

ILC-HiGrade 1st Annual Report

E.Elsen



Annual Report



- The Annual Report is due 31.3.2009
- together with the financial report
- input from WP Coordinators required

FRONT PAGE

PROJECT PERIODIC REPORT

Grant Agreement number: 206711

Project acronym: ILC-HiGRADE

Project title: International Linear Collider and High Gradient Superconducting RF-Cavities

Funding Scheme: Combination of CP & CSA

Date of latest version of Annex I against which the assessment will be made:

Periodic report: 1st 2nd 3rd 4th

Period covered: from 1.2.2008 to 31.1.2009

Name, title and organisation of the scientific representative of the project's coordinator¹:

Dr. Eckhard Elsen, Deutsches Elektronen-Synchrotron, Notkestr. 85, 22607 Hamburg, Germany

Tel: +40 40 8998 2565

Fax: +49 40 8998 3093

E-mail: Eckhard.Elsen@desy.de

Project website² address: www.ilc-higrade.eu

¹ Usually the contact person of the coordinator as specified in Art. 8.1. of the grant agreement

² The home page of the website should contain the generic European flag and the FP7 logo which are available in electronic format at the Europa website (logo of the European flag: http://europa.eu/abc/symbols/emblem/index_en.htm; logo of the 7th FP: http://ec.europa.eu/research/fp7/index_en.cfm?pg=logos). The area of activity of the project should also be mentioned.

Declaration by Scientific Representative



- We have not nominated a representative
 - scientific representative has to cover
 - Coord
 - Supp
 - RTD
 - suggest to leave it at a lean structure
- Quote:
If either of these boxes is ticked, the report should reflect these and any remedial actions taken.

Declaration by the scientific representative of the project coordinator¹

I, as scientific representative of the coordinator¹ of this project and in line with the obligations as stated in Article II.2.3 of the Grant Agreement declare that:

- The attached periodic report represents an accurate description of the work carried out in this project for this reporting period;
- The project (tick as appropriate):
 - has fully achieved its objectives and technical goals for the period;
 - has achieved most of its objectives and technical goals for the period with relatively minor deviations³;
 - has failed to achieve critical objectives and/or is not at all on schedule⁴.
- The public website is up to date, if applicable.
- To my best knowledge, the financial statements which are being submitted as part of this report are in line with the actual work carried out and are consistent with the report on the resources used for the project (section 6) and if applicable with the certificate on financial statement.
- All beneficiaries, in particular non-profit public bodies, secondary and higher education establishments, research organisations and SMEs, have declared to have verified their legal status. Any changes have been reported under section 5 (Project Management) in accordance with Article II.3.f of the Grant Agreement.

Name of scientific representative of the Coordinator¹: Dr. Eckhard Elsen

Date:/...../.....

Signature of scientific representative of the Coordinator¹:

³ If either of these boxes is ticked, the report should reflect these and any remedial actions taken.

⁴ If either of these boxes is ticked, the report should reflect these and any remedial actions taken.

1. Publishable summary

This section should be of suitable quality to enable direct publication by the Commission. Please ensure that it is set out and formatted so that it can be printed as a stand-alone paper document not exceeding four pages. It shall also reflect the website of the project (if applicable).

Please include a summary description of the project objectives, a description of the work performed since the beginning of the project, a description of the main results achieved so far, the expected final results and their potential impact and use (including the socio-economic impact and the wider societal implications of the project so far). You should update this publishable summary at the end of each reporting period.

Please include also, as appropriate, diagrams or photographs illustrating and promoting the work of the project, the project logo and relevant contact details.

The address of the project public website should also be indicated, if applicable.

2. Project objectives for the period

Please provide an overview of the project objectives for the reporting period in question, as included in Annex I of the Grant Agreement. These objectives are required so that this report is a stand-alone document.

Please include a summary of the recommendations from the previous reviews (if any) and indicate how these have been taken into account.

For each WP



3. Work progress and achievements during the period

Please provide a concise overview of the progress of the work in line with the structure of Annex I of the Grant Agreement.

