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| **FINAL PROJECT REPORT 2017** |
| **The Czech-Norwegian Research Programme (CZ09)** |
| **The Norwegian Financial Mechanism 2009-2014** |
| **Programme area** | **Bilateral Research Cooperation** |
| **Project ID number** | 7F14XXX  |
| **Project contract no.** | MSMT-…./…. |
| **Project title in English** |  |
| **Project title in Czech** |  |
| **Thematic area** (choose) | Environment/Health/Social Sciences and Humanities  |
| **Project website** | www. |
| **Project Promoter**(Full name and address) |  |
| **Project Partner 1**(Full name and address) |  |
| **Project Partner 2**(Full name and address) |  |
| **Project Partner 3**(Full name and address) |  |
| **Project Partner 4**(Full name and address) |  |
| **Full name of Principal Investigator (PI)** |  |
| **PI Contacts (@ + phone)** | @ ; +420 … … … |
| **Signature of PI** | Signature |
| **Statement** | *I hereby declare that the information I state in the Final Project Report is accurate, true and complete. I am aware that, if this is not the case, I will face sanctions from the Programme Operator.* |
| **Done in** | city, country |
| **Date** | dd/mm/yyyy |
| **On behalf of Project Promoter** |
| **Stamp of Project Promoter** |  |
| **Statutory authority** **of Project Promoter** | **Name(s):** |  |  |
| **Signature(s):** |  |  |
| **Position:** |  |  |

**1. GENERAL INFORMATION ABOUT PROJECT**

**1.1 Main research activity in the project**

|  |  |  |
| --- | --- | --- |
| Basic research  [ ]  0-100%: … | Applied research  [ ]  0-100%: … | Experimental development  [ ]  0-100%: … |

*Note: Tick the same research activities as specified in the project contract to identify the relevant activity, or combination of activities. For combination, mark the percentage of each type of the activity. If you tick only one option, it means that the project is 100% of the indicated R&D activity.*

**1.2 Project start date**

**dd/mm/yyyy**

**1.3 Project end date**

**dd/mm/yyyy**

**1.4 Total approved project costs per project (in CZK)**

**00 000 000**

**1.4.1 Total approved grant per project (in CZK)**

**00 000 000**

*Note: The amount excludes the payment from the Fund for bilateral relations (preparatory costs in Measure I.; or bilateral activities costs in Measure II. (B)).*

**2. SCIENTIFIC OUTCOMES AND MANAGEMENT**

**2.1 Publishable summary in English (max. ½ page A4)**

A summary of the research project with emphasis on the outcomes must be given. This text must be of a suitable and publishable quality to enable direct publication by the Financial Mechanism Office/Research Council of Norway/Programme Operator and should preferably not exceed ½ page A4. No jargon and technical language, please.

The summary must include following:

* A brief description of the project context and main objective,
* A description of main outcomes and conclusions achieved, and socio-economic impact.

**2.1.1 Publishable summary in Czech (max. ½ page A4)**

A summary of the research project with emphasis on the outcomes must be given. This text must be of a suitable and publishable quality to enable direct publication by the Financial Mechanism Office/Research Council of Norway/Programme Operator and should preferably not exceed ½ page A4. No jargon and technical language, please.

The summary must include following:

* A brief description of the project context and main objective,
* A description of the main outcomes and conclusions achieved, and socio-economic impact.

**2.2 Achievement of objectives, outcomes and bilateral contribution for DoRIS (max. 1000 characters)**

|  |
| --- |
| **1. Why was the project needed? How will the outcomes be sustained?** |
|  |
| **2. What was the project outcome, and to what extent was it reached?**  |
|  |
| **3. What objective was achieved, and to what extent was it reached? What was the impact?** |
|  |
| **4. Which outputs were delivered?** |
|  |
| **5. How were the beneficiaries involved? What was their main benefit?** |
|  |
| **6. What did the donor partnership achieve? If applicable.** |
|  |
| **7. What did the project partner/donor project partner contribute to the project at a technical/professional level?**  |
|  |
| **8. What did the partnership contribute to the project outcome and outputs?** |
|  |
| **9. What did the partnership achieve concerning strengthened bilateral relations?** |
|  |
| **10. What are the socio-economic impact and the wider societal implications of the project, including gender equality actions, ethical issues, and wider awareness?** |
|  |

*Note: DoRIS (Documentation, Reporting and Information System) is the back bone IT system supporting the implementation of the EEA and Norway Grants 2009-2014. The texts will be published on the official web of EEA and Norway Grants for a general audience.*

**2.3 Achievement of indicators of the Programme at project level (numbers per project, e.g. 21)**

|  |  |
| --- | --- |
| **1. Total number of Ph.D. students involved** | **0** |
| **2. Total number of postdocs involved** | **0** |
| **3. Total number of female researchers**  | **0** |
| **3.1 How many total number female researchers returned after maternity leave** | **0** |
| **4. Total number of internationally refereed (joint) scientific publications** | **0** |

*Note: Total numbers of the target groups supported for* ***the whole project****. These indicators are used for reporting about the Programme to the Financial Mechanism Office in Brussels.*

**2.4 Summary of achieved outcomes at project level**

|  |  |  |
| --- | --- | --- |
| **Type of outcome** | **Title** | **Accomplished/or Submitted (mm/yyyy)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Note: You may add lines. Use the types of outcome listed in the RIV registry (in Czech: Rejstřík informací o výsledcích). Article 31, par. 6 of the Act no. 130/2002 Coll., on the support of research and development from public funds and on the amendment to some related acts (the Act on the Support of Research and Development), as amended.*

**2.5 Summary of outcomes dissemination and publicity (max. ½ page A4)**

Please summarize main activities regarding outcomes dissemination, publicity and (joint) actions (launch/interim/closing events etc.) in compliance with the communication plan and Annex 4 of the Regulation on the implementation of the Norwegian Financial Mechanism 2009-2014 carried out during the project implementation. For more information, see section 4 in Annex 4 of the Regulation.

