PROJECT ADMINISTRATION & MANAGEMENT

IDP & F-Iniciativas

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PRESENTATION OF PROJECT ADMINISTRATION TEMPLATES AND HOW TO USE THEM

INTERMODEL EU - FUNDED BY THE EUROPEAN COMMISSION GRANT AGREEMENT: 690658

- Deliverable
- Periodic Report Part B (Coordinator Only)
- Progress Report (Coordinator Only)
- Financial statement plus invoices
- Personnel Costs & Effort
- Person Month
- Use of resources

Please ask your institution first!!!

- It could be already using its own templates
- It could be affected by some special criteria according to its profile (research institute, public institution, university, SME…)

GOAL:

- You'll need to fill quite a bunch of forms in the participant portal for project reporting.
- Keep the information updated and stored in the best way possible so filling these forms will mostly be "Ctrl+C" & "Ctrl+V"

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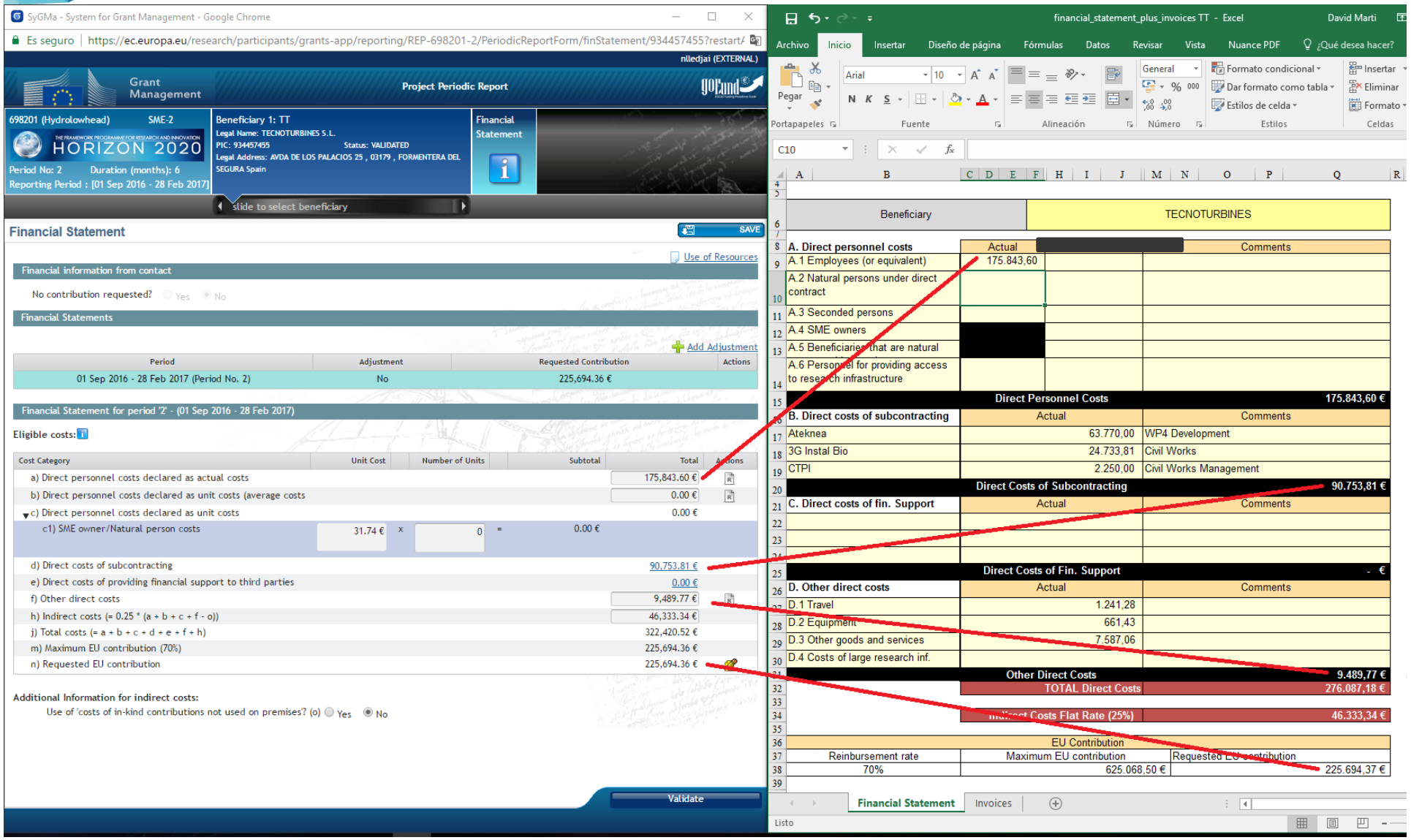
FINANTIAL STATEMENT + INVOICES



