

Template for a interim report on research and development 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.*

# Situation interim report

*An interim report is sent by the coordinator every time an interim evaluation takes place due to a special condition. The interim report must allow for both the general progress of the project to be monitored and for the fulfilment of the specific condition to be ascertained.*

*A special interim evaluation is carried out for long-term projects (usually after 2 years).*

*An interim report must be as concise as possible, yet still allow VLAIO to properly evaluate the conditions set at that time.*

# General information

Project number (HBC.xxxx.xxxx):

Start date of project:

Your name and organisation:

Date of this interim report:

# The project’s content development

|  |
| --- |
|[ ]  The project is largely on schedule and the milestones set for this phase of the project have (largely) been met |
|[ ]  The execution deviates from the plan without any expected significant impact  |
|[ ]  Significant milestones will not be met (on time) and/or there are major changes in the implementation that will have a significant impact on the resources deployed |

*Please indicate how the project is progressing.*

*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 it has been achieved. This overview should make it possible to assess whether (1) the planned resources were used and (2) whether this was done in accordance with what the aid was granted for.*

*More detailed content descriptions should not be included here. If so desired, this  can be uploaded as appendix to the report.*

*If an interim report has already been submitted previously, the information stated therein should not be repeated here.*

# Feasibility of the innovation goal

|  |
| --- |
|[ ]  The innovation goal described in the specific conditions remains achievable |
|[ ]  There is additional uncertainty regarding the achieving of the innovation goal but the project will not fundamentally be adjusted |
|[ ]  The innovation goal is not, or not sufficiently achievable and the project must therefore be adjusted |

*Please indicate how you think the project is progressing.*

*Specify the main results and discuss what progress has (already) been made in achieving the innovation goal. Please distinguish between the different sub-goals. In particular, specify the significant deviations from the original innovation goal and describe their impact.*

*This specification should apply to the entire project.*

# Use of resources

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|[ ]  Resources and manpower will be deployed according to plan |
|[ ]  There are delays/accelerations/changes in the resources deployed, but it is expected that the changes will be limited over the lifetime of the project |
|[ ]  There are major changes to the use of resources  |

*Please describe the current situation when it comes to the deployment of resources.*

*Please prepare the following performance table per project partner and for the achievements during the relevant period (since the last performance table was submitted).*

*Performances must be demonstrated by means of records listed in a monitoring system, register, project accounts, etc., but supporting documents do not have to be attached to the report. It is also not necessary to calculate or prove the personnel costs.*

*Make sure you explain any significant changes to the information provided at the start of the project.*

|  |
| --- |
| Performances between <date> and <date>month ... tot month ... of the project |
| Name of partner: |
| Name of staff member  | Function/role within the project  | Most important work packages that have been contributed to  | Number of man months performed during this period  | Cumulative until end of period  |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   | total  |   |   |

*When there is change in the use of the project budget compared to the initially approved budget:*

* *If there is a shift of tasks between subcontractors and in-house staff: indicate concretely what this shift entails, as well as the related budget/MM.*
* *If there is a shift of tasks between staff on invoice and staff on payroll: indicate concretely what this shift entails, as well as the related # MM.*
* *If there are other shifts between cost items: state this clearly.*

*!! Note: after project end, adjustments to the project budget are no longer possible.*

# Changed external circumstances or changes among the beneficiaries or implementers

|  |
| --- |
|[ ]  There are no relevant changed circumstances that will strongly influence the valorisation |
|[ ]  There are changes among the beneficiaries or implementers but the valorisation will not be compromised |
|[ ]  There are changed internal or external circumstances that will strongly influence the valorisation |

*Please select the best description of the valorisation prospects.*

*Please provide a further explanation if you have marked the second or third option. Make sure your explanation is not purely qualitative, but clearly explain the changes compared to the valorisation prospects at the start of the project.*

# Explanations regarding the course of the project

*Please discuss, as specifically as possible, the consequences of the previous points for the course of the project, and in particular the further implementation of the work programme and the deployment of resources.*

# Specific explanations (if applicable)

*If this report is linked to a special condition and its fulfilment has not yet been addressed above, please provide the additional information needed to evaluate the fulfilment of that condition.*

# Additional comments (optional)

*Please include, if useful, any comments that you could not include elsewhere in the template here.*

