

European Commission



Community Research

Reporting Guidelines Documents

Guidelines for the Preparation of Reports Research Training Networks

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**IMPROVING HUMAN RESEARCH POTENTIAL
AND THE SOCIO-ECONOMIC KNOWLEDGE**

TABLE OF CONTENTS

	Page
INTRODUCTION.....	2
1. THE INITIAL DATABASE REPORT.....	3
2. PERIODIC REPORTING.....	4
2.1 The Periodic Progress Report	4
2.2 The Updated Database Report.....	7
2.3 The Annual Cost Statements.....	7
3. THE MID-TERM REVIEW REPORT.....	8
4. FINAL REPORTING.....	8
Annex A: Summary Reports by Young Researchers.....	9
Annex B: Discipline codes.....	10

The guidelines in this document complement the general conditions of the contract, notably those in Articles 2, 4 and 17 to 21 of its Annex II. The document (in Word, RTF or PDF) can be downloaded from the CORDIS server on the INTERNET, location: http://www.cordis.lu/improving/src/hp_rtn.htm.

INTRODUCTION

During the lifetime of the Research Training Network, the Co-ordinator¹ will be responsible for the submission of the following documents on behalf of all the members:

- **At the start of the project:**
 - An Initial Database Report
 - The actual date of commencement of the work

IMPORTANT: The Co-ordinator must ensure that a network web page is set up as soon as possible (at the latest two months of the project commencement date) and inform the Commission of its address.

- **Each twelve months:**
 - A Periodic Progress Report
 - Cost Statements
 - An Updated Database Report
- **At Mid-Term:**
 - A Mid-Term Review Report
- **At the end of the project:**
 - A Final Report
 - Final Cost Statements
 - A Final Database Report

All Reports and Cost Statements should be sent to the address given at:

http://www.cordis.lu/improving/src/hp_rtn.htm under “Guide to Co-ordinators” (See: “Where to send your reports”).

At the date of publication of this guide, the address to send the reports is:

**Mr. Fabrice Lefevre
DG RTD – F5
SDME 3/01
European Commission
Rue de la Loi 200
B-1049 Brussels
Belgium**

¹ Following Article 2 of Annex II to the contract the Principal Contractor shall be in charge of the scientific, financial and administrative co-ordination of the Project. The Principal Contractor shall designate a member of his staff as scientific network co-ordinator (« co-ordinator ») who will direct and co-ordinate the Project under his responsibility.

1. THE INITIAL DATABASE REPORT

Within two months of the project commencement date (see Art 4.1 (a) (i) of Annex II of the contract), the co-ordinator must submit the **Initial Database Report**.

1.1 The Database Report on Internet

The Database Report comprises a schematic description of the objectives and the training aspects of the network as well as of the main experimental approach, important training events, collaboration with industry (if applicable), details of the members of the network and the address of the Network's Web Page. It serves as an up-to-date source of information on the Research Training Networks for the general public

The Database Report will be entered **directly by the co-ordinator** into the web server, using the skeleton, which has already been set up by the Commission on the CORDIS server. (Address: http://www.cordis.lu/improving/src/hp_rtn.htm) An access code will be provided. Instructions for entering the report are found at “**How to create and update your Database Report on the Internet**” under “**Guide to Co-ordinators**” at the above address. While the Commission will endeavour to verify the accuracy of the database report, the content is the responsibility of the Network co-ordinator. For help with updating the Database Report, please contact: francis.dubois@cec.eu.int or improving@cec.eu.int

1.2 Paper Copy of the Database Report

A paper copy of the Database Report must be sent to the Commission in order to fulfil the requirements of Article 2 (1a) of the contract concerning:

- the name of the scientist in charge at each partner
- the names of the designated scientific network co-ordinator and scientist in charge (if different from the scientific network co-ordinator).

1.3 Images for the Commission Publication

Two images illustrating the work of the project should also be sent to the Commission on paper or by E-mail (to francis.dubois@cec.eu.int). These images will be used for a paper publication presenting all the networks. The images should be in either EPS or TIFF format (JPEG will also do) and should be between 250 dpi (dots per inch) and 300 dpi resolution. Many images used on web sites and pages and in Word documents are at 72 dpi which is not a high enough resolution for printing needs. If you are sending a Word document which has images embedded in it please send these images separately at the same time as the Word document.

IMPORTANT NOTE:

Under Article 2 (1b) of the contract, the co-ordinator is also required to inform the Commission of **the actual date of commencement of the work**.

We suggest that you submit this information at the same time as the Initial Database Report at the latest.

