REPORTING REQUIREMENTS

1. 6- and 12-month reporting

Reporting requirement at 6 and 12 months into project implementation is to complete the following project sheet:

Project details	
Project title	
Project duration	
Project ID/Acronym	
Lead Investigator	
Date submitted	
Progress report	
Is the project on track?	
Mention concrete milestones achieved since beginning of the project, or since last reporting	
Are problems encountered that may lead to substantial delays of the project?	
In case of delays: what measures are / will be taken to ensure completion of the study? What is the anticipated time point of completion?	
Other comments	

REPORTING REQUIREMENTS

2. End of the project reporting

Required documentation is:
- Financial report, including all receipts.
- An abstract of 250 – 350 words, including up to 10 references and a maximum of 2 figures / tables. Additional information may be submitted in annexes. This abstract is required also in case that the project goals have NOT been achieved for some reason.
- Completed project sheet below.

Project details	
Project title	
Project duration	
Project ID/Acronym	
Lead Investigator	
Date submitted	

Progress report	
Was the project completed within the envisioned timeframe?	
In case of delays: what were the main problems encountered? And what measures were taken to complete the project?	
Summarize the main findings	
Is an abstract* attached?	
Are there concrete plans for publication? If so, indicated anticipated time of submission and target journal.	

REPORTING REQUIREMENTS

* Outline abstract:

- Title
- Authors
- Affiliations
- Background
- Methods
- Results
- Discussion
- Conclusions