# TECHNICAL REPORT (PART B) (HE ERC STG, COG, ADG, SYG INTERIM REPORTS, beneficiary termination reports)

## COVER PAGE

*Part B of the Technical Report must be downloaded from the Portal Technical Report (Part B)/Termination Report screen, completed and then assembled and re-uploaded as PDF on that screen.*

|  |  |
| --- | --- |
| **PROJECT** | |
| **Project number:** | [project number] |
| **Project name:** | [project title] |
| **Project acronym:** | [acronym] |

|  |  |
| --- | --- |
| **REPORTING PERIOD**  cid:image001.png@01D0B99B.7C10A740 *Please note that you must report on the entire reporting period.* | |
| **RP number:** | *[*1*]* *[*2*]* *[*3*]* *[*4*]* *[…]* *[*Final*]* |
| **Duration**: | from [dd/mm/yyyy] to [dd/mm/yyyy] |

## 1. ACTION IMPLEMENTATION

### 1.1 Progress

|  |  |
| --- | --- |
| **Has the action progressed as planned in the Description of the Action (Annex 1 of the Grant Agreement)?** | |
|  | Yes |
|  | Not fully |
|  | No |

If the answer is ‘Not fully’ or ‘No’ please elaborate and justify any issues or delays (e.g. unforeseen events and adjustments - particularly in the use of resources, changes in the participating entities, recruitment delays, timely purchase of the equipment foreseen, in case of multi-beneficiary action indicate if one of the beneficiaries fails to implement their part of the action, other difficulties etc. not more than ½ page).

[insert text, not exceeding ½ page]

### 1.2 Relations PI — HI

Please describe how the relationship between the Principal Investigator and the Host Institution has evolved (i.e. Have the provisions of the Supplementary Agreement been respected? What is the kind of administrative support provided by the Host Institution?).

Has there been any change in the employment situation of the PI? If yes, please explain.

[insert text]

### 1.3 PI time commitment[[1]](#footnote-2)

According to the ERC Work Programme and the Grant Agreement, the Principal Investigator must spend a minimum amount of their working time on the action and in an EU Member State or HE associated country.

|  |  |  |
| --- | --- | --- |
| **Time commitment of the PI** | | |
| % of the total working time that the PI has committed to the action according to the Grant Agreement (Annex 1): | [insert XX% from Annex 1][[2]](#footnote-3) | |
| The % of the total working time the PI has dedicated to the action from the start date of the action until the end of this reporting period | [insert XX%] | |
| The % of the total working time the PI has dedicated to the action during this reporting period (applicable to grants with 3 or more reporting periods): | [insert XX%] | |
| Did the PI spend at least 50% of their total working time in Europe (Member States or Associated Countries) from the start date of the action until the end of this reporting period? |  | Yes |
|  | No |

If the Principal Investigator has deviated from one or both time commitment requirements, please justify and explain how the latter will be met by the end of the action — as per the Annex 1 (commitment to the action) and/or the Work Programme (commitment in Europe).

[insert text]

### 1.4 Team members

Please explain briefly the work of the team members for whom personnel costs are claimed in this reporting period (list the names of the team members and their staff category in accordance with the use of resources breakdown e.g. Post-Docs; Students; Other).

[insert text]

## 2. USE OF RESOURCES

### 2.1 Budget follow-up *(n/a for Lump Sums)*

Include explanations on deviations of the use of resources between actual and planned use of resources in Annex 1 and Annex 2.

Include explanations on transfer between budget categories (if applicable).

Include explanations on adjustments to previous financial statements (if applicable).

[insert text]

#### 2.1.1 Unforeseen subcontracting (if applicable)

Specify in this section:

* the work (the tasks) performed by a subcontractor which may cover only a limited part of the project
* explanation of the circumstances which caused the need for a subcontract, taking into account the specific characteristics of the project
* the confirmation that the subcontractor has been selected ensuring the best value for money or, if appropriate, the lowest price and avoiding any conflict of interests
* include also the name of subcontractor and the amount.

[insert text]

#### 2.1.2 Unforeseen use of in kind contributions (n/a for Lump Sums)

Specify in this section:

* the identity of the third party
* the resources made available by the third party free of charges
* explanation of the circumstances which caused the need for using these resources for carrying out the work.

[insert text]

#### 2.1.3 Additional funding (if applicable) (n/a for Lump Sums)

If this ERC action has been awarded with additional funding, please describe how the related expenses have been incurred[[3]](#footnote-4).

If applicable, please explain any change in the use of the additional funding awarded, namely:

* 1. the cost category affected;
  2. the circumstances which caused the need for a change in the use of the additional funding awarded and how the objectives for which the additional funding was awarded remain the same.

[insert text]

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| **HISTORY OF CHANGES** | | |
| VERSION | PUBLICATION DATE | CHANGE |
| 1.0 | 01.12.2023 | Initial version (new MFF). |
| 1.1 | 09.04.2025 | Update on PI time commitment table to clarify that in HE the PI does not introduce the time commitment % in the portal. |
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1. In case of Synergy grants, please provide the information for each Principal Investigator. [↑](#footnote-ref-2)
2. The total work of the PI will be determined by adding up all their days of remunerated work, including under contracts with entities other than the host institution. [↑](#footnote-ref-3)
3. The eligible purposes for additional funding according to the ERC Work Programme are: (i) covering eligible 'start-up' costs for a PI moving from another country to the EU or an HE associated country as a consequence of receiving an ERC grant, and/or (ii) the purchase of major equipment and/or (iii) access to large facilities and/or (iv) other major experimental and field work costs, excluding personnel costs. [↑](#footnote-ref-4)