COST Action number

(Action start date – Action end date)

|  |
| --- |
| Title |

PROGRESS REPORT AT MONTH 24

This report is submitted by the MC Chair on behalf of the Management Committee.

**Confidentiality:** This report, other than section II.D, is non-confidential. Section II.D is confidential to the Management Committee and the COST Association (including the Committee of Senior Officials, Scientific Committee and Administration).

|  |
| --- |
| **Executive summary of the Progress Report:** |
| (max.500 words) (to be completed by Action Chair describing the Action’s progress with achieving the Action MoU objectives and generating outputs and impacts – see Annex 1 definitions)  MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters 500 word summary here. MC Chair enters |

I. Progress Report

I.A. COST Action Profile

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Objective/ Aim** | | | | |
| Copy here Action main objective from e-COST/ the Action MoU | | | | |
|  | | | | |
| **Details** | | | | |
| MoU: | | Copy from Action Fact Sheet | Start of Action: | Copy from Action Fact Sheet |
| CSO approval date: | | Copy from Action Fact Sheet | End of Action: | Copy from Action Fact Sheet |
|  | |  |  |  |
| **COST Member Countries and Cooperating State having accepted the MoU** | | | | |
| Copy section from Action fact sheet here | | | | |
| Intentions to Accept the MoU | | | | |
| Copy section from Action fact sheet here or enter “0” | | | | |
| **Other participants:** | | | | |
| |  |  | | --- | --- | | Institution Name | Country | | Copy from Action page on COST website |  | |  |  | | | | | |
|  | | | | |
| **Contacts**  **Chair/ Vice Chair** | | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Position | Name | Contact details | Country | Date of PhD: | Gender | | Chair: |  | Copy from Action Fact Sheet name, institution, address, phone, e-mail |  |  |  | | Vice Chair: |  | Copy from Action Fact Sheet name, institution, address, phone, e-mail |  |  |  | | | | | |
|  | | | | |
| **Working Group Leaders** | | | | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | WG# | WG Title | WG Leader | Country | Date of PhD: | Gender | Number of participants | | 1 | Copy title from e-COST/ Action MoU | Enter Name |  |  |  |  | | 2 |  |  |  |  |  |  | |  |  |  |  |  |  |  |   **Other positions if applicable** (STSM Coordinator, WG Vice Leader, Task Force Leader…)   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Position | Name | Country | Date of PhD: | Gender | |  |  |  |  |  | |  |  |  |  |  | | | | | |
|  | | | | |
| **Action website:** | insert URL of Action website | | | |

I.B. Progress with MoU objectives and deliverables and additional outputs

**MoU objectives**

|  |  |  |
| --- | --- | --- |
| MoU objective | Achieved  Yes/ Partially/  No | Evidence of (partial) achievement including hyperlink to enable assessment of the achievement[[1]](#footnote-1). Justification if full achievement is not foreseen |
| Copy from e-COST or MoU |  | For each objective insert evidence of (partial) achievement including hyperlink to enable assessment (by the Action Rapporteur) of the achievement and access by end users |
| Copy from e-COST or MoU |  |  |
| Copy from e-COST or MoU |  |  |
| Copy from e-COST or MoU |  |  |

**MoU deliverables**

|  |  |  |
| --- | --- | --- |
| MoU deliverable | Level of progress1 | Evidence of (partial) delivery achievement including hyperlink to enable assessment of the delivery1. Justification if full achievement is not foreseen |
| Copy from e-COST or MoU |  |  |
| Copy from e-COST or MoU |  |  |

**Co-authored publications and FP7/ H2020 proposals**

The co-authored publications and FP7/ H2020 proposals/ projects resulting from the Action are listed on the page following the “Additional outputs and achievements” section

**Additional outputs and achievements**

|  |
| --- |
| Please describe any other outputs and achievements that have resulted or are in progress, focusing in particular on those that contribute to the COST mission of “COST enables break-through scientific developments leading to new concepts and products and thereby contributes to strengthen Europe’s research and innovation capacities.” |
| Please describe any additional outputs and achievements from the Action |

**Co-authored publications and FP7/ H2020 proposals**

***Co-authored publications***

Enter in the table below only publications on the topic of the Action, co-authored by at least two Action participants from two different countries participating in the Action and for which the Action networking added value. A maximum of ten publications may be entered. If the Action has more than ten such publications the Core Group should select the ten most significant ones to include in the table below.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NO. | Bibliographic data (including: Title, Authors, Title of the periodical or the series, Issue number or volume, Publisher, Year of publication, Relevant pages) | Main author | Number of authors | Action participants listed among the authors (Name, country and role[[2]](#footnote-2)) | WGs involved in publication | Date of submission (must be after Action start date) | Expected date of publication (if not already published) | Persistent link to publicly available version of the paper (if available) or the abstract | Is/Will open access[[3]](#footnote-3) provided to this publication? | Is/ will COST be cited/ acknowledged in the publication? | Are/ will COST funds (be) implicated in this publication | Relevance to H2020 Societal Challenges[[4]](#footnote-4)? | Is it peer-reviewed? | Was the added value of the Action Networking necessary for the publication | Impact Factor (if applicable) |
| *1* |  |  |  |  |  |  |  |  | *yes/no* | *yes/no* |  |  |  |  |  |
| *2* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *3* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *4* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *5* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *6* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *7* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *8* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *9* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *10* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