→ If other direct costs are too high you'll need to justify the invoices

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- Periodic Report Part A
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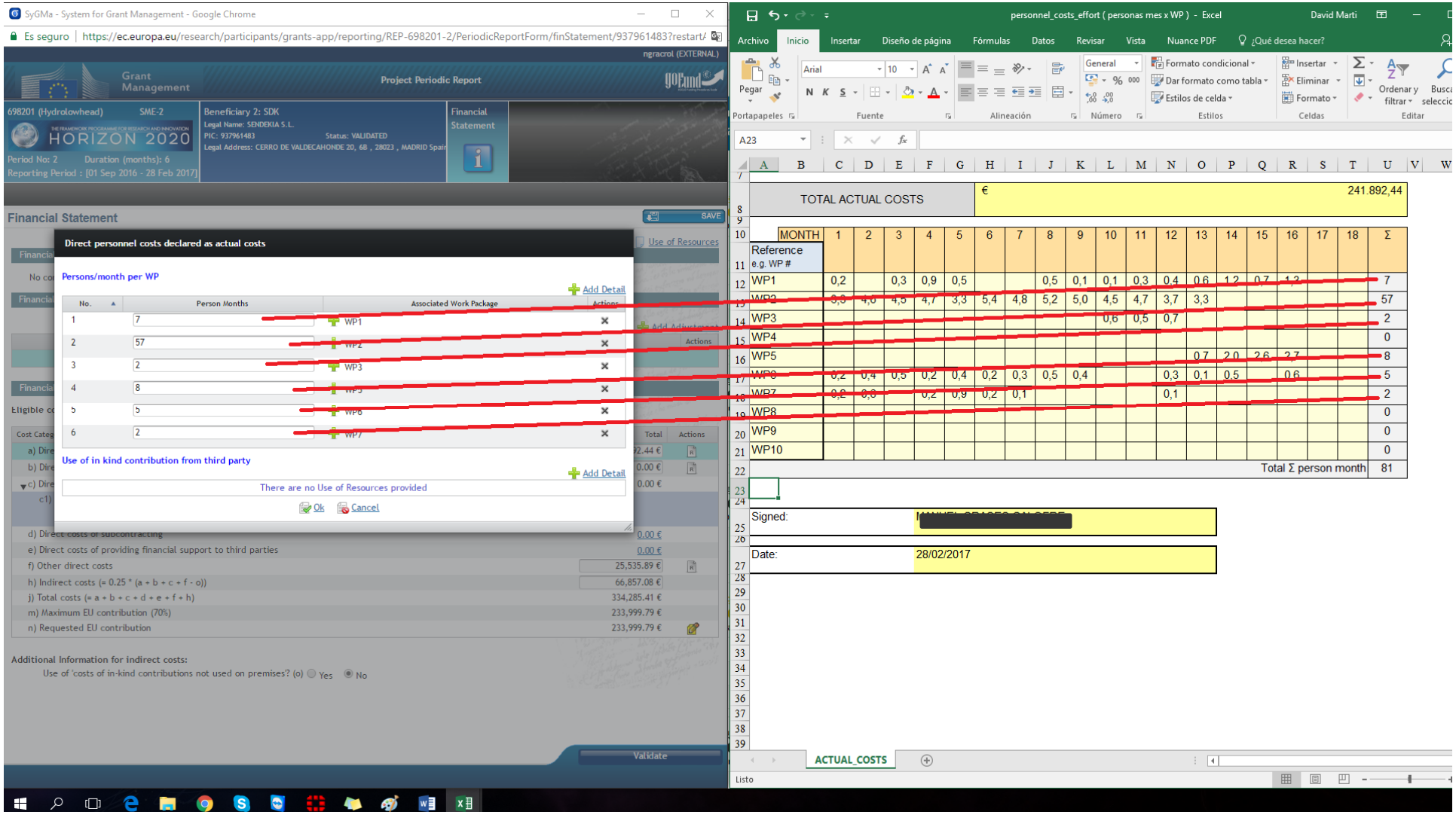
PERSONNEL COSTS AND EFFORT