***For each work package** -- except project management, which will be reported in section 3.5-- please provide the following information:*

- *A summary of progress towards objectives and details for each task;*
- *Highlight clearly significant results;*
- *If applicable, explain the reasons for deviations from Annex I and their impact on other tasks as well as on available resources and planning;*
- *If applicable, explain the reasons for failing to achieve critical objectives and/or not being on schedule and explain the impact on other tasks as well as on available resources and planning (the explanations should be coherent with the declaration by the project coordinator) ;*
- *a statement on the use of resources, in particular highlighting and explaining deviations between actual and planned person-months per work package and per beneficiary in Annex I (Description of Work)*
- *If applicable, propose corrective actions.*

4. Deliverables and milestones tables

Deliverables (excluding the periodic and final reports)

Please list all the deliverables due in this reporting period, as indicated in Annex I of the Grant Agreement.

Deliverables that are of a nature other than written "reports", such as "prototypes", "demonstrators" or "others", should also be accompanied by a short report, so that the European Commission has a record of their existence.

If a deliverable has been cancelled or regrouped with another one, please indicate this in the column "Comments".

If a new deliverable is proposed, please indicate this in the column "Comments".

This table is cumulative, that is, it should always show all deliverables from the beginning of the project.

TABLE 1. DELIVERABLES ⁵									
Del. no.	Deliverable name	WP no.	Lead beneficiary	Nature	Dissemination level	Delivery date from Annex I (proj. month)	Delivered Yes/No	Actual / Forecast delivery date	Comments

Milestones



Milestones

*Please complete this table if milestones are specified in Annex I of the Grant Agreement.
Milestones will be assessed against the specific criteria and performance indicators as defined in Annex I.*

TABLE 2. MILESTONES							
Milestone no.	Milestone name	Work package no	Lead beneficiary	Delivery date from Annex I	Achieved Yes/No	Actual / Forecast achievement date	Comments

5. Project management

Please use this section to summarise management of the consortium activities during the period. Management tasks are indicated in Articles II.2.3 and Article II.16.5 of the Grant Agreement.

Amongst others, this section should include the following:

- *Consortium management tasks and achievements;*
- *Problems which have occurred and how they were solved or envisaged solutions;*
- *Changes in the consortium, if any;*
- *List of project meetings, dates and venues;*
- *Project planning and status;*
- *Impact of possible deviations from the planned milestones and deliverables, if any;*
- *Any changes to the legal status of any of the beneficiaries, in particular non-profit public bodies, secondary and higher education establishments, research organisations and SMEs;*
- *Development of the Project website, if applicable;*
- *Use of foreground and dissemination activities during this period (if applicable).*

The section should also provide short comments and information on co-ordination activities during the period in question, such as communication between beneficiaries, possible co-operation with other projects/programmes etc.

For Grant Agreements related to infrastructures (Annex III of the Grant Agreement), the access provider shall include a section in the periodic reports on the access activity, indicating the membership of the selection panel as well as the amount of access provided to the user groups, with the description of their work, and the names and home institutions of users.

6. Explanation of the use of the resources

Please provide an explanation of personnel costs, subcontracting and any major direct costs incurred by each beneficiary, such as the purchase of important equipment, travel costs, large consumable items, etc. linking them to work packages.

There is no standard definition of "major direct cost items". Beneficiaries may specify these, according to the relative importance of the item compared to the total budget of the beneficiary, or as regards the individual value of the item.

These can be listed in the following tables (one table by participant):

TABLE 3.1 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR BENEFICIARY 1 FOR THE PERIOD			
Work Package	Item description	Amount	Explanations
Ex: 2,5, 8, 11, 17	Personnel costs	235000 €*	<i>Salaries of 2 postdoctoral students and one lab technician for 18 months each*</i>
5	Subcontracting	11000 €*	<i>Maintenance of the web site and printing of brochure*</i>
8, 17	Major cost item 'X'	75000 €*	<i>NMR spectrometer*</i>
11	Major cost item 'Y'	27000€*	<i>Expensive chemicals xyz for experiment abc*</i>
	Remaining direct costs	15000€*	
TOTAL DIRECT COSTS ⁶		363000€*	

* The entries in italics are examples and purely for illustration

TABLE 3.2 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR BENEFICIARY 2 FOR THE PERIOD			
Work Package	Item description	Amount	Explanations
	Personnel costs		
	Subcontracting		
	Major cost item 'X'		
	Major cost item 'Y'		
	Remaining direct costs		
TOTAL DIRECT COSTS ⁶			

7. Financial statements – Form C and Summary financial report

Please submit a separate financial statement from each beneficiary (if Special Clause 10 applies to your Grant Agreement, please include a separate financial statement from each third party as well) together with a summary financial report which consolidates the claimed Community contribution of all the beneficiaries in an aggregate form, based on the information provided in Form C (Annex VI) by each beneficiary.