***FP7/ H2020 Proposals and projects***

This table contains FP7/ H2020 proposals/ projects spinning off from Action activities and including in the proposing consortium at least three Action participants from at least three different countries participating in the Action.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NO. | Title | Name and country of main proposer | Number of proposers | Action participants listed among the proposers (Name, country, role3 in the Action) | Funding agency submitted to | Date submitted | Date results expected | Result | Call identifier | Relevance to H2020 Societal Challenges4? | Was the added value of the Action Networking necessary for the proposal / project? |
| **Projects** | | | | | | | | | | | |
| 1 | List FP7/ H2020 projects resulting from the Action in this section of the table |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |
| **Proposals** | | | | | | | | | | | |
|  | List FP7/ H2020 proposals submitted as a result of the Action in this section of the table |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

I.C. Networking

|  |
| --- |
| **Added value of the Networking** |
| Please describe here the added value of the networking, highlighting in particular anything that would not have happened without the Action networking. |
| **Extent of the networking** |
| Describe the extent of the networking among the participants in the Action. Were all participants integrated into the networking equally? Were those targeted by COST policies on Inclusiveness Target Countries (ITCs), Early Career Investigators (ECIs)/ Young Researchers, and gender balance fully integrated into the Action networking? |

I.D. Impacts

The impacts that have resulted, or might result from the Action are described in the following table.

|  |  |  |
| --- | --- | --- |
| Description of the impact | Type of impact[[5]](#footnote-5) | Timing of impact[[6]](#footnote-6) |
| Enter one impact per line, and specify the type and timing of the impact. |  |  |
|  |  |  |

I.E Dissemination and exploitation of Action results

|  |  |  |  |
| --- | --- | --- | --- |
| Describe the Action’s dissemination and exploitation approach as well as all activities undertaken to ensure dissemination and exploitation of Action results and the effectiveness of these activities. | | | |
| Add description here | | | |
| Item/ activity | Target audience | Result | Hyperlink |
|  |  |  |  |
|  |  |  |  |

I.F. Action success(es)

COST regularly communicates the successes of Actions. At this point in time what aspect(s) (outcomes and/ or impacts, rather than activities) of this Action is/ are the most suitable for communication?

|  |  |
| --- | --- |
| Description of the success story | Dimension of the success   * Breakthrough: scientific, technological or socioeconomic * Policy implementation (specify which policy) * Capacity building |
|  |  |
|  |  |

II. Management Report

II.A. Overview of expenditure

Insert below in the yellow cells the summary of figures from the Yearly Financial Reports (YFRs) of completed Grant Periods and an IFR of any incomplete Grant Period – the Totals (non-yellow cells) will automatically sum.



1 OERSA = Other Expenses Related to Scientific Expenditure (e.g. bank charges)

2 FSAC = Amount received by Grant Holder for Financial Scientific and Administrative Coordination

II.B. Budget and Participation management

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **II.B.1 Budget spent in relation to individuals/ institutions outside participating COST countries** | | | | | | | | | | | | | |
| *STSMs from or to institutions from countries other than Participating COST countries* | | | | | | | | | | | | | | |
| The table below describes the added value STSMs to approved institutions in IPC or NNC or Specific Organisations and any STSMs from an approved institution in an NNC to a participating COST country*.* | | | | | | | | | | | | | | |
| Grantee | | Host | | | | | Date | | | Topic and value added to the Action | | | | |
| Institution | Country | Institution | | Country | | |
| Add home institution and country | | Add host institution and country | | | | | Date | | | Describe topic of the STSM and the added value to the Action | | | | |
| Add home institution and country | | Add host institution and country | | | | | Date | | | Describe topic of the STSM and the added value to the Action | | | | |
| Add home institution and country | | Add host institution and country | | | | | Date | | | Describe topic of the STSM and the added value to the Action | | | | |
| *Invited Speakers* | | | | | | | | | | | | | | |
| The table below highlights the added value of Invited Speakers from COST countries that have not accepted the MoU and/ or non-participating NNC, IPC or Specific Organisations whose participation at a meeting or Training School was reimbursed by the Action. | | | | | | | | | | | | | | |
| Participant name | | | Institution | | | Country | | | Event date | | | Topic and added value to the Action | | |
| Add | | | Add | | | Add | | | Add | | | Describe the speaker’s topic and the added value to the Action | | |
| Add | | | Add | | | Add | | | Add | | | Describe the speaker’s topic and the added value to the Action | | |
| Add | | | Add | | | Add | | | Add | | | Describe the speaker’s topic and the added value to the Action | | |
| *Dissemination meetings* | | | | | | | | | | | | | | |
| The table below highlights the added value of Dissemination Meetings financed from Action funds. | | | | | | | | | | | | | | |
| Participant name | | | Role | | Country | | | Date | | | Location | | Topic and added value to the Action | |
| Add | | | Add | | Add | | | Add | | | Add | | Describe the speaker’s topic and the added value to the Action | |

