



Deadline for submission of mid-term report:

30th of September 2023 (14:00 CEST)

Mid-Term Reporting Template

Version 1.1 24 Aug 2023

This template, displaying the content of the mid-term reporting, is provided for information/offline use only.

The reporting must be done online via <https://www.suscrop.eu/2022-joint-call/>



SusCrop receives funding from the European Union's Horizon 2020 research and innovation programme under grant agreement (GA) No 771134 and ICT-AGRI-FOOD under GA No. 862665. ERA-GAS received funding under GA No. 696356 and SusAn under GA No. 696231. **FACCE-JPI** is financed by fees from the participating countries and received financial support through two successive Coordination and Support Actions from the European Commission (FACCE CSA - 277610; FACCE-EVOLVE - 652612)



History of changes

Version 1	17 July 2023
Version 1.1	<ul style="list-style-type: none"> ▪ New menu Finances reporting ▪ Order of the different menus in the Template ▪ Questions for stakeholder involvement added ▪ New version of Annex 1 (excel file for reporting on outputs), in case the previous version is already filled in, you can also upload this version

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2 Introduction

The reporting process consists of two phases and reports, respectively:

- Mid term report (MTR), due in Sept 2023
- End term report (ETR), due in spring/summer 2025

Both reports are mandatory parts of the 2021 Joint Call and shall be submitted by the coordinator and partners in due time via our submission tool.

This template hereunder is meant for offline use and information only. The MTR itself will be submitted via submission system.

3 Contacts

The MTR will be managed by the Monitoring & Evaluation officers:

Ulrike Ziegler, u.ziegler@fz-juelich.de

Stefanie Margraf, s.margraf@fz-juelich.de

A technical helpdesk (e-mail) is also provided in case of any technical difficulties with the submission system: ptj-suscrop@fz-juelich.de

4 Purpose

The purpose of the MTR is to get an overview on the project implementation and to monitor the progress of the individual projects. In addition, the requested information will be used for statistical analysis.

5 Time plan

Item	date
Launch MTR	17 Jul 2023
Submission tool open	25 Aug 2023
Deadline submission MTR	30 Sep 2023

6 Data protection

The MTR will be shared with the funding agencies providing funds to the project, with the monitoring team of the four involved ERA-Nets ICT-AGRI-FOOD, SusCrop, SusAn and ERA-GAS as well as with FACCE-JPI, the Green ERA Hub and follow-up activities for monitoring and statistical analysis.



7 Template MTR

General remark: Most of the requested information can be answered via multiply choices or radio buttons incl. short comment on the decision. In case no comment is necessary, please indicate so by writing N/A into the comment field, otherwise the submission system will refuse a submission due to empty comment fields. Only for the part “Work progress and achievements in the period”, a brief narrative on major achievements is requested. The term “Factsheet” means the mid term report as shared with the funding agencies. However within the reporting we also ask for additional information which will NOT be part of the mid term report shared with funding agencies but will only be used by us for statistical analysis, e.g. to analyse the number of publications resulted from the projects of the call in total or type of stakeholder involved.



Template Coordinator

Coordinator profile (I)

All contact data are imported from the proposal. If any changes are required, e.g. new phone number, please adapt. **For any major changes, e.g. change of coordinator, please contact the Monitoring & Evaluation officers.**

In addition, the role has to be indicated, which is the term “Project partner” in case of the coordinator (see also detailed explanation below).

- **Project partner:** Researchers and investigators, who are part of the project consortium as defined in the full-proposal. It includes researchers and investigators who receive funding from SusCrop funding agencies, from other funding agencies or who contribute in kind. The terminology does not include further collaboration partners.
- **Collaboration partner:** New official partner of the project consortium (not part of the Consortium at full-proposal stage but consortium agreement signed)
- **Observer/advisor:** Not an official partner of project / no active role in project

Finances (Reporting)

Here we ask you to re-check and correct (if applicable) your total costs and requested funding as stated in the submitted proposal and to add the actual Granted Funding of each partner of the consortium.

Finances

Here it is asked if a deviation of +/- 20 % of the original budget plan of your organisation is identified.

Coordinator profile (II)

Data gathered here will not be included in the factsheet but is needed for evaluation issues, e.g. statistical analysis.

The following information will be requested and refers to your organisation and your tasks in the project only:

- Gender,
- Participant Identification Code (PIC) in Horizon Europe (if available, see below¹),
- Funding agency financing your participation in the project,
- Project start and end date as indicated on your grant agreement with the funder. If there was a delayed start to your part of the project, or if you already anticipate the need to request an extension to your project end date, please provide details.
- Technology Readiness Level (TRL 1 - 9²)
- Recipients of your project results
- How your consortium came together (existing collaboration, completely new collaboration or an existing collaboration with one or more new partners)
- Shared equipment with partners

¹ <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

² Definition of TRLs available in the General Annexes of the Horizon Europe Work Programme 2023-2024: https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/wp-call/2023-2024/wp-13-general-annexes_horizon-2023-2024_en.pdf



- Work progressing as planned? (explanation only needed if delays or other problems are identified)

Partners

Here the partners from the original proposal are already listed. You can add new partners, who are then defined as “collaboration partner” or “observer / advisor” depending on their role. If you need to delete partners, who were originally part of the proposal, please contact the Monitoring & Evaluation office first (detailed explanations for each role are provided in chapter “Coordinator profile (I)” of this document or within the submission system).

