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# Marie Curie Research Training Networks

## Monitoring and Reporting

### Content

- Systematic monitoring
- The role of the Co-ordinator
- Reporting
- Indicators
- The role of the Project Officer



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# Systematic monitoring of individual contracts

- Quantitative and qualitative analysis of the performance of the activities
- Guidance to the project officer following the project
- Bring to the attention of the co-ordinators when significant deviations to the objectives are observed



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## Means

### Assessment during the life cycle of the contract

- via periodic reports
- mid term review report and meeting,
- questionnaires, vacancy data
- final assessment of the project via final report and questionnaires
- follow-up of the researchers via questionnaires two years after the end of the project



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# The role of the coordinator

**The coordinator is responsible for acting as intermediary between the contractors and the Commission.**

**This includes:**

- Completing, updating and maintaining the vacancy tool data base on the website
- Ensuring appropriate and timely completion of Reports
- Creating and maintaining a data base for all recruited researchers
- Ensuring that the recruited researchers complete the assessment questionnaires
- Ensuring contact with the recruited researchers for at least two years after the end of the project and request them to complete the follow up questionnaire



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## Differences from FP5

- Electronic submission of the reports
- New structure of the reports
- Outline report
- Indicators
- Vacancy tool
- Questionnaires



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# Reporting

- At the start of the project (within 2 months):  
An initial outline report
- After each reporting period (every 12 months):  
Periodic management / activity / financial reports; and an updated outline report.
- At Mid Term (between 24<sup>th</sup> – 30<sup>th</sup> months):  
Mid-Term Review Report (complementing the last periodic reports) and organisation of Mid Term Review meeting.
- At the end of the project (within 2 months after the end):  
A final management report,  
a final outline report

*Note : Every periodic report should be provided by the co-ordinator within 45 days following the end of the corresponding period (60 days are given for final report)*





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# The Outline Report

- Report comprises a brief overview of the network, including a link to the network's web pages and serves as a source of information on RTN for the general public
- A link will be provided between the outline report and the Vacancy Tool (<http://mc-opportunities.cordis.lu/> )
- Commission will endeavour to verify the accuracy of the outline report, the content is the responsibility of the co-ordinator.
- Co-ordinator is requested to update it at the end of each reporting period.



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# Periodic Activity Report

- A description of the general progress of the project
- A summary of research results (publications, patents etc)
- A description of the scientific highlights and milestones
- A description of training and networking activities
- A summary of recruitment in the reporting period

## Note

The report should be consistent with Annex I of the Contract



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## Mid Term Review report

- Assess implementation of the contract at mid term, in particular research progress, training and networking aspects
- To decide between the Commission and Contractors if any major reorientation is needed to the project



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# Final Activity Report

A consolidated text covering the whole period of the contract and demonstrating the achievements in relation to the initial objectives:

- A table with recruitment summary
- Most important and outstanding scientific achievements
- Networking, training and transfer of knowledge activities
- Dissemination activities (Conferences, publications scientific meetings)
- Any impact on society, i.e. potential economic and social implications
- A brief summary of all work performed during the project suitable for publication



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# Follow-Up & Questionnaires

- Scientist-in-charge questionnaire (at the end of the project)
  - Personal evaluation of the project, comments and suggestions to improve the RTN
- Assessment questionnaire (at the end of the training period)
  - The feedback from researchers on the overall impact of the network's activity
- Follow-up questionnaire (2 years after the training period)
  - To evaluate the carrier progress, recognition of research excellence and scientific outputs of ESR or ER



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# Project Performance Indicators

Indicators are the qualitative data or quantitative information assisting to access the progress of RTN

- Quantitative indicators
  - Research Activity
  - Training and Transfer of Knowledge
- Qualitative indicators
  - Training and Transfer of Knowledge
  - Research Activity
  - Management

Indicators are given in Annex I, Part B.3





## Quality indicators

- Indicators may differ from project to project, however they are used to monitor the progress of the project
- Compared at the end of each reporting period with the objectives defined in the contract

## Quantitative indicators

- Used as data that can be derived at any time during the project and can be consulted by the PO in real time to provide any feed back





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# The role of the Project Officer

- Serves as a permanent contact point for the project
- Follows up the project including analysis of the reports
- Alerts the coordinator when significant deviations to the contract are being observed
- Attends formal project meetings, i.e. the MTR meeting



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## Reporting tools

- Reporting guidelines will be available by mid –October 2004 and will be published on Cordis website
- On-line submission tool will be available in 2-3 months and will be placed on Cordis website

These documents will be available soon on  
<http://europa.eu.int/mariecurie-actions/...>



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