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- Periodic Report Part A
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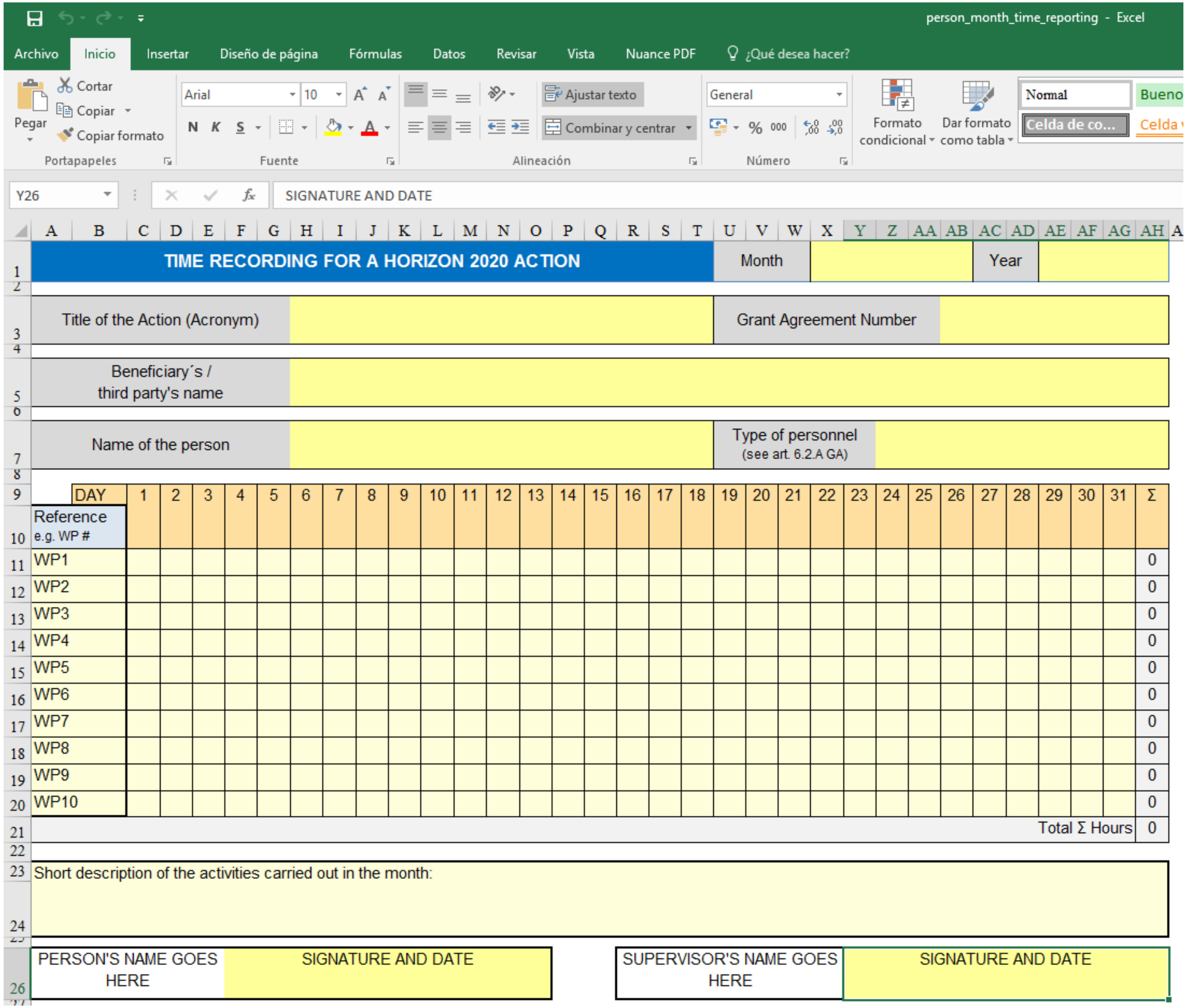
TIME RECORDING