When applicable, certificates on financial statements shall be submitted by the concerned beneficiaries according to Article II.4.4 of the Grant Agreement.

IMPORTANT:

Form C varies with the funding scheme used. Please make sure that you use the correct form corresponding to your project. Templates for Form C are provided in Annex VI of the Grant Agreement. An example for collaborative projects is enclosed hereafter. A Web-based online tool for completing and submitting the forms C is under preparation. If you have to submit forms C before the tool becomes available, please ask your Commission project officer for an Excel version of the form.

If some beneficiaries in security research have two different rates of funding (part of the funding may reach 75% in reference with Article 33.1 of the EC rules for participation - REGULATION (EC) No 1906/2006) then two separate financial statements should be filled by the concerned beneficiaries and two lines should be entered for these beneficiaries in the summary financial report.



Project nr	206711	Funding scheme	Combination of Collaborative Project and Coordination and Support Action
Project Acronym	ILC-HiGrade		
Period from	01.02.08	Is this an adjustment to a previous statement ?	Yes/No
To	31.01.09		
Legal Name	Deutsches Elektronen-Synchrotron	Participant Identity Code	999015730
Organisation short Name	DESY	Beneficiary nr	1
Funding % for RTD activities (A)	75%	If flat rate for indirect costs, specify %	60%

1- Declaration of eligible costs/lump sum/flat rate/scale of unit (in €)

	Type of Activity					TOTAL (A+B+C+D+E)
	RTD (A)	Coordination (B)	Support (C)	Management (D)	Other (E)	
Personnel costs						
Subcontracting						
Other direct costs						
Indirect costs *	€ -	€ -	€ -	€ -		
Access Costs						
Lump sum/flat rate/scale of unit declared						
Total	€ -	€ -	€ -	€ -		€ -
Maximum EC contribution						
Requested EC contribution						

* Indirect costs relating to:
 - "Coordination" and "Support" activities are reimbursed up to a maximum of 7% of the direct eligible costs relating to these activities excluding the direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on the premises of the beneficiary.
 - "RTD", "Management" and "Other" activities are reimbursed in accordance with the various options foreseen in Article II.15.2 a), b) and c) of the grant agreement.

2- Declaration of receipts

Did you receive any financial transfers or contributions in kind, free of charge from third parties or did the project generate any income which could be considered a receipt according to Art.II.17 of the grant agreement ?

If yes, please mention the amount (in €)

Yes/No

3- Declaration of interest yielded by the pre-financing (to be completed only by the coordinator)

Did the pre-financing you received generate any interest according to Art. II.19 ?

If yes, please mention the amount (in €)

Yes/No

4. Certificate on the methodology

Do you declare average personnel costs according to Art. II.14.1 ?

Is there a certificate on the methodology provided by an independent auditor and accepted by the Commission according to Art. II.4.4 ?

Yes/No
Yes/No

Name of the auditor		Cost of the certificate (in €), if charged under this project	
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5- Certificate on the financial statements

Is there a certificate on the financial statements provided by an independent auditor attached to this financial statement according to Art.II.4.4 ?

Yes/No

Name of the auditor		Cost of the certificate (in €)	
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6- Beneficiary's declaration on its honour

We declare on our honour that:

- the costs declared above are directly related to the resources used to attain the objectives of the project and fall within the definition of eligible costs specified in Articles II.14 and II.15 of the grant agreement, and, if relevant, Annex III and Article 7 (special clauses) of the grant agreement;

- the receipts declared above are the only financial transfers or contributions in kind, free of charge, from third parties and the only income generated by the project which could be considered as receipts according to Art. II.17 of the grant agreement;

- the interest declared above is the only interest yielded by the pre-financing which falls within the definition of Art. II.19 of the grant agreement ;

- there is full supporting documentation to justify the information hereby declared. It will be made available at the request of the Commission and in the event of an audit by the Commission and/or by the Court of Auditors and/or their authorised representatives.

• The institute specific templates can be found at the web-page

• please verify the information

• return as soon as possible with the itemized list

• Deadline 31.3.2009

Beneficiary's Stamp	Name of the Person(s) Authorised to sign this Financial Statement
	Date & signature