2. PERIODIC REPORTING

Each twelve months from the project commencement date, the co-ordinator must submit

- a Periodic Progress Report
- the corresponding Cost Statements
- an updated Database Report

Important:

- *The reports must be submitted to the Commission (address on page 2 of these guidelines) within two months of the end of the period covered by the report. Two copies should be sent.*
- *Please follow these guidelines for the preparation of the Periodic Progress Report, keeping the text of the report to a minimum and using diagrams and tables wherever possible.*
- *If the duration of your contract is a multiple of 12 months, the Final Report will replace the last Periodic Progress Report.*

2.1 The Periodic Progress Report

The Periodic Progress Report allows the Commission to monitor the contract, to compare the achievements of the network with its stated objectives and to justify the release of stage payments.

The Periodic Progress Report should be prepared as follows:

Cover page

Give the Full title, Short title, Contract N°, Commencement date of contract, Duration of contract (months), Period covered by the report, and the name, organisation, address, telephone, fax and e-mail of the Network co-ordinator.

Part A - Research Results

- **A.1 Scientific Highlights**
 - Describe (*in no more than two pages*) the scientific highlights of the network during the reporting period.
- **A.2 Joint Publications and Patents**
 - List, in order of importance, all joint publications (involving at least **two different** network teams) directly resulting from the activities of the network. Specify which participants are involved and which have appeared in a refereed journal and give the date of publication. Indicate (using bold type for example) whenever one of the network's young researchers is named as an author. If the publication (or pre-publication) has been put on the Web, please mention the address.
 - List any patents or patent applications.

NOTE: Publications by the Network Participants

It is very important to note that (under Article 13.3 of Annex II of the contract) any communication or publication concerning the network, including at a conference or seminar, must acknowledge the financial contribution of the Commission through the Human Potential Programme.

Part B - Comparison with the Joint Programme of Work (Annex I of the contract)

(Keep your answers brief - 4 to 5 pages should be sufficient)

➤ **B.1 Research Objectives**

State whether the research objectives, as set down in Annex I of the contract, are still relevant and achievable. If not, explain why.

➤ **B.2 Research Method**

Has the research method changed from that described in the contract? If so, how?

➤ **B.3 Work Plan**

Explain any significant differences in the current work plan in comparison to the original plan in the contract, in terms of:

- Breakdown of tasks
- Schedule and Milestones
- Research effort of the participants *(Use a table similar to Annex I of the contract, point 3)*

➤ **B.4 Organisation and Management**

B.4.1 Describe, how the network is being organised and managed. Describe the network's communication strategy, information dissemination. List members' home pages, newsletters, databases etc.

B.4.2 List all major network meetings, network workshops etc. which have taken place within the reporting period.

B.4.3 Describe the networking which has taken place during the reporting period, including for example secondments, short visits, bilateral meetings, e-discussions.

➤ **B.5 Training**

B.5.1 Describe the measures taken to publicise vacant positions.

B.5.2 Using the table shown below, compare the progress in recruitment of young researchers (Pre-Doc and Post-Doc) with the plan in the contract. (*Note that columns a and b must be identical to the figures laid down in Annex I of the contract*). Comment on the progress of recruitment to date.

<i>Participant</i>	<i>Contract deliverable of Young Researchers to be financed by the contract (person- months)</i>			<i>Young Researchers financed by the contract so far (person-months)</i>		
	<i>Pre-doc (a)</i>	<i>Post-doc (b)</i>	<i>Total (a+b)</i>	<i>Pre-doc (c)</i>	<i>Post-doc (d)</i>	<i>Total (c+d)</i>
<i>TOTAL</i>						

B.5.3 Describe how the young researchers have been integrated into the research programme.

B.5.4 Describe the special measures being undertaken to train the young researchers, in particular training through visits and secondments, training on specialised instruments, presentations at conferences etc. Explain any differences in comparison to the contract.

B.5.5 Describe the special measures if any, which have been taken to promote equal opportunities.

B.5.6 If relevant, describe the measures being taken to exploit multidisciplinary in the training programme.

B.5.7 If relevant, describe how connections to industrial and commercial enterprises have been exploited in the training programme.

➤ B.6 Difficulties

Briefly explain any difficulties, which have been encountered in the implementation of the contract. Describe action being taken/proposed to tackle these difficulties.

Part C - Summary Reports by Young Researchers

The Summary Reports by young researchers are intended to allow the Commission to monitor the training experience of the young researchers funded by the contract and follow-up their subsequent career. They will also be used to assess the overall impact of the programme.