**2.5.1 Reporting on internationally referred (joint) scientific publications**

Please provide a list of references of scientific (joint) publications published in international journals emerging from the project. Please add a short abstract to each reference, as well.

***Reference*** *(according to standards, including author(s), a title, ISBAN, pages etc.):*

*Name of scientific journal:*

*Date of publication/OR submission:*

**2.5.2 Reporting on other (joint) scientific publications/articles/patents/prototype/thesis etc.**

*Type: scientific publication/article/patent/prototype/thesis etc.*

***Reference*** *(according to standards, including author(s), a title, ISBAN, pages etc.):*

*Name of scientific journal:*

*Date of publication/OR submission:*

**2.5.3 Public events dedicated to the project (organised or/and participated)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Title of event** | **Date** | **Place** |
| **Launch:** |  | dd.mm.yyyy |  |
| **Interim:** |  | dd.mm.yyyy |  |
| **Closing:** |  | dd.mm.yyyy |  |
| **Other:** |  |  |  |
| **Other:** |  |  |  |

*Note: In compliance with annex 4 of the Regulation on implementation of Norwegian Financial Mechanism 2009-2014.*

**2.6 Planned/further cooperation**

|  |
| --- |
| **Will cooperation with the donor project partner(s) continue after the project is completed? Please tap twice to choose one option below.** |
| [ ]  YES – a formal agreement | [ ]  YES – planned | [ ]  MAYBE – no plans yet | [ ]  NO |
| **Total number of joint applications for further collaboration** | **0** |
| **Total number of long-term cooperation (new projects) resulting from the partnership** | **0** |

**2.6.1 Further projects**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of new project** | **Partners** | **Programme** | **Prep\*/Submitted****/Funded** | **Grant amount** |
|  |  |  |  |  |
|  |  |  |  |  |

*Note: \*Prep means Preparation.*

**2.7 Risk management (max. ½ pages A4)**

Please highlight main risks (internal and/or external) that had a serious impact on the project implementation, the achievement of the outcomes, or failures.

**3. FINANCIAL PART**

**3.1 Actually used Indirect Costs Model (Choose one option per entity only)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Entity** | **Used PIC rate in %**  | **Full cost - used analytical accounting system (Yes/No)**  | **Used flat rate in %** **(60/20)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

*Note:* *According to 5.4 of Annex 12 – Rules for the establishment and implementation of donor partnership programmes falling under the Programme Areas “Research within Priority sectors” and “Bilateral Research Cooperation” of the Regulation on implementation of Norwegian Financial Mechanism 2009-2014.*

**3.2 Explanation of grant use (max. 2 pages A4)**

Please briefly explain and justify the utilization of the grant in total and per partner. In case of major modifications of any item of the project contract, valid justification and reasons should be given. Please relate the changes in spending to planned deliverables, milestones, outputs, risks, grant utilization, and impacts on the project. Explanation of leftovers from previous payments should be given, if applicable. Comments should also be related to Annex I of the Final Project Report.

Entity:

Amount in CZK:

Items:

Justification:

**4. MANDATORY ANNEXES**

## 4.1 Annexes related to Final Project Report

|  |  |  |
| --- | --- | --- |
| **No.** | **Annexes** | **Mandatory online submission format** |
| I. | ***Annex I – Final Project Financial Report*** This annex relates to expenditure actually incurred in CZK **by all entities in the whole implementation period of the project**. It must be stamped and signed by the Principal Investigator and by the statutory of the Project Promoter, or an attorney. Please use the template. | xls(x) and pdf |
| II. | ***Annex II - Report on Actual Incurred Expenditure***This annex relates **to all Czech entities** only. It is a record from an accounting system which reports costs in CZK per entity from 1 January 2017 to 30 April 2017. It contains a stamp of the organisation and a full name and signature of the person responsible for financial matters of the organization. No template. | pdf |
| III. | ***Annex III – Final Financial Statement by Norwegian Project Partner*** This annex relates **to Norwegian project partners** **only** and is filled in in NOK for **the whole implementation period.** It must contain a stamp of the organisation and a full name and signature of the person responsible for financial matters. It may be a copy. Use the template please. | pdf |
| IV. | ***Annex IV - Letter of Attorney***, if applicable for the Project Promoter. Acceptable in Czech. A copy may be submitted. No template. | pdf |

***Note: For e-submission the required format for the Final Project Report is doc(x) (you may also submit the undersigned pages in PDF as a separate file, if no e-signature). In case of revisions, please, always indicate the corrected version of the report.***

***Please staple the documents in the following order: The Final Project Report and annexes I, II, III, IV. Use Calibri font, size 11.***