II.C. Participants

|  |  |  |
| --- | --- | --- |
| **Management Committee** | | |
| Name | Country | Email address |
| Copy MC Member name, country and email address from e-COST into the relevant columns |  |  |

II.D. Specific matters

|  |
| --- |
| This section is confidential to the Management Committee, and the COST Association (Administration, Scientific Committee and Committee of Senior Officials); and is not included in the version of the report that is made publicly available. |
| The Action encountered the following particular difficulties in the implementation of the Action (e.g. imbalances of participation across the Working Groups, inactive country representatives). |
| Describe the issue(s) here or write “no particular difficulties encountered”. |
| The MC did not accept the pending intentions to accept the MoU shown in Section I.A for the following reason. |
| Write explanation here |

Annex 1

Definitions:

|  |  |
| --- | --- |
| **COST Action Challenge (main aim)** | “The research question addressed by the COST Action targeting scientific, technological, and / or socioeconomic problems” |
| **COST Action Innovation** | “The creation and / or development of new or improved concepts, products, processes, services, and / or technologies that are made available to markets, governments and society” |
| **COST Action objectives** | “COST Action objectives are the results that an Action needs to achieve in order to respond to meet its challenge. These are SMART (Specific, Measurable, Achievable, Relevant, Timely) and twofold: research coordination objectives and capacity building objectives.” |
| **COST Action research coordination objectives** | “Achieving these objectives turns COST Actions from initially scattered teams into one transnational team and leverages the existing funded research. These objectives entail the distribution of tasks, sharing of knowledge and know-how, and the creation of synergies among Action participants to achieve specific outputs.” |
| **COST Action capacity building objectives** | “Achieving these objectives entail building critical mass to drive scientific progress, thereby strengthening the European Research Area. They can be achieved by the delivery of specific outputs and / or through network features or types and levels of participation.” |
| **COST Action networking activities** | “any activities organised by the COST Action (whether or not directly funded by COST) in order to achieve research coordination and capacity building objectives.” |
| **COST Action networking tools** | “instruments through which eligible activities can be funded” |
| **COST Action outputs** | “direct results from the COST Action activities. These can be codified knowledge, tacit knowledge, technology, and societal applications.” |
| **COST Action impact** | “the short- to long-term scientific, technological, and / or socioeconomic changes produced by a COST Action, directly or indirectly, intended or unintended.” |
| **COST Action deliverable** | “a distinct, expected and tangible output of the Action, meaningful in terms of the Action’s overall objectives such as a report, a document, a technical diagram, a software etc. Action deliverables are used to measure its progress and success.” |
| **COST Action milestones** | “Control points in the Action that help to chart progress. They are also needed at intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the Action where, for example, the MC must decide which of several technologies to adopt for further development (e.g. core group and MC meetings, mid-term reviews)” |
| **Inclusiveness Target Country (ITC):** | Current COST Member Countries targeted by the COST inclusiveness Policy (“Inclusiveness Target Countries” (ITC)): EU 13 (Bulgaria, Cyprus, Czech Republic, Estonia, Croatia, Hungary, Lithuania, Latvia, Malta, Poland, Romania, Slovenia, Slovakia), EU candidate countries (the former Yugoslav Republic of Macedonia, Montenegro, Republic of Serbia, Turkey) and potential EU candidate countries (Bosnia and Herzegovina). In addition, to comply with the EC criteria for ‘Spreading Excellence and Widening Participation’, Portugal and Luxemburg are included. |

1. The links to the outputs and deliverables will be used by the Action Rapporteur in assessing the progress. [↑](#footnote-ref-1)
2. MC Member/ MC Substitute/ MC Observer/ WG Member/ Training School Trainee/ STSM Recipient/ Other Action Participant [↑](#footnote-ref-2)
3. Open Access is defined as free of charge access for anyone via Internet. Please answer "yes" if the open access to the publication is already established and also if the embargo period for open access is not yet over but you intend to establish open access afterwards. [↑](#footnote-ref-3)
4. H2020 Societal Challenges are “Health, demographic change and wellbeing”; “Food security, sustainable agriculture and forestry, marine and maritime and inland water research, and the Bioeconomy”; “Secure, clean and efficient energy”; “Smart, green and integrated transport”; “Climate action, environment, resource efficiency and raw materials”; “Europe in a changing world - inclusive, innovative and reflective societies”; “Secure societies - protecting freedom and security of Europe and its citizens” [↑](#footnote-ref-4)
5. Scientific/ technological, Economic, Societal [↑](#footnote-ref-5)
6. Achieved/ Foreseen within 2 years/ Foreseen 2-5 years/ Foreseen 5-10 years/ Foreseen 10+ years [↑](#footnote-ref-6)