Each partner must ensure that every young researcher whose salary/grant has been paid from contract funds, completes a summary report *at the end of their period of work (The questionnaire should be filled out by each young researcher only once.)*:

The reports which are in the form of a questionnaire (ANNEX A) should be prepared by the young researchers themselves and placed in a sealed envelope. They should then be sent to the co-ordinator so that they can be forwarded to the Commission **with the Periodic Progress (or Final) Report which follows their departure.**

NOTE: *Because it may be difficult to contact the young researchers subsequent to their departure, it is strongly recommended that the reports are completed before they leave the Network.*

2.2 The Updated Database Report

It is essential that the Database Report is kept up-to-date (*particularly the sections on Results & Achievements and Vacancies*). You are therefore requested to update it electronically on the RTN Internet site (<http://www.cordis.lu/improving/src/hprtn.htm> – see “Guide to Co-ordinators”). You should also send a hard copy (see “Printable version of this page” on the “Network Details” page you have just updated).

2.3 The Annual Cost Statements

A separate guide to the preparation of Cost Statements is available separately

Send two paper copies of the Annual Progress Report (including the corresponding Cost Statements) and the Updated Database Report to the address given on page 2 of these guidelines.

3. THE MID-TERM REVIEW REPORT

All Research Training Networks will undergo a Mid-Term Review involving the Co-ordinator, the scientists-in-charge and the young researchers.

The Purpose of the Mid-Term Review is to:

- assess the implementation of the contract to date, in particular the training and networking aspects,
- to make recommendations, if necessary, concerning the redefinition of the work programme (Annex I of the contract),
- recommend continuation or discontinuation of the network.

The meeting must take place around mid-term and no later than when two-thirds of the duration of the work to be performed under the contract has elapsed. The date must be agreed in advance with the project officer. The Mid-Term Review Report forms the basis for discussion at the Mid-Term Review Meeting.

NOTE: Separate guidelines for the preparation of this report will be made available shortly.

4. FINAL REPORTING

Within two months of the end of the duration of the project, the co-ordinator must submit:

- **a Final Report**
- **the Final Cost Statements (including the Integrated Cost Statement)**
- **the Final Database Report**

The main purpose of the Final Report is to enable the Commission to make an overall assessment of the project in relation to the objectives of the Human Potential Programme.

NOTE: Guidelines for the preparation of the Final Report and the Final Database Report will be made available at a later stage.

**Improving Human Potential Programme
Research Training Networks**

Young Researcher's Report

(to be completed personally by each young researcher funded under the contract at the end of his/her period of employment/fellowship (i.e. only once for each individual) within the network and returned to the co-ordinator in a sealed envelope)

The purpose of this report is to allow the Commission to monitor the experiences of the young researchers and to assess the impact of the programme as a whole. The information received will be entered into an electronic database and used by the Commission solely for the purpose of impact assessment.

Important Note: In order to respect data protection regulations, each young researcher must give his/her permission to the Commission to use the data for this purpose by signing the following declaration:

I,(the undersigned), hereby authorise the services of the European Commission to use the data I have provided in this report for the purposes of carrying out impact studies on the Improving Human Potential Programme. I understand that this data will be entered in an electronic database and used for this purpose only.

SIGNED:

DATE:

1. Background information concerning the contract and the host institution:

- ◆ Network Title:
- ◆ Contract Number: HPRN-CT-
- ◆ Name of Network Co-ordinator:
- ◆ Name of your host institution:
- ◆ Name, address, telephone, fax and e-mail of the scientist in charge (member of the network) in your host institution:

2. Personal Information relating to the Young Researcher:

- ◆ Family Name:
- ◆ First Name:
- ◆ Nationality:
- ◆ Date of birth:
- ◆ Gender:
- ◆ Your scientific speciality on arrival (use codes in Annex B):
- ◆ Scientific speciality of your training in the Network (use codes in Annex B):
- ◆ Start/end dates of employment/fellowship contract within the Network:
- ◆ Contact address (permanent or future):
- ◆ Contact e-mail address (idem):

2. Personal Information relating to the Young Researcher (contd.):

- ◆ Was this appointment your first within a Research Training Network? yes/no
- ◆ If not, give details of other Network appointments (Name of project, Name of Scientist in charge, period of appointment):
- ◆ Give details of appointments funded by other European Union programmes:

3. Your Experience as a Young Researcher in a Research Training Network: (circle one option). You may send further comments on a separate sheet)

3a. Integration into Research Team:

- ◆ How would you rate your level of satisfaction with the conditions being offered by your host institution in relation to the following:
(1 = very poor, 2 = fair, 3= average, 4 = good, 5= excellent)