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Scientific Publications

Type of scientific publication	Title of the scientific publication	DOI	ISSN or eSSN	Authors	Title of the journal	Number, date	Publisher	Place of publication	Year of public ation	Relevant pages	Public & private publication	Peer-review	Is/Will open access provided to this publication
*[*Article in journal*]* *[*Publication in conference proceeding/ workshop*]* *[*Books/Monographs*]* *[*Chapters in books*]* *[*Thesis/dissertation*]*						[insert number of the journal] [insert month of the publication] [insert year of the publication]	[insert name of the publisher]	[insert place of publication]	[insert year of the public ation]	[insert first page of the publicatio n] - [insert last page of the publicatio n]	*[YES]* *[NO]*	*[YES]* *[NO]*	*[*Yes - Green OA [insert the length of embargo if any]*]* *[*Yes - Gold OA [insert the amount of processing charges in EUR if any]*]* *[NO]*

Dissemination and Communication Activities

Type of dissemination and communication activities	Number
Organisation of a Conference	
Organisation of a workshop	
Press release	
Non-scientific and non-peer reviewed publications (popularised publications)	
Exhibition	
Flyers	
Training	
Social media	
Web-site	
Communication campaign (e.g radio, TV)	
Participation to a conference	
Participation to a workshop	
Participation to an event other than a conference or workshop	
Video/film	
Brokerage event	
Pitch event	
Trade fair	
Participation in activities organised jointly with other H2020 project(s)	
Other	
Total funding amount:	(Amount in €)

IPR resulting from the project

Type of IP Rights	Application reference	Date of the application	Official title of the application	Applicant(s)	Has the IPR protection been awarded?	If available, official publication number of award of protection
[Patent] *[Trademark]* *[*Registered design*]* *[Utility model]* *[Other]*	*[Option for international applications of patents* [insert IP international organisation code] [insert serial number]*]* *[Option for national applications of patents* [insert country code (two letters)] [insert serial number]*]* *[Option for other registered IPR* [insert application reference country code (two letters) or organisation code)] [insert alfa numeric identifier]*]*	dd/mm/yyyy			*[YES / NO /* No applicable]	*[Option for patents* [insert code (two letters referring to a country or organisation)] [insert serial number]*]* *Option for rest* [insert official publication number]*]*

INNOVATION

Does the project include the following activities and if so how many of each?

Activities developed within the project	Number
Prototypes	
Testing activities (feasibility/demo)	
Clinical trials	

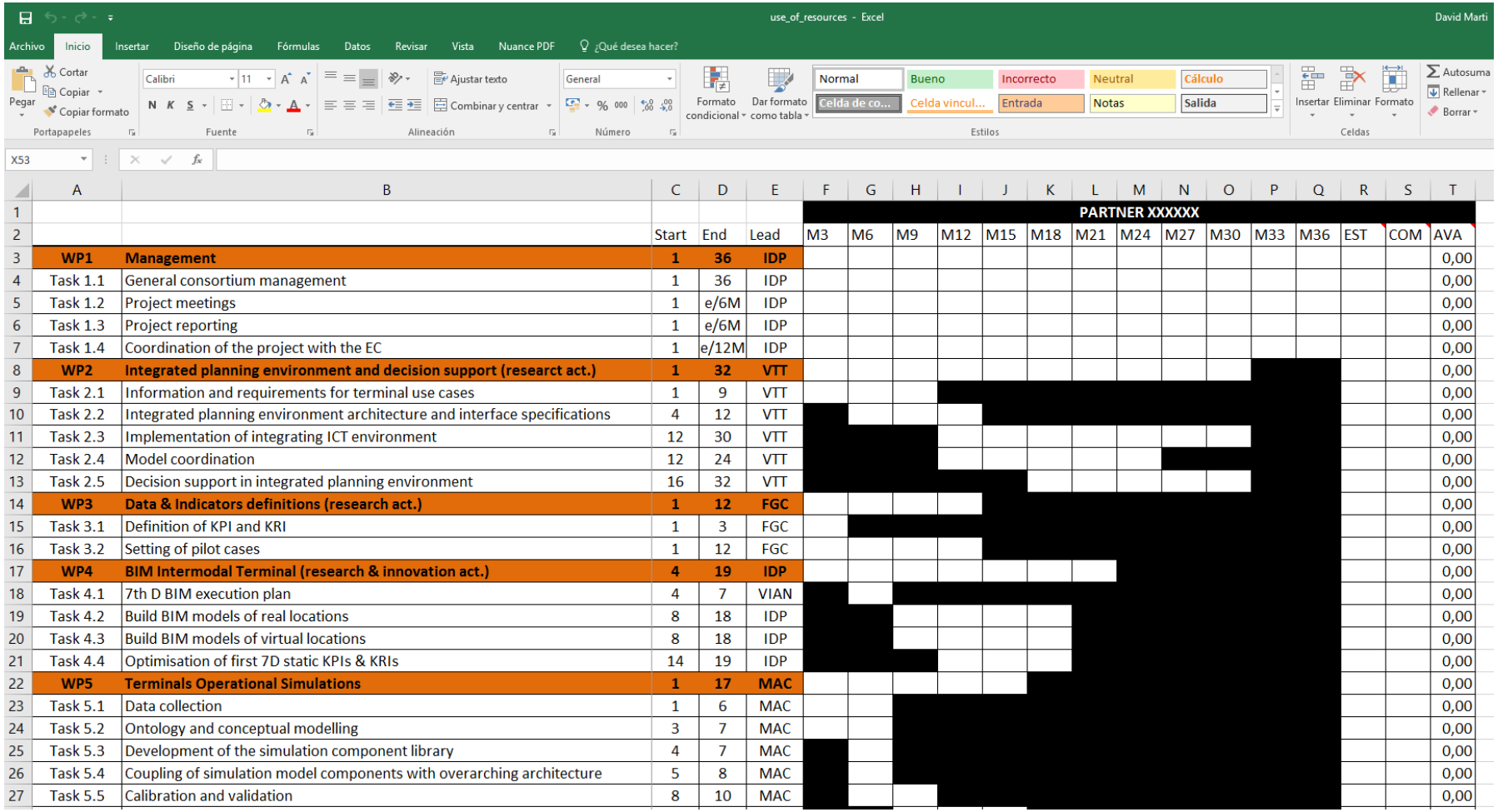
Will the project lead to launching one of the following into the market (several possible):