Please do not add partners and define them as “Project partner”, this term is strictly designated for partners who were listed in the submitted proposal.

Changes in the consortium

Please indicate “Yes” if you have added or deleted partners.

A: Project Data Part 1: General

For information only, it includes Project title and Acronym and cannot be changed.

A: Project Data Part 3: Monitoring

The following information will be asked for:

- Start and end dates of the entire project
- Website of your project
- Disciplines involved in your project
- Collaboration, indicate if your consortium is built on a previous collaboration

Human Resources

Please indicate the number of Full Time Equivalents (FTEs) working in your organisation on the project. One FTE means hereby 1 person is working one year on your project. Thus, FTEs are calculated by comparing the average working hours of an employee to the average number of hours of a full-time worker within a year. Please see also definition and examples hereunder:

Definition: https://ec.europa.eu/eurostat/statistics-explained/index.php/Glossary:Full-time_equivalent_%28FTE%29

Examples:

1) one year (12 months) project duration

PhD student working full time on the project: 1 FTE.

A PostDoc working half time for this project and half time for another one: 0.5 FTE

PI working 10 % of his/her time on the project for management/coordination purpose: 0.1 FTE

Total: 1 FTE (PhD) + 0.5 FTE (PostDoc) + 0.1 FTE (PI) = 1.6 FTE for the project in your organisation

2) one and a half year (18 months) project duration

PhD student working full time on the project: 1.5 FTE.

A PostDoc working half time for this project and half time for another one: 0.75 FTE

PI working 10 % of his/her time on the project for management/coordination purpose: 0.15 FTE

Total: 1.5 FTE (PhD) + 0.75 FTE (PostDoc) + 0.15 FTE (PI) = 2.4 FTE for the project in your organisation

Project summary

The project summary from the proposal is already included here, adapt if deemed necessary. Please be aware that the project summary will be published.



Work progress and achievements in the period

The following questions will be asked and refer to the entire project and not to your part only:

- Major achievements
- Project schedule
- Impact of Covid-19 crisis incl. expected delays due to the Covid-19 crisis
- Comment field for explanations, if needed

Direct outputs: pdf upload

Upload a pdf file incl. all scientific publications and presentations incl. poster from the entire consortium.

Stakeholder Involvement: questions

Data will be NOT included in the factsheet but will be used for evaluation purposes. Indicate if the four ERA-Nets have supported you to communicate and disseminate the results and to get in contact with stakeholders:

- How can 2021 Joint Call on Circularity help with the communication and the dissemination of your project results? Are there special wishes?
- Do you communicate / interact with other 2021 Joint Call on Circularity funded projects? If so, with which projects?
- How can the 4 networks SusAn, ERA-GAS, ICT-AGRI-FOOD and Suscrop help you with this engagement with the different stakeholders?
- How do you experience the communication with your national funding agencies (please ask each partner) and with the Joint Call consortium as a whole?

Comments

Please add any additional comments you would like to share with us. Also feedback on the monitoring process is welcome.

Excel Upload

Here you have to upload the excel file on Communication and Dissemination. The content of the excel file will not be part of the factsheet but is needed for evaluation of the funded projects, e.g. statistical analysis.

Figure

Here you can upload one figure for the project summary, if needed.



Template Partner

Profile Data

All contact data are imported from the proposal. If any changes are required, e.g. new phone number, please adapt. For any major changes, e.g. change of coordinator, please contact the Monitoring & Evaluation office.

In addition, the role has to be indicated. The term “Project partner” should be indicated if you were listed as a full partner in the submitted proposal, “collaboration partner” if you joined the consortium after proposal submission and “observer/adviser” if you are not a full partner, i.e. did not sign the Consortium Agreement (detailed explanations for each role are provided in chapter “Coordinator profile (I)” of this document or within the submission system).

Profile Data (II)

Data gathered here will not be included in the factsheet but is needed for evaluation of the funded projects, e.g. statistical analysis.

The following information will be requested and refers to your organisation and your tasks in the project only:

- Gender,
- Participant Identification Code (PIC) in Horizon Europe (if available, see below³),
- Funding agency financing your participation in the project,
- Start and end dates as indicated on your grant agreement with the funder. If there was a delayed start to your part of the project, or if you already anticipate the need to request an extension to your project end date, please provide details.
- Technology Readiness Level (TRL 1 - 9⁴)
- Recipients of your project results
- How your consortium came together (existing collaboration, completely new collaboration or an existing collaboration with one or more new partners)
- Shared equipment with partners
- Work progressing as planned? (explanation only needed if delays or other problems are identified)

Human Resources

- Please indicate the number of Full Time Equivalents (FTEs) working in your organisation on the project.
- Examples:
 - PhD student working full time on the project: 1 FTE.
 - A PostDoc working half time for this project and half time for another project: 0.5 FTE
 - PI working 10 % of his/her time on the project for management/coordination purposes: 0.1 FTE

³ <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

⁴ Definition of TRLs available in the General Annexes of the Horizon Europe Work Programme 2023-2024: https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/wp-call/2023-2024/wp-13-general-annexes_horizon-2023-2024_en.pdf



- Total: 1 FTE (PhD) + 0.5 FTE (PostDoc) + 0.1 FTE (PI) = 1.6 FTE for the project in your organisation

Finances

- Here it is asked if a deviation of +/- 20 % of the original budget plan of your organisation is identified.



Annex 1: JointCall_Reporting Annex_V5.xlsx

Annex is provided as separate excel file.