- Pay and related conditions (including rate of pay, taxes, social security)	1	2	3	4	5
- The intellectual environment	1	2	3	4	5
- Research supervision	1	2	3	4	5
- Equipment and research infrastructure 1	2	3	4	5	
- Practical help in settling in	1	2	3	4	5
- ◆ Comparing the terms and conditions of your appointment with those of national researchers in the team, do you think they were ...
 - worse
 - as good as
 - better

- If worse or better, comment on the main differences
- ◆ Do you consider that the work you were given to do :

- was appropriate considering your qualifications?	yes/no
- was professionally challenging?	yes/no
- gave adequate opportunity for personal development?	yes/no
- is likely to gain you personal recognition in your field?	yes/no

3b. Integration into the Network

(circle one option)

- ◆ Were you given sufficient opportunities to interact with the other teams of the network?
yes/no
- ◆with other Young Researchers? yes/no
- ◆ Did you travel to meet/work with other teams in their institution? yes/no
- ◆ Did you make new links outside your home and host institutions? yes/no

- ◆ Do you feel you were invited to the network/other events that you believe you should have attended?
yes/no
- ◆ Would you have liked to have seen more/more frequent network-events organised?
yes/no

4. Networking Activities:

For each of the following types of events, which you attended during your period working with the Network partner, give the title of the meeting, the place (including country) and dates. Indicate whether you made an oral presentation, presented a poster or whether your participation was passive.

Network meetings

Conferences

Workshops

Meetings of Young researchers

Other scientific meetings

5. Training: (Circle one option)

◆ How would you rate your level of satisfaction with the training opportunities offered to you?	1	2	3	4	5
(1 = very poor, 2 = fair, 3= average, 4 = good, 5= excellent; circle as appropriate)					
◆ Were you offered opportunities in the following?					
- new techniques in your field/other fields					yes/no
- complementary/trans-disciplinary techniques					yes/no
- industry relevant skills					yes/no
- presentational skills					yes/no
- teaching/supervisory skills					yes/no
- language skills					yes/no
- other (e.g. management/organisational skills) Specify:					yes/no

6. Publications:

Using the following classification, please provide a full list of the publications (if relevant) resulting from your work undertaken in the network. Indicate clearly, a) when you were the main author b) whenever a publication involved a member of one of the other teams c) if any of the publications were invited papers.

A Peer Reviewed (*incl. in press*):

- Journals
- Chapters in books
- Articles in conference proceedings
- Books and Monographs

B. Non-Peer Reviewed (*all, incl. in press*)

C. Submitted (*all*)

D. Manuscripts in preparation

7. Patents:

Please list any patents (if relevant), giving their complete reference number and briefly stating the applicability of each one. Indicate which patents are pending.

8. Other results/achievements:

List any other outcome of your period in the network including computer programmes, new techniques, designs, further academic qualifications, prizes, awards, etc.

9. Your further career (*circle one option*)

- ◆ Following this appointment, which is/will be your next career step?
 - as a young researcher with another partner of the same network?
 - established/tenured research position?
 - post-doc research position?
 - research post in industry/commerce?
 - non-research post in industry/commerce

- ◆ Is your next career step
 - in your home country?
 - current country?
 - elsewhere in Europe?
 - outside Europe?

- ◆ Considering your overall experience in the network, how would you describe the impact of your appointment on your career prospects?
 - negative?
 - disappointing with little career benefit?
 - fairly neutral, probably worthwhile?
 - positive, definitely worthwhile?
 - very rewarding, would recommend the experience to others?

10. Describe (*in not more than 25 lines*), your scientific background and your responsibilities in the network.

11. Provide other comments on your experience as a Young Researcher and make suggestions for further improvements to the programme.

