business partner. As such, Part B may be submitted separately by each beneficiary to the Agency for Innovation and Entrepreneurship (VLAIO), if preferable.

The final report is complete only when all beneficiaries have submitted their reports.

Part A Final Report: General and substantive project information

A0. GENERAL INFORMATION

Project number (HBC.xxxx.xxxx) :

Your name and job title:

Company/Organisation:

Companynumber:

Date of this final report:

A1. PROJECT EXECUTION REPORT

For each work package, provide an overview (synthesis) of the activities that have been carried out during the project. Start with the original work programme and indicate to what extent and with what efforts this has been achieved. This overview should enable assessment of (1) whether the planned resources were used and if so, (2) whether they were spent in accordance with the purpose for which the aid was granted.

More detailed descriptions should not be included here. If desired, please attach further explanations as annexes.

If you have previously submitted implementation information (e.g., in an interim report), you may include a reference rather than resubmitting this information.

A2. ACCOUNTABILITY FOR THE RESOURCES USED

Provide the total number of man-months performed for the project across all project partners:

man-months

A detailed performance table for each project partner is requested in the financial report of each project partner.

Are there any significant changes in the number of man months performed compared to the data at the start?

If yes, justify:

If significant subcontracting or other costs were budgeted for, please provide a brief overview of the realisation thereof.

A3. ACHIEVING THE INNOVATION GOAL

Overall, how do you assess the achievement or non-achievement of the project's innovation goal?

- The innovation goal was fully achieved, or beyond expectation
- The innovation goal was largely achieved
- The innovation goal was only partly achieved with useful partial results
- The innovation goal was not achieved; there are no useful results

Please explain your assessment on the next page. List the most important results achieved and discuss these. Distinguish between different sub-objectives if any. In particular, specify the significant deviations from the original innovation goal and describe their impact.

As much as possible, describe results in the form of concrete and verifiable data, supported by sources such as product information, (abstracts of) patents, externally available data, publications, etc.

The innovation goal of the project is treated as a single whole. Any further specification and in particular, the consequences of valorisation, are discussed in Part B.

A4. EXPLANATIONS OR ADDITIONAL COMMENTS (OPTIONAL)

Please include, if useful, any comments that you could not include elsewhere in the form here. You can compile additional relevant information with reference to reports, such as articles, photos, videos etc., in a separate document and submit it via the e-portal. Please include a reference here accordingly.

A5. PUBLICATION

Have the project and its results already been published (article, website, etc.)?

If yes, please attach the link(s) or publication(s) to this report.

May VLAIO contact you if we are interested in making your project into an [entrepreneurial story for vlaio.be](#)? If yes, please provide the relevant contact details: name, job title, phone number and email address