New product (good or service)	*[YES / NO]*
New process	*[YES / NO]*
New method	*[YES / NO]*

How many private companies in your project have introduced or are planning to introduce innovations (within the project lifetime or 3 years thereafter):

	Total Number of companies	Number of SMEs
Companies introducing innovation(s) new to the market		
Companies introducing innovation(s) only new to the company		

USE OF RESOURCES



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1						PARTNER XXXXXX														
2			Start	End	Lead	M3	M6	M9	M12	M15	M18	M21	M24	M27	M30	M33	M36	EST	COM	AVA
3	**WP1**	**Management**	**1**	**36**	**IDP**															0,00
4	Task 1.1	General consortium management	1	36	IDP															0,00
5	Task 1.2	Project meetings	1	e/6M	IDP															0,00
6	Task 1.3	Project reporting	1	e/6M	IDP															0,00
7	Task 1.4	Coordination of the project with the EC	1	e/12M	IDP															0,00
8	**WP2**	**Integrated planning environment and decision support (researct act.)**	**1**	**32**	**VTT**															0,00
9	Task 2.1	Information and requirements for terminal use cases	1	9	VTT															0,00
10	Task 2.2	Integrated planning environment architecture and interface specifications	4	12	VTT															0,00
11	Task 2.3	Implementation of integrating ICT environment	12	30	VTT															0,00
12	Task 2.4	Model coordination	12	24	VTT															0,00
13	Task 2.5	Decision support in integrated planning environment	16	32	VTT															0,00
14	**WP3**	**Data & Indicators definitions (research act.)**	**1**	**12**	**FGC**															0,00
15	Task 3.1	Definition of KPI and KRI	1	3	FGC															0,00
16	Task 3.2	Setting of pilot cases	1	12	FGC															0,00
17	**WP4**	**BIM Intermodal Terminal (research & innovation act.)**	**4**	**19**	**IDP**															0,00
18	Task 4.1	7th D BIM execution plan	4	7	VIAN															0,00
19	Task 4.2	Build BIM models of real locations	8	18	IDP															0,00
20	Task 4.3	Build BIM models of virtual locations	8	18	IDP															0,00
21	Task 4.4	Optimisation of first 7D static KPIs & KRIs	14	19	IDP															0,00
22	**WP5**	**Terminals Operational Simulations**	**1**	**17**	**MAC**															0,00
23	Task 5.1	Data collection	1	6	MAC															0,00
24	Task 5.2	Ontology and conceptual modelling	3	7	MAC															0,00
25	Task 5.3	Development of the simulation component library	4	7	MAC															0,00
26	Task 5.4	Coupling of simulation model components with overarching architecture	5	8	MAC															0,00
27	Task 5.5	Calibration and validation	8	10	MAC															0,00

IDP
THANKS!
F. Iniciativas
ASESORIA EN I+D + IT