Sub-Discipline Codes

Sub-discipline Code	MATHEMATICS AND INFORMATION SCIENCES
M-01	Statistics and Probability
M-02	Algebra and Number Theory
M-03	Geometry and Topology
M-04	Analysis and Partial Differential Equations
M-05	Applied Mathematics and Mathematical Physics
M-06	Discrete Mathematics and Computational Mathematics
M-07	Logic and Semantics
M-08	Algorithms and Complexity
M-09	Signals, Speech and Image Processing
M-10	Computer Graphics, Human Computer Interaction, Multimedia
M-11	Information Systems, Software Development and Databases
M-12	Knowledge Engineering and Artificial Intelligence
M-13	Systems, Control, Modeling and Neural Networks
M-14	Parallel and Distributed Computing, Computer Architecture
M-99	Other Mathematics and Information Sciences
Sub-discipline Code	PHYSICS
P-01	Elementary Particles and Fields
P-02	Nuclear Physics
P-03	Atomic and Molecular Physics
P-04	Optics and Electromagnetism
P-05	Fluids and Gases
P-06	Plasmas and Electric Discharges
P-07	Statistical Physics and Thermodynamics
P-08	Astronomy, Astrophysics and Cosmology
P-09	Condensed Matter- Mechanical and Thermal Properties
P-10	Condensed Matter- Electronic Structures, Electrical and Magnetic Properties
P-11	Condensed Matter- Optical and Dielectric Properties
P-12	Surface Physics
P-13	Physics of Superconductors
P-14	Physical Chemistry, Soft Matter and Polymer Physics
P-15	Biophysics and Medical Physics
P-16	Non Linear Dynamics and Chaos Theory
P-99	Other Physics
Sub-discipline Code	CHEMISTRY
C-01	New Synthesis, Combinatorial Chemistry
C-02	Homogeneous and Heterogeneous Catalysis
C-03	Reaction Mechanisms and Dynamics
C-04	Biological, Pharmaceutical and Medicinal Chemistry
C-05	Instrumental Techniques, Analysis and Sensors
C-06	Theoretical and Computational Chemistry
C-07	Surface Science and Colloids
C-08	Molecular Aspects of New Materials, Macromolecules, Supramolecular Structures, Nanochemistry
C-09	Environmental Chemistry
C-99	Other Chemistry

Sub-discipline Code	LIFE SCIENCES
L-01	Macromolecular Structures and Molecular Biophysics
L-02	Metabolism of Cellular Macromolecules
L-03	Biological Membranes
L-04	Enzymology
L-05	Bioenergetics
L-06	Metabolic Regulation and Signal Transduction
L-07	Genomics and General Genetics
L-08	Computational Biology and Bioinformatics
L-09	Genetic Engineering
L-10	Developmental Biology
L-11	Physiology
L-12	Cell Biology
L-13	Microbiology and Parasitology
L-14	Virology
L-15	Immunology
L-16	Cancer Research
L-17	Pharmacology and Toxicology
L-18	Neurosciences (incl. Psychiatry and Clinical Psychology)
L-19	Biomedicine, Public Health and Epidemiology
L-20	Medical Pathology
L-99	Other Life Sciences
Sub-discipline Code	GEO- AND ENVIRONMENTAL SCIENCES
E-01	Pollution, Waste Disposal and Ecotoxicology
E-02	Ecology and Evolution (incl. Population Biology)
E-03	Biodiversity and Conservation
E-04	Agriculture, Agroindustry and Forestry
E-05	Fisheries and Aquaculture
E-06	Environmental Engineering and Geotechnics
E-07	Natural Resources Exploration and Exploitation
E-08	Soil and Water Processes
E-09	Stratigraphy, Sedimentary Processes and Paleontology
E-10	Geophysics, Tectonics, Seismology and Volcanology
E-11	Geochemistry and Mineral Sciences
E-12	Marine Sciences
E-13	Climatology, Climate Change, Meteorology and Atmospheric Processes
E-14	Physical Geography, Earth Observation and Remote Sensing
E-99	Other Environment and Geosciences
Sub-discipline Code	ENGINEERING SCIENCES
I-01	Mechanical Engineering
I-02	Transport Engineering
I-03	Civil Engineering
I-04	Electrical Engineering
I-05	Electronics
I-06	Telecommunications
I-07	Automation, Computer Hardware, Robotics
I-08	Chemical Engineering
I-09	Bioengineering
I-10	Materials Engineering
I-99	Other Engineering Sciences

Sub-discipline Code	ECONOMICS, SOCIAL AND HUMAN SCIENCES
S-01	Law
S-02	Political Sciences
S-03	Sociology
S-04	Psychology
S-05	Education and Training
S-06	Linguistics
S-07	Media and Mass Communication
S-08	Philosophy of Science
S-09	Other Social and Human Sciences
S-10	Microeconomics
S-11	Macroeconomics
S-12	International Economics
S-13	Financial Sciences
S-14	Industrial Economics (incl. Technology and Innovation)
S-15	Public Sector Economics
S-16	Urban and Regional Economics (incl. Transport Economics)
S-17	Natural Resources and Environmental Economics
S-19	Labour Economics
S-20	Social Economics
S-21	Management of Enterprises (incl. Marketing)
S-22	Quantitative Methods
S-99	Other